



Cooperative Education Report

Inside Nepal's Innovation Engine: A Journey with Idea Studio Nepal

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Abstract

This report gives a thorough overview of my cooperative education serving as a Business Development Intern at Idea Studio Nepal. My core responsibilities involved planning and executing entrepreneurship development programs such as College Idea Hunt, National Idea Hunt, and the GHT Nepal. I contributed to event management, coordination with various stakeholders, Content Strategy and Execution and communication support to promote innovation and entrepreneurship across Nepal's growing startup ecosystem.

This report summarizes my key responsibilities such as supporting incubation processes, digital content management, handling logistics, managing communications, and engaging with program participants. It also highlights the challenges I faced in multitasking, time management, and working in a dynamic entrepreneurial environment, as well as the professional and interpersonal skills I gained during the internship.

Finally, this report outlines how strategic program design and collaboration play a vital role in building Nepal's startup ecosystem. It also emphasizes how real-world exposure to national-level programs enhances understanding of business development and innovation-driven growth.

Keywords: Idea Studio Nepal, Business Development, Startup Ecosystem, Incubation,, Innovation, Strategic Execution

Acknowledgement

I would like to express my sincere gratitude to Siam University and the Faculty of Business Administration for providing me with the opportunity to undertake my internship and apply my academic knowledge in a practical and professional environment. Their continuous support and resources have been invaluable to my personal and professional growth.

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My internship at Idea Studio Nepal has been an enriching and rewarding experience. I would like to extend my heartfelt thanks to my supervisors, Mr. Anil Basnet and Ms. Pragya Ghimire, for their patient guidance, valuable insights, and encouragement during my time here. I am also grateful to the entire Idea Studio Nepal team, especially Dr. Tshering Lama and Ms. Ahshia Sherchan, for their support and the collaborative environment that has helped me grow every day.

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List of Abbreviations

ISN – Idea Studio Nepal

NIH – National Idea Hunt

CIH – College Idea Hunt

GHT Nepal – Great Himalayan Trail Nepal

KCM- Kathmandu College of Management

COO- Chief Operating Officer

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CHAPTER 1: INTRODUCTION

This chapter provides an overview of Idea Studio Nepal, a leading platform dedicated to transforming innovative ideas into sustainable ventures. Known for its commitment to fostering entrepreneurship and social innovation, Idea Studio Nepal plays a vital role in empowering individuals to tackle pressing socio-economic challenges through creative business solutions. This section outlines the key reasons behind choosing Idea Studio Nepal as my CO-OP workplace and sheds light on its strategic initiatives and contributions to Nepal's growing entrepreneurial ecosystem.

1.1 Company Profile



Figure 1: Idea Studio Nepal (ISN) Logo

Idea Studio Nepal is a national-level entrepreneurial development organization that provides incubation, mentorship, and investment opportunities to aspiring entrepreneurs across Nepal. Functioning as a catalyst for social and economic change, it supports a wide range of programs including the National Idea Hunt (NIH), College Idea Hunt (CIH), Prabhu Idea Plus, and the Great Himalayan Trail Nepal under the iService initiative. With a mission to empower changemakers, the organization also runs community-based platforms like the Founders Club and iCafe to promote networking and collaboration. By integrating innovation, impact, and inclusivity, Idea Studio Nepal has established itself as a cornerstone of Nepal's startup ecosystem, promising entrepreneurs by offering mentorship, media exposure, and investor connections. Similarly, College Idea Hunt encourages college students to convert their creativity and academic knowledge into viable business solutions.

1.1.1 Mission of the company

To support and nurture entrepreneurship through mentorship, resources, and a collaborative community.

1.1.2 Vision of the company

To be the leading platform in Nepal that empowers young entrepreneurs and innovators to create impactful solutions, fostering sustainable economic growth and social development.

1.2 Company Projects and Services

Idea Studio Nepal has launched a diverse range of initiatives aimed at fostering innovation and developing a robust entrepreneurial ecosystem across Nepal. These programs are designed to support entrepreneurs at various stages of their journey, providing mentorship, resources, and platforms to scale their ideas into impactful ventures. Key initiatives include:

- **National Idea Hunt (NIH):** NIH is one of Idea Studio Nepal's flagship programs, uniting aspiring entrepreneurs from all seven provinces. It offers a competitive platform to pitch impactful ideas and provides mentorship, incubation, and investor exposure. NIH empowers entrepreneurs to transform their innovative concepts into viable businesses that contribute to Nepal's social and economic development.
- **College Idea Hunt (CIH):** CIH targets the creative potential of college students by encouraging them to convert academic knowledge into practical business solutions. This program builds entrepreneurial skills early by offering hands-on training, mentorship, and incubation support, helping participants develop sustainable business models.
- **Prabhu Idea Plus:** In collaboration with Prabhu Bank, this program supports entrepreneurs by providing financial education, mentorship, and access to funding. Prabhu Idea Plus bridges the gap between early-stage startups and financial institutions, enhancing investment readiness and business scalability.
- **Founders Club:** The Founders Club is a community-driven initiative that fosters collaboration among entrepreneurs, innovators, and professionals. It offers networking opportunities, peer support, and exclusive events designed to promote knowledge sharing, business growth, and long-term engagement within Nepal's startup ecosystem.
- **iService:** iService functions as a comprehensive support system for startups, offering essential services such as legal consultation, branding guidance, and ongoing mentorship. This resource center helps early-stage businesses navigate common challenges and

accelerate their growth. Under iService, Idea Studio Nepal currently manages the digital presence of the Great Himalayan Trail Nepal (GHT Nepal), including website development, social media management, and online outreach to maximize visibility and engagement.

- **iMart:** iMart provides a marketplace for entrepreneurs to showcase and sell their products, promoting local innovation and sustainable business practices. It connects startups with a wider customer base, helping them increase market reach and sales.
- **iCafe:** iCafe offers a creative and welcoming space designed for networking, collaboration, and idea exchange. It serves as a hub where students, innovators, and entrepreneurs can come together to refine and develop their ideas within a supportive community environment.



Figure 2: Programs and Services by Idea Studio Nepal

1.2.1 In-Depth Focus: Flagship Programs of Idea Studio Nepal

Among its many impactful initiatives, Idea Studio Nepal's National Idea Hunt and College Idea Hunt have gained national recognition for empowering entrepreneurs from diverse backgrounds and nurturing ideas from early stages to investable ventures. This section highlights the detailed process of both programs and their contribution to building Nepal's entrepreneurial ecosystem.

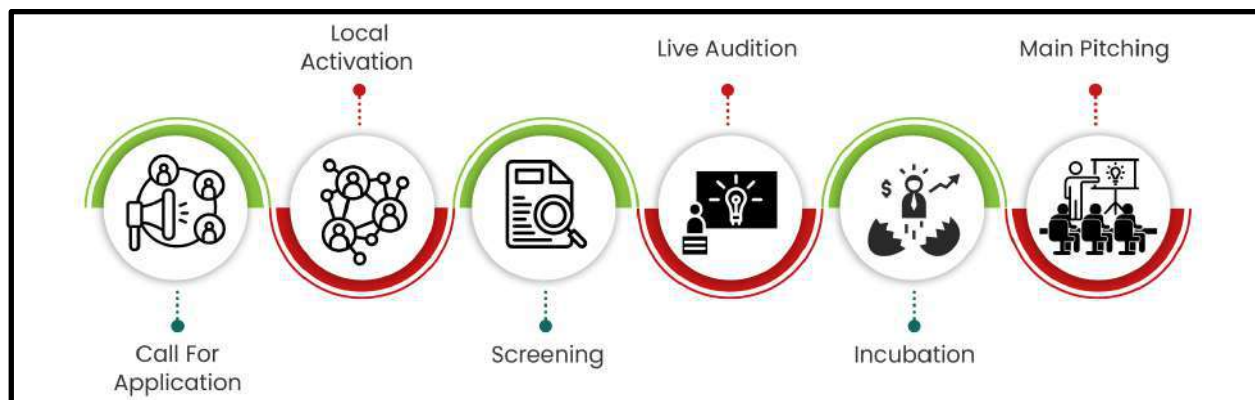


Figure 3: NIH and CIH Process

The NIH and CIH process begins with a Call for Applications, where aspiring innovators submit their ideas. This is followed by Local Activation, which includes workshops and orientation sessions to build awareness and excitement. Shortlisted ideas move to the Screening phase, where applications are evaluated based on impact and feasibility. Selected participants then showcase their ideas in Live Auditions. Promising teams enter the Incubation stage to receive mentoring and business development support. The journey concludes with the Main Pitching event, where incubated startups present their refined ideas to investors, partners, and judges.



