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**Research Management Committee**  
**Work Procedure (First Amendment 2081), 2076**



**MADAN BHANDARI MEMORIAL COLLEGE (MBMC)**

**New Baneshwor, Kathmandu**



**2081**

## 1. Preamble

With a view to bring excellence in education, the college offers through systematic and innovative promotion of a robust research culture, this work procedure shall be implemented based on the rights provided through clause 10 of "Madan Bhandari Memorial College Statute (5th Amendment, 2081) 2058 ."

## 2. Objectives of RMC

To create a thriving research environment that enhances the academic and intellectual development of the college community, this guidelines sets following specific objectives: The key objectives of the RMC are:

- **Promote Research Culture:** Foster a strong research-oriented culture among faculty and students to encourage scholarly inquiry and innovation.
- **Enhance Collaboration:** Build and strengthen partnerships with national and international organizations to facilitate collaborative research projects and initiatives.
- **Publish High-Quality Research:** Ensure the regular publication of the campus journal, maintaining high standards through a rigorous peer-review process.
- **Develop Research Skills:** Organize training programs, workshops, and seminars to equip faculty and students with advanced research methodologies and skills.
- **Support Research Projects:** Provide comprehensive support and resources for the planning, execution, and dissemination of research projects, ensuring their successful completion and impact.

The Facilitating purposes of the Research Management Committee are as follows:

- To enable excellence in multidisciplinary research MBMC
- Improve the faculty members' and students research capability and their professional development with their research output and create an environment and infrastructure that fosters and supports high quality research across the full range of disciplines in the university.
- Support multidisciplinary research by building research teams and encourage cooperation.
- Conduct or facilitate to conduct interdisciplinary faculty and student research.
- Arrange the facilities, academic human resources and financial aid to develop the culture of different research activity.
- Provide the professional consultancy services.
- Regular publication and sale of research outputs through journals.
- Facilitate partnerships and collaborative activity with internal / external stakeholders, including universities, research institutions, and government agencies, and so on.



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- Guide and supervise graduate and undergraduate research projects carried out by the students.
- To prepare research guidelines and code of ethics for the researchers.
- Conducting the proposal writing/case study report and other research based activities of the campus as per need and requirements of the campus.

### 3. Title and Commencement

- This guideline shall be called as the Research Management Committee Work Procedure (First Amendment 2081), 2076
- The guidelines shall come into force from the date of its approval from the Campus Management Committee.

### 4. Definitions

Until and unless the subject or the context differs, in this work procedure:

- "University" means Tribhuvan University.
- "College" means Madan Bhandari Memorial College.
- "Management Committee" means the College Management Committee (CMC) of MBMC.
- "IQAC" means the Internal Quality Assurance Committee of the college.
- "Campus Chief" means the Campus Chief of MBMC.
- "Assistant Campus Chief" means the Assistant Campus Chief of the college
- "Committee" means the Research Management Committee (RMC) of the college
- "Coordinator" means Member Secretary the Campus Chief of the college
- "Member" means member of the RMC
- "HoD" means Head of the Department of the college
- "RMC" means Research Management Committee established under this guidelines.

### 5. Formation of RMC

The college shall have one RMC with the following composition:

Campus Chief	Coordinator
Assistant Campus Chiefs	Members
School Heads	Members
Head of Departments	Members
Person assigned by the Campus Chief	Member Secretary



### 6. Roles and responsibilities of RMC

- Supporting CMC in formulation of research and innovation policies of the college

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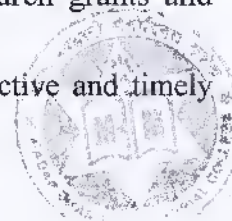
- Preparing and implementing periodic strategic plan including annual action plan and tactical plans for research initiations and promotion.
- Making research calls, receiving applications, screening proposals and awarding research projects.
- Making calls for research articles, receiving and screening and publishing research journal of the college.
- Facilitating and guiding departments in relation to students' thesis and project works, if required.
- Conducting monthly interdisciplinary workshops on relevant issues;
- Organizing conference, seminars, and workshops on research methodology, academic writing and other relevant issues;
- Seeking opportunities for research collaboration with national and international institutions on different issues including policy and procedures, curriculum, infrastructure, campus- community relations, among others;
- Bridging the link between teaching-learning and research innovation thereby improving overall quality and relevance of higher education at MBMC;
- Bridging theory-based teaching with emerging research and application-based teaching-learning process;
- Encouraging and supporting the faculties of MBMC to enhance their research competency.
- Promoting industry sponsored research and innovation;
- Performing other activities as directed by the IQAC and CMC.

