

A Guide Book For Internship Report

**Dedicated to:
Students of BMTM Eighth Semester**

This guide book has been prepared to provide guidelines to the students and maintain uniformity while preparing internship report and the students are instructed to follow the guideline strictly as mentioned & depicted here.

By:
Autonomous Program Coordinator

**RESEARCH MANAGEMENT COMMITTEE
Autonomous Program
Janapriya Multiple Campus
(Affiliate to Tribhuvan Uninvestity)**

**Simal Chaur, Pokhara
2024**

TITLE OF INTERNSHIP REPORT

**ALL CAPS,
BOLD, F.14**

By

**Title case, F. 12,
Bold or Normal
as shown**

Full Name of the Student

Campus Roll No...

T.U. Regd. No.....

F. 14, Bold

An Internship Report

Submitted to

Autonomous Program

**Title case, F. 12,
Bold or Normal
as shown**

Examination Board, Janapriya Multiple Campus

in partial fulfillment of the requirement for the degree of

Bachelor of Mountain Tourism Management (BMTM)

Title case, F. 12,

Pokhara
Month, Year

STUDENT DECLARATION

(F. 14 ALL CAP.)

I hereby declare that the internship report entitled “.....title of report.....” submitted to autonomous program, Janapriya Multiple Campus, Tribhuvan University is my original work done under the supervision ofname of the supervisor..... for the partial fulfillment of the requirement of Bachelor of Mountain Tourism Management (BMTM).

.....Signature.....

....Name of the Student...

Date:

(In the letter head of the campus)

RECOMMENDATION

This is to certify that the Internship Report of the BMTM eight-semester

Submitted by

...Full name of the student...

Entitle:

...Title of the internship report...

has been prepared as approved by the **Autonomous Program Examination Board** of
Janapriya Multiple Campus, Tribhuvan University.

This internship report is forwarded for the examination

(.....name.....)

Internship Report Supervisor

(Netra Prasad Subedi)

Autonomous Program Coordinator

Date:

All caps
Bold, F.14

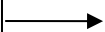


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(Note: A separate page for a list of figures is not required to maintain if there is only one figure)

LIST OF ABBREVIATIONS

B.S.	Bikram Sambat
Co.	Company
ed.	Editions
FY	Fiscal Year
JMC	Janapriya Multiplee Campus
HAN	Hotel Association of Nepal
NTB	Nepal Tourism Board
Pvt.	Private
T.U.	Tribhuvan University

[NOTE: the list of tables, list of figures and abbreviation must be on a separate page and the abbreviation must be in ascending (A to Z) order]

General Format Guidelines

Number of copies to be submitted

A student shall be required to submit three spiral-bound copies of the project report in the recommended format.

Paper:

- Use A4 white bond paper and print only on a single side of the paper

Paragraph:

- Line Spacing: 1.5 line spacing
- Alignment: Justified
- The paragraph should start from one space below the topic.

Citation and References:

- APA 7th Style (American Psychological Association) method and in alphabetical order with hanging indent.

Margins:

- Left side: 1.5 inches, Right side: 1 inch, Bottom: 1 inch, and Top 1 inch (But the chapter page should have 2 inches at the top)

Font:

- Time New Roman

Font size:

- 12 for the main text, 14 for the chapter title or main headings, and 12 bold for the heading of the chapter (like 1.1 Background)

Page Number:

- Each chapter should begin on a new page
- The preliminary pages (preceding the first main section) must have lowercase Roman numerals starting with the declaration page that is numbered “*i*”. The title page is unnumbered, but the implied number is “*i*”. The lowercase Roman numerals are placed within the footer (bottom centre).
- Page numbers should start from the introduction chapter at the top right edge of each page in the form of 1, 2...n (but hide the page number on chapter pages like chapters I, II and III but should come in count) and continue for references and appendix pages.

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 (Table 1, Table 2, etc.). Place the number and caption above the table.

Table 1

Perception towards Reliability Dimension

SN	Statement	Percent (%)					Mean	S.D.
		SD	D	N	A	SA		
1	My broker house performs the <i>service at the right time.</i>	4.4	17.5	19.7	53.3	5.1	3.37	0.98
2	My broker house provides its <i>services at the time it promises to do so.</i>	3.6	14.6	24.1	52.6	5.1	3.41	0.93
3	My broker house maintains <i>error-free bills, statements, and other documents.</i>	5.1	9.5	30.7	46.0	8.8	3.44	0.96
4	My broker house keeps my <i>information and trade order confidential.</i>	0.7	3.6	32.1	56.9	6.6	3.65	0.69
5	My broker house makes my <i>payment on time.</i>	7.3	19.7	21.2	47.4	4.4	3.28	0.85

Source:

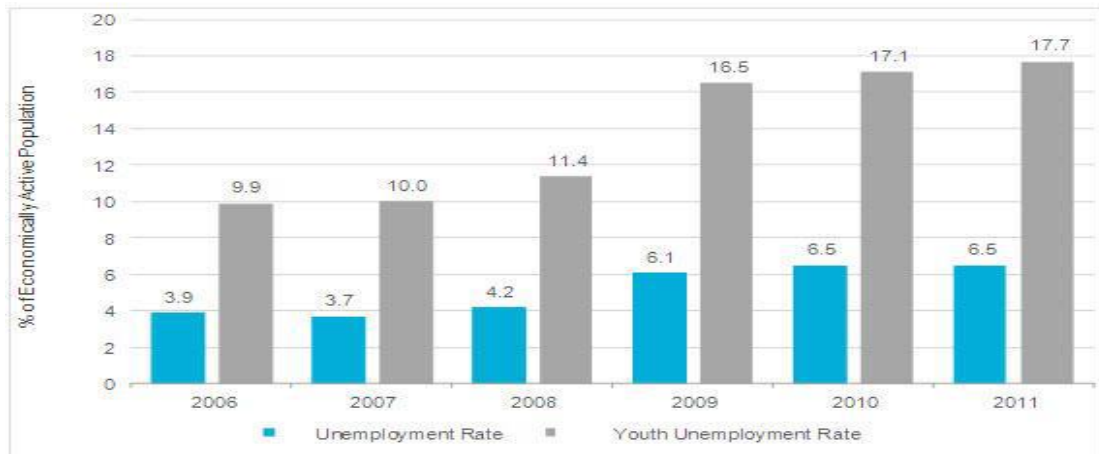
Insert each table after the paragraph where it is first referenced. Tables may be placed on a page with text or on a separate page.

Figure

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

Figure 1.

Youth unemployment rate vs. total unemployment rate: 2006-2011



Note: Youth unemployment rate refers to the unemployed population aged 15-24 years old.

Number figures consecutively with Arabic numerals (Figure 1, Figure 2, etc.) in the order they are referenced in the text. Place the number and caption below the figure.

References

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Subedi, Netra Prasad. (2003). *Institutional investors and securities market in Nepal*.
← Unpublished Master's thesis, Central Department of Management, Tribhuvan
University.

0.5 inch hanging intent

[Note: references tell the readers about the different sources of information and data that have been used while preparing the report. The exact formatting style of references have be depicted by the above examples, therefore the student are strictly suggested to follow the format as mentioned as depicted by example. Some noticeable things are:

- Type the bibliography with the hanging intent feature with 0.5 inch from the left.
- All the entries of bibliography must be in ascending order (A to Z)