



Affiliated to Tribhuvan University  
**Koteswor**  
**MULTIPLE CAMPUS**  
Accredited by University Grants Commission (UGC) Nepal, 2023

# Koteswor Multiple Campus

## Research Management Cell (RMC)

### Operational Guidelines



**2023**

## **Research Management Cell (RMC), Koteshwor Multiple Campus**

### **Research Policy and Guidelines 2023**

#### **1. Introduction**

Research is an integral part of academic development. Supporting on research activities is one of the most important priorities of community campuses, like Koteshwor Multiple Campus (KMC). Research Management Cell (RMC) of Koteshwor Multiple Campus (KMC) was established in 2016. It has been conducting different types of research, and organizing workshops, seminars, and conferences on various issues of research methodology, pedagogy, and academic writing, and publishing its research finding in its Journals.

RMC of Koteshwor Multiple Campus (KMC) frequently conducts research activities to strengthen the potentiality of faculties and students in teaching learning activities. Students are involved in different research activities such as report writing, thesis, and term papers to increase the horizon of their knowledge. Further, students connect their research activities with socio-economic development through field visits and field works.

RMC provides incentives to the faculties to conduct mini-research. The faculties conduct individual mini research as well as collaborative research each and every year. RMC supports students to prepare reports and thesis as they require in bachelors and masters level.

#### **2. Objectives of RMC**

Research Management Cell (RMC) of Koteshwor Multiple Campus has been established with the following objectives:

- To develop the culture of research and innovation among faculties and students in the campus by strengthening research and related activities;
- To conduct monthly interdisciplinary workshops on relevant issues;
- To organize conference, seminars , and workshops on research methodology, academic writing and other relevant issues;
- To seek assistance from University Grants Commission (UGC) and other national and international institutions for conducting research on different issues including policy and procedures, curriculum, infrastructure, campus- community relations, among others;

- To contribute in strengthening the linkage between teaching-learning and research innovation and development thereby improving overall quality and relevance of higher education at KMC;
- To bring the changes from conventional theory-based teaching to emerging research and application-based teaching-learning process;
- To encourage and support the faculties of KMC to initiate the research activities by applying for faculty grant research and mini research at University Grants Commission, and other institutions;
- To promote industry sponsored research and innovation;
- To collaborate with different governmental and non-governmental agencies to conduct different research activities to contribute on the socio-economic development of the community and the nation.

### **3. Activities of RMC**

#### **3.1. Students Research Grants**

RMC has been supporting both students and faculties of KMC. Students are directly involved in different research projects as per the practical research project works. They are also joined with faculties for collaborative research to be funded by RMC.

It has been made mandatory to include students of the concerned department in both the Mini Research and Collaborative Research to be conducted by the faculties of the campus. RMC assists students and guides them for conducting orientation, workshops, project works, field visits and other research activities. Students also are involved in collaborative research with other local governmental and non-governmental agencies.

RMC provides thesis writing grants to MBS level students for thesis writing. For that RMC calls for proposals. After the submission of their proposals, an expert team formed by RMC evaluates and selects the best proposals. This grant is given to two selected students on the basis of evaluation of the Evaluation Committee (Criteria for evaluation is mentioned in the appendix 1 & 2). It provides NRs.10, 000 (Ten thousand rupees only) grants for each student. It will encourage students and motivates them to get involved in research activities.

RMC has the provision to support the students to do community based research works as an outreach activities of the institutions. They are encouraged to seek and collaborate with other

concerned institutions and local level governments for research and innovative works. The faculties of KMC collaborate with community to connect knowledge the students gain from the campus into real practical life. Students are supported in field work and community studies as part of their course requirements and for gaining extra knowledge and skills.

### **3. 2. Faculty Research Grants**

RMC of Koteshwor Multiple Campus provides two different grants for the faculties for their research works, which are:

3. 2.1. Mini Research Grants

3. 2.2. Collaborative Research Grants

#### **3.2.1. Guidelines for Mini Research Grants for the faculty members**

Research Management Cell (RMC) of Koteshwor Multiple Campus invites research proposals along with application forms from eligible faculty members for “Mini Research Grants”. Mini Research Grants will be provided to those qualified faculty members with either an M. Phil degree or a Master’s degree. A total of 10 such grants will be provided to the faculty members of KMC and each grantee will receive maximum a sum of NRs. 40,000 (Forty thousand rupees only). In order to distribute the awards proportionately to all subjects or areas, each department will be awarded at least one Mini Research Grant for the individual faculty members. The selection and acceptance of grants will be done from the evaluation committee formed by RMC.

