



### Terms of Reference (TOR) for Mini Research Proposals

#### Introduction

MAHAKAVI DEVKOTA CAMPUS (MDC) aims to foster a culture of research and innovation among its faculty and students. By encouraging collaborative efforts in addressing real-world challenges, the institution seeks to develop strong research aptitude that contributes to the overall growth of the campus and the local community. This initiative aligns with the MDC's goals of nurturing critical thinking, problem-solving skills, and a spirit of inquiry among students and faculty alike.

As part of these efforts, the Research Management cell invites proposals for Mini Research Projects. These projects should engage faculty members and final-year/ semester students in meaningful research that addresses important issues and challenges relevant to the campus and its surrounding locality. The goal is to support research that is innovative, practical, and impactful, while providing faculty and students with an opportunity to collaborate on research initiatives.

#### Scope of the Research

- **Research Focus:** The research should center on areas, issues, or domains related to the campus and the local community. Topics may include, but are not limited to, climate change, campus infrastructure, environmental sustainability, local societal challenges, community engagement, educational advancements, and other relevant issues impacting the campus or locality.
- **Budget Limit:** The maximum budget available for each mini research project is Rs. 1,00,000. This budget is intended to cover expenses such as materials, fieldwork, software, data collection, and other relevant costs.
- **Duration:** The research should be completed within a maximum duration of 4 months from the date of project approval.

#### Eligibility Criteria

- **Faculty:** The research proposal must be submitted by faculty members of the institution. The team must include 2-3 faculty members from different disciplines to ensure a comprehensive research approach. The team leader must be full time faculty for last two years and have a research article published.
- **Student Involvement:** The research should actively involve 3-5 students from the final year of undergraduate courses in relevant fields. These students will participate in various stages of the research, including data collection, analysis, and reporting.

#### Proposal Submission Guidelines

Interested faculty members should submit two separate proposals, technical and financial, CV of the team leader, and the statement of engagement and participation signed by all team members.

#### Technical Proposal [Maximum 7 pages]

- **Research Title:** A concise and clear title for the research project.
- **Research Objectives:** Clear objectives outlining the purpose of the research.
- **Methodology:** A brief outline of the research methods and approach, including the type of data to be collected, analysis techniques, and any special tools or resources required.
- **Research Timeline:** A timeline detailing key activities, milestones, and deliverables within the 4-month period.
- **Faculty & Student Team Composition:** A list of faculty and student participants, including their roles and responsibilities within the project.
- **Expected Outcomes & Impact:** A description of the expected research outcomes and their potential impact on the campus or the local community.



### Financial Proposal

- **Budget Breakdown:** A detailed budget estimate not exceeding Rs. 1,00,000, specifying how funds will be allocated (e.g., materials, student stipends, data collection, etc.). **10% OF BUDGET HAS TO BE ALLOTTED TO CAMPUS FOR THE USAGE OF RESOURCES** (stationaries, printing, space, internet), **AND FURTHER 10% ALLOTTED TO 'RMC REVOLVING FUND'** (which will be used to finance further research related opportunities).

### Selection Criteria

Proposals will be evaluated based on the following criteria

1. **Relevance to Campus/Locality:** The importance and impact of the research on the campus or local community.
2. **Innovation & Practicality:** The creativity and feasibility of the proposed research.
3. **Faculty Expertise:** The qualifications and expertise of the faculty members involved.
4. **Student Involvement:** The level of engagement and contribution expected from the students.
5. **Budget Justification:** The appropriateness and justification of the proposed budget.

### Deliverables

Each selected research project should produce the following.

1. **Final Research Report:** A detailed report that includes the methodology, analysis, findings, and recommendations [not exceeding 30 pages]
2. **Presentation:** A presentation of the research findings to relevant campus stakeholders, such as faculty, students, and administration.

### Submission Deadline

All proposals must be submitted to the Research Management cell by **29<sup>th</sup> December 2024**. Late submissions will not be considered.

### Approval Process

The Research Management cell will review all submitted proposals and select the projects based on the criteria outlined above. **External evaluator will be hired to facilitate the selection process.** Once selected, projects will be notified, and funding will be disbursed after the approval of project details and budget.

### Intellectual Property Rights

- RMC will hold the primary ownership of research outputs.
- RMC approval required will be for publication and data use beyond the project.
- Researcher must maintain research confidentiality.
- Cooperate with RMC on potential commercialization.

### Payment Mode

The total budget will be released in three installment; 33% on submission of inception report, 33% on submission of first draft of report, 33% of submission and acceptance of final draft. Taxes on the personal remuneration will be deducted as per the prevailing law.

### Contact Information

For any queries or additional information, faculty members may contact

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The Research Management Cell looks forward to receiving innovative and impactful research proposals.