

Research Management Cell Operation Procedure 2023



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(Approved by the CMC on 25th of June 2023)



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Acronyms

CC	: Cluster Committee
Co-I	: Co-Investigator
EC	: Evaluation Committee
HERP	: Higher Education Reforms Project
NEHEP	: Nurturing Excellence in Higher Education Program
NPHERD	: National Program for Higher Education Research and Development
PI	: Principal Investigator
RC	: Research Council
RD	: Research Division
RDI	: Research Development and Innovation
RIC	: Research Integrity Committee
RMC	: Research Management Cell
SHEP	: Second Higher Education Project
UGC	: University Grants Commission
CMC	: Campus Management Committee
JSMCMC	: Jawala Prasad Syowai Devi Murarka Multiple Campus
RMCOP	: Research Management Cell Operation Procedure

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SECTION I INTRODUCTION AND IMPLEMENTATION ARRANGEMENT

Introduction

J S Murarka Multiple Campus Lahan, Siraha (JSMMC) is a pioneer, QAA certified, and the largest community-based campus of Madhesh Province located in the picturesque and peaceful surroundings at the heart of Lahan Municipality, Siraha, Nepal. The campus was established in 2044 BS with the collaborative efforts to fulfil the demands of people around this area in the field of education, and aims to bring comprehensive reforms in higher education in the country particularly by enhancing quality and relevance of higher education by improving access for academically qualified under-privileged students, including girls, *dalits* and educationally disadvantaged *janjati* to higher education. The campus started its services among the public with the faculty of humanities from proficiency certificate level in the affiliation with Tribhuvan University, and currently it has practically been providing different programs from Bachelor (Humanities (BA), Education (BEd & BEd Science), Management (BBS), Science (BSc), & One year BEd) to post graduate level in Education (English, EPM, Health), Humanities (Sociology), and Management (MBS). The campus is situated at Lahan Municipality-10 near Gramin Chowk, 2.5 km far from the national highway. Lahan Municipality has provided a land plot of 15-16-01 *Bigha* as its main property. The campus premises surrounded by the spacious compound are finely built having state of the art infrastructure supported by the renowned social worker and business entrepreneurs, late Prameshwor Murarka and Atama Ram Murarka, and Lahan Municipality. Now it has separated blocks for respective teaching and non-teaching activities. Physically and technologically, the campus has been well facilitated, i.e. a model campus of the area.

The campus has been running smoothly with its clear guidelines as its *Bidhan* and based on it almost all the activities have been performed carried out systematically. Similarly, the campus follows the TU *Bidhan* as well in many cases. Regarding the managerial sides, the campus has not yet formed the campus assembly, but the CMC is working as its supreme body and under it, there are other bodies/committees which are functional very effectively.

From the inception of the campus, there could be many noticeable landmarks as its academic historical contributions to the society. Thousands of the graduates have been gradu-

ated successfully from different streams and contributing nationally and internationally. Similarly, along with the QAA certification, it has added more flavor for producing the highly skilled manpowers by creating good environment of qualitative education in Madhesh province in particular and in the nation in general. Moreover, the administration has been very active and it has been more onwards after its accreditation. The campus has developed some of the important physical infrastructures for the purposes of facilitating the teaching learning activities. Some of the physical developments are as follows: separated teaching blocks, administrative building, Well Equipped Seminar Hall, Well managed classrooms, library, science lab, Computer lab, Secretarial building, Silver jubilee monument park, Primary health center building, Generator building, Generator/solar power, Cycle stand, Bus stand, Joint desk-benches, Attendance machine, etc. Finally, the campus aims at being autonomous soon and launching different demanded subjects in the future.

Since the campus has been in the pursuit of producing qualified and skilled manpower required for the social uplifting and national development in dynamic sectors, and teaching profession to a great extent from its establishment, it has also involved in updating the quality of the faculty and the students as well through different research based activities at present. Under the guideline of the UGC, the campus has established different cells and units for its effective performance in respective areas, and for research area especially, Research Management Cell has been formed to manage the research based activities with the aim of linking them with the teaching-learning field.

About this Guideline

The Research Management Cell Operation Procedure 2023 is a revised version of the earlier Guideline of *Research Management Cell Operation Procedure 2019* Programs as a complete guideline that covers all quality and research support programs of the Research Management Cell, Campus and others including all types of research activities: mini research, long research, thesis writing of Master Level, workshops, seminars, conferences and other research works. This 'guidelines' may be referred to as "The RMC Research Guidelines" for brevity. This guides especially about small research management, development and innovation (MRDI) activities that lead or contribute to the generation of commercially or socially valuable technology, product or knowledge related to teaching professionalism. Project representing any step, from the basic or applied research to the experimental development and innovation, is

recognized as the RDI for the purpose of support. All programs in this guideline are referred to as the RMC Research Support Programs and the funding allocation is indicated where relevant. The funding allocations and support provisions may be adjusted by the RMC in line with the contextual priority needs and the scope of budgetary provisions. The RMC Research Guidelines is updated every year with new annual budget for the Research Support Programs. It may also be revised to incorporate changes made to overcome difficulties experienced and meet new challenges.

One of the important roles of this guideline is to support research activities in the campus and elsewhere as well. This support is an integral part of enhancing the quality and relevance of higher education in the country. The primary aim of the RMC is to promote and expand the research activities by providing a number of grants. These include thesis support grants to students, mini-research grants to faculty members and students as well, support for attending and organizing trainings, workshops, seminars, and conferences, and travel grants for faculty members, and also recommend the Campus Management Committee for supporting the faculties for their further study, such as M. Phil. and PhD. The Institution after entering into the QAA process of UGC has established the Research Management Cell as a permanent functional entity for facilitating policy formulation and management of its research support and its related programs. It has set up a comprehensive research funding structure consisting of the Research Management Committee, and the Evaluation Committee for effective and efficient management of research funds. It has brought into function a mechanism and procedure for competitive selection of candidates for research support award. Similarly, it is also aimed to help strengthen the thesis writing and research methodology training. The overall goal of the RMC is to help improve quality of higher education teaching and learning practices by inculcating research culture in institution in order to make higher education more relevant to the local and national needs and priorities.

Definition of the Key Terminologies

- a. **Cluster Committee (CC):** A group of expertise-style committee, consisted of members drawn from a specific subject area covers full ranges of activities across the universities. The members are responsible for the evaluation of proposals using pre-determined criteria and for monitoring the progress of the RMC-supported activities.
- b. **Co-Investigator (Co-I):** A Faculty Member in the research team led by the Principal Investigator.

