



**Seminar on Leadership & Organizational Behavior
Guidelines – 2024**
BBM, Second Semester

Prepared by
Research & Extension Committee
United College
Kumaripati, Lalitpur, Nepal

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Course objectives and description

This course aims to help the students to acquire in-depth knowledge of the literatures of leadership and organizational behavior mainly, theory and empirical evidences and to give the students practical experience by conducting a review-based research project in emerging issues. The emphasis of this course will be on recent contributions to theory and practice of leadership & OB within Nepal and globe. The course will cover articles, dissertation, project work, books etc. published in the areas of leadership & OB.

Outcomes

On successful completion of this course, students will be able to

- Familiarize with theory and empirical evidences of nature of leadership & OB practices in contemporary organization.
- Examine theories and empirical evidences on leadership & OB and enhance their abilities; in conducting research in the areas.
- Understanding the emerging issues of leadership and OB and contextualize in the Nepalese settings.
- Aware the theories and research results in the area of leadership and OB.
- Impart the knowledge of theory, empirical evidences and applications in the issues of leadership and OB.
- Develop review-based paper as outcome of seminar in the different areas of leadership & OB.

Learning strategies

The student will extensively review the conceptual paper/ theoretical paper/research paper based on theoretical and empirical review:

- Students need to prepare the paper with the close guidance of a Faculty member/course instructor.
- Faculty member reviews and accepts or advises on the revision of the review-based paper.
- Upon completion of the review paper, the student submits a final review paper to the faculty member at the department/campus
- Student should appear in a seminar (presentation of review paper) that will be evaluated by concerned faculty members and other experts.
- Faculty members and experts jointly award the grades.

Course contents

1. Theoretical Orientation 6 LHs

Introduction to workshop module (Article searching, article reading, drawing materials for seminar paper for presentation) Introduction to issues/theme of seminar and concept of thematic review.

2. Implementation of seminar 6HRs

3. Thematic Review / Development and presentation of paper 4HRs

Faculty member/course instructor may give issues related to OB and leadership. Students should review number of related articles/papers on given issues and develop the slides for presentation and thematic paper as outcome of seminar.

Evaluation

A student is required to undertake a review-based research assignment and prepare a seminar paper at the end of the session. The seminar paper must be presented in the **format as prescribed the by concerned faculty/ course instructor**. Evaluation of the seminar paper and presentation shall be based on the following bases:

Written Report (Seminar paper): **70 %**

Presentation: **30%**

Awarded by Faculty – 70 Marks

Marking criteria for Seminar paper

Evlaution dimension	Mark assigned
Interaction with faculty during topic selection/paper writing	10
Contents of the seminar paper	20
Organizing the paper (structure/citation/reference etc.	40
Total	70

Awarded by expert – 30 Marks

Marking criteria for presentation

Evlaution dimension	Mark assigned
Organization of presentation	10
Presentation skills and content	10
Questions answered and participation on others' presentation	10
Total	30

Seminar paper topics

1. Impact of transformational leadership on employee performance
2. Impact of transactional leadership on employment performance
3. Impact of leadership styles on business performance
4. Impact of job satisfaction on employee performance
5. Conflict management in organizations
6. Leadership development programs in Nepalese organization
7. Workforce diversity in Nepalese organizations
8. The role of emotional intelligence in effective leadership

9. Factors influencing/determining employee retention in Nepalese organizations
10. Impact of organizational culture on employee behavior

Additional research topics

11. Exploring Gender Differences in Leadership Styles
12. Role of Leadership in Enhancing Organizational Learning
13. Exploring Leadership and Employee Retention Strategies
14. Impact of Leadership on Organizational Agility
15. The impact of organizational structure on employee performance
16. The impact of work-life balance on employee behavior and performance
17. The role of rewards and recognition in enhancing employee performance
18. Role of Personality Traits in Organizational Behavior
19. Role of Social Networks in Organizational Behavior
20. Workplace Stress and Its Effect on Employee Productivity

References

Articles, critical books, seminar papers, and dissertations, published internationally, regionally and locally in the area of management.

Deadlines

The deadline for submitting the seminar paper is at the end of the second semester. The evaluation of the paper will be conducted by both internal and external examiners after the board exams of BBM second semester conducted by TU or during the first month of the third semester. Students are advised to complete and submit their seminar papers on time to ensure smooth evaluation and avoid any delays in the process.

