



United College's
Research Policy, 2025

(First Amendment of Research Policy, 2023)

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Outlines

Research policy, 2025

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Research Policy, 2025

Overview

United College (UC) is committed to fostering academic excellence, innovation, and knowledge creation through its amended Research Policy, which supports faculty, staff, and students in conducting high-quality research aligned with the college's mission. Research is central to academic development and societal progress, and is integrated into both teaching and learning processes. This Policy aims to promote a strong research culture, support the professional growth of researchers, and contribute to the academic community through impactful, ethical, and interdisciplinary research. It encourages independent and collaborative research, with an emphasis on publications in reputed journals, participation in international conferences, and industry-academia partnerships. Student involvement in research is also prioritized, with opportunities for engagement in both Bachelor's and Master's programs. Mentorship is provided to help students develop essential research skills. The college ensures that researchers have access to the necessary infrastructure, financial resources, and training, while upholding the highest standards of integrity and ethical conduct in all research activities.

Scope

The amended Research Policy - 2025 at UC encompasses a broad range of research activities involving students, faculty members, and researchers across various programs such as BBM, BCA, BBS, and MBS. It encourages both independent and collaborative research projects, including mini-research, research articles, and collaborative research report, and consultancy services. The policy promotes student involvement in research and extension activities, providing them with hands-on experience and contributing to their academic development. It also supports partnerships through MoUs with national and international academic institutions, research agencies, NGOs, and INGOs, fostering collaborative research and knowledge exchange. Furthermore, the policy facilitates the application for research grants from external agencies, such as the University Grants Commission (UGC) and other funding bodies, to support innovative and impactful projects aligned with the college's academic goals.

Goal

This policy aims to cultivate a strong research culture that promotes high-quality, ethical research aligned with the college's mission. The policy focuses on enhancing academic development, supporting professional growth, and contributing to societal progress through innovative research, fostering collaboration, and ensuring the availability of essential resources and infrastructure.

Objectives

This policy aims to foster a culture of research excellence and innovation that contribute to the college's mission of holistic education and societal development.

Specific objectives:

1. To promote a vibrant research culture among faculty with necessary support and incentives.
2. To encourage a research-oriented mindset in students through curriculum integration and mentorship.
3. To establish clear guidelines for research related activities.
4. To institutionalize research by creating a formal structure, offering necessary resources, and promoting a research-focused culture.
5. To foster interdisciplinary collaboration to address societal issues and promote holistic education.

Strategies

To achieve objective 1;

1. Allocate a specific percentage of the annual budget for research-related activities, ensuring transparent and competitive funding processes.
2. Provide continuous professional development opportunities focused on research skills, knowledge, and collaboration.
3. Create an environment where faculty can balance teaching responsibilities with research productivity.
4. Provide faculty with leave or sabbaticals to focus on their research or pursue further academic development.
5. Acknowledge and reward faculty research achievements to motivate ongoing contributions to research.

To achieve objective 2;

6. Integrate research-related coursework and projects into the curriculum to provide students with early hands-on research opportunities.
7. Implement mentorship programs where experienced faculty guide students through research
8. Offer internships, research assistantships, and opportunities to gain practical research experience.
9. Provide fellowships for students to engage in research projects and academic development.

To achieve objective 3;

10. Develop guidelines for research submissions to *UJIS*, ensuring adherence to academic and ethical standards.
11. Conduct annual collaborative mini-research projects involving faculty and students with clear execution guidelines.
12. Use plagiarism detection tools like iThenticate to ensure research integrity.

13. Establish an intellectual property policy outlining ownership and usage rights for research outputs.
14. Implement data management policy ensuring secure and legal handling of research data.
15. Ensure research dissemination through *UJIS*, *United Luminary*, and other channels to maximize impact.
16. Encourage publication of research writings in *UJIS* and *United Luminary*, offering broader visibility.
17. Ensure compliance with legal, ethical, and institutional research regulations.
18. Monitor and evaluate research projects, assessing quality and societal impact.
19. Establish a review and approval process to evaluate research feasibility and ethical considerations.
20. Set guidelines for faculty consultancy services, aligning with research goals and ethics.
21. Ensure all research adheres to ethical standards, protecting data integrity and human subjects where applicable.

