TRIBHUVAN UNIVERSITY

LUMBINI BANIJYA CAMPUS

DEPARTMENT OF BUSINESS ADMINISTRATION

THE DISSERTATION GUIDELINES

Master of Business Administration-Banking and Finance (MBA-BF)

Tribhuvan University

Lumbini Banijya Campus

Autonomous Program

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SECTION 1

NATURE OF DISSERTATION

Introduction

Students will be fit and able to build up their career at managerial level or run their own business firm after the completion of Master of Business Administration-Banking and Finance (MBA-BF) degree. They are required to prepare the different types of reports as an incumbent of managerial position in different forms of business and other organizations. They should have the scientific report writing skill in order to report about their business firm empirically to the concerned authorities and stakeholders. The objective of this course is to develop the scientific report writing skill of the students. Scientific report writing skill of the students refers to the skill of the students that enables them to prepare the empirical report. The purpose of this guideline is to provide the official guidelines to prepare the dissertation required for the partial fulfillment of the degree of MBA-BF. So, students are required to prepare the dissertation by following these guidelines.

Process of MBA-BF Dissertation

Students for MBA-BF dissertation should go through the following process:

Phase I

Selection of Topic

In order to select the topic for dissertation, first, student should identify the interested possible area of the study. In the second step, students should do the preliminary review of literature in the interested area of the study. And in the third step, students should narrow down the study area to the tentative topic and consult the concerned expert. Finally, students should finalize the topic for the dissertation.

Phase II

Writing the Proposal

This is the second activity that any student who is planning for MBA-BF dissertation should follow. Students should prepare proposal on selected topic in the prescribed format and submit to the Department of Research and Development/Department of Business Administration (DBA) of the campus for approval.

Phase III

Approval of Proposal

In the third phase, Department of Research and Development/ Department of Business Administration will evaluate the submitted proposal after student's defense for the proposal. Proposal is the plan of research and it should address the problems, objectives, methods, time schedule, and tentative structure of the dissertation. Based on the submitted proposal and availability of the dissertation supervisor on the proposed study area, Department of Research and Development/ Department of Business Administration will approve the proposal and then formally will inform the student about the approval and allotted supervisor.

Phase IV

Review of Relevant Literature

In the fourth Phase, student, after approving his/her proposal, should keep close touch with his/her supervisor and he/she should start work on the approved topic. The student should do the survey of the relevant literature. In connection to the survey of the relevant literature, students should locate, obtain, study, document sources and paraphrase the studied literature.

Phase V

Designing the Study

In the fifth Phase of the study, the student should design the methods of the study. Though the student writes the methods of the study in the proposal, these methods may not be the final one. Student may figure out new methods of the study while going through the relevant literature. Therefore, they should redesign the methods keeping the problems and objectives of the study. First, they should handle the information and data need assessment to meet the set objectives of the study and identify the sources of data and information required for the study. Second, they should design the study type and then based on the study type, they should design the data and information collection technique.

Execution of Research Design

Students should execute the research design (methods) to collect the required data and information and mine the data. Data mining includes processing and analyzing the data.

Phase VI

Drafting the Dissertation Report

After completion of data mining and getting the results, student should prepare the detail framework (outline) of the research report and get approval of their respective supervisor on the framework of the report. He/she should prepare the draft report according to the approved framework. He/she should submit the draft report; get the feedback from their supervisor; and finalize the report after incorporating the feedback received from their supervisor in the prescribed format; and submit the report to Department of Research and Development/Department of Business Administration for evaluation.

Finally, student should incorporate the feedback given by both internal and external examiners and Department Head during the viva-voce examination in the report and submit the final report.

Study Requirement

MBA-BF dissertation shall go through the following requirements:

- The proposed topic of dissertation should be approved by the Department of Research Department of Business Administration, Lumbini Banijya Campus.
- The work must be related to the approved topic and should be original.
- The student must maintain close and regular contact with their research supervisor and comply with the instructions and advice of the supervisor.
- The student should pass all the subjects of semester I, II and III to start the work for dissertation and all subjects except dissertation to submit the dissertation and defend dissertation in the Viva-voce examination.
- The student must have to publish one research article before viva-voce examination and same has to be attached in appendix of the dissertation.