#### **7. Roles and Responsibilities of the Coordinator, Member and Member Secretary**

The role and responsibilities of the Coordinator, Member and Member Secretary are:

- Chair the meetings of the RMC
- Represent the committee in external forums and meetings.
- Ensure the implementation of the committee's decisions and policies.
- Ensure matters referred to the RMC are addressed and that outcomes and decisions are accurately recorded.
- Ensure the guidelines for the operation of the RMC related activities including publication of journal, mini-research award, and research grant for faculties and students.
- Ensure the guidelines for the bidding and carrying out the research grants and research projects obtained.
- Ensure research and evaluation proposals are considered in an effective and timely manner.
- Oversee procedures and monitoring of approved research.

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- Coordinate between and among Campus Chief, Assist Campus Chief, School Heads, Head of Departments and Coordinators of all levels, Committees and Cells/units.
- ❖ The members are responsible to:
- Plan and execute research activities of RMC.
  - Work as a supportive team member of RMC and its coordinator.
  - Provide expertise and guidance on research-related matters.
  - Review and evaluate research proposals and projects.
  - Monitor the progress and outcomes of ongoing research activities.
  - Promote interdisciplinary research collaborations.
- ❖ The member secretary is responsible to:
- Schedule meetings and prepare agendas.
  - Record and distribute minutes of the meetings.
  - Maintain records of research projects and activities.
  - Assist in the preparation of reports and documentation.
  - Provide advice, recommendation and support on research activities to the faculties and students.
  - Establish inter institutional collaboration for research activities.
  - Ensure that research undertaken by the researchers are of high and that processes are open, transparent and accountable.
  - Plan to award mini-research to the faculties following open, transparent and accountable processes.

### **8. Tenure**

The tenure of members including the Co-Coordinator and member secretary is two (2) years with the responsibility of re-appointment for tenure.

### **9. Lapse of Membership**

Membership will lapse if a member fails to attend three (3) consecutive meeting of the RMC without an apology, unless exceptional circumstances exist. The member will be notified in writing of a membership lapse.

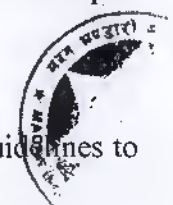
### **10. Reporting**

The RMC member secretary will report regularly (at least quarterly) to the Campus Chief and Campus Chief shall report to the management committee.

### **11. Operation of RMC**

RMC will perform its functions according to the procedures outlined in this guidelines to





make its procedures open, transparent and accountable. The Terms of Reference (ToR) of the coordinator, members and the member secretary shall be developed and issues as per this work procedure.

## **12. Meetings**

- The RMC shall meet at least once every quarter. The Coordinator is responsible for determining if more meetings are required.
- The quorum for meetings of the RMC shall be the nearest whole number above 50% of the membership of the RMC for the time being.
- The RMC shall make all the decisions with the majority of its members, in case of a tie, Co-Coordinator shall have the casting vote. The decisions shall be immediately forwarded to the Campus Chief, Assistant Campus Chief, School Heads and IQAC and concerned HoDs/Coordinators.

## **13. Conflict of Interest**

Members of the RMC should disclose any actual or potential conflict of interest that bears on any research. Members with a conflict of interest should absent themselves from discussion of application, research or any research activities. Conflicts might include:

- Personal involvement, participation and interest in the research and research area.
- Financial or other interest or affiliation.

## **14. Confidentiality**

Members of the RMC will treat and keep confidential all information and documents. Members will be required to sign a confidentiality agreement.

## **15. Administrative Support**

Upon the requirement, the RMC can involve administrative staffs of the college with prior consent from the Campus Chief. The college can also hire staff for RMC as per its provision and bylaws.

## **16. Records**

The member secretary of RMC is responsible for preparing and maintaining written records of the RMC's activities including all the meeting minutes.

## **17. Research Management Committee's Obligations to the researcher**

When considering research applications, research progress, and research output RMC will take into consideration the:

- Safety of the researcher
- Management of the range and extent of research activities
- Ensure research activities are not jeopardized and research is not plagiarized
- Ensure appropriateness of research methodologies from an operational perspective

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- Manage and ensure the cost of providing research assistance and supervision/monitoring

#### 18. Review of guidelines

This work procedure shall be reviewed as required.

