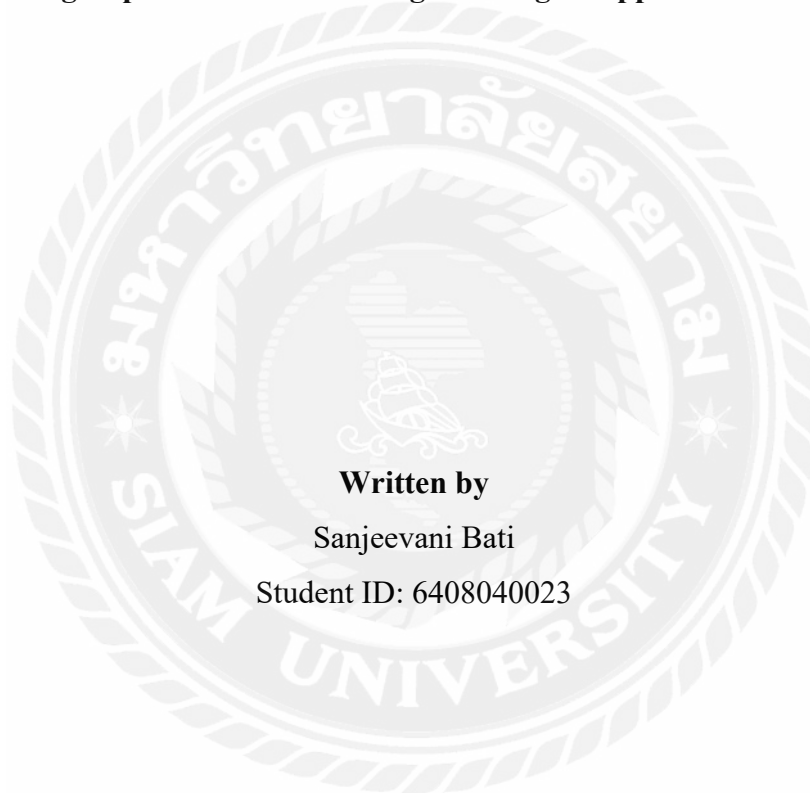




**Cooperative Education Report:
Strengthening Nepal's IT Sector through Strategic Support and Coordination**



Written by
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**This Report Submitted in Partial Fulfillment of the Requirements for Cooperative
Education, Faculty of Business Administration Academic Year 2/2024
Siam University**

Title: Strengthening Nepal's IT Sector through Strategic Support and Coordination

Written by: Ms. Sanjeevani Bati

Department: Bachelor of Business Administration (Finance and Investment)

Academic Advisor: Dr. Yhing Sawheny

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

Oral Presentation Committee

The seal of Siam University is a large, circular emblem in the background. It features a central shield with a crown on top, surrounded by a wreath. The shield is flanked by two lions. The text 'SIAM UNIVERSITY' is written in a circular border around the central emblem. Above the shield, there is Thai script. The seal is rendered in a light gray, semi-transparent style.

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Project Title: Strengthening Nepal's IT Sector through Strategic Support and Coordination

Credits: 5

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Degree: Bachelor of Business Administration

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Abstract

This report summarizes my four-month cooperative education experience at NAS-IT, where I contributed to various organizational functions that support the long-term growth of Nepal's IT sector. My main responsibilities were focused on strategic coordination, communication, financial administration, digital marketing, and administrative support that helped strengthen the association's operations and outreach.

In an industry where collaboration and advocacy are crucial, background roles like mine play a major part in maintaining smooth workflows and creating meaningful engagement with stakeholders. During this period, I applied knowledge from my academic courses in areas such as digital literacy, business communication, and finance, allowing me to contribute effectively to the team.

This report highlights how operational and communication support, when aligned with organizational goals, can drive impact behind the scenes. By helping to manage internal processes, external communication, and ongoing initiatives, I supported NAS-IT's mission to uplift and connect IT companies across Nepal.

Keywords: Cooperative Education, NAS-IT, IT Sector, Strategic Coordination, Communication, Organizational Support, Nepal, Administrative Tasks, Industry Collaboration.

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I am especially thankful to Dr. Yhing Sawheny, my academic advisor, and Mr. Ashutosh Mishra, my Co-op supervisor, for their continuous guidance and feedback, which helped shape my learning experience.

My heartfelt thanks to Ms. Sijal Kandangwa, my job supervisor at NAS-IT, for her support and insightful supervision. I also appreciate the Executive Committee of NAS-IT for the opportunity to contribute to their work and learn from the experience.

I'm grateful to the faculty and staff of Siam University and KCM for their encouragement and to my family and friends for their constant support throughout this journey.

Being part of NAS-IT as an Assistant Officer has been a privilege, offering hands-on experience and deeper insight into the IT sector.



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List of Abbreviations

NAS-IT: Nepal Association for Software and IT Services Companies

EC: Executive Committee

ICT: Information Communication Technology

MoCIT: Ministry of Communication and Information Technology

MoFA: Ministry of Foreign Affairs

KAIT: Korea Association for ICT Promotion

WIS2025: World IT Show 2025

AGM: Annual General Meeting

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Chapter 1: Introduction

1. Company Profile



Figure 1: NAS-IT Company Logo

NAS-IT (Nepal Association for Software and IT Services) is a key organization in Nepal dedicated to promoting and supporting the growth of the country's IT sector. It acts as a bridge between IT professionals, businesses, policymakers, and other stakeholders to create a strong and competitive IT industry. NAS-IT provides essential resources, networking opportunities, and policy advocacy to strengthen Nepal's IT ecosystem. (NAS-IT, 2024)

The association helps IT companies work together and tackle key challenges like regulations, global market access, and technology shifts. Through its initiatives, NAS-IT supports the growth of Nepal's IT sector and strengthens its position in the global digital economy.

1.1. Mission of the Company

Drive Nepal's IT sector by fostering innovation, entrepreneurship, and collaboration and creating opportunities for members to succeed in a global marketplace. (NAS-IT, 2024)

1.2. Vision of the Company

To Elevate Nepal as a Global Tech Hub. (NAS-IT, 2024)

1.3. Objectives of the Company

- **Advocacy and Policy:** Engaging in advocacy and policy work by promoting members' interests, advocating for supportive policies and regulations, and collaborating with

government and other stakeholders to create a more favorable business environment that supports innovation and growth of the industry. (NAS-IT, 2024)

- **Innovation and Entrepreneurship:** Providing support to startups and entrepreneurs, facilitating networking and collaboration, offering education and training, advocating for supportive policies, facilitating technology transfer, providing guidance on intellectual property protection, and supporting commercialization efforts. (NAS-IT, 2024)
- **Domestic Market Development:** Promoting local businesses, increasing awareness of Made-in-Nepal products and services, supporting the implementation of the Digital Nepal Framework, and creating a secure and thriving digital environment in Nepal. (NAS-IT, 2024)
- **International Market Development:** Promoting the export of products and services to new markets, conducting research and analysis, providing export education and resources, organizing and participating in trade shows, developing partnerships, advocating for supportive policies and regulations, and addressing barriers to entry and competition in foreign markets. (NAS-IT, 2024)
- **Workforce Development:** Providing education, training, and certification programs, promoting diversity and inclusion, developing apprenticeship and internship opportunities, conducting workforce research and analysis, engaging with employers and academia, advocating for supportive policies and regulations, and forming partnerships and collaborations to advance shared goals. (NAS-IT, 2024)
- **Collaboration and Partnership:** Cultivating strategic alliances and fostering partnerships with industry stakeholders, government bodies, and international organizations to promote knowledge exchange, facilitate technological advancements, and drive collaborative initiatives that contribute to the overall growth and sustainability of the IT industry in Nepal. (NAS-IT, 2024)

