

**Himalaya College of Engineering**  
**Guidelines for Preparing Mini-Research Project Proposals**

---

**1. Eligibility**

- The mini-research project must be undertaken by full-time faculty members and bona-fide students at Himalaya College of Engineering (HCOE).
- Each research project team shall consist of a minimum of one faculty member and two students, and not more than five members in total.
- Five research projects shall be selected: one group from each faculty (Civil Engineering, Computer Engineering, Electronics & Communication Engineering, Architecture, and IT/BCA).
- Applicants must submit their research proposals to their respective departments for prior approval.
- The Research Management Cell (RMC) holds the authority for final approval of the submitted proposals.

**2. Approval Requirement**

- A detailed project proposal must be approved by RMC before starting the project.
- In case of research works involving field visits to government/private properties/facilities, the research team must obtain prior approval (if required) from the concerned authorities.

**3. Use of College Resources**

- College laboratories, equipment, and software must be used responsibly and only for the approved research purpose.
- The college will recommend the group to other institutions for resources not available within the college.
- Penalties may be applied for any damage of equipment caused due to negligence.

**4. Provision of Financial Support**

- Funding provided must be used strictly for the approved research purposes.
- Any additional costs required must be pre-approved by the RMC.
- The research grant will be provided in three installments: after approval of the proposal (40%), after the progress presentation (30%), and after the final presentation (30%).
- The research project must be completed within one year from the date of approval of the proposal.
- The grant will not be provided if researchers do not meet the deadlines for progress and final presentations.

**5. Intellectual Property Rights**

- Any findings, invention, design, patent, or copyright arising from the research will be jointly owned by the researchers and the college unless otherwise agreed.
- Proper acknowledgment must be given to the college in all publications and presentations.

## **6. Reporting and Deliverables**

- A mid-term progress report and a final research report must be submitted to the RMC within the scheduled timeline.
- A presentation or demonstration of findings is required at the end of the project.

## **7. Publication Policy**

- Any publication or presentation arising from the research must have prior approval from the faculty supervisor and the RMC.
- College affiliation must be appropriately mentioned in all research outputs including papers & presentations.
- The college will provide an incentive of NRs. 10,000.00 for the publication of research work in an international research journal, and NRs. 5,000.00 for a national research journal.
- If a scholar publishes articles in national newspapers or newsletters, the college will provide NRs. 2,500.0 an incentive.

## **8. Codes of Conduct**

- Research must be conducted ethically, honestly, and in compliance with the college's code of conduct.
- Plagiarism (similarity index) above 15% will lead to disqualification of the project and disciplinary action.

## **9. Termination Clause**

- The college reserves the right to terminate the research work if any terms are violated, or if the research is deemed to harm the reputation or policies of the institution.

## **10. Miscellaneous**

- Researchers must maintain regular communication with their supervisors and participate in all reviews scheduled by the RMC.
- Researchers are responsible for maintaining backup copies of all data collected.

## **Acknowledgment**

*I/We have read and understood the above terms and conditions and agree to fully abide by them throughout the mini-research project period.*

<b>Name</b>	<b>Designation</b>	<b>Signature</b>	<b>Date</b>
-------------	--------------------	------------------	-------------

**Himalaya College of Engineering**  
**Terms of Reference (ToR) for Mini-Research Projects**  
**Department of Computer/Electronics/Civil/Architecture/IT-BCA**

---

**1. Title of the Research Project:**

*Provide a concise and clear title.*

---

**2. Background and Rationale:**

Brief description of the issue/problem, context, and why this research is necessary.

---

**3. Objectives of the Study:**

- To investigate...
  - To analyze...
  - To develop/design/test...
- 

**4. Scope of the Research:**

- Duration: 1 year
  - Participants: at least 1 faculty member and 2 students.
  - Area of focus: civil engineering, computer engineering, electronics engineering, architecture, and IT/BCA.
- 

**5. Methodology:**

Outline the general research method (quantitative, qualitative, experimental, simulation-based, etc.), tools, data sources, and analysis techniques.

---

**6. Roles and Responsibilities:**

- **Faculty/ies:** Conduct field/lab work, data collection, reporting.
- **Students:** Support in conducting field/lab work, data collection, reporting.

- **Project Coordinator (if any):** Liaise with college administration and oversee timelines.
- 

## 7. Deliverables:

- Interim report (if required)
  - Final research report/paper
  - Presentation or poster
  - Prototype/model (if applicable)
- 

## 8. Timeline:

Task	Start Date	End Date	Responsible
Literature Review	.../.../2025	.../.../2025	Students
Experimentation/Data Collection ...	...	...	...
Final Report Submission	...	...	...

---

## 9. Budget (if applicable):

- Materials: NRs\_\_\_\_\_
  - Travel/Fieldwork: NRs.\_\_\_\_\_
  - Miscellaneous: NRs.\_\_\_\_\_
- 

## 10. Ethical Considerations:

Mention if any ethical approvals are needed (especially if human subjects or data are involved).

---

## 11. Approval of submitted proposal and Signatures:

- Faculty: \_\_\_\_\_
- Head of Department: \_\_\_\_\_