JANA ADARSHA MULTIPLE CAMPUS

Rapti Municipality, Chitwan

Research, Consultancy and Publication Guideline, 2024

Prepared by:

Research and Consultancy Cell (RMC)

Jana Adarsha Multiple Campus

Date: January 2024

Approved by:

Campus Management Committee (CMC)

Jana Adarsha Multiple Campus

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1. Introduction

This guideline is developed to support the growth and development of research and consultancy activities at Jana Adarsha Multiple Campus (JAMC). The purpose is to create a structured, clear, and implementable process to encourage faculty members to engage in quality research and consultancy, thereby contributing to the academic, professional, and social development of the campus.

2. Preliminary

2.1. This guideline is applicable to research; consultancy and publication activities to be carried out through JAMC in regular budget and coordinated by Research Management Cell (RMC).

2.2. The provisions in the guidelines are mandatory to the extent of its coverage and in case of dispute the rights of further clarification shall rest on the campus chief and appeal can be made to Campus Management Committee (CMC).

2.3. RMC will be mainly responsible to implement these guidelines whereas it will be responsibility of all departments, learning groups and even students to comply with the guidelines and coordinate with JAMC administration for implementation of this guideline.

3. Objectives

3.1. Promote high-quality research within the campus community.

3.2. Institutionalize and formalize consultancy services.

3.3. Encourage faculty to publish their research and engage in external consultancy activities.

3.4. Provide financial incentives for research proposal submission, approval, and publication.

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4. Role and Responsibilities of RMC Members

4.1.Head: Acts as the coordinator, ensuring the smooth operation of research and consultancy activities.

Manages proposal submissions, fund allocation, and tracks the progress of research projects.

4.2.Member 1: Focuses on overseeing the publication process, working with faculty to prepare articles for the journal, and managing the editorial process.

4.3.Member 2: Handles the consultancy process, ensures that proposals are evaluated; contracts are signed, and ensures compliance with the terms of consultancy projects.

5. Research Guidelines

5.1 Research Proposal Submission

- Faculty members who wish to undertake research and consultancy service through JAMC must submit a detailed research proposal to the Research Management Cell (RMC).

- The proposal should include at least the following:

  - Title of the research.

  - Objectives and methodology.

  - Timeline and expected outcomes.

  - Budget estimate (only directly related with the project).

  - Relevant references (if any)

5.2 Proposal Review and Selection

- The RMC (comprising 3 members) will review all submitted proposals based on the following criteria:

  - Relevance and significance of the research.

  - Feasibility of the methodology.

  - Expected impact and outcomes.

  - Innovation and originality.

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- The RMC will then select proposals for funding and implementation.

5.3 Financial Support for Research

- Faculty members whose proposals are approved will be awarded a financial grant of **Rs. 10,000** for research activities.

- These funds can be used for:

  o Research materials and supplies.

  o Data collection costs (travel, equipment, etc.).

  o Publication fees (if applicable).

- The RMC will oversee fund allocation and track its usage.

6. Publication Guidelines

6.1. Article Submission Process

- **Invitation to Authors**: The Research and Consultancy Cell (RMC) will invite faculty members and external researchers to submit articles for publication in the JAMC Journal. Invitations will be sent through formal calls for papers, with clear guidelines on submission requirements (format, word count, citation style, etc.).
- **Article Submission**: Authors must submit their articles by the designated deadline. Each submission must include:
  o An abstract.
  o A clear outline of the research methodology.
  o Proper citations and references.
  o Any necessary supporting data or materials (if applicable).

6.2. Article Review Process

- **Roster of Experts**: The RMC will maintain a roster of external experts (academic professionals, researchers, or practitioners) in various fields related to the focus areas of the journal. The RMC will use this roster to select experts who will conduct peer reviews for submitted articles.
- **Peer Review**: The articles submitted to the journal will undergo a peer review process. The selected experts will assess the quality, validity, and relevance of the research presented in the article.
  o Reviewers will provide constructive feedback and make recommendations regarding whether the article should be accepted, revised, or rejected.

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- **Author Responsibility**: It is the responsibility of the authors to make necessary revisions to their articles based on feedback received from reviewers. Authors must resubmit the revised articles for further evaluation if requested.

