

Far Western University
Faculty of Management
Bachelor of Business Studies (BBS) Program

Project Work Report Writing Guidelines



Office of the Dean
Mahendranagar, Kanchanpur
Website: www.facultymanagement.fwu.edu.np,
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1. Syllabus: Project Work Report for BBS Eighth Semester

Course Title: Project Work Report
Year: Fourth **Level:** Undergraduate
Semester: VIII
Nature of course: Core (Practical)

Course Code: MGT 486
Program: BBS
Credits hours: 3
Lecture hours: 48

Description of Project Work

Project work for BBS students is a practical and academic endeavor that allows them to bridge the gap between theoretical knowledge and practical application. Students are required to identify a business-related problem or area of interest, conduct systematic research, and provide meaningful insights and solutions. The project involves several stages, including topic selection, data collection, analysis, and report writing. The outcome is a detailed report that demonstrates students' analytical, research, and presentation skills, preparing them for real-world challenges in the business environment.

Project Work Report

This Project Work Report covers the essential components of academic report writing, including formulating objectives, conducting literature reviews, analyzing results, and presenting findings. Emphasis is placed on developing students' ability to apply business theories to real-world problems and communicate their findings effectively.

Objective of Project Work Report

This Project Work Report aims to provide students with the necessary guidance to prepare and present a comprehensive project work report. The report will integrate theoretical knowledge and practical applications through research, analysis, and presentation.

Learning Outcomes:

By the end of this course, students will be able to:

- Demonstrate the ability to conduct systematic research and data analysis.
- Develop a comprehensive project report adhering to academic standards.
- Apply theoretical concepts to analyze real-world organizational scenarios.
- Present findings and conclusions in a clear and concise manner.
- Effectively cite and reference sources using APA 7th edition format.

Outline of the course Project Work Report

Part I: An Overview of Project Work Activities and Report writing

LH 16

Part II: Preparation and Presentation of Project Work Report

Chapter 1: Introduction

- 1.1 **Background:**
 - Overview of the topic of study.
 - Context and relevance of the study in the field of business.
- 1.2 **Profile of the Organization:**
 - Brief history and background of the organization under study.
 - Key events and activities related to the study topic.
- 1.3 **Objectives of the Study:**
 - Clearly stated primary and secondary objectives.
- 1.4 **Rationale:**
 - Importance of the study.
 - How the study contributes to academic, organizational, or practical knowledge.
- 1.5 **Method of the Study:**
 - Research design and methodology.
 - Data collection methods (primary and secondary sources).
 - Tools and techniques for analysis.
- 1.6 **Review of Literature:**
 - Summary of relevant theories, previous research, and studies.
 - Identification of gaps addressed by the study.

1.7 Limitations of the Study:

- Acknowledgement of potential constraints such as time, resources, or data availability.

Chapter 2: Results and Analysis

2.1 Presentation of Results:

- Tables, charts, and graphs to illustrate findings.
- Description of key observations.

2.2 Analysis:

- Interpretation of the results.
- Comparison with existing theories or studies.

Chapter 3: Summary and Conclusion

3.1 Summary:

- Recap of the study's objectives, methodology, and key findings.

3.2 Conclusion:

- Insights derived from the findings.
- Implications for practice or future research.

Bibliography

- As per APA 7th edition format.

Part III: Evaluation Project Work Report

1. Evaluation of Project Work Report: 60%
2. Presentation and Viva-voce: 40%

References

1. Bell, J., & Waters, S. (2018). *Doing Your Research Project: A Guide for First-Time Researchers* (7th ed.). McGraw-Hill Education.
2. Cooper, D. R., & Schindler, P. S. (2019). *Business Research Methods* (13th ed.). McGraw-Hill Education.
3. Creswell, J. W., & Creswell, J. D. (2018). *Research Design: Qualitative, Quantitative, and Mixed Methods Approaches* (5th ed.). SAGE Publications.
4. Sekaran, U., & Bougie, R. (2016). *Research Methods for Business: A Skill-Building Approach* (7th ed.). Wiley.
5. Zikmund, W. G., Babin, B. J., Carr, J. C., & Griffin, M. (2019). *Business Research Methods* (10th ed.). Cengage Learning.

