



SUGGESTED FORMAT FOR WRITING FIELD WORK REPORT

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SUGGESTED FORMAT

First Part

- Title page
- Declaration
- Acknowledgement
- Table of contents
- List of table
- List of figures
- Abbreviations

Third Part (Chapter 2)

Data presentation and analysis

- ...
- ...
- ...
- Major findings

Second Part (Chapter 1)

Introduction

- Background of the study
- Organizational overview
- Significance of the study
- Objectives of the study
- Methodology
- Limitations
- Organization of the study

Fourth Part (Chapter 3)

Summary, conclusion and recommendation

- Summary
- Conclusion
- Recommendation

Fifth Part

- References
- Appendix

**A Fieldwork Report of
Yeti Carpet Pvt. Ltd.
On Production Department**



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Submitted By:

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BIM 5th Semester

Submitted To:

Asian School of Management & Technology

Gongabu, Kathmandu

2018

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Example

I declare that this report entitled "**A Fieldwork Report of Yeti Carpet Pvt. Ltd. on Production Department**" submitted to the College is my original work carried out under the supervision of Mr., and has not been submitted anywhere for the award of any other degree or commercial purpose. In keeping with the ethical practice in reporting scientific information, due acknowledgements have been made wherever the findings of others have been cited.

.....

(Name)

Date: Feb, 2018

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Example

The preparation of this report is the work of many people directly or indirectly involved with it. I would like to convey my sincere appreciation to Yeti Carpet Company Limited for providing me with an opportunity to visit the factory. I am indebted to Mr. (Factory Incharge) for providing the opportunity to visit in their organization.

My special gratitude goes Mrs. for guiding me at each during visit. I would also like to thanks other staffs of Yeti for his kind co-operation and support in the visit.

I immensely acknowledge the contributions, encouragement and patience to our principal Mr., report supervisor; Mr. and Academic Coordinator; of Asian School of Management & Technology for guiding me throughout the preparation of this report.

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Asian School of Management & Technology



Example

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Example

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Example

Abbreviations

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| | |
|-------|--|
| ABBS | Any Branch Banking Service |
| A/c | Account |
| A.D. | Anno Domini |
| ADB | Agriculture Development Bank |
| ATM | Automated Teller Machine |
| BAFIA | Bank and Financial Institution Act |
| BCBS | Basel Committee on Banking Supervision |
| BOK | Bank of Kathmandu Limited |
| B.S. | Bikram Sambat |
| C.V. | Coefficient of Variation |
| DPS | Dividend per Share |
| DMU | Decision Making Unit |

Chapter 1

Introduction

- Background of the study
- Organizational overview
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Example

There is no doubt that the study will have multidimensional importance for various areas. Some of the importance area are mentioned below:

- Importance to policy formulators and also be useful for teachers, students of the subject, particularly those in commerce stream, chartered accountancy and institutional finance.
- Importance to the banks to know the trend, future expectations and acquire expected level of results.
- Important to auditors, analysts and other concerned stakeholders.
- It can be a good asset of library and guidelines for other report writer.

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Example

The primary objectives of this field work report are as follows:

- To study the overall customer service department and marketing procedures applied in the banking sector.
- To know the cultural environment of banking and financial institutions.
- To study the overall operation of banking activities.
- To find out the important of relationship between one department to another department.
- To learn the various rules, regulations, and procedures of the bank.

Chapter 1

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Example

- Primary Data
- Secondary Data

Chapter 1

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Example

- Chapter 1
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- Chapter 3

Chapter 2

Data presentation and analysis

- ...
- ...
- ...
- Major findings

Chapter 3

Summary, conclusion and recommendation

- Summary
- Conclusion
- Recommendation

Fifth Part

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