

ABSTRACT

Abstract of thesis submitted to the Graduate School of Maejo University in partial fulfillment of the requirement for the degree of master of Business Administration in Business Administration

THE STUDY ON ADMINISTRATIVE INFORMATION FOR EXECUTIVE OF
THE RAJAMANGALA INSTITUTE OF TECHNOLOGY
TAK CAMPUS

By

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The purposes of this study were to investigate 1) executive information management for administrators in Tak Campus; 2) types of information used in the administrative work in Tak Campus; 3) use of information in different sections in Tak Campus; and 4) problems and obstacles concerning uses of information by administrators in Tak Campus. The data were collected from 8 high level administrators, and 48 middle level administrators. The tools for data collecting were interview schedules and questionnaires pretested for content validity. The data were analyzed by the SPSS (SPSS 7.5 for Windows). The research findings were as follows:

The majority of the high level administrators were Assistant Directors. They were male, over 50 years old, with a master degree. Their opinions on the steps of data processing were to comprehend data by self-study and they had used microcomputer by self-study. Most of the middle level administrators were heads of sections, Technical Department. They were grade 2 lecturers, seventh level, male, 31-40 years old with a master degree. Their

opinions on the steps of data processing were to categorize and comprehend data according to subjects by studying from practical work and they had used microcomputer in their work.

Regarding executive information management of the middle level administrators, it was found that data processing in most offices was done manually as well as by using microcomputers. Equipment used were microcomputers and printer. The windows 95/98 and Microsoft Word were used. Computer practitioners were temporarily hired and had a Bachelor Degree. Most offices worked according to their executives objectives. The middle level administrators were found to be responsible, at a high level, for data compilation, data checking, data processing and data keeping.

The types of executive information used in Tak Campus could be categorized according to types of office or section, and compiled as sectorial information under the administrative structure of the Rajamangala Institute of Technology, Tak Caampus in 1992 - 1999.

For information usage in each office, it was found that the middle level administrators mostly used material and supply as well as budgetary information. Other types of information were used according to the objectives of the office; they were used at a moderate level for planning, monitoring and decision making.

For problems and obstacles in information usage, most of the high level administrators stated a problem of insufficient staff; they were overloaded with teaching, administration and research work. Some offices did not have their own information compilation. The middle level administrators stated significant problems i.e. lack of office directly responsible for data and information management lack of systematic compilation, and lack of financial support for personnel training.

The high level administrators recommended organization of seminars to provide clear understanding of information management and appointment of staff from the Rajamangala Institute of Technology and others campuses to be responsible for information management

The middle level administrators recommended training programs for all levels of personnel in the campus to improve their knowledge and understanding of information

management system as well as setting up of a clear policy and aim of the information management system.

The comparative analysis revealed no significant difference between technical and executive groups in opinions on the level of responsibility and data processing as well as on the information policy and aim.