Reporting Requirement

a. Dissertation must be prepared according to the guidelines approved by the authority of the Lumbini Banijya Campus.
b. The report should show that the student has acquired the fundamental research and report writing skill.
c. The final report should be duly signed by student declaring that his/her work is own original work; and it should be certified by examiners, supervisor, Head of Department of Research and Development/ Department of Business Administration and Campus Chief.
d. The dissertation should be an accurate account of student's own research on the approved research topic and it should not include any work or part of the research work submitted for any other academic award/degree.
e. The dissertation should be written in English and achieve a satisfactory standard of expression and presentation.
f. Students should give the credit to all authors and researchers whose woks they refer in their dissertation according to the APA style in the appropriate location of the dissertation to avoid plagiarism.

Length of the Dissertation

The length of the dissertation is measured in terms of the number of words. Length of Master dissertation depends on the faculty and its topic. In technical subject, dissertation is shorter than in general subjects like political science, economics and management. In general, the length of the Master dissertation in management ranges from 15,000 to 40,000 words. The length of MBA-BF dissertation should be in between 20,000 to 25,000 words. Preliminary and supplementary parts of the dissertation are excluded while counting the words.

Copies Required

Student should submit two loose-bound copies of dissertation to the Department of Research and Development, Lumbini Banijya Campus for evaluation. He/she should incorporate all comments and suggestions of external examiners and Head, Department of Research and Development/ Department of Business Administration and produce the hard bound dissertation in 3 copies and digital version of the dissertation as well:

a. One copy for library,

b. One copy for supervisor,
c. One copy for student himself/herself and
d. In addition to hard copy, students should submit digital version of the dissertation for online access.

Offset print, dry photocopy, or laser copy should be used to produce the duplicate of the original copy. Use of spirit duplication or wet photography or carbon copy is not acceptable to produce the duplicate copy of the dissertation. The dissertation should be hard-bound in green color. The pictorial presentation inside the dissertation can be presented in color or black and white.

SECTION 2

DISSERTATION PROPOSAL

- Preparing the proposal for your dissertation is part of your graduate training. It is an opportunity to organize your thoughts about your research topic; to decide how you will pursue the work; and to spell out what resources (financial, material, and technical) you need to carry out the research. A dissertation proposal seeks to convince the supervisor(s) or the Department of research and Development /Department of Business Administration that the research project is feasible.
- The writing of a proposal is an exercise that you will repeat many times in your professional career. The ability to “sell” a project convincingly is a crucial part of your toolbox of skills.
- A clearly defined research problem (or question) is central to the success of a research project. It helps you to determine that your project is doable before you begin writing the dissertation report.
- The proposal should explicitly state the problem being addressed or gap in knowledge to be filled; describe the objectives and research techniques to be employed, and include a review of the principal relevant published literature.
- The proposal needs a thread of logic. It should build from a statement of the research problem or gap in knowledge, and follow an outline of detailed objectives that must be achieved (or questions that must be answered) if the problem is to be solved. The presentation of methodology should be clearly connected to stated objectives.

- A dissertation proposal usually contains the following sections:
    - **Background of the study**
    - **Statement of the research problem**
    - **Research objectives**
    - **Limitation of the study**
    - **Hypotheses of the study**
    - **Rationale for the research project**
    - **Related literature of the review**
    - **Methodology**
    - **Expected outcomes**
    - **References**
- Maximum length of the proposal should not exceed 3,000 words (excluding references, figures or tables).

SECTION 3

DISSERTATION REPORTING FORMAT

As an MBA-BF student at LBC, you are required to write reports for different project assignments in different courses. However, the dissertation report writing is different from other reports. It is an organized, issues-focused, evidence-based and creative piece of academic writing. Hence, the following structure and guidelines have to be followed while preparing dissertation report.

STRUCTURE OF THE DISSERTATION

You must carefully read your course information details to ensure that you comply with what instructor stipulates. A Dissertation report is typically made up of three main divisions:

1. Preliminary
2. Body
3. Supplementary

Each of the sections contains different kind of contents.

Preliminary Materials

Title page of the Dissertation

Deceleration of Authenticity

Recommendation

Certification

Abstract

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Abbreviations

Acknowledgement

Body of the Report

Chapter I	Introduction
Chapter II	Related Literature and Theoretical Framework
Chapter III	Research Methodology
Chapter IV	Analysis and Results
Chapter V	Discussion, Conclusions and Implications

Supplementary Materials

References, Bibliography and Appendices

BODY OF THE DISSERTATION REPORT

Introduction

Back ground information on the topic so that you are able to 'place' your research in the context. Details of your problem statement, objectives, hypothesis, scope and significance, definition of terms, limitations and an outline of the structure of the Dissertation report are given.

