

Orientation on Project Work Report Writing

Objective of the Program

- To give a theoretical knowledge about project work as well as thesis writing.
- To build up the project work report writing skills.
- To aware about the basic factors and process of project work report writing.
- To build up the confidence for project work report writing.
- To initiate for self and real project work report writing.
- To minimize unwanted or general inquiry about field work report writing.
- To help in selection of appropriate topic of the study.
- To minimize the technical mistake in report writing.
- To minimize the duplication of the report.
- To help in better score in over all exam result.

Provision of the project work report writing

- **Status:** Partial fulfillment of fourth year exam(Compulsory)
- **No of the field work report:** One
- **Area of project work:** Concentration area (Major Sub.)
- **Full Marks:** 50 Marks(Internal Only) **Pass Marks:** 20
- **Copies of the Report:** 3 Set copies of each report
- **Submission Date:** one month after completion of final exam.
- **Language** English only.
- **Length of Report:** 8000-10000 words(30-35 Page) excluding preliminary pages and appendices

Process of project work report writing

- Orientation on project work report writing
- Counseling with subject teacher
- Topic Selection & Submission of Proposal
- Approval of proposal/topic
- Appointment of supervisor/guide
- Project report writing plan
- Recommendation letter from campus
- Visit the organization & Meet with CEO, Head of Organization
- Data collection
- Consultation with guide/supervisor
- Begin the report writing.
- Data analysis and conclusion.
- Consultation with supervisor
- Complete the report & consult with guide
- Setting & binding the report
- Submission/Registration of the report(3 copies)
- VIVA(interview)
- Internal Assessment/Evaluation/Marking
- Endorsed to examination control office(T.U.)

Topic Selection Criteria

- Title/Topic should be selected after consultation with subject teacher and Title must be related to concentration area.
- Title/Topic should not be matched with another student's topic. • Title must have relevant and adequate of data.
- Title should have recent data.

Technical Criteria of the report

- **Paper size:** A4: 8.5 by 11 inches(8.5" x 11")
- **Margin:** Uniform margin of 1" from top, bottom, left & right edge of paper
- **Spacing & Alignment:** Text must be double spaced 1.5 pointed and left aligned.
- **PRIMARY HEADING(H-1):** Center justified alignment and all letter upper case(capital letter) 2 inch below form top edge of the paper. Font size-18 point
- **Heading Level Two:** Left Alignment, first letter of each major word is capitalized, size of font-12 points.
- **Heading level three:** Left alignment-12 points bold, Sentence case
- **Paging:**
 - Preliminary pages(cover to abbreviation) are paged Roman numbers(i, ii, iii.....)in lower case(small letter) Placed at bottom center alignment. Starts from declaration- ii.
 - Main Body of Report(From Introduction to Appendix) are paged in Hindu Arabic number (1,2,3,...) at upper right hand corner of pages-1 from top and 1 inch from right edge of the paper.
- **Font Type:** Times New Roman
- **Language:** English

Format Setting of the Project Work Report

1. Cover(Title) Page: Out cover page- hard paper
inner cover page- general/loose paper
2. Declaration(by student)
3. Supervisor's Recommendation(on campus letter head)
4. Endorsement(on campus letter head)
5. Acknowledgement अभार/मन्तव्य/मेरो भनाई/दुई शब्द
6. Table of Contents
7. List of Tables
8. List of Figures
9. Abbreviations
10. Main Body of the Project Report
 - CHAPTER I: INTRODUCTION
 - 1.1 Background
 - 1.2 Profile of organization/Project/Event
 - 1.3 Objectives of the Study
 - 1.4 Rationale of the Study
 - 1.5 Literature Review
 - 1.6 Methods of the Study
 - 1.7 Limitations of the Study
 - CHAPTER II: RESULTS AND ANALYSIS
 - 2.1 Date Presentation
 - 2.2 Analysis of Result
 - 2.3 Findings
 - CHAPTER III: SUMMARY AND CONCLUSION
 - 3.1 Summary
 - 3.2 Conclusion
- BIBLIOGRAPHY
- APPENDICES

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Tips for selecting appropriate title(topics)

Alternative-I

- At first mentally prepared about I must write an original and new project report myself by own effort for my career.
- Remember the subjects of your concentration area(major)
- Turn on those subjects of concentration area and sea the table of content or chapter and topics of content of that chapter.(Every Chapter head and issues of that chapter may be your topics of your study)
- Filter the well know and interesting issue/chapter from books.
- Now select one of the appropriate issues and try to make the subject matter of your study.
- Focus on that subject matter.
- Think about that what I search of study on that subject matter
- Now search the appropriate field/organization/sector having that issue of subject matter exists.
- Know query about that subject matter, What, Why and How I will search or study.
- Check out that is the subject matter/issue and field is appropriate from the aspect of issue(subject matter, originality, contemporary issue, new, interesting), data availability, access, capability, time, financial, effort etc.
- Confirm the issue and field.
- Rough sketch of different possible title name that can reflect your concern (theme/focus) of the study. Pronounce the title and reevaluate them.
- Select a best one title of your project work.
- Now consult your teacher and make it complete with necessary adjustment/correction.

