



TRIBHUVAN UNIVERSITY

त्रिभुवन विश्वविद्यालय

Prithvi Narayan Campus

पृथ्वीनारायण क्याम्पस

प.सं. :

च.नं. :

RESEARCH COMMITTEE

Date: 9 October 2018



NOTICE: Guidelines for Mini Research Project Report

With reference to the call for research proposals for “Mini Research Grants - 2018” published on 28 February 2018 and the awards granted to successful candidates on 20 April 2018, the research grantees (both individual and group categories) are requested to follow the format as specified in the “Guidelines for Mini Research Project Report (2018)”, which is available on the campus website. The grantees failing to follow the report format prescribed by the research committee will not be considered for final evaluation.

For details about the guidelines, please visit our campus website
<www.pncampus.edu.np>.

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GUIDELINES FOR MINI RESEARCH PROJECT REPORT (2018)



TRIBHUVAN UNIVERSITY

Research Committee

Prithvi Narayan Campus, Pokhara

Kaski, Nepal

October 2018

GUIDELINES FOR MINI RESEARCH PROJECT REPORT (2018)

General Format

The Research Committee recommends setting the general format of the document up on a word processor and using them throughout the preparation of the document than to attempt a major rearrangement of material at the last minute.

- 1) The document should be typed, double-spaced and printed on one side of A4 standard-sized paper.
- 2) The preferred font type is Times New Roman (for reports in English) and Preeti (for reports in Nepali), and requires the font size to be 12 points (for English) and 14 points (for Nepali).
- 3) The layout should provide a margin of 1.5 inch on the left, 0.7 inch on the bottom and 1.0 inch on the top and right.
- 4) All documents following APA or MLA guidelines are required to be aligned left and double-spaced throughout the entire document. But right margins should not be justified.
- 5) All papers typed in APA or MLA format require paragraphs to be indented one-half inch. This means that every paragraph starts with 5-spaces. This can easily be accomplished by striking tab on the keyboard at the start of a new paragraph.
- 6) The surname of the principal researcher and page numbers should appear one-half inch down from the top right margin of each page, but the page numbers do not appear on the first page of each chapter. In the case of the pages of the preliminary part, the page numbers should be kept at the bottom and in the middle of each page, and numbered from the title page, but the page number should be appear on the title page.
- 7) The tables and figures should sequentially (and separately) be numbered throughout the document. They should be centered and labeled with identification number and title. Only the captions of tables and figures should have single line spacing. It is common to include a line or two under the table identifier to clarify contents.
- 8) Upon completion of the defense of the final report, the researcher(s) should submit 2 copies of hard binding report to the research committee, incorporating comments and suggestions from the evaluation committee.
- 9) Both APA and MLA style will be accepted for two types of format: the in-text citation, which provides brief identifying information with the text, and the reference list (list of sources used) which provides full bibliographic information. The researchers have to maintain the consistency throughout their reports.
- 10) Plagiarism Policy: The Research Committee, Prithvi Narayan Campus, Pokhara expects its researchers to follow acceptable standards of academic honesty crucial to the teaching learning process. Thus, the researchers who have involved in academic writings should be aware of plagiarism. This guideline strictly prohibits this kind of practice within the academic practices of the institute and if found any of the submitted and approved research documents to have plagiarized will be rejected or recommended the concerned authorities to revoke any kind of awards inside and outside of the campus.

Outline of the Report

The following outline should be followed whether the researcher(s) use the APA or MLA style, in keeping with various reports from different departments in the campus.

Preliminary Part:

- Title Cover Page (include information as shown in the sample page below)
- Title page (include information as shown in the sample page below)
- Declaration of the Researcher(s) (include information as shown in the sample page below)
- Approval Letter (include information as shown in the sample page below)
- Acknowledgements (if any, acknowledge those who have helped conduct research and prepare the report)
- Executive Summary (write the principal findings of the research work clearly)
- Table of Contents (list all headings and sub-headings, including page numbers)
- List of Tables (if any, list all tables used in the report; number them)
- List of Figures (if any, list all figures used in the report; number them)
- List of Symbols, Abbreviations and Acronyms (if any, list all symbols, abbreviations and acronyms used in the report; put them in an alphabetical order)

