

# **GUIDELINES FOR THE MANAGEMENT OF INFORMATION COLLECTION OF ACADEMIC SERVICE PROJECTS UNDER THE CORONAVIRUS (COVID-19) SITUATION FOR COLLEGE OF INNOVATION AND MANAGEMENT**

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## **ABSTRACT**

This research aims to this research 1. to find a way to manage the data collection of academic service projects; 2. to study the guidelines for using the tools for collecting data in the situation of the corona virus (COVID-19) epidemic. This research uses the tools. quantitative research (Quantitative Research) The population used in this research is academic personnel. College of Innovation and Management Suan Sunandha Rajabhat University and target groups in the area. Research results 4. An overview of the results of finding guidelines for managing data collection of academic service projects. Under the Coronavirus Disease (COVID-19) Epidemic Situation Case Study College of Innovation and Management Suan Sunandha Rajabhat University as a whole was at the highest level ( $x = 4.36$ ,  $SD = 0.51$ ), separated by the overall planning aspect. of the guidelines for the management of data collection of academic service projects At the highest level ( $x = 4.36$ ,  $SD = 0.53$ ) Tracking Overview Guidelines for data collection management of academic service projects At the highest level ( $x = 4.39$ ,  $SD = 0.57$ ) and the overall view of the arrangement of support Guidelines for data collection management of academic service projects at the highest level ( $x = 4.42$ ,  $SD = 0.49$ )

**Keywords:** Guidelines , Management of Information , Academic Service Projects

## **INTRODUCTION**

Academic service to society It's a benefit to society. It is integrated to take advantage. in teaching and research management Develop academic positions of faculty members, networking with various organizations, which serve as a source of professional experience for students and may create College of Innovation and Management Mutual Funding Partnership To become a quality agency with academic service processes have a service project Academics that respond to the needs of the community.

College of Innovation and Management Suan Sunandha Rajabhat University has set a framework in Preparation of the 5-year academic service action plan (2022-2026) and the fiscal year 2022. Strategy 2: Create national and international research and innovation for sustainable quality of life, economy and society. To become a quality agency with academic service processes have a service project Academics that respond to the needs of the community especially the potential development of faculty members and students to have knowledge, ability and participation to be used to improve the quality of education local quality society and nation .

Manage teaching and learning with quality, knowledge and creativity. Virtuous couple and lead society that responds to the needs of local and international society. Innovating and always learning life both formally and informally. Research and develop quality management innovations to create strengthen the community and society sustainably. academic service Transfer technology and innovation to community and society with quality Support and promote the preservation of arts and culture as part of one of the teaching

From the situation of the epidemic of the Corona virus (Covid-19), the implementation of the project academic service Data collection has been adjusted to suit the situation. The use of information technology plays a very important role. Whether it's a phone interview using the online system in filling out information, etc. Therefore, the researcher foresees that There should be guidelines for data collection management. academic service project Under the situation of the Coronavirus (COVID-19) epidemic. Case Study: Research and Academic Services Department College of Innovation and Management Suan Sunandha Rajabhat University To be able to complete academic service projects. vary according to the situation.

## **RESEARCH OBJECTIVE**

To study guidelines for using tools for collecting data in the situation of the outbreak of the Coronavirus (COVID-19).

## **LITERATURE REVIEW**

### **The concept of the factor in conductive research**

The researcher has studied the documents. and related research and presented the following topics

1. Management concepts
2. Management concepts and theories
3. The concept of information management
4. Definition of academic service to society
5. Related research results
6. Research Conceptual framework

### **The concept of the research potential**

Rangsan Prasertsri, (2017) If to classify concepts and theories about management According to the content or essence that is the focus of the concept of content or essence that is the focus of management concepts can be classified as concepts and theories, namely (1) Task-oriented concepts and theories, (2) People-oriented concepts and theories, (3) Systems-based concepts and theories, and (4) Situational or event-based task management concepts. The important points are summarized as follows: 1. Task-oriented concepts and theories The essence is that the operation of the organization will be successful. have to focus or focusing on the work itself or tasks that must be done As for other elements in the operation of the organization, such as human resources. Styles and management methods will focus on this work.

