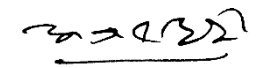
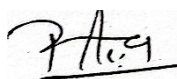


Report
of
Strengthening Master's Level Thesis Supervision Workshop: A Comprehensive
Development Program for Thesis Supervisor


Arjun Raj Adhikari
Campus Chief

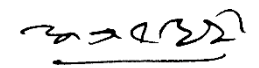
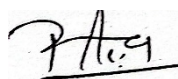

Submitted by
Sukuna Multiple Campus
Sundarharaincha-12, Morang

Submitted to
University Grants Commission
Sanothimi, Bhaktapur

2025

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Arjun Raj Adhikari
Campus Chief

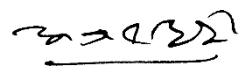
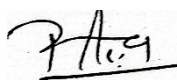
Introduction of Program

Sukuna Multiple Campus is a community-based public campus affiliated with Tribhuvan University. The campus runs the programs of Humanities and Social Sciences, Education, Management, and Science faculties at the Bachelor's level and the Master's level (postgraduate level). Classes are run in the faculties of Education and the Faculty of Management. M.Ed. program started in B.S. 2061 and MBs in B.S. 2063. It aims at providing Higher Education at an affordable means with all and special privileges for promising students. Under the Faculty of Education, students can choose from seven specialized subject areas. The selection of the specialization subjects is exclusively based on the criteria set by the affiliating university (TU). In both postgraduate programs, students must submit a complete thesis in the final year.

Background of Program

A comprehensive three-day workshop titled "Strengthening Master's Level Thesis Supervision Workshop" was successfully conducted at Sukuna Multiple Campus from Baisakh 8-10, 2082. The program was designed to enhance the capabilities of faculty members in effectively supervising master's level theses. The workshop featured a diverse range of sessions covering theoretical foundations, practical supervision techniques, and ethical considerations delivered by experienced academic professionals.

Objective



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Campus Chief

The Objectives of this training module are:

- a. To update the roles and responsibilities of a thesis supervisor
- b. To prepare supervisors with effective mentoring and communication strategies



- c. To address common challenges in thesis supervision
- d. To communicate the recent trends in thesis writing.
- e. To develop a supportive supervisory guideline that fosters student independence.

Methodology

The following methods will be used interchangeably as per the necessity of the subject matter

- a. **Workshops:** Interactive sessions group and pair activities
 - b. **Case Studies:** Analysis of real-life supervision scenarios and discussing the solutions
 - c. **Feedback Sessions:** opportunities for participants to discuss their experiences and challenges.
 - d. **Mentorship Circles:** Small group discussions for peer support and sharing experiences.
- Participant selection**

As mentioned in the proposal, we included all the teaching faculties and also invited the participants from 7 neighboring public campuses. whose details are given below:

Table 1

No. of Participants

| Name of Campus | No. of Participants |
|--|----------------------------|
| Sukuna Multiple Campus, Morang | 38 |
| Saptakoshi Multiple Campus, Morang | 0 |
| Urlabari Multiple Campus | 2 |
| Janata Campus ,Rangeli,Morang | 0 |
| Damak Multiple Campus, Jhapa | 0 |
| Kankai Multiple Campus, Surunga, Jhapa | 0 |
| Hile Campus | 0 |
| Pathri Multiple Campus | 2 |
| Total | 42 |

Most of the teachers from our institution attended the program, however, only 2 neighboring campuses out of 7 could participate.

Day-wise Program Report

Day One (2082/02/08)

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Arjun Raj Adhikari
 Campus Chief

Opening Session (9:30-10:30 AM)

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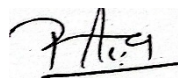
The workshop commenced with a refreshment period followed by formal registration and inauguration procedures organized by the Training Unit. The inaugural session included welcome remarks, introduction of participants and resource persons, and an overview of workshop objectives. This session established the context for the workshop, highlighting the importance of effective thesis supervision in maintaining academic standards and fostering research excellence.

Basics of Thesis Supervision (10:30 AM-12:00 PM)

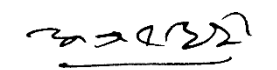
Mrs. Ushakiran Wagle facilitated a comprehensive 90-minute session on the fundamental principles of effective thesis supervision. The session covered key supervisory responsibilities, establishing productive supervisor-student relationships, and understanding the institutional requirements for master's level theses. Participants gained insights into supervision models, communication strategies, and techniques for guiding students through the research journey. The session emphasized the supervisor's role as both academic mentor and research facilitator. The session also discovered the problems faced by supervisors throughout the supervising journey.

Student Psychology in Thesis Writing (1:00-2:30 PM)

Following the lunch break, Mr. Shankar Dewan conducted an informative session focusing on psychological aspects of student experiences during thesis writing. This 90-minute workshop addressed common psychological challenges faced by graduate students, including anxiety, writer's block, perfectionism, and motivational issues. Participants learned effective strategies for recognizing distress signals, providing appropriate emotional support,



5



Arjun Raj Adhikari
Campus Chief

and fostering student resilience. The session highlighted the importance of balancing academic rigor with emotional intelligence in supervision practices.

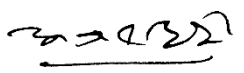
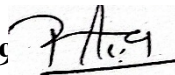
Reviewing Literature (2:35-4:05 PM)

Dr. Suresh Gautam led an in-depth session on guiding students through literature review processes. This 90-minute workshop covered methodologies for comprehensive literature searches, critical evaluation of scholarly sources, and synthesis of existing knowledge. Participants learned techniques for helping students identify research gaps, establish theoretical foundations, and position their work within existing scholarly conversations. The session provided practical guidance on helping students overcome common literature review challenges and develop academic writing skills.

Conceptual and Theoretical Frameworks (4:10-5:40 PM)

Dr. Suresh Gautam continued with an advanced 90-minute session on developing robust conceptual and theoretical frameworks for master's theses. This workshop explored the differences between conceptual and theoretical frameworks, their interconnections, and their critical role in guiding research design. Participants gained skills in helping students articulate appropriate frameworks that align with research questions and methodological approaches. The session included practical exercises for evaluating framework quality and providing guidance for framework refinement.

Day Two (2082/02/05)



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Campus Chief

Abstract Management (10:00-11:30 AM)



Following morning refreshments, Dr. Suresh Gautam facilitated a specialized 90-minute session on abstract development and refinement. This workshop addressed the critical

components of effective research abstracts, common pitfalls in abstract writing, and techniques for achieving clarity and precision. Participants learned strategies for guiding students in crafting abstracts that effectively communicate research purpose, methodology, findings, and significance. The session emphasized the strategic importance of abstracts in research dissemination and academic publishing.

Constructive Feedback Techniques (12:30-2:00 PM)

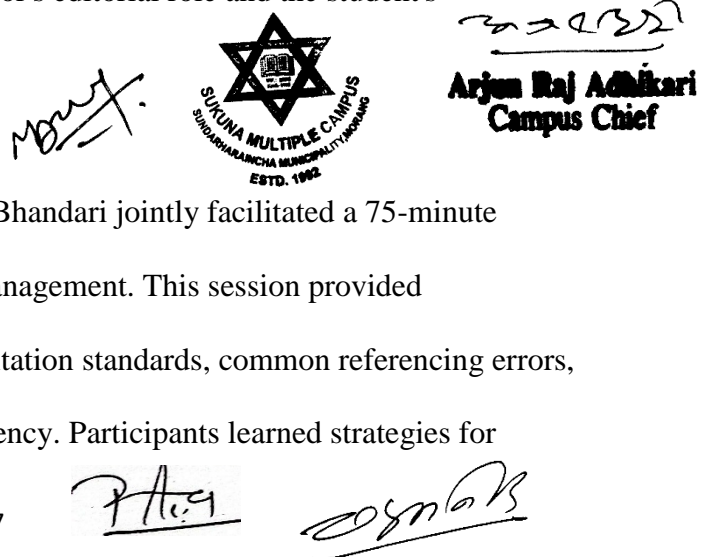
After lunch, Dr. Suresh Gautam conducted a practical 90-minute workshop on providing effective feedback to thesis students. This session explored different feedback modalities, timing considerations, and approaches for balancing critique with encouragement. Participants developed skills in delivering specific, actionable, and growth-oriented feedback across various thesis components. The workshop emphasized feedback as a developmental tool and included role-playing exercises to practice difficult feedback scenarios.