Figure 4: Visual representation of NIH and CIH Process

1.3 Values of the Company

- A. **Social Innovation:** Social Innovation is a guiding principle at Idea Studio Nepal. The organization actively encourages creative thinking to address the country's most pressing social challenges. By creating space for bold ideas and new approaches, it helps spark meaningful change at the grassroots level.

- B. Investment for Social Change :It is another key focus of ISN. Idea Studio believes that financial and intellectual capital should be used as tools for development not just economic gain. That's why it supports ventures that aim to generate both profit and positive impact, contributing to a more sustainable and inclusive society
- C. Social Justice: It is embedded in the organization's mission. Idea Studio is intentional about empowering underrepresented communities, advocating for fairness, and ensuring that everyone regardless of background has a voice and an opportunity in the entrepreneurial ecosystem.
- D. Knowledge Creation for Sustainability: It reflects its vision of building a smarter, more responsible society. Through research, data-driven insights, and shared learning, Idea Studio promotes solutions that are not only innovative but also environmentally and economically sustainable.
- E. Restoration of Human Dignity: Every program and initiative is designed to empower individuals, instill confidence, and promote values like empathy, purpose, and respect. Whether it's a young entrepreneur from a rural village or a changemaker striving for social impact, Idea Studio Nepal works to create opportunities that honor and uplift human potential.



Figure 5: Values of Idea Studio Nepal

1.3.1 Supported Startups and Impactful Ventures

Over the years, Idea Studio Nepal has supported and incubated numerous innovative startups and social enterprises across Nepal through its various programs such as NIH, CIH. These ventures reflect the core values of ISN and demonstrate how entrepreneurship can drive sustainable social change. Below are some of the standout businesses supported by Idea Studio Nepal.



Figure 6: Business Enabled by ISN

1.4 Organizational Structure of ISN



Figure 7: Organizational Structure at ISN

At Idea Studio Nepal, the Board of Directors is led by Dr. Tshering Lama (Executive Chairperson), alongside Mr. Rupesh Shrestha (Co-Founder & Knowledge Director) and Ms. Barsha Shrestha (Treasurer). Other board members include Mr. Suresh Simkhada, Mr. Rabindra Shrestha, Ms. Malvika Subba, and Mr. Vivek Singh Thakuri. The Executive Team manages daily operations, with Ms. Shradha Pal as COO. Mr. Anil Basnet (Director of Business Development) and Ms. Pragya Ghimire (Eco-Impact Business Development Manager) lead program growth and partnerships. Projects are overseen by Ms. Ahshia Sherchan, while finance is managed by Mr. Krishna Karki and Mr. Abi Tamang. HR responsibilities are handled by Ms. Saya Mathema.

1.4.1 My Job Position

My position as an intern at Idea Studio Nepal was Business Development Intern. Although my primary role was in business development, I was also assigned tasks across various departments, gaining experience in program coordination, marketing, and stakeholder engagement.

1.4.2 My Job Position in the Company's Organizational Structure

My position as an intern at Idea Studio Nepal was Business Development Intern. I worked primarily with the Business Development team and was involved in multiple departments to support various organizational needs. My main duties include:

- Assisting in program coordination, marketing activities, and stakeholder communication to support entrepreneurship initiatives.
- Conducting research and helping with business development strategies to enhance organizational growth and impact.

1.5 Intentions to Join the Company

My intention to join Idea Studio Nepal was to gain hands-on experience in a real entrepreneurial environment, where I could apply what I've learned in school to the practical challenges and opportunities faced by startups and innovators in Nepal. Since I have plans to start my own business, I have long admired how Idea Studio Nepal supports entrepreneurs, helps businesses grow, and provides a valuable platform for innovation.

I also knew that many companies and founders are incubated through their programs, which would offer me better exposure and networking opportunities. Being part of this ecosystem was important for me to build connections, understand incubation models, and learn business development strategies firsthand.

Moreover, the mission and vision of Idea Studio Nepal strongly align with my own career aspirations. Their focus on nurturing innovation, fostering entrepreneurship, and driving sustainable development matches my goal to become a business leader who creates meaningful

social impact through innovative ventures. By working within an organization committed to empowering early-stage startups and supporting the entrepreneurial ecosystem, I am able to develop the skills, mindset, and network necessary to pursue a career in business development and innovation leadership. This alignment motivates me to contribute actively and grow professionally alongside the company's objectives.

1.5 Statement of the Report

This report presents a comprehensive overview of my internship experience at Idea Studio Nepal (ISN), undertaken as part of my academic experiential learning. It outlines the responsibilities I assumed, the skills and knowledge I acquired, and the ways in which I applied theoretical concepts learned in the classroom to real-world professional settings.

During the internship, I engaged in a wide range of activities, including project coordination, content management, stakeholder communication, and event support. These tasks enabled me to develop a practical understanding of organizational operations within a dynamic and impact-oriented environment.

Furthermore, this report reflects on my personal and professional growth throughout the internship period. It highlights the insights I gained into Nepal's startup ecosystem, social entrepreneurship, and innovation-led initiatives. Ultimately, the report aims to demonstrate the critical value of practical experience in bridging academic learning with the demands and realities of the workplace.

1.6 Strategic Analysis of the Company: SWOT Analysis

Strength	Weakness
<ul style="list-style-type: none"> ● Recognized as one of the most inspiring platforms for young entrepreneurs in Nepal ● Strong focus on social impact and innovation ● National outreach through programs like National Idea Hunt and College Idea Hunt ● Builds a supportive entrepreneurial community at every stage 	<ul style="list-style-type: none"> ● Small team managing multiple programs strains capacity ● Limited reach beyond Kathmandu Valley ● Heavy dependence on events, sponsorships, and external funding ● Follow-up and consistency sometimes affected due to limited capacity
Opportunity	Threat
<ul style="list-style-type: none"> ● Growing scope for international partnerships (e.g., recent collaboration with Japan) ● Platforms like iMart and iCafe could generate income while supporting local startups ● Rising interest in entrepreneurship among Nepali youth ● Potential to digitize programs for wider national access 	<ul style="list-style-type: none"> ● Increasing competition from new incubators and shows like Shark Tank Nepal ● Entrepreneurs exploring global accelerators and online programs over local options ● Youth migration weakening the local startup ecosystem

Table 1: SWOT Analysis of ISN

Strengths

Idea Studio Nepal is widely recognized as a leading platform for young entrepreneurs, with a strong focus on social impact and innovation. Its flagship programs, such as National Idea Hunt and College Idea Hunt, have successfully engaged aspiring changemakers across the country. The organization fosters a supportive entrepreneurial ecosystem through mentorship, training, and a strong community network. With initiatives like Prabhu Idea Plus, iMart, iService, and iCafe, it continues to help startups grow. Guided by experienced leadership, including Dr. Tshering Lama, the organization is trusted and respected in the entrepreneurial space.

Weaknesses

Despite its impact, Idea Studio Nepal operates with a small team, often leading to resource strain while managing multiple programs. Its reliance on external funding, sponsorships, and events creates financial vulnerability. The reach remains limited outside the Kathmandu Valley, and the organization's digital presence and infrastructure are still evolving. Additionally, follow-up activities and consistency in program delivery can be affected due to capacity constraints. The lack of a sustainable revenue model is also a continuing challenge.

Opportunities

There is significant potential for Idea Studio Nepal to scale its impact. The growing interest in entrepreneurship among Nepali youth creates a strong demand for its services. Digitizing programs can help reach underserved regions across the country. Collaborations with international partners, like the recent tie-up with Japan, can open new doors for resources and innovation. Platforms like iMart and iCafe also hold promise for generating sustainable income while supporting startups. Further engagement with government bodies could amplify policy influence and drive systemic change.

Threats

The entrepreneurial landscape in Nepal is becoming increasingly competitive, with new incubators and popular shows like Shark Tank Nepal attracting attention and funding. Entrepreneurs are also exploring global accelerators and online learning platforms, which may reduce reliance on local

initiatives. Political and economic instability, coupled with the ongoing migration of youth abroad, poses a threat to the local entrepreneurial ecosystem. Additionally, Idea Studio's dependence on external funding raises concerns about long-term sustainability if financial support fluctuates.

1.7 Objectives of the Cooperative Study

This report provides a comprehensive review of my internship experience at Idea Studio Nepal, emphasizing the application of academic theories in a practical entrepreneurial environment. The primary goal of this study is to critically evaluate how concepts from my academic coursework such as marketing, business development, project coordination, and stakeholder management are utilized within real-world initiatives like College Idea Hunt and Great Himalayan Trail Nepal.