2. Organizational Structure

2.1. Board Structure

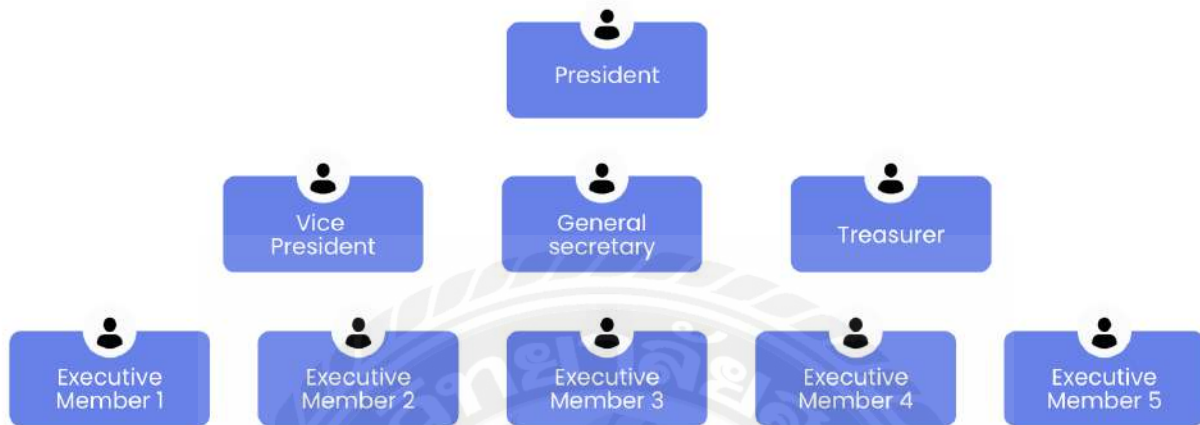


Figure 2: Board structure of NAS-IT

The NAS-IT board consists of nine executive members: the President, Vice-President, General Secretary, Treasurer, and five Executive Members. These nine members are elected by the Annual General Meeting (AGM), and the board members themselves select the President, Vice-President, General Secretary, and Treasurer from within the group. Each board term is three years, with the President rotating annually. The Vice-President automatically succeeds the President the following year. To ensure continuity, four members from the outgoing board serve in the next term, thus maintaining the progression of the prior agenda. The current board was elected on September 8, 2023.

Executive Committee



Figure 3: Executive board of NAS-IT

2.2 NAS-IT Members

NAS-IT currently comprises 75 member companies that have successfully worked with several Fortune 500 clients, including Google, Microsoft, and Amazon. These companies serve a diverse global client base, including regions like the United States, Europe, Australia, and Japan.

Nepal's technology industry is rapidly growing, offering Nepali talent opportunities to contribute to projects with a significant global impact. NAS-IT supports this growth as it expands its network and promotes diverse membership. The association's goal is to share information, encourage progress, and strengthen collaboration, which helps drive innovation and growth across the industry.

Corporate Members



Figure 4: NAS-IT Members

2.3 NAS-IT Secretariat Team

The NAS-IT Secretariat team plays a crucial role in managing the organization's activities and ensuring regulatory compliance. Led by the Company Secretary, who acts as the primary point of contact for the board and stakeholders, the team is responsible for overseeing the smooth operation of all administrative tasks. The Assistant Secretary supports the Company Secretary with operational activities, including document management and internal communication. The Secretariat team also includes Outreach and Execution Lead and Engagement and Operations lead. This organizational structure facilitates efficient collaboration and streamlines activities within the Secretariat.

In order to boost productivity, inclusivity, and communication, NAS-IT has established six specialized working committees, each overseen by board members and comprising NAS-IT members. These committees focus on key areas like operations management, workforce readiness, collaboration and affiliations, branding and marketing, member engagement, and government engagement. They work towards improving decision-making, driving outcomes, and advancing NAS-IT's mission across various sectors.

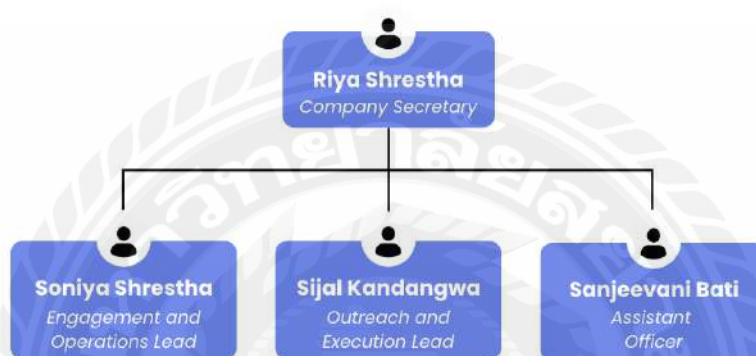


Figure 5: NAS-IT Secretariat Team

2.4 My job position

My position as an Assistant Officer at the Nepal Association of Software and I.T. Services Companies (NAS-IT) involves supporting the Company Secretary and Secretariat team in administrative and operational tasks. My responsibilities include managing communications, assisting with membership coordination, preparing meeting minutes, organizing events, and scheduling meetings. I also support financial processes, design promotional materials, maintain the official website, and oversee the info email account.

2.5 My Job Position in the Company's Organizational Structure

At NAS-IT, I primarily reported to Ms. Sijal Kandangwa, Outreach and Execution Lead, Ms. Soniya Shrestha, Engagement and Operations Lead, and Ms. Riya Shrestha, the Company Secretary, while working under the overall guidance of the Executive Committee Board members.

3. My Intention and Motivation to Choose This Company for Co-Op Studies

I chose NAS-IT for my cooperative education because of my strong interest in the IT industry and the numerous career opportunities it provides. Since technology is one of Nepal's fastest-growing industries, I was excited to work for a company that actively promotes and influences this field. With an estimated 1.94% GDP contribution in FY 2024–2025, the ICT sector represents a major turning point in Nepal's economic development (Aryal, 2025).

I was drawn to NAS-IT because it is more than just a business; it is an industry association that unites competitors and other stakeholders in the IT sector to work toward common objectives. This unique collaborative model struck a chord with me. I was motivated by the prospect of contributing to a platform that aims to strengthen Nepal's overall IT ecosystem rather than simply promoting the success of a single company.

NAS-IT also gave me the opportunity to interact with a diverse group of professionals, including board members, whose leadership taught me valuable lessons about industry-level decision-making and strategy. Working closely with the Secretariat team allowed me to see how an organization functions from within, how teams communicate, coordinate tasks, and manage members, and ensure daily operations run smoothly. This gave me practical insights into how real-world organizations function, far beyond what textbooks could offer.

During this co-op, I wanted to learn more than just technical skills; I also wanted to comprehend the larger context of the Nepali IT industry. NAS-IT offered the perfect blend of industry exposure, mentorship, and responsibility that matched this intention.

4. SWOT Analysis

Strengths:

- **Strong Leadership:** NAS-IT is led by experienced professionals who guide the organization and help it grow in the IT sector.
- **Expanding Membership:** More members are joining NAS-IT, showing its growing reputation and importance in Nepal's IT industry.
- **Solid Partnerships:** The organization has built strong connections with government bodies and industry leaders that support its activities.