Note: Other provisions will be as per the FWU Guidelines for BBS Project Report Writing – 2025

2. Guidelines for Project Work Report Writing

The purpose of this document is to provide basic guidelines to the students, supervisors, and other associated persons on some important aspects of writing, supervising and evaluating the project work report prepared for the course MGT 486 Final Project.

This document consists of (1) brief introduction to the project work report writing and its learning outcomes, (2) the responsibilities to be followed by the students, the supervisors, of respective campuses/ colleges, (3) guidelines for preparing a project work, (4) the evaluation of the project work report, and (5) appendices (format of the project work report).

Writing a project work report is an important academic requirement for the eighth semester BBS students. This is a study-enterprise for independent learning from field based activities. It gives students an opportunity to enquire into real business practices and relate it with the theory they have learned so far. In this process, the student will, first of all, choose a business unit for the study; and may confine in one of its functional departments. Then they will collect data, organize and present them in a logical order, analyze and draw conclusion from the analysis. Thus, they are expected to gain firsthand experience with the business environment and the way a business unit operates its business. Finally, they will prepare a formal report in a prescribed format reflecting their knowledge and experience of the project work and submit it to the Department/Committee of the concerned campus/ college for evaluation.

3. Responsibilities of Students, Supervisors and Committee

3.1 Students: Students are fully and solely responsible for writing and editing the project work report of acceptable quality by meeting all requirements of the Faculty of Management. Specifically, the students shall have the following responsibilities for the project work report writing.

- To prepare a project work proposal within one month of the beginning of the session in consultation with major/concentration subject teacher, and get formal approval from the campus/college level report committee after needful revisions suggested by the committee.
- To work closely with the concerned supervisor, campus/college level report committee chair and other members as needed, keeping the supervisor regularly informed of progress.
- In case students desire to change the scope of the approved project work, students shall have to obtain a formal approval from supervisor and the report committee prior to making any change in the scope of the project work.
- To comply with all procedures, format requirements and the University rules and regulations regarding the project work.
- To ensure that the project work has sufficient evidence of originality, appropriate organization and format, and thorough documentation.
- To use correct formatting and accuracy of quotations and literature citations.
- To make corrections and revisions as many times as suggested by the concerned supervisor and the report committee.
- To proofread the whole document, including acknowledgments, references, and appendices.
- To ensure that project work report has met the format requirements as provided by the Faculty of Management, Far Western University.
- To get recommendation from the supervisor and submit the final report (two copies) to the report committee.
- To take primary responsibility to stay informed about notifications and deadlines issued by the report committee, the campus/college and Office of the Controller of Examinations, FWU. (*No exceptions shall be made for missed deadlines or late submission of project work report*).

3.2 Supervisors: The supervisor is responsible for the following activities:

- To familiarize themselves with this project work policy and format requirements, and deadlines that affect students, and bring into their notice from time to time.
- To sincerely advise students on improvements to organization, form, content, and expression of material.
- To sign the recommendation form and certify that:
 - ✓ the document is well-written, which includes writing and format as well as the overall quality of

- the project work report,
- ✓ it is an accurate description of the work performed,
- ✓ it is an original and worthwhile contribution by the student, and
- ✓ the suggestions made by the supervisor and the report committee have been incorporated into the final document.

3.3 **Project Work Report (PWR) Committee/Chair:** Although students shall have the primary responsibility for writing and submitting the project work report, the PWR committee and its chair shall have the responsibility to thoroughly implement this project work procedure and format requirements. The committee or its Chair will be responsible for the following.

