

Volume 3

**Annex 3.25c: The MUSOM Operating
Regulations and Implementation
Guidelines-2023, GRP Report
Writing Manual (P.213-225) 2023**

OPERATING REGULATIONS & IMPLEMENTATION GUIDELINES FOR MID-
WEST-UNIVERSITY SCHOOL OF MANAGEMENT 2023

Operating Guide to Academic Excellence, Administration,
Finance/Research/Innovation



Approved by
Governing Council

2023

**OPERATING REGULATIONS & IMPLEMENTION GUIDELINES FOR
MID-WEST-UNIVERSITY SCHOOL OF MANAGEMENT 2023**



**Operating Guide to Academic Excellence
Administration/Finance/Research/Innovation**

Approved by MUSOM Governing Council on Wednesday, Aug 2, 2023(2080/04/17)

A. PREAMBLE

Graduate Research Project (GRP) is an integral component of Master of Business Administration (MBA) program at Mid-Western University School of Management (MUSOM).

As a mandatory provision, each student pursuing an MBA degree at MUSOM has to design and undertake a systematic and scientific inquiry-based research project with approval of the Research Committee. Graduate research writing; being a part of purely academic work, it needs to be accomplished by applying a uniform standard across the projects. This manual intends to provide broad guidelines to the MBA students as well as research supervisors to continue with a systematic approach to GRP.

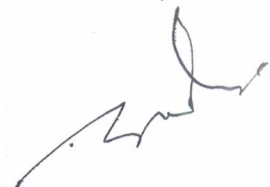
The GRP involves conceptualizing and designing a research, obtaining departmental approval, fielding the research, performing data reduction and analyses, writing a report and making a formal presentation to the respective Research Committee.

Thus, the Thesis Research project as a whole, aims to develop knowledge, skill competence and attitude (KSA) necessary to initiate individual research and gain a mastery of problem identification, designing instruments for collecting data, performing data reduction and information analyses, producing policy level and managerial implications for evidence-based, effective decision-making.

A GRP Report work should involve depth analyses of the problem or issue, followed by extensive research or investigation on it before producing grounded evidence-based conclusions and implications for continued action. For this, it requires researcher's continuity of purpose, patience, positive attitude to conduct a systematic inquiry for uncovering the realities facing a problem or issue. More importantly, an independent researcher must be versatile in using technologies in data generation, reduction and analyses.

Each graduating student, at this level, is expected to demonstrate a blend of KSA to undertake a systematic and scientific inquiry using relevant technologies to explore grounded reality and transform into effective information as a pre-requisite to organizational decision-making.

This manual provides with needful guidance on procedural requirements, proficiency of research presentation and research writing to be fulfilled during your journey to successful Graduate Research Project accomplishment towards the end of master's degree study at Faculty of Management, Mid-Western University.

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B. GENERAL INSTRUCTIONS

1. The MBA program Mid-Western University School of Management (MUSOM) has been crafted on a philosophy of blending your study and learning for professional life with a balance of knowledge, skill competence and attitude (KSA) in management sciences. For this, it requires you to be practical on working with research-based evidences to generate alternatives for professional decision-making. Therefore, you are advised to take this project more seriously, and at the same time, with joyful learning by experiencing with the grounded reality.
2. Before commencing your journey to intended research project, please study, analyze and understand properly each item presented in this Manual. If any confusion arises, or there is limitation of instructions pertaining to any matter of paper documentation, please follow the latest edition of the Academic Writing Manual of American Psychological Association (APA).
3. Please do not proceed your research project until receiving respective departmental approval. The respective department follows a specific process and there are strict requirements to accomplish such a process. Therefore, please pay patience to move along the institutionalized system of this systematic inquiry.
4. It is an integral component of your academic requirements to be accomplished as an independent study. Any misappropriations, copy and submission of a part or whole of the work 'of others' may result in your disqualification from the program. Please be careful, perform reviews with citations of scholarly works; be wise to original contributors by giving them the credit of their works by performing appropriate citation and referencing.
5. Please also make sure that you do not have any family, friendship and other close affairs related relationships with your Research Supervisor; if found so in future before you inform, both the Supervisor as well as Researcher will be asked to drop the project at any stage. By chance, if such relationship takes place in future, both the Supervisor and Researcher must inform to the Program Director/Campus Chief in separately written form, and the Program Director or Campus Chief will take alternative measure to arrange a substitute Supervisor at the earliest.
6. As part of professional ethics, we encourage both the Researcher and Research Supervisor to arrange multiple discussion and consultation meetings using the resources and space available at the Research Management Cell of MUSOM or at the working office of the Research Supervisor. We strongly discourage personal meetings outside the Campus premises, including the residence of Researcher, Supervisor or anywhere else without prior approval from the Program Director or Campus Chief in exceptional cases.
7. Time and again, MUSOM and Mid-Western University Faculty of Management organize a series of talk programs, workshops and conferences on research methodology. You are advised to make up your time with active participation in such programs to empower yourself with knowledge, skill competence and attitude on systematic inquiry-based decision making skill development.
8. You are advised to work closely in consultation with your designated Research Supervisor, collectively develop a plan of action and always try to work in line with the milestones proposed in the plan of action so as to make yourself accomplish the project within stipulated time.

