



Student

Welfare Operations Manual



Student Affairs Development Division, Ban

Khai Technical College

Student welfare work

Student Affairs Development Division

Student welfare work

Obligation

1. Organize and supervise welfare and various services within the educational institution, such as restaurants, drinking water, issuing health insurance cards, accident insurance, issuing driver's licenses, requesting discounts on fares and vehicles.

Annual health check-ups and drug testing for students, trainees and trainees

2. Provide tools and medical supplies for first aid and health services to students, trainees and trainees.

3. Provide first aid and health services to students, trainees and personnel of educational institutions.

4. Provide advice and perform duties regarding health and hygiene, disseminate knowledge about health, addictive substances, and various serious diseases, both prevention and treatment.

5. Manage monitoring and supervision of accommodation both inside and outside the educational institution to comply with regulations.

6. Organize the cafeteria, plan, organize and supervise the preparation of food and service to students and trainees in accordance with good nutritional principles.

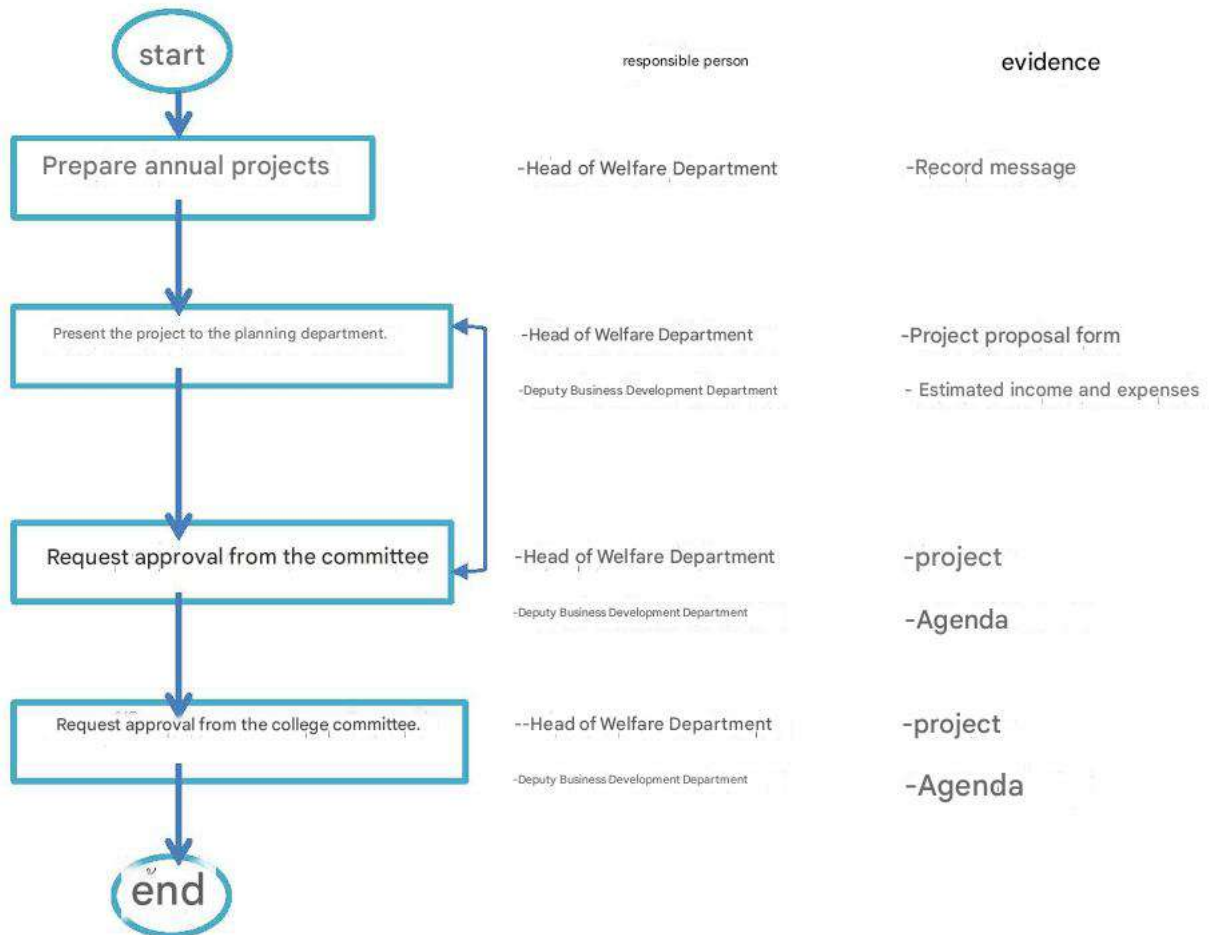
7. Coordinate and cooperate with various agencies both inside and outside the educational institution.

