

# Research Management Cell (RMC)

RMC Research-Guidelines-2022



Jana bhawana Campus

Godawari-11, Lalitpur

# **RMC Research-Guidelines-2022**

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## **I. Preamble**

Since its establishment, Jana Bhawana Campus has been engaged in providing quality education and has emerged as a leading higher institution. As a leading higher education institution, it has always emphasized to develop and enhance research culture within. In meeting its research goals, the campus has realized the importance of a formal body to carry on, promote, facilitate, coordinate all the research activities within the institution and in collaboration with other institutions. Basing on this necessity, JBC has established RMC and has been functional. In order to make it more functional the campus intends to develop this "RMC Guidelines 2022" which shall substitute the existing RMC guidelines. The primary objective of this guidelines is to improve the quality, quantity, and visibility of the campus's research activities and outputs.

## **II. Background**

The Research Management Cell (RMC) of Jana Bhawana Campus (JBC) leads and supports the research programs as well as facilitates the research efforts of JBC. It not only operates as the sole body for the research initiatives in collaboration with other institutions but also plans and executes all the research activities of the faculties and students. The RMC recognizes and adopts the exploration and validation of novel ideas in research, innovation and other intellectual activities for unearthing new frontiers of knowledge.

## **III. Functions of RMC**

The RMC of JBC acts as the sole body to carry on and execute all the research activities and publication of research articles. The RMC carries out its operation as per the RMC guidelines.

The major functions of RMC are:

- To promote research culture among the faculties and students.
- To collaborate with other organizations in promotion of research.
- To publish the journal of the campus regularly following peer review process.
- To organize trainings, workshops and seminars aimed at developing research skills of the faculties and students.
- To provide support and resources for research projects.

## **RMC Status**

The RMC of Jana Bhawana Campus was established in 2015. It received support from the UGC, Nepal for its establishment. The RMC has been formed and is in operation under The RMC Guidelines. In order to organize its activities more effectively, the campus has amended and developed this guidelines.

### **1. Title and Commencement**

- 1.1 This guideline is called as the "Research Management Cell (RMC) Guidelines 2022".
- 1.2 The guidelines shall come into force from the date of its approval from the Campus Management Committee.
- 1.3 The "Research Management Cell (RMC) Guidelines 2022" shall replace the existing "Research Management Cell (RMC) Guidelines 2017".

### **2. Definitions**

Until and unless the subject or the context differs, in this guideline:

- 2.1 "University" means Tribhuvan University.
- 2.2 "Campus" means Jana Bhawana Campus.
- 2.3 "Management Committee" means the Campus Management Committee (CMC).
- 2.4 "IQAC" means the Internal Quality Assurance Committee of the campus.
- 2.5 "Campus Chief" means the Campus Chief of JBC.
- 2.6 "Assistant Campus Chief" means the Assistant Campus Chief of the campus.
- 2.7 "Cell" means Research Management Cell
- 2.8 "Coordinator" means RMC Coordinator
- 2.9 "Member" means member of RMC
- 2.10 "HoD" means HoDs of the Departments of the campus

### **3. Scope and Formation**

This guidelines applies to the establishment and governance of Research Management Cell at Jana Bhawana Campus.

### 3.1 Formation of the Cell

3.1.1 The Research Management Cell will be formed in the campus to plan, co-ordinate and execute all the research activities. The RMC will set all the activities to meet the following objectives:

- i. To promote research culture among the faculties and students.
- ii. To collaborate with other organizations in promotion of research.
- iii. To publish the journal of the campus regularly following peer review process.
- iv. To organize trainings, workshops and seminars aimed at developing research skills of the faculties and students.
- v. To provide support and resources for research projects.

3.1.2 The formation of the RMC will be approved by the Management Committee.

3.1.3 The remuneration and facilities will be as per the decision made by the Management Committee.

### 3.2 Membership

3.2.1 A five membered Research Management Cell shall be formed including faculties in the recommendation of the Campus Chief and approval of Management Committee is mandatory. The Co-ordinator shall lead the cell. The members shall include:

Coordinator	- 1
Members	-4

3.2.2 The management committee can extend the members upon the necessity as per the recommendation of the Campus Chief.

3.2.3 Upon the necessity the management committee in the recommendation of the campus chief can also appoint external expert as the member of RMC.

