FACULTY OF ARTS
UNIVERSITY OF JAFFNA

RESERVATION FORM FOR RESEARCH LAB

1. Name of Applicant   :………………………………………………………………………………………………

2. Name of the Faculty/Dept./Unit : ………………………………………………………………………………

3. Contact Number   : ………………………………………….……………………………………………… .

4. Name of the Activity   :………………………………………………………………………………………

5. Date of the Activity   : …………………………………………………………………………………….

6. Time   : From ………………………………To:…………………………………………..

7. Duration   : …………………….hours

8. Number of Participants :…………………………………(should not be more than 45)

I accept the lab rules given overleaf for utilizing the Research Lab.

………………………   …………………………….............
Date   Signature of the Applicant

I recommend/do not recommend reservation of Research Lab.

………………………   …………………………….............
Date   Signature of Head of Dept.

I recommend/do not recommend reservation of Research Lab.

………………………   …………………………….............

Date   Signature of Dean/Arts

GROUND RULES AND REGULATIONS - RESEARCH LAB, FACULTY OF ARTS

1. The research lab will be opened on week days from 9 am to 12 and 1 pm to 4 pm except Wednesday afternoon. Students from Level 3 & 4 who have enrolled for the research methodology courses and independent research activities (Dissertation and Research Project) shall be allowed to utilize the research lab. Students are required to carry their university ID cards to access the lab.

2. Lecturers In-charge must be present in the research lab when the students use the research lab.

3. Students are expected to maintain the computers in good condition. Students are not allowed to remove or disconnect any computer accessories, internet cables or labels.

4. Students are expected to maintain a quiet and conducive learning environment inside the lab.

5. Students are not allowed to personalize the computer settings (desktop, screen server, password etc.).Changing the configuration of hardware and software in the systems is completely avoided.

6. Students shall not be allowed to litter the research lab. Therefore food and drinks are not allowed inside the lab.

7. Students must close all software applications, open windows and log out before leaving the research lab.

8. Students are not allowed to connect any external devices (pen drive, external hard disk, memory cards, CD or floppy disks) to the computer systems. They may use the Drives or Cloud to get the data via internet connection provided to the Lab.

9. The Lecturer In-charge may get the assistance from the Lab Attendant or Technical Officer to turn off smart board, projector, computers and air conditions.

10. The keys should be returned to the Dean's Office.

11. The lab systems are not to be used for personal or unauthorized purposes.

12. Other data analysis software only allows to be installed with the approval of the Dean / Faculty of Arts and the Coordinator of the Research Lab.

13. The research lab should be reserved in advance preferably at least two days before the activity at Dean's Office by filling reservation form. Reservations are available only for workshops on data analysis and teaching data analysis courses in social research.

Dean
Faculty of Arts