

**FAR WESTERN UNIVERSITY**  
**Faculty of Agriculture**  
**Undergraduate Program in Agriculture**  
**Science**



**Eighth Semester Syllabus**

## **B. Sc. Agriculture Science Eighth Semester Syllabus**

<b>S.N.</b>	<b>Name of the Course</b>	<b>Course Code</b>	<b>CH-Th</b>	<b>CH-Pr</b>	<b>CH-Total</b>	<b>Reference Page</b>
1	Research, Practices and Seminar	RPS813	1	3	4	
<b>Total</b>			<b>1</b>	<b>3</b>	<b>4</b>	

**FAR WESTERN UNIVERSITY**  
**Faculty of Agriculture**

<b>Course Code</b>	RPS813
<b>Course Title</b>	Research, Practices and Seminar
<b>Credit Hours</b>	1+3
<b>Full Marks</b>	100
<b>Theory (Marks)</b>	25
<b>Practical (Marks)</b>	75

**Objective (s) of the Course**

To make students capable to prepare simple project proposals, implement such projects in the field exactly as outlined in the proposal, understands the real-world situation of farmers and/or practical issues that may arise in the course of their work/job after their graduation, collect necessary data as prescribed in the proposal, analyze these data and prepare a report in the form of research paper and present the process along with the results in the public forum (e.g. seminar/conference) and publish it in the form of research article/ **mini-thesis**.

**Execution Modality**

1. The agricultural graduates should be well acquainted and equipped with the entrepreneurial skills to transform the Nepalese agriculture as per the policies, plans and programs of the Government of Nepal (GoN). Also, they should be independently equipped with technical skills to prepare project proposals, undertake research projects and prepare reports based on it.
2. Entrepreneurial learning is a complex issue in agricultural education system that often reflects the distinctive dispositions of entrepreneurs. Considering the urgency given to this aspect in the recent years at different national and international forum, the undergraduate students of B. Sc. Ag. will be enrolled in Research, Practices and Seminar (RPS) program during the entire duration of final (8<sup>th</sup>) semester.
3. The broad objective of the RPS program is to make the students able to design agricultural project for maximizing the productivity and profitability of agriculture.
4. The specific objectives of the RPS program are as follows:
  - To enable students to develop the agriculture enterprise.
  - To make them able to execute the project activities in the field.
  - To strengthen students to interact with commercial farmers and other stakeholders regarding farmers' problem and conduct survey research /

action research / case study on those issue.

- To make them able to prepare scientific and technical document (s).
5. All under graduate students of B. Sc. Ag. must participate in RPS program either at the farm of Faculty of Agriculture (FoA) or at any other appropriate location selected by FoA for a 6-months duration under Plan-A or Plan-B [Annex I(a) and Annex I(b)] or any other plans that FoA may implement in that particular year.
  6. The FoA will have a permanent type of “RPS Student Selection Committee/RPS-SSC”, which will foresee the activities related to conduction of RPS, including making changes in the RPS conduction guidelines as per the changing context and send it to higher authorities for approval.
  7. The FoA will announce well ahead in advance about the RPS opportunities available, upon recommendation of RPS-SSC, at different Divisions (Annex II).
  8. Based on this announcement, students must fill up the form showing their interest to be a part of RPS under different plans in different Divisions (Annex III). Students must select (preference ranking) at least 3-5 different combinations of prioritized subjects/ divisions and plans.
  9. FoA will then select students based on available quota under different Plans/Divisions. If there are more number of applications then the available quota, the FoA will prioritize students with higher grade marks. Higher the grades/marks, students are prioritized to choose their RPS Divisions/Plans. The list of students selected under different Divisions/Subjects/Plans will then be sent to respective Divisions.
  10. Thereafter, the students must consult with respective divisional heads (Instruction Committee Chair/ICC) to prepare “Technical Project Proposals/TPP” to be submitted to the Proposal Supervisory Committee/PSC, headed by ICC with membership of all faculty members under that Division.
  11. The PSC will allot one individual “Major Supervisor” and one “Member Supervisor” to each student for conducting its activities. For RPS under Plan-B, the representative of Supporting Organization will also act as the “Site Supervisor”. The student will have the choice of variety of research: Action Research, Field-based Research, Survey Research, Review Research, Policy Research, Case Study Analysis, etc., which will be determined with discussion between student and supervisor.
  12. The Major Supervisor will have deciding authority in case of student research, etc. The duties and responsibilities of all supervisors is to guide and provide proper support for preparation of different reports and presentation materials, complying with the guidelines set by FoA. They should also guide collection of data from the field, from time to time. They should also review TPP, mid-term

progress report (MPR) and Mini-Thesis (Research Article) before final submission to FoA and provide feedback for improvement, if needed.