- To formulate necessary policy, procedures and guidelines for the effective implementation of the project work report writing assignment of the students,
- To organize orientation program for the students on the purpose of the project work and any other topic useful to the students such as selection of the organization/topic, proposal writing, and project work report writing, etc.
- To prepare a list of supervisors based on defined criteria.
- To appoint supervisor for each student.
- To develop evaluation policy and criteria.
- To resolve any disagreements between students and concerned supervisors.
- To sign and certify that:
 - ✓ the document is well-written, which includes writing and format as well as the overall quality of the project work report,
 - ✓ it is an accurate description of the work performed,
 - ✓ it is an original and worthwhile contribution by the student, and
 - ✓ the suggestions made by the concerned supervisor and the research committee have been incorporated into the final document.

4. Guidelines for Preparing a Project Work Report

The following guidelines have been provided for the preparation of a project work report.

Paper	<ul style="list-style-type: none"> ▪ Use only white, A4 size paper of good quality (The color of cover page may be different).
Fonts	<ul style="list-style-type: none"> ▪ Project work reports are typed in Times New Roman using 12-point characters. However, the students may reduce the font size within tables or figures to fit within margins.
Spacing and justification	<ul style="list-style-type: none"> ▪ Text must be 1.5 spaced, except for quoted passages that may be indented and single-spaced for emphasis and within the Table of Contents or List of Figures/Tables when a heading or caption title wraps to a second line. Text must be justified (align text to both the left and right margins).
Margins	<ul style="list-style-type: none"> ▪ Leave uniform margins of at least 1 in. (2.54 cm) at the top, bottom, left, and right of every page. Combined with a uniform typeface and font size, uniform margins enhance readability and provide a consistent gauge for estimating report length.
Page Numbers	<ul style="list-style-type: none"> ▪ The preliminary pages (preceding the first main section) must have lower case Roman numerals starting with the declaration page that is numbered “<i>i</i>”. The title page is unnumbered, but the implied number is “<i>i</i>”. The lower case Roman numerals are placed within the footer (bottom center). ▪ The first page of text (Introduction) uses the Arabic number “1” and pages thereafter carry consecutive Arabic numbers, including the pages in the Appendices and References. Arabic numbers are positioned in the upper right-hand corner, one inch from the top and one inch in from the right edge of the paper.
Headings and Subheadings	<ul style="list-style-type: none"> ▪ The following is a general heading level outline to be used. Each new primary heading must start on a new page. ▪ Heading Level One: The primary heading or heading level one is center justified, and all upper case. Triple space to text. ▪ Heading Level Two: Heading level two is left aligned; the first letter of each major word is capitalized, and has spacing set at 12 point before and 18 points after. ▪ Heading level three: Heading level three is left aligned; the font is underlined and in sentence case. There is a double space to the following text. ▪ Heading level four (paragraph heading). This heading is indented with the paragraph. The fonts underlined and in sentence case. The heading ends with a period.
Layout of	<ul style="list-style-type: none"> ▪ The project report includes preliminary pages in the following order – the declaration, supervisor's

Preliminary Pages	recommendation, endorsement, acknowledgment, table of contents, list of tables, list of figures and abbreviations.
Title Page:	<ul style="list-style-type: none"> the title page is assumed to be page “i” but is not numbered(hidden).The title is typed in all upper case. All text on the title page is center justified. (See Appendix A: Title page)
Preliminaries Pages	<ul style="list-style-type: none"> Declaration: Students 'declaration about the originality of work.(See Appendix B: Declaration) Supervisor’s Recommendation: a recommendation letter from the supervisor for approval of the project work report. (See Appendix C: Supervisor's Recommendation) Endorsement: an endorsement letter from the PWR committee chair to the FWU Office of the Controller of Examinations, Bhimdatt - 4, Kanchanpur. (See Appendix D: Endorsement) Acknowledgment: acknowledge them who have really helped you to prepare the project work report. Table of Contents: Double space down from heading. Insert table of contents. All headings and subheadings are capitalized and punctuated exactly as they are in the text. The table of contents is double-spaced except when a heading or caption wraps to a second line. (See Appendix E: Table of Content) List of Tables: Triple space down from heading. List of Figures: Triple space down from heading. Abbreviations: List of abbreviations and acronyms in alphabetical order.

