

## **Dissertation Structure**

A dissertation typically is made up of three main sections:

- A. **Prefatory section**
- B. **Body of the dissertation section**
- C. **Supplementary materials section**

**A. Prefatory section:** This section is organized in the following order:

- Title page of the dissertation ( see appendix-I)
- Certification of authorship ( see appendix-II)
- Report of Research Committee ( see appendix-III)
- Approval sheet ( see appendix-IV)
- Acknowledgment: Acknowledge them who have really helped you to prepare the dissertation.
- Table of contents ( see appendix-V)
- List of tables
- List of figures
- Abbreviations
- Abstract

**Abstract:** An abstract is a brief but comprehensive summary of the dissertation. It is the first section to be read and should be the last to be written. It should enable the reader to make an informed decision about whether they want to read the whole report. The length will depend on the extent of the work reported but it is usually a paragraph or two and always less than a page. An abstract should be begun with most important points (e. g. the problems under investigation or the objectives). Then, it should include methodology briefly. After that, major findings, conclusions and their implications should be reported. A good way to write an abstract is to think of it as a series of brief answers to questions. These would probably include:

- What is the purpose of the work?
- What methods did you use for your research?
- What were the main findings and conclusions reached as a result of your research?
- Did your works lead you to make any recommendations for future actions?

Write in a clear and concise language, use active voice, use present tense to describe conclusions, use past tense to describe specific variables manipulated or outcomes measured. Do not include information that does not appear in the body of the report, do not comment or evaluate in abstract. At the bottom of the abstract, provide key words (not more than five) that truly reflect the research. Limit the abstract in one page.

**B. Body of the report section:** This section is divided into five chapters: Chapter I: Introduction, Chapter II: Literature Review, Chapter III: Research Methodology, Chapter IV: Results and Discussion and Chapter V: Summary and Conclusion.



## **Chapter I Introduction**

1.1 **Background of the study:** The purpose of this section is to create the context to the study. This section should describe about the core aspect of the topic and clearly establish the focus of study. It should be written based on factual information on the topic and the institutions under study. Therefore, it is important that the researcher has sufficient idea and factual information on the topic. There is no specific limit to the length of this section, but 2-3 pages should suffice.

1.2 **Problem statement:** The purpose of this section is to establish research issues. It is core part of the introduction chapter. Remember, problem statement is not the listing of "difficulties" or "problems". A problem statement is a concise description of an issue to be addressed or a condition to be improved. It identifies the gap between the current state and desired state. Problem statement must be supported by evidence coming from the review of literature. Evidences from the literature justify why the research problem is worth investigating. Problem statement section normally ends by raising research questions. The researcher should demonstrate with adequate review of both theory and empirical researches that the problems that have been chosen for the study is valuable to the readers. Normally 2-4 pages are enough for this section.

1.3 **Objectives of the study:** Objectives of the study specifies what the researcher intends to do. It is customary to state general objective of the research in one or two sentences, then list the specific objectives. In fact, specific objectives are conversion of research questions into a to-do list, and general objective is the reflection of all the specific objectives. There are a few guidelines on the use of action verb in setting objectives. Use action verbs (like to examine, analyze, assess, compare, etc.) that can really be performed in the study. Words like to know, see, understand etc. are generally avoided to frame objectives as they are difficult to realize.

1.4 **Hypotheses** (if any): Research questions posed in Problem Statement section requires answers. Hypotheses testing are one concrete way of answering those questions. If the researcher has chosen this approach to answering the questions, the hypotheses have to be stated in this section.

1.5 **Rationale of the study:** In this section, the researcher should state why this study is worthwhile and useful to the readers. The study could add to existing knowledge, improve current practices or add to policy making. Be specific and honest. Unjustified claims reduce the value of the research.

1.6 **Limitations of the study:** Limitations inhibit the generalizability and applicability of the research findings. They signal warnings to the readers on the applicability of the study. The researcher should differentiate between the scope of the study and the limitations of the study. Scope specifies the area of the study; limitations arise within the scope. Issues not covered in the scope are not the limitations.

## **Chapter II Literature Review**

The purpose of this chapter is to review related literature in order to develop fuller understanding on the topic. There is no strict limit to the page number to this chapter, but as a guide, 10 to 20

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pages should suffice. A literature review is a survey of scholarly sources (such as books, journal articles and theses) related to a specific topic or research question.

