

**Far Western University
Tikapur Multiple Campus**



**Guidelines for Research Innovation and Development
2024**

**Issued by
Tikapur Multiple Campus
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*Approved by Campus Administration
Committee. Date 2081-8-28*



1. Introduction

Tikapur Multiple Campus (TMC), an academic institution under Far Western University, affirms its commitment to advancing research excellence by providing structured support for scholarly activities. In pursuit of this objective, these guidelines are hereby issued to govern the provision, administration, and oversight of research activities and funding. These guidelines shall apply to students, faculty members, and external agencies engaged in research in association with TMC. The intent is to ensure transparency, accountability, and academic integrity in the selection and funding process while encouraging innovation, collaboration, and academic inquiry in all disciplines. All applicants and stakeholders shall adhere to the provisions set forth herein as a condition for accessing and utilizing research funds administered or facilitated by Tikapur Multiple Campus.

2. Objectives

The objectives of these Research Funding Guidelines are hereby articulated as follows:

- 2.1 To foster and advance academic and applied research activities across all disciplines within Tikapur Multiple Campus and its affiliated entities.
- 2.2 To promote innovation, critical thinking, and the systematic generation and application of new knowledge.
- 2.3 To support and enhance student engagement in research through institutional encouragement, capacity building, and structured funding opportunities.
- 2.4 To promote and facilitate interdisciplinary research initiatives and community-based projects that address societal needs and developmental goals.
- 2.5 To establish, strengthen, and sustain strategic partnerships and collaborations with external stakeholders, including governmental, non-governmental, academic, and industry-related institutions.
- 2.6 To ensure the effective dissemination of research outputs through institutional journals, academic sharing sessions, and other scholarly communication platforms.
- 2.7 To organize and support academic events such as seminars, workshops, trainings, and national and international conferences aimed at research capacity building and knowledge exchange.



3. Governance and Funding Allocation

- 3.1 The Research Management Committee (RMC) of Tikapur Multiple Campus shall be the principal body responsible for the administration, coordination, supervision, and oversight of all research-related activities conducted under the purview of the institution.
- 3.2 An annual allocation equivalent to five percent (5%) of the total institutional budget shall be earmarked for the promotion and execution of research activities. This fund shall be managed by the RMC in accordance with the provisions set forth in these guidelines and subject to financial regulations of the Campus.
- 3.3 The Research Management Committee (RMC) shall be responsible for formulating an annual research action plan, accompanied by a tentative budget estimate. The proposed plan shall be submitted to the Campus Administration for review and final approval in accordance with the institutional policies and procedures
- 3.4 The annual research plan shall include provisions for training, seminars, workshops, conferences, research dissemination, MPhil and PhD report sharing, thesis orientations, and funding for mini, faculty, collaborative, and student research projects.
- 3.5 The Research Management Committee (RMC) shall draft and propose Memoranda of Understanding and research collaboration agreements with external agencies.

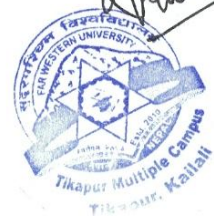
4. Research Projects

The Research Management Committee (RMC) shall be authorized to award the following categories of research projects from the internal funding:

- a. Mini Research Support
- b. Faculty Research Support
- c. Student Research Support
- d. Collaborative Research Support

4.1. Eligibility and Guidelines for Mini Research Projects

- 4.1.1 Only full-time faculty members (Permanent and Full-time contract) shall be deemed eligible to apply for mini research project funding.
- 4.1.2 Each research proposal must mandatorily include at least one student participant from either the undergraduate or graduate level.



- 4.1.3 The approved project shall be completed within a duration of six (6) months from the date of award.
- 4.1.4 A maximum funding amount of NPR 30,000 (thirty thousand rupees only) shall be allocated per approved project.
- 4.1.5 A qualified supervisor shall be assigned to oversee the research proposal development and final report preparation.
- 4.1.6 The research candidate shall be required to present both the proposal and the final report before a designated panel of experts and scholars.
- 4.1.7 Proposals must be submitted in the prescribed format set by the University Grants Commission for mini-research projects.
- 4.1.8 The evaluation of the proposal shall be conducted in accordance with the evaluation matrix set forth by the University Grants Commission.

4.2. Eligibility and Guidelines for Faculty Research

- 4.2.1. Only full-time faculty members (Permanent and Full-time contract) shall be deemed eligible to apply for mini research project funding.
- 4.2.2. Each research proposal must mandatorily include two faculty members and at least one student participant from either the undergraduate or graduate level.
- 4.2.3. The approved project shall be completed within a duration of eight (8) months from the date of award.
- 4.2.4. A maximum funding amount of NPR 50,000 (fifty thousand rupees only) shall be allocated per approved project.
- 4.2.5. The RMC shall annually set the quota of awards based on available resources.
- 4.2.6. A qualified supervisor shall be assigned to oversee the research proposal development and final report preparation.
- 4.2.7. The research candidate shall be required to present both the proposal and the final report before a designated panel of experts and scholars.
- 4.2.8. Proposals must be submitted in the prescribed format set by the University Grants Commission for mini-research projects.
- 4.2.9. Additional terms and conditions shall be stipulated in the Letter of Agreement.



