FACULTY OF MANAGEMENT

TRIBHUVAN UNIVERSITY

GUIDELINES FOR

BBS (4TH YEAR) PROJECT REPORT WRITING

Office of the Dean

Kirtipur

2017

GUIDELINES FOR

BBS (4TH YEAR) PROJECT REPORT WRITING

The purpose of this document is to provide basic guidelines to the students, supervisors, research committee, and other associated persons on some important aspects of writing, supervising and evaluating the project work report prepared for the course MGT 401: Final Project.

This document consists of (1) brief introduction to the project work report writing and its learning outcomes, (2) the responsibilities to be followed by the students, the supervisors, and the Research Committee of respective campuses/ colleges, (3) guidelines for preparing a project work, (4) the evaluation of the project work report, and (5) appendices (format of the project work report).

Introduction and Learning Outcomes

Writing a project work report is an essential academic requirement for the fourth year BBS students. This is a study-enterprise for independent leaning from field based activities. It gives students an opportunity to enquire into real business practices and relate it with the theory they have learnt so far. In this process, the student will, first of all, choose a business unit for the study; and may confine in one of its functional departments. Then they will collect data, organize and present them in a logical order, analyze and draw conclusion from the analysis. Thus, they are expected to gain firsthand experience with the business environment and the way a business unit operates its business. Finally, they will prepare a formal report in a prescribed format reflecting their knowledge and experience of the project work and submit it to the Research Department of the concerned campus/ college for evaluation. After completing the project work, the student is expected to:

- be familiar with the environment of the business unit/ events/ place, etc with which s/he was involved/ associated with,
- understand the functioning the business unit,
- identify an issue or problem for investigation,
- identify relevant literature and appropriately review, cite and list them in bibliography,
- collect relevant data on the problem or issues for analysis,
- present data in a systematic and meaningful order,

- apply correct tools and techniques of data analysis,
- analyze the data and draw conclusions,
- prepare a report in a clear, concise and logical manner, and
- prepare a formal academic report by following format provided by the Faculty of Management.

Responsibilities of Students, Supervisors and Research Committee

Students

Students are fully and solely responsible for writing and editing the project work report of acceptable quality by meeting all requirements of the Faculty of Management.

Specifically, the students shall have the following responsibilities for the project work report writing.

- To prepare a project work proposal within one month of the beginning of the session in consultation with major/concentration subject teacher, and get formal approval from the campus/college level research committee after needful revisions suggested by the committee.
- To work closely with the concerned supervisor, campus/college level research committee chair and other members as needed, keeping the supervisor regularly informed of progress.
- In case students desire to change the scope of the approved project work, students shall have to obtain a formal approval from supervisor and the research committee prior to making any change in the scope of the project work.
- To comply with all procedures, format requirements and the University rules and regulations regarding the project work.
- To ensure that the project work has sufficient evidence of originality, appropriate organization and format, and thorough documentation.
- To use correct formatting and accuracy of quotations and literature citations.
- To make corrections and revisions as many times as suggested by the concerned supervisor and the research committee.
- To proofread the whole document, including acknowledgements, references, and appendices.
- To ensure that project work report has met the format requirements as provided by the Faculty of Management, Tribhuvan University.
- To get recommendation from the supervisor and submit the final report (three copies) to the research committee.

- To take primary responsibility to stay informed about notifications and deadlines issued by the research committee, the campus/college and Office of the Controller of Examinations, TU. *(Noexceptions shall be made for missed deadlines or late submission of project work report).*

Supervisors

The supervisor is responsible for the following.

- To familiarize themselves with this project work policy and format requirements, and deadlines that affect students, and bring into their notice from time to time.
- To sincerely advise students on improvements to organization, form, content, and expression of material.
- To sign the recommendation form and certify that:
  - the document is well-written, which includes writing and format as well as the overall quality of the project work report,
  - it is an accurate description of the work performed,
  - it is an original and worthwhile contribution by the student, and
  - the suggestions made by the supervisor and the research committee have been incorporated into the final document.

Research Committee and its Chair

Although students shall have the primary responsibility for writing and submitting the project work report, the research committee and its chair shall have the responsibility to thoroughly implement this project work procedure and format requirements. The committee or its Chair will be responsible for the following.

