

DEVELOPING AN ANNUAL PARCEL INSPECTION MANUAL TO INCREASE EFFICIENCY IN PARCEL OPERATIONS OF SUAN SUNANDHA RAJABHAT UNIVERSITY

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Abstract

Study on Development of an Annual Parcel Inspection Manual to Increase Efficiency in Parcel Operations of Suan Sunanda Rajabhat University The objectives are 1. To study the annual parcel inspection process of Suan Sunanda Rajabhat University. 2. To study the effectiveness of the implementation of the annual parcel inspection manual of Suan Sunanda Rajabhat University. The sample used in the study was 36 employees who worked as parcel officers in various departments. The statistics used in the data analysis were percentage, mean, and standard deviation. The results showed that the majority of the respondents were female, accounting for 72.22 percent, aged between 31 and 40 years, accounting for 66.67 percent, most of the education levels were bachelor's degrees, accounting for 58.33 percent, most of the work experience was in the range of 1 to 5 years, accounting for 55.56 percent, and most of the monthly income was between 20,001 - 30,000 baht, accounting for 61.11 percent. Opinions on the level of efficiency of annual parcel inspection before the manual study showed that the overall opinion was moderate with a total average of 3.03 and a standard deviation of 1.139.

Keywords: Annual parcel inspection manual, Suan Sunandha Rajabhat University

Introduction

According to the Public Procurement and Property Management Act, B.E. 2560, Chapter 13, Sections 112-113, it is stipulated that government agencies must implement controls and oversight of the property under their possession to ensure the proper, cost-effective, and beneficial use and management of such property for the government agency. This includes the storage, recording, issuance, lending, inspection, maintenance, and disposal of property in accordance with regulations set by the Minister and the Ministry of Finance's regulations on public procurement and property management, B.E. 2560. The regulations outline the annual property inspection procedures under Sections 213-214, Part 3 on maintenance and inspection (Royal Gazette, 2017). The annual property inspection must be conducted in the final month before the end of the fiscal year to ensure the university's operations are orderly, transparent, and open (Chanwichian, et al., 2023). Therefore, it is required that the head of the government agency or the head of the property unit, as per Section 205, appoint a responsible person to conduct the property inspection, which is not to be the staff member by necessity, to examine the receipt and issuance of property for the past year and to count the remaining property at the end of the period. The annual property inspection is an operation that government agencies must undertake, and each step must be

performed in accordance with established regulations, criteria, and rules. The head of the government agency, managers, and related parties must be aware of the procedures to ensure efficiency, effectiveness, and to aid in decision-making without conflicting with the established regulations, criteria, and rules.

At present, the management of supplies within the university faces challenges due to a lack of understanding of procedural steps, leading to operations that do not align with the required methods and objectives. The annual inventory inspection is an integral part of the university's supplies management (Jarusiri, et al., 2022).

Therefore, to prevent potential losses and damages to Suan Sunandha Rajabhat University, the researcher has conducted a study and compiled information on the annual inventory inspection process. This study aims to enhance the accuracy and efficiency of operational procedures across all units within the university.

Research Objectives

1. To study the annual inventory inspection process of Suan Sunandha Rajabhat University.
2. To examine the effectiveness of implementing the annual inventory inspection manual at Suan Sunandha Rajabhat University.

Scope of the Research

1. The population for this study consists of personnel from Suan Sunandha Rajabhat University. The researcher determined the sample size and selection method using purposive sampling. Employees holding the position of procurement officer in various departments were specifically selected, with one officer per department, resulting in a total sample size of 36 participants.
2. This study covers the examination of the annual inventory inspection process and evaluates the efficiency of procurement operations after the implementation of the inspection manual.
3. October 1, 2023, to August 31, 2024.

Research Methodology

1. This study is quantitative research employing a survey research approach. The sampling method used is purposive sampling, and the data is analyzed using statistical methods, including frequency, percentage, and standard deviation.
2. This study began with a review of documents related to the annual inventory inspection process at Suan Sunandha Rajabhat University. Data collection was conducted using an online questionnaire designed by the researcher. The questionnaire consists of two sections: 1. General information of respondents (6 questions) 2. Questions measuring opinions on the efficiency of the annual inventory inspection before and after studying the manual, using a Likert scale ranging from 1 (strongly disagree) to 5 (strongly agree) (Likert & Rensis, 1961). The questionnaire was analyzed to determine its reliability, with a confidence level set at 95%. The Cronbach's Alpha Coefficient was used to calculate the reliability. The researcher set the criterion that if the Cronbach's Alpha coefficient is 0.70 or higher, the questions would not be revised. However, if the coefficient is below 0.70, the questions would be revised (Pipitkul, 2018). The questionnaire had a reliability value of

0.907, which is considered acceptable. Therefore, this questionnaire can be used for data collection in this research.

3. The researcher determined the sample size and selection method using purposive sampling, selecting one procurement officer per department, resulting in a total sample size of 36 participants.

