

Thesis Writing in MBS: Procedures and Practices

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ABSTRACT

This paper has been prepared with an objective to provide the official guidelines to the MBS students to write the thesis and prepare the project work assignment, and teachers to guide their students in writing the thesis and preparing the project work assignment. So, this paper has included formats of thesis and project work assignment prescribed by Office of the Dean, Faculty of Management, Tribhuvan University and necessary procedures of the submission of thesis and project work assignment.

WRITING IS THE IMPORTANT aspect in the syllabus of all the programs in Faculty of Management (FOM). In bachelor program, Bachelor in Business Studies (BBS), students have to write a field report in their third year on the elective course in sectoral area, in all the semester programs like Bachelor in Business Administration (BBA), Bachelor in Information Management (BIM), Bachelor in Hotel Management (BHM) and Bachelor in Travel and Tourism Management (BTTM), the students have to write project work or term paper. The business students at master level need more orientation and more depth in their writing process so that they feel comfortable in reading as well as independent writing during their graduation from FOM.

1. Need and Objective of Thesis/Project Work

The need of thesis writing or project work writing in Master of Business Studies (MBS) level in FOM is to develop the student's skill on doing independent research work in their specialization field and to enable them to present their work on a standard format of writing. The exercise that the students go through during the research process and writing process becomes practical training for them that shall be highly beneficial to them in gaining practical knowledge. Therefore, realizing the importance of writing in the master level, thesis writing, or project work writing has been made compulsory in MBS program.

2. Objective of the Paper

The objective of this paper is to highlight the procedures of Thesis/Project Work Writing in MBS level of FOM and the practices being adopted in the faculty. The paper also aims to raise some practical issues based on the experience of students, guide teachers, expert teachers and the administration; both campuses and dean office.

3. Procedures of Thesis / Project Work Writing

The thesis or project work writing is compulsory in master level of FOM in the respective specialization courses. MBS students who have passed all the courses of the first year program are eligible to write the thesis under the supervision of a faculty member of the campus or central department. The students who have not completed the first year, that is, failed in one or more courses are not allowed to write thesis. However, the students are allowed to write project work in such case. It has been observed that the students who

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The Journal of Nepalese Business Studies

have failed in the first year, appear in the make-up examination, pass in the first year courses and then they write the thesis. Some students wait for two to three years for this. According to the MBS syllabus, students can graduate in the master level within six years of the registration. So, the students are utilizing this provision. But, most of the students in TU, they want to go to the job market or to overseas for their further studies. For those students who cannot wait for thesis writing can go for project work writing, complete the program, and graduate. The main purpose of project work writing is that the students will graduate from MBS in time.

3.1. Format of Thesis

The thesis carries full marks of 100. Out of the full marks the thesis work carries 75 marks and the viva-voce examination carries 25 marks. The format of the thesis is in Appendix A-1 to A-4.

3.2. Format of Project Work

The project work constitutes two separate parts-Assignment I, the term paper and Assignment II, the field based project work. The term paper (Assignment I) shall be based on a literature survey on the study area. The literature survey should be presented in (a) Conceptual Review and (b) Review of Related Studies on the topic. The term paper and the project work can be based on the same or similar topic. The term paper carries 25 marks. The 75 mark is allotted to the project work based on the field based research work. The project work should be based on an empirical study and should be largely based on primary data. Secondary data should be used to support the primary information. The format of the project work is in Appendix B-1 to B-3.

3.3. Submission of Thesis/PW in the respective Campuses/Department

After the completion of the thesis/project work, duly signed by the student, thesis advisor, head of research department, and the campus chief/head of central department, three copies of the thesis or the project work should be submitted in the respective campuses or the central department. The assignment-I or the term paper should be submitted in the same manner. The campus/department will send two copies of thesis or project work to the dean office for external evaluation together with the money draft as noticed by the FOM. The copies of thesis must have the mark-sheet of first year attached, otherwise processing can be delayed.

