

**Madhyabindu Multiple Campus
Research Management Cell**

Author Guidelines

1. Articles should be between 3500 and 7000 words long (including references and appendices).
2. Use Times New Roman in a 12-point font size with a single space. On an A4 sheet of paper, pagination should be 1 inch on all sides.
3. Use the APA 7th edition style guide.
4. The author's name, affiliation, and email address should be on a separate page (first page), followed by the title (maximum 12 words), abstract (150 to 250 words), key words (4-6 words), and article (second page).
5. Numbered tables, charts, and graphs should be plainly legible in black and white (Follow APA 7th edition style). If there is any **acknowledgment or declaration**, it should be mentioned before references. Appendices should be placed after references. Please avoid long appendices.
6. There will be no footnotes.
7. Plagiarism is the authors' responsibility. Plagiarism in any author's work may result in the author's ability to submit work to this journal in the future being suspended.
8. The article must be saved as a Microsoft Word document.
9. Send the article to **info@madhyabindu.edu.np** via email.
10. The research articles can have the following format:
 - ✓ Title
 - ✓ Abstract
 - ✓ Keywords
 - ✓ Introduction
 - ✓ Literature Review (Optional)
 - ✓ Methods and Procedures
 - ✓ Results
 - ✓ Discussion
 - ✓ Conclusion
 - ✓ References
11. However, theoretical articles or review papers can have varying thematic sub-headings in the body part with Introduction and Conclusion followed by References.
12. The submissions must be original and must not be submitted for publication nor under consideration for publication at another Journal.
13. Authors are required to transfer their copyright to Madhyabindu Journal.

APPENDIX: E
GENERAL GUIDELINES TO THE RESEARCH REPORT
Madhyabindu Multiple Campus
 Kawasoti, Nawalparasi (East of Bardaghat Susta)
Research Management Cell

PARTS OF THE RESEARCH PAPER	WHAT TO DO	OUTPUT
CHAPTER 1 INTRODUCTION		
1. Background of the Study	Identify the problem situation and describe its pervasiveness in terms of the global, national, regional, and local situation.	- Situation analysis that explains the problem in the global, national, regional and local context. - Justification of what generated interest & motivation of the researcher to focus his study on the problem situation.
2. Theoretical Framework	Cite and discuss the theories that: a. account for the problem under study, b. support the major assertions of the study, and c. support the methodology of the study. From the above, synthesize a theory which becomes the basis for the study or which the study intends to pursue or prove. Identify the variables involved and operationalize measures. Present the above concept in the form of a paradigm or model which becomes the road map in navigating through the different aspects of the research process. From the above, draw out assumptions that would become the basis for critical investigation.	- A discussion of the merits of the theories that explain, support and validate the problem and that provide a guide to the intended methodology. - Identification and discussion of the variables used in the study and their relations. - A scheme for the representation of inter-relationship of variables (paradigm). - A set of assumptions that serving as the basis for asking specific questions on the problem.
3. The Problem	State in general what the study intends to describe, find out, discover, explain or evaluate.	- General statement of the problem.
4. Statement of the Problem	State the specific logical components of the general problem.	- Statement of specific problems.
5. Hypotheses	Formulate a tentative answer to each specific problem to serve as your research hypothesis.	- Stated research hypotheses.
6. Significance of the Study	Identify the possible contributions of the findings of the study to the existing pool of knowledge Identify the benefits that the findings would generate and identify the corresponding beneficiaries of the study.	- A narrative of the significance of the study in terms of what it intends to contribute, what benefits would be derived, and who are to be benefited by the study.
7. Scope and Limitation	Identify the parameters of the study in terms of respondents, location, place, time, themes, and subject matter. Identify the constraints and limitations in conducting this kind of study.	- A narrative description of parameters, coverage, limitations, and constraints in the conduct of the study.
8. Definition of Terms	Identify key terms used in the study and define these operationally i.e., the meaning of the terms as used in the study.	- Operational definition of terms.