Editing and Proofreading (2:00-3:30 PM)

Mr. Basudev Dahal led a technical session focusing on editorial guidance for thesis supervision. This workshop covered different levels of editing, common language issues in academic writing, and strategies for improving document coherence. Participants learned techniques for helping students enhance clarity, precision, and scholarly tone in their writing. The session distinguished between the supervisor's editorial role and the student's responsibility for final manuscript quality.

Citation and Referencing (3:30-4:45 PM)

Ganesh Prasad Dahal and Nara Prasad Bhandari jointly facilitated a 75-minute workshop on citation systems and reference management. This session provided comprehensive guidance on APA 7th edition citation standards, common referencing errors, and techniques for maintaining citation consistency. Participants learned strategies for



helping students organize reference materials effectively and avoid academic integrity issues.

The workshop included hands-on practice with reference management tools and troubleshooting complex citation scenarios.

Day Three (2082/02/10)

Ethical Considerations (7:30-9:00 AM)



Following early morning refreshments, Dr. Suresh Gautam conducted a session on ethical dimensions of thesis supervision. This workshop addressed research ethics approval processes, data integrity issues, plagiarism prevention, and ethical dilemmas in supervisor-student relationships. Participants gained insights into balancing supervisory authority with student autonomy and managing conflicts of interest. The session emphasized the supervisor's responsibility in cultivating ethical research practices and academic integrity.

Thesis Supervision Process (9:00-10:30 AM)

Dr. Suresh Gautam continued with an extended 150-minute comprehensive workshop on the complete thesis supervision process. This in-depth session covered the entire supervision journey from initial proposal development to final thesis defense. Participants learned practical strategies for establishing timelines, conducting progress meetings, managing revisions, and preparing students for defense presentations. The workshop addressed common supervision challenges and provided structured approaches for different thesis development stages.

Active Listening and Empathy (10:30-12:00 PM)

After lunch, Dr. Mohan Kumar Tumbahang facilitated a 90-minute workshop focused on interpersonal dimensions of supervision. This session explored active listening techniques, empathy development, and communication strategies for building productive supervisory relationships. Participants learned approaches for recognizing students' unspoken concerns,

responding to emotional cues, and creating supportive academic environments. The workshop emphasized the connection between empathetic supervision and student research success.

APA 7th Edition and Report Structuring (1:30-3:00 PM)

Finally, Matrika Thapa conducted a technical session on thesis formatting and structural requirements. This workshop provided comprehensive guidance on APA 7th edition formatting standards, document structure, and physical presentation requirements.

Participants gained skills in guiding students through technical aspects of thesis preparation including pagination, headings, table formatting, and binding specifications. The session emphasized the importance of professional presentation in academic credibility.

Closing Ceremony (3:00-3:30 PM)

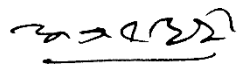
The workshop concluded with a formal 30-minute closing ceremony organized by the Training Unit. The closing session was conducted by Maya Dewan a member of Training Unit. This final session included certificate distribution to participants, collection of feedback on workshop effectiveness, and closing remarks from institutional representatives. The ceremony acknowledged participants' commitment to supervision excellence and encouraged implementation of learned techniques. The session provided closure to the intensive three-day professional development program.

Achievement and Outcomes

Some of the outcomes and benefits of this workshop are listed below:

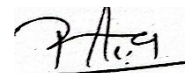
- a) Enhanced Supervisory Knowledge.
- b) Improved Feedback Skills.
- c) Strengthened Ethical Awareness
- d) Technical Proficiency




Arjun Raj Adhikari
Campus Chief







- e) Interpersonal Competence
- f) Institutional Standardization
- g) Professional Development

Some of the key takeaways of this three day long workshop are:

Supervisors must balance academic guidance with emotional intelligence.

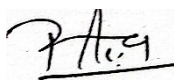
- Providing timely and constructive feedback is essential.
- Understanding the APA 7th edition format is critical for guiding students.
- Ethical supervision requires both procedural knowledge and moral sensitivity.
- Technology tools (e.g., citation managers) can greatly assist in maintaining accuracy.

Future perspective and challenges

The workshop on Strengthening Master’s Level Thesis Supervision’s future perspectives and challenges are given below:

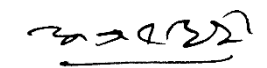
Future perspectives

- a) Enhanced the Supervisor’s role with effective mentoring skills, ethical supervision practices, and updated research methodologies.
- b) The future of thesis supervision may involve AI-driven research support tools, automated plagiarism detection, and digital mentoring platforms.
- c) Universities might focus on fostering interdisciplinary research collaborations, allowing students and supervisors to work across faculties and institutions.
- d) Institutions may implement universally accepted frameworks for research methodology, plagiarism control, and thesis formatting.
- e) Adopting mentorship models that empower students to take greater ownership of their research journey.








Arjun Raj Adhikari
 Campus Chief



Challenges

- a) Ethical Concerns and the necessity of plagiarism checks will challenge both students and supervisors in maintaining academic integrity.
- b) Increasing student enrollment in graduate programs could lead to supervisors handling multiple theses, making personalized mentorship difficult.
- c) Supervisors must continuously update their knowledge in emerging research methodologies and global academic standards.
- d) Some institutions might struggle with limited funding, impacting the availability of research materials, training programs, and expert guidance.
- e) Encouraging student autonomy in research while ensuring they receive necessary support and constructive feedback.

Conclusion and recommendation

The "Strengthening Master's Level Thesis Supervision Workshop" provided a comprehensive professional development opportunity for academic faculty involved in thesis supervision. Through carefully sequenced sessions covering both technical and interpersonal aspects of supervision, the program equipped participants with enhanced capabilities for guiding master's students through the research process. The workshop's balanced attention to academic rigor, student psychology, and ethical consideration created a holistic approach to supervision excellence that aligns with contemporary higher education practices.

   
Arjun Raj Adhikari
Campus Chief

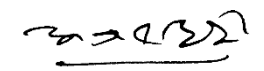
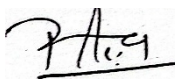


Acknowledgment

First and foremost, we would like to express our gratitude to the University Grants Commission, for the funding support. The project acceptance has made it easier for us to organize the program efficiently.

Likewise, we are equally grateful to the external facilitator Prof. Dr. Suresh Gautam for his invaluable engagement in the program to make the three-day program successful. Similarly, we can't forget our internal facilitators Dr Mohan Kumar Tumbahang, Ganesh Prasad Dahal, Shankar Dewan, Ushakiran Wagle, Basudev Dahal, Matrika Thapa for the fruitful and rigorous session delivery in all three days.