Related Literature and Theoretical Framework

You must carefully structure your findings of the literature survey. It may be useful to do a chronological format where you discuss from the earliest to the latest research, placing your research appropriately in the chronology. Alternately, you could write in a thematic way, outlining the various themes that you discovered in the research regarding the topic. Again, you will need to state where your research fits. Finally, at the end of this chapter, you present your theoretical framework, briefly explaining the measurement of variables.

Research Methods

You have to clearly outline what methodology you have used in your research i.e. what you did and how you did it. It must be clearly written so that it would be easy for another researcher to duplicate your research if they wished to. The contents of this chapter may include research design, population and sample, instrumentation, sources and methods of data collection, and data analysis.

It is usually written in a ‘passive’ voice rather than an ‘active’ voice. Mention the reference of any material clearly you have used from other sources. Clearly label and number any diagrams, charts, and graphs. Ensure that they are relevant to the research and add substance to the text rather than just duplicating what you have said. You do not include or discuss the results here.

Analysis and Results

Data are analyzed statistically and results are presented and interpreted. Hypotheses are tested. This is where you indicate what you found in your research. You give the results of your research. Based on these results you give your interpretation. You also discuss the relevance of your results and how your findings fit with other research in the area. It will relate back to your literature review and your introductory dissertation problem statement.

REPORTING THE DATA AND PRESENTING THE RESULTS

Once you have obtained, entered and tabulated the data collected from the field, the next step is to analyze and interpret the results. The following sections intend to help guide dissertation report writing. The numbers in the examples that follow are fictional and used solely to provide examples. Just to be sure to change the numbers and wording to reflect your data. These examples are not exhaustive, but do address the fundamental components that should be included in reporting results.

PRESENTING THE DATA IN TABLES

- Tables are one of the most efficient ways of presenting data. The figures in the rows and columns show results that enable the reader to see the raw data and, if necessary, use the information for further calculations. A table can hold far more information than a chart and remain intelligible. However, they require the reader to work on the data more than in a chart. Tables should be used where:
  i. There is a considerable amount of information which would become over complicated in a chart or diagram.

ii. The data in the table are important and the reader may require them for further computation (as in a company's financial accounts or in currency conversion tables).

- A table should quickly communicate a pattern of information to the reader.
- Look at Table 4.1 and see how many ways you could improve it. Represent the table and compare your results your results with Table 4.2

DEFECTIVE TABLE CONSTRUCTION

Table 4.1 Dissatisfaction with motor, personal accident or sickness and holiday insurance

	[Motr	Acc/ sick	Holiday
nweighted base; those dissatisfied	149	28	33
ause of dissatisfaction	%	%	%
Misled by broker/salesman into taking ınnecessary/ expensive policy	1.2	16.3	0
pecial conditions imposed (inc. ‹cess)	6.45	7.0	6.6
ost of policy/ premium increase	39.3	27.4	11.4
laim not covered by policy	1.6	9.9	15.2
laim not met in full	6.7	17.4	17.1
ong delay in dealing with the claim	19.8	19.1	29.0
ther Complaints	26.9	12.6	10.2
ot stated	6.1	10.8	24.4

IMPROVING THE TABLE CONSTRUCTION

There are at least seven ways in which table 4.1 could be improved:

- **The title:** The title should clearly and succinctly say what the table is about. The title of the table is too long and would be better shortened to “Reasons for Dissatisfaction with Insurance Policies.”
- **The column heading:** The column heading, though short, are not altogether clear. What precisely does acc/sick mean? There is no heading at all over the left hand column.
- **The rows:** The first row of the data is likely to cause a problem for most readers. What exactly is meant by “Unweighted base; those dissatisfied?” The table presents findings from a survey of people with different types of insurance and the words “Unweighted base” would have been far better to have simply said “sample size” or “number of respondents.”
- **Ordering of the rows:** The whole point of the table is to show which issues cause dissatisfaction with insurance policies. Therefore, it would be easier for the reader if the rows were listed in declining order of importance. If the rows are not ordered, readers have to work hard to do this by themselves.
- **The labeling of the rows:** The labels on the rows look as if they have been lifted straight from a coding sheet and have not been smartened up in any way. They could be improved by shortening and with capitals at the beginning of the line.
- **Labeling the sum of the columns:** Most people looking at the table would wonder if the results, being percentages, should add to 100%. If someone ran this check they would find out each column adds to more than 100%. This is because this is a “multi-response” question to which more than one answer could be given. It would help if there was an explanation to this effect.
- **Source of the data:** Without knowing where the data has come from or when it was published, we cannot judge its authenticity.