9. Please keep all physical and electronic materials reviewed and data collection forms safe for future evidence; the Research Committee, if found necessary, may ask you to submit such materials at the time of your Viva-Voce towards the end of your project.
10. Generally, once a research topic is determined and Research Supervisor is appointed, we do not allow students switch over the area of research. However, in case you have convincing reason to do so, please inform in written to the designated Research Supervisor for obtaining departmental permission. Such changes may be considered, if reported within a month of formalization of research.
11. Similarly, in case of delay in research due to reasons related to family, health or professional matters should be timely reported in written via Research Supervisor. And the designated Supervisor and respective department will try their level best to consider the issue and extend time for the completion of your project. However, other rules of the University cannot be countered in doing so.
12. Finally, you are advised to develop a habit of improving your critic-analytical thinking, communication and presentation skills by performing multiple editing and updating of your manuscript.

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C. WORKING PROCEDURES

A finely designed and executed project for GRP may require 3-4 months of quality time involvement of the researcher and mentors. Table 1 below provides with detailed information pertaining to various steps of intended tasks, details of activities to be performed, pre-requisites, corresponding timelines and length of paper work for expected task accomplishment.

Table 1: Working procedure on GRP

Steps	Description of activities to be performed	Timelines and length of paper work
I	<p><u>Submit the Synopsis of Research Proposal</u> Expected Components: Preamble, Preliminary Review Works, Analyses of Research Gaps, Statement of Problem, Research Objectives, Research Questions, Working Hypotheses, Significance and Expected Outcomes of Study, Scope of Works, Definition of Key Terms, Sources of Information, Method of Data Collection, Population of Study, Units of Analyses, Sampling Techniques, Socio-Ethical Compliances; Tentative Plan of Action.</p> <p>Pre-requisites: Successful completion of all course requirements of the program till 3rd semester; no results awaiting students will be entertained for synopsis submission; evidence of full payment of program fee.</p> <p>Process: Call for synopsis (within 5 days of the call); preliminary interview by the Deputy Director or Program Director or Director, followed by needful revision works (within 10th day of the call); ethical clearance by Research Committee (within 12th day of the call); formal research consent by the Director with appointment of GRP Supervisor (within 14th day of the call for synopsis).</p>	<p>2 weeks 3000-5000 words</p>
II	<p><u>Perform Review of Literature</u> Expected Components: Review of Conceptual Perspectives, Review of Related Policy Documents, Review of Related Studies, Development of Conceptual or Theoretical Framework of Study.</p> <p>Pre-requisites: Formal approval of the Program Director or Campus Chief.</p> <p>Process: Write the first two chapters of the proposal, get feedback from the GRP Supervisor and modify the document.</p> <p>Chapter 1: Introduction [Preamble, Preliminary Review Works, Analyses of Research Gaps, Statement of Problem, Research Objectives, Research Questions, Working Hypotheses, Significance and Expected Outcomes of Study, Scope of Works, Definition of Key Terms; Organization of Proposed Research Report]</p> <p>Chapter 2: Review of Literature [Introduction, Review of Conceptual Perspectives, Review of Related Policy Documents, Review of Related Studies, Development of Conceptual or Theoretical Framework of Study; Chapter Summary]</p>	<p>2+3 weeks 7,000-10,000 words in cumulative document</p>

