SCHOOL OF BUSINESS
POKHARA UNIVERSITY
RESEARCH MANAGEMENT CELL (RMC) GUIDELINES

Research Management Policy:

Improving high-quality scientific research is a necessary requirement for creating successful applications. The objective of Research Management Cell (RMC) initiatives undertaken by School of Business (SOB) is to build research careers, internationalization of human potential, support to strengthen the knowledge foundation and promote the creation of new applications, as well as societal impact of education, research and innovation. All education, research and innovation of this Institute should aim to be of a high standard. The goal of creating technological and social innovations has emerged alongside R&D-based activities.

To achieve the high quality research ambience the following policies has been undertaken. A research development cell has been established that will prepare and implement the documents for development of research and development activities within the Institute.

1. Establishment of Research Management cell:

1.1 The Research Management Cell was established in 2018 as per the decisions taken by the meeting among faculty members of School of Business headed by the Director of the School.

1. 2. The RMC Cell comprise of the following members
   (i)   Coordinator – Faculty of SOB
   (ii) 3 Members-Faculties of SOB
*Coordinator should have Doctoral degree (Ph.D.)

2. **Responsibilities:**

2.1 The RMC is responsible for assisting the SOB in the performance of the SOB responsibilities in respect of the establishment and promotion of excellence in the Institute's research and development, and academic and research training activities. This includes the development, review and monitoring of achievements under the Research & Development, and those aspects of other university/Institute Plans.

2.2 The development and enhancement of the Institute's research capacities.

2.3 Motivate all Faculties to pursue research in their respective areas of expertise.

2.4 The protection and commercialization of the Institute's intellectual property.

2.5 Consultancy activities related to R&D.

2.6 The provision of research and development opportunities for academic staff to maintain enthusiasm, awareness of current scholarship and relevance in teaching and other Institutional activities.

2.7 The development of infrastructure conducive to promoting the quality and quantity of research and development.

2.8 The establishment of research and development priorities; and monitoring the quality and quantity of school research and development.

2.9 Disbursement of Institute Research Funds to established researchers, both individually and in groups; including research infrastructure funds; higher degree by research candidates; seeding grants to beginning researchers; research initiatives across the departments; and provision of consolidated information to the Academic Council and other appropriate Institutional bodies.

2.10 Monitor the application of Research Funds to ensure that the funds are properly and formally accounted for.

2.11 Promote emerging areas of research and development.

2.12 Development of mechanisms conducive to the best possible ways of engaging and motivating research staff.

2.13 To monitor and enhance the quality of research programmes, projects and the research infrastructure within Institute, including the training of research scholars.

2.14 To be responsible for progression of research scholars.

2.15 To foster the development of multi-disciplinary research endeavors across Faculties and departments.

2.16 Monitor the research and development performance of individuals, groups, Centres, Schools and Faculties to encourage excellence and productivity through maintaining a database of research and development activities.

2.17 Oversee the application of the Code of Research Ethics for the responsible practice of research.

2.18 To formulate incentive schemes for promoting research activities with teachers and students/scholoars.

2.19 The quality of postgraduate education to be brought up to an internationally high level. An evaluation of PG program to be carried out by the RMC.

2.20 To promote building build strategic, durable partnerships and develop funding solutions with Industries and research Institutions for steering, funding and cooperation.

2.21 Legislation on higher education is amended to support the export of education.

3. Terms of Office

3.1   Members of the RMC other than *ex officio* members serve for terms of up to five years.

3.2   An appointed member may be appointed to serve for additional terms as per the approval of the SOB faculty meeting.

4. Quorum

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.

5. Meeting Schedule

The RMC will meet at least two times each semester. The Chairman/Coordinator is responsible for determining if more meetings are required.

6. Reporting

The RMC will report to the Director of the School by way of its minutes.

Policy for Research and innovation funding: development principles

(a) Funding will be long-term and predictable, and allocated under transparent criteria.

(b) Long-term skills development requires a stable funding base: the diverse and strong technological and

science base of this Autonomous Institute will be safeguarded.

(c) Funding to promote the application, introduction and commercialization.

(d) New and current resources to be directed towards the most important targets: strengths and selected priority fields; infrastructures; the research career system; internationalization.

