



COOPERATIVE EDUCATION REPORT

**UNDERSTANDING PRIVATE EQUITY AND FUND MANAGEMENT AT ALPHA
PLUS VENTURES**

WRITTEN BY

NISHITA SHRESTHA

STUDENT ID: 6508040070

**This Report Submitted in Partial Fulfillment of
the Requirements for Cooperative Education,
Faculty of Business Administration, Academic Semester 2/2025
Siam University**

Title: Understanding Private Equity and Fund Management at Alpha Plus Ventures

Credit: 5

Written by: Nishita Shrestha

Academic Advisor: Dr. Chutimavadee Thongjeen

Department: Bachelor of Business Administration (Finance and Investment)

Faculty: Business Administration

Semester/Academic Year: 2/2025

We have approved this cooperative education report as partial fulfillment of the cooperative education program semester 2/2025.

Oral Presentation Committees



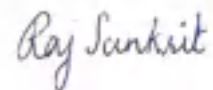
(Dr. Chutimavadee Thongjeen)

Academic Advisor



(Mr. Rabin Shrestha)

Job supervisor, CEO



(Mr. Raj Sankrit)

Cooperative Committee



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

Vice President and Director of Cooperative Education

Project Title: Understanding Private Equity and Fund Management at Alpha Plus Ventures

Credits: 5

Author: Nishita Shrestha

Academic Advisor: Dr. Chutimavadee Thongjeen

Degree: Bachelor of Business Administration

Major: Finance and Investment

Faculty: Business Administration

Semester/Academic Year: 2/2025

ABSTRACT

This report summarizes my 16-week co-op internship at Alpha Plus Ventures Limited, where I worked as a Research Analyst Intern under the Investment Department. Alpha Plus Ventures is a Private Equity firm specializing in investments and finance.

Throughout the internship period, I got hands-on experience in performing financial analysis, researching industries, working with ESG, and documentation. I learned how to conduct financial statement analysis, update industry reports, assist in gathering information for ESG analysis, and document company records. A key highlight was my involvement in the ESG project, where I helped design questionnaires and coordinate with portfolio companies.

This experience helped me develop analytical, research, and communication skills while improving my understanding of Nepal's investment environment. Overall, the internship contributed significantly to my professional growth.

Keywords: *Alpha Plus Ventures, Private Equity, Internship, Financial Analysis, ESG*

ACKNOWLEDGEMENT

First of all, I would like to express my sincere gratitude to Siam University and Kathmandu College of Management for providing me with the opportunity to gain practical experience through this co-op internship program.

I am deeply thankful to my supervisor, Mr. Rabin Shrestha, at Alpha Plus Ventures Limited, for his continuous guidance, support, and constructive feedback throughout my internship. His mentorship helped me improve my skills and gain a better understanding of investment-related work. I would also like to thank the entire Alpha Plus Ventures team for creating a supportive and professional working environment. Their cooperation and willingness to help allowed me to learn and grow during my time at the company.

I am equally grateful to my academic supervisor for their guidance and support in preparing this report. Lastly, I would like to thank my family and friends for their encouragement and support throughout my internship journey.

Thank You

Sincerely,

Nishita Shrestha

6508040070

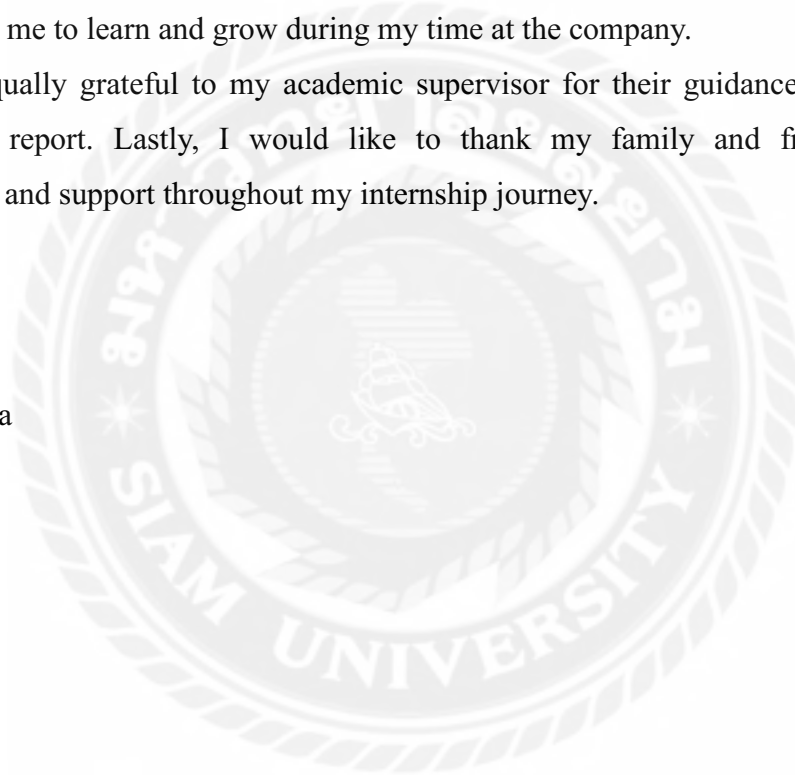


TABLE OF CONTENTS

ABSTRACT.....	3
ACKNOWLEDGEMENT	4
TABLE OF CONTENTS.....	5
LIST OF TABLES.....	7
LIST OF FIGURES	8
LISTS OF ABBREVIATIONS.....	9
CHAPTER 1	10
INTRODUCTION	10
1. Company Profile	10
1.1 Mission of the Company	11
1.2 Vision of the Company.....	11
1.3 Funds Managed by the Company	11
1.4 Services of the Company.....	12
1.5 Strategies of the Company.....	12
2. Organizational Structure	14
2.1 Organizational Overview.....	14
2.2 Diagram of the Organizational Structure	15
2.3 My Job Position.....	16
2.4 My Job Position in the Company's Organizational Structure.....	16
3. My intention and motivation to choose this company as my Co-op workplace	16
4. Strategic Analysis of the Company (SWOT Analysis).....	17
5. Statement of the Report.....	19
6. Objectives of the Co-operative Studies	20

TABLE OF CONTENTS (Cont.)

CHAPTER 2	21
CO-OP STUDY ACTIVITIES	21
1. Job Description.....	21
2. Job Responsibilities and Work Duties	21
3. Coordination with Co-workers.....	22
4. Job Process Diagram / Work Process.....	23
5. Contributions as a Co-op Student	24
CHAPTER 3	25
LEARNING PROCESS.....	25
1. Problems/issues of the Company	25
2. Problems I Faced During My Internship.....	25
3. Literature Review	26
4. Solutions of the problems.....	27
5. Recommendations to the Company	28
6. Learning During the Co-op Study.....	29
7. Coursework Application in the Real World.....	30
8. Special Skills and Knowledge Gained	30
CHAPTER 4	31
CONCLUSION.....	31
1. Summary of Highlights of Co-op Studies.....	31
2. Evaluation of the Work Experience	31
3. Limitations of the Co-op Studies	32
4. Recommendations for the Company.....	32
5. Final Reflection.....	33

LIST OF TABLES

	Page
Table 1: My Daily Work Update Diary.....	35



LIST OF FIGURES

	Page
Figure 1: Alpha Pus Ventures Logo	10
Figure 2: Board of Directors of Alpha Plus Ventures	14
Figure 3: Organizational Structure of Alpha Plus Ventures	15
Figure 4: SWOT Analysis of Alpha Plus Ventures	19
Figure 5: Attending an online meeting with UN Global Compact Nepal.....	42
Figure 6: Me at My Desk	42
Figure 7: Final Co-op Presentation with Supervisors and Committee Members	43