Sujira Prayoonpitak and others, (2007) has studied ways to develop strength in the system Payap University Research Management There is a study to analyze the problem of the research system by means of Study and research both quantitative and qualitative. By emphasizing the process of participation from all parties involved, there is a battle, gathering information with group discussion techniques. in-depth interview. in the group of administrators and teachers Organize opinion-level seminars and workshops. It was found that the research management

focused on the development of a management system that uses skills. Market proactive management throughout the process is upstream management. midstream and downstream. including tracking Evaluation to develop the system to work at full potential by managing research in institutions Education must have the following components: 1) There is a research system with a clear direction. can direct research quality The number of researches can be utilized by research. 2) There is a management system. Research that is effective in practice.

### Conceptual framework

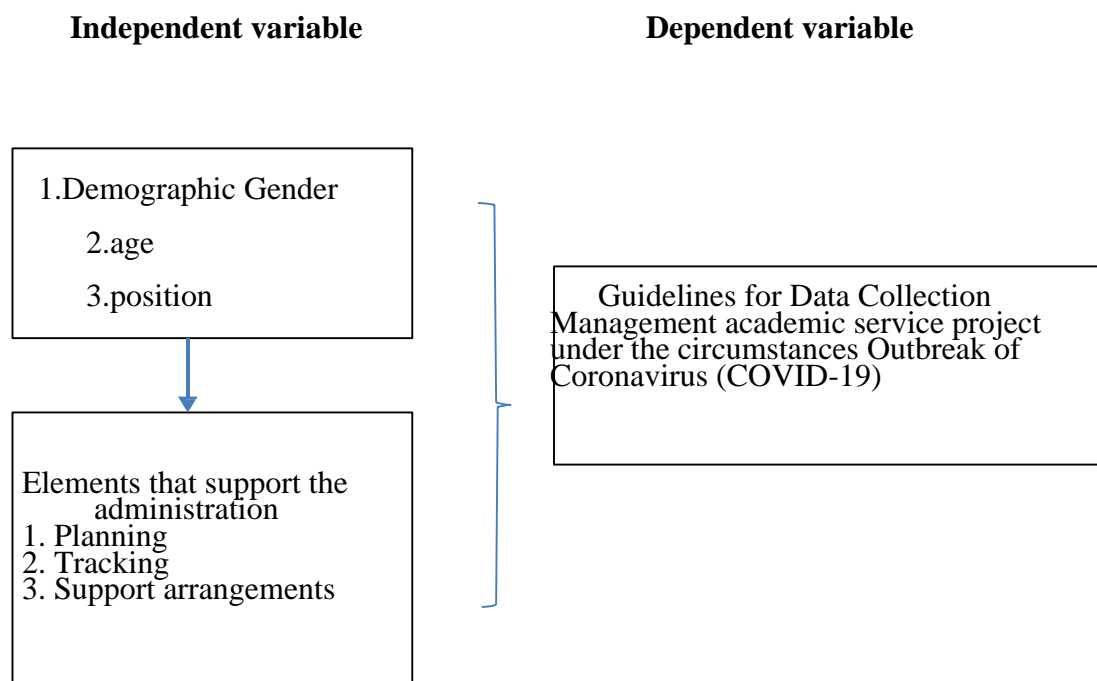


Figure 1: Conceptual framework

## RESEARCH METHODOLOGY

### 1. Scope of Population

**Research population** This research is a quantitative research (Quantitative Research) population used In this research, it is the academic support line. College of Innovation and Management Suan Sunandha Rajabhat University between October 2021 – June 2022

**Sample group used in research** Consists of a sample group used in this research, academic personnel. College of Innovation and Management, 20 people. Target group collecting data, 10 people.