CHAPTER 2 LITERATURE REVIEW		
Review of related literature	Review all possible literature written about the topic, (a priori approach). Review all possible literature on the problem or related to the problem (a posterior approach). Arrange the major points and findings into themes corresponding to the main themes of the specific problems.	- Thematic narrative in the form of a documented extended essay on the research problem.
CHAPTER 3 METHODOLOGY		
1. Research Design	Describe the design used in the study. Justify why this design is most appropriate for the study.	- Narrative description of the research design.
2. Population of the Study	Describe the universe or sample population and the sampling design used. Come up with a profile of respondents according to the attributes relevant to the study.	- Narrative description of the sample and the sampling process and a tabular and narrative presentation of the attributes of the universe or sample population.
3. Data Gathering Tools	Identify and describe the instrument used to gather data in terms of its origin, how it was generated, and how it was validated.	- Identification and description of data gathering tools.
4. Data Gathering Procedures	Describe the step-by-step actions done in gathering the data.	- Narrative description of the data gathering procedures used in the study.
5. Treatment of Data	Describe the data processing protocols employed. Identify and describe the statistical tools used in the study.	- Narrative description of the statistical treatment of data.
CHAPTER 4 PRESENTATION, ANALYSIS AND INTERPRETATION		
1. Presentation	Data processing and management: collation, tabulation, computation, and organization. Summarize results and describe in narrative, tabular, or graphical form.	- Tabular, graphical, narrative presentation of summarized data.
2. Analysis	Summarize trends and patterns observed in the study. Compute indexes used in determining relationships among variables used in the study.	- Tabular, graphical, narrative description of analyzed data.
3. Interpretation	Draw out inferences, meanings, and implications from analyzed data. Corroborate analysis through internal and external cross referencing.	- Documented narrative of the interpretation of the study.
CHAPTER V SUMMARY, CONCLUSIONS AND RECOMMENDATIONS		
1. Summary, Conclusions, Recommendations	Summarize the whole study, generalize from results, recommend action steps.	- Summary of findings, conclusions derived from findings, and recommendations derived from conclusions.

**Madhyabindu Multiple Campus
Research Management Cell**

Reviewer's Guidelines

Introduction

The review process is an important part of the journal publication process. It assists an editor in making an article judgment as well as allowing the author to improve the manuscript.

A blind peer review approach is used in academic journals.

Before accepting a document for review, reviewers should make sure that:

- The manuscript is relevant to their knowledge.
- They have the time and resources to perform a thorough examination of the work.

Conflict of Interest

When an individual's private interests (competing interests) and his or her responsibilities to scientific and publishing activities diverge to the point where a reasonable observer might question whether the individual's behavior or judgment was motivated by considerations of his or her competing interests, a conflict of interest (COI) exists. If a conflict of interest exists, reviewers should state it and withdraw from the peer-review process.

Confidentiality

Manuscripts are personal documents that are submitted to a reviewer for the sole purpose of critical examination. Reviewers must maintain the confidentiality of the review process. During and after the review process, details about the manuscript and the review process should be kept private.

Plagiarism

It is unethical for reviewers to use information obtained during the peer-review process to benefit themselves or others, or to disadvantage or discredit others.

Fairness

Reviews should be neutral and honest.

The following factors should not affect reviewers: The following factors should not affect reviewers:

- the manuscript's origins
- the author's religious, political, or cultural viewpoints
- the author's gender, color, ethnicity, or citizenship

Review reports

In evaluating a manuscript, reviewers should focus on the following:

- Originality
- Contribution to the field
- Technical quality
- Clarity of presentation
- Depth of research

Reviewers should also:

- Observe that the author(s) have followed the instruction for authors, editorial policies and publication ethics.
- Observe that the appropriate journal's reporting guidelines is followed

The report should be accurate, objective, constructive and unambiguous. Comments should be backed by facts and constructive arguments with regards to the content of the manuscript. Reviewers should avoid using hostile, derogatory and accusatory comments.

Reviewers should not rewrite the manuscript; however necessary corrections and suggestions for improvements should be made.

Timeliness

Reviewers should only accept manuscript that they are confident that they can dedicate appropriate time in reviewing. Thus, reviewers should review and return manuscripts in a timely manner.

Recommendations

Reviewers' recommendation should be either:

- Accept
- Requires minor corrections
- Requires moderate revision
- Requires major revision
- Not suitable for the journal. Submit to another publication such as (suggest a journal):

Reject

Recommendation should be backed with constructive arguments and facts based on the content of the manuscript.