LISTS OF ABBREVIATIONS

ESG – Environmental, Social, and Governance

SEBON – Securities Board of Nepal

SIF – Specialized Investment Fund

ICT – Information and Communication Technology

M&A – Mergers and Acquisitions

KPIs – Key Performance Indicators

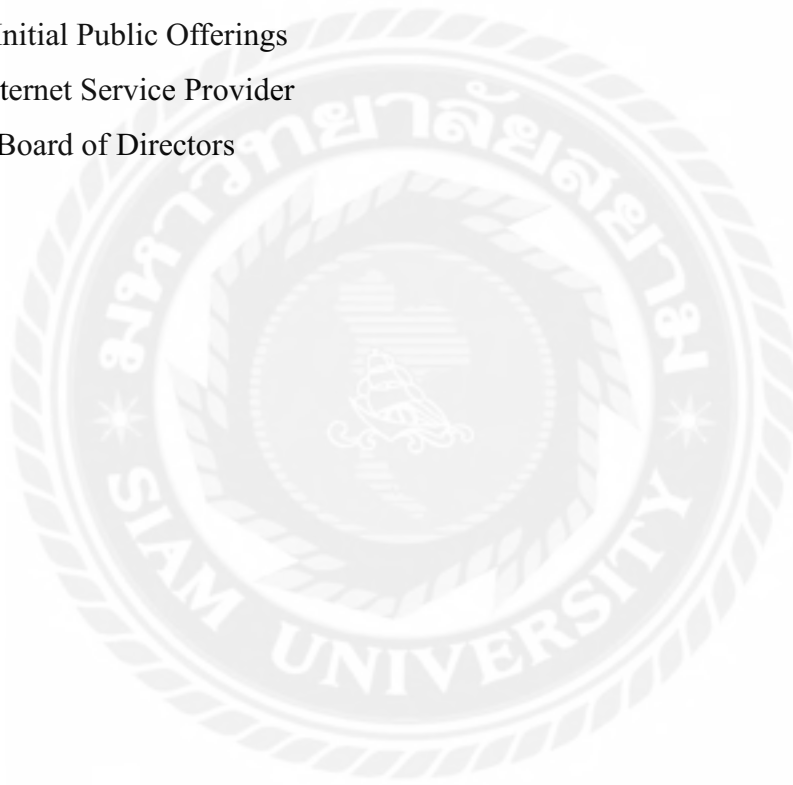
PE/VC – Private Equity / Venture Capital

SMEs – Small and Medium Enterprises

IPOs – Initial Public Offerings

ISP – Internet Service Provider

BOD – Board of Directors



CHAPTER 1

INTRODUCTION

1. Company Profile

Alpha Plus Ventures Limited is a Securities Board of Nepal (SEBON)-regulated investment management company established in 2021 A.D., operating under the Specialized Investment Fund (SIF) Regulation, 2075. The business manages private equity funds, concentrating on raising investor capital and strategically distributing it to Nepal's high-potential private businesses.



Figure 1: Alpha Pus Ventures Logo

The firm's investment approach is centered on identifying fundamentally strong yet undervalued businesses across a diverse range of sectors, including hydropower, manufacturing, hospitality, agriculture, renewable energy, and information and communication technology (ICT). By adopting a sectoral diversification strategy, Alpha Plus aims to reduce investment risk while maximizing long-term returns. A key aspect of the company's philosophy is its emphasis on investing in well-established companies with strong fundamentals and clear growth potential. In addition to providing capital, the firm actively supports its portfolio companies through strategic guidance, operational improvements, and financial management, thereby enhancing overall business performance and value creation.

Alpha Plus Ventures Limited understands that there are limited diversified investment options available in Nepal's public markets. To address this, the company helps create more investment opportunities by investing in private companies and supporting them in becoming public in the future. Through this approach, it not only aims to generate returns for investors but also contributes to the overall growth of the economy. Overall, the company is committed

to fostering a more dynamic and diversified investment ecosystem in Nepal while creating sustainable, long-term value for both investors and the wider economy.

1.1 Mission of the Company

The mission of Alpha Plus Ventures Limited is to contribute to Nepal's economic development by investing in fundamentally strong companies and supporting their growth through financial, strategic, and operational expertise. The company aims to help these companies grow, improve efficiency, and optimize their capital structures. Their ultimate goal is to bring these companies to public markets and provide Nepalese investors with a wider range of investment options, ultimately fostering a system for optimal resource allocation in the economy.

1.2 Vision of the Company

The vision of Alpha Plus Ventures Limited is to become the leading private equity firm in Nepal by helping companies realize their full potential and generating sustainable long-term value for its investors.

1.3 Funds Managed by the Company

Alpha Plus Vision Fund I

The Alpha Plus Vision Fund I is an equity fund established under the Specialized Investment Fund Regulations, 2075, with a tenure of ten years and a total fund size of NPR 2 billion, divided into 2,000,000 units of NPR 1,000 each. The fund requires a minimum investment of NPR 5 million, ensuring participation from committed and financially capable investors. It focuses on investing in fundamentally strong private enterprises across sectors such as hydropower, manufacturing, hospitality, agriculture, and information technology. Adopting a disciplined investment strategy supported by rigorous due diligence and active management, the fund not only provides capital but also adds value through strategic guidance, operational improvements, and enhanced governance practices to maximize long-term returns.

Alpha Plus Vision Fund II

The Alpha Plus Vision Fund II, also established under the Specialized Investment Fund Regulations, 2075, is a ten-year equity fund with a total size of NPR 3 billion, comprising 3,000,000 units priced at NPR 1,000 each, and a minimum investment requirement of NPR 5 million. Building on the foundation of its predecessor, the fund aims to generate long-term returns by investing in high-potential companies and actively supporting their growth. It takes a hands-on approach by providing not only financial capital but also strategic advice and operational support to enhance business performance. Additionally, the fund focuses on

preparing portfolio companies for future opportunities such as public listings or strategic sales, thereby creating value for investors and ensuring successful exit strategies.

1.4 Services of the Company

Alpha Plus Ventures Limited offers a comprehensive range of services designed to support investment activities and enhance the growth and performance of its portfolio companies. Its services are broadly categorized into investment and advisory.

1. Investment Services

Alpha Plus Ventures Limited focuses on investing in private companies with strong growth potential that are often underserved by traditional financing channels. The firm follows a structured and disciplined investment process, including initial screening, comprehensive due diligence, deal structuring, and final investment decisions to ensure the selection of fundamentally sound and scalable businesses. By identifying undervalued opportunities across diverse sectors of the Nepalese economy, the company strategically allocates capital to maximize returns while managing risk through diversification and in-depth analysis. With a long-term investment horizon, Alpha Plus emphasizes sustainable growth and value creation rather than short-term profitability.

2. Advisory Services

Alongside capital investment, Alpha Plus Ventures Limited provides comprehensive advisory services aimed at enhancing the performance and competitiveness of its portfolio companies. The firm supports businesses in areas such as strategic planning, financial management, and operational efficiency, working closely with management teams to implement improvements and best practices. It also assists in strengthening corporate governance, ensuring regulatory compliance, and maintaining operational transparency. Additionally, Alpha Plus offers guidance on mergers and acquisitions, restructuring, and expansion strategies, while continuously monitoring performance through key performance indicators (KPIs) and structured reporting to ensure alignment with long-term growth objectives.

1.5 Strategies of the Company

Alpha Plus Ventures Limited follows a carefully planned strategy that combines selective investing, active portfolio management, and strong risk control measures. As a private equity firm, the company focuses on identifying promising private businesses, supporting their growth, and creating long-term value for investors. Its strategies are designed to ensure sustainable returns while contributing to the development of Nepal's private sector.