We are immensely indebted to the campus chief Mr. Arjun Raj Adhikari for the encouragement and support. Similarly, we thank Mr. Ganesh Prasad Dahal, Mr. Navaraj Koirala, Mr. Yubraj Subedi for the management of training. Last but not the least, we can't stop appreciating the hard work of Chandra Mani Rai, coordinator of the training unit. Likewise, we thank Nara Prasad Bhandari, Guna Raj Nepal, Maya Dewan and Ramesh Khatiwada for the effective event management and report writing.


Arjun Raj Adhikari
Campus Chief

Program schedule



Arjun Raj Adhikari
Arjun Raj Adhikari
 Campus Chief

Title: Strengthening thesis writing

Program Schedule

Sukuna Multiple Campus

Program Duration: 2082/02/8,9 & 10

Arjun Raj Adhikari
MB
Ph.D.

Day 1

| Date | Time | Activities | Responsible/Facilitator |
|------------------|----------------|---|-------------------------|
| | 9:30-10:00 am | Tea and cookies | |
| 2082/02/08 | 10:00-10:30 am | Registration and Inauguration of the program | Training Unit |
| | 10:30-12:00 pm | Basic of Thesis Supervision | Ms. Ushakiran Wagle |
| | 12:00-1:00 pm | Lunch | |
| | 1:00-2:30 pm | Dealing with the student psychology in thesis writing | Mr. Shankar Dewan |
| | 2:35- 4:05 pm | Reviewing literatures | Dr. Suresh Gautam |
| | 4:10- 5:40 pm | Developing conceptual framework and theoretical framework | Dr. Suresh Gautam |
| | Day Two | | |
| 2082/02/09 | 9:30-10:00 am | Tea and cookies | |
| | 10:00-11:30 am | Abstract management of thesis | Dr. Suresh Gautam |
| | 11:30-12:30 | Lunch | |
| | 12:30-2:00 pm | Techniques for providing constructive feedback | Dr. Suresh Gautam |
| | 2:00-3:30 pm | Polishing the draft: effective strategies for editing and proof reading | Basudev Dahal |
| | 3:30-3:45 | Citation and Referencing | Ganesh Prasad Dahal |
| | 3:45-5:15 pm | | |
| Day Three | | | |
| 2082/02/10 | 7:00: 7:30 am | Tea and cookies | Campus Admin |
| | 7:30-9:00 am | Ethical consideration in supervision | Dr. Suresh Gautam |
| | 9:00-10:30 | Thesis supervision process and application | Dr. Suresh Gautam |
| | 11:30 am-12:00 | Lunch | |

| | | | |
|--|---------------|---|---------------------------|
| | 12:00-1:30 pm | Active listening and Empathy in Supervisory relationships | Dr. Mohan Kumar Tambahang |
| | 1:30-3:00 | Strategies for conflict resolution and maintaining motivation. | Mr. NP Bhandari |
| | 3:00-3:30 | Structuring the overall research report based on APA 7 th (Paper, binding and Documenting) | Mr. Matrika Thapa |
| | 3:30-4:00 | Certification and Closing Ceremony) | |

Feedback from participants

The workshop was highly appreciated for its comprehensive approach to thesis supervision.

Participants emphasized its relevance to their academic roles and the interactive nature of sessions that fostered deeper engagement. The three-day format allowed for a balanced mix of theoretical and practical learning.

The positive feedback received from the participants is mentioned below:

- Engaging and interactive sessions.
- Improved Understanding of Ethical Supervision.
- Psychological Support for Students.
- Constructive feedback techniques.

MB

PA



Arjun Raj Adhikari
Arjun Raj Adhikari
Campus Chief

Arjun Raj Adhikari

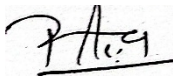
Areas Participants Suggested for Improvement:

- Increase Participation from Other Campuses.
- Some participants felt that additional practical thesis evaluation exercises could enhance application of learned concepts.
- Time Constraints on Some Topics.

Expenditure

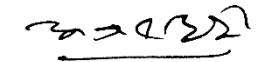
| S.N | Particulars | Expenditure | Remarks |
|-----|---|-------------|---------|
| 1 | External Expert (renumeration + travel/accommodation) | 47200/- | |
| 2 | Internal Expert | 18000/- | |
| 3 | Training management | 5550/- | |
| 4 | Report writing | 3000/- | |
| 5 | Stationery and handouts | 44414/- | |
| 6 | Lunch and Snacks | 54170/- | |
| 7 | Total | 172334/- | |

Note: The details of expenditure is attached in the separate file.








Arjun Raj Adhikari
Campus Chief



Annexes

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Arjun Raj Adhikari
Campus Chief

Annex 1: Banner of the Program

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Annex 2: Facilitators of the Program



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Arjun Raj Adhikari
Campus Chief

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Arjun Raj Adhikari
Campus Chief



P. H. G.

M. S. J.



Arjun Raj Adhikari
Arjun Raj Adhikari
Campus Chief

S. S. B.





Pratik

Mony



Arjun Raj Adhikari
Arjun Raj Adhikari
 Campus Chief

Arjun Raj Adhikari

Annex 3: First Page of Each Presentation



Arjun Raj Adhikari
Campus Chief

**STRUCTURING
OVERALL RESEARCH REPORT
(BASED ON APA 7th)**

PAPER, BINDING, DOCUMENTING

MATRIKA THAPA
FACULTY MEMBER
FACULTY OF MANAGEMENT
SUKUNA MULTIPLE CAMPUS
MAY 24, 2025



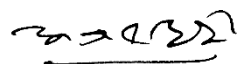
**A Three-Day Workshop
On Strengthening Master's Level Thesis
Supervision**

**Organized by
Sukuna Multiple Campus & UGC, Nepal**

**Topic: Active Listening and Empathy in
Supervisory Relationships
Fascinated**

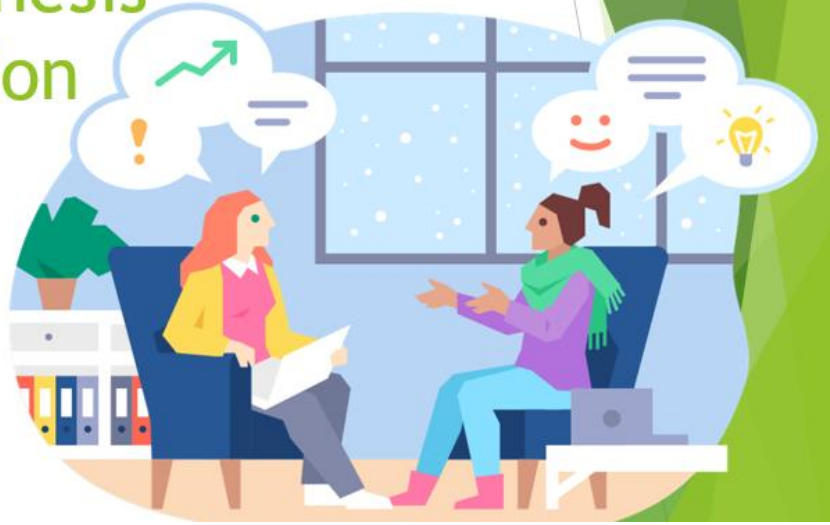
**By
Dr. Mohan K Tambahang
Associate Professor of English
Sukuna Multiple Campus, Sundarharaincha-
12, Morang, Koshi Province, Nepal
May 24, 2025/10 Jestha, 2082 BS**




**Arjun Raj Adhikari
Campus Chief**

Basics of Thesis Supervision

Ushakiran Wagle
Sukuna Multiple Campus



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Arjun Raj Adhikari
Campus Chief

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Annex 4: Attendance of the Participants