- To formulate necessary policy, procedures and guidelines for the effective implementation of the project work report writing assignment of the students,
- To organize orientation program for the students on the purpose of the project work and any other topic useful to the students such as selection of the organization/topic, proposal writing, and project work report writing, etc.
- To prepare a list of supervisors based on defined criteria.
- To appoint supervisor for each student.
- To develop evaluation policy and criteria.
- To resolve any disagreements between students and concerned supervisors.

- To sign and certify that:
    - the document is well-written, which includes writing and format as well as the overall quality of the project work report,
    - it is an accurate description of the work performed,
    - it is an original and worthwhile contribution by the student, and
    - the suggestions made by the concerned supervisor and the research committee have been incorporated into the final document.

Guidelines for Preparing a Project Work Report

The following guidelines have been provided for the preparation of a project work report.

Paper

Use only white, $8\frac{1}{2}$-by-11 inch paper of good quality.

Fonts

Project work reports are typed in Times New Roman using 12-point characters. However, the students may reduce the font size within tables or figures to fit within margins.

Spacing and Justification

Text must be 1.5 spaced, except for quoted passages that may be indented and single-spaced for emphasis and within the Table of Contents or List of Figures/Tables when a heading or caption title wraps to a second line. Text must be justified (align text to both the left and right margins).

Margins

Leave uniform margins of at least 1 in. (2.54 cm) at the top, bottom, left, and right of every page. Combined with a uniform typeface and font size, uniform margins enhance readability and provide a consistent gauge for estimating report length.

Page Numbers

The preliminary pages (preceding the first main section) must have lower case Roman numerals starting with the declaration page that is numbered "*ii*". The title page is unnumbered, but the implied number is "*i*". The lower case Roman numerals are placed within the footer (bottom center).

The first page of text (Introduction) uses the Arabic number "1" and pages thereafter carry consecutive Arabic numbers, including the pages in the Appendices and References. Arabic numbers are positioned in the upper right-hand corner, one inch from the top and one inch in from the right edge of the paper.

Headings and Subheadings

The following is a general heading level outline to be used. Each new primary heading must start on a new page.

- **HEADING LEVEL ONE**
  The primary heading or heading level one is center justified, and all upper case. Triple space to text.

- **Heading Level Two**
  Heading level two is left aligned; the first letter of each major word is capitalized, and has spacing set at 12 point before and 18 points after.

- **Heading level three**
  Heading level three is left aligned; the font is underlined and in sentence case. There is a double space to the following text.

- **Heading level four (paragraph heading).** This heading is indented with the paragraph. The fontis underlined and in sentence case. The heading ends with a period.

Layout of Preliminary Pages

The project report includes preliminary pages in the following order – the declaration, supervisor's recommendation, endorsement, acknowledgements, table of contents, list of tables, list of figures and abbreviations.

Title Page: thetitle page is assumed to be page "*i*" but is not numbered.The title is typed in all upper case. All text on the title page is center justified. (*See Appendix A: Title page*)

Declaration: students'declaration about the originality of work.*(See Appendix B: Declaration)*

Supervisor's Recommendation: a recommendation letter from the supervisor for approval of the project work report. *(See Appendix C: Supervisor'sRecommendation)*

Endorsement: an endorsement letter from the research committee chair to the TU Office of the Controller of Examinations, Kathmandu. *(See Appendix D: Endorsement)*

Acknowledgements: acknowledge them who have really helped you to prepare the project work report.

Table of Contents: Double space down from heading. Insert table of contents. All headings andsubheadings are capitalized and punctuated exactly as they are in the text. The table of contents is double-spaced except when a heading or caption wraps to a second line. *(See Appendix E: Table of Content)*

List of Tables:Triple space down from heading.

List of Figures:Triple space down from heading.

Abbreviations: List of abbreviations and acronyms in alphabetical order.

Appendices (if applicable): Triple space down from heading.

Format of the Main Body of Project Work Report

A project work report shall have the following three chapters.

Chapter 1 - Introduction: background; profile of the organization, events, activities, etc; objectives ofthe study; rational; method of the study; review of literature; limitations of the study.

Chapter 2 - Results and Analysis: presentation of results and findings of project work.

Chapter 3 – Summary and Conclusion – a brief summary of the report, and conclusion based on the findings of the report.

