



CO-OPERATIVE EDUCATION REPORT

Bridging Corporate Responsibility and Practical Learning

WRITTEN BY:

SELINA MAHARJAN

STUDENT ID: 6408040037

This Report Submitted is Submitted in Partial Fulfillment of the Requirements for Cooperative Education, Faculty of Business Administration, Academic Semester 2/2024

SIAM UNIVERSITY

Bridging Corporate Responsibility and Practical Learning

Project Title: Bridging Corporate Responsibility and Practical Learning
Written by: Ms. Selina Maharjan
Department: Bachelor of Business Administration (Finance and Investment)
Academic Advisor: Mr. Ashutosh Mishra

We have approved this cooperative report as a partial fulfillment of the cooperative education program semester 2/2024.

Oral Presentation Committees



(Mr. Ashutosh Mishra)

Academic Advisor



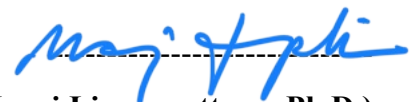
(Ms. Minita Ghimire)

Job Supervisor



(Mr. Bikash Dahal)

Cooperative Education Committee



(Asst. Prof. Maruj Limpawattana, Ph.D.)

Assistant President and Director of Cooperative Education

Bridging Corporate Responsibility and Practical Learning

Project Title: Bridging Corporate Responsibility and Practical Learning

Author: Ms. Selina Maharjan

Advisor: Mr. Ashutosh Mishra

Degree: Bachelor of Business Administration

Major: Finance and Investment

Credit: 5 credits

Faculty: Business Administration

Semester/Academic year: 2/2024

Abstract

This report presents an overview of my cooperative education experience at Global Compact Nepal (GCN), a non-profit organization working to promote corporate sustainability and responsible business practices. As an Associate Intern, my key responsibilities included membership handling, event coordination, media outreach, proposal writing, municipality approvals, and internal communication forum management. This report highlights my work experience, responsibilities, and learning outcomes during the internship period.

The main objectives of this internship were to: (1) understand the organization's mission and operational structure, (2) apply academic knowledge in a professional setting, and (3) enhance my communication and coordination skills. Working closely with the GCN team, I was able to contribute to ongoing projects while learning about the challenges and opportunities in the sustainability sector.

This report also outlines the background and operations of Global Compact Nepal, along with the skills and experiences I gained during my internship. It reflects on how collaboration, communication, and hands-on involvement in projects helped me grow professionally and understand the importance of sustainability in business practices.

Keywords: Global Compact Nepal, Corporate Sustainability, Membership Handling, Event Coordination, Media Outreach, Stakeholder Engagement.

Bridging Corporate Responsibility and Practical Learning

Acknowledgement

I would like to express my sincere gratitude to Siam University and Kathmandu College of Management for providing me with the opportunity to undertake my cooperative education program. Their continuous support and resources have allowed me to apply academic knowledge in a professional setting, contributing greatly to my personal and professional development.

I am especially thankful to my academic supervisor, Mr. Ashutosh Mishra, for his constant guidance and support throughout this internship. His valuable advice and encouragement have been instrumental in helping me successfully complete this cooperative education program.

I would also like to extend my heartfelt thanks to Ms. Minita Ghimire, Participant Engagement Manager at Global Compact Nepal, for her supervision and mentorship during my internship. Her insights, support, and guidance have provided me with a meaningful learning experience. I am equally grateful to the entire team at Global Compact Nepal for welcoming me and giving me the opportunity to be a part of their impactful initiatives.

Finally, I sincerely appreciate the constant encouragement and support from my family and friends during both my internship and the preparation of this report.

Thank You Sincerely,

Selina Maharjan

Student ID: 6408040037

Bridging Corporate Responsibility and Practical Learning

Table of Contents

Abstract.....	2
Acknowledgement	3
Chapter 1: Introduction	6
1. Company Profile	6
1.1 Mission of Global Compact Nepal	7
1.2 Vision of Global Compact Nepal	7
1.3 Company Strategies	7
2. Organizational Structure	8
2.1 Diagram of Organizational Structure	8
2.2 My Job Position	9
2.3 My Job Position in the Company's Organizational Structure	9
3. My motivation to choose United Nations Global Compact Nepal as my Co-Op studies workplace	9
4. Strategic analysis of the company	10
5. Objectives of this Co-operative Studies	13
Chapter 2: Cooperative Study Activities	14
1. My Job Description	14
2. My Job Responsibilities	14
3. Activities in coordinating with co-workers	17
4. My Job Process Diagram:	18
5. Contributions as a Co-Op student in the Company	20
Chapter 3: Learning Process	21
1. Problems/ Issues of the Company	21
2. Solution to the Problems/Issues of the Company.....	21
3. Recommendations to the Company.....	22
4. What have you learned from Corporate Studies	22
5. How I Applied the Knowledge from Coursework to the Real Working Situation	23
6. Special Skills and New Knowledge I Learned from this Co-Op Studies.....	24

Bridging Corporate Responsibility and Practical Learning

Chapter 4: Conclusion	25
1. Summary of Highlights of My Co-Op Studies at United Nations Global Compact Nepal. .	25
2. My Evaluation of the Work Experience.....	26
3. Limitations of the Co-op Studies	27
4. Recommendations for the Company	27
References:.....	29
Appendix I	30
Appendix II.....	42

List of Figures

Figure 1: United Nations Global Compact Nepal Logo	6
Figure 2: Organizational Structure of GCN.....	8
Figure 3: Job Process Diagram for Forum Management & Strategic Communications	18
Figure 4: Job Process Diagram for Membership & Stakeholder Management	18
Figure 5: Job Process Diagram for Financial Tracking and Documentation.....	19
Figure 6: Job Process Diagram for Event and Media Coordination	19

List of Tables

Table 1: SWOT Analysis of Global Compact Nepal.....	10
---	----

Chapter 1: Introduction

This chapter provides an overview of United Nations Global Compact Nepal (UNGCN), the local network promoting responsible business and corporate sustainability. Global Compact Nepal (GCN) works with businesses, government, and civil society to align with global principles on human rights, labor, environment, and anti-corruption, supporting the Sustainable Development Goals. Additionally this chapter also explains my motivation for choosing GCN, as its mission aligns with my academic interests in sustainability and offers practical experience in corporate responsibility in Nepal.

1. Company Profile



Figure 1: United Nations Global Compact Nepal Logo

United Nations Global Compact Nepal is the local network of the UN Global Compact, the world's largest corporate sustainability initiative. It mobilizes businesses and organizations in Nepal to align with ten universal principles on human rights, labor, environment, and anti-corruption. By fostering collaboration among businesses, government, and civil society, it promotes sustainable business practices and supports the UN Sustainable Development Goals (SDGs). The organization offers guidance, networking, capacity-building, and policy advocacy to encourage responsible business conduct in Nepal.

The UNGC local network, Network Nepal, was launched in 2003 with support from the Federation of Nepalese Chambers of Commerce and Industry (FNCCI), the International Labor

Bridging Corporate Responsibility and Practical Learning

Organization (ILO), and the United Nations Development Program (UNDP). GCN was formally registered as Global Compact Nepal in 2015.

1.1 Mission of Global Compact Nepal

To raise awareness of responsible business practices, help companies internalize the United Nations Global Compact principles, engage in peace-building initiatives in the business sector and foster partnerships amongst stakeholders.

1.2 Vision of Global Compact Nepal

An enabling environment for sustainable business and inclusive economic opportunities for all.

1.3 Company Strategies

The strategic direction of GCN is guided by the GCN Dhulikhel Declarations 2023-08, which provide a comprehensive framework to promote corporate responsibility and ethical business practices in Nepal.

Key strategic focus areas:

- a. Integration of UNGC Principles:** Encouraging businesses to adopt global standards on human rights, labor, environment, and anti-corruption in their daily operations.
- b. Stakeholder Collaboration:** Building partnerships with government bodies, private sector, NGOs, and academia to foster a collective approach towards sustainability.
- c. Capacity Building:** Conducting training programs, workshops, and forums to strengthen corporate capabilities in sustainability and ESG reporting.
- d. Policy Advocacy:** Working with policymakers to create a favorable regulatory environment that supports sustainable business practices.
- e. Community Engagement:** Encouraging businesses to actively participate in community development initiatives.

Bridging Corporate Responsibility and Practical Learning

2. Organizational Structure

An organizational structure provides a framework that defines how tasks and responsibilities are distributed within an organization to achieve its goals. It outlines roles, duties, and communication channels among the board of directors, management, and staff. A clear structure supports effective decision-making, smooth operations, and alignment with the organization's vision, enhancing productivity, accountability, and overall effectiveness.

