



Research Management Cell Guidelines – 2080

Prepared by
Research & Extension Committee
United College
Kumaripati, Lalitpur, Nepal



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Outlines

Overview.....	1
Objectives	1
Scope.....	2
Functions.....	2
Reporting.....	2
Operation.....	3
Meeting schedule.....	3
Performance evaluation.....	4
Team members.....	4
Appointment.....	4
Candidate competencies.	5
Roles and responsibilities.....	6
Tenure.....	7
Remuneration.....	7
Termination	8
Code of ethics.....	8
Disestablishment of the RMC.....	9
Review of guidelines.....	10

Overview

United College, Kumaripati, Lalitpur, has established the **Research Management Cell (RMC)** in 2080 BS, with the primary goal of fostering a vibrant research culture within the institution. The cell aims to create a structured environment that supports faculty, researchers, and students in their pursuit of academic and scientific excellence. By offering guidance, resources, and a platform for research initiatives, the RMC strives to encourage innovative research activities across various disciplines. The RMC's guidelines emphasize the need for systematic planning, implementation, and evaluation of research projects. Researchers are encouraged to align their projects with the college's mission and objectives, ensuring that research not only contributes to academic growth but also benefits society at large. The cell provides assistance in identifying funding opportunities, developing research proposals, and ensuring adherence to ethical standards in research practices.

Furthermore, the RMC focuses on the development of skills necessary for conducting high-quality research. This includes organizing workshops, seminars, and training programs on research methodologies, data analysis, academic writing, and publication strategies. Through these initiatives, the RMC aims to build capacity among students and faculty, enhancing their ability to engage in meaningful and impactful research. Collaboration with other academic institutions, industry partners, and international research bodies is also encouraged to expand the scope of research and promote interdisciplinary work. Regular monitoring and feedback are incorporated into the research process to ensure progress and outcomes meet the highest standards of academic integrity and innovation.

Objectives

The RMC aims to support students, faculty, and the college by fostering research development, collaboration, and community impact, while securing funding and promoting strategic partnerships. Its specific objectives are:

- To provide guidance, mentorship, and opportunities for research development and academic growth to students.
- To support faculty in conducting high-quality research, securing grants, and promoting academic collaboration.
- To enhance the college's academic reputation through strategic research initiatives and policy development.
- To engage in research that addresses local issues and benefits the broader community.
- To foster partnerships with national and international educational institutions through MoUs for collaborative research and knowledge exchange.
- To promote practical, impactful research in collaboration with NGOs and government organizations through MoUs.
- To assist in identifying funding opportunities and submitting research proposals to secure financial support for research projects.

Scope

The RMC promotes a research-driven culture within the college, supports faculty and students in conducting high-quality research, facilitates collaborations with national and international institutions, fosters partnerships with NGOs and government organizations, identifies and secures research funding, and ensures the effective dissemination and application of research outcomes for societal impact.

Functions

To achieve its objectives, the RMC undertakes the following functions:

- Organize workshops, seminars, and training sessions that help students develop research skills and foster academic growth. Offer personalized mentoring to guide them through research projects.
- Assist faculty members with research planning, proposal writing, and the identification of funding opportunities. Facilitate collaboration with other academic institutions and industries to enhance the quality of their research.
- Responsible for the publication of the "United Journal of Interdisciplinary Studies (UJIS)". This journal serves as an academic platform for showcasing the college's research output, encouraging faculty and students to publish their work, and contributing to the broader academic community.
- Implement strategic research initiatives, encourage faculty and students to publish their work, and develop research policies that align with the college's mission. Promote the college's research output through academic journals and conferences.
- Encourage faculty and students to focus on research that addresses local issues, societal needs, and public welfare, ensuring the outcomes contribute to the betterment of the community.
- Establish MoUs with national and international academic institutions to create opportunities for collaborative research, knowledge exchange, and joint projects that broaden the scope of research efforts.
- Build partnerships with NGOs and government bodies to conduct research that is practical, relevant, and has a significant societal impact, addressing community challenges and public policy needs.
- Proactively seek out funding opportunities from government, private, and international organizations. Assist researchers in preparing and submitting proposals to secure grants and financial support for research projects.

Reporting

The RMC follows a systematic and structured reporting framework to ensure the effective monitoring and evaluation of research activities within the institution:

1. **RMC** is responsible for preparing and submitting detailed and regular reports on the ongoing research projects, achievements, challenges, and overall progress. These

reports will cover various aspects of research, including funding, collaboration, and the outcomes of completed and ongoing research efforts.