THE IMPROVED TABLE

Table 4.2 Reasons for dissatisfaction with insurance policies

Types of Policy				
Cause of dissatisfaction with policy	**Accident/ Holiday**	**Total**	**Motor**	**Sickness**
	%	**%**	**%**	**%**
Cost of policy/ premium increase	33	39	27	11
Delay in dealing with claim	21	20	19	29
Claim not met in full	10	7	17	17
Special conditions imposed	7	7	6	7
Claim not covered by policy	15	5	2	10
Other complaints	22	27	13	10
Not stated	10	6	11	24
Misled into unnecessary/ expensive policy	0	3	1	16
Total	*	*	*	*
Sample size (those who were dissatisfied)	33	210	149	28

*Multi-response therefore total exceeds 100%

Source: United Management Consultants (2009). Attitude of Policyholders towards Insurance Policies, Kathmandu.

REPORTING THE DATA

If you have a lot of information to the report, it can be easy for readers to lose track of your main findings and conclusions. Make your key findings stand out, so that your audience can easily find them and determine their significance and usefulness. The following are examples of standard reporting practices that will help your audiences understand and follow findings.

- Be as specific as possible about who is reporting and what they are reporting on. Try to use wording that is as similar to the question asked as possible. For instance:

  Fifty percent of the employees "agree" of "strongly agree" that there is a lot of flexibility when decision is made.

  The majority (65%) of teachers implementing higher Education Project. Nepal believes that the content of the curriculum was very appropriate for their students.

- Report results from largest to smallest for multiple questions related to one another. This is generally the easiest way to read this information. For instance:

  Seventy percent of participants of the responsible beverage server training reported that they felt the overall quality of the training was high. Sixty percent reported that the training will be beneficial to them in performing their job.

- Know when to report in percentages and when to report in numbers. In general, we recommend using percentages to report information for samples with more than 10 respondents. For samples with less than 10 respondents, use numbers. For instance:

  Of the 12 employees who were surveyed in December 2012, 78 percent reported that they feel strongly committed to the new policy.

  Of the eight members who participated in the survey in august 2012, seven "strongly agree" or "agree" that they feel strongly committed to the new policy.

- Keep tables and graphs as clear and simple as possible. This narrative and table might look like the following:

  Most of the youth staff participants like the job they were assigned and had fun at their job. Participants reported being unclear about the program rules though (see the following).

REPORTING MULTIPLE CHOICE QUESTIONS

Most of the questionnaires use scales such as "Strongly agree," "Agree," "Disagree," and "Strongly disagree," the agreement and disagreement categories can be combined to simplify the reporting of findings. That is, "Strongly agree" and "Agree" numbers of percentages can be added together, while "Disagree" and "Strongly disagree" numbers or percentages can be added together. For example, if 20 percent of participants "strongly agreed" and 40 percent "agreed" that responsible beverage server training should be required for all alcohol beverage servers, you might report that:

Sixty percent of the training participants believe that the training should be required for all waiters serving food to customers.

"Sixty percent (N=18) of the sample either strongly agreed or agreed with the statement that the holiday season tends to cause a great deal of anxiety."

Other examples include:

Most of the teachers who taught Management Accounting, 78% were comfortable teaching the course.

Of the 15 teachers teaching Management Accounting course, 62 percent think that their students were interesting in the information shared.

When asked whether they would recommend the curriculum to other teachers, 72 percent of teachers agreed, while 28 percent of teachers disagreed.

Employees tend to believe that other members want the New Educational Policy to succeed (80%), have a high level of commitment (76%), and communicate openly with one another (64%).

REPORTING CONTINUOUS DATA

Another form of data that may be reported is continuous data (e.g., months, years, hours, and numbers of participants). You will know you are working with continuous data if the data summary provided in your Excel file includes a minimum, maximum, and average score rather than counts for each response option. Here are some suggestions for reporting this type of information.

Employees reported being involved with the implementation of the new educational policy for between six months and five years (average=2years).

Employees reported spending an average of four hours a month on awareness building activities outside of meetings.

