

INTRODUCTION



THAMES EDUCATION CONSULTANCY (TEC) is a government-registered interdisciplinary organization previously having its main office at LAGANKHEL, LALITPUR, now at JAWALKHEL, LALITPUR (The adjoining city of KATHMANDU, THE CAPITAL OF NEPAL). It was established in the year of 2006. It especially focuses at providing students, teachers, lectures, academicians, etc with educational services.

THAMES EDUCATION CONSULTANCY (TEC) was established by the noble efforts and endeavors of a group of dedicated and qualified professionals of diverse academic expertise in the field of applied education, science and technology with the sole objectives of providing the students-community with the most appropriate training and educational opportunities abroad. THAMES, with its team of experienced professionals and academics, provides counseling services for those students who wish to pursue their further studies abroad, in well reputed institutions, colleges, universities in different countries, in all continents such as AUSTRALIA, EUROPE, UK, USA.

THAMES, with its professionalized services in the sector of International Educational Counseling, boasts of its reputation, acquired within a short period of time. It is probably the best choice for promising students aspiring to achieve success in life. A considerable number of our students have already been attending some of the most well reputed colleges and universities abroad, in pursuit of shaping their future and career.

BACKGROUND

The establishment of THAMES dates back to 2006 with a small and comfortable flat of 3 rooms. With the passage of time right after the inception, THAMES has broadened its services from Standardized Test Preparation Classes to Study Abroad Counseling and Visa Preparation Classes. Business/Service with Patience and Ethics has led THAMES to be one of the reputed and well known Educational Consultancies in NEPAL, The country of HIMALAYAN.

ACHIEVEMENTS

THAMES, with its friendly and valuable services, has achieved the significant amount of success in all of the services that it has provided with.

In the year of 2006, with its inception, THAMES upgraded the services by providing aspirant clients with Standardized Test Preparation Classes on IELTS, TOEFL, SAT, GRE, and GMAT. THAMES also started, at the same year, providing the INTERNATE facility in its Computer Lab Room to the students so that the students could learn more in depth by their own about their Test Preparation as well as University that they want to join in future.

After getting the overwhelmed number of students, THAMES realized the space constraint and then thought of shifting its office from this place (LAGANKHEL to JAWALKHEL) to easily accessible place and at the most convenient place of the city that is to the Cross Road of JAWALKHEL, LALITPUR, NEPAL. THAMES then was shifted to this place and it started its function from 2 Flats, 6 Rooms. TEC started the audio/visual facilities with the idea of Computer Adaptive Teaching and Learning. In the same Year, it really became crucial to start up Study Abroad Counseling Program as the students were ready to join the abroad universities with their scores of IELTS and TOEFL; therefore, THAMES started ABROAD STUDY PROGRAM in this 2006.

In the subsequent year that is in 2007 TEC made this year a Business Venture Year with other Business Partners Internationally. It was the year a number of Colleges and Universities from different parts of the world started partnering with us.

In 2008, THAMES has projected around 500 students for Standardized Test Preparation Classes and among them 200 students for US Counseling, the next 200 students for AUSTRALIA Counseling and the rest 100 students for EUROPE counseling. This year is a Counseling Focused Year for THAMES.



MANAGEMENT

THAMES is built in a distributive Management system with a sole objective of working together productively toward a common goal. In THAMES every individual is responsible for anything and everything that can affect the quality of life in the office. The work spirit with the presence of mind is the key formula of every staff members to bring THAMES to this height. In fact, the fame and reputation THAMES has earned during this short span of time is the achievement of the ever mounting team –spirit of its management key players. The integrated roles of all the staff members are composed of 4 C's Skills: Coordination, Communication, Command, and Control.

Staff members are highly motivated to work in tandem toward the company's overall success. All in THAMES Management team earn each and everybody's respect in a pinch to do the right thing for everybody, time after time.

The day – to –day office operation of THAMES is consolidated primarily with the following functional skills of any individual working under the Distributive Management System.



1: **A GOOD WORK ETICH:** It is, with no question, important that any staff members in THAMES must show up on time and stay until the work is complete.

2: **LEADERSHIP QUALITIES:** From managers to assistants' level all the staff members in THAMES should lead their responsibilities and work with quality – be it a supervising or performing a task.

3: **TEAM PLAYING SKILLS:** Everybody in THAMES should have the ability to share the information where relevant and help make improvements.

4: **GOOD ORGANIZATIONAL SKILLS:** A staff member from his/her level must be able to find or access important information tactfully to promote the services of THAMES Effectively, Economically, and Efficiently.

5: **VERBAL SKILLS:** A staff member must speak well. In THAMES, English Language Fluency is an asset.

6: **GOOD WRITTEN SKILLS:** The ability to use proper grammar, syntax and logic when writing is crucial.

7: **TOP-NOTCH COMPUTER SKILLS:** To get the entire assigned tasks done easier and faster one with respect to his/her responsibility in THAMES must have good computer skills.

8: **EXCELLENT PHONE DEMEANOR:** As communication is one of the skills in integrated roles of staff members in THAMES, one should always speak over the phone in clear polite and impressive language maintaining telephone etiquette.

The distributive management system of THAMES has been divided into four major components of management in order to provide any clients with quality services. That is into:

- A) Administrative Management
- B) Financial Management
- C) Marketing Management, and
- D) Human Resource Management

ADMINISTRATIVE MANAGEMENT

Administrative Management is a department comprising of entire Management Heads with Chairman, Managing Director, Administrator, Manager, Administrative Officers and etc. This department normally deals with day to day operation of the organization and facilities all of the other departments in accordance with policies and plan stipulated by the directorates. Functionally, this department is on the top of the management and it Co-ordinates with other components of entire management in parallel. Academic wing inclusive of Test Preparation and Counseling are directly under the supervision of administrative management team.