4. Procedures of Evaluation

After the dean office receives the two copies of thesis or project work, they are immediately processed for evaluation as follows:

4.1. External Evaluation of the Thesis/PW

Office of the dean has maintained the rooster list of teachers on each functional area of management for the purpose of external evaluation of the thesis or project work of MBS. As soon as the copies are received, one copy each are sent to two external evaluators duly selected from the list. In case of thesis after the external evaluation the process for viva-voce examination is done. And, in case of project work the mark is added to the marks of internal evaluation and the final marks out of 100 is obtained. The format of the external evaluation, that is, the weightage given to various aspects of the thesis and that for project work is given in Appendix C-1 and C- 2 respectively.

4.2. Viva-Voce Examination of Thesis

After the copies are returned from external evaluation the respective campuses or the department are notified of this and dean office sends the external examiner for viva-voce examination within Kathmandu valley. Normally, outside the Kathmandu valley it is expensive to send external examiner for viva-voce examination from Kathmandu and in many ways is not practicable. Therefore, in case of affiliated campuses, external examiners from nearest constituent campus are selected. In this case senior teachers of related area are selected to take this responsibility.

4.3. Internal Evaluation of PW Term Paper-I

The first assignment of the project work carrying 25 marks is internally evaluated. Normally, in case of project work the supervisors are not allotted to the students. But, practically it has been observed that the students need supervisor even in project work writing. The supervisor himself/herself evaluates the first assignment. The campus/ department sends the internal marks together with the project work to the dean office. The format for the internal evaluation marks to be sent to the dean's office is as in Appendix D-1.

4.4.1 Final Marks in Thesis/PW

The office of the Dean obtains the final marks in thesis by adding the average marks from the two external examiners and the marks from viva-voce examination. In project work, the average mark from the two external examiners and the internal marks given by the supervisor is added. The final mark is sent to the Office of the Controller of the Examination, Balkhu by the dean's office. The transcript of the student is issued from Office of the Controller of the Examination, Jamal, as soon as the thesis/PW mark is received.

5. Problems in Thesis/PW Writing

After two years of the thesis/project work writing in MBS level there are a number of experiences faced by the students, faculty (both supervisors and the external examiners) and the administration (Office of the Dean, campus/department and the Controller's Office). It will be useful to share these experiences in this paper.

5.1 Problems in Content of Thesis/PW

5.1.1 The Format

The format of thesis/ PW is not found to meet the standard criteria. Format covers the format of the cover page, the table of contents, the body of the work, the bibliography, and appendices.

5.1.2. The Bibliography

The references are not cited correctly. The main problems found are not to follow the standard method of bibliography.

5.1.3. The Size and Authenticity of Data

The size of data is sometimes insufficient and sometimes redundant. The source of data are not well cited and sometimes the data are irrelevant.

5.1.4.Recommendation

The recommendation is an important part of the study that is based on the analysis. But, most of the times students recommend those aspects which is not even touched in the analysis. The recommendation is mostly taken very lightly.

The Journal of Nepalese Business Studies

5.2 Problems in Administration of Thesis/PW

5.2.1. Timely Payment of the Thesis/PW

The processing of thesis/PW for the external evaluation is sometimes delayed because the payment is not made correctly. The payment should be done according to the direction of Dean's Office payable to A/C No. 701, Faculty of Management at Kirtipur.

5.2.2. Mark Sheet of First-Year to be Attached for Thesis

The thesis writing is allowed only for the students who have completed first year of MBS. Therefore, it is necessary to attach the first year mark sheet with the thesis when it is sent to the Dean Office. However, it is not applicable for the project work. If not, it may be one of the reasons for the delay of processing.

5.2.3. Thesis or Project Work Examination Form Filling

This is the problem faced in Office of the Controller of the Examination (COE). At the time of form filling up, if the student has filled for thesis and the students write project work, or vice versa, then it may delay students for getting transcript. If it happens so, the campus/department should write one letter mentioning this to the COE and the problem can be solved.