2.1 Diagram of Organizational Structure

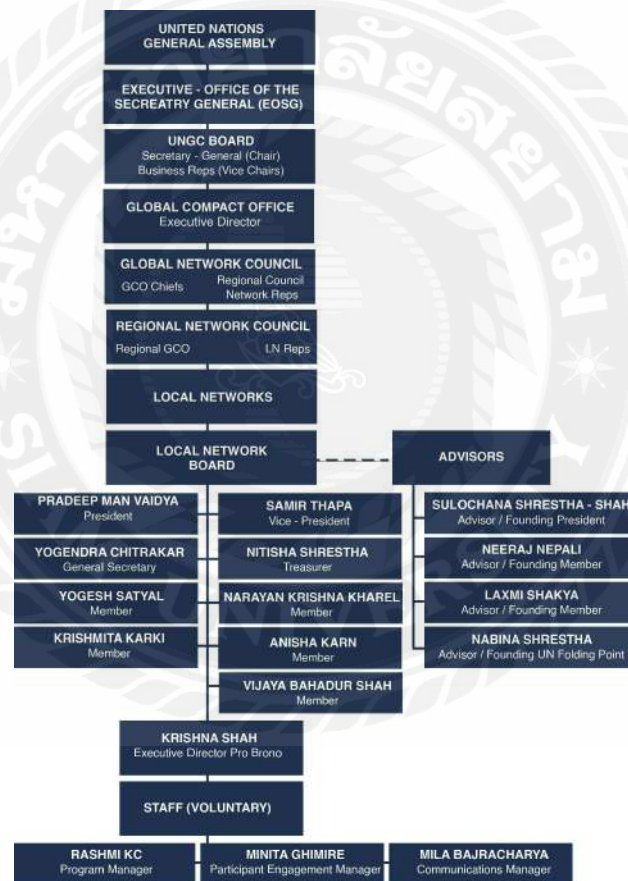


Figure 2: Organizational Structure of GCN

The organizational structure of UNGCN establishes defined roles and communication pathways to ensure all activities align with its mission to promote sustainable and responsible business

Bridging Corporate Responsibility and Practical Learning

practices in Nepal. The Governing Board, led by a President and supported by an Executive Committee, offers strategic oversight and guidance. Meanwhile, the Secretariat handles daily operations, program implementation, and stakeholder engagement, facilitating coordination and progress toward the organization's objectives.

2.2 My Job Position

As an Associate Intern at United Nations Global Compact Nepal, my responsibilities fell under the Secretariat, where I oversaw various daily tasks essential to the organization's smooth functioning.

2.3 My Job Position in the Company's Organizational Structure

At GCN, my position as an Associate Intern fell within the Secretariat, which was responsible for the organization's daily operations and stakeholder engagement. I worked under the guidance of senior management, supporting the overall strategic objectives set by the Executive Committee and Governing Board, and ensuring smooth coordination between members, corporate partners, and external stakeholders.

3. My motivation to choose United Nations Global Compact Nepal as my Co-Op studies workplace

I chose Global Compact Nepal as my Co-Op Studies workplace because of its strong commitment to promoting corporate sustainability and ethical business practices aligned with the United Nations Sustainable Development Goals. The organization's focus on critical areas such as human rights, labor standards, environmental sustainability, and anti-corruption resonated with my keen interest in sustainability and corporate social responsibility, as well as my passion for working toward meaningful impact. This alignment offered me a meaningful opportunity to apply my knowledge in real-world scenarios that contribute to positive social and environmental change.

Working at GCN allowed me to gain valuable hands-on experience in essential areas including communication, stakeholder engagement, and event management. This involved interacting with diplomats such as ambassadors, representatives from UN agencies, business leaders, and other key

Bridging Corporate Responsibility and Practical Learning

stakeholders. Additionally, I got to actively participate in corporate social responsibility (CSR) initiatives, which are vital for my professional growth and will help me build a strong foundation for a future career in sustainability and responsible business.

Furthermore, the opportunity to collaborate with influential policymakers, sustainability advocates, and corporate leaders greatly motivated my decision. This exposure enabled me to develop a strong professional network while gaining insights into global best practices in responsible business conduct. Overall, my internship at GCN is not only an ideal platform to advance my skills but also a chance to be part of a larger movement dedicated to making business a force for good.

4. Strategic analysis of the company

Strengths	Weaknesses
<ul style="list-style-type: none">● Global Affiliation and Credibility● Strategic Partnerships● Focused Mission on SDGs● Local Network Engagement	<ul style="list-style-type: none">● Voluntary Participation Model● Resource Constraints● Awareness and Engagement Gaps● Dependency on External Funding
Opportunities	Threats
<ul style="list-style-type: none">● Rising Interest in Corporate Social Responsibility and Sustainability● Policy Alignment and Support● Capacity Building and Training● Partnerships with International Organizations	<ul style="list-style-type: none">● Economic Challenges● Political and Regulatory Uncertainty● Low Awareness and Commitment from Businesses● Dependency on Global Economic Conditions

Table 1: SWOT Analysis of Global Compact Nepal

Bridging Corporate Responsibility and Practical Learning

A. Strengths:

- **Global Affiliation and Credibility:** As part of the United Nations Global Compact, GCN holds global recognition and credibility. This strengthens its influence among businesses, policymakers, and development partners, enhancing its role in promoting responsible and sustainable business practices in Nepal.
- **Strategic Partnerships:** GCN partners with key organizations like the Federation of Nepalese Chambers of Commerce and Industry, UNDP, and the International Labour Organization. These alliances boost its capacity to lead sustainability initiatives, encourage knowledge sharing, and support ethical business practices aligned with global standards.
- **Focus on SDGs:** GCN's mission aligns closely with the UN Sustainable Development Goals, positioning it as a key advocate for responsible business in Nepal. By helping companies adopt the UN Global Compact's Ten Principles, it contributes to both national and global development efforts.
- **Local Network Engagement:** With a growing and diverse network of participants, GCN fosters collaboration across sectors to promote human rights, labor standards, environmental protection, and anti-corruption practices.

B. Weaknesses:

- **Voluntary Participation Model:** As a voluntary initiative, the UN Global Compact and its local chapter, GCN, face challenges in ensuring consistent accountability and implementation of principles among member organizations.
- **Resource Constraints:** GCN operates with limited financial and human resources, which hinders its ability to expand operations, conduct outreach, and offer comprehensive support to its members.
- **Awareness and Engagement Gaps:** Despite ongoing efforts, awareness of GCN's initiatives remains low, especially among small and medium-sized enterprises (SMEs). Many businesses are still unaware of the value of integrating sustainability, leading to lower participation and limited impact.
- **Dependency on External Funding:** GCN relies heavily on external funding from donors, UN agencies, and development partners. This dependence makes it vulnerable to shifts in

Bridging Corporate Responsibility and Practical Learning

donor priorities and global economic changes, affecting the continuity and sustainability of its programs.

C. Opportunities:

- **Rising Interest in CSR and Sustainability:** Nepali businesses are increasingly recognizing the value of corporate social responsibility and sustainable practices. This growing awareness provides GCN with an opportunity to expand its network, promote its principles, and influence the private sector toward ethical and responsible operations.
- **Policy Alignment and Support:** Nepal's commitment to the Sustainable Development Goals creates a supportive policy environment for GCN. This alignment enables collaboration with government bodies and positions GCN as a strategic partner in advancing national development through private sector engagement.
- **Capacity Building and Training:** With more businesses aiming to meet global sustainability standards, GCN can strengthen its role by offering training, workshops, and resources. These initiatives help companies adopt responsible practices and build a culture of sustainability.
- **International Partnerships:** Expanding collaboration with international organizations and development partners offers GCN opportunities for resource mobilization, shared expertise, and impactful joint projects. These partnerships can enhance GCN's effectiveness and support its mission to drive sustainable business practices in Nepal.

D. Threats:

- **Economic Challenges:** Nepal's economic instability and financial downturns often force businesses to prioritize short-term survival over long-term sustainability. This shift in focus makes it challenging for GCN to sustain engagement and promote responsible business practices.
- **Political and Regulatory Uncertainty:** Frequent political changes, inconsistent policies, and bureaucratic delays hinder the continuity of sustainability efforts. These issues make it difficult for GCN to implement long-term projects, build lasting partnerships, and advocate effectively for policy reforms.

Bridging Corporate Responsibility and Practical Learning

- **Low Awareness and Commitment:** Many businesses in Nepal still lack sufficient awareness or genuine commitment to sustainable and ethical practices, limiting the overall impact of GCN's initiatives.
- **Dependency on Global Economic Conditions:** GCN's reliance on international funding and partnerships makes it vulnerable to global economic fluctuations. These challenges can restrict resources, delay project execution, and limit the organization's ability to grow and expand its influence.