- **Valued Partnerships:** NAS-IT has established strong relationships with key value partners, which enhance its resources and support in achieving strategic goals.
- **Sustainability Partnerships:** The sustainability fund helps ensure NAS-IT has the financial resources to continue its work in the future.

Weaknesses:

- **Resource Constraints:** Limited funding restricts NAS-IT's ability to carry out large projects and have a bigger impact.
- **Limited Geographic Presence:** NAS-IT is mostly active in major cities, which limits its visibility and involvement in other parts of Nepal.

Opportunities:

- **Rising Demand for Digital Solutions:** The growing need for digital technology gives NAS-IT a chance to lead and support innovation in Nepal's tech sector.
- **Government's Prioritization of IT:** As the government focuses more on IT, NAS-IT can gain more support, funding, and influence in policy-making.
- **Broader Engagement with Stakeholders:** Increasing interest from different industry players creates more chances for partnerships and financial support.

Threats:

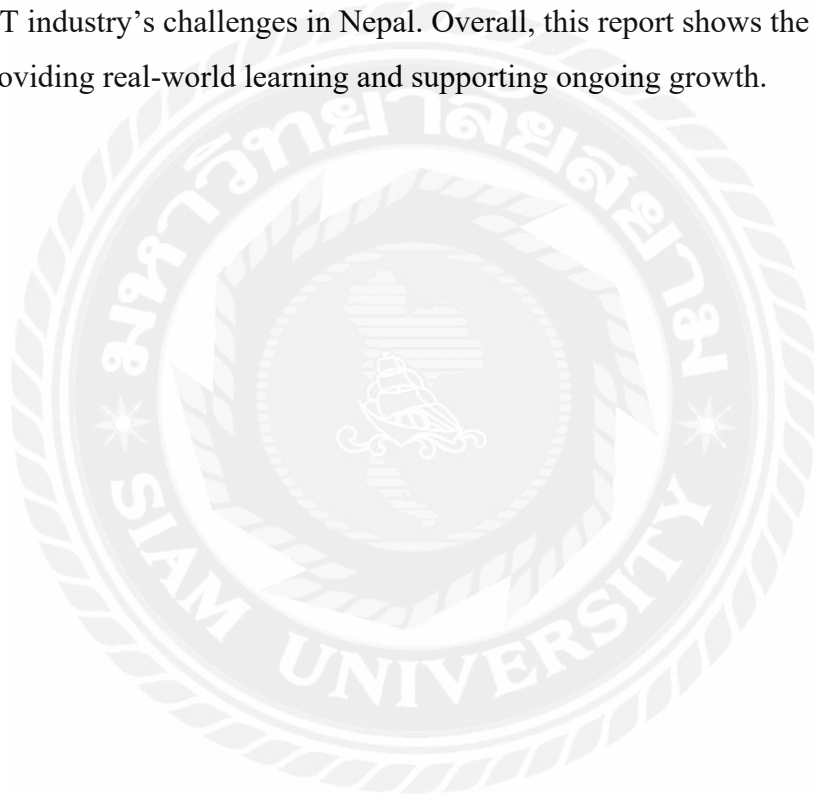
- **Financial Dependence:** Relying mostly on membership fees makes NAS-IT vulnerable if members don't pay or renew on time.
- **Political Interference:** Political pressures might affect NAS-IT's independence and its ability to represent the IT sector effectively.
- **Risk of Funding Cuts:** NAS-IT depends on outside funding like international grants, which could be reduced or stopped, affecting key projects.

5. Objectives of this Co-operative studies

This report reflects my internship at NAS-IT, highlighting my growth, achievements, and challenges throughout the experience. The main goal was to apply academic knowledge to real-world work, bridging the gap between classroom learning and industry practice. Through hands-on tasks, I improved important skills and gained practical experience, making what I learned in school more relevant.

During my internship, I got to observe Nepal's IT sector from a management viewpoint, learning about industry trends and growth. I also had the chance to understand how IT organizations operate and the challenges they face. This experience helped me assess my strengths and weaknesses and plan for future development.

The main objective of this co-op program was to gain practical experience in managing an IT association, focusing on event planning, member engagement, and community support. I aimed to enhance my communication, problem-solving, and organizational skills while learning more about the IT industry's challenges in Nepal. Overall, this report shows the value of internships in providing real-world learning and supporting ongoing growth.



Chapter 2: Co-op study Activities

1. My Job Description

A. Administrative Support

- Help the Company Secretary and team with daily office work.
- Schedule meetings, prepare agendas, and take minutes.
- Lead meetings sometimes and follow up on tasks.
- Write memos and official letters.
- Manage NAS-IT's official emails and reply to members.
- Keep records for board meetings.

B. Communication and Membership

- Write press releases, newsletters, and social media posts.
- Talk to current members and help new members join.
- Send meeting minutes.

C. Event Management

- Plan and organize events, book venues, and coordinate with participants.
- Design posters and create social media content for events.
- Update NAS-IT website with news and events.
- Help with special events like WIS2025 and Startup Mahakumbh.

D. Financial Support

- Prepare invoices and track payments.
- Keep financial records up to date.
- Follow up on payments and bank account tasks.

2. My Job Responsibilities

A. Event Management and Execution

I planned and helped run many important NAS-IT events for our members, programs, and partners. I made sure everything was well organized, communication was clear, and partners were well represented. I worked closely with internal and outside teams to reach event goals and show NAS-IT's brand well.

- NAS-IT Retreat at Gokarna Resort (April 12–13, 2025): I helped to manage event details like booking rooms, arranging transport, and preparing sessions. I communicated with participants and helped follow up on invoices and payments. During the retreat, I acted as the emcee to keep the event running smoothly as well.
- AUS Roadshow (Started April 2025 – Ongoing): I am currently helping to plan the roadshow by facilitating meetings and coordinating with the interested parties.
- Event Management & Logistics: I supported many NAS-IT events like workshops, conferences, and networking sessions by handling logistics, booking venues, and coordinating with speakers and attendees to ensure smooth events.

B. Partnership and International Coordination

I helped NAS-IT build and keep good relationships with local and international partners. I arranged meetings, helped with partnership talks, and supported communication with embassies and officials for international travel and events.

- Karkhana Samuhaa and Practical Action (January 2025 – Present): I worked with board members to build partnerships with these groups, arranged meetings, shared background info, and followed up to keep things moving.
- Mahakumbh in India (February 2025): I helped coordinate NAS-IT member's participation by working with organizers and handling travel preparations.
- Korea Association for ICT Promotion (March 2025): I assisted NAS-IT participants with travel by coordinating with MoCIT and MoFA officials for passports and visas for the KAIT program.
- Coordination with Sri Lankan Embassy (April 2025): I helped a NAS-IT board member with their travel by contacting the Sri Lankan Embassy, collecting needed info, and managing communication via email.

C. Membership Engagement and Growth

I managed membership activities, including bringing in new members, keeping current members engaged, and handling renewals and terminations professionally and on time.

- Potential Member Engagement (January 2025 – Present): I reached out to new members, explained NAS-IT's goals and programs, and guided them through joining. I followed up on interests from events and referrals.

- Membership Renewal and Termination (March–April 2025): I tracked member status, reminded members to renew, drafted termination letters for those who did not renew, and made sure termination papers were sent and signed on time.
- Member Communication & Engagement: I regularly communicated with members by email and phone, answered questions, sent updates, and shared info on renewals and events. I managed the official info mailbox to keep communication clear and timely.

