

An Operational Manual of
RESEARCH MANAGEMENT CELL

(KATHMANDU SHIKSHA CAMPUS)

Date of RMC Establishment: 2070 BS



Supported By:

University Grants Commission (UGC)

Sanothimi Bhaktapur

Approved By

Campus Management Committee

Kathmandu Shiksha Campus

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A publication of

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Introduction

Kathmandu Shiksha Campus (KSC) has started its research activities since the beginning of the campus with the initiation of mini-research grants to the faculties. Publication of journal “*Shiksha Shantra Saurabh*” has been a continuous effort in order to promote faculties to upgrade their professionalism and hence raise the quality of teaching, learning and research in the campus. University Grants Commission (UGC) initiated the concept of Research Management Cell in constituent and affiliated campuses. As a public campus, KSC requested UGC for the support to establish RMC in the campus. After the establishment of Research Management Cell, KSC has explore the possibility of innovation and research in the campus with the initiation of RMC that provide the policy rationale for RMC and has supported KSC for the initiation of research for its sustainability.

Vision

Providing quality higher education through the approach of professional development of the faculties with their involvement in innovation and research activities is the vision of RMC of KSC

Purpose, objectives and scope

Purpose

The main purpose of the Research Management Cell is to provide direct strategic support to the campus through research and innovation. It focuses on how to manage and effective use of available resources to promote the research activities, innovation, and publication in the campus. It is expected that such research activities will support the campus for its continuous growth to provide quality higher education. RMC can play a vital role to create the conditions for economically and academic sustainability and socially inclusive activities.

Objectives

The major objectives of RMC are initiating research activities through mini-research projects involving faculty and students in research activities at national and international level. The Cell conducts discourse and dialogue on educational research based issues of

the nation. It also explores areas for research activities and promotes faculty and students to identify areas for further research.

The Functions of RMC

The role of the Research Management Cell is to promote research activities in the campus. Moreover, it provides advice and assists the campus administration in managing different research activities. Its specific responsibility is to advise and assist the campus in the fulfillment of the research aspects of the campus strategic plan. The other roles and responsibility of RMC are as follows:

- Reviewing existing research policies of the campus and develop strategic plan for the promotion of research activities.
- Working with researchers and academic units to develop and implement the strategic plan for research activities.
- Working with researchers, research clusters and units to work with national and international organizations for conducting research activities,
- Organize discussion , seminars on different issues of education and ICT
- Communicating and sharing research reports to concerned authorities.
- Identify areas of collaboration with national organization, research centers and individuals for conducting research projects in collaboration.
- Enhancing relationships within the Departments of the campus for the promotion of research activities.
- Promoting achievements in research and providing a campus interface with UGC, and other research based organizations.
- Publication of Campus Journal with peer reviewed process to promote the research activities.
- Declaration of Best thesis awards for research students
- Awarding Mini Research/ faculty research and others Grants to the faculties and other researchers
- Conducting the proposal writing/case study report and other research based activities of the campus as per need and requirements of the campus.

Formation and tenure of RMC

RMC comprises one member from each department (or academic unit), a representative of the researchers associated with the campus through its department, and a Chair appointed by the Campus Management Committee. The Campus Chief will be the Member Secretary of RMC. RMC consist the following members.

Table1. Composition of Research Management Cell

Sn	Position	Number	Selection Procedures
1	Chairman	01	On the recommendation of Campus Chief and nominated by Campus Management Committee
2	Member Secretary	01	Campus Chief
3	Faculty from Departments	03	BCA and ICT/ Management/ Education
4	Senior Researchers	02	From other research organizations/ individuals/experts/collaborative partners
5	Total	07	

Tenure

The committee will be nominated for three years from the date of approval of CMC with a possible time expansion based on performance of the committee/individual and Cell.

Termination

The members of the Cell will be terminated in the following basis.

- a) He/She will be terminated if found absent regularly in three consecutive meetings without prior information.
- b) If the works assigned to them not completed with the given time frame that harms the performance of the Cell and the campus.
- c) If they reign from their post with or without any causes.
- d) If any members harms the cell and the campus by any means will be proved.

Cost sharing mechanism

Organizations working in the field of research can be invited in research activities. In the initial stage, KSC will provide the operating cost that includes the meeting and allowances for Chairman and other members as per approved budget but in the long run

the Cell has to develop its own sustainability plan for conducting the Research and Innovation activities in the Campus.