### 2. Research Instrument

**Tools used in this research** The researcher used a questionnaire to collect data from tourist in creating a questionnaire created by the researcher based on information from textbooks, research documents Related all created by the researcher The questionnaire was divided into 3 parts as follows:

Part 1 is a question about the status of the respondents, such as gender, age and position. It is a closed-ended question. single A total of 2 items.

Part 2 is a question about management approaches. Academic service project data collection is in the form of closed-ended questions. The Evaluated Rating Scale of Likert, where respondents can choose only one answer for 10 items, using the scoring criteria 1 to 5 instead of the opinion level as follows:

Average score from 4.21 - 5.00	mean	Factors contributing to the research/ research of individuals are at the Strongly agree level.
Average score from 3.41 - 4.20	mean	Factors contributing to the research/ research of individuals are Agree.
Average score from 2.61 - 3.40	mean	Factors contributing to research/ research of individuals are Neither agree nor disagree.
Average score from 1.81 - 2.60	mean	Factors contributing to research/ research of individuals are Disagree.
Average score from 1.00 - 1.80	mean	Factors contributing to the research/ research of individuals is at Strongly disagree.

### 3. Validation of the Tests

The researcher will analyze the data using descriptive analysis and all questionnaires will be analyzed and processed. computer using SPSS (Statistical Package for Social Science)

### 4. Analytic data and statistic

The objectives of this research were as follows:

1. To find ways to manage project data collection, Academic Service.
2. To study guidelines for using tools for data collection in epidemic situations. Of the corona virus (COVID-19) by distributing 30 questionnaires.

By presenting the results of this research in order to have a common understanding in the interpretation, the researcher has defined the symbols of various variables used in data analysis as follows.

n represents the sample size

$\bar{x}$  instead of the mean

S.D. stands for Standard Deviation

## CONCLUSION

The results of the analysis of personal factors classified by sex and job position from the study of "Guidelines for Data Collection Management for Academic Service Projects" is effective. The data analysis process has the following steps to present.

1. sample 18 males, representing 60 percent and 12 females, representing 40%
2. The results of the analysis of the sample group aged 20-30 years, 6 people, representing 20% 31-40 years old, 12 people representing 40%, 41-50 years old, 9 people representing 30% and 51 years of age and over, 3 people representing 10%.

The results of the sample analysis consisted of 20 academic personnel, representing 66.67 percent and the community in the area of 10 people, representing 33.33 percent

3. The results of finding a management approach for collecting data for academic service projects under the situation of the epidemic of Coronavirus (COVID-19), a case study at the College of Innovation and Management, Suan Sunandha Rajabhat University, were overall at the highest level ( $=4.36$ , S.D.  $=0.51$ ). When considering each aspect with the highest level, it was monitoring ( $=4.39$ , S.D.  $=0.57$ ), followed by planning ( $=4.36$ , S.D.  $=0.53$ ) and subsequently The provision of support ( $=4.28$ , S.D.  $=0.51$ )

4. Standard Deviation and Mean Planning Collection Management Guidelines Academic service project information Under the epidemic situation of Coronavirus (COVID-19) Case Study College of Innovation and Management Suan Sunandha Rajabhat University

Overall planning of management guidelines Academic service project data collection was at the highest level ( $=4.36$ ,  $S.D.=0.53$ ) when considering each item. The issue with the highest level was that the operator and the target group had to plan together.

( $=4.55$ ,  $S.D.=0.52$ ) The second issue was that the data collection requires planning in the situation. spread level of corona virus ( $=4.36$ ,  $S.D.=0.67$ ) and the work plan must be consistent between Operator with target group ( $=4.18$ ,  $S.D.=0.40$ )

5. Standard Deviation and Mean track side Collection Management Guidelines Academic service project information Under the epidemic situation of Coronavirus (COVID-19) Case Study College of Innovation and Management Suan Sunandha Rajabhat University.