Day – 1

आज मिति २०८२ जेठ ८ गते बिहिवारका दिन विश्वविद्यालय अनुदान आयोगको सहयोगमा सञ्चालित क्षमता विकास कार्यक्रम अन्तर्गतको "Strengthening Master's Level Thesis Supervision Workshop: A Comprehensive Development Program for Thesis Siuervisors" शीर्षकको कार्यशाला तपसिल अनुसार सञ्चालन गरियो।

मिति २०८२ जेठ ८ गते

समय : बिहान १०:०० बजेदेखि दिनको ५:४० बजेसम्म ।

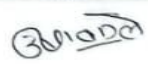



स्थान : सुकुना बहुमुखी क्याम्पसको सभाहल ।

उपस्थिति

१. श्री चन्द्रमणि राई
२. श्री नरप्रसाद भण्डारी
३. श्री गुणराज नेपाल
४. श्री माया देवान
५. श्री रमेश खतिवडा
६. प्रमुख अतिथि : केशव अधिकारी
७. क्याम्पस प्रमुख श्री अर्जुनराज अधिकारी
८. सहायक क्याम्पस प्रमुख : श्री बलराम पोखरेल
१०. सहायक क्याम्पस प्रमुख : श्री गणेश प्रसाद दाहाल
११. प्रशासकीय अधिकृत : श्री नवराज कोइराला

Workshop Title : "Strengthening Master's Level Thesis Supervision Workshop: A Comprehensive Development Program for Thesis Siuervisors"

Day 1 : Schedule

| Time | Session title | Facilitator | Signature |
|------------------|---|----------------------|---|
| 10:30 – 12:00 PM | Basics of thesis supervision | Mrs. Ushakiran Wagle |  |
| 1:00 - 2:30 PM | Dealing with the student psychology in thesis writing | Mr. Shankar Dewan |  |
| 2:35 – 4:05 PM | Reviewing literatures | Dr. Suresh Gautam |  |
| 4:10 – 5:40 PM | Developing conceptual framework and theoretical framework | Dr. Suresh Gautam |  |

Day - 2

आज मिति २०८२ जेठ ९ गते शुक्रबारका दिन विश्वविद्यालय अनुदान आयोगको सहयोगमा सञ्चालित क्षमता विकास कार्यक्रम अन्तर्गतको "Strengthening Master's Level Thesis Supervision Workshop: A Comprehensive Development Program for Thesis Siuervisors" शीर्षकको कार्यशाला तपसिल अनुसार सञ्चालन गरियो।

मिति २०८२ जेठ ९ गते

समय : बिहान १०:०० बजेदेखि दिनको ४:४५ बजेसम्म ।

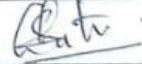
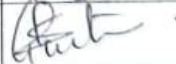
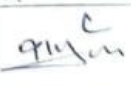

स्थान : सुकुना बहुमुखी क्याम्पसको सभाहल ।

उपस्थिति

१. श्री चन्द्रमणि राई
२. श्री नरप्रसाद भण्डारी
३. श्री गुणराज नेपाल
४. श्री माया देवान
५. श्री रमेश खतिवडा
६. क्याम्पस प्रमुख श्री अर्जुनराज अधिकारी
७. सहायक क्याम्पस प्रमुख : श्री बलराम पोखरेल
८. सहायक क्याम्पस प्रमुख : श्री गणेश प्रसाद दाहाल
९. प्रशासकीय अधिकृत : श्री नवराज कोइराला

Workshop Title : "Strengthening Master's Level Thesis Supervision Workshop: A Comprehensive Development Program for Thesis Siuervisors"

Day 2 : Schedule

| Time | Session title | Facilitator | Signature |
|------------------|---|---|---|
| 10:00 - 11:30 PM | Abstract management of the thesis | Dr. Suresh Gautam |  |
| 12:30 - 2:00 PM | Techniques for providing constructive Feedback | Dr. Suresh Gautam |  |
| 2:00 - 3:30 PM | Polishing the Draft: Effective Strategies for Editing and Proof Reading | Mr. Basudev Dahal |  |
| 3:30 - 4:45 PM | Citation and referencing | Ganesh Pd. Dahal & Nara Prasad Bhandari |  |

Day - 3

आज मिति २०८२ जेठ १० गते शनिवारका दिन विश्वविद्यालय अनुदान आयोगको सहयोगमा सञ्चालित क्षमता विकास कार्यक्रम अन्तर्गतको "Strengthening Master's Level Thesis Supervision Workshop: A Comprehensive Development Program for Thesis Siuervisors" शीर्षकको कार्यशाला तपसिल अनुसार सञ्चालन गरियो।

मिति २०८२ जेठ १० गते

समय : विहान ७ :३० बजेदेखि दिनको ३:३० बजेसम्म ।

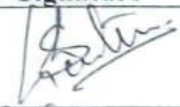
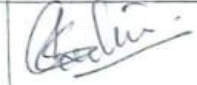

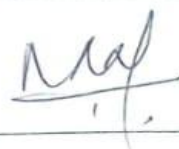
स्थान : सुकुना बहुमुखी क्याम्पसको सभाहल ।

उपस्थिति

१. श्री चन्द्रमणि राई
२. श्री नरप्रसाद भण्डारी
३. श्री गुणराज नेपाल
४. श्री माया देवान
५. श्री रमेश खतिवडा
६. अतिथि : श्री केशव अधिकारी
७. क्याम्पस प्रमुख श्री अर्जुनराज अधिकारी
८. सहायक क्याम्पस प्रमुख : श्री बलराम पोखरेल
९. सहायक क्याम्पस प्रमुख : श्री गणेश प्रसाद दाहाल
१०. प्रशासकीय अधिकृत : श्री नवराज कोइराला

Workshop Title : "Strengthening Master's Level Thesis Supervision Workshop: A Comprehensive Development Program for Thesis Siuervisors"

Day 3 : Schedule

| Time | Session title | Facilitator | Signature |
|-----------------|---|---------------------------|---|
| 70:30 - 9:00 AM | Ethical considerations in supervision | Dr. Suresh Gautam |  |
| 9:00 - 10:30 AM | Thesis supervision process and application | Dr. Suresh Gautam |  |
| 11:30 - 1:00 PM | Active listening and Empathy in Supervisory relationships | Dr. Mohan Kumar Tumbahang |  |
| 1:00 - 2:30 PM | Structuring the overall research report based on APA7th (Paper, binding, documenting) | Matrika Thapa |  |
| 2:30 - 3:00 PM | Certification and Closing Ceremony | Training Unit | |

सुकुन हनुमखी क्याम्पस, सुन्दरहरा, मारङ

क्षमता विकास तालिम (Capacity Development Training 2081/2082)

Strengthening Master's Level Thesis Supervision Workshop: A Comprehensive Development Program for Thesis Supervisor

(१) तालिम/कार्यशाला सञ्चालन मिति: २०८२ जेठ ०८, ०९ र १० गते (22, 23 and 24 May 2025)

(२) तालिम/कार्यशाला समय: पहिलो दिन विहान ९:३० देखि अपरान्ह ५:४० बजेसम्म, दोस्रो दिन विहान ९:३० देखि अपरान्ह ४:४५ बजेसम्म र अन्तिम दिन विहान ९:०० देखि अपरान्ह ३:३० बजेसम्म ।