Alternative-II

- Select the issue & Field/Sector/Organization.
- Answer about what i do or search, why I search and how will i search(study). If answer has been found.
- Relate the issue with your concentration(major)area that, With which subject, book, chapter, topic or issue is it links ? if it is related try to give meaningful title and consult with teacher and finalize it.

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	<i>Supervisor's Recommendation</i>	<i>iii</i>
	<i>Endorsement</i>	<i>iv</i>
	<i>Acknowledgement</i>	<i>v</i>
	<i>Table of Contents</i>	<i>vi</i>
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CHAPTER I: INTRODUCTION

- 1.1 Background
- 1.2 Profile of organization/Project/Event
- 1.3 Objectives of the Study
- 1.4 Rationale of the Study
- 1.5 Literature Review
- 1.6 Methods of the Study
- 1.7 Limitations of the Study

CHAPTER II: RESULTS AND ANALYSIS

- 2.1 Date Presentation
- 2.2 Analysis of Result
- 2.3 Findings

CHAPTER II: SUMMARY AND CONCLUSION

- 3.1 Summary
- 3.2 Conclusion

BIBLIOGRAPHY

APPENDICES

Format & Component of Project Proposal

1. Title of the project work:
2. Name of Organization/Project/Event:.....
 Branch:.....
 Address:.....
3. Objectives of the Study:
 - (a)
 - (b)
 - (c)
4. Rationale(Scope):
 - (a)
 - (b)
5. Methods of the Study
 - A. Sources/Type of Data:
 - B. Data Collection Tools (Instruments):
 - C. Data analysis Method & Tools:
6. Limitations:
 - i.
 - ii.
7. References:

Orientation on Project Work Report Writing

CHAPTER ONE INTRODUCTION

1.1 Background: Introductory with reference of the study. Start to give introduction of subject matter from broad area and narrow down the description of subject matter to the exact matter of objective of title. Here are two references;

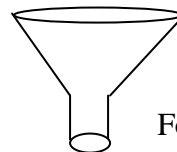
(A) "Quality Education of Birendra Vidhyamandir Multiple Campus"

Meaning of Education, Evolution of Education, Need & Importance of Education, Types of Education, Education in Nepal, Education Policy of Nepal, Higher Education System in Nepal, development stage of education in Nepal, educational institution in Nepal, Far & Western Region, Seti Zone, Kailali District, Tikapur, Birendra Vidhyamandir, Role of BMC in academic sector, Academic Program, Faculty, Subject, Student enrollment, Result.

(B) "Meat Market in Tikapur, Kailali"

Meaning & Importance of meat, Types of meat, meat consumption habit of human, Market of meat, Meat market in Nepal, Far Western Development Region, Seti Zone, Kailali District and general feature of meat market in Tikapur, what's the interesting thing that it attracts you to study about it.

(C) "Animal business in Tikapur": Meaning of Business, Evolution of Business, Need & Importance of Business, Types & Forms of business, Markets, Animal Business, Animal Business in Nepal, Far & Western Region, Seti Zone, Kailali District, Tikapur, Pashu Hat bazar and animal business in Pashu Hat Bazar, Tikapur, Kailali. General feature and justification of the study.



Context

Focus to the subject matter

1.2 Profile of the Organization/project/event: Introduction about organization/event about which you are going to study: Establishment date, mission, vision goal, coverage, working area, service, product, capital, nature of organization, board of directors & others

For Example on Animal Business in Tikapur:

Which animal will be traded in Tikapur Pashu Hat Bazar ?

How many animals will be traded in Tikapur Pashu Hat Bazar ?

How much will be the trading amount in Rupees of Tikapur Pashu Hat Bazar ?

1.3 Objectives of the Study: Set out maximum 4 objectives answering to the statement of the problem in bullet style but start from paragraph.

1.4 Rationale of the Study: Scope or Importance of the study (report). Who will be benefited and for what purpose they will use it after completion of the report. (paragraph style)

For the organization/management to make policy or improve or correct.

For the Customer/Clients/Consumer to know the reality of feature, quality, price of the product.

For the Owner/Share holder to improve the business.

For New business/entrepreneurs to know about that business line market, competition, capital, problems.

For Concerned authority like Revenue office, Municipality, VDC and Division Cooperative Office, NRB.

For Competitors to know the competency and weak as well as strength of own and others.

For the researcher/student to know about this organization and subject so they can further study on it.

1.5 Literature Review:

1.5.1 Conceptual Review: What is the study about the subject matter and area of that study.

1.5.2 Review of Previous Works: What is the major finding and conclusion of previous study.

1.5.3 Research Gap: What is the difference between former study and your new study (Time, indicator, tools, type of data, sample, methods, techniques, coverage, objective)

1.6 Methods of the Study:

Procedure, methodology and technical aspect is used in the report.

