

# **Maiya Devi Girls' College (MDGC)**

(A TU Affiliate Single-Gender Public Institution)

## **Research & Publication Cell (RPC)**

### **Guidelines (Revised)**

Approved By:

College Management Committee

Maiya Devi Girls' College

In Executive Meeting dated Magh 10, 2076

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## **Introduction**

### **1. About this Guidelines**

Maiya Devi Girls' College, Research & Publication Cell (RPC) Research Guideline is developed to implement all the research related programs of the institution. It covers all quality and research support programs of the College including research activities pertaining to both the faculty and students in the area of thesis writing, report writing, local research, mini research, articles etc. All programs in this document are referred to as Research Support Programs and the funding allocation information is indicated where relevant. The funding allocations and support provisions may be adjusted by the College in line with the contextual priority needs and the scope of budgetary provisions of the College.

### **2. Objective of Research Funding**

The primary purpose of the provision of research support is to promote research, and other research relevant activities through research funding to the faculty members and students to strengthen research infrastructure of College. It also draws on the objectives of facilitating students for their Thesis writing, Term Paper writing and research report writing and encouraging faculties on research relevant activities. Increasing the opportunity for academic programs and research that are useful, relevant and competitive in quality, making the research inherent to campus, research capacity development, inculcation of investigative and inquisitive academic culture in College and increase in research output are major objectives of the campus. This guideline stresses on identifying and developing research, innovation and academic programs in the areas of priorities and potential for excellence. The College has outlined its plan to support the students towards achieving academic excellence in priority areas through research. The priority area is defined as areas of potential academic excellence.

### **3. Composition of Research & Publication Cell (RPC)**

A Research & Publication Cell shall be composed to undertake management of research activities of students, staff and students. The Cell shall include following persons:

- i. The Cell shall have tenure of three years but it can be extended at the decision of the College Management Committee.
- ii. It shall have maximum five members.
- iii. A senior Lecturer/Professor shall be the coordinator
- iv. In-charge of Public Information Cell shall be one of its members.

- v. The Coordinator shall nominate two members in consultation with the Internal Quality Assurance Cell (IQAC).

#### **4. Functions of Research & Publication Cell: Students**

##### **4.1 Introduction**

As Research & Publication Cell (RPC) is a central part of research funding component of the College. From the annual budget allocation to RPC as its regular program, it shall direct its plans to offer financial support to the students for the completion of research activities. RPC shall attempt to cover the financial support to fresh graduate students taking under-graduate and post-graduation programs on their thesis and similar research projects. The primary purpose of this program is to support quality research in the areas of priority and bring excellence in academia which is required particularly for the postgraduate students. Young students are direct beneficiaries to this program. The research support is provided to cover in partial the total cost of the proposed research leading to its completion for the award of a degree to the researching scholar.

To begin with, the research funding to the students will begin once the College authority allocates a certain percentage of its annual budget on research heading to RPC. Additionally, it shall be the concern of RPC to meet the quality requirements to convince the university, in particular University Grants Commission (UGC) to provide additional funding to promote research activities of students to enhance their skills for taking up research writing assignments like thesis or undertaking a full-fledge research project. The RPC shall endeavor to cultivate innovating skills, techniques and procedures to enhance the overall research output research in consonance with the spirit of the College and extend its functioning in all areas of importance. RPC makes it sure all eligible students for research funding qualifies the Minimum Standard and Procedure for their research work.

##### **4.2 Bases of Selection**

Specific requirements of each program may vary, yet the general criterion of selection of applicants for research support awards shall be based on evaluation of research proposal, presentation, interview and application.

Programs Bases of Selection

- i. Application, Research Proposal, Presentation
- ii. Applications, Interview

- iii. Research Proposals
- iv. Research Support for persons with disability
- v. Research proposals are evaluated by two reviewers and a presentation by the candidate is evaluated by respective Committee.

### **4.3 Seat Allocation**

Seats are allocated according to their subject-clusters for the thesis support and research projects. Generally, available seats are first allocated in a specific ratio between the departments and subjects. However, in the absence of adequate number of applications from a particular department/subject, RPC shall exercise its decision rationally to allot a fair number of seats from amongst the applications.

### **4.4 Monitoring and Evaluation**

The success of student research support is measured on the basis of the evidence of the rate of successful completion of the studies. To monitor the graduates' progress more effectively, it is mandatory to submit the to-date progress report in order to get the payment in an installment basis. Necessary benchmarks and instruments are developed and implemented from time to time to facilitate the overall program monitoring and evaluation function.

### **4.5 Expected outcomes**

The following are the intended outcomes:

- i. increase in number of graduates' timely completion of their academic research
- ii. responsible conduct of research
- iii. improvement in the overall quality
- iv. improvement in the level of graduate performance
- v. Increase in the research output.

## **5. Functions of Research & Publication Cell: Faculty**

### **5.1 Introduction**

The primary objective of the research grants program is to support research development and innovation conducted by faculty members. This will contribute in the generation of academically commendable knowledge to train graduate students in the innovation in the field of concerned knowledge area; link research with teaching; promote research culture including collaboration; cultivation of responsible code of conduct and academic excellence in the institution.

