FACULTY OF MANAGEMENT
TRIBHUVAN UNIVERSITY

GUIDELINES FOR
BIM SUMMER PROJECT REPORT WRITING

Office of the Dean
Kirtipur
2016

IT 351: GUIDELINES FOR BIM SUMMER PROJECT REPORT WRITING

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 five semesters of study, and create a innovative and original work in an area of their interest related to any area of business administration/Information Technology 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 enable students to study organization (or unit of organization), analyze the situation (past, present) and report the study. Students should be able to provide their own suggestions/solutions to the issues/problems in the existing situation of the organization if they found any.

This project also enables students in understanding of the data and information requirements of the organization to execute tasks and activities of the organization.

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 data, documents;
- Locating the sources of information;
- Extracting the relevant information from different sources;
- Organizing and analyzing the data, documents;
- Drawing conclusions; and
- Writing a SP report.

Some of the suggested but not limited to Project topics are as follows:
- Organization uses different marketing tools and techniques to spread information about their products and services. Study to understand the impact and values of those tools.
- In Customer focused businesses, understanding the role of managers in retaining and enhancing relationship with customers.
- Importance of book keeping/accounting in the organization and techniques used for book keeping/accounting including accounting software, challenges and training and solutions.
- Use of IT in executing tasks and activities
- Importance of networking and methods of forming networks.
- Role of software in the organization
- Developing a digital marketing strategy to attract more customers
- Develop a marketing communications strategy for collateral and support materials
- Develop a social media strategy, research into the social media channels and establish a route to market
- Developing software solutions in data collection and information generation for organization (a unit of organization)

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 project report embodying the results of the study. 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
- confirm to the rules and format of FOM for the presentation of the SP report.

LENGTH OF THE SP REPORT
The report can be of any length, number of pages does not matter, but it must have clear presentation of tasks and activities performed in the project period maintaining originality and honesty.

EVALUATION OF THE SP REPORT
The SP report will be fully evaluated by the internal project committee of the campus, committee can bring external evaluator, conduct presentation and viva voce on their own.

The internally evaluated reports will be scrutinized/reevaluated by the experts appointed by the Dean's office of the Management, and relative marking will be done upon necessity for the final marking.

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 section contains different kinds 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   Tasks and activities performed
> > Chapter III   Discussions and Conclusion

> **Supplementary Materials**
> > References
> > Appendices

BODY OF THE SP REPORT
- **Introduction** – In this section students should write about the organization (and/or unit of organization) where they performed their project. This section should specify:
  - **Short introduction with functionality of the Organization**
  - **Current situation of the organization**
  - **Issue/Problem of the report**
  - **Objective of the report**
  - **Methodology/Procedure adopted for writing the report**

- **Tasks and activities performed** – This chapter should highlight the tasks and activities performed in the organization; issues/problems (if any) in the organization; use of tools and techniques in executing tasks; Students point of view about the methods, tools and techniques used in the organization in performing tasks also need to be included.
- **Discussions and Conclusions**: Discuss the methods, tools used in the organization, findings and suggestions/solutions interpreting and significance of the findings without simply reporting the findings again. Problems faced during the project time, how they were solved also need to be highlighted. Deductions of the conclusions from the findings in the form that is easy to understand and if relevant provide recommendations.

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:

Not specified

Paper:

A4 white bond paper

Typing:

Font – Times New Roman, Arial, Calibri
Standard letter size: Title – 12 and Text – 11
Black Color
One side of the paper
Single-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 own analysis and interpretation, 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, students are 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.

TITLE OF THE SUMMER PROJECT REPORT

BY
Student's Full Name
Student's T.U. Registration No.
Name of the Campus/College

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

Bachelor of Information Management

Place
Month/Year

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 Information Management** 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 Information Management** 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

Table of Content

Page

Chapter I   Introduction
Background
Introduction of the organization
Current situation of the organization
Issue/Problem of the report
Objective of the report
Methodology/Procedure adopted for writing the report
      Project framework
      Data and Information
      Tools used
      Techniques of Project report analysis

Chapter II   Tasks and activities performed
Analysis of tasks, activities, problems, issues
Analysis of possible solutions
Findings

Chapter III   Discussions and Conclusions
Discussions
Conclusions
Recommendations (if any)

References
Appendices