5. Objectives of this Co-operative Studies

This co-op report holds significant value as it serves as a comprehensive reflection of my professional journey during my internship at GCN. By documenting my experiences, the report allows me to analyze how working with an organization dedicated to corporate sustainability and responsible business practices has contributed to my personal and professional development. Given GCN's strong alignment with my passion for sustainability, corporate responsibility, and social impact, this study offers an important opportunity to evaluate the practical skills and insights I gained in these areas.

The report also provides a platform to showcase the knowledge and competencies I acquired through direct involvement in various organizational activities. Engaging with global frameworks such as the UN Sustainable Development Goals, participating in stakeholder collaboration, and contributing to impactful initiatives allowed me to broaden my perspective on sustainable business practices. Through this reflective study, I aim to critically assess how GCN's strategies and operations influence the business community, while also connecting these experiences to my own academic and career aspirations.

Beyond fulfilling an academic requirement, this co-op report is an opportunity to document my growth in key professional areas such as strategic communication, stakeholder engagement, and project coordination. It serves as a meaningful record of how my internship experience has shaped my understanding of corporate sustainability and enhanced my readiness for future roles in the field of responsible business and social impact. Ultimately, this study underscores the relevance of experiential learning in bridging academic knowledge with real-world applications.

Bridging Corporate Responsibility and Practical Learning

Chapter 2: Cooperative Study Activities

1. My Job Description

As an associate intern at Global Compact Nepal, I handled communication, collaboration, and coordination across various areas. I managed forum communications, keeping members updated on GCN activities, and oversaw social media by creating content and analyzing engagement to improve our online presence.

I actively participated in Value Proposition Meetings, contributing to discussions and presenting GCN's value to potential members. I managed membership applications, invoicing, and member communications to address inquiries. I also played a key role in event management, coordinating logistics and participation for events like Women in Film and Zero Waste & Sustainability Training.

Additionally, I drafted and edited press releases, managed media outreach, and built relationships with corporate members and partners. I supported policy research, contributed to reports, and assisted with administrative tasks such as scheduling meetings and maintaining databases. My work focused on collaboration, strategic communication, and ensuring smooth operations to support GCN's mission.

2. My Job Responsibilities

My day-to-day responsibilities encompassed a variety of tasks across multiple areas, all aimed at supporting the organization's initiatives for promoting sustainability and responsible business practices.

A. Forum Management & Strategic Communications

I managed both internal and external communications to ensure smooth information flow within the organization and with external stakeholders.

- **Drafting and Responding to Emails:** I composed and replied to official emails, ensuring clear and professional communication with member companies, stakeholders, and internal teams.

Bridging Corporate Responsibility and Practical Learning

- **Internal Communication Posting:** I constantly posted important updates, announcements, and event information on the organization's internal communication platforms to keep all members informed.
- **Stakeholder Coordination:** I was actively engaged in coordinating with member companies, partners, and stakeholders to relay information, address queries, and maintain active engagement.
- **Meeting Facilitation:** I also assisted in arranging meetings with members, stakeholders, and collaborators by managing schedules, sending invites, and preparing necessary documents.

B. Membership & Stakeholder Management

I handled end-to-end membership management and maintained relationships with stakeholders.

- **Value Proposition Meetings:** I scheduled and coordinated meetings with prospective member companies as well as prepared and presented tailored presentations highlighting the benefits of UNGC membership.
- **Membership Application Process:** I was assigned to assist companies in applying for membership through the United Nations Global Compact portal and coordinated with member companies to ensure accurate documentation and timely submission.
- **Invoice Creation and Distribution:** My role was to generate membership invoices and ensure smooth communication for payment processing.
- **Onboarding & Communication:** I also sent welcome emails and facilitated the onboarding process for newly joined member companies and maintained regular follow-up to address queries and strengthen stakeholder relationships.

C. Event Coordination & Partnerships

I played an active role in supporting the planning and execution of events, ensuring efficient logistics and effective collaboration.

- **Logistics Handling:** I was assigned to manage event logistics including venue setup, participant coordination, and material preparation.

Bridging Corporate Responsibility and Practical Learning

- **Concept Note Drafting:** I drafted detailed concept notes outlining the event objectives, agendas and expected outcomes.
- **Partnerships & Collaborations:** My supervisor and I facilitated meetings with potential partners and collaborators for joint initiatives and coordinated with relevant organizations to build strategic alliances and drive impactful events like UN Women, International Labor Organizations (ILO)

D. Media Outreach & Press Coordination

I was also engaged in Managing media relations to enhance GCN's visibility and outreach.

- **Press Release Drafting:** I drafted press releases for major events and organizational announcements.
- **Media Collaboration:** I also took over the coordination with media houses for press coverage, collaborations, and dissemination of news articles.

E. Proposal Writing & Fund Approvals

Along with my supervisor, I played a key role in drafting proposals for project funding and securing necessary approvals.

- **Proposal Drafting:** I helped in developing project proposals aligned with UNGCN's mission and funding requirements as well as arranging all the necessary documents for the fund approvals.
- **Municipality Approvals:** I was also actively engaged in coordinating with local government representatives to obtain project approvals from municipalities where I ensured smooth collaboration with municipal offices for compliance and procedural requirements.

F. Financial Tracking & Documentation

I also assisted in managing financial records and maintaining transparency in office expenditures.

- **Expense Tracking:** Monthly I would monitor office and event-related expenses and maintain accurate financial records.

Bridging Corporate Responsibility and Practical Learning

- **Journal Voucher Preparation:** I also prepared journal vouchers for accounting purposes and updated financial ledgers.
- **Checkbook & File Management:** I updated checkbooks and ensured systematic documentation of financial transactions and files.

G. Social Media Management

I also took over the organization's social media platforms to enhance visibility, engage audiences, and promote GCN's initiatives.

- **Content Creation & Posting:** I helped in creating and publishing posts about upcoming events, training sessions, membership highlights, and organizational activities across platforms like LinkedIn, Facebook, and Instagram.
- **Visual Content Editing:** I also helped in designing professional event banners and certificates of participation for sessions and organizational events.

3. Activities in coordinating with co-workers

- **Maintained Regular Communication:** Consistently stayed in touch with my co-workers through emails, meetings, and informal discussions to align our tasks, share progress updates, and clarify responsibilities on ongoing projects.
- **Collaborated During Event Management:** I worked closely with the team while organizing events by dividing key responsibilities such as handling logistics, coordinating member companies' participation, preparing certificates, and ensuring the smooth flow of the event.
- **Sought Feedback and Input:** While managing social media posts and forum communications, I actively sought feedback from my team members to ensure that the content was aligned with the organization's messaging style and quality standards.
- **Problem-Solving with Team Support:** Whenever I encountered challenges or confusion, I immediately communicated with co-workers to discuss solutions, shared ideas, and ensured that any issues were resolved collaboratively.