III	<p><u>Develop Full Proposal for Research</u> <i>Expected Components:</i> Chapter 1: Introduction Chapter 2: Review of Literature Chapter 3: Proposed Research Methodology [Introduction, Method of Study, Research Designs, Sources of Information, Population of the Study, Sampling Techniques, Units of Analyses, Instrumentation, Tests of Validity and Reliability, Data Modeling, Bases of Analyses, Plan of Action; Socio-ethical Compliances] <i>Pre-requisite:</i> Acceptance of review of literature and development of conceptual framework by the Thesis Research Supervisor. <i>Process:</i> Write the third chapter of the proposal in tune with the theoretical and conceptual direction set by the conceptual framework of the study, design and test the validity and reliability of data collection instruments, get feedback from the Research Supervisor, modify the document; place data collection instruments in the Appendix.</p>	<p>5+2 weeks 12,000-15,000 words in cumulative document</p>
IV	<p><u>Make a Presentation of Full Proposal</u> <i>Expected Components:</i> Design a 20-25 minute presentation using MS Powerpoint on: Introduction [general situation and research gap, statements of problem; significance of the study] Review of Literature [matrix of literature; conceptual framework of study] Research Methodology [Introduction, Method of Study, Research Designs, Sources of Information, Population of the Study, Sampling Techniques, Units of Analyses, Instrumentation, Tests of Validity and Reliability, Data Modeling, Bases of Analyses, Plan of Action; Socio-ethical Compliances] <i>Pre-requisite:</i> Approval by the Program Director or Campus Chief on recommendation of the Research Supervisor. <i>Process:</i> Develop a presentation document, give presentation to the supervisory team representing program Director or Campus Chief, GRP Supervisor, HODs and fellow researchers, solicit feedback, adapt ideas and methods; obtain GRP Supervisor consent to administer the research.</p>	<p>7+1 weeks</p>
V	<p><u>Perform Field Work</u> <i>Required Preparations:</i> Letter of Approval from the Director, copies of data collection instruments (electronic/hard), sampling frames, location maps, plan of travel and other logistics. <i>Pre-requisite:</i> Approval by the Director on recommendation of Research Supervisor. <i>Process:</i> Researcher administers data collection; Research Supervisor, Director opt suitable mechanism to facilitate and control field research.</p>	<p>8+2 weeks</p>
VI	<p><u>Perform Data Reduction and Analyses</u> <i>Data Reduction:</i> Coding, field controls, editing, data</p>	<p>10+2 weeks 17,000-19,000 words in</p>

	<p>entry, cross-tabulation, transformation; transcribing qualitative information into quantitative measures.</p> <p>Data Analyses: Performing information production, analyses and testing.</p> <p>Documentation</p> <p>Chapter 3: Respondent Information to be added before Plan of Action section of Chapter 3.</p> <p>Chapter 4: Data Presentation and Analyses [Introduction, research question-based, theme-wise display and discussion of information in different sections, summary of findings; Chapter Summary]</p> <p>Pre-requisite: Accomplishment of data collection task</p>	cumulative document
VII	<p>Develop Report, Make a Presentation and Submit</p> <ol style="list-style-type: none"> 1. Transform chapters 1 through 3 from proposal to accomplished form of language. 2. Chapter 4: Data Presentation and Analyses [as outlined in previous step] 3. Chapter 5: Summary and Conclusions [Summary, Discussions, Lessons Learnt, Recommendations for Policy Implications, Recommendations for Managerial Decision Implications, Suggestions for Continued Research; Conclusions] 4. Update References and Appendices 5. Design presentation materials 6. Accomplish defense of Thesis/GRP 7. Solicit feedback and submit for final consideration 	12+2 weeks 18,000-20,000 words in cumulative document
VIII	<p>MUSOM Graduate Research Project Committee</p> <p>Director - Chair</p> <p>Senior Faculty Member- Expert Member</p> <p>External Evaluator-Expert Member</p> <p>Internal Supervisor-Expert Member</p> <p>Administrative Staff- Member Secretary</p>	

Appendix 11.2 Examiners' Recommendation Form



**MID WEST UNIVERSITY
SCHOOL OF MANAGEMENT (MUSOM)
Birendranagar, Nepal**



**D: Examiners' Recommendation Form
Master of Business Administration**

The GRP must be a substantial work based on independent study which shows a sound knowledge of the subject of the research, evidence of practice of some independence of thought and clear and concise communication abilities.

Candidate:	
Examiner:	

Recommendation for Classification

Please mark one box only and refer page 2 for the required Merit Criteria Scores-

Pass	
<input type="checkbox"/>	The thesis be passed with no requirement for correction/amendments and the student be awarded the degree of MBA.
<input type="checkbox"/>	The thesis be passed, subject to minor revision as indicated in my report.
<input type="checkbox"/>	The thesis be passed, subject to substantive amendment along the lines as indicated in my report. -The student will be instructed to submit a detailed report to the MUSOM GRP Committee outlining the amendment to the thesis. The committee will consider the report and the revisions in determining the final classification, without further reference to the examiners.
If applicable -I believe this to be in the top 5% of GRP I have examined.	

OR

Re-Submit	
<input type="checkbox"/>	The GRP be returned to me for re-examination after completing the required extra work and revision as indicated in my report. A GRP which must be re-submitted requires alterations of such scale, complexity and or conceptual significance should be appraised again.

OR

Master of Business Administration -Consider submission for examination for the degree of Master of Business Administration	
<input type="checkbox"/>	Because this GRP is of high standard, I recommend that it be re-examined for degree of MBA. The GRP shall be a substantial and original contribution to scholarship for the discovery of new knowledge and innovative re-interpretation of known and established ideas.