#### **Purpose**

The purpose of this provision for Mini Research Grants is for improving the research skills of faculty members so that they could share their experience with their students. These research grants will motivate the faculties in deeper investigation in their areas of expertise.

#### **Scope**

Research Management Cell will work with the research grantees to ensure that the issues and needs are adequately addressed and that the research outcomes are directly relevant and useful to the grantees and his or her department.

#### **Procedure**

Research Management Cell will allocate the fund for Mini Research Grants and Collaborative Research Grants through the provisions in accordance with the provision of Human Resource

Development Plan. RMC manages the process of submission of proposals, selection from the evaluation committee formed.

After the selection and approvals of the grants the research should be completed within six month from the contract agreement between RMC and the researchers.

#### **Minimum requirements for eligibility**

1. Faculty members who fulfill the following requirements may apply for awards:
2. The research grants can be awarded to an individual faculty of the Campus.
3. The researcher must be a faculty member with non-PhD and non-Professor.
4. Applicants who have once received the fellowships/research grants from the Research Management Cell are not eligible to apply for the next year.
5. There must be assurance of the students of the concerned department to be involved in research process.
6. In case of dispute, the final decision will be made by the Selection Committee under the Research Management Cell of Koteshwor Multiple Campus.

#### **Evaluation Procedure:**

Research Management Cell under Koteshwor Multiple Campus will form a Selection Committee to evaluate and recommend the successful candidates to the Research Management Cell. The following criteria of the weightage of marks will be used to select successful applicants for grants:

Evaluation of proposal 70

Proposal presentation 30

Total 100 marks

The candidate must obtain a minimum of 50% marks from the evaluation of proposal to be called for the proposal presentation.

#### **Funding and Duration**

The amount of the Mini Research Grant will be provided to the grantees as per the decisions made by the Research Management Cell of Koteshwor Multiple Campus. The disbursement of fund will be as follows:

25% upon signing an agreement of the grants, and

75% upon completion of the study.

The research must be completed within six months starting from the signing of an agreement

between the Research Management Cell and the grantees, but the research report should be submitted to the Research Management Cell for evaluation no earlier than five months from the signing of the agreement. In case of unavoidable circumstances, one month can be extended upon a reasonable request by the researcher/s if they cannot complete their study in the specified period. This provision applies to only one time extension of study period. In case of discontinuation or misconduct of the study, the grantees have to reimburse the funding awarded to him or her to the Research Management Cell.

#### **Documents to be submitted for awards**

1. An application form must be submitted in the specified format available from the Research Management Cell
2. Copies of the certificates of the highest academic qualification.
3. Two copies of research proposals in APA format. The length of the proposal should not exceed 10 pages including the cover page with 1.5 line spacing throughout the proposal.
4. The proposal will undergo two blind reviews followed by proposal presentation and documents for evaluation. The proposal must include a cover page that bears the title of the proposal, the researcher's name, and researcher's affiliation. The name of the researcher should not appear in any part of the text except the cover page. (The outline of Mini - Research proposal is mentioned in Appendix 3)

#### **Processing charge to be deducted**

10% of the total funding shall be deducted from the allocated fund as the administration charge to the RMC.

#### **Deadlines**

Research Management Cell under Koteswori Multiple Campus will notify the deadline for the call for proposals for research grants.

#### **Report Approval**

Mini-Research Report will be evaluated by the evaluation committee members formed by the RMC and it will be finally approved after the final presentation from the researcher (s). The report will be given to the subject expert (external evaluator). The researcher has to present and defend the comments for the acceptance of the report. The RMC will accept and approve the

report from the evaluation of the committee formed. ((Format of Mini – Research Report evaluation is mentioned in Appendix 4 & 5)

### **Research Misconduct**

Research Management Cell will draft appropriate policy on research procedures and ethical considerations. The Research Management Cell will also draft a guideline with procedures for addressing the cases of allegations of research misconduct filed in the Research Management Cell.

