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National University
B.B.A. (Honours) Second Year
Department of Accounting, Management, Marketing, Finance & Banking

Term Paper[1] Guidelines for the students

(1) One student shall submit **three (3) copies of Term Paper,** first copy for the Supervisor, second copy for Second Examiner and third copy for the Controller of Examination of the National University.

(2) Term Paper shall be prepared in English by each student individually and every student shall be assigned under a Supervisor for preparing a Term Paper.

(3) **The Term Paper should contain respectively the following:**

- **Front Cover Page** and **Inside Cover Page** (containing Title of the topic, Student's name and Roll number, Name and designation of the Supervisor, Date of preparation)
- Statement of **Student's Declaration** about the originality of work authenticated by the Supervisor (1 page)
- **Abstract** (1 page),
- **Table of Contents** (1 page), and then
- **Body** of the Term Paper **(20-25 pages)**.
- The Term Paper should be printed using the following: A4 size, Times New Roman font, 1.5 line-space, 14-font bold Heading, 13-font bold Sub-Heading, 12-font text) excluding Bibliography and Appendices.
- It should be submitted in a **book-binding form** with art paper.

(4) Following **Specimen Structure** is suggested to prepare of the Body of the Term Paper:

Chapter 1: Introduction (3-4 pages: introductory background of the issues on the topic, statement of the topic, objectives of term paper topic)

Chapter 2: Conceptual Issues (3-4 pages: clarifying the concepts involved, any available research finding on the topic)

Chapter 3: Database (2 pages: nature of data–qualitative/quantitative; sources and uses of database)

Chapter4: Findings of the Study (10-14 pages: brief overview of the companies concerned, if any; detailed description of the topics under headings and sub-headings)

Chapter 5: Conclusion (2-3 pages: summary of major findings, policy recommendations, concluding remarks)

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[1] ■ A term paper is a research paper written by students over an academic term, accounting for a large part of a grade. Term papers are generally intended to describe an event, a concept, or argue a point. A term paper is a written original work discussing a topic in detail, usually several typed pages in length and is often due at the end of a semester. *(Wikipedia)*

■ A term paper basically indicates a paper of any sort written at the end of a term/semester, usually intended to take an extended period of time. Some term papers are research papers, and some, though, will not be research papers, because they're written from what you've already learned. *(https://answers.yahoo.com)*