(e) Research and innovation by individual departments will be activated through funding, with the aim of improving the ability to innovate through interdisciplinary research work.

(f) The funding basis for the Institute to be diversified; quantitative objectives and incentives to be set for international funding through steering committees.

(g) A larger share of the research funds will be used for strengthening the knowledge base and for research and innovation as well as cross-border cooperation.

(h) Expanding the funding base of research institutes will be necessary in the future.

8. APPROVAL OF RESEARCH PROPOSALS

8.1 The design and methodology of research undertaken by a member of staff or student, that makes use of research and subjects like people, human remains, other living beings and the environment, must be submitted to RMC for evaluation and approval, especially if legislation, professional councils or institutions affected by the research require it.

8.2 When students hand in research essays, mini-dissertations, dissertations and Graduate Research Project (GRP), they must declare that their research has complied with the Code of Research Ethics of the Institute.

CODE OF RESEARCH ETHICS:

This code expresses the ethical values of all staff engaged in academic and/or research activities at the SOB, who have committed themselves to:

8.3 uphold the values of freedom, democracy, equality, human dignity and respect for diversity;

8.4 strive for distinguished scholarship, excellence in teaching, reputable research and innovation through leading, challenging, creating and exploring knowledge.

8.5 accomplish the above individually, through collective efforts and partnerships with Communities.

8.6 The purpose of the Code of Research Ethics is to guide staff and students engaged in academic and research activities to:

(i)   respect the human dignity and rights of all stakeholders.

(ii)   promote shared ethical values and fulfill all academic/research activities according to such values.

(iii)   uphold and promote individual, group and institutional integrity when in the process of fulfilling the roles as Professors, Guides, Researchers, Mentors and Advisors.

(iv)   create trust in the institution and the practice of science and engineering.

(v)   this code can be amended from time to time to deal with other aspects of research duties.

(vi)   the pursuit of truth through free inquiry and open dialogue.

(vii) just and fair treatment of human beings, other living beings, the environment, and human remains.

(viii) complying with the highest standards of scientific and engineering research

(ix)   making no misrepresentation in the dissemination of research information and findings and not fabricating data or information.

(x) designating authorship of consulted research sources clearly, accurately and justly and assigning authorship of research publications accurately and justly.

(xi) committing no form of plagiarism.

(xii) practicing or promoting no form of unfair discrimination in research.

9.5 RELATIONSHIPS WITH THE COMMUNITY:

(i) Data or information shall be gathered and recorded in such a way that it can be made available at any time (after completion of the project) to other interested parties without undermining confidentiality.

(ii) Researchers will judiciously consider potentially destructive consequences of their research activities, outcomes or outputs on the human or natural environments and will avoid such research projects, or assiduously reduce the risk of such consequences through their research activities.

(iii) Researchers will exercise their rights to academic freedom and freedom of scientific research, researchers are accountable to the community for the way in which they exercise those rights.

9.6 RELATIONSHIPS WITH SPONSORS

(i) The methods, contents and results of research that has been funded (fully or partially) by external funds, shall be fully disclosed. Full particulars of the person or institution from outside the Institute who funded the research shall be provided in the published results of the research.

(ii) Researchers shall be honest with sponsors of their research about their qualifications and their research expertise and skills. Researchers shall ensure that sponsors require nothing of their research that is contrary with internationally acknowledged standards for ethical research.

(iii) Researchers shall only utilise a sponsor's funds for purposes explicitly approved by the sponsor.

9.7 RELATIONSHIPS WITH RESEARCH PARTICIPANTS AND RESEARCH OBJECTS:

(i) Researchers shall, at all times, respect research participants' right to freedom, dignity, privacy and bodily and psychological integrity.

(ii) Researchers shall treat non-human living beings with care, respect and awareness of their vulnerability and defenseless-ness.

(iii) Researchers shall undertake research in a manner that does the environment no harm and that creates no additional environmental stress.

(iv) Researchers shall undertake to carry out biohazard waste disposal as per established norms and practices.

(v) Researchers may use people as participants of research only if they have given their proven informed consent for their participation in the research, or, in the case of persons younger than eighteen years, if their guardians have given such informed consent and also observe confidentiality.

