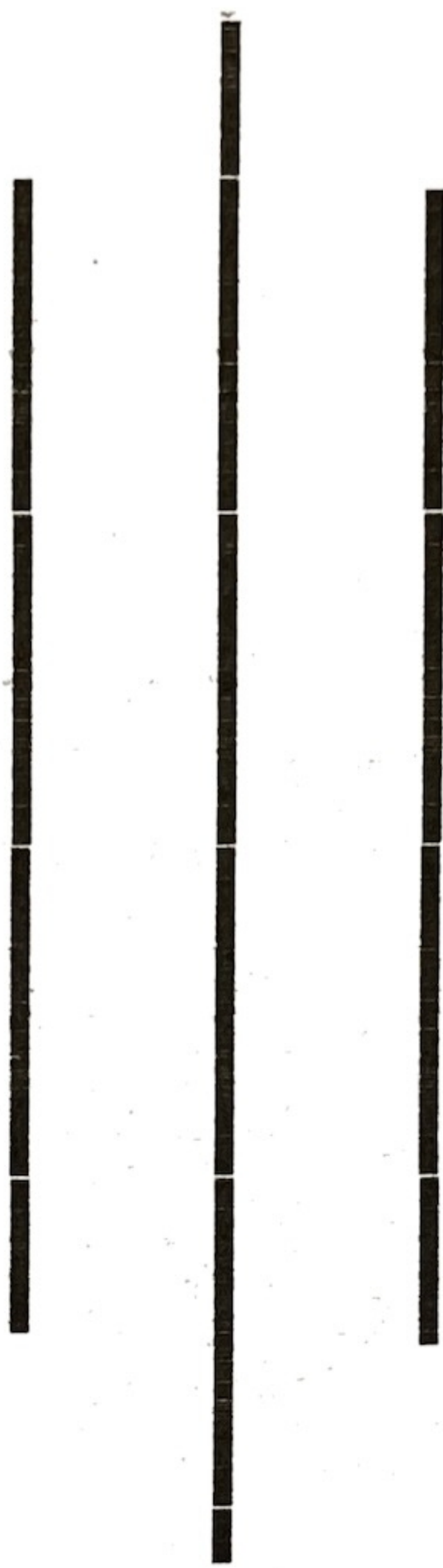


KAKARVITTA MULTIPLE CAMPUS

Mechinagar-6, Kakarvitta



Guidelines For The Research Management Cell (RMC)

(Reviewed Year: 2025)

Preliminary Guidelines

01. Purpose

- These guidelines are designed to provide comprehensive direction for the effective operation and institutionalization of the Research Management Cell (RMC) at Kakarvitta Multiple Campus, located in Mechinagar-6, Koshi Province.
- The RMC is established in accordance with the formal affiliation requirements of Tribhuvan University and aims to align with national and international standards of academic research.
- Its primary purpose is to fulfill all necessary research criteria to achieve Quality Assurance accreditation and to foster a culture of inquiry, innovation, and evidence-based practice within the campus.

02. Definitions

- **RMC:** Abbreviation for **Research Management Cell** : A dedicated body formed by Kakarvitta Multiple Campus to oversee and promote research activities.
- **KMC: Kakarvitta Multiple Campus (KMC)** : A community-based academic institution affiliated with Tribhuvan University, Kirtipur, Kathmandu, committed to excellence in education and research.
- **CMC:** Abbreviation for **Campus Management Committee**, used throughout this document.
- **TU:** Abbreviation for **Tribhuvan University**, the affiliating university.

03. Scope

These guidelines apply to the establishment, governance, and operational procedures of the Research Management Cell, which functions as an integral academic unit of Kakarvitta Multiple Campus. The scope includes faculty-led research, student research projects, community-based studies, and collaborative initiatives with external institutions.

