

Janapriya Multiple Campus
(Tribhuvan University)

MBA-HM GRP Guidelines

Department of Hospitality Management Graduate Research Project
Committee

An Autonomous Programme

Janapriya Multiple Campus

Pokhara, Nepal

STRUCTURE OF GRP REPORT

A report is typically made up of three main divisions: (1) the preliminary section, (2) the body of the report, and (3) the supplementary material section. Each of the sections contains a different kind of content. You are required to assemble the GRP report in the following order:

Preliminary Materials

- Title Page of the GRP
- Declaration
- Recommendation
- Certification
- Acknowledgments
- Table of Contents
- List of Tables
- List of Figures
- Abbreviation/Acronyms (should be in alphabetical order)
- Abstract (with a maximum of five key words)

The dissertation should contain an abstract of up to 350 words. An abstract represents a summary of the results of the research report. By summarizing the results of the research, it allows other people to get an idea of what was accomplished without having to read through the whole report. It should follow:

- ✓ *What is the purpose of the work?*
- ✓ *What methods did you use for your research?*
- ✓ *What were the key findings and conclusions reached as a result of your research?*
- ✓ *Did your work lead you to make any recommendations for future actions?*

Body of the Report

- Chapter I Introduction
- Chapter II Literature Review
- Chapter III Research Methods
- Chapter IV Data Analysis and Results
- Chapter V Discussion, Conclusion and Implications

Supplementary Materials

- References
- Appendices

BODY OF THE DISSERTATION REPORT

Chapter – I Introduction - Background information on the topic so that you can ‘place’ your research in the context. The contents of this chapter include:

- 1.1 Background of the Study
- 1.2 Statement of the Problem
- 1.3 Research Questions
- 1.4 Objectives of the Study
- 1.5 Hypothesis of the Study (if tested in the research)
- 1.6 Rationale of the Study
- 1.7 Limitations of the Study
- 1.8 Structure of the Study

Background of the Study

The purpose of the background of the study is to create the context for the study. This section should describe about the core aspect of the topic and precisely establish the focus of the study. It should be written based on factual information on the topic and the institutions under study. Therefore, the researcher must have sufficient ideas and factual information on the topic. There is no specific limit to the length of this section, but 2-3 pages should suffice.

Statement of the Problem

- The purpose of this section is to establish research issues. It is a core part of the introduction chapter. Remember, a statement of the problem is not the listing of “difficulties” or “problems”.
- It is the statement of why the situation (e. g. the relationship – improved or worsened - between variables exists).
- Therefore, it is important that the statement of the problem must be supported by evidence coming from the review of the literature. Evidence from the literature justifies why the research problem is worth investigating.
- The researcher normally ends by raising research questions after completing statement of the problem. The researcher should demonstrate with an adequate review of both theory and empirical research that the problem that has been chosen for the study is valuable to the readers.
- Normally 1-2 pages are enough for this section.

Chapter II Literature Review – This chapter should include the following:

- The purpose of this chapter is to review relevant literature to develop a fuller understanding of the topic.
- It allows the researcher to develop skills in locating resources, scanning and critically evaluating the literature, identifying the gap, and organizing them in a well-organized manner.
- Before actually embarking on this activity, it is important that the researcher must thoroughly learn “how to review”, otherwise, it is likely that the researcher may lost in jungle of the literature. There is no strict limit about the number of pages to this chapter, but as a guide, 10 to 20 pages is sufficient.
- Therefore, this chapter includes:
 - 2.1 Theoretical Review (concepts, theories, models etc)
 - 2.3 Empirical Review (past studies on your topic or areas)
 - 2.4 Conceptual Framework (definition and measurement of constructs and variables)

Chapter – III Research Methods - In this chapter you should clearly outline what methodology you used in your research i.e. what you did and how you did it. It should make the research writing “scientific” and allow other researchers to verify the findings, if they wish, by following the same set of methods. The contents of this chapter include:

- 3.1 Research Design
- 3.2 Population, Sample, and Sampling Design
- 3.3 Nature and Source of Data
- 3.4 Tools for Data Collection

3.5 Method of Data Analysis

3.6 Reliability and Validity Test

Chapter – IV Data Analysis and Results – In this chapter data are presented in appropriate format, then analyzed to articulate results findings. In the section, the researcher should *present* (Tables and figures are useful for meaningful presentation of data.) and *analyze* the collected data to extract their meaning in the chronological order of research questions or objectives or test the hypothesis set in the introduction chapter. The outcomes of the analyses are the results. The results are then arranged as major findings.

- Analysis of data and the reporting of the results of those analyses are fundamental aspects of doing research.
- Therefore the researcher, sometimes, aggregates and some other time breaks down data in pieces for analysis purposes. Different methods and tools of analysis are available.
- The methods and analytical tools may be descriptive statistics such as percentage, mean, mode, standard deviation, and correlation or Inferential statistics such as chi-square test, t-test, f-test, ANOVA and so on.
- This section should seek to answer all the research questions and test the hypotheses.