OR

Fail	
<input type="checkbox"/>	The GRP be failed and the student not be awarded the degree of MBA

-Please also complete and return the following page with the merit criteria scores-

Appendix 11.3 Examiners' Recommendation Form



MID WEST UNIVERSITY
SCHOOL OF MANAGEMENT (MUSOM)
 Birendranagar, Nepal



E: Examiners' Recommendation Form
 Master of Business Administration

Student:	
Examiner:	

Please provide a merit criterion score for each of the six criteria below, according to the key at the bottom of the page. The GRP you are examining submitted in part, or as whole fulfillment of the requirements for the award of MBA is a substantial work generally based on independent research:

Score	Criteria for the award of Master of Business Administration
	The GRP as whole is a significant and original contribution to knowledge of the subject with which it deals.
	The student shows understanding of the relevant literature, methods and research process.
	The GRP provides a focused and analytical study of the topic.
	The techniques adopted are appropriate to the issues and are properly applied.
	The results and discussions are set out logically.
	The quality of communication and overall presentation are of a standard for publication.

Please attach your report (minimum length of one long paragraph).

-I confirm that there is no actual or perceived conflict of interest arising from my examination of this GRP.

Signature:..... Date:.....

Merit Criteria Score Key

Score	Merit Criteria	Description
1	Distinction	Of the highest merit, at the forefront of international master in the field. Only fewer students worldwide would fall in this band.
2	Excellent	Strongly competitive at international level. Fewer than 20% students would fall in thus band.
3	Very Good	An interesting and sound GRP. Fewer than 30% students would fall in this band.
4	Good	A sound GRP, but lacks a compelling element.
5	Fair	The GRP has potential, but requires major revisions.
6	Flawed	The GRP does not meet the required standard for this criterion.

Appendix 11.4: MBA GRP Viva Voce Report



MID WEST UNIVERSITY
SCHOOL OF MANAGEMENT (MUSOM)
Birendranagar, Surkhet

F: MBA GRP Viva Voce Report

Name of Student	
Program	
Registration N:	
Batch	
Symbol N:	
GRP Title	
Venue	
Date of Viva Voce	
Chair of GRP Evaluation Committee	
Viva Expert	
External Evaluator	
GRP Supervisor	

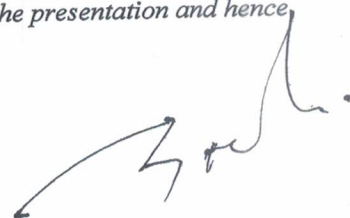
Please rate the candidate's performance at the Viva

SN	Criteria	External Evaluator/GRP Supervisor				Total	
		FM	MO	FM	MO	FM	MO
1.	<i>Problem Definitions</i> [Analyses of gaps, statement of problem, objectives, research questions, working hypotheses, significance of study]	7		3		10	
2.	<i>Review of Literature</i> [diversity and intensity of reviews from the perspectives of concepts, theories, policies, related studies and best practices, and development of conceptual framework of study]	10		5		15	
3.	<i>Research Methodology</i> [approach and designs, instrumentation and modeling, sampling and sample size, field administration, data reduction and analyses, socio-ethical compliances]	10		5		15	

4.	<i>Data Presentation and Analyses</i> [pattern and sequencing in order of objectives, research questions and hypotheses, tabular and graphical portrays, statistical testing, discussions and interpretation]	7		3		10	
5.	Summary and Conclusions [summary, discussions, lessons learnt, conclusions and recommendations]	5		2		7	
6.	<i>Academic Writing</i> [quality of language, paper structure and design, citations, referencing]	7		3		10	
7.	<i>Overall Impression</i> [personality disposition, vision and commitment on respective field of specialization; exhibited knowledge, skill competence and attitude towards chosen area of study]	4		4		8	
8.	<i>Presentation</i> [opening of subject matter, spontaneity and clarity of communication and explanation, receiving and responding to panel members' concerns, satisfactory evidence of self-accomplishment of research process and closing effectiveness]	25				25	
<i>Total</i>		75		25		100	

GRP Expert Panel	Name	Signature	Date
GRP Supervisor			
External Evaluator			
Viva Expert			
Director of MUSOM			

Notes: For successful candidates, the results will be announced no later than 15 minutes after the presentation is over. The Research Committee reserves its decision to ask the researcher for further slight or major modification, complete rework, or even rejection of report – all based on candidate's performance during defense and documentary evidence of quality and significance of the work. The Committee Chair would facilitate the presentation and hence would not engage grading of performance.