The report aims to shed light on the operational aspects of a prominent entrepreneurship support organization in Nepal, focusing on startup incubation processes, event management, and collaborative program delivery. It highlights how projects such as National Idea Hunt facilitate the growth of innovative ideas by providing mentorship, strategic planning, and engaging with various stakeholders.

Alongside this analytical perspective, the report reflects on my personal and professional growth throughout the internship. It covers the development of my digital marketing and content creation capabilities, experience in working within diverse teams, and enhancement of essential workplace skills like communication and time management. Overall, this report underscores the importance of cooperative education in linking theoretical knowledge with practical experience, preparing students to meet real-world professional challenges in entrepreneurship and business development.

CHAPTER 2: CO-OP STUDY ACTIVITIES

2.1 Job Description

- Supporting the execution of entrepreneurship and innovation programs at Idea Studio Nepal, helping keep projects on track.
- Assisting in planning communications and creating digital content for various campaigns.
- Collaborating with internal teams on flagship programs like National Idea Hunt and College Idea Hunt.
- Taking on additional tasks for new or special events such as summits and national forums.
- Engaging with stakeholders including entrepreneurs, mentors, media, and partners to help programs run smoothly.
- Contributing to the design of marketing materials, event content, and social media campaigns.
- Providing documentation, logistical, and operational support for events, incubation sessions, and meetings.
- Managing timely communication and content delivery across digital platforms and media.

2.2 Job Responsibilities and Work Duties

I. Content Creation and Event Coverage

- Created engaging and creative content for Facebook, Instagram, TikTok, and YouTube to connect with the audience. Took photos and videos during events, editing them into reels and posts that helped boost the organization's visibility online.

II. Event Coordination and Logistics

- Supported the planning and smooth running of key events and incubation programs. Helped manage practical tasks like coordinating with guests, setting up venues, and producing event materials such as backdrops and banners.

III. Stakeholder and Media Engagement

- Served as a link between internal teams and external stakeholders including ideators, mentors, and media representatives. Helped organize press briefings, prepared press releases, and maintained communication with media partners.

IV. Visual Design and Promotional Materials

- Designed promotional items like brochures, banners, ID cards, standees, and booklets, making sure everything matched the brand's style. Took responsibility for the timely production and distribution of these materials to support campaigns and events.

V. Program Documentation and Coordination

- Kept detailed notes during meetings, incubation sessions, and strategic discussions to document progress and expert feedback. Facilitated clear communication among ideators, consultants, and experts to keep everyone on the same page.

VI. Social Media Management and Strategic Planning

- Planned and organized social media content for national campaigns, using stories, reels, and event highlights to engage followers and create a lively online community.

2.3 Contributions as a Co-op Student

During my internship at Idea Studio Nepal, I undertook a diverse set of responsibilities that enabled me to contribute meaningfully to several key national initiatives. My involvement spanned across event management, incubation support, documentation, content creation, stakeholder communication, and strategic planning. Engaging in these varied roles provided me with a comprehensive understanding of Nepal's dynamic and evolving entrepreneurial ecosystem.

- **Incubation Support, Documentation, and Reporting:** I was actively involved throughout the seven-day National Idea Hunt Season 8 incubation program, where I served as the main note-taker. I carefully recorded key discussions, mentor feedback, and session details to track each ideator's progress and highlight areas for improvement. This detailed documentation helped mentors tailor their guidance to individual needs. Along with this, I collected photos and relevant session materials, which are now being compiled into a post-incubation report. This report will serve as a useful resource for evaluating the program and planning future editions. Additionally, I was responsible for taking detailed notes during the Live Audition phase, ensuring every exchange between judges and ideators was captured to maintain continuity between evaluation and incubation.



Figure 8: Notekeeping -NIH Season 8 Incubation Programme

- **Content Creation and Visual Communication:** I contributed extensively to designing and producing program materials such as judge and participant profiles, banners, standees, and event backdrops. These visuals played an important role in promoting the events and enhancing the organization's presence both internally and on social media. I also created special content for occasions like Nepali New Year, Holi, and Labour Day, aligning each piece with Idea Studio's brand identity and communication style. Balancing content planning with visual design helped maintain a consistent and engaging message across all platforms.

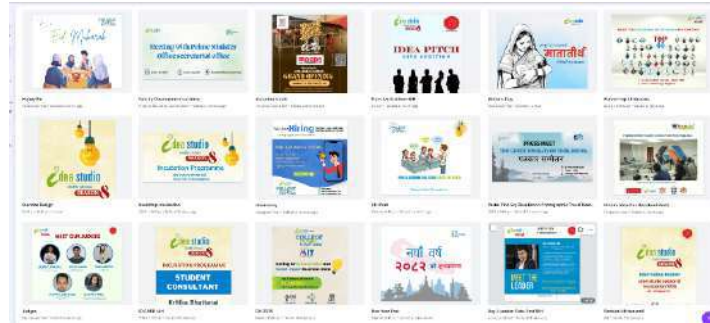


Figure 9: Glimpse of Contents Made

- **Event Coordination and Backend Operations:** Beyond content, I supported the backend logistics and real-time management of multiple high-profile events. Some of the key programs I was involved in include:
 - ❖ **Nepal-Japan Friendship Summit 2025,** I was part of the core team from preparation through to execution, managing internal coordination, media communication, and on-site support. This gave me valuable experience in handling international delegations and diplomatic events.
 - ❖ **Revamp Nepal 2025,** I helped with behind-the-scenes operations, ensuring smooth session flow and stakeholder engagement, which deepened my understanding of Nepal's entrepreneurial trends and innovation discussions.
 - ❖ **Press Conference of Several Events:** I assisted with drafting press releases, coordinating media interactions, managing event logistics. I also helped capture and curate photos and videos for press coverage and social media promotion.



Figure 10: GHT Nepal Press Meet

- **Communication and Participant Engagement:** Throughout the internship, I acted as a communication bridge between ideators, mentors, student consultants, and other

stakeholders. I regularly updated participants about daily expert sessions, answered their questions, and coordinated feedback to make the incubation process more responsive.

- **CIH Nepal Recruitment Process:** In the College Idea Hunt Nepal recruitment process, I took part in announcing job openings and screening CVs to help streamline candidate shortlisting.
- **GHT Nepal Involvement :** I worked closely with the GHT Nepal team, a women-led expedition across Nepal lasting 100 days. My tasks included extracting content for their website, making professional profiles of the leaders, managing media content for social platforms and supporting press communication, press meet and conference logistics.

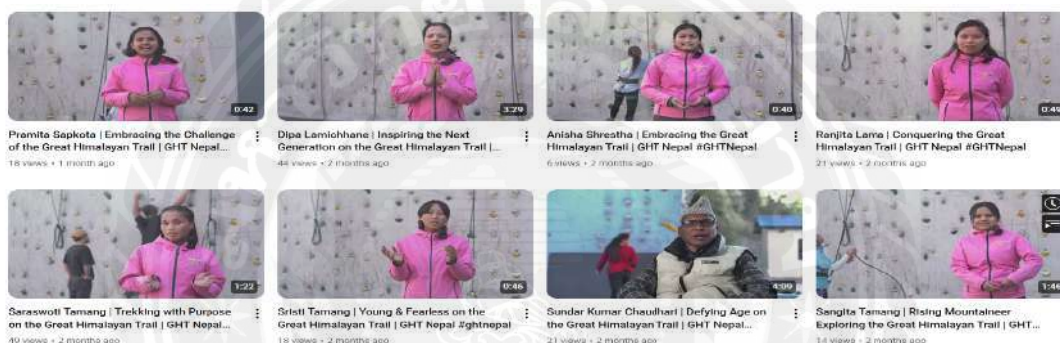


Figure 11: Contents Made for GHT Nepal

- **Team Collaboration and Strategic Meetings:** I regularly attended strategic meetings, including sessions for the Founders Club and other ongoing projects. My role often involved taking detailed notes, summarizing key discussion points, and tracking follow-up actions to ensure clarity and progress. One notable meeting involved Dr. Toshima Karki, where discussions centered on youth engagement and policy development. Being part of these conversations made me feel connected to the organization's core mission and gave me insight into how important decisions are made.