(३) तालिम/सेमिनारमा सहभागीहरूको उपस्थिति

| S.N. | Name of the Participant | Name of the Institution | Designation | Phone Number | Email | 2082 Jeth 08 | 2082 Jeth 09 | 2082 Jeth 10 |
|------|-------------------------|-------------------------|---------------------|--------------|---------------------------------|--------------|--------------|--------------|
| 1 | Chandra Mami Rai | Sukuna Multiple Campus | Associate Professor | 9852041586 | chandramamibamurai@gmail.com | | | |
| 2 | Balaram Pokharel | Sukuna Multiple Campus | Associate Professor | 9842091238 | pokharelbalararam2027@gmail.com | | | |
| 3 | Janardan Guragai | Sukuna Multiple Campus | Associate Professor | 9852059551 | guragain69@gmail.com | | | |
| 4 | Ganesh Pd. Dahal | Sukuna Multiple Campus | Associate Professor | 9852041535 | gpdahal.sukunaname@gmail.com | | | |
| 5 | Dr. Mohan Kr. Tumbahang | Sukuna Multiple Campus | Associate Professor | 9842065059 | mkt2019@gmail.com | | | |
| 6 | Nara Pd. Bhandari | Sukuna Multiple Campus | Lecturer | 9842572605 | bhandarinp2028@gmail.com | | | |
| 7 | Kedar Man Shrestha | Sukuna Multiple Campus | Lecturer | 9865090502 | kedarmanshrestha50@gmail.com | | | |
| 8 | Laxmi Prd. Guragai | Sukuna Multiple Campus | Lecturer | 9842096067 | lpguragai@gmail.com | | | |
| 9 | Narendra Kr. Rai | Sukuna Multiple Campus | Lecturer | 9842121250 | nkrkrmg025@gmail.com | | | |
| 10 | Dr. Dipak Pd. Neupane | Sukuna Multiple Campus | Lecturer | 9842040470 | td.deepak31@gmail.com | | | |
| 11 | Dhurba Pd. Nepal | Sukuna Multiple Campus | Lecturer | 9842026963 | nepaldhurba61@gmail.com | | | |
| 12 | Gehendra Khanal | Sukuna Multiple Campus | Lecturer | 9842233495 | gehendra.k@gmail.com | | | |
| 13 | Uma Devi Guragai | Sukuna Multiple Campus | Lecturer | 9842037750 | guragamsita2014@gmail.com | | | |

सुकुन प्रहमखी क्याम्पस, सुन्दरहरौंचा, मोरङ

क्षमता विकास तालिम (Capacity Development Training 2081/2082)

Strengthening Master's Level Thesis Supervision Workshop: A Comprehensive Development Program for Thesis Supervisor

(१) तालिम/कार्यशाला सञ्चालन मिति: २०८२ जेठ ०८, ०९ र १० गते (22, 23 and 24 May 2025))

(२) तालिम/कार्यशाला समय: पहिलो दिन विहान ९:३० देखि अपरान्ह ५:४० बजेसम्म, दोस्रो दिन विहान ९:३० देखि अपरान्ह ४:४० बजेसम्म र अन्तिम दिन विहान ७:०० देखि अपरान्ह ३:३० बजेसम्म ।

(३) तालिम/सिमिनारमा सहभागीहरूको उपस्थिति

| S.N. | Name of the Participant | Name of the Institution | Designation | Phone Number | Email | 2082 Jeth 08 | 2082 Jeth 09 | 2082 Jeth 10 |
|------|-------------------------|-------------------------|--------------------|--------------|-----------------------------|--------------|--------------|--------------|
| 27 | Mohan Kumar Karki | Sukuna Multiple Campus | Teaching Assistant | 9842251153 | mohan.karki.95@yahoo.com | | | |
| 28 | Usha-Kiran Wagle | Sukuna Multiple Campus | Teaching Assistant | 986262793 | wagle.usha@gmail.com | | | |
| 29 | Indra Bahadur Chhetri | Sukuna Multiple Campus | Teaching Assistant | 9852057722 | indra81karki@gmail.com | | | |
| 30 | Manish Kumar Thapa | Sukuna Multiple Campus | Teaching Assistant | 98421122990 | mktbnt.10@gmail.com | | | |
| 31 | Matrika Thapa | Sukuna Multiple Campus | Teaching Assistant | 9852054202 | matrika.thapa.203@gmail.com | | | |
| 32 | Bhoj Raj Ghimire | Sukuna Multiple Campus | Teaching Assistant | 9842101120 | bhojrajghimire2@gmail.com | | | |
| 33 | Ashok Basnet | Sukuna Multiple Campus | Teaching Assistant | 9842033560 | ashok.basnet70@gmail.com | | | |
| 34 | Ganesh Shrestha | Sukuna Multiple Campus | Teaching Assistant | 9842034939 | shresthaganesh033@gmail.com | | | |
| 35 | Dr. Ishwar Kumar Rai | Sukuna Multiple Campus | Teaching Assistant | 9852041739 | bhojpurishor@gmail.com | | | |
| 36 | Basudev Dehal | Sukuna Multiple Campus | '' | 9852055580 | bgbosudev55@gmail.com | | | |
| 37 | Gobinda Kharal | Sukuna Multiple Campus | '' | 9841765249 | Kharalgorinda415@gmail | | | |
| 38 | Dev Raj Giri | Sukuna Multiple Campus | '' | 9842030539 | giri.devraj@gmail.com | | | |

सुकुन बहुमुखी क्याम्पस, सुन्दरहरौचा, मोरङ

क्षमता विकास तालिम (Capacity Development Training 2081/2082)

Strengthening Master's Level Thesis Supervision Workshop: A Comprehensive Development Program for Thesis Supervisor

(१) तालिम/कार्यशाला सञ्चालन मिति: २०८२ जेठ ०८, ०९ र १० गते (२२, २३ and २४ May २०२५)

(२) तालिम/कार्यशाला समय: पहिलो दिन विहान ९:३० देखि अपरान्ह ५:४० बजेसम्म, दोस्रो दिन विहान ९:३० देखि अपरान्ह ४:४५ बजेसम्म र अन्तिम दिन विहान ७:०० देखि अपरान्ह ३:३० बजेसम्म ।

(३) तालिम/सेमिनारमा सहभागीहरूको उपस्थिति

| S.N. | Name of the Participant | Name of the Institution | Designation | Phone Number | Email | Signature | | |
|------|-------------------------|-------------------------|--------------------|--------------|------------------------------|--------------|--------------|--------------|
| | | | | | | 2082 Jeth 08 | 2082 Jeth 09 | 2082 Jeth 10 |
| 49 | Sarita Devi Ghattara | Pathari Multiple Campus | Teaching Assistant | 9802773983 | Saritalbhatkari729@gmail.com | | | |
| 50 | Umash Kumar Khadka | Pathari M. Campus | Lecturer | 9842035243 | Umashkhatkars08@gmail.com | | | |
| 51 | Indra Raj Singh | UMC | Lecturer | 9841874417 | indrasinghraj1928@gmail.com | | | |
| 52 | Poman Mew | UPL | Ass. Lec | 9842470834 | Poman.memani2079@gmail.com | | | |
| 53 | | | | | | | | |
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सुबु.ा बहुमुखी क्याम्पस, सुन्दरहरैँचा, मोर

क्षमता विकास तालिम (Capacity Development Training 2081/2082)

Strengthening Master's Level Thesis Supervision Workshop: A Comprehensive Development Program for Thesis Supervisors

(१) तालिम/कार्यशाला सञ्चालन मिति: २०८२ जेठ ०८, ०९ र १० गते (22, 23 and 24 May 2025)

(२) तालिम/कार्यशाला समय: पहिलो दिन विहान १:३० देखि अपरान्ह ५:४० बजेसम्म, दोस्रो दिन विहान १:३० देखि अपरान्ह ४:४५ बजेसम्म र अन्तिम दिन विहान ९:०० देखि अपरान्ह ३:३० बजेसम्म ।