This chapter begins with an **introduction** which creates a link between Chapter I and remainder of this Chapter. It also should provide an overview of the organization of the second chapter. Introduction is followed by **theoretical review**. Theoretical review is meant to review theoretical underpinning on the topic of the research. **Empirical review** should follow the theoretical review. Empirical review is meant to review of recent research articles and reports related to the topic of the research. The researcher should identify the key issues investigated by the study, check the methodology followed, and note the key findings of the study. The review of literature should clearly establish with evidence that there exists research gap. In review, researchers use others' resources (texts, data, idea, etc.) for their own purpose. Therefore, it is essential to give credit to the original authors. There are specific ways of crediting them in the text and listing the materials in the list of references. Faculty of Management follows the APA style of citation and referencing.

### **Chapter III Research Methodology**

What sets apart the research writing with other forms of writing is that research writing clearly spells out in the report the set of research methods followed while carrying out the research. It makes the research writing "scientific" and allows other researchers to verify the findings, if they wish, by following the same set of methods. This is the reason why a separate chapter/section is devoted to the research methodology in every research report. This chapter opens up with an introduction and includes:

- 3.1 **Research design:** Research design is a systematic and purposeful and overall plan and framework presentation of various steps in the process of research. It is a boundary that enables the researcher for right work. It helps researcher to know what relevant information is to be collected. It helps to make planning of selection of research problem, formulation of hypothesis, review of literature, systematic arrangement of data analysis & presentation, use of tools & techniques, evaluation of research etc. State the research design (exploratory, descriptive, comparative, interventional, qualitative, quantitative etc.) followed in the study.
  - 3.2 **Population and sample, and sampling design:** Population refers to the entire group of people, events, and things etc. that a researcher wishes to investigate. A sample is a collection of items, things or activities out of population for research investigation. Clearly identify the population of the study and draw samples representative to the population. Be careful while selecting the sampling technique (random, stratified, purposive, conveyance, etc.); only appropriate sampling technique ensures representativeness of the sample.
  - 3.3 **Nature and sources of data, and the instrument of data collection:** It specifies the sources of data: primary data and secondary data. Primary data includes raw data collected by the way of questionnaires, interview, observation etc. Secondary data includes published data in form of financial statements, minutes, acts, rules, regulations, online data etc. Specify whether primary or secondary or both types of data have been used. Also specify the sources, methods and instruments of data collection.
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**3.4 Methods of analysis:** It includes the most appropriate statistical and financial tools used in analyzing both quantitative and qualitative data. They may be financial ratios, comparative financial statement, trend Analysis, statistical techniques- mean, standard deviation etc, chart, figures, tables etc. Mostly, a set of tools (e. g. financial, statistical) are used to analyze the data. In some cases, models are used in the analyses. They must be spelt out in this section.

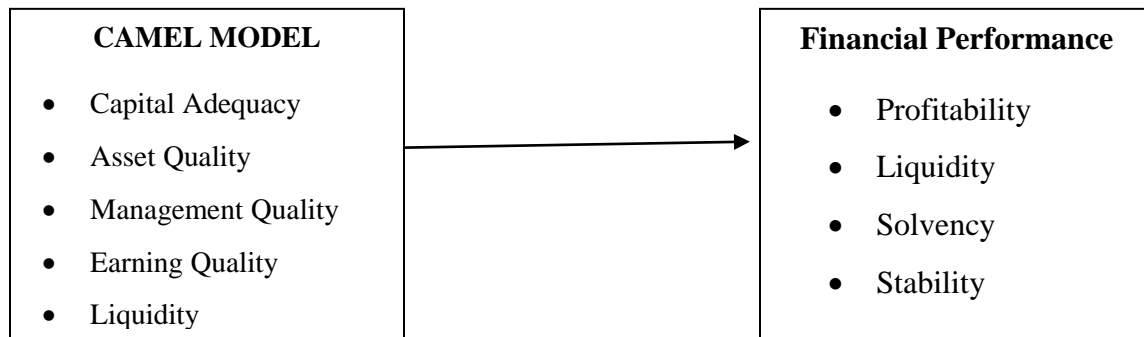
**3.5 Research framework and definition of variables:** The research framework should be developed to streamline the research process. The review of theory and evidences from the empirical studies reviewed in the second chapter should guide the development of the research framework of the study.