Figure 12: Meeting with Member of Parliament (Dr Toshima Karki) with founder's Club of ISN and NYEF Lalitpur Members

2.4 My Job Process Diagram

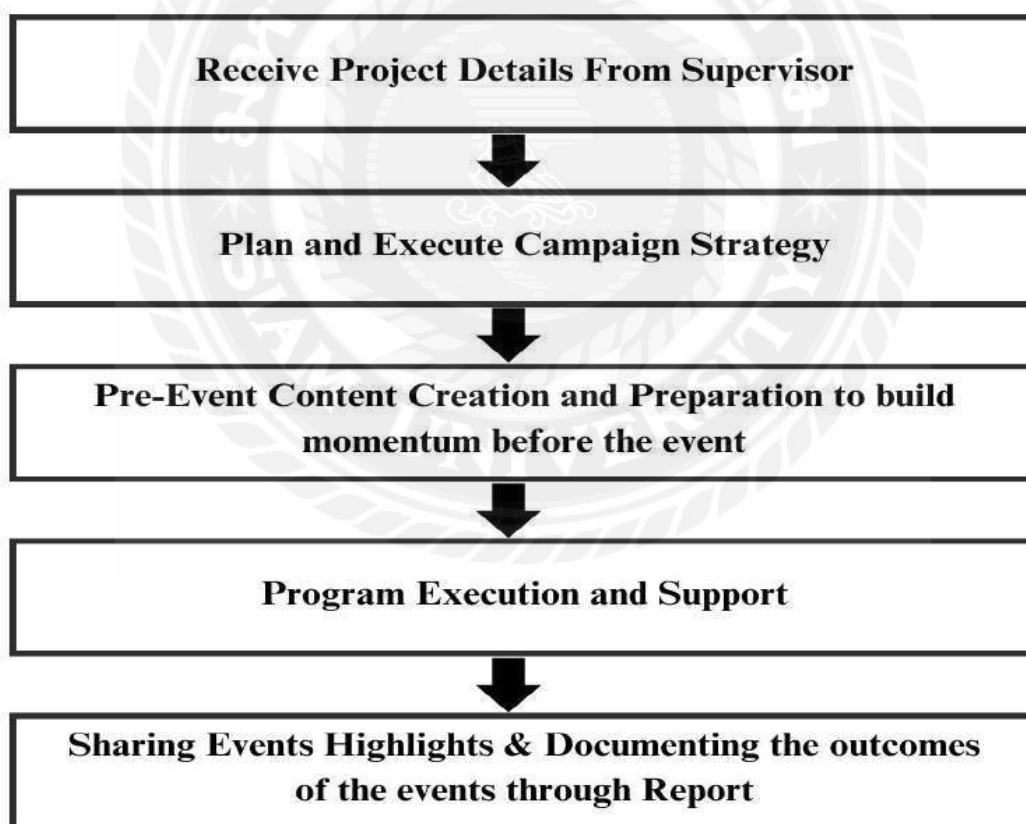


Figure 13: Job Process Diagram

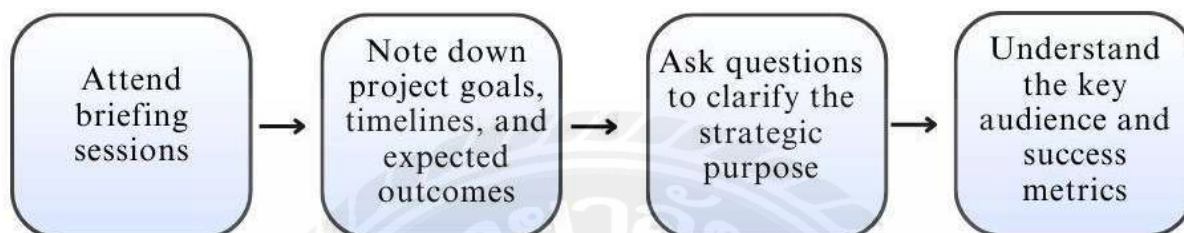
Explanation:**I. Receive Project Details from Supervisor**

Figure 14: Initial project briefing session process

Each project starts with a clear briefing from my supervisors, Mr. Anil Basnet and Pragya Ghimire. They assigned me specific tasks related to upcoming events or campaigns and outlines the overall goals and expectations. I also receive valuable guidance from them to understand the strategic importance behind each activity. This initial step gives me a solid understanding of what needs to be done, the timelines, the target audience, and the key results expected from the project.

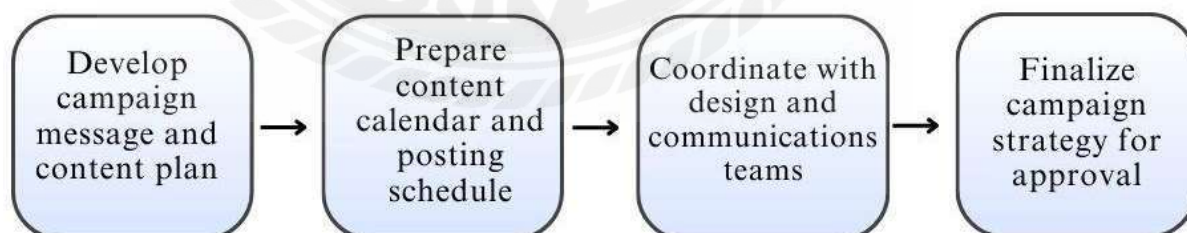
II. Plan and Execute Campaign Strategy

Figure 15: Campaign planning process

Once I have a clear grasp of the project requirements, I move on to planning the campaign strategy. This involves deciding on the main messages, scheduling timelines, determining

the types of content to create, and selecting the best platforms to reach the audience. I coordinate closely with the communications team, design unit, and sometimes external vendors to ensure everything is aligned. I also make sure the plan is flexible enough to handle any last-minute changes. After finalizing the strategy, I carefully follow through on the plan while keeping my supervisors informed about the progress.

III. Pre-Event Content Creation and Preparation to Build Momentum Before the Event

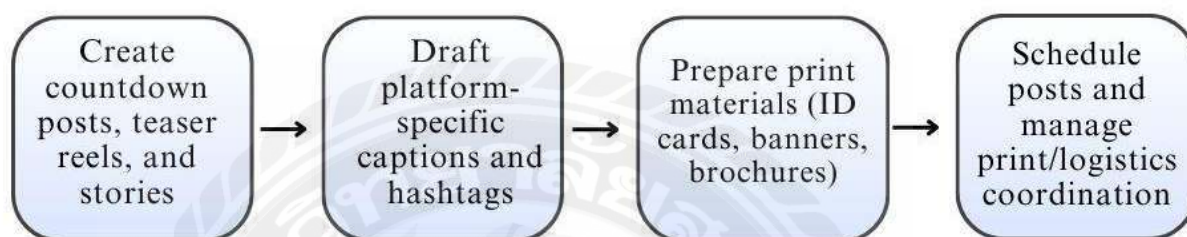


Figure 16: Finalizing event content and print materials process

Before the event kicks off, my focus shifts to creating pre-event content that builds excitement and engagement. This includes designing promotional posts, countdown stories, teaser videos or reels, and writing captions tailored for social media. I also collaborate with the design team to prepare print materials like ID cards, brochures, banners, and standees. The goal during this phase is to generate buzz and attract the attention of the target audience, ensuring strong participation and visibility once the event begins.

IV. Program Execution and Support

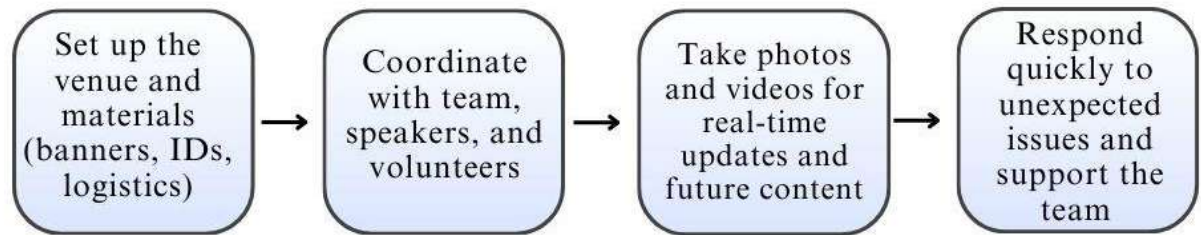


Figure 17: Program execution and support process

On the day of the event, I take part in various operational activities to help everything run smoothly. From managing logistics and assisting with venue setup to coordinating with guests and speakers, I stay actively involved throughout. I also capture key moments through photography and videography. When unexpected challenges arise, I'm there to support the team and help keep things on track. Being present and responsive during the event plays a big part in its overall success.