MADHYABINDU JOURNAL

Reviewers Evaluation Form

Manuscript Title:

Reviewer Name:

Evaluation Criteria <i>Please consider the provided questions when evaluating each criterion.</i>	Value Score <i>Please provide a score for each criterion that indicates the value that the criterion provides to the manuscript as a whole.</i> 4=High 3=Moderate 2=Little 1=None	Comments, Concerns, & Suggestions <i>Please provide detail to support the value score you indicated in the middle column. This commentary is an integral part of the review process and will also be communicated to the author(s). While commentary on concerns is essential, positive feedback is also encouraged (where applicable).</i>
Originality of manuscript -How original is it? -To what extent does it add to existing literature?		
Fit with aim and scope -To what extent does it help to advance principal selection methods and/or the development of school leaders?		
Interest to audience -To what extent will it interest researchers and/or practitioners in the field of ed leadership?		
Writing clarity and style -How clear is the writing? What areas need clarification?		
Title and abstract -How effective is the title in specifically, yet concisely naming the article? -How effective is the abstract in summarizing the article?		
Introduction and/or Literature Review -How well does it address the problem, purpose, relevant research, and research questions or hypotheses?		
Method -To what extent does it describe adequate and appropriate methods that allow for replication?		
Results -To what extent are results thorough, accurate, clear, and objective?		
Tables/Figures/ Images -How necessary and readable are they? -Are additional tables, figures, or images needed?		

<p>Discussion/ Conclusion/ Implications <i>To what extent are:</i> -Results adequately interpreted and related to relevant research? -Claims adequately supported by results? -Implications for future research and practitioners adequately discussed?</p>		
<p>Other <i>(optional)</i></p>		
<p>Recommendation</p>	<p>Summary of Rationale for Recommendation</p>	
<p>Accept for publication without revision</p>		
<p>Accept for publication pending minor revision</p>		
<p>Reject; invitation to resubmit with major revisions</p>		
<p>Reject outright <i>Manuscript has significant flaws throughout the paper beyond the scope of revision.</i></p>		

APPENDIX : C
GUIDELINES FOR THE RESEARCH PROPOSAL
Madhyabindu Multiple Campus
Kawasoti, Nawalparasi (East of Bardaghat Susta)
Research Management Cell

Content of the research Proposal

The Research Proposal should contain the first three chapters of the research report as below.

CHAPTER I

INTRODUCTION

Background of the Study

- This introduction portion describes the problem situation that shapes the justification of the study. It should clearly identify and define the problem that the study is attempting to address.
- Show the problem in terms of global, national, regional, or local events or situations that indicate that indeed a problem does exist that requires critical investigation.
- Clinch this portion by justifying the need for research to address the problem.

Theoretical Framework

- This portion of the Introduction provides the theoretical foundation for the study. Identify and describe the theories that account for the problem under investigation.
- From these, identify and describe the variables in the study and show how these variables will be used or interrelate in the form of a typical example.

Assumptions

- State the assumptions that serve as the basis for critical investigation.

The Problem

- State the general problem of the study in one paragraph.

Statement of the Problem

- State the specific problems that would be investigated.

Hypothesis

- State the research hypothesis for each problem.

Scope and Limitation of the Study

- For the scope, identify the coverage of the study in terms of 'what', 'where', 'when', 'who', and 'how'.
- For limitations, identify the constraints that limited the coverage of the study to what it is. The constraints may come in the form of time, resources, materials, equipments, references, manpower, finances, expertise, etc.

Significance of the Study

- This portion identifies the beneficiaries or stakeholders who will be benefited by the findings of the study and a description of the corresponding that each of the beneficiaries or stakeholders would derive from the study.

Definition of Terms

- This presents a glossary of terms that must be understood by the reader. Only key terms would be defined.
- The terms are to be defined operationally. This means that the terms would be defined in terms of how these are used in the study.

CHAPTER II

Review of Related Literature

- This portion of the study addresses each problem using the “library research approach.” As such, it is thematically organized according to the logical construction of the problem.
- Use main headings and subheadings corresponding to each specific problem.
- Describe each portion by showing how your literary citations are related to the problem being investigated.
- Review the slides of our past lesson on the review of related literature.

CHAPTER III DESIGN AND METHODOLOGY

Research Design

Identify the design of the study and the method used and justify why this is the most appropriate method for the investigation.

Population of the Study

- Identify the respondents of the study and their number.
- Identify the sampling tool used.
- Describe the sampling procedure used.

Data Gathering Tool

- Identify the instrument used for data gathering.
- Describe the parts of the instruments and the legends used (if any).
- Describe how the instrument was constructed.
- Describe how the instrument was validated and tested for reliability (optional).

Data Gathering Procedures

- Describe the process of how the instrument was used to gather the data needed for the study.
- Describe the data management procedures employed.