Research misconducts include deliberate fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results, and harmful activities

### **A Code of Ethics:**

A violation of the Code of Ethics or any other apparent irregularity is encouraged to report such violations to the Research Management Cell under Koteswor Multiple Campus. If reported or requested by any person, the Research Management Cell will make every reasonable effort to keep the identity of such person confidential and conduct a full and fair investigation of the allegations. If allegations against any research grantees are found true, the Research Management Cell will pursue disciplinary action against the wrongdoers and if any individual who knowingly files a false report with the intention to injure another will also face disciplinary action by the Research Management Cell.

### **Code of Ethics for the Research Management Cell Reviewer for Mini Research**

The Research Management Cell will prepare a Code of Ethics for the Mini Research that will comply with this Guideline for its implementation.

### **3.2.2. Collaborative Research Grant for the faculty members**

Research Management Cell of Koteswor Multiple Campus invites research proposals along with application forms from eligible faculty members for “Collaborative Research Grants”. Similarly, the campus has been providing ‘Collaborative Research Grants’ for collaborative researches. Both the students and faculties can collaborate for the research. Collaborative research grant will be provided to the team of faculty members of KMC and students. A total of six such grants will be provided to the team of faculty members where a sum of NRs. 60,000 (sixty thousand rupees only) is allocated. The collaborative research can be done in any of the

subject areas. Students of any faculties and level can take part in this collaborative research. The collaborative research encourages both the faculties and students to work in a team while sharing their experiences and expertise.

In order to distribute the awards proportionately to all subjects or areas, each department will be awarded one Collaborative Research Grant for the individual faculty members.

Both these mini researches and collaborative researches are published in the KMC Journal in the journal article format.

Students too will be benefitted from the research as they will gain an experience in conducting research and writing while learning the subjects. Inclusion of the students in the collaborative research will open the door for research and its wider areas.

### **Purpose**

The purpose of this provision for Collaborative Research Grants is to support subject and area based research works for improving the research skills of faculty members. It will help to increase the team work and assure students' involvement of students in the research process. The students will get an experience of the research and will be motivated to conduct research activities.

### **Scope**

Research Management Cell will work with the research grantee teams to ensure that the issues and needs are adequately addressed and that the research outcomes are directly relevant and useful to the grantees and their department.

### **Procedure**

Research Management Cell will allocate the fund for Collaborative Research Grants through the provisions in accordance with the provision of Human Resource Development Plan. RMC manages the process of submission of proposals, selection from the team of experts formed. After the selection and approvals of the grants the research should be completed within the allocated time.

### **Minimum requirements for eligibility**

The team that fulfills the following requirements may apply for collaborative research grants.

1. The research grants can be awarded to the team of faculty members of a certain department of the Campus.
2. All the team members must be the faculty members of the campus.
3. The team leader of the research should be the full time faculty of the campus.
4. Applicants who have once received research grants from the Research Management Cell are not eligible to apply for the next year.
5. There must be assurance of the students of the concerned department to be involved in research process.
6. In case of dispute, the final decision will be made by the Selection Committee under the Research Management Cell of Koteshwor Multiple Campus.

### **Evaluation Procedure:**

Research Management Cell under Koteshwor Multiple Campus will form a Selection Committee to evaluate and recommend the successful teams to the Research Management Cell. (Evaluation Sheet is mentioned in the Appendix 4 & 5). The following criteria of the weightage of marks will be used to select the successful applicants for grants:

Evaluation of proposal 70

Proposal presentation 30

Total 100 marks

The team must obtain a minimum of 50% from the evaluation of proposal to be called for the proposal presentation.

### **Funding and Duration**

The amount of the Mini Research Grant will be provided to the grantees as per the decisions made by the Research Management Cell of Koteshwor Multiple Campus. The disbursement of fund will be as follows:

25% upon signing an agreement of the grants, and

75% upon completion of the study.

The research must be completed within six months starting from the signing of an agreement between the Research Management Cell and the grantees, but the research report should be submitted to the Research Management Cell for evaluation no earlier than 5 months from the signing of the agreement. In the case of unavoidable circumstances, one month can be extended

upon a reasonable request by the researcher/s if they cannot complete their study in the specified period. This provision applies to only one time extension of study period. In case of discontinuation or misconduct of the study, the grantees have to reimburse the funding awarded to him or her to the Research Management Cell.