13. Based on consultation with the supervisors, the student will prepare the TPP (sample on Annex IV) and defend it in front of PSC. The topic must be selected based on Strategic Priorities of FoA and Far-Western University. The topic may be related with Action Research, Field Research, Survey Research, Case Studies, etc.
14. Wherever applicable students can also work in group (2 or more students) under same or different projects as per the availability of the departmental resources. Grouping will be usually based on same commodity (e.g. Rice, Wheat, Maize, Cauliflower, Poultry, Cow, Fish, etc.) but students may have research in different aspects (e.g. yield, color, aroma/flavor, disease, pest, by-product yield, physical performance, weight, height, etc.).
15. After the approval from PSC, the students should immediately start working on the project either inside or outside the FoA. As per the methodology proposed in the TPP, students should follow the same/ exact procedure, collect required data throughout the project period. The progress in each step should be reported to the Supervisor regularly.
16. MPR should be presented to the PSC in the timeline indicated in the TPP or within 2-3 months of project initiation through online medium (e.g. Skype, ZOOM, MS-Team etc.).
17. After completion of project, the student should analyze the collected data and prepare a technical report, which will be a sort of Mini-Thesis (sample in Annex V). This report should be submitted before the semester-end in the prescribed format (Annex VI). If the student is unable to submit the Mini-Thesis by this deadline her/his result may be delayed which will be approved in the next year.
18. The students should defend/present their findings in the seminar organized by FoA. Students must also be able to publish it as a Research Article in the official publication of FoA.
19. Evaluation of RPS will be carried out by the PSC (Annex VIII). The external examiner can be invited in case of students doing RPS under “Plan B”.
20. In certain case, if the results are negative or the crops or animals are damaged due to uncontrolled environmental calamities beyond the capacity of student, decision on the grade would be made by the PSC based on field records, collected data forms, photos, etc. The PSC may also opt for carrying out some Review Research doable in the time period remaining.

## Module I: Research Methodology and Technical Writing (1+0)

<b>Course Breakdown (Theory)</b>		
<b>S.N.</b>	<b>Topics</b>	<b>LH</b>
1	Introduction to research typology and Research proposal/ PCN/ Synopsis	1
2	Proposal writing in socio-economic and bio-physical science based research	1
3	Literature review and drawing epilogue for the further research in socio-economic and bio-physical science research	
4	Research methodology to be followed for socio-economic and bio-physical science based research	1
5	Collection of data through proper sampling techniques for socio-economic research (primary and secondary sources)	1
6	Collection of data from on-station/ on-farm trials in bio-physical science research	1
7	Data management and tabulation in Excel sheet and refining the data sources	1
8	Data analysis with some inferential and descriptive statistical tools like percentile, mean, standard deviation, co-relations and regression, probability, $X^2$ test, t-test, Z-test, ANOVA etc.	1
9	Analysis and interpretation of data by tables and figures using Standard error bar-diagram	1
10	Study on various statistical tools used on socio-economic research (SPSS/ STRATA etc.) and bio-physical science research (MSTAT-C/ Gen-Stat/ Mini-Tab/ R-Studio etc.)	1
11	Teaching the basics of Technical writing: Proceedings/ Research articles/ Research reports/ Mini-thesis	1
12	Ways of writing Table and Figure Headings and their presentation in the research article	1
13	Referencing styles (APA/ MLA formatting)	1
14	Conduction of Workshop/ Conference/ Seminar/ Symposium etc. on the individual research	1
15	Formatting and style guidelines to prepare a Mini-thesis/ Research report	1
15	Certification and final Mini-thesis/ Research report preparation and submission to the Department	1
<b>Total</b>		<b>15</b>

## **Module II:**

### **Preparation of Research Proposal (0+1)**

Students should prepare a research proposal and successfully defend it before PSC seminar to the actual implementation of his/her research. The project should also be carried out exactly based on this proposal and for any deviation prior approval is mandatory.