Appendix 11.5: BBA UGRP Viva Voce Report



**MID-WEST UNIVERSITY
SCHOOL OF MANAGEMENT (MUSOM)
Birendranagar, Surkhet**

G: BBA UGRP Viva Voce Report

Name of Student	
Program	
Registration N:	
Batch	
Symbol N:	
UGRP Title	
Venue	
Date of Viva Voce	
Chair of UGRP Evaluation Committee	
Viva Expert	
External Evaluator	
UGRP Supervisor	

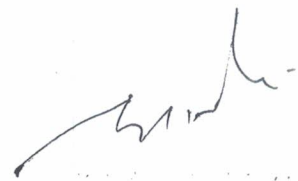
Please rate the candidate's performance at the Viva

SN	Criteria	External Evaluator/GRP Supervisor				Total	
		FM	MO	FM	MO	FM	MO
1.	<i>Quality of Problem Statement focusing on hypothesis and questions and significance</i>	7		3		10	
2.	<i>Relevance of Review of Literature presenting a complete picture of issues in the context</i>	10		5		15	
3.	<i>Applicable Research Methodology with focus on design, sample, and over all process data collection and analysis.</i>	10		5		15	
4.	<i>Data Collection and Analysis Presentation with a clear use of qualitative or quantitative or mixed</i>	7		3		10	

	<i>methods</i>					
5.	Accurate Summary and Conclusions	5		2		7
6.	Academic Writing Skills with focus on arts of written communication and documentation	7		3		10
7.	Intellectual Honesty and Dedication	4		4		8
8	Presentation of the subject matter in line with research steps	25				25
	<i>Total</i>	75		25		100

UGRP Expert Panel	Name	Signature	Date
UGRP Supervisor			
External Evaluator			
Viva Expert			
Director of MUSOM			

Notes: For successful candidates, the results will be announced no later than 15 minutes after the presentation is over. The Research Committee reserves its decision to ask the researcher for further slight or major modification, complete rework, or even rejection of report – all based on candidate's performance during defense and documentary evidence of quality and significance of the work. The Committee Chair would facilitate the presentation and hence would not engage grading of performance.



Appendix 11.6 Paper documentation

Language, parts of paper, title page

Figure 1: Template for title page

Figure 3: Recommendation for defense of research report

Figure 4: Approval from the research committee

ACKNOWLEDGEMENTS/ABSTRACT/TABLE OF CONTENTS

LIST OF APPENDICES/LIST OF TABLES/LIST OF FIGURES/ LIST OF ABB *Appendix 11.7 Outline of Main Body of GRP*

Chapter 1: Introduction

Chapter 2: Review of Literature

Chapter 3: Research Methodology

Chapter 4: Data Presentation and Analyses

Chapter 5: Summary and Conclusions

PAPER DOCUMENTATION

1.1. Medium of Language and Originality

As it is an academic document, a report of Graduate Research Project (GRP) must be written in correct English language. Exceptions may be made, if appropriate, in appendix material or if the respective academic Department gives special waiver for any other language.

The graduates are normally asked to confirm the correctness of composition structure and grammatical errors by the help of specialized English language experts in academic writing. Also they have to confirm the copy rights related issues wherever applicable.

Mid-Western University, School of Management (MUSOM) encourages its MBA degree aspiring graduates to maintain at least 80 percent of originality of the final document while a test for plagiarism is administered. All GRP reports bearing 20 percent or above level of plagiarism will either be asked to re-edit/recompose, whereas all the reports having 30 percent and above level of plagiarism will be rejected and such graduates will be asked to undertake a fresh research right from the beginning. Only one such chance will be given to a student to accomplish a particular degree program.

The graduates are advised to thoroughly acknowledge the original sources of information by applying APA format of citation and referencing.

1.2. Parts of Paper

Mostly, a more systematically documented course paper will be prepared in three distinctive parts – prefatory part, main body and supplementary part.

Prefatory Part includes all preliminary contents that come before the first chapter of the study report. Normally, lower case Roman numbering is applied for this part and the contents may include –

Title Page

Institutional Consent for the Conduction of Research [*campus provided*]

Recommendation for Defense of Research Report [*campus provided*]

Approval from the Research Committee [*campus provided*]

Acknowledgements [*restricted to a single page*]

Abstract [*restricted to a single page*]

Table of Contents

List of Appendices

List of Tables [*optional; if there are at least 2 tables used in the main body*]

