Frequently Ask Questions(FAQ) on Project work/Field Work

1. What are the subjects for Field Work/ Report Writing?

Subjects	Full marks	Project work / Field work
PA 610 Research Methods in Public Administration	50	10
DM 621 Planning & Project Management	100	20
DM 622 Study on Human Development	100	20
HRD 631 Human Resource Development	100	20
HRD 632 Personnel Administration in Nepal and SAARC Countries	100	20
LGD 641 Rural Development	100	20
LGD 642 Urban Governance & Development	100	20
CSG 651 Civil Society Governance	100	20
CSG 652 NGO & Development in Nepal	100	20
PPA 661 Public Policy Analysis	100	20
PPA 662 Public Policy Development & Implementation	100	20

2. What should be done?

- Writing proposal for Research Methods in Public Administration-II. (Proposal)

- Writing report for the specialization subject. This is miniature of thesis. (Mini thesis)

- Students can write Report on the basis of same proposal which is prepared for the Research Methods in Public Administration-II.

- We hope such activities might be helpful to develop student's creativity in writing.

3. Evaluation criteria

Basis	Mark Division		
	CDPA	Examination of Controller	Total
Background	2	2	4
Objective and Methodology	2	2	4
Data Analysis, Discussion & Interpretation and Result	4	4	8
Findings and Conclusion	2	2	4
Total	**10**	**10**	**20**

4. Who are the evaluators ?

Students' proposal and report are evaluated by:

1. Central Department of Public Administration, Tribhuvan University, Jamal

2. Office of Examination Controller, Tribhuvan University, Balkhu

- Therefore, students should submit two/two copies of same proposal and report.

5.What is the structure of Proposal?

- Introduction
- Statement of the problem
- Objectives of the study
- Significance of the study
- Literature review/Conceptual framework
- Methodology(Research design, Population, Sample, Source of data, Data analysis)
- Scope/Limitation of the study
- Organization/Structure of the study
- Conclusions
- Reference(American Psychological Association-APA format)

6. What is the structure of Report?

- Chapter I (Introduction, Statement of the proposal, Objectives, Significance of the study, Structure of the report and etc)
- Chapter II (Literature review / Conceptual review)
- Chapter III (Methodology)
- Chapter IV(Data presentation and analysis)
- Chapter V(Conclusion)
- Reference(American Psychological Association-APA format)

7. What is format of front page?

- Title of the subject with subject code no.
- Title of the research
- Submitted by: Personal information (Name, Second Year's Exam Roll no., email, Phone no., TU Registration No., Private or Regular)
- Submitted to: Central Department of Public Administration, Tribhuvan University, Jamal
- For what purpose (In partial fulfillment of Master of Public Administration............)
- Date:

Note: See next slide for format of front page

Report on/Proposal on

Title of Report/Proposal

... .

Submitted by:
Name:.......................
TU 2nd year exam Roll No:...................
TU Registration No.:....................
Email Id:........................
Phone No.:........................

Name of subject with code no.:................

Submitted to:
Central Department of Public Administration
Tribhuvan University, Jamal

This proposal/report is submitted for partial
fulfillment of Master of Public Administration
Degree

Date:........

Acknowledgements

Table of contents

8. What is guideline to prepare proposal and report?

- **Pr**oposal- 2000 words (At least 10 References)
- Term Paper/ Project work/ Report of Masters in Public Administration- 7000 words (at least 15 References)
- Thesis of MPA -20,000-30,000 words (at least 50 references)
- Thesis of Master of Philosophy (M. Phil.)- 35,000-50,000 Words(At least 100 references)
- Thesis of Doctors of Philosophy(Ph.D)- 75,000-1,00,000 words(at least 300 references)
- Referencing System: developed by 'American Psychological Association' (APA System)

Note: The length of thesis is subject to change on the basis of nature of thesis work

9. Where do students submit report/proposal?

- At Central Department of Public Administration.
- Bank accounts to pay fee is:

==========================

Fee for per subject: Rs. 1000/

Central Department of Public Administration

Nepal Bank Limited

A/C: 217-11-0008349(old)

217001001930041000001(New)

Kantipath

========== ==Bank QR

10. What is fee structure?

- For Research proposal – Rs. 1000/
- For Specialization Subject I – Rs. 1000/
- For Specialization Subject II – Rs. 1000/

11. What is the language of proposal & report writing?

- As per wish of student
- Nepali?
- English?

12. When to submit proposal and report?

- Students shall prepare proposal and report before examination.
- Students should submit proposal and report immediate after examination.

Thank You for your patience

Welcome Your Queries ???