(३) तालिम/समिनारमा सहभागीहरूको उपस्थिति

| S.N. | Name of the Participant | Name of the Institution | Designation | Phone Number | Email | Signature | | | |
|------|-------------------------|-------------------------|--------------------|--------------|------------------------------|--------------|--------------|--------------|--|
| | | | | | | 2082 Jeth 08 | 2082 Jeth 09 | 2082 Jeth 10 | |
| 39 | Kalyan Dahal | Sukuna Multiple Campus | Teaching Assistant | 9842481093 | Kalyandahal of @ ghad.com | | | | |
| 40 | Dandapani Goutam | Sukuna Multiple Campus | Teaching Assistant | 9842058143 | dandapani@ ghad.com | | | | |
| 41 | Bhawani Prasad Neupane | Sukuna Multiple Campus | Teaching Assistant | 9842109323 | neupanebhawani@gmail.com | | | | |
| 42 | Santosh Goutam | Sukuna Multiple Campus | Teaching Assistant | 9842242412 | Santoshgoutam2412@gmail.com | | | | |
| 43 | Badal Devi Chamlibg | Sukuna Multiple Campus | Teaching Assistant | 9842072595 | badaldevi@yicha.com | | | | |
| 44 | | | | | | | | | |
| 45 | | | | | | | | | |
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| 47 | | | | | | | | | |
| 48 | | | | | | | | | |

Annex 5: Bills and Vouchers



10.2 Other Expenditures

Training Date : 2082-02-08 to 2082-02-10

| S.N | Particulars | Quantity | Rate | Source of Funding | | | TDS Amount | Amount after TDS | Bill Type (PAN/VAT) | Name of Supplier/Shop | Address of Supplier/Shop | PAN/ VAT Number | Description |
|--------------------|----------------------|-----------|----------------|-------------------------|--|--------------|------------|------------------|---------------------|-------------------------|--------------------------|-----------------|--------------------------------------|
| | | | | Amount from UGC Funding | Amount from College/Other Source Funding | Total Amount | | | | | | | |
| 1 | Travelling of Expert | 2 Ticket | As per ticket | 11000 | 200 | 11200 | 0 | 11200 | N/A | Buddha Air and Yeti Air | - | - | Plane Ticket |
| | | 1 Bharpai | As Per Bharpai | 0 | 2000 | 2000 | 0 | 2000 | N/A | Bharpai | - | - | Taxi Fare Bharpai |
| 2 | Lodging Expenses | 1 Perrson | As per ticket | 0 | 10000 | 10000 | 133 | 9867 | VAT | Hotel Swad | S.H.-12 | 610274277 | Hotel Expenses for External Expert |
| 3 | Snacks Expenses | 5 Bill | As per ticket | 50000 | 4170 | 54170 | 813 | 53357 | PAN | Sukuna Khaja Ghar | S.H.-12 | 616646441 | Snack Expenses for Participants |
| 4 | Training Stationary | 2 Bill | As per ticket | 20400 | 4420 | 24820 | 372 | 24448 | PAN | Dhananjaya Enterprises | S.H.-12 | 606485139 | Stationary Expenses for Participants |
| 5 | Training Materials | 1 bill | As per ticket | 18050 | 1544 | 19594 | 260 | 19334 | VAT | Hiunchuli Offset Press | S.H.-10 | 304392762 | Bag, Hands Out and Banner Print |
| Total Expenditure: | | | | 99450 | 22334 | 121784 | 1578 | 120206 | | | | | |

Total Expenditure: One Lakh Seventy Two Thousand Three Hundred and Thirty Four Rupees Only.


Signature of Program Coordinator


Signature of Accountant


Signature of campus chief

भुक्तानी भर्पाइ

भर्पाइ दादै ...^{१५} काठमाडौं... जिल्ला ...^{२१} काठमाडौं... न.पा वडा नं. स्थित/वस्ने
 ...^{सुखेवा} सुखेवा वी.तम, काठमाडौं विप्लवविद्यालय... आगे सुकुना बहुमुखी
 क्याम्पसबाट तपसिलको विवरण वापतको निम्नानुसारको रकम बुझिलिएं ।

| क्र.सं. | विवरण | रकम रु. |
|---------|---|---------|
| १. | काठमाडौं ब्रह्मवाह त्रिभुवन अन्तराष्ट्रिय विमानस्थल समूह आउँदाको २०८१०१०८ जतेको ट्याक्सीभाडा | १०००/- |
| २. | त्रिभुवन अन्तराष्ट्रिय विमानस्थलकाह टारशाफ जाँडाको ट्याक्सी भाडा २०८१०११० जते | १०००/- |
| | | २०००/- |

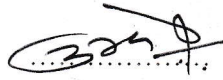
अक्षरेपि रु. दुई हजार मात्र ।-

१. भुक्तानी भएको बैंक : त्रिभुवन विकास बैंक चेक नं. १८६९०२२ रकम रु. २०००/-
२. नगद रु.



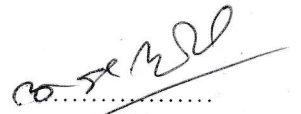
बुझिलिनेको
दस्तखत

मिति : २०८१०११०



भुक्तानी दिनेको
दस्तखत





स्वीकृत गर्नेको
दस्तखत

1. Financial summary sheet
1.1 Remuneration sheet

Training Date: 2082-02-08 to 2082-02-10

| S.N | Name of expert | External Expert/ Internal Expert | Session | Session title | Source of Funding | | | TDS amount | Amount after TDS | Signature | PAN No |
|--------------|---------------------------|-------------------------------------|---------|---|-------------------------|---|--------------|---------------|------------------|-----------|-----------|
| | | | | | Amount from UGC Funding | Amount from College/ot her source Funding | Total Amount | | | | |
| 1 | Dr. Suresh Gautam | External Expert | 6 | According to Training Syllabus & Schedule | 24000 | 0 | 24000 | 3600 | 20400 | | 106631146 |
| 2 | Dr. Mohan Kumar Tumbahang | Internal Expert | 1 | According to Training Syllabus & Schedule | 3000 | 0 | 3000 | 450 | 2550 | | 100000939 |
| 3 | Mr. Ganesh Prasad Dahal | Internal Expert | 1 | According to Training Syllabus & Schedule | 3000 | 0 | 3000 | 450 | 2550 | | 110160203 |
| 4 | Mr. Shanikar Dewan | Internal Expert | 1 | According to Training Syllabus & Schedule | 3000 | 0 | 3000 | 450 | 2550 | | 109155315 |
| 5 | Mr. Basudev Dahal | Internal Expert | 1 | According to Training Syllabus & Schedule | 3000 | 0 | 3000 | 450 | 2550 | | 109153557 |
| 6 | Mr. Usha Kiran Wagle | Internal Expert | 1 | According to Training Syllabus & Schedule | 3000 | 0 | 3000 | 450 | 2550 | | 102462841 |
| 7 | Mr. Matrika Thapa | Internal Expert | 1 | According to Training Syllabus & Schedule | 3000 | 0 | 3000 | 450 | 2550 | | 112746360 |
| 8 | Mr. Chandra Mani Rai | Management | 1 | co-ordinators | 3000 | 0 | 3000 | 450 | 2550 | | 109153605 |
| 9 | Mr. Navaraj koirala | Management | 1 | Training Management | 2550 | 0 | 2550 | 382.5 | 2167.5 | | 107949338 |
| 10 | Ms. Maya Dewan | Report Preparation | 1 | Training Report Preparation | 1500 | 0 | 1500 | 225 | 1275 | | 109154875 |
| 11 | Mr. Ramesh Khatiwada | Report Preparation | | | 1500 | 0 | 1500 | 225 | 1275 | 1275 | |
| Total | | | | | 50550 | 0 | 50550 | 7582.5 | 42967.5 | | |

Signature of Program Coordinator

Signature of Accountant



Signature of campus chief



Tax Invoice
Hiunchuli Offset Press
हिउँचुली अफसेट प्रेस
 Biratchowk, Morang

VAT No. **3 0 4 3 9 2 7 6 2**

Date : **२०८२।०२।१३**

Buyers VAT No.

