

**Guidelines for Operating the Research Management Committee  
(RMC) 2080**



**Research Management Committee  
Durgalaxmi Multiple Campus  
Attariya, Kailali  
2080**

## 1. Introduction

Research is an integral component of higher education institutions. It contributes to knowledge generation, academic excellence, innovation, evidence-based teaching, policy development, and community transformation. In order to strengthen research culture and institutional academic quality, Durgalaxmi Multiple Campus establishes the Research Management Committee (RMC) as an institutional mechanism for planning, coordinating, monitoring, promoting, and evaluating research activities.

This guideline has been developed to ensure systematic operation of the Research Management Committee in accordance with the policies of Far Western University (FWU), the national higher education framework, institutional needs, and quality assurance requirements.

## 2. Short Title and Commencement

1. This guideline may be called "RMC Guideline, 2080" in short.
2. It shall come into effect immediately after approval by the Campus Administrative Committee.

## 3. Definitions

Unless the subject or context otherwise requires:

- **Campus** refers to Durgalaxmi Multiple Campus.
- **RMC** refers to the Research Management Committee of Durgalaxmi Multiple Campus.
- **Researcher** refers to faculty members, students, or staff engaged in research activities.
- **Research Project** means any approved academic or applied research activity conducted under the supervision or support of the campus.
- **Committee** refers to the Research Management Committee.
- **Chairperson** refers to the coordinator of the RMC.
- **University** refers to the Far Western University, Nepal
- **Research Ethics** means ethical standards guiding research involving human participants, data collection, publication, and academic integrity.

## 4. Vision

To establish a vibrant research culture that promotes academic excellence, innovation, knowledge creation, and community engagement.

## 5. Mission

- To promote quality research activities among faculty and students.
- To support evidence-based academic practices.



- To strengthen institutional research capacity.
- To encourage publication, innovation, and collaboration.
- To ensure ethical standards in research practices.

#### **6. Objectives of the Research Management Committee**

The major objectives of the RMC shall be:

1. To formulate and implement research-related policies and plans.
2. To encourage teachers and students to conduct research.
3. To coordinate research activities within the campus.
4. To organize research trainings, seminars, workshops, and conferences.
5. To support publication of journals, articles, and reports.
6. To establish collaboration with universities, research institutions, and development organizations.
7. To mobilize research grants and external funding opportunities.
8. To archive and disseminate research outputs.
9. To monitor and evaluate ongoing research activities.
10. To maintain research ethics and academic integrity.

#### **7. Scope of the RMC**

The RMC shall oversee:

- Faculty research projects
- Student research activities
- Mini-research and action research
- Thesis and dissertation support
- Research publications
- Journal publications
- Research ethics review
- Academic seminars and conferences
- Institutional research and surveys
- Community-based and applied research
- Collaborative and interdisciplinary research

#### **8. Formation of the Research Management Committee**

In accordance with FWU guidelines, the campus shall form a 3-member Research Management Committee, consisting of the following members:



Position	Representation/Number	Reference
Chairperson	1	Selected from the Faculty
Member	1	Selected from the Faculty
Member Secretary	1	Selected from the Faculty

As the designated patron of the RMC, the Campus Chief is authorized to nominate these members and reform the committee in as per the university guidelines. Furthermore, the campus may invite external experts as advisors when necessary.

#### 9. Tenure of the Committee

- The tenure of the RMC shall normally be two years.
- Members may be reappointed based on performance and institutional need.

#### 10. Functions and Duties of the RMC

The Research Management Committee shall perform the following functions:

##### 10.1 Policy and Planning

- Prepare annual research plans and policies.
- Develop institutional research strategies.
- Align research activities with campus goals and national priorities.

##### 10.2 Research Promotion

- Motivate faculty and students to engage in research.
- Encourage interdisciplinary and community-based mini and collaborative researches.
- Identify priority research areas.

##### 10.3 Capacity Development

- Conduct orientation programs on research methodology.
- Organize workshops on proposal writing, academic writing, SPSS, APA style, qualitative analysis, and publication.
- Facilitate mentorship for novice researchers.

##### 10.4 Research Funding and Grants

- Identify funding agencies and grant opportunities.
- Assist researchers in proposal development.
- Recommend deserving proposals for institutional support.

##### 10.5 Publication and Dissemination

- Support publication of campus journals and newsletters.
- Encourage publication in peer-reviewed journals.



- Organize conferences, seminars, and research sharing programs.