#### **Documents to be submitted for awards**

1. An application form must be submitted in the specified format available from the Research Management Cell
2. Copies of the certificates of the team members of the highest academic qualification only.
3. Two copies of research proposals in APA format. The length of the proposal should not exceed 10 pages including the cover page with 1.5 line spacing throughout the proposal. (Format of Collaborative - Research proposal is mentioned in the Appendix 6)
4. The proposal will undergo 2 blind reviews followed by proposal presentation and documents for evaluation. The proposal must include a cover page that bears the title of the proposal, the researcher's name, and researcher's affiliation. The name of the researcher should not appear in any part of the text except the cover page.

#### **Processing Charge to be deducted**

10% of the total funding shall be deducted from the allocated fund as the administration charge to the RMC.

#### **Deadlines**

Research Management Cell under Koteshwor Multiple Campus will notify the deadline for the call for proposals for research grants.

#### **Report Approval**

Mini-Research Report will be evaluated by the evaluation committee members formed by the RMC and it will be finally approved after the final presentation from the researcher (s). The report will be given to the subject expert (external evaluator). The researcher has to present and defend the comments for the acceptance of the report. The RMC will accept and approve the

report from the evaluation of the committee formed. (Format of Collaborative – Research Report evaluation is mentioned in Appendix 4 & 5)

### **Research Misconduct**

Research Management Cell will draft appropriate policy on research procedures and ethical considerations. The Research Management Cell will also draft a guideline with procedures for addressing the cases of allegations of research misconduct filed in the Research Management Cell.

Research misconducts include deliberate fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results, and harmful activities

### **Code of Ethics:**

A violation of the Code of Ethics or any other apparent irregularity is encouraged to report such violations to the Research Management Cell under Koteswor Multiple Campus. If reported or requested by any person, the Research Management Cell will make every reasonable effort to keep the identity of such person confidential and conduct a full and fair investigation of the allegations. If allegations against any research grantees are found true, the Research Management Cell will pursue disciplinary action against the wrongdoers and if any individual who knowingly files a false report with the intention to injure another will also face disciplinary action by the Research Management Cell.

### **Code of Ethics for the Research Management Cell Reviewer for Collaborative Research**

The Research Management Cell will prepare a Code of Ethics for the Mini Research that will comply with this Guideline for its implementation.

### **3.3. Training and Capacity Building Programs**

The Research Management Cell (RMC) of KMC regularly conducts different research related programs and capacity building programs. Its regular programs are:

1. Training (for faculties and other staffs)
2. Regular discussion/interaction (for faculties)
3. Workshop (for faculties and other staffs)
4. Seminar (for faculties)
5. Study tour (inside country/abroad)[ for faculties and other staffs]

## 6. Orientation of research and academic writing for students (level-wise)

### 3.4. Publication

RMC has its two regular annual publications. It publishes a peer reviewed English journal, KMC Research Journal. It also publishes peer reviewed Nepali journal, KMC Nepali Journal. These both are research based journals published annually. They have their own guidelines as mentioned in the journals outlines.

The journals of RMC, Koteshwor Multiple Campus as talked above are:

#### 3.4.1. KMC Research Journal: annual

KMC Research Journal is a peer reviewed multi-disciplinary journal published by the Research Management Cell (RMC) of Koteshwor Multiple Campus, Jadibuti, Kathmandu. It is an annual publication in the month of June. It includes research based articles from diverse fields of humanities and social sciences, management, education, and other disciplines. It is followed by a rigorous double blind review process for selecting and confirming the articles for publication in the journal. The accepted articles after the reviews are forwarded to the editorial process before they are finalised for publication. The journal article should be minimum 4000 and maximum 5000 words.

(KMC Research Journal Style Sheet, Author guidelines and Review guidelines of the journal are mentioned in the Appendix 7, 8 & 9)

#### 3.4.2. KMC Nepali Journal: annual

(KMC Nepali Journal style sheet is mentioned in the Appendix 10)

RMC also publishes reports of different researches conducted by faculties. It conducts mini research and collaborative researches mobilizing faculties. Some of the students of the concerned departments are also engaged with faculties in both types of research. The completed researches reports are published by RMC.

### 3. 5. Community Outreach Programs

The RMC's Community Outreach Programs engages communities as it helps find the problem the community is facing. It helps to work together to build community while solving the problems seen in the community. It encourages students to take part in community outreach programs.