#### 19. Students Research Grants

RMC has been supporting both students and faculties of MBMC. Students are directly involved in different research projects as per the practical research project works. They are also joined with faculties for collaborative research to be funded by RMC. RMC shall support students to enhance research and innovation skills and knowledge. The students shall be supported in different research projects including the research projects suggested by the respective curriculum.

It has been made mandatory to include students of the concerned department in both the Mini Research and Collaborative Research to be conducted by the faculties of the campus. RMC assists students and guides them for conducting orientation, workshops, project works, field visits and other research activities. Students also are involved in collaborative research with other local governmental and non-governmental agencies.

RMC provides thesis writing grants to MA level students for thesis writing. For that RMC calls for proposals. After the submission of their proposals, an expert team formed by RMC evaluates and selects the best proposals. It provides a significant grants for each student as the decision taken by the CMC. It will encourage students and motivates them to get involved in research activities.

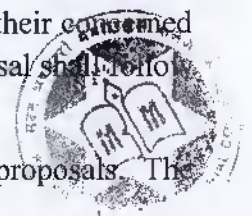
RMC has the provision to support the students to do community based research works as an outreach activities of the institutions. They are encouraged to seek and collaborate with other concerned institutions and local level governments for research and innovative works. The faculties of MBMC collaborate with community to connect knowledge the students gain from the campus into real practical life. Students are supported in field work and community studies as part of their course requirements and for gaining extra knowledge and skills.

RMC shall provide the following grants to the students:

a) **Thesis support grants:** RMC shall provide thesis support grants to Master's level students once in every academic year. For this, the following procedure shall be adhered to:

- RMC shall call for proposals from the students studying in Master's fourth semester or students who have appeared in Master's fourth semester board exam. The students who have already successfully defended proposals in their concerned departments are eligible to apply for the grant. The format of proposal shall follow the standards of concerned faculty or departments of TU.
- RMC shall form an evaluation committee to select the best proposals. The

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evaluation criteria for selection is mentioned in the appendix 1 & 2.

- Each selected proposal shall be entitled to receive grants. Proposals (two from each Master's program) shall receive the grant. However, if the proposal fails to meet the threshold in evaluation, the RMC shall retain the rights to withhold the grants to such proposal.

## 20. Faculty Research Grants

The Grants primarily intends to support the college faculties in their research, development and innovation in the process of knowledge production through scientific inquiries and rigorous academic engagements. Further, it intends to train graduate students, transform them into dedicated scholars with sound academic backgrounds, and link research with teaching.

In order to make the support tailored to diverse research scope and institutional capacity, the RMC of Madan Bhandari Memorial College provides two different grants for the faculties for their research works, which are:

- Mini Research Grants
- Collaborative Research Grants

## 21. Mini Research Grants for the faculty members

Research Management Committee (RMC) of Madan Bhandari Memorial College invites research proposals along with application forms from eligible faculty members for "Mini Research Grants". Mini Research Grants will be provided to those qualified faculty members with either an M. Phil. degree or a Master's Degree. In order to distribute the awards proportionately to all subjects or areas, each department will be awarded at least one Mini Research Grant for the individual faculty members. The selection and acceptance of grants will be done from the evaluation committee formed by RMC (Appendix 5).

### a. Scope

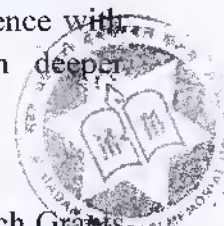
RMC will work with the faculties to ensure that the issues and needs are adequately addressed and that the research outcomes are directly relevant and useful to the faculties and his or her department.

The purpose of this provision for Mini Research Grants is for improving the research skills of faculty members so that they could share their experience with their students. These research grants will motive the faculties in deeper investigation in their areas of expertise.

### b. Procedure

Research Management Committee will allocate the fund for Mini Research Grants and Collaborative Research Grants through the provisions in accordance with the provision of Human Resource Development Plan. RMC manages the process of submission of proposals, selection from the evaluation committee formed.

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After the selection and approvals of the grants the research should be completed within six months from the contract agreement between RMC and the faculties.