To achieve objective 4;

22. Make institutional arrangements for research at UC to guide the strategic direction of research and manage its operational aspects, ensuring alignment with academic goals and societal needs.

To achieve objective 5;

23. Encourage collaborative research among faculty, students, and external research organizations across various disciplines.
24. Facilitate interdisciplinary research teams that bridge diverse fields, such as IT, management, social sciences, and the arts.
25. Organize events such as workshops and seminars to stimulate interdisciplinary dialogue, foster innovation, and encourage knowledge exchange.
26. Establish and nurture partnerships with national and international institutions, research agencies, and industry leaders to enhance research capacity.
27. Promote research dissemination by publishing findings in reputable journals and engaging with the public to maximize societal impact.
28. Host annual research symposiums to showcase interdisciplinary research efforts, encourage scholarly exchange, and facilitate expert feedback.

Policies

To achieve objective 1;

1. **Research budgeting policy:** Allocate 5% of the college's annual budget specifically for research. This funding will cover research-related expenses, such as student/faculty development programs, materials, data collection and analysis,

software, research disseminations, and extension activities. The allocation process must be transparent, with clear application procedures and evaluation criteria.

2. **Faculty development policy:** Regularly organizes seminars, workshops, and training to enhance faculty research skills. Additionally, faculty are encouraged to participate in external research-related activities, such as conferences and workshops, with financial support provided when necessary.
3. **Workload adjustment policy:** Faculty workloads are structured with 75% allocated to teaching and 25% to research. Adjustments may be made for faculty involved in significant research projects, ensuring adequate time for research without compromising teaching responsibilities.
4. **Research leave policy:** Faculty members are granted up to six months of leave for MPhil studies. Similarly, faculty engaged in PhD research or short-term research projects receive necessary work adjustments to support their research activities.
5. **Research recognition policy:** Faculty members are recognized for their research achievements through grants, financial incentives, and awards. Research productivity is included in the annual performance appraisal. Exceptional contributions are rewarded, and recognition is linked to funding opportunities, teaching load reductions, and other incentives to encourage continued high-impact research.

To achieve objective 2;

6. **Curriculum research policy:** Integrate research activities into the BBS, BBM, BCA, and MBS curricula, providing clear guidelines for research-related activities in each semester/year. Regularly update the curriculum to reflect emerging research trends, ensuring that students have access to the most current methodologies and practices.
7. **Faculty mentorship policy:** Assigned experienced faculty members to mentor students throughout their research activities, offering guidance and expertise to help students succeed in their projects. Facilitate regular mentor-mentee interactions to ensure ongoing support and feedback, enabling students to refine their research skills.
8. **Student development policy:** Organize workshops, seminars, and training sessions aimed at enhancing students' research skills and knowledge. Additionally, encourage students to participate in external research-related activities, such as conferences, workshops, and training programs, to broaden their experience and gain exposure to diverse research methodologies and practices.

9. **Student fellowship policy:** Provide research grants, scholarships, and awards to support both individual and collaborative student research projects. Establish clear criteria for fellowship applications, ensuring transparency and fairness in the selection process. Integrated students' research efforts into the academic assessment, motivating them to engage in high-impact research.

To achieve objective 3;

10. **Research journal policy:** Publish peer-reviewed research journal on bi-annual basis. Faculty, students, or researchers are required to follow proper guidelines when submitting their research articles for publication in the *United Journal of Interdisciplinary Studies* (UJIS).
11. **Mini research policy:** Conduct collaborative mini research projects involving both faculty and students on an annual basis. Guidelines for mini research projects are formulated to ensure proper execution and academic rigor.
12. **Plagiarism policy:** Implement plagiarism detection software, iThenticate, a subscribed version from the TU Central Library, to check the plagiarism of research projects. Both students and faculty are required to use this tool to monitor and prevent academic misconduct.
13. **Intellectual property policy:** Ensure research outputs, including those in *UJIS*, *United Luminary*, and mini-research projects; adhere to UC's intellectual property policy. Define ownership and usage rights, covering copyrights and other intellectual property. Inform researchers about managing intellectual property rights and ensure proper credit is given to creators while respecting others' rights.
14. **Data management policy:** Research data at UC is collected, stored, and managed in strict accordance with best practices, institutional guidelines, and relevant legal requirements. Ensure all research data is handled securely, responsibly, and in a manner that protects the integrity of the research process.
15. **Research dissemination and impact policy:** Ensures that research findings are effectively communicated to relevant audiences, including the academic community, industry stakeholders, and the public. Research is published in the *UJIS* peer-reviewed biannual journal and *United Luminary*, the college's annual magazine. Additionally, faculty and students are encouraged to publish in high-quality journals, present at conferences, and engage with various media to maximize the impact and visibility of their research outcomes.