4.3. Eligibility and Guidelines for Student Research

Thesis Writing Support

- 4.3.1. Regular graduate-level students from all academic streams shall be eligible to apply for research grants.
- 4.3.2. Research proposals shall be considered eligible for funding only if they have been registered with the concerned academic department.
- 4.3.3. Each research project must include a designated supervisor.
- 4.3.4. The approved project shall be completed within a duration of six (6) months from the date of award.
- 4.3.5. A maximum funding amount of NPR 10,000 (Ten thousand rupees only) shall be allocated per approved proposal.
- 4.3.6. The RMC shall annually set the quota of awards based on available resources.
- 4.3.7. The research candidate shall be required to present both the proposal and the final report before a designated panel of experts and scholars.
- 4.3.8. Proposals must be submitted in the prescribed format set by the concerned department of Far Western University
- 4.3.9. Additional terms and conditions shall be stipulated in the Letter of Agreement.

Project Work Writing Support

- 4.4.1 Undergraduate students shall be eligible to receive support for the preparation of project work.
- 4.4.2 Each selected candidate shall be awarded a one-time grant of NPR 3,000 (three thousand rupees only).
- 4.4.3 The candidate shall be required to present the project proposal before a designated panel of experts.
- 4.4.4 The project shall be completed within three (3) months from the date of approval.
- 4.4.5 The grant amount shall be disbursed only upon successful completion of the project and submission of the final report to the Research Management Committee office.

4.5. Eligibility and Guidelines for Collaborative Research

- 4.5.1 The Research Management Committee shall initiate and facilitate collaborations and networking with external agencies.



- 4.5.2 External agencies shall align their research objectives with the vision and academic priorities of Tikapur Multiple Campus.
- 4.5.3 The RMC shall pursue collaborative efforts in organizing academic programs, including but not limited to conferences, workshops, seminars, talk series, and training sessions.
- 4.5.4 Collaborations shall be undertaken exclusively with organizations that have entered into a formal Memorandum of Understanding with TMC.
- 4.5.5 The RMC may initiate collaborative research projects involving campus faculty members.
- 4.5.6 The maximum funding for each collaborative research project shall be NPR 2,000,000 (two million rupees only), with proportional contributions determined by mutual agreement among the parties.
- 4.5.7 The project duration shall be one (1) year from the date of commencement.
- 4.5.8 All other terms, including financial and operational responsibilities, shall be governed by the provisions outlined in the Letter of Agreement executed between the parties.

4.6. Proposal Submission Guidelines

All applicants seeking research funding from Tikapur Multiple Campus must adhere to the following guidelines when preparing and submitting their proposals. Proposals shall only be considered for review if submitted in the prescribed format and accompanied by the required information outlined below:

- Cover letter
- Cover page
- Table of contents
- Background of the Study
- Statement of the Problem
- Objectives, Research Questions
- Review of Relevant Literature
- Methodology
- Expected Outcome
- Contribution to National Priority Area



- Budget Estimation
- Timeline
- Ethical considerations
- Supervisor(s)/Collaborator(s) details

4.6 Proposal Evaluation Process

- 4.6.1 All research proposals submitted to the Research Management Committee (RMC) shall be subject to evaluation by a panel of experts appointed by the Committee.
- 4.6.2 Only those proposals deemed initially acceptable by the expert panel shall be advanced to the next stage, wherein the researcher shall present the proposal orally before the designated panel of evaluators.
- 4.6.3 The total evaluation shall be conducted on a scale of 100 marks, allocated across the following components based on the annex 1.

I. Academic Qualifications (15 Marks):

- A candidate possessing a Ph.D. degree shall be awarded 5 marks.
- A candidate holding a Master's degree shall be awarded marks as follows:
 - First Division: 5 marks
 - Second Division: 4 marks
 - Third Division: 3 marks

II. Proposal Quality (50 Marks):

- Proposal Structure and Formatting: 10 marks
- Objectives and Hypothesis: 10 marks
- Methodology and Design: 10 marks
- Relevance to National Priority and Appropriateness: 10 marks
- Language and Organization: 5 marks
- References and Citations: 5 marks

III. Publication (10 Marks):

- Publications in peer-reviewed and indexed journals shall be awarded up to 10 marks.

IV. Oral Presentation (25 Marks):

- The quality and clarity of the oral presentation before the expert panel shall carry a weight of 25 marks.



4.6.4 The final selection of funding proposals shall be made based on the cumulative score obtained, subject to the availability of funds and alignment with institutional priorities.

