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கல்வி அமைச்சு
Ministry of Education

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திகதி
Date } 21.12.2023

Circular No: 38 /2023

Secretaries to the Provincial Ministries of Education,
Provincial Directors of Education,
Zonal Directors of Education and
All School Principals.

Establishment of School Student Research Clubs

1.0 Introduction

The research can be regarded as an intelligent and logical process used to explore new knowledge. This is often executed across disciplines such as Medicine, Engineering, Social Sciences and Education. The research is a systematic and organized process of inquiry that involves collecting, analyzing and interpreting information & data for answering specific problems / solving problems/ exploring new knowledge and the repeated explorations are also done by the research. The creation of new knowledge, the systematic formulation of existing knowledge by rectifying misconceptions, and the ability to take accurate decisions using existing knowledge and information have been the essential factors in entering the universal village. For that purpose, it is required to equip the school students; who are the future citizens of a country, with new knowledge and direct them for conducting research in order to prepare them for the future world of works in an investigative and logical manner. Also, it is necessary to create a value on global context for the knowledge generated through new research.

The arrangements have been made by the Ministry of Education to start school student research clubs with the aim of directing the students towards a future filled with knowledge by creating an evidence-based decision-making culture within the school system of Sri Lanka. The conditions, instructions and guidelines relevant to the said purpose are issued by this circular. The teachers and the students of the province/ education zone/ education division/ school should be informed to establish school student research clubs and empower those clubs annually as per the instructions of this circular which comes into effect from 01.01.2024.

2.0 Introduction to School Student Research Clubs

The school student research clubs is a student club containing co-curricular activities established in schools for encouraging the school students to engage in research activities and conduct research.

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3.0 The requirement of starting the School Student Research Clubs

Creating a culture of research in schools and encouraging school students to engage in educational, rational, exploratory and creative research projects as well as providing facilities and proper guidance for that endeavor is expected through the formation of school student research clubs. The following guidelines should be followed in relation to the establishment of school student research clubs.

4.0 Objectives of establishing the School Student Research Clubs

- 4.1 Enhancing the critical thinking of students by doing research, gathering, analyzing and presenting information.
- 4.2 Establishing a culture of research in schools by encouraging students to undertake explorations on various subjects.
- 4.3 Strengthening the learning-teaching process in the school by improving the critical thinking and problem solving skills.
- 4.4 Personality development through the activities such as self-supervision, working to achieve goals and proper time management by engaging in research activities.
- 4.5 Facilitating students' access to higher education opportunities through the experience and expertise they gain as a result of providing opportunities to develop research skills.
- 4.6 Motivating the students to identify the requirements and problems of the school community and experimentally explore the appropriate solutions.
- 4.7 Providing opportunities for students to develop interpersonal relationships with recognized institutes and professional researchers.

5.0 Membership

Any student from Grade 6 to 13 who is interested in research can get the membership. The method of enrolling the members to the school student research club can be determined at school level.

6.0 Committee

- 6.1 The committee consists of an executive board and committee members.
- 6.2 The Executive Committee shall be selected from the members studying in G.C.E (Advanced Level) classes. In the schools where there is an inadequate number of students in G.C.E (Advanced Level) classes / there is no G.C.E (Advanced Level) classes (Type II schools), the Executive Board should be selected from among the G.C.E (Ordinary Level) students.
- 6.2 The tenure of this committee shall be limited to a period of one year. However, the maximum period that one student can hold any post in the Executive Board consecutively is two years.

7.0 Composition of the Panel of Officers

- 7.1 The posts stated in 7.2. i - iii below shall be appointed from among the teaching staff including the principal of the school, and the posts from iv to ix shall be appointed from among the students of the school. (The students interested and capable of research shall be appointed on concurrence with respective teachers).
- 7.2 A teacher from the Commerce section or another suitable teacher shall be engaged to supervise the role of the Treasurer.
- i. Chief Patron - Principal
 - ii. Patron - A Deputy or Assistant or Principal appointed by the principal
 - iii. Teacher in-charge of the club – The teachers who are interested in research and having experience can be appointed as teachers in charge of the society, and one of them shall be appointed as the head teacher in charge of the club.
 - iv. President
 - v. Vice President
 - vi. Secretary
 - vii. Deputy Secretary
 - viii. Treasurer
 - ix. Committee Members - For this purpose, members shall be appointed so that one person from each Grade is represented, and the committee has the power to fill vacancies arising in the Committee. The approval for such appointments shall be obtained at the General Assembly.

8.0 The role of the office bearers

8.1 Chief Patron

- 8.1.1 It is the responsibility of the principal of the school; as the chief Patron, to guide and supervise the activities of the school student research club and to give initial approval for the research done by the society and to execute those projects in line with the internal discipline and ethical system of the school.
- 8.1.2 Further, the principal of the school is entrusted with the task to include the activities of this society into the annual and mid-term plans of the school, to raise awareness among the teachers about this matter, and to undertake evaluations on teachers and students.

