

VALAPHA NILAKET : A STUDY OF THE ACADEMIC AFFAIRS ADMINISTRATION OF SECONDARY SCHOOLS OF THE SISTERS OF SAINT PAUL DE CHARTRES IN THAILAND.

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Aims: (1) To study the academic affairs administration of secondary schools of the Sisters Of Saint Paul De Chartres in Thailand. (2) To study the problems of the academic affairs administration of secondary schools of the Sisters Of Saint Paul De Chartres in Thailand.

Findings: The academic affairs of secondary schools of the Sisters Of Saint Paul De Chartres in Thailand concerned nine aspects of school administration. They are:

- 1) Philosophies and aims of the schools
- 2) Curricula and instruction
- 3) Instructional administration
- 4) Supervision and faculty development
- 5) Extra-curricular activities
- 6) Instructional materials
- 7) Library
- 8) Guidance
- 9) Measurement and Evaluation

Most of the schools had philosophies and aims which were clearly defined. Curricula and instruction had clear development, follow-up and evaluation. Instructional administration had lesson plan preparation and assigned teachers to teach subjects within their major fields of study. Supervision and faculty development had a system of classroom observation and teachers were sent to attend academic seminars. Extra-curricular activities had several clubs. Instructional materials were an aid to help the teachers realize the importance of using audio-visual aids. Libraries organized "Library Weeks" to encourage students to have a love for reading and do research work. For Guidance guidance rooms were available. Measurement and evaluation tests resulted in improved teaching methods for the teachers.

With regards to problems in the instructional materials there were relatively few problems. However in the area of philosophies and aims of the school, curricula and instruction, instructional administration, supervision and faculty development, extra-curricular activities, instructional materials, library, guidance and measurement and evaluation there were very rare.