

**AN INTERNSHIP REPORT ON**

**[TITLE]**



Submitted by:

**[Name]**

Symbol No: ...

TU Registration No: ....

Submitted to:

Office of the Dean

Faculty of Management

Tribhuvan University

Kirtipur, Kathmandu

In Partial Fulfillment of the Requirement for the Degree of Bachelor of  
Public Administration (BPA)

Date: Month and Year

## **LETTER FROM ORGANIZATION**

## DECLARATION

I hereby declare that I have completed my internship at [**Name of the organization**] and have prepared an internship report titled "[**Title of the report**]" as a requirement for the degree of Bachelor of Public Administration (BPA). I affirm that this internship report is my original work and is based on my practice and experiences during the internship. The external sources and information used for the report have been duly acknowledged. I am fully aware of the consequences that may arise if any part of this report is found to be plagiarized.

# RECOMMENDATION

Bachelor of Public Administration (BPA) Program

This is to certify that the Internship Report

Submitted by

**[Name]**

Entitled

**[Title of the Report]**

has been prepared as approved by this program in the prescribed format of the Faculty of Management, Central Department of Public Administration. This report is forwarded for examination.

Supervisor

.....

Public Administration Campus

Balkhu, Kathmandu

Chairperson, Research Committee

.....

Public Administration Campus

Balkhu, Kathmandu

## **ACKNOWLEDGEMENTS**

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### **CHAPTER III: INTRODUCTION TO THE STUDY AREA**

In the case of BPA, the term industry is not appropriate. Thus, we have recommended **Introduction of the Study Area** in the second chapter for the past few years.

### **CHAPTER III: INTRODUCTION OF THE ORGANIZATION**

### **CHAPTER IV: ANALYSIS OF ACTIVITIES DONE**

### **CHAPTER V: CONCLUSION AND LESSON LEARNT**

## **Internship Report**

### **Guidelines for Formatting**

**Paper Size:** ISO A4-size white paper

**Margins:** a margin of 1.25 inches on the left and 1 inch in top, bottom and right sides of the page

**Font Style:** Times New Roman (Regular)

**Font Size:**

Title in title page: 16 point (All Caps/UPPERCASE)

Font size in headings and sub headings: 12 Points (Initial Caps/ Capitalize Each Content Word)

General font size/font size of the text: 12 points

**Spacing:**

Line spacing: 1.5 spacing in all text and single spacing in the long quotations

Paragraph spacing: 6 pt before and after paragraphs

**Indentation:** no indentation

**Alignment:** justify

**Page Numbering**

Pages preceding the first page of the body are numbered with lowercase Roman numerals (ii, iii, iv) and placed at the center at the bottom of the pages. The title page is counted, but the number is not printed. Similarly, all pages are numbered consecutively, starting from the first page of the main text of the dissertation and running to the supplementary section of the dissertation with Arabic numerals (1, 2, 3, 4) and placed at the upper/top right-hand corner of the page.

**Bold:** title, headings, and sub headings

**Tables and Figures:** Tables and figures (if any) have their titles and numbers.

**In- text citation and Reference List:** APA style