D. Financial and Administrative Support

I helped manage NAS-IT's administrative and financial tasks to make sure payments and records were accurate and organized.

- Retreat Invoicing (March–April 2025): I prepared invoices for retreat attendees, followed up on unpaid invoices, and helped correct or cancel invoices when needed.
- International Payment for iJudged (February 2025): I worked with finance to process a payment to an international vendor, making sure all tax and legal rules were followed correctly.
- Opening GBIME Bank Account (February–March 2025): I helped gather documents and supported the process of opening a new savings account with the bank.
- Financial Record Keeping (Ongoing): I regularly update financial records, keep track of invoices and payments, and ensure event budgets are properly documented.
- Invoice Management & Record Keeping: I generated and processed invoices for NAS-IT's services and events, followed up on payments, and kept accurate financial records to help the organization run smoothly.

E. Communication and Content Development

I helped with NAS-IT's communications by creating content, managing emails, and keeping internal and external communication clear and effective.

- Press Release on ICT Professional Adhyadesh (March 2025): I wrote and shared a press release about the approval of the ICT professional Adhyadesh, sending it to media and important people to show NAS-IT's role.
- Q2 Sustainability Partners Report (Completed May 2025): I helped put together a quarterly report for our sustainability partners by gathering info from teams, editing for clarity, and reviewing the final report before sharing.

- Social Media Posts (January–April 2025): I created and published posts on NAS-IT’s social media for seasonal greetings, partner promos, and community events to keep members updated and engaged online.
- Info Mailbox Management (Ongoing): I monitor and reply to emails sent to NAS-IT’s official info mailbox, making sure communication is timely and professional with members and partners.
- Show and Tell Concept Paper and Design: I made the Show and Tell concept paper and designed all related visuals using Canva, including layouts, promotional materials, and presentations, keeping the branding consistent and professional.
- Press Releases & Communication: I helped write and send press releases to share NAS-IT news and events. I also managed social media platforms by creating posts that connect with our online community.
- Marketing & Branding Support: I supported NAS-IT’s marketing by making content for social media and helping with branding work. I worked with the marketing team to come up with new ideas to increase NAS-IT’s reach and engagement.
- Website Management & Content Updates: I regularly updated the NAS-IT website with news, events, and membership info. I also made sure the website looked good and followed NAS-IT’s branding.

3. Activities in coordinating with co-workers

The NAS-IT Secretariat is a small but committed team with four members, including me. My role involved working closely with the team and the executive committee to ensure everyone was on the same page. When I joined NAS-IT, the secretariat team gave me a full introduction to the organization and clearly explained my responsibilities. This helped me understand how I could support the organization’s goals from the beginning.

We held regular weekly meetings with the executive committee every Thursday from 8:30 to 9:30 AM. In these virtual meetings, we shared updates on our work, discussed upcoming events, and planned how to move our initiatives forward. Before these meetings, our Secretariat team met in the office every Wednesday. This gave us a chance to review our tasks and align on updates so we were fully prepared for the EC meeting the next day.

Once a month, we also held physical board meetings with all board members and the secretariat team. These monthly meetings gave us more time to go over plans in detail, assign tasks, and discuss areas that needed improvement. This helped us work better as a team and keep things moving smoothly.

We followed a hybrid working model, with Wednesday as our fixed office day. In addition, we met virtually and in person as needed, depending on the projects we were working on. I also had one-on-one check-ins with my supervisor to discuss priority tasks. For projects led by executive members, we organized separate meetings to plan more effectively and address any issues that came up.

Overall, through regular meetings, strong teamwork, and good communication, the secretariat team worked together to ensure everything ran smoothly.

4. Contribution as a Co-op student in the company

I joined NAS-IT on January 26, 2025, as a Co-op student and worked on different tasks that helped me learn about the tech industry and improve my skills. During my time here, I contributed to partner relations, event planning, marketing and communications, fund tracking, and overall coordination within the secretariat team. My work focused on supporting ongoing projects, improving communication with stakeholders, and helping NAS-IT achieve its goals through daily tasks and bigger initiatives.

I supported the company by helping track member payments, preparing renewal reminders, and keeping records up to date. One important task was assisting in preparing official membership termination notices and follow-up emails, which involved coordinating with the President, Treasurer, and other team members to finalize and send them.

In partner relations, I helped manage communication with NAS-IT members. I coordinated with partner representatives, prepared documents and presentations for meetings, and assisted with onboarding new partners. I also helped prepare monthly and quarterly updates to share with partners, ensuring the information was clear and delivered on time.

I took part in planning and organizing NAS-IT's events, including the NAS-IT Retreat and hiking trip 2025. My responsibilities included drafting and sending formal invitations, preparing meeting notes, and following up on action points. I also helped coordinate branding for

sustainability and value partners in event materials, presentations, and online content to make sure they were visible and recognized.

Designing posts for NAS-IT's social media was another key part of my role. I regularly created posts about upcoming events, member achievements, and partnerships. I focused on making content simple, informative, and aligned with NAS-IT's brand to increase engagement. I also prepared summary reports of important events for the website and email updates to keep members and partners informed.

I provided administrative support to the Secretariat team by preparing notes for our weekly Executive Committee meetings, following up on tasks, and helping arrange one-on-one meetings with members. I worked closely under the guidance of my supervisor to ensure smooth daily operations and timely completion of tasks.

Overall, my Co-op experience at NAS-IT helped me grow both professionally and personally. I learned how a non-profit association works behind the scenes, how to manage communication and coordination effectively, and how to stay organized in a busy, hybrid work environment. This experience showed me the importance of teamwork, planning, and clear communication for the success of any organization.

Chapter 3: Learning Process

1. Problems/Issues of the Company

Balancing multiple tasks as an assistant officer at NAS-IT was both exciting and challenging. Working closely with the secretary and board members across different areas helped me learn a lot, but sometimes I faced difficulties prioritizing work when tasks conflicted. Communication gaps also made it unclear at times who to ask for help or information, which made managing tasks harder.

One challenge was aligning all activities with NAS-IT's goals and getting approvals from busy board members. Waiting for responses often slowed down progress and showed that the approval process could be more efficient.

Since the secretariat team had only four members, we often handled many responsibilities at once. When big events came up, urgent tasks took priority, which sometimes delayed other work. Also, getting approval from different stakeholders took time, affecting how smoothly projects moved forward.

These challenges showed that improving communication, time management, and coordination are important for NAS-IT to work better. Automating membership management and communication could also help. Overall, these experiences taught me how essential teamwork and clear processes are to help the organization reach its goals.

2. Solution implemented

To solve the challenges I faced, I made sure to keep clear and regular communication with my supervisor and the secretariat team. Whenever I was unsure about a task or needed guidance, I immediately asked my supervisor to avoid delays and misunderstandings. This helped everyone stay informed and made coordination easier.

After board meetings, we assigned tasks to each person to take forward. To keep track of my own tasks, I used to-do list apps like Notion and other task management tools, which helped me stay organized and focused on what needed to be done.

For managing multiple tasks and event planning, I used tools like Gantt charts and Google Calendar. These helped me schedule activities by priority and set reminders for

important deadlines and meetings. I also applied skills from my studies by using spreadsheets to track progress and creating presentations to share updates during meetings. Using these tools improved how I managed my time and tasks and helped me work more effectively.

We also worked on making responsibilities clear between the secretariat and executive members, which helped avoid confusion and made decision-making faster.

