

**GUIDELINES FOR FINAL REPORT PREPARATION OF ON THE JOB TRAINING
(OJT)**

NATIOANL EXMINATION BOARD, SANOTHIMI, BHAKTAPUR

GUIDELINES FOR FINAL REPORT PREPARATION OF ON THE JOB TRAINING (OJT)

1. INTRODUCTION

Purpose

This document, herein after referred to as the final report preparation guide of on the job training (OJT) lists the general and specific requirements report preparation including guidelines for structuring the contents. For style, structure and presentation of the report, students may refer to guides which are listed below.

Final Report Submission

To have the report examined, the number of report copies to be submitted to the principal of school should correspond to (a) the number of examiners (including supervisors) for a student, and (b) the number of supervisors **plus three copies** for a student. Besides various existing requirements for report submission such as submission of a list of examiners. Students and their supervisors should ensure that the guidelines have been adhered to. While submitting the report, every student is required to provide the school a signed checklist in the following format.

Statement of Report Preparation

1. Title:
2. Degree for which the report is submitted:
- 3 Final report Guide was referred to for preparing the report.
4. Specifications regarding report format have been closely followed.
7. All sources used have been cited appropriately.
- 8 The report has not been submitted elsewhere for a degree.

(Signature of the student)

Name:

Roll No.:

School Name:

2. SPECIFICATIONS FOR REPORT FORMAT

2.1 Preparation of Manuscript and Copies

- 2.1.1 The final report needs to be prepared using a standard text processing software and must be printed in black text (color for images, if necessary) using a quality printer in standard typeface sensory (Times New Roman etc.).
- 2.1.2 The final report must be printed or photocopied on both sides of white paper. All copies of report pages must be clear, sharp and even, with uniform size and uniformly spaced characters, lines and margins on every page of good quality white paper
- 2.1.3 Report should be free from typographical errors.

2.2 Size and Margins

- 2.2.1 A4 is the recommended size.
- 2.2.2 The top, bottom and right side margins should be 1' (25 mm) whereas the left side margin should be 1.23' (35 mm) for both textual and non-textual (e.g., figures, tables) pages.
- 2.2.3 Content should not extend beyond the bottom margin except for completing a footnote, last line of chapter/subdivision, or figure/table caption.
- 2.2.4 A sub-head at the bottom of the page should have at least two full lines of content below it. If the sub-head are too short to allow this, it should begin on the next page.
- 2.2.5 All tables and figures should conform to the same requirements as text. Color may be used for figures. If tables and figures are large, they may be reduced to the standard size (provided the reduced area is not less than 50% of the original).
- 2.2.6 Students may choose to submit printed report copies either in the standard size (as in 2.2.1) or in a book format that is roughly half of A4.

2.3 Page Numbering

- 2.3.1 Beginning with the first page of the text in the final report (chapter 1), all pages should be numbered consecutively and consistently in Arabic numerals through the appendices.
- 2.3.2 Page numbers prior to Chapter 1 should be in lower case Roman numerals. The title page is considered to be page (i) but the number is not printed.
- 2.3.3 All page numbers should be placed without punctuation in the upper right hand corner, 12 mm from the top edge and with the last digit even with the right hand margin.

2.4 Multi-Volume report

A final report may be in two or more volumes, if required. The volume separation should come at the end(s) of major division(s). The preliminary pages prior to Chapter 1 are contained only in Volume I, except the title page.

2.5 Line Spacing

The general text of the manuscript should be in double spacing . Long tables, quotations, footnotes, multi-line captions and bibliographic entries (references) should be in single spacing with text size in 11 points.

2.6 Tables, Figures and Equations

- 2.6.1 All tables (tabulated data) and figures (charts, graphs, maps, images, diagrams, *etc.*) should be prepared, wherever possible, on the same paper used to type the text and conform to the

specifications outlined earlier. They should be inserted as close to the textual reference as possible.

2.6.2 Tables, figures and equations should be numbered sequentially either throughout the report or chapter-wise using Arabic numerals.

2.6.3 If tables and figures are of only half a page or less, they may appear on the same page as text but separated above and below by triple line spacing. Font size for text should be the same as for the general text.

2.6.4 Good quality Line Drawings/figures must be drawn using standard software that provides vector rather than bit-map graphics. Figures must be scalable.

2.6.5 *Images, Photographs, etc.* must be scanned in resolution exceeding 200dpi with 256 greyscales for the monochrome images and 24 bit per pixel for the color images.

2.7 Binding

The student should submit the copies of the final report in fully bound form.

3.3 The Text of the report

3.3.1 Introduction

Introduction may be the first chapter or its first major division. In either case, it should contain a brief statement of the problem investigated. It should outline the scope, aim, general character of the work and the reasons for the student's interest in the problem (Follow Annusuchi 2 of Nirdesika).

3.3.2 The body of final report

This is the substance of the dissertation inclusive of all divisions, subdivisions, tables, figures, etc.

3.3.3 Summary and conclusions

If required, these are given as the last major division (chapter) of the text. A further and final subdivision titled "*Scope for Further Work*" may follow.

3.3.4 Reference material

The list of references should appear as a consolidated list with references listed either alphabetically or sequentially as they appear in the text of the report. If pertinent works have been consulted but not specifically cited, they should be listed as Bibliography or General References. Spacing and font size should be consistent inside a single reference, and there should be double spacing between two different references.

3.3.5 Appendix or Appendices

3.3.5.1 Supplementary illustrative material, original data, and quotations too lengthy for inclusion in the text or which is not immediately essential to an understanding of the subject can be presented in Appendix or Appendices (as Appendix A , Appendix B, etc.)

3.3.5.2 Each appendix with its title should be listed separately in the table of contents. Likewise, tables and figures contained in the Appendices are to be included in the lists of tables and figures, respectively.

4. CONCLUDING REMARKS

This final report Guide lists only the basic requirements for preparing the report. Over and above the aforementioned points, a report should be reader-friendly in both its appearance and presentation. Several aspects of report preparation, particularly style of writing and presentation, have not been discussed in great detail. The student should follow appropriate ideas from standard literature of his/ her area of research, and adopt a uniform style and format throughout the report, such as in the structural divisions/subdivisions of the report, in the mode of citing references and footnotes in the text, in using dimensions, units and notations, and in preparing tables and figures, etc.

Sample Formats for Certificate, Title Page

Name of Student.....Roll no.....) Centered on top of page

)

Degree for which submittedDepartment/stream)

OJT Title)
.....)

Name(s) of OJT Supervisor(s)) Single spacing

1.)

2.)

Month and year of report submission.....) Double spacing

CERTIFICATE

It is certified that the work contained in the on the job training (OJT) titled “Title of the OJT,” by
“Name of the Student,” has been carried out under my/our supervision.

Signature of Supervisor(s)

Name(s):

Stream:

Name of School:

Month , year

Title of the final report of on the job training (OJT)

A report Submitted
In Partial Fulfillment of the Requirements
for the Degree Of

Name of the Student

to the

DEPARTMENT OF -----
National Examination Board, Sanothimi, Bhaktapur
Month, Year