CRITERIA FOR FACILITATING PROFESSIONAL DEVELOPMENT PROGRAMS FOR THE FACULTY

1) Eligible Employees

SOB faculties (excluding employees on leave without pay) with a regular full-time appointment and with one year of accumulated service are eligible employees

2) Criteria for Research Grant

Faculties need to submit research proposal and upon the acceptance of the proposal a double blind review will be conducted. After the blind review process, individual presentation will be conducted by experts and final selection will be made.

3. Criteria for Funding

Eligible employees can access funds for approved professional development to a maximum of Rs 80000 per financial year. Maximum funding levels are set by RMC and reviewed periodically. Approved funding for individual professional development activities will not be carried forward into the next financial year. The funding should be spent on the following heads

- Travel
- Allowance for enumerator
- Allowance for field data collector
- Stationery
- Printing
- Contingencies

4) Research Guidelines

GUIDELINES FOR FACULTY RESEARCH GRANT

General Format

The Research Committee recommends setting the general format of the document up on a word processor and using them throughout the preparation of the document than to attempt a major rearrangement of material at the last minute.

1) The document should be typed, double-spaced and printed on one side of A4 standardsized paper.

2) The preferred font type is Times New Roman (for reports in English) and Preeti (for reports in Nepali), and requires the font size to be 12 points (for English) and 14 points (for Nepali).

3) The layout should provide a margin of 1.5 inchon the left, 0.7 inchon the bottom and 1.0 inch on the top and right.

4) All documents following APA or MLA guidelines are required to be aligned left and double-spaced throughout the entire document. But right margins should not be justified.

5) All papers typed in APA or MLA format require paragraphs to be indented one-half inch. This means that every paragraph starts with 5-spaces. This can easily be accomplished by striking tab on the keyboard at the start of a new paragraph.

6) The surname of the principal researcher and page numbers should appear one-half inch down from the top right margin of each page, but the page numbers do not appear on the first page of each chapter. In the case of the pages of the preliminary part, the page numbers should be kept at the bottom and in the middle of each page, and numbered from the title page, but the page number should be appear on the title page.

7) The tables and figures should sequentially (and separately) be numbered throughout the document. They should be centered and labeled with identification number and title. Only the captions of tables and figures should have single line spacing. It is common to include a line or two under the table identifier to clarify contents.

8) Upon completion of the defense of the final report, the researcher(s) should submit 2 copies of hard binding report to the research committee, incorporating comments and suggestions from the evaluation committee.

9) Both APA and MLA style will be accepted for two types of format: the in-text citation, which provides brief identifying information with the text, and the reference list (list of sources used) which provides full bibliographic information. The researchers have to maintain the consistency throughout their reports.

10)   RMC, School of Business expects its researchers to follow acceptable standards of academic honesty crucial to the teaching learning process. Thus, the researchers who have involved in academic writings should be aware of plagiarism. This guideline strictly prohibits this kind of practice within the academic practices of the institute and if found any of the submitted and approved research documents to have plagiarized will be rejected or recommended the concerned authorities to revoke any kind of awards inside and outside of the school.

Outline of the Report

The following outline should be followed whether the researcher(s) use the APA or MLA style, in keeping with various reports from different departments in the campus.

Preliminary Part:
- Title Cover Page (include information as shown in the sample page below)
- Title page (include information as shown in the sample page below)
- Declaration of the Researcher(s) (include information as shown in the sample page below)
- Approval Letter (include information as shown in the sample page below)

• Acknowledgements (if any, acknowledge those who have helped conduct research and prepare the report)
• Executive Summary (write the principal findings of the research work clearly)
• Table of Contents (list all headings and sub-headings, including page numbers)
• List of Tables (if any, list all tables used in the report; number them)
• List of Figures (if any, list all figures used in the report; number them)
• List of Symbols, Abbreviations and Acronyms (if any, list all symbols, abbreviations and acronyms used in the report; put them in an alphabetical order)

Body Part:

This part should be organized into five chapters. The chapters should be in the following order:

Chapter 1: Introduction (include background, statement of the problem, objectives, hypothesis [if any], limitations, and organization of the study)

Chapter 2: Review of Literature (give conceptual and theoretical overview, review of related studies and conceptual framework)

