

Tribhuvan University

Faculty of Management

Office of the Dean

Guidelines for Seminar Course Administration

MBA/MBM

Kathmandu

2023

Background

Master-level seminar course typically refers to an interactive learning experience that emphasizes discussion, research, and critical analysis. It is a collaborative setting where students, under the guidance of a course instructor, explore a specific topic in depth based on review of previous scientific studies in the field. Faculty of Management, Tribhuvan University has incorporated series of seminar courses in its self-sustained programs. It is expected that seminar courses develop students to excel their practical skills to fit in changing labor market demand. This course blends in-class instruction based activities and reporting activities.

In-class instruction based activities of seminar courses are designed to facilitate discussion, critical thinking, and collaborative learning among students. Searching journal articles, review techniques, writing synopsis, preparing power point presentation, individual presentation, working in group, etc. are common in-class activities.

A seminar paper is a written academic assessment of the students that explores a specific topic in depth. It is a mandatory criteria for the courses to fulfill as part of the academic requirements specified in the syllabi in their respective semesters on the specific issue and topic. It provides an opportunity to demonstrate student's understanding of a subject, showcase their research skills, and contribute to the existing body of knowledge. Seminar papers serve as a platform for sharing research findings, receiving feedback, and engaging in scholarly discussions with peers and experts in the field. Writing seminar papers will develop skills and attitudes in students regarding scientific inquiry and professional ethics.

Administration of Seminar Course

To administer the seminar course, campus administration should appoint course instructor for in-class activities and writing seminar paper. Course instructor will be paid for in-class activities and seminar paper guidance separately. Course instructor will prepare and administer the seminar 'Terms of Reference (TOR)' for in-class activities and seminar paper writing. Final evaluation of the student will be done in 100 marks. In-class activities carries 50% weightage while the seminar paper carries 50% weightage.

Administration of In-class activities

Before starting the seminar paper, college administration should allocate a seminar course instructor. Seminar course instructor will select contemporary issue based articles published in indexed journal and provide to the students. Instructor will ensure following activities as the course administration model before selecting topic of seminar paper:

a. Learning activities

- a. Instructor's instructions, and Demo on research paper review, writing, and writing synopsis.
- b. Students (at most five students in a group) will present group presentation on one approved research paper, will submit synopsis and PPT.
- c. Individual student will present one presentation on approved article, also submit its synopsis.
- d. Preparation of a seminar paper.

b. Evaluation of In-class activities (*Evaluation will be done for 50 marks*)

- | | |
|------------------------------------|----------|
| a. Participation in discussion | 20 marks |
| b. Presentation in with synopsis | 20 marks |
| c. Attendance and general attitude | 10 marks |

Administration of seminar paper

The purpose of writing a seminar paper is to inquire into a particular subject, present research findings, analyze relevant literature, and provide critical insights. It involves a thorough examination of the chosen topic, incorporating scholarly references and supporting evidence. The paper may include original research, theoretical analysis, case studies, or a combination of these approaches. Writing a seminar paper will develop research skills. Further, the seminar paper will facilitate students in the following dimensions:

- *Research and critical thinking skills.* Writing a seminar paper requires conducting a thorough literature review, analyzing existing knowledge, and identifying research gaps. It allows students to develop and sharpen their research skills. This process enhances critical thinking abilities and helps students become proficient in evaluating and synthesizing information from various sources.
- *In-depth understanding of a topic.* Seminar papers provide an opportunity for students to investigate a specific subject area. By exploring a topic in detail, students can gain a comprehensive understanding of the theories, concepts, and methodologies related to their field of study. This in-depth knowledge forms the foundation for further research and academic growth.
- *Contribution to knowledge.* Seminar papers often aim to address research gaps or provide new insights into a particular area of study. By conducting original research or offering a

fresh perspective, students contribute to the existing body of knowledge in the respective field. This contribution can be valuable in advancing the field and may open up avenues for further research.

- *Communication and writing skills.* Writing a seminar paper helps students refine their communication and writing skills. They learn to articulate their ideas clearly, structure their arguments effectively, and present their findings in a coherent and scholarly manner.
- *Preparation for dissertation work.* Seminar papers serve as stepping stones towards more extensive research projects like a dissertation. They provide an opportunity for students to practice research methodologies, data analysis techniques, and academic writing conventions. The experience gained from writing seminar papers can be invaluable in preparing students for preparation of final research work i.e., dissertation work.
- *Presentation and networking opportunities.* For developing seminar papers, students provide a platform for sharing research findings, receiving feedback, and engaging in scholarly discussions with peers and experts in the field. Such opportunities enhance presentation skills, build confidence, and facilitate networking with professionals in the discipline.

