



## **KATHMANDU SCHOOL OF LAW (KSL)**

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### **STUDENT RESEARCH AND ORGANIZING COMMITTEE OPERATIONAL GUIDELINE, 2081**

#### **1. Introduction**

The guideline is meant to facilitate the creation of a “Student Research and Organizing Committee” within the Research Department (RD) at Kathmandu School of Law (KSL). This shall come into effect on the date of its approval by the Professors' Committee and/or Management Committee of the Kathmandu School of Law.

#### **2. Rationale and Objectives**

A Student Research and Organizing Committee (SRO) shall be an independent student-led committee formed within the RD with the following objectives:

- a) Design and execute research, seminars and necessary academic activities that are of interest to students at Kathmandu School of Law and is in coherence with the objectives of the RD.
- b) Act as a committee enriching student led research and academic activities at Kathmandu School of Law.
- c) Collect student proposals for research projects, conferences, and act as a bridge between RD and KSL students.
- d) Make suggestions and recommendations in organizing student-led research and academic activities in support of RD and other departments at KSL.
- e) Coordinate with faculty members, other departments, guest speakers, sponsors, and participants in relation to relevant research-academic activities.

- f) Expand opportunities for collaboration and networking amongst students in relation to research and academic activities.
- g) Support RD in dissemination of relevant research-academic output.
- h) Maintain reports, templates, prior performance assessments and/or knowledge repository in relation to SRO associated research and academic activities.
- i) Support RD in developing and executing necessary research and academic activities.
- j) Support RD in surveys and data collection.
- k) Contribute in any other activities that might be associated with enhancing collaborative student led research culture-initiatives at KSL in support of RD.

In fulfilling its objectives, SRO will abide by existing rules, guidelines, policies, directives etc. of Kathmandu School of Law.

### **3. Application for SRO Membership**

- a) The RD shall formally invite students through an open call for applications to the SRO.
- b) Students from BA LLB third year onwards will be eligible to apply.
- c) A selection committee will be formed within the RD composed of at least 2 faculty members. This committee will recommend the first SRO which shall be endorsed by the RD.
- d) After the formation of the first SRO, the selections committee will be composed of 2 faculty members nominated by the RD and 2 members from SRO.
- e) Members from SRO to be a part of selections committee will be nominated by SRO members themselves. In situation where SRO members cannot nominate representatives unanimously, RD will select such representatives.
- f) The SRO will be able to make recommendations and suggestions on applications through their representative members. However, the final decision on selection shall be made by the RD.

### **4. Basis for Selection of SRO Members**

- a. Interested students shall be selected based on their motivation, potential for collaborative initiatives and demonstrated interest in designing research and academic initiatives.

- b. Area of interest from applicants will be gauged during application process and students will be selected based on interests and skills required for the SRO to function at the given time. SRO shall include members with skills for organizing events, conducting research, maintaining communication, networking etc. Diversity in usage and aptness in relevant language will also be considered. This will be done to ensure that SRO has members with diverse skill sets required to effectively accomplish designed tasks.
- c. Diversity and inclusion might also be taken into consideration including representation from particular year, social community, gender etc. This will particularly be taken into consideration together with merit to support inclusion of different perspectives/lenses in research and academic activities initiated by the RD together with SRO where required.

## **5. Formation and Composition**

- a. The SRO will be composed of 7 members in total.
- b. The SRO will be reformed every 4 months focusing on the involvement of new members representing different interests and perspectives. An open call for applications will be made for the same.
- c. The current members will not be able to re-apply to an immediate subsequent term to ensure regular rotation of new members.
- d. The SRO will function under the supervision of selected faculty member(s) and a teaching assistant from RD.
- e. A lead will be selected by SRO members from within themselves to lead selected project-or academic initiative on a rolling basis for the given tenure.

## **6. Resignation of termination of membership**

- a. A member may voluntarily terminate their membership in extenuating circumstances or situations where they feel that they are not able to fulfill the requirements of their membership.
- b. An application will have to be made to SRO and RD after which the RD may approve such resignation.
- c. After subsequent resignation, a call for membership will be made to fulfill vacant position as mentioned in Section 2.

## **7. Supervision and performance assessment**

- a. The SRO will be under the direct supervision of a designated faculty member from within the RD and a teaching assistant.
- b. If there is a situation of decision deadlock within the SRO through consensus building, RD will intervene to solve any relevant challenges.
- c. SRO will self-evaluate its performance in support of RD for continuous improvement.
- d. RD will evaluate the performance of SRO in terms of fulfillment of its designated objectives, impact, and adherence to established KSL guidelines.
- e. In exceptional situations where an SRO or its members are not adhering to KSL guidelines, are not supporting RD's objectives and or designated objectives within this guideline, a new call for SRO may be made by the RD.

## **8. Code of conduct**

- a. The SRO and its members in its functioning will fully abide by rules, regulations, policies, and procedures adopted by Kathmandu School of Law.
- b. They are required to get into a non-disclosure agreement and maintenance of confidentiality in relation to departmental functioning of RD and other information in relation to Kathmandu School of Law.
- c. An agreement shall be made to not take up any other substantial responsibility-role at least within KSL during the tenure in SRO with commitment to be available for its activities effectively.
- d. They should avoid bringing personal political affiliations to the working of SRO.
- e. They should refrain from hate-speech, offensive language and harming any other person verbally or otherwise. Respect for diversity of opinions and openness in thought is required.
- f. They should adhere to any other code of conduct that might be formulated by the RD and Kathmandu School of Law.
- g. Non-adherence to the code of conduct will result in termination of SRO membership.