These steps helped improve teamwork and made our daily work at NAS-IT run more smoothly.

3. Recommendations to the company

- **Adopt a Centralized Task Management System:** During my time, tasks were often assigned verbally in meetings or over messages, which led to confusion, delays, or missed follow-ups. Although we used Notion and to-do list apps individually, a centralized platform like Trello or ClickUp should be adopted organization-wide. This would allow all Secretariat and EC members to track assignments, progress, and deadlines clearly in one place, especially important after board meetings when tasks are divided.
- **Use Collaborative Project Management Tools:** NAS-IT currently tracks committee activities and strategic plans using an Excel-based sheet. While functional, it can be difficult to collaborate on, lacks real-time updates, and can easily become outdated or disorganized. Shifting to a more collaborative project management platform, like Notion or Airtable can improve coordination, enable better visibility of progress, and allow for real-time updates and file sharing. For instance, upgrading the Strategic Planning Tracker to one of these platforms would help committee leads keep their progress visible and accessible, making EC follow-ups and reviews more efficient.
- **Hire Part-Time Support During Peak Periods:** With only four members in the Secretariat team, major events like the Retreat and AGM often overwhelmed the regular workflow. Routine tasks were delayed as the team focused on urgent event planning. For instance, during a busy week, I had to personally deliver an invoice to a partner, which took an entire afternoon due to traffic and coordination. This disrupted important tasks like preparing event materials and following up with EC members. Hiring part-time staff or partnering with a delivery service during peak periods would help offload routine

responsibilities, ensuring smoother operations and allowing the core team to focus on higher-priority work.

- **Streamline Internal Operations and Communication:** Many internal processes at NAS-IT were slowed down due to unclear roles, manual tasks, and approval delays. For example, preparing and sending membership termination letters required multiple EC approvals, which were often delayed because of scheduling conflicts. Also, not knowing the right person to contact for specific tasks led to repeated follow-ups. To improve productivity, NAS-IT should automate membership processes like reminders and payment tracking by using tools like Wild Apricot, MemberPress, or CiviCRM. Assigning clear focal points for each area, including finance, events, and membership, and simplifying the EC approval system by designating project leads and setting clear timelines would reduce administrative workload and help the Secretariat and EC work more effectively.

4. Learnings from Co-op studies

My internship at NAS-IT was an experience that allowed me to bridge the gap between classroom learning and real-world application. Over 16 weeks, I learned many important things:

- **Financial Management:** Handling tasks related to membership payments and helping with financial reports gave me practical experience in budgeting, keeping records accurate, and understanding how money flows in an organization. This helped me improve my attention to detail and accuracy.
- **Communication with Different People:** I learned how to communicate well with different people like board members, partners, and team members. It taught me patience and how to be professional to build trust and work toward common goals.
- **Event Support and Coordination:** Even though I am from finance, I helped with event tasks like making invitation designs, preparing schedules, and coordinating with different people. This showed me how important teamwork and planning are behind the scenes to make events successful.
- **Marketing Basics:** Because NAS-IT has a small team, I also got to try marketing tasks. I created social media posts and invitations using tools like Canva. I learned how to write

clear content and press releases, which helped me understand how marketing and branding work.

- **Problem-Solving Skills:** During the internship, I faced challenges like organizing documents and managing multiple tasks. I developed ways to keep track of work and learned to solve problems quickly by planning ahead.
- **Time Management and Prioritization:** Balancing many tasks at once taught me how to prioritize based on urgency and importance. This helped me meet deadlines without sacrificing the quality of my work.
- **Networking and Industry Knowledge:** Meeting different professionals and participating in NAS-IT activities helped me grow my network and learn about the tech industry in Nepal. This gave me a better understanding of how businesses work and the opportunities in the sector.
- **Teamwork and Collaboration:** Working closely with the secretariat team and others taught me the value of teamwork. I learned how to contribute to discussions, support others, and work together to reach shared goals.

5. Application of coursework into corporate life

My college courses played a very important role during my internship at NAS-IT. The course "Taxation" helped me understand how to deal with real-life situations like calculating and deducting taxes like TDS and reverse VAT while working with vendors and invoices. For example, I used this knowledge when coordinating with the accountant to handle payments and verify proper tax deductions. Similarly, "Principles of Marketing" helped me while creating digital content, writing captions for events like Startup Mahakumbh, and coordinating with the team on marketing-related tasks. I also got to use Canva to create posters, which I had never used before studying these subjects.

"Digital Literacy for the 21st Century" and "Financial Technology & Innovation" improved my skills in using digital tools like Excel and Microsoft Office, which I used daily for making financial updates, preparing internal letters and drafts, and maintaining records. My communication and writing improved a lot too, thanks to courses like "English for Academic

Study". These helped me when writing meeting minutes, emails to members, and captions for social media, and also gave me more confidence while speaking with stakeholders.

Courses like "Business Law" were also very useful, especially while supporting NAS-IT's policy and advocacy work. I better understood how formal letters, contracts, and MoUs should be structured, which helped me support my team while drafting them. "Design Thinking" strengthened my ability to solve problems at work, especially when I had to coordinate across multiple tasks and follow up with stakeholders like Practical Action, Karkhana, or government ministries. These experiences made me more proactive and solution-oriented.

Finance-related courses like "Principles of Accounting" and "Financial Management" helped me understand how to manage financial records, support payment-related tasks, and keep track of transactions. I used these skills while coordinating with the accountant for tasks like handling TDS and VAT for vendors, preparing letters and minutes for payment processes, and updating internal records like NAS-IT outing payments and account balances. These courses gave me a strong foundation to handle finance-related responsibilities more confidently.

Other subjects like "Strategic Management" and "Operations and Supply Chain Management" gave me a wider understanding of how different departments work together toward common goals, something I observed firsthand during the coordination of multiple events, like the Roadshow and Workshops.

All in all, the knowledge I gained from college gave me a strong foundation that I could apply in real work situations at NAS-IT, helping me grow both professionally and personally.

Chapter 4: Conclusion

1. Summary of highlight of Co-op studies

This report outlines my experiences and learnings during my Co-Op studies at the Nepal Association for Software and I.T. Services Companies (NAS-IT), a leading organization in Nepal's tech sector. I was involved in various tasks, including event coordination, communication, finance support, marketing, and international collaboration follow-ups.

Throughout this period, I faced new challenges that helped me grow both personally and professionally. I learned how to manage multiple responsibilities, coordinate with stakeholders, and handle unexpected issues. These experiences gave me a better understanding of how organizations work and improved my problem-solving and time management skills.

Working with different teams, like accounts, board members, and event partners, improved my communication and teamwork. I also got hands-on experience preparing official documents, organizing meetings, and supporting policy-related communications.

Learning about new areas like digital marketing and project coordination helped me develop practical skills using tools like Canva, Excel, and Google Workspace. I also created captions, letters, and other content for NAS-IT's events and internal updates.

Overall, my time at NAS-IT was a valuable and rewarding experience. It helped me apply what I learned in college to real-life work and gave me the confidence and skills to support my future career in the business and tech sector.

2. Evaluation of my work experience

During my time at NAS-IT, I was exposed to a wide range of responsibilities, especially in finance, marketing, and communication. These tasks helped me connect classroom knowledge with real-world applications. I worked on activities like event coordination, drafting official letters, preparing reports, and communicating with various stakeholders. These experiences taught me how professional environments operate and how different departments within an organization work together toward a common goal.