Volume of report

The seminar paper should be between 20 to 25 pages, including preliminary, body, and supplementary sections. The preliminary section covers the cover page, declaration, supervisor's recommendation, approval sheet, acknowledgement, and table of contents. The body section includes the introduction, theoretical foundations, empirical review (Global and Nepalese context), and discussions. The supplementary section contains references and any appendices, ensuring a comprehensive and structured presentation of the research topic.

Plagiarism policy

The seminar paper report submitted by students must not exceed 10% plagiarism, as determined by the college's plagiarism detection tool, iThenticate. If the plagiarism level exceeds this threshold, the student will be notified and required to revise the report by correcting the plagiarized sections before resubmission. If the report still contains more than 10% plagiarism after revisions, it will be rejected. This policy upholds academic integrity and ensures originality in students' work. Proper citation and referencing of all

sources are essential to avoid plagiarism. Students are encouraged to conduct thorough research, paraphrase effectively, and properly attribute ideas, data, and information from external sources to maintain the highest standards of academic honesty throughout the report-writing process.

Technical guidelines

S/N	Particular	Descriptions			
1	Chapter heading	Font: Times New Roman	Size: 16	Align: Center	
2	Sub-heading	Font: Times New Roman	Size: 14	Align: Left	
3	Body part	Font: Times New Roman	Size: 12	Align: Justification	
4	Margin	Left: 1.5	Right: 1	Top: 1	Bottom: 1
5	Spacing:	1.5			
6	Alignment	Justification			
7	Page number	Font: Roman numeral for preliminary Arabic number for main body	Size: 12	Align: Lower center of the page	

Outlines

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Chapter 3: CONCLUSIONS	13
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Explanation

1. Title Page

Title page should include a clear and concise title for your seminar paper report, your full name and other relevant student details, and the exact date of submission. *See Annex - 1*

2. Declaration

Provide a formal declaration stating that the report is your original work, not plagiarized, and has been completed as per the requirements of the course. *See Annex – 2*

3. Supervisor's Recommendation

Include a statement of endorsement from your supervisor, recommending the report as a valid and well-conducted study. *See Annex – 3*

4. Letter of Approval

Attach a formal letter from your supervisor or research coordinator approving your topic and field area. This letter should indicate that your seminar paper was authorized and guided throughout the process. *See Annex - 4*

5. Acknowledgement

Acknowledge all individuals and institutions that helped you in conducting the field seminar paper, such as your supervisor, research coordinator that allowed you to conduct your seminar paper. *See Annex - 5*

6. Table of Contents

Provide a list of the sections and subsections of the report, with page numbers for each. This helps readers easily navigate the document. *See Annex - 6*

1. INTRODUCTION

1.1 Background of the study

In this section, provide a comprehensive introduction to your research topic. Discuss its significance, focusing on the importance of the topic.

1.2 Statement of the problems

Clearly define the problem your study aims to address. Identify the gap in existing knowledge or the challenges related to the research topic that your paper seeks to explore.

1.3 Objectives

Specify what your study intends to achieve by investigating the identified problem. These objectives should align with the issues raised in the statement of the problem.

1.4 Methods

In this section, describe the overall research methodology you will use for your study. Detail the approach, sources, and analysis techniques that will be employed to collect and examine data.

- **Research approach:** Specify whether your research is qualitative, quantitative, or mixed methods. Explain the rationale behind choosing this approach based on your study's objectives.
- **Sources of information:** List and explain the sources of information you will use in your research. These may include academic journals, books, government reports, interviews, or surveys. Ensure to highlight the relevance of these sources in supporting your research.
- **Methods of analysis:** Describe the methods of data analysis you will apply to the information collected. This could involve statistical techniques, thematic analysis, or comparative analysis. Justify why these methods are appropriate for answering your research questions.

2. DESCRIPTION AND ANALYSIS

2.1 Conceptual review

Provide a clear conceptual understanding of the topic. Present the concepts in a logical sequence. Back up your explanations with **proper citations** from scholarly articles, books, and other reliable sources.

2.2 Empirical review

Provide a review of literature based on global and Nepalese research. Present the findings from the articles reviewed, with separate sections for global and Nepalese contexts. Each article should be summarized in terms of background, purpose, methods, and findings.