16. **Publication policy:** Publish research findings in its *UJIS* peer-reviewed biannual journal and *United Luminary*, the annual college magazine. These platforms provide opportunities for faculty and students to share their research with a broader audience.
17. **Research compliance policy:** Ensure that all research activities comply with legal, ethical, and institutional regulations. Researchers are responsible for addressing a range of compliance issues, such as obtaining the necessary approvals, adhering to ethical guidelines, and ensuring that their research does not violate any laws or regulations.
18. **Monitoring and evaluation policy:** Establish a process for tracking the progress of research projects, assessing the quality of outputs, and measuring the impact of research on both the academic community and society. Conduct regular evaluations to ensure that research aligns with the college's strategic goals and adheres to quality standards.
19. **Research review and approval policy:** Ensure all research projects are thoroughly reviewed for feasibility, ethical considerations, and alignment with the college's objectives. Provide a clear process for obtaining approval from the relevant authorities before research projects begin.
20. **Consultancy service policy:** Establish guidelines for research coordinator, faculty and staff members who offer consultancy services based on their expertise. Outline the terms of engagement, including the nature of the consultancy work, financial arrangements, and reporting requirements. Also, ensure that consultancy activities align with the college's research goals and ethical standards.
21. **Ethical policy:** Ensure all research conducted by faculty, staff, and students adheres to the highest ethical standards. Maintain integrity in data collection, analysis, and dissemination, as well as ensuring the protection of human subjects and confidentiality where applicable.

To achieve objective 4

22. **Institutional arrangement policy:** Establish formal structures to foster a strong research culture by creating two key bodies: The Research & Extension Committee, responsible for guiding the strategic direction of research, and the Research Management Cell (RMC), which will handle the operational aspects by providing support, resources, and administrative assistance.

To achieve objective 5

23. **Research collaboration policy:** Promote collaboration between faculty, students, and external research agencies to enhance research quality. Encourage faculty and students to work together on projects. Additionally, encourage faculty members to collaborate across departments, facilitating interdisciplinary research. Also, support partnerships with external agencies, including academic institutions, NGOs, and other organizations, to ensure the pooling of resources, expertise, and funding for high-impact research.
24. **Interdisciplinary research policy:** Value the interdisciplinary research that bridge the gap between various academic disciplines such as IT, management, business, social sciences, psychology, education, arts, and sciences. Encourage faculty and students to collaborate across fields to address complex societal challenges. Organize workshops, joint seminars, and interdisciplinary teams to provide opportunities for diverse perspectives to come together and innovative solutions to real-world issues.
25. **Research dissemination policy:** Encourage the dissemination of research findings across various platforms to ensure a broad access to research outcomes. Publish researchers' work in reputed, peer-reviewed journals, present at national and international conferences, and engage in seminars and workshops. Additionally, emphasize the importance of public engagement, ensuring that research findings are shared with the community to foster societal development and ensure that the research has practical, real-world applications.
26. **Strategic partnership policy:** Establish strategic partnerships through MoUs with both national and international academic institutions, research agencies, and industry leaders. Foster collaboration, resource-sharing, and knowledge exchange through these partnerships. By promoting joint research initiatives, these collaborations enhance the college's capacity to address national and global challenges through collective expertise and shared resources.
27. **Research symposium policy:** Host an annual research symposium designed to showcase the research efforts of faculty and students while encouraging interdisciplinary dialogue. Provide an opportunity for researchers to present their findings, receive valuable feedback, and engage with experts from various fields. Feature guest speakers and keynote presentations in events to stimulate discussion, and the publish proceedings of the symposium to ensure wider dissemination of the research presented.