- c. **Collaborative Research:** A large sized research grant for at least three collaborating faculty members has been named "Collaborative Research Grant" in the RMC Research Support Programs.
- d. **Evaluation Committee (EC):** The committee comprising coordinators of Cluster Committees and high-level research professionals designated to provide technical and professional support to research programs, evaluation and research guidelines.
- e. **Faculty Category:** A quota of Fellowship reserved for Faculty members. Candidates who are awarded with such awards may also be referred to as Faculty Category.
- f. **Faculty Member:** Institution teacher and researcher appointed as a faculty member. Study leave faculty members are not eligible for the application of any research grants.
- g. **Faculty Research:** This refers to the research conducted by faculty members with the involvement of graduate students. A medium sized research grant for at least two collaborating faculty members has been named "Faculty Research Grant".
- h. **Indexed Journals:** Journals that are indexed by international indexing services.
- i. **Peer-reviewed Journal:** Scholarly journal which uses the peer-review process to accept the manuscript for publication. Also known as refereed journal.
- j. **Ranked Journal:** Journal included in Web of Science (Clarivates Analytics), Journal Citation Reports or SCImago Journal Ranking.
- k. **Research Fellow/Staff:** A researcher engaged in research being conducted in Higher Education Institutions and Research Institutions. It may also include supporting research staff.
- l. **Research Integrity Committee (RIC):** A committee with a fixed tenure and terms of references formed by the RMC to promote responsible conduct of research and to hear complaints regarding research misconduct done by the recipients of the RMC support and individuals under the responsibilities of the RMC.
- m. **Research Misconduct:** Any wrongful act of fabrication, falsification or plagiarism of research documents.

Research Management Cell

An RMC is envisioned as an umbrella structure providing management support to all structures and functions related to research activities in the institution (UGC, 2018). The primary purpose of this cell is enhancing academic excellence through research, development and innovation. The purpose of this program in the UGC is to provide financial support to establish a new Research Management Cell (RMC) or strengthen the existing Cell formed to provide manage-

ment support to research activities in the institution. The RMC has been established as a functional body of this Institution with the view of contributing in the research oriented activities to make all other activities updated and bringing great changes in learning teaching activities. That is to say, it is working for promoting the faculties and students as well to involve in the research activities. The RMC promotes the research works by providing financial supports as well to the faculties and students. Thus, it to support research, development and innovation conducted by faculty members in higher education institutions with aim to generate nationally and academically meritorious knowledge and technology through scientific inquiries, train graduate students and thereby link research with teaching, promote research culture including collaboration, responsible conduct and academic excellence in higher education institutions.

Objectives of Research Funding

The primary purpose of the RMC funding to faculty members and students as well is to strengthen research infrastructure of the institution and research activities of the faculties and students along with other interested researchers. It also aims at increasing the opportunity for academic programs and research that are useful, relevant and internationally competitive in quality, making the research inherent to higher education, research capacity development, inculcation of investigative and inquisitive academic culture in higher education institutions. The institution Programs stress on identifying and developing research, innovation and academic programs in the areas of social, national priorities and potential for excellence. It is clear that the present educational system must envision innovative human capital for social and economic transformation through higher education that is made accessible, competitive and research oriented by increasing investment in science, technology and research, capacity development, and collaboration between university and research institutions. This is what the funding for the research activities can contribute to, and research output as the quality and the volume of publication in peer reviewed, rank-scale, national and international levels of journals on the one hand and on the other hand the application of the research findings in the teaching and learning fields is major measure for the success of the research funding/support programs.

Guiding Principles of Research Funding

The RMC employs the following set of principles in selection, implementation, monitoring and evaluation of research support programs/activities that are based on the guiding principles of the UGC for this purpose.

- i. **Standard of Research:** A research is a scientifically designed and planned study carried out within an institutional framework and support, carried out or supervised by an investigator or a team of investigators with adequate knowledge about the subject of research and relevant regulatory issues, and training in the methodology and methods being applied in the research. More the standard a research is, more it will be capable of getting funded by the RMC. Similarly, it also gives more priority on the grant proposal and credentials of the researcher including research output from the previously funded projects.
- ii. **Competence:** A single investigator must be either professionally competent for independent research or be supervised by a qualified supervisor/collaborator.
- iii. **Participation of Student:** It is mandatory for all research projects funded by the RMC to involve students for their learning activities, theses and academic advancement. It also gives more focus on participating the students for their research works.
- iv. **Research Output:** All research funding must have targeted output. The primary output for research grants are students' theses, conference presentations and publication in peer-reviewed journals and in any other journals/publications.
- v. **Timeliness:** the funding priority will be based on the project time limitation. The work accomplished within the given timelines will be compulsory and in the case of extension of the proposed time, the researcher should request the RMC to extend the time upto two times. Unjustified delays in progress reporting and completion of the specified works should have appropriate penalties.
- vi. **Fiscal Responsibility:** No grants are personal income of the grantee. Grants must be used responsibly according to the proposal and in compliance with the applicable conditions of the RMC and relevant laws. Funding must be acknowledged in research publications.
- vii. **National and Institutional Priority:** National and Institutional priority is an a priori appraisal of academic and developmental priorities and one of the indicators for the evaluation of the proposal. Researcher must be allowed to explain the proposed project's association to the national and Institutional priority.
- viii. **Communication:** The research activities will be given more priority in the case of the timely communication of information through pre-specified ways: presentations, publication, discussion etc.
- ix. **Integrity and Ethics:** Maintenance of professional integrity and ethics in research activities, review process and administration must be maintained. Fabrication, falsification, plagiarism, misuse of fund and harmful activities are research misconduct and is punishable.

- x. **Participation:** Wider participation of beneficiary institution faculties and other institution faculties including any other interested researchers must be sought at every level of planning, implementation, monitoring, and control mechanism. Underprivileged group must be given due priority for equitable participation.

Research funding policy

The RMC will work on the following policies adopted to encourage productivity, quality, fairness and responsible conduct of research and to discourage negligence and research misconduct.

- i. **No conflict of interest:** Persons with the conflict of interest with the RMC are not allowed to apply for the RMC funding. The RMC members if apply to be funded for their research projects are also strictly decided with the approval of Evaluation Committee, administrative body and CMC as well.
- ii. **Reward for performance:** Researchers who have received the RMC research funding previously and have published the work in peer-reviewed/any other journals and fulfilled all required obligations as per contract with the RMC are eligible to apply for the research funding in the same or a new area.
- iii. **Penalty for non-performance:** Researchers who have received the RMC research grant and have not published the work in peer-reviewed/other journals are not eligible to apply for the RMC research grant for five years or based on the RMC decision counting from the date of submission of the final report to the RMC. Those who have not submitted the final report or not approached to the RMC to settle any dues and arrears are not eligible to apply for the research grant.
- iv. **Limitation on grant proposal submission:** A faculty member can't submit more than one grant proposal in one application season. An investigator/researcher of the RMC funded research project who has not completed the project can not apply for a new grant.
- v. **Honesty in application for the RMC funding:** Any application for the RMC support must be made in good faith. Any fraudulence in application, if proven, will result in cancellation of the application and placing of the applicant in the RMC Barred List.
- vi. **Research output:** All research grants have targeted output that includes students theses, conference presentations and publication in peer-reviewed/any other journals. Publication in peer reviewed journal is mandatory for all research projects. Investigator/researcher should plan so as to publish the research work as soon as possible.

vii. Procedure for dealing with the delay: Researchers who are unable to complete the assigned work in the specified time are required to request for the extension of the deadline before the deadline by furnishing the justification. Those who do not complete the work within the extended deadline and do not contact the RMC shall be placed in the RMC Barred List to be published in the RMC/campus website/RMC report lists and any remaining installment of funding will be forfeited. Those who request and are granted the extension of one year but fail to submit the Final Report within the extended deadline will be placed in the RMC Barred List and the remaining installment will be forfeited. They will be cleared from the Barred List if they submit the Final Report within the extended time. The actions on part of the grantee and the consequences are listed in the following table.

