

Order of the Institute of Administration Development (IAD)

No. 61/2528

On Practices Required for Social Functions

within One or Among IAD Schools

As students of almost every year always request permission from Institute of Administration Development (IAD) to organize social functions internally and among various schools to enhance unity and good relationships, accordingly, IAD Mandated regulating the following procedures.

The Institute of Administration Development has the objectives to enhance implementation of the set social functions procedures as follows:

1. Social functions among schools shall be allowed once (1 function) a month.
2. Social functions within schools during club hours shall be of the usual practices.
3. In case there are outsiders participating in any social function, the school director shall be the one who is responsible to give permission and supervise required activities.
4. In case any social function does not follow the club hours, it must be have the following procedures:

4.1. If it shall be ended not later than 22.00 hrs., the IAD Deputy Rector for training administration shall be the one who gives approval, while each school director shall be responsible to control and supervise relevant activities.

4.2. If it shall be ended after 22.00 hrs., the IAD Rector shall be the one who gives permission, while the IAD Deputy Rector for training administration shall be responsible to control and supervise relevant activities.

5. In case any dining party takes place outside the dining room with foods and beverages brought by students, the authorized person to give approval shall first ask for the opinions of the financial and accounting chief, the nutrition supervisor, and the chief administrator.

6. An organized social function must be subject to the following IAD social function policy:

6.1. There shall not be approval for a social function with a scheduled ending after 24.00 hrs.

This order shall be effective as of 29 April 1985 by which any adversary regulation or order shall be revoked.

Given on the 29th Day of April B.E. 2528

(Signed).....

Prasarn Sukrangsarn

Rector, Institute of Administration Development

Order of the Institute of Administration Development (IAD)

Order No. 6/2527

On Training and Seminar Facilities Regulations

In order to enhance student behaviour as required while they are attending IAD training and seminar courses conducted by the training administration section, the following regulations are hereby put into practice:

Clause 1 IAD gate opening and closing hours (Training Section)

Mondays	Open 04.30 hrs.	Closed 24.00 hrs.
Tuesdays – Thursdays	Open 05.00 hrs.	Closed 24.00 hrs.
Fridays – Saturdays	Open 05.00 hrs.	Closed 01.00 hrs.
Sundays	Open 05.00 hrs.	Closed 24.00 hrs.

After the closing hours the gate shall open only for:

- Ambulance (with recording evidence)
- Specially allowed vehicles (with recording evidence)
- Those with permits given by the IAD Deputy Rector for Training or Chief, Training Administration.

Clause 2 Games

- Prohibition for all kinds of gambling.

Clause 3 Visitors

- Prohibition for visitors in dormitory rooms.
- Prohibition for visitors to stay overnight.

Clause 4 Alcoholic or addictive beverages

- Prohibition for keeping alcohol or drugs.
- Prohibition for drinking alcohol or other addictive beverages in IAD vicinity and dormitories except at the club or approved places for social functions.

Clause 5 Social functions shall follow IAD Practices for Social Functions.

Clause 6 The club

- The club is regarded as a juristic person under supervision of the club committee. However IAD has authority to control:

- (1) selling of alcohol and other addictive beverages during 17.00 – 18.30 hrs. on Monday – Thursday.
- (2) prohibition to sell alcoholic or addictive beverages in closed containers.

Clause 7 The dining hall shall provide 3 meals daily for students:

Breakfast – main dish, coffee, Ovaltine

Lunch – main dish, dessert

Dinner – main dish, dessert

Dining hours

Morning 06.30 – 07.45 hrs.

Lunch 11.30 – 12.45 hrs.

Dinner 18.00 – 19.00 hrs.

Students shall not have meals outside the dining room except for sick persons, or for permitted social functions. Instructors and staff shall have meals within dining schedules. Meal payment shall be collected on payday.

Clause 8 Postal facilities

- a post box is in front of IAD gate with the opening hour for mail at 15.00 hrs. daily;
- a postman will collect and deliver mail daily at the school's administrative units;
- telegram forms are available at each school's administrative unit for filling with required fees, and receipt;
- money orders shall be delivered to the given name and address whereas payment must be made to Thanya Buri Post only and collected by authorized staff;
- Post code is 12110.

Clause 9 Telephone facilities

- during the training hours student phone calls shall be responded to by on-duty staff who shall take messages for the persons;
- after the training hours the available student shall take phone call himself of herself; otherwise, messages shall be given to his or her roommate.
- Public telephone service is available in every building.

Clause 10 Dormitory rooms

- each room shall accommodate 3 persons,
- the rest hours should begin by not later than 22.00 hrs.

- bedspread, pillow case, and blanket shall be cleaned by staff on time;
- staff shall clean up room with mosquito spraying at 15.30 hrs. daily;
- the room shall be equipped with cleaning tools and drinking water;
- repairs for electrical devices must be reported to administrative staff before 11.00 hrs. with room number and building name;
- turn off water, lights, and fan before leaving the room with door closing;
- strictly no cooking in the dormitory building;
- no personal electrical devices used except with permission from the school director, on a device by device basis;
- no clothes drying outside the room or seen from outside.

Clause 11 Outside dormitory rooms in the training building:

- wear polite clothing;
- do not make any disturbing noise;
- television turned off at 22.00 hrs.;
- room light turned off at 23.00 hrs.;
- ice and drinking water available around TV table.

Clause 12 Laundry services

- Students shall pay for laundry services provided by IAD workers' family members.
- From 07.00 – 08.00 hrs. the washer will come to take clothing and bring them back on the next day.
- Students can ask for a quicker washing service if so required.
- The school director shall have a specific laundry pickup place set up on the ground floor of the building.
- Recording forms for laundry sending and delivery are available for each side to check pricing and proper services.

