

A CASE STUDY ON QUALITY MANAGEMENT OF

**A Report
on Seminar Series: Total Quality Management**

Submitted by

.....

College Name

PU Regd. No.:

Submitted to

Office of the Dean, Faculty of Management
Purbanchal University, Biratnagar

Submitted in partial fulfillment of the seminar course requirement for the degree of
Masters of Business Administration (MBA)

April 16, 2021

DECLARATION

Declaration of particular student's original work

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APPROVAL SHEET

Approval by Evaluation Panel

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ACKNOWLEDGEMENTS

This is A ONE-PAGE document to offer the words of thanks to the people/institutions providing you the valuable support to accomplish your project work.

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LIST OF DIAGRAMS

(Follow a structure like the earlier section)

DIAGRAM NO.	DIAGRAM NAME	PAGE
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LIST OF ABBREVIATIONS

EXECUTIVE SUMMARY

Executive summary is the synopsis of your report. Though placed in the prefatory part, it is developed at the end of the project work. It could be developed within 4-5 paragraphs.

For example,

P1: State what the study is all about.

P2: Briefly summarize the overall study mechanism adopted in this study.

P3: Precisely state the key findings of the study.

P4: Produce your concluding remarks on the basis of the study.

P5: Present with what is recommended for further actions.

TABLE OF CONTENTS

Follow the following pattern

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I INTRODUCTION

II PRESENTATION AND ANALYSIS

III SUMMARY, FINDINGS AND CONCLUSIONS

REFERENCES

APPENDICES

CHAPTER I: INTRODUCTION

Background of the Study

Objectives of the Study

Statement of the Problem

Study Methodology: Approach of the Study, Study Design, Sources of Information, Work Schedule, Data Presentation and Analysis Techniques

Review of Literatures

Limitations of the Study

Organization of the Project Report

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CHAPTER II: PRESENTATION AND ANALYSIS

Sketch the chapter skeleton as per the nature and type of functional problems considered in the undergoing project. This chapter also should begin with 'Introduction' and end with 'Chapter Summary'.

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CHAPTER V: SUMMARY, FINDINGS AND CONCLUSIONS

Introduction

Summary

Conclusions

Recommendations

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REFERENCES

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APPENDICES

ADDITIONAL INFORMATION GOVERNING THE REPORT FORMAT

1. Main content of the report should be 20-50 pages.
2. Font: Times New Roman, Ariel, Courier New, of any other similar fonts
3. Font Size: Headings 14 and content 12 throughout the paper
4. Bold: for headings
5. Line Spacing: 1.5 throughout the paper
6. Page Setup
 - Left: 1.5" Right: 1.0"
 - Top: 1.0" Bottom: 1.0"
 - Header: 0" Footer: 0"
7. Format: Justified (DO NOT USE TAB SETTING)
8. Page Number: bottom center
9. Paging Style: roman small case for preliminaries and Hindu Arabic for content.
10. Diagram and table: use any one of them for one purpose