



Research Proposal Guidelines – 2024

Prepared by

Research & Extension Committee

United College

Kumaripati, Lalitpur

July 2024

Background

The Dissertation Guidelines for Master's level students at United College, Kumaripati, Lalitpur, have been developed to establish clear academic standards, minimum requirements, and specific formatting for the dissertation. These guidelines aim to assist students in meeting the expectations of the Faculty of Management (FOM), Tribhuvan University (TU), in terms of structure, content, and presentation. The guidelines provide a framework for students to ensure their work is academically rigorous and professionally presented before submission. The dissertation represents the culmination of the Master's program and is a critical component for the conferral of the degree. The Faculty encourages students to adhere to these guidelines to ensure consistency and academic integrity throughout the dissertation preparation process.

Objectives

The objectives of the Dissertation Guidelines for Master's students at United College, Kumaripati, Lalitpur, are to define academic standards, ensure consistency in presentation, enhance research quality, facilitate successful submission, and promote academic integrity. These guidelines aim to support students in producing a professionally structured and rigorously researched dissertation that meets the requirements of the Faculty of Management (FOM), Tribhuvan University (TU), and contributes to the academic field.

Outcomes

The outcomes of following the Dissertation Guidelines for Master's students at United College, Kumaripati, Lalitpur, are:

- Students will produce a well-researched, academically rigorous dissertation that meets the standards set by the Faculty of Management (FOM), Tribhuvan University (TU).
- Students will submit a dissertation that is formatted and structured in a consistent and professional manner, adhering to institutional guidelines.
- By meeting the academic and submission requirements, students will successfully complete their Master's program and be eligible for the conferral of their degree.
- Students will demonstrate academic honesty through original research, proper referencing, and adherence to ethical standards in their dissertation work.
- Students will contribute valuable insights to the field of management through their comprehensive research and analysis.

Evaluation

Evaluation of the dissertation The dissertation shall be assessed in two different steps:

- The first step at college: the supervisor of the respective college, the internal examiner appointed by the Research Committee, and experts invited to viva voce

examination process evaluate the research. Students will be required to attend the viva-voce examination and defend the work satisfactorily at the campus.

- Second step at Faculty of Management office of Dean. When first step of dissertation evaluation at college is completed, the college should submit 2 copies of that dissertation with first step college evaluation score (viva score) at Dean Office, FOM. The Dean Office then shall start second step of evaluation through two different experts. The average score of two experts and first step evaluation score are added for final marks of the students. The weight given for first step evaluation at college (viva voce) and the second step evaluation at FOM carry over at 25 percent and 75 percent respectively

Volume of dissertation

The dissertation for Master's students at United College, Kumaripati, Lalitpur, should be between 50-70 pages in total, organized into three main sections. The first section, Preliminary Pages, includes the title page, certification of authorship, report of the research committee, approval sheet, plagiarism test report, and other introductory elements. The second section, Main Body, is divided into chapters: Chapter 1 (Introduction), Chapter 2 (Literature Review), Chapter 3 (Research Methodology), and Chapter 4 (Results and Discussion), each containing relevant subsections that outline the research framework, objectives, findings, and analysis. The final section, Conclusion and References, includes the summary, conclusions, implications, references, and any appendices. This structure ensures a comprehensive, well-organized dissertation that meets the academic standards of the Faculty of Management, Tribhuvan University.

Ethics

Students are expected to uphold the highest standards of research ethics throughout their dissertation process. This includes retaining and sharing all data used in the study, ensuring it is accessible for review, especially during the viva voce examination. Plagiarism is strictly prohibited, and students must properly cite all sources, obtaining necessary permissions for copyrighted material. Additionally, students must maintain confidentiality when handling sensitive information, ensuring the privacy of individuals and organizations involved in their research. Research must be conducted with honesty and integrity, avoiding any fabrication or manipulation of data. In cases involving human participants, informed consent must be obtained. These ethical guidelines ensure the credibility and academic integrity of the research conducted by MBS students.

