



COOPERATIVE EDUCATION REPORT:

Strengthening Organizational Outreach and Project Coordination at Karmayog
Foundation

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**This report is submitted in partial fulfillment of the requirements for
Cooperative Education, Faculty of Business Administration Semester 2/2025
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Strengthening Organizational Outreach and Project Coordination at Karmayog Foundation Nepal

Title: Strengthening Organizational Outreach and Project Coordination at Karmayog Foundation Nepal

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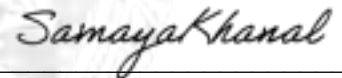
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Strengthening Organizational Outreach and Project Coordination at Karmayog Foundation Nepal

Project Title: Strengthening Organizational Outreach and Project Coordination at Karmayog Foundation

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ABSTRACT

This cooperative education report entitled “*Strengthening Organizational Outreach and Project Coordination at Karmayog Foundation Nepal*” highlights my experiential learning as a Marketing and Project Management Intern at Karmayog Foundation Nepal. The internship aimed to connect academic learning with practical experience within a non-profit organization focused on community development, education, and social impact initiatives across Nepal. During the internship period, I supported the organization in website management, proposal writing, annual report preparation, project coordination, promotional activities, and event management. I also contributed to an ongoing educational project focused on teaching mothers from rural and underprivileged communities basic Class 1 to Class 6 level education through educational study guide videos and accessible learning materials.

The report identifies several operational challenges including limited financial resources, coordination difficulties, dependency on external support, and challenges in managing multiple projects simultaneously. To address these issues, recommendations such as improving communication systems, strengthening project planning, enhancing digital outreach, and expanding long-term partnerships have been suggested.

This Co-Op experience helped me develop practical knowledge in project management, communication, teamwork, and organizational coordination while also improving my confidence, adaptability, and professional skills. Overall, the internship provided meaningful exposure to the

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operations of a non-profit organization and strengthened my understanding of community-focused development and sustainable social impact initiatives.

Keywords: *Project Coordination, Community Development, Organizational Outreach*



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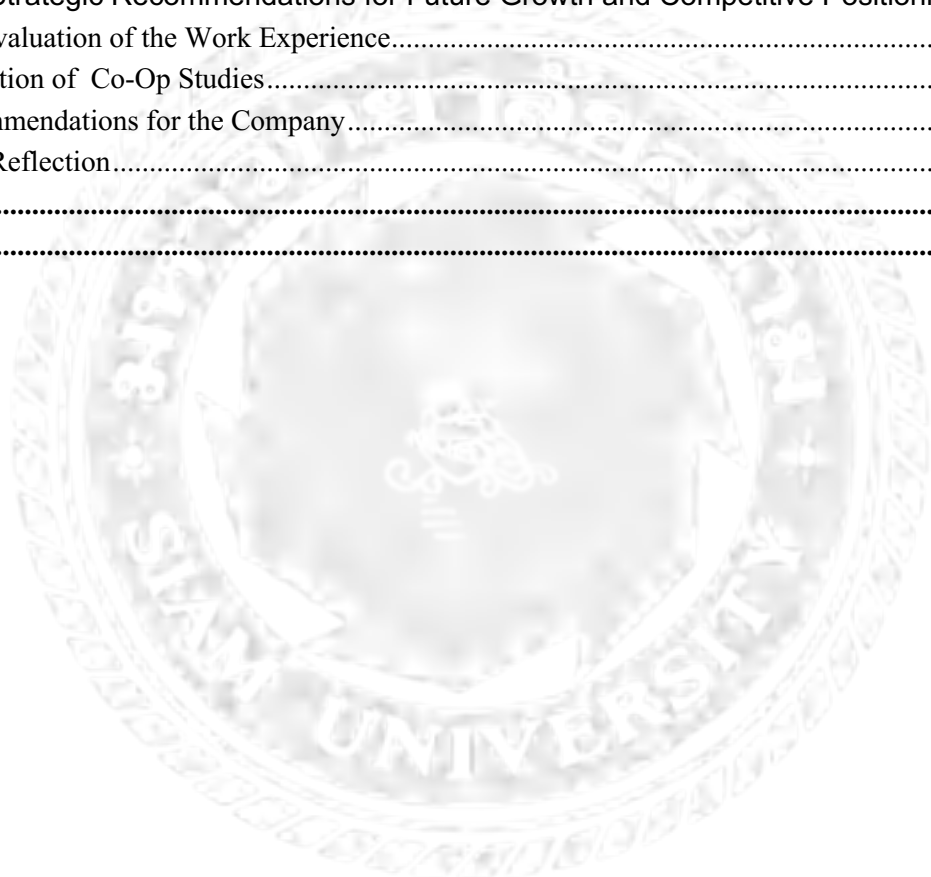
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List of Abbreviations

Co-Op	Cooperative Education
CSR	Corporate Social Responsibility
IT	Information Technology
NGO	Non-Governmental Organization
SWOT	Strengths, Weaknesses, Opportunities, and Threats
IS	Information System
BBA	Bachelor of Business Administration
KFN	Karmayog Foundation Nepal
COVID-19	Coronavirus Disease 2019

CHAPTER 1 INTRODUCTION

This chapter provides an overview of Karmayog Foundation Nepal, a non-profit organization dedicated to supporting children, families, and underserved communities through sustainable social development initiatives. The organization is widely recognized for its commitment to selfless service, community empowerment, and holistic development practices aimed at improving the quality of life in rural and marginalized areas of Nepal. The following sections present detailed information regarding the foundation's background, mission, vision, strategies, organizational structure, and major areas of work.