V. Sharing Event Highlights & Documenting the Outcomes through Report

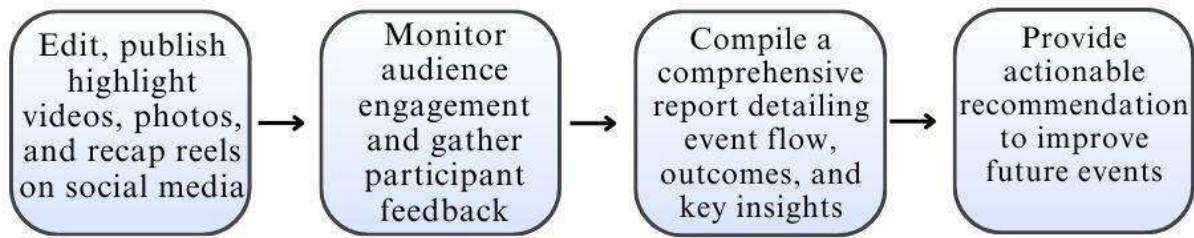


Figure 18: Post-event activities to showcase impact and prepare evaluation reports

After the event concludes, I focus on sharing its highlights and documenting the outcomes. I edit and post highlight reels, photo albums, and recap videos on social media to showcase the event's energy and impact. Additionally, I prepare detailed reports that outline the event flow, participant feedback, results achieved, and suggestions for improvement. These reports serve as important tools for internal evaluation and future planning, helping ensure our efforts continue to align with the mission of Idea Studio Nepal.

CHAPTER 3: LEARNING PROCESS

3.1 Problem/ Issues of the Company

During my internship at Idea Studio Nepal, I observed several challenges that affected the organization's operational efficiency and the smooth execution of its activities. One of the most significant issues was the limitation in financial and human resources. Due to budget constraints, the core team was often required to manage large-scale national campaigns and events with minimal personnel. Consequently, team members frequently had to take on multiple roles and responsibilities simultaneously. This multitasking, especially during peak campaign periods, led to heavy workloads, contributing to stress and occasional burnout.

Time management was another recurring challenge. While some programs were scheduled in advance, others such as Revamp Nepal were often organized on very short notice. This resulted in immense pressure to quickly coordinate logistics, develop content, and manage communications. Such tight timelines sometimes compromised the quality of preparation and affected overall team morale.

Additionally, I noticed a high turnover rate among interns and volunteers. Most interns were engaged for just three to four months and often had to leave before the completion of ongoing projects. This frequent transition disrupted workflow continuity and created knowledge gaps, necessitating repeated onboarding processes. When multiple projects overlapped, deadlines were often delayed or events rescheduled. During such critical phases, the organization had to divert time and energy into recruiting and training new interns, which further burdened the existing team.

Communication within the organization also faced challenges, particularly due to the absence of a well-defined system for knowledge sharing and documentation. The lack of advanced digital tools for real-time project tracking and team collaboration made it difficult to streamline operations and maintain alignment among team members.

In conclusion, these challenges underscore the need for improved planning, better resource allocation, and stronger internal systems. Addressing these issues would enhance the organization's efficiency, reduce pressure on the team, and ultimately increase its long-term impact.

3.2 Solutions to the Problems

To address the limited financial and human resources, it's important to prioritize tasks clearly and assign specific roles to avoid overlapping work and burnout. Interns and volunteers can take on routine tasks, and partnering with universities or community groups during busy times can provide extra support. Better time management is essential. Planning events and campaigns well in advance with a shared calendar can prevent last-minute rushes. Standardizing common processes and including buffer time in schedules will help keep things running smoothly. Regular team check-ins ensure everyone stays aligned.

To reduce disruptions from frequent intern turnover, a clear onboarding process with well-documented roles and projects should be created. Pairing new interns with experienced team members and encouraging longer internships can maintain continuity and reduce training time. Improving communication by centralizing channels and holding brief regular meetings helps share updates quickly and address issues early. Training the team on collaboration tools can also improve coordination.

Finally, using simple digital tools for tracking tasks and deadlines can streamline work and make knowledge-sharing easier. Implementing these steps will help the organization work more efficiently, reduce stress, and deliver better results.

3.3 Recommendations to Idea Studio Nepal

During my time at Idea Studio Nepal, I noticed a few challenges that sometimes slowed down work and affected the team's energy. For instance, while preparing for the Revamp Nepal event, we had very little time to handle logistics, content, and coordination. Everyone ended up juggling multiple tasks, which caused stress and confusion. Planning such campaigns at least a month ahead, with shared calendars and clear deadlines, would help everyone understand their roles and reduce last-minute pressure. Also, when several events overlapped, some had to be postponed. This could be avoided by holding regular weekly meetings and assigning specific team members to oversee different projects. Having one clear event calendar that everyone can access would prevent scheduling conflicts and rushed work.

Another challenge was the frequent turnover of interns. Most interns are hired for three months, often assuming big programs like CIH will start right away. But sometimes, programs get delayed, and interns end up working on other tasks. By the time the main event starts, they may be halfway through their internship and leave before the event's critical phase, causing gaps in the workflow. Aligning intern hiring with confirmed program schedules or offering longer internships for core events could help maintain consistency and reduce the need to train new people during busy times.

During National Idea Hunt, volunteers were assigned effectively to share the workload. This approach could be used during other busy periods too. Bringing in a few temporary volunteers from colleges or youth groups for tasks like content creation or logistics would support the core team and help prevent burnout.

Finally, I found that the lack of proper planning systems and documentation made things harder. Creating a structured onboarding guide and a shared drive where all key documents are stored would make it easier for new interns and the whole team to find what they need quickly. Pairing new interns with experienced team members as mentors would also help them settle in faster.

By focusing on early planning, better intern alignment, volunteer support during busy times, and improved documentation, Idea Studio Nepal can smooth out its operations, reduce stress, and keep delivering high-quality, impactful programs.

3.4 Learnings during the Co-operative Education

During my internship at Idea Studio Nepal, I gained a lot of valuable experience that really helped me grow both personally and professionally. One of the biggest lessons was how important clear and consistent communication is. Weekly planning on Sundays and review meetings on Fridays kept me organized, focused, and in sync with the team.

Juggling multiple projects like National Idea Hunt and Prabhu Idea Plus taught me how to prioritize tasks, manage tight deadlines, and work efficiently using tools like shared calendars and Google Sheets. Handling the pressure during busy times especially during the intense 7-day incubation program helped me stay calm, adapt quickly, and coordinate smoothly with my teammates even when things changed suddenly.

This experience also improved my problem-solving and decision-making skills because I often had to think on my feet and take initiative. Working closely with the team strengthened my collaboration skills, and I learned how to divide tasks fairly and support each other. One of the most rewarding parts of the internship was getting to connect with professionals, founders, and partners across Nepal's entrepreneurial ecosystem. These connections gave me a better understanding of the startup landscape and inspired me to keep growing. Overall, this internship made me more confident, capable, and adaptable, and prepared me well for real-world challenges ahead.

3.5 Application of Theoretical Knowledge in Real Working Situation

I was pleasantly surprised to find that much of the theoretical knowledge I gained at Kathmandu College of Management and Siam University came alive during my daily work at Idea Studio Nepal. Here are a few examples of how I applied what I learned in a real professional environment:

- A. **Marketing and Content Planning:** I put my marketing and digital strategy lessons into practice by creating and scheduling content for platforms like Idea Studio Nepal, Founders Club, College Idea Hunt, GHT Nepal, and Prabhu Idea Plus. For GHT Nepal, I helped share the inspiring journey of women leaders on their 100-day trek, crafting content that not only highlighted their mission but also motivated others. I learned the importance of tailoring content to different audiences and platforms, whether it was professional updates on LinkedIn, engaging Instagram posts, or emotionally compelling stories for GHT Nepal.
- B. **Audience Segmentation:** When promoting the College Idea Hunt vacancy, I used my understanding of audience segmentation to identify and target college students from various provinces effectively. This approach also helped me in GHT Nepal, where I created content that connected well with people interested in leadership and empowerment, which improved engagement across platforms.
- C. **Startup Ecosystem Insight:** Working at Idea Studio Nepal gave me a front-row seat to how an entrepreneurial ecosystem operates. It felt like being part of a smaller-scale "Shark Tank," from reviewing applications to managing live auditions, organizing mentorship sessions, and planning pitch events. My involvement with GHT Nepal gave me firsthand experience of grassroots leadership and women's empowerment initiatives something

textbooks can't fully capture. This showed me how entrepreneurship and social impact often go hand in hand.

- D. Event Management Execution:** While I had studied event planning in theory, actually managing events like the Nepal-Japan Friendship Summit, the 7-day Incubation Program, and activities for GHT Nepal gave me a deeper understanding of the real challenges. From coordinating logistics and handling last-minute changes to working with speakers and managing video and photo shoots, I learned what it really takes to run successful events that connect to a larger mission. These fast-paced experiences taught me invaluable lessons.

Overall, these real-world experiences helped me bridge the gap between classroom learning and workplace realities, boosting my confidence to apply these skills in any professional setting moving forward.