Table 1.1: Consequences of not meeting the deadline for completion

Action	Consequences of not meeting the deadline			
	1st Time		2nd Time	
A request for the extension of the deadline made before the deadline	Extension of the deadline for 3 months	If not completed, remaining installment forfeited; placed in the <i>RMC Barred List</i> until the submission of the Final Report	Extension of the deadline for another 3 months	If not completed, remaining installment forfeited; placed in the <i>RMC Barred List</i> Permanently

- viii. Abandonment due to Circumstances beyond Control:** If a funded project is to be abandoned due to circumstances beyond its reasonable control, the grantee must immediately inform the RMC and fully cooperate to take appropriate action by the RMC. In case of abandonment, previously unreported expenditure in the project is to be refunded to the RMC.
- ix. Research misconduct:** The cases of research misconduct including fabrication, falsification, plagiarism and unethical conduct will be addressed with the due process of the RMC Procedure for Addressing the Allegations of Research Misconduct.
- x. Funding limit:** Requests for the RMC funding must be based on the actual need of the proposed activity within the limit of the RMC funding. The RMC may also assess and determine the funding need of the proposed activity and make decision accordingly. After the completion of the project, any surplus of the RMC fund must be returned to the RMC.

- xi. Allocation of awards:** The RMC allocates numbers (quota) of funding awards for different areas annually based on the projected demand and the budget allocated. In case of inadequate applications, the RMC may reduce the quota and/or make a call for a second time. In case of excessive applications, the RMC may increase the quota upon the availability of funding.
- xii. Financial management of the grant:** The UGC research grant is funding for the awarded research project and therefore, notwithstanding any deduction in tax in compliance with any applicable law, must not be treated as the personal income of the awardees. The grant is disbursed to the project of the researcher.
- All research projects, regardless of the disbursement mode, must maintain the project accounting and follow the financial norms and payments. When making payments to service provider, proof of deduction in amount paid by 15% income tax for professionals and 1% TDS for laborers/porters (source: Income Tax Act of 2058) must be maintained. Any hindrance and unscrupulous delay in disbursement or misappropriation of the fund, the supporting staff and the researcher shall be regarded as the abuse of authority and breach of trust with the RMC. In such cases, the RMC will take appropriate actions that might include termination of the grant, refunding of the grant, placing the institution and individual in the RMC Barred List and forwarding the case to appropriate governmental agency.
- xiii. Involvement of students:** All research projects funded by the RMC must include as many students as possible for their theses, dissertations and student project required for degrees. The minimum number of students for involvement is specified for each research support project.

Classification of Research for Funding

Research in all areas and disciplines belonging or allied to the subject clusters being offered by this institution and elsewhere as well are eligible for the RMC funding. For costing purpose, researches are classified into three classes that are shown in the Table 1.2.

Table 1.2: Classification of the Research for Funding

	Class	Research Type	Description	Cost Category
1.	Class A	Social survey based Research	Social survey with or without intervention study	High cost

	Class	Research Type	Description	Cost Category
2.	Class B	library based study	Computer based or library based study	Medium cost
3.	Class C	Small innovation Project	Small scale development and Innovation project in teaching learning activities	Low cost

The ceiling of funding for each category of research is fixed for each program individually. For a mixed type of research, the applicant can propose a budget close to an approximate Class B. The final amount of funding for award is determined individually based on the proposed budget in the grant proposal and its appraisal by the RMC.

RMC Arrangement

The RMC has formed the two levels of arrangement in order to implement the research supports and activities effectively. In this regard the RMC itself functions as the main body and the Evaluation Committee is as the second tier body. The Evaluation Committee, the Research Integrity Committee and the RMC is also responsible for the regular meetings and functioning along with the functions as communication and information center for research support programs of the institution. All administrative functions of the RMC will be governed by the general policies, rules and regulations of the institution.

Acknowledgement

All scientific publications including research article, conference presentation and final research report, based on research funded by the RMC must have an acknowledgement for the funding. The acknowledgement should include the type of grant and the year of award.

Evaluation Committee (EC)

The primary role of the Evaluation Committee is to evaluate research proposals, reports and articles. The Evaluation Committee is headed by the Coordinator of the RMC as Secretary and comprises of the Campus Chief as the Chairperson, Coordinator of Master level as a member, every dept head as members and a research scholar or a research expert from the related area as a member selected by the RMC. The primary responsibility of the EC is to

evaluate the proposals submitted by the researcher for his/her research work in a holistic manner, prepare a final merit list and send its recommendations to the RMC for final selection. In the case of the completed works, the committee also evaluates and forwards for the possible award to the researcher. The Evaluation Committee also assists the RMC in policy formulation and coordination with relevant organizations and stakeholders. The roles and responsibilities of the Evaluation Committee are outlined in Table 1.3.

Table 1.3 The Role and Responsibilities of the EC

S.N.	Role and Responsibilities
1.	Prepare the evaluation criteria for research proposal, research report, article etc.
2.	Provide proper advice to RMC on policy making related to the research programs/activities.
3.	Suggest/help RMC to maintain the norms/conditions of subject experts or reviewers.
4.	Maintain the assurance of the research result carried out by a researcher.
5.	Prepare the initial list for awards based on the merit of the papers.
6.	Do discussion with the RMC about the final list for awarding.
7.	Prepare the final list for awarding.
8.	Do evaluation of the researcher oral presentation if it is needed.
9.	Approve the award forwarded by the RMC to the CMC or Account section.

The composition of the Evaluation Committee is given in Table 1.4.

Table 1.4: Composition of Evaluation Committee

S.N.	Representation	Membership
1.	Campus Chief	Chairman
2.	Assistant Campus Chiefs	Member
3.	CMC Representative	Member
4.	HODs	Member
5.	Subject Expert	Member
6.	RMC Coordinator	Member Secretary

Reviewer Team

The RMC maintains a roster of independent national and (international) research experts and updates it regularly. The reviewers' support is sought mainly to evaluate research (proposals), articles to be published and research reports. The RMC will get the prepared articles reviewed by the related subject experts and follow the reviewing system carefully before an article will be published. The RMC has prepared a format for comments and feedbacks to the articles to be published.

Fund Sources for Research Supports

The RMC of this institution runs from the two financial sources: funding for the Research Supports of the RMC comes from two funding allocations, namely institution yearly budget allocated for research activities and the financial supports from the UGC for supporting different types of research works, seminar, symposium and long/short types of research works as well.

Research Support Programs for the year 2023-2024 (2080/81)

The total Research Support Programs planned for the year 2023-2024, their numbers and funding per event are shown in the Table below.

