

Tribhuvan University
Faculty of Management
Office of the Dean

Guidelines for Seminar Paper on Contemporary Issues
BBA/BBM

Kathmandu
2022

Context

A seminar paper is a written assessment of a particular topic on contemporary issues of the respective subjects specified in the syllabi. It is an original work of students on a specific issue and topic. The seminar paper is a mandatory for an academic requirement for BBA/BBM students in their respective semester. The classes are organized to deal with seminar papers and presentations. The course seminar helps students to analyze and synthesize information and ideas from multiple sources to generate new insights in his/her seminar manuscript. The course is expected to leverage firsthand experience on contemporary issues in their respective subjects for the students. Finally, they require to prepare a seminar paper in a prescribed format.

Objectives of the Seminar Paper

It is expected that students learn practical research skills and get knowledge on contemporary issues and recent practices of their thematic topics and areas from both global and Nepalese perspectives. The general aim is to impart knowledge on contemporary issues and recent practices so that they can use this knowledge into the real business world.

After completing the seminar paper, the students are expected to:

- Find out issues or problems rooted in contemporary issues and practices,
- Identify relevant literature like; books, reports, conceptual paper, theoretical paper, research paper,
- Review of the relevant literature,
- Synthesize the arguments and draw conclusions,
- Cite and list the literature in references appropriately, and
- Develop a thematic paper/seminar paper as an outcome of the seminar.

Procedures

- The course convener shall give the literatures or facilitate in searching the literatures on contemporary issues and recent practices from global and Nepalese perspectives; guide the student/s for topic selection; help them for finalization of the seminar paper.
- Students shall review a number of related books, scholarly articles and papers on given issues and write seminar paper ensuring that the seminar paper has sufficient evidence of originality, appropriate organization in prescribed format, and sufficient evidence to prove the argument.
- Students shall present the individual paper in the seminar for evaluation.
- The faculty member and the external expert shall jointly award the grades.

Format of the Seminar Paper

The seminar paper, including introduction, main section and concluding remarks must not exceed 5,000 to 7,000 words. The major parts of the seminar paper are as follows:

Introduction

The introduction part lays the foundation that provides a brief description of the topic with related literatures. It captures the issues of topic and answers the question of why this topic is worth investigating. The objectives and brief methods of analysis of the study are also the part of introduction. More specifically, the introduction covers:

- **Background of the Paper:** Explain concepts and issues related to your topic with sufficient citation
- **Statement of the Problem:** Write a few paragraphs explaining what issues you want to address in your paper with sufficient citation.
- **Objectives:** Develop objectives of your paper based on the questions and issues you raised.
- **Methods:** Identify the approaches of study, the sources of information, methods of analysis etc.

Description and Analysis

This part is the main body of the paper and describes how the issues are answered. Firstly, the theoretical foundations of the topic have to be dealt with text citations. This is usually done in the form of a conceptual/theoretical review of the relevant literature in the respective field. Secondly, strengthen conceptual/theoretical arguments by empirical review. Thirdly, present some practical examples and/or data in the context of Nepal if possible. Finally, analyze and discuss the issues and practices based on review.

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.

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>)

Page numbers

Page numbers are to be inserted in the top right corner. The page number should show on all pages. The title page carries page number "1," but do not show it on the paper. Starts the page number "2" on the second page of text. The page numbers should continue from the beginning to the end following the APA citation.

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.

Length of the Seminar Paper

The length of the seminar paper will be around 5,000 to 7,000 words. The length is exclusive of the materials included in the appendixes.

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>)

The seminar paper is typed in *Times New Roman* using 12-point characters with uniform margins of 1 inch at the top, bottom, left, and right of every page. However, students may reduce the font size within tables or figures to fit within margins. The line space of the text is 1.5 and it has a justified alignment.

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

Seminar operationalization

- Theoretical orientation 6 LHs
Introduction to workshop module (Article searching, article reading, drawing materials for seminar paper for presentation)
Introduction to issues/theme of seminar and concept of thematic review
- Implementation of Seminar 6 HRs
- Thematic Review/ Development & Presentation of Paper 4 HRs

Faculty member/course instructor may give issues related to concerned subjects for their respective semester. Students should review a number of related articles/papers (Minimum 7 to 10 articles) on given issues and develop the slides for presentation as the outcome of seminar.

Evaluation

A student is required to undertake a review based research assignment and prepare a seminar paper at the end of the session. Evaluation of the seminar paper & presentation shall be based on the following criteria:

- Written Report (Seminar paper): 70 %
- Presentation: 30%

Out of 100 marks, the seminar paper carries 70 marks (involvement of students in the seminar paper writing process including participation in classroom activities and the seminar paper itself)

and the presentation carries 30 marks for evaluation. Concerned faculty member and external expert will evaluate the paper jointly.

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

Table 1

Marking Criteria for Seminar Paper

Evaluation dimensions	Marks assigned
Interaction with faculty during topic selection/paper writing	10
Contents of the seminar paper	20
Organizing the paper (structure/citation/reference etc.)	40
Total	70

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	10
Presentation skills and contents	10
Questions answered and participation on others' presentation	10
Total	30

Plagiarism

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)

Bachelor of Business Administration (BBA)/ Bachelor of Business Management (BBM)

Semester

Name of Subject

Submitted to

Faculty of Management/ Department

..... Campus

Tribhuvan University

Month and Year