1. Investment Strategy

The main investment strategy of the firm consists in selecting those enterprises whose basic qualities include fundamental strength and undervaluation coupled with growth potential. Generally, the firm tends to invest in later-stage businesses that already operate successfully and need money for further expansion and restructuring purposes. Alpha Plus Ventures has a clearly structured process of making investment decisions based on the analysis of all possible opportunities. At first, a potential investment opportunity contacts the company using referral or direct contact or simply through business networks. The initial assessment takes place with respect to the quality of business models, managerial skills, and finances. When all the requirements are met, Alpha Plus Ventures continues with extensive internal and external due diligence, negotiation, and deals structuring phases, ending up with an investment agreement.

2. Active Management Strategy

In the post-investment phase, Alpha Plus Ventures follows an active ownership strategy. The firm does not simply assume the role of an equity investor but actively participates in making improvements and ensuring growth in its portfolio firms. Alpha Plus Ventures offers strategic advice in relation to business expansion, finance, cost control, and efficiency. Corporate governance is another important area where the firm seeks improvement. Performance measurement and communication with portfolio companies help Alpha Plus Ventures to address issues that may arise. The ultimate objective of this active approach is to maximize the value of its investments.

3. Risk Management Strategy

Risk management is one of the key considerations for Alpha Plus Ventures Limited. The company manages risks through diversification of investments in various industries and not being exposed to any one particular industry. Before investing in ventures, the company undertakes comprehensive due diligence to examine all risks associated with finances, laws, operations, and markets. At times, third parties can also undertake independent assessments to minimize risks. Moreover, monitoring of its investments is a continual process that allows Alpha Plus to be proactive in the face of market and business risks.

4. Exit Strategy

Exit strategies form a vital component of the overall business model for Alpha Plus Ventures. As private equity investments involve the use of a long-term approach, the company devises the appropriate exit strategy for each venture at the very onset of such investments. This is primarily to capitalize on the gains by investors after increasing the portfolio firm's

value and market position. In order to do this, Alpha Plus Ventures could employ various means, including an IPO, strategic selling to other investors or businesses, merger and acquisition deals, or a buy-back agreement between the promoter and the company.

2. Organizational Structure

Alpha Plus Ventures follows a hierarchical framework that facilitates coordination between the Investment, Legal, Compliance, and Finance & Operations departments.

2.1 Organizational Overview

Alpha Plus Ventures Limited operates with a structured organizational system suitable for a SEBON-regulated private equity fund manager. The company is governed by the Board of Directors and managed through different functional departments responsible for investment activities, legal compliance, finance, and operations.

1. Board of Directors:

The Board of Directors provides strategic guidance and oversees the overall operations of the company. The board includes:

- Mr. Angish Ghimire (Director)
- Mr. Santosh Raj Nepal (Director)
- Mr. Animesh Halwai (Director)

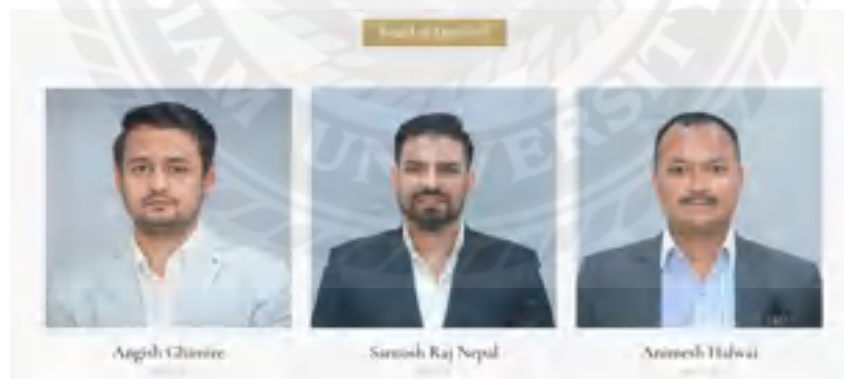


Figure 2: Board of Directors of Alpha Plus Ventures

2. Management Team:

- Chief Executive Officer (CEO): Mr. Rabin Shrestha
- Chief Investment Officer (CIO): Mr. Dipen Man Singh Pradhan
- Head of Legal and Compliance: Adv. Barsa Shrestha

2.2 Diagram of the Organizational Structure

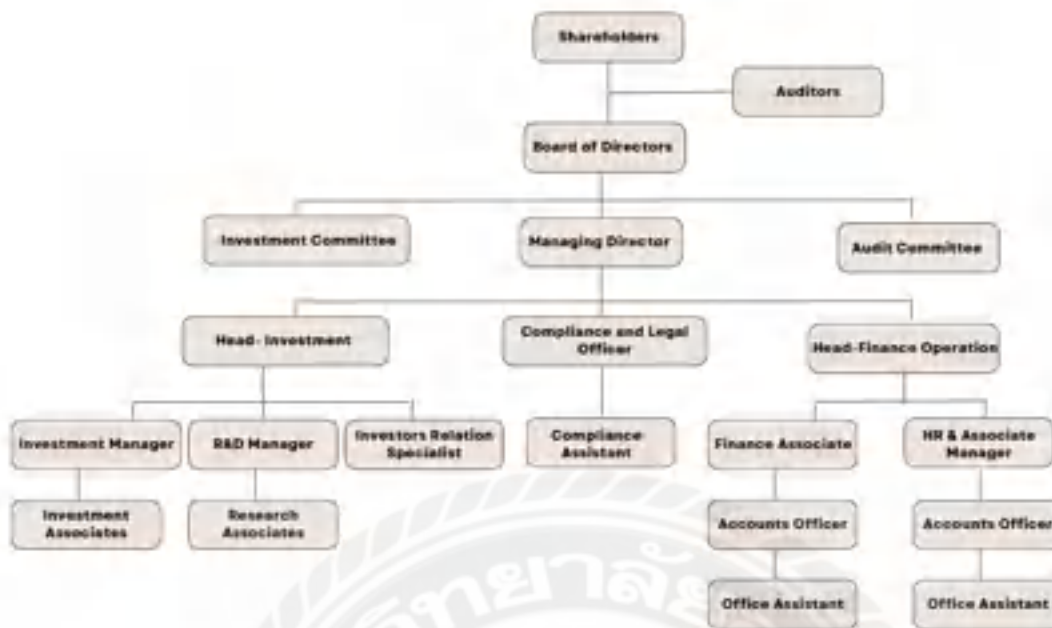


Figure 3: Organizational Structure of Alpha Plus Ventures

The company's operational activities are divided into key functional departments. The Head of Investment leads the investment department, whose main functions include identifying new investments, market and industry research, analysis of the target company, and management of the investors. They oversee all the company's private equity operations through financial analysis, due diligence, portfolio monitoring, and decision-making in investments.

The Compliance and Legal department ensure that the company complies with the laws and regulations and adheres to its internal policies. It entails documentation, regulation report, legal risk management, and contract review, among others. Considering that Alpha Plus Ventures Limited is a regulated investment company, compliance and legal is vital for meeting the requirements of the relevant bodies such as SEBON.

The Head of Finance and Operations oversees the company's financial management and day-to-day operational activities. This department is responsible for budgeting, accounting, financial reporting, fund operations, cash flow management, and administrative coordination. In addition to finance and operations, this department also supervises human resource activities such as employee records, workplace administration, and internal staff coordination, ensuring smooth and efficient overall business operations.

2.3 My Job Position

During my co-operative study at Alpha Plus Ventures Limited, I worked as a Research Analyst Intern under the Investment Department. My role was mainly focused on supporting the investment team through research, analysis, and data management activities related to private equity investments. This position provided me with practical exposure to the company's investment operations and allowed me to understand how research contributes to strategic decision-making.