Sixty percent of employees reported that they were involved with the new Education Policy for less than one year, while 40 percent reported more than one year of involvement.

REPORTING OPEN-ENDED QUESTIONS

Some surveys also include open-ended questions, such as questions electing suggestions for improvement or level of interest in participating in an activity. Often suggestions for improvement or level of interest in participating in an activity. Often open-ended data is used to support other quantitative data. For instance:

> *Eighty percent of participants in the responsible beverage server training felt that this training will be beneficial to them in performing their jobs. When asked what they will do differently as a server as a result of this training, one participant stated, "I will know what to say when I feel someone is too drunk for another drink "while another said, "I will be more invested in checking IDs from everyone in the bar."*

Open-ended data may be presented with a verbatim list of responses or you may choose to code the responses. However, you may decide that your open-ended responses are more appropriate for internal use than external reporting and not report them. It is up to you and the requirements for your reports.

VERBATIM LIST

Open-ended responses can be reported as stand-alone data in the form of a list of verbatim responses. This is especially useful if you have less than 10 responses to any particular question. If you list responses verbatim, be sure to “de-identify” the responses by removing any words or phrases within the response that could identify the respondent and replacing the identifying information with a general reference in brackets. For instance:

Employees were asked why they decided to participate in the Bagmati Cleaning Campaign. Their responses include:

> *“I saw people covering their nose with a piece of cloth and walking and I felt very bad about it.”*
>
> *“I joined the campaign because [another member] told me what great work the Bagmati Cleaning Campaign was doing.”*
>
> *“I work for an organization which is very sensitive towards its social responsibility.”*

CODING

Finally, you may also choose to organize the open-ended comments into codes or themes. This process can be somewhat more complicated than simply listing responses, but can be very useful if there were a lot of respondents. Coding responses into themes is also helpful for identifying common ideas expressed by the respondents.

To code open-ended responses, first create a comprehensive list of all responses to a particular question. Next, read through the responses and identify themes (patterns if responses) that are emerging in the responses. These themes will be the codes you will use. Assign a code to each response given to the question, like “outcome” or “other members”. Every response should fall into one of the code categories. Try to avoid using a code of “other” or “miscellaneous” unless absolutely necessary. Finally, list the codes in order from most common, or identify the number of respondents whose responses reflect the same theme.

As an example of this process, here are the responses and possible codes (in brackets) to the question: “What has been the most worthwhile aspect of your participation in the Bagmati Cleaning

Campaign?"

"Working with others who are sensible." ***[other members]*** *"Seeing changes in the attitudes of our youth."* ***[outcomes]*** *"Becoming a part of the community."* ***[community involvement]***

"Hearing about people's common interest in the Campaign." ***[outcomes]***

"Networking at meetings held every Saturday." ***[other members]***

If you choose to code responses, there are different ways you can report the data. You may choose to report only the themes themselves, report individual comments organized by theme, or report the number of respondents who mentioned a particular theme. The following provides three examples of each reporting option, using the sample open-ends proved above.

REPORTING THEMES

Sample Themes

Members of this Campaign feel that the most worthwhile aspect of their participation includes:

Meeting and working with other social activists. Seeing positive outcomes due to our work.

Being involved more in the community.

Comments Organized by Themes

Members of this Campaign feel that the most worthwhile aspect of their participation includes:

- Meeting and working with other social activist:

  "Working with others who care." "Networking at meetings."
- Seeing positive outcomes due to our work:

  "Seeing changes in our youth."

  "Hearing about people's common interest in the Campaign."
- Being involved more in the community:

  "Becoming a part of the community."

Number of Respondents Who Mention Particular Theme

Members of this Campaign feel that the most worthwhile aspect of their participation includes:

Meeting and working with other social activists. (N=2)

Seeing positive outcomes due to our work. (N=2)

Being involved more in the community. (N=1)

In instances where you have a long list of themes, you may want to choose a threshold of responses to report. For example, if you have 40 themes, you may only want to list the top 10, or report those themes that were identified by at least 5 respondents. If you choose one of these strategies, be clear in your report about what you are or are not reporting.

INTERPRETING THE DATA

Example I

Reporting Data

Only 26 percent of the employees interviewed reported knowing how to handle emergency procedures like industrial accidents, fire, and earthquake events.

Interpreting Data

This finding shows how unaware and unprepared the employees are in handling emergency situations and illustrates that perhaps efforts to provide emergency training for employees need to be stepped up by organizations.