Table No. 1.5: Research Support Programs for the year 2023-2024 (2080/81)

S. N.	Program/Activities	Beneficiary	Category	Number	Rate	Total Cost
1	Mini-research	Faculty	Social survey	1	50000/	50000/
			Small innovation Project	2	30000/	60000/
2	Journal Publication			2	200000/	400000/
3	Seminar/Conference/ Workshop Presentation	Faculty		2	25000/	50000/
4	MPhil	Faculty		1	50000/	50000/
5	PhD	Faculty		1	100000/	100000/
6	Seminar/Conference/ Workshop Organization	Faculty/ students	1-3 days	3	50000/	150000/
7	RMC Library Management				50000/	50000/

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S. N.	Program/Activities	Beneficiary	Category	Number	Rate	Total Cost
8	RMC Room Management				100000/	100000/
9	Master Level Thesis	Students		4	5000/	20000/
10	Research program attending	Faculty	Any	3	5000/	15000/
11	Mini Research	Bachelor level Students	1 from each faculty	3	5000/	15000/
12	Miscellaneous					25000/
Total						1200000

Eligibility for Research Funding

Research funding from the RMC is primarily intended for the faculty members in order to enhance their quality of research innovation and teaching effectively. The students will also be participated for this type of supports for the research based works, such as thesis writing, article writing and presentation in any workshop. Similarly, the support will also be provided to other interested researchers contributing to the publications of the institution and its other activities.

Beneficiaries and Selection Mechanism for Research Funding

The primary beneficiaries of the RMC research funding are faculty members of the institution, its students and the staff. Faculty members and students from the institution and outside as well can participate in selected competitive funding programs of research activities.

Selection Process for Research Grants

Research grants for faculty members and Research Support for students are awarded using the following steps for the process of application, evaluation and award.

Call for submission

Every six months, around the beginning of the month of fiscal year, the RMC makes a call for submission of research grant proposals along with the form from the faculty members as well as students pursuing Masters. The notice is published on the RMC notice board and in the website of the institution. Similarly, the notice will be sent to every department of the institution. The guideline is attached as an annex.

Application Submission

Interested faculty members and students can take a form from the RMC, fill up it and submit it along with the research proposal written in the specified format and required documents within the deadline.

Evaluation Process

Step I: After the proposal submission is closed, the RMC sends it to the members (at least 2/3) of the Evaluation Committee and calls the meeting with the EC for discussing about its quality of funding possibility. Regarding the articles to be published in the peer reviewed journal, they are sent to the reviewers first, and then discuss with the EC. Evaluation from reviewers is either entertained confidentially through electronic media or is done in its hard copy. Evaluation is done following the evaluation criteria prepared by the RMC.

Step II: Selected researchers are called for the oral presentation before the evaluation committee or a subject related expert from it. In the case of a long type of research, the expert from another institution can be invited for the final selection. The EC members and the expert use the program specific Evaluation Form to evaluate the Presentation.

Step III: The finally selected researchers will be provided the support based on the decision of the RMC with the member of the EC. Before the disbursement of support, the RMC makes an agreement paper with clear condition of the task completion with the researcher and the allocated support will be disbursed in the specified installments.

Research Ethics

The RMC is committed to academic excellence and to fostering the highest ethical standards of honesty and integrity in research from the part of the researchers. They must follow the specified social ethics while they are conducting their works. They should not harm any social working system and naturality. Similarly, they should be aware of the research misconducts that include deliberate fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results, and harmful activities.

- Fabrication is making up data or results and recording or reporting them.
- Falsification is manipulating research materials, equipment, or processes, or changing
- or omitting data or results such that the research is not accurately represented in the research record.

- Plagiarism is appropriation of another person's ideas, processes, results, or words without giving appropriate credit.
- Harmful activities include deliberate harm caused to humans, animals and the environment, and misappropriation of public fund.
- Research misconduct does not include honest error or differences of opinion.

Agreement and Commencement of Research

An agreement is made between awardee, RMC and the Institution. The date of agreement is the starting date of the research project for the purpose of deadline. Awardees who have already started the research project or who can complete the project earlier than the deadline can submit the final report any time during the approved period of the project.

The Fellows and the Principal Investigator receiving the research grant awards are required to submit a progress report of every six months and make an oral presentation on the progress before receiving third installment at the Institution under the guideline of RMC. The progress report is reviewed by the Research Co-ordinator or an assigned expert. The oral presentation is reviewed by a subject expert. The Research Co-ordinator facilitates the reviewing of the presentation. Support may be discontinued to the Fellow/PI who fails to make satisfactory progress with their research works. A prior notice and at least one chance for improvement are given to such research fellows.

SECTION II

FELLOWSHIP AND RESEARCH SUPPORT

Introduction

As the Institution has been conducting different types of research based activities based on Nurturing Excellence of Higher Education Program of the UGC, RMC is also functioning following the norms and conditions of the NEHEP and manages two kinds of supports to the faculty and the students: Fellowship (MPhil and PhD) that supports consist primarily of the installment system to partially support the educational cost of the Fellow and Research Support (MPhil and PhD) that is provided to cover the cost of the proposed research leading to the thesis or other activities of the Fellow. The RMC will select the PhD or MPhil leading researchers in any University on the basis of its own selection procedure and condition. For the MPhil support program, the fellow will be disbursed the installment for the one year and for the PhD, it will be for the three years based on the University provision as well.

PhD Fellowship

The primary purpose of this program is to support qualified junior faculty members and pursuing PhD degrees in universities in Nepal or recognized foreign universities by providing financial supports on the installment system to cover educational expenses. For this program, there will be only one seat for one academic year. The selection of candidate for PhD fellowship will be based on the competitive evaluation of PhD research proposals and academic and research credentials of the candidate, Research proposals are evaluated based on the indicators of academic merit and association of the research project to national priority. The selected PhD fellow will be provided the support up to Rs. 100000/ only for the completion of the program.

MPhil Fellowship

The primary purpose of this program is to support the qualified faculty members of this institution who are seeking M Phil degree to enhance their capacity and are enrolled in any HEI in Nepal. There will be only one seat for this program for this academic year. The selection of candidates is based on the evaluation of candidate's academic and publication records, and interview by relevant Committee. The selection procedure is similar to that for PhD Fellowship except for evaluation of research proposal. Research proposal will not be required. However, research interest and motivation for research are evaluated by interviewers during the interview.

The RMC PhD/ M Phil Research Support

The primary purpose of this program is to fund meritorious research faculty of this institution leading to PhD/MPhil degree enrolled in universities in Nepal or elsewhere. The research project of PhD/MPhil fellow faculty will be funded directly to the fellow on the basis of the installment system or as the decision of the RMC. However, the RMC will apply its own condition to the fellow before the disbursement. The fellow must submit the progress report to the RMC before getting the installment or the support.

The RMC Master Research Support

As it is the provision of the Master Level student support, only the four students will be provided to this type of support. The primary purpose of this support will be to encourage the Master level students to be research oriented for the completion of their theses works. The completed theses from all three faculties of the institution will be evaluated by the evaluation committee and one from each faculty will be evaluated as the best of all and selected for the support with the amount of Rs. 5000/ per student.

Eligibility

Only this institution's faculty/students are eligible to apply for the RMC Fellowship and Research Support. As it is already mentioned, only the candidates/researchers enrolled in higher education institutions in Nepal or elsewhere can apply for the RMC M Phil/PhD Fellowship and M Phil/PhD Research Supports. But the Masters Research Support will be provided to the students of this institution only.