Treatment of Data

- Identify the appropriate method of quantification and measurement relative to each problem.
- Describe how the quantified data would be statistically treated relative to each problem.

BIBLIOGRAPHY

- Prepare a list of books, journals, and other literary references in APA style.

APPENDIX

- Append your questionnaire or research instruments.

APPENDIX : D
GUIDELINES FOR THE EVALUATION OF RESEARCH PROPOSAL

Madhyabindu Multiple Campus

Kawasoti, Nawalparasi (East of Bardaghat Susta)

Research Management Cell

General Guidelines for Evaluation of Research Proposal/Report

The research proposal is evaluated qualitatively by the Research Committee on the merits of the following criteria:

- a. The situation analysis should explain the problem in the global, national, regional and local context.
- b. There should be justification of what generated interest & motivation to the researcher to focus his/her study on that particular problem situation.
- c. There should be discussion on how the theories explain, support and validate the problem and how the theories provide a guide to the intended methodology.
- d. Variables used in the study and method of establishing their relations should be identified and discussed.
- e. A scheme of representation of the interrelationship of variables should be presented in a model.
- f. A set of assumptions serving as the basis for asking specific questions on the problem should be stated.
- g. The general problem should be stated.
- h. Specific problems should be stated and are logical to the general problem.
- i. The research hypotheses should be consistent with specific problems.
- j. The significance of the study in terms of what it intends to contribute, what benefits would be derived and who are to be benefited by the study should be presented in narrative form.
- k. The description of parameters, coverage, limitations and constraints of the study should be identified.
- l. The terms should be defined operationally (definition of terms).
- m. The literature review should a thematic presentation in the form of a documented extended essay consistent with the stated research problem.
- n. The research design should be presented in concise form.
- o. The description of sample, the sampling process, tabulation of data and attributes of the universe or sample population should be presented in narrative form.
- p. Data gathering tools should be identified and described.
- q. The data gathering procedures used in the study should be described in detail.
- r. The statistical treatment of data should be described together with the identification of statistical tools.

EVALUATION FORM

Date:

Name of Principal Investigator:

Research Topic:

Department:

Type of Research: a. Faculty Research b. Student Research c. Discipleship Research.

Please check, whether this information is found in proposal/report during defense.

- a. Does the situation analysis clearly explain the problem?
- b. Is there suitable justification of the problem?
- c. Is there evidence that the theory can explain, support and validate the problem?
- d. Is there evidence that the theory provides guidelines to formulate methodology?
- e. Is methodology formulated clearly and distinctly?
- f. Is there any scheme of identifying variables and their inter-relationship?
- g. Is the problem stated distinctly?
- h. Are some specific problems mentioned in the proposal?
- i. Are the research hypotheses formulated?

- j. Are the research hypotheses consistent with the research problem?
- k. Is the research design presented?
- l. Is the methodology mentioned in the proposal?
- m. Is the proposal formulated in the format RMC has proposed?
- n. Any lacking in the proposal?

Please, answer these questions.

Q. Do you approve the research proposal?

.....
.....
.....

Q. What additional requirements are needed for the approval of the research proposal?

.....
.....
.....

Q. What is the final remark about this proposal?

a. Accepted

b. Rejected

Evaluation by

.....

(Name)
(Designation)

APPENDIX: F
GUIDELINES FOR THE EVALUATION OF RESEARCH REPORT

Madhyabindu Multiple Campus

Kawasoti, Nawalparasi (East of Bardaghat Susta)

Research Management Cell

General Guidelines for Evaluation of Research Report

The research proposal is evaluated qualitatively by the Research Committee on the merits of the following criteria:

- a. The situation analysis should explain the problem in the global, national, regional and local context.
- b. There should be justification of what generated interest & motivation to the researcher to focus his/her study on that particular problem situation.
- c. There should be discussion on how the theories explain, support and validate the problem and how the theories provide a guide to the intended methodology.
- d. Variables used in the study and their relations should be established and discussed.
- e. The inter-relationship between the variables should be presented.
- f. The general problem (objectives) should be stated.
- g. Specific problems (specific objectives) should be stated and that are logical to the general problem.
- h. The research hypotheses should be consistent with specific problems.
- i. The significance of the study in terms of what it intends to contribute, what benefits would be derived and who are to be benefited by the study should be presented in narrative form.
- j. The description of parameters, coverage, limitations and constraints of the study should be identified.
- k. The terms should be defined operationally (definition of terms).
- l. The literature review should be a thematic presentation in the form of a documented extended essay consistent with the stated research problem.
- m. The research design should be presented in concise form.
- n. The description of sample, the sampling process, scheme of data tabulation and attributes of the universe or sample population should be presented in narrative form.
- o. Data gathering tools used in the study (i.e., schedule, questionnaire etc.) should be presented.
- p. The tabulation of data obtained from the study should be presented in detail.
- q. The statistical treatment used in data analysis should be displayed together with the result.
- r. The table, graph, chart etc. should be presentation of the analyzed data.
- s. Present the trends and patterns observed in the study.
- t. Compute indexes used in determining relationships among variables used in the study.
- u. Draw out inferences, meanings, and implications from analyzed data. Corroborate analysis through internal and external cross referencing.
- v. Present the summary of findings, conclusions derived from findings, and recommendations derived from conclusions.