Plagiarism policy

The plagiarism policy for MBS students at United College, Kumaripati, Lalitpur, mandates that the plagiarism level in the dissertation must be less than 20%, as per the

provisions of Tribhuvan University (TU). The college uses iThenticate plagiarism software to detect any instances of plagiarism. If the plagiarism report exceeds 20%, the student will be notified and required to revise the plagiarized sections and resubmit the report. If, after revision, the plagiarism level remains above 20%, the dissertation will be rejected. This policy ensures academic integrity and originality in students' work, emphasizing the importance of proper citation and avoidance of plagiarism. Students are encouraged to maintain the highest standards of academic honesty throughout the research and writing process.

Plagiarism Test Report

The MBS dissertation work titled "....." submitted by for a plagiarism test on ...<Date>..., has been checked by the iThenticate plagiarism checker software. The software found an overall similarity index of **10%** based on the following criteria.

Criteria

Quotes	- Excluded
Bibliography	- Excluded
Exclude Sources Matches	- 1%
Exclude Words Matches	- 10 Words
Abstract	- Included
Methods and Materials	- Included

Note: Kindly be advised that the similarity index produced by software may not comprehensively reflect the caliber and criteria of the document. Consequently, it is highly advisable for the appropriate authority to manually assess the examined file to ascertain its adherence to the essential benchmarks of being articulate, well- investigated, and upholding academic integrity.

.....

<Name>

Research Coordinator

Procedure

The procedure for the dissertation for MBS students is as follows:

- Students must select their dissertation topic and submit a concept paper to the college. The concept paper should outline the research topic, objectives, significance, and potential research questions. This serves as the initial step in the dissertation process.
- Students will undergo training on how to write a research proposal. After the training, they must write and submit their research proposal to the college. The proposal should include the research design, methodology, and a review of relevant literature.

- After submitting the research proposal, students will present and defend their proposal in front of a panel. Based on the defense and proposal evaluation, a supervisor will be allocated to guide the student. The supervisor will typically be a faculty expert in the student's field of specialization.
- With the guidance of their allocated supervisor, students will begin writing their dissertation. The supervisor provides feedback and guidance on each chapter, ensuring the work meets academic standards and is aligned with the research objectives.
- Students will submit the first draft of their dissertation to the supervisor for review. The supervisor will provide detailed comments and feedback for revision. Students must make necessary corrections and improvements based on this feedback.
- After making the required revisions, students will submit the final version of their dissertation. The dissertation will undergo evaluation by internal and external examiners. The final step involves a viva voce examination, where students defend their research findings and methodology before a panel of experts.

Assignment of supervisor

Once the research proposal is submitted and successfully defended in the third semester, the college assigns a supervisor to each student. The supervisor is typically a faculty member with expertise in the student's chosen field of study and specialization. The assigned supervisor will guide the student through the dissertation process, providing feedback on the research methodology, structure, and content of the dissertation. Students are expected to regularly meet with their supervisor to discuss progress, address any challenges, and ensure the dissertation meets the academic standards set by the Faculty of Management, Tribhuvan University. The supervisor's guidance is essential for the successful completion of the dissertation.