5. Format of the Project Work Report

A Project work report shall have the following three chapters:

Chapter 1: Introduction

Background

Profile of the Organization

Objectives of the Study

Rationale

Method of the Study

Review of Literature

Limitations of the Study

Chapter 2: Results and Analysis

Presentation of Results

Analysis of Results

Chapter 3: Summary and Conclusion

Summary

Conclusion

Bibliography

Appendices

Length of the Project Report: The length of the Project Report will be 40 – 60 pages. The length is exclusive of the materials included in the preliminary section and appendices.

6. Remarks on Table, Figures, and Bibliography

Preparing Tables

Data can be presented in tables. APA7th format should be followed to present a table as shown below: Table

Title of table

Note. Source and other evidence information for data.

- Number tables consecutively with Arabic numerals in the order referenced in the text (Table1, Table 2, etc.). Place the number and caption above the table.
- 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. Tables may be placed horizontally or vertically within the page margins. If placed horizontally, the caption should also be horizontal. Keep tables from breaking across pages unless the table is too large for a single page.

Preparing Figures

- Data may also be presented in the diagram, charts, graphs, photographs and drawings (Figures).
- According to APA 7th format, a diagram should prepare in MS Excels Spreadsheet.
- 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.
- Insert each figure after the paragraph where it is first referenced. Figures may be placed on a page with text or on a separate page. Figures may be placed horizontally or vertically within the page margins. If placed horizontally, the caption should also be horizontal.

Numbers and Abbreviations

- The general rule governing the use of numbers in manuscript writing is to use words to express numbers less than 10. Numbers at the beginning of a sentence must be spelled.
- An abbreviation or acronym should only be used if the full expression is excessively long or if the abbreviation is well known to students in their subjects. Define an abbreviation the first time it is used
Note: The report will have to be prepared by following the specifications mentioned in this guideline. For specifications not mentioned in this guidelines please refer to Publication Manual of the American Psychological Association (APA) (7th edition).

Bibliography

- A list of bibliography will have to be presented as an appendix to the report. The students will have to follow APA style for presenting the bibliography. Selected samples have been presented below for reference.

Type of entry	Example
Books with single author	Joshi, P. R. (2024). <i>Nepalese Financial System</i> (5 th ed). Kathmandu: <i>Note: do not give edition if it is the first edition.</i>
Books with 3-7 authors	Joshi, P . R ., Thapa, U . B ., Ojha, M., & Rana, S. B. (2012). <i>Fundamentals of financial management</i> (4 th ed.). Kathmadu: Asmita Books Publishers and Distributors. <i>Note: If there are more than seven authors, give the name of first six authors, mark with ... and give the name of last author.</i>
Edited book	Bhattachan, K. B., & Mishra, C. (Eds.). (2000). <i>Development practices inNepal</i> . Kathmandu: Tribhuvan University, Central Department ofSociology and Anthropology. <i>Note: Drop 's' from Eds in case of single editor.</i>
Institutional author	Finance Association of Nepal. (2015). <i>Nepalese financial system: Prospects & challenges</i> . Kathmandu: Academic Publishers.
Author and publisher is same	American Psychological Association. (2010). <i>Publication Manual of the American Psychological Association</i> (6 th ed.). Washington DC: Author.
Journal article with volume and issue number	Shrestha, H. P. (2009). Mountain tourism in Nepal. <i>PYC Nepal Journal of Management</i> , 2(1), 12-28.
Article in a journal with continuous page	Harlow, H. F. (1983). Fundamentals for preparing psychology journal articles. <i>Journal of Comparative and Physiological Psychology</i> , 55, 893- 896.
Article in edited book	Sharma, S. P. (2000). Market-led development strategy in Nepal. In K. B. Bhattachan& C. Mishra, (Eds.) <i>Development practices in Nepal</i> (pp. 53-68). Kathmandu: Tribhuvan University, Central Department of Sociology and Anthropology. <i>Note: The editor's name appears in normal order, i. e. first and middle names followed by surname (K. B. Bhattachan, not Bhattachan, K. B.).</i>
Article in a magazine	Henry, W. A. (1990, January 9). Making the grade in today's schools.