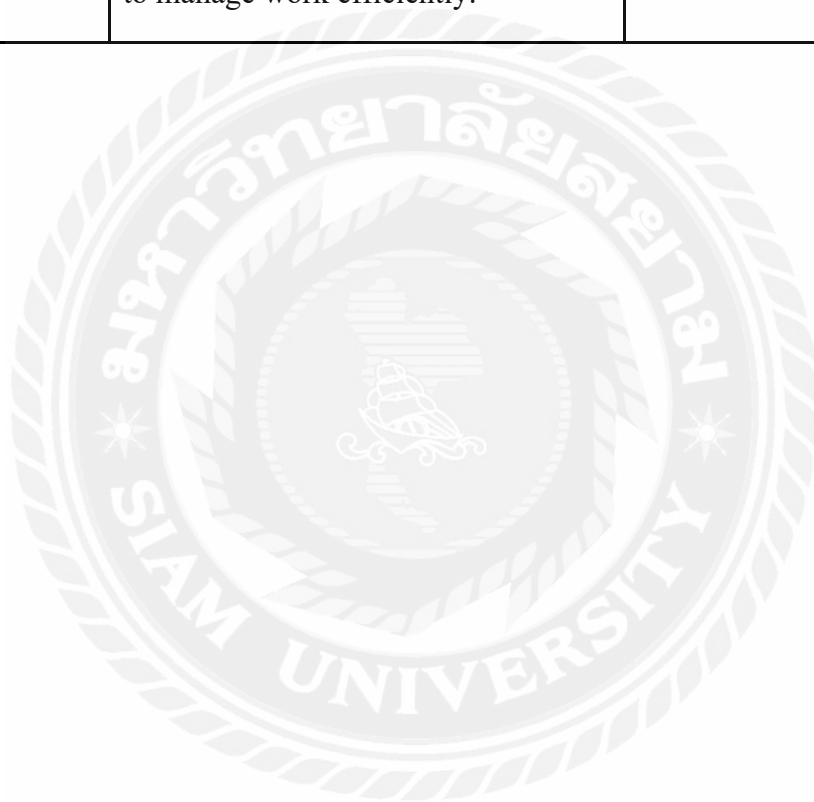
3.6 Special Skills and New Knowledge Learnt

During my cooperative education, I gained a range of new skills and knowledge, many of which were outside my usual areas of expertise.

Table 2: Special Skills and New Knowledge Learnt

Skill/ Knowledge Area	Description	Special Skills Demonstrated
Note-Taking & Documentation	Improved skills in structured note-taking during meetings and events, along with report writing and proper documentation processes.	Preparing meeting minutes, writing event summaries, drafting internal reports
Graphic Design Proficiency	Acquired practical experience in creating visual assets and branding materials to support campaigns and organizational identity.	Logo design, booklet layout, ID card and standee creation, pamphlet design

Online Engagement & Platform Management	Gained expertise in using digital tools for content planning, publishing, and performance analysis across social media platforms.	Scheduling posts on Meta Business Suite, analyzing insights, optimizing engagement strategies
Time Management	Developed effective task prioritization, deadline adherence, and progress monitoring techniques to manage work efficiently.	Task planning, deadline tracking, multitasking across events and social media responsibilities



CHAPTER 4: CONCLUSION

This chapter summarizes my overall internship experience at Idea Studio Nepal by highlighting the core responsibilities I undertook during my tenure. It reflects on the skills I brought into the organization and those I developed through hands-on involvement in various projects and initiatives. Additionally, the chapter outlines the challenges I faced, the lessons I learned, and the practical knowledge I gained while contributing to the organization's mission. It also emphasizes the value I added through my work and how this experience has shaped my professional growth and understanding of Nepal's entrepreneurial ecosystem.

4.1 Summary Highlights of Co-operative Education at ISN

My cooperative education at Idea Studio Nepal was a truly eye-opening experience that helped me connect what I learned in the classroom with real-world work situations. Adjusting from being a student to following a full-time work schedule from 10:00 am to 5:30 pm was challenging at first, but it taught me discipline, responsibility, and how to take full ownership of my tasks.

During the internship, I gained practical experience in various areas such as content creation, managing social media, coordinating logistics, and planning events especially during major campaigns like the National Idea Hunt and incubation programs.

One of the highlights of my time at Idea Studio Nepal was working in a supportive and fast-paced team environment. This gave me the opportunity to network with mentors, founders, and ecosystem partners, particularly during the 7-day incubation program where I engaged directly with industry leaders and entrepreneurs. This helped me better understand Nepal's entrepreneurial landscape and broadened my professional outlook.

Alongside these experiences, I built important skills including detailed note-taking, writing comprehensive reports, and managing my time well during busy periods with overlapping deadlines. I also learned to use tools like Meta Business Suite to schedule social media content and run digital campaigns. My design abilities improved as well, through creating logos, backdrops, and event standees. Although budgeting and financial planning were mostly handled by senior staff, I observed the processes closely and gained valuable insights.

Overall, these experiences not only strengthened my theoretical knowledge but also helped me grow personally and professionally. I am about to finish the internship feeling more confident,

adaptable, and ready to face future challenges. My time at Idea Studio Nepal was a meaningful step forward in my journey to becoming a skilled professional.

4.1.1 Key Learnings

My internship at Idea Studio Nepal was a truly rewarding experience that helped me bring what I learned in the classroom into a real entrepreneurial setting. One of the biggest lessons was seeing how theoretical knowledge actually plays out in practical situations whether in marketing, planning, or event management.

Some of the key things I learned include:

- Applying business concepts in real life: I got hands-on experience with digital marketing, content planning, and identifying target audiences, seeing firsthand how these strategies work in real campaigns and outreach.
- Project and event management: From events like the Nepal-Japan Friendship Summit to the National Idea Hunt Incubation program, I learned how to organize large-scale activities, handle logistics, solve last-minute problems, and coordinate with different teams and stakeholders.
- Effective communication and teamwork: I improved my skills in communicating clearly and working closely with ideators, mentors, media professionals, and colleagues an essential skill set for any career.
- Understanding Nepal's startup scene: Through involvement in programs like Revamp Nepal and Prabhu Idea Plus, I gained valuable insights into how startups grow in Nepal, including the challenges they face and the opportunities available.
- Personal growth and confidence: Being part of the Great Himalayan Trail Nepal and documenting the journeys of inspiring women leaders taught me resilience, storytelling, and the importance of purposeful leadership.

Overall, this internship not only strengthened my foundation for a career in business development and project management but also inspired me to actively support Nepal's growing innovation and startup ecosystem.

4.2 Self Evaluation of the Work Experience

My experience at Idea Studio Nepal was truly rewarding and insightful. Being part of a fast-paced, purpose-driven organization gave me the chance to wear many hats from managing social media and creating content to coordinating events and communicating with stakeholders. These responsibilities taught me how to juggle multiple tasks, manage my time well, and communicate clearly, especially during busy periods like the National Idea Hunt and the intensive 7-day incubation program.

One of the most valuable lessons was gaining a real understanding of how a team operates, how decisions get made, how work is shared among members, and how collaboration helps move things forward. I also had opportunities to put my classroom knowledge into practice, tackling things like budgeting, project planning, and marketing strategies, which deepened my practical skills.

All in all, this internship helped me grow both professionally and personally, boosting my confidence and equipping me with the skills I need to handle future challenges in entrepreneurship and development.

4.3 Limitations of the Co-op Studies

The fixed 16-week duration of the Co-op program was a major limitation to my internship experience. I was actively involved in key projects like National Idea Hunt (NIH), College Idea Hunt (CIH), and Great Himalayan Trail (GHT) Nepal, but couldn't see them through. The NIH final auditions and CIH activation were still pending, and the 100-day GHT Nepal trek was ongoing when my term ended. It was disappointing to leave midway, especially since I had handled most of the core work and knew the projects in depth—my early exit could affect team coordination and progress.

The first few weeks were spent adjusting to internal systems, which reduced the time for deeper involvement. The fast-paced environment also meant more focus on support tasks than strategic planning.

This reflection is based on my own experience, and others may have had different journeys. Still, it showed me how important it is to have enough time to truly finish what you start and make a lasting difference.

Despite these challenges, the co-op program remains an important stepping stone. It provides practical experience, helps develop essential soft skills, and acts as a valuable bridge between classroom learning and real-world work.

4.4 Recommendation for the Company

To enhance the co-op study experience, a few changes could make a big difference.