2.4 My Job Position in the Company's Organizational Structure

In my role as a Research Analyst Intern, I worked as a cross-functional contributor within the Investment Department, while regularly coordinating with the Finance and Operations Department on various tasks and assignments. My role involved supporting research, analytical, and operational activities that contributed to the company's investment processes and internal functions. My key responsibilities included:

- Conducting industry/sector research and updating sector reports for internal use and regulatory purposes.
- Collecting, organizing, and converting financial data from annual reports and other documents into Excel for analysis.
- Assisting in ESG-related tasks, including questionnaire preparation, data collection, communication with portfolio companies, and supporting the preparation of the company's ESG report.
- Conducting market-based research, such as market capitalization analysis of listed companies and competitor comparisons.
- Organizing company records and important documents through scanning, renaming, and maintaining structured digital files.
- Translating selected Nepali documents and meeting objectives into English for reporting and documentation purposes.

As the Investment Department is one of the core functional areas of the company, my position was directly connected to activities such as market analysis, and evaluation of potential investment opportunities.

3. My intention and motivation to choose this company as my Co-Cop workplace

As part of the 16-week cooperative internship program required in the final semester at Siam University, I selected Alpha Plus Ventures Limited, a growing private equity firm in Nepal

recognized for its focus on long-term investments and business development. I was particularly interested in joining Alpha Plus because of my strong passion for finance, investment management, and capital markets. The company's modern approach to private equity investing and its role in supporting promising Nepalese businesses made it an ideal place to gain practical industry experience. Alpha Plus Ventures Limited manages investments across a variety of sectors such as hydropower, manufacturing, hospitality, agriculture, and information technology. Their diversified portfolio provided me with an excellent opportunity to gain exposure to multiple industries.

At Alpha Plus Ventures Limited, I was excited to work in a professional and collaborative environment where I could contribute meaningfully to real projects while learning from experienced professionals. The internship gave me firsthand exposure to real-world investment decision-making, financial analysis, valuation methods, industry research, and ESG-related practices. Being involved in these activities helped me understand how private equity firms identify opportunities, manage risks, and support portfolio companies.

Furthermore, I joined the internship with a personal goal of strengthening my analytical, research, communication, and technical skills. Working closely with the investment team helped me improve these abilities while also enhancing my teamwork, adaptability, and professional confidence. The experience also broadened my understanding of how private equity contributes to economic growth by providing capital and strategic support to businesses. Overall, my internship at Alpha Plus Ventures Limited has been a valuable step toward understanding the practical dynamics of the investment industry and building a strong foundation for my future career in finance and investments.

4. Strategic Analysis of the Company (SWOT Analysis)

Strengths

1. Strong Leadership with Industry Expertise

Alpha Plus Ventures is led by experienced professionals with backgrounds in finance, banking, accounting, law, and investments. Their expertise supports sound decision-making, effective fund management, and strategic growth planning.

2. Diversified Investment Portfolio

The company focuses on multiple sectors such as hydropower, manufacturing, hospitality, agriculture, and information technology. This diversification reduces concentration risk and creates opportunities across different industries.

3. Active Management Approach

Alpha Plus does not only provide financial capital but also offers strategic guidance, governance support, and operational assistance to portfolio companies. This hands-on approach helps improve business performance and investment returns.

4. Access to Private Company Investment Opportunities

Alpha Plus Ventures allows investors to gain access to investment opportunities in private limited companies that may otherwise be difficult to invest in directly due to factors such as high capital requirements, limited market access, or a lack of available opportunities.

Weaknesses

1. Limited Public Awareness of Private Equity in Nepal

Private equity is still a relatively new concept in Nepal, and many potential investors have a limited understanding of how such funds operate. This can make fundraising and market expansion more challenging.

2. High Capital Requirement for Investors

The minimum investment commitment for private equity funds is relatively high, which limits participation mainly to high-net-worth individuals and institutions. This narrows the potential investor base.

3. Dependence on Long-Term Returns

Private equity investments generally require a long holding period before returns are realized. Investors seeking short-term liquidity may find this less attractive.

4. Evolving Regulatory Environment

As the private equity sector in Nepal is still developing, changes or gaps in regulations may create uncertainty for fund managers and investors.

Opportunities

1. Growing Private Sector in Nepal

Nepal's expanding private business sector creates more opportunities for Alpha Plus to invest in growing companies that require capital and strategic support.

2. Increasing Demand for Alternative Investments:

As investors seek higher returns and diversification beyond traditional bank deposits or stocks, private equity funds can become an attractive investment option.

3. Expansion into New Sectors

Emerging sectors such as fintech, healthcare, renewable energy, logistics, and digital services offer future investment opportunities for the company.

4. Potential Foreign Investment Inflow

With favorable policies and improved regulations, Nepal has the potential to attract international investors interested in private equity opportunities.

Threats

1. Regulatory Changes (SEBON Policies)

Changes in rules, licensing requirements, or compliance standards by regulatory authorities may affect fund operations and increase administrative burdens.

2. Economic Instability

Economic slowdowns, inflation, political uncertainty due to the Gen Z protest, or reduced business confidence can negatively affect portfolio company performance and investment returns.

3. Liquidity Risks in Private Investments

Private equity investments are less liquid than publicly traded assets, making exits more time-consuming and dependent on market conditions.

4. Taxation and Legal Barriers

Unclear tax treatment and complex legal procedures related to ownership transfer or exits may discourage investments and delay transactions.



Figure 4: SWOT Analysis of Alpha Plus Ventures

5. Statement of the Report

This report presents my 16-week internship experience at Alpha Plus Ventures Limited, where I worked as a Research Analyst Intern. The report summarizes the tasks, responsibilities,

and learning experiences I gained during my co-op studies. Alpha Plus Ventures Limited is a SEBON-regulated private equity fund manager involved in investment management, fund operations, and portfolio company analysis in Nepal.

During the internship, I was involved in financial analysis, industry research, ESG-related work, and documentation tasks. My responsibilities included analyzing financial statements, converting financial data into Excel, updating sector reports, assisting in ESG questionnaire preparation and data collection, and organizing company records and Board of Directors documents.

This report highlights the practical knowledge and professional skills I developed throughout the internship. It also explains how the experience helped me understand private equity operations, investment research, ESG practices, and the application of academic knowledge in a real working environment.

6. Objectives of the Co-operative Studies

As a partial fulfillment of the requirements of the BBA program, a co-operative study was undertaken at Alpha Plus Ventures Limited. The internship aimed to provide practical exposure to the operations of a private equity firm and to enhance the understanding of investment management in a real-world context. The objectives of the study are categorized into primary and specific objectives as follows:

Objectives

- To gain practical exposure to the working environment of a private equity firm and understand its day-to-day operations.
- To develop professional, analytical and financial analysis skills required in the field of finance and investment management.
- To bridge the gap between theoretical knowledge acquired in academic studies and its practical application.
- To fulfill the partial academic requirements of the BBA program through co-operative education.
- To understand the overall functioning of private equity funds and their role in the financial system of Nepal.
- To gain knowledge of investment processes such as screening, due diligence, and deal structuring.

CHAPTER 2

CO-OP STUDY ACTIVITIES

1. Job Description

During my co-operative study at Alpha Plus Ventures Limited, I worked as a Research Analyst Intern under the Investment Department. My role mainly involved assisting the investment team in research, data analysis, documentation, and reporting activities related to private equity investments and fund management. The position provided me with practical exposure to how investment firms evaluate companies, monitor industries, assess market opportunities, and maintain internal operational records.

My responsibilities included financial data analysis, industry and sector research, document management, and assisting in ongoing investment-related projects. In addition, I was actively involved in the company's Environmental, Social, and Governance (ESG) report project, which aimed to strengthen responsible investment practices and improve sustainability reporting standards. As part of this project, I assisted in preparing ESG questionnaires for portfolio companies, collecting and organizing responses, communicating with relevant stakeholders, and supporting the preparation of the company's ESG report. Through these tasks, I was able to apply academic knowledge in a professional setting while developing analytical, technical, communication, and workplace skills.

