

**FACULTY OF MANAGEMENT
TRIBHUVAN UNIVERSITY**

**GUIDELINES FOR
BBA SUMMER PROJECT REPORT WRITING**

**Office of the Dean
Kirtipur
2015**

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INTRODUCTION

The writing of a Summer Project (SP) report is an essential requirement for graduation from the Faculty of Management, Tribhuvan University. This assignment is an off-the-classroom and field-based study project. It allows students to reflect and integrate their learning over their four years of study, and create a descriptive and original work in an area of their interest related to any area of business administration as approved by the Research Committee of their campus/college.

At the end, the students must prepare a report of their work in the prescribed format and submit it to the Research Committee through their supervisors. Students shall be encouraged to choose summer projects which will compliment their academic interests, coursework and career aspirations.

OBJECTIVES OF THE SP

The objective of the SP is to develop students' skills in research, particularly in areas of data collection, processing, analysis, and report writing. The SP assignment aims to develop research and academic skills – data analysis, writing and presentation, and critical analysis. SP is thus oriented towards developing the skills, knowledge and attitudes needed to make an effective start as a member of the management profession.

The SP involves an investigation in the form of a research project. As such, it provides an excellent opportunity for students to:

- work on an issue or question that they are interested in;
- integrate classroom knowledge and practice;
- learn how to think critically by investigating a topic;
- develop the ability to read professional literature, reports, and other works critically in their design, treatment of data, and conclusions;
- strengthen the ability in presenting their SP work in a clear, concise, and logical manner and enable other readers to use the results of their investigations; and
- gain additional skills by being exposed to analytical and quantitative skills beyond what they might learn in a classroom; and

Through this assignment, students gain a new perspective into the real world. It is also an excellent networking platform for students to get acquainted with people from different organizations, business backgrounds, skills, expertise, etc. This will improve the student's networking skills.

ACTIVITIES INVOLVED IN WRITING A SP REPORT

The following activities will be involved in the SP report writing:

- Selecting a relevant topic or issue for the study;
- Getting approval of the Research Committee to pursue the proposed study;
- Locating the relevant literature;
- Locating the sources of information;
- Extracting the relevant information from different sources;
- Organizing and analyzing the data;
- Drawing conclusions; and
- Writing a SP report.

APPROVAL AND SUPERVISION OF THE SP

The SP report shall comply with the following requirements:

- The proposed field of study or topic of research must be approved by the concerned supervisor and the Research Committee of the campus/college.
- The SP work must comply with the requirements advised by the concerned supervisor.
- The work in a SP must reach a satisfactory standard of expression, analysis and presentation.
- The student must be in regular contact with his/her supervisor.

SP REPORTING REQUIREMENTS

The student shall prepare a research report embodying the results of the investigation. The SP report submitted by the student shall:

- be an accurate description of the business reality under investigation;
- not include work which has been submitted for any other academic award;
- be written in English;
- achieve a satisfactory standard of expression, analysis and presentation;
- acknowledge any substantial assistance provided during the conduct of the SP and report writing; and
- conform to the rules and format of FOM for the presentation of the SP report.

LENGTH OF THE SP REPORT

The length for the SP report shall be around 10,000 - 12,000 words (approximately 35 - 40 pages). This length is exclusive of the materials included in appendices.

EVALUATION OF THE SP REPORT

The SP report shall be evaluated at two levels: internally by a faculty member of the concerned campus/college appointed by its Research Committee, and externally by two examiners appointed by the Examination Section, Office of the Dean, Faculty of Management.

Weightage given for internal and external evaluation of the SP will be 40% and 60% respectively. Students shall also be required to attend the viva-voce examinations at their respective campuses/colleges to defend their work.

STRUCTURE OF THE SP REPORT

A SP report is typically made up of three main divisions: (1) preliminary, (2) body, and (3) supplementary. Each of the sections contains different kind of contents. Students are required to assemble the SP report in the following order:

Preliminary Materials

- Title page of the SP Report
- Student Declaration
- Certificate from the Supervisor
- Acknowledgments
- Table of Contents
- List of Tables and Figures
- Executive Summary

Body of the Report

- Chapter I Introduction
- Chapter II Data Presentation and Analysis
- Chapter III Conclusion and Action Implications

Supplementary Materials

- References
- Appendices

BODY OF THE SP REPORT

- **Introduction** - Background information on the topic so that students are able to 'place' their summer project report in the study context. This chapter is the engine that drives the rest of the SP report. The contents of this chapter may include:
 - Context information
 - Purpose of the study
 - Significance of the study
 - Literature survey
 - Research methods used for data collection and analysis

- **Data Presentation and Analysis** – This chapter is the main body of the report. Essentially this chapter draws the scenario of the study unit, analyzes data and tells the reader what the findings might mean, how valuable they are and why. This chapter includes the following contents:
 - Organization/situation/respondent profile
 - Data presentation
 - Data analysis
 - Findings and discussion

- **Conclusion and Action Implications** - The purpose of this chapter is to tie together, or integrate the various issues covered in the body of the SP report. This includes noting any practical implications resulting from the discussion of the topic. The contents of the chapter will be as follows.
 - Conclusion
 - Action implications

Summer Project Report Writing (Guidelines)

Number of copies to be submitted

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

Length:

Approx 35 to 40 pages (About 10,000 to 12,000 words)

Paper:

A4 white bond paper

Typing:

Font – Times New Roman
Standard letter size: Title – 14 and Text – 12
Black Colour
One side of the paper
One and half line spacing

Margin:

Left and Top – 35 mm
Right and Bottom – 20 mm

Page Numbers:

All the pages in the initial part are in small roman centrally located at the bottom of the pages.

Each chapter should begin on a new page

Alignment:

Title page : Centre
Chapter heading : Centre
Sub-heading : Left
Body of text: Justify

The Faculty of Management expects a high standard of editing of the work submitted to it for examination.

Report writing format should follow the APA styles of citation and references. Except for text in the tables, all other text must always be justified.

Students are required to follow the above stated guidelines and are required to write the summer project report in their own language.

A student who requires extra copies of the SP report for any purpose other than that specified above must prepare these in addition to those copies required by the FOM. In such circumstances, the student is advised to wait until after the examination is completed and the final version of the content is approved.

Reference Book

Prem R.Pant (2015). *Business Research Methods*. Kathmandu: Buddha Publications.

Example of the Title Page

TITLE OF THE SUMMER PROJECT REPORT

BY
Student's Full Name

A Summer Project Report Submitted to
Faculty of Management, Tribhuvan University
in partial fulfillment of the requirements for the degree of

Bachelor of Business Administration

at the
Name of the Campus/College
Tribhuvan University

Place
Month/Year

STUDENT DECLARATION
(On plain paper)

This is to certify that I have completed the Summer Project entitled“(title of the project)” under the guidance of “(name of the guide)” in partial fulfillment of the requirements for the degree of **Bachelor of Business Administration** at Faculty of Management, Tribhuvan University. This is my original work and I have not submitted it earlier elsewhere.

Date:

Signature:
Name:

CERTIFICATE FROM THE SUPERVISOR

This is to certify that the summer project entitled “_____” is an academic work done by “_____” submitted in the partial fulfillment of the requirements for the degree of **Bachelor of Business Administration** at Faculty of Management, Tribhuvan University under my guidance and supervision. To the best of my knowledge, the information presented by him/her in the summer project report has not been submitted earlier.

Signature of the Supervisor

Name

Designation

Date