

**GUIDELINES ON
FIRST STAGE TECHNICAL
REPORT**

1. The reports must be between 10 – 30 pages. It should contain at least of the following.
 - **Abstract**
 - **Chapter 1.0 Introduction**
 - Background of the problem
 - Statement of the problem
 - The objective of the study
 - Scope of the study
 - Significance of research
 - Definition of terms
 - **Chapter 2.0 Literature Review**
 - Review relevant research to provide rationale
 - Present unanswered question, untried method etc does your work address
 - Findings of others you challenging or extending
 - **Chapter 3.0 Research Methodology**
 - Research Design & Procedure
 - Operational Framework
 - Subjects or data sources
 - Instrumentation
 - Data Analysis
 - Assumptions & Limitations
 - Research schedule
 - **Chapter 4.0 Expected findings and conclusion**
 - **References**



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2. Technical Report must be submitted to the panel members three (3) working days before the presentation day.
3. The report should **not more than** 30 pages including illustrations, tables etc. Report must be in English.
4. The writing format must follow the given journal template.
5. The time allocated for presentation is 20 minutes and a further 40 minutes is allocated for discussions (Q & A).
6. Students should wear proper attire for seminar presentation.

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