

Guidelines for Preparing a Project Work Report

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

Paper

Use only white, 8 -by-11 inch paper of good quality.

Fonts

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

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

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

The preliminary pages (preceding the first main section) must have lower case Roman numerals starting with the declaration page that is numbered “*ii*”. The title page is unnumbered, but the implied number is “*7*”. 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

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 font is underlined and in sentence case. The heading ends with a period.

Layout of Preliminary Pages

The project report includes preliminary pages in the following order – the declaration, supervisor's recommendation, endorsement, acknowledgements, table of contents, list of tables, list of figures and abbreviations.

Title Page: the title page is assumed to be page “*i*” but is not numbered. The title is typed in all upper case. All text on the title page is center justified. (*See Appendix A: Title page*)

7

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 research committee chair to the TU Office of the

Controller of Examinations, Kathmandu. (*See Appendix D: Endorsement*)

Acknowledgements: 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.

Appendices (if applicable): Triple space down from heading.

Format of the Main Body of Project Work Report

A project work report shall have the following three chapters.

Chapter 1 - Introduction: background; profile of the organization, events, activities, etc; objectives of the study; rationale; method of the study; review of literature; limitations of the study.

Chapter 2 - Results and Analysis: presentation of results and findings of project work.

Chapter 3 – Summary and Conclusion – a brief summary of the report, and conclusion based on the findings of the report.

Bibliography: includes all sources used in the study, using APA format for citation. (Visit Website: <https://owl.english.purdue.edu/owl/resource/560/08/>)

8

Appendices: Include material too detailed or lengthy for inclusion in the body of the study (e.g., questionnaires, maps, photos, and letters of permission). Each appendix shall have to be labeled *alphabetically*.

Length of the Project Report: The length of the Project Report will be around 8,000 to 10,000 words (approximately 30 – 35 pages). The length is exclusive of the materials included in the preliminary section and appendixes.

FINANCIAL POSITION OF LAMJUNG ELECTRICITY DEVELOPMENT COMPANY LTD

A Project Work Report

By

DEEPA NEUPANE

Dibya Jyoti Multiple Campus

Exam Roll No.3010010

Registration No. 7-2-301-148-2014

(Finance Group)

Submitted to

Faculty Of Management

Tribhuvan University

Kathmandu

In Partial Fulfillment Of The Requirements For The Degree Of

Bachelor Of Business Studies (BBS)

Bardaghat, Nawalparasi

2075

Baishakh

DECLARATION

I hereby declare that the project work report entitled, FINANCIAL POSITION OF LAMJUNG ELECTRICITY DEVELOPMENT COMPANY LTD submitted to the faculty of management, Tribhuvan University, Kathmandu is an original piece work under the supervisor of MR.TANK PRASAD SUBEDI faculty member DIBYA JYOTI MULTIPLE CAMPUS , BARDAGHAT -2 NAWALPARASI and is submitted in partial fulfillment of the requirement for the award of the degree of bachelor of business (BBS).This Project work report has not been submitted to any other university or institution for the award of any degree or diploma .

Signature

DEEPA NEUPANE

Date:

In campus letter head

SUPERVISOR'S RECOMMENDATION

The project work report entitled **FINANCIAL POSITION OF LAMJUNG ELECTRICITY DEVELOPMENT COMPANY LTD** submitted by MISS.DEEPA NEUPANE of DIBYA MULTIPLE CAMPUS , BARDAGHAT -2 NAWALPARASI ,is prepared under my supervisor as per the procedure and format requirement laid by the Faculty of Management, Tribhuvan university ,as partial fulfillment of the requirement for the award of the degree of bachelor of business (BBS). I, therefore, recommend the project work report for evaluation.

Signature:

MR. TANK PRASAD SUBEDI

DIBYA JYOTI MULTIPLE CAMPUS

Date:

In campus letter head

ENDROSEMENT

We hereby endorse the project work report entitled title **“FINANCIAL POSITION OF LAMJUNG ELECTRICITY DEVELOPMENT COMPANY LTD”** submitted by **DIBYA JYOTI MULTIPLE CAMPUS , BARDAGHAT -2 NAWALPARASI** in partial fulfillment of requirement for the award of the bachelor of business Studies(BBS) for external evaluation.

Signature:

MR. TANK PRASAD SUBEDI

(Chairman)

Management Research Cell

Date:

Signature:

Associate Prof. MR. BISHNU LAMSAL

(Campus Chief)

Dibya Jyoti Multiple Campus

Date:

ACKNOWLEDGEMENTS

This project work report. It is my privilege of getting helps and co-operation from This thesis entitle "*FINANCIAL POSITION OF LAMJUNG ELECTRICITY DEVELOPMENT COMPANY LTD* has been prepared in partial fulfillment for the bachelor of Business Studies (BBS) under the supervision of MR. TANK PRASAD SUBEDI Lecturer of DIBYA JYOTI MULTIPLE CAMPUS for his precious guidelines, inspiration and suggestion thoroughly during the period of this research. Without his valuable insight, I would not think different persons. It is not possible to enumerate the names of all of them. However, it will be matter of injustice if I forget the names of Mr. Suraj Sapkota whose valuable suggestions and co-operation escorted to complete this project work report.

First and foremost, I would like to offer special thanks to my friends Santosh Paudel, Asmita Sharma and Sanjay Shrestha for their proper suggestions. I could not remain without thanking to my teachers and lecturers who all helped me during my study of BBS and during preparation of this project work report.

I am thankful to the librarians of Dibya Jyoti Multiple Campus, Bardaghat-2 for providing me with related books and thesis and the entire teacher involved there who made me capable of writing this thesis. I am alone responsible for whatever weaknesses it may still contain.

I would like to express many special thanks to again Mr. Tank Prasad Subedi as well as my parents and family, who were always there to give me all of support and understanding.

DEEPA NEUPANE

March, 2018

TABLE OF CONTENTS

<i>Title Page</i>	<i>i</i>
<i>Declaration</i>	<i>ii</i>
<i>Supervisor's Recommendation</i>	<i>iii</i>
<i>Endorsement</i>	<i>iv</i>
<i>Acknowledgements</i>	<i>v</i>
<i>Table of Contents</i>	<i>vi</i>
<i>List of Tables</i>	<i>vii</i>
<i>List of Figures</i>	<i>viii</i>
<i>Abbreviations</i>	<i>ix</i>

CHAPTER I: INTRODUCTION 1

Background	1
Profile of org./ place/ events, etc.	3
Objectives	5
Rationale	6
Review	7
Methods	8
Limitations	10

CHAPTER II: RESULTS AND ANALYSIS 11

Data Presentation	12
Analysis of Results	20
Findings	25

CHAPTER III: SUMMARY AND CONCLUSION... 27

Summary.....	27
Conclusion.....	28

BIBLIOGRAPHY 29

APPENDICES 30

(Note: the page numbers assigned above do not indicate the size of the chapter, section, or subsection).