Buyers Name : **सुश्री अरुणो वसन्त**

Address : **सुश्री अरुणो वसन्त** Invoice No. **105**

Mode of Payment : Cash/Cheque/Credit

| S.N. | H.S. Code | Particular | Qty. | Unit Price | Amount |
|--|-----------|-------------------|--------------------|------------|---------|
| १) | | कोला एपए | ६० | १६८ | १०२०८ |
| २) | | होपल डाइज प्रिन्ट | २००० | ३ | ६००० |
| ३) | | धाम | १ | २८० | २८० |
| उपरोक्त एजा पौध लघ चौकानठे रनेथ विम पैका मन्त्र | | | Total | | १६३८८ |
| | | |% Discount | | — |
| | | | Taxable Amount | | १६३८८ |
| | | | Vat@ 13% | | २१३०.२ |
| | | | Grand Total Amount | | १८५१८.२ |

E.& O.E.
 Goods once sold are not returnable

Set
 Received by

घनञ्जय इन्टरप्राइजेज

सि.नं. 175

सुन्दरहरिचा-१२, नारड

पान नं. ६०६४ न ५१३९

मिति ०८/१०/१०

नाम : सुकुनी वसुधाजी कपार

ठेगाना :

बुद्धिवा.१२

| क्र.सं. | विवरण | परिमाण | दर | रकम |
|---------|----------|--------|-------|--------|
| १. | वाटपेथ | २९ थन | २०१- | ५९०१- |
| २. | बाह्यपे | १२ थन | ४०१- | ४८०१- |
| ३. | जाकरे थन | ३५ | २४०१- | ९६२०७- |
| ४. | पेन्सील | ५ थन | १२०१- | ६००१- |
| ५. | शेलापे | ५६० | ४८०१- | २४००१- |
| ६. | पत्रापेट | १०० थन | ४१- | ४१००१- |
| ७. | ०२१० थन | १० थन | १२०१- | १२००१- |
| | | | जम्मा | ८०२०१- |

अक्षरेपी : बाह्यपे (वीर मपु) १२

बुझाउने

मुलचुक लिनेदिने
विक्री भएकरो सामान फिर्ता हुने छैन ।

चार्ल
बुझिलिने

घनञ्जय इन्टरप्राइजेज

सि.नं. 176

सुन्दरहरा-१२, मोरङ

पान नं. ६०६४८५१३९

मिति : ०८/०२/११

नाम : श्री ११ वसुन्दी आचार्य

ठेगाना :

७६१५-१२

| क्र.सं. | विवरण | परिमाण | दर | रकम |
|---------|--------|--------|-------|-------|
| १ | डाक्टर | ३० थप | २०० | १६२०० |
| | | | जम्मा | १६२०० |

अक्षरेपी : साई एम आचार्य

बुझाउने

भुलचुक लिनेदिने
विक्री भएको सामान फिर्ता हुने छैन ।

बुझिलिने

सुकुना खाजा घर

प्रो. गोविन राउत
प्रो. टंकप्रसाद पराजुली

केराबारी-१२, हरैचामोड
सुकुना क्याम्पस, मोरङ

मो. ९८१९९३६७८

विक्रेताको पान नं. ६१६६४६४४१

मिति: २०२२/१२/१०

क्रेताको नाम : सुकुना क्याम्पस

ठेगाना :

क्रेताको पान नं.

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बि.नं.

757

| क्र.स | विवरण | परिमाण | दर | रकम |
|--------------------------------------|-------------|--------|-------|--------|
| १ | भक्त (दाना) | ४० | २० | १२००/- |
| २ | भेज खपा | २० | १२० | २४००/- |
| ३ | दरि | २० | २० | ४००/- |
| ४ | ठिया दुध | १२५ | २० | २५००/- |
| | | | जम्मा | १२६०० |
| अक्षरेपी ह. ३०४२ ३०४२ ३०४२ ३०४२ ३०४२ | | | | |


विक्रेता

सुकुना खाजा घर

प्रो. गोविन राउत
प्रो. टंकप्रसाद पराजुली

केराबारी-१२, हरैचामोड
सुकुना क्याम्पस, मोरङ

मो. ९८१९९३६७८

विक्रेताको पान नं. ६१६६४६४४१

मिति: २०७३/०२/१०

क्रेताको नाम : सुकुना कलेज सुकुना क्याम्पस

ठेगाना :

क्रेताको पान नं.

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बि.नं.

756

| क्र.स | विवरण | परिमाण | दर | रकम |
|---|------------|--------|-------|-------|
| १ | खिचो (काश) | २५ | २३० | १२६५० |
| २ | दुध चिया | १०० | २० | २००० |
| ३ | छानो (काश) | ६ | १६० | ९९२० |
| ४ | दही | ६० | ३० | १८०० |
| | | | जम्मा | १६६६० |
| अक्षरेपी ह. खाने द्वारा पाठ (१५ एका) भएका | | | | |

[Signature]
विक्रेता

सुकुना खाजा घर

प्रो. गोविन राउत
प्रो. टंकप्रसाद पराजुली

कैराबारी-१२, हरैचामोड
सुकुना क्याम्पस, मोरङ

मो. ९८१९९३६७८

विक्रेताको पान नं. ६१६६४६४४१

मिति: २०२२/११/२

क्रेताको नाम : सुकुना क्याम्पस

ठेगाना :

क्रेताको पान नं.

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बि.नं.

755

| क्र.स | विवरण | परिमाण | दर | रकम |
|---|--------------|--------|-------|-------|
| १ | भोजन (बान) | २० | २०० | १२००० |
| २ | पानी (काङ्ग) | ५ | १६० | २०० |
| ३ | चिया इध | ११० | २० | २२०० |
| | | | जम्मा | १२२०० |
| अक्षरेपी ह. सुकुना क्याम्पस (सुकुना क्याम्पस) | | | | |


विक्रेता

Tax Invoice
HOTEL SWAD Pvt. Ltd.

Sundarharaicha-10, Morang

Ph. No. : 021-545059

Vat No.

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 6 | 1 | 0 | 2 | 7 | 4 | 2 | 7 | 7 |
|---|---|---|---|---|---|---|---|---|

Date: 18/02/2022

Name: Sukuna Multiple Campus

Address: Birat-chowk, Morang

Buyer's Vat No.

| | | | | | | | | |
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Invoice No. **468**

Mode Of Payment: Cash/Cheque/Credit/Others

| S. N | HS. Code | Description | Qty. | Rate | Total Amount |
|------|----------|-----------------------|------|------|--------------|
| 1 | | Delux Room | 2 | 3000 | 6000 |
| 2 | | Veg Thakali lehana | 4 | 400 | 1600 |
| 3 | | Americano stronge | 8 | 150 | 1200 |
| 4 | | Drinking water | 1 | 50 | 50 |
| | | | | 1 | 1 |

In Words Rs: Ten thousand only

Invoice Value **8850**

Discount **-**

Taxable Value **8850**

Vat 13% **1150**

Grand Total **10000**

Receivers Signature

[Signature]

E-Ticket
Pnr No A5T4JN
Passenger Coupon
Date of Issue 20.May.2025

| Passenger Name | NAL | Charge Type | CUR | Fare | FSC | FEE | Total | Baggage |
|------------------|-----|-------------|-----|---------|--------|------|---------|---------|
| MR GAUTAM/SURESH | NP | ADULT | NPR | 5000.00 | 500.00 | 0.00 | 5500.00 | 20 KG |

Agent Name ESEWA FONE PAY - API

| Sector | Flight No | Flight Date | FLT Time | FLT Status | Ticket No | Fare Code |
|-----------|-----------|-------------|----------|------------|---------------|-----------|
| KTM - BIR | YT 781 | 22.May.2025 | 08:20 | OK | 9992109640907 | EE |

Reporting Time- One And Half Hour Prior Flight Time
Valid ID card must be shown, at the time of check-in for verification # The passenger will be liable for any misuse of the ticket.
Airport Tax is included in the ticket fare.
For information regarding Cancellation, Refund, Rescheduling and/or Name Change provisions, please visit Company website at www.yetiairlines.com
CONDITIONS OF CONTRACT

1. This passenger ticket and baggage check is issued by Yeti Airlines Pvt. Ltd., here-in- after referred to as the "Carrier/carrier"; and accepted by the passenger who hereby agrees to the conditions set forth herein.