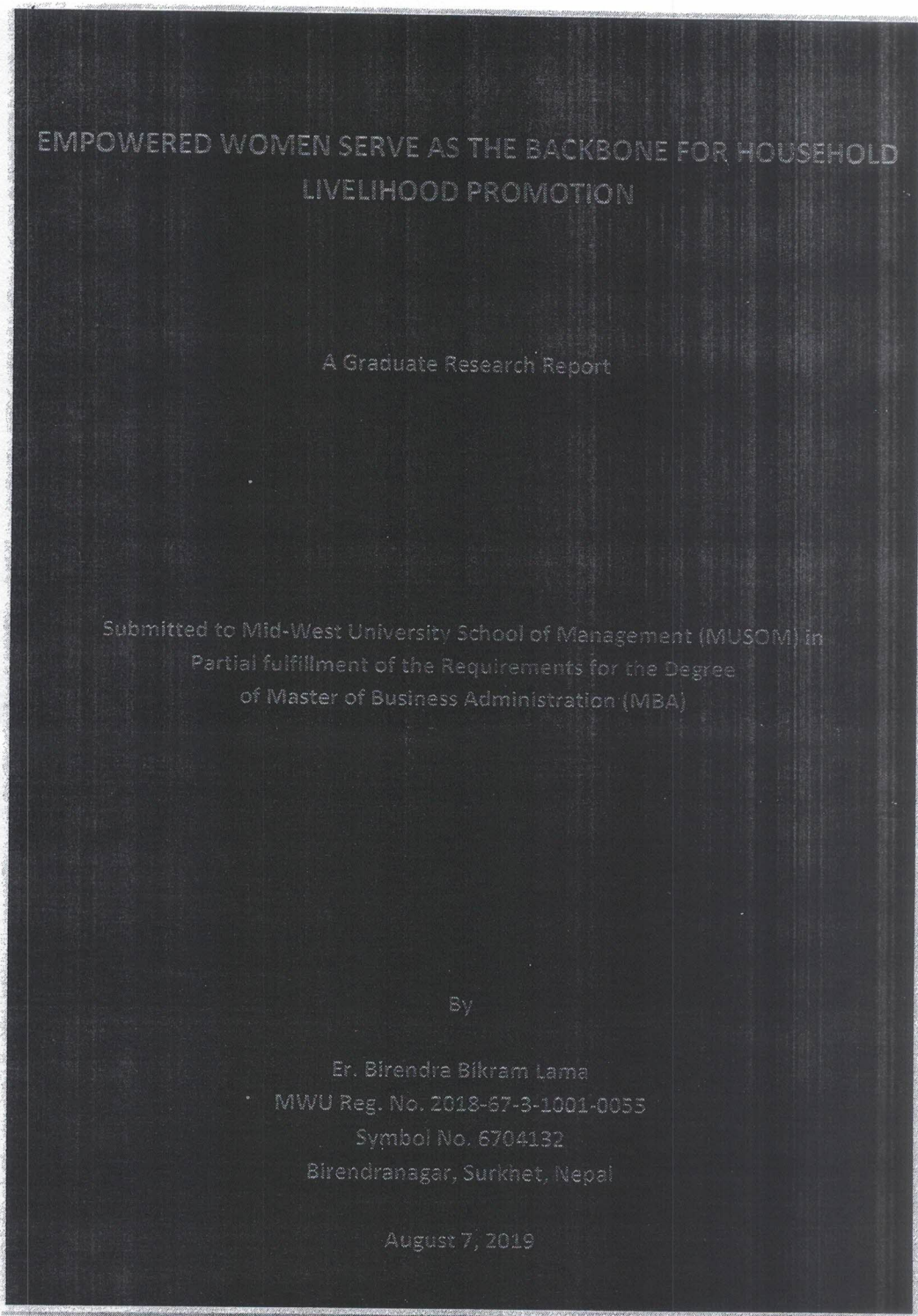
List of Figures [*optional; if there at least 2 figures used in the main body*]

List of Abbreviations [*Optional; if there are at least 2 abbreviations used in the main body*]

Note: The Title Page should contain no page number and rest of pages in prefatory part should be numbered in lower case Roman Numbering system. The page numbers should be inserted in the bottom-right side of the footer.

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke extending to the left.

Figure 1: Template for title page



As presented in above figure, the overall information in the cover page (title page) of the GRP should be organized in 6 blocks with single line spaced, centralized contents in each block and there should be equal space maintained between the blocks (generally 6 lines in an A4

sized paper). The title contents should be documented in block letters of font size 14, whereas rest of contents should be typed in font size 12.

Note: The respective department is advised to issue a pre-formatted template of the title page to each student, who should then update his/her personal information in the given template. No alteration of format, margins and page size is allowed. However, the font type may be altered in tune with the fonts used in the main document.

While making final printing of the cover page for binding of the report for submission, this page should be printed in dark black colored leather coated/raxine paper with bold golden fonts of the text and border lines.