8.2 Patron

- 8.2.1 The Patron is responsible for conducting the school student research club properly.

8.3 Teacher in-charge of the club

- 8.3.1 Directing and guiding the students actively towards the activities of the school student research club is the responsibility of the teacher in charge of the school student research club.

- 8.3.2 It is the role of the teachers in charge of the club to be actively engaged in getting new proposals from the members of the school student research club and executing the approved projects.

8.4 President

- 8.4.1 Providing leadership for the school student research club,
- 8.4.2 Organizing all the activities of the school student research club and taking responsibility,
- 8.4.3 Making collective decisions related to gathering the school student research club,
- 8.4.4 Presiding the meeting of school student research club,
- 8.5.5 Carrying out tasks related to maintaining the school student research club (appointing representatives for the key posts, calling for nominations, passing the nominations, conducting training programs, etc.) And
- 8.5.6 The President is bearing the responsibility of taking leadership for collectively formulation and implementation of long-term goals and strategies for the development and success of the school student research club.

8.5 Vice President

- 8.5.1 The Vice President is responsible for providing support to the President for the Society's activities and operations, as well as covering the duties in this position in the President's absence.

8.6 Secretary

- 8.6.1 Keeping records of calling for meetings and keeping up-to-date documents and books related to the school student research club,
- 8.6.2 Tabling the proposals being presented to the club and
- 8.6.3 The recruitment of new members and maintaining the database are the responsibility of the Secretary.

8.7 Deputy Secretary

- 8.7.1 The Deputy Secretary is responsible for providing support to the secretary for the society's activities and operations, as well as covering the duties in this position in the Secretary's absence.

8.8 Treasurer

- 8.8.1 Conducting all financial related activities of the school student research club. (In this context, the full responsibility and guidance of a teacher in charge of the research club must be obtained).
- 8.8.2 It is the responsibility of the treasurer to keep up to date records on financial transactions.

9.0 Conducting Meetings

The meetings of the school student research club are with two parts as committee meetings and general assembly meetings. The committee meeting should be held once in every three months and the general assembly should be held at least once in a year. Similarly, different committee meetings or special general assemblies can be called under the approval of the school principal.

9.1 Annual General Meeting

The Annual General Meeting shall be held within the first term of every year and the committee for the coming year shall be appointed and the budget report of the current year should be adopted therein. Also, having taken the proposals of the General Assembly into consideration, the annual action plan including all the activities / projects planned to be executed in the coming year shall be presented to the Assembly and adopted. The Chief Patron / Patron (Both / One Person) shall attend this Annual General Meeting.

10.0 Consultancy and Guidance

Providing instructions, undertaking supervision and monitoring related to this research club are ensured by the Director of Education at the Research and Development Branch of the Ministry of Education, the Deputy/Assistant Directors of Education / Officers in charge of the subject of research of the Provincial and Zonal Education Offices. Also, the Principal of the school and the teacher in charge of the research club as the closest parties concerned give advice and guidance to the Club. The students who complete research can be evaluated at the school level.

11.0 Proposed activities and their implementation

Diverse programs related to research can be planned based on the proposals of the members of the student research club and subject to the initial approval of the principal. Sub-committees may be appointed at the preference of the committee for various activities and projects. Some of the programs that can be planned in line with the objectives of the student club have been stated below.

- 11.1 Informing the students on the importance of research in society, making opportunities for the students to conduct research, and organizing workshops to develop basic concepts and initiative power related to research. Conducting workshops and lectures involving knowledgeable resource persons on the subject of research to have discussions about the subject of research.
- 11.2 Conducting research related to the selected topics under the guidance of teachers.
- 11.3 Providing necessary facilities to conduct research.
- 11.4 Organizing special seminars on research within the school to publish research findings and giving the opportunity to publish those research in writing.
- 11.5 Launching an academic journal containing research articles on yearly basis at the school level.
- 11.6 Organizing the areas related to research.
- 11.7 Giving involvement in research programs, projects and conferences.etc. organized by National and International Institutes.

- 11.8 Implementing the "School Research Week" held annually by the Research and Development Branch of the Ministry of Education.
- 12.0 The financial administration activities of the student research club shall be done through the Bank Account of the School Development Society and in accordance with the circulars and instructions issued by the Ministry of Education in this regard. In case of an inconsistency between the Sinhala, Tamil and English texts of this circular, the Sinhala text shall prevail.
- 13.0 You are informed to study this circular issued regarding the establishment of school student research clubs and proceed more formally to establish the student research clubs in schools where classes are held from Grade 6 to upwards, as well as you are further requested to maintain the school student research clubs actively considering it as a co-curricular activity that pave the way to create a generation of talented students with practical and investigative skills productive for the future world.



M. N. Ranasinghe
Secretary
Ministry of Education

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8. Director, National Operations Room, Ministry of Education.
9. All Provincial / Zonal Deputy / Assistant Directors of Education in charge of Research