

Orientation on Project Work Report Writing

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 spaced 1.5 pointed and left aligned.
- **Indent**(किनारा छोड्ने नियम): Paragraph पेजको किनार नछोडी लेख्ने
- **Font Type:** Times New Roman only
- **Font Size of Text/Paragraph:** 12 point only(Top Heading 14)
तर **Table** र **Figure** मा आवश्यकता अनुसार पढ्न र बुझ्न सकिने सानो पनि लेख्न सकिन्छ ।
- **Title Font: Preliminary Page** मा जहाँ सुकै Title उल्लेख गर्दा **Capital Letter** मा मात्र लेख्ने ।
- **Preliminary Page** को **Heading** को मुख्य शब्दको पहिलो अक्षर मात्र **Capital** लेख्ने अरु **Small Letter** मा लेख्ने ।
- **Indent**(किनारा छोड्ने नियम): Paragraph पेजको किनार नछोडी लेख्ने
- **Language:** English only
- **Paging**(पेज नम्बर राख्ने नियम):
- 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 the Report(From Introduction to Appendices) are paged in arabic number (1,2,3,...) at upper right hand corner of pages-1 inch from top and 1 inch from right edge of the paper.

Heading को किसिम र Heading सम्बन्धी नियम

PRIMARY HEADING(H-1): Center justified alignment and all letter upper case(capital letter) 2 inch below form top edge of the paper. Maximum font size 16 point

सबै अक्षर **CAPITAL LETTER** मा **Bold** गरेर पानाको माथीतिर बीच भागमा लेख्ने । जस्तै: **CHAPTER III**(Chapter Number Roman मा लेख्ने) **Font Size:** 14 राख्ने ।

Heading Level Two(H-2): Left Alignment, first letter of each major word is capitalized, all fonts are bold size of font-12 points.

मुख्य शब्दको पहिलो अक्षर Capital Letter मा लेख्ने सबै अक्षर **Bold** गर्ने ।

Heading level three(H-3): Left alignment-12 points bold, Sentence case

Heading level three(H-4): Left alignment-12 points bold, Sentence case and underline the title

Heading Level चिन्ने तरिका: संख्याको खण्ड सोही बारबार Level हुन्छ । जस्तै:

CHAPTER II

(एउटा मात्र संख्या II खण्ड छ, Heading Level 1(H-1) हो ।

1.5 Review of Literature (दूइ वटा संख्या खण्ड छन्, Heading Level 2(H-2) हो ।

2.2.3 Analysis of impact price of demand & supply

(तीन वटा संख्या खण्ड छन्, Heading Level 3(H-3) हो ।

Heading Level चिनेपछि सोही अनुसार माथी दिइएको Headingको नियम प्रयोग गरी लेख्नु पर्दछ ।

- **Citation र Referencing** सम्बन्धी नियम Guideline मा हेर्ने (M.Ed. को Thesis को Guideline मा अझ राम्रो छ ।)
Referencing गर्दा Hanging Indent ½ inch भित्र राख्ने ।

Parts of the Project Work Report

A. Preliminary Pages(Heading Bold गर्ने, बीचमा लेख्ने)

- i. Cover(Title) Page: Out cover page- hard paper
Title सबै Capital Letter मा bold गरी बीचमा लेख्ने ।
- ii. Declaration
- iii. Supervisor's Recommendation(on campus letter head)
- iv. Endorsement(on campus letter head)
- v. Acknowledgement अभार/मन्तव्य/मेरो भनाई
- vi. Table of Contents
- vii. List of Tables
- viii. List of Figures
- ix. Abbreviations

B. Main Body of the Project Report

CHAPTER I: INTRODUCTION

- 1.1 Background of the Study
- 1.2 Profile of the 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 Data Presentation
 - 2.1.1 (Presentation of objective i)
 - 2.1.2 (Presentation of objective ii)
 - 2.1.3 (Presentation of objective iii)
- 2.2 Analysis of Result
 - 2.2.1 (Analysis of objective i)
 - 2.2.2 (Analysis of objective ii)
 - 2.2.3 (Analysis of objective iii)
- 2.3 Findings

Objective अनुसार पालैपालो बुँदागत रुपमा उल्लेख गर्ने ।

CHAPTER III: SUMMARY AND CONCLUSION

3.1 Summary

Introduction देखि Finding सम्म समेटिने गरी Study लाई संक्षिप्तमा उल्लेख गर्ने ।(चलचित्रको Trailer जस्तै गरी)

3.2 Conclusion

Central(core Objective) लाई (Paragraph मा र अन्य Objective सम्बन्धी अन्तिम निश्कर्ष पालैपालो Data प्रमाण सहित बुँदागत रुपमा प्रस्तुत गर्ने ।)

C. BIBLIOGRAPHY

D. APPENDICES

- कुनै पनि Chapter नयाँ पेजबाट शुरु गर्नु पर्छ ।
- कुनै पनि शिर्षक एकलै एउटा पानामा र त्यसको वर्णन(प्याराग्राफ) अर्को पानामा लेख्नु हुन्न ।
- कुनै पनि शिर्षक नाङ्गो राख्नु हुन्न । अर्थात शिर्षक पछि तुरुन्त चित्र, टेबल, डाटा वा बुँदा(द्यर्गाभित) राख्नु हुन्न । पहिले सो शिर्षक सम्बन्धी सन्दर्भ वा पसंग उल्लेख गर्ने अनि मात्र अरु कुरा लेख्ने ।
- एकलै एउटा पानामा र त्यसको वर्णन(प्याराग्राफ) अर्को पानामा लेख्नु हुन्न ।

Orientation on Project Work Report Writing

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.