2. Job Responsibilities and Work Duties

During the internship period, I was assigned a variety of responsibilities that supported both the Investment Department and internal operations of the company. These tasks helped me understand the practical functions of a private equity firm and the importance of research-based decision-making.

Financial Analysis Tasks

During my internship at Alpha Plus Ventures, I was involved in reviewing annual reports, quarterly reports, and financial statements of different companies to analyze their performance, profitability, and operational efficiency. I also calculated key financial indicators such as EBITDA and EBIT for portfolio companies' performance evaluation, while converting financial data from PDF reports into Excel for further analysis and competitor comparison.

Research Work

I conducted industry research on sectors such as steel manufacturing, internet service providers (ISPs), hospitality, tea manufacturing, etc. This included collecting updated market information, identifying sector trends, updating internal sector reports, and conducting market capitalization analysis of hydropower companies listed in Nepal.

ESG-Related Work

An important part of my internship involved supporting the company's Environmental, Social, and Governance (ESG) project. I assisted in preparing ESG questionnaires for portfolio companies, collecting responses, communicating with stakeholders, and helping in the preparation of the company's ESG report. This experience increased my understanding of responsible investing and sustainability practices.

Documentation and Administrative Work

I was responsible for scanning and organizing Board of Directors (BOD) meeting minutes, renaming files systematically, and maintaining digital records for easier access. I also translated selected Nepali documents into English and prepared structured Excel datasets, which helped improve my documentation and administrative skills.

3. Coordination with Co-workers

During my internship at Alpha Plus Ventures Limited, I maintained regular communication with my supervisor and other team members while carrying out assigned tasks and projects. Whenever I faced difficulties or needed clarification regarding any work, I consulted my supervisor, who provided guidance and constructive feedback. Their suggestions and reviews after the completion of each task helped me improve the quality of my work, strengthen my technical abilities, and develop a more professional approach toward assignments.

I was also actively involved in coordinating with colleagues during the ESG project. This included participating in meetings, discussing the progress of questionnaire responses from portfolio companies, and helping track which companies had submitted the required information. Regular communication with team members was necessary to ensure smooth data collection and timely progress in the preparation of the ESG report.

After completing assignments such as reports, research work, or data analysis, I regularly submitted my work to supervisors for review and further feedback. This process helped me understand the importance of teamwork, accountability, and continuous

improvement in a professional environment. Overall, my coordination with co-workers enhanced my communication skills, adaptability, confidence, and ability to work effectively within a team.

4. Job Process Diagram / Work Process

As a Research Analyst Intern at Alpha Plus Ventures Limited, I was assigned a variety of tasks throughout the internship period, including research work, financial analysis, ESG-related assignments, and documentation tasks. Since the nature of each assignment was different, the work process varied slightly depending on the task. However, most responsibilities generally followed a structured workflow from receiving instructions to final submission.

Step 1: Receiving Task Instructions

The process usually began with receiving instructions from my supervisor regarding the assigned task. This included understanding the objective of the work, expected output format, deadline, and the sources or materials to be used.

Step 2: Data Collection and Research

After understanding the task, I collect relevant information from sources such as annual reports, quarterly reports, company websites, regulatory publications, internal files, or market data sources. For sector reports, this step also included gathering updated industry trends and statistics.

Step 3: Data Organization and Analysis

Once the necessary information was collected, I organized the data into Excel sheets, Word documents, or report formats, whichever was required. Depending on the assignment, I performed calculations, comparisons, summaries, or structured the findings in a clear and usable format.

Step 4: Submission for Review and Feedback

After completing the initial draft, I submitted the work to my supervisor for review. Feedback, corrections, or additional instructions were provided, and necessary revisions were made to improve the quality, accuracy, and presentation of the final output.

Step 5: Final Submission and Record Keeping

Once the work was approved, the final version was submitted for internal use or project purposes. In many cases, the completed files were also saved and organized properly for future reference and company records.

5. Contributions as a Co-op Student

During my co-operative study, I was able to make meaningful contributions to Alpha Plus Ventures Limited through research, documentation, and analytical support. My involvement in multiple projects allowed me to support the company in improving internal efficiency, strengthening research processes, and maintaining updated information for investment and compliance purposes.

One of my major contributions was supporting the company's ESG initiative. I helped design Alpha Plus Ventures' ESG questionnaire. I developed five sector-specific ESG questionnaires for different industries. These questionnaires improved the relevance and quality of responses from portfolio companies and created a reusable ESG reporting framework that can also be used for future portfolio companies. I also assisted in ESG report preparation and portfolio company outreach.

In addition, I updated 8 industry sector reports, including Hospitality, Manufacturing, and Information Technology, using 2026 market data and trends. These reports supported the company's investment research, due diligence, and SEBON regulatory reporting requirements. I also digitized and systematically organized Board of Directors minutes by creating a structured file naming and storage system, which improved document accessibility, operational efficiency, and compliance management. Overall, these experiences provided valuable practical exposure to Nepal's private equity industry while contributing to the company's ongoing operations and reporting.

CHAPTER 3

LEARNING PROCESS

1. Problems/issues of the Company

During my internship, I observed several practical challenges faced by the company in its day-to-day operations and industry environment.

a. Limited Availability of Reliable Data

Since Alpha Plus invests in private companies, obtaining updated and reliable financial and operational data can sometimes be difficult. Unlike listed companies, private firms are not always required to publicly disclose detailed financial information. In some cases, available data may be incomplete, outdated, or in a different format, which can slow the research, due diligence, and investment analysis process.

b. Low Awareness of Private Equity in Nepal

Private equity is still a relatively new and developing concept in Nepal. Many investors and business owners are more familiar with traditional investments such as bank deposits, real estate, or listed shares. Due to limited awareness, businesses may not fully understand how private equity can support growth, while investors may hesitate to invest in such funds.

c. High Minimum Investment Requirement

The minimum investment amount required to participate in the fund is NPR 50,00,000, which limits participation mainly to high-net-worth individuals and institutional investors. This reduces the potential investor base and restricts wider public participation in alternative investments.

2. Problems I Faced During My Internship

a. Complexity of ESG Framework Implementation

The ESG project was one of the most challenging parts of my internship. It involved understanding new concepts, working with detailed reporting requirements, and handling multiple revisions during the process. Another major difficulty was the low response rate from some portfolio companies, as several companies did not submit the required information within the expected timeframe. In some cases, repeated follow-ups were necessary, which slowed the overall progress of the project and delayed data compilation for the report.

b. Inconsistent Task Allocation and Workflow

The volume and type of work assigned to me varied throughout the internship period. Some weeks were very busy with multiple deadlines, while other weeks had lighter workloads. This sometimes made it difficult to maintain a consistent workflow.

c. Data and Documents Stored in Different Places

Required documents and information were sometimes stored with different team members instead of a centralized system. This occasionally delayed tasks, as files had to be located from multiple sources.

d. Working with Unstructured and Mixed-Format Data

Many assignments involved data that was not organized in a standard format. Information was often spread across PDFs, Excel files, Nepali documents, and multiple records, which made data processing more time-consuming and complex.

3. Literature Review

To better understand the challenges observed during my internship, a review of relevant literature was conducted in two key areas: ESG integration in investment management and organizational knowledge management.

