

Appendices (Updated 6 Sep. 2024, faculty board standing committee)

Appendix A. General guideline for the report

Guidelines for report preparation

Left, Right, Top and Bottom margin	: 3.5, 2, 3 and 2.5 cm, respectively.
Spacing	: double (may vary in tables)
Font size and type	: 12 Times New Roman
Number of lines	: ~25 lines
Font style and color	: regular and black
Breaking a word on 2 lines	: not allowed
Printing quality	: laser or letter quality
Page numbers	: bottom center of the page
Justification	: align text to both right and left margins

Guidelines for table, figure, illustration and photograph

Table, figure, illustration and photograph should be within thesis text at appropriate places. These should not be bounded with text. Caption of table should be on the top of the table while the caption for figures, illustration and photographs should be on the bottom.

Order of the pages

Cover page outside (green color A4 paper as in appendix B)
Cover page inside (Appendix C)
Certificate (Appendix D)
Acknowledgements
Table of content
List of figures, illustrations and photographs
List of tables
Acronyms/abbreviations/symbols
Abstract
Introduction to conclusion and recommendations
References (Latest APA style)

Guidelines for presentation

Students should prepare 7-10 slides of their research work and present in 10 minutes during the symposium. In the college level symposium, students not appearing or failing to present are subjected to readmission in the subsequent semester.

Guidelines for abstract preparation

An abstract with at most three authors will be published in a college level proceeding. Abstract writing should not exceed 250 words. It should be written in both Nepali and English. It should be concise, clear and stands alone without any cited references, and briefly highlight the rationale, objectives, materials and methods, results and conclusion in a manner so that it is suitable for direct reproduction in abstracting journals. Abstract is preferred in single spaced regular fonts while the Keywords (≤ 5 words) written in alphabetical order should appear below the abstract in *Italics*.

Abstract

Student Name:

Department:

Supervisor name:

Campus:

.....text.....

Keywords:

Appendix B. (Cover page outside)

TITLE OF YOUR RESEARCH

NAME

MONTH, YEAR

Appendix C. (Cover page inside)

TITLE OF YOUR RESEARCH

NAME

**UNDERGRADUATE THESIS
SUBMITTED TO THE TRIBHUVAN UNIVERSITY
INSTITUTE OF AGRICULTURE AND ANIMAL SCIENCE
NAME OF THE CAMPUS**

**IN PARTIAL FULFILLMENT OF THE
REQUIREMENTS FOR THE DEGREE OF
BACHELOR OF SCIENCE IN
AGRICULTURE**

MONTH, YEAR

Appendix D. (Final report acceptance form)

CERTIFICATE

This thesis attached hereto, entitled “**TITLE OF THE THESIS**” prepared and submitted by ...**FULL NAME OF THE AUTHOR...**, in partial fulfillment of the requirements for the course of **FUNDAMENTALS OF RESEARCH, PRACTICES AND SEMINAR (RPS 421)** of the **Bachelor of Science in Agriculture** degree, is hereby accepted. This thesis is a record of original research carried out by Mr/Ms/Mrs....**NAME OF THE AUTHOR...**and no part of the thesis has been submitted for any other degree or diploma.

.....

Signature

Name of the author

Author

Date:

.....

Signature

Name of the member advisor

Member advisor

Date:.....

.....

Signature

Name of the advisor

Advisor

Date:.....

Accepted as partial fulfillment of the requirements for the degree of Bachelor of Science in Agriculture (B.Sc.Ag.).

.....

Name

Campus chief

Date:.....