**c. Minimum Requirements for Eligibility**

Faculty members who fulfill the following requirements may apply for mini research grants:

- The researcher must be a faculty member.
- The RMC members and any other Selection Committee Members under the RMC are not eligible to apply.
- Applicants who have once received the fellowships/research grants from the RMC are not eligible to apply for the same year.
- One team leader/principal investigator may submit only one proposal at one time.
- Applicants who have on any type of leave from the college will not be eligible for the awards.
- In case of dispute, the final decision will be made by the Selection Committee under the RMC of MBMC.

**d. Evaluation Procedure of proposal**

RMC of Madan Bhandari Memorial College will form a selection committee to evaluate and recommend the successful candidates. All the proposals qualifying the desk review shall be considered for the further evaluation. Subsequently, the technical quality of the proposal shall be evaluated in three steps:

- Review form RMC 70 %
- Proposal presentation 30%
- The candidate must obtain a minimum of 50% marks from the evaluation of proposal to be called for the proposal presentation.

**e. Funding and Duration**

The amount of the Mini Research Grant will be provided to the grantees as per the decisions made by the RMC of Madan Bhandari Memorial College. Upon the agreement signed, the fund shall be provided to the applicant as a conditional advance money in three installments with the breakdown of 40%, 40%, and 20% according to the following conditions.

- First installment (40%) will be provided upon signing the agreement.
- Second installment (40%) will be provided after the approval of the midterm progress report
- Third installment (20%) will be provided after the approval of the final report along with the final deliverables, as indicated, made from the proposed research

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project.

- Whereas the grant recipient is an employee of MBMC, the grant installments will be transferred directly to the grant recipient's official bank account.

The research must be completed within six months starting from the signing of an agreement between the Research Management Committee and the grantees, but the research report should be submitted to the RMC for evaluation no earlier than five months from the signing of the agreement. In case of unavoidable circumstances, one month can be extended upon a reasonable request by the researcher/s if they cannot complete their research in the specified period. This provision applies to only one-time extension of study period. In case of discontinuation or misconduct of the study, the faculty/s have to reimburse the funding awarded to him or her to the RMC.

**f. Documents to be submitted for awards**

- An application form must be submitted in the specified format available from the RMC
- Copies of the certificates of the highest academic qualification.
- Two copies of research proposals in APA format. The length of the proposal should not exceed 10 pages including the cover page with 1.5 line spacing throughout the proposal.
- The proposal will undergo two blind reviews followed by proposal presentation and documents for evaluation. The proposal must include a cover page that bears the title of the proposal, the researcher's name, and researcher's affiliation. The name of the researcher should not appear in any part of the text except the cover page. (The outline of Mini - Research proposal is mentioned in Appendix 3)
- 10% of the total funding shall be deducted from the allocated fund as the administration/processing charge to the RMC.

**g. Deadlines**

RMC under Madan Bhandari Memorial College will notify the deadline for the call for proposals for research grants.

**h. Report Approval**

Mini-Research Report will be evaluated by the evaluation committee members formed by the RMC and it will be finally approved after the final presentation from the researcher/s. The report will be given to the subject expert (external evaluator). The researcher has to present and defend the comments for the acceptance of the report. The RMC will accept and approve the report from the evaluation committee formed. ((Format of Mini - Research Report evaluation is mentioned in Appendix 4 & 5)

**i. Research Misconduct**





RMC will draft appropriate policy on research procedures and ethical considerations. The RMC will also draft a guideline with procedures for addressing the cases of allegations of research misconduct filed in the RMC. Research misconducts include deliberate fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results, and harmful activities

**j. A Code of Ethics**

A violation of the Code of Ethics or any other apparent irregularity is encouraged to report such violations to the RMC of Madan Bhandari Memorial College. If reported or requested by any person, the Research Management Committee will make every reasonable effort to keep the identity of such person confidential and conduct a full and fair investigation of the allegations. If allegations against any research grantees are found true, the RMC will pursue disciplinary action against the wrongdoers and if any individual who knowingly files a false report with the intention to injure another will also face disciplinary action by the RMC.

**k. Code of Ethics for the RMC Reviewer for Mini Research**

The RMC will prepare a Code of Ethics for the Mini Research that will comply with this Guideline for its implementation.