8. Prepare a work calendar, propose projects and report work progress in order.

9. Take care of, maintain and be responsible for the property of the assigned educational institution.

10. Perform other tasks as assigned.

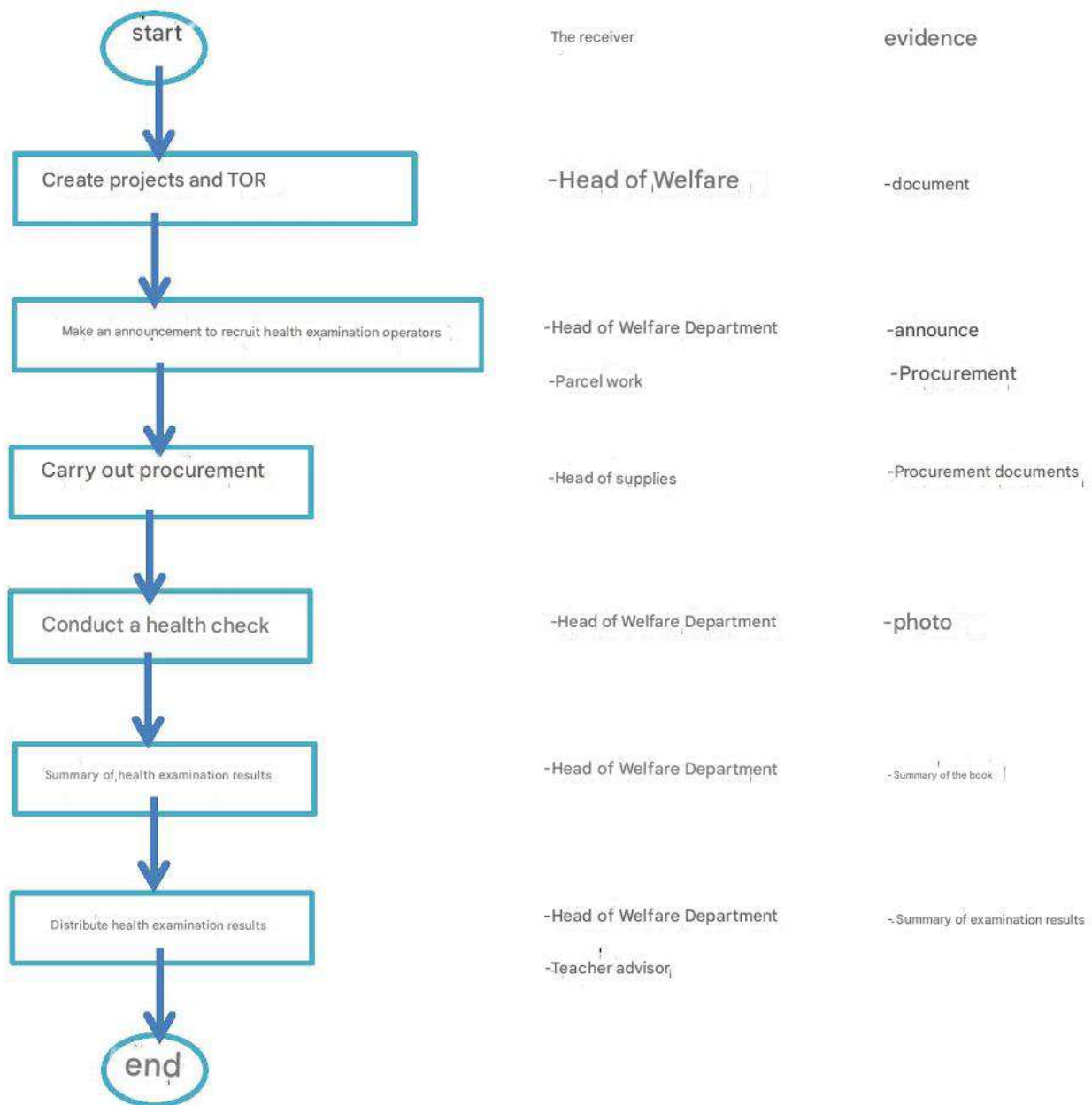
Workload, annual operational plan
Student Welfare Division,
Student Affairs Development Division



Work procedures, annual operational plan

1. Prepare the annual project.
2. Present the project to the planning department.
3. Request approval from the College Committee.
4. Request approval from the College Committee.