Such community outreach programs are conducted with the involvement of students and faculty members in the community – with both the government and private organisations. The community outreach programs are conducted with the three-tier government. The RMC has been involving students in community outreach programs to provide better education, training and involve students in conducting researches. Such programs also help students to connect with the community, understand the problems the community is facing and suggest solutions for the problem while enhancing their research skills.

Also the RMC has been conducting regular workshops, seminars and trainings to enhance the capacity of both the faculties and students of this campus and the neighbours. It invites experts in the field for the purpose.



**Appendix 1**

**Research Management Cell**

**Koteshwor Multiple Campus, Jadibuti, Kathmandu**

**MBS Thesis Proposal Evaluation Sheet**

**Date: .....**

S. N.	Name of Students	Proposal Content (50)	Proposal Format/Technicality (20)	Defense/ Presentation (30)	Total (100)	Remarks
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Evaluator's Name/Signature



## Appendix 2

### Research Management Cell

Koteshwor Multiple Campus, Jadibuti, Kathmandu

#### MBS Thesis Proposal Evaluation Sheet

Date: .....

S. N.	Name of Students	Evaluation 1 (100)	Evaluation 2 (100)	Evaluation 3 (100)	Total (300)	Total Average (100)	Remarks
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Evaluator's (A) Name/Signature

Evaluator's (B) Name/Signature

Evaluator's (C) Name/Signature



## Appendix 3

### Mini Research Proposal Format

The outline of the proposal should be as mentioned as below:

#### 1. Research Title

#### 2. Abstract

#### 3. Introduction

- Background
- Statement of the problem
- Objective of the study
- Rationale of the study
- Research questions/hypothesis ( if necessary)
- Limitations of the study
- Chapter plan

#### 4. Review of Literature

- Extensive review (recent) of literature in the pertinent area of the study.

#### 5. Research Methodology

- Research design
- Population and sample
- Data collection procedure and data analysis plan
- Expected results of the study
- Future prospect of the proposed research

#### 6. Time frame (6 months), and detail work plan (in a tabular form)

#### 7. Budget breakdown (up to Rs. 40,000/)

#### 8. Ethical Considerations

#### 9. References

**Note:** Some above mentioned topics/title words may vary according to specific discipline/subject to meet the standard of research trend of concern discipline/subject.



**Appendix 4**

**Koteshwor Multiple Campus, Jadibuti, Kathmandu (कोटेश्वर बहुमुखी क्याम्पस, जडिबुटी, काठमाडौं)**

**Research Management Cell (अनुसन्धान व्यवस्थापन एकाइ)**

**Mini-Research/Collaborative Research Report Evaluation Form (लघु/सामूहिक अनुसन्धान प्रतिवेदन मूल्याङ्कन फारम)**

Research Topic (अनुसन्धानको शीर्षक) :

.....

Researcher (s) अनुसन्धानकर्ता : .....

SN (क्र.स.)	Indicators (मूल्याङ्कन सूचकहरू)	Highest Score (अधिकतम अङ्क)	Rating Category (मूल्याङ्कन मापदण्ड)				Total Score (जम्मा अङ्क)
			Average (सामान्य)	Good (राम्रो)	Very Good (धेरै राम्रो)	Excellent (सबैभन्दा राम्रो)	
1 (१)	Overall organization (समग्र संरचना)	4 (४)	1 (१)	2 (२)	3 (३)	4 (४)	
2 (२)	Research design, methodology and documentation (अनुसन्धान विधि, पद्धति तथा अभिलेखीकरण)	4 (४)	1 (१)	2 (२)	3 (३)	4 (४)	
3 (३)	Originality and contents (मौलिकता तथा विषयवस्तु)	4 (४)	1 (१)	2 (२)	3 (३)	4 (४)	
4 (४)	Relevancy, implementation, and ethical consideration (औचित्य, उपादेयता र नैतिक मूल्य)	4 (४)	1 (१)	2 (२)	3 (३)	4 (४)	
5 (५)	Viva-Voce/ Presentation (भाइभा / प्रस्तुतीकरण)	4 (४)	1 (१)	2 (२)	3 (३)	4 (४)	
<b>Grand Total (जम्मा)</b>		<b>20 (२०)</b>					

Overall Remarks (समग्र पृष्ठपोषण) .....

.....

