Volume 5

Annex 5.47a: The MUSOM Operating Regulations and implementation Guidelines 2023 MUSOM RMC Guideline and Procedure (P.38-41)

OPERATING REGULATIONS & IMPLEMENTION GUIDELINES FOR MID-WEST-UNIVERITY SCHOOL OF MANAGEMENT 2023

Operating Guide to Academic Excellence, Administration, Finance/Research/Innovation

MU SCHOOL MANAGEM		Approved by Governing Council 2023

MID-WEST UNIVERSITY SCHOOL OF MANAGEMENT
BIRENDRANAGAR, SURKHET, KARNALI PROVINCE, NEPAL

Section V
Department of Research, Innovation & Entrepreneurship (DRIE)
Guidelines and Procedures

5.1 MUSOM DRIE

Mid-West University School of Management (MUSOM) strives to be the research based academic institution with its mission of engaging its faculty members and students in research activities. The faculty members and students are interested in developing their research concepts, practices and skills through project work, case study, thesis writing and journal publication. To support research activities MUSOM has established DRIE currently with following policy and procedures:

The research policy of the MUSOM aims to create and support a research culture among its teachers, faculty and students and leverage it for enriching and enhancing the professional competence of the faculty members; for developing and promoting scientific temper and research aptitudes of all learners; for realizing the vision and missions of the college and for contributing to national development by establishing an institutional fund and plan for facilitating their participation in research and related activities and by providing the required resources and appropriate facilities.

It also aims at ensuring that the research activities of the MUSOM conform to all applicable rules and regulation as well as to the established standards and norms relating to safe and ethical conduct of research.

5.2 Scope of the Research Policy

This policy shall apply to all the researchers of the MUSOM and for the purpose of this policy 'researchers' are defined to include

- All faculties, temporary and permanent, who are active in teaching, research, administration and provision of any form of support to the core functions of the MUSOM.
- All students registered with the MUSOM,
- All mentors, guides, external experts and sponsors associated with any of the research activities of the MUSOM,
- All academic and administrative departments of the MUSOM.

This policy shall apply to all the research and related activities of the MUSOM and for the purpose of this policy research and related activities will inter alia include

1. Research activities including basic, strategic and applied research undertaken either for fulfilling the requirements of academic degrees or for solving problems
2. Scholarly activities intended to expand knowledge boundaries by analysis, synthesis and interpretation of ideas and information by making use of rigorous methodologies
3. Knowledge compilation and communication initiatives for keeping abreast of academic developments in any knowledge domain such as writing of textbooks, chapters of textbooks, monographs; developing/updating curriculum, etc.
4. Creative activities involving the generation of new ideas, innovations, hypotheses, images, performances or artifacts, including design in any field of knowledge which leads to the development of new knowledge, understanding or expertise;
5. Research projects of students undertaken as part of the curriculum or for enriching it
6. Publication, presentation and communication of the research outcomes and related activities

5.3 Objectives of the Research Policy

1. To strengthen the institutional capacity for strategic, technical and operational planning, budgeting and control of all research activities of the college
2. To create and administer a research fund for supporting and facilitating research initiatives and projects of faculty members and students

3. To develop rules, procedures and guidelines for granting research support, instituting awards, and supporting all other related activities
4. To develop rules, procedures and guidelines for granting study leave, sabbatical leave, duty leave, reduction in workload, etc. for faculty members undertaking research activities
5. To provide a modality of for proper coordination of all research activities of the college and aligning these to the vision and missions of the college and national development goals.
6. To prepare and regularly update the research agenda of the college outlining the preferred focus areas and priorities of research activities to be supported
7. To guide faculty members in the effective integration research projects with the regular curriculum implementation and curriculum enrichment activities
8. To identify and inform researchers about the appropriate research opportunities announced by different academic, research, industry or government organizations
9. To promote interdisciplinary research and establish modalities for preparing and undertaking joint research projects covering more than one knowledge domain as well as policies for involving external agencies/experts in such projects
10. To define an enabling framework for researchers to obtain sponsorships for research projects and which makes the participating researchers responsible for the successful implementation of the project
11. To develop and promote linkages with the Research Council of IIM Lucknow and enable all the researchers of the college to benefit from the activities and programs of the council
12. To identify and establish linkages including MOU s for long term relationships with national and international research organizations for widening the scope of research opportunities and funding options available to the teachers and students of the college.
13. To identify and establish linkages including MoU s for long term relationships with industry bodies and individual companies for creating opportunities for teachers and students of the college to involve themselves in real life research projects and obtaining sponsorships
14. To encourage and facilitate the publication of the research work/projects in reputed academic journals
15. To encourage and facilitate the presentation/communication of the research work/projects as well as their findings and recommendations through academic events such as workshops/seminars/guest lecturers or the media
16. To compile data on all the research work/projects undertaken by the teachers and students in to a database for easy monitoring and analysis of the progress being made by them from year to year
17. To provide a mechanism for ensure that academic staff attain the desired mix of teaching, research and consultancy outputs so as to achieve the level stated in the College mission;
18. To draw up and adopt a research code, which informs all researchers about the ethical and legal norms and principles to be followed in the conduct of research
19. To prepare and implement a research quality assurance mechanism for ensuring that all research activities of the college conform to standard quality specifications
20. To develop, prescribe and administer rules and procedures to ensure the compliance of all researchers to the research quality assurance framework, the research code and all the applicable rules and regulations.