Accordingly, this chapter is organized in the following order:

- 4.1 Demographic Profile of Respondents
- 4.2 Descriptive Statistics
- 4.3 Inferential Statistics
- 4.4 Major Findings

Chapter - V Discussion, Conclusions and Implications - The purpose of this chapter to present an overview of the study in the summarized form along with major findings and the conclusion of the study. Accordingly, it is organized in three sections: Therefore, this chapter include:

- 5.1 Discussion
- 5.2 Conclusion
- 5.3 Implications
 - 5.3.1 Managerial Implications
 - 5.3.2 Implication for Future Research

In the **Discussion Section**, the researcher *evaluates* and *interprets* the results. Here the researcher examines every aspect of the results in terms of related theories and empirical findings of other researchers.

- The researcher should discuss whether the findings are consistent or inconsistent as predicted by the theory, compare the results with that of other researchers and try to explore the reasons for the similarity or the contradiction.
- The researcher has to interpret the results in right perspective and offer evidences wherever necessary.

- If they arrived to a unexpected result, care should be given to sources of potential bias, the imprecision of measures, the effect of sample size, and other methodological limitations and weaknesses.
- The discussions in this section should clearly lead to arrive at the conclusion and implication of the study that is deferred to next section.

Conclusion

- In this section, the researcher wraps up the things by telling the readers what was learned from the research.
- The researcher should draw the conclusion only from the findings of the study. Number of findings may lead to one conclusion.
- At this point s/he may use interpretation of the findings and give meaning to them. The researcher's logical interpretation of the findings leading to new knowledge makes the research original.
- Some Tips of Writing Conclusion :
 - Limit the conclusions to the data presented (do not introduce new material)
 - Be objective: Avoid exaggerating or manipulating data to prove your point
 - Present the main trends, the relationships among trends, and generalizations of trends
 - Any conclusions that you draw must be clearly stated
 - Avoid merely restating the material
 - Discuss any contrary results and attempt to explain them
 - Explain agreements or disagreements between your work and other published studies
 - Avoid the word “prove”
 - Use “show, demonstrate, indicate, support, suggest, imply, appear”
 - Hedging terms like “may be, might be, could be, probably, possibly” may be used as needed, but avoid using too many hedges in one sentence
 - **Remember!!!**
 - *The main conclusion is first (i.e. conclusion as per general objective)*
 - *Each conclusion is well supported by information in the dissertation*
 - *Everything in the Conclusions has been mentioned previously*
 - *The conclusions are in descending order of importance*

Implications

- This section tell what are the uses or application of your findings.
- The research may have number of implications to policy makers, practitioners and academic community.
- They may be reported as recommendations and areas for future research only based on your finding results. Therefore this section includes:
 - Managerial Implication
 - Implication for Future Research

GRP FORMAT AND LAYOUT

As an MBA-Hospitality Management graduate at JMC, you are required to write reports for different purposes. However, the GRP report writing is somehow different from other reports. The GRP report is an organized, issue-focused, evidence-based, and creative endeavor of academic writing. Therefore, you are expected to follow the given structure and guidelines while preparing the GRP report.

- A GRP report is to be typed on ISO **A4 size** white bond paper. If diagrams, maps, tables and similar presentations do not fit readily on this sheet size, ISO B4 size may be used.
- Typing is to be done on one side of each sheet only, with pages numbered consecutively throughout the report. The following minimal margins are to be observed:

Left: 1.5”

Top 1.”

Bottom 1”

Right 1”

- A GRP report must be **1.5 line spaces**. Single spacing may be used only in the Table of Contents, footnotes and endnotes, charts, graphs, tables, quotations, appendices, and references.
- Typing should be done using the **Times New Roman** and font size of **12 for text** or equivalent, except for text in the tables. Font size of **main heading** must be **16**, **subheading 14**.
- Beginning with the first page of the **main body of the text**, pages are numbered consecutively with Arabic numerals (1, 2, 3, 4, etc.) in the **top right** of the each pages. **All pages preceding** the first page of the body are counted and numbered with lower case Roman numerals (ii, iii, iv, etc.) must be in the **bottom centre**. The title page is counted but the number is not printed on the page.
- **Figures and tables** should be inserted at the appropriate place in the text. Figures must have numbers and captions under the figures. Tables have their titles and numbers above.
- Report writing format should follow the 7th edition **APA styles of citation and references**.
- **Except** for text in the tables, **all other text** must always be **justified**.

Reference Book

Prem R. Pant (2015). *Social Science Research and Dissertation Writing*.
↑ → Kathmandu: Buddha Academic Enterprises.