Bibliography: includes all sources used in the study, using APA format for citation. (Visit Website: **https://owl.english.purdue.edu/owl/resource/560/08/**)

Appendices: Include material too detailed or lengthy for inclusion in the body of the study (e.g.,questionnaires, maps, photos, and letters of permission). Each appendix shall have to be labeled *alphabetically*.

Length of the Project Report: The length of the Project Report will be around 8,000 to 10,000 words(approximately 30 – 35 pages). The length is exclusive of the materials included in the preliminary section and appendixes.

Tables

Data can be presented in tables. APA format should be followed to present a table as shown below:

Table 1

Error Rates of Older and Younger Groups

Level of Difficulty	Mean error rate		Standard deviation		Sample size	
	Younger	Older	Younger	Older	Younger	Older
Low	.05	.14	.08	.15	12	18
Moderate	.05	.17	.07	.15	15	12
High	.11	.26	.10	.21	16	14

Note. From "Generations," by L.G. Elias and C.C. Bent, 2002, Journal of Geriatric Care, 5, p. 22.
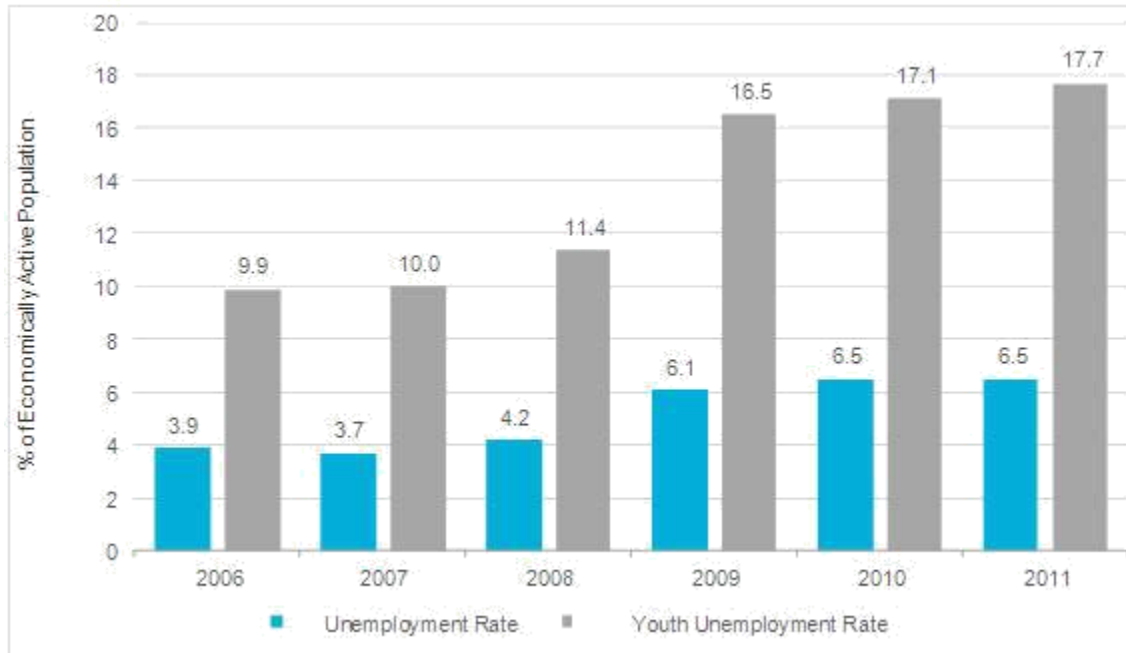
Number tables consecutively with Arabic numerals in the order referenced in the text (Table1, Table 2, etc.). Place the number and caption above the table.

Insert each table after the paragraph where it is first referenced. Tables may be placed on a page with text or on a separate page. Tables may be placed horizontally or vertically within the page margins. If placed horizontally, the caption should also be horizontal. Keep tables from breaking across pages unless the table is too large for a single page.

Figures

Data may also be presented in the diagram, charts, graphs, photographs and drawings (Figures). According to APA format, a diagram is presented as follows:

Figure 1. Youth unemployment rate vs. total unemployment rate: 2006-2011. Youth unemployment rate refers to the unemployed population aged 15-24 years old.

Number figures consecutively with Arabic numerals (Figure 1, Figure 2, etc.) in the order they are referenced in the text. Place the number and caption below the figure.

