

अनुसूची- २

General Guidelines for Project Work (PRO 406) Format

It is a mandatory to maintain the uniformity in the format of the Project Work (PRO-406) carried out by B.Sc. IV year students in different departments of several campuses under Institute of Science and Technology (IoST), Tribhuvan University, Nepal.

The format of the Project Work included the following headings/items:

- i. Cover Page
- ii. Board of Examination and Certificate of Approval
- iii. Letter of Forward
- iv. Recommendation
- v. Declaration
- vi. Acknowledgements
- vii. Abstract
- viii. List of Acronyms and Abbreviations
- ix. List of Symbols
- x. List of Tables
- xi. List of Figures
- xii. Table of Contents
1. Chapter 1: Introduction
2. Chapter 2: Literature Review
3. Chapter 3: Materials and Methods
4. Chapter 4: Result and Discussions
5. Chapter 5: Conclusions and Recommendations
6. Reference
7. Appendix

The details of these headings/items are given



(Format for cover page)

[TITLE OF THE PROJECT WORK]

(Comment: Center, All caps, Bold, Font size 16)



A PROJECT WORK SUBMITTED TO THE
(Comment: Center, All caps, not bold, Font size 14)
DEPARTMENT OF ... (Name of Department)
...(Name of campus)..... CAMPUS
INSTITUTE OF SCIENCE AND TECHNOLOGY
TRIBHUVAN UNIVERSITY
NEPAL

(Comment: Center, All caps, Bold, Font size 14)

FOR THE AWARD OF
BACHELOR OF SCIENCE (B.Sc.) IN ... (Name of subject)....

(Comment: Center, All caps, Bold, Font size 14)

BY
(Comment: Center, All caps, not bold, Font size 14)
[FULL NAME OF THE STUDENT]

SYMBOL No....
T.U. REGISTRATION No.....
(Comment: Center, All caps, Bold, Font size 14)

[MONTH, YEAR]
(Comment: Center, All caps, Bold, Font size 14)



RECOMMENDATION

(Comment: Center, All caps, Bold, Font size 16)

This is to recommend that ... **(Name of student, bold faced letter)**....., (Symbol No..... , T.U. Registration No.....), has carried out project work entitled “.....**(Title, bold faced letter)**.....” for the requirement to the project work in Bachelor of Science (B.Sc.) degree in ...(Name of subject)..... under my/our supervision in the Department of (Name of department)....., ...(Name of Campus/Institute)... Campus, Institute of Science and Technology (IoST), Tribhuvan University (T.U.), Nepal.

To my/our knowledge, this work has not been submitted for any other degree.

He/She has fulfilled all the requirements laid down by the Institute of Science and Technology (IoST), Tribhuvan University (T.U.), Nepal for the submission of the project work for the partial fulfillment of Bachelor of Science (B.Sc.) degree.

(Comment: Times New Roman, Font size 12)

.... **(Name)**
Supervisor
Department:
Campus/Institute:
University:

.... **(Name)**
Co-Supervisor
Department:
Campus/Institute:
University:



[DAY, MONTH, YEAR]

DECLARATION

(Comment: Center, All caps, Bold, Font size 16)

This project work entitled “... **(Title, bold faced letter)**” is being submitted to the Department of ... (Name of department)...., ...(Name of Campus)..... Campus, Institute of Science and Technology (IoST), Tribhuvan University (T.U.), Nepal for the partial fulfillment of the requirement to the project work in Bachelor of Science (B.Sc.) degree in ...(Name of subject).... This project work is carried out by me under the supervision of(Name of supervisor)..... and co-supervision of(Name of co-supervisor)..... in the Department of (Name of department)....., ... (Name of Campus/Institute) Campus, Institute of Science and Technology (IoST), Tribhuvan University (T.U.), Nepal.

This work is original and has not been submitted earlier in part or full in this or any other form to any university or institute, here or elsewhere, for the award of any degree.

(Comment: Times New Roman, Font size 12)

Signature
Name of student
Symbol No.
T.U. Registration No.....