04. Guidelines

- KMC has formally established the RMC to manage and coordinate a wide range of research activities, including curricular and extracurricular projects, faculty-led investigations, student research, and community-linked studies.
- The RMC is responsible for supporting, facilitating, and enhancing research initiatives across disciplines and departments.
- KMC is committed to maintaining a high-quality RMC that provides essential infrastructure, resources, and administrative support to researchers.
- The RMC must ensure a clean, organized, and intellectually stimulating environment conducive to scholarly work.
- The cell will be expanded, upgraded, and strengthened by KMC in each academic session to meet evolving research demands and institutional goals.



05. Objectives of the RMC

The RMC is established with the following objectives:

- Promote and facilitate both interdisciplinary and intra-disciplinary research across academic departments.
- Strengthen research networking capabilities within and beyond the institution.
- Increase and effectively manage resources, including funding, mentorship, and technical support for faculty and student research.
- Provide structured education and training in research methodologies, academic writing, and data analysis, especially for undergraduate and graduate students.
- Support KMC's strategic mission in education and research by integrating research with teaching and learning practices.
- Disseminate research findings for societal benefit through publications, seminars, and outreach programs.
- Enhance the reputation of the campus and its academic units through high-quality research outputs and scholarly contributions.

1. Introduction to the Research Management Cell

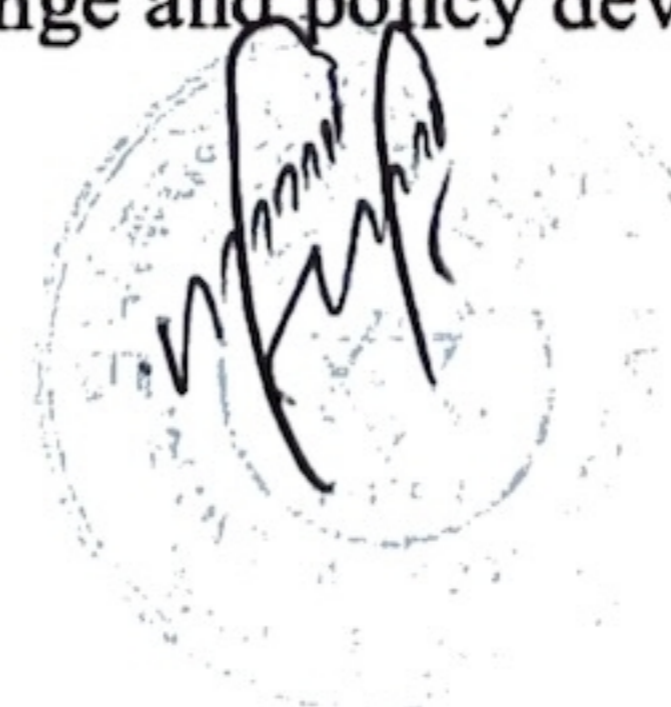
In response to the growing complexity of societal challenges and the need for evidence-based solutions, KMC has established the Research Management Cell to serve as a central hub for academic inquiry and innovation. The cell recognizes that teaching and learning are incomplete without a strong foundation in research.

Funded initially by KMC, the RMC aims to expand its financial base through support from the Municipal Council, University Grants Commission (UGC), and other national and international agencies. It operates as an autonomous center dedicated to excellence in research and academic development of KMC.

The RMC supports annual mini-research projects for faculty and students, with findings published in the KMC Journal. It also undertakes competitive research and provides training in research design, ethics, and dissemination.

The cell invests in areas of academic strength and strategic importance, offering seminars, workshops, and mentorship programs to build research capacity. It operates from a well-equipped office with modern computing facilities, academic software, and access to the campus library.

In addition to internal support, the RMC coordinates with external research organizations to foster collaboration and resource sharing. It also ensures that research findings are disseminated to the public to promote societal change and policy development.



The RMC oversees faculty and student research activities, develops strategic research agendas, fosters a research culture, and monitors internal and external research proposals to ensure quality and ethical compliance.