Table 2.1 Bases of Selection for Fellowship and Research Support Awards

S.N.	Programs	Bases of Selection
1.	PhD Fellowship, PhD Research Support	Application, Research Proposal, Oral Presentation
2.	MPhil Fellowship	Application, Research Proposal, Interview
3.	Masters/MPhil Research Support	Application, Research Proposal

SECTION III

RESEARCH GRANTS FOR FACULTY AND STUDENTS

Introduction

Since all the research programs will be carried out based on this guideline, the primary objective of the small Research Grants program is to support research, development and innovation conducted by faculty members and students as well in this institution with the aim to generate academically meritorious knowledge and technology through scientific inquiries, train graduate students and thereby link research with teaching, promote research culture including collaboration, responsible conduct and academic excellence in higher education areas. The RMC of this institution will manage the research supports under the three categories: survey based study (Long research), and innovative/developmental project (short research).

Survey Based Study

This is a long type of research that approximately needs one year time to complete. This type of the research will be approved to the faculty members of this institution only. Under this research, the work can be also carried out collaboratively as well. The RMC will allocate the financial support for this type of research more than other supports. But in one academic year, only one faculty will be approved to carry out a long term research and the financial allocation for it will be Rs. 50000.00 only. This amount will not be handed at once to the researcher, but it will be on the basis of the installment and each installment will need a progressive report to be submitted to the RMC with recommendation letter of the supervisor if there is. The RMC will forward the report to the EC to have the comments for its further improvement, then the researcher will be provided the amount of the support.

Innovative/Developmental Project

This is comparatively very short type of research culture to be carried out either by the faculty members or by the students. The purpose of this program is to foster research collaboration among faculty members, allow opportunity to train postgraduate students for their theses required for the degree, and make contribution in national research output. The RMC will focus on this research culture in order to make the faculties and students as well to tackle with their practical problems in their academic areas. More than this will be the contribution of the faculties

to write journal articles to publish the standard journal. Under the grant scheme for this project, the RMC will allocate Rs, 30000/ for two researchers who will be selected on the basis of the evaluation criteria of a report or an article.

Eligibility

Faculty members from this institution for the first type of research and faculties from this and elsewhere as well but students from this institution only will be eligible for applying the second and third types of researches. The RMC will call the applications for the first type of research only one time in the beginning of the fiscal year and two times for the second and third types. This call will be made through the campus website, RMC webs, RMC notice board and the local papers as well. But each program, there will have special requirements and condition for carrying out the tasks that the researchers must follow.

Obligation for Faculty

Keeping the fact in practice that research activates the faculties to search updated knowledge and acculturate it with the classroom activities, the institution has established the RMC JS with the view of enhancing academic excellence through research among the faculties and hence bring a dynamic shift in teaching learning processes, each faculty member of this institution is supposed to be involved in carrying out a research project, at least one in a year. The research contribution of the faculty will be very considerable indicator for his/her promotion, academic identity and further study selection. The RMC will hold a meeting with all faculty members including the members of the CMC to motivate them towards the research activities. Similarly the RMC will also conduct the motivating classes with the students especially with the post-graduates to make their involvement in the research projects. So, the ultimate goal of the RMC JS will be to develop the research culture in the institution.

SECTION IV

FUNDING FOR RESEARCH DEVELOPMENT

Introduction

All programs connected to academic and research capacity development of the faculty members, students and supporting staff in the institution are funded under this program. Academic and research capacity development supports are awarded primarily based on the academic need of the institution, faculty members, students and the supporting staff. Research Training, Refresher Course, Short Study Visit, Visiting Professor, Conference, Seminar and Workshop are some of the activities supported under this program. The RMC has Academic Committee to facilitate implementation of parts of these activities for their effectiveness.

Scope

The purpose of this program is to provide research training to needy faculty members, research fellows and research support staff through training organized by the RMC and the Departments of the institution. The RMC provides financial support for organizing such training, and the RMC will also request the UGC to support financially for organizing such programs. Faculty members and research fellows will also be recommended to participate in research training organized by professional institutions when such training is within the scope of the research training program supported by the UGC and any others.

The RMC provides financial support to organize or participate in the training of the following nature:

- i. Research Methodology Training (theories and research design)
- ii. Research Proposal Development and Research Management Workshop
- iii. Data Management and Analysis Workshop
- iv. Scientific Writing Workshop
- v. Responsible Conduct of Research Training
- vi. Laboratory Safety Training
- vii. Advanced Hands-on Laboratory Training.

Typically a training event should be 3-5 days long and can cover any of the trainings and workshop listed above. These training can be organized as a part of a longer training with additional financial support from other agencies, provided that the scheme explicitly lists the activities and the funding sources and that there is no repetition.

The fund will be made available in two equal installments-one at the time of signing of the agreement between the organizer and the RMC, and the other after submission of the final report by the organizer in the case of the Departmental organization. Any surplus of the fund agreed by the RMC will be deducted from the final installment.

General conditions

The following is the list of conditions that should be met when organizing research training and workshop by Departments/RMC under this program:

1. Training or workshop event should be organized as an at least 2/3 days long event. There should be at least 6/8 sessions of training or workshop in a 2/3-day event and at least 14 sessions in a 5-day event.
2. Longer training can be organized by the RMC or Departments with additional support from other agencies.
3. There should be at least 20 participants for each training.
4. Eligible participants in such training are the faculty members, research support staff, students of Master and the recommended members from the neighboring institutions.
5. The RMC may also organize research training and workshop for the eligible faculty members of the institution by hiring resource persons or by procuring consulting service of the firms capable of conducting research trainings or by the faculty members themselves.
6. An organizing committee with designated Coordinator and at least four members must be formed and included in the Application Form.
7. Application should be submitted by the Head of the Department or by the RMC coordinator with the approval of the head of the institution.
8. Generally, expenditure should be as follows:
 - Remuneration and Travel: 30%
 - Logistic and Stationary: 30%
 - Meal: 30%
 - Report writing: 10%
9. Training resource persons should be remunerated according to the existing financial norms. An expert can be paid travel allowance, daily allowance and remuneration of Rs. 2,500/- per session for not more than two sessions in a day.

Support for Organizing Conference, Seminar and Workshop

Scope

The purpose of this program is to provide support to the departments/RMC, to organize national and required conferences, symposia, seminar and workshop on topics of academic and national importance and with a significant participation by the faculty members and students from the institution.

Funding

The RMC provides financial support to the organizer for organizing such academic works in the installment system. The organizer should apply for the agreement of organizing the works and with the application; there should be the budget outline in detail to be funded by the RMC. The estimated budget will be evaluated by the RMC committee including the administrative body and account section as well. The disbursement will be made as per the system of the accounts unit. For organizing such events, the host department will also be requested to contribute with about 5% of the total cost of the event.

The RMC Support for Organizing Refresher Course for the Faculty

The purpose of this program is to provide financial support to the Department to organize refresher course training for faculty members on new or revised academic program, curriculum, new skill and knowledge requirement, teaching methods and technology, and thereby help enhance academic capacity of the faculty members of the institutions. The application and selection process for support and the funding are similar to that for the RMC Support for conference, seminar or workshop.