28. **External funding policy:** Actively seek funding from both internal and external sources to support impactful research projects, seminars, workshops, and infrastructure development. Allocate a portion of College budget to fund promising research initiatives, and also apply for grants from external bodies, such as the University Grants Commission (UGC), government departments, international research agencies, NGOs, and industry partners. Funding will be utilized to support research projects, host events like conferences, and develop research infrastructure, such as laboratories and data management systems.

Procedure

1. Administer the allocation of the 5% annual budget dedicated to research
 - Step1: The RMC will receive the annual budget details from the Account Department.
 - Step2: Calculate 5% of the total annual College budget to be allocated specifically for research.
 - Step3: Organize a transparent allocation process where faculty, staff, and departments can submit research-related funding requests.
 - Step4: Evaluate the submitted funding proposals based on set criteria such as relevance to the college's mission, potential impact, and feasibility.
 - Step5: Approve the distribution of the research budget, ensuring the timely release of funds.
2. Organize and coordinate faculty development programs
 - Step1: Identify key areas for faculty development in research skills through surveys or feedback.
 - Step2: Collaborate with external and internal experts to design relevant programs such as workshops, seminars, and training.
 - Step3: Set a schedule for these programs, ensuring they align with faculty availability and academic calendars.
 - Step4: Promote the programs through internal communications and track faculty participation.
 - Step5: Evaluate the effectiveness of the programs through participant feedback and performance improvement assessments.
3. Facilitate and monitor workload adjustments for faculty involved in significant research projects
 - Step1: Identify faculty members with significant research commitments through self-reports or departmental input.
 - Step2: Evaluate the research project's scope, impact, and expected workload.

- Step3: Propose adjustments to the faculty's teaching and administrative duties in consultation with the academic leadership.
 - Step4: Ensure that workload adjustments are officially recorded and communicated to relevant departments.
 - Step5: Monitor ongoing adjustments to ensure balance between teaching and research responsibilities.
4. Manage the process for granting research leave for faculty members
- Step1: Establish guidelines for eligibility, duration, and objectives of research leave (e.g., for MPhil/PhD studies).
 - Step2: Faculty members apply for research leave through an official application form, outlining their proposed research activities.
 - Step3: The RMC reviews the applications, considering factors such as project feasibility and alignment with institutional priorities.
 - Step4: Obtain approval from the relevant authorities.
 - Step5: Communicate the approval or rejection of leave to the faculty member, and ensure appropriate adjustments to the academic schedule.
5. Oversee the recognition and reward system for faculty research
- Step1: Develop a clear criterion for research performance evaluation (e.g., publication, project completion, research impact).
 - Step2: Integrate research performance into the annual performance appraisal system.
 - Step3: Identify outstanding research contributions and propose rewards (e.g., financial incentives, grants, teaching load reduction).
 - Step4: Organize award ceremonies or public recognition events to acknowledge faculty achievements.
 - Step5: Monitor the outcomes and feedback to refine the recognition system.
6. Integrate research-related activities into the curricula for BBS, BBM, BCA, and MBS programs
- Step1: Work with academic departments to identify relevant research components for each program's curriculum.
 - Step2: Update the course syllabi to incorporate research-related assignments, projects, and methodologies.
 - Step3: Ensure that students have access to necessary resources, such as libraries, research software, and mentoring support.
 - Step4: Regularly review and update the curriculum to keep pace with emerging research trends.

