

CASE STUDY REPORT FORMAT GUIDELINE

Following is a suggested guideline for preparing your case study reports (remember to always use IEEE style guide for all formatting and referencing):

Cover Page

Abstract

(Should be written to focus on key points/findings)

Chapter 1: Introduction

Current Situation Analysis and pertinent Background including a synopsis of the relevant information from the analysis of the case.

Chapter 2: Case Study Overview

May include:

- Target Market Identification
- Market Needs
- Analysis of Case
- Key Issues/Goals
- Recommendations

Should include:

- Decision Criteria
- Assumptions
- Data Analysis
- Preferred Alternative with rationale.
- Justification/Predicted Outcome

It is important that all guesstimates or creative ideas be founded upon some relevant rationale and a solid understanding of the target audience and anticipated technical, financial or any other changes/impact.

Chapter 3: Result Analysis

May include

- Result
- Critical Analysis
- Conclusion

References

Recommend that you source business journals, periodicals, and textual references as well as any online research. Make sure you support your ideas with facts and figures. Please try to use your own words and ideas based on research rather than copy and paste other's words from the internet. You should USE PROPER IEEE style in-line citations, image source citations, and an alphabetical CITATION LIST in a references section.

Appendices

All charts, visuals, and other related items can be placed here and referenced in the report.

Your report should meet following standards:

Font Name: Times New Roman

Left Margin: 1.5 inch

Right Margin: 1 inch

Top Margin: 1 inch

Bottom Margin: 1 inch

Header and Footer: 0.5 inch

Line Spacing: 1.5

Paragraph Spacing: 18 pt

Font Size: 12 pt (for normal text)

Follow following standard for headings

1. Heading1 (16 pt, Bold)

1.1 Heading2 (14 pt, Bold)

1.1.1 Heading3 (13 pt, Bold)

1.1.1.1 Heading4 (12 pt, Bold)

ARRANGEMENT OF CONTENTS:

The sequence in which the project report material should be arranged and bound should be as follows:

1. Cover Page
2. Title Page
3. Certificate of Approval
4. Acknowledgment
5. Abstract
6. Table of Contents
7. List of Figures (if any)
8. List of Tables (if any)
9. List of Symbols (if any)
10. Abbreviations (if any)
11. Chapters
12. Appendices (if any)
13. References

** Students can add their own topics or sub-topics as per necessity.*

** Justify the report for clean look at both left and right side of page.*

**The level of English writing must be appropriate to the level of the Bachelor's degree. Normally, there should be no first person references (e.g., I, we, us) in the report. If self reference is required, reference may be made to "the author" or "this study".*

ST. XAVIER'S COLLEGE

(Affiliated to Tribhuvan University)
Maitighar, Kathmandu



Case Study Report
on
“Case Study Title” - (Course Code)

Under the supervision of

Supervisor Name

Designation

Submitted by

Full Name (T.U. Exam Roll No. 494/066)

Full Name (T.U.Exam Roll No. 506/066)

Submitted to

ST. XAVIER'S COLLEGE

Department of Computer Science

Maitighar, Kathmandu, Nepal

September ____ , 2014

Case Study Title

[Code No.:]

A case study report submitted in partial fulfillment of the requirement for the degree of Bachelor of Science in Computer Science and Information Technology

Submitted by

Full Name (T.U. Exam Roll No. 494/066)

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Submitted to

ST. XAVIER'S COLLEGE

Department of Computer Science

Maitighar, Kathmandu

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September _____, 2014



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CERTIFICATE OF APPROVAL

The undersigned certify that they have read and recommended to the Department of Computer Science for acceptance, a case study report entitled “.....” submitted by (Student's name / TU Roll No) in partial fulfillment for the degree of Bachelor of Science in Computer Science & Information Technology.

.....
Er. Rajan Karmacharya
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.....
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