Chapter 3: Research Methodology (include materials, equipments, research design, population sample, method of data collection and data analysis techniques; in the case of dry research, include any theoretical tool for analysis, compare and contrast major findings with past studies and theoretical propositions)

Chapter 4: Results and Discussion (include presentation of results and interpretation of data logically)

Chapter 5: Conclusions and Recommendations (mention central idea of results and discussion for conclusions; list implications of conclusion for practical application of future studies for recommendations; recommendations should strictly be based on findings and evidences)

Supplementary Part:

• References or Works Cited (include all sources used in the study, using APA format for citation)
• Appendices (if any, include materials too detailed or lengthy for inclusion in the body of the study such as questionnaires, maps, photos, tables, or letters of permission. Each appendix can be labeled alphabetically as Appendix A, Appendix B or Appendix C with suitable captions.)

(Note: For the layout of formats for project reports, see Samples below)
Title cover page of report<Times New Roman, 12 font size throughout>

<TITLE OF THE REPORT   >

A Faculty Research Report

Submitted to the Research Management Cell

School of Business, Pokhara

Submitted by

<Principal Researcher's Name   >

<Co -Researcher(s)'s Name>

Pokhara University

School of Business

Pokhara Nepal

<Month, Year>

DECLARATION BY THE RESEARCHER(S)

I/We hereby declare that the   mini research project report entitled "<Title of the Study>" submitted to the Research Management Cell, School of Business, Pokhara is original, which has been prepared in the format as specified by the RMC. The report has not been submitted to any other university or institution for the award of any degree.

<Principal Researcher's Name>

<Co-Researcher(s)'s Name>

<Department's Name>

<Date: ……………………….>

POKHARA UNIVERSITY

Research Management Cell

School of Business, Pokhara

APPROVAL LETTER

This is to certify that the mini research project entitled **"<Title of the Study>"** prepared by <Researcher(s)'s Names> of School of Business, has been approved by the undersigned evaluation committee.

_____

<Name of Expert>

< Expert>

_____

<Name of Evaluation Committee Chair>

<Chair, Evaluation Committee>

_____

<Name of Member Secretary>

<Member Secretary, Research Committee>

Date: ………………

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ACKNOWLEDGEMENTS

This study has been ………………………………….………

…………………………………………………..

<Name of Principal Researcher.>

<Name of Co-Researcher(s).>

Date: ………………………

EXECUTIVE SUMMARY

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Payment

- The faculties will be repaid in three installment
- The first installment (30%) will be paid upon the defense of the proposal
- The second installment (20%) will be paid after the completion of the inception report
- The final installment will be paid after the completion and defense of the final report

Cancellation

- Faculties can request to withdraw their application and/or approved funding by writing to the RMC after obtaining approval.
- Faculties can not use previously approved funding for a different purpose.
- Faculties who do not complete their research as prescribed by RMC must repay the funded money.

Publications Policy related to RMC :

Publisher: The RMC shall be the publisher.

Purpose of the Policy: Publication policies, procedures, and guidelines are framed to ensure a minimum standard and common visual identity in all official publications and promotional materials. The Institute official information will be accurate, consistent, legally compliant, timely and accessible.

To this end, clear roles and responsibilities will be defined for those who formulate, publish and maintain this information, whether electronically or in print. Each publication will have a designated content owner who is responsible for ensuring that the publication complies with this policy. Management and release of publications will be authorised by the designated content manager for specific publications and/or categories of publication. The Chairman / Convenor Publications Committee shall be responsible for the overall administration of the publication policy. All new and existing publications issued or reproduced in any language and in any medium, including web, print, CD ROM, video and audio, are required to be of a high standard and to represent fairly and accurately the institutes operations, services. The current standards are defined in the publication processes and procedures and in the policies referred to in the sections below.

Publishing: Publishing is defined as making or assisting to make information publicly available in a manner which purports to represent to public forum, its programmes of study, capabilities, activities or interests, whether on the institute website or by linking from that website, or printed, electronic or reproduced in any form whatsoever.

Publication types

A. **Primary Publications:** The primary focus of this policy is to bring out institute's official information. This is defined as information which is of a regulatory or contractual nature and is therefore binding on or relied upon by those who deal with the institute. The policy in respect of this information is to manage the authorization, content and format of its production so that it can be contractually relied upon to represent or describe the institutes regulations, policies and practices as well as the services and products which the institute offers and the terms on which such services and products are supplied.