### 4. Appointments

The management Committee shall appoint coordinator and members upon the recommendation of the Campus Chief.

4.1 The role and responsibilities of the Coordinator are:

- i. To chair the meetings of the RMC
- ii. To ensure matters referred to the RMC are addressed and that outcomes and decisions are accurately recorded.
- iii. To ensure the guidelines for the operation of the RMC related activities including publication of journal, mini-research award, and research grant for faculties and students.

- iv. To ensure the guidelines for the bidding and carrying out the research grants and research projects obtained.
- v. To ensure research and evaluation proposals are considered in an effective and timely manner.
- vi. To oversee procedures and monitoring of approved research.
- vii. To coordinate between and among Campus Chief, Assist Campus Chief, Head of Departments and Coordinators of all levels, cells and units.

4.2 The members are responsible to:

- i. Plan and execute research activities of RMC.
- ii. Work as a supportive team member of RMC and its coordinator.

## **5. Tenure**

Members including the Co-ordinator will be appointed for a period of three (3) years with the possibility of re-appointment for another tenure.

## **6. Lapse of membership**

Membership will lapse if a member fails to attend three (3) consecutive meeting of the RMC without an apology, unless exceptional circumstances exist. The member will be notified in writing of a membership lapse.

## **7. Reporting**

The RMC Co-ordinator will report regularly (at least quarterly) to the Campus Chief and Internal Quality Assurance Committee (IQAC); and Campus Chief shall report to the management committee.

## **8 . Term of Reference**

- 8.1 Plan and execute all research activities within the campus.
- 8.2 Provide advice, recommendation and support on research activities to the faculties and students.
- 8.3 Establish inter institutional collaboration for research activities.
- 8.4 Ensure that research undertaken by the researchers are of high and that processes are open, transparent and accountable.
- 8.5 Award mini-research to the faculties following open, transparent and accountable processes.

## **9. Operation of RMC**

RMC will perform its functions according to the procedures outlined in this guidelines and the guidelines that it develops to make its procedures open, transparent and accountable. The Campus Chief will provide copies of ToR (as per the model attached in the annex 1 & 2) to the coordinator and the members.

### **9.1 Meetings**

RMC will meet at least bimonthly (once every two months). In the case of emergency and requirement the meetings can be called the coordinator.

### **9.2 Quorum**

The quorum for the meetings of the RMC shall be above 50% of the total members of the cell.

### **9.3 Decision making**

The RMC shall make all the decision with the majority of its members and the decisions shall be immediately forwarded to the Campus Chief, Assistant Chief, IQAC and concerned HoDs/Coordinators.

## **10. Conflict of interest**

Members of the RMC should disclose any actual or potential conflict of interest that bears on any research. Members with a conflict of interest should absent themselves from discussion of application, research or any research activities. Conflicts might include:

- i. personal involvement, participation and interest in the research and research area.
- ii. financial or other interest or affiliation.

## **11. Confidentiality**

Members of the RMC will treat and keep confidential all information and documents. Members will be required to sign a confidentiality agreement.

## **12. Administrative Support**

Upon the requirement, the RMC can involve administrative staff of the college but the prior permission from the Campus Chief or campus authority is required. The campus can also hire staff for RMC as per its provision and bylaws.

### **13. Records**

The coordinator is responsible for preparing and maintaining written records of the RMC's activities including all the meeting minutes.

### **14. Research management Cell's Obligations to the researcher**

When considering research applications, research progress, and research output RMC will take into consideration the:

- i. Safety of the researcher
- ii. Management of the range and extent of research activities
- iii. Ensure research activities are not jeopardized and research is not plagiarized
- iv. Ensure appropriateness of research methodologies from an operational perspective
- v. Manage and ensure the cost of providing research assistance and supervision/monitoring

### **14. Publication**

The RMC will encourage, support, guide and train the faculties and students to publish research articles. For this the RMC shall:

- i. Publish journal on the regular basis. The RMC shall further develop guidelines and procedures for the publication journal.
- ii. The RMC can also award faculties and students developing criteria for the production and publication of the journal articles published in the journal it publishes and even to the articles published in the national and international journal articles.