The bulk of the research budget RPC receives from the College authority shall be spent on this heading. In order to make the support more reliable, the RPC shall release research grants in three different phases- after the submission of proposal, after submitting the first draft and after the completion of viva.

## **5.2 Bases of Selection**

Specific requirements of each program may vary, yet the general criterion of selection of faculty for research grants shall be based on evaluation of research proposal, presentation, interview and application.

Programs Bases of Selection

1 Application, Research Proposal, Presentation

2 Research proposals are evaluated by two reviewers and a presentation by the candidate is evaluated by respective Committee.

## **5.3 Seat Allocation**

Seats are allocated to faculty members according to the seniority, expertise, professional commitment and research fund at disposal. Generally, available seats are first allocated in a specific ratio between the departments and subjects.

## **5.4 Monitoring and Evaluation**

The success of faculty research award is measured on the basis of the evidence of the rate of successful completion of the project. To monitor the progress more effectively, it is mandatory to submit the to-date progress report in order to get the payment in an installment basis. Necessary benchmarks and instruments are developed and implemented from time to time to facilitate the overall program monitoring and evaluation function.

## **5.5 Expected Outcomes**

The following are the intended outcomes:

- i. increase in number of faculty involvement in research
- ii. promotion of the research ethics
- iii. improvement in the overall quality of teaching-learning through the use of research methods
- iv. increase in the quality of research of graduate students and in the number and quality of research publication
- v. institutional development through research activities
- vi. improvement in academic as well as professional aspects of research

- vii. increase in number of academic publications of research work
- viii. increased research trends

## **6. Functions of Research & Publication Cell: Capacity Developments**

### **6.1 Introduction**

All programs are connected to academic and research capacity development of the faculty members, students, supporting staff and volunteers. They are funded under this program. While the RPC research grants are primarily awarded based on the scientific merit review of the research proposals, academic and research capacity development supports are awarded primarily based on the academic need of the institution, faculty members, students and the volunteers. Research Training, Refresher Course, Short Study Visit, Visiting Professor, Conference, Travel Grant, Seminar and Workshop are some of the activities supported under this program. RPC shall institute various sub-committees to facilitate and implement the research activities. RPC shall allocate at least fair share of its fund for capacity building.

### **6.2 Trainings**

The purpose of this program is to provide research training to needy faculty members, student research fellows and research support staff through training organized by the College. RPC shall earmark a percentage of its annual budget to meet its expenses on organizing such training regularly. The College may also consider supporting individual faculty members and research fellows by providing training fee to participate in research trainings outside. The College shall provide financial support to RPC to organize or participate in the training of the following nature:

- i. Research Methodology Training
- ii. Proposal Development
- iii. Data entry and Analysis training workshops
- iv. Research Management Workshop
- v. Writing Workshop
- vi. Research Training
- vii. Proposal writing Orientation
- viii. Thesis Writing orientation

These trainings may be organized as a part of a short term or a long-term training session with additional financial assistance that may be obtained from other non-governmental agencies like NGOs or INGOs. However, the College is not obliged to extend any financial support other than the participation fee to faculty members to training programs that are conducted outside of the College. As a rule RPC is duty bound to submit progress report of such trainings conducted through its association to the College authority.

## **7. Functions of Research & Publication Cell: Research Publication**

RPC shall fruitfully utilize some funding in the publication of research works in College journals, souvenirs and students'; magazine on need basis.

### **7.1 Expected Outcomes**

The following are the intended outcomes:

- i. involvement in research and development
- ii. increase in theoretical knowledge and analytical skill of faculty members and students
- iii. increase in quality of research proposals
- iv. improvement of the institutional capacity
- v. design and deliver research seminars, workshops, and training programs

## **8. Functions of Research & Publication Cell: Research-related annual plan**

RPC shall outline its yearly research-related programs at the beginning of academic session under various headings like faculty research, capacity building, journal publication, article writing, short-term educational tour etc and allocate funds accordingly to individual research-related activities.

## **9. Functions of Research & Publication Cell: Students magazine & souvenir publication**

RPC shall publish college souvenir on special occasions like college establishment day outlining the major achievements of the institution. Also, students may be mobilized to publish magazine to encourage them in creative writing.

## **10. Functions of Research & Publication Cell: Publication of Prospectus, Brochures etc.**

RPC shall publish any other papers/documents in coordination with active cells in the college like college prospectus, brochures, informative booklets etc in the promotion of the college highlighting its achievements and services it offers to student's community.

### **11 Functions of Research & Publication Cell: Miscellaneous**

RMC may take up any other creative activities at its discretion that may help the faculty, students and staff in their creative endeavor.

### **12 Monitoring and Evaluation**

College shall develop Monitoring and Evaluation Framework for research support programs at individual program level as well as at a larger component level. Monitoring and Evaluation shall include field monitoring, progress report evaluation, final report evaluation and project review.

### **13 Binding Decision**

For all subjects/areas/issues uncovered by this RPC Guidelines, the College Management Committee shall act upon and its decision shall be binding and final.