2. These reports will first be submitted to the **Research and Extension Committee**, which will review and evaluate the progress of the research activities, offering feedback, recommendations, and suggestions for improvement.
3. Upon the completion of the review process by the Research and Extension Committee, the reports and any recommended actions will be forwarded to the **Campus Chief**. The Campus Chief will conduct a final assessment of the research outcomes and strategic alignment with the institution's academic and research goals.
4. The final version of the reports, along with the recommended actions and decisions, will be presented to the **College Management Committee (CMC)** for approval and decision-making. The CMC will review the reports, make any necessary decisions regarding resource allocation, and approve future research initiatives based on institutional priorities.

Operation

The operational hours for the RMC are structured to ensure effective support for research activities while aligning with the broader institutional schedule:

- **Working hours:** The RMC will operate from 6:00 AM to 2:00 PM, providing a full 8-hour working day to support the various research-related tasks, including mentoring, proposal preparation, data analysis, and collaborative projects.
- **Working days:** The RMC will function six days a week, from Sunday to Friday. This schedule ensures that faculty, students, and research teams have access to consistent support and guidance throughout the week, enabling timely completion of research projects and effective management of ongoing research activities.
- **Holidays:** The RMC will observe holidays as per the college's official holiday schedule. These holidays may include national holidays, special breaks, and academic closures, as determined by the college's academic calendar. During these holiday periods, the Research Coordinator and Assistant will be unavailable for regular duties unless special arrangements are made.

Meeting schedule

The RMC will hold regular meetings once a month to review and discuss various aspects of ongoing and upcoming research activities. Additional meetings may be scheduled as needed, based on specific circumstances, emerging opportunities, or urgent matters that

require prompt attention. This flexible approach ensures that the RMC can respond effectively to evolving research needs and priorities.

Performance evaluation

The performance evaluation of the Research Management Cell (RMC) will be conducted once a year to assess the effectiveness and impact of its activities. The evaluation will focus on key aspects such as the progress and outcomes of research projects, the success of collaborations with national and international institutions, the number of grants secured, and the overall contribution to the college's academic and research reputation. Additionally, the evaluation will consider the level of support provided to students and faculty, the success of community-based research initiatives, and the RMC's alignment with institutional goals. Based on the evaluation results, recommendations for improvement and future initiatives will be made to ensure continuous growth and the achievement of RMC's objectives.

Team members

The Research Management Cell (RMC) will consist of a team of three members:

- **Research Coordinator:** The primary leader of the RMC, responsible for overseeing the overall functioning of the cell, providing guidance and support to faculty and students, managing research projects, securing funding, and facilitating collaborations with national and international institutions.
- **Research Assistant (RA):** Two Research Assistants will support the Research Coordinator in various tasks, including data collection and analysis, literature reviews, preparing research proposals, organizing research-related events, and assisting faculty and students with their research needs. They will also help in maintaining research documentation and ensuring compliance with ethical standards.

Appointment

The appointment procedure for the Research Coordinator and Research Assistant positions within the Research Management Cell (RMC) will follow a clear and structured process to ensure that highly qualified individuals are selected to support the college's research initiatives:

- Initially, the HR Manager will assess the need for the positions based on the college's academic and research goals, as well as the strategic direction outlined for the RMC. This involves evaluating the current and future research demands of the college and determining how the Research Coordinator and Research Assistants can contribute to achieving these goals.
- Upon identifying the staffing requirement, the HR Manager will prepare and present a formal proposal to the College Management Committee (CMC). The proposal will

include a detailed rationale for the positions, the specific qualifications required, and how these roles will contribute to the overall objectives of the RMC, including research development, faculty and student support, and collaboration with external institutions.

- The CMC will carefully review the proposal and decide whether to approve the hiring of the Research Coordinator and Research Assistants. The decision will be made with consideration of the college's budget, long-term research goals, and the potential impact of these roles on advancing the college's research initiatives.
- Once the CMC approves the hiring, the HR Department will initiate the recruitment and selection process. This will involve advertising the job openings through appropriate channels, including the college website, academic networks, and other professional platforms. The HR department will manage the application collection, review submitted resumes, and shortlist candidates based on the outlined criteria.
 1. **Interviews:** Shortlisted candidates will be invited for an interview, where they will be assessed on their qualifications, experience, and suitability for the position. The interview process will include a review of their research background, teaching experience (if applicable), public speaking skills, and ability to contribute to the development of research at the college.
 2. **Selection:** Based on the interviews and evaluations, the HR Department will make the final selection, ensuring the chosen candidates meet all the necessary qualifications and demonstrate the ability to support and enhance the research activities at the college.

Candidate competencies

Research Coordinator

- **Education:** The candidate must hold a Ph.D. from a recognized university in any stream, demonstrating advanced research knowledge and expertise in their field of study.
- **Experience:** The candidate must have at least one year of experience in research, with a proven track record of published work in reputable journals or conferences. S/he should have demonstrated leadership in research projects, effective project management skills, and the ability to mentor and guide faculty and students.
- **Additional qualifications:** Previous teaching experience in research-oriented subjects is highly preferred. The candidate should possess strong public speaking skills, with the ability to deliver engaging presentations and seminars. A background in academic publishing and experience in networking within research communities will be highly valued. The Research Coordinator will be expected to take an active

role in securing research funding, establishing collaborations, and promoting the college's research agenda.