Overall follow-up Management guidelines Academic service project data collection was at the highest level ( $=4.39$ ,  $S.D.=0.57$ ) when considering each item, the issue with the highest level was that the operator had to offer a channel for more convenient project implementation ( $=4.45$ ,  $S.D.=0.52$ ), the lesser issue comes, namely, an online system that helps to track Giving information of academic service projects ( $=4.36$ ,  $S.D.=0.46$ ) and tracking information must allow target groups to be able to Easily communicate with operators( $=4.36$ ,  $S.D.=0.67$ )

6. Standard Deviation and Mean in terms of support management approach Academic service project data collection Under the epidemic situation of Coronavirus (COVID-19) Case Study College of Innovation and Management Suan Sunandha Rajabhat University. An overview of the provision of support Management guidelines Manage academic service project data collection was at the highest level ( $=4.42$ ,  $S.D.=0.49$ ) when considering each item The issue with the highest level of value is that the support can be adjusted according to the situation. occurred during project implementation ( $=4.63$ ,  $S.D.=0.50$ ). It is important to the

## DISCUSSION

from research on "Guidelines for Data Collection Management of Academic Service Projects under the Coronavirus Outbreak (COVID-19) Case Study College of Innovation and Management, Suan Sunandha Rajabhat University" The results were discussed as follows.

1. from the use of questionnaires Show the opinion of the sample. It shows that from the situation of the epidemic of the corona virus There must be a change in the implementation model, there is a plan to make the implementation of the academic service project. that require data collection can change method can act according to the situation consistent with Sujira Prayoonpitak et al. (2007) has studied the way to develop strength in the research management system of Payap University, has studied and analyzed the problems of the research system by both quantitative and qualitative research methods. Management research focuses on the development of a management system that uses market proactive management skills. Throughout the process is upstream management. midstream and downstream including monitoring and evaluation for Develop the system to work at full potential. The management of research in educational institutions is necessary. It must contain the following components: 1) There is a research system with a clear direction. will be able to supervise the quality of research 2) There is an efficient research management system in practice, in which the dynamic and highly flexible research management Emphasis on the use of skills proactive management Be open to opportunities and embrace diversity. Creativity and participation from all departments. Operations are monitored and evaluated. operating in every step for the development of the management system manage to work at full potential. 3) There must be organization and recruitment into the organization. Personnel must be developed in research management and teamwork abilities. 4) Establishment of close research networks both inside and outside the institution. can lead to integrative research and sharing research resources However, research management is not a formula for success. Forms and methods are constantly being adjusted to suit the situation. It must be dynamic. Therefore, guidelines for bringing research results into

application Must be aware that the agencies that promote Research in each educational institution must develop its own research management system. Suitable for readiness their own potential and identity through the exchange of knowledge experience from each other to be a management network for research and development of management systems further joint research The purpose of this research is to study data storage and data management. Information in various fields of departments within King Mongkut's Institute of Technology North Bangkok at Currently operating and propose guidelines for data storage development and information management in order to have an overall information database system that can support management institutions effectively. The results of the study concluded that the storage and development of information systems Information of departments within the institution still have some parts that need to be improved in order to develop systems to work together because different departments store information data are not linked to each other. is an obstacle to Management decision-making approaches to the development and management of the information found by the agency needs. Personnel database development research database and most researcher databases for practical development guidelines may consider information systems in the form of web services Guidelines for the development of information systems Management should take into account the policy. Empowering senior IT executives, board members and project managers with direct responsibility Supervision, monitoring, evaluation and budget support. (Sitthiwarongchai, C. et al. 2017).

## **SUGGESTION**

### **1. The suggestion and benefit**

- Experimental use of an online system for collecting academic service project data.
- Personnel development in order to be ready and proficient in online in order to be able to carry out academic service projects no matter what situation arises.

### **2. Recommendations for further research**

- Study the steps of the process Implementation of academic service projects with an online system
- Study development for target groups can access the system online or information system more

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