

##C241991 MAJOR EDUCATION ADMINISTRATION

KEY WORD: PERSONNEL/ADMINISTRATIVE PROCESS/DEMONSTRATION SECONDARY
SCHOOLS

CHANYAPORN PANICHCHAROENAM : PERSONNEL ADMINISTRATIVE PROCESS
IN DEMONSTRATION SECONDARY SCHOOLS UNDER THE JURISDICTION OF
THE MINISTRY OF UNIVERSITY AFFAIRS, BANGKOK METROPOLIS.

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The purpose of this research was to study the personnel
administration process, problems and recommendations of demonstration
secondary schools under the jurisdiction of the Ministry of University
Affairs, Bangkok Metropolis.

The findings could be summarized as follows :

Demonstration secondary schools under the jurisdiction of the Ministry of
University affairs, Bangkok Metropolis did not settle their personnel
administration policy in writing ; but they prepared manpower plans by
using information on number of students, teaching periods and the programs
of study offered. Recruitment was practiced for both internal and
external through a selection committee. Criterion was set upon considering
educational background, performance, ability as well as personality. The
process of induction of the demonstration secondary school focused on
rules and regulations of their schools and of the universities of which
they belonged. To appraise the personal teachers from each department
served on the performance appraisal committee. These school also analyzed
development necessity and provided additional compensation apart from
salary for their personnel. In assigning the personnel to particular jobs,
the schools considered one's educational background, ability, and
experience. Regarding welfare and protection of selves and property
security guards were provided by the schools as well as annual physical
examination. The meetings of teachers were held monthly while the
administrative committees met every week. Personnel information were
collected and were available at all times. The 11 problems concerning
personnel administration process were all found at low level. It is
recommended that computer should be used in process of personnel
administration information and also the follow up study should be practiced.