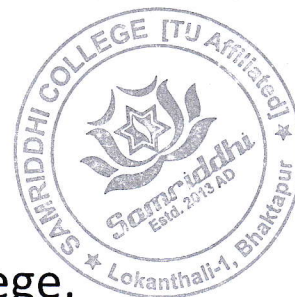


Research Management Cell Guideline

(2021)



Samriddhi College,

Lokanthali, Bhaktapur

1. Overview

Samriddhi College aims at promoting research-focused learning engagements and activities in the institution. The college has been placing efforts to extend strategic collaboration with like-minded institutions and public and private sectors. As an internal preparation, Samriddhi College Research Management Cell (RMC) engages faculties and other personnel with having a willingness to involve and contribute for research and development activities.

2. Definitions

- Research Management Cell (RMC)" is defined as a body formed by the Samriddhi College
- Samriddhi College is a privately managed higher education institution affiliated with Tribhuvan University.

3. Purpose

RMC, being an integral part of the institution, needs to have functional and operational clarities to operate in a systematic and productive way.

4. Scope of the Guidelines

The guideline enacts to institutionalize the functions, authority and accountabilities of the Research Management Cell in the institution, and promote research for both professional and academic needs.

5. Objectives

Research Management Cell (RMC) works in line with the following key objectives in the institution.

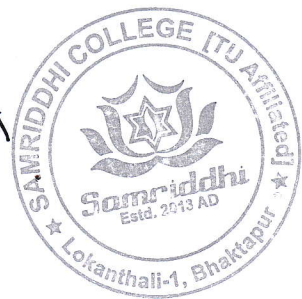
- Promote and facilitate the research-based publications in the institutions
- Effectively integrate research approach in teaching-learning pedagogy
- Extend and grab the possibilities of research collaboration and promote interdisciplinary research.

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- Conduct training and workshops to transfer theoretical and practical skills associated to research.
- Enhance research networking capacity of the faculty and students.
- Promote and facilitate the research activities in institutions.

6. Functional Criteria

- Engage in enhancing and facilitating disciplinary and interdisciplinary research collaboration, knowledge transfer and training.
- Implement research and raise the standard of research in the institution, turning the image of institution as a research based higher education entity.
- Encourage and facilitate faculties and students in research related projects and activities.
- Implement research plans and align the research activities to achieve the long-term goal of the institution.
- Produce and work on publishing high quality academic journal and research articles engaging the external resources, or having tied with the external agencies when necessary.
- Identify the resources to conduct research activities for higher purposes.

7. Procedure

RMC being a new unit in the institution, the procedures may require frequent review to facilitate the operational process, and enforce change by the members.

8. Formation of RMC committee

The RMC at Samriddhi College contains a five member committee which can be changed based on the needs realized. The composition of the cell dedicates a lead to the coordinator, whereas, others sub-ordinates as member the team.

9. Team Composition Criteria

The coordinator shall possess a research degree, a minimum M.Phil, having extensive experience in the research works. The committee must contain a member holding a PhD degree.

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10. Composition of the RMC

The following will be the composition structure of the Research Management Cell. A Coordinator shall be appointed to lead the committee and its functions upon consensus of member in the decision making process.

Coordinator: A Senior faculty with a minimum Mphil Degree and Research Experience

Members:

- i. Faculty having interest in the area of Research
- ii. Minimum one of the Head of Departments
- iii. Minimum a PhD Holder in a team
- iv. Qualified members from any department (can be nominated by coordinator)

11. Reporting

The RMC Chairperson shall make periodic reporting (at least quarterly) to the Principal of the institution about the research activities, plan and decisions taken by the RMC Committee.

12. Responsibilities of the Committee

The coordinator of the RMC is responsible to look after the following business of the cell:

- Conduct regular meeting and call agenda from the members of the committee
- To ensure matters referred to the RMC are addressed and that outcomes and decisions are properly documented and accurately recorded.
- Ensure that the committee adheres to the directives and guidelines of RMC and conduct business accordingly.
- Engage members to plan and effectively implement research activities, contributing to uplift the standard of overall research actions in the institution.

13. Tenure

Members including Coordinator shall have a tenure of two years, with the possibility of re-appointment following the performance evaluation.

13.1 Removal From membership



Membership will be removed if a member fails to attend three (3) consecutive meetings of the RMC without an apology, unless exceptional circumstances exist. Removal from the Membership shall be notified in writing.

13.2 Fulfillment of the Vacant Membership

Coordinator of the cell in coordination can appoint any associate member/ faculty of the institution as a member of the cell. However, this shall be done with due respect to the guidelines. Alternatively, the cell may circulate a call among the associate members, and eligible and interested candidates can be appointed as members.

14. Meetings of RMC

- **Frequency:** RMC shall conduct a regular meeting every month. However, in the case of emergency the meetings can be called by the members, with minimum a two day advance notice, to discuss on agenda.
- **Attendance at meetings:** A schedule of meetings will be prepared on an annual basis and circulated to members in advance to facilitate attendance. Where a member cannot attend a meeting he/she should advise the Chairperson or the executive officer before the meeting that they cannot attend and also of their views on the items listed for consideration.
- **Quorum:** RMC meetings proceed if there is a physical presence of more than fifty percent of the members out of total membership. The member can appoint and call the person to attend in his meeting as a Quorum and that appointed person is counted as a Quorum is Present.

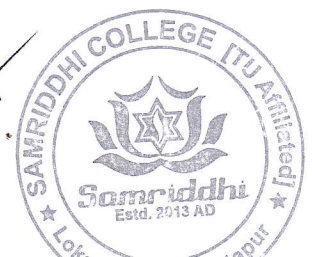
15. Agenda of the Meeting

The agenda of the meeting shall be distributed to all members of the RMC at least three days before the meeting. Additional or urgent agenda may be put before the meeting at the discretion of the Chairperson.

16. Decision Process

Outcome of the discussion over the agenda shall be recorded as decision upon the condition that majority/consensus exists. Majority refers to a minimum 51% of total present during the

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meeting. The final decision by the coordinator shall be applicable, in case, there is equal divided polling over the agenda.

17. Records

The coordinator will prepare and document the written records of the RMC's activities, including agenda and decisions.

18. Review and amendment of guidelines

The Operational Guidelines of the RMC will be reviewed and may be amended whenever considered necessary by the RMC members.

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