2. Expanded Objectives of the RMC

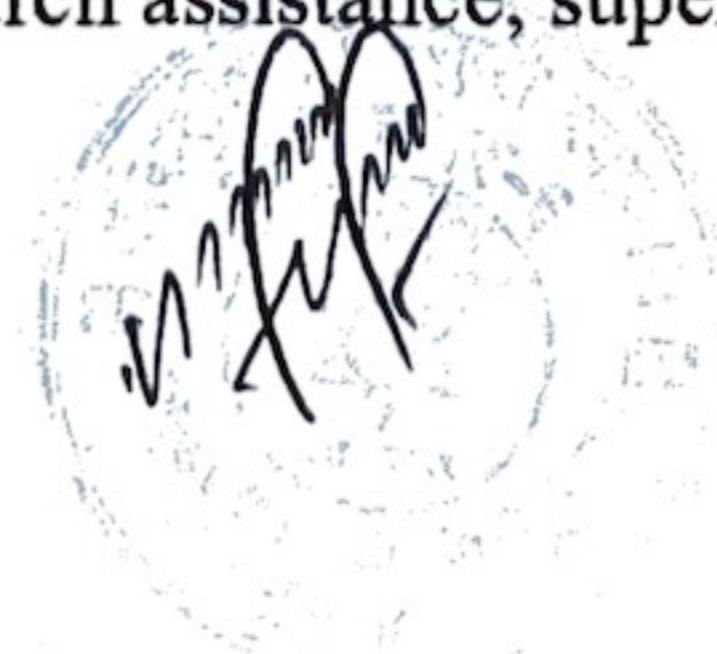
- Foster excellence in multidisciplinary research across KMC and its affiliated institutions.
- Enhance the research capabilities and professional development of faculty and students through structured programs and mentorship.
- Build and support multidisciplinary research teams to encourage collaboration and innovation.
- Facilitate interdisciplinary research that addresses complex societal issues.
- Provide academic resources, infrastructure, and financial support to cultivate a vibrant research culture.
- Offer professional consultancy services to external stakeholders based on institutional expertise.
- Regulate the publication and distribution of research outputs through peer-reviewed journals and other scholarly platforms.
- Facilitate partnerships with universities, research institutions, government agencies, and NGOs to expand research opportunities.
- Guide and supervise student research projects, ensuring academic rigor and ethical standards.
- Develop, revise, and enforce research guidelines and ethical codes to maintain integrity and accountability.

2.1 Terms of Reference

- Advise on strategic research priorities and evaluation frameworks.
- Ensure transparency, accountability, and quality in all research processes.
- Align research activities with the campus's strategic goals and societal needs.
- Promote policy-relevant and development-oriented research.
- Build research capacity through training, mentorship, and resource allocation.
- Review research applications on a case-by-case basis, considering merit, feasibility, and impact.

2.2 RMC's Obligations to Researchers

- Ensure the safety and well-being of researchers throughout the research process.
- Manage the scope of research to prevent duplication and ensure efficient resource use.
- Evaluate research methodologies for operational feasibility and academic rigor.
- Assess the costs and logistics of providing research assistance, supervision, and monitoring.



2.3 Reporting

The RMC Chairperson will submit detailed quarterly reports to KMC and the Campus Management Committee (CMC), outlining progress, challenges, and strategic recommendations.

2.4 Membership

The RMC will consist of:

- A Chairperson
- At least five faculty members with demonstrated research experience
- A Technical Execution Officer
- Advisory members from KMC Administration and CMC, who may be consulted as needed

2.5 Appointments

Appointments to the RMC, including the Chairperson and members, will be made in accordance with KMC's official rules and regulations, ensuring transparency and merit-based selection.

2.6 Chairperson Responsibilities

- Lead RMC meetings and ensure effective decision-making.
- Maintain accurate records of discussions, decisions, and outcomes.
- Ensure adherence to operational guidelines and research norms.
- Review and approve research proposals in a timely and thorough manner.
- Oversee the implementation and monitoring of approved research projects.

2.7 Tenure

Members, including the Chairperson, will serve a two-year term, with the possibility of reappointment based on performance and institutional needs.

