

Procedural Guidelines for Establishing Research Centres and Specialized Laboratories at Kathmandu University

(In accordance with the Kathmandu University Research, Development & Consultancy (RDC) - Policy Guidelines & Procedures, 2015)

1. Definitions: A Research Centre (RC) at Kathmandu University is established in accordance with the Kathmandu University's RDC- Policy Guidelines & Procedures, 2015 which will primarily be dedicated to the following three domains:

Innovation	Incubation	Development
RC shall create new ideas of analyzing and diagnosing problems through research to solve current problems of existing industries and those of next generation technologies which might lead to creation of new knowledge. They shall be engaged with academia and industry to create opportunities for technology transfer.	RC will have experimental sites for demonstration, outreach centres for dissemination. They may also offer regular courses or teaching programs and shall carry the prospects of developing into a full fledged Department which in long run to a School. However, as a distinct laboratory they may conduct trainings for students and faculty. In addition, they may also organize seminars and workshops.	RC will also support community outside the university system by contributing in the development of infrastructures for research promotion through people's participation.

Specialized Laboratories (SL) will similarly have following domains:

Research	Training	Service
SL will conduct basic and applied research under a particular School performing research involving students and scholars from different departments within the School or across the Schools.	SL may conduct trainings for individual, students and faculty members. In addition, they may also organize seminars, and workshops.	SL may also provide service on payment to individual researchers or groups, Private or Governmental organizations outside the university.

RCs are established in line with university's mission and vision, under the direction of university's leaders who are responsible to make policy decisions, whereas Specialized Laboratories (SLs) are established with the objectives of fulfilling short term need of the projects for an intended purpose with no financial liabilities to the university in their functioning.



2. Administrative Organization

All RCs established in Kathmandu University will operate under the Directorate of Research, Development and Innovation (RDI- earlier named as RDC). Each RC will be functioning under a management committee chaired by the Registrar. The Centre will be headed by a Centre Chief and a Project would be headed by a Project Coordinator. The chief of RC will be reporting to the registrar as the chairman of the RC management committee. The centre can bring together faculty members from various disciplines in order to promote inter or multidisciplinary research. The appointment of project staff will be made by the Director of RDI on the recommendation of the project coordinator.

All SLs however will be directly under the Dean of relevant School as a chair of the Management Committee. Chaired by the Dean, such SLs will have Faculty In-Charge or Lab In-charge responsible for overall administration and operation of the organization.

3. Funding

RCs and SLs should secure their own funding. This can be achieved through partnership with industries, government bodies funding agencies, or other means. SL should become a self-funded body and not rely on KU for its operational budget. Rather, it should contribute to the university through prescribed overhead scheme for the facilities provided by KU.

4. Physical Facility

Depending upon the need, KU may provide space to build RCs/SLs. Each must have adequate human and material resource to achieve the goals. This necessitates a reliable source of funding to support the organizational structure of the bodies. The research facilities including space, equipment, and other infrastructure should meet the requirement of an international standard of a centre or specialized laboratories to ensure the quality of research. In addition, following areas should be given special attention to ensure conducive research atmosphere;

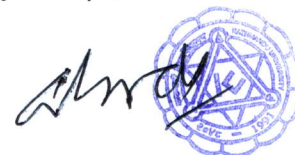
- Laboratory safety management
- Earthquake and other natural disaster management
- Eco-friendliness in all possible aspects
- Internal laboratory management audit &
- Other quality standards as may be recommended by the Directorate of RDI for each specific RCs/SLs.

5. Human Resource and Finance

The human resource and financial management will be according to Kathmandu University RDC Policy Guidelines & Procedures, 2015.

6. Quality Control

A review committee under RDI will conduct the review of RCs/SLs on a regular basis. This committee will have at least one external reviewer to ensure the credibility and objectivity of the review process.



7. Management Committee

Research Centres and Specialized Laboratories must have a management committee, which will not only provide advice, but also have authority to monitor overall progress of the centres and laboratories including its administrative and financial aspects. The committee may include faculty from relevant departments, representatives from industry, community and government according to the nature of the research carried out in the centre and laboratories. However, care should be taken that there would not be unnecessary restraints in the efficient functioning of the organizations from different bodies involved in the committee.

8. Procedure for Application to Establish a Research Centre

The proposal to establish RC will have to be submitted to RDI through the Dean of the concerned school whereas the proposal for SL should come through the Head of the concerned department in which the laboratory is going to be established. RDI committee will review and forward the proposal to executive council (EC) for approval of these centres *prior to establishment*, following the Procedures described herein.

The proposal should address the following aspects;

- I. Name of the centre
- II. Nature and scope of its activities.
- III. The school(s) and /or department(s) to be involved.
- IV. Amount of budgetary support requested. The specific levels of support should be addressed in the proposal.
- V. Expected funding needed from university, external awards or gift sources.
- VI. Needs for space, equipment, and supplies (currently available and needed now).
- VII. Expected contribution to and impact on the instructional programs.
- VIII. Expected contribution to university and other clients.
- IX. Supporting letters from HODs, Deans and/or other individuals to whom the unit coordinator will report.
- X. Of particular interest will be the function of the proposed unit relative to the university community, its organization and administration, requisite financial and staff support, space requirements, and other requested university resources.

9. Closure

RDI Directorate may recommend closing an RC or SL if:

- Its aims and objectives have not been fulfilled, have not been met or are no longer aligned with KU strategy,
- It no longer adequately meets its establishment criteria or performance indicators,
- It fails to comply with reporting or review requirements,
- The review report recommends closure.

The block contains a handwritten signature in blue ink and a circular official stamp of the RDI Directorate. The stamp features a central emblem with a book and a lamp, surrounded by text in a circular border.

The application to close a Research Centre, and Specialized Laboratories will include a Closure Plan, covering what will happen to all resources, research data, and funding, a timeline for closure, and assigning responsibility for closure to appropriate role/s.

Annexure:

1. List of existing Research Centres
2. List of existing Specialized Laboratories
3. Operation Guildelines of all the RCs
4. Operation Guildelines of all the SLs
5. Inventory and Capitalization of all property to the date at all RCs
6. Inventory and Capitalization of all property to the date at all SLs

Approved by the 600th meeting of the Executive Council held on dated the 25 June 2020

Verified on dated the.....

