

**A Guide Book  
For  
Project Work Report**

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

This guidebook has been prepared to provide guidelines to the students and maintain uniformity while preparing fieldwork and project work reports and the students are instructed to follow the guidelines strictly as mentioned & depicted here.

By:  
**Autonomous Program Coordinator**

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

**Simal Chaur, Pokhara  
2024**

**TITLE OF THE PROJECT WORK 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 or  
*Italic* as shown**

*A Project Report Submitted to*

*Autonomous Program*

**Examination Board, Janapriya Multiple Campus**

*in partial fulfillment of the requirement for the degree of*

**Bachelor of Mountain Tourism Management**

***Italic, F. 12,***

*at the*

**Janapriya Multiple Campus**

Tribhuvan University

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

**Title case, F. 12,**

Pokhara  
Month, Year

## STUDENT DECLARATION

(F. 14 ALL CAP.)

This is to certify that I have completed the Project work report entitled “(title of the project)” under the guidance of “(name of the guide or supervisor)” in partial fulfilment of the requirement for the degree of **Bachelor of Mountain Tourism Management, Autonomous Program Examination Board** at Janapriya Multiple Campus. This is my original work and I have not submitted it earlier elsewhere.

-----

.....Signature.....

....Name of the Student...

Date:

(This page will be on Campus Letter Head)

## **CERTIFICATE FROM THE SUPERVISOR**

This is to certify that the project work report entitle “ .....title of the project work report.....” is an academic work done by “.....full name of the student.....” submitted in the partial fulfilment of the requirement of the degree of **Bachelor of Mountain Tourism Management, Autonomous Program Examination Board** at Janapriya Multiple Campus, Tribhuvan University under my guidance and supervision. To the best of my knowledge, the information presented by him/her in the project work report has not been submitted earlier.

-----

....Name of Supervisor..

....Designation ....

Date:...../...../.....

[This page will be on campus letter head]

## CERTIFICATION FROM RESEARCH COMMITTEE

We hereby declare that we read and examined the project work report entitled “.....Title of the project work report .....” submitted by .....full name of the student..... thoroughly and recommend for acceptance by the research committee of Janapriya Multiple Campus for the partial fulfilment of the requirement for the award of the degree of Bachelor of Mountain Tourism Management (BMTM) run by campus under the autonomous program of faculty of Management Tribhuvan University, Nepal.

-----

....Name.....

....Designation .....

***Internal Supervisor***

-----  
....Name.....

....Designation....

***External Expert***

-----

....Name.....

....Designation .....

***Chairman, Research Committee***

Date:

## Acknowledgements (F.14)

This project work report has been prepared for the partial fulfilment of the requirement for the degree of Bachelor of Mountain Tourism Management (BMTM) under the prescribed format of the **Autonomous Program Examination Board**, Janapriya Multiple Campus, T.U., Nepal. This report attempts to analyze .....(objectives of the reports). This report has been divided into three chapters namely; Introduction, Results and Analysis, and Conclusion. And Action Implication

While bringing this report in this complete form, various valuable guidance, suggestions and support have been received from many individuals. First of all, I would like to thank my supervisor for his remarkable support and guidance. Similarly.....

.....