[DAY, MONTH, YEAR]

LETTER OF FORWARD

(Comment: Center, All caps, Bold, Font size 16)

[Date: Day/Month/Year]

On the recommendation of (name of supervisor, bold faced letter) and (name of co-supervisor, bold faced letter), this project work is submitted by (name of student)....., Symbol No., T.U. Registration No....., entitled(title, in bold faced letter).....” is forwarded by the Department of ... (Name of department)....., ...(Name of Campus).....Campus, for the approval to the Evaluation Committee, Institute of Science and Technology (IoST), Tribhuvan University (T.U.), Nepal

He/She has fulfilled all the requirements laid down by the Institute of Science and Technology (IoST), Tribhuvan University (T.U.), Nepal for the project work.

(Comment: Times New Roman, Font size 12)

.... (Name)
Head of Department
Department of
..... Campus
Tribhuvan University



BOARD OF EXAMINATION AND CERTIFICATE OF APPROVAL

(Comment: Center, All caps, Bold, Font size 16)

This project work (PRO-406) entitled “...(Title, bold faced letter)....” by ...(Name of student).... (Symbol No.....and T.U. Registration No.....) under the supervision of(Name of supervisor)..... and co-supervision of(Name of co-supervisor)..... in the Department of(Name of department)....., -...(Name of Campus).....Campus, Institute of Science and Technology (IoST), Tribhuvan University (T.U.), is hereby submitted for the partial fulfillment of the Bachelor of Science (B.Sc.) degree in ...(Name of subject).... This report has been accepted and forwarded to the Controller of Examination, Institute of Science and Technology, Tribhuvan University, Nepal for the legal procedure.

(Comment: Times New Roman, Font size 12)

.... (Name)
Supervisor
Department:
Campus/Institute:
University:

..... (Name)
Co-Supervisor
Department:
Campus/Institute:
University:

.... (Name)
External Examiner
Department:
Campus/Institute:
University:

.... (Name)
Internal Examiner
Department:
Campus/Institute:
University:

.... (Name)
Head of Department
Department of
..... Campus
Tribhuvan University

[DAY, MONTH, YEAR]



ACKNOWLEDGEMENTS

(**Comment:** Center, All caps, Bold, Font size 16)

Text: (Times New Roman, Font size 12)

No. of pages: (Not more than 2 pages, write in justified form)

(**Comment:** Times New Roman, Font size 12, spacing within a paragraph 1.5, spacing between two paragraph 2.0)

(Name of student)

Symbol. No. ...

T.U. Registration No.....

[Month, Year]



ABSTRACT

(**Comment:** Center, All caps, Bold, Font size 16)

Text: (Times New Roman, Font size 12)

No. of pages: (preferable within a page, write in justified form)

(**Comment:** Times New Roman, Font size 12)

Keywords (**Comment:** Times New Roman, Font size 10, Italics):,,,, (**Comment:** Write five keywords, Times New Roman, Font size 10, not in Italics).



शोधसार (अनिवार्य)
(टिप्पणी: मध्य, बाक्लो, प्रीति, १८)

मुल पाठ: (प्रीति, १६)

पाना संख्या : (एक पानाभित्र समेटिने गरी लेख्नुपर्ने)

(टिप्पणी: हरफ मिलेको, प्रीति, १६)

Keywords (Comment: Times New Roman, Font size 10, Italics):,,,, (Comment: Write five keywords, Times New Roman, Font size 10, not in Italics).