Table of Content

Topic/Chapter	Page no.
<i>Title Page</i>	<i>i</i>
<i>Declaration</i>	<i>ii</i>
<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>
<i>List of Tables</i>	<i>vii</i>
<i>List of Figures</i>	<i>viii</i>
<i>Abbreviations</i>	<i>ix</i>

CHAPTER I: INTRODUCTION

- 1.1 Background of the Study
- 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 Data Presentation
- 2.2 Analysis of Result
- 2.3 Findings

CHAPTER II: SUMMARY AND CONCLUSION

- 3.1 Summary
- 3.2 Conclusion

BIBLIOGRAPHY

Format & Component of Project Proposal

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

Orientation on Project Work Report Writing

CHAPTER-I INTRODUCTION

1.1 Background of the Study: Explain the context of the issue from broad area and narrow down to core issue of the topic. Finally at the last paragraph justify to your work(study) why are you interested and selected that issue for the study.

आफ्नो अध्ययनको मूल विषयवस्तुको सन्दर्भ प्रस्तुत गर्दै विषय प्रवेश गर्ने र अन्तमा यस विषयमा अध्ययन गर्न कि जिज्ञासा चाँसो रुची भएको सो सन्दर्भमा औचित्यता उल्लेख गर्ने ।

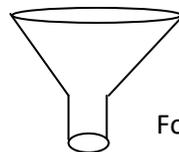
(A) "Education Quality of Birendra Vidhyamandir Multiple Campus"

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 attract 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 organization/Project/Event: Introduction & profile of the organization on which you are studying(research): Establishment, Status, Capital, Members, Coverage, braches, Mission, Vision Goal, Objective, programs, products/plan/schemes & others

1.3 Objective of the Study: Set out maximum 3-4 objectives answering to the statement of the problem in bullet style but start from paragraph.

1.4 Rationale of the Study: Scope/Significance or Importance of the study. That means what will be the importance of the report of after completion. Who will have benefited and what will be the benefit.

आफ्नो अध्ययन सम्पन्न भई Report तयार भएपछि उक्त प्रतिवेदन कसलाई के काम लाग्छ(महत्व) बुँदागत रुपमा प्रस्तुत गर्ने ।

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: Study and borrowing the knowledge from previous study or reference relating the project work issue.

1.5.1 Conceptual review: Describe the concept or theory subject matter of issue or study.

1.5.2 Review of previous works: Study 3-5 research on your title(thesis/dissertation, article, research) and depict the story or major content of the study in a paragraph for each of the study.

Review should contain: Introduction of the study- कसले अध्ययन गरेको, कहिले अध्ययन गरेको, Title र Objective के थियो **Methods:** Research type or design, type of data, place, organization, type of organization, population & sample size, sampling method, duration, study period, collection tools/instruments/procedure, technique and approach of analysis and finally explain about **Conclusion of the study.**

1.5.3 Research gap: What is the difference between previous study and your new study(on the basis of component of research): objective, central issue, methods and others

Orientation on Project Work Report Writing

1.6 Methods of the Study

आफ्नो Research(study) गर्नका लागि प्रयोग गरिएका research methods हरुबारे वर्णन गर्ने ।(अर्थ परिभाषा लेख्ने होइन । (थप जानकारीका लागि Research Methodology को पुस्तक पढ्ने)
Procedure, methodology and technical aspect is used in the report.

1.6.1 Research design: types of research: Descriptive, Analytical, Qualitative or Quantitative & others, research framework, model used,

1.6.2 Population and sample: What is the population and sample size and sampling method used

1.6.3 Nature and types of data: What type of data are used in the report writing

1.6.4 Data collection procedure: how data are collected, step process followed to collect the data.

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

1.6.6 Data collection procedure

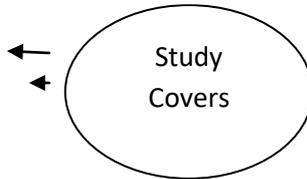
1.6.7 Techniques of Analysis: What type of model, formula, technique, approach and methods are used to analyze the data justify the result of your study

1.6.8 Model and variable: Explain in any model/framework is designed and variables are set out(BBS मा प्राय राखिदैन वा नराख्दा पनि हुन्छ)

1.7 Limitations of the Study:

What are the limitation (boundry/horizon) of the study that it does not include /cover. The study does n't describe beyond the limitation.

Limitations:
Study does
not covers



CHAPTER-II RESULTS AND ANALYSIS

2.1 Data Presentation: Present the data according to the objective of the report and describe about simply as you collected & refined or arranged them.

2.1.1.....

2.1.2.....

2.2 Analysis of Results:

Use different module, formula and tools and technique and theories(objective oriented how it mean to objective). present the data presented in data presentation in another way by using different tools, techniques, formula, theories, module as you have learnt till now. And Interpret them(objective based serially)

2.1.1.....

2.1.2.....

2.3 Findings: Point out the major/key findings found while analyzing the data according to the objective.

CHAPTER-III SUMMARY & CONCLUSION

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

3.2 Conclusion (Conclude the result on the basis of finding: Point out final conclusion regarding objective and core issue/concern of the study.

BIBLIOGRAPHY

Bibliography: List of reference/sources of information and data you have used or taken help to prepare the project work report . (आफुले Research गर्ने वा Project Work Report तयार गर्ने क्रममा हेर, अध्ययन गरेका, ज्ञान लिएका वा प्रयोग गरेका किताब, पत्रपत्रिका, रिपोर्ट, वेबसाइट, Research article, Journal, Dictionary वा अन्य समाग्रीको सूची हो Bibliography, यस सम्बन्धी नियमका लागि Project Report Writing सम्बन्धी Guideline क्याम्पसको Website मा हेर्ने पढ्ने ।)

APPENDICES

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.

Appendix-I, Title of Appendix, Appendix-ii, Title of appendix

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		

Orientation on Project Work Report Writing