4. My Job Process Diagram:

A. Forum Management & Strategic Communications

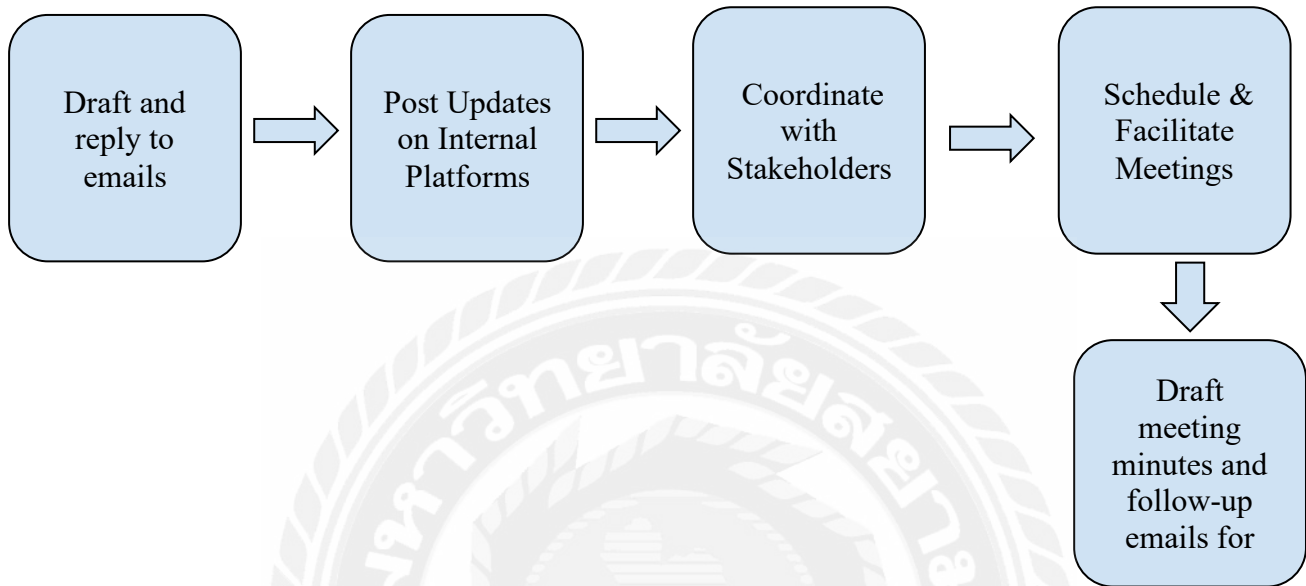


Figure 3: Job Process Diagram for Forum Management & Strategic Communications

B. Membership & Stakeholder Management

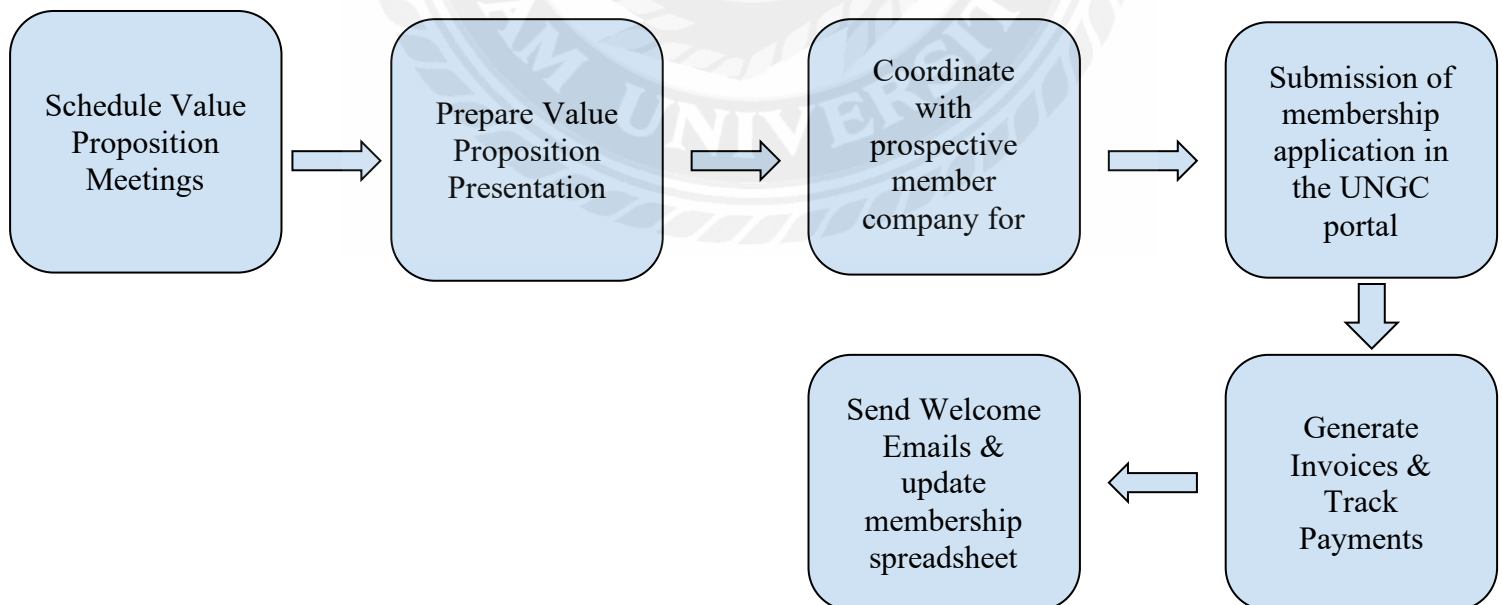


Figure 4: Job Process Diagram for Membership & Stakeholder Management

Bridging Corporate Responsibility and Practical Learning

C. Financial Tracking and Documentation

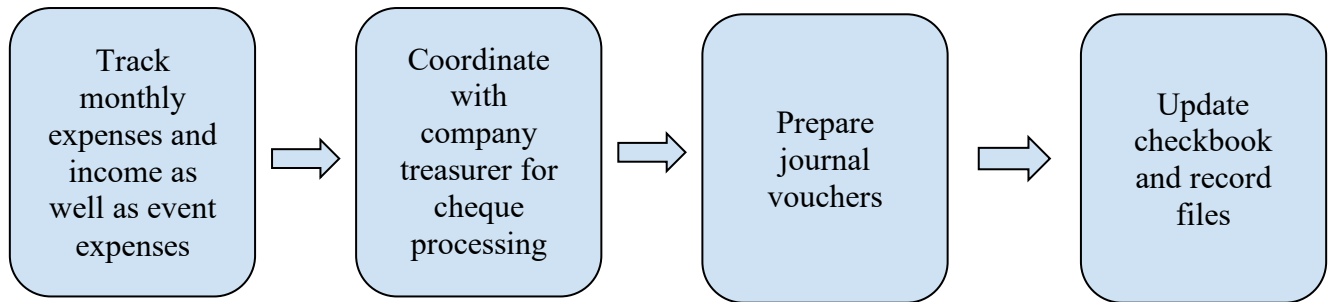


Figure 5: Job Process Diagram for Financial Tracking and Documentation

D. Event and Media Coordination

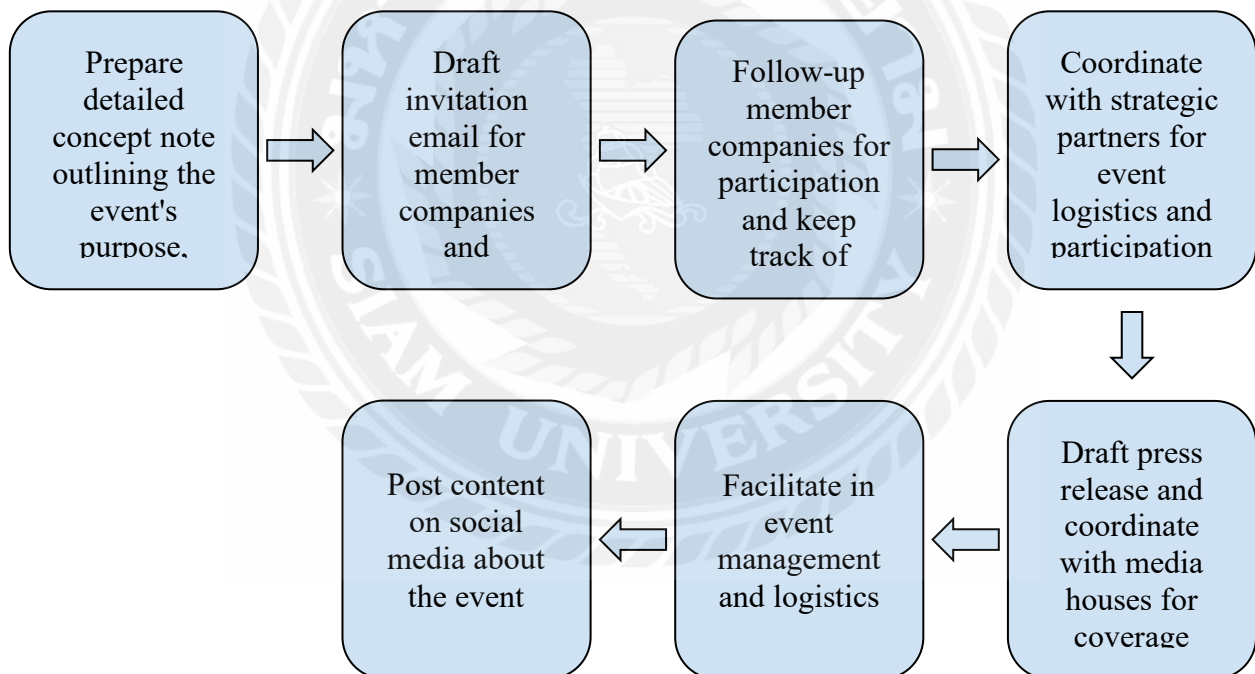


Figure 6: Job Process Diagram for Event and Media Coordination

Bridging Corporate Responsibility and Practical Learning

5. Contributions as a Co-Op student in the Company

During my internship with GCN, I made important contributions to strengthening internal communication, supporting membership applications, and managing key events. I applied my communication, organizational, and creative skills to help the organization achieve its goals.

I was responsible for managing forum postings and ensuring timely updates, which helped maintain clear and organized communication among internal teams and stakeholders. This consistent flow of information ensured everyone stayed informed and engaged.

In social media management, I created captions, posted content, and edited visuals to maintain a professional and active online presence for GCN. My work helped increase audience interaction and promoted the organization's sustainability initiatives effectively.

I actively supported the membership process by handling applications, generating invoices, and communicating with current and prospective members. My efforts contributed to smooth membership onboarding and helped expand GCN's network steadily.