2. Passengers and their baggage (Checked and Unchecked Baggage) are accepted for carriage upon conditions that :

(i) The carrier shall be liable for damage to passengers or their baggage only when such damage takes place on board the aircraft or in the course of embarking on or disembarking from the aircraft and such damage is proved to have been caused by the negligence of the carrier; any contributory negligence of the passenger shall be subject to the applicable law.

(ii) For death, wounding or bodily injury of the passenger, liabilities shall be limited to the maximum amount equivalent to US\$20,000 in local currency per passenger.

(iii) Liabilities for loss or damage to:

(a) Checked baggage shall be limited to the maximum amount equivalent to US\$20 per KG, in local currency but the total amount shall not exceed the amount equivalent to US\$5,000 in local currency per passenger.

(b) Personal articles retained by the passenger shall be limited to the maximum amount equivalent to US\$400 in local currency per passenger.

3. Subject to condition 2 above and unless the applicable law otherwise requires, the carrier shall be under no liability to passengers for any loss or injury they sustain or which is sustained to their Checked or Unchecked Baggage and passengers renounce for themselves, their representatives and dependents all claims for compensation for death or injury, loss damage, or delay howsoever caused whether directly or indirectly to the passengers or their Baggage or to Third Parties who, but for this condition, might have been entitled to make such claims and whether caused or occasioned by the act, neglect or default or otherwise of the carrier and the passengers for themselves and their estates agree to indemnify the carrier against such claim.

4. The limitation of and exclusion from liability of Carrier referred to in conditions 2 and 3 respectively shall apply to and be for the benefit of agents, servants and representatives of the carrier and any person whose aircraft is used by Carrier for carriage and its respective agents, servants and representatives.

5. Checked baggage will be delivered to bearer of the baggage check and baggage identification tag. In case of damage to or loss of baggage, claim must be made in writing to the carrier forthwith in the airport counter of the carrier before accepting the baggage.

6. This ticket is good for carriage for one year from date of issue, except as otherwise provided in this ticket, in Carrier's tariff, conditions of carriage or related regulations. The fare for carriage hereunder is subject to change prior to commencement of carriage. The carrier may refuse transportation if the applicable fare has not been paid.

7. Carrier undertakes to use its best efforts to carry the passenger and baggage with reasonable dispatch. Times shown in timetables or elsewhere are not guaranteed and form no part of this contract. Carrier may without notice substitute alternate carriers of aircraft, and may alter or omit stopping places shown on the ticket in case of necessity. Schedules are subject to change without notice. Carrier assumes no responsibility for making connections.

8. No agent, servant or representative of carrier has authority to alter, modify or waive any provision of this contract.

9. The contract of carriage comprised in this ticket shall be construed according to the law of the government of Nepal and any action arising there from shall be sought only in a court of the government of Nepal.

10. Flight under this ticket is exclusively domestic flight and shall not be construed as international flight and/or flight as a successive carrier.

11. If any conflict arises between these Conditions of Contract and the carrier's General Conditions of Carriage, General Conditions of Carriage shall prevail.

उडान दिना, रद्द तथा परिवर्तन भएको अवस्थामा:

१. यात्रुलाई बस्ने खाने व्यवस्था गर्न उत्तरदायित्व एअरलाईन्सको हुने छैन ।

२. एअरलाईन्सले अतिरिक्त उडानको व्यवस्था गर्न बाध्य हुने छैन ।

३. यसपछिका कुनैपनि उडानमा सिट खालि भएको खण्डमा क्रमशः उच्च प्राथमिकता दिई सिट उपलब्ध गराइने छ ।

४. यात्रु पुरा नभएसमा एअरपोर्ट ट्याक्सा फिक्ती गरिनेछ ।


Contact Number:

Call Center 01-5970074, Airport KTM 01-4113215/4113207, Bhadrapur 023-455232, Bhairahawa 071-507220, Nepalgunj 081-530556, Biratnagar 021-460908, Pokhara 061-454888, Janakpur 041-590301

Flight Coupon
Pnr No A5T4JN
Date of Issue 20.May.2025

| Passenger Name | Nationality | Charge Type | Currency | Fare | FSC | FEE | Total |
|------------------|-------------|-------------|----------|---------|--------|------|---------|
| MR GAUTAM/SURESH | NP | ADULT | NPR | 5000.00 | 500.00 | 0.00 | 5500.00 |

Agent Name ESEWA FONE PAY - API

| Sector | Flight No | Flight Date | FLT Time | FLT Status | Ticket No | Fare Code | EB | SkyClub ID |
|-----------|-----------|-------------|----------|------------|---------------|-----------|----|------------|
| KTM - BIR | YT 781 | 22.May.2025 | 08:20 | OK | 9992109640907 | EE | | 0 |

E-Ticket

CITIZENSHIP OR PASSPORT OR DRIVING LICENCE MUST BE PRESENTED AT THE CHECK-IN TIME FOR PROOF OF IDENTITY ALONG WITH THIS NON-TRANSFERABLE ELECTRONIC TICKET

Passenger Copy

| | |
|------------------|---------------------|
| FLIGHT PNR NO. | KS4TTC |
| TICKET NUMBER | 22918374 |
| DESTINATION | BIR-KTM |
| FLIGHT CLASS | E |
| FLIGHT DATE/TIME | 24-MAY-2025 / 16:20 |
| PASSENGER NAME | Suresh Gautam |
| PASSENGER TYPE | ADULT |
| NATIONALITY | NEP |
| AMOUNT | 5699.72 |
| FREE BAGGAGE | 15KG |
| ISSUED DATE | 24-MAY-2025 |
| ISSUED BY | FONE |

**Note: Please arrive at airport one and half hour before the flight departs. Thank you for using our fonepay service. We wish for your pleasant flight.

Airport Copy

| | |
|------------------|---------------------|
| FLIGHT PNR NO. | KS4TTC |
| TICKET NUMBER | 22918374 |
| DESTINATION | BIR-KTM |
| FLIGHT CLASS | E |
| FLIGHT DATE/TIME | 24-MAY-2025 / 16:20 |
| PASSENGER NAME | Suresh Gautam |
| PASSENGER TYPE | ADULT |
| NATIONALITY | NEP |
| AMOUNT | 5699.72 |
| FREE BAGGAGE | 15KG |
| ISSUED DATE | 24-MAY-2025 |
| ISSUED BY | FONE |

Thank you for using Fonepay

Contact: Pulchowk, Lalitpur, Nepal

Sip line number: 015970044 & Viber messaging: 3424434244