Technical outlines

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

Particular

Title page

Certification of authorship

Report of research committee

Approval sheet

Plagiarism test report

Summary report of plagiarism

Acknowledgement

Table of contents

List of tables

List of figures

Abbreviations

Abstract

Chapter 1: INTRODUCTION

1.1 Background of the study

1.2 Problem statement

1.3 Research objectives

1.4 Hypotheses

1.5 Rationale of the study

1.6 Limitations of the study

Chapter 2: LITERATURE REVIEW

2.1 Theoretical review

2.2 Empirical review

2.3 Research gap

Chapter 3: RESEARCH METHODOLOGY

3.1 Research design

3.2 Population and sample, and sampling design

3.3 Nature of sources of data, and the instrument of data collection

3.4 Methods of data analysis

3.5 Research framework and definitions of variables

Chapter 4: RESULTS AND DISCUSSION

4.1 Results

4.2 Discussion

Chapter 5: SUMMARY AND CONCLUSION

5.1 Summary

5.2 Conclusion

5.3 Implications

REFERENCES**APPENDICES**

Explanation	
Particular	Explanation
<i>Title page</i>	• This is the first page of your research document. • Include the title of research, name, the institutional affiliation, and possibly other details like the date of submission.
<i>Certification of authorship</i>	• Include a signed declaration page by the author affirming that the work is original, has not been submitted elsewhere, and complies with the ethical guidelines of the institution.
<i>Report of research committee</i>	• Attach a page documenting approval of research committee members.
<i>Approval sheet</i>	• Attach the approved letter in the college letter head provided by the college with signatures of the committee members who have approved the dissertation.
<i>Plagiarism test report</i>	• Attach a report confirming that the research work has been tested for plagiarism and meets the institution's standards.
<i>Summary report of plagiarism</i>	• Attach a brief summary of the plagiarism test results, highlighting the originality of the work.
<i>Acknowledgement</i>	• Acknowledge individuals and organizations that have contributed to the research process.
<i>Table of contents</i>	• List all the sections and subsections of the dissertation along with their page numbers.
<i>List of tables</i>	• Include a list of tables used in the document, with corresponding page numbers.
<i>List of figures</i>	• Include a list of figures used in the document, with corresponding page numbers.
<i>Abbreviations</i>	• Provide a list of all abbreviations in report used and their full forms.
<i>Abstract</i>	• Give a concise summary of the research, including the research question, methodology, key findings, and conclusions.
Chapter 1: INTRODUCTION	

1.1 Background of the study	• Provide the context for your research. Include information about the broader subject area and the specific topic you are investigating. • Justify why your research is relevant, what has been done in the past, and what gaps or issues exist that your study aims to address.
1.2 Problem statement	• Articulate the specific issue or challenge that your research seeks to explore and address. • Clarify the gap in knowledge or the problem within the existing literature that your research intends to contribute to or solve.
1.3 Research objectives	• Clearly state the main aim and specific goals of your research. • Ensure each objective is concise, measurable, and aligned with the research question. • Present objectives in a logical order, from general to specific, using bullet points or numbered lists.
1.4 Hypotheses	• Formulate clear, testable hypotheses that directly relate to your research objectives. • Distinguish between null (H0) and alternative (H1) hypotheses, providing a rationale for each. • Explain how these hypotheses will be tested, including key variables and analytical methods.
1.5 Rationale of the study	• Explain why your research is important and why it matters. • Justify the significance of addressing the identified problem or gap and explains how your study contributes to existing knowledge.
1.6 Limitations of the study	• Define what aspects of the topic are included and excluded, helping to manage the scope of your study. • If any, briefly outline any limitations in your research design, sampling, or data collection methods. • If any, summarize issues related to data quality, analysis methods, and potential biases. • If any, highlight the extent to which your findings can be applied to other populations or settings.
Chapter 2: LITERATURE REVIEW	
2.1	• Summarizes and critically evaluates existing theories relevant to your research topic.

Theoretical review	Discusses the foundational concepts and frameworks that form the basis for your study.
2.2 Empirical review	- Reviews previous research studies and findings related to topic. - Focuses on empirical evidence, data, and outcomes of studies that are pertinent to your research.
2.3 Research gap	- Identifies the gaps or limitations in the existing literature. - Describes how your research intends to address these gaps and contribute to the current body of knowledge.
Chapter 3: RESEARCH METHODOLOGY	
3.1 Research design	State the research design (exploratory, descriptive, correlational, casual-comparative, experimental) followed in the study and justify the choice.
3.2 Population and sample, and sampling design	- Define the population targeted for the study. - Explain the sampling technique(s) used to select participants. - Discuss the sample size and justify it with reference to relevant statistical or practical considerations.
3.3 Nature and sources of data, and the instrument of data collection	- Identify the primary and secondary data sources. - Describe the tools and instruments used to collect data (e.g., surveys, interviews, observation). - Explain the validity and reliability of the instruments.
3.4 Methods of data analysis	- Outline statistical or qualitative methods used to analyze the data. - Provide a rationale for the choice of methods. - Include any software or tools used for the analysis.
3.5 Research framework and definitions of variables	- Present theoretical or conceptual framework guiding the study. - Define and operationalize the key variables used in the research. - Explain how these variables will be measured and analyzed.
Chapter 4: RESULTS AND DISCUSSION	
4.1 Results	- Present and analyze the collected data to extract their meaning. - Tables, and figures are useful for meaningful presentation of data. - In some studies, (e. g. a descriptive type of study), simple