- Step5: Assess the effectiveness of research integration through student and faculty feedback.
7. Coordinate the mentorship system for students engaged in research projects
- Step1: Identify experienced faculty members willing to serve as research mentors for students.
 - Step2: Match students with faculty mentors based on research interests, expertise, and availability.
 - Step3: Establish a formal mentorship agreement outlining expectations, meeting schedules, and project goals.
 - Step4: Monitor the progress of mentorship relationships and offer support to both students and mentors.
 - Step5: Conduct evaluations of the mentorship program, collecting feedback from both faculty and students to ensure continuous improvement.
8. Organize workshops, seminars, and training sessions to enhance students' research skills
- Step1: Assess the research training needs of students through surveys or feedback.
 - Step2: Plan and schedule workshops, seminars, and training sessions, covering essential research topics such as methodology, data analysis, and academic writing.
 - Step3: Invite experienced researchers, industry professionals, and faculty members to conduct these sessions.
 - Step4: Promote events to ensure maximum student participation.
 - Step5: Evaluate the impact of these programs through participant feedback and academic performance.
9. Manage the research fellowship program
- Step1: Develop a fellowship program with clear eligibility criteria, application processes, and funding allocations.
 - Step2: Promote the program to students and faculty members.
 - Step3: Review fellowship applications and select recipients based on research potential and alignment with institutional priorities.
 - Step4: Distribute fellowship funds and provide administrative support to the recipients throughout the fellowship period.
 - Step5: Monitor and evaluate the outcomes of the fellowship projects.
10. Manage the publication process for the United Journal of Interdisciplinary Studies (UJIS)
- Step1: Invite faculty, students, and researchers to submit research articles for publication in the UJIS journal.

- Step2: Develop submission guidelines, ensuring consistency in formatting, referencing, and academic quality.
 - Step3: Implement a peer-review process, selecting academic reviewers with expertise in the relevant research area.
 - Step4: Coordinate the editorial process, ensuring that all accepted papers undergo appropriate revisions.
 - Step5: Oversee the publication process, ensuring timely release of each journal edition.
 - Step6: Promote the journal to enhance its visibility and impact within the academic community.
11. Coordinate annual mini-research projects
- Step1: Define the scope and objectives for annual mini-research projects, ensuring alignment with the institution's research goals.
 - Step2: Invite faculty and students to propose project topics and form research teams.
 - Step3: Develop a clear framework and guidelines for conducting the mini research projects.
 - Step4: Oversee the implementation of the projects, providing necessary resources and support.
 - Step5: Evaluate the outcomes of each project, including the quality of research and its relevance to academic and community needs.
12. Administer the use of plagiarism detection software (iThenticate)
- Step1: Ensure that iThenticate software is installed and accessible for both faculty and students.
 - Step2: Provide training and resources to faculty and students on how to use the plagiarism detection software effectively.
 - Step3: Require the use of iThenticate for all final research submissions, including dissertations, articles, mini research, and project reports.
 - Step4: Monitor the plagiarism report results and take necessary actions to address any identified issues.
 - Step5: Maintain records of plagiarism checks for accountability and future reference.
13. Ensure that research outputs comply with the institution's intellectual property policy
- Step1: Ensure all faculty and students are informed about the institution's intellectual property policies.
 - Step2: Require researchers to submit a declaration of intellectual property rights alongside their research outputs.

- Step3: Review research outputs to verify adherence to intellectual property regulations.
- Step4: Address any potential violations and mediate discussions on the ownership and usage rights of research outputs.
- Step5: Maintain a record of intellectual property ownership for each research output.

14. Oversee research data management practices

- Step1: Ensure that all researchers are trained in proper data collection, storage, and management practices.
- Step2: Develop and circulate data management protocols that align with best practices and legal requirements.
- Step3: Ensure all research data is securely stored and protected from unauthorized access.
- Step4: Implement a system for data sharing, ensuring compliance with ethical guidelines and privacy laws.
- Step5: Regularly audit data management practices and offer support for researchers to enhance data integrity.

15. Manage the dissemination of research findings

- Step1: Identify appropriate platforms for disseminating research findings, including academic journals (such as *UJIS*), conferences, and public platforms.
- Step2: Support faculty and students in preparing research papers, presentations, and reports for dissemination.
- Step3: Facilitate the submission of research papers to high-quality journals and conferences.
- Step4: Encourage public engagement by organizing workshops, outreach programs, or media coverage to communicate the research outcomes to broader audiences.
- Step5: Track the impact of disseminated research through citations, media coverage, and academic engagement.