5.2.4. All the Information to be Supplied in the Viva-voce Result Sheet (symbol No.)

After the viva-voce examination in the campus/department, they should send the viva-voce marks immediately to the dean's office in the format (Appendix D-2). The viva-voce sheet must include some important information about the students, such as, the date of submission of the thesis/PW, date of viva-voce examination, date of internal evaluation (in case of PW), the examination symbol number of first year, second year and the number of back paper examination (if applicable). If any one or more than this information are missing, the students cannot get the transcript even if all the processes have been completed.

6. Conclusions

The MBS program under FOM has aim to produce students equipped with conceptual knowledge of business management and with developed skill of research capability in business environment in national and global perspective. To achieve the aim FOM focuses student's study on theoretical aspects as well as practical exposures in research. The procedures of MBS research and the practices being adopted so far has been experienced to be highly useful to the students as well as teachers. The external evaluation of the thesis/PW outside the respective campuses has created an atmosphere where the teachers get an opportunity to compare the quality standard among various campuses, which has also been considered positive impact on the interaction among the teachers involved in research activities.

REFERENCES

The main source of reference is the materials provided by the Office of the Dean, Faculty of Management, T.U. The supporting reference is the informal discussion and feedback received from the students, teachers, and the office, and my own experience in administration the Thesis/PW evaluation in the Dean's Office and also, of course as thesis/PW supervisor.

Appendix A-1 Format of Title Page

TITLE OF THE THESIS

By:

Candidate's Full Name
Name of the Campus/Central Department
T.U Registration Number:

A Thesis Submitted to:

Office of the Dean
Faculty of Management
Tribhuvan University

*In partial fulfillment of the requirements of the degree of
Master of Business Studies (M.B.S.)*

Name of the Place
Month, Year

Appendix A-2 Format of *Recommendation Page*
(To be prepared on the official letter head of the campus/Central Department)

RECOMMENDATION

This is to certify that the thesis:

Submitted by

(Full Name of the Student)

Entitled

Title of the Thesis

***has been prepared as approved by this Department in the prescribed
format of Faculty
of Management. This thesis is forwarded for examination.***

Supervisor

Name:

Signature:

Date:

Head of Department

Signature:

Campus Chief

Signature:

Appendix A-3 Format of *Viva-Voce Sheet*

(To be prepared on the official letter head of the campus/Central Department)

VIVA-VOCE SHEET

**We have conducted the viva-voce examination of the
thesis presented by**

Full name of the student

Entitled

Title of the thesis

**and found the thesis to be the original work of the student and
written according to the prescribed format. We recommend the thesis
to be accepted as partial fulfillment of the requirements for
Master's Degree in Business Studies (M.B.S.)**

Viva-voce Committee

Chairperson, Research Committee:

Member (Thesis supervisor):

Member (External expert) :

Date :

Day/Month/Year

Appendix A-4: Format of *Table of Contents*

TABLE OF CONTENTS

	Page
Acknowledgements	
Chapter I : INTRODUCTION	
Background	
Focus of the Study	
Statement of the Problem	
Objectives of the Study	
Significance/Importance of the Study	
Limitation of the Study	
Chapter II : REVIEW OF LITERATURE	
Conceptual/Theoretical Review	
Review of Related Studies	
Chapter III : RESEARCH METHODOLOGY	
Research Design	
Population and Sample	
Sources of Data	
Data Collection Techniques	
Data Analysis Tools	
Limitation of the Methodology	
Chapter IV : DATA PRESENTATION AND ANALYSIS	
Data Presentation and Analysis	
Major Findings of the Study	
Chapter V : SUMMARY, CONCLUSIONS AND RECOMMENDATIONS	
Summary	
Conclusions	
Recommendations	

BIBLIOGRAPHY

APPENDICES

(List of tables, List of diagrams, Abbreviations used should be included in separate pages)

Appendix B-1: Format of *Cover Page*

TITLE OF THE PROJECT WORK

By:

Candidate's Full Name
Name of the Campus/Central Department
T.U Registration Number:

A Project Report Submitted to:

Office of the Dean
Faculty of Management
Tribhuvan University

In partial fulfillment of the requirements of the degree of
Master of Business Studies (M.B.S.)

