

Rajarshi Janak University
Faculty of Management

Office of the Dean



Guidelines for Seminar Paper on Contemporary Issues
Bachelor of Business Administration (BBA)
&
Bachelor of Digital Business Management (BDBM)

Janakpurdham

May 2025

Concept of the Seminar Paper

A seminar paper is a work of original research that presents a specific topic and is presented to a group of interested persons, usually in an academic setting. It is a written assessment of a particular topic on contemporary issues of the specific subject outlined in the curriculum. The seminar paper is a mandatory for an academic requirement for BBA and BDBM students under Faculty of Management, Rajarshi Janak University in their respective semester. Dedicated classes are held to guide students through the process of writing and presenting their papers. The seminar course is designed to help students critically evaluate information from various sources, encouraging them to develop fresh perspectives and insights. Ultimately, each student must submit a well structured seminar paper following the prescribed format, reflecting both academic understanding and practical awareness of current issues in their field.

Objectives of the Seminar Paper

The seminar paper is designed to equip students with practical research skills and a deep understanding of contemporary issues and current practices related to their chosen themes or areas of study. Emphasizing both global and Nepalese perspectives, the primary goal is to enable students to apply this knowledge effectively in real-world business contexts.

Upon completion of the seminar paper, students are expected to:

- Identify and analyze key issues or problems grounded in current trends and practices.
- Identify relevant literature, including books, reports, conceptual and theoretical papers, and research articles.
- Conduct a critical review of the selected literature.
- Synthesize information and arguments to develop well-founded conclusions.
- Properly cite all sources and compile a comprehensive list of references.
- Produce a well-structured thematic or seminar paper that reflects their research and analytical skills.

Procedures

- The concerned faculty member shall provide access to relevant literature, or facilitate its identification, on contemporary issues and recent practices from both global and Nepalese perspectives. Furthermore, the faculty member shall guide students in the selection of seminar topics and provide necessary support for the refinement and finalization of the seminar paper.

- Students are expected to conduct a comprehensive review of pertinent books, scholarly articles, and research papers on the assigned issues. The seminar paper must demonstrate originality, adhere to the prescribed format, maintain logical organization, and present sufficient evidence to substantiate the arguments advanced.
- Each student shall formally present their seminar paper in a designated seminar session for academic evaluation.
- The assessment of the seminar paper and presentation shall be carried out jointly by the concerned faculty member and an external expert, who will determine the final grade.

Format of Seminar Paper

The seminar paper, including introduction, main section and concluding remarks must not exceed 7,000 words. A seminar paper or report is made up of three main sections:

A. Prefatory section: This section is organized in the following order:

- **Title page** of the Seminar paper (see appendix -I)
- **Student Declaration** (see appendix - II)
- **Faculty Certification** (see appendix - III)
- **Acknowledgments:** Acknowledge them who have really helped you to prepare the seminar paper.
- **Table of Contents** (see appendix - IV)
- **Abstract:** An abstract is a brief but comprehensive summary of the seminar paper. It is the first section to be read and should be the last to be written. It should enable the reader to make an informed decision about whether they want to read the whole report. The abstract should state clearly the problem studied, the method used, the main results and the main conclusions. The length of the abstract of seminar paper should be about 200 words. Do not put information in the abstract which is not in the main text of your paper. At the bottom of the abstract, provide key words (not more than five) that truly reflect the research.

B. Main Body: This section of the seminar paper is divided into three sections:

i. Introduction: Introduction section of the seminar paper should include following subsections:

- **Background of the Study:** The purpose of this section is to create the context to the study. This section should describe about the core aspect of the topic and clearly establish

the focus of study. It should explain concepts and issues related to your topic with sufficient citation. It should be written based on factual information on the topic.

- **Statement of the Problem:** A problem statement is a concise description of an issue to be addressed or a condition to be improved. The purpose of this section is to establish research issues. Write a few paragraphs explaining what issues you want to address in your paper with sufficient citation. Problem statement must be supported by evidence coming from the review of literature. Evidences from the literature justify why the research problem is worth investigating. Problem statement section normally ends by raising research questions.
- **Objectives of the Study:** Objectives of the study specifies what the researcher intends to do. Develop objectives of your paper based on the questions and issues you raised. In fact, objectives are conversion of research questions into a to-do list.
- **Methods:** Methodologies of the study should include research design, sources of information and methods of information analysis. *Research Design* is an overall plan and framework presentation of various steps in the process of research. It is a boundary that enables the researcher for right work. It helps researcher to know what relevant information is to be collected. It identifies the approaches of study. *Sources of Information* include the sources of collection of primary data and secondary data. Primary data includes raw data collected by the way of questionnaires, interview, observation etc. Secondary data can be collected by visiting different websites and journal, books, articles and magazines. *Methods of Information Analysis* include the process of information involving gathering all the information, processing it, exploring the information, and using to find patterns and other insights.

ii. Description and Analysis: This section of the seminar paper 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.