- **Extend the internship duration :** The company currently offers round internships lasting 3 to 4 months. Extending the internship period or maintaining this length consistently allows students more time to develop their skills and gain meaningful, hands-on experience. This helps prepare them better for their future careers.
- **Consider hiring interns as full-time employees :** Since interns become familiar with the company culture and processes during their round internships, offering them job opportunities afterward can increase organizational success. Hiring trained interns reduces onboarding time and helps retain motivated, skilled talent.
- **Assign a dedicated internship supervisor below senior management :** Since my direct supervisors, the Director of Business Development and the Eco Impact Manager—are often engaged in company meetings, appointing a dedicated person below them to guide interns daily would make a big difference. This person can provide ongoing support, monitor progress, and ensure interns receive the guidance they need throughout the internship. This focused supervision would help interns navigate their tasks more effectively, clarify doubts quickly, and stay motivated.

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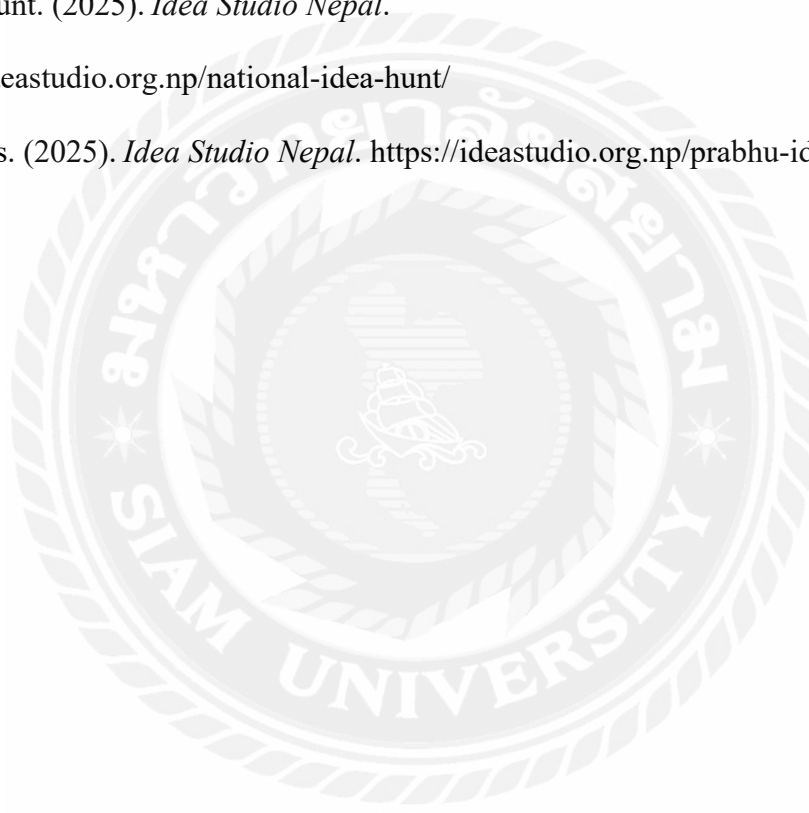
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Annexes

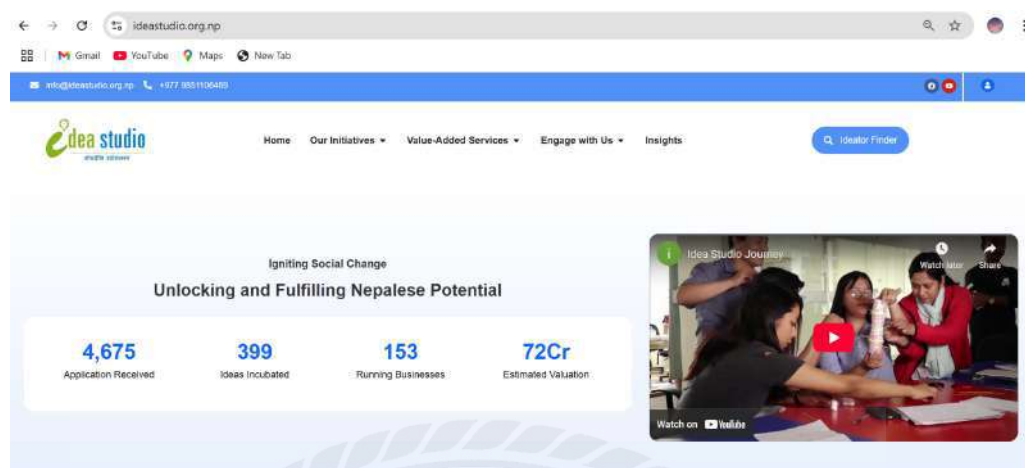


Figure 19: Idea Studio Nepal Website



Figure 20: Business Development Team with Executive Chairperson of ISN and Director Min Bahadur Bham



Figure 21: Mannsi Agarwal's Session on NIH Incubation Day 3



Figure 22: Workspace at ISN

Weekly Report

1st Week

Sunday Feb 9, 2025	Monday Feb 10, 2025	Tuesday Feb 11, 2025	Wednesday Feb 12, 2025	Thursday Feb 13, 2025	Friday Feb 14, 2025
-Joined the office, explored the company website, and learned about its operations	- Managed documents for screening of National Idea Hunt - Content research for icafe	-Managed documents for screening of National Idea Hunt	-Learned about meta business suite -Explored social media post and strategies	-Meeting with Maya Gurung, gathered content for website of GHT Nepal -Made contents for icafe for its opening offer and posted it	-Meeting with founders club members -Notekeeping the necessary information -Made contents about meeting and posted it

2nd Week

Sunday Feb 16, 2025	Monday Feb 17, 2025	Tuesday Feb 18, 2025	Wednesday Feb 19, 2025	Thursday Feb 20, 2025	Friday Feb 21, 2025
- NYEF meeting, note keeping -Meeting minutes preparation	- Icafe opening planning(Logistic arrangement) -Made Contents for icafe,founders club and idea studio	-Meeting with Maya Gurung regarding more information about contents for GHT Nepal Website -Content planning for iservice	-Created database for founders club -Communicated with Founder's Club members regarding their information and details	-Made Survey form for Founder Club Board and circulated -Made group email for founders club and circulated Meeting minutes	-Communication with Founder's Club members for Revamp Nepal Participation -Final Preparation for Revamp -Made Contents for Revamp Nepal

3rd Week

Sunday Feb 23, 2025	Monday Feb 24, 2025	Tuesday Feb 25, 2025	Wednesday Feb 26, 2025	Thursday Feb 27, 2025	Friday Feb 28, 2025
-Follow up with Maya Gurung, Content planning and posting	- Formation of Board Member in Founders Club -Preparation for Nepal Japan Summit	-Preparation for Nepal Japan Summit -Logistic arrangement for Nepal Japan Friendship Summit	-Nepal Japan Friendship Summit official event -Notekeeping in the entire session	-Nepal Japan Friendship Summit official event -Notekeeping in the entire session	-GHT Nepal research -Content planning for GHT Nepal

4th Week

Sunday March 2, 2025	Monday March 3, 2025	Tuesday March 4, 2025	Wednesday March 5, 2025	Thursday March 6, 2025	Friday March 7, 2025
-Follow up with Maya Gurung, Content planning and posting	- GHT Nepal photoshoot (Coordination with team for smooth execution)	-Communication with media houses for press meet -Scheduling press meet	-Iservice press meet, Notekeeping -Making press release and sending to media houses	-Drive update for GHT Nepal -Content Planning for Prabhu Idea Plus	-Handing over Luna GPS access to all GHT Women Team -Engaging Social Media through contents in ISN Page

5th Week

Sunday March 9, 2025	Monday March 10, 2025	Tuesday March 11, 2025	Wednesday March 12, 2025	Thursday March 13, 2025	Friday March 14, 2025
-Profile creation for GHT trekkers -Videos, Photos update on social medias	-Profile creation for GHT trekkers -Youtube Video Posting for GHT Women Trekkers	-Youtube Video Posting for GHT Women Trekkers and team members	-Holi post creation for founders club, iservice, ideastudio, GHT, Prabhu Idea Plus -Contents update for ght nepal team	-Holi Holiday	-Social Media Contents for Idea Studio Nepal

6th Week

Sunday March 16, 2025	Monday March 17, 2025	Tuesday March 18, 2025	Wednesday March 19, 2025	Thursday March 20, 2025	Friday March 21, 2025
-Linkedin profile update for Idea Studio Nepal -Made CIH posts for Instagram, Facebook and Tiktok	-Meeting with founders club -Contents scheduling for CIH and founders club	-CIH vacancy announcement -Communication with interested candidates -CV shortlisting for CIH intern and Province Lead	-CV shortlisting for CIH intern and Province Lead -Made contents for CIH, iservice for social media	- Communication with interested candidates for CIH Vacancy - Interview scheduling for CIH interested candidates	-Interview Management for CIH candidates -Contents for CIH