-----  
Name of the Student

Date: Month, Year

All caps  
**Bold, F.14**

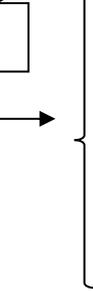


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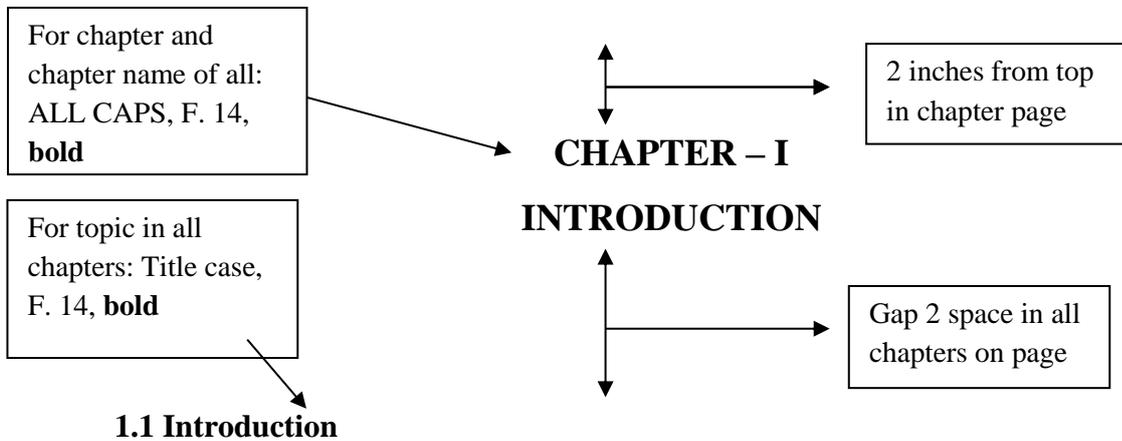
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## LIST OF ABBREVIATIONS

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

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



### **1.1 Introduction**

Includes:

- Concept of the area of the study or topic's issue
- The study area within the topic
- Reason for selecting the area and topic etc.

For text of entire chapters: sentence case, F. 12, 1.5 line space, justify

### **1.2 Profile of Organization or Events or Activities**

Introduce the selected organization or event or activities relating to the selected topic and its areas in case of case study not for others

### **1.3 Purpose of the Project Work**

In this section, the research should mention only 3 to 4 major purposes of conducting the research or project work relating the selected topic and while writing the purposes it should began with the word "To" like;

- To analyze .....                      To examine.....
- To assess....                              To explore.....
- To determine....                          To identify....
- To highlight ..... (any one way)

### **1.4 Significance of the Project Work**

Write about the significance or importance of your study to the organization, society, communities, policymakers, students, or any research scholars

### **1.5 Literature Survey**

This section is divided into two parts:

**1.5.1 Theoretical Review** of relevant information like definition, meaning, concepts, related theories and summary of different books and authors and

**1.5.2 Research Review** includes the review of different articles, reports, thesis, and journals, including the date, purpose, methodology used and their findings

## **1.6 Research Methods**

This section includes the following subheadings:

**1.6.1 Research Design**

**1.6.2 Population, sample and Sampling**

**1.6.3 Nature and Types of Data**

**1.6.4 Data Collection Procedure**

**1.6.5 Data Analytical Tools**

## **CHAPTER - II**

### **RESULTS AND ANALYSIS**

**2.1 Profile of Respondents**

**2.2 Data Presentation and Analysis**

**2.3 Results**

#### **Key points to be remembered:**

- ❖ The results and analysis section is the heart of the report
- ❖ The data are to be presented and analyzed systematically with the appropriate statistical tools as mentioned in the methodology section in a sequential order to satisfy the mentioned purpose or objectives of the report. It includes:
  - Gathered data must be examined based on purposes or objectives
  - Data must be processed and grouped into various items and headings for the analysis
  - Processed data should then be presented in the form of tables, charts, diagrams and other appropriate graphs or figures.
  - Descriptive and inferential statistical tools should be used for better analysis and
  - Highlights the major finding of the analysis as **Results or Findings**

## 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	<i>My broker house performs the service at the right time.</i>	4.4	17.5	19.7	53.3	5.1	3.37	0.98
2	<i>My broker house provides its 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	<i>My broker house maintains error-free bills, statements, and other documents.</i>	5.1	9.5	30.7	46.0	8.8	3.44	0.96
4	<i>My broker house keeps my information and trade order confidential.</i>	0.7	3.6	32.1	56.9	6.6	3.65	0.69
5	<i>My broker house makes my payment on time.</i>	7.3	19.7	21.2	47.4	4.4	3.28	0.85

*Source:* .....