Event coordination was another key area where I contributed significantly. I managed logistics, coordinated member participation, and prepared certificates for events such as "Ring The Bell" and "Zero Waste & Sustainability Training."

Furthermore, I participated in strategic value proposition meetings with potential members, contributing ideas and effectively communicating GCN's mission to encourage adoption of sustainable business practices.

Lastly, I maintained organized documentation for memberships, events, and communications, which improved office efficiency and record-keeping.

Overall, this internship allowed me to apply my academic knowledge in a professional setting, improve my communication and organizational skills, and contribute meaningfully to GCN's mission of promoting sustainability.

Bridging Corporate Responsibility and Practical Learning

Chapter 3: Learning Process

While working as an associate intern at GCN, I encountered several operational and coordination challenges that affected the efficiency of daily tasks and overall workflow. This chapter highlights the problems faced during my internship, the approaches taken to resolve them, and recommendations for long-term improvements.

1. Problems/ Issues of the Company

- **Coordination Gaps in Multi-Project Transitions:** As GCN runs multiple initiatives led by different individuals, communication gaps sometimes make project handovers challenging. This occasionally caused delays, especially in event planning and membership-related tasks.
- **Manual Membership Handling Process:** The largely manual system, using spreadsheets, emails, and physical documents led to inefficiencies, including errors, delayed responses, and missed follow-ups, making it hard to maintain accurate membership records.
- **Event Coordination Challenges:** Event management faced issues due to last-minute changes and communication difficulties with member companies, speakers, and media partners. The lack of a streamlined system created pressure as event dates approached.
- **Time Constraints and Multitasking:** Working in a small team meant handling multiple time-sensitive tasks simultaneously. Juggling event preparation, membership tracking, and external coordination under tight deadlines sometimes affected focus and work quality.

2. Solution to the Problems/Issues of the Company

- **Standardized Handover Process:** GCN could improve project transitions by implementing a standardized handover process. Preparing brief notes on project status, pending tasks, and key contacts before transferring responsibilities would ensure continuity and reduce confusion.
- **Digitizing Membership Management:** Moving to a digital membership management system or CRM would automate tracking of applications, payments, and renewals, minimizing errors and improving communication with members.

Bridging Corporate Responsibility and Practical Learning

- **Enhancing Event Coordination:** Establishing standardized event checklists and holding regular pre-event meetings would clarify tasks, cover all responsibilities, and reduce last-minute confusion during events.
- **Effective Delegation and Expanding Workforce:** Improving task delegation by assigning roles based on team strengths and recruiting additional staff or interns would help manage workload and reduce multitasking pressure.

3. Recommendations to the Company

- **Enhanced Communication Framework:** GCN should implement a centralized communication platform to keep all team members informed about project progress and updates. Regular cross-departmental meetings would improve information flow, reduce gaps during transitions, and foster better collaboration.
- **Clear Task Delegation and Workforce Expansion:** There should be effective task delegation based on individual strengths to balance workloads. Additionally, hiring more staff or engaging interns would help manage growing project demands and ease multitasking pressure, boosting overall productivity.
- **Strengthened Coordination and Documentation Systems:** GCN should standardize coordination procedures and organizing documentation especially for financial records and membership. Digital filing systems and event checklists could also reduce errors and ensure quick access to documents.
- **Capacity Building and Training:** Regular training on communication, project management, and documentation should be provided. Mentorship programs pairing senior and junior staff will promote knowledge sharing and develop a more skilled, cohesive team.

4. What have you learned from Corporate Studies

My internship experience at GCN has been an invaluable opportunity to bridge the gap between academic knowledge and real-world application. During this period, I gained significant insights into sustainability, corporate responsibility, and organizational management. Some key lessons I learned include:

Bridging Corporate Responsibility and Practical Learning

- **Sustainability and Corporate Responsibility:** I developed a deeper understanding of how global sustainability principles are integrated into local business practices. Supporting initiatives aligned with the UN Global Compact's Ten Principles and SDGs helped me appreciate the practical challenges and impact of responsible business conduct in Nepal.
- **Stakeholder Engagement:** Working closely with diverse stakeholders such as member companies, government agencies, and civil society improved my communication skills. I learned how to tailor messages for different audiences and foster collaborative relationships to support shared sustainability goals.
- **Process Management and Coordination:** Managing membership processes, event planning, and media outreach enhanced my organizational and multitasking abilities. I learned the importance of clear workflows and timely communication to ensure smooth coordination across teams and external partners.
- **Time Management and Prioritization:** Balancing multiple responsibilities under tight deadlines taught me to prioritize effectively and manage time wisely, ensuring quality output without compromising on task deadlines.
- **Professional Development:** Exposure to a dynamic nonprofit environment deepened my appreciation for teamwork, leadership, and strategic planning. Collaborating with experienced professionals guided my growth and strengthened my career aspirations in sustainability and corporate responsibility.
- **Team Collaboration:** Regular interaction with colleagues across departments improved my ability to coordinate efforts, share information, and support collective objectives. This experience emphasized the value of cooperation in achieving organizational success.

5. How I Applied the Knowledge from Coursework to the Real Working Situation

- **Communication Skills and Public Relations:** I learned to write clear, professional emails, notes, and press releases, which helped maintain strong internal and external communication. These skills were strengthened through the university's writing and presentation courses.

Bridging Corporate Responsibility and Practical Learning

- **Project Management:** I applied concepts from my project management classes, like task prioritization and timeline planning, to organize events and coordinate stakeholders for projects such as “Zero Waste Management” and “Ring The Bell.”
- **Microsoft Proficiency:** I regularly used Excel, Word, and PowerPoint to manage data, write press releases and concept notes, and prepare presentations for meetings. My university coursework and practical experience helped me develop these skills to meet workplace needs efficiently.
- **Accounting Principle:** I handled bookkeeping tasks like preparing journal vouchers, filing documents, and tracking office expenses, using the accounting knowledge I gained at university.
- **Organizational Behavior:** I coordinated well with team members across departments through regular collaboration. The teamwork skills I learned at university helped me contribute effectively and maintain good interdepartmental relationships.

6. Special Skills and New Knowledge I Learned from this Co-Op Studies

- **Professional Communication and Writing:** I improved my communication skills by regularly interacting with external stakeholders like diplomats from UN agencies and embassies. This experience helped me communicate clearly and professionally with diverse audiences, boosting my confidence in formal settings.
- **Interpersonal and Professional Skills:** Working with team members and external partners strengthened my interpersonal skills. I learned how professionalism is key to building strong relationships and collaborating effectively in a multi-stakeholder setting.
- **Technical Skills:** I gained hands-on experience organizing spreadsheets, managing forums, and preparing personalized PowerPoint presentations to track membership records, event data, and communications, ensuring information stayed accurate and up-to-date.
- **Knowledge of Fund Approval Process:** I took part in fund approval processes with headquarters, coordinating closely with local government bodies. This role improved my communication and negotiation skills, as I managed documentation and followed up with various stakeholders.

Chapter 4: Conclusion

1. Summary of Highlights of My Co-Op Studies at United Nations Global Compact Nepal.

My internship at Global Compact Nepal provided me with invaluable hands-on experience in an organization dedicated to advancing sustainability and corporate responsibility. This report highlights my main responsibilities, contributions, and the knowledge I gained during this internship.

During my time at GCN, I was actively involved in membership management, event coordination, media outreach, and stakeholder communication. Working within a team handling multiple projects simultaneously, I developed strong problem-solving skills to address coordination challenges and improve communication between departments.

I had the opportunity to collaborate with a diverse range of stakeholders, including diplomats, UN agencies, government officials, and private sector representatives. This helped me enhance my professional communication and interpersonal skills significantly.

Technically, I improved my abilities in social media management, content creation, and graphic design using Adobe Photoshop. I also gained experience maintaining organized documentation, managing spreadsheets, drafting proposals, and supporting the fund approval process, which required coordination with both headquarters and local authorities.

Moreover, my involvement in planning and executing events strengthened my time management and organizational skills, allowing me to efficiently balance multiple time-sensitive tasks while maintaining quality.

In conclusion, my internship at Global Compact Nepal has been a highly rewarding experience. It deepened my understanding of sustainability initiatives and nonprofit operations, while equipping me with practical skills and professional confidence that will greatly benefit my future career.

Bridging Corporate Responsibility and Practical Learning

2. My Evaluation of the Work Experience

My overall experience at Global Compact Nepal has been truly transformative, providing me with invaluable opportunities for professional growth in the field of sustainability and organizational management. This internship allowed me to bridge the gap between my academic knowledge and real-world application by engaging directly with event coordination, membership management, media outreach, and stakeholder communication.

Throughout my time at GCN, I was able to apply theoretical concepts from my coursework, such as communication strategies, project management, and organizational behavior into practical tasks. This hands-on experience deepened my understanding of how sustainability initiatives are implemented and promoted in a dynamic organizational environment.