### **15. Mini Research Award**

The RMC will develop the procedure and criteria for Mini Research Award to the faculties. The amount for the award will be as per the decision of management committee.

## **16. Collaboration**

The RMC can collaborate with other institutions for research activities but such collaboration will be as per the clause and conditions stated in the Memorandum of Understanding (MoU). The MoU must be approved by campus management and the campus authority shall sign in it.

## **17. Review of guidelines**

This guidelines will be reviewed as required but at least once in every 5 years.



## Annex 1

### Job Description : Research Management Cell (RMC) Coordinator

1. Position : RMC Coordinator
2. Reports to : Campus Chief and IQAC
3. Tenure : 3 years
4. Benefits : As approved by the Campus Management Committee

#### 5.1 Purpose of the Description

This job description applies to the Coordinator of RMC of Jana Bhawana Campus. The purpose of this job description is to provide clear instructions and details of the duties and responsibilities of the co-ordinator of the RMC. The coordinator shall normally be appointed for a term period of three (3) years with the possibility of extension by management committee.

#### 5.2 Education, Training and Competencies

The position description and criteria for the position of research management cell coordinator shall be set by the campus administration basing on the Campus Administration Bylaws. A research management cell coordinator will normally be a senior faculty member of the campus.

#### 6. Duties and Responsibilities

6.1 The RMC coordinator is the leading position of the cell and reports directly to the Campus Chief and periodically to IQAC. S/he is responsible to:

- Lead and Coordinate for all the activities of RMC.
- Develop and carry out effectively and efficiently the plan, programs and administration affairs of RMC.
- Create a conducive environment to foster research culture and intellectual integrity.
- Coordinate among other HoDs, Coordinators of various cells and units within the campus in research activities.
- Encourage, support and guide researchers (faculties and students) at multiple levels on behalf of RMC.
- Lead to develop self governing guidelines of RMC activities, journal publication and mini-research award.
- Keep and update the records of RMC plan and activities.

- Establish relationship and collaborate with other institutions at national and international level for research activities.

6.2 The other specific responsibilities of the position are:

#### 6.2.1 Administrative Responsibilities:

The cell coordinator is responsible for providing administrative leadership and coordination as:

- Develop annual plan and budget for RMC.
- Conform that the annual plan and activities are aligned with Campus' integrated plan and Strategic plan.
- Oversee and monitor personnel, financial management and operations of RMC.
- Ensure that the RMC activities are open, transparent and meet the policy adopted by the campus.
- Chair the meeting, keep the record of RMC activities and monitor RMC members.

#### 6.2.2 Promotion of Research Culture

The RMC coordinator is responsible to promote research culture by:

- Develop and implement policies to promote research culture among the faculties and students of campus.
- Identify and prioritize research area and research projects based on the expertise of the faculties and students.
- Organize experts' visits in the campus and field visits of the students for learning.
- Plan and organize trainings, seminar, workshops, conferences and webinars to enhance research culture.
- Take initiative and develop mechanism for gathering the potential research subjects/areas to community problems/needs and expose research finds to the concerned stakeholders.
- Co-ordinate and lead for the research publication by faculties in the journal published by the campus and even in national and international journals setting yearly target.
- Encourage and support faculties and students for paper presentations in regional, national and international conferences.
- Publish research journal of the campus and develop publication and peer-review policy.
- Maintain database of paper presentations and publications by the faculties and students.
- Coordinate and lead all the research activities within the campus.

- xi. Develop policies and procedures for instituting research awards and mini-research award.

### 6.2.3 Collaboration and Consultancy

- i. Develop consultancy policy and enhance expertise of the faculties for consultancy services.
- ii. Initiate for MoUs with other institutions for research collaboration and consultancy services with the overall objectives of enhancing the quality and output of teaching-learning, research and development activities.