4.6.5 For student research support, evaluation shall be out of 100 marks: academic qualifications (15), proposal quality (60), and oral presentation (25).

4.6.6 The evaluation shall consider the academic merit, feasibility, social or academic impact, ethical soundness, and accuracy of the proposed budget.

5. Monitoring, Reporting and Publishing

Following the terms outlined, the researchers are required to meet the following obligations:

5.1 The researchers shall submit a mid-term progress report detailing the project's status.

5.2 The researchers are to provide a final report with deliverables upon project completion.

5.3 The researchers must present their findings at the TMC Research Forum or another designated event.

5.4 The researchers are required to submit a financial report, accompanied by all supporting documents, for review.

5.5 The researchers are expected to publish their work in the Journal of Tikapur Multiple Campus upon completion of the project.

6. Ethical Compliance

All research conducted must fully comply with the following requirements:

6.1 Adherence to institutional ethical guidelines.

6.2 Conformance with the National Research Ethics Framework.

6.3 Compliance with informed consent and data privacy regulations.

7. Guidelines for Publication

The *Journal of Tikapur Multiple Campus* is an annual peer-reviewed publication committed to promoting high-quality academic research across diverse disciplines. These guidelines have been established to ensure a transparent, ethical, and rigorous review process that upholds academic integrity and encourages scholarly contributions.



- 7.1 RMC (Research Management Committee) shall be responsible for publishing a peer-reviewed journal entitled *The Journal of Tikapur Multiple Campus* annually. The journal will be available in both online and print formats.
- 7.2 The RMC (Research Management Committee) shall constitute a Board of Editors and Reviewers drawn from various universities and academic disciplines. The number of editors and reviewers shall be determined based on the number of articles received.
- 7.3 Editors must possess a PhD degree and have a minimum of four research articles published in recognized peer-reviewed journals.
- 7.4 The RMC shall appoint copy editors with strong backgrounds in both Nepali and English languages to ensure linguistic accuracy and consistency.
- 7.5 Reviewers must have at least two publications in peer-reviewed journals and prior experience in reviewing academic manuscripts.
- 7.6 The submission and review guidelines shall be published on the official website and shared via social media platforms at least five months before the journal's publication date.
- 7.7 No publication or submission fees shall be charged to authors.
- 7.8 Articles that do not comply with the established submission and review guidelines will not be considered for publication.
- 7.9 The privacy and confidentiality of both authors and reviewers shall be strictly maintained throughout the review and publication process.

8. Conferences, Workshops, Trainings and Seminars

- 8.1 The Research Management Committee (RMC) shall be responsible for organizing at least two academic programs (conference, seminar, training, or workshop) each year.
- 8.2 The RMC is required to obtain prior written approval from the campus authority before the commencement of the program.
- 8.3 The RMC shall actively seek collaborations with national and international institutions for the purpose of enhancing the quality and outreach of conferences and workshops.



- 8.4 In the process of organizing such programs, the campus shall have the authority to form additional complementary committees as necessary to support effective implementation.
- 8.5 All relevant details about the academic events shall be disseminated through the official website of Tikapur Multiple Campus for public notice and institutional record.
- 8.6 For training and workshop programs, the RMC shall have the discretion to outsource expert facilitators, based on the program's requirements and objectives.
- 8.7 A comprehensive program completion report shall be submitted to the campus authority no later than two weeks following the conclusion of the event.
- 8.8 All provisions related to remuneration and honoraria for experts and resource persons shall strictly conform to the legally prescribed and institutionally approved guidelines.

9. Dissemination of Research Findings and Felicitation

- 9.1 The Research Management Committee (RMC) shall coordinate for the dissemination of the findings of each research project to the relevant stakeholders.
- 9.2 The RMC shall organize dissemination programs and invite the principal investigator to present key research findings.
- 9.3 The RMC shall organize MPhil and PhD dissertation sharing sessions; faculty must submit a summary report and participate accordingly.
- 9.4 Faculty presenting research findings shall receive NPR 3,000 per session as remuneration, subject to institutional provisions.
- 9.5 Faculty members who have earned MPhil or PhD degrees shall be formally felicitated by the institution.



Annex 1
Tikapur Multiple Campus
Research Management Committee
Evaluation Sheet: Faculty Research Grant Proposal

Applicant Name:

Department

Research Title:

Criteria	Maximum Marks	Awarded Marks	Remarks
A. Academic Qualifications	15		
MPhil/ PhD (5)			
Master's 10 (First: 5, Second: 4, Third: 3)			
2. Proposal Evaluation	50		
2.1. Proposal Structure	10		
2.2 Objectives and Hypothesis	10		
2.3 Methodology	10		
2.4 National Priority & Appropriateness	10		
2.5 Language and Organization	05		
2.6 References and Citation Style	05		
C. Publication	10		
D. Oral Presentation	25		
Total	100		

Evaluator's Name:

Designation

Signature:

Date:

