To

The Chairperson, Research Committee

Public Administration Campus

Balkhu, Kathmandu

Subject: Scheduling Research Proposal Viva Voce

With reference to the partial fulfillment of the requirements for the Master of Public Administration (MPA) degree, I have submitted required copies of the dissertation proposals, along with the receipt of the dissertation fee payment. I request the procedures for scheduling the viva voce at the convenience of the Research Committee. I will be available at the time of the viva voce scheduled by the Research Committee. The required details are as follows:

Title: ....

....

Name:..............................   Phone No:......................

Reg. No.: ....   Exam Roll No.: ....

Campus Roll No.: ....   Receipt No.: ....

Sincerely,

Signature: ....

For office use only

Supervisor: ....   Viva Voce Date: ....

Signature of the Chairperson: ....

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For important information, please refer to the reverse side.

Important Information

1. You are provided a tentative date and time for your viva voce once you submit the dissertation proposal.

2. The viva voce date is confirmed based on the number of proposal submissions and the availability of time due to other essential functions of the Campus.

3. You will receive a final confirmation date and time one day before the viva voce.

4. If you do not receive confirmation, you can contact the Examination Section or the concerned staff to confirm your schedule.

5. If you cannot attend, you can attend the viva voce scheduled for the next time. Please notify the Examination Section in advance if you are unable to attend.

6. The Research Committee is not obligated to schedule a viva voce at your convenience.

7. You are required to submit your presentation slides to the designated email address before your viva voce.

8. The Research Committee will provide feedback and comments during the viva voce, which must be addressed in your revised proposal.

9. After revising the proposal, submit the required copies to the Examination Section for the official process. Your supervisor will then be assigned.