One of the most valuable parts of this experience was the support I received from the NAS-IT team and executive committee members. Their mentorship and encouragement gave me the

confidence to take initiative and handle challenges. I became more comfortable working under pressure, meeting deadlines, and adapting to unexpected changes. I also learned how to communicate clearly with team members, partners, and vendors. This is something that has strengthened my professional presence.

Overall, my co-op experience at NAS-IT gave me a strong foundation in the IT sector and opened up new perspectives on professional growth. It helped me build practical skills like time management, problem-solving, and collaboration. I also developed a better understanding of the importance of consistency in communication and teamwork. These learnings have not only prepared me for future roles but also increased my confidence to take on new responsibilities.

3. Limitation of the course

During my co-op studies at NAS-IT, I felt that the course duration was a bit short. Sixteen weeks was not always enough to fully understand all ongoing projects and long-term plans. Sometimes, I couldn't see the full results of the work done.

The course also didn't give many chances to practice some technical skills, like advanced data analysis or using special software. This could have helped me learn more practical skills. Also, because of some rules about privacy, I couldn't access all details of certain projects, so I missed some information about how NAS-IT works.

Even with these limitations, the co-op program was very useful. It showed me what areas need more time and experience, which can help future students. Overall, it gave me good experience and prepared me well for my career.

4. Recommendations for the company

Overall, the co-op experience was very rewarding and provided me with valuable skills and knowledge. It gave me the chance to apply what I learned in college to real work situations and grow professionally.

One thing I noticed with this report is that it contains a lot of repetitions, which can make it confusing to read. A shorter report focusing only on the most relevant points would make it clearer and easier to follow.

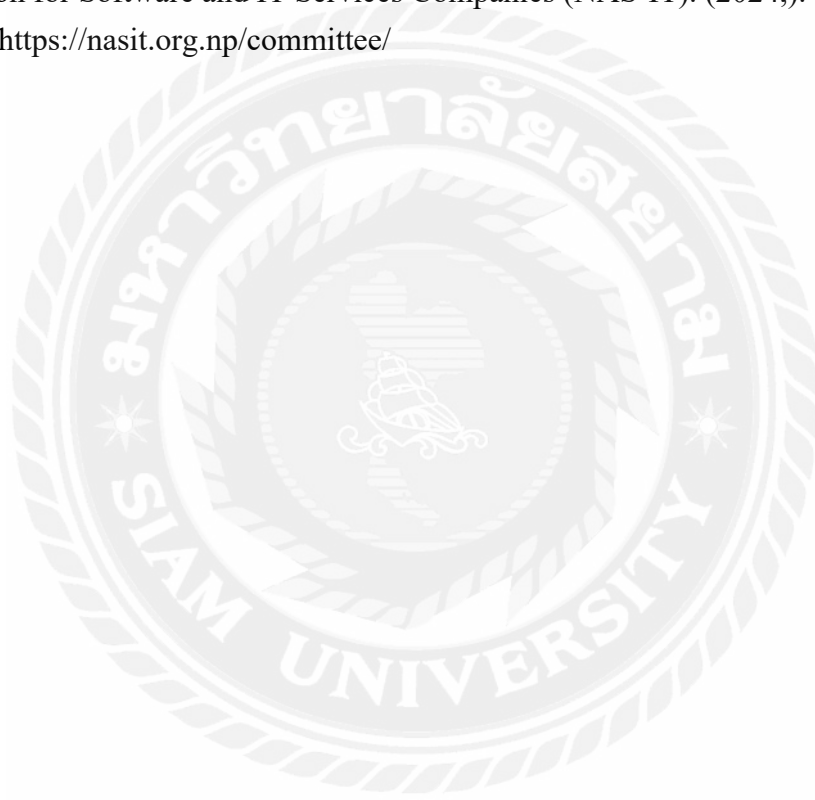
Also, more consistent guidance and support from supervisors throughout the whole co-op period would help interns stay focused and confident in their work. Regular feedback and clearer instructions would improve the learning process.

By making these changes, the co-op program and reporting can become more effective and helpful for future interns.



References

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- Nepal Association for Software and IT Services Companies (NAS-IT). (2024). *About us*. <https://nasit.org.np/about/>
- Nepal Association for Software and IT Services Companies (NAS-IT). (2024,). *Committee - NAS-IT*. <https://nasit.org.np/committee/>



Annex 1

Month: January 2025

1st week:

Sunday: 26/01/2025	<ul style="list-style-type: none"> - Draft and send rejection email for Assistant Officer candidates - Write a thank you letter for our partner (on letterhead) - Draft a report for second quarter for sustainability partners
Monday: 27/01/2025	<ul style="list-style-type: none"> - Draft a caption for Friday's Adhyadesh event - Draft a thank you email for Friday's event
Tuesday: 28/01/2025	<ul style="list-style-type: none"> - Prepare board minutes for APICTA Membership fee payment - Prepare letter for APICTA Membership fee - Create group for US Roadshow
Wednesday: 29/01/2025	<ul style="list-style-type: none"> - Collect remittance form from the bank - Follow-up call for payment of Hiking Trip
Thursday: 30/01/2025	<ul style="list-style-type: none"> - Follow up on finance representative for NAS-IT Awards sponsorship payment - Make edits on Fonepay QR code request minute and get it signed - Make a whatsapp broadcast list for people in the US roadshow group
Friday: 31/01/2025	<ul style="list-style-type: none"> - Website update (Events, members, gallery) - Deliver invoice to sustainability partners



(Ms. Sijal Kandangwa)

Job Supervisor

Month: February 2025

2nd week:

Sunday: 2/02/2025	<ul style="list-style-type: none"> - Invoice deliver to members - Prepare EC Meeting Minute
Monday: 3/02/2025	<ul style="list-style-type: none"> - Follow-up call: Potential Members - Check info mail and list down the prices of hotels - Workforce committee meeting
Tuesday: 4/02/2025	<ul style="list-style-type: none"> - Draft mail to be sent to members about Show and Tell program - Edit notes on WFD X KMC - Meeting with Nepal Tea Collective
Wednesday: 5/02/2025	<ul style="list-style-type: none"> - Prepare Quarter 2 Report for IME and OIC - Prepare US Roadshow concept note
Thursday: 6/02/2025	<ul style="list-style-type: none"> - Send mail to company about membership upgrade - Prepare EC Meeting Minute (if not done earlier)
Friday: 7/02/2025	<ul style="list-style-type: none"> - Draft mail to be sent to members regarding onboarding value partner - Make minutes of Membership Engagement Committee - Invoice deliver to sustainability partners

3rd Week:

Sunday: 9/02/2025	<ul style="list-style-type: none"> - Contact members regarding new value partner - RippleBytes Upgrade check
Monday: 10/02/2025	<ul style="list-style-type: none"> - Make minutes for Operations Committee & SFM meeting - Contact members regarding new value partner - Website update
Tuesday: 11/02/2025	<ul style="list-style-type: none"> - Contact members regarding new value partner - Outreach to potential participants by sharing registration links with

	NAS-IT members. - Sustainability partner report update - IMD committee meeting minutes
Wednesday: 12/02/2025	- Operations committee meeting attend - Make minutes of meeting - Draft a message to circulate to the members regarding the dristi conclave
Thursday: 13/02/2025	- Prepare EC Meeting Minute - Update Website of new members
Friday: 14/02/2025	- Float Nepal-Myanmar Trade and Tourism Expo 2025 opportunity to members - Visit bank