Evaluator's Name/ Signature (मूल्याङ्कनकर्ताको नाम/हस्ताक्षर) :

Evaluator's Designation (मूल्याङ्कनकर्ताको पद) :

Date (मिति) :



### Appendix 5

**Koteshwor Multiple Campus, Jadibuti, Kathmandu (कोटेश्वर बहुमुखी क्याम्पस, जडिबुटी, काठमाडौं)**

**Research Management Cell (अनुसन्धान व्यवस्थापन एकाइ)**

**Mini-Research/Collaborative Research Report Evaluation Form (लघु/सामूहिक अनुसन्धान प्रतिवेदन मूल्याङ्कन फारम)**

Research Topic (अनुसन्धानको शीर्षक) :

.....

Researcher (s) अनुसन्धानकर्ता :

.....

SN (क्र.स.)	Indicators (मूल्याङ्कन सूचकहरू)	Highest Score (अधिकतम अङ्क)	Rating Category (मूल्याङ्कन मापदण्ड)				Total Score (जम्मा अङ्क)
			Average (सामान्य)	Good (राम्रो)	Very Good (धेरै राम्रो)	Excellent (सबैभन्दा राम्रो)	
1 (१)	Overall organization (समग्र संरचना)	8 (८)	2 (२)	4 (४)	6 (६)	8 (८)	
2 (२)	Research design, methodology and documentation (अनुसन्धान विधि, पद्धति तथा अभिलेखीकरण)	8 (८)	2 (२)	4 (४)	6 (६)	8 (८)	
3 (३)	Originality and contents (मौलिकता तथा विषयवस्तु)	8 (८)	2 (२)	4 (४)	6 (६)	8 (८)	
4 (४)	Relevancy, implementation, and ethical consideration (औचित्य, उपादेयता र नैतिक मूल्य)	8 (८)	2 (२)	4 (४)	6 (६)	8 (८)	
5 (५)	Viva-Voce/ Presentation (भाइभा / प्रस्तुतीकरण)	8 (८)	2 (२)	4 (४)	6 (६)	8 (८)	
Grand Total (जम्मा)		40 (४०)					

Overall Remarks (समग्र प्छपोषण) : .....

.....

Evaluator's Name/ Signature (मूल्याङ्कनकर्ताको नाम/हस्ताक्षर) :

Evaluator's Designation (मूल्याङ्कनकर्ताको पद) :

Date (मिति):

## Appendix 6

### Collaborative Research Proposal Format

The outline of the proposal should be as mentioned as below:

#### 1. Research Title

#### 2. Abstract

#### 3. Introduction

- Background
- Statement of the problem
- Objective of the study
- Rationale of the study
- Research questions/hypothesis ( if necessary)
- Limitations of the study
- Chapter plan

#### 4. Review of Literature

- Extensive review (recent) of literature in the pertinent area of the study.

#### 5. Research Methodology

- Research design
- Population and sample
- Data collection procedure and data analysis plan
- Expected results of the study
- Future prospect of the proposed research

#### 5. Time frame (6 months) and detail work plan (in a tabular form)

#### 6. Budget breakdown (up to Rs. 60,000/)

#### 7. Ethical Considerations

#### 8. References

**Note:** Some above mentioned topics/title words may vary according to specific discipline/subject to meet the standard of research trend of concern discipline/subject.



## Appendix 7

### KMC Research Journal Style Sheet

KMC Research Journal is a peer reviewed multi-disciplinary journal published by the Research Management Cell (RMC) of Koteswori Multiple Campus, Jadibuti, Kathmandu. It is an annual publication in the month of June. It includes research based articles from diverse fields of humanities and social sciences, management, education, and other disciplines. It is followed by a rigorous double blind review process for selecting and confirming the articles for publication in the journal. The accepted articles after the reviews are forwarded to the editorial process before they are finalised for publication. The journal article should be between 4000 - 5000 words.

#### Contents of Journal Article

- 1. Title**  
(It should be catchy and relevant)
- 2. Abstract**  
(It should be of about 150-200 words and should include maximum five key words)
- 3. Introduction**  
(It should include general background, statement of problems, research questions/hypothesis, objectives, and significance of the study)
- 4. Literature review**  
(It should include research gap, conceptual review, empirical review and theoretical review)
- 5. Methodology**  
(It should include research design, sampling population, data collection method, data analysis methods, tools and technique, and delimitation)
- 6. Data analysis and result**  
(It should include categorizing the data, data presentation and analysis, and result)
- 7. Finding and discussion**  
(It should summarize the major findings and discussion of the findings)
- 8. Conclusion**  
(It should include summary of finding, implication, and recommendation)
- 9. Referencing**  
(Should follow latest APA style sheet)
10. Appendix (If required)