Procedure of writing seminar paper

Before starting seminar paper writing, they need to develop skills in searching quality paper, scientific review the paper, presentation of research paper, writing synopsis, and be familiar with different research designs. In more details, students will follow the following step-by-step procedure for writing seminar paper:

- *Select a topic.* Select a specific topic that aligns with the objectives of your seminar paper as the requirements of your coursework. Make sure it is relevant, interesting, and feasible for research. Students need to get approval of the topic from the course instructor.
- *Review the related literature.* Collect the most prominent existing literature on your topic. Conduct a comprehensive literature review to understand the current state of knowledge, identify research gaps, and gather relevant sources and references.
- *Define the research question/objectives:* Formulate a clear and focused research question or set of objectives based on the research gap derived from review that your seminar paper aims to address. This will guide your seminar paper and provide a central focus of it.
- *Develop an outline:* Create a logical structure for your seminar paper. Outline the main sections and sub-sections, ensuring a coherent flow of ideas (*for ease, a formal structure*

is given below).

- *Write Introduction:* Begin your paper with an engaging introduction that provides background information, states the research question/objectives, and outlines the significance of the topic. Hook the reader and provide a clear context for your research. Be careful about the difference between background and introduction.
- *Literature Review:* Present a comprehensive review of the relevant literature. Summarize key theories, concepts, and findings from previous research. Critically analyze the literature and identify any gaps or unresolved questions. Research gap adds value of your research framework and the findings of the seminar paper.
- *Methodology.* You have to describe the philosophy, theory, methods and approaches used to conduct the similar research and also you need to develop plan to conduct the proposed study in the seminar paper. More precisely, explain the research design, data collection methods, sampling techniques, and any ethical considerations. Ensure how your methodology is valid, reliable, and appropriate for your research question.
- *Conclusion.* Summarize the main findings of your seminar paper based on your research question/objectives. Discuss the implications of your findings and their significance in the broader context. Offer recommendations for future research or practical applications (*if the paper is based on research*).
- *References and Citations.* In all the issues, concepts, variables, arguments, methods, etc. borrowed from others' study must be cited and the main documents must be included in the reference section. You should follow American Psychological Association format (APA) for citation and reference style.
- *Proofread and Revise.* Carefully proofread your seminar paper for grammar, spelling, and punctuation errors. Review the overall structure and coherence of your paper. Revise and edit as necessary to improve clarity and readability.
- *Finalize and Submit.* Make any final adjustments based on feedback from your instructor. Ensure all formatting requirements are met. Submit your seminar paper by the specified deadline.

Structure of the Seminar Paper

Being a scientific report, students must follow designated structure of the seminar paper. The seminar paper must not exceed 8,000 words or at most 15 pages in total. The seminar paper should be prepared in three parts i.e., Preliminary section, Main section, and Supplementary section. The details of the paper sections are shown as below:

Cover page and preliminary pages

The cover page should include Title of the study, Students' declaration, Instructor's recommendation, Viva-Examination, Acknowledgement, Table of content, List of Table, List of Figure, and Abstract.

Chapter I : Introduction

The introduction incorporates the issue raised in the seminar topic. It is a foundation part of the seminar paper that provides a brief description of the topic with related literatures. This part should specify the research question(s)/objective(s). More specifically, the introduction part incorporates the following.

- *Background of the study.* Explain concepts and issues related to your topic with sufficient review. Background should focus on context of the study. This section should justify the need of the study.
- *Problem statement.* Starting with general background, discuss on the findings and conclusions of the previous studies with sufficient research gap and identify the major issue of the study. Problem statements should be supported by strong review (citation on each findings and conclusion is a must).
- *Research questions.* Research question is the breakdown of problem statement into various individual queries of researchers. They must in interrogative sentences.
- *Objectives.* Develop objectives of your paper based on the questions and issues you raised. Each objective must be started with proper action verb.
- *Significance of the study.* This section provides justification of the use of seminar paper. Though, the search may be only conceptual review, it may be useful for further research, theoretical and practical implication.