4. Step 1: General information was analyzed using descriptive statistics, including percentages.

Step 2: The level of improvement in the annual inventory inspection process before and after studying the manual was analyzed across three aspects. The collected data was analyzed for mean and standard deviation, with the results presented in tables along with descriptive analysis and conclusions.

Research Results

The general information of the respondents showed that the majority were female, accounting for 72.22%. Most respondents were aged between 31 and 40 years, representing 66.67%. The majority had a bachelor's degree, making up 58.33%. In terms of work experience, most had between 1 and 5 years of experience, representing 55.56%. Regarding monthly income, the majority earned between 20,001 and 30,000 baht, accounting for 61.11%. Most respondents reported that their primary source of income was salary, representing 66.67%.

The data analysis regarding the level of development in the annual inventory inspection process was divided into two phases: before studying the annual inventory inspection manual and after studying the manual. The levels were measured based on 3 questions, both before and after studying the information, including: the level of readiness in preparing documents, the level of speed in the annual inventory inspection, and the level of accuracy in the annual inventory inspection. The data was analyzed to find the mean and standard deviation as follows:

Table 1: Data Analysis of the Annual Inventory Audit Efficiency Level Before Studying the Manual

Annual Inventory Audit Development Level (Before)	Mean (\bar{x})	Standard Deviation (SD)	Opinion Level (Rating scale)
Readiness Level for Document Preparation	2.97	1.253	Moderate
Speed Level of the Annual Inventory Audit	2.94	1.068	Moderate
Accuracy Level of the Annual Inventory Audit	3.17	1.231	Moderate
Total	3.03	1.139	Moderate

From Table 1, the mean and standard deviation categorized by opinion levels summarize the overall perception of the efficiency of the annual inventory audit before studying the manual. The findings indicate that the overall opinion level is moderate, with an average score of 3.03 and a standard deviation of 1.139.

When considering each aspect individually, respondents' opinions remain at a moderate level across all areas:

Readiness in document preparation has an average score of 2.97 with a standard deviation of 1.253.

Speed of the annual inventory audit has an average score of 2.94 with a standard deviation of 1.068.

Accuracy of the annual inventory audit has an average score of 3.17 with a standard deviation of 1.231.

Table 2: Data Analysis of the Annual Inventory Audit Efficiency Level After Studying the Manual

Annual Inventory Audit Development Level (After)	Mean (\bar{x})	Standard Deviation (SD)	Opinion Level (Rating scale)
Readiness Level for Document Preparation	4.67	0.478	Highest
Speed Level of the Annual Inventory Audit	4.86	0.351	Highest
Accuracy Level of the Annual Inventory Audit	4.53	0.506	Highest
Total	4.69	0.356	Highest

From Table 2, the mean and standard deviation classified by the level of opinion, the overall opinion regarding the effectiveness of the annual asset inspection after the manual study showed that the overall opinion was at the highest level, with an average score of 4.69 and a standard deviation of 0.356.

When considering each aspect, it was found that for all aspects, the respondents' opinions were at the highest level, including the level of readiness in document preparation, with an average score of 4.67 and a standard deviation of 0.478; the level of speed in conducting the annual asset inspection, with an average score of 4.86 and a standard deviation of 0.351; and the level of accuracy in conducting the annual asset inspection, with an average score of 4.53 and a standard deviation of 0.506.

Discussion

The study of the annual inventory inspection process revealed that the majority of respondents were female personnel, accounting for 72.22%, followed by male personnel at 27.78%. Most respondents were aged between 31 and 40 years, representing 66.67%, followed by personnel aged over 41 years and those under 30 years, accounting for 19.44% and 13.89%, respectively. The majority of respondents had a bachelor's degree, making up 58.33%, followed by those with a master's degree at 41.67%, and none had a doctoral degree.

Most respondents had work experience ranging from 1 to 5 years, representing 55.56%, followed by personnel with more than 6 years of experience at 38.89%, and those with less than 1 year of experience at 5.56%. Regarding monthly income, the majority earned between 20,001 and 30,000 baht, accounting for 61.11%, followed by those earning over 30,000 baht at 27.78%, and those earning less than 20,000 baht at 11.11%.

The majority of respondents had salary income, accounting for 66.67%, while 33.33% received income from the national budget.

In terms of opinions regarding the efficiency of the annual inventory inspection before studying the manual, the overall opinion was at a moderate level, with a mean score of 3.03

and a standard deviation of 1.139. After studying the manual, the overall opinion regarding the efficiency of the annual inventory inspection was at the highest level, with a mean score of 4.69 and a standard deviation of 0.356.

Recommendations

1. The research on the development of an annual inventory inspection manual to enhance the efficiency of inventory operations at Suan Sunandha Rajabhat University can provide guidelines that can be applied to improve the efficiency of the annual inventory inspection process at the university and help reduce errors in inventory management operations.

2. Further study should be conducted on the problems and obstacles in the operations to find ways to improve the performance.

Acknowledgement

The author would like to express sincere gratitude to Suan Sunandha Rajabhat University for making this work successful and ensuring its smooth completion.

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