Example II

Reporting Data

The majority of the respondents (75%) said that they had to wait for more than an hour before being able to board a bus at Ratna Park in the evening, between 4PM to 7PM.

Interpreting data

The finding indicates that the frequency of bus service in the evening peak hours is inadequate in Kathmandu.

Discussion, Conclusions and Implications

- **Discussion of the Findings**

  This section is the most important section of your dissertation report. Make sure that you allocate enough time and space for a good discussion. This is your opportunity to show that you have understood the significance of your findings and that you are capable of applying theory in an independent manner. The discussion will consist of argumentation. In other words, you investigate a phenomenon from several different perspectives. In case the questions are raised over your findings, you need to discuss and consider for different interpretations.

- **Conclusions and Implications**

  This includes key facts from your research findings to help explain your results as needed: you have to summarize, compare and evaluate your research results in context of existing theories, and make comments about its success and effectiveness.

  An implication refers to something which is implied or suggested as naturally being inferred or understood in a certain policy or practice. Your research needs to identify why and how the analyses and interpretations were made and the way key concepts in the analyses evolved. In addition, you need to inform the reader of any unexpected findings or patters that emerged from the data and report a range of evidence to support assertions or interpretations presented.

  You could also indicate some areas where your research has limits and where further research would be useful. Implications of the research for furthering understanding of the research problem need to be explored.

Supplementary Materials

a. It includes the References/ Bibliography.
b. It required necessary bulk data tables
c. If necessary short description of the organization concerned
d. Required field visit photographs
e. One published research article of the students and it is mandatory

SECTION 4

Language Typing, Editing and Formatting

Language and Editing

Dissertation should be written in simple language. Jargons and acronyms should be avoided. For the first time, acronyms and abbreviation should be written in full and give the abbreviations and acronyms in parentheses if they are used in the dissertation. Long and complicated sentence should not be written. Sentences and paragraphs should be short, and passive verbs (although use of active verb is increasing in scientific writing) should be used as much as possible. Emotional language should not be used while writing findings.

First students themselves should edit the language of their dissertation. They should delete unnecessary words and phrases while editing the language of the dissertation. The most important thing that students should take into consideration while editing language is the readability. Each sentence should be judged whether it communicates what they want to communicate in their dissertation. Finally, language supervisor should edit the language of dissertation. Therefore, language editing of the final version of dissertation is mandatory.

Paper and Typography

Paper size: MBA-BF dissertation should be typed on ISO A4-sized white bond paper. Typing should be done only on recto side of the paper.

Margin: Leave 2.5cm margin at top, 2cm at the bottom, 2cm at the right and 3.5cm at the left. The rationale behind more left margin is to allow the space for binding.

Font and Spacing: Times New Roman type face should be used to type the dissertation. The size of the type should be standard size (12 points). The line spacing in the dissertation should be 1.5 and single spacing should be used only in the Table of Contents, charts, graphs, tables, quotations, appendices and references the fonts for table Arial narrow 9 pt.

Paging of dissertation: Page number of the preliminary part of the dissertation should be given in lower case of Roman number. Cover page also is counted for page number but page number is not given on the page where title is appeared. Page number of the main body and supplementary part of the dissertation is given in Arabic number. The page number is given consecutively from Chapter one to supplementary part of the dissertation. For example, if the main body of the dissertation ends at page 75, then the supplementary part is number consecutively from 76 to the end of this part.

In general, the position of page number is on the top right corner. Page number is not given on the page where chapter (title) appears. In the case of paging of preliminary part, no page number is given where title of the page appears but the page is counted for paging. The dissertation writing format should follow APA style of citation and references. Except for text in the tables, all other text most always be justified.

SECTION 5

EVALUATION OF DISSERTATION

Evaluation of dissertation is split into two parts:

1. Evaluation of Dissertation Report and
2. Viva-voce examination

The weight given to each part will be as follows:

Dissertation Evaluation	50 percent
Viva-voce examination	50 percent

Dissertation Evaluation

Fundamentally, external and internal examiners should evaluate the dissertation on the basis of reporting skill of the student. Distribution of the marks of the dissertation is as follows:

Preliminary	10% = 5 marks
Main body	80% = 40 marks
Supplementary	10% = 5 marks
	Total: 100% = 50 marks

While evaluating preliminary section of the dissertation, examiners should consider overall format of preliminary section, general skill of writing executive summary, preparing the table of contents, list of table and figures, and skill of preparing abbreviation and acronyms.