Chapter II. Description and Analysis

This chapter is the main body of the paper and describes how the issues are answered. Students should divide this chapter into three sections i.e. Theoretical Review, Empirical Review, and Research gap and Research Framework. The theoretical review of the topic should incorporate all the theoretical foundations related to the topic (*being a review, there should be sufficient citations*). The empirical review section should provide a review of previous studies in chronological order i.e., to show the development in the literature. In the research gap and research framework section, students will provide the sufficient gap in theory and empirical review and prepare a research framework. Students are encouraged to prepare research framework to fit in the context of Nepal as far as possible. Based on the framework,

discuss and analyze one or two practical example(s)/objective(s) of investigation.

Chapter III. Conclusion

This part emphasizes and evaluates the main findings of the paper with a restatement of the thesis of the paper (summary, own assessment and evaluation). The concluding remarks should also provide interesting perspectives of theories and concepts, and clearly state the originality and newness of your paper. Also, discuss on further aspect and outlook of the investigation.

Supplementary Section

In this section, relevant materials used for preparing seminar paper are included. Data or other full materials will be listed under Annex section and the full description of the research papers cited in the major sections will be included in reference section.

References. *All the sources used in the study are to be included in references, using APA (American Psychological Association) format for citation and documentation. (Visit website: <https://apastyle.apa.org/style-grammar-guidelines/references/examples>).*

Formatting Guidelines

Page numbers. Page numbers are to be inserted in the top right corner. The page number should show on all pages. In the preliminary section, use the Roman numbers i.e., i, ii, The title page carries page number "i," but do not show it on the paper. Starts the page number "ii" on the second page of text. The page numbers in the main section i.e., Chapter I onward, used Hindu Arabic number and continue till last page.

Font, font size and page margin. Students should use 'Times New Roman' Font in the entire paper. Main body should be in 12 point with 1.5 line spacing and a justify text with uniform margins of 1 inch at the top, bottom, left, and right of every page.

Headings and Subheadings. The following rules are applied in heading and subheadings and each heading and subheading must start on a new page. Do not give number in headings. Please visit website: <https://apastyle.apa.org/style-grammar-guidelines/paper-format/headings>).

Heading Level One: Centered, Bold, Title Case Heading

Text begins as a new paragraph.

Heading Level Two: Flush Left, Bold, Title Case Heading.

Text begins as a new paragraph.

Heading Level Three: Flush Left, Bold Italic, Title Case Heading.

Text begins as a new paragraph.

Heading Level Four: Indented, Bold, Title Case Heading, Ending with a Period. Text begins on the same line and continues as a regular paragraph.

Heading Level Five: Indented, Bold Italic, Title Case Heading, Ending with a Period. Text begins on the same line and continues as a regular paragraph.

Tables and Figures. Data can be presented in tables and figures. The APA format should be followed to present table and figure for consistency and uniformity. Please visit Website: <https://apastyle.apa.org/style-grammar-guidelines/tables-figures>)

Note: Students are required to review at least fifteen to twenty scholarly journal articles along with other reference materials to complete the seminar paper.

Evaluation of Seminar Paper

In an entire evaluation, seminar paper carries 50% weightage i.e., 50 marks. Students should prepare a seminar paper under the guidance of course instructor and need to present to external expert examiner appointed by the Office of The Dean, Faculty of Management, Tribhuvan University. The evaluation of the seminar paper & presentation shall be based on the following criteria:

- Overall quality of the seminar paper: 35 marks
- Presentation: 15 marks

Concerned course instructor and external expert will evaluate the seminar paper jointly.

Marking criteria in seminar paper writing process (to be awarded by course instructor and external faculty) are as follows:

Table 1

Marking Criteria for Seminar Paper

Evaluation dimensions	Marks assigned
Issue of the seminar paper	10
Contents of the seminar paper	20
Organizing the paper (structure/citation/reference)	5
Total	35

Marking criteria for students' presentations (to be awarded by expert) are as follows:

Table 2

Marking Criteria for Presentation

Evaluation dimensions	Marks assigned
Organization of presentation	5
Presentation skills and contents	5
Questions answered and participation on others' presentation	5
Total	15

Issue of Originality

Each seminar paper has to be an original piece of work. Plagiarizing all or part of the paper shall make the entire document unacceptable.

Appendix: Title Page

TITLE OF SEMINAR PAPER

A Seminar Paper

By

Name of student (First Name/Middle Name/Surname)

Program

Semester

Course Title

Submitted to

Faculty of Management

..... Campus

Tribhuvan

University

Month, Year