	percentage analysis or a ratio analysis would suffice. - Others may require simple to complex statistical analyses. For inferential statistical tests (e. g., t, F, and χ^2 tests), include the obtained value of the test statistic, the degree of freedom, etc. - This section should seek to answer all the research questions and test the hypotheses.
4.2 Discussion	- Interprets and analyzes the results in the context of the research questions and objectives. - Discusses the implications of the findings and relates them to existing literature and theory.
Chapter 5: SUMMARY AND CONCLUSION	
5.1 Summary	- Cover a very brief introduction and justification of the study. - Then give the general objective of the study and describe the methods followed in the research process. - Then report key findings based on the analysis and discussion section. - Organize findings in a purposeful manner so that they answer research questions, support or negate the hypotheses, and lead to conclusion.
5.2 Conclusion	- Wrap up things by telling readers what was learned from the research. - Draw the conclusion only from the findings of the study. Number of findings may lead to one conclusion. - Use interpretation of the findings and give meaning to them.
5.3 Implications	- Discuss the broader implications of the research findings. - Considers how results contribute to the field and potential applications.
REFERENCES	Lists all sources cited in dissertation using APA citation style.
APPENDICES	Includes additional materials that are supplementary to the main text, such as raw data, survey instruments, or extended information that supports the dissertation.

Appendix - 1

.....**TITLE OF RESEARCH**.....

A Dissertation submitted to the Office of the Dean, Faculty of Management in partial
fulfilment of the requirements for the Master's Degree

by

Name of students

Student Roll No:

Registration No:

United College

<Month, Year>

Appendix - 2

Certification of Authorship

I hereby corroborate that I have researched and submitted the final draft of dissertation entitled “.....”. The work of this dissertation has not been submitted previously for the purpose of conferral of any degrees nor it has been proposed and presented as part of requirements for any other academic purposes.

The assistance and cooperation that I have received during this research work has been acknowledged. In addition, I declare that all information sources and literature used are cited in the reference section of the dissertation.

.....

<Name of student>

Date:.....

Appendix - 3

Report of Research Committee

Mr/s<name of student>..... has defended research proposal entitled "" successfully. The research committee has registered the dissertation for further progress. It is recommended to carry out the work as per suggestions and guidance of supervisor Dr. Binod Lingden and submit the thesis for evaluation and viva voce examination.

<Name>

Program Director

Signature:

Dissertation Proposal Defended

Date:

<Name>

Dissertation Supervisor

Signature:

Dissertation Submitted

Date:

<Name>

Head of Research committee

Signature:

Dissertation Viva Voce

Date:.....

Appendix - 4

Approval Sheet

We have examined the dissertation entitled "....." presented by Sandhya Thapa for the degree of Master of Business Studies (MBS). We hereby certify that the dissertation is acceptable for the award of degree.

<Name>
Dissertation Supervisor

<Name>
Internal Examiner

<Name>
External Examiner Signature

<Name>
Chairperson, Research Committee

<Name>
Principal

Date:

Appendix - 5

Plagiarism Test Report

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.....

<name>

Research Coordinator

Appendix - 6

Plagiarism summary report

Appendix - 7

Table of contents

Title page

Certification of authorship

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Approval sheet

Plagiarism test report

Summary report of plagiarism

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Table of contents

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List of figures

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