## Appendix 8

### Authors Guidelines of KMC Research Journal

Article contributors (authors) of KMC Research Journal should follow the following guidelines:

1. As this is a multidisciplinary journal, the research papers to be published here can be of any discipline and subjects based on original research.
2. The articles submitted to this journal should not have been published and not have been submitted for publication elsewhere.
3. The article should be written in English Language and it should be between 4000-5000 words. An abstract not exceeding 150-200 words is required along with maximum five key words.
4. The article should be written in latest APA format, and should follow other guidelines and format of the journal provided.
5. The article should be submitted to the editorial board in digital copy before the deadline to be fixed by the board.
6. The information, opinions and arguments expressed in the article are author's own and do not necessarily reflect the views of the Editorial Board or the publisher. The authors themselves should be responsible for any controversy and/or any debatable issues from the publication of their articles.
7. While submitting the articles, researchers should submit a brief note about their academic and professional history, including name and address of the institution they belong to and notable publications and other achievements, email address, and contact number.
8. The author should follow suggestions and comments of reviewers, and editorial board about the article.
9. The article is accepted on a condition that it is subject to editorial change, and the author should accept the final decision made by the editorial board regarding the publication of the article.



## Appendix 9

### KMC Research Journal

#### Review Guidelines

The editors of KMC Journal will keep your comments confidential and may share the contents of your comments with the author after keeping it anonymous. Your name will not be revealed without your permission.

Name of article: .....

1. Through its recent research, this scholarly article attempts to present new or little known material with an aim to contribute to a new understanding. It does so by shedding light to familiar knowledge in the field or to completely new domain by engaging in an original manner. Do you think this paper does either of these things that would be welcomed by specialists or professionals in this field after this article is published?
2. Do you think the scholarship that went into this work is poor, adequate, very good, or excellent?
3. Do you think this manuscript is well structured and it has presented a clear argument? Is the argument presented here has been substantiated and developed in a comprehensive manner?
4. Is this title appropriate and relevant according to the manuscript? Is the finding and conclusion justifiable?
5. Is this manuscript prepared following the fixed style sheet and format (Latest APA format) of the Journal?
6. How do you compare the strength and weakness of the existing works with this manuscript?
7. How important is this work and how would you rate its content and quality?
8. Do you think the manuscript is important enough as a contribution to the knowledge in the field that justifies the amount of work that may need to make it publishable? If this manuscript needs revision (a) do you think the author is capable of making the necessary revisions, and (b) do you have any specific suggestions for revision?
9. Do you strongly recommend publishing this work because it is outstanding or very good? Or do you recommend either to publish this manuscript only after revision, or not to publish at all? Beyond these options you could frame your recommendations in your own words.
10. Do you have any general comments about this article?
11. Do you want to reveal your identity to the author?

Name:

Date:

## Appendix 10

### के.एम.सी. नेपाली जर्नलको ढाँचा

के.एम.सी. नेपाली जर्नल कोटेश्वर बहुमुखी क्याम्पसबाट वार्षिक रूपमा प्रकाशित हुने एकाभाषिक र अन्तर्विषयक जर्नल हो। मानक नेपाली भाषालाई माध्यम बनाइए पनि यसमा मानविकी तथा सामाजिक शास्त्र, शिक्षाशास्त्र र व्यवस्थापन गरी तीनओटै सङ्कायका बहुविषयक लेखलाई यसमा समावेश गर्ने गरिन्छ। यसका लागि न्यूनतम ४००० शब्ददेखि अधिकतम ५००० शब्दसम्मको प्रीति नेपाली अक्षरमा टङ्कण गरी एपिए ढाँचाअनुरूप पठाइएका लेखहरू प्राज्ञिक तथा ढाँचागत समीक्षाका लागि योग्य हुन्छन्। दोहोरो अपरिचय (Double blinded) पद्धतिमा यसको विज्ञसमीक्षा गरिन्छ। यसमा प्रकाशित हुने लेखका लागि देहायबमोजिमका शीर्षक र तिनमा देहायबमोजिमका दायरा हुनु आवश्यक हुन्छ :

