

Research and innovation development
invention

Operation manual



Ban Khai Technical College

Fiscal year 2025

This research operational manual has been prepared as a guideline for research activities at Ban Khai Technical College during the 2025 fiscal year. Its objectives are to manage research efficiently, provide a framework for staff responsible for research, innovation, and invention, ensuring systematic and consistent work practices. The compilers have meticulously compiled information and organized work procedures. Any suggestions for improvement are welcome. We sincerely hope this operational manual will be beneficial to all staff and stakeholders in developing more efficient work practices.

Research and development, innovation and inventions.

Ban Khai Technical College

Fiscal year 2025

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Operational procedures (promoting and supporting research and inventions)

1. Research, Development, Innovation, and Invention: A work calendar will be established to define timelines for research and invention projects, aligning them with the plans and policies of the Office

of the Vocational Education Commission.

2. Teachers will study research data to identify problems that arise, in order to guide the determination of research and invention topics for the academic year, and submit them to the head of research, development, **innovation, and invention.**

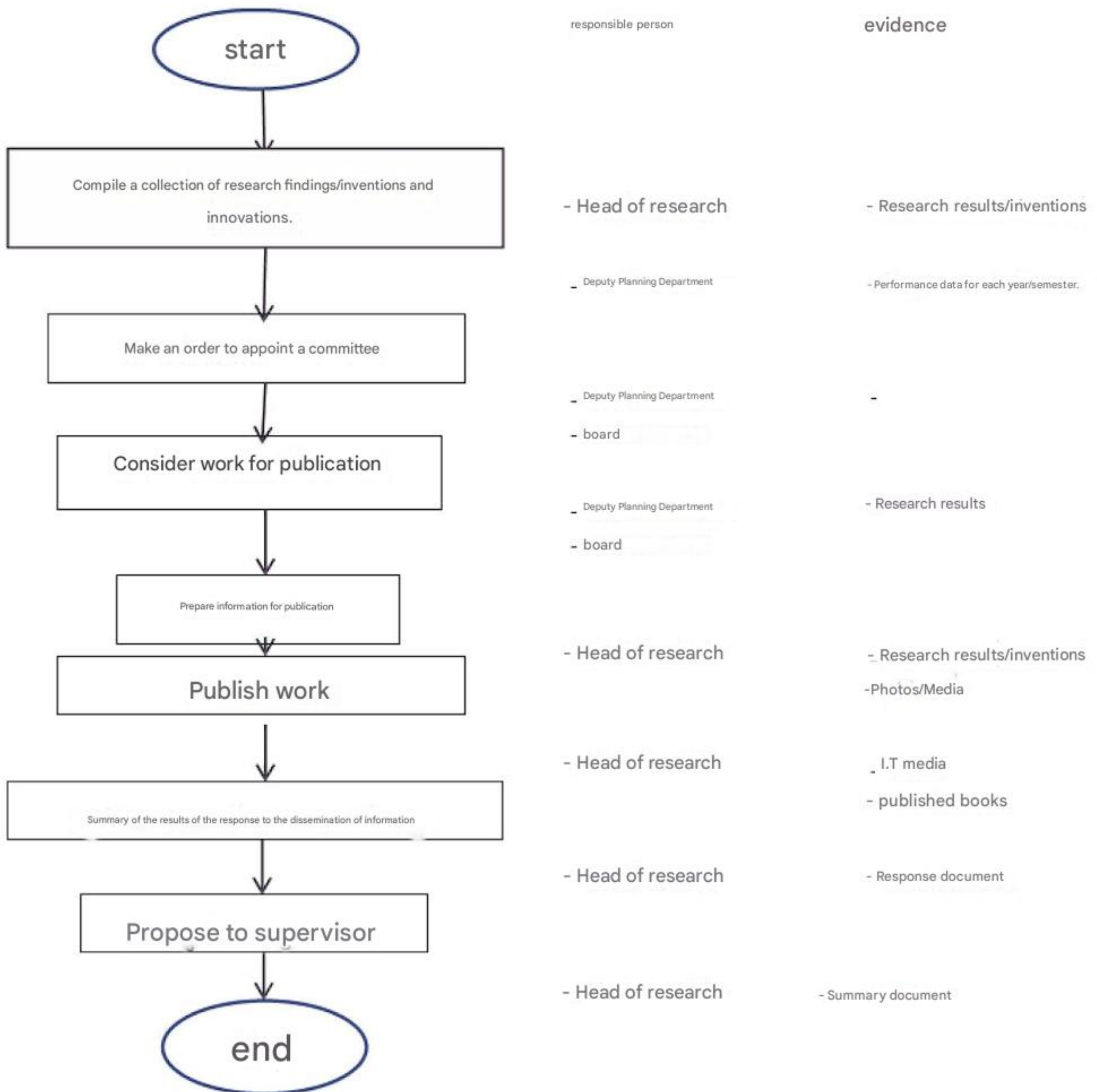
3. Research, Development, Innovation, and Inventions: Prepare a budget proposal to the Office of the Vocational Education Commission for research and invention projects.