- **Theoretical review:** Theoretical review is meant to review theoretical underpinning on the topic of the research.

- **Empirical review:** Empirical review is meant to review of recent research articles and reports related to the topic of the research. The researcher should identify the key issues investigated by the study, check the methodology followed, and note the key findings of the study.
- **Analysis:** Analyze and discuss the issues and practices based on theoretical and empirical review.

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

iii. 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 **Conclusion** should also provide interesting perspectives of theories and concepts, and clearly state the originality and newness of your paper.

C. Supplementary section

References: The researcher extensively uses reference materials while writing seminar paper and report. These reference materials are required to be listed as part of the research work. The purpose of reference list is to provide information necessary to identify and retrieve each source and give due credit to the works of others which are quoted in the present work. A list of reference materials so presented is termed as **References** or **Works Cited** and follows just after the main text of the report. Specifically, reference list contains only those sources that are cited in the research work. Faculty of Management follows the APA (American Psychological Association) style of citation and referencing.

Layout of Seminar Paper

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. Start the page number "2" on the second page of text.

Headings and Subheadings: The following rules are applied in heading and subheadings. Do not give number in 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.

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.

Font, Font size and Margin: 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. The line space of the text is 1.5 and it has a justified alignment.

Tables and Figures: Data can be presented in tables and figures. The APA format should be followed to present tables and figures for consistency and uniformity.

Evaluation of Seminar Paper and Presentation

A student is required to undertake a review based research assignment and prepare a seminar paper at the end of the session. Concerned faculty member will evaluate the seminar paper and external expert will evaluate the presentation. Evaluation of the seminar paper and presentation shall be based on the following criteria:

- Seminar paper by Faculty: 80 % (80 marks)
- Presentation by External Expert: 20% (20 marks)

Marking Criteria for Seminar Paper

Evaluation dimensions	Marks assigned
Contents of the seminar paper	40
Organizing the paper (structure/citation/reference etc.)	40
Total	80

Marking Criteria for Presentation

Evaluation dimensions	Marks assigned
Organization of presentation	10
Presentation skills and contents	10
Total	20

Appendix-I: Title page of the seminar paper**TITLE OF THE SEMINAR PAPER**

A seminar paper

**Submitted by**

Full Name of the Student

Class Roll No.

Exam Roll No:

Registration No:

Campus/ College:

Bachelor of Business Administration (BBA)

..... Semester

Subject:

Submitted to

Faculty of Management

Rajarshi Janak University, Janakpurdham

Month & Year

Appendix-II: Student Declaration

Student Declaration

I hereby declare that the seminar paper entitled “.....” submitted to Campus/ College, **Rajarshi Janak University**, is my original work carried out under the guidance of (Name of Supervisor/Faculty).

I affirm that this work has not been submitted, in part or in full, for the award of any degree, diploma, or academic credit at this or any other institution. All sources of information and references used in the preparation of this paper have been duly acknowledged.

I take full responsibility for the authenticity, accuracy, and originality of the contents of this seminar paper.

Student's Name:

Roll No.:

Program:

Semester/Year:

Appendix-III: Faculty Certification

Faculty Certification

This is to certify that the seminar paper entitled “.....” submitted by **Mr./Ms. (Student’s Name)**, Roll No., a student of **BBA/ BDBM** Program, **Semester/Year**, at the **Campus / College, Rajarshi Janak University**, has been carried out under my guidance and supervision.

To the best of my knowledge, the seminar paper is the original work of the student, prepared in accordance with academic standards. The sources used have been duly acknowledged, and the paper is recommended for submission and evaluation.

Name of Faculty/Supervisor:

Designation:

Signature:

Date:

Appendix-IV: Table of Contents

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Appendix-V: Seminar Evaluation Sheet

Rajarshi Janak University
Faculty of Management
Campus,
Seminar Evaluation Sheet

Program:

Course:

Course Code:

Year / Semester: ...

Full Marks: 100

Pass Marks: 40

S.N.	Roll No.	Reg. No.	Name of the Students	Faculty / Subject Teacher		External Expert		Total (100 Marks)
				Contents of the seminar paper (40 Marks)	Organizing the paper (Structure /citation /reference etc.) (40 Marks)	Organization of presentation (10 Marks)	Presentation skills and contents (10 Marks)	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Signature:

Name:

Faculty /Subject Teacher

Signature:

Name:

External Expert

Signature:

Name:

Coordinator / Campus Chief