16. Support the publication of research findings in *UJIS* and *United Luminary*

- Step1: Ensure that research articles and creations submissions for the *UJIS* and *United Luminary* follow the institutional guidelines and standards.
- Step2: Collaborate with the editorial board to review and select creations and research papers for publication.
- Step3: Provide support for the layout, editing, and design of both *UJIS* and *United Luminary* publications.
- Step4: Promote the publication through institutional channels to enhance its visibility and academic impact.

17. Ensure compliance with ethical, legal, and institutional research regulations

- Step1: Regularly review national and international research regulations, as well as institutional ethical guidelines.
- Step2: Provide training and guidance for faculty and students on ethical research practices, including participant consent, data privacy, and conflict of interest.
- Step3: Monitor research activities to ensure compliance with ethical standards.
- Step4: Address any ethical concerns or violations through the appropriate institutional channels.

18. Track and evaluate the progress of research projects

- Step1: Develop a research tracking system to monitor the progress of ongoing research projects.
- Step2: Require researchers to submit periodic progress reports detailing milestones achieved, challenges encountered, and any necessary adjustments.
- Step3: Provide feedback and guidance on overcoming obstacles and ensuring the success of projects.
- Step4: Conduct regular evaluations to assess the quality of research outputs, alignment with objectives, and impact.

19. Administer the review and approval process for research projects

- Step1: Create a research review committee to assess and approve project proposals based on feasibility, ethical considerations, and alignment with institutional goals.
- Step2: Researchers submit detailed proposals that outline objectives, methodologies, and expected outcomes.
- Step3: The review committee evaluates the proposals, seeking feedback from internal and external experts if necessary.
- Step4: Approve or reject proposals based on the evaluation, ensuring that high-quality and impactful research is undertaken.

20. Establish guidelines for research coordinator, faculty and staff members who offer consultancy services.

- Step1: Create clear guidelines for consultancy services, including terms of engagement, financial arrangements, and reporting requirements.
- Step2: Faculty/staff submit consultancy proposals, which are reviewed to ensure alignment with research goals and ethical standards.
- Step3: Research coordinator and relevant authorities approve the consultancy work, confirming it aligns with institutional objectives.
- Step4: Develop contracts for approved consultancy projects, outlining scope, financial terms, and deliverables.

- Step5: Track consultancy activities and ensure periodic reporting to assess alignment with ethical standards and research goals.
21. Ensure all research conducted by faculty, staff, and students adheres to the highest ethical standards.
- Step1: Establish comprehensive ethical guidelines for data collection, analysis, participant protection, and confidentiality.
 - Step2: Provide training sessions to faculty, staff, and students on ethical research practices and compliance with ethical standards.
 - Step3: Ensure all research proposals are reviewed for ethical compliance, including informed consent and data privacy.
 - Step4: Continuously monitor ongoing research to ensure it adheres to ethical guidelines, including regular audits of practices.
 - Step5: Establish a system for addressing any ethical concerns or violations, ensuring corrective actions are taken promptly.
22. Support the establishment of formal research structures
- Step1: Work with academic leadership to establish formal structures, such as the Research & Extension Committee and the Research Management Cell.
 - Step2: Define roles and responsibilities within these structures, ensuring clear channels for decision-making and support.
 - Step3: Facilitate the operational setup of these bodies, ensuring adequate resources and staffing.
 - Step4: Periodically review and refine the research structures to ensure effectiveness and alignment with evolving institutional goals.
23. Foster collaboration with external research agencies and institutions
- Step1: Identify potential research collaborators, including universities, research institutions, government agencies, and private industry partners.
 - Step2: Facilitate the creation of formal partnerships, such as Memorandums of Understanding (MoUs), to foster collaboration.
 - Step3: Encourage joint research projects and the sharing of resources and expertise to enhance research quality.
 - Step4: Monitor the outcomes of external collaborations and assess their impact on the institution's research objectives.
24. Promote and facilitate interdisciplinary research
- Step1: Identify research opportunities that bridge multiple academic disciplines.
 - Step2: Encourage faculty and students to engage in interdisciplinary teams that tackle complex research questions.