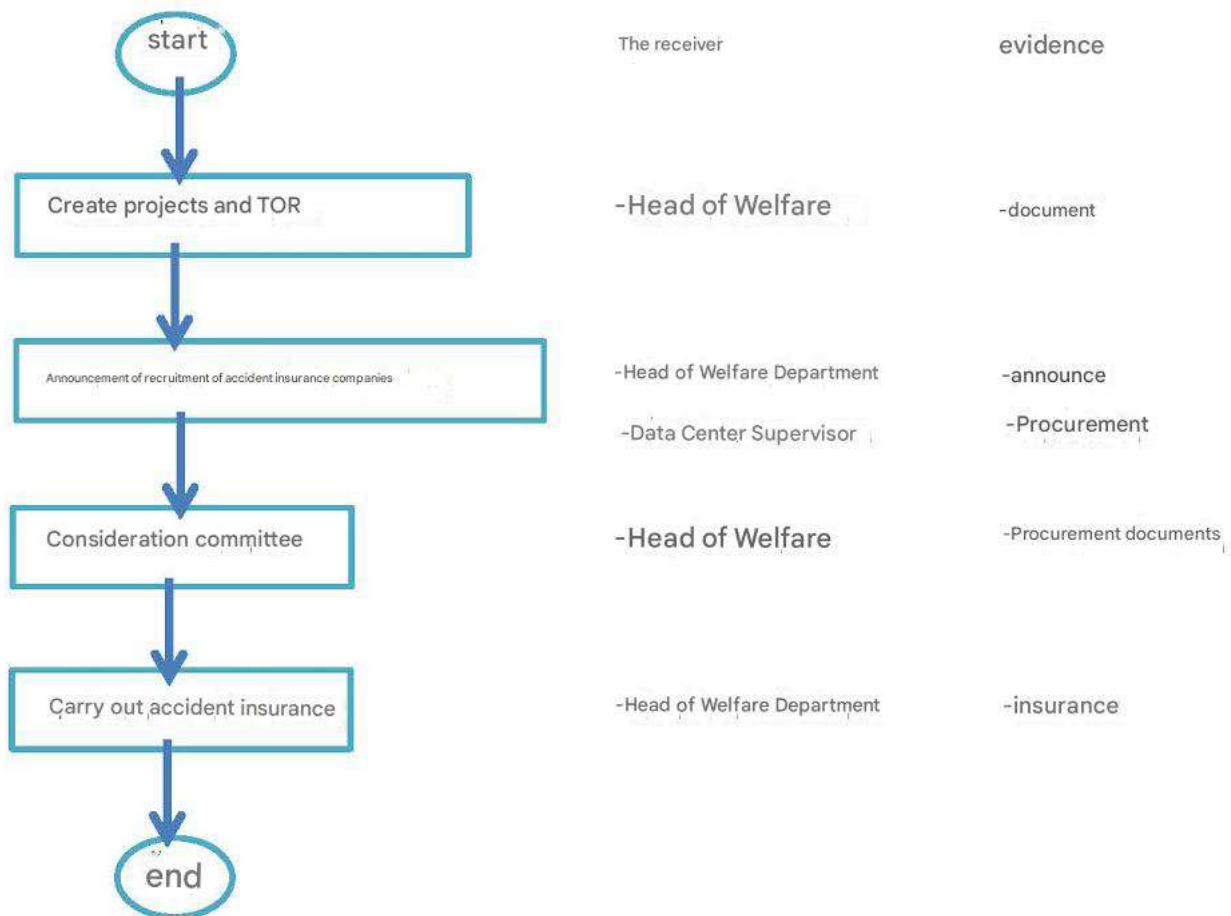
Tasks: Project to recruit entrepreneurs for annual health examinations



Procedures for the project to recruit operators for annual student health examinations

1. Write a health inspection project and scope of work (TOR).
2. Make a procurement announcement.
3. Conduct a health check.
4. Summary of health examination results

Tasks: Project to provide annual student accident insurance



Procedures for the annual student accident insurance project

1. Write a project
2. Make an announcement on the college website.
3. The consideration committee
4. Carry out protection