	<i>Time</i> , 135, 28-31.
Article in a newspaper	Lal, C. K. (2012, November 2). The notion of Nepalinness, <i>Republca</i> , p. 12. <i>Note: p or pp is given only in newspaper, not in journal or magazine.</i>
Master's dissertation	Chaudhary, C. N. (2015). <i>Capital adequacy of commercial banks in Nepal</i> (Unpublished master's dissertation). Public Youth Campus, Faculty of Management, Tribhuvan University, Kathmandu, Nepal.
Ph. D. thesis	Paudel, S. R. (2024). <i>Industrial finance in Nepal</i> (Unpublished doctoral thesis). Faculty of Management, Far Western University, Kanchanpur, Nepal.
Journal article written by more than seven authors and available in electronic version with doi (digital object identifier)	Harden, K. P., Lynch, S. K., Turkheimer, E., Waldron, B. M., Martin, N. G., Emery, R. E., . . . D'Onofrio, B. M. (2007). A behavior genetic investigation of adolescent motherhood and offspring mental health problems. <i>Journal of Abnormal Psychology</i> , 116, 667-683. doi:10.1037/0021-843X.116.4. 667 <i>Note: always give doi instead of retrieval address if doi is available.</i>
Journal article in electronic version without doi	Sillick, T. J., & Schutte, N. S. (2006). Emotional intelligence and self-esteem mediate between perceived early parental love and adult happiness. <i>E-Journal of Applied Psychology</i> , 22(2), 38-48. Retrieved from http://ojs.lib.swin.edu.au/index.php/ejap <i>note: do not give date of retrieval unless it is essential.</i>
Dissertation in electronic version	Barua, S. (2010). <i>Drought assessment and forecasting using a nonlinear aggregated drought index</i> (Doctoral dissertation, Victoria University, Melbourne, Australia). Retrieved from http://vuir.vu.edu.au/1598
Independent writing (not book or article in journal/ magazine, etc.) available in electronic version with doi	Anderson, C. A., Gentile, D. A., & Buckley, K. E. (2007). <i>Violent video game effects on children and adolescents: Theory, research, and public policy</i> . doi:10.1093/acprof:oso/9780195309836.001.0001
Independent writing (not book or article in journal/ magazine, etc.) available in electronic version without doi	Engelschall, R. S. (1997). Module mod_rewrite: URL rewriting engine. In <i>Apache HTTP server version 1.3 documentation (Apache modules)</i> . Retrieved from http://httpd.apache.org/docs/1.3/mod/mod_rewrite.html

Follow the following common rules while ordering the reference list.

- Alphabetize letter by letter as the head words are ordered in the dictionary. Remember the rule “nothing precedes something” (Example 1). Brown, J. R., precedes Browning, A. R., even though i precedes j in the alphabet.
- One author entries by the same author are arranged by year of publication, the earliest first (Example 2).
- One author entries precede multi-author entries beginning with the same surname (Example 3).
- References by the same author (or by the same two or more authors in the same order) with the same publication date are arranged alphabetically by the title (excluding a or the) that follows the date (Example 4).
- Works by different authors with the same surname are arranged alphabetically by the first initial (Example 5).

Examples

1. Brown, J. R. Browning, A. R.
2. Shrestha, L. S. (1996). Shrestha, L. S. (1999).
3. Aryal, R. L. (2001). Aryal, R. L., & Pandey, A. J. (1999).
4. Karki, H. B. (2010). An experiment with the god. Karki, H. B. (2010). The passion for drink.
5. Manandhar, A. L., & Shakya, J. (1999).

Manandhar, S. E., &Thapa, R. J. (1998).

- Finally, although the above examples are not indented, APA style requires that all entries must be in the hanging indent format with the first line flush to the left margin and all other lines indented as shown below.

Klimoski, R., & Palmer, S. (1993). The ADA and the hiring process in organizations. *Consultancy Psychological Journal: Practice and Research*, 45(2), 10-36.