4th Week:

Sunday: 16/02/2025	- Contact bank - Make edits on board minute - Send calendar invite for operations meeting - Draft an email for Nepal-Myanmar Trade and Tourism Expo 2025
Monday: 17/02/2025	- Email a member company - Pick up check - Inform members via email and text about the One to Watch event
Tuesday: 18/02/2025	- Send the registration form - Outreach to potential participants by sharing registration links with NAS-IT members
Wednesday: 19/02/2025	- Print certificates and frame them
Thursday: 20/02/2025	- Coordinate with café to book a hall for physical board meeting - Make welcome post for members - Prepare EC Meeting Minute

Friday: 21/02/2025	<ul style="list-style-type: none"> - Update website with new members - Float Nepal-Myanmar Trade and Tourism Expo 2025 opportunity to members - Visit bank
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5th Week:

Sunday: 23/02/2025	<ul style="list-style-type: none"> - Prepare a sheet and list down all the possible venues for the outing. - Prepare memo for 3 contracts - Schedule a physical meeting for Programiz PRO launch
Monday: 24/02/2025	<ul style="list-style-type: none"> - Meeting with Programiz - Follow up with Techspire - Call Global IME Bank and ask for the FD rates, company account FD process/documents required
Tuesday: 25/02/2025	<ul style="list-style-type: none"> - Draft a mail to be send to gokarna resorts asking for quotation for outing stating our requirements - Update website about Assabet - Update sustainability partner Q2 report
Wednesday: 26/02/2025	<ul style="list-style-type: none"> - Coordinate about the NIB and Mocit meeting with board members - Draft an email for the upcoming outing/retreat - Set meeting and send calendar invite
Thursday: 27/02/2025	<ul style="list-style-type: none"> - Draft a formal member offboarding email and letter - Call every committee lead and co lead to fill strategic sheet with updates - Make changes in outing sheet according to yesterday's minutes
Friday: 28/02/2025	<ul style="list-style-type: none"> - Send mail to all members (except the ones who haven't renew) - List the number of employees of each member companies in a sheet - Schedule a physical meeting next week asking time availability of all board members to discuss the NAS-IT Awards



(Ms. Sijal Kandangwa)

Job Supervisor

Month: March 2025

6th Week:

Sunday: 02/03/2025	<ul style="list-style-type: none"> - Edit and send google form for outing - Follow up on Strategic Plan sheet update
Monday: 03/03/2025	<ul style="list-style-type: none"> - Confirm with participants about Startup Mahakumbh - Set a domestic market meeting
Tuesday: 04/03/2025	<ul style="list-style-type: none"> - Facilitate the Domestic Market meeting - Call all the members to RSVP by 10 March for the outing and note down their response in a sheet
Wednesday: 05/03/2025	<ul style="list-style-type: none"> - Send calendar invite for tuesday's meeting - Coordinate with interested members about startup mahakumbh
Thursday: 06/03/2025	<ul style="list-style-type: none"> - Make EC meeting minutes - Book a meeting room in Alice for NAS-IT Awards meeting - Send calendar invite - Design a poster for social media post - Create a caption
Friday: 07/03/2025	<ul style="list-style-type: none"> - Draft press release for Adhyadesh Pass in English and Nepali - Create caption for PR - Mail the PR to all media team

7th Week:

Sunday: 09/03/2025	- Create world IT show korea registration form
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	<ul style="list-style-type: none"> - Coordinate with members about outing - Get form signed for world it show korea
Monday: 10/03/2025	<ul style="list-style-type: none"> - Send offboarding emails to non renewal members - Follow up on potential members - Attend meeting at BTC
Tuesday: 11/03/2025	<ul style="list-style-type: none"> - Prepare invoice for outing - Send email to members with invoice and payment details
Wednesday: 12/03/2025	<ul style="list-style-type: none"> - Make company list for Startup Mmahakumbh and confirm - Coordinate with members about google form for support from embassy
Thursday: 13/03/2025	<ul style="list-style-type: none"> - Make EC meeting minutes - Print MOU signing with Programiz - Send calendar invite for world bank event
Friday: 14/03/2025	<ul style="list-style-type: none"> - Visit IDPS for certificates - Visit Cedargate for invoice - Make poster and draft caption for value partner

8th Week:

Sunday: 16/03/2025	<ul style="list-style-type: none"> - Coordinate with Sri Lankan Embassy about board member visit - Draft mail about interested members to be send to world bank
Monday: 17/03/2025	<ul style="list-style-type: none"> - Pick up VAT bill from office - Email members about new value partner
Tuesday: 18/03/2025	<ul style="list-style-type: none"> - Coordinate with indian embassy delegation for mahakumbh - Make program outing schedule and list of people attending - Coordinate for collaboration committee meeting
Wednesday: 19/03/2025	<ul style="list-style-type: none"> - Visit MoFA for Korea World It show
Thursday: 20/03/2025	<ul style="list-style-type: none"> - Coordinate about airfare coverage to members abot mahakumbh

	<ul style="list-style-type: none"> - Attend meeting with TechVisa Australia - Draft a mail to send to Sustainability and value partners about outing - Draft emcee script for outing
Friday: 21/03/2025	<ul style="list-style-type: none"> - EC Weekly meeting minutes - Host the outing event

9th Week:

Sunday: 23/03/2025	<ul style="list-style-type: none"> - Figure out unknown payments - Draft a letter requesting for payment from sustainability partners - Create an excel sheet with the name of corporate members who have a presence in US already
Monday: 24/03/2025	<ul style="list-style-type: none"> - Coordinate with members for outing payment - Coordinate with MoFA delegate for world IT show Korea
Tuesday: 25/03/2025	<ul style="list-style-type: none"> - Void and make new invoices - Open savings account in GBIME Bank
Wednesday: 26/03/2025	<ul style="list-style-type: none"> - Email and message about Multi-Stakeholder Convergence Workshop - Coordinate with members attendance for ICT day event - Send Calendar invite
Thursday: 27/03/2025	<ul style="list-style-type: none"> - Facilitate the EC weekly board meeting - Prep EC Weekly meeting minutes
Friday: 28/03/2025	<ul style="list-style-type: none"> - Coordinate with board member to draft an events report for Mofa and MocIT - Prepare caption for putting retreat

10th Week:

Sunday: 30/03/2025	<ul style="list-style-type: none"> - Coordinate with members for NAS-IT Awards meeting
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	<ul style="list-style-type: none"> - Send calendar invite - Visit NABIL for ijudged payment documents
Monday: 31/03/2025	<ul style="list-style-type: none"> - Draft caption for startup mahakumbh - Prepare letter and minutes for ijudged payment
Tuesday: 01/04/2025	<ul style="list-style-type: none"> - Coordinate with accountant for ijudged payment for TDS and reverse VAT payment - Draft a letter and minutes for opening savings account in GBIME - Facilitate IMD committee meeting - Coordinate for MoCIT invitation with board members
Wednesday: 02/04/2025	<ul style="list-style-type: none"> - Email and message about Multi-Stakeholder Convergence Workshop - Coordinate with members attendance for ICT day event - Send Calendar invite
Thursday: 03/04/2025	<ul style="list-style-type: none"> - Prep EC Weekly meeting minutes - Make list of IT and startup Awards in Nepal
Friday: 04/04/2025	<ul style="list-style-type: none"> - Coordinate and make changes on off boarding letter - Update on Outing payment - Update on Saving account - Update on Tigg 0 balance