## **Module III: Field Survey / Field Experiment (0+1)**

Based on the approved research proposal, students must conduct his/her field experiments and or field survey. In this process s/he should record all necessary information based on agreed protocol to be able to write research article later on based on his/her experiment/survey.

## **Module IV: Technical Writing and Presentation (0+1)**

Students must arrange the collected data, analyze it and draw inferences from his/her findings. This should all be arranged neatly in a technical paper, which needs to be published in the official publication of the FoA. If students are able to publish in other peer reviewed journal inside/outside Nepal, it will also be considered equivalent to the FoA's publication. However, student must present his/her findings in front of the public form (seminar, conference, symposium etc.) organized by the FoA for dissemination of students' research.

## **Timeline for Conduction of "Research, Practices and Seminar"**

Unless otherwise specified by the respective authorities, the tentative timeline for accomplishing the different activities under different modules will be as follows (this should be announced by the implementing authority separately for specific batch of the students):

Module I: Throughout the Semester

Module II: Up to One month after the start of Semester

Module III: Up to Three-Four months after the start of Semester

Module IV: (a) Technical Writing - Up to Six months after the start of Semester

(b) Presentation -Up to Six months after the start of Semester

## Annexes

### **Annex I(a): Detail description and process of enrolling and completion of RPS in “Plan A”**

**Plan A:** RPS program will be conducted at FoA farm (on-station) or nearby locations in group approach under following terms and conditions:

- Student (s) need to prepare and present Technical Project Proposal (Annex V) to the Project Supervising Committee (PSC) within 1 months.
- The PSC will examine the proposal, send it for revision(s) and accept it, if deemed appropriate.
- The nominal funding required to carry out the field activities under the project will be managed by FoA, after the approval of PSC.
- Student(s) need to carry out all the field activities, exactly as mentioned in the project proposal.
- PSC will review the project progress, monitor the activities at field and may require progress reporting.
- The data collection and recording of each steps will be carried out by the students.
- After the project ends, PSC will review the business performance, profit/loss along with the technical performance of the project.
- Student(s) can sell the produce, if any, and must return the seed money at the end of the project, otherwise the result will be withheld for the particular student/ group of the students.
- RPS under Plan-A will be called Entrepreneur Group Modality (EGM).



## **Annex I(b): Detail description and process of enrolling and completion of RPS in “Plan B”**

**Plan B:** RPS program will be performed at out-station in the appropriate location and industry in an individual or group approach upon availability of external funding (funding sources from outside of FoA) under following terms and conditions:

- A MoA (Memorandum of Agreement) will be conducted with the supporting organization in advance for the internship of the students and the terms and conditions mentioned therein will prevail in case of students, including any financial support. The MoA will also clarify the possible locations, research themes, development activities, industrial division, etc. where the student will work and other such information in detail.
- Student (s) need to prepare and present Technical Project Proposal (Annex V) to the Project Supervising Committee (PSC) within 1 months.
- The PSC and the representative from supporting organization will examine the proposal, send it for revision (s) and accept it, if deemed appropriate.
- The funding required to carry out the field activities under the project will be managed by the supporting organization.
- After approval, the students will be deputed to the designated site of the supporting organization as per the MoA.
- Student (s) need to carry out all the field activities, exactly as mentioned in the project proposal in close coordination with the representative of the supporting organization.
- The representative of the supporting organization as well as the PSC will review the project progress and may require progress reporting. However, the representative of the supporting organization will monitor the field level activities, with or without PSC.
- The data collection and recording of each steps will be carried out by the students in close supervision of the representative of supporting organization.
- After the project ends, PSC will review the technical performance of the project conducted by the students.

**Annex II: Sample Template for RPS Quota Announcement for different Divisions**

<b>Division</b>	<b>Subject</b>	<b>Plan A</b>	<b>Plan B</b>
Agronomy and Plant Breeding	Agronomy (Crop Management, Seed Science, Weed Science)		
	Genetics and Plant Breeding		
Animal Science and Aquaculture	Animal Science ( LPM, ANU, ANB)		
	Aquaculture		
Basic Science	Basic Science (Bio-Chemistry, Crop Physiology, Micro-biology, Env. Science)		
Horticulture and Agro-forestry	Horticulture (Pomology, Olericulture, Floriculture)		
	Agro-forestry		
Plant Protection	Entomology		
	Plant Pathology		
Social Science	Agricultural Economics and Agri-business Management		
	Agricultural Extension and Rural Sociology)		
Soil Science and Agricultural Engineering	Soil Science		
	Agricultural Engineering		

**Annex III: Sample Template for RPS Form to be filled by the Students**

**Name of the Student:**

**Grade Point Average (averaged till 6<sup>th</sup> Semester):**

**Priority Ranking (not more than three)**

<b>Division (Subject)</b>	<b>Plan Type</b>
1.	
2.	
3.	