EVALUATION FORM

Date:

Name of Principal Investigator:

Research Topic:

Department:

Type of Research: a. Faculty Research b. Student Research c. Discipleship Research.

Please check, whether this information is found in proposal/report during defense.

1. Does the situation analysis clearly explain the problem?
2. Is there suitable justification of the problem?
3. Is there evidence that the theory can explain, support and validate the problem?
4. Is there evidence that the theory provides guidelines to formulate methodology?
5. Is methodology formulated clearly and distinctly?

6. Are the variables identified and their inter-relationship?
7. Is the problem stated distinctly?
8. Are some specific problems mentioned in the proposal?
9. Are the research hypotheses formulated?
10. Are the research hypotheses consistent with the research problem?
11. Does the research design present work properly?
12. Is the methodology mentioned in the proposal appropriate?
13. Is the proposal formulated in the format RMC has proposed?
14. Are the table, graph, chart etc. presented of the analyzed data.
15. Are the inferences, meanings, and implications drawn from the analyzed data.
16. Is the summary and conclusions of findings and recommendations presented?

Please, answer these questions.

Q. Do you approve the research proposal?

.....

R. What additional requirements are needed for the approval of the research proposal?

.....

Q. What is the final remark about this proposal?

a. Accepted

b. Rejected

Evaluation by

.....

(Name)
 (Designation)

APPENDIX : B
APPLICATION FORM

Madhyabindu Multiple Campus

Kawasoti, Nawalparasi (East of Bardaghat Susta)

Research Management Cell

Mini Research Grant

[Application by Investigators]

A. Personal Information

A1. Applicant's Full Name (Investigator):	A2. Gender:	A3. Age:	A4. Date of Birth:
A5. Citizenship No., Issuing District:	A6. Underprivileged Group:	A7. Contact Email:	
A8. Permanent Address:	A9. Mailing Address:	A10. Contact Telephone	
A11. Department	A12 Designation:	A15. Subject:	

B. Information about Proposed Study

B1. Proposed Title of the Study:			
B2. Cluster: (Indicate by √)	a. Science		c. Education
	b. Management		d. Humanities & Social Sciences
B3. Subject:	B4. Specialization:	B5. Period of Study:	
B6. Proposed Budget:	B7. No. of Faculties:	B8. No. of Students Involved:	
B9. Research Team			
Name	Role (P.I. / Co-I./member)		Department
B10. Number of Students (for thesis)			
Program	Nos.	Program	Nos.
Bachelors		Masters	

C. Academic Record of Principal Investigator (PI) (Please include in your CV)

Degree	Year	Major subjects	Grade	Board/University

D. Employment Record of PI (Please include complete list in your CV)

Period of service		Designation	Institution	Remark
From	To			

E. Publication Record of PI (Please include complete list in your CV)

1: Major Research Publication in <u>Indexed Journals</u>
In APA Format: Author/s (Year), Title, Journal, Volume (Number): First page - Last page
1.
2.
3.
4.
2: Major Research Publication in <u>local peer-reviewed journals</u>
In APA Format: Author/s (Year), Title, Journal, Volume (Number): First page - Last page
1.
2.
3.
4.
3: Research Reports
1.
2.
3.
4.
4: Research Publication in <u>Madhyabindu Multiple Campus Journal</u> (Please include in your CV)
In APA Format: Author/s (Year), Title, Journal, Volume (Number): First page - Last page
1.
2.
3.
4.

F. List of Research Grants received by you:

Year	Program	Title	Period

G. References

Provide with the details of the two referees who may be in better position to explain why you and your team should be considered for this funding. They should not have any family relations with you.