In addition, this chapter explains my motivation for selecting Karmayog Foundation Nepal as my Co-operative Education (Co-op) workplace and highlights how this internship experience contributed to both my academic learning and professional development. Through my role as a Marketing and Project Management Intern, I gained practical exposure to project coordination, communication, research, and organizational operations within a socially driven environment. This experience also allowed me to understand the importance of community-focused work and the impact of collaborative efforts in creating meaningful and sustainable social change.

1. COMPANY PROFILE



Fig 1: Karmayog Foundation Logo

Karmayog Foundation Nepal is a non-profit organization registered in Nepal that works to improve the lives of children, families, and underserved communities through sustainable social development initiatives. The organization operates with the philosophy of “Selfless Service

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Through Action,” focusing on compassion, accountability, and meaningful community engagement. Since its establishment, the foundation has been committed to addressing social issues related to education, health, mental well-being, disaster relief, livelihood support, and animal welfare across different parts of Nepal.

The foundation’s journey began during the COVID-19 pandemic when its founder and president, Mr. Saurav Rimal, decided to take action during a time of uncertainty and crisis. In coordination with the Nepal Traffic Police and support from close friends, the team began producing and distributing hand sanitizers to hospitals, clinics, essential workers, and households. At the same time, they supported vulnerable communities by providing food, medicines, blankets, and relief materials, while also feeding stray animals affected during the lockdown. These efforts gradually developed into a larger movement dedicated to long-term community support and sustainable impact.

Karmayog Foundation was strongly influenced by the values and guidance of Late Mr. Rabindra Rimal, whose principles of ethical leadership, honesty, and selfless service continue to guide the organization today. Over the years, the foundation has expanded its reach to more than 40 districts and over 300 schools across Nepal through different educational and social initiatives. The organization follows a holistic approach to development, focusing on interconnected areas such as education, emotional well-being, hygiene and sanitation, environmental awareness, disaster response, and community empowerment.

One of the organization’s major initiatives is the Interactive Playscape Project, which creates engaging and inclusive learning spaces for children in rural schools. Through partnerships with organizations such as MetLife and Nepal Rising, these projects encourage creativity, learning, and cognitive development through play-based education. The foundation has also conducted disaster relief programs like the “Fill the Bucket Challenge,” supported educational kit distribution programs with Ncell Foundation, and carried out sanitation and hygiene projects in community schools.

Through strong partnerships, volunteer involvement, and community participation, Karmayog Foundation Nepal continues to create meaningful and sustainable social impact. Its commitment

to education, compassion, and community empowerment has helped position the organization as a growing and impactful non-profit institution in Nepal.

1.1 Mission of the Company

To create sustainable social impact through selfless service by improving education, well-being, community development, disaster response, and support for underserved children, families, and vulnerable communities across Nepal.

1.2 Vision of the Company

To build a compassionate and empowered society where every child and underserved community in Nepal has access to quality education, well-being, equal opportunities, and a better future through sustainable and inclusive development.

1.3 Strategies of the Company

Karmayog Foundation Nepal follows community-centered and sustainable strategies aimed at creating long-term social impact across underserved communities in Nepal. The strategies of the organization are to:

- Promote holistic community development by addressing education, health, emotional well-being, livelihood support, disaster response, and animal welfare together rather than focusing on a single issue.
- Strengthen educational opportunities for children through initiatives such as Interactive Playscape Projects, virtual learning programs, educational kit distribution, and school infrastructure support.
- Build strong community engagement by collaborating closely with schools, parents, volunteers, local leaders, and stakeholders to ensure sustainable and practical implementation of programs.
- Respond quickly during emergencies such as floods, landslides, and earthquakes by providing relief materials, food, hygiene supplies, and recovery support to affected communities.

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- Expand outreach and social impact through partnerships and collaborations with organizations such as MetLife, Ncell Foundation, Nepal Rising, and other supporters.
- Promote compassion and social responsibility through regular animal welfare initiatives, including feeding and caring for vulnerable stray animals across communities.

Through these strategies, Karmayog Foundation Nepal continues to create meaningful social change while promoting sustainability, compassion, and community empowerment throughout the country.

1.4 Sustainability and Corporate Social Responsibility (CSR) Practices

Sustainability and social responsibility are at the core of Karmayog Foundation Nepal's mission and operations. Unlike many organizations where Corporate Social Responsibility (CSR) functions as a separate initiative, Karmayog Foundation was established with the primary objective of creating long-term social impact and sustainable community development. The foundation focuses on addressing social challenges through programs that empower communities rather than providing only short-term assistance. Its initiatives are designed to create lasting improvements in education, well-being, community engagement, and social development across Nepal.

