

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



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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

Students' proposal and report are evaluated by:

4. Who are the evaluators ?

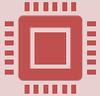


1. Central Department of Public Administration, Tribhuvan University, Jamal

2. Office of Examination Controller, Tribhuvan University, Balkhu

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

5. What is fee structure?



For Research proposal – Rs. 1000/



For Specialization Subject I – Rs. 1000/



For Specialization Subject II – Rs. 1000/



Those students who write Thesis in case of Specialization subject I or II she/he has to pay only 2000/ and those do not write thesis, should pay Rs. 3000/ in total.



The fee structure is subject to change.

6.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)

7. 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)

8. 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:

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

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9.What is guideline to prepare proposal and report?



Proposal- 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

10. Where do students submit report/proposal?

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

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Central Department of
Public Administration

Nepal Bank Limited

A/C: 217-11-0008349

Kantipath (old)

21700100193041000001
(new)

Billing is mandatory after
payment either QR
code scanning or
producing bank voucher

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



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

12. When and how to submit proposal and report?

Id Report Fo

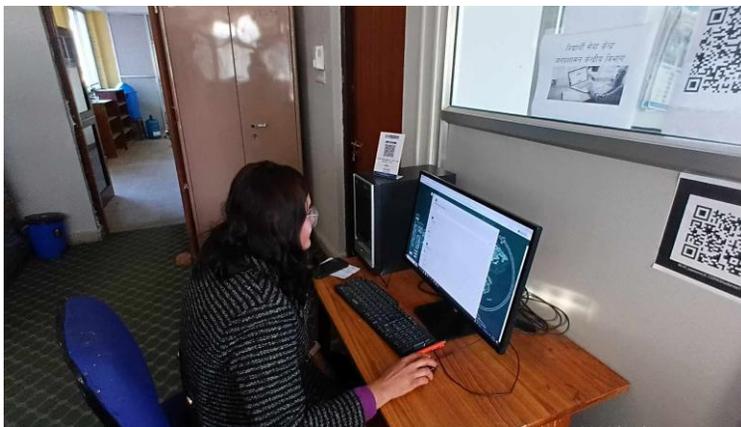
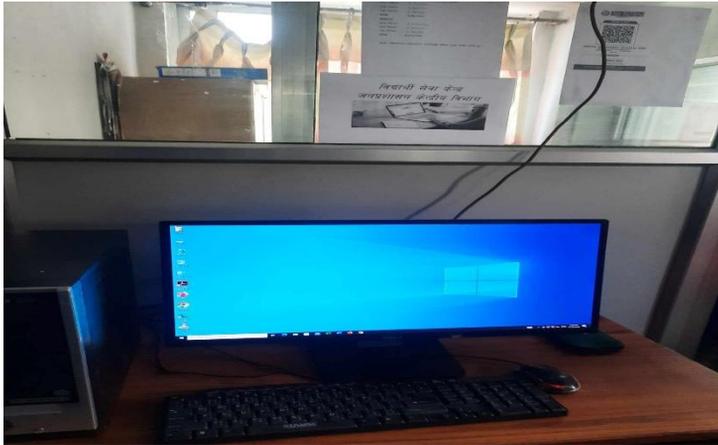


- Students should submit their proposal and report before Bhadra 3, 2082.
- They should use this QR to write their information themselves.
- There is support system for those who have not Smart Phone.
- There should be self-declaration statement signed by student himself/herself in each proposal and report.

13. Annex

At the end of the proposal,
reports you should keep
your valid admit card's
photocopy

Students service center with free wifi services





Questions please if there is

THANK YOU FOR YOUR PATIENCE

VISIT OUR WEB PAGE

[HTTPS://CDPA.TU.EDU.NP/](https://cdpa.tu.edu.np/)

OUR FACEBOOK

[HTTPS://WWW.FACEBOOK.COM/PROFILE.PHP?ID=61561015974173](https://www.facebook.com/profile.php?id=61561015974173)