Types of Research: Descriptive, Analytical, Qualitative or Quantitative

Population and Sample: What is the population, how much and what type of sample will be used and

Types of Data: What type of data are used in the report writing

Data Collection Procedure: how data are collected, step process followed to collect the data.

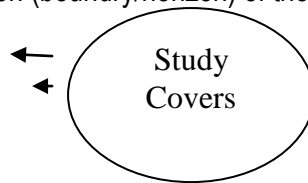
Instruments: What types of tools and instruments are used to collect the data

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Techniques of Analysis: What type of model, formula, technique, methods are used to analyze the data.

3.7 Limitations: What are the limitation (boundry/horizon) of the study that it does not include and covers.

Limitation that study
does not consists



CHAPTER II RESULTS AND ANALYSIS

4.1 Data Presentation:

4.1.1.....

4.1.2.....

4.2 Analysis of Results: Use different module, formula and tools and technique and theories(objective oriented how it mean to objective)

4.2.1

4.2.2

4.2.3

4.3 Findings: what you have found in your study(Key findings)

CHAPTER III SUMMARY & CONCLUSION

5.1 Summary (Depict the whole report in a page, introduction data presentation, analysis, key findings)

5.2 Conclusion (Conclude the result on the basis of finding: You have Jundice, Capital inadequacy, Weak liquidity position, Project in loss, Firm is below BEP, User are not satisfied by themobile

(Data Presentation-Analysis-Summary-Conclusion): Driven by objective

BIBLIOGRAPHY: What sources of information and data you have used during this project work

APPENDICES: Some picture, list, model and other important think that makes better and relevant to the report but no any context and space in the main body of the report.

Orientation on Project Work Report Writing

Orientation on Project Work Report Writing Topics & Areas of Report Writing

Sector/Area	Specialization Subject & Topics		
	Account	Finance	Marketing/Management
1. Common organization	Profitability, Income & Expenditure, Nature of income & Expenditure, Business, Types of cost and Income, Investment, BEP Analysis, Depreciation system, Inventory management, Financial Procedures, Production Process, Input & Output Analysis, Competency, Cost Structure, Ration Analysis, Budgeting & Expenditure, Normal & Abnormal Loss Analysis, Labour Turnover & Cost, Resource Utilization, Revenue or Turnover Analysis, Service delivery situation, Client/Customer Flow, Cash Flow, Working Capital Analysis, Cost Control and others, BEP, EOQ, Inventory System, ROL,	Profitability, Income & Expenditure, Nature of income & Expenditure, Business, Types of cost and Income, Investment, BEP Analysis, Depreciation system, Inventory management, Financial Procedures, Production Process, Input & Output Analysis, Competency, Cost Effectiveness, Ration Analysis, Budgeting & Expenditure, Normal & Abnormal Loss Analysis, Labour Turnover & Cost, Resource Utilization, Revenue or Turnover Analysis, Service delivery situation, Client/Customer Flow, Cash Flow, Working Capital Analysis	<p>Marketing: Effectiveness of Advertising, Market Share, Mode of Advertising, Target group, Demand & Supply Analysis, After Sales Services, Pricing of product, Monopoly Market, Product line, Relationship between Advertisement & Sales, Expenditure in advertisement and Profitability, Effectiveness of Advertisement in respect of timing and others</p> <p>Management: Employee Turnover Ratio, Employee Turnover Cost Analysis, Job Analysis, Work load & Job description, Motivation Techniques, Office layout, Service Delivery System, Information management system, Office Procedures, Planning & Implementation, Monitoring & Evaluation System, Reward & Punishment System, Employee Requirement Analysis, Recruitment System, Analysis of Overtime and Others</p>
2. Bank/Cooperatives			
3. School /Campus			
4. Manufacturing Company/Cottage Industry			
5. Trading Concern			
6. Agro Farm/Farming			
7. Animal Husbandry/Bee Keeping/Poultry Farm			
8. Community Forest			
9. NGO/INGOs/Club			
10 Micro Credit/Saving Groups			
11. Radio Station & Program			
12. Local Body(VDC & Municipality)			
13. Film & Music Industry			
14. Service Sector			
A. Hotel Business	Source & Uses, Capital Structure, Share & Debenture, Dividend Policy, Market Value & Book value, Cost of capital, Risk & Return analysis, Capital Budgeting, Installment System, Deposit & Loan Analysis, Repayment of loan		
B. Hospital & Nursing Homes			
C. Electricity Authority			
D. Water Supply Corporation			
E. News Paper			
G. Construction /Housing			
H. Hydro Power			
J. Workshop			
I. Library & Others			
14. Informal/Other Sector:	Hat Bazar, Customer, Client, Tikapur Park, Tikapur Art & Science Musium, Mobile User, Internet User, face book user, mobile app uses for academic purpose, Vegetable Market, Price Stability of vegetable market, Seasonal Electricity consumption trend, Bananas, Café, Chowmin market, Meat Market, Meat consumer, Water Market, Visitor's purpose analysis in Tikapur Park, Behavior towards the courses/logo of university		