One of the most rewarding aspects of my internship was working closely with diverse stakeholders including UN agencies, government officials, and private sector partners. These interactions enhanced my professional communication and interpersonal skills, enabling me to confidently draft formal correspondence, coordinate events, and maintain positive relationships across various teams.

The supportive environment at GCN greatly contributed to my learning curve. With the guidance of my supervisors and collaborative teamwork, I was able to take on important responsibilities such as managing multiple event logistics, supporting fund approval processes, and maintaining accurate documentation. These experiences strengthened my organizational skills and ability to manage time-sensitive projects effectively.

I also learned the importance of adaptability and clear communication in a nonprofit setting, especially when navigating complex coordination between different departments and external partners.

In conclusion, my internship at Global Compact Nepal has been extremely valuable in preparing me for my future career. It equipped me with practical skills, expanded my professional network, and fostered my personal growth—all of which will be essential as I continue to pursue opportunities in sustainability and development sectors.

Bridging Corporate Responsibility and Practical Learning

3. Limitations of the Co-op Studies

During my internship at Global Compact Nepal, I encountered a few limitations that impacted my overall experience. Some tasks felt repetitive, such as routine membership follow-ups and social media updates, which limited the variety of my daily responsibilities and at times made it challenging to stay fully engaged.

Additionally, certain tasks were difficult for me to fully grasp in the beginning due to the technical nature of sustainability initiatives and the specific organizational processes. It took some time and guidance before I was able to confidently handle those tasks, which slightly slowed down my initial contribution.

Moreover, I was unable to contribute significantly to long-term projects because the team at Global Compact Nepal was quite small, and most ongoing projects required consistent involvement over a longer period. As an intern, I was mostly assigned to shorter-term or supportive tasks.

Lastly, the small size of the team often meant that the workload was heavy, especially during periods with many time-sensitive activities such as event preparations and report submissions. Managing multiple urgent tasks under pressure was demanding and sometimes overwhelming.

Despite these challenges, these limitations helped me learn to manage workload efficiently and adapt quickly in a dynamic work environment.

4. Recommendations for the Company

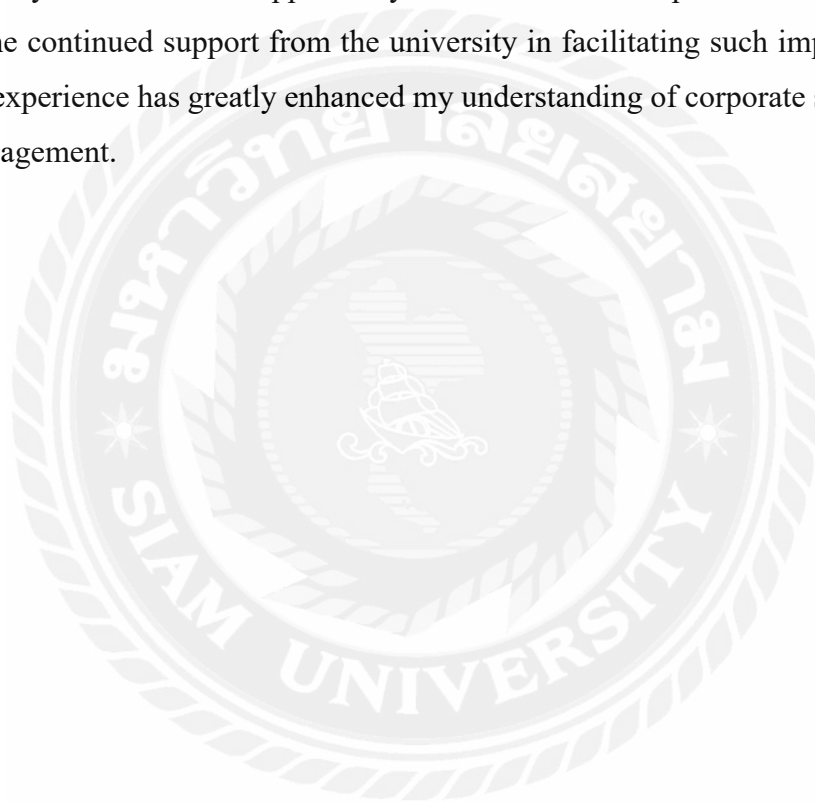
Based on my co-op experience at Global Compact Nepal, I have several recommendations that could enhance the internship program for future interns:

- **Comprehensive Orientation Session:** Implementing a thorough orientation at the beginning of the internship to introduce new interns to the organization's projects, communication channels, and procedures. This would help them adjust quickly and perform their tasks confidently.

Bridging Corporate Responsibility and Practical Learning

- **Cross-Departmental Collaboration:** Encouraging more interaction and teamwork between different departments to provide interns with a wider understanding of the organization's workflow and improve their coordination skills.
- **Expanded Task Variety and Project Involvement:** Increasing the range of tasks and involving interns in long-term projects to enhance their learning experience and allow them to contribute meaningfully to the organization's goals.

Lastly, I am truly thankful for the opportunity to contribute to the operations of Global Compact Nepal and for the continued support from the university in facilitating such impactful internship programs. This experience has greatly enhanced my understanding of corporate sustainability and professional engagement.



Bridging Corporate Responsibility and Practical Learning

References

Global Compact Nepal. (n.d.). *Global Compact Nepal*. <https://globalcompactnepal.org>

Global Compact Nepal. (n.d.). *Global Compact Nepal*. <https://globalcompactnepal.org/about>

United Nations Global Compact. (n.d.). *United Nations Global Compact*.

<https://unglobalcompact.org/>



Bridging Corporate Responsibility and Practical Learning

Appendix I

Weekly Report

1st Week: 16th February - 21st Feb

Date	Day	Task Assigned
16/02/2025	Sunday	<ul style="list-style-type: none">● Introduction to the Global Compact Nepal Team● Introductory session with the organizations internal forum management and work procedure● Attended Value Proposition Meeting with “Dochaa”
17/02/2025	Monday	<ul style="list-style-type: none">● Drafted emails and shared them via internal communication channels● Started learning about the membership application process● Research on fabric testing on behalf of member company
18/02/2025	Tuesday	<ul style="list-style-type: none">● Drafted emails and shared them via internal communication channels● Social media caption writing and posting● Wrote a newsletter for the event “Ability Showcase Summit”
19/02/2025	Wednesday	<ul style="list-style-type: none">● Drafted emails and shared them via internal communication channels● Updated the membership spreadsheet● Helped in the membership onboarding process
20/02/2025	Thursday	<ul style="list-style-type: none">● Journal Voucher entry and record filling● Updated checkbook
21/02/2025	Friday	<ul style="list-style-type: none">● Drafted emails and shared them via internal communication channels● Coordinated with the finance team for accurate data entry and expense tracking

2nd Week: 23rd February - 28th February

Date	Day	Task Assigned
23/02/2025	Sunday	<ul style="list-style-type: none">● Introductory session regarding UNGC salesforce and Slack● Journal Voucher entry and record filling
24/02/2025	Monday	<ul style="list-style-type: none">● Meeting follow up with member companies● Email drafting and meeting minutes drafting

Bridging Corporate Responsibility and Practical Learning

		<ul style="list-style-type: none"> Coordinated with the finance team for accurate data entry and expense tracking Coordinated with member company for fabric testing
25/02/2025	Tuesday	<ul style="list-style-type: none"> Drafted emails and shared them via internal communication channels Visited Nepal Bureau of Standards & Metrology for fabric testing Represented GCN at “Better Hospitality Initiative” event Finalized office expenses for the month
26/02/2025	Wednesday	<ul style="list-style-type: none"> Drafted emails and shared them via internal communication channels Coordinated with member companies regarding membership Followup and coordination with member company regarding fabric testing
27/02/2025	Thursday	<ul style="list-style-type: none"> Sick Leave
28/02/2025	Friday	<ul style="list-style-type: none"> Drafted emails and shared them via internal communication channels Coordinated with supervisor for membership approval procedure and updated spreadsheet Coordinated with the finance team for accurate data entry and expense tracking

3rd Week: 2nd March- 7th March

Date	Day	Task Assigned
02/03/2025	Sunday	<ul style="list-style-type: none"> Concept note drafting for “Zero Waste Management for Environment Sustainability & Climate Resilience” event Coordinated with member companies for their participation in the event Registration tracking for the event
03/03/2025	Monday	<ul style="list-style-type: none"> Follow Up with member companies for the event Registration tracking for the event Expense finalizing for the event
04/03/2025	Tuesday	<ul style="list-style-type: none"> Drafted emails and shared them via internal communication channels Registration tracking and follow ups for the event Coordinated and reached out to media houses for event coverage and collaborative opportunities
05/03/2025	Wednesday	<ul style="list-style-type: none"> Drafted emails and shared them via internal communication channels Prepared the checklist and managed logistics for the event Drafted the final registration sheet and kept track of the participants