The RMC Support for Short Term Visiting Professor Program

Scope

The purpose of this program is to support a short term national academic exchanges initiated by Nepalese higher education institutions. This program gives opportunity to the institution to host a high skilled local or a national Visiting Professor in order to enhance the academic and research capacity and professional networking of the institution through teaching, training and research conducted by the Visiting Professor in the institution during his/her visit. The visiting Professor must be at least an Associate-Professor or a highly accomplished researcher from a recognized institution. Under this program, the RMC provides travel and daily allowance to the Local Visiting Professor for a period up to 5 days.

Funding

The RMC provides travel and daily allowance to the Visiting Professor after the completion of the visit and submission of a final report by the Visiting Professor to the RMC.

Application and Selection

The hosting Department prepares a proposal and submits it along with a completed application form to the RMC about a week prior to the date planned for the visit. Applications are evaluated by the RMC and the decision on the support is made by the Evaluation Committee based on the priority status for a particular year or course.

Supports for Strengthening Research Infrastructure

Introduction

The purpose of this program is to provide financial support to the RMC itself to strengthen its research infrastructure.

Scope

The RMC also manages financial support to establish or strengthen Research Management Cell (RMC), and Research library in the institution.

Strengthening the RMC Libraries

The purpose of this component of research funding is to strengthen the capacity of the library of the RMC in terms of library resources and researcher's access to them. Support is provided to increase the subscription capacity of the library, to digitize research literature, to develop interlibrary and library-to-user networking, and to establish a plagiarism checking system.

Support for Peer-Reviewed Journal Articles

The purpose of this program is to provide financial support to nationally published peer reviewed Journals' article by the faculty members of the institution to upgrade their quality. The RMC also provides funding to establish a peer-reviewed journal circle in the institution. It will also request the UGC to provide support for publishing a peer-reviewed type of journals.

Appendix A1

Research Management Cell J S Murarka Multiple Campus Lahan

Application Form for support of article publication in index/other journal

1. Application information

Last Name					
First Name					
Sex	Male		Female		
Age					
Date of Birth					
Highest Degree					
Citizenship					
Underprivileged group, if applicable	Janajati		Dalit		Others
Permanent Address					
Mailing Address					
Email					
Phone no					
Mobile no					
Name of the institution (Currently working)					
Address of the institution and contact number					
Designation					
Main Responsibilities					

2. Academic Background

Degree	Year	Major Group/ Subjects	Division/ Grade	Percentage (%)	Board/ University

(Bachelor degree and onwards)

3. Journal Detail

Name of the Journal	
Website	
Title of the article	
Abstract of the article	
Impact factor of the journal	
Amount requested to UGC	

4. Any Other Financial sources

Any other financial Sources	Purpose	Amount

5. Confirmation by the Institution head

I certify that the statements made above by the candidate have been verified and found true. If the applicant is selected for the grants, he/she will be provided with full support and guidance from my side.

Name of the Institution _____

Address: _____

Name: _____ Signature: _____

Designation: _____ Date: _____

Official Seal

6. Undertaking by the applicant

I hereby undertake and affirm that:

- The substance of the paper is based on the original research conducted by me / us. In case any plagiarism is proved, apart from penalties imposed, I would refund entire amount of grant.
- The above paper has not been published before in any journals elsewhere.
- All the information provided above is true to the best of my knowledge and belief.

Date: _____

Applicant's Signature: _____

Document Checklist

- A Cover letter signed by the applicant
- Acceptance letter
- Complete Application form
- Letter of Recommendation from the institution
- Citizenship

Appendix A2

Research Management Cell
J S Murarka Multiple Campus Lahan
Application Form for Writing an Article

1. Application information

Last Name					
First Name					
Sex	Male		Female		
Age					
Date of Birth					
Highest Degree					
Citizenship					
Underprivileged group, if applicable	Janajati		Dalit		Others
Permanent Address					
Mailing Address					
Email					
Phone no					
Mobile no					
Name of the institution (Currently working)					
Address of the institution and contact number					
Designation					
Main Responsibilities					

2. Academic Background

Degree	Year	Major Group/ Subjects	Division/ Grade	Percentage (%)	Board/ University

(Bachelor degree and onwards)

3. Article Detail

Title of the Article	
Proposal of the Article writing	
Time outline for Completing it	
Estimate of Budget	
Single/Collaborative Work	
Support Amount expected from RMC	
Previous Written articles un/published	

4. Confirmation and Undertaking by the Researcher

I hereby assure the RMC that the selected work will surely be carried out within the limited time line and also try all my best to make my work completely a research-based. I also follow all the guidelines of the RMC for writing an article.

I hereby undertake and affirm that:

- The substance of the paper will be based on the original research to be conducted by me / us. In case any plagiarism is proved, apart from penalties imposed, I would refund entire amount of grant.
- The above paper has not been written/published before.

Applicant's Signature: _____

Date: _____

Document Checklist

- A Cover letter signed by the applicant
- Complete Application form
- Letter of Recommendation from the institution
- Citizenship

Appendix A3

Research Management Cell
J S Murarka Multiple Campus Lahan

APPLICATION FORM
FOR
RESEARCH METHODOLOGY TRAINING PROGRAM

1. DEPARTMENTAL STATUS

Name of the Department:		Affiliated University:	
Head of the Department	Name:	Position:	
	Phone/Mobile no.:	Email:	
Head of the Institution	Name:	Contact no (Mobile):	
	Position:	Email:	
Focal person	Name:	Contact no (Mobile):	
	Position:	Email:	
Total number of faculty involved in the Department		Full Time	Part Time
Total number of faculty to be participated			
Total number of faculty with PhD			
Total number of faculty with MPhil			
Total number of Non-Teaching staffs			

2. VENUE AND EQUIPMENT FACILITIES
(Please quantify)

SN	Particulars	Remarks
1.	Training hall (capacity) and working space	
2.	<u>Equipment and technologies</u> (computer, MMP, audio-visual, OHP, printer, photocopier etc)	
3.	<u>Utility and support services</u>	
4.	Administrative resources	
5.	<u>Proposed Resource persons</u>	
6.	Number of faculty members ongoing MPhil, PhD, and Postdoctoral level studies	
7.	Number of trained resource persons to conduct the proposed program	
8.	Collaborative approach for the program, If any	

3. PLAN OF ACTION (PROPOSAL)

(Prepare separately the detailed documentation)

SN	Particulars	Remarks
1.	Type/Nature of program intended to conduct	
	a. Brief introduction of the program	
	b. Justification of the program	
	c. Methodology used for conducting the program	
2.	Details of the potential participants and expected outcomes of the program	
3.	Details of the training syllabus/agenda	
4.	Program budgeting (Remuneration to experts, logistic support, stationeries, Refreshment, Printing, and contingencies)	
5.	Program-wise proposed time and venue	
6.	Administrative backup to launch the proposed program/s	
7.	CVs of proposed experts and confirmation letters	

4. ADDITIONAL DOCUMENTS REQUIRED

A cover letter signed by the head of the institution.