I certify that the above information is correct and I will abide by the decision made by concerned authority for RPS program.

**Signature of the Student  
(HoD)**

**Verified**

## **Annex IV: Sample Template for Technical Project Proposal (TPP) and Preparation Guidelines**

### **A. COVER PAGES**

#### **Front Cover Page**

- Title of the Research Proposal
- Submitted to
- Submitted by information
- Month and Year of Submission

#### **Contents**

- Should include the main headings and sub-headings, with page references

#### **List of Tables**

- Should include the list of all tables (except in the Annex), with page references

#### **List of Figures**

- Should include the list of all figures (except in the Annex), with page references

#### **Abbreviations**

- Should include all the short forms used inside the text with appropriate full forms

#### **Executive Summary**

(Maximum 1-2 pages)

- Provide the summary of whole proposal in concise manner

### **B. MAIN TEXT**

#### **Chapter 1. Introduction**

##### **1.1. Background information**

- Provide background information leading to your research
- Setting the context of your research
- Contains facts, trends, point of views, opinions, etc. as drawn from previous literature, etc.

##### **1.2. Problem Statement**

- Logical lead into the problem you are trying to solve based on ground realities, real world problem of farmers, or other such research problems

##### **1.3. Rationale and Justification**

- Provide justification for the need of research you are going to conduct
- Explain the significance of this study that also explains the groups that could potentially benefit from this study and the reason they will get benefitted

#### 1.4. Research Questions

- Describe the problems that you are trying to solve through your research
- If you are doing a Case Study, try to explore and describe the issue rather than making any inferences (i.e. explorative and descriptive research)
- In other research, try to make inferences so that you can present what questions do you answered

#### 1.5. Overall Objective

- Based on research question(s) explain the purpose of your research

#### 1.6. Specific Objectives

- You can break down the purpose of your research into more than one objectives based on individual research questions (as above)

#### 1.7. Limitation of the Study

- If your research is not exhaustive and covers everything that should be covered under ideal conditions, explain the things that you missed or could not cover or is beyond the scope of your research
- Also discuss if there are any assumption made by you

### **Chapter 2. Literature Review, Site and Trend Analysis**

Literature review for the selected topic should be done in this section. At least 10-15 references published will be cited that will be the base on student's research. Out of these 3 literatures must correspond directly with the research being undertaken by the student. Priority should be given to research conducted in the locality selected by the student and reports, etc. of local level organizations should also be consulted.

The student must also present demographic, soil, socio-economic, geographic, climatic, and other such information about the selected site, wherever applicable.

If trend analysis is to be done on area, production, productivity, demand, price trend analysis, etc. will be done with reference to last 5 years data (from the year of availability).

For aligning research with GoN policies, plans and programs students should review and cite the relevant secondary information **from**: Agriculture related central and provincial Ministries and Department; Central Bureau of Statistics; Agriculture Development Strategy (ADS: 2015-2035); Agriculture related local level (Municipality/Rural Municipality) organizations or Departments; GoN projects like Prime Minister Agriculture Modernization Project (PMAMP), etc.

Along with this section, in the Annex, following table should also be prepared to write the summary of the literature review work.

Table. Epilogue drawn from the literature review work done

Reference Literature	Year of the study	Country and site of the study	Methodology used	Key findings	Remarks

### **Chapter 3. Conceptual Framework, Hypothesis and Models**

Student should prepare the conceptual research framework for her/his research based on the objectives, literature review, site and trend analysis.

