

Standard Operating Procedures
Research Lab
Faculty of Arts, University of Jaffna

Research Lab has been established under the AHEAD project, Faculty of Arts, University of Jaffna. The research lab with the appropriate software installed is aimed at providing opportunities for the students to develop their data entry, data management and data analysis skills to develop their research skills. The research lab is furnished with 45 seating capacities. The Research Lab, Faculty of Arts which is open to all the undergraduate students of the Faculty of Arts under the guidance of the Academics from Social Science and Humanities Disciplines, is used to promote data analysis skills and research skills. The research lab serves as the hub for research development.

The purpose of this SOP is to outline the objectives, procedures and guidelines for using the Research Lab.

Objectives of the Research Lab

The prime objectives of the Research Lab are:

- To equip the students with research skills
- To make students familiar with the data analysis software of Statistical Package for Social Sciences (SPSS).
- To provide software assistance to the data analysis process
- To train the students better and more efficient process of analyzing quantitative data through statistical methods.
- To adopt the most appropriate software platforms to provide adequate support to the students

Operating Hours of the Lab: The research lab will be open on weekdays. The lab timings are from 9 am to 12 and 1 pm to 4 pm, Monday to Friday in a week. All the students from Levels 3 & 4 can utilize the research lab.

Access to the Lab: Access to the lab is restricted to the students who have enrolled for the research methodology courses and independent research activities (Dissertation and Research Project). Students are required to carry their ID cards to access the lab.

Lab Rules:

- a) The students are to access the research lab only for academic research activities.
- b) Lecturers or Technical Officers must be present in the research lab when the students use the research lab.
- c) Students are expected to maintain the computers in good condition. Do not remove or disconnect any computer accessories, internet cables or labels.
- d) Students are expected to maintain a quiet and conducive learning environment inside the lab.
- e) 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.
- f) Students shall not litter the research lab. Therefore food and drinks are not allowed inside the lab.
- g) Students must close all software applications, open windows and log out before leaving the research lab.
- h) 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 the internet connection provided to the Lab.
- i) The In-charge Lecturer may get assistance from the Lab Attendant or Technical Officer to turn off the smart board, projector, computers and air conditioning.
- j) The keys should be returned to the Dean's Office.
- k) The lab systems are not to be used for personal or unauthorized purposes.
- l) Other data analysis software (Eviews and NVivo) can be installed with the approval of the Dean /Faculty of Arts and the Coordinator of the Research Lab.
- m) The research lab should be reserved in advance at the Dean's Office by filling relevant form available at the Dean's Office. Reservations are available only for workshops on data analysis and teaching data analysis courses in social research.

Lab Assistance:

- a) A Lab Attendant or Technical Officer will be available during lab hours to provide technical assistance from the Dean's Office of the Faculty of Arts.
- b) The trained staff from the Social Science and Humanities Disciplines can guide on using the software platforms for the research.

Lab Coordination:

A Coordinator will be appointed by the Dean, Faculty of Arts.

Lab Feedback:

Students are encouraged to provide feedback on the lab facilities and the quality of the software platform.