One of the foundation's major sustainability initiatives is its commitment to education and capacity building. Through programs such as the Interactive Playscape Project, educational kit distribution, virtual learning support, and community-based educational activities, the organization works to create long-term learning opportunities for children and families. These initiatives focus on building knowledge, creativity, and life skills that can continue benefiting communities well into the future. The foundation's educational approach emphasizes empowerment and self-reliance, ensuring that beneficiaries gain skills and resources that contribute to sustainable development.

Karmayog Foundation Nepal also demonstrates its commitment to social responsibility through community empowerment programs that address multiple social issues simultaneously. Rather than focusing on a single area, the organization adopts a holistic development approach by supporting education, mental well-being, hygiene and sanitation, disaster relief, livelihood

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assistance, and animal welfare initiatives. This integrated approach helps communities become more resilient and better equipped to address future challenges independently.

The foundation's disaster response and recovery programs further reflect its commitment to sustainable social responsibility. During emergencies such as the COVID-19 pandemic, floods, earthquakes, and other crises, the organization provides immediate relief through food distribution, medical assistance, sanitation support, and essential supplies. However, its efforts extend beyond short-term relief by supporting long-term recovery and community rebuilding initiatives that help affected communities regain stability and resilience.

Partnerships and stakeholder engagement also play an important role in the organization's sustainability strategy. Karmayog Foundation collaborates with corporate partners, educational institutions, volunteers, community leaders, and organizations such as MetLife, Ncell Foundation, and Nepal Rising to expand its impact and ensure the sustainability of its programs. These partnerships provide financial support, technical expertise, and community resources that strengthen project implementation and long-term effectiveness.

Furthermore, the organization promotes environmental and social sustainability through hygiene awareness programs, sanitation projects, responsible community practices, and animal welfare initiatives. These activities encourage communities to adopt healthier, safer, and more sustainable lifestyles while fostering a sense of social responsibility and compassion.

Overall, sustainability and Corporate Social Responsibility are deeply integrated into Karmayog Foundation Nepal's long-term strategy and daily operations. Through community-centered development, educational empowerment, disaster response, strategic partnerships, and holistic social initiatives, the foundation continues to create meaningful and sustainable impact while working toward its vision of building a more compassionate, empowered, and equitable society.

2. Organizational Structure

The organizational structure of Karmayog Foundation Nepal helps the organization effectively manage its social development initiatives, community outreach programs, and operational activities across different regions of Nepal. The foundation follows a collaborative and

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community-oriented structure that allows different departments and team members to work together toward achieving the organization’s mission of sustainable social impact and selfless service.

The organization operates under the leadership of the Founder and President, along with the Board Members and Executive Team, who provide strategic direction, decision-making, and overall management of the foundation. Different functional areas such as project management, communication, media coordination, editorial work, research, volunteer management, fundraising, and community outreach work closely together to ensure smooth implementation of programs and initiatives. This structure supports effective coordination between teams while maintaining transparency, accountability, and operational efficiency within the organization.

This chapter outlines the organizational structure of Karmayog Foundation Nepal and explains my position as a Marketing and Project Management Intern within the organization’s operational framework.

2.1 Diagram of the Organizational Structure



Fig 2: Organizational Structure of Karmayog Foundation Nepal

The organizational structure of Karmayog Foundation Nepal is designed to ensure effective coordination, smooth communication, and successful implementation of social development initiatives across different communities in Nepal. Each department and team member has

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specific responsibilities, but all divisions work together collaboratively to support the foundation's mission of sustainable social impact and selfless service.

President:

The President, Mr. Saurav Rimal, leads the overall direction and strategic management of the organization. He is responsible for decision-making, partnership development, project supervision, and ensuring that the organization's goals and values are effectively implemented across all activities.

Vice President:

The Vice President supports the President in organizational planning, operational management, and coordination of programs and projects. This role also helps maintain smooth communication between departments and ensures organizational objectives are achieved efficiently.

Secretary:

The Secretary manages official documentation, internal communication, meeting coordination, and administrative records within the organization. This role helps maintain organizational structure and proper workflow management.

Treasurer and Accounts Department:

The Treasurer and Accounts department are responsible for financial management, budgeting, record keeping, expense tracking, and maintaining transparency in the organization's financial activities and funding operations.

Media Department:

The Media department handles photography, videography, digital content creation, and media coverage of organizational activities. It helps showcase the foundation's impact and raise awareness about its programs and initiatives.

Communication Department:

The Communication Head manages public relations, social media communication, external coordination, and stakeholder engagement. This department plays an important role in maintaining the organization's public image and outreach.

Marketing and Project Management Department:

This department is responsible for project coordination, event management, promotional activities, proposal support, and overall planning and execution of organizational initiatives. It also focuses on increasing awareness and strengthening community engagement.

Information System Department:

The Information System department manages the organization's technical operations, website management, digital systems, and IT-related support to ensure smooth communication and operational efficiency.

Editorial Department:

The Editorial department focuses on content writing, report preparation, newsletters, documentation, and publication of the organization's activities and achievements.

2.2 My Job Position

During my internship at Karