

Far Western University
A Manual on Formatting and Organizing Internship and Project Work Report for
Bachelor of Arts in Development Studies (BDS. 481)



Faculty of Humanities and Social Sciences
Far Western University,
Mahendranagar, Nepal

Internship and Project Work Report Format

1. *COVER PAGE*
2. *DECLARATION*
3. *LETTER OF RECOMMENDATION*
4. *APPROVAL LETTER*
5. *ACKNOWLEDGEMENTS*
6. *ABSTRACT*
7. *TABLE OF CONTENTS*
8. *LIST OF TABLES*
9. *LIST OF FIGURES*
10. *LIST OF ABBREVIATIONS/ACRONYMS*

Note: All the preliminary sections title should be on *UPPER CASE (With Italic)*

CHAPTER - I: INTERNSHIP AND PROJECT WORK OVERVIEW

- 1.1. Background of the Internship and Project Work
- 1.2. Objectives of the Internship
- 1.3. Importance of Internship
- 1.4. Limitation of the Internship and Project Work
- 1.5. Methodology of Internship and Project work/Field Observation/Visit Plan

CHAPTER- II: ORGANIZATIONAL PROFILE

- 2.1. Background of Organization
- 2.2. Vision, Mission, and Objectives of the Organization
- 2.3. Organizational Structure
- 2.4. Project Areas and Coverage
- 2.5. Major Programs, and Areas of Work/Themes
- 2.6. List of Projects Accomplished
- 2.7. Current Projects (Under Implementation Phase)
- 2.8. Donors and Partner Organizations
- 2.9. Key Achievements or Milestones
- 2.10. Funding Sources (Matching) and Partnerships (Local)

CHAPTER -III: INTERNSHIP ACTIVITIES AND LEARNINGS

- 3.1. Overview of Activities/Project Activities Observed
- 3.2. Field Visits and Key Engagements\
- 3.3. Specific Departments or Units Visited
- 3.4. Skills Learned During Internship

CHAPTER- IV: ANALYSIS AND REFLECTIONS

- 4.1 Key Lessons Learned
- 4.2 Strengths and Weaknesses of the Organization (SWOT can be included)
- 4.3 Challenges Faced During the Internship

CHAPTER -V: CONCLUSION AND RECOMMENDATIONS

- 5.1 Summary of Practical Experiences/Observations/Learnings
- 5.2 Suggestions for the Organization
- 5.3 Recommendations for Future Interns

References (*if applicable*)

Any reports, manuals, websites, or readings used during the internship

Annexes/Appendices (*if needed*)

Photos of field activities
Organization brochures
Any forms or documents collected

BDS. 481 (Internship and Project Work) cover Page Sample:

TITLE OF THE PROJECT REPORT



A Project Report Submitted to

Central Department of Humanities and Social Sciences/Campus

Faculty of Humanities and Social Sciences, Far Western University

in Partial Fulfilment of the Requirements for the Degree of

Bachelor of Arts

In

DEVELOPMENT STUDIES (BDS. 481)

Submitted By:

GROUP/BATCH/ CANDIDATE'S name

Campus/Department Name:

Exam Roll No.:

FWU Regd. No.:

Month, Year

BDS. 481 Internship and Project Work Report -Cover Page Example (Sample)

GENDER INCLUSIVE AND WOMEN EMPOWERMENT PROJECT (GIWEP Project),

Implemented by NEEDS NEPAL/NNSWA/CARE NEPAL.....



A Project Report Submitted to

Central Department of Humanities and Social Sciences

Faculty of Humanities and Social Sciences, Far Western University

in Partial Fulfilment of the Requirements for the Degree of

Bachelor of Arts

In

DEVELOPMENT STUDIES (BDS. 481)

Submitted By:

DEEPAK CHANDRA BHATT/ 1st BATCH (GROUP- A)

Central Department of Humanities and Social Science

University Central Campus, Far Western University

Exam Roll No.: 33034.....

