

## LEE Final Report

1. a. Language: English
- b. Paper Specifications:  
        Color: White                                      Size: 21 cm x 29.7 cm (A4)                                      Weight: 80 g
- c. Typing  
        Left margin: 3.0 cm                                      Right margin: 2.0 cm  
        Top margin: 3.0 cm                                      Bottom margin: 2.5 cm  
        Spacing: 1.5 lines                                      Side: Front single  
        Font size: 12 (size 10 is smaller than 12)                                      Font type: Times New Roman  
        Font style: Regular                                      Font color: Black  
        Corrections with fluid: Not allowed                                      Overwriting: Not allowed  
        Crossing out words: Not allowed                                      Typing machine: Computer  
        Printing quality: Laser or letter quality                                      Copies: High quality photocopy
- d. Illustrations and Photographs
  - Place within report text at appropriate places
  - Paste the photographs or illustration plates which are printed on special papers
  - Type titles at the bottom of the illustration in the font used in the text
2. Cover Page: Cover Page should be in accordance with ANNEX I
3. Title Page: Title Page should follow the ANNEX II
4. Certificate Page: Certificate Page should follow the ANNEX III(A), III(B), III(C)
5. Acknowledgements:
  - A short acknowledgement sheet should be next to the certificate page.
  - It should acknowledge contributions of all concerned, including financial sponsors, if any.
6. Table of Contents:
  - Should include the chapter headings and also the subtitles, if any, with appropriate page references.
  - Should be placed next to the certificate sheets.

The text of the report should usually consist of the following chapters:

Abstract (250-500 words)

- Provides a summary of the overall study. The format for the abstract usually follows these areas. Please note that you do not label the sections (purpose, methods, etc.), but you include the sentences as described below:
  - o Purpose: "The purpose of this study...." (one sentence).
  - o Methods: Usually one to two sentences on how this study was conducted and who the sample or population was.
  - o Results: Usually two to three brief sentences on the major findings from the study.
  - o Conclusion: One to two sentences on the major implications or ramifications from the study.

### **1 – Introduction (2-3 pages)**

- Provides the background and setting needed to put the problem in proper context and justifies the need for the study.
- Contains facts, trends, and points of view (opinions) as drawn from the professional literature in agricultural education and communication and relevant areas. The presentation of these key points should flow from general trends and concerns to the specific problem/challenge that you will address in your research.
- Provides a logical lead-in to a clear statement of the problem, which is followed by the purpose of the study and the research objectives that you will pursue.
- Chapter 1 also includes a list of any assumptions and limitations, as well as a section (Significance of the Study) that explains what groups could potentially benefit from the study and how/why.

### **2 – Review of Literature (5-10 pages)**

- Presents the results of previous research related to the study topic, organized by the key variables in your study. A conceptual model showing the relationships among variables related to your research problem can also be included.
- For survey research or other quantitative study, Chapter 2 indicates the theory upon which the study is based. Qualitative studies usually build theory rather than apply or test theory. Thus, in these studies less attention is given to theory in Chapter 2.
- Provides the rationale for hypotheses (if stated).

### **3 – Materials and Methods or Methodology (5-10 pages)**

- Describes in detail the step-by-step procedures used in action research (field trail/lab experiment), collecting and analyzing data.
- Possible sections of Chapter 3 include experimental location, soil and weather condition, treatment and research design, instrumentation, data collection, data analysis, chapter summary and others.
- Discuss with your advisor about adjustments in this chapter if you are undertaking a qualitative study.

### **4 – Results and Discussion (12-20 pages)**

- Report all the results obtained, including appropriate statistics and descriptions of data.
- Includes facts only – what was found with explanation, interpretation.
- Organized and written around objectives of the study (research questions or hypotheses).
- Begin the discussion section with a brief paragraph that again gives an overview to the work. Summarize the most important findings and, if applicable, accept or reject the proposed hypothesis.

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- Next, identify the most interesting, significant, remarkable findings that were presented in the results section, and contrast these findings in light of other studies reported in the literature. It is often informative if a discussion of the potential weaknesses of the interpretation is also included.
- Finally, at the end of the discussion section, consider the other works in the literature that address this topic and how this work contributes to the overall field of study.

#### **5 – Conclusion (2-3 pages)**

- States conclusions based upon findings (first point in paper where the researcher is allowed to include his or her own interpretations).
- Describes how findings support or refute related studies (Implications for Current Knowledge).
- Describes implications of findings for those groups affected by the program/findings (Implications for Practice).

#### **6 – Recommendations for Further Research**

- Includes recommendations for practice based upon findings and conclusions.
- Includes recommendations for further research.

#### **Appendices**

- Supporting documents References
- Includes complete bibliographic information for all references cited in the text (use APA 6<sup>th</sup> edition).



**ANNEX I: Format of Cover Page**

**EFFECT OF DIFFERENT CHEMICALS AND THEIR LEVELS ON SPROUTING  
OF POTATO (*Solanum tuberosum* L.) TUBERS AT ROLPA, NEPAL**

**ANAMIKA KANDEL**

**AUGUST 2018**

8/2/18

**ANNEX II: Format of Title Page**

**EFFECT OF DIFFERENT CHEMICALS AND THEIR LEVELS ON SPROUTING  
OF POTATO (*Solanum tuberosum* L.) TUBERS AT ROLPA, NEPAL**

**ANAMIKA KANDEL**

**LEE REPORT  
SUBMITTED TO THE  
AGRICULTURE AND FORESTRY UNIVERSITY  
FACULTY OF AGRICULTURE  
RAMPUR, CHITWAN  
NEPAL**

**BACHELOR OF SCIENCE IN AGRICULTURE**

**AUGUST 2018**

2 B/c

## ANNEX III(A): Format of Certificate (Students of Rampur)

### Certificate

This LEE report entitled .....**Report Title**..... prepared and submitted by.....**Name of Student**....., **Exam Roll. No.**..... under Learning Entrepreneurial Experience Program as an integral part of Bachelor of Science in Agriculture.

.....

(Name)

Major Supervisor

Date:

Forwarded:

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(Name)

Assistant Dean (Academic)

Faculty of Agriculture

Agriculture and Forestry University

Date:

Accepted:

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(Name)

Dean

Faculty of Agriculture

Agriculture and Forestry University

Date:

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**ANNEX III(B): Format of Certificate (Students of Constituent College)**

**Certificate**

This LEE report entitled .....**Report Title**..... prepared and submitted by.....**Name of Student**....., **Exam Roll. No.** ..... under Learning Entrepreneurial Experience Program as an integral part of Bachelor of Science in Agriculture.

.....

(Name)

Major Supervisor

Date:

Forwarded:

\_\_\_\_\_

(Name)

Principal

College of Natural Resource Management-District

Faculty of Agriculture

Agriculture and Forestry University

Date:

Accepted:

\_\_\_\_\_

(Name)

Dean

Faculty of Agriculture

Agriculture and Forestry University

Date:

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**ANNEX III(C): Format of Certificate (Students of Affiliate College)**

**Certificate**

This LEE report entitled .....**Report Title**..... prepared and submitted by.....**Name of Student**....., **Exam Roll. No.** ..... under Learning Entrepreneurial Experience Program as an integral part of Bachelor of Science in Agriculture.

.....

(Name)

Major Supervisor

Date:

Forwarded:

\_\_\_\_\_

(Name)

Principal (or Co-Ordinator)

Name of the College

Faculty of Agriculture

Agriculture and Forestry University

Date:

Accepted:

\_\_\_\_\_

(Name)

Dean

Faculty of Agriculture

Agriculture and Forestry University

Date:

5 (Handwritten signature)