Clause 13 Quarrelling

- A student engaged in dispute shall be sent back to his/her supervisory agency.
- Physical harm is subject to legal action and returning to supervisory agency.

Clause 14 Stealing

- Stealing is subject to legal action and returning to the supervisory agency for disciplinary action.

Clause 15 Medical services

- A standby ambulance is available 24 hrs. to take sick persons to either Thanya Buri Hospital or Bhumibol Adulyadej Hospital;

- Sickness shall be reported to the school director, the instructor for activity, or the instructor on duty;
- First aid medicines are available at the school administrative unit.

Clause 16 Going outside from the vicinity of IAD, Training Administration

- Sick leave and business leave shall follow official regulations, subject to counting of missed class hours;
- Going outside from the vicinity of IAD, Training Administration shall require permission from the school director;
- The school director is authorized to issue regulations as required.

Clause 17 Passing vehicles at IAD Training Section gate

- On duty security guard shall check all objects in vehicles, including handbags or other containers.

This order shall be hereby effective.

Given on the 13thDay of January B.E. 2527

Signed

(Mr. YuvaratKamolvej)

Rector, Institute of Administration Development

Order of the Institute of Administration Development (IAD)

No. 6/2527

Regulations for Training and Seminar Places

As it is apparent that some civil servants, students, and staff of the Institute of Administration Development (IAD) still take alcoholic beverages within the areas of IAD training and dormitory buildings, which is not only improper conduct for them in the official jurisdiction, but it is as well violating the resolution adopted by the cabinet;

Accordingly, Institute of Administration Development (IAD) hereby issues the following orders.

1. Civil servants, students, and IAD staff are prohibited to drink alcoholic beverages within various school buildings of the Institute of Administration Development during and after official hours, except for any afterhours drinking in the IAD Club and residences outside training or dormitory buildings. However, such drinking must not disturb or cause trouble to the others.

2. Any civil servant, student, and IAD staff member who wants to organize a social function or an entertainment in the IAD jurisdiction with alcoholic drinking shall have to first ask for permission from the IAD Rector for each time.

3. A person who violates this order shall be subject to a rigorous disciplinary action.

This order is effective herewith.

Given on the 13thDay of January B.E. 2527

Signed.....

(Mr. YuvaratKamolvej)

Rector, Institute of Administration Development

Order of the Institute of Administration Development (IAD)

No. 66/2534

Duty and Responsibility of Daily Working Groups

According to Regulations on Education and Seminars of the Institute of Administration Development (IAD) B.E. 2534, Article 16, there shall be daily working groups (Kor.Por.) designated by the school to carry out duties and responsibilities as prescribed by IAD.

For enhancing effective Kor.Por. daily activities under the said regulations, it is appropriate to revoke IAD order No.113/2526 dated 24 September 1983 and have Kor.Por. practices as follows:

Clause 1 The school director or the project chief shall divide students into several groups of 8-12 persons each as required to have them carry out their assigned daily missions.

Clause 2 Every student shall be responsible to work on his or her duty as assigned by Kor.Por. according to the Kor.Por. 1 Attachment and deliver the outcome to the school or the project.

Clause 3 Kor.Por. shall comprise:

- a. Group chief who shall:
 - (1) supervise daily functioning of all students;
 - (2) assign and supervise group member works.
- b. Assistant Group Chief shall carry out duties as assigned by Group Chief or act on his or her behalf.
- c. Student Inspector who shall:
 - (1) wake up students;
 - (2) inspect students to have them carry out morning functions, national flag salutation, attend morning and afternoon classes, do special night activities and praying, then fill Kor.Por. 2 Form for further submission to the school or the project.
- d. Leader for morning activity who shall:
 - (1) call for lining up in order according to daily duties of all daily working groups at the decided place;
 - (2) check number of students in each group;
 - (3) call for Kor.Por. lining up in the front line for individual report on duty for public acknowledgement;
 - (4) invite a 5-minute article presentation from students;
 - (5) invite the group secretary or a representative of the day before to report on that day's activity outcomes;
 - (6) invite the representative of student committee members to give opinions, suggestions, or required improvements accordingly as lessons learned for further practices;

- (7) invite student committee members to present related operation outcomes;
 - (8) invite an instructor or the school director or project chief to inform about school or project news;
 - (9) call for daily Kor.Por. line exercising at the designed place; and
 - (10) call for 3-4 separated group lines to lead running.
- e. The flag raiser shall put the flag up and pull it down from the post for keeping in the set proper place.
- f. Leader for vowing shall:
- (1) supervise national flag salutation;
 - (2) lead vowing;
 - (3) lead praying and singing the national anthem.
- g. Receptionist shall:
- (1) welcome invited speakers jointly with the school director or the project chief;
 - (2) introduce the speaker to the class.
- h. Group secretary shall:
- (1) serve as Kor.Por. meeting secretary;
 - (2) coordinate and collect Kor.Por. daily working papers for submission to the school or the project'
- i. General hands shall work as assigned by Kor.Por. chief.

Clause 4 Every Kor.Por. shall take turns to carry out duties in Clause 3 beginning from the first to the last group with rotation to avoid repetitive functioning.

The school director or project chief shall supervise effective Kor.Por. functioning under this order.

Given on the 7th Day of June B.E. 2534

(Signed)

Prasarn Sukrangsarn

Rector, Institute of Administration Development