Group List with group no	Name
1	1. Prashant Sharma 2. Samyam Subedi 3. Sushil Phulara 4. Rajan Adhikari
2	1. Asesh Rai 2. Saugat Khanal 3. Abhishek Pokhrel 4. Ronit Ghimire
3	1. Anish Upreti 2. Utshav Shrestha 3. Wiraj Shakya 4. Nabin Raut
4	1. Abisha Sharma 2. Swiktiti Sanjel 3. Ashika Magar 4. Yamuna
5	1. Aavash Adhikari 2. Mausam Timalsina 3. Kramik Kafle 4. Prashant Shrestha
6	1. Sanjit Mijar 2. Gaurav Nepali 3. Prithivi Raj Bahadur Kc 4. Mahendra Dhamala
7	1. Abhishek Thapa 2. Rahul Jaiswal 3. Sworaj Joshi 4. Amrit Paudel
8	1. Biraj Dulal 2. Utsav Pradhan 3. Bibek Ghimire 4. Bishwambar Ray Yadav
9	1. Ashim Maharjan

	2. Dikesh Shrestha 3. Harsa Shahi 4. Prabin Bhattarai

Group	Group Name	Topic for case study 3
1	1. Prashant Sharma 2. Samyam Subedi 3. Sushil Phulara 4. Rajan Adhikari	Birth, Death and Migration Process in Ward Office
2	1. Asesh Rai 2. Saugat Khanal 3. Abhishek Pokhrel 4. Ronit Ghimire	License Process
3	1. Anish Upreti 2. Utshav Shrestha 3. Wiraj Shakya 4. Nabin Raut	National ID Process
4	1. Abisha Sharma 2. Swiktiti Sanjel 3. Ashika Magar 4. Yamuna	Citizenship taking Process
5	1. Aavash Adhikari 2. Mausam Timalsina 3. Kramik Kafle 4. Prashant Shrestha	Tax System in Nepal
6	1. Sanjit Mijar 2. Gaurav Nepali 3. Prithivi Raj Bahadur Kc 4. Mahendra Dhamala	Electricity, Water billing and registration process
7	1. Abhishek Thapa 2. Rahul Jaiswal 3. Sworaj Joshi 4. Amrit Paudel	Passport taking Process

8	1. Biraj Dulal 2. Utsav Pradhan 3. Bibek Ghimire 4. Bishwambar Ray Yadav	Assessment of Social Security Allowance Program in Nepal
9	1. Ashim Maharjan 2. Dikesh Shrestha 3. Harsa Shahi 4. Prabin Bhattarai	Telephone, Internet registration and bill payment process(NTC)

Guidelines for E-Governance Report

Prescribed Content flow for the E-Governance project report

1. Cover and Title page
2. Certificate
3. Abstract
4. Acknowledgement
5. Table of Content
6. List of abbreviations, list of figures, list of tables (if any)
7. **Main Report (details below)**
8. Appendices
9. References
10. Bibliography (if any)

Prescribed content for Main Report

Chapter 1: Introduction

    1.1 Introduction

    1.2 Objective of the Study

    1.3 Scope and limitations of the Study

    1.4 Methodology of the Study

Chapter 2: Review of the application/case/policy/report

    2.1 Introduction to the application/case/policy/report

    2.2 Features of application/case/policy/report

    2.3 Services provided by the application/case/policy/report

2.4   Include the detail process to apply and take the service .

Chapter 3: Application Development

Make the system to capture the data of your project (replicate the form of data collection)using any programming language and include the snapshot of your application. Include all the necessary diagram .

Chapter 4: Conclusion and Suggestions

Citation and Referencing

The listing of references should be listed in the references section. The references contain the listof articles, books, URLs that are cited in the document. The books, articles, and other that are studied during the study but are not cited in the document can be listed in the bibliography section.The citation and referencing standard should be in IEEE referencing standard. The text inside thedocument should be cited accordingly.

Report Format Standards

1. **Page Number**

   The pages from certificate page to the list of tables/figures should be numbered in roman starting from i. The pages from Chapter 1 onwards should be numbered in numeric starting from 1. The page number should be inserted at bottom, aligned center.

2. **Page Size and Margin**

   The paper size must be a page size corresponding to A4. The margins must be set as Top = 1, Bottom = 1, Right = 1, Left = 1.25.

3. **Paragraph Style**

   All paragraphs must be justified and having spacing of 1.5.

4. **Text Font of Document**

   The contents in the document should be in Times New Roman font. The font size in the paragraphsof document should be 12.

5. **Section Headings**

   Font size of the headings should be 16 for chapter title, 14 for section headings, 12 for the sub-section headings. All the heading should be bold faced.

6. **Figures and Tables**

   Position of figures and tables should be aligned center. The figure caption should be centered below the figure and table captions should be centered above the table. All the captions should be of bold face with 12 font size.

Final Report Binding and Submission:

Number of Copies: 1
Look and Feel: Tape binding with plastic covering

(A typical Specimen of Cover Page & Title Page)

**Tribhuvan University Institute
of Science and Technology**

TITLE OF EGOVERNANCE REPORT

CASE STUDY REPORT

**Submitted to
Department of Computer Science and Applications
Name of the Campus**

*In partial fulfillment of the requirements for the Bachelors of Science in Computer Scienceand
Information Technology*

Submitted by
Name and Roll No of the Student
Month and Year