**Topic: Financial Performance Analysis using CAMEL Analysis**

The dependent variable in this study is the financial performance and independent variable is the financial analysis used in the CAMELS.

**Independent Variables**

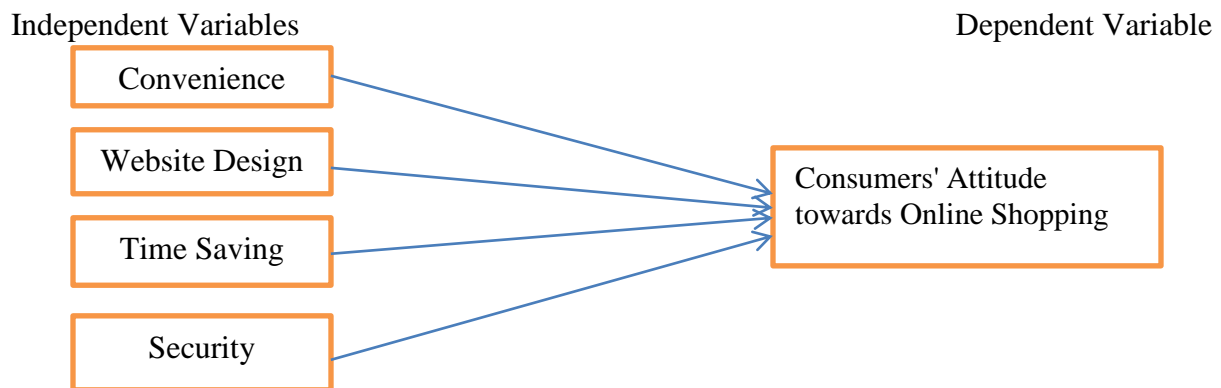
**Dependent Variables**



*Notes.* Author (2022)

**Topic: Consumers' Attitude towards Online Shopping**

Attitudes of consumers are perceived as dependent variable whereas convenience, website design/features, time saving and security are the independent variables that influence consumers' attitude towards online.



*Notes.* Sultan and Uddin (2011)

## Chapter IV Results and Discussion

In this chapter data are presented in appropriate format, then analyzed and discussed. The analysis should seek to answer the research questions posed or test the hypotheses set in the introduction chapter. The outcomes of the analyses are the results. The results are then discussed and interpreted in the light of theories and empirical studies to arrive at conclusion. Accordingly, this chapter is organized in the following order:

**4.1 Results:** In the Results section, the researcher should *present* and *analyze* the collected data to extract their meaning. Tables and figures are useful for meaningful presentation of data. Analysis of data and the reporting of the results of those analyses are fundamental aspects of doing research. Therefore, the researcher sometimes aggregates and some other time breaks down data in pieces for analysis purpose. Different methods and tools of analyses are available. In some studies, (e. g. a descriptive type of study), simple percentage analysis or a ratio analysis would suffice. Others may require simple to complex statistical analyses. When reporting the inferential statistical tests or when providing estimates of parameters, include sufficient information to help the reader to fully understand the analyses. For inferential statistical tests (e. g., *t*, *F*, and  $\chi^2$  tests), include the obtained value of the test statistic, the degree of freedom, etc. Use them properly; inappropriate selection of the tools spoils the researcher's efforts. This section should seek to answer all the research questions and test the hypotheses. Organize the results section in a number of subsections to cover each aspect of the study.

**4.2 Discussion:** In this section the researcher *evaluates* and *interprets* the results. Here the researcher examines every aspect of the results in terms of related theories and empirical findings of other researchers. The researcher should discuss why the findings are consistent or inconsistent as predicted by the theory, compare the results with that of other researchers and try to explore the reasons for the similarity or the contradiction. While in the results section the researcher has to analyze the data, here in the discussion section, He/she has to synthesize the findings of the study. The researcher has to interpret the results in right perspective and offer evidences wherever necessary. The discussions in this section should clearly lead to arrive at the conclusion and implication of the study that is deferred to next section.