### **Chapter 4. Methodology**

- Research instruments/design
  - For field and action research: treatment-control design
  - For survey research and case study: Household Survey, Rapid Market Appraisal, Focus Group Discussion (FGD), Key Informant Interview (KII), Field Observation and Verification, etc.
- Research instrument/design theme might be: inputs (e.g. supply chain of seeds and materials), production (with farmers), market and marketing (with concerned traders), value chain analysis (enabling business environment, market chain and inputs/service provision), etc.
- Students will prepare the detail instruments/design for the research based on specific, rational and identified problem(s).
  - Sample and sampling technique
  - Data and data types
  - Data analysis techniques

### **Chapter 5. Expected outputs**

What the student expects by completing her/his research? What are the outputs/outcomes of the research? What new contribution will be made? What findings are expected?

**Chapter 6. References**

Enlist all journal articles, books, and other literature reviewed and quoted in the main text in the appropriate format in APA style (Annex VII).

**Chapter 7. Annex**

Enlist all other tables, figures, maps of research site, treatment-control design, survey questionnaire, checklists for KII, and case studies, etc. (separately in different Annexes) in this section.

## **Annex V: Sample Template for Technical Writing (Mini-Thesis / Research Article)**

### **A. COVER PAGES**

#### **Front Cover Page (Title Sheet)**

- Title of the Research
- Submitted to
- Submitted by information
- Month and Year of Submission

#### **Certificate**

- Certificate from the PSC
- Certificate from Supervisor

#### **Acknowledgement**

- Acknowledge contributions of all concerned, including financial sponsors (if any)

#### **Contents**

- Should include the main headings and sub-headings, with page references

#### **List of Tables**

- Should include the list of all tables (except in the Annex), with page references

#### **List of Figures**

- Should include the list of all figures (except in the Annex), with page references

#### **Abbreviations**

- Should include all the short forms used inside the text with appropriate full forms

#### **Abstract**

- Should be within the limit of 200-250 words
- Provides the summary of overall Manuscript (Mini-Thesis)
- First, briefly introduce your research with its purpose
- Then provide the methodology followed by you, including site selection, population and sampling, data collection, research design, treatments, etc.
- Present your major findings from the study/research
- Finally, mention the major conclusion of your research with its implications or ramifications, lessons learned and your recommendation, including policy recommendations, if any



## **B. MAIN TEXT**

### **Chapter 1: Introduction (4-6 pages)**

#### 1.1. Background Information

- Provide background information leading to your research
- Setting the context of your research
- Contains facts, trends, point of views, opinions, etc. as drawn from previous literature, etc.

#### 1.2. Problem Statement

- Logical lead into the problem you are trying to solve based on ground realities, real world problem of farmers, or other such research problems

#### 1.3. Rationale and Justification

- Provide justification for the need of research you are going to conduct
- Explain the significance of this study that also explains the groups that could potentially benefit from this study and the reason they will get benefitted

#### 1.4. Research Questions

- Describe the problems that you are trying to solve through your research
- If you are doing a Case Study, try to explore and describe the issue rather than making any inferences (i.e. explorative and descriptive research)
- In other research, try to make inferences so that you can present what questions do you answered

#### 1.5. Overall Objective

- Based on research question(s) explain the purpose of your research

#### 1.6. Specific Objectives

- You can break down the purpose of your research into more than one objective based on individual research questions (as above)

#### 1.7. Limitation of the Study

- If your research is not exhaustive and covers everything that should be covered under ideal conditions, explain the things that you missed or could not cover or is beyond the scope of your research
- Also discuss if there are any assumption made by you

### **Chapter 2: Literature Review (8-10 pages)**

- Presents the results of previous research related to your study topic, organized by the key variables in your study.
- A conceptual model showing the relationships among variables related to your research problem can also be included.

## **Chapter 3: Research Methodology / Materials and Methods (8-10 pages)**

### **3.1. Site Selection**

- Describe in detail about the site/field selection and logic for it
- Soil, climatic and environmental condition
- Demographics, socio-economic and other such scenarios

### **3.3. Population, sampling frame, sample size, sampling techniques**

- Explain about your population, sampling unit and sampling frame
- Explain in detail about the sample size and reason for the number
- Explain about the sampling techniques and reason for it

### **3.4. Research design**

- Match your research question with your research design
- Explain your plan for the conduction of your research, including experimental designs, design of tools and instruments, etc.
- Explain about treatment, replication, cultivation practices and management, etc.