Research Assistant (RA)

- **Education:** The candidate should have at least a Master's degree in a relevant field of study. Preference will be given to candidates who are faculty members of the college, as they will already be familiar with the academic environment and research culture.
- **Skills and experience:** The Research Assistant should be supportive, organized, and have a strong understanding of research methodologies and practices. S/he should be able to assist with data collection, literature reviews, preparing research reports, and maintaining research documentation. Additionally, s/he should be proficient in academic writing and possess good communication skills, with the ability to collaborate with faculty, students, and external partners effectively. The ability to manage and organize research-related tasks, meet deadlines, and contribute to the development of research projects is essential.

Roles and responsibilities

Research Coordinator

The Research Coordinator plays a vital role in achieving the objectives of the Research Management Cell (RMC) by fulfilling several key responsibilities:

- Mentors both students and faculty, offering guidance on research design, methodologies, and tools, ensuring they have the resources to carry out their research effectively.
- Organizes workshops, seminars, and training sessions to enhance the research skills and academic writing of both students and faculty.
- Responsible for the publication of the "United Journal of Interdisciplinary Studies (UJIS)". This journal serves as an academic platform for showcasing the college's research output, encouraging faculty and students to publish their work, and contributing to the broader academic community.
- Establishes and nurtures partnerships with national and international institutions, NGOs, and government organizations, facilitating collaborative research projects and knowledge exchange.
- Identifies funding opportunities, assists in grant proposal writing, and helps secure financial support for research projects from various sources.
- Ensures that the research conducted at the college is well-documented, published, and promoted to enhance the institution's academic reputation.
- Ensures that all research follows ethical guidelines and legal standards, maintaining integrity in all research activities.
- Tracks the progress of ongoing research projects, ensuring they meet deadlines, align with institutional goals, and are progressing as planned.

- Communicates with faculty, students, external research bodies, and funding agencies to keep all parties informed about research activities and outcomes.

Research Assistant

The Research Assistant supports the Research Coordinator and plays a key role in achieving the objectives of the RMC. Their specific roles and responsibilities include:

- Helps faculty and students in the design, execution, and analysis of research projects, providing technical and administrative support to ensure smooth project operations.
- Responsible for gathering data, managing research databases, and conducting preliminary data analysis, ensuring that research is conducted systematically and accurately.
- Helps in conducting comprehensive literature reviews to support research projects, identifying relevant studies and trends in the research area.
- Assists in preparing and writing research reports, academic papers, and articles for publication, ensuring that findings are clearly documented.
- Helps organize workshops, seminars, and meetings related to research activities, ensuring the smooth execution of research-related events.
- Ensures that all research materials, documentation, and records are properly organized and stored, maintaining a detailed and accessible archive for future reference.
- Helps in identifying funding opportunities, preparing necessary documents, and assisting with the submission of research grant proposals.
- Supports adherence to ethical guidelines and help ensure that all research practices follow the institution's ethical standards.
- Helps in disseminating research findings through presentations, publications, and outreach activities.

Tenure

The tenure for both the Research Coordinator and Research Assistant is set for a period of three years. This tenure may be renewed based on the decision of the HR Department, Campus Chief, and CMC. The renewal will be subject to performance evaluations and institutional requirements.

Remuneration

The remuneration for both the Research Coordinator and Research Assistant will be in accordance with the college's internal HR policy, and is negotiable based on individual qualifications and performance. The final compensation will be determined by several factors, including the candidate's professional experience, research skills, previous exposure in academic degree attained. The college aims to offer a competitive salary that reflects the individual's expertise, contributions, and potential to support and advance the college's research initiatives.

Termination

Termination of the Research Coordinator or Research Assistant may occur under the following circumstances:

1. If the individual fails to meet the expected performance standards, including but not limited to, research quality, deadlines, and overall job responsibilities.
2. Any breach of ethical guidelines, academic integrity, or misconduct in research activities may result in termination.
3. Failure to comply with the college's internal policies, including HR policies and research guidelines, may lead to termination.
4. Any behavior that negatively impacts the research environment, the institution's reputation, or the working relationships within the college may result in termination.
5. If the individual's contract or tenure period expires and is not renewed based on performance evaluation or institutional needs, termination may occur.

Code of ethics

The Research Management Cell (RMC), along with the Research Coordinator and Research Assistant, is committed to upholding the highest ethical standards in all aspects of research, from planning and execution to publication and dissemination. The code of ethics is designed to ensure integrity, transparency, and accountability in all research-related activities.