2.8 Lapse of Membership

Membership will lapse if a member fails to attend three consecutive meetings without valid justification. Written notification will be issued in such cases.



2.9 Confidentiality

All RMC members must maintain strict confidentiality regarding research proposals, discussions, and decisions. A formal confidentiality agreement must be signed upon appointment.

2.10 Legal Indemnity

RMC members are legally protected when acting in good faith and in accordance with their official responsibilities.

2.11 Administrative Support

Executive and administrative tasks will be managed by the Executive Officer, with additional support provided by campus authorities as needed.

3. Operation of the RMC

3.1 Meetings

- Regular meetings will be held, with provisions for remote participation when necessary.
- Meetings will occur bimonthly, with emergency sessions convened as needed.
- A yearly schedule will be circulated to ensure member availability.
- A quorum requires the presence or written input of more than 50% of members.
- Agendas and supporting documents will be distributed at least five working days in advance.
- Urgent items may be added at the Chairperson's discretion.

3.1.4 Conflict of Interest

Members must disclose any conflicts of interest, including personal, financial, or professional affiliations. Those with conflicts must abstain from related discussions, and their absence will be recorded in the minutes.

A handwritten signature in black ink is written over a circular stamp. The stamp is faint and contains some illegible text, possibly a seal or official mark.

3.1.5 Decision Making

Decisions may include:

- Approved
- Conditional Approval
- Deferred
- Not Approved

Final decisions will be documented and communicated to applicants promptly.

3.1.6 Amendments to Approved Research

Significant changes to approved research must be submitted for review. The Chairperson will determine the appropriate review process based on risk, impact, and urgency.

3.1.7 Monitoring Projects

Researchers must submit annual and final reports detailing progress, compliance, and outcomes. Any adverse events or protocol changes must be reported immediately.

3.1.8 Suspension or Withdrawal

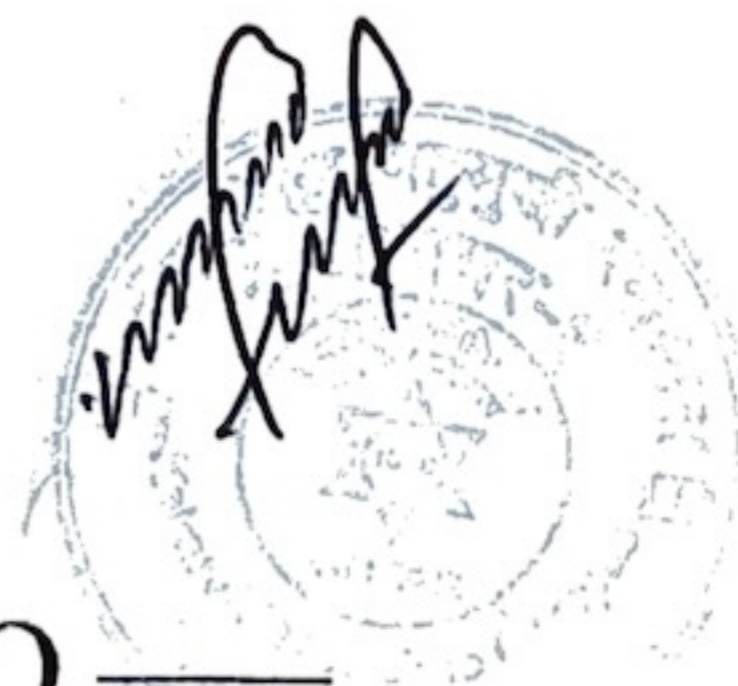
Approval may be suspended or withdrawn if participant welfare is compromised. All relevant stakeholders will be informed of such decisions.

3.1.9 Records

The Executive Officer will maintain comprehensive records of RMC activities, including meeting minutes, application files, and correspondence. A secure register of all reviewed applications will be maintained.

3.1.10 Review of Guidelines

These guidelines will be reviewed every two years or amended in emergencies with majority consent.



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