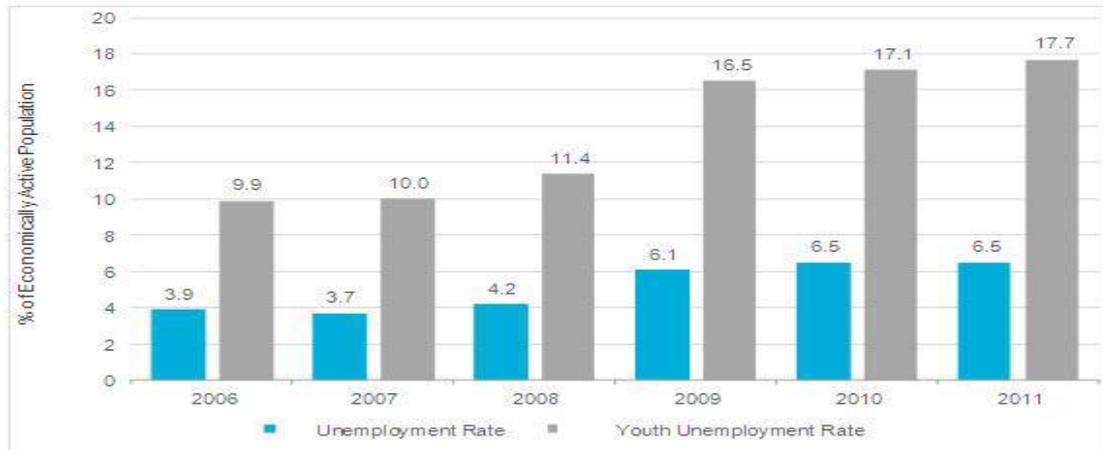
Insert each table after the paragraph where it is first referenced. Tables may be placed on a page with text but as far as possible a table must be on the same page.

## 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*



*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.

## CHAPTER - III

### CONCLUSIONS AND ACTION IMPLICATIONS

This chapter includes two aspects of the study; summary, conclusion and action implication - a summary of the report, conclusion based on the findings of the report, and finally action implications of the findings of the study.

#### 3.1 Summary

- This section is most important in that it summarizes the entire report from the beginning to the findings of the study. It should be systematically arranged from the topic of the study, objectives of the study, tools used to analyze the data and summarization of the major findings of the study.
- This section should be able to give a complete picture of the study to the reader.

#### 3.2 Conclusion

- This section discloses to the reader what the researcher concluded after completing the study.

- It should arrange the conclusion of the study result (major findings) based on the objectives of the study point-wise.

### 3.3 Action Implications

- This section tells what are the uses or applications of your findings.
- The research may have some implications for policymakers, practitioners and the academic community.
- They may be reported as recommendations and areas for future research only based on the results of your findings. Therefore this section includes:
  - Managerial Implication
  - Implication for Future Research

## 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)

## **APPENDIX**

This is the final section of the fieldwork or project work report. It should start on a separate page. It is the storehouse or storeroom for the data or raw data that have been used in the body of the report. Include material too detailed or lengthy for inclusion in the body of the study. For separate sources of raw data, separate pages should be used mentioning appendix-1, appendix-2 and so on. For detailed information to the reader, the related appendix number can be used as a reference for the summarized data used in the presentation and analysis chapter. It may include the following:

- Questionnaire paper used to collect primary data
- Survey instruments
- Checklist sheet or paper
- Financial statements: balance sheet, income statement, statement of cash flow.
- maps, photos, and letters of permission

## ***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 7<sup>th</sup> Style (American Psychological Association) method and in alphabetical order with hanging indent.

### **Length of the Report:**

- The length of the report should be approximately 35 to 40 pages (about 10,000 to 12,000 words)

### **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 “*ii*”. 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.