Name of the Head of Institution:

Signature: _____ date: _____

official seal:

Document Checklist- Mandatory

- A cover letter signed by the head of the institution
- Application form with complete information
- Proposal
- Other evidences mentioned in the application form

Appendix A4

Research Management Cell J S Murarka Multiple Campus Lahan

APPLICATION FORM FOR ORGANIZING AN EVENT

1. General Information of Institution

University/University affiliated to	
Name of the institution (Campus/Department/School/Faculty)	
Contact no	
Email	
Name of the institution head	
Designation	
Contact no (Telephone/Mobile)	
Email	
Program Coordinator	
Designation	
Contact no (Telephone/Mobile)	
Email	

2. Program Detail

Program intended to conduct	Seminar/Conference/Symposium/Workshop
Level of the program	Regional/National
Area of program	Science/Humanities/Law/Management/ Education/
Date and schedule of program	
Title of program	
Venue of program	
Total expected no. of participants (Host and others)	
Type of the participants	
Relevancy of the program	
Collaboration with other institutions	
No. of invitees (National & International) (Please attached a list of all possible invitees)	
Registration Fee, If applicable (National/International/Students/Disabled)	
Name of the proposed experts, presenters (oral and poster) and title of papers	Please mention name

3. Budgeting

Any other institution supporting for this program		
Amount		
Purpose		
Amount of support requested to RMC		

4. Estimated cost for the program with detail breakdown

SN	Particulars	Rate	Quantity	Amount	Remarks
1.	Remuneration to experts				
2.	Logistic support/materials				
3.	Stationeries				
4.	Refreshment				
5.	Printing and binding				
6.	Contingencies				
7.	Others				

5. Confirmation by the Program Coordinator

I certify that the statements made above have been verified and found true. If the grant is provided, I shall solely be responsible for its proper utilization of the fund.

Name of the Department: _____

Name of HOD: _____ Signature: _____

Designation: _____ Date: _____

Official Seal

Undertaking by the Head

I hereby undertake and affirm that:

- All the information provided above is true to the best of my knowledge.
- If the grant is provided, I shall solely be responsible for its proper utilization and provide the receipts of expenditure to the RMC.
- All the supporting should be verified and attested at the Institute.

Date: _____

Institution head's Signature: _____

Official Seal

Research Management Cell Operation Procedure 2023

Document Checklist - Mandatory

Before program,

- A cover letter
- Brochure containing aims, objectives and themes
- Proposal (Introduction of the program, Justification/relevancy of the program, Methodology used for conducting the program, Details of the potential participants and expected outcomes of the program, Details of the training syllabus/agenda, Program budgeting, Program-wise proposed time and venue, brief CV of the proposed experts.
- Complete application form

After program,

- A cover letter
- A narrative report of the program
- Certificate of the program (Optional)
- Bills and receipts of expenditure including TDS
- Other evidences (attendance, photographs etc.)

Appendix A5

Research Management Cell

J S Murarka Multiple Campus Lahan

Application Form for the PhD/MPhil Fellowship and Research Support

Incomplete application will not be proceeded for evaluation

1. Personal Information

A1. Applicant's Full Name (capital letter):	A2. Gender:	A3. Age:	A4. Date of Birth:
A5. Last Degree Obtained:	A6. Citizenship No., Issuing District:		A7. Underprivileged Group:
A8. Permanent Address:		A9. Mailing Address:	
A10. Telephone: • Residence: • Office: • Mobile:	A11. Email(s):		A12. Current Employment: • Designation: • Institution: • Address:

2. Information about PhD/MPhil Program Registered

B1. University:	B2. Department:	B3. Campus/School:
B4. Cluster (Indicate by v)	a. Agriculture/Forestry	e. Education
	b. Science & Technology	f. Humanities & Social Sciences
	c. Health Sciences	g. Management
B5. Registered for the Degree:	B6. Subject:	B7. Specialization :
B8. Registration Number:	B9. Date of Registration:	B10. Date of the Proposal Approval:
B11. Proposed Title of the Research:		

3. Information About the Principal Supervisor (please submit a CV separately)

B12. Name:	B13. Highest Degree Obtained:
B14. Current Position:	B15. Service Period at the Current Position:
B16. Contact Details of the Supervisor • Phone No(s): • Email(s):	
B17. Total No. of Publications in Ranked journals (with SCImago Journal Rank or JCR Impact Factor)	B18. Total No. of Publications in non-Ranked journals (Non-ranked peer-reviewed journals)

3. Research Infrastructure in Your Registered Institution

List the relevant research infrastructure in your institution to conduct the proposed study	
Institute/Department	Research Infrastructure

4. Institutional Compliance/Compatibility with the RMC Minimum Standard for PhD/MPhil Program

Q1. (Nepalese University) Does the institution you are enrolled in comply with the UGC Minimum Standard and Procedure for PhD Degree 2073?
 () Yes - You are eligible to apply for the PhD/MPhil Fellowship
 () No - You are not eligible to apply for the PhD/MPhil Fellowship

Q2. (Foreign University) Does your university belong to "Recognized Foreign University" as per the UGC Research Development and Innovation Programs Implementation Guidelines 2019 (Section 1.6.24)?
 () Yes - You are eligible to apply
 () No - You are not eligible to apply

5. Academic Record (Latest first)

Degree	Year	Major Subjects	Division/ Grade	Percentage (%)	Board/ University

6. Employment Record (Please include complete list in your CV)

Period of service		Designation	Name and address of the institution	Assignments	Permanent/ Temporary	Full Time/ Part Time
From	To					

7. Publication Record (Please attach separate sheet if necessary, include the complete list in your CV)

1. Major Research Publication in <u>Ranked Journals/Proceedings (SCImago Journal Ranking/JCR Impact Factor)</u>		
	Format: Authors, Title, Journal, Volume (Number), First page - Last page (Year)	Rank*/IF (Year)
1		
2		
3		

2. Major Research Publication in <u>Non-Ranked Peer-Reviewed Journals</u>		
	Format: Authors, Title, Journal, Volume (Number), First page - Last page (Year)	Country
1		
2		
3		

8. Previous RMC Grants Received (Please attach a copy of the completion letter)

Year	Program	Title	Period

Q. Do you have any RMC funded research project currently running (incomplete)?
☐ Yes - You are NOT ELIGIBLE to apply
☐ No - You are eligible to apply

9. Detailed PhD/MPhil Research Proposal

Please attach your research proposal with the following major components written consistently in any one format (APA, MLA, Chicago, Turabian, Vancouver etc) (limit it to 15-20 pages).

[Important: For the purpose of double blind review, please use the applicant's name only on the cover page and avoid it appearing on the inside page and citations by replacing your name with "???"]

Research Proposal format:

(Note: The sequence of the sections can be altered to suit the discipline and the research methodology applied)

- a. Title
- b. Abstract
- c. Background
- d. Problem Statement
- e. Literature Review and Research Gaps
- f. Theoretical/Conceptual Framework
- g. Conjectures/Hypotheses, Research Questions
- h. Research Objectives
- i. Study Design, Methods, Tools and Data Analysis
- j. Expected Findings
- k. Novelty and Level of Contribution of the Study
- l. Expected Outputs (Publications)
- m. Limitations and Delimitations
- n. Ethical/Safety Issues
- o. Organization of the Study
- p. Gantt Chart and Detailed Budget (actual)
- q. References
- r. Association to National Priority (*explained in a simple language*)

10. Additional Eligibility Check

Q. Have you submitted this proposal in full or in part to any other funding agency?

() Yes - You are NOT ELIGIBLE

() No - You are eligible to apply

11. References

Provide details of TWO referees who may be in better position to explain why you should be considered for this funding. They should not have any family relations with you.