## Chapter V Summary and Conclusion

The purpose of this chapter is to present an overview of the study in the summarized form along with major findings and the conclusion of the study. Accordingly, it is organized in three sections:

**5.1 Summary:** As its purpose is to provide an overview of the study, it should cover a very brief introduction and justification of the study. Then it should give the general objective of the study and describe the methods followed in the research process. Then, it should report the key findings based on the analysis and discussion section. Organize findings in a purposeful manner so that they answer the research questions, support or negate the hypotheses, and lead to conclusion.

**5.2 Conclusion.** In this section, the researcher wraps up the things by telling the readers what was learned from the research. The researcher should draw the conclusion only from the findings

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of the study. Number of findings may lead to one conclusion. At this point He/she may use interpretation of the findings and give meaning to them. The researcher's logical interpretation of the findings leading to new knowledge makes the research original.

**5.3 Implications.** The research may have number of implications to policy makers, practitioners and academic community. They may be reported as recommendations and areas for future research.

### **C. Supplementary section**

**References.** The researcher extensively uses reference materials while writing research report. These reference materials are required to be listed as part of the research work. The purpose of reference list is to provide information necessary to identify and retrieve each source and give due credit to the works of others which are quoted in the present work. A list of reference materials so presented is termed as *references* or *works cited* and follows just after the main text of the report. Specifically, reference list contains only those sources that are cited in the research work. Faculty of Management follows the APA style of referencing.

#### **For Books:**

Author (Surname, First letter of name). (Year of publication). *Book's name*. Address of publisher: name of publisher.

For example:

**Shah, B., Ojha, B.R. & Basnet, S. (2019). *Cost Management*. Kathmandu: Dreamland Publication.**

#### **For Journal Article:**

Author.(year of publication).Title of article. *Name of journal*. Volume: page no.

For example:

**Shah, B. (2020). Consumer's Buying Behaviour of Motorcycles in Janakpurdham. *Journal of Management*, 3(1), 22-34. <https://doi.org/10.3126/jom.v3i1.30909>**

#### **For Dissertation:**

Author.year of publication.Title of dissertation in Italic font. Place. Unpublished MBS Thesis, submitted to (Campus name).

For example:

Shah, A. (2022). *Liquidity and Profitability Analysis of Everest Bank Limited*. Janakpurdham. Unpublished MBS Dissertation submitted to R.R.M. Campus.

**Appendices:** Questionnaire, other supporting documents, calculation of data etc.

**Proposal:** Proposal must be attached in the dissertation.

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## Evaluation of the dissertation

The dissertation shall be assessed in two different steps:

### **The first step at college:**

The chairperson of Research Committee, the supervisor of the respective college and the internal examiner (expert invited to viva voce examination process) appointed by the Research Committee evaluate the research. Students will be required to attend the viva-voce examination and defend the work satisfactorily at the campus.

### **Second step at Faculty of Management office of Dean:**

When the first step of dissertation evaluation at college is completed, the college should submit 2 copies of that dissertation with first step college evaluation score (viva score) at Dean Office, FOM. The Dean Office then shall start second step of evaluation through two different experts. The average score of two experts and first step evaluation score are added for final marks of the students.

The weight given for first step evaluation at college (viva voce) and the second step evaluation at FOM carry over at 25 percent and 75 percent respectively.

## Paper and typography

**Paper size:** The dissertation should be typed on ISO A4-size white bond paper.

**Line spacing:** The line spacing should be 1.5 in all text lines.

**Margin:** Top, bottom and right margin should be 2.54 cm (1 inch) and left margin should be 3.18 cm (1.25 inches). The rationale behind more left margin is to allow space for binding.

**Type face and font:** Use uniform typeface and font size. Use Times New Roman, with 12-point font size. Typing should be done only on recto side of the paper.

**Page number:** Beginning with the first page of the main body of the text, pages are numbered consecutively and run to supplementary section of the dissertation. They are numbered with Arabic numerals (1, 2, 3, 4, ...) and put at top right corner of the page. But all pages preceding the first page of the body are counted and numbered with lower case Roman numerals (ii, iii, iv,... ) and put at the center at the bottom of the pages. Note that the title page is counted but the number is not printed on the page.