**22. Collaborative Research Grants**

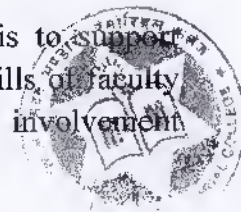
RMC of Madan Bhandari Memorial College invites research proposals along with application forms from eligible faculty members for "Collaborative Research Grants". Similarly, the college has been providing 'Collaborative Research Grants' for collaborative researches. Both the students and faculties can collaborate for the research. Collaborative research grant will be provided to the team of faculty members of MBMC and students. A significant amounts of grants will be provided to the team of faculty members is allocated. The collaborative research can be done in any of the subject areas. Students of any stream and level can take part in this collaborative research. The collaborative research encourages both the faculties and students to work in a team while sharing their experiences and expertise.

In order to distribute the awards proportionately to all subjects or areas, each department will be awarded one Collaborative Research Grant for the individual faculty members. Both these mini researches and collaborative researches are published in the MBMC Journal in the article format.

Students also will be benefitted from the research as they will gain an experience in conducting research and writing while learning the subjects. Inclusion of the students in the collaborative research will open the door for research and its wider areas.

The purpose of this provision for Collaborative Research Grants is to support subject and area based research works for improving the research skills of faculty members. It will help to increase the team work and assure students' involvement

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of students in the research process. The students will get an experience of the research and will be motivated to conduct research activities.

**a. Scope**

The RMC Collaborative Research Grant is the larger of all the supports in size of the funding and the purpose of the program is to promote a strong collaborative research culture, support relatively large research in the area of the priorities, allow opportunity to train students for the highest degrees or in larger numbers, and significantly enhance the broad research output. Under this program, research funding is offered to collaborative research projects involving two or more faculty members of the college or collaborating institutions which might be national or international institutions.

Research proposals involving two or more faculties and students (a Principal Investigator and at least one Co-investigators) from the same or different education/research institutions and disciplines are solicited from the faculty members for funding through a competitive selection process.

**b. Procedure**

RMC will allocate the fund for Collaborative Research Grants through the provisions in accordance with the provision of Human Resource Development Plan. RMC manages the process of submission of proposals, selection from the team of experts formed. After the selection and approvals of the grants the research should be completed within the allocated time.

**c. Minimum requirements for eligibility**

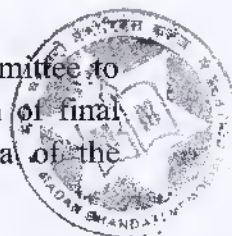
The team that fulfills the following requirements may apply for collaborative research grants.

- The research grants can be awarded to the team of faculty members of a certain department of the College.
- All the team members must be the faculty members of the college. The team leader of the research should be the full time faculty of the college.
- Applicants who have once received research grants from the Research Management Committee are not eligible to apply in the same year.
- There must be assurance of the students or academic institutions or local bodies of the Government to be involved in research process.
- In case of dispute, the final decision will be made by the Selection Committee under the RMC of Madan Bhandari Memorial College.

**d. Evaluation Procedure**

RMC of Madan Bhandari Memorial College will form a Selection Committee to evaluate and recommend the successful teams to the RMC. (Evaluation of final report sheet is mentioned in the Appendix 4). The following criteria of the

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weightage of marks will be used to select the successful applicants for grants:

- Review form RMC 70 %
- Proposal presentation 30%
- The team must obtain a minimum of 50% from the evaluation of proposal.

**e. Funding and Duration**

The amount of the Collaborative Research Grant will be provided to the grantees as per the decisions made by the RMC of Madan Bhandari Memorial College. Upon the agreement signed, the fund shall be provided to the principal applicant as a conditional advance money in three installments with the breakdown of 40%, 40%, and 20% according to the following conditions.

- First installment (40%) will be provided upon signing the agreement.
- Second installment (40%) will be provided after the approval of the midterm progress report
- Third installment (20%) will be provided after the approval of the final report along with the final deliverables, as indicated, made from the proposed research project.
- Whereas the grants recipient is an employee of MBMC, the grant installments will be transferred directly to the grant recipient's official bank account.

The research must be completed within six months starting from the signing of an agreement between the Research Management Committee and the grantees, but the research report should be submitted to the RMC for evaluation no earlier than Six months from the signing of the agreement. In the case of unavoidable circumstances, one month can be extended upon a reasonable request by the researcher/s if they cannot complete their study in the specified period. This provision applies to only one-time extension of study period. In case of discontinuation or misconduct of the study, the grantees have to reimburse the funding awarded to him or her to the Research Management Committee.

