

GUIDELINES FOR DEVELOPING AWARENESS OF THE REGULATIONS OF SUAN SUNANDHA RAJABHAT UNIVERSITY: THE CASE STUDY OF PERSONNEL OF THE COLLEGE OF NURSING AND HEALTH

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Abstract

The College of Nursing and Health is a unit within Suan Sunandha Rajabhat University. The college's personnel must know the university's regulations to perform their duties and achieve its objectives. In this regard, awareness and understanding of Suan Sunandha Rajabhat University Regulations was found that personnel at the College of Nursing and Health did not study information that was a legal document applicable to their work. This is a problem in personal acknowledgment. The research found that Suan Sunandha Rajabhat University's current regulations regarding university employees in 2024 are the latest version, monitoring and evaluating to develop an awareness of Suan Sunandha Rajabhat University regulations. Research suggestions are to appoint an operating committee of the College of Nursing and Health to create guidelines for acknowledging the regulations of Suan Sunandha Rajabhat University. Organize orientation for new employees to know university regulations. And conduct personnel meetings with the insertion of the latest regulations of the university. In addition, documents are circulated through communication channels that are easily accessible and convenient, including the electronic office system. and personnel sign an acknowledgment to confirm their understanding and understanding.

Keywords: Awareness, Regulations, Suan Sunandha Rajabhat University

Introduction

Suan Sunandha Rajabhat University is a state higher education institution. The internal management of the unit must comply with the rules, regulations, announcements, and regulations that define the scope of duties and authority. The Rajabhat University Act B.E. 2004 governs the management of Suan Sunandha Rajabhat University and Rajabhat Universities. Additionally, university personnel in the academic and academic support categories are responsible for achieving the objectives of the university. All employees should be aware of the laws and regulations so they can operate correctly and strictly. Currently, certain personnel at the College of Nursing and Health are unable to access information because they are unaware of the information's source, the work's nature is not directly relevant, or the information is not up-to-date. Therefore, regardless of the position or type of work, the unit should establish guidelines for awareness and understanding of the rules, regulations, announcements, or regulations. This will ensure that employees are aware of the best practices for achieving results by reducing work errors and steps. It is also important to know the university's mission and what the scope of authority and duties is when becoming a university employee. Suan Sunandha Rajabhat University has set the new Suan Sunandha Rajabhat University Regulations on University Employees B.E. 2024. (Suan Sunandha Rajabhat

University Regulations on University Personnel 2024) These regulations will allow everyone to know information about being a university employee, such as employee qualifications, employee positions, recruitment, appointment and employment, wages, compensation, additional pay, position allowance, salary promotion, efficiency enhancement and motivation in work, working days, work hours, leave, welfare, discipline, disciplinary action, employee termination, appeals, and complaints. All of this information is essential for everyone to know and comprehend, as it can help them work efficiently and minimize potential work errors in the future. Therefore, it is crucial for all university employees to study and understand work-related regulations, as this will enable them to plan their work systematically and act within the university's rights in every matter.

Research Objectives

The goal is to make the academic staff and support staff of the College of Nursing and Health knowledgeable about the rules governing their work at Suan Sunandha Rajabhat University. 2. The goal is to empower the academic staff and support staff of the College of Nursing and Health to comprehend information and utilize it effectively in their tasks.

Scope of Research

The research focuses on developing the awareness of Suan Sunandha Rajabhat University regulations among nursing and health college personnel. - Content Scope: The sole focus of this research is to enhance the awareness of Suan Sunandha Rajabhat University regulations among nursing and health college personnel. – Area Scope: The scope of this research encompasses the collection of data from various documents.

Literature Review

Researchers conducted the study by collecting data from legal documents, regulations, and guidelines for awareness development. The following data were collected from the study: Suan Sunandha Rajabhat University Regulations on University Personnel B.E. 2567 The latest version of these regulations has 9 sections and includes a transitional chapter. Section 1 describes the staff management committee. (1) The president shall be the chairman. (2) The president of the faculty and civil service council shall be a member of the committee. The vice presidents, deans, and directors shall elect representatives among themselves, with one representative from each group. (4) The university council will elect three qualified members among themselves. (5) The committee will select three qualified external experts in the fields of human resource management, civil service, departmental organization, organizational development, administration and management, and law. These experts will be members of the committee. (6) The vice presidents, who have been assigned by the president to oversee the personnel administration division, will serve as members and secretaries. The selection of Category 2 Employees determines their employment status. They must meet general qualifications and refrain from possessing any prohibited characteristics. Academic staff positions, executive positions. Category 3: Recruitment, Appointment, and Employment. There are two types of employment: government budget employees and revenue budget employees. Category 4: wages, compensation, bonuses, position allowances, and salary increments. Chapter 5: Improving performance and strengthening work motivation. Chapter 6 delves into the topics of working days, working hours, leave days, and welfare. Chapter 7:

Discipline, Discipline Maintenance, and Disciplinary Action. Disciplinary punishment is of five types: (1) reprimand, (2) deduction of wages, (3) reduction of wages, (4) dismissal, (5) dismissal. Chapter 8 Termination of the employee council includes death, permission to resign, end of the fiscal year in which the employee reaches 60 years of age, termination of the contract, termination due to failure to advance to an academic position as stipulated by the regulations and termination due to termination of employment and non-renewal of the contract, when the employee fails to pass the evaluation, when the employee cannot be promoted to an academic position when the employee performs duties inefficiently or behaves inappropriately for the position, is investigated for serious disciplinary action but the investigation results cannot impose serious disciplinary action but the employee executive committee resolves that continuing to work will damage the university, when the university dissolves a unit, project or position, or is ordered to be dismissed or fired. Chapter 9: Appeals and Complaints Within 30 days of receiving the order, any employee who has received a reprimand, deducted from pay, reduced pay, discharged, or fired has the right to appeal to the University Council, which will then consider taking actions. Finally, the interim section (Suan Sunandha Rajabhat University Regulations on University Personnel 2024)