Bridging Corporate Responsibility and Practical Learning

		<ul style="list-style-type: none"> Designed certificates for the members of GCN to be handed out at the event
06/03/2025	Thursday	<ul style="list-style-type: none"> Coordinated with the team for smooth operation of the event Coordinated with external stakeholders for the logistics Drafted press release of the event and coordinated with media houses for its release
07/03/2025	Friday	<ul style="list-style-type: none"> Coordinated with media houses for the coverage of press release Coordinated with the finance team for the finalization of event expenses Social Media caption writing and posting Handling after event logistics

4th Week: 9th March - 14th March

Date	Day	Task Assigned
09/03/2025	Sunday	<ul style="list-style-type: none"> Coordinated with UN Women for meeting setup for collaborative event Journal Voucher entry and record filling Updated checkbook
10/03/2025	Monday	<ul style="list-style-type: none"> Follow-up regarding the meeting with UN women Drafted concept note for the upcoming joint event with UN Women "Ring The Bell For Women's Financial Inclusion in Nepal" Registration tracking for the event
11/03/2025	Tuesday	<ul style="list-style-type: none"> Attended meeting with UN Women regarding the event Drafted meeting minutes and follow-up actions to be done for the event Registration tracking for the event
12/03/2025	Wednesday	<ul style="list-style-type: none"> Coordinated with media houses for the coverage of press release Registration tracking for the event
13/03/2025	Thursday	Holiday for Holi
14/03/2025	Friday	<ul style="list-style-type: none"> Coordinated with UN Women for the logistics for the upcoming events Drafted emails and shared them via internal communication channels Registration tracking for the event Coordinated with member companies for their participation in the event

5th Week: 16th March - 21st March

Bridging Corporate Responsibility and Practical Learning

Date	Day	Task Assigned
16/03/2025	Sunday	<ul style="list-style-type: none"> ● Attended the meeting with UN Women for event coordination and logistics ● Drafted emails and shared them via internal communication channels ● Drafted press release for the event ‘Ring The Bell’
17/03/2025	Monday	<ul style="list-style-type: none"> ● Drafted emails and shared them via internal communication channels ● Coordinated with member companies for their participation in the event ● Registration tracking for the event
18/03/2025	Tuesday	<ul style="list-style-type: none"> ● Drafted emails and shared them via internal communication channels ● Coordinated with member companies for their participation in the event ● Registration tracking for the event ● Coordinated with UN Women for the logistics for the upcoming events
19/03/2025	Wednesday	<ul style="list-style-type: none"> ● Drafted emails and shared them via internal communication channels ● Coordinated with member companies for their participation in the event ● Registration tracking for the event ● Coordinated with UN Women for the logistics for the upcoming events
20/03/2025	Thursday	<ul style="list-style-type: none"> ● Represented GCN at “Ring The Bell For Women’s Financial Inclusion in Nepal” event ● Coordinated the event with GCN team and UN Women team ● Coordinated with media houses for the coverage of press release ● Social Media caption writing and posting about the event ● Networking at the event and kept track of the participants
21/03/2025	Friday	<ul style="list-style-type: none"> ● Drafted emails and shared them via internal communication channels ● Coordinated with the finance team for event expense finalization ● Coordinated with UN Women for after event logistics and follow-ups

6th Week: 23rd March - 28th March

Date	Day	Task Assigned
23/03/2025	Sunday	<ul style="list-style-type: none"> ● Drafted emails and shared them via internal communication channels ● Prepared necessary documents for Fund Approval from Social Welfare Council ● Visited the Local Government for Fund Approval procedure
24/03/2025	Monday	<ul style="list-style-type: none"> ● Drafted emails and shared them via internal communication channels

Bridging Corporate Responsibility and Practical Learning

		<ul style="list-style-type: none"> Coordinated with UNDP for exploratory meeting Coordinated with Board Members for their participation on the meeting Prepared Value Proposition Presentation for the meeting with UNDP
25/03/2025	Tuesday	<ul style="list-style-type: none"> Facilitated the exploratory meeting with UNDP Drafted meeting minutes and followup actions from the meeting Coordinated with my supervisor for drafting professional emails for collaboration initiatives with UNDP
26/03/2025	Wednesday	<ul style="list-style-type: none"> Facilitated exploratory meeting with Embassy of Switzerland Drafted meeting minutes and followup actions after the meeting Coordinated with my supervisor for drafting professional emails for collaboration initiatives with Swiss Embassy
27/03/2025	Thursday	<ul style="list-style-type: none"> Drafted project specific proposal for Fund Approval Prepared necessary documents for Fund Approval from Social Welfare Council Visited the Local Government for Fund Approval procedure
28/03/2025	Friday	<ul style="list-style-type: none"> Drafted project specific proposal for Fund Approval Drafted emails and shared them via internal communication channels Journal Voucher entry and record filling Updated checkbook

7th Week: 30th March - 4th April

Date	Day	Task Assigned
30/03/2025	Sunday	<ul style="list-style-type: none"> Prepared Value Proposition Presentation for the meeting with “Wind Power Nepal” Social media caption writing and posting about meeting and membership updates Updated the membership spreadsheet with new members
31/03/2025	Monday	<ul style="list-style-type: none"> Onboarded new member companies by coordinating with them and applying their application Making invoice and drafting welcome email to member companies
01/04/2025	Tuesday	<ul style="list-style-type: none"> Visited the Social Welfare Council for fund approval Prepared Value Proposition Presentation for the meeting with “FuseMachines” Prepared Value Proposition Presentation for the meeting with “Goldstar Shoes”

Bridging Corporate Responsibility and Practical Learning

02/04/2025	Wednesday	<ul style="list-style-type: none"> ● Drafted emails and shared them via internal communication channels ● Journal Voucher entry and record filling ● Coordinated with the finance team for office expense finalization
03/04/2025	Thursday	<ul style="list-style-type: none"> ● Coordinated with member companies for membership application procedure ● Onboarded new member companies by coordinating with them and applying their application ● Making invoice and drafting welcome email to member companies
04/04/2025	Friday	<ul style="list-style-type: none"> ● Drafted emails and shared them via internal communication channels ● Kept track of the funds received from Head Quarters ● Updated checkbook

8th Week: 6th April - 11th April

Date	Day	Task Assigned
06/04/2025	Sunday	<ul style="list-style-type: none"> ● Drafted emails and shared them via internal communication channels ● Coordinated with member companies for membership application procedure ● Onboarded new member companies by coordinating with them and applying their application ● Making invoice and drafting welcome email to member companies
07/04/2025	Monday	Sick Leave
08/04/2025	Tuesday	Sick Leave
09/04/2025	Wednesday	<ul style="list-style-type: none"> ● Prepared Value Proposition Presentation for the meeting with “Team Ventures” ● Attended Value proposition meeting ● Coordinated with Team Ventures for membership procedures and applied their application
10/04/2025	Thursday	<ul style="list-style-type: none"> ● Coordinated with Board Members for their participation for the 2nd quarter Board Meeting ● Updated the membership spreadsheet with updated information ● Coordinated with external stakeholders for logistics for 2nd quarter Board Meeting
11/04/2025	Friday	<ul style="list-style-type: none"> ● Drafted emails and shared them via internal communication channels ● Journal Voucher entry and record filling

Bridging Corporate Responsibility and Practical Learning

9th Week: 13th April - 18th April

Date	Day	Task Assigned
13/04/2025	Sunday	Leave
14/04/2025	Monday	Holiday for Nepali New Year
15/04/2025	Tuesday	<ul style="list-style-type: none">● Drafted emails and shared them via internal communication channels● Coordinated with Board Members for their participation for the 2nd quarter Board Meeting● Coordinated for logistics for the Board Meeting
16/04/2025	Wednesday	<ul style="list-style-type: none">● Coordinated with Board Members for their participation for the 2nd quarter Board Meeting● Coordinated for logistics for the Board Meeting
17/04/2025	Thursday	Sick Leave
18/04/2025	Friday	<ul style="list-style-type: none">● Drafted emails and shared them via internal communication channels● Social media caption writing and posting● Coordinated with the finance team to finalize expenses of Q2 Board Meeting

10th Week: 20th April - 25th April

Date	Day	Task Assigned
20/04/2025	Sunday	<ul style="list-style-type: none">● Attended “Tree Plantation” event for Earth Day
21/04/2025	Monday	<ul style="list-style-type: none">● Drafted emails and shared them via internal communication channels● Coordinated with prospective members for value proposition meeting● Journal Voucher entry and record filling
22/04/2025	Tuesday	<ul style="list-style-type: none">● Drafted emails and shared them via internal communication channels● Prepared Value Proposition Presentation for the meeting with “Sustainability Solutions”
23/04/2025	Wednesday	<ul style="list-style-type: none">● Gave Value Proposition Presentation to “Sustainability Solutions”● Coordinated with them for membership application and helped them fill the membership application