Formatting of Project Work Report

- ✓ **Paper:** A4 size paper. Single side printing is essential.
- ✓ **Chapter number:** The chapter number is to be kept in centre of the page. It is to be written in Capital Letter below the top of the page with two inches. Following the spaces below should be the title of the chapters in capital letter. The font for the chapter number and title of the chapter should be Times New Roman and Size of the font should be 16.
- ✓ **Margin:** -Left: 1.5 inch; -Top: 1 inch; -Bottom: 1 inch and -Right: 1 inch
- ✓ **Spacing:** The report must be 1.5 spaced. Single spacing may be used only in the table of contents, charts, graphs, tables, quotations, appendices and references.
- ✓ **Page number from Chapter 1 to Appendix:** Page number should be placed at the upper right hand corner of the page. The page number from Chapter 1 to Appendix should be kept in Arabic form. For e.g.: 1, 2, 3.....35, 36.....
- ✓ **Page number from Declaration to Abbreviation:** The page number from declaration should start in Roman form. The lower case Roman numerals are placed within the footer (bottom center). For e.g.: ii, iii, iv.....ix...
- ✓ **Font and Size:** Times New Roman, font size is 12
- ✓ Text should be justified.
- ✓ **Length of the Project Report:** The length of the Project Report will be approximately 40 – 60 pages. The length is exclusive of the materials included in the preliminary section and appendixes.
- ✓ **Copies of Report:** Two Copies of Report required to submit by students.
- ✓ **List of Tables Font: Times New Roman, Size: 14, Bold**

Table No.	Title	Page No.

- ✓ **List of Figures: Times New Roman, Size: 14, Bold**

Figure No.	Title	Page No.

7. Evaluation of Project Work Report

The project work report will be evaluated in three stages:

- **Internal Supervisor’s Evaluation (40%):** The internal supervisor will assess the quality and completeness of the written report based on predefined criteria.
- **Presentation Evaluation (40%):** A committee comprising the Coordinator, Internal Supervisor, and External Supervisor will evaluate the student’s presentation. This assessment will focus on clarity, content, delivery, and the ability to respond to questions.
- **Final Evaluation by the Office of the Dean (20%):** The Dean’s Office will conduct the final review and assign marks based on overall compliance with guidelines and quality standards.

The detailed criteria for each stage of evaluation are provided in the following evaluation form.

8. Marking Criteria for the Project Work Report

PROJECT WORK REPORT EVALUATION FORM (BBS 8th Semester) INTERNAL EVALUATION (40%)

Criteria	Relevance of topic & Objective	Method of the Study	Literature review	Presentation of Results & Analysis	Summary & Conclusion	Originality & Overall structure	Total
Full Marks	6	5	5	12	6	6	40
Marks Awarded							

PRESENTATION EVALUATION (40%)

Criteria	Relevance of topic & Objective	Organization & structure	Visual aids & slides	Delivery skill	Knowledge & understanding	Response to questions	Total
Full Marks	6	6	6	8	6	8	40
Marks Awarded by internal supervisor							
Marks Awarded by External							
Average Marks Awarded							

EXTERNAL EVALUATION BY OFFICE OF THE DEAN (20%)

Criteria	Completeness of report	Referencing & citations	Language of report	Overall structure	Total
Full Marks	5	5	5	5	20
Marks Awarded					

9. Plagiarism

Project work report must be original work. Copying from other sources, either fully or partially, is not allowed and will make the report unacceptable. If plagiarism is found at any stage—even after the report has been approved and the degree awarded—the Campus/Department/FoM has the right to cancel the project work.