Publications which contain this type of information include the following: The Academic Calendar (published or reproduced in any medium, including web, print and CD ROM). All materials published or reproduced in any language and any medium, including web, print, CD ROM/DVD, video and audio, which are prepared for communicating contractual information to prospective, current or past students of the Institute or to those who influence and support them. Examples of such materials in print are: Short guide (for future students), Prospectus, Introducing booklets, Accommodation Guide, Family guide, College and campus handbooks, information for international students, programme guides and brochures, leaflets, posters, fliers and the like which are produced for the purpose of promoting programmes and services. All advertising communications, including television, cinema, newspaper, radio, magazine, flyers, leaflets, web banners, posters, electronic recordings, CDs, DVDs, vehicle and outdoor advertising, email, phone, SMS and direct mail campaigns and all other advertising formats. All materials published or reproduced in any language and any medium, including web, print, CD ROM/DVD, video and audio, prepared for the purpose of communicating contractual information to the Institutes business partners, research partners and stakeholders.

B. **Secondary Publications:** The focus of this policy is on information which is not intended to be regulatory or contractual, but rather is teaching material, or is descriptive, interpretative or explanatory about people, activities and issues of interest to those who interact with the Institute. The publication policy is intended to cover scholarly publications such as journal articles, books and the like which are the product of normal academic activities. The policy in respect of this information is to have procedures in place to ensure that it is fit for purpose, without compromising the appropriate exercise of academic freedom of expression. Where the context does not make the status of the material self-evident, a disclaimer may be required, stating that no representation is being made or implied that the content has official endorsement as policy or should necessarily be contractually relied upon by those who deal with the.

RMC shall publish the following items.

1. Online Publications
a. Websites
b. Online News Letters
c. e-Magazine
d. e-Journals
e. e-Brochures
i.   Placement Brochure   ii. Institutional Brochure   iii. e-Prospectus
2. Hard Copy Publications
a. News Letter
b. Magazine
c. Journal
d. Brochures
i.   Placement Brochure   ii. Institutional Brochure   iii. Prospectus   e. Case Study Book
f. Conference / Seminar Proceedings
g. Research Thesis of Faculty
h. Books Composed by Faculty Members in Original
i. Monographs
j. Study Materials

Roles and Responsibilities:

Policy Owner: The Chairman shall be responsible for administration of the publication policy. Issues of compliance, policy interpretation, and maintenance of the policy, processes and procedures and promulgation of the policy should be referred to the Chairman. Compliance with the policy will be monitored and reported to the publications committee under guidance of Chairman .

Content Owners: The Content owner is SOB , who shall manage the publication unit through the Chairman Publication Unit, having overall responsibility for accuracy, consistency and timeliness of content in publications under their control as well as for approving content for publication. Content owners are responsible for compliance with this policy and the JIS College of Engineering's publication processes and procedures, as well as with other relevant policies and procedures (eg. for the management of copyright, adherence to advertising and branding guidelines and for publication consistent with the Policy).

Editors: An editor (or coordinating editor) shall have delegated responsibility for one or more publications which combine materials belonging to several content owners or authors.

Authors: Create and maintain content for specific publications in whatever format/medium. Authors must submit material to content owners for approval before publication.

Rights of publishers:

1. Non-exclusive rights to reproduce the material in the article or book chapter.

2. Print and electronic rights.

3. Worldwide English language rights.

4. To use the material for the life of the work (i.e. there should be no time restrictions on the re-use of material).

Terms for Journal Publication

Guidelines

Ethics: (NAME OF THE JOURNAL) shall adhere to high ethical standards in publishing.

Copyright: Articles submitted to the journal should not have been published before in their current or substantially similar form, or be not under consideration for publication with any other journal / form. **The author is needed to submit an undertaking that the article is his/her/their original contribution and that it is no ways and no form under consideration for publication elsewhere. Authors submitting articles for publication shall warrant that the work is not an infringement of any existing copyright and will indemnify the publisher against any breach of such warranty**.

The editor/s shall / may use appropriate software for checking the originality of the submissions received.

Permissions: Prior to article submission, authors should clear permission to use any content that has not been created by them.

