



**United College's
ToR for Research & Extension Committee**

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Background

The Research & Extension Committee (REC) at United College (UC) plays a pivotal role in steering the institution's research and extension activities, ensuring they align with the college's mission of academic excellence, social impact, and knowledge advancement. As a key body, the REC is responsible for guiding and promoting scholarly research and community outreach programs that address both local and global challenges. The committee monitors ongoing projects, supports the development of innovative initiatives, and fosters collaboration between faculty, students, and external partners. Its overarching aim is to cultivate a dynamic research environment that not only enhances the college's academic stature but also contributes meaningfully to society. By linking research efforts with practical solutions, the REC ensures that the college's initiatives remain relevant, impactful, and responsive to emerging needs in diverse fields. Through this strategic approach, the committee upholds the institution's commitment to fostering a culture of inquiry, creativity, and service, while advancing the boundaries of knowledge and promoting sustainable development. Ultimately, the REC is dedicated to enhancing the visibility and impact of United College's research and extension activities, positioning the institution as a leader in both academic and social transformation.

Purpose

The REC at UC is established to oversee, guide, and support the college's research and outreach initiatives. The committee ensures that these activities contribute to the advancement of knowledge, academic excellence, and societal impact, in alignment with the college's mission and strategic goals.

Objectives

- To promote and foster a vibrant research culture within the college.
- To provide a platform for the exchange of ideas and collaboration among faculty, staff, students, and external stakeholders.
- To ensure that research and extension activities align with the college's mission and strategic vision.
- To monitor and evaluate the progress and outcomes of research and extension projects.
- To facilitate the dissemination and application of research findings for societal benefit.
- To guide the development and implementation of research policies, ethical guidelines, and funding strategies.

Scope

Included:

- All research and extension activities conducted by faculty, staff, and students at UC.
- Community outreach programs aimed at addressing local and global challenges.
- Interdisciplinary collaborations within the college and with external organizations.

- Partnerships with industry, government agencies, non-governmental organizations (NGOs), and other academic institutions for research and extension initiatives.
- Development and implementation of policies, guidelines, and ethical standards related to research and community engagement.

Excluded:

- Non-academic activities that do not directly contribute to research or community extension.
- Administrative functions unrelated to the oversight and management of research and extension programs.

Composition of committee

The committee is composed of five members, each representing a key area of the college:

- **Research & Extension coordinator:** A senior faculty member with expertise in research, representing faculty members, the coordinator manages the daily operations of the committee, including organizing meetings, maintaining records, facilitating communication, and overseeing the implementation of research and extension projects.
- **Administrative staff representative:** Administrative staff assists in logistical and operational aspects of research and extension activities. He coordinates resources, support the timely execution of projects, and handle documentation and reporting.
- **Student representative:** A student representative actively engaged in research or extension activities, providing the student perspective. He offers feedback on how research and extension efforts can better serve students, assist with project implementation, and contribute to the dissemination of findings.
- **College management committee (CMC) representative:** A representative from the CMC ensures that the research and extension initiatives align with the overall strategic direction and goals of the college. He also facilitates communication between the REC and the senior administration, assisting in the allocation of resources and decision-making.

Research & Extension Committee Members

SN	Name	Designation	Committee members
1		Research Coordinator	Coordinator
2		CMC representative	Member
3		Administrative staff representative	Member
4		Students representative	Member

Methodology/Approach

The committee will:

- Hold regular committee meetings to discuss research priorities, funding opportunities, and project status.

- Regularly review research proposals and extension program outcomes to ensure alignment with college goals.
- Promote interdisciplinary collaboration across departments and engage faculty, students, and external partners in identifying and initiating research projects.
- Mobilize resources through external funding sources, including grants and partnerships with industry, government, and NGOs.
- Develop and implement extension programs that apply research findings for the benefit of the community.
- Provide professional development and capacity-building initiatives for faculty, staff, and students to strengthen research and extension capabilities.
- Use research evaluation tools to assess the progress, quality, and impact of ongoing research and extension projects.

Deliverables

The committee will deliver:

- Formulate policies, guidelines, and ethical standards to govern research and extension activities.
- Review and approve research proposals, projects, thesis, and funding allocations, ensuring alignment with institutional priorities and standards.
- Promote and encourage faculty and student participation in research across various disciplines, fostering an inclusive and collaborative research environment.
- Regularly review progress reports on ongoing research and extension projects, ensuring timely execution and addressing any challenges that arise.
- Ensure effective documentation and dissemination of research findings through publications, conferences, and community outreach initiatives.
- Identify and mobilize funding and other resources to support research and extension activities, including identifying potential donors, grants, and other financial opportunities.
- Provide recommendations for new funding opportunities, partnerships, or collaborations to enhance research initiatives and extend their impact.
- Prepare evaluation reports on the social, academic, and community impact of research and extension programs, assessing the outcomes and providing recommendations for improvement.

Timeline

The committee will follow the timeline outlined below:

- **Meetings:** The REC will meet at least once every quarter to review progress, plan new initiatives, and evaluate outcomes. Special meetings may be convened as required, particularly when urgent decisions or new initiatives arise. A quorum will consist of at least two-third of the committee members, including the chairperson.

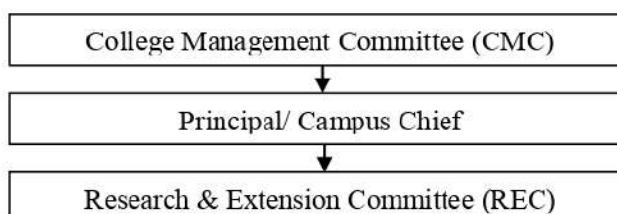
- **Specific project timelines:** Timelines for individual projects will be established based on the nature of each research or extension activity, with milestones for key deliverables.
- **Annual review:** A comprehensive annual review of research and extension activities will be completed by the end of the academic year.
- **Annual report:** The committee will submit a detailed report summarizing research and extension progress, challenges, and recommendations at the end of each academic year.

Budget/Resources

- The committee proposes to the College Management Committee (CMC) the allocation of funding for approved research and extension projects.
- External funding sources, grants, and partnerships are actively sought to support these initiatives.
- The resources required for each project are outlined in project proposals, and the committee ensures the efficient use of available funds.

Reporting

- The REC reports to the immediate college's Principal/Campus chief on its activities, progress, and challenges.
- The REC is responsible for reporting on its own activities, research progress, and outreach outcomes to both the CMC and the Principal. It also provides annual or periodic reports summarizing the results of ongoing research projects, community outreach programs, and the mobilization of resources such as funding.



Term of office

Committee members, including the chairperson, will serve a term of two years, with the possibility of reappointment.

Amendment or Termination of ToR

The Terms of Reference (ToR) for the Research and Extension Committee (REC) may be amended or terminated under the following conditions:

Amendment:

- The ToR may be amended to reflect changes in the college's strategic goals, research priorities, or operational needs.

- Amendments to the ToR can be proposed by the REC, the Principal, or any relevant body, and must be approved by the CMC.
- Amendments will be communicated to all committee members, and a revised version of the ToR will be issued.

Termination:

- The ToR may be terminated if the REC is dissolved or its functions are integrated into another college committee or structure.
- Termination of the ToR will require formal approval from the CMC, following a review of the committee's effectiveness and need.
- Upon termination, all ongoing projects or initiatives under the REC will be reassigned or appropriately concluded.

Review of the ToR:

- The ToR will be reviewed biennially or as necessary, to ensure its continued relevance and alignment with the college's evolving mission and goals.
- During the review process, the committee may recommend amendments, with a final decision made by the CMC.