1. ESG Integration in Private Equity

ESG practices have become increasingly important in modern investment management. Zaccone and Pedrini (2020), in their study *ESG Factor Integration into Private Equity*, found that one of the most common tools used by private equity firms for ESG assessment is a checklist or questionnaire system. They also found that one of the major challenges in ESG implementation is collecting reliable data from portfolio companies, which was similar to my experience when some companies were slow to respond to the initial questionnaire. The authors suggest using simpler and sector-specific questionnaires, along with regular follow-up and stronger engagement with portfolio companies, to improve response rates and reporting quality. Similarly, the CFA Institute (2024), in *How Private Market Funds Are Integrating ESG in Investments*, explained that private companies are generally not required to publicly disclose ESG information like listed firms, making ESG data collection more difficult for fund managers. The article recommends that fund managers include ESG reporting expectations in investment agreements from the beginning and provide guidance to portfolio companies. This is a practical approach Alpha Plus Ventures could apply in future investments.

2. Information Management and Internal Knowledge Sharing

Efficient information management is important for any investment firm. Davenport and Prusak (1998), in their book *Working Knowledge: How Organizations Manage What They Know*, explain that when company information is not properly stored or shared, decision-making becomes slower, work may be repeated, and important knowledge can be lost. This was relevant to my experience at Alpha Plus, where some documents and portfolio company data were held by different team members, making them harder to access quickly.

The authors recommend using centralized systems such as shared drives or document management platforms with clear file organization so that information can be accessed easily by all team members. Similarly, Wang and Noe (2010) explain that when formal systems are limited, employees can improve efficiency by keeping a personal log and understanding who holds specific information within the organization. During my internship, I also kept a simple personal log of who shared specific files or data and where they were stored. This helped me quickly identify the right person to contact and made my tasks faster and more organized.

4. Solutions of the problems

a. Improving ESG Responses

When the first ESG questionnaire received a low response rate, I reviewed the possible reasons and found that the questions were too broad for different industries. Following the suggestion of Zaccone and Pedrini (2020), I redesigned the questionnaire into five separate Google Forms for different sectors. This made the questions more relevant and easier to complete. Regular follow-up and supervisor feedback also helped improve responses.

b. Managing Light Work Periods

During times when assigned work was limited, I stayed productive by reviewing ESG frameworks, studying fund prospectuses, internal memos, industry reports, and checking previous data entries. This helped me use my time effectively and continue learning.

c. Organizing Information Access

When files and data were held by different team members, it sometimes took time to locate the required documents. Based on the idea of Wang and Noe (2010), I kept a simple personal log of who shared certain files and where they were stored. This helped me find information faster and improved efficiency.

d. Improving Financial Analysis Skills

Applying academic finance knowledge to real company statements was challenging at first. I improved by carefully reviewing reports, practicing calculations, and asking my supervisor for guidance whenever needed. Over time, this increased my confidence and understanding.

e. Handling Unstructured Data

Some tasks involved converting data from PDFs, Nepali documents, or mixed-format files into Excel. To manage this, I created standard Excel templates and cross-checked unclear figures when necessary. This made the process more accurate and organized.

5. Recommendations to the Company

Based on the challenges observed during my internship, I would recommend the following improvements for Alpha Plus Ventures Limited:

a. Strengthen Data Collection and Reporting Systems

Since private companies often follow different reporting styles than publicly traded companies, financial information may be inconsistent and harder to compare during research and due diligence. To address this, the company could encourage portfolio companies to follow standard reporting formats. Providing simple financial reporting templates would help make data more consistent, complete, and easier to analyze.

b. Increase Awareness Among Business Owners

Many business owners in Nepal may not fully understand how private equity can support business growth beyond just providing capital. Alpha Plus could conduct workshops, case studies, and direct outreach programs to educate entrepreneurs about the benefits of strategic investment, governance support, and long-term partnership.

c. Invest in Investor Education and Awareness

Since many potential investors in Nepal are unfamiliar with private equity funds, Alpha Plus could benefit from creating simple and easy-to-understand content such as short explainer videos, social media posts, webinars, or informational sessions. These efforts could help investors understand how the funds work, the risks and return expectations, and the value of long-term private equity investing.

d. Create a Shared Data Management System for the Team

Different documents and portfolio company data are often stored with different team members, which can slow down daily work. The company could create a shared digital storage

system, such as an organized Google Drive or document management platform with clear naming conventions and folder structures. This would save time, improve coordination, and become increasingly important as the firm grows and manages more funds.

e. Increase Market Visibility and Industry Networking

As private equity is still developing in Nepal, Alpha Plus could strengthen its market presence through seminars, industry events, partnerships with business associations, and thought leadership content. This would help build trust, increase awareness, and create stronger relationships with potential investors and businesses seeking growth capital.

6. Learning During the Co-op Study

a. Private Equity and Fund Structuring: I gained a comprehensive understanding of how Specialized Investment Funds (SIFs) are structured under Nepal's SIF Regulation, 2075, including fund mechanics, unit pricing, minimum investor commitments, and the role of the fund manager and investment committee.

b. Financial Analysis and Reporting: Working with actual company financials, including balance sheets, income statements, and quarterly reports, deepened my ability to calculate and interpret key financial metrics such as EBITDA, EBIT, EBT, and PBT, and to perform comparative competitor analysis.

c. ESG Integration in Investment: Designing and deploying ESG questionnaires, participating in a meeting with UN Global Compact Nepal, and studying ESG-related handbooks and articles gave me practical exposure to responsible investment frameworks and their application in the Nepalese market.

d. Industry Research: Updating sector reports for Hospitality, Manufacturing, and Information Technology industries sharpened my ability to conduct structured secondary research, synthesize market data, and present industry insights in a format useful for investment decision-making.

e. Regulatory and Compliance Awareness: Exposure to SEBON regulatory requirements, fund prospectuses, and compliance documentation provided valuable insight into the regulatory landscape governing private equity in Nepal.

7. Coursework Application in the Real World

a. Financial Management: My studies in financial management were very useful during the internship. They helped me understand company financial statements, calculate figures such as EBITDA, and review quarterly reports more confidently.

b. Investment and Portfolio Management: Knowledge from investment courses helped me understand how Alpha Plus selects companies for investment. It also gave me a better understanding of risk, return, and long-term value creation.

c. Research Methods: Research skills learned in college were helpful when collecting data, studying industries, and updating sector reports. They were also useful while preparing ESG questionnaires and organizing information in a clear way.

d. Strategic Management: Strategic management concepts helped me understand industry competition and business positioning. This supported my work when comparing companies and studying sector trends.

e. Organizational Behavior: Learning about teamwork, communication, and workplace behavior helped me adjust to the office environment. It also helped me work effectively with supervisors and team members during different projects.

8. Special Skills and Knowledge Gained

a. ESG Framework Design: Gained hands-on expertise in designing sector-specific ESG questionnaires aligned with international standards, managing stakeholder outreach, and iteratively refining data collection instruments.

b. Investment Research and Sector Analysis: Strengthened the ability to research, synthesize, and present comprehensive industry reports covering macroeconomic trends, sector performance, competitive dynamics, and regulatory environments.

c. Regulatory Documentation: Acquired practical experience handling SEBON-related documents, fund prospectuses, BOD minutes, and investment agreements, building familiarity with Nepal's capital market regulatory framework.

d. Attention to Detail and Data Accuracy: Working with sensitive financial and regulatory data reinforced the importance of precision, cross-verification, and quality control in all analytical and administrative outputs.

CHAPTER 4

CONCLUSION

1. Summary of Highlights of Co-op Studies

My internship at Alpha Plus Ventures Limited as a Research Analyst Intern was a valuable learning experience in Nepal's growing private equity industry. During the internship, I worked on different tasks related to financial research, ESG projects, documentation, and sector analysis under the guidance of senior management.

One of the main highlights of my internship was being involved in the company's ESG project. I studied ESG frameworks, attended a meeting with UN Global Compact Nepal, helped prepare questionnaires for portfolio companies, and supported the collection of responses. This gave me practical knowledge about sustainable investing and responsible business practices.

