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EDUCATIONAL ADMINISTRATION

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MAJOR

KEY WORD: BUSINESS AFFAIRS ADMINISTRATION

TUANJAI DONPRASIT : STATE AND PROBLEMS OF ADMINISTRATION OF BUSINESS

AFFAIRS IN SECONDARY SCHOOLS UNDER THE JURISDICTION OF THE DEPARTMENT

OF GENERAL EDUCATION, EDUCATIONAL REGION TEN. THESIS ADVISOR:

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The purposes of this research were to study the state and problems of the administration of business affairs in secondary schools under the jurisdiction of the department of general education, educational region ten. Divided by the size of 185 schools; Administrators and the assistant administrator of business affairs, 370 persons, were the population for the study.

The study revealed that the states of the administration of business affairs were: school had collected data, rules and legislations concerning business affair were provided and done for assigned responsibility; collected books, manual, rules and legislations of official were provided for using; analysing problem in planning, step in planning for business affairs were arranged by each department task planing, and project; chart and structure of business affairs were done and assigned task and responsibility of business affairs administration; the personel worked in this area were assigned by administrator, assistant administrator and head of business affairs; there was responsibility of secretarial work; keeping and destroying official documents correctly; financial and accounting documents were recorded according to the law of finance; the financial officer was filing finance and accounting documents; a committee keep school's money purchasing supplies by the need of school projects; annual supplies checking once a year; personnel recorded was done correctly and presently; follow up and evaluation in business affairs were done by committee and by conference.

The problems revealed in the study were: lack of quality personnel in planning business affairs; lack of budget, tools and materials for business affairs; insufficient budget to improve the business affairs officeand equipments; personnel in business affairs had to responsible many kind of jobs; personnel in business affairs had no knowledge and skill in keeping and destroying official documents; there were problems in payrol of personnel and lack of document about business affairs evaluation.

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ปีการศึกษา.....

ลายมือชื่อนิติ.....

ลายมือชื่ออาจารย์ที่ปรึกษา.....

ลายมือชื่ออาจารย์ที่ปรึกษาร่วม.....