- Step3: Organize interdisciplinary workshops, seminars, and collaborative research events.
 - Step4: Provide support for interdisciplinary research projects, including funding and resources.
25. Support the dissemination of research findings on multiple platforms
- Step1: Encourage faculty and students to present their research at national and international conferences.
 - Step2: Promote the use of various media platforms, such as social media, academic blogs, and podcasts, to disseminate research outcomes.
 - Step3: Ensure that faculty and students are supported in preparing presentations, posters, and articles for these platforms.
 - Step4: Track the dissemination impact through engagement metrics, such as views, citations, and feedback.
26. Form strategic partnerships with national and international institutions, agencies, and industry leaders through MoUs.
- Step1: Identify potential national and international academic institutions, research agencies, and industry leaders for strategic partnerships.
 - Step2: Develop criteria for selecting partners based on shared research interests, institutional goals, and capacity for collaboration.
 - Step3: Initiate discussions with potential partners to outline the terms of collaboration, including resource-sharing, joint research initiatives, and knowledge exchange.
 - Step4: Formalize partnerships through the establishment of Memorandums of Understanding (MoUs) that define roles, responsibilities, and mutual expectations.
 - Step5: Monitor and evaluate the effectiveness of the partnerships, ensuring that they contribute to the college's research objectives and address both national and global challenges.
27. Organize and manage the annual research symposium
- Step1: Plan the research symposium by identifying a theme, organizing committees, and setting dates.
 - Step2: Invite faculty, students, and external experts to present their research and share knowledge.
 - Step3: Coordinate logistics, including venues, speakers, and publication of symposium proceedings.
 - Step4: Promote the symposium internally and externally to maximize participation and visibility.

28. Seek and manage external funding for research projects

- Step1: Identify potential external funding sources, such as government grants, foundations, and industry partnerships.
- Step2: Provide guidance and assistance to faculty and students in preparing and submitting grant proposals.
- Step3: Monitor the approval and distribution of funding to ensure it is allocated effectively.
- Step4: Maintain a system for tracking and reporting on external funding, ensuring compliance with funding agency requirements.

United College

Policy Implementation Mechanism

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 promote and support research excellence and innovation within the College, contributing to the institution's mission of holistic education and societal development through effective management of interdisciplinary research activities. Its specific objectives are:

1. To support a vibrant research culture among faculty by providing necessary resources, guidance, and incentives for high-quality research, aligning with the goal of fostering research excellence.
2. To encourage a research-oriented mindset in students through curriculum integration, mentorship, and opportunities for active participation in research projects, fostering their engagement with research early in their academic careers.

3. To establish clear and transparent guidelines for research-related activities, ensuring compliance with institutional, ethical, and legal standards while enhancing the quality and integrity of research conducted by faculty and students.
4. To foster interdisciplinary collaboration by facilitating joint research initiatives across different disciplines, addressing societal challenges and contributing to holistic education through diverse perspectives and expertise.

Scope

RMC is dedicated to fostering a culture of research excellence and innovation within the college, aligning with the institution's mission of holistic education and societal development. Its scope includes supporting faculty research through resources, mentorship, and incentives, encouraging student involvement in research through curriculum integration and active participation, and establishing clear guidelines to ensure compliance with ethical and legal standards. The RMC also promotes interdisciplinary collaboration to address societal challenges, facilitates partnerships with national and international research organizations, and ensures efficient allocation of resources and funding for research initiatives. By tracking and evaluating research progress, the RMC ensures the ongoing success and impact of research projects in contributing to academic and societal growth.

Functions

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

1. Administer the allocation of the annual budget dedicated to research.
2. Organize and coordinate faculty development programs.
3. Monitor and facilitate workload adjustments for faculty involved in significant research projects.
4. Manage the process for granting research leave for faculty members.
5. Oversee the recognition and reward system for faculty research.
6. Integrate research-related activities into the curricula for BBS, BBM, BCA, BA, and MBS programs.
7. Coordinate the mentorship system for students engaged in research projects.
8. Ensure faculty are assigned as mentors to students based on their research interests and expertise.
9. Organize workshops, seminars, and training sessions to enhance students' research skills.
10. Manage the research fellowship program.
11. Manage the publication process for the *United Journal of Interdisciplinary Studies (UJIS)*.
12. Coordinate annual mini research projects.
13. Administer the use of plagiarism detection software (iThenticate).