Rights of publishers:
1. Non-exclusive rights to reproduce the material in the article or book chapter.
2. Print and electronic rights.
3. Worldwide English language rights.
4. To use the material for the life of the work (i.e. there should be no time restrictions on the re-use of material).

Guidelines
When reproducing tables, figures or excerpts (of more than 400 words) from another source, it is expected that:
i. Authors shall obtain the necessary written permission in advance from any third party owners of copyright for the use in print and electronic formats of any of their text, illustrations, graphics, or other material, in their manuscript. Permission must also be

   cleared for any minor adaptations of any work not created by them.
ii. If an author adapts significantly any material, the author must inform the copyright holder of the original work and the authors would need to obtain and provide proof of

   consent statements
iii. Authors must always acknowledge the source in figure captions and refer to the source

   in the reference list.

iv.   Authors should not assume that any content which is freely available on the web is free to use. Authors should check the website for details of the copyright holder to seek permission for re-use.

Final submission: Authors should note that proofs are not supplied prior to publication. The manuscript will be considered to be the definitive version of the article. The author must ensure that it is complete, grammatically correct and without spelling or typographical errors. Before submitting, authors should check their submission completeness.

Manuscript requirements: Authors are requested to prepare their manuscript using the following guidelines before submission

Format: All files should be submitted as a Word document as .docx file. Pictures / Figures (if any) are to be provided in high resolution .JPEG Format with insertion at appropriate positions in text with legends.

Article Length: Articles should be a maximum of 10000 words in length. This includes all text including references and appendices.

Article Title: This should clearly reflect the goal of the paper in as crisp and simple statement as possible

Article Title Page
A separate Article Title Page should be submitted alongside with the articles, this should include the following:
i.   Article Title
ii.   Author Details: Details should be supplied on the Article Title Page including: Full name of each author, Affiliation of each author, at time when the research was completed, where more than one author has contributed to the article, details of who should be contacted for correspondence, E-mail address of the corresponding author, Brief

professional biography of each authors, Acknowledgements
iii.   Abstract: This should clearly indicate the following, research design/methodology/approach, major findings, managerial implications (value

contributed) within Maximum is 250 words.
iv.   Keywords: The author is requested to provide 8 to 10 keywords on the Article Title

Page, that shall encapsulate the principal topics of the paper
v.   Article Classification (Research Paper / Spot Light/ Book Review)

Funded Research: In case of publication of outputs of funded research, the authors shall declare all sources of external research funding with a statement to this effect in the Acknowledgements. Authors should describe the role of the funder or financial sponsor in the entire research process, from study design to submission.

Headings: Headings must be concise, with a clear indication of the distinction between the hierarchy of headings. The preferred format is for first level headings to be presented in bold format and subsequent sub -headings to be presented in medium italics.
Notes/Endnotes: Notes or Endnotes should be used only if absolutely necessary and must be identified in the text by consecutive numbers, enclosed in square brackets and listed at the end of the article.

Figures: All Figures (charts, diagrams, line drawings, web pages/screenshots, and photographic images) should be submitted in electronic form. All Figures should be of high quality, legible and numbered consecutively. Graphics may be supplied in colour to facilitate their appearance on the online database.

i. Figures created in MS Word, MS PowerPoint, MS Excel, Illustrator should be supplied in their native formats. Electronic figures created in other applications should be copied from the origination software and pasted into a blank MS Word document or saved and imported into an MS Word document or alternatively create a .pdf file from the origination software.

ii. Figures which cannot be supplied in as the above are acceptable in .pdf formats.

iii. Photographic images should be submitted electronically and of high quality. They should be saved as .jpeg files at a resolution of at least 300dpi and at least 10cm wide. Digital camera settings should be set at the highest resolution/quality possible.

Tables: Tables should be typed and included in a separate file to the main body of the article. The position of each table should be clearly labelled in the body text of article with corresponding labels being clearly shown in the separate file.

Authors must ensure that any superscripts or asterisks are shown next to the relevant items and have corresponding explanations displayed as footnotes to the table, figure or plate.

Miscellaneous Guidelines

The RMC has right to formulate other necessary guidelines relating to publication, research grants, graduate research supervision, purchase of necessary books, journal, publication, materials required for the RMC