Another important part of my work was updating sector reports for industries such as Hospitality, Manufacturing, and Information Technology. These reports were useful for internal research and regulatory purposes. I also worked on financial analysis of companies by organizing financial data in Excel and comparing company performance with competitors.

In addition, I helped improve internal organization by scanning and arranging Board of Directors minutes, translating documents from Nepali to English, and organizing records. These tasks helped the company maintain proper documentation and efficiency.

2. Evaluation of the Work Experience

My internship at Alpha Plus Ventures Limited was both challenging and rewarding, as it allowed me to apply my academic knowledge in a real professional setting. In the beginning, I found some tasks difficult, especially those related to financial analysis, ESG reporting, and understanding regulatory frameworks. However, with continuous guidance and feedback from my supervisors, I gradually improved and became more confident in handling my responsibilities.

During my internship, I was able to make meaningful contributions to the company. I supported the ESG project by assisting in the preparation and distribution of questionnaires, organizing responses from portfolio companies, and helping in the development of the ESG report. I also contributed to updating sector reports, which are important for the company's research and regulatory requirements. In addition, I worked on financial data analysis by extracting and organizing company financials into structured Excel formats, which helped

make data more accessible for further analysis. My work in organizing documents, scanning board meeting minutes, and translating Nepali content into English also improved the company's internal recordkeeping and efficiency.

These contributions were not just routine tasks but were directly useful to the company's operations, which gave me a sense of responsibility and professional involvement. It made me feel that my work had real value and impact.

At the same time, the internship played a major role in developing my career skills. I improved my analytical skills through financial statement analysis and industry research. My technical skills, especially in Excel and data organization, became stronger through practical use. I also developed better communication skills by regularly interacting with my supervisors, asking questions, and incorporating their feedback into my work.

Working on different tasks at the same time helped me improve my time management and ability to handle multiple responsibilities. I also became more adaptable and problem-solving oriented, especially when dealing with incomplete data, tight timelines, or new types of work. Additionally, being part of the ESG project increased my understanding of sustainable investing, which is becoming an important area in finance.

Overall, this internship helped me grow both professionally and personally. It strengthened my interest in finance and investment management while also equipping me with practical skills that will be valuable for my future career.

3. Limitations of the Co-op Studies

Limited Exposure to Investment Decisions: As an intern, I had limited access to confidential investment discussions and final decision-making processes.

Less Client Interaction: Most of my work was internal, so I had fewer opportunities to interact directly with investors or clients.

Irregular Task Flow: Some weeks were very busy while others were lighter, which created uneven workload distribution.

Language Challenges: Some documents were in Nepali, which required extra time for translation and understanding.

4. Recommendations for the Company

Structured Intern Orientation: A short orientation program would help interns understand the company's work process more quickly.

Weekly Work Planning: Providing weekly task schedules would improve consistency and productivity for interns.

Shared Document System: A centralized digital filing system would make documents easier to access for all team members.

Regular Feedback Sessions: Short weekly check-ins between supervisors and interns would help solve issues early and improve learning.

5. Final Reflection

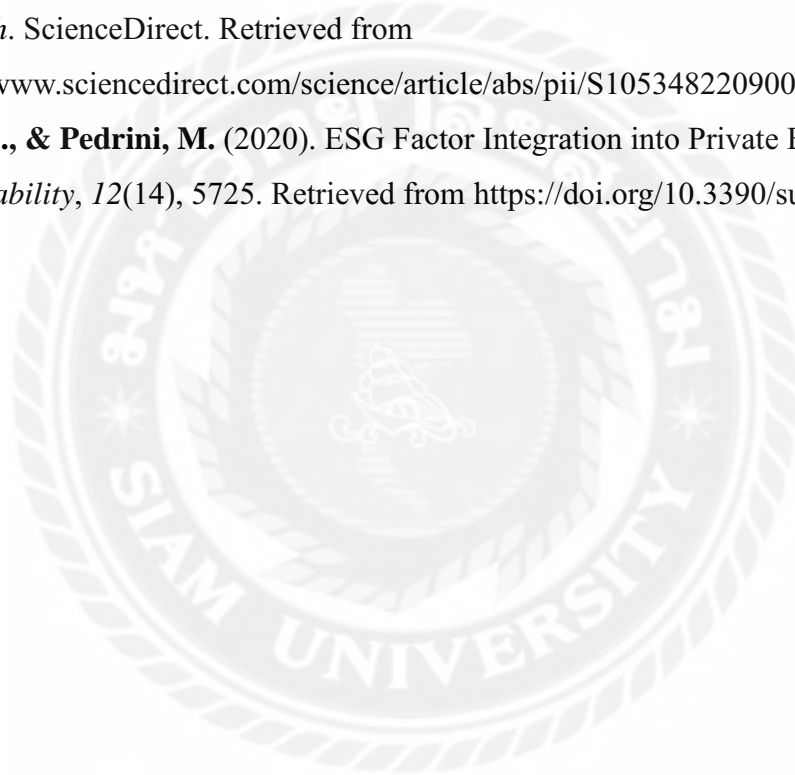
My internship at Alpha Plus Ventures Limited was one of the most valuable experiences of my academic journey. It allowed me to see how finance and investment concepts are applied in the real world. I entered the internship with theoretical knowledge, and I completed it with practical understanding and stronger confidence.

The challenges I faced during the internship helped me grow the most. They taught me how to adapt, stay professional, ask questions, and keep learning. I also learned that success in the workplace depends not only on technical skills but also on communication, teamwork, and responsibility.

Overall, this internship strengthened my interest in investment management, private equity, and sustainable finance. It has given me a strong foundation for my future career and motivated me to continue learning in the financial sector.

REFERENCES

- CFA Institute.** (2024, March 4). *How private market funds are integrating ESG in investments.* <https://www.cfainstitute.org/insights/articles/how-private-market-funds-are-integrating-esg-in-investments>
- Davenport, T. H., & Prusak, L. (1998).** *Working Knowledge: How organizations manage what they know.* Harvard Business School Press.
https://www.researchgate.net/publication/229099904_Working_Knowledge_How_Organizations_Manage_What_They_Know
- Wang, S., & Noe, R. A. (2010, June).** *Knowledge sharing: A review and directions for future research.* ScienceDirect. Retrieved from
<https://www.sciencedirect.com/science/article/abs/pii/S1053482209000904>
- Zaccone, M. C., & Pedrini, M. (2020).** ESG Factor Integration into Private Equity. *Sustainability*, 12(14), 5725. Retrieved from <https://doi.org/10.3390/su12145725>



APPENDICES

Appendix A: Daily Worksheet

Name of Student: Nishita Shrestha

Name of the Organization: Alpha Plus Ventures

Name of Organization's Supervisor: Mr. Rabin Shrestha

Date: February 1, 2026 - May 22, 2026

*Since Alpha Plus Venture follows bank hours, they also have holidays on public holidays

Table 1: My Daily Work Update Diary

Week 1

Date	Day	Activities
February 1	Sunday	Received introduction to Alpha Plus Ventures' team, structure, and operations
February 2	Monday	Reviewed the company website and fund materials; familiarized with Alpha Plus's investment philosophy and fund portfolio
February 3	Tuesday	Read introductory materials on private equity and venture capital; discussed internship objectives with supervisor
February 4	Wednesday	Studied Nepal's capital market structure and SEBON's role; reviewed relevant regulations governing SIF funds
February 5	Thursday	Reviewed past investment reports shared by the team; took notes on the firm's due diligence approach
February 6	Friday	Studied the SIF Regulation, 2075 in detail; noted key compliance and reporting requirements for fund managers

Week 2

Date	Day	Activities
February 8	Sunday	Reviewed Alpha Plus Vision Fund prospectus; understood unit structure, investment terms
February 9	Monday	Read through the Fund 2 prospectus in detail; reviewed fund terms, unit structure and investor requirements