FWU Regd. No.:28792-95.....

August, 2025

Submitted By (In case of Group work):BDS Ist Batch students (Group A)

Central Department of Humanities and Social Sciences

Far Western University

2025

S.N	Name of The Student	Exam Roll Number	FWU Regd. Number	Remarks
1	Brama Kumar	2734	28792-21	Field Observation (May-July), 2025
2	Bishnu Kumar	3456	28793-21	
3	Shiv Kumar	2356	28794-21	
4	Sarswati Kumari	3567	28795-21	
5	Laxmi Kumari	4325	28796-21	
6	Parvati Kumari	1234	28797-21	
7	Ganesh Kumar	3245	28798-21	

DECLARATION

I/We hereby declare that this project report is the result of my/our independent work and original effort. It has not been submitted previously, in whole or in part, for the award of any academic degree, diploma, or other qualification at any institution.

All sources of information, data, and ideas from different organizations and projects or publications have been duly acknowledged and properly cited. I/We take full responsibility for the content, findings, and conclusions presented in this report, and affirm that it upholds academic integrity and ethical standards.

Signature:.....

Name:.....

Date:.....

In case of Group

S.N	Name of The Student	Exam Roll Number	FWU Regd. Number	Signature
1	Brama Kumar	2734	28792-21	
2	Bishnu Kumar	3456	28793-21	
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6	Parvati Kumari	1234	28797-21	
7	Ganesh Kumar	3245	28798-21	

Date:

#Use Letter Head

LETTER OF RECOMMENDATION

This is to certify that the project report entitled “[*Title of the Report*]” has been prepared by **[Group/Candidate’s Full Name]** under my supervision and guidance. The report is an original work carried out in accordance with the academic standards and guidelines set by the Department of Development Studies.

I hereby recommend this project report for final evaluation by the Research Committee of the Department/Campus at Far Western University, as partial fulfillment of the requirements for the degree of **Bachelor of Arts in Development Studies**.

Asst. Prof. Dr. Deepak Chandra Bhatt
(Supervisor)

Date: 2082-04-16 B.S. (09/01/2025 A.D)

#Use Letter Head

Approval Letter

This is to certify that the project report entitled “[*Title of the Report*]” submitted by [**Group/ Candidate’s Full Name**] has been examined by the undersigned and found to be satisfactory in scope, quality, and originality.

In our opinion, the project report meets the necessary requirements and academic standards for the partial fulfillment of the **Bachelor of Arts in Development Studies** degree at **Far Western University**.

We, therefore, approve the report and recommend it for the award of the degree.

.....

Name

Head of Department/ RMC/Campus chief/Research Committee

.....

Name

Supervisor

.....

Name

External Examiner

Date of approval (in B.S and AD):

Evaluation Criteria

Criteria	Weightage (100 Marks)
Content and Relevance	20%
Field Visit Plan (Design/Methodology of Observation)	5%
Data Analysis and Interpretation	10%
Language, Format & Structure	10%
Originality & Field Engagement	40%
Viva Presentation	15%
Total	100 %

Guidelines for Writing the Project Report

1. Length:

Typically between **20–30 pages** (excluding annexes).

2. Language:

Use formal academic language. Avoid first-person where possible except in reflection sections.

3. Font and Formatting:

- Font: Times New Roman or Preeti
- Size: 12 pt/ 15 pt. in Preeti
- Line spacing: 1.5
- Margins: 1 inch all sides
- Page number: Top Right:

4. Pagination: Begin the body or first chapter on page first, use roman numbers (i, ii, iii...) in the preliminary section and 1,2,3 on body sections.

5. Citation Style: Use APA (7th edition).

6. Submission Format:

- Soft copy (PDF or Word)
- Hard copy (spiral/bound, if required by department)

7. Plagiarism:

Ensure originality. Plagiarized work may be rejected.