**f. Documents to be submitted for awards**

- An application form must be submitted in the specified format available from the RMC
- Copies of the certificates of the team members of the highest academic qualification only.
- Two copies of research proposals in APA format. The length of the proposal should not exceed 10 pages including the cover page with 1.5-line spacing throughout the proposal. (Format of Collaborative - Research proposal is mentioned in the Appendix 5)
- The proposal will undergo two blind reviews followed by proposal

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presentation and documents for evaluation. The proposal must include a cover page that bears the title of the proposal, the researcher's name, and researcher's affiliation. The name of the researcher should not appear in any part of the text except the cover page.

**g. Processing Charge to be deducted**

10% of the total funding shall be deducted from the allocated fund as the administration/processing charge to the RMC.

**h. Deadlines**

RMC of Madan Bhandari Memorial College will notify the deadline for the call for proposals for research grants.

**i. Report Approval**

Collaborative Research Report will be evaluated by the evaluation committee members formed by the RMC and it will be finally approved after the final presentation from the researcher(s). The report will be given to the subject expert (external evaluator). The researcher has to present and defend the comments for the acceptance of the report. The RMC will accept and approve the report from the evaluation of the committee formed. (Format of Collaborative Research Report evaluation is mentioned in Appendix 4.)

**j. Research Misconduct**

RMC will draft appropriate policy on research procedures and ethical considerations. The Research Management Committee will also draft a guideline with procedures for addressing the cases of allegations of research misconduct filed in the RMC.

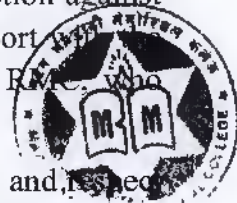
Research misconducts include deliberate fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results, and harmful activities.

**k. Code of Research Ethics**

A violation of the Code of Ethics or any other apparent irregularity is encouraged to report such violations to the Research Management Committee of Madan Bhandari Memorial College. If reported or requested by any person, the RMC will make every reasonable effort to keep the identity of such person/s confidential and conduct a full and fair investigation of the allegations. If allegations against any research grantees are found true, the RMC will pursue disciplinary action against the wrongdoers and if any individual who knowingly files a false report with intention to injure another will also face disciplinary action by the RMC. Those who have committed themselves to:

1. Uphold the values of freedom, democracy, equality, human dignity and respect for diversity;

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2. Strive for distinguished scholarship, excellence in teaching, reputable research and innovation through leading, challenging, creating and exploring knowledge.
3. Accomplish the above individually, through collective efforts and partnerships with Communities.
4. The purpose of the Code of Research Ethics is to guide researchers engaged in academic and research activities to:
  - Respect the human dignity and rights of all stakeholders.
  - Promote shared ethical values and fulfill all academic/research activities according to such values.
  - Uphold and promote individual, group and institutional integrity when in the process of fulfilling the roles as Professors, Guides, Researchers, Mentors and Advisors.
  - Create trust in the institution and the practice of science and engineering.
  - This code can be amended from time to time to deal with other aspects of research duties.
  - The pursuit of truth through free inquiry and open dialogue.
  - Just and fair treatment of human beings, other living beings, the environment, and human remains.
  - Complying with the highest standards of scientific and engineering research
  - Making no misrepresentation in the dissemination of research information and findings and not fabricating data or information.
  - Designating authorship of consulted research sources clearly, accurately and justly and assigning authorship of research publications accurately and justly.
  - Committing no form of plagiarism.
  - Practicing or promoting no form of unfair discrimination in research.

**I. Code of Ethics for the RMC Reviewer for Collaborative Research**

The RMC will prepare a Code of Ethics for the Mini Research that will comply with this Guideline for its implementation.

**Training and Capacity Building Programs**

The Research Management Committee (RMC) of MBMC regularly conducts different research related programs and capacity building programs. Its regular programs are:

- Training for faculties and other staffs
- Regular discussion/interaction for faculties
- Workshop for faculties and other staffs
- Seminar for faculties



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- Study tour inside country/abroad for faculties, students and staffs
- level-wise orientation of research and academic writing for students

### 23. Consultancy Services

Consultancy shall mean professional services rendered to external agencies in terms of scientific, academic, educational, social, cultural, literature, Research, technical, engineering or other professional advice/assistance based on the expert knowledge and skill available. All consultancy services shall be institutional and shall be in the area of expertise of the individual/s and shall preferably be in the thrust areas.

#### a. Objective

- To leverage the expertise of faculty and other staff members to provide research consultancy including teaching learning and skill based expert services to external clients, industries, government agencies, NGOs, and other academic institutions through structured working procedures.
- To outline the process and standards for faculty and other staff members providing consultancy services.