The approach to developing awareness and understanding must stem from communication, training, monitoring, and evaluation to ensure that all academic and support personnel understand and follow the correct practices. You can divide the practice guidelines into the following categories: 1. Clear and understandable communication 1.1 The first step is to select appropriate communication channels that are easy and convenient for personnel to access, such as email, internal systems, noticeboards, meetings, employee handbooks, and online training. Select the channels based on the target group and information type. 1.2 Communication must use easy-to-understand language, avoid complicated technical terms, and use concise, clear Documents should be written in computer language for accuracy and ease of understanding before being published each time. understand. 1.3 Presenting information in an engaging format, such as posters, infographics, and short videos, will help personnel remember and understand more easily. 1.4 Regularly inform personnel of changes in rules, regulations, announcements, and regulations, and monitor their reading or awareness of these changes. (Dabphet, 2018)

2. Training and development 2.1 Organizing a workshop on rules, regulations, announcements, and regulations will help personnel understand the details of the content and be able to apply it correctly in their work. There should be a test of understanding after the training. 2.2 Online training will allow employees to learn anywhere, anytime, and have convenient access to information. We should regularly update an employee handbook that encompasses rules, regulations, announcements, and regulations. 2.4 Consultation There should be a channel for employees to conveniently ask questions about rules, regulations, announcements, and regulations, such as setting up a help center or assigning officers responsible for providing consultation. (Charoennawakhul, 2023)

3. Monitoring and Evaluation 3.1 Periodically test personnel’s knowledge of rules, regulations, announcements, and rules to assess their understanding and compliance. 3.2 Performance Review Employee performance should be reviewed regularly to check whether employees are complying with rules, regulations, announcements, and rules correctly. 3.2 Continuously improve communication and training guidelines to be in line with the needs and changes of the organization. (Kongkaewrasamee & Watsanor, 2024)

4. Creating an organizational culture that emphasizes compliance with rules and regulations

4.1 Raise awareness among personnel about the significance of adhering to rules, regulations, announcements, and regulations, while highlighting the potential benefits and drawbacks.

4.2 Rewards and punishments There should be a system for rewarding employees who strictly comply with rules, regulations, and announcements, and appropriate and fair punishment measures for employees who violate the rules and regulations.

4.3 Transparent and open communication will help build trust and cooperation from personnel, allowing personnel to understand the reasons and necessity of rules, regulations, announcements, and regulations. (Srisilarux, 2020)

Research Methodology

Research on the development guidelines for the awareness of regulations of Suan Sunandha Rajabhat University: The case of nursing and health college personnel has used qualitative research by conducting documentary research. (Khonglamthan, et al., 2023).

Research Results

The research revealed that Suan Sunandha Rajabhat University has implemented the latest Suan Sunandha Rajabhat University Regulations on University Personnel, specifically B.E. 2567. Academic personnel and academic support personnel must be aware of this regulation to perform their duties in accordance with the university's regulations. There are a total of 9 chapters in this regulation, each containing a unique provision. Chapter 1 talks about the Executive Committee. Chapter 2 focuses on the employees, determining their hiring status. They must possess general qualifications and be free from prohibited characteristics, academic staff positions, or executive positions. Chapter 3 is about hiring, appointment, and employment. Chapter 4 is about wages, compensation, additional pay, position allowance, and wage promotion. Chapter 5 is about increasing efficiency and creating motivation for work. Chapter 6 is about working days, working hours, leave, and welfare. Chapter 7 is about discipline—maintaining discipline and taking disciplinary action. Chapter 8 is about leaving the employee council. Chapter 9 is about appeals and complaints. And finally, the transitional provisions. The study found methods of communication, training, monitoring, and evaluation to develop guidelines for awareness of Suan Sunandha Rajabhat University regulations.

Discussion

All nursing and health college personnel should study information to understand the regulations related to their work, as this will lead to numerous benefits. These benefits extend beyond simply planning work systematically and operating within the university's boundaries, including the prevention of mistakes and problems. Understanding the rules and regulations will help employees work correctly, reduce the risk of mistakes or actions that violate the university's laws and regulations, which may lead to warnings or punishments or affect the image of both themselves and the organization, as well as help increase work efficiency. When employees understand the work process, their rights and responsibilities, and the scope of decision-making authority, they will be able to work efficiently, quickly, and on target, resulting in quality work. Knowing the regulations allows for systematic work planning, knowing the steps and priorities, and correctly assessing risks, making work more efficient.

Working by regulations helps build credibility for the university, both among internal personnel, students, and external agencies, resulting in a positive image for the organization.

Therefore, the guideline for developing awareness of regulations for nursing and health college personnel to understand and comply with the law correctly should be to regularly provide training to personnel, especially when there are amendments to the law or new practices are implemented. Training should focus on both theory and practice so that personnel understand and can apply it in practice. Various development formats may be used, such as new employee orientation, lectures, practical training, self-study via online media, or study tours. Clear work procedures should be defined, with strict checks and controls to prevent errors and corruption. A multi-tiered approval system or internal audit system may be used to ensure that every step complies with the law.

Recommendations

Establish a committee within the Nursing College to develop guidelines for promoting awareness of Suan Sunandha Rajabhat University regulations. This committee should also organize orientation for new employees to familiarize them with the university's regulations. Additionally, the committee should hold staff meetings to discuss the latest university regulations. Additionally, the committee should circulate documents through easily accessible and convenient communication channels and the e-office system, requiring staff to sign to confirm their awareness and understanding.

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