7th Week

Sunday March 23, 2025	Monday March 24, 2025	Tuesday March 25, 2025	Wednesday March 26, 2025	Thursday March 27, 2025	Friday March 28, 2025
<ul style="list-style-type: none"> -CV Screening, Communication with interested candidates -Interview Scheduling for CIH 	<ul style="list-style-type: none"> -Interview management for CIH Province Lead and Intern -Made Contents for CIH and NIH 	<ul style="list-style-type: none"> -Meeting with SOMTU regarding CIH Collaboration - Content planning for Prabhu Idea Plus, CIH, NIH, Idea Studio 	<ul style="list-style-type: none"> -File management for NIH - Judge profile creation for NIH Live Audition -Made contents for NIH regarding live audition notice 	<ul style="list-style-type: none"> - NIH Live audition Day - notekeeping and played the role of timer for the pitch round 	<ul style="list-style-type: none"> -NIH posts regarding Live Audition Judges -Contents for NIH

8th Week

Sunday March 30, 2025	Monday March 31, 2025	Tuesday April 1, 2025	Wednesday April 2, 2025	Thursday April 3, 2025	Friday April 4, 2025
<ul style="list-style-type: none"> -Minutes Preparation of NIH Live Audition-Day -Content for CIH, Idea Studio, Prabhu Idea Plus 	<ul style="list-style-type: none"> -Minutes Preparation of NIH Live Audition-Day -Shortlisting candidates for CIH 	<ul style="list-style-type: none"> -Personas creation for workshop in KUSOM entrepreneurship Club - Contents for CIH, NIH, Prabhu Idea Plus 	<ul style="list-style-type: none"> -KUSOM Workshop - Contents and Note Keeping in Business Blueprint event 	<ul style="list-style-type: none"> - Posting NIH contents about selection of Candidates -Contents for Prabhu Idea Plus about incubation 	<ul style="list-style-type: none"> -Contents scheduling for Chaite Dashain for all social media page + Prabhu Idea Plus

9th Week

Sunday April 6, 2025	Monday April 7, 2025	Tuesday April 8, 2025	Wednesday April 9, 2025	Thursday April 10, 2025	Friday April 11, 2025
<ul style="list-style-type: none"> -Made and Posted Content for 45 selected individuals for NIH - Creation of Tiktok reel for GHT 	<ul style="list-style-type: none"> -Communication with NIH participants-top 45 for logo collection - Made and scheduled GHT content 	<ul style="list-style-type: none"> -Updating photos of Live audition of NIH in social media - Scheduled Contents for Prabhu Idea Plus 	<ul style="list-style-type: none"> -Made and posted Contents for selected people for Finals of NIH Season 8 	<ul style="list-style-type: none"> - Posting NIH contents about selection of Candidates -Wrapped up Top 45 winner announcement of NIH Live Audition 	<ul style="list-style-type: none"> -Contents planning for Idea Studio Nepal, Content Research

10th Week

Sunday April 13, 2025	Monday April 14, 2025	Tuesday April 15, 2025	Wednesday April 16, 2025	Thursday April 17, 2025	Friday April 18, 2025

-Made and scheduled New Year Post for GHT, Founders Club, Idea Studio Nepal, CIH, Prabhu Idea Plus	-New Year	-Communication with Shilapatra team for video of NIH Live Audtion - Made content for GHT Nepal	-Made and posted Contents for selected people for Finals of NIH Season 8 -Communication & coordination with media team for Live Audition Video format,template and contents	- CIH logo update for different social media -Made Brochure draft for CIH	-Booklet creation for NIH Top 40 contestant and judges
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11th Week

Sunday April 20 , 2025	Monday April 21, 2025	Tuesday April 22, 2025	Wednesday April 23, 2025	Thursday April 24, 2025	Friday April 25, 2025
-Booklet creation(Short Profile Creation for NIH 45 contestants and 10 judges)	-Brochure Creation for CIH 2025	-Banner for CIH Incubation Programme	-Post Creation for Mothers Day for Idea Studio, Founders Club, GHT, Prabhu Idea Plus, College Idea Hunt -Circulating incubation details to the ideators	-Communicating with NIH Ideators regarding the queries -Handled Meta page engagement (checked/responded to unread messages and comments)	-Judges Profile Creation for Incubation-NIH

12th Week

Sunday April 27 , 2025	Monday April 28, 2025	Tuesday April 29, 2025	Wednesday April 30, 2025	Thursday May 1, 2025	Friday May 2, 2025
-Judges Profile Creation for Incubation of NIH Season 8	-Brochure, Standees Creation for Incubation of NIH - Booklet for NIH Season 8 -Judges Profile Creation for Incubation-NIH	-Mentor Profile Creation for NIH - Booklet for NIH Season 8	-Booklet Creation for NIH Season 8	- Post for Labour Day(ISN,GHT,CIH,Fou nders Club, Prabhu Idea Plus) -Invitation format for NIH Incubation Programme	-Identity Card creation for 44 student counsellor,fellow for NIH Incubation -Leaders/Expert/Speaker Profile Creation -Post for ISN regarding incubation announcement

13th Week

Sunday May 4, 2025	Monday May 5, 2025	Tuesday May 6, 2025	Wednesday May 7, 2025	Thursday May 8, 2025	Friday May 9, 2025
-Incubation of NIH Season 8 -Notekeeping all the information said by experts, mentors in the programme -Clicked Photos Videos throughout the Program and posted reels and photos	-Incubation of NIH Season 8 -Notekeeping all the information said by experts, mentors in the programme -Clicked Photos Videos throughout the Program and posted reels and photos	-Incubation of NIH Season 8 -Notekeeping all the information said by experts, mentors in the programme -Clicked Photos Videos throughout the Program and posted reels and photos	-Incubation of NIH Season 8 -Notekeeping all the information said by experts, mentors in the programme -Clicked Photos Videos throughout the Program and posted reels and photos	-Incubation of NIH Season 8 -Notekeeping all the information said by experts, mentors in the programme -Clicked Photos Videos throughout the Program and posted reels and photos	-Incubation of NIH Season 8 -Notekeeping all the information said by experts, mentors in the programme -Clicked Photos Videos throughout the Program and posted reels and photos

14th Week

Sunday May 11, 2025	Monday May 12, 2025	Tuesday May 13, 2025	Wednesday May 14, 2025	Thursday May 15, 2025	Friday May 16, 2025
-Made and Scheduled Contents for Idea Studio, GHT Nepal, Prabhu Idea Plus, CIH Nepal Founders Club(For Budhha Jayanti)	-Leave	-Made Report of NIH 7 days Incubation Programme in detail	-Made Report of NIH 7 days Incubation Programme in detail	-Made Report of NIH 7 days Incubation Programme in detail	-Made Report of NIH 7 days Incubation Programme in detail

15th Week

Sunday May 18 , 2025	Monday May 19, 2025	Tuesday May 20 2025	Wednesday May 21, 2025	Thursday May 22, 2025	Friday May 23, 2025
<ul style="list-style-type: none"> -Updating google sheet and segregating categories of different ideators, combining feedback to assign mentors -Post for GHT in Facebook, Insta, Tiktok (3 post) 	<ul style="list-style-type: none"> -CIH Booklet Creation -CIH Post Creation 	<ul style="list-style-type: none"> -Meeting with Prabhu Idea Plus team -Note keeping and meeting minutes preparation -CIH press meet standees, backdrop design 	<ul style="list-style-type: none"> -CIH press meet invitation design, Social Media Post Creation -Booklet for CIH 	<ul style="list-style-type: none"> - Made profile for CIH Past Ideators -Made press kit for CIH 2025 	<ul style="list-style-type: none"> -Created banner, pamphlets, backdrop for CIH 2025 Press Meet -Invited media house for attending press meet

16th Week

Sunday May 25 ,2025	Monday May 26, 2025	Tuesday May 27 2025	Wednesday May 28, 2025	Thursday May 29, 2025	Friday May 30, 2025
<ul style="list-style-type: none"> -Executed Press Meet for CIH 2025 -Made press release and circulated to all media houses 	<ul style="list-style-type: none"> -Made contents for GHT Nepal and scheduled it -Attended Meeting for CIH College Activation 	<ul style="list-style-type: none"> - Updated ISN's drive(Uploaded pictures and Videos) -Meeting with CIH 2025 Gandaki team 	<ul style="list-style-type: none"> -Created and scheduled contents for Republic Day 	<ul style="list-style-type: none"> -CIH content creation regarding college activation -Meeting with Founder's Club(Note keeping, minutes preparation) 	<ul style="list-style-type: none"> -Calendar Creation for CIH College Activation - Communication with colleges for timings and availability for activation process