

Final Report को ढाँचा

1.
 - a. Language: English
 - b. Paper Specifications:
Color: White Size: 21 cm x 29.7 cm (A4) Weight: 80 gm⁻²
 - 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. ACKNOWLEDGEMENT
A short acknowledgement sheet should be next to the title sheet 2
It should acknowledge contributions of all concerned, including financial sponsors, if any.
(Maintain page number iii in this section and proceed accordingly up to abstract)
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:
7. LIST OF TABLES
Should include the table headings with appropriate page references.
8. LIST OF FIGURES
Should include the figure headings with appropriate page references.
9. LIST OF APPENDICES
Should include the appendix headings with appropriate page references.

ABSTRACT

Abstract should be in accordance with ANNEX IV with 250-500 words.

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.

This section 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.

(Maintain page 1 from this section to the last)

REVIEW OF LITERATURE (5-10 pages)

Presents the results of previous research related to your 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 or other quantitative study, this section 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.

MATERIALS AND METHODS or METHODOLOGY (5-10 pages)

(Use **MATERIALS AND METHODS** for biological experiment and **METHODOLOGY** for social survey)

Describes in detail the step-by-step Materials used and then Methods used in action research (field trial/lab experiment), collecting and analyzing data.

This section can include experimental location, soil and weather condition, treatment and research design, instrumentation, data collection, data analysis, summary and others.

Discuss with your supervisor about adjustments in this section if you are undertaking a qualitative study.

RESULTS AND DISCUSSION (12-20 pages)

Reports all 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.

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.

CONCLUSION (1 page)

States conclusions based upon findings in accordance with objectives

Describes how findings support or refute related studies.

RECOMMENDATION FOR FUTURE RESEARCH

Includes recommendations for practice based upon findings and conclusions.

Describes implications of findings for those groups affected by the program/findings (implications for practice).

Includes recommendations for further research.

REFERENCES

Supporting documents References

Includes complete bibliographic information for all references cited in the text (use APA 7th edition).

APPENDICES

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

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

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

CERTIFICATE

This LEE report entitled**Report Title** (Capitalized each word except preposition) prepared and submitted by.....**Name of Student**....., **Exam Roll Number**....., under Learning for Entrepreneurial Experience Program as an integral part of Bachelor of Science in Agriculture.

.....

(Name)

Major Supervisor

Date:

Accepted:

(Name)

Dean

Faculty of Agriculture

Agriculture and Forestry University

Date:

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

CERTIFICATE

This LEE report entitled**Report Title** (Capitalized each word except preposition) prepared and submitted by.....**Name of Student**....., **Exam Roll Number**....., under Learning for 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:

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

CERTIFICATE

This LEE report entitled**Report Title** (Capitalized each word except preposition) prepared and submitted by.....**Name of Student**....., **Exam Roll Number**....., under Learning for 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 - District

Faculty of Agriculture

Agriculture and Forestry University

Date:

Accepted:

(Name)

Dean

Faculty of Agriculture

Agriculture and Forestry University

Date:

ANNEX IV: Format of Abstract

ABSTRACT

Name:

Year of Admission:

Major Supervisor:

Registration Number:

Exam Roll Number:

Degree:

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: Objective: “The objective of this study....” (one sentence).

Methods: Usually, one to two sentences on how this study was conducted and who the sample or population was.

Results and discussion: Usually, two to three brief sentences on the major findings from the study with suitable discussion of the results.

Conclusion: One to two sentences on the major implications or ramifications from the study.
(Abstract must be on single paragraph)

Major Supervisor
Name

Student
Name