Distribution of 5 marks allocated to preliminary section of the dissertation will be as follows:

Format of preliminary section	2% = 1 mark
Executive summary	6% = 3 marks
Understanding of listing abbreviations and acronyms (Alphabetical order, generic abbreviation)	2% = 1 mark
Total:	10% = 5 marks

Distribution of marks allocated to main body of the dissertation will be as follows:

Introduction	10% = 4 marks
Review of Relevant Literature and Theoretical Framework	15% = 6 marks
Research Methods	15% = 6 marks
Analysis and Result	35% = 14 marks
Discussion, Conclusion and Implication	25% = 10 marks
Total:	100% = 40 marks

In introduction, evaluators will focus on the statement of problems and objectives of the study. In the review of relevant literature, the evaluators will carefully examine on the plagiarism and appropriateness of citation of the sources of relevant literature. In research methods, evaluators will consider how well the student has made clear the methods used in his/her study. Another most important consideration of evaluation of methods of the study is the consistency of analysis and stated methods.

Distribution of marks allocated to supplementary will be as follows:

References/Bibliography	5% = 2.5
Appendixes	5% = 2.5
Total:	10% = 5 marks

Viva-Voce Examination

Marks distribution of viva-voce examination will be as follows:

Get-up	20% = 10 marks
Presentation (presentation style, content, power-point, etc)	30% = 15 marks
Question-answer	50% = 25 marks
Total:	100% = 50 marks

Documentation of Cited Sources

In order to avoid plagiarism, credit the author/researcher and make writing more authentic, students should document the sources of literature properly. There are many style of documentation of sources of literature. Students can see many types of style such as APA, Chicago, MLA, Turabian etc. of documentation of sources of literature if they check the in-built system of Microsoft Word. We prescribe American Psychological Association (APA) style. There are two options:

a. Manual documentation and

b. In-built system.

We recommend the students to document the sources of literature using in-built system of Microsoft Word.

Students get problem when they use in-built system of documentation. Computer may give different outputs of documentation of sources of literature, so, students should give correct inputs in the fields of the system. In order to practice, download the sixth edition of **Publication Manual of the American Psychological Association**, go through chapter seven, then practice the given example until you can enter the given fields of in-built system of Microsoft Word correctly, and get the correct output.

Formatting of Dissertation

Viva-voce shall be conducted if the concerned student has published at least one research article either in Nepal or abroad. During the Viva-voce examination, the presence of supervisor, internal expert and external expert is mandatory. The average marks of these three people shall be awarded to the candidate.

APA style should be followed in formatting of tables and figures, citation and bibliography. In addition, spacing, heading writing, indention, page numbering should be according to the APA style.

APPENDIX 1

TITLE OF THE GRADUATE RESEARCH REPORT

Candidate's Full Name

Roll Number:

A dissertation submitted in partial fulfillment

for the degree of Master of Business Administration MBA-BF

Submitted to the

Master of Business Administration-Banking and Finance (MBA-BF)

Department of Business Administration

Lumbini Banijya Campus

Tribhuwan University

Butwal

Month, Year

Appendix 2

DECLARATION OF AUTHENTICITY

I ………………………………………………………………………………………declare that no portion of the work referred to in the dissertation has been submitted in support of an application for another degree or qualification of this campus or any other university or other institute of learning.
I confirm that this dissertation is entirely my own original work.

Student's name:

Signature:

Date: dd/mm/yyyy

Appendix 3

RECOMMENDATION

I hereby recommend the dissertation entitled ... ... submitted by …... ... ... for the partial fulfillment of the requirements for degree of **Master of Business Administration-Banking and Finance (MBA-BF)** for evaluation.

Supervisor:

Signature:

Date: dd/mm/yyyy

Appendix 4

CERTIFICATION

We hereby declare that we have read and examined the dissertation entitled ……………………….. .. .. submitted by ... ... ………………… thoroughly and recommend for acceptance by the Department of Research and Development/ Department of Business Administration………….. ………………..for the partial fulfillment of the requirements for the award of the degree of Master of Business Administration-Banking and Finance (MBA-BF) run by Lumbini Banijya Campus under the autonomous program of Tribhuvan University, Nepal.

…………………………

Dissertation Supervisor

Signature

………………. …………

External Examiner

Signature

... ...

Head

R & D/ DBA

Signature

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Campus Chief

Date: dd/mm/yyyy