Name of the Place
Month, Year

Appendix B-2 Format of *Recommendation Page*
(To be prepared on the official letter head of the campus/Central Department)

RECOMMENDATION

This is to certify that the project report:

Submitted by

(Full Name of the Student)

Entitled

(Title of the Project Work)

***has been prepared as approved by this Department in the prescribed
format of Faculty
of Management. This project report is forwarded for examination.***

Supervisor

Name:

Signature:

Date:

Head of Department

Signature:

Campus Chief

Signature:

TABLE OF CONTENTS

	Page
Acknowledgements	
<i>Executive Summary (about 500 words)</i>	
Chapter I : INTRODUCTION	
Background of the Project	
Objectives of the Project	
Methodology	
Study Design	
Population and Sample	
Data Collection Techniques	
Data Analysis Tools	
Study Limitations	
Review of Related Studies (about 1000 words)	
Chapter II : DATA ANALYSIS AND MAJOR FINDINGS	
Data Presentation and Analysis	
Major Findings of the Study	
Chapter III: CONCLUSIONS AND RECOMMENDATIONS	
Conclusions	
Recommendations	
BIBLIOGRAPHY	
APPENDICES	
<i>(List of tables, List of diagrams, Abbreviations used should be included in separate pages)</i>	

Appendix C-1

External Evaluation Sheet for MBS Thesis

Title of the thesis: -----

Submitted by: -----

Campus: ----- Second Year Exam Roll No.: -----

Items of Evaluation	Full Marks	Marks Awarded
Statement of Problem & Objectives	10	
Review of Literature	10	
Research Methodology	10	
Data Collection, Analysis & Presentation	25	
Summary, Conclusion & Recommendation	10	
Bibliography & Footnoting	5	
Language	5	
Total	75	

Total Marks Awarded in Words:

Signature of the Examiner:

Name:

Designation:

Address:

Date:

Appendix C-2

External Evaluation Sheet for MBS Project Work

Title of the Project Work: -----

Submitted by: -----

Campus: ----- Second Year Exam Roll No.: -----

Items of Evaluation	Full Marks	Marks Awarded
Executive Summary	5	
Objectives	5	
Methodology	10	
Review of Related Studies	5	
Data Collection, Analysis & Presentation	30	
Conclusion & Recommendation	10	
Bibliography & Footnoting	5	
Language	5	
Total	75	

Total Marks Awarded in Words:

Signature of the Examiner:

Name:

Designation:

Address:

Date:

Appendix D-1

(To be prepared on the official letter head of the campus/central department)

**Project Work Assignment 1: Term Paper
Evaluation Sheet**

To
Dean
Faculty of Management
Tribhuvan University
Kirtipur, Nepal

We have forwarded the marks awarded to the following student in the internal evaluation of the Project Work Assignment 1: Term Paper.

Full Name of the Student: Batch Year.....

T.U Registration Number:

Title of the Term Paper.....

Marks Awarded:

Items of Evaluation	Full Marks	Marks Awarded
Conceptual/Theoretical Review	10	
Review of Related Studies	10	
Language	5	
Total	25	

Total Marks Awarded in Words:

Signatures:

Head of Department:Campus Chief/Head of Central Department.....

Date.....

Appendix D-2

(To be prepared on the official letter head of the campus/central department)

VIVA-VOCE EVALUATION SHEET

To
Dean
Faculty of Management
Tribhuvan University
Kirtipur, Kathmandu

In the viva-voce examination conducted on(date)....., we have forwarded the marks awarded to the following student:

Full Name of the Student:Batch Year

T.U Registration Number:

Title of the Thesis
.....

Marks Awarded:

Full Marks	Marks Awarded in Figures	Marks Awarded in Words
25		

Signatures of the Viva-Voce Committee

Chairperson, Research Committee:

Thesis Supervisor:.....

External Expert:

Date.....