#### b. Scope

Applicable to all faculty and other staff members interested and with adequate expertise in offering consultancy services through the college.

#### c. Eligibility

- Faculty including other staff members with adequate expertise and experience are eligible to provide consultancy services.
- The eligibility to participate in consultancy service may further be defined by the RMC of the college.

#### d. Types of Consultancy Services

- **Research Projects:** Undertaking specific research projects for clients.
- **Expert Analysis:** Providing expert analysis and reports in areas of expertise.
- **Training, Workshops and Seminar:** Conducting training sessions, paper presentation in workshops and seminars
- **Technical Advice:** Offering technical advice and problem-solving solutions
- **Other Services:** As decided by the RMC

#### e. LOI Submission and Approval Process

- **In consultancy service initiated by the RMC**
  - ✓ **Notification and Call for LOI:** The RMC shall notify all of the college's faculties and other staff members regarding the approved consultancy projects initiated by the RMC. The notification shall include the call for





Letter of Intent (LoI) from the interest and eligible faculties and other staff members within a stipulated time. The RMC must include, but not limited to, project description and eligibility criteria for participation.

- ✓ **Letter of Intent:** Faculty and other staff members interested and eligible in providing consultancy services shall submit LoI to the RMC in accordance with the call.
- ✓ **Evaluation and Approval of LoI:** The RMC will evaluate and approve the LoI based on the criteria defined by the cell.
- In Consultancy Services initiated by Individuals, Groups or Departments:
  - ✓ **Submission of Project Description:** Individuals, Groups or Departments shall submit the description of the consultancy project at the RMC for evaluation.
  - ✓ **Evaluation and Approve:** The RMC shall evaluate and approve the submitted consultancy services through the criteria and procedure defined by the RMC. The RMC shall have the rights to recommend for necessary revision or disapprove the project. However, in the case of revision or disapproval, the RMC shall produce and disseminate adequate explanation to the concerned.

**f. Contract and Agreements**

All consultancy engagements must be formalized through a written agreement detailing, among others, the scope of work, deliverables, timelines, and imbursements.

**g. Imbursements and Revenue Sharing**

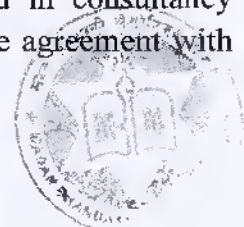
The fee structure for specific consultancy services shall be bound to the agreement and/or approved proposal with the clients.

**In consultancy service initiated by the RMC**

- **Imbursement:** Faculty and other staff members assigned to consultancy services shall be provided with the imbursement based on the agreement with the client including the revenue sharing policy of the RMC.
- **Revenue Sharing:** The faculty and other staff member assigned to the consultancy services shall be reimbursed the amount specific for the consultant fee (excluding expenses on other titles; applicable taxation rules may apply). 10% of the consultancy fee shall be retained by the college for the college's research fund to support future research initiatives.

**In Consultancy Services initiated by Individuals, Groups or Departments**

- **Imbursement:** Individual, group or a department involved in consultancy services shall be provided with the imbursement based on the agreement with the client including the revenue sharing policy of the RMC.



- **Revenue Sharing:** Individual, group or a department involved in the consultancy services shall be reimbursed the amount specific to the total project amount (applicable taxation rules may apply). 10% of the total consultancy fee stated in the agreement with the client shall be retained by the college for the college's research fund to support future research initiatives. The reimbursement shall be made to the individual or in the case of group or departmental assignments, the team leader or the Head of the Department. The reimbursement to a group or a department shall be made upon the written application signed by all group members.

#### **h. Reporting and Documentation**

- **Reporting:** Faculty and other staff members involved in consultancy services shall submit completion reports to the RMC. The reports shall incorporate information within the reporting framework developed by the RMC.
- **Documentation:** The RMC shall document the reports and other relevant documents related to the consultancy services electronically and manually.

#### **i. Client Feedback**

Feedback from clients shall be collected at the completion phase of the consultancy services to assess satisfaction of the clients and the areas for future improvements.

#### **j. Support and Resources**

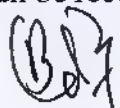
- **Facilities:** Faculty and other staff members involved in consultancy services shall have access to college facilities and resources necessary for their work.
- **Administrative Support:** The RMC shall provide administrative assistance for, among others, contract management, financial transactions, and logistics.