Research Article 1, 2, 3, 4, and 5

- a. Background:** Introduce the article, its context, and relevance to your research topic.
- b. Purpose:** Summarize the primary goal or question of the research.
- c. Methods:** Briefly describe the research methods used in the study.
- d. Findings:** Present the key findings of the article that are relevant to your research.

2.3 Discussions (Compare Empirical Review with Nepalese Context)

Analyze and compare the findings from the global and Nepalese articles reviewed. Discuss how the Nepalese context aligns or differs from the global trends and implications for your research.

Chapter 3: CONCLUSIONS

3.1 Summary

Provide a concise summary of your research findings and key arguments discussed in the paper. Recap the main points from the introduction, empirical review, and analysis.

3.2 Conclusion

Conclude the paper by emphasizing the significance of your findings, addressing the research objectives, and suggesting possible areas for future research. Discuss any limitations or challenges encountered during your research.

6. REFERENCES

List all the sources you referred to during the research and writing of the report. Use APA 7th Edition format for citations.

.....<Title, Capital letter>.....

A Seminar paper

on

Leadership & Organizational Behavior

By

<Name of student>

Exam Roll No.:

T.U. Regd. No.:

BBM second semester

Submitted to

Faculty of Management

United College

Tribhuvan University

In Partial Fulfillment of the Requirement for the Degree of
Bachelor of Business Management (BBM)

<Month Year>

Declaration

I, <Student's Full Name>, a student of BBM Second Semester at United College, Kumaripati, Lalitpur, hereby declare that the seminar paper titled "<Title of the Seminar Paper >" submitted in partial fulfillment of the requirements for the degree of Bachelor of Business Management (BBM) to the Faculty of Management, Tribhuvan University, is my original work. This report has been prepared under the guidance of <Supervisor's Name> and has not been copied or plagiarized from any external source. All information, data, and ideas taken from other sources have been appropriately cited and referenced in accordance with the required citation style. I have complied with the plagiarism policy set by the institution. This seminar paper has not been submitted to any other university or institution for the award of any degree or diploma.

.....
<Name of student>
BBM Second Semester
United College
Kumaripati, Lalitpur

Date:

Supervisor's recommendation

The seminar paper entitled <Title of seminar paper> submitted by <Name of student> of United College, Kumaripati, Lalitpur, 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 Management (BBM). I, therefore, recommend the seminar paper for evaluation.

.....

<Name of supervisor>

United College

Kumaripati, Lalitpur

Date:

(In a College Letter Head)

Letter of approval

This is to certify that the seminar paper titled "<Title of the Seminar Paper>" prepared by <Student's Full Name>, a student of BBM Second Semester at United College, Kumaripati, Lalitpur, has been submitted in partial fulfillment of the requirements for the degree of Bachelor of Business Management (BBM) to the Faculty of Management, Tribhuvan University.

The report has been reviewed and approved by the following individuals:

.....

<Name>

Supervisor

.....

<Name>

Research Coordinator

Date:.....

Acknowledgement

I would like to express my sincere gratitude to everyone who supported me throughout the process of preparing this seminar paper.

First and foremost, I would like to extend my deepest thanks to my supervisor, <Supervisor's Name>, whose guidance, expertise, and constant support have been invaluable in the completion of this seminar paper.

I would also like to thank the Research Coordinator, <Research Coordinator's Name>, for his/her assistance and coordination during the preparation of this paper.

I am deeply grateful to the administrative staff of United College, Kumaripati, Lalitpur, for their cooperation and assistance throughout my academic journey.

I would like to acknowledge the secondary sources of information, including books, articles, journals, and online resources, that provided the foundational knowledge and data required for this research.

Finally, I wish to express my heartfelt thanks to my family and friends for their continuous encouragement, emotional support, and understanding throughout this research.

Once again, I express my sincere gratitude to all those who have been part of this journey.

<Name of student>

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Closing note:

While preparing the seminar paper, students must work closely with their concerned supervisor, who is responsible for guiding them throughout the process. Supervisor should ensure that the seminar paper follows the prescribed guidelines regarding structure, content, and formatting. Adherence to this guideline is crucial for maintaining the quality and consistency of the seminar paper, ensuring it aligns with academic and institutional requirements. This collaborative approach helps students present their work effectively and meet the expected academic standards.

Dr. Binod Lingden
Research Coordinator
United College
Kumaripati, Lalitpur