Research Management Cell (RMC)

- Promotes an environment of honesty, transparency, and integrity in research activities. All research conducted should be based on accurate data, sound methodologies, and ethical principles.
- Safeguards sensitive information and ensure that confidentiality is maintained regarding research data, funding proposals, and collaborations, unless disclosure is authorized by all parties involved.
- Ensures that all research involving human participants adheres to ethical guidelines for informed consent, privacy, and protection from harm. It will promote respect for cultural diversity, ethical behavior, and inclusion in all research activities.
- Responsible for ensuring that research is conducted in a transparent manner, with clear and accurate reporting of findings. It will ensure that research results are made available for peer review and accessible to the relevant communities.
- Actively prevent any conflicts of interest in research collaborations, funding sources, and publication. All potential conflicts will be disclosed and appropriately managed to ensure unbiased research outcomes.
- Fosters ethical partnerships with academic institutions, NGOs, government bodies, and other stakeholders, ensuring mutual respect, fairness, and adherence to ethical standards in all collaborations.

Research Coordinator

- Lead by example, demonstrating ethical behavior in all research-related activities. They are responsible for upholding the ethical standards set by the RMC and the college.
- Provides ethical guidance and mentorship to students and faculty involved in research, ensuring they follow proper research methodologies and ethical guidelines.
- Ensures fairness in facilitating research collaborations, ensuring that all parties involved receive equal recognition and credit for their contributions.
- Ensures that all research findings, reports, and publications are accurate, unbiased, and free from fabrication, falsification, or misrepresentation of data.
- In publications and research outputs, the Coordinator will ensure that authorship is attributed fairly and according to each individual's contribution to the research.
- Continue to develop their own research skills and knowledge to maintain high standards of leadership and mentorship in the research field.

Research Assistant

- Provides ethical support in all research tasks, ensuring that the integrity of the research is maintained through accurate data collection, documentation, and analysis.
- Maintains the confidentiality of sensitive research data, participant information, and research findings, unless authorized to share the information.
- Follows all ethical research protocols, including obtaining informed consent, adhering to safety guidelines, and respecting the privacy and rights of research participants.
- Collaborates ethically with other research team members, promoting a respectful and cooperative working environment and contributing positively to the research process.
- Ensures that all data collected, stored, and analyzed is done so ethically, accurately, and honestly, avoiding manipulation, falsification, or misrepresentation.
- Adheres to academic integrity in all aspects of research, ensuring proper citation of sources, avoiding plagiarism, and maintaining transparency in all research tasks.

Disestablishment of RMC

The disestablishment of the RMC occurs when:

- The college decides to reallocate resources or focus on other academic or administrative functions, leading to the conclusion that the RMC is no longer aligned with the institution's long-term goals or objectives.
- Due to budgetary limitations or other financial considerations, the college determines that it can no longer sustain the operational costs of the RMC or its associated functions.
- The college may choose to integrate the research functions within other departments or structures, making the existence of a separate RMC unnecessary.
- If the RMC fails to meet its core objectives, such as fostering research culture, securing funding, or supporting faculty and students, the college may decide to disband the cell after evaluating its effectiveness.

- In some cases, the college may achieve its intended research goals or reach a point where the need for a dedicated RMC is no longer relevant, prompting the disestablishment.
- If the RMC's responsibilities and functions are merged into a broader academic or administrative unit, such as an academic affairs office or a university-wide research center, its formal disestablishment would occur.

Review of guidelines

The Management Cell (RMC) Guidelines – 2080 review process will be conducted once every three years to ensure that the guidelines remain relevant, effective, and aligned with the evolving academic, research, and institutional goals of the college. This review process will assess the effectiveness of the existing guidelines in promoting research activities, fostering collaborations, and securing funding. Additionally, it will evaluate the roles, responsibilities, and performance of the Research Coordinator and Research Assistants in meeting the objectives of the RMC. Feedback from faculty, students, and external research partners will be considered to identify areas of improvement or updates needed in the guidelines. Based on the findings of the review, the guidelines may be revised or updated to reflect new research trends, technological advancements, or changes in the educational landscape, ensuring the continuous growth and success of the RMC's initiatives.

Closing remark

Research Management Cell (RMC) guidelines are established to foster a strong research culture at United College, supporting faculty and students in their academic and research pursuits. These guidelines emphasize mentorship, skill development, ethical standards, and collaboration with national and international institutions. They also highlight the importance of securing funding, publishing research, and addressing societal needs through impactful projects. Regular evaluation and feedback will ensure the guidelines remain effective and aligned with institutional goals. Adherence to these guidelines will contribute to the continued growth and success of the college's research initiatives, and it is hoped that all involved will actively engage in these efforts for the betterment of the academic community.

Dr. Binod Lingden

Coordinator

Research & Extension Committee