

Whitefield International College

Town Planning, Nayabazaar, Kathmandu

Project Report Proposal-2079

<p style="text-align: center;">TITLE OF PROJECT WORK REPORT</p> <p style="text-align: center;">Submitted to: Whitefield Secondary School Kathmandu</p> <p style="text-align: center;">Submitted by: Name of Student Grade/Section/Code Name of School</p> <p style="text-align: center;">In Partial Fulfillment of the Requirements for the NEB SLC Curriculum.</p> <p style="text-align: center;">Name of the Place of Submission Month and Year</p>	<p style="text-align: center;"><i>Contents for Proposal</i></p> <ul style="list-style-type: none"> • <i>Background of the study</i> • <i>Problem statement</i> • <i>Objective</i> • <i>Research questions</i> • <i>Limitations</i> • <i>Review of Literature</i> • <i>Research methodology</i> • <i>Reference</i>
<u>Cover Page</u>	

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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, A4 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 font is 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: the title 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’s Recommendation)

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 and subheadings are capitalized and punctuated exactly as they are in the text. The table of contents is doublespaced 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 of the study; rationale; 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 25 – 35 pages). The length is exclusive of the materials included in the preliminary section and appendixes.