LIST OF ACRONYMS AND ABBREVIATIONS

(**Comment:** Center, All caps, Bold, Font size 16)

Text: (Times New Roman, Font size 12)

Examples:

FTIR:	Fourier Transforms Infrared Spectroscopy
GC-MS:	Gas Chromatography-Mass Spectroscopy
LPG:	Liquefied Petroleum Gases
NGO:	National Governmental Organization

(**Comment:** Times New Roman, Font size 12, line spacing 1.5, arrange in alphabetical order)



LIST OF SYMBOLS

(**Comment:** Center, All caps, Bold, Font size 16)

Text: (Times New Roman, Font size 12)

Examples:

μ	Dipole moment
γ	Activity Coefficient
ε	Relative Dielectric Constant

(**Comment:** Times New Roman, Font size 12, line spacing 1.5)



LIST OF TABLES

(Comment: Center, All caps, Bold, Font size 16)

Text: (Times New Roman, Font size 12)

Table No (bold faced letter):	Title of the table (not bold, font size 12)	Page No.
--------------------------------------	---	----------

Examples:

Table 1:	Calorific value of different petroleum fuels	..
Table 2:	Free radical scavenging effects of ascorbic acid	..

(Comment: Times New Roman, Font size 12, line spacing 1.5)



LIST OF FIGURES

(**Comment:** Center, All caps, Bold, Font size 16)

Text: (Times New Roman, Font size 12)

Figure No (bold faced letter): Title of the figure (not bold, font size 12) **Page No.**

Examples:

Figure 1:	Thin layer chromatogram of ethyl acetate extract of <i>A. Coronans</i>	...
Figure 2:	FTIR spectrum of ethyl acetate extract of <i>A. Coronans</i>	...

(**Comment:** Times New Roman, Font size 12, line spacing 1.5)



TABLE OF CONTENTS

(Comment: Center, All caps, Bold, Font size 16)

Text: (Times New Roman, Font size 12)

	Page No.
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List of Figures	
CHAPTER 1: INTRODUCTION (All caps, bold letter, Font size 14)	
1.1 General Introduction (Bold, Font size 12)	..
1.2 Rationale (Bold, Font size 12)	..
1.3
1.4 Objectives	..
1.4.1 General objective	..
1.4.2 Specific objectives	..
CHAPTER 2: LITERATURE REVIEW (All caps, bold letter, Font size 14)	
2.1 (Sub-heading, if any) (Bold, Font size 12)	..
2.2 (Sub-heading, if any) (Bold, Font size 12)	..
2.3
CHAPTER 3: MATERIALS AND METHODS (All caps, bold letter, Font size 14)	
3.1 Materials (Bold, Font size 12)	..
3.1.1 (Sub-heading, if any)	..
3.1.2 (Sub-heading, if any)	..
3.2 Methods (Bold, Font size 12)	..
3.2.1 (Sub-heading, if any)	..
3.2.2 (Sub-heading, if any)	..
CHAPTER 4: RESULTS AND DISCUSSION (All caps, bold letter, Font size 14)	
4.1 (Sub-heading, if any) (Bold, Font size 12)	..
4.2 (Sub-heading, if any) (Bold, Font size 12)	..
CHAPTER 5: CONCLUSION AND RECOMMENDATIONS	..
(All caps, bold letter, Font size 14)	
REFERENCE (All caps, bold letter, Font size 14)	
APPENDIX (All caps, bold letter, Font size 14)	



(Comment: Times New Roman, Font size 12, line spacing 1.5)

CHAPTER 1

(All caps, bold faced letter, Font size 16)

1. INTRODUCTION (All caps, bold letter, Font size 14)

1.1 General Introduction (Bold, Font size 12)

(Text: Times New Roman, Font size 12, not bold)

1.2 Rationale (Bold, Font size 12)

(Text: Times New Roman, Font size 12, not bold)

1.3 Objectives (Bold, Font size 12)

1.3.1 General objective: (Bold, Font size 12)

(Text: Times New Roman, Font size 12, not bold)

1.3.2 Specific objectives: (Bold, Font size 12)

(Text: Times New Roman, Font size 12, not bold)

CHAPTER 2

(All caps, bold faced letter, Font size 16)

2. LITERATURE REVIEW (All caps, bold letter, Font size 14)

2.1 (Sub-heading, if any) (Bold, Font size 12)

(Text: Times New Roman, Font size 12, not bold)

2.2 (Sub-heading, if any) (Bold, Font size 12)

(Text: Times New Roman, Font size 12, not bold)

CHAPTER 3

(All caps, bold faced letter, Font size 16)