February 10	Tuesday	Read Alpha Plus Vision Fund 2 prospectus; compared fund structure, size, and terms with Fund 1
February 11	Wednesday	Assisted with filing and organizing existing documents; learned internal document storage practices
February 12	Thursday	Reviewed sample quarterly reports from portfolio companies; identified key metrics used in performance monitoring
February 13	Friday	Reviewed sample quarterly reports from portfolio companies; identified key metrics used in performance monitoring

Week 3

Date	Day	Activities
February 15	Sunday	Public Holiday
February 16	Monday	Read Q1 Annual Report of a portfolio company; calculated EBITDA, EBIT, EBT, and PBT from the financials
February 17	Tuesday	Read Q2 Annual Report of a portfolio company; calculated EBITDA, EBIT, EBT, and PBT from the financials
February 18	Wednesday	Public Holiday
February 19	Thursday	Public Holiday
February 20	Friday	Compared key financial metrics across quarters (Q1 and Q2); Converted financials of portfolio companies from PDF to Excel; organized data for analysis

Week 4

Date	Day	Activities
February 22	Sunday	Read the Coffee Industry Profile report; noted key industry trends and market dynamics
February 23	Monday	Converted potential investment company's financials from PDF to Excel; organized data for analysis
February 24	Tuesday	Converted financials of the company's competitors from PDF to Excel; structured for comparison
February 25	Wednesday	Compiled three years of competitor financial data; began comparative analysis

February 26	Thursday	Read Steel Industry Profile report; noted key industry trends and market dynamics
February 27	Friday	Read internal memo; familiarized with firm's internal communication format and ongoing matters

Week 5

Date	Day	Activities
March 01	Sunday	Calculated market capitalization of hydropower companies in Nepal; compiled data in Excel
March 02	Monday	Public Holiday
March 03	Tuesday	Assisted team with data verification tasks; cross-checked figures from earlier Excel models
March 04-08		Election Holiday

Week 6

Date	Day	Activities
March 09	Monday	Reviewed pending tasks and updated personal work log; organized files worked on so far
March 10	Tuesday	Performed Nepali typing tasks; transcribed documents as required by the team
March 11	Wednesday	Read Q2 report of a portfolio company; noted financial performance highlights
March 12	Thursday	Studied the meaning and framework of ESG; read the ESG handbook for context
March 13	Friday	Read Dolma Impact Fund ESG report; understood how ESG is applied in a Nepalese PE context

Week 7

Date	Day	Activities
March 15	Sunday	Researched base rate and spread for debt instruments used in investment analysis

March 16	Monday	Translated meeting objectives from Nepali to English; entered translated content into Excel
March 17	Tuesday	Continued translating meeting objectives from Nepali to English; reviewed for accuracy
March 18	Wednesday	Public Holiday
March 19	Thursday	Revised Dolma Impact Fund ESG report; noted key practices for ESG implementation
March 20	Friday	Attended ESG meeting with UN Global Compact Nepal; took notes on reporting expectations

Week 8

Date	Day	Activities
March 22	Sunday	Started drafting ESG questionnaire; structured questions based on handbook and meeting insights
March 23	Monday	Continued working on ESG questionnaire; refined questions and overall structure; Sent draft ESG questionnaire to supervisor for review and feedback
March 24	Tuesday	Scanned all BOD minutes; renamed files with consistent naming convention for easy access
March 25	Wednesday	Scanned remaining BOD minutes; ensured all documents were organized and properly renamed
March 26	Thursday	Translated additional meeting objectives from Nepali to English; entered data into Excel
March 27	Friday	Public Holiday

Week 9

Date	Day	Activities
March 29	Sunday	Edited ESG questionnaire based on supervisor's comments; revised question phrasing and structure
March 30	Monday	Helped distribute the finalized ESG questionnaire to all portfolio companies via email
March 31	Tuesday	Began typing SEBON regulatory comments into a Word file in Nepali

April 01	Wednesday	Continued typing SEBON comments in Nepali; completed and organized the Word document
April 02	Thursday	Designed a second set of ESG questions due to low response rate; created 5 sector-specific Google Forms
April 03	Friday	Finalized the 5 sector-specific Google Forms; reviewed for completeness and consistency

Week 10

Date	Day	Activities
April 05	Sunday	Began updating ISP industry report to 2025 version; sent updated questionnaire to supervisor
April 06	Monday	Continued updating the ISP industry sector report with current data and industry trends
April 07	Tuesday	Continued ISP sector report update; cross-referenced data from multiple sources
April 08	Wednesday	Finalized updates to ISP industry report; ensured all sections reflected 2025 data
April 09	Thursday	Started updating Hospitality sector report; researched current trends in Nepal's hospitality industry
April 10	Friday	Continued Hospitality report; added data on hotel occupancy and tourism statistics

Week 11

Date	Day	Activities
April 12	Sunday	Continued Hospitality report; reviewed and updated competitive landscape section
April 13	Monday	Finalized Hospitality sector report; added financial benchmarks and proofread document
April 14	Tuesday	Public Holiday
April 15	Wednesday	Started updating Steel Manufacturing sector report; researched current steel market in Nepal

April 16	Thursday	Continued Steel report; updated production, demand, and key player data
April 17	Friday	Continued Steel report; added import/export trends and regulatory environment

Week 12

Date	Day	Activities
April 19	Sunday	Holiday (From now on, Sunday is a Holiday due to government fuel-saving changes)
April 20	Monday	Continued Steel Manufacturing report; reviewed and refined analysis sections
April 21	Tuesday	Started updating Tea Manufacturing sector report; researched Nepal's tea industry landscape
April 22	Wednesday	Continued Tea Manufacturing sector report; updated production statistics and export data
April 23	Thursday	Continued Tea report; added competitive analysis and key industry challenges
April 24	Friday	Continued Tea Manufacturing report; finalized data and reviewed for consistency

Week 13

Date	Day	Activities
April 27	Monday	Started updating Coffee Manufacturing sector report; researched Nepal's emerging coffee industry
April 28	Tuesday	Continued Coffee Manufacturing sector report; researched key players, production areas, and market trends in Nepal
April 29	Wednesday	Continued Coffee Manufacturing sector report; added data on export volumes, pricing trends, and growth potential
April 30	Thursday	Finalized Coffee Manufacturing sector report; proofread, formatted, and submitted to supervisor for review

May 01	Friday	Public Holiday
--------	--------	----------------

Week 14

Date	Day	Activities
May 04	Monday	Started updating Fintech industry report; researched Nepal's digital payment and fintech industry trends
May 05	Tuesday	Continued Fintech industry report; collected data on major fintech companies, digital wallets, and market growth
May 06	Wednesday	Updated Fintech industry report with recent market developments, transaction trends, and regulatory information
May 07	Thursday	Finalized Fintech industry report; proofread, formatted, and submitted to supervisor for review
May 08	Friday	Started updating Cement industry report; researched Nepal's cement production and market trends

Week 15

Date	Day	Activities
May 11	Monday	Continued updating the Steel industry report; researched production trends, import data, and market developments
May 12	Tuesday	Updated Steel industry report with recent market statistics, industry challenges, and competitor information
May 13	Wednesday	Finalized Steel industry report; reviewed formatting and submitted for supervisor feedback
May 14	Thursday	Updated and organized Board of Directors minutes; renamed and arranged files in structured folders
May 15	Friday	Assisted in ESG report preparation; reviewed portfolio company responses and supported ESG documentation work

Photo Gallery



Figure 5: Attending an online meeting with UN Global Compact Nepal



Figure 6: Me at My Desk



Figure 7: Final Co-op Presentation with Supervisors and Committee Members