Working approaches and methodology

RMC organizes its research activities with the involvement and support of campus administrative staffs. The Cell will prepare its own working modality itself with the consent of campus administration. The Cell will invite the experts with specific competences relevant to a subject of the research and proposal will be prepared with the support of the experts invited for the specific purpose. The Campus shall publish relevant information on the activities carried out by the Cell through print and web media or Campus website.

Distribution of work among the experts

The Chairperson of the Cell will be the full time employee of the campus. The main responsibility of the Chairman is to fix the agenda of the meeting and work for the implementation of the decision made by the Cell. The other responsibilities of the Chairman are giving instructions to the members of the Cell, support and monitor the work of the members of the Cell including preparation of work contributions and planning of written contributions by members. In particular, at the outset of the group's work, the chairman together with the Member Secretary shall:

- Develop an operational work plan for the cell including the calendar of the meetings, a list of thematic areas that the cell will address, the tasks and responsibilities of Members of the Cell, etc. will be fixed in cooperation with the consent of campus.
 - Set up reporting requirements, enforce the format defined by funding agencies for written deliverables, and establish quality control procedures.
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Meetings, reporting and deadlines

The RMC shall hold at least six (6) meetings per year. RMC may form a Standing Research Committee for deciding and implementing full body decisions. The standing committee will comprise of RMC Chair, Member Secretary, and one member as per Cell decision. This Standing Research Committee will be responsible for supervision, monitoring and reporting to RMC and CMC about the progress of the work. This committee will also coordinate campus administration and facilitate the research team for the completion of the research work. Preparation of the Cell budget and procedures are the other responsibilities of this committee. Initially, the necessary budget for any research activities will be approved by the KSC. The Campus shall provide the secretariat. The Cell shall convene a workshop on research, innovation, and research policy with academic experts, innovation stakeholders, and the campus towards the end of each calendar year.

Appointment of the researcher/consultant/expert

The standing committee of the RMC will select the research team for the proposed research work. Research team leader and members will be selected based on the expertise related to the project and the team members will be selected with consultation of the team leader. Research experts will be hired from the faculties within the campus and from our side also working in the field of research and teaching in other campuses. Research team will be formed through an open-ended call for applications, considering their skills, experience and knowledge appropriate to carry out the tasks as well as discipline, geography, and gender balance. International recognition for the depth, reliability, and originality of their thinking in R&I including non-technological innovation;

- Demonstrated practical experience in designing, managing, and implementing R&I policies in public or private capacities;
 - Confirmed advisory capacity on a National or international level; as well as Disciplinary balance within the Group;
 - Geographical balance within the Group; and
 - Gender balance within the Group,
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In order to conduct the mini-research of the campus, RMC will publish a notice for submitting the proposal. Only the Campus faculty members can apply for it. RMC will evaluate the proposals with the involvement of experts and decide for the award of mini-research grants.

Public Interfaces

Summary reports of meetings of the Campus Research Management Cell will be posted on the Campus website for right to information and public interfaces.

Budget and Expenditure:

The Cell may operate their own financial account with the joint venture of Campus Chief and Chairman of the Cell. However, for any research grants or research projects, technical and budget proposal will be prepared by the Standing Committee of RMC and get approval from RMC.

Sustainability Plan

In each research work at least 20% of the total budget should be allocated for the sustainability of the Cell that meets its own annual expenditure and budgeting.

Briefing procedures to CMC

The Campus Research Management Cell reports in the first instance to the Campus Management Committee through the Campus Chief. RMC will prepare annual report and submit to the Campus. This report will be submitted to CMC and final approval.

Acknowledgement

KSC has senior experts in different field of education. We acknowledge the experts and professionals for supporting our research activities from the beginning of the campus and involved in the USAID funded project by any means. RMC will utilize their full expertise and conduct research works in the days to come. Besides, we acknowledge all the CMC Members, Head of Departments, CMC Members, researchers, all campuses chiefs of KSC for promoting research activities in their tenure.

Table 2. Tenure of ex- official of RMC at KMC

Sn	Ex Official of RMC	Tenure	Achievements
01	Prof. Dr. Prem Narayan Aryal	2069-072	Successfully Completed UDAIS funded Project on NEGRMA
02	Prof. Dr.Sateesh Kumar Ojha	2072-2075	Publication of RMC Conduction Guideline
03	Prof. Dr.Sarba Raj Acharya	2075-2078	Publication of Research regulations
04	Dr. Bhagwan Aryal	2078-2081	Currently Working