6.3. Publication and Remuneration

- **Accepted Articles**: Once articles are accepted for publication following peer review, the authors will be notified of the acceptance, and the final manuscript will be prepared for inclusion in the journal.
- **Remuneration for Authors**:
  - **Research-Funded Articles**: Articles that are the result of funded research projects (e.g., those funded with Rs. 10,000 by the campus for research proposals) will be eligible for **Rs. 10,000** as remuneration. This remuneration recognizes the contribution to the research, including the time, effort, and expertise involved.
  - **Non-Funded Articles**: Articles that are not part of a funded research project but are nonetheless accepted for publication will receive **Rs. 1,000** as remuneration. This serves as an incentive for faculty and external authors to submit quality work to the journal.

6.4. Responsibility of Authors

- Authors are responsible for ensuring the accuracy and integrity of the content submitted for publication.
  - This includes adhering to ethical research practices, such as proper citation of sources, avoiding plagiarism, and obtaining necessary permissions for the use of third-party content.
- Authors are also expected to address feedback from reviewers and make revisions in a timely manner. Delayed or incomplete revisions may result in the rejection of the article.

6.5. RMC Role and Recommendations

- **RMC Oversight**: The RMC will oversee the entire publication process, from inviting articles to final approval for publication. The RMC ensures that all articles undergo a rigorous peer review and that authors fulfill their responsibilities.
- **Remuneration Recommendations**: The RMC will review each article submission and recommend the appropriate level of remuneration for authors (Rs. 10,000 for funded research articles, Rs. 1,000 for non-funded articles). These recommendations will be based on the submission type and whether the article is linked to a research proposal funded by the campus.
- **Final Decision**: After reviewing the expert feedback and any revisions made by the authors, the RMC will make the final decision on article acceptance and remuneration.

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6.6. Reporting and Monitoring

- Faculty members must submit regular progress reports (quarterly or as decided by the RMC) on the status of their research.

- Upon completion, a final report detailing the findings, implications, and recommendations must be submitted to the RMC.

- The RMC will track the progress of research projects, ensuring that the work stays on schedule and achieves the expected outcomes.

7. Consultancy Guidelines

7.1 Individual and Institutional Consultancy

- Faculty members at JAMC are encouraged to offer consultancy services in their areas of expertise.

- Currently, consultancy services are offered on an individual basis, but the campus aims to institutionalize these services under the RMC.

7.2 Formalizing Consultancy Projects

- Faculty members wishing to engage in consultancy must submit a proposal to the RMC outlining:

    o The scope of the consultancy project.

    o Duration and expected outcomes.

    o Consultancy fees (if applicable).

    o Role and responsibilities of the faculty member.

7.3 RMC Approval Process

- The RMC will review the consultancy proposal to ensure alignment with the campus's objectives and the faculty's area of expertise.

- If approved, the RMC will formalize the agreement between the campus and the client, ensuring proper documentation and transparency.

7.4 Consultancy Fee Distribution

- Once a consultancy project is completed, the RMC will manage the financial distribution:
  - **Consultancy fees** will be paid directly to the faculty member(s) involved, 10% as institutional overheads.
  - The RMC may retain additional 10% percent of the consultancy fee for administrative purposes if it is identified by the Cell to reinvest in the campus's research and consultancy infrastructure.

7.5 Reporting and Evaluation

- Faculty members must submit periodic progress reports to the RMC during the consultancy project.
- Upon completion, a final report, including the outcomes and client feedback, must be submitted.

8. Incentives and Recognition

- **Financial Incentives**: Rs. 10,000 for selected research proposals and publication in the journal.

- **Public Recognition**: Successful research projects and consultancy services will be featured on the campus website, in newsletters, and in promotional materials.

- **End-of-Year Awards**: At the end of each academic year, the RMC will award the top-performing faculty member(s) in research and consultancy with certificates and additional recognition.

9. Monitoring, Review, and Amendments

- The RMC will review this guideline annually to ensure it remains effective and aligned with the needs of the campus.

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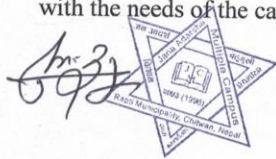
- Any necessary amendments will be made after consultation with faculty and other stakeholders to improve the efficiency and effectiveness of the system.

10. Conclusion

This guideline provides the framework for research and consultancy activities at JAMC. By following these guidelines, the campus will build a stronger research and consultancy culture, contribute to academic excellence, and support the professional development of faculty members. With the active engagement of all stakeholders, JAMC aims to become a leading institution in research and consultancy in the region.

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