#### १. शीर्षक

छोटो, छरितो, स्पष्ट, द्विचरात्मक (अनुसन्धानभूमि र अनुसन्धेय समस्यासन्दर्भ बुझाउने) र अनुसन्धानका लागि उपयुक्त हुनुपर्ने।

#### २. लेखसार

- परिचय, विधि, नतिजा, विमर्श र निष्कर्ष सटिक रूपमा क्रमशः प्रस्तुत गरिएको १५० देखि दुई सय शब्दसम्मको एउटा अनुच्छेद हुनुपर्ने।
- शब्दकुञ्जी** : बढीमा पाँचओटा विशिष्ट पारिभाषिक पद तथा पदावलीहरू जसको विश्लेषण नतिजा र विमर्शमा गरिएको हुनुपर्ने तथा ती शब्दकुञ्जी अनुसन्धान लेखको अध्ययनविधि (सैद्धान्तिक र अवधारणात्मक) अनुकूल तथा विश्लेषण ढाँचासँग मेल खाने हुनुपर्ने।

#### ३. विषयपरिचय

- पहिलो अनुच्छेदमा अनुसन्धान लेखको शीर्षकको परिचय तथा पारिभाषीकरण, अध्ययनक्षेत्रको तर्कसङ्गत किटानी, अनुसन्धानको समस्या (अनुसन्धान प्रश्न), अनुसन्धानको उद्देश्य स्पष्ट रूपमा निर्धारण गरिएको हुनुपर्ने— २०० देखि ३०० शब्दसम्म,
- दोस्रो अनुच्छेदमा पूर्वकार्यको समीक्षा र त्यसबाट प्राप्त सारभूत कुराको उल्लेख गर्दै अनुसन्धेय अन्तराल स्पष्ट किटानी, लेखको औचित्य पुष्टि, लेखको सीमाङ्कन र उपादेयताको निर्धारण स्पष्ट निर्धारण गरिएको हुनुपर्ने— ३०० देखि ४०० शब्दसम्म।

#### ४. अध्ययनको विधि

- पहिलो अनुच्छेदमा तथ्य/सामग्रीका स्रोत, सङ्कलित सामग्रीका प्रकार तथा सङ्कलन विधि तथा प्रक्रियाको स्पष्ट उल्लेख हुनुपर्ने— १५० शब्द।
- दोस्रो अनुच्छेदमा सङ्कलित सामग्री विश्लेषणको सैद्धान्तिक तथा अवधारणात्मक आधार (कसको कुन सिद्धान्त र पुस्तकबाट केके कुरा मात्र लिइएको हो सोको स्पष्ट उल्लेख), सामग्री विश्लेषणका तरिका (वर्णनात्मक, व्याख्या-विश्लेषणात्मक, तुलनात्मक, ऐतिहासिक, आगमनात्मक, निगमनात्मक, परिमाणात्मक, गुणात्मक अथवा मिश्रितमध्ये कुन वा कुनकुन ?)— २००-३०० शब्दसम्म।
- सामग्री विश्लेषणको प्रारूप (Fremework)— बढीमा ५० शब्द।

#### ५. नतिजा र विमर्श

- तथ्य प्रस्तुति, तालिकीकरण, ग्राफ तथा चित्र प्रस्तुति,
- सैद्धान्तिक तथा अवधारणात्मक आधार तथा विश्लेषणको प्रारूपअनुसार तथ्यको विश्लेषण,
- उद्धरण तथा त्यसका स्रोतको उपयुक्त व्यवस्थापन,
- आवश्यकता र तर्कपद्धतिअनुरूप विभिन्न शीर्षक-उपशीर्षकमा प्राप्त नतिजाको विमर्श।

#### ६. निष्कर्ष

समस्याको समाधान, उद्देश्यको परिपूर्ति, प्राक्कल्पनाको परीक्षणबाट प्राप्त स्थापित विचारको परीक्षण वा नयाँ विचारको प्रतिपादनकेन्द्री— २०० शब्दसम्म।

#### ७. सन्दर्भ सामग्रीसूची

एपिए ढाँचाको पछिल्लो संस्करणअनुसार अनुसन्धान लेखमा प्रयोग भएका सामग्रीहरूको मात्र वर्णानुक्रमिक सूची— कम्तीमा दशओटा सामग्रीको प्रयोग अनिवार्य।

#### ८. परिशिष्ट : आवश्यकताअनुसार।