	Referee 1	Referee 2
Name		
Organization		
Designation		
Phone Number		
Email		

H. Documents required (Tick (√) sign if included)

1. Copy of Citizenship		3. Copies of the first page of publications	
2. Copies of Academic Diplomas (Masters and above)		4. Curriculum Vitae	

I. Undertaking by the Applicant:

I solemnly affirm that the information provided by me are true and that the decision of the RMC would be final and binding.

Thumb	
Right	Left

Signature:

Name:

Date:

APPENDIX : A
MEMORANDUM OF AGREEMENT (MOA) FORM
Madhyabindu Multiple Campus
 Kawasoti, Nawalparasi (East of Bardaghat Susta)
Research Management Cell
Memorandum of Agreement
for
Mini Research Grant

This agreement is made on day of in the year..... by and between Research Management Cell, Madhyabindu Multiple Campus and Principal investigator for the project entitled
 in connection with the *Mini research Grant* awarded to the research team led by the Principal Investigator from the department
 The parties hereby agree to abide by the following terms and conditions:

Terms and Conditions

A. Obligation of the RMC

1. Provide the fund to the team of the Principal Investigator.
2. Periodically monitor the progress.
3. Take action in the case of unsatisfactory progress, negligence or misconduct on part of the Investigation.
4. If any Investigator want to participate in national/international seminar/workshop related to his/her work, RMC will recommend the principal/co-investigator to the campus administration for the seminar/workshop if his/her work is found to be progressive.

B. Grant Disbursement

The research funding is disbursed to the Principal Investigator in three installments according to the disbursement scheme specified below:

Instalment	Amount	When to disburse
First	40% of total amount	at the time of signing of the MOA.
Second	40% of total amount	after submission of progress report (data collection and analysis)
Third	20% of total amount	after submitting the final report to RMC

C. Obligation of the Department

1. Provide full institutional support to the research team and the research project.
2. Assist the Principal Investigator in regards to fulfilling their obligation to supervise at least an undergraduate/graduate student.
3. Monitor the progress of the project and facilitate the monitoring by the RMC.

D. Obligation of the Principal Investigator and Co-Investigator

1. Supervise at least a bachelor/master student for his/her by including him/her in the research team.
2. Maintain the highest level of academic integrity and research ethics.
3. Make honest and best use of the research fund. The research fund can only be used to cover allowable expenditure as specified in Section E of this MOA.
4. Submit a progress report after six months. The progress report should include progress in research, academic activities and financial statement (spending) of the research fund.
5. Make a defense on the progress of the work at the end of project.
6. Publish at least one original research articles based on the research work in a local peer- reviewed journal.
7. Provide a copy of the research report to RMC.

E. Allowable Expenditure for Research Fund

The Mini Research fund must be used to cover the expenses as specified in the research proposal and stipulated in this agreement. Any unused fund must be returned to the RMC. The allowable expenses for the research fund are as follows:

1. Laboratory cost - consumables, chemicals, reagents, small equipment's;
2. Laboratory testing and analysis, software;
3. Costs covering field study and survey;
4. Books, data storage, stationery and printing cost;
5. Report writing;
6. Research fund cannot be used to pay the costs associated with tuition, examination and seminar, allowance to faculty member or student and any other recurrent cost and living expenses.

F. Other Conditions

1. Progress reports, publications in peer-reviewed journals, paper presentations in seminars/workshops, etc. are the major output indicators to be used to evaluate the performance of the researchers.
2. Research misconduct and any unethical activity are punishable. It is the MMC's obligation to punish those investigations which are misconduct or alleged.
3. The Mini research project must be completed within one fiscal year from the date of signing this MOA. Extension for another three months may be considered if the research team makes a request, on a justifiable cause, to the RMC. The grant is closed after that.
4. The materials purchased with the research fund are the property of the Department of the Principal Investigator.
5. In case of disputes in any issues with this agreement, the RMC reserves the rights to give the final decision.

1. On behalf of the RMC

2. Principal Investigator

Signature: _____

Signature: _____

Name: _____

Name: _____

Designation: _____

Designation: _____

Research Management Cell

Department: _____

Date: _____

Mobile Phone: _____

Email: _____

3. Co-Investigator, if any
(Principal Investigator)

4. On behalf of the Department

Signature: _____

Signature: _____

Name: _____

Name: _____

Designation: _____

Designation: _____

Department: _____

Department: _____

Mobile phone: _____

Mobile phone: _____

Date: _____

Date: _____

Email: _____

Email: _____