	Referee 1	Referee 2
Name		
Organization		
Designation		
Phone Number		
Email		

12. Documents required (Check v if included)

1. Copy of Citizenship		8. Copies of first page of research articles with abstract, evidence of peer-reviewed/ranked journals	
2. Appointment letter and job certificates (for faculty)		9. Curriculum Vitae of the Applicant	
3. Proposal acceptance letter and registration receipt .		10. Nomination letter and curriculum vitae of the principal supervisor	
4. Copy of Certificate of Underprivileged Group (if any)		11. Certification of 'No Support from Other Source'* (if available now)*	
5. Copies of Academic Diplomas (Masters and above)		12. Certificate of Study Leave (for faculty) if available now	
6. Copy of Equivalence Certificate (if any)		13. PhD/MPhil Research proposal	
7. Previous RMC Support Certification (if any)		14. Faculty identity card (if any)	

13. Confirmation by the University/Department Where Ph.D. / M. Phil. Proposal Has Been Registered

We certify that statements made above by the candidate have been verified and found true. If the applicant is selected for fellowship, he/she will be provided with available resources, facilities and guidance necessary to conduct and complete the proposed research in this institution. We also acknowledge that the RMC Fellowship will consist of a monthly allowance and support to certain educational expenses for three years to the fellow, and a Research Support (only for Nepalese University or research carried out in Nepal) to support the research project of the fellow.

Research Management Cell Operation Procedure 2023

We reaffirm that the program in our institute fully complies with the UGC Minimum Standard and Procedure for PhD/MPhil Degree 2023.

Name of the Host Institution/Department:

[Official Seal]

Signature

Name:

Designation:

Date:

(PhD/MPhil Supervisor)

Signature

Name:

Designation:

Date:

(Head of the Host Department)

14. Attestation by the Head of the Employing Agency (for Faculty Category)

It is to certify that statements made above have been verified and found true. If the applicant is selected for the fellowship and research support, he/she will be provided with study leave from our institution to complete the program.

Name of the Employing Institution:

[Official Seal]

Signature

Name:

Designation:

Date:

15. Undertaking by the Applicant

I hereby declare that I have read (a) The RMC Minimum Standard and Procedure for PhD/MPhil Degree, (b) The RMC Policy and Procedure against Research Misconduct, and (c) The RMC Funding Policies of The RMC Research Development and Innovation Programs Implementation Guidelines 2023, and agree to the conditions and my obligations as an applicant. I solemnly affirm that the information I have provided are true and the research proposal I have submitted is original and has not been submitted in full or in part to any other agency seeking a grant. Any research misconduct on my part and the information provided found false at any moment, I shall be liable to disciplinary action, which may result in termination of Fellowship funding and/or rejection of application.

Signature

Name:

Date:

Thumb	
Right	Left

Appendix A6

Author's Guidelines for Manuscript Submission CALL FOR ARTICLES

Research Management Cell (RMC), J.S. Murarka Multiple Campus, Lahan invites articles in prescribed format for upcoming Fourth Volume of its annual peer-reviewed journal viz. Research Journal on Multi-disciplinary Issues from scholars, researchers, teachers and others having keen interest in research professionalism. Submitted articles will be reviewed by the renowned experts following double blind peer review process and contributors will be notified for further modifications if needed. Please note that the manuscripts/articles received after the deadline will not be entertained.

Article's format

- Abstract: About 150 -200 words (italics)
- Keywords: up to 5 words
- Maximum number of pages: 12
- Minimum number of pages: 6
- Words limit: 3000 to 5000
- Column: Single
- Page size: A4
- Orientation: Portrait
- Margins: 1.5 inch in left and 1 inch in rest sides
- Line spacing: Single
- Paragraph spacing: 6 point before and 0 point after
- Header and Footer: Must be within 1 cm margin
- Fonts: Times New Roman (12 point)
- Reference style: APA 7th edition style sheet
- Headings and subheadings should not be numbered.
- The manuscript should be submitted in both Word-DOC and PDF files.
- If there is any **acknowledgment or declaration**, it should be mentioned before references. Appendices should be placed after references. Please avoid long appendices.
- Footnotes are not allowed.

Manuscript submission deadline:

Authors will be responsible for plagiarism. Plagiarized writing from any author might result in cancelling that particular author from submitting article in this journal later on as well.

Manuscripts must follow the guidelines suggested above. All inquiries and contributions should be sent to the Editorial Board, RMC, J.S. Murarka Multiple Campus, Lahan at dilipchy7@gmail.com/binodyadava2014@gmail.com

Appendix A7

Research Management Cell J S Murarka Multiple Campus Lahan, Siraha

PEER REVIEWED ARTICLE FORM

Title of the paper/article:

Review guidelines

Kindly informed that the reviewer also puts his/her comments/suggestions based on the following criteria:

Review components	Questions to be addressed	Observation and feedback
Title	Is the title clear and informative? Is it representative of the content and breadth of the study?	
Article components	Does the article contain its essential components (e. g., abstract, keywords, introduction, methodology, findings, discussion, and implication with back-up literature)?	
organization	Are all the components of the article organized well and coherent?	
Abstract	Does the abstract summarize the paper in around 150 words?	
Introduction	Does the introduction section include the context, background information and data, research problems, objectives and potential significance of the study?	
Methodology	Does the article describe clearly the design, sample, tools, analysis, framework and ethical strategies?	
Results	Does the article communicate the findings/results of the study?	
Discussion	Does the article explain the results with sufficient analysis and arguments? Are the interpretations of the results appropriate? Are the discussion and interpretations backed up by the data and literature?	

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Review components	Questions to be addressed	Observation and feedback
Conclusion	Are the conclusions clearly stated; key points stand out?	
Reference and citation	Are ideas and materials of others correctly attributed? Are the citations and references based on the APA guidelines?	
Language and grammar	Is the article self-written? Is the language communicative and clear? Are there grammatical errors?	
Plagiarism	Can you (reviewer) apply plagiarism-checker for this article? If yes, please mention its plagiarism percentage.	

Recommendations:

The reviewer is requested to make his/her view the article based on the points below for its further practices.

Score	Description	Suggested Action	
1	Outstanding	No improvement needed.	
2	Excellent	Accept after discretionary revisions.	
3	Very good	Some minor revisions needed.	
4	Good	Several minor revisions needed.	
5	Satisfactory	Multiple minor revisions needed.	
6	Fair	One major revision and several minor revisions needed.	
7	Poor	Some major revisions needed with multiple minor revisions required.	
8	Very poor	Major revisions needed to improve scientific validity and/or clarity.	
9	Flawed	The manuscript has major flaws that cannot be improved with revisions.	

Peer-reviewed by:

Signature:

Name:

Designation:

Subject area:

Institution (working at or retired from):

Date:



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