14. Ensure that research outputs comply with the institution's intellectual property policy.
15. Oversee research data management practices.
16. Manage the dissemination of research findings
17. Support the publication of research findings in UJIS and United Luminary.
18. Ensure compliance with ethical, legal, and institutional research regulations.
19. Track and evaluate the progress of research projects.
20. Administer the review and approval process for research projects
21. Support the establishment of formal research structures.
22. Foster collaboration with external research agencies and institutions.
23. Promote and facilitate interdisciplinary research
24. Support the dissemination of research findings on multiple platforms.
25. Organize and manage the annual research symposium.
26. Seek and manage external funding 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:

1. Oversee the allocation and management of the annual research budget, ensuring adequate funding for various research initiatives.
2. Organize and coordinate faculty development programs, aimed at enhancing research skills and providing support to faculty members.
3. Monitor faculty workload and facilitate adjustments for those involved in significant research projects to ensure a balanced approach to teaching and research.
4. Manage the process for granting research leave to faculty members, ensuring proper documentation and adherence to institutional policies.
5. Oversee a system for recognizing and rewarding faculty research achievements, encouraging continued excellence in research.
6. Collaborate with academic departments to integrate research-related activities into the curricula of BBS, BBM, BCA, BA, and MBS programs.
7. Coordinate the mentorship system, ensuring that faculty mentors are assigned to students based on shared research interests and expertise.
8. Organize workshops, seminars, and training sessions to enhance students' research skills, encouraging early engagement with research projects.
9. Manage the research fellowship program, including fund distribution and support for research initiatives undertaken by students and faculty.
10. Oversee the publication process for the United Journal of Interdisciplinary Studies (UJIS), ensuring the timely publication of quality research.
11. Coordinate the annual mini research projects, promoting smaller-scale research initiatives within the institution.
12. Administer the use of plagiarism detection software (iThenticate) to ensure academic integrity and proper citation practices in research outputs.
13. Ensure that all research outputs comply with the institution's intellectual property policies, safeguarding both faculty and institutional rights.
14. Oversee research data management practices, ensuring the proper collection, storage, and security of research data.
15. Manage the dissemination of research findings through various platforms, ensuring the visibility and impact of research outcomes.
16. Provide support for the publication of research findings in *UJIS* and *United Luminary*, ensuring alignment with institutional standards and guidelines.

17. Ensure that all research activities adhere to ethical, legal, and institutional research regulations, promoting responsible research practices.
18. Track and evaluate the progress of ongoing research projects, providing support to address challenges and ensure successful outcomes.
19. Administer the review and approval process for research projects, ensuring that all proposals meet institutional, ethical, and legal standards.
20. Support the establishment of formal research structures within the institution, fostering an environment conducive to high-quality research.
21. Foster collaboration with external research agencies and institutions, enhancing research capabilities through partnerships and resource-sharing.
22. Promote and facilitate interdisciplinary research, encouraging faculty and students to collaborate across disciplines to tackle societal challenges.
23. Support the dissemination of research findings on multiple platforms, ensuring wide-reaching exposure of research outputs.
24. Organize and manage the annual research symposium, providing a platform for faculty, students, and external experts to present their research.
25. Seek and manage external funding for research projects, facilitating the acquisition of grants and financial support for research activities.

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/s 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/s, 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/s

- 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.

Closing remark

The Research Policy 2025 represents a crucial advancement in fostering academic excellence, innovation, and collaboration at United College. Building upon the First Amendment of the Research Policy, 2023, this comprehensive framework provides faculty, students, and researchers with the resources, mentorship, and opportunities to engage in impactful research. With a focus on ethical practices, interdisciplinary collaboration, and global partnerships, the policy ensures that research efforts align with the college's mission and contribute meaningfully to societal progress. By promoting a vibrant research culture, encouraging student involvement, and facilitating access to external funding, the policy supports both academic and professional growth. Ultimately, the Research Policy 2025 aims to cultivate a thriving environment for innovative research, strengthening the college's contributions to education and society.

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