Figure 2: Institutional consent for the conduction of research


	Mid-West University, School of Management Birendranagar, Surkhet, Nepal Estd. 2010
Date: June 1, 2019	Ref. No.: 056-023/2019
To Shyam Kumar Bista Birendranaga 7, Surkhet, Nepal	
Re.: Authorization to Undertake a Graduate Research Project (GRP)	
Dear Mr. Bista, Upon your successful defense of Master's Degree Graduate Research Project Proposal, we are pleased to authorize you to undertake a GRP entitled EMPOWERED WOMEN SERVE AS THE BACKBONE FOR HOUSEHOLD LIVELIHOOD PROMOTION . You are advised to accomplish the overall research within two months effective from	
We wish you a successful research endeavor in this process.	
With Regards,	
<hr/> Narayan Pd. Poudel, PhD Program Director	

Figure 3: Recommendation for defense of research report


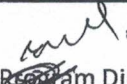
	Mid-Western University, School of Management Birendranagar, Surkhet, Nepal Estd. 2010
Date: July 25, 2019	Ref. No.: 123-023/2019
To  The Program Director Mid-West University, School of Management (MUSOM) Birendranaga 7, Surkhet, Nepal	
Re.: Recommendation for Master's Degree GRP Defense	
Dear Sir,	
I am pleased to inform you that Mr. Shyam Kumar Bista, an MBA passing out graduate of our institution, has accomplished the Master's Degree GRP entitled EMPOWERED WOMEN SERVE AS THE BACKBONE FOR HOUSEHOLD LIVELIHOOD PROMOTION under my direct supervision and guidance. I have closely observed that the Report has been prepared in tune with our specified guidelines. Therefore, I would like to recommend you to consider an early date for organizing the final defense of the said Report.	
With Regards,	
<hr/> Sushil Shahi, PhD GRP Supervisor	



Figure 4: Approval from the research committee



**Mid-West University, School of Management
(MUSOM)
Birendranagar, Surkhet, Nepal**

Date: August 7, 2019

Ref. No.: 129-023/2019

Approval Letter

The Graduate Research Report entitled Causes of Delay in Local Roads Bridge Construction Project and Their Consequences was submitted by Er. Birendra Bikram Lama for final examination by the Graduate Research Project Committee of Mid-Western University School of Management (MUSOM), in the partial fulfillment of requirements for the degree of Master of Business Administration (MBA). We hereby certify that the Graduate Research Project Committee of the MUSOM has found this GRP satisfactory in quality and has therefore accepted it for award of the degree.

Sushil Kumar Shahi, PhD

Signature -----

Chari, GRP Committee

Date:-----

Veetihotra Vasishtha

Signature.....

GRP Supervisor

Date:.....

Amrit Kumar Sharma Gaire, PhD

Signature-----

External Expert

Date.....

Mr. Rishi Khanal

Signature.....

Member, GRP Committee

Date:.....

ACKNOWLEDGEMENTS

Share in a few paragraphs, your thanks, gratitude or appreciation to different individuals and institutions for their support and cooperation with you to accomplish this project.

Shyam Kumar Bista
Degree Candidate



ABSTRACT

Write in a few paragraphs, limiting all it to a single page, by specifying general background, problem or issue taken into account of observation, research methodology, key findings, recommendations and conclusions.

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TABLE OF CONTENTS

LIST OF APPENDICES

LIST OF TABLES

LIST OF FIGURES

LIST OF ABBREVIATIONS

A handwritten signature or mark, possibly initials, written in dark ink. It consists of a series of connected, fluid strokes, starting with a long horizontal line that curves upwards and then continues with several loops and a final downward stroke.

Main Body includes chapter-wise documentation of the study report and it is normally paginated with Hindu Arabic number system. Generally, the chapter-wise organization of the main body should be as follows:

Chapter 1: Introduction

Chapter 2: Review of Literature

Chapter 3: Research Methodology

Chapter 4: Data Presentation and Analyses

Chapter 5: Summary and Conclusions

The body of the paper should be organized as such that the major ideas are clearly indicated and the supporting ideas and comments are identifiable. It should include an elaboration on two or more main topics with sub-topics. It should also include references of the literature used for the paper.

The presentation of ideas should follow a sequential outline of major and sub-headings. The presentation in the typed format should follow APA style guidelines. If the paper is short, a 3-level format will be adequate. Longer papers, which are more extensive and have more complexity in presentation of ideas, may need a 4-level or 5-level format.

Figure 5: General outline of the main body of paper

CHAPTER 1: INTRODUCTION

- 1.1. Background of the Study
- 1.2. Gaps Analyses
- 1.3. Focus of the Study
- 1.4. Objectives of the Study
- 1.5. Statement of the Problem
- 1.6. Research Questions
- 1.7. Research Hypotheses
- 1.8. Significance of the Study
- 1.9. Limitation and Delimitations of the Study
- 1.10. Operational Definitions of the Key Terms
- 1.11. Organization of the Thesis Report

CHAPTER 2: REVIEW OF LITERATURE

- 2.1. Introduction
- 2.2. Review of Theoretical Perspectives
- 2.3. Review of Related Policy Documents
- 2.4. Review of Related Studies
- 2.5. Development of Theoretical Framework of the Study
- 2.6. Chapter Summary