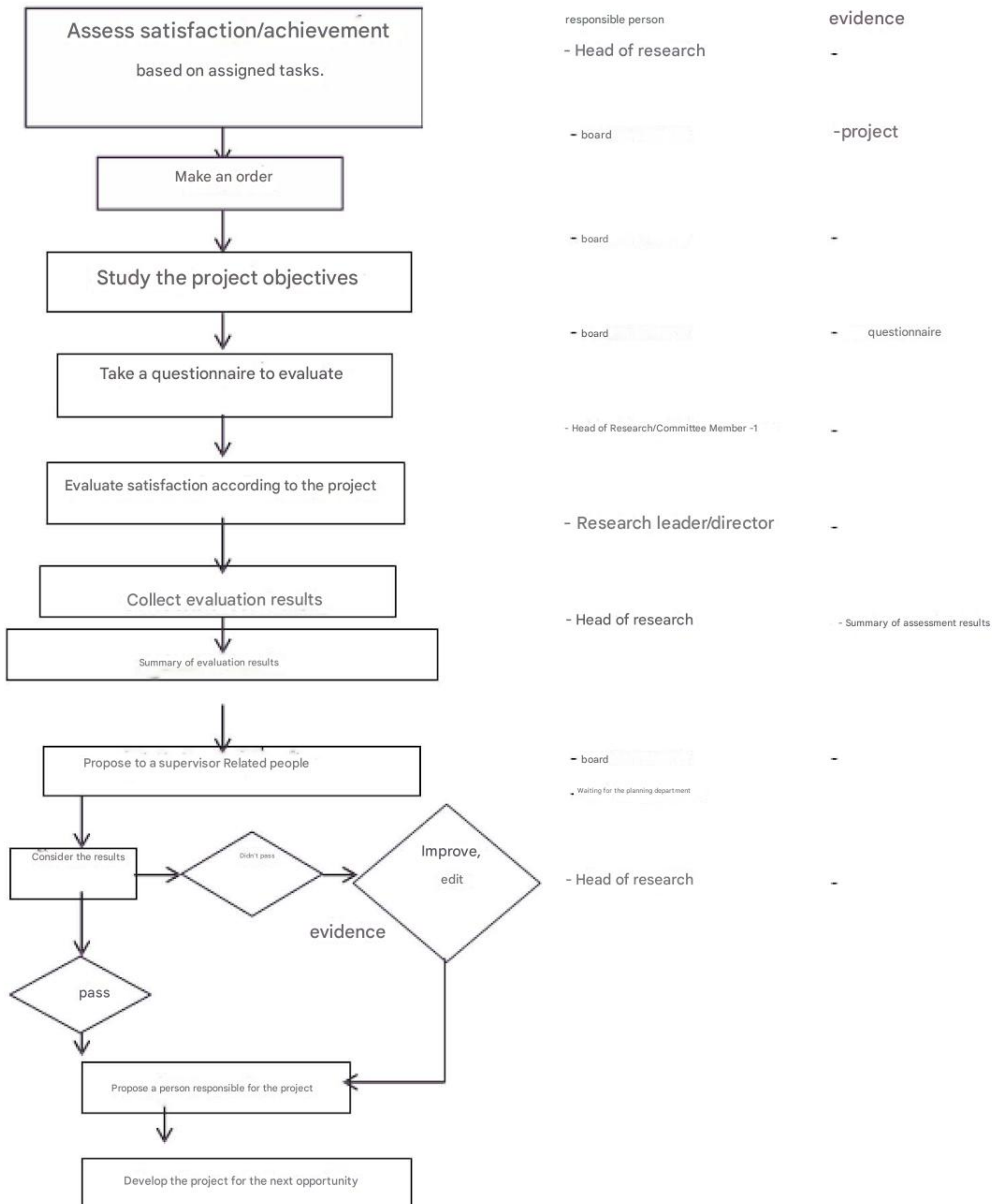
4. Teachers should prepare research projects, develop research tools, and find experts to conduct research effectively and achieve successful **results.**

5. Experiment with the tools and develop and improve research and inventions.

6. Conduct real-world testing, summarize the results of the use and utilization of the research and invention, and use this information for future improvement and development.

7. Report the results and publish the usage instructions.





Work procedures for collecting and disseminating results.

1. The Head of Research compiles data on research/invention projects of the educational institution for the academic year, categorizing the projects by teachers in different departments.
2. Submit the order appointing the committee to consider and select research works that are accurate, beneficial to development, and advantageous to the educational institution, categorizing the works and ranking them.
3. Disseminate the work of the approved teachers, categorized by subject area or type of research/invention, through print media/information systems/books/and by notifying various organizations.
4. Prepare a report outlining the format, information, titles of the works, and publication locations for each academic year.
5. Submit the matter to the superior officer in accordance with the established procedure.