0.5” Hanging

Tables

Data can be presented in tables. APA format should be followed to present a table as shown below:

Number tables consecutively with Arabic numerals in the order referenced in the text (e.g. Tables in Chapter 1: Table 1.1, 1.2, similarly Table in Chapter 2: Table 2.1, 2.2) Place the number and caption above the table.

Table 2.1

Perception towards Reliability Dimension

SN	Statement	Percent (%)					Mean	S.D.
		SD	D	N	A	SA		
1	My broker house performs the service at the right time.	4.4	17.5	19.7	53.3	5.1	3.37	0.98
2	My broker house provides its services at the time it promises to do so.	3.6	14.6	24.1	52.6	5.1	3.41	0.93

Source:

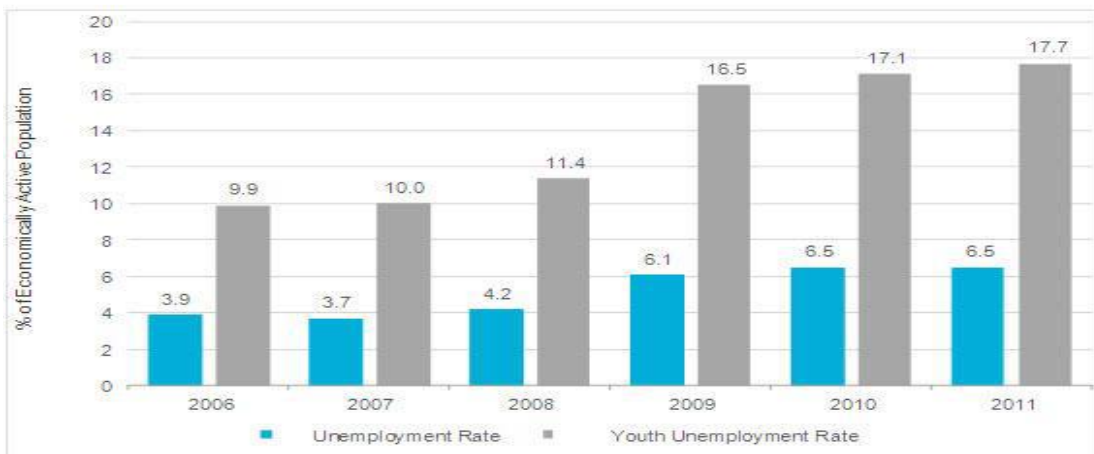
Insert each table after the paragraph where it is first referenced. Tables may be placed on a page with text but as far as possible a table must be on the same page.

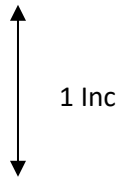
Figure

Data can be presented in figures. APA format should be followed to present figures as shown below:

Figure 2.1

Youth Unemployment rate vs. Total Unemployment rate: 2006-2011





Example of the Title Page

TITLE OF THE GRP Report

F. 16

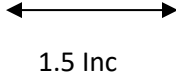
Submitted by:

Full name of the student

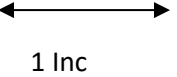
F. 14

Symbol No. –

T.U. Regd. No. :



A Graduate Research Project submitted in partial fulfillment for the degree
of Master of Business Administration-Hospitality Management (MBA-HM)



F. 14

Submitted to:

Master of Business Administration-Hospitality Management (MBA-HM)

Department of Hospitality Management Graduate Research Project

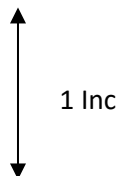
Committee

An Autonomous Programme

Janapriya Multiple Campus

Pokhara, Nepal

...Month and Year...



Declaration

→ F. 16 main heading

F. 12 text

Ideclare that this GRP is my original work and that it has been fully and specifically acknowledged where adopted from other sources, I also understand that if at any time it is shown that I have significantly misrepresented material presented to GRP committee, JMC, any credits awarded to be based on that material may be revoked.

...Signature...

...Name of the Candidate..

..Date of submission..

Recommendation

I/we hereby recommend the Graduate Research Project entitled
.....submitted
by.....for the partial fulfillment of the requirement for the
degree of Master of Business Administration-Hospitality Management (MBA-HM) for
evaluation.

Supervisor (s)

...Signature:

...Name of Supervisor.....

...Designation:.....

Date: dd/mm/yyyy

[This page will be in Campus letter head]

Certification

We hereby declare that we read and examined the Graduation Research Project entitled.....submitted by thoroughly and recommend for acceptance by the JMC, MBA-Hospitality Management Graduate Research Project Committee for the partial fulfillment of the requirement for the award of the degree of Master of Business Administration- Hospitality Management (MBA-HM) run by Janapriya Multiple Campus under the autonomous programme of faculty of Management Tribhuvan University, Nepal.

GRP Supervisor

.....Signature....

....Name.....

....Designation....

External Examiner

.....Signature....

....Name.....

....Designation....

Chairman GRP Committee

.....Signature....

....Name.....

....Designation....

.....

Campus Chief

....Name.....

Date:dd/mm/yyyy

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