



## **Project Work Report Guidelines – 2024**

**BBS, Fourth Year**

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

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### **Purpose**

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 learning 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 FoM.

### **Responsibilities of 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. (No exceptions shall be made for missed deadlines or late submission of project work report).

#### **Responsibilities of supervisor**

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.



### Responsibilities of 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

### 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

- **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.
- **Figures:** Data may also be presented in the diagram, charts, graphs, photographs and drawings (Figures) according to APA format.
- **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).

#### Layout of project work report

<b>Preliminary pages</b>	
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)
Student’s supervisor	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)
Acknowledgement	Acknowledge them who have really helped you to prepare the project work report. (See Appendix E: Endorsement)
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 double- spaced except when a heading or caption wraps to a second line. (See Appendix F: 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.
<b>Main body</b>	
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.
<b>Supplementary section</b>	
Bibliography	Includes all sources used in the study, using APA format for citation. (Visit Website: <a href="https://owl.english.purdue.edu/owl/resource/560/08/">https://owl.english.purdue.edu/owl/resource/560/08/</a> )
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.



.....Title Page (Capital letter, Bold) <16 Font size>.....

A Proect Work Report

By

.....  
T.U. Reg.: .....

Exam Roll No.: .....

Specialization: Finance

United 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)

Kumaripati, Lalitpur, Nepal

<Month, Year>



## Declaration

I hereby declare that the project work entitled “.....” submitted to the faculty of Management, Tribhuvan University, Kathmandu is an original piece of work under the supervision of ....., Research Coordinator, UNITED COLLEGE, KUMARIPATI, LALITPUR, 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.

Signature:

Your name:.....

Date: .....

### **Supervisor's Recommendation**

The project work report entitled .....  
submitted by ..... 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 Studies (BBS). I,  
therefore, recommend the project work report for evaluation.

.....

<Name>

Supervisor

United College

Date: .....

## Endorsement

We hereby endorse the project work report entitled.....

..... submitted by .....

UNITED COLLEGE, KUMARIPATI, LALITPUR, in partial fulfillment of the requirements for the degree of the Bachelor of Business Studies (BBS) for external evaluation.

.....

<Name>

<Name>

Chairman, Research Committee

Graduate Program Director

Date: .....



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## Acknowledgement

This report entitled “.....”  
has been prepared as a partial requirement for the BACHELOR DEGREE OF  
BUSINESS STUDIES. This study report provides a comparative analysis about the  
deposit trend of Everest Bank Limited.

This study report is a result of help and support provided to me by various people to  
whom I am highly indebted. I would like to extend my sincere thanks to respected teacher  
..... who encouraged and guided me to complete this report. I would  
also like to thank all the teachers for their kind co-operation and guidance which helped  
to complete this project work.

This study has been completed under the intensive and genuine guidance of Research  
Coordinator,..... Research Management Cell,  
UNITED COLLEGE, KUMARIPATI, LALITPUR for his tremendous help, support,  
guidance and encouraging advices.

Lastly, I would like to thank all who directly or indirectly helped me with their valuable  
ides, help and support while preparing this report. I have tried my level best to avoid any  
misinterpretation and flaws. If any exist, then I am solely responsible for it. I would be  
delighted to receive feedback, queries and other comments that will guide me for the  
better work in coming days. For this report, I have mostly relied upon the bank website  
and available secondary data.

Signature: .....

Name:.....

Date: .....

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## Abbreviations

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United Nation

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**Closing note:**

While preparing the project work report, students must work closely with their concerned supervisor, who is responsible for guiding them throughout the process. Supervisor should ensure that the project work report follows the prescribed guidelines regarding structure, content, and formatting. Adherence to this guideline is crucial for maintaining the quality and consistency of the project work report, 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