Insert each figure after the paragraph where it is first referenced. Figures may be placed on a page with text or on a separate page. Figures may be placed horizontally or vertically within the page margins. If placed horizontally, the caption should also be horizontal.

Quotations

Longer quotations should be block indented 0.5" left and right. Such quotations should be presented as follows:

> Perhaps it would be well, if some institution were devised, and supported at the expense of the State, which would be so organized as would tend most effectually to produce a due degree of emulation among Farmers, by rewards and honorary distinctions conferred by those who, by their successful experimental efforts and improvements, should render themselves duly entitled to them (Nicholson, 1920, p. 92).

Numbers and Abbreviations

The general rule governing the use of numbers in manuscript writing is to use words to express numbers less than 10. Numbers at the beginning of a sentence must be spelled.

An abbreviation or acronym should only be used if the full expression is excessively long or if the abbreviation is well known to students in their subjects. Define an abbreviation the first time it is used

Note: The report will have to be prepared by following the specifications mentioned in this guideline. For specifications not mentioned in this guidelines please refer to Publication Manual of the American Psychological Association (APA) (6th edition).

Bibliography

A list of bibliography will have to be presented as an appendix to the report. The students will have to follow APA style for presenting the bibliography. Selected samples have been presented below for reference.

Type of entry	Example
Books with single author	Pradhan, R. S. (2006). *Research in Nepalese finance* (2^{nd}ed). Kathmandu: *Note: do not give edition if it is the first edition.*
Books with 3-7 authors	Paudel, R. B., Baral, K. J., Gautam, R. R., & Rana, S. B. (2012). *Fundamentals of financial management* (4^{th}ed.). Kathmadu: Asmita BooksPublishers and Distributors. *Note: If there are more than seven authors, give the name of first six authors, mark with … and give the name of last author.*
Edited book	Bhattachan, K. B., & Mishra, C. (Eds.). (2000). *Development practices inNepal*. Kathmandu: Tribhuvan University, Central Department ofSociology and Anthropology. *Note: Drop 's' from Eds in case of single editor.*

Institutional author	Finance Association of Nepal. (2015). *Nepalese financial system: Prospects & challenges.* Kathmandu: Academic Publishers.
Author and publisher is same	American Psychological Association. (2010). *Publication Manual of theAmerican Psychological Association (6thed.)*. Washington DC: Author.
Journal article with volume and issue number	Shrestha, H. P. (2009). Mountain tourism in Nepal. *PYC Nepal Journal ofManagement, 2*(1), 12-28.
Article in a journal with continuous page	Harlow, H. F. (1983). Fundamentals for preparing psychology journal articles. *Journal of Comparative and Physiological Psychology*, *55*, 893-896.
Article in edited book	Sharma, S. P. (2000). Market-led development strategy in Nepal. In K. B. Bhattachan& C. Mishra, (Eds.) *Development practices in Nepal* (pp. 53-68). Kathmandu: Tribhuvan University, Central Department of Sociology and Anthropology. *Note: The editor's name appears in normal order, i. e. first and middle names followed by surname (K. B. Bhattachan, not Bhattachan, K. B.).*
Article in a magazine	Henry, W. A. (1990, January 9). Making the grade in today's schools. *Time*, *135*, 28-31.
Article in a newspaper	Lal, C. K. (2012, November 2). The notion of Nepaliness, *Republica*, p. 12. *Note: p or pp is given only in newspaper, not in journal or magazine.*
Master's dissertation	Chaudhary, C. N. (2015). *Capital adequacy of commercial banks in Nepal* (Unpublished master's dissertation). Public Youth Campus, Faculty of Management, Tribhuvan University, Kathmandu, Nepal.
Ph. D. thesis	Paudel, R. B. (1994). *Industrial finance in Nepal* (Unpublished doctoral thesis). Faculty of Management, Tribhuvan University, Kathmandu, Nepal.