### **3.5. Observations and Observation methods**

- Data collection methods, Sources of data, types of data
- Interviewing and observation method
- In case study we use mix method both qualitative and quantitative
- Describe about tools of data collection (e.g. FGD, KII, PRA, Questionnaire, etc.)

### **3.6. Data Analysis and Techniques**

- Describes in detail the step-by-step procedures used in analyzing data
- Explain about the software used for data analysis

## **Chapter 4: Results and Discussion (15-20 pages)**

- Reports all results obtained, including all observation, descriptions of data
- Mostly the results are qualitative and explorative with/ without statistical test
- Includes facts only – what was found with explanation, but not interpretation or conjecture by the researcher
- Is organized and written around objectives of the study (research questions)
- Describe, compare, or explain individual and societal knowledge, feelings, values, preferences and behaviors etc. based on your observation

## **Chapter 5: Summary and Conclusion (3-4 pages)**

- Briefly summarizes research, methodology, findings of study and lesson learnt

- States conclusions based upon findings (first point in paper where the researcher is allowed to include his or her own interpretations)
- Describes how findings support or refute related studies (Implications for Current Knowledge).
- Describes implications of findings for those groups affected by the program/findings (Implications for Practice)
- Includes recommendations based upon findings and conclusions
- Includes recommendations for further research

### **Chapter 6: References**

- Enlist all journal articles, books, and other literature reviewed and quoted in the main text in the appropriate format in APA style (Annex VII).

### **Annexes**

- Enlist all other tables, figures, maps of research site, treatment-control design, survey questionnaire, checklists for KII, and case studies, etc. (separately in different Annexes) in this section
- Also, includes copies of all correspondence, instrumentation, and other written communication used in carrying out the research

**Additional Note:** The Mini-thesis submitted by the student/ student's group must be checked with any authentic plagiarism software before its final approval. Research article may need to comply with the publication where students want to publish his/her article so additional requirements may need to be fulfilled if students want to publish their article outside the FoA's official publication.

## Annex VI: Formatting and Style Guidelines for Preparation of Different Types of Technical Documents

- **Font Type:** Tahoma (Bhatta ji! Universities are giving the Times New Roman mostly)
- **Font Color:** Black
- **Font Size:**
  - Main Headings: 16 (Bold)
  - Sub Headings: 14 (Bold)
  - Normal Text: 12 (Regular / Not Bold)
  - Further sub-headings could be separated by making them bold inside the normal text, underlining, or italicizing
- **Spacing:** 1.5 (lines)
- **Alignment:**
  - Cover Page(s): Centered
  - Before Main Text: Justified
  - Main Text: Justified
- **Margins:** 1 inch (all sides)
- **Page Numbering:**
  - Before Main Text: i, ii, (Latin numbers – lowercase)
  - Main Text: 1, 2 (Numerals)
- **For Printed Proposal/Manuscript**
  - **Corrections with fluid:** Not allowed
  - **Overwriting:** Not allowed
  - **Crossing out words:** Not allowed
  - **Typing machine:** Computer
  - **Printing quality:** Laser print
  - **Copies:** High quality photocopy paper

## **Annex VII: Referencing Guidelines**

APA Guidelines should be followed for preparing all types of technical documents to be submitted to FoA. The Supervisor will guide the students in this regard. For majority of literature reviewed following will be applicable (for details see the link at the end of this section/annex):

### **1. Inside the TEXT:**

- **One Author**

(“Surname of Author”, “Publication Year”: p. “Page Number/s”)

- **Two Authors**

(“Surname of First Author” and “Surname of Second Author”, “Publication Year”: p. “Page Number/s”)

- **More than two Authors**

(“Surname of First Author” et. al., “Publication Year”: p. “Page Number/s”)

### **2. In the REFERENCE section:**

- **One Authors**

“Surname of First Author”, “Initials of First and Middle Name of First Author separated by full-stop sign”. “Year of Publication”. “Title of Publication”. “Name of Publisher”, “Volume Number” (“Issue Number”): Pp. ”Page Number”.

- **Two Authors**

“Surname of First Author”, “Initials of First and Middle Name of First Author separated by full-stop sign” and “Initials of First and Middle Names of Co-Author separated by full-stop sign”, “Surname of Co-Author”. “Year of Publication”. “Title of Publication”. “Name of Publisher”, “Volume Number” (“Issue Number”): Pp. ”Page Number”.

