

# Standard Operating Procedure (SOP)

## Research & Educational Development Club

Gopinath PG College

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### 1. Purpose

The Research & Educational Development Club is established to nurture a culture of systematic inquiry, academic integrity, and meaningful innovation among students. The club provides a platform for learners to explore educational issues, develop data-driven insights, and contribute to institutional and societal development through well-structured research. It aims to empower students with essential research competencies that help them excel in higher education, competitive exams, academic writing, and professional fields.

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### 2. Objectives

The club is committed to achieving the following objectives:

1. **Develop Research Aptitude**

Introduce students to foundational and advanced research concepts such as hypothesis formation, sampling, data analysis, and academic writing.

2. **Promote Evidence-Based Learning**

Encourage students to use data and research findings to support academic arguments and develop critical thinking.

3. **Enhance Analytical Skills**

Train students in various data collection methods, interpretation techniques, and usage of analysis software/tools.

4. **Strengthen Academic Writing Skills**

Guide students in report writing, literature reviews, research papers, abstracts, and project documentation.

5. **Encourage Participation in Academic Platforms**

Motivate students to engage in seminars, conferences, poster presentations, and competitions at institutional, state, and national levels.

6. **Foster Innovation in Educational Development**

Inspire students to identify problems within the education system and propose research-backed solutions.

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### 3. Scope

This SOP covers all research-related activities conducted under the Research & Educational Development Club, including:

- Student-led research studies
- Data collection and analysis
- Workshops and training programs
- Preparation of research reports, publications, surveys, and presentations
- Collaboration with other departments, clubs, and external institutions
- Documentation of research outcomes and academic achievements

It applies to all student members, faculty mentors, coordinators, and participants involved in club activities.

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### 4. Roles & Responsibilities

#### 4.1 Faculty Coordinator

**Dr. Rishikesh Tiwari**

- Provide academic leadership and guidance to all club activities.

- Approve research topics, proposals, methodologies, and data tools.
  - Conduct training sessions on research methodology, referencing styles, data analysis, and academic writing.
  - Supervise student projects and ensure adherence to ethical standards.
  - Monitor progress of ongoing research and provide timely feedback.
  - Facilitate opportunities for students to present and publish work.
  - Maintain liaison with external experts, institutions, and research bodies for collaborative activities.
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## 4.2 Student Core Committee

- Assist in planning and organizing research activities and workshops.
  - Support fellow students in completing surveys, literature reviews, and data analysis tasks.
  - Maintain documentation such as attendance records, project logs, and report drafts.
  - Promote research culture within the campus through orientation sessions and awareness programs.
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## 4.3 Student Members

- Attend all training sessions, meetings, and workshops conducted by the club.
- Participate in surveys, data collection drives, and research assignments.
- Maintain authenticity, originality, and ethical standards in all research work.
- Submit drafts, reports, and presentations within the defined timeline.
- Collaborate with peers to execute group research tasks and projects.

- Contribute ideas for new research themes, events, seminars, and exhibitions.
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## 5. Core Activities & Functions

### 5.1 Research Capacity Building

- Workshops on research methodology, referencing (APA/MLA), hypothesis drafting, etc.
- Training in data analysis tools such as Excel, SPSS, Google Forms, Jamovi, etc.
- Sessions on academic writing, plagiarism prevention, and research ethics.

### 5.2 Student Research Projects

- Facilitate student-led micro and macro research studies.
- Guide students in preparing proposals, questionnaires, and data interpretation.
- Organize *Research Project Review Sessions* for feedback and discussion.

### 5.3 Publications & Documentation

- Encourage students to write reports, articles, literature reviews, and reflective papers.
- Facilitate submission of research papers to journals, magazines, and newsletters.
- Prepare annual research compilations for institutional records.

### 5.4 Academic Events & Competitions

- Conduct poster presentation competitions, research exhibitions, and paper reading contests.
- Encourage participation in district/state/national research conventions.
- Host guest lectures and expert sessions on contemporary educational issues.

## 5.5 Surveys & Educational Development Initiatives

- Organize student-run surveys on educational needs, campus environment, and teaching-learning processes.
  - Translate data into actionable suggestions to support institutional development.
  - Collaborate with IQAC, departments, or external agencies for educational research initiatives.
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## 6. Ethical Standards & Code of Conduct

- Uphold honesty, transparency, and objectivity in all research activities.
  - Ensure confidentiality and privacy of respondents.
  - Avoid plagiarism by using proper referencing and citation methods.
  - Use genuine and reliable data collection techniques.
  - Promote respectful communication and academic discipline during research interactions.
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## 7. Meeting Procedures

- **Monthly Meetings:** Review of ongoing projects, discussion of upcoming workshops, and planning future activities.
- **Project-Based Meetings:** Scheduled as needed for research groups.
- **Emergency Meetings:** Conducted for urgent academic decisions or deadlines.

Meeting minutes must be recorded and maintained for documentation.

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## 8. Documentation & Record Maintenance

- Maintain a digital and physical record of:
    - Research proposals
    - Survey tools and raw data
    - Analysis sheets and reports
    - Certificates and participation records
    - Annual activity report
  - Archive completed research projects for institutional transparency and future reference.
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## 9. Evaluation & Recognition

- Students will be evaluated based on participation, quality of work, and adherence to research ethics.
- Certificates may be awarded for completing research tasks, attending workshops, or winning competitions.
- Outstanding research contributions may be published or displayed during institutional events.