3. MATERIALS AND METHODS (All caps, bold letter, Font size 14)

3.1 Materials

3.1.1 (Sub-heading, if any) (Bold, font size 12)

(Text: Times New Roman, Font size 12, not bold)

3.1.2 (Sub-heading, if any) (Bold, font size 12)

(Text: Times New Roman, Font size 12, not bold)

3.2 Methods:

3.2.1 (Sub-heading, if any) (Bold, Font size 12)



(Text: Times New Roman, Font size 12, not bold)

3.2.2 (Sub-heading, if any) (Bold, Font size 12)

(Text: Times New Roman, Font size 12, not bold)

CHAPTER 4

(All caps, bold faced letter, Font size 16)

4. RESULTS AND DISCUSSION (All caps, bold letter, Font size 14)

4.1 (Sub-heading, if any) (Bold, Font size 12)

(Text: Times New Roman, Font size 12, not bold)

4.2 (Sub-heading, if any) (Bold, Font size 12)

(Text: Times New Roman, Font size 12, not bold)

CHAPTER 5

(All caps, bold faced letter, Font size 16)

5. CONCLUSION AND RECOMMENDATION (All caps, bold letter, Font size 14)

5.1 Conclusions (Bold, Font size 12)

5.1.1 (Sub-heading, if any) (Bold, Font size 12)

(Text: Times New Roman, Font size 12, not bold)

5.1.2 (Sub-heading, if any) (Bold, Font size 12)

(Text: Times New Roman, Font size 12, not bold)

5.2 Novelty and National Prosperity aspect of Project work (Bold, Font size 12)

(Text: Times New Roman, Font size 12, not bold)

5.3 Limitations of the work (Bold, Font size 12)

(Text: Times New Roman, Font size 12, not bold)

5.4 Recommendations for further work (Bold, Font size 12)

(Text: Times New Roman, Font size 12, not bold)

REFERENCE

(All caps, bold faced letter, Font size 16)

APPENDIX

(All caps, bold faced letter, Font size 16)

(Scientific publication, questionnaires, long computational algorithms, if necessary)

(Comment: Times New Roman, Font size 12, spacing through body of text 1.5 spacing, 1.5 spacing within each entry but 2.0 spacing between each entry)



Note: Project work for some of the departments (Mathematics, Statistic) may not fit into the above mentioned patterns, for such situations, the body part of the project work should have the following order.

- a) **Introduction**
- b) **Chapters with special heading, which covers the project work performed by the student.**
- c) **Summary and conclusions: It includes the overall summary, conclusions and the recommendation for further work, if applicable.**

Language of Project work:

- The project work must be written in English.
- Presentation of the project work in viva-voce examination should also be conducted in English medium.

Length and quality of printing of Project work:

- The project work should be printed in single sided white bond paper of A4 size with body text not less than 30 pages.
- Photocopy of printing is not acceptable.

Typeface and font size:

- The project work should be written in Times New Roman.
- The font size should be 12 throughout the text except as mentioned above.
- Equations and formulae should be preferably written in 10 font size.
- The scientific names should be written in italics.
- The text should be justified.

Tables and Figures:

- Tables and figures should appear in the text closely to the point where it is first discussed.
- Table number and its heading should be placed above the body of the table.
- Figure number and its heading should be placed below the body of the figure.
- The font size for both table and figure caption should be 10.
- Table number and figure number must be continuous in the report.
- Table number and figure number are written in bold faced letter while their titles are written not in bold.

Examples:

Table 1 (font 10, bold):Title (font 10, not bold).....

Figure 1 (font 10, bold):Title (font 10, not bold).....

Margins:

- In printing- top, right and bottom margins should be 2.5 cm and left margin should not be less than 3.5 cm.
- Page number should be at least 1.5 cm above from the lower edge of the paper.

Spacing:

- Spacing for text: 1.5 spacing throughout the body of text
- Spacing for references: 1.5 spacing within each entry and 2.0 spacing between each entry.