10. Cover and Preliminary Pages

Font: Times New Roman, Size: 16, All Caps, Bold



TITLE OF PROJECT WORK REPORT

A Project Work Report ← Font: Times New Roman,
Size: 12

By

← Font: Times New Roman, Size: 12

Name of Student (First Name/Middle Name/Surname)
FWU. Registered Number
Roman
Name of Campus/Department/College

}
← Font: Times New
Size: 12

Submitted to

The Faculty of Management

Far Western University
Kanchanpur

In Partial Fulfillment of the Requirements for the Degree of ← Font: Times New Roman
Size: 12

BACHELOR OF BUSINESS STUDIES (BBS)

Roman

Size: 12, All Caps

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Size: 12
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Name of the Place of Submission Month, Year

}
← Font: Times New Roman Size: 12

Declaration

Font: Times New Roman, Size: 14, Bold

I hereby declare that the project work entitled TITLE OF PROJECT WORK REPORT submitted to the Faculty of Management, Far Western University, Kanchanpurs is an original piece of work under the supervision of Prof./Dr./Mr./Ms. (name of the supervisor), faculty member, (name of the campus/ college), (name of place), and is submitted in partial fulfillment of the requirements for the degree of Bachelor of Business Studies (BBS). This project work report has not been submitted to any other university or institution for the award of any degree or diploma.

Font: Times New Roman, Size: 12, Text must be justified

Signature:
Name of Student: Date:

Font: Times New Roman, Size: 12



Font: Times New Roman, Size: 14, Bold



Supervisor's Recommendation
(In a Campus/College Letter Head)

The project work report entitled TITLE OF PROJECT WORK REPORT submitted by (name of student) of (name of campus/college), (name of place), is prepared under my supervision as per the procedure and format requirements laid by the Faculty of Management, Far Western University, as partial fulfillment of the requirements for the degree of Bachelor of Business Studies (BBS). I, therefore, recommend the project work report for evaluation.

Font: Times New Roman, Size: 12, Text must be justified



Signature:

Name of Supervisor: Date:



Font: Times New Roman, Size: 12



Font: Times New Roman, Size: 14, Bold

Endorsement ↓
(In a Campus/College Letter Head)

We hereby endorse the project work report entitled TITLE OF PROJECT WROK submitted by (name of student) of (name of campus/college), (name of place), in partial fulfillment of the requirements for the degree of the Bachelor of Business Studies (BBS) for external evaluation.

Font: Times New Roman, Size: 12



Signature
Size: 12
Name of Chair:

Chairman, PWR Committee

Date: Date:

← Font: Times New Roman →

Signature:

Name of Campus Chief:

Campus Chief/ Principal

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Acknowledgement



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Font: Times New Roman, Size: 14, Bold



Abbreviations

FWU : Far Western University

[In official Letter Head of Campus/Department]
PROJECT WORK REPORT EVALUATION SHEET
 (BBS 8th Semester)

A. Student Information

Name:	
Roll No:	Reg. No:
Title:	
Supervisor:	

B. INTERNAL EVALUATION (40%)

Criteria	Relevance of topic & Objective	Method of the Study	Literature review	Presentation of Results & Analysis	Summary & Conclusion	Originality & Overall structure	Total
Full Marks	6	5	5	12	6	6	40
Marks Awarded							

Total Score in words:

Internal Supervisor:

Name:..... Signature: _____ Date: _____

C. PRESENTATION EVALUATION (40%)

Criteria	Relevance of topic & Objective	Organization & structure	Visual aids & slides	Delivery skill	Knowledge & understanding	Response to questions	Total
Full Marks	6	6	6	8	6	8	40
Marks Awarded by internal							
Marks Awarded by							
Average Marks Awarded							

Total Average Score in words:

Internal Supervisor: Name:..... Signature:

External Evaluator: Name:..... Signature:

Committee Chair: Name:..... Signature:

Campus Chief/HoD Chair: Name:..... Signature:

D. EXTERNAL EVALUATION BY OFFICE OF THE DEAN (20%)

Criteria	Completeness of report	Referencing & citations	Language of report	Overall structure	Total
Full Marks	5	5	5	5	20
Marks Awarded					

Total Score in words:

Evaluator Name:..... Signature: _____ Date:

E. TOTAL MARKS (to be forwarded to the Office of the Controller of Examination):

INTERNAL EVALUATION (B)	
PRESENTATION EVALUATION, AVERAGE AMRKS (C)	
EXTERNAL EVALUATION BY OFFICE OF THE DEAN (D)	
TOTAL MARKS (Out of 100) = B + C + D	

Signature and Official Seal, Office of the Dean:.....