- **More than Two Authors**

“Surname of First Author”, “Initials of First and Middle Name of First Author separated by full-stop sign”, “Initials of First and Middle Names of Other Authors separated by full-stop sign” “Surname of Other Authors” and “Initials of First and Middle Names of Last Author separated by full-stop sign” “Surname of Last Author”. “Year of Publication”. “Title of Publication”. “Name of Publisher”, “Volume Number” (“Issue Number”): Pp. ”Page Number”.

**Link for official document(s) related to APA guidelines:**

<https://apastyle.apa.org/style-grammar-guidelines/>

### Annex VIII: Evaluation / Marking System for RPS (Practical Portion)

<b>Deliverable</b>	<b>Criteria</b>	<b>PSC Members *</b>	<b>Supervisor**</b>	<b>Total</b>	<b>Deadline</b>
TPP	<ul style="list-style-type: none"> <li>• Adherence with the Guidelines</li> <li>• Uniqueness, Originality and Novelty</li> <li>• Literature referred and Methodology</li> <li>• Workability and Achievability</li> <li>• Content of TPP</li> <li>• Meeting Deadlines</li> </ul>	10	5	15	1 month
TPP Defense	<ul style="list-style-type: none"> <li>• Adherence with the Guidelines</li> <li>• Time taken for Presentation</li> <li>• Presentation Style and Confidence</li> <li>• Ability to Answer &amp; Clarify</li> </ul>	5	5	10	
MPR	<ul style="list-style-type: none"> <li>• Adherence with the TPP (Methodology)</li> <li>• Completeness of Data and Timely Collection</li> <li>• Data Quality</li> <li>• Data Presentation Quality</li> </ul>	5	10	15	3 months

	<ul style="list-style-type: none"> <li>• Content of MPR</li> </ul>				
MPR Presentation	<ul style="list-style-type: none"> <li>• Adherence with the Guidelines *</li> <li>• Time taken for Presentation</li> <li>• Presentation Style and Confidence</li> <li>• Ability to Answer and Clarify</li> </ul>	5	5	10	
Mini-Thesis	<ul style="list-style-type: none"> <li>• Adherence with the Guidelines</li> <li>• Adherence with the TPP (Methodology)</li> <li>• In line with data reported in MPR</li> <li>• Data Analysis Quality and Presentation Style</li> <li>• Inferences, Conclusion and Recommendation</li> </ul>	10	10	20	6 month
Seminar	<ul style="list-style-type: none"> <li>• Adherence with the Guidelines</li> <li>• Time taken for Presentation</li> <li>• Presentation Style and Confidence</li> <li>• Ability to Answer and Clarify</li> </ul>	5	0	5	
<b>Total</b>		<b>40</b>	<b>35</b>	<b>75</b>	

**Note: \* Guidelines are provided in the Annex IX**

**If PSC members and supervisors are same or if the Division/Unit has only a limited number of faculty members, appropriate provisions will be made by the Department for avoiding duplication in marking**

**\* PSC will be made up of up to three-membered team including the Chairperson (in case of Plan-B, one of the member may be the Representative from supporting Organization); PSC can revise the criteria to suit their needs; Average of individual PSC members will be taken for calculating the marks obtained by the student in this category**

**\*\* If more than one supervisor, average will be taken for calculating the marks obtained by the student in this category**



## **Annex IX: Presentation Preparation Guidelines**

1. Presentation should be made within 15 minutes, excluding question answer sessions.
2. There should not be more than 15 slides, excluding one each at the starting and ending.
3. In the Proposal defense, Methodology should be focused and should comprise at least two-thirds of the slides.
4. In the MPR presentation, Field Observations should be focused and should comprise at least two-thirds of the slides
5. In the Mini-Thesis, findings should be focused and should comprise at least two-thirds of the slides
6. Tables, graphs, illustrations, etc. should be used to present data and information, to the extent possible.
7. Heavy animations should not be used. If needed, only simple transitions should be used for illustration purpose.
8. Power Point presentation should be made with template provided by FoA. No tampering and changes are allowed in the design, style, etc. Students should only add the text where appropriate. The template is designed to enhance readability and visibility of texts, etc.
  - The font size in the main slides should be as follows:
    - Heading: 54 (Bold); Preferably One line only
    - Text: 40; Preferably 6-7 lines only