## Regulation of Faculty of Management on Dissertation Writing

- An original and accurate account of research that meets the academic standard set by Tribhuvan University, FOM guidelines for Master's level dissertation writing.
  - Dissertation must be written in English language only.
  - Achieved a satisfactory standard of expression and presentation in the report.
  - On a topic approved by the Research Department of the respective campus, the candidate should defend dissertation proposal at research committee of the college.
  - Not submitted (or not intended to submit) fully or partially to any organizations, institutions for any other academic award.
-

- Supervised by the faculty member of the campus. However, there could be co-supervisor from outside the campus.
- Duly signed by supervisor, viva voce expert and research committee head.
- Students can only attend viva-voce examination after the final examination of 4th semester.
- The time interval between dissertation registration (after proposal defend) and viva voce date should be minimum 2 months (60) days.
- College/ research department must keep record of each student's proposal registration date, dissertation submitted date and viva voce date along with dissertation topic.

## **Guidelines on tables and figures**

### **Tables**

- Table layout should be logical and easily grasped by the reader.
- Give every title a brief but clear and explanatory title
- Number all tables Arabic numerals like Table 5, or Table 6
- Tables are prepared single-spaced
- Limit the use of lines in a table to those that are necessary for clarity.
- Each column of the table must have heading
- Enter data at appropriate decimal place as suggested by the nature of the data
- If the data are not applicable in particular cell, leave it blank
- If the data are not reported, insert a dash in that cell
- In the text, refer tables like "... data presented in Table 4". Do not refer tables like "... data presented in above or below Table."
- Notes, if any, should be provided below the table
- If abbreviations have been used in the table, they must be explained below the table

### **Figures**

There are many different types of figures such as graphs, charts, maps, drawings and photographs. Consider the following while designing the figure.

- Decide if the figure is essential in the text.
  - Keep the figure simple and clear.
  - Number the figures consecutively with Arabic numerals.
  - Give the title to the figure that is descriptive of the content of the figure. Put them below the figure.
  - Give the scale, magnitude and direction of the grid elements.
  - Mention the figures in the text with figure number.
-



**Appendix-I**

**Title page of the dissertation**

**Title of the Dissertation**

A Dissertation

**Submitted to**

The Office of the Dean  
Faculty of Management

In partial fulfillment of the requirements for the Master's Degree in Business Studies

by

Full Name of the Student

Roll No:

Registration No:

Name of the Campus

Place

Submission date (Month and Year)

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## **Appendix-II**

### **Certification of Authorship**

I hereby corroborate that I have researched and submitted the final draft of dissertation entitled “.....”. The work of this dissertation has not been submitted previously for the purpose of conferral of any degrees nor has it been proposed and presented as part of requirements for any other academic purposes.

The assistance and cooperation that I have received during this research work has been acknowledged. In addition, I declare that all information sources and literature used are cited in the reference section of the dissertation.

Name of the Candidate :

Signature :

Date of submission:



**Appendix-III**

**[In the Campus Letter Head]**

**Report of Research Committee**

Ms./Mr. .... has defended research proposal entitled ..... successfully. The research committee has registered the dissertation for further progress. It is recommended to carry out the work as per suggestions and guidance of supervisor ..... and submit the thesis for evaluation and viva voce examination.

Name of Supervisor.....  
Position:.....  
Signature: .....

<b>Dissertation    Proposal    Defended Date:</b>
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Name of Supervisor.....  
Position:.....  
Signature: .....

<b>Dissertation Submitted Date:</b>
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.....  
Name of the Chairperson  
Position  
Chairperson, Research Committee

<b>Dissertation Viva Voce Date:</b>
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**Appendix-IV**

**[In the Campus Letter Head]**

**Approval Sheet**

We have examined the dissertation entitled.....**TITLE**.....  
.....presented by .....**Name of Student**..... for the  
degree of **Master of Business Studies**. We hereby certify that the dissertation is acceptable for the  
award of degree.

.....

**Dr./Mr. ....**

**Dissertation Supervisor**

.....

**Dr./Mr. ....**

**Internal Examiner**

.....

**Dr./Mr. ....**

**External Examiner**

.....

**Name**

Chairperson, Research Committee

Date



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