5.4 Research Categories

Throughout the academic year, faculty members have many options for conducting research by focusing on the following research categories:
a) Faculty Research
b) Mini-research

c) Collaborative Research
d) Community Research
e) Institutional Research
f) Independent Research
g) Interdisciplinary Research
h) Policy Research
i) Business Research

5. 5 Composition of DRIE

Composition is presented as under:

	Job Position
1	Head of DRIEP appointed by Management Council
2	Member (1) from amongst Graduate Department nominated by DRIEP
3	Member (1) from amongst Senior faculty members nominated by Director
4	Scientist or Innovator (1) as nominated by director-Member
5	Industrialist/entrepreneur (1) nominated by head of DRIEP-Member

5.6 Research Policy Implementation Mechanism

The DRIEP of the MUSOM shall be responsible for implementing this research policy of the MUSOM by working closely with the college management. The specific roles and functions of the research cell will be as follows

a) Facilitate the faculty in undertaking research and will work with the MUSOM management to set up a research fund for providing seed money
b) Provide research facilities in terms of laboratory equipment, research journals and research incentives etc. required by the faculty.
c) Encourage and promote a research culture (eg. teaching work load remission, opportunities for attending conferences etc.).
d) Encourage the faculty to undertake research by collaborating with other research organizations/ industry.
e) Create suitable procedures for giving due recognition for guiding research.
f) Facilitate the establishment of specific research units/ centers by funding agencies / university.
g) Organize workshops/ training programs/ sensitization programs are conducted by the institution to promote a research culture on campus.
h) Prepare budgets for supporting students' research projects.
i) Invite industry to use the research facilities of the college and sponsor research projects.
j) Approach National and international organizations such as UGC, ICSSR, ICHR, ICPR, DST, DBT, UNESCO, UNICEF to fund major and minor research projects undertaken by the faculty / students
k) Make efforts to improve the availability of research infrastructure requirements to facilitate research.
l) Develop and implement an official Code of Ethics to check malpractices and plagiarism in research.
m) Facilitate Interdepartmental / interdisciplinary research projects.
n) Institute research awards.
o) Create incentives for the faculty who receive state, national and international recognition for research contributions as well as research awards and recognition from reputed professional bodies and agencies.
p) Encourage and promote the publication of research articles by the faculty in reputed/ refereed journals.
q) Create and maintain a database of research work and research projects undertaken by the faculty and students as well as collect data by metrics such as Citation Index, Impact Factor, h-index, SNIP, SJR, etc.
r) Publicize the research expertise and consultancy capabilities available in the college.

s) Facilitate the provision consultancy services to industries / Government / Non-Government organizations / community/ public.

t) Prepare Rules and Guidelines for Grant of Research related leave and other remissions

u) Prepare Guidelines for design and evaluation of curriculum oriented research projects

v) Prepare a MUSOM research agenda with relative priorities.

w) DRIEP members shall receive allowance and incentive as determined by management council.

x) Fund shall be allocated to RMC on the basis of project as per management council decision.

y) Meeting of DRIEP shall be held as per need.

5.7 Guidelines for Researchers of DRIE

MUSOM DRIEP welcomes researchers who can contribute to generating new ideas and skills in business world and community transformation through applied research and fundamental research. Researchers applying for the MUSOM DRIEP must be full time teachers of MUSOM and Mid-Western University. Topics to be investigated should be original and high quality guided by widely used research format and must fall within the scope of the management transformation. Applicants submitting applications and researchers carrying projects must follow the guidelines below:

1. Researcher must write in English.
2. Application and completed work submitted to research committee must be the original work of the researchers.
3. Title submitted and research work completed must not be published previously in any form.
4. All submissions should be a single Microsoft Word file, with figures and tables embedded within them.
5. Title must be short, relevant and precise and work must have 3000 -70000 words or not more than 12 pages of single space A4 size paper and times New Roman 12 point font size. The text or paragraph should be left justified with a paragraph space.
6. Work must be consistent in style and all submissions are expected to be scholarly citations, following layout format of APA style. The following components should be included in all research works for clarity, consistent style and clear layout:

   Abstract
   Background
   Problem Statement
   Literature Review and Research Goals
   Foundational/Preliminary Work
   Theoretical/Conceptual Framework
   Conjectures/Hypothesis/Research Questions
   Hypothesis
   Research Questions
   Research Objectives
   Study Design, Methods, Tools and Data Analysis
   Expected Findings
   Novelty and Level of Contribution of the Study
   Expected Outputs (Students Training and Publication)
   Limitations and Delimitations
   Ethical/Safety Issues

5. 8 Organizations of the Study

The study will be divided into the following units:
Introduction
Review of literature