Journal article written by more than seven authors and available in electronic version with doi (digital object identifier)	Harden, K. P., Lynch, S. K., Turkheimer, E., Waldron, B. M., Martin, N. G., Emery, R. E., . . . D'Onofrio, B. M. (2007). A behavior genetic investigation of adolescent motherhood and offspring mental health problems. *Journal ofAbnormal Psychology*, *116*, 667-683. doi:10.1037/0021-843X.116.4. 667 *Note: always give doi instead of retrieval address if doi is available.*
Journal article in electronic version without doi	Sillick, T. J., &Schutte,, N. S. (2006). Emotional intelligence and self-esteem mediate between perceived early parental love and adult happiness. *E-Journalof Applied Psychology*, *22*(2), 38-48. Retrieved from http://ojs.lib.swin.edu.au/index.php/ejap *note: do not give date of retrieval unless it is essential.*
Dissertation in electronic version	Barua, S. (2010). *Drought assessment and forecasting using a nonlinearaggregated drought index* (Doctoral dissertation, Victoria University,Melbourne, Australia). Retrieved from http://vuir.vu.edu.au/1598
Independent writing (not book or article in journal/ magazine, etc.) available in electronic version with doi	Anderson, C. A., Gentile, D. A., & Buckley, K. E. (2007). *Violent video gameeffects on children and adolescents: Theory, research, and public policy*.doi:10.1093/acprof:oso/9780195309836.001.0001
Independent writing (not book or article in journal/ magazine, etc.) available in electronic version without doi	Engelschall, R. S. (1997). Module mod_rewrite: URL rewriting engine. In *Apache HTTP server version 1.3 documentation (Apache modules)*. Retrieved from http://httpd.apache.org/docs/1.3/mod/mod_rewrite.html

Ordering the Entries in Bibliography

Follow the following common rules while ordering the reference list.

- Alphabetize letter by letter as the head words are ordered in the dictionary. Remember the rule "nothing precedes something" (Example 1). Brown, J. R., precedes Browning, A. R., even though i precedes j in the alphabet.

- One author entries by the same author are arranged by year of publication, the earliest first (Example 2).

- One author entries precede multi-author entries beginning with the same surname (Example 3).

- References by the same author (or by the same two or more authors in the same order) with the same publication date are arranged alphabetically by the title (excluding A or The) that follows the date (Example 4).

- Works by different authors with the same surname are arranged alphabetically by the first initial (Example 5).

Examples

1. Brown, J. R.

   Browning, A. R.

2. Shrestha, L. S. (1996).

   Shrestha, L. S. (1999).

3. Aryal, R. L. (2001).

   Aryal, R. L., & Pandey, A. J. (1999).

4. Karki, H. B. (2010). An experiment with the

   god. Karki, H. B. (2010). The passion for drink.

5. Manandhar, A. L., &Shakya, J. (1999).

   Manandhar, S. E., &Thapa, R. J. (1998).

- Finally, although the above examples are not indented, APA style requires that all entries must be in the hanging indent format with the first line flush to the left margin and all other lines indented as shown below.

Klimoski, R., & Palmer, S. (1993). The ADA and the hiring process in organizations. *ConsultancyPsychological Journal: Practice and Research*, *45*(2), 10-36.

Evaluation of Project Work Report

Once the project reports have been submitted by the students, the Research Committee should make necessary arrangements for the evaluation of the project report. The Faculty of Management, in order to promote consistency among evaluators, has set the following criteria for marking the project report. Therefore, all evaluators must evaluate the reports on the basis of set criteria given below.

Marking Criteria for the Project Work Report

Evaluation items	Marks assigned*
Context/ background & purpose of the project	05
Conceptual clarity/ literature review	05
Methodological appropriateness	05
Result and interpretation	12
Summary and conclusion	05
Language	04
References	04
Viva voce	10
Total	50

The pass-mark is 20 (40 percent)

The Faculty of Management has delegated the authority (subject to the evaluation criteria set by FOM, and scrutiny right of the Controller of Examinations, TU) to the Research Committee of each campus/ college to evaluate the project report. Therefore, it is utmost essential that the Research Committee develops fair and transparent policy and procedures for the evaluation of the reports. Though it is the sole jurisdiction of the Research Committee to formulate evaluation policy, it is useful to include the following in the evaluation policy:

- the marking right to the supervisor,
- a list of the internal evaluators based on defined criteria,
- a list of external evaluators based on defined criteria,
- presentation and Viva voce,
- Allocation of marks among different stages of evaluation (e. g. the proportion of marks among supervisor, internal evaluator, external evaluator, etc)

When the committee is satisfied with the evaluation, the committee chair will sign the endorsement form, and send project work reports to the TU Office of The Controller of Examinations for external examination (scrutiny).