#### **k. Performance Monitoring and Evaluation**

- **Performance Review:** The RMC shall conduct an annual review of the consultancy services provided by faculty members.
- **Continuous Improvement:** Feedback and performance data shall be used to improve the consultancy process and guidelines.

#### **l. Promotion and Marketing**

- **Visibility:** Successful consultancy projects and faculty achievements shall be highlighted in the college's publications and on its website.
- **Client Outreach:** The RMC will identify potential clients and establish partnerships to expand the consultancy services. The faculty and other staff members shall be encouraged to identify potential clients.
- **Recognition:** Faculty and other staff members providing outstanding consultancy services shall be recognized through.

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**Appendix 1**  
**Research Management Committee**  
**Madan Bhandari Memorial College,**  
**New Baneshwor, Kathmandu**

**MA Thesis Proposal Evaluation Sheet**

**Date: .....**

S. N.	Name of Students	Proposal Content (50)	Proposal Format/ Technicality (20)	Defense/ Presentation (30)	Total (100)	Remarks
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Evaluator's Name/Signature.....

*(Handwritten Signature)*



**Appendix 2**  
**Research Management Committee**  
**Madan Bhandari Memorial College**

MA Thesis Evaluation Sheet

Date: .....

S. N.	Name of Students	Evaluation 1 (100)	Evaluation 2 (100)	Evaluation 3 (100)	Total (300)	Total average (100)	Remarks
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							



Evaluator's (A)

Evaluator's (B) Name/Signature

Name/Signature.....Evaluator's (C) Name/Signature.....

*BD*

### Appendix 3

#### Mini Research Proposal Format

The outline of the proposal should be as mentioned as below:

1. Research Title
2. Abstract
3. Introduction
  - Background
  - Problem Statement
  - Research Objectives
  - Rationale of the Study
  - Research Questions/Hypothesis (If necessary)
  - Limitations of the Study
  - Chapter Plan
4. Review of Literature

Extensive review (recent) of literature in the pertinent area of the study.
5. Research Methodology
  - Research design
    - Population and sample
    - Data collection procedure and data analysis plan
    - Expected results of the study
    - Future prospect of the proposed research
6. Time frame (6 months), and detail work plan (in a tabular form)
7. Ethical Considerations
8. References



**Note:** Some above mentioned topics/title words may vary according to specific discipline/subject to meet the standard of research trend of concern discipline/subject.

*(Signature)*

**Appendix 4**

**Madan Bhandari Memorial College**

**Research Management Committee**

**Mini-Research/Collaborative Research Report Evaluation Form**

Research Topic: .....

Researcher (s) :.....

SN	Indicators	Highest Score	Rating Category				Total Score
			Average	Good	Very Good	Excellent	
1	Overall organization	4	1	2	3	4	
2	Research design, Methodology and documentation	4	1	2	3	4	
3	Originality and contents	4	1	2	3	4	
4	Relevancy, implementation, and ethical consideration	4	1	2	3	4	
5	Viva-Voce/ Presentation	4	1	2	3	4	
<b>Grand Total</b>		20					



Overall Remarks (.....)

Evaluator's Name/ Signature: Evaluator's Designation: Date:

*(Handwritten Signature)*

## Appendix -5

### Collaborative Research Proposal Format

**The Outline of the Proposal Should be as mentioned as below:**

In general, a cover page should contain the (i) title of the proposal, (ii) name and affiliation of the researcher (principal investigator) and co-investigators, (iii) institutional affiliation (degree of the investigator and the name of institution where the study will be performed), details of contact such as phone numbers, E-mail id's and lines for signatures of investigators.

1. Research Title
2. Introduction
  - Background
  - Statement of the problem
  - Aims and objectives
  - Rationale of the study
  - Research questions/hypothesis (if necessary)
  - Limitations of the study
  - Chapter plan
4. Literature Review (It refers to all sources of scientific evidence pertaining to the topic in interest. Extensive review (recent) of literature in the pertinent area of the study.)
5. Research Methodology
  - Research design
  - Population and sample
  - Data collection procedure and data analysis plan
  - Expected results of the study
  - Future prospect of the proposed research
6. Time frame (6 months) and detail work plan (in a tabular form)
7. Ethical Considerations
8. References



Note: Some above mentioned topics/title words may vary according to specific discipline/subject to meet the standard of research trend of concern discipline/subject.