Pagination:

- Every page has a number.
- Use small Roman numerals (i, ii, iii,) for the preliminary pages such as *Board of Examination and Certificate of Approval, declaration, certificate of approval, table of contents etc.*
- Count the inner cover page as page i and the other pages such as *Board of Examination and Certificate of Approval, declaration, certificate of approval, table of contents etc.* ii, iii, iv, etc.
- Do not print the page number on inner cover page.
- Use Arabic Hindu numbers (1, 2, 3, 4, ...) starting with page 1 from chapter 1.

Reference and citation in the text:

- American Psychological Association (APA) format should be preferably followed for references and citations in the text. The references should be arranged in alphabetical with chronological order by surname of the first author. Spacing for references should be 1.5 within each entry but double spacing between each entry. Use hanging indents: entries should begin flush left with subsequent lines indented.
- Other standard format such as AMS (American Mathematical Society), AIP (American Institute of Physics), ACS (American Chemical Society), etc. can also be accepted.
- Every reference cited in the text and present in the reference list should be linked and synchronize in standard reference management program such as EndNote, Latex, Zotero etc.

Examples of using APA format in reference and citation:

i) Book of single author:

Surname, Initial uppercase letter of author's name (Year), Title of the Book, Place, Publication.

Barron L. D. (1983), *Molecular Light Scattering and Optical Activity*, Cambridge University Press, Cambridge, UK.

Citation in the text: (Barron, 1983) or Barron (1983) explained

ii) Book of two authors:

Gosney, I. & Rowley, A. G. (1979), "Transformations via Phosphorus-stabilized Anions, Stereoselective Synthesis of Alkenes via the Wittig reaction", *Organophosphorus Reagents in Organic Synthesis*, Academic, New York, p.17.

Citation in the text: (Gosney & Rowley, 1979) or Gosney and Rowley (1979) stated that.....

iii) Book of three or more authors:

Pelter, A., Smith, K., & Brown, H. C. (1988), *Borane Reagents*, Academic, London

Citation in the text: (Pelter, *et al.*, 1988) or Pelter, *et al.* (1988) explained



Signature

iv) Journal of single author:

Evans, D. A. (1982), "Studies in Asymmetric Synthesis. The Development of Practical Chiral Enolate Synthons," *Aldrichin. Acta*, **15**, 23

Citation in the text: (Evans, 1982) or Evans (1982) explained

v) Journal of two authors:

Denmark, S. E., & Marble, L. K. (1990), "Auxillary-Based, Asymmetric SN_2 ' Reactions: A Case of 1,7-Relative Stereogenesis," *J. Org. Chem.*, **55**, 1984

Citation in the text: (Denmark and Marble, 1990) or Denmark and Marble (1990) highlighted

vi) Journal of three or more authors:

Gautam, D. R., Protopappas, J., Fylaktakidou, K. C., Litinas, K. E., Nicolaides, D. N., and Tsoleridis, C. A. (2009), *Tetrahedron Lett.*, **50**, 448.

Citation in the text: (Gautam, *et al.*, 2009) or Gautam, *et al.* (2009) found that

Note: The names of journals should be typed in italic exactly as the name of the journal examples: *J. Am. Chem. Soc.*, *J. Org. Chem.*, *J. Am. Stat Assoc.*, *Tetrahedron Lett.*, etc.

vii) Ph.D/Master's Dissertation:

Rajbhandari (Nyachhyon), A. (2011), *Investigation on Inorganic Salts based Ions Selective Electrodes* (Unpublished doctoral thesis). Central Department of Chemistry, Institute of Science and Technology, Tribhuvan University, Kathmandu, Nepal.

viii) Internet article with DOI assigned:

Stultz, J. (2006), Integrating exposure therapy and analytic therapy in trauma treatment. *American Journal of Orthopsychiatry*, **76** (4), 482-488, doi:10.1037/0002-9432.76.4.482

In case of more than 7 authorships, author can be used *et al.* in the text and reference respectively. For example

Van Decar, J. C., Russo, R. M., James, D. E. *et al.* (2003). A seismic continuation of the Lesser Antilles slab beneath northeastern Venezuela. *Journal of Geophysical Research*, **70** (3), 212-219, doi.org/10.1029/2001JB000884

ix) Internet article without DOI assigned:

Sillick, T. J. & Schutte, N. S. (2006), Emotional intelligence and self-esteem mediate between perceived early parental love and adult happiness. *E-Journal of Applied Psychology*, **2** (2), 38-48. Retrieved from <http://ojs.lib.swin.edu.au/index.php/ejap/article/view/71/100>, Accessed on (dd/mm/yy).