Body Part:

This part should be organized into five chapters. The chapters should be in the following order:

- Chapter 1: Introduction (include background, statement of the problem, objectives, hypothesis [if any], limitations, and organization of the study)
- Chapter 2: Review of Literature (give conceptual and theoretical overview, review of related studies and conceptual framework)
- Chapter 3: Research Methodology (include materials, equipments, research design, population sample, method of data collection and data analysis techniques; in the case of dry research, include any theoretical tool for analysis, compare and contrast major findings with past studies and theoretical propositions)
- Chapter 4: Results and Discussion (include presentation of results and interpretation of data logically)
- Chapter 5: Conclusions and Recommendations (mention central idea of results and discussion for conclusions; list implications of conclusion for practical application of future studies for recommendations; recommendations should strictly be based on findings and evidences)

Supplementary Part:

- References or Works Cited (include all sources used in the study, using APA or MLA format for citation)
- Appendices (if any, include materials too detailed or lengthy for inclusion in the body of the study such as questionnaires, maps, photos, tables, or letters of permission. Each appendix can be labeled alphabetically as Appendix A, Appendix B or Appendix C with suitable captions.)

(Note: For the layout of formats for project reports, see Samples below)

SAMPLE 1 Title cover page of report<Times New Roman, 12 font size throughout>

<TITLE OF THE REPORT>



A Mini Research Project Report
Submitted to the Research Committee
Prithvi Narayan Campus, Pokhara

Submitted by
<Principal Researcher's Name>
<Co-Researcher(s)'s Name>

Tribhuvan University
<Department's Name>
Prithvi Narayan Campus
Pokhara Nepal

<Month, Year>

<TITLE OF THE REPORT>



A Mini Research Project Report
Submitted to the Research Committee
Prithvi Narayan Campus, Pokhara

Submitted by

<Principal Researcher's Name>

<Co-Researcher(s)'s Name>

Tribhuvan University

<Department's Name>

Prithvi Narayan Campus

Pokhara Nepal

<Month, Year>

DECLARATION BY THE RESEARCHER(S)

I/We hereby declare that the mini research project report entitled “<Title of the Study>” submitted to the Research Committee, Prithvi Narayan Campus, Pokharais original, which has been prepared in the format as specified by the Research Committee. The report has not been submitted to any other university or institution for the award of any degree.

<Principal Researcher’s Name>

<Co-Researcher(s)’s Name>

<Department’s Name>

<Date:>

SAMPLE 4 Approval Letter <Times New Roman, 12 font size throughout>

TRIBHUVAN UNIVERSITY

Research Committee

Prithvi Narayan Campus, Pokhara

APPROVAL LETTER

This is to certify that the mini research project entitled “<**Title of the Study**>” prepared by <Researcher(s)’s Names> of <Department’s Name>, Prithvi Narayan Campus, Pokhara, has been approved by the undersigned evaluation committee.

<Name of Expert>

< Expert>

<Name of Evaluation Committee Chair>

<Chair, Evaluation Committee>

<Name of Member Secretary>

<Member Secretary, Research Committee>

Date:

SAMPLE 5 Acknowledgements <Times New Roman, 12 font size throughout>

ACKNOWLEDGEMENTS

This study has been

.....

<Name of Principal Researcher.>

<Name of Co-Researcher(s).>

<Department's Name>

Date:

EXECUTIVE SUMMARY

SAMPLE 7 Table of Contents <Times New Roman, 12 font size throughout>

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LIST OF TABLES

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SAMPLE 10 List of Symbols, Abbreviations and Acronyms <Times New Roman, 12 font size throughout >

LIST OF SYMBOLS, ABBREVIATIONS AND ACRONYMS

AAGG American Association of Solving the World's Problems by way of
Government Grants

ABMC American Battle Monuments Commission

ARC Appalachian Regional Commission

ARS Agricultural Research Service

CIA Central Intelligence Agency

CNO Chief of Naval Operations

e.g. for example

etc. and so forth

i.e. that is

Mg Magnesium

Ra Radium

Y Gross Domestic Product

SAMPLE 11 Chapter 1 <Times New Roman, 12 font size throughout >

CHAPTER 1
INTRODUCTION

<Surname of PI>2