Bridging Corporate Responsibility and Practical Learning

		<ul style="list-style-type: none"> ● Making invoice and drafting welcome email to new members
24/04/2025	Thursday	<ul style="list-style-type: none"> ● Attended “Common Alerting Protocol (CAP) Workshop
25/04/2025	Friday	<ul style="list-style-type: none"> ● Attended “Common Alerting Protocol (CAP) Workshop

11th Week: 27th April - 2nd May

Date	Day	Task Assigned
27/04/2025	Sunday	Sick Leave
28/04/2025	Monday	<ul style="list-style-type: none"> ● Attended a meeting with “GreenTick Nepal” for joint event coordination ● Drafted a concept note for the event ● Drafted meeting minutes and follow-up action items to be done
29/04/2025	Tuesday	<ul style="list-style-type: none"> ● Journal Voucher entry and record filling ● Coordinated with member companies for membership application procedure ● Onboarded new member companies by coordinating with them and applying their application
30/04/2025	Wednesday	<ul style="list-style-type: none"> ● Drafted emails and shared them via internal communication channels ● Coordinated with finance team for office expenses finalization ● Journal Voucher entry and record filling
01/05/2025	Thursday	Holiday for International Labor Day
02/05/2025	Friday	Sick Leave

12th Week: 4th May - 9th May

Date	Day	Task Assigned
04/05/2025	Sunday	<ul style="list-style-type: none"> ● Journal Voucher entry and record filling ● Coordinated with member companies for membership application procedure ● Onboarded new member companies by coordinating with them and applying their application

Bridging Corporate Responsibility and Practical Learning

05/05/2025	Monday	<ul style="list-style-type: none"> ● Drafted emails and shared them via internal communication channels ● Updated membership spreadsheet with updated information
06/05/2025	Tuesday	<ul style="list-style-type: none"> ● Coordinated the United Nations Global Compact Japan network for the shipment of SDG products from Nepal. ● Updated the master spreadsheet for the SDG product for record keeping ● Coordinated with the finance team to finalize the expenses of the shipment
07/05/2025	Wednesday	<ul style="list-style-type: none"> ● Coordinated the United Nations Global Compact Japan network for the shipment of SDG products from Nepal. ● Drafted emails and shared them via internal communication channels ● Journal Voucher entry and record filling ● Checkbook updating
08/05/2025	Thursday	<ul style="list-style-type: none"> ● Attended meeting with Business Disability Network ● Drafted Meeting minutes and follow-up emails regarding action items to be taken
09/05/2025	Friday	<ul style="list-style-type: none"> ● Drafted emails and shared them via internal communication channels ● Sent membership emails and invoice for membership fee renewals

13th Week: 11th May - 16th May

Date	Day	Task Assigned
11/05/2025	Sunday	<ul style="list-style-type: none"> ● Drafted invitation emails for Board Members and Advisors regarding Q3 Board Meeting ● Made Google forms for event with Greentick Nepal “Cyber Security Session” to keep track of the event registration ● Follow-up calls for board members for their participation at the Q3 Board Meeting
12/05/2025	Monday	<ul style="list-style-type: none"> ● Drafted invitation emails for joint session hosted with UN Women “Peer Learning Groups (PLG)” ● Facilitated the meeting with UNDP and GCN member companies regarding Business and Human Rights implementation ● Drafted meeting minutes and follow-up emails regarding action items to be taken
13/05/2025	Tuesday	<ul style="list-style-type: none"> ● Attended meeting with external stakeholders ● Drafted meeting minutes and action items to be taken ● Follow-up calls for the participants for reminder of the event and

Bridging Corporate Responsibility and Practical Learning

		registration
14/05/2025	Wednesday	<ul style="list-style-type: none"> Kept track of the registration for the event (PLG) and updated the registration sheet Coordinated with UN Women for the event logistics
15/05/2025	Thursday	<ul style="list-style-type: none"> Attended Sustainability Procurement Workshop hosted by UNICEF Nepal Drafted followup emails regarding actions items to be taken Designed certificates to be distributed to the participants of PLG sessions
16/05/2025	Friday	<ul style="list-style-type: none"> Facilitated the “Peer Learning Groups Session” Coordinated with UN Women for the event logistics Kept track of the participants who participated in the event Networking at the event and drafting follow-up messages regarding action items to be taken

14th Week: 18th May - 23rd May

Date	Day	Task Assigned
18/05/2025	Sunday	<ul style="list-style-type: none"> Keeping track of participants for the event “Resume Writing Workshop for Persons with Disability” Coordinated with external stakeholders for the logistics of the event
19/05/2025	Monday	<ul style="list-style-type: none"> Facilitated the event with GCN team and ILO team Social media caption writing and posting Drafted press release and coordinated with media houses for its release Coordinated with the finance team to finalize the event expenses
20/05/2025	Tuesday	<ul style="list-style-type: none"> Follow-up calls to member companies regarding their participation on cyber security session Kept track of registrations for the event and updating the registration sheet Coordinated with member company Green Tick Nepal to facilitate event logistics
21/05/2025	Wednesday	<ul style="list-style-type: none"> Follow-up calls to member companies regarding their participation on cyber security session Kept track of registrations for the event and updating the registration sheet
22/05/2025	Thursday	<ul style="list-style-type: none"> Facilitate the event with GCN team and Green Tick Nepal team

Bridging Corporate Responsibility and Practical Learning

		<ul style="list-style-type: none"> • Social media caption writing and posting • Coordinated with the finance team to finalize the event expenses
23/05/2025	Friday	<ul style="list-style-type: none"> • Journal Voucher entry and record filling • Coordinated with member companies for membership application procedure • Onboarded new member companies by coordinating with them and applying their application

15th Week: 25th May - 30th May

Date	Day	Task Assigned
25/05/2025	Sunday	<ul style="list-style-type: none"> • Drafted emails and shared them via internal communication channels • Updated membership spreadsheet with updated information
26/05/2025	Monday	<ul style="list-style-type: none"> • Drafted invitation emails for joint session hosted with American Chamber of Commerce in Nepal (AmCham) • Kept track of registrations for the event and updating the registration sheet • Coordinated with external stakeholder for logistics of the event
27/05/2025	Tuesday	<ul style="list-style-type: none"> • Follow-up calls to member companies regarding their participation on Amcham Event • Coordinated with member companies for membership application procedure • Onboarded new member companies by coordinating with them and applying their application
28/05/2025	Wednesday	<ul style="list-style-type: none"> • Drafted emails and shared them via internal communication channels • Kept track of registrations for the event and updating the registration sheet • Journal Voucher entry and record filling
29/05/2025	Thursday	<ul style="list-style-type: none"> • Follow-up calls to member companies regarding their participation on Amcham Event • Coordinated with external stakeholder for logistics of the event
30/05/2025	Friday	<ul style="list-style-type: none"> • Facilitated the event with GCN team and Amcham team • Social media caption writing and posting • Coordinated with the finance team to finalize the event expenses

Bridging Corporate Responsibility and Practical Learning

16th Week: 1st June - 6th June

Date	Day	Task Assigned
01/06/2025	Sunday	<ul style="list-style-type: none">● Drafted emails and shared them via internal communication channels● Journal Voucher entry and record filling● Onboarded new member companies by coordinating with them and applying their application
02/06/2025	Monday	<ul style="list-style-type: none">● Drafted emails and shared them via internal communication channels● Coordinated with finance team for office expenses finalization● Journal Voucher entry and record filling
03/06/2025	Tuesday	<ul style="list-style-type: none">● Drafted emails and shared them via internal communication channels● Journal Voucher entry and record filling● Checkbook updating
04/06/2025	Wednesday	<ul style="list-style-type: none">● Drafted emails and shared them via internal communication channels● Journal Voucher entry and record filling● Coordinated with member companies for membership application procedure
05/06/2025	Thursday	<ul style="list-style-type: none">● Followup calls to Board Members regarding their participation at the Q3 Board Meeting● Coordinate with external stakeholders for the event
06/06/2025	Friday	<ul style="list-style-type: none">● Facilitate the Q3 Board Meeting● Social media caption writing and posting● Coordinated with the finance team to finalize the event expenses

Bridging Corporate Responsibility and Practical Learning

Appendix II



Swiss Embassy
Exploratory Meeting



UNDP
Exploratory Meeting



Team Ventures
Value Proposition Meeting



Dochaa
Value Proposition Meeting

Bridging Corporate Responsibility and Practical Learning



Ring The Bell
Event



Zero Waste
Event