

Graduate Research Report

The Graduate Research Project (GRP)

This manual is intended to provide broad guidelines to the MBA students in the preparation of the GRP.

The GRP is an integral part of the postgraduate studies at Pokhara University. A student is required to undertake a research project on the approved topic, and gather information on the assigned topic using relevant instruments. The data thus gathered will have to be tabulated, analyzed, synthesized, and presented in the prescribed format. After data analysis, the student has to write a research report and submit it for evaluation.

The GRP involves conceptualizing, planning, implementing, and writing up a report, which extends knowledge in the subject area under investigation. This assignment thus aims to develop knowledge. Skill and attitudes necessary for conduct of individual research at a level which will make a distinct contribution to knowledge. A student is expected to demonstrate the use of appropriate research methodology and written skills through the preparation and presentation of a substantial investigation.

Activities Involved in a GRP

The following activities are involved in a GRP:

- Selecting a relevant topic or issue for study.
- Locating the relevant literature.
- Locating the sources of information.
- Extracting the relevant information from these sources.
- Identifying the various dimensions of the problem or issue.
- Organizing and analyzing the data effectively.
- Drawing inferences and conclusions.
- Writing a report.

Study Requirements

The GRP shall comply with the following requirements:

- The proposed field of study or topic of research must be approved by the instructor.

- The work must relate to the topic approved by the instructor.
- The work must comply with any limits imposed by the instructor.
- The work in a project must reach a satisfactory standard of expression and presentation
- The student must maintain close and regular contact with the instructor and the supervisors (if any).

Reporting Requirements

A student shall prepare the GRP embodying the results of the research. The report submitted by the student shall:

- be an accurate account of research.
- be an account of a student's own research.
- relate to the approved research topic.
- not include work which has been submitted for any other academic award.
- be written in English.
- achieve a satisfactory standard of expression and presentation.
- acknowledge any substantial assistance provided to the student during the conduct of the research and writing the GRP.
- conform to the rules and format for the presentation of the GRP.

Length of the GRP

The length for a GRP shall be around 18,000 - 20,000 words. This length is exclusive of the materials included in appendices.

Multiple Copies Required

Three copies of the GRP shall be presented to Pokhara University in a form which complies with the reporting styles and formats given below.

The duplicate copies of the original are to be produced using a method which gives a clear and permanent copy (offset print, dry photocopy, or laser copy). The use of spirit duplication, wet photography, or carbon copy is not acceptable.

Typing, Layout, Editing and Binding

The GRP shall be a typescript paper document. It shall not be submitted in an electronic format.

The GRP is to be typed on ISO A4 size white bond paper diagrams, maps, tables and similar presentations do not fit readily on this sheet size, ISO B4 size may be used. B4 size pages are to be folded and bound so as to open out at the top and the right.

Typing is to be done on one side of each sheet only with pages numbered consecutively throughout the report. The following minimal margins are to be observed:

| | |
|--------|-------|
| Left: | 4cm |
| Top: | 2.5cm |
| Bottom | 2cm |
| Right | 2cm |

Typing is to be spaced "spaced-and-a-half" with the exception of quotation, footnotes and bibliographies which are to be single spaced.

All pages are single sided. There is no blank line between a section heading and the text that follows it.

School of Business, Pokhara University expects a high standard of editing of the work submitted to it for examination.

Any easily readable font is acceptable. The font should be 10 points. Generally the same font must be used throughout, except chapter titles and section headings, tables and graphs.

Examination of the GRP

The GRP shall be evaluated by one external examiner appointed by the Dean, Pokhara University. The evaluation criteria will as mentioned in the syllabus.

Format of Report Presentation

There shall be three main divisions in a research report: preliminaries, main body, and supplementary materials. The chapter-wise full contents of these divisions or sections of a GRP are as follows:

¥¥ Preliminary Section

- Title page
- Acknowledgements

Certificate of Authorship
Table of Contents
List of Tables and Figures
Executive Summary

Main Body of the Report

Chapter 1 Introduction

1.1. Background
1.2 Statement of the Problem
1.3 Purpose of the Study
1.4 Significance of the Study
1.5 Research Questions or Hypotheses
1.6 Operational Definitions and Assumptions

Chapter 2 Literature Survey and Theoretical Framework

2.1 Literature Review
2.2 Theoretical /Conceptual/Operational/Framework

Chapter 3 Methodology

3.1 Research Plan and Design
3.2 Description of the Sample
3.3 Instrumentation (Include copy in appendix)
3.4 Data Collection Procedure and time frame
3.5 Validity and Reliability
3.6 Analysis Plan

Chapter 4 Results and Discussion

4.1 Presentation of Results
4.2 Descriptive Analysis
4.3 Type of Statistical Test(s) Performed
4.4 Inferential Analysis and Discussion

Chapter 5 Summary and Conclusions

4.1 Summary of Findings
4.2 Conclusions
4.3 Suggestions

Supplementary Section

References (Use APA format for citation and referencing)
Appendix

Example of the Title page

TITLE OF THE GRADUATE RESEARCH REPORT

Candidate's Full Name

A Graduate Research Report Submitted to
Name of the College
Pokhara University

Submitted for the degree of
Master of Business Administration

Pokhara
Month, Year

Certificate of Authorship

On the page just before the table of contents, the following certificate signed by the candidate certifying the original authorship of the research report is to appear:

I hereby declare that this submission is my own work and that, to the best of my knowledge and belief, it contains no material previously published or written by another person nor material which to a substantial extent has been accepted for the award of any other degree of a university or other institution of higher learning, except where due acknowledgement is made in the acknowledgements.

Name and Signature of the Candidate

Approval Sheet

Recommendation for Approval

This GRP report prepared and submitted by (student's name) in partial fulfillment of the requirements for the degree of Master of Business Administration has been supervised by me and recommend it for acceptance.

Name and Signature of the Adviser

Date

Acceptance of the External Examiner

I approve the GRP submitted by (name of the student). The grade sheet has been submitted to the Dean, School of Business, Pokhara University through the college on a separate evaluation sheet.

Name and Signature of the External Examiner

Date

Viva Examination

The Candidate has successfully defended the GRP. We recommend it for acceptance. The grade sheet has been submitted to the Dean, Pokhara University through the college on a separate evaluation sheet.

External Examiner

GRP Adviser

Other members

Date

Pokhara University
School of Business
Evaluation of the Research Project

Title of the Graduate Research Project.....
.....

Name of the Student.....

PU Exam Roll No.

PU Registration No.