अनुसूची- ३ (क)

..... Campus
Department of
Institute of Science and Technology, Tribhuvan University

Project Work Evaluation Form

Name of Student:

Title of Project work:

Course Code: PRO-406

Symbol No.:

Date:/...../...

Evaluation Scheme

10	Extraordinary	9	Excellent	8	Very Good
7	Good	6	Average	5	Poor

Evaluation Criteria	Evaluation (Circle One)						Total Evaluated Number
Novelty	10	9	8	7	6	5	
Problem of Identification	10	9	8	7	6	5	
Project Design	10	9	8	7	6	5	
Procedure, Data collection and analysis	10	9	8	7	6	5	
Conclusion and Future works	10	9	8	7	6	5	
Literature review	10	9	8	7	6	5	
Writing format	10	9	8	7	6	5	
Presentation	10	9	8	7	6	5	
Viva-voce Performance	10	9	8	7	6	5	
Social Impact	10	9	8	7	6	5	

Additional Comments (If any):

$$\text{Marks obtained} = \frac{\text{Total Evaluated Number}}{100} \times \text{Full Marks of the Examiner} = \text{?}$$

[F.M. for out of 100: Supervisor (40)/ External Examiner (25)/ Internal Examiner (20)/ Head of the Department (15)]

Name:

Signature:

Date:

Supervisor/External Examiner/Internal Examiner/Head of the Department

Signature
तथा प्रविधि अध्ययन संस्थान
डीनको कार्यालय
कोतिपुर २०४५

अनुसूची- ३ (ख)

Mark ledger of the Project work student

Date:/...../.....

To,
The Office of the Controller of Examination,
B. Sc. Exam Section,
Tribhuvan University,
Balkhu, Kathmandu, Nepal.

Subject: Marks of B. Sc. Project work (PRO 406)

Sir,

Marks obtained by Mr./Ms. (Batch) for the evaluation of Project work conducted at the Department of, Campus for the partial fulfillment of B. Sc. in has been forwarded. The details are as follows:

Year: Fourth

Course Code: PRO 406

Full Marks: 100

Pass Marks: 50

Title of Project work:

Date of Submission : (BS)/ (AD)

Date of Viva-voce : (BS)/ (AD)

S.N.	Symbol No.	Registration No.	Name of Student	Marks obtained (In figure and words)
1.				

Name and Signature of the members of Project work Evaluation committee/Board:

	Name	Signature
Supervisor :		
Co-Supervisor :		
External Examiner :		
Internal Examiner :		
Head of the Department :		



.....
(Name)
Head of the Department
..... Campus

Note: Dean Office has formed a committee to revise '*B.Sc. Fourth Year Project Work (PRO 406) Guideline*' under the convener-ship of **Prof. Dr. Daman Raj Gautam** (Amrit Campus) on 2078/01/15. The members of the committee were **Mr. Iswar Koirala** (Tri-Chandra Campus) and **Dr. Binod Baniya** (Patan Multiple College). The report was submitted to the Dean Office on 2078/02/14. Dean Office has tabled the report in the Full Faculty Board Meeting (virtual) on 2078/03/11. This '*B.Sc. Fourth Year Project Work (PRO 406) Guideline 2078*' has been approved by the faculty Board (Full) meeting on 2078/03/11.

Binod Baniya



नेपाल विश्वविद्यालय
तथा प्रविधि अध्ययन संस्थान
डेनको कार्यालय
कोतिपुर २०७५