CHAPTER 3: RESEARCH METHODOLOGY

- 3.1. Introduction
- 3.2. Research Approach and Designs
- 3.3. Scope of Works
- 3.4. Population of the Study
- 3.5. Sampling Techniques
- 3.6. Units of Analyses
- 3.7. Data Modeling Techniques
- 3.8. Development of Data Collection Instruments
- 3.9. Test of Reliability and Validity
- 3.10. Mechanism for Field Works

- 3.11. Techniques for Data Reduction and Analyses
- 3.12. Plan of Action
- 3.13. Socio-ethical Compliances
- 3.14. Chapter Summary

CHAPTER 4: DATA PRESENTATION & ANALYSES

- 4.1. Introduction
- 4.2. Respondent/Participant Information
- 4.3. <Research question-wise headings of data presentation and analyses>; multiple headings may apply here
- 4.4. Key Findings of the Study
- 4.5. Chapter Summary

CHAPTER 5: SUMMARY, CONCLUSIONS & RECOMMENDATIONS

- 5.1. Introduction
- 5.2. Summary
- 5.3. Discussions
- 5.4. Lessons Learnt
- 5.5. Conclusions
- 5.6. Recommendations
 - For Policy Implications
 - For Managerial Implications
 - For Further Research

Each chapter should be further devised of a number of needs-based headings, sub-headings, and sub-sub-headings using a 3-level format. Also, 4-level or 5-level format may be applicable in case the paper requires a longer tree of heading, sub-heading and sub-sub-headings.

Finally, in *Supplementary Part*, the paper should follow a detailed list of *References* prepared in line with APA style guidelines for writing academic papers and then the *Annextures* and *Appendices* should be placed towards the end of formally composed paper.

1.3. Tentative Areas of MBA GRP Topics

We, at MUSOM, would like to ask you to personally identify management issues or problems for investigation and how you purpose to solve them to bring about positive and constructive changes to the present corporate culture in the chosen locality and the country at large. Your proposal should be well thought out. Management requires strategy, implementation of strategy, i.e., effective decision-making, communication, innovation and leadership. As an innovative thinker, your job is to propagate all of them, effectively and in a more pragmatic manner. Here are a few areas of studies in which you can craft your GRP:

- Industry 4.0 in the context of Nepal; Social innovation in the Industry 4.0
- Corporate service delivery (CSD) in place of corporate social responsibility (CSR)
- Cyber physical system, do people care about it?
- Entrepreneurs versus social entrepreneurship
- Concept of social innovation in Nepal
- Work related stress (psychological factors) among workers
- How to build a successful startup?
- Provincial government effect on business
- How business can be managed for sustainable development
- Consumer psychology
- Marketing mix
- Marketing ethics
- Online marketing

Relationship marketing
Mobile marketing
Analyzing personal debt and the job market
Best ways to pay for education: student loans or personal loan
How can parents settle for student loan process (or student loan for their education – can government spend for student loan)
How flexible interest rate disappointed loan holder
The present financial process and its challenges
How change in banking policy has supported bankers to develop in the present context?
Society's attitude towards debit and credit cards
Determinants of inter-banking success in Nepal
The role of mergers and acquisitions in the banking sector
The impact of globalization on small scale industries
Can the use of plastic plates be replaced with the organic leaf plates? Opportunities and challenges for small enterprises development in the Karnali province
Relevance/Use of mobile apps for consumer buying behavior
Knowledge management issues
Informal sectors contribution on business activities
Nepal Tourism Year 2020 (Any issue related to)
Progress and Prospects for Event Tourism in Nepal
Knowledge management in public and private sector organizations
Green Management
Social entrepreneurship and their role in SDGs
Online purchase behavior for specific commodities
Decision on using/buying financial instruments among different categories of women group
Food consumption behavior and nutrition issues
Role of financial institution for economic development
Commercial bank lending policy to any bank or comparison between two or more banks
Gender impact on execution of business strategy for effective economic performance
Emerging entrepreneurship in Nepal: case of
Digital economy for Nepal: case study of
Smart city: concept and reality of Birendranagar
Tourism and hospitality: emerging areas
Real-estate development and smart cities
Social entrepreneurship: case study of
Prospects of organic agribusiness promotion
Cost and time overrun in infrastructure development projects
IPO or secondary share market?
Topic linking to technology
Health sanitation and nutrition
Regulatory measures on
Governance, communities and action
Cost of laziness: measuring opportunity cost
Taxi management in the city; taxi drivers' perception
Taxi management in the city: riders' perception
Management of urban water crisis
Consumer readiness in boycotting plastic-packaged products
Drinking water management in valley: household willingness to pay for adequate water supply