#### **10.6 Ethical Monitoring**

- Ensure ethical standards in data collection and publication.
- Discourage plagiarism and academic misconduct.
- Review ethical concerns in research projects.

#### **10.7 Monitoring and Evaluation**

- Monitor progress of ongoing research.
- Evaluate research outcomes and impact.
- Maintain records and documentation of research activities.

### **11. Roles and Responsibilities**

#### **11.1 Chairperson**

The Chairperson shall:

- Lead and supervise RMC activities.
- Approve annual plans and reports.
- Coordinate with campus administration.
- Facilitate institutional support.

#### **11.2 Members**

Members shall:

- Participate actively in meetings and activities.
- Support implementation of research programs.
- Assist in monitoring and evaluation.
- Encourage departmental research activities.

### **12. Meetings**

1. The RMC shall conduct at least six meetings annually.
2. Emergency meetings may be called as required.
3. A majority of members shall constitute the quorum.
4. Decisions shall preferably be made through consensus; otherwise by majority vote.

### **13. Research Proposal Management**

#### **13.1 Proposal Submission**

Researchers shall submit:

- Research proposal



- Budget estimate
- Ethical consideration statement
- Time schedule

### **13.2 Proposal Review**

The RMC shall review proposals based on:

- Relevance
- Originality
- Feasibility
- Methodological soundness
- Ethical considerations
- Expected contribution

### **13.3 Approval**

Approved proposals shall receive official recommendation or approval from the campus.

## **14. Research Ethics and Academic Integrity**

The following ethical principles shall be maintained:

- Honesty and transparency
- Respect for participants
- Informed consent
- Confidentiality
- Proper citation and referencing
- Avoidance of plagiarism and fabrication

Any proven case of academic misconduct shall be subject to institutional disciplinary action.

## **15. Research Grants and Financial Management**

### **15.1 Sources of Funding**

The campus may obtain research funding from:

- Campus internal resources
- University Grants Commission, Nepal
- Far Western University, Nepal
- Provincial and local governments
- NGOs and INGOs
- National and international research organizations



### **15.2 Financial Procedures**

- Research expenses shall follow campus financial rules.
- Researchers shall submit expenditure details and supporting documents.
- Unused funds shall be returned to the campus account.

### **16. Research Publication Guideline**

The RMC shall encourage:

- Publication in peer-reviewed journals
- Publication of campus research journals
- Conference proceedings
- Policy briefs and research reports
- Collaborative publications

The campus journal shall follow standard peer-review and editorial procedures.

### **17. Capacity Building Activities**

The RMC may conduct:

- Research methodology training
- Academic writing workshops
- Statistical analysis training
- Proposal development training
- Citation and referencing workshops
- Research ethics orientation
- Publication support programs

### **18. Collaboration and Networking**

The RMC shall establish collaboration with:

- Universities
- Research institutions
- Professional organizations
- Government agencies
- Community organizations
- International academic partners

### **19. Documentation and Record Management**

The RMC shall maintain records of:

- Approved research proposals



- Completed research reports
- Publications
- Research grants
- Seminar and workshop reports
- Meeting minutes
- Annual progress reports

Digital archiving shall be encouraged.

## 20. Monitoring and Evaluation Framework

The RMC shall evaluate research performance based on:

Indicators	Evaluation Areas
Number of research projects	Annual research involvement
Publications	Journal articles, books, reports
Training programs	Capacity-building activities
Conferences and seminars	Academic participation
Grants received	External/internal funding
Community impact	Practical contribution
Student participation	Research engagement

## 21. Annual Action Plan

The RMC shall prepare an annual action plan including:

- Research priorities
- Training schedule
- Publication plan
- Budget allocation
- Seminar and conference calendar
- Monitoring schedule

## 22. Reporting System

The RMC shall submit:

- Periodical progress reports when necessary
- Annual performance/progress reports
- Financial reports
- Research activity summaries



Reports shall be submitted to the Campus Administrative Committee and IQAC.

### **23. Incentive and Recognition System**

The campus may provide:

- Research awards
- Publication incentives
- Conference support
- Appreciation certificates
- Recognition for outstanding researchers

### **24. Amendment Provision**

The RMC may amend this guideline as necessary based on institutional needs and policy changes of Far Western University.

### **25. Miscellaneous**

Any matter not covered by this guideline shall be decided by the Campus Administrative Committee in consultation with the Research Management Committee.