Plagiarism

Each project work report shall have to be an original piece of work. Plagiarizing all or part of a project work shall make the entire document unacceptable.

If a project work report is found plagiarized even after its approval and award of the degree to students, the project work may be disapproved by the University any time, and as a consequence students' degree may also be quashed, if the court of law orders the University to do so upon someone's complaint with sufficient proof.

TITLE OF PROJECT WORK REPORT

A Project Work Report

By

Name of Student (First Name/Middle Name/Surname)

T.U. Registered Number

Name of Campus/College

Submitted to

The Faculty of Management

Tribhuvan University

Kathmandu

In Partial Fulfillment of the Requirements for the Degree of

BACHELOR OF BUSINESS STUDIES (BBS)

Name of the Place of Submission

Month, Year

Declaration

← Font: Times New Roman, Size: 14, Bold

I hereby declare that the project work entitled TITLE OF PROJECT WORK REPORT submitted to the Faculty of Management, Tribhuvan University, Kathmandu is an original piece of work under the supervision of Prof./Dr./Mr./Ms. … … … (name of the supervisor), faculty member, … … … (name of the campus/ college), … … … (name of place), and is submitted in partial fulfillment of the requirements for the degree of Bachelor of Business Studies (BBS). This project work report has not been submitted to any other university or institution for the award of any degree or diploma.

Font: Times New Roman, Size: 12, Text must be justified

Signature: ← Font: Times New Roman, Size: 12

Name of Student:

Date:

Supervisor's Recommendation

(In a Campus/College Letter Head)

The project work report entitled TITLE OF PROJECT WORK REPORT submitted by … … … (name of student) of … … … (name of campus/college), … … …(name of place), is prepared under my supervision as per the procedure and format requirements laid by the Faculty of Management, Tribhuvan University, as partial fulfillment of the requirements for the degree of Bachelor of Business Studies (BBS). I, therefore, recommend the project work report for evaluation.

Signature:

Name of Supervisor:

Date:

Endorsement

(In a Campus/College Letter Head)

We hereby endorse the project work report entitled TITLE OF PROJECT WROK submitted by … … … (name of student) of … … … (name of campus/college), … … … (name of place), in partial fulfillment of the requirements for the degree of the Bachelor of Business Studies (BBS) for external evaluation.

Signature   Signature:

Name of Chair: Name of Campus Chief:

Chairman, Research Committee   Campus Chief/ Principal

Date: Date:

Font: Times New Roman,
Size: 14, Bold

Acknowledgement

Font: Times New Roman,
Size: 14, Bold

Table of Contents

Font: Times New Roman,
Size: 14, Bold

List of Tables

Table No.	Title	Page No.

Font: Times New Roman,
Size: 14, Bold

List of Figures

Figure No.	Title	Page No.

Abbreviations

TU   :   Tribhuvan University

Guidelines for Research Report

- **Paper:** A4 size paper. Single side printing is essential.
- **Chapter number:** The chapter number is to be kept in centre of the page. It is to be written in Capital Letter below the top of the page with two inches. Following the spaces below should be the title of the chapters in capital letter. The font for the chapter number and title of the chapter should be Times New Roman and Size of the font should be 16.

For e.g.:   CHAPTER I
                                                  INTRODUCTION

- **Margin:**
-Left: 1.5 inch
-Top: 1 inch
-Bottom: 1 inch
-Right: 1 inch

- **Spacing:** The report must be 1.5 spaced. Single spacing may be used only in the table of contents, charts, graphs, tables, quotations, appendices and references.
- **Page number from Chapter 1 to Appendix:** Page number should be placed at the upper right hand corner of the page. The page number from Chapter 1 to Appendix should be kept in Arabic form.

For e.g.: 1, 2, 3…….35, 36…..

- **Page number from Declaration to Abbreviation:** The page number from declaration should start in Roman form. The lower case Roman numerals are placed within the footer (bottom center).

For e.g.: ii, iii, iv……ix…

- **Font and Size:** Times New Roman, font size is 12
- Text should be justified.
- **Length of the Project Report**: The length of the Project Report will be around 8,000 to 10,000 words(approximately 30 – 35 pages). The length is exclusive of the materials included in the preliminary section and appendixes.