FINANCIAL MANAGEMENT

This department comprises of Accountants, finance officer, etc. The department mainly focuses on budgeting, controlling of cash, banking, and the like. This department also handles with all of the financial issues associated with other components of entire management.

MARKETING MANAGEMENT

This Department handles all the marketing activities of an organization like advertisement, promotion and co-ordination with the customer. This department comprises client service officer and marketing manager.

HUMAN RESOURCE MANAGEMENT

This department deals with planning, organizing, controlling, and managing the manpower within the organization. Human Resource Manager is responsible for selecting and recruiting of most qualified Candidates among the competent ones. This department also conducts in-house training for building up professionalism, team work spirit and work ethic in entire staff members time to time.

THE WORK FORCE

Name	Designation	Department
Madhur Shrestha	Chairman	Administration
Raj kishor Rauniyar	Managing Director	Administration
Sangita Maharjan	Admin .Officer/ Counselor	Administration
Sahansila Raut	Office Assistant/Accountant	Administration/Finance
Keshab Maharjan	Office Assistant	Administration
D.B.Raut	Instructor	Academic
Keshu Rai	Instructor	Academic
Dinesh Dangol	Instructor	Academic
R.K.Rauniyar	Instructor	Academic
Ramod Dhungana	Auditor/Legal Advisor	Account

INFRASTRUCTURE

THAMES is situated at the main center of the City that is at JAWALKHEL in two flats. The first flat is for the Reception, Computer Lab and M.D.'s Office and the Counseling Room for the Abroad Study. On the second floor, there are two Class Rooms and A Library equipped with all the modern amenities such as computers, a wide range of Test Preparation Book Collection with many reference books, and An Office Room of Chairman. In order to operate all the services provided by THAMES, it has inbuilt infrastructure and work force.

MOTTO

THAMES is always at the clients' service. This is with the vision of providing any aspirant individual with alternative solution to the education problem. THAMES entails its motto effectively, economically, and efficiently. The services are operated distinctly from different departments and cells. The help desk at THAMES always welcomes any individuals seeking prompt and reliable services. The students Pre Counseling cell always updates information from different Universities and Colleges from the globe.



SERVICES

THAMES always imparts prompt and quality services. We provide each and every service related to study abroad beginning from test preparation, study abroad counseling for Australia, UK, USA and New Zealand, Visa counseling and processing. In short, THAMES has earned its name by the way it has tried to deliver its committed services.

STUDY ABROAD

COUNSELLING AND GUIDANCE SERVICES

THAMES has an experience team of professionals and academics for providing counseling services to those seeking educational opportunities abroad. With our superb counseling and guidance services, a considerable number of our students have gained success, in a number of fields of life and have been firmly established in various countries all over the world. Being focused on the quality in the services and products, THAMES assists the students to equip them with the proper information, counseling, and guidance services by organizing STUDY ABROAD seminars from time to time.

OUR EXPERINCED COUNSELING TEAM PROVIDES THE FOLLOWING PROFESSIONAL GUIDANCE IN:

- A) College Admission Services
- B) Checking of Admission Requirements
- C) Selecting the Right Degree Courses in the Right Institutions
- D) Finding Scholarship Opportunity
- E) Visa Procedures (Counseling and Documentation)
- F) Visa Interview Preparation Classes
- G) Travel Advice and Logistics Preparation



THAMES imparts these services with a personal touch and trust which is the back bone of the mutual trust and relationship between the Students and THAMES management, itself.

THAMES is quite proud to announce that all the colleges and universities in our contacts are institutions offering a range of courses and academic disciplines where serious students can benefit a lot. Besides the colleges/universities that are on our fold, we arrange Admissions in any College/University of the students' choice and offer all the above mentioned services.

MARKETING AND PROMOTION

THAMES with the focus of effective marketing has made different means of promotion. It regularly advertises on daily basis news papers in 5 categories of advertisement

- A) Informative Advertisement
- B) Reminding Advertisement
- C) Re-enforcing Advertisement
- D) Persuading Advertisement
- E) Action Advertisement.

Means of Promotion Used By THAMES

PAPER ADVERTISEMENT

Thames has explicitly taken newspapers as quicker means of advertisement. Daily news papers like Kantipur Daily, The Himalayan Times are prominent print media to promote the services of THAMES.

LEAFLETS AND BROCHURE

Thames has used leaflets and brochures for in-house publicity. These brochures and leaflets are distributed at the time of student enquiry from the Front Desk. This means of publicity is effective while doing face – to- face marketing of the services of THAMES. The leaflets and brochures are also sometimes distributed in exhibitions and seminars.

SEMINARS

Thames conducts free and open Seminars from time to time for the purpose of generating awareness for the Study Abroad Counseling.

EXHIBITIONS

Throughout the year, there are several exhibitions for business promotion. Thames takes part in such exhibitions. These exhibitions are of different sizes. Normally, Twenty to a hundred thousand people visit these Exhibitions which may last for 1 to 5 days.

WORKING TO GETHER

THAMES always extends its hand to work in solidarity with Joint-Venture; Common-Benefit Strategy. Thames not only pays attention towards recruitment of Students but also develops an interest in establishing New Business Venture together with several national and international partners. Any business party, or individual seeking to explore business in education from NEPAL, is highly appreciated for their efforts to work together with us. Thames always warmly welcomes business seeking people for common benefits. The process of this venture may be under all the ethics to be maintained for both the parties' rules and regulations

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