(Ms. Sijal Kandangwa)

Job Supervisor

Month: April 2025

11th Week:

Sunday: 06/04/2025	<ul style="list-style-type: none"> - Caption about APICTA EXCO meeting in Sri Lanka - Coordinate with members for National ICT Day 2025, MoCIT - Follow up on Taiwan delegation for Domestic Market Exhibition
Monday: 07/04/2025	<ul style="list-style-type: none"> - Send calendar invite for Nepal Tech Roadshow group meeting - Coordinate for Multi-Stakeholder Convergence Workshop event - Coordinate with Kailash on Career Compass fund from Australian Embassy
Tuesday: 08/04/2025	<ul style="list-style-type: none"> - Design ticket for Roadshow - Attend/Support US Collaboration for Tech Investment & Growth meeting - Follow up with Karkhana and Practical Action
Wednesday: 09/04/2025	<ul style="list-style-type: none"> - Create a letter requesting payment for invoice - Share website update needs with Soniya for Operations Committee
Thursday: 10/04/2025	<ul style="list-style-type: none"> - Prepare EC Weekly Meeting minutes - Send calendar invite to the IMD Committee - Draft a follow-up email to Karkhana and Practical Action
Friday: 11/04/2025	<ul style="list-style-type: none"> - Write minutes for Roadshow meeting - Share draft proposal for Domestic Market Exhibition with Prarthana

12th Week:

Sunday: 13/04/2025	<ul style="list-style-type: none"> - Make New Year post design - Draft caption - Final follow-up on RSVP for hiking
Monday: 14/04/2025	- New Year Holiday
Tuesday: 15/04/2025	<ul style="list-style-type: none"> - Facilitate IMD meeting - Email draft for members about GSMA - Follow up with Gaurav for Practical Action and Techvisa status

Wednesday: 16/04/2025	<ul style="list-style-type: none"> - Draft a letter requesting payment - Coordinate Policy & Advocacy Committee meeting for 2 PM - Send calendar invite to committee - Follow up on Techvisa MOU discussion
Thursday: 17/04/2025	<ul style="list-style-type: none"> - Coordinate online meeting time for Karkhana Samuha follow-up - Prepare content for Israel Embassy meeting summary
Friday: 18/04/2025	<ul style="list-style-type: none"> - Draft internal update for UK Embassy event - Follow up with Narayan on World Bank meeting notes

13th Week:

Sunday: 20/04/2025	<ul style="list-style-type: none"> - Follow up with event agencies and hotels for Domestic Market Exhibition - Check draft of concept note for exhibition
Monday: 21/04/2025	<ul style="list-style-type: none"> - Follow up with Atulya about UK Embassy event video - Finalize participant list for UK Embassy event
Tuesday: 22/04/2025	<ul style="list-style-type: none"> - Draft caption for NAS-IT participation in World IT Show Korea - Finalize travel coordination for Israel Embassy follow-up
Wednesday: 23/04/2025	<ul style="list-style-type: none"> - Set meeting with NZNCC President - Send offboarding letter email to non-renewal members - Collect stories for website updates
Thursday: 24/04/2025	<ul style="list-style-type: none"> - Facilitate EC Weekly Board Meeting - Prepare EC Weekly Meeting minutes - Coordinate ICT Day passes - Follow up on outing payments - Share concept note for Domestic Market Exhibition
Friday: 25/04/2025	<ul style="list-style-type: none"> - Deposit checks - Follow up with Techvisa for response

	- Begin budget estimation draft for Domestic Market Exhibition
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14th Week:

Sunday: 27/04/2025	<ul style="list-style-type: none"> - Make changes in presentation for KAIT meeting - Review Domestic Market Exhibition draft
Monday: 28/04/2025	<ul style="list-style-type: none"> - Caption for NAS-IT at Embassy of Nepal in Korea - Send reminder to committee members for website updates
Tuesday: 29/04/2025	<ul style="list-style-type: none"> - Coordinate meeting with Save the Children - Coordinate meeting with GBIME - Facilitate IMD meeting - Final follow-up with Karkhana/Practical Action
Wednesday: 30/04/2025	<ul style="list-style-type: none"> - Coordinate for ICT Day - Follow up on iJudged payment - Follow up on savings account
Thursday: 01/05/2025	<ul style="list-style-type: none"> - Prepare EC Weekly Meeting minutes - Draft key points for World Bank follow-up
Friday: 02/05/2025	<ul style="list-style-type: none"> - Make posters for ICT Day winner members - Draft caption - Final logistics checklist for hiking - Confirm presentation schedule for Domestic Market Exhibition



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Job Supervisor

Month: May 2025

15th Week:

Sunday: 04/05/2025	<ul style="list-style-type: none"> - Make google form for Future in Tech: Career Compass 2025 - Make google form for hiking event - Update members info on website
Monday: 05/05/2025	<ul style="list-style-type: none"> - Design header for Future in Tech: Career Compass 2025 - Coordinate for Australian embassy meeting - Meeting for hiking budget approval
Tuesday: 06/05/2025	<ul style="list-style-type: none"> - Remind members about GBIME meeting
Wednesday: 07/05/2025	<ul style="list-style-type: none"> - Make hiking posters - Mail members about hiking trip - Draft message about Future in Tech: Career Compass 2025 - Coordinate with board members about world bank meeting
Thursday: 08/05/2025	<ul style="list-style-type: none"> - Prep EC Weekly meeting minutes - Send hiking information to members - Send email to sustainability and value partners
Friday: 09/05/2025	<ul style="list-style-type: none"> - Follow up on i-judging payment - Outing payment follow up - Call all members for hiking - Follow up on Saving account opening

16th Week:

Sunday: 11/05/2025	<ul style="list-style-type: none"> - Make changes in presentation for KAIT meeting - Review draft of Domestic Market Exhibition and coordinate with Prarthana for inputs
Monday: 12/05/2025	<ul style="list-style-type: none"> - Draft caption for NAS-IT at the Embassy of Nepal in Korea - Send reminder to committee members for website updates; coordinate with Soniya to include this in Operations Committee agenda

Tuesday: 13/05/2025	<ul style="list-style-type: none"> - Coordinate with Kailash for meeting with Save the Children - Coordinate meeting with GBIME and follow up on time confirmation - Facilitate International Market Development (IMD) committee meeting - Final follow-up with Karkhana and Practical Action; confirm with Deepen
Wednesday: 14/05/2025	<ul style="list-style-type: none"> - Coordinate with Santosh for ICT Day preparation - Follow up with Soniya on iJudged payment - Follow up on savings account status with the bank - Confirm logistic partner for hiking and update Sanjeevani
Thursday: 15/05/2025	<ul style="list-style-type: none"> - Prepare EC Weekly Meeting minutes - Draft key points for World Bank meeting follow-up and share with Gaurav and Narayan for review
Friday: 16/05/2025	<ul style="list-style-type: none"> - Design and finalize posters for ICT Day winner members - Draft caption for ICT Day coverage - Finalize logistics checklist for hiking and share with all secretariat members - Confirm presentation schedule for Domestic Market Exhibition with Prarthana - Make final calls to confirm hiking participants to make accordingly



(Ms. Sijal Kandangwa)
Job Supervisor

Annex 2

Figure 6: NAS-IT Quarterly Member's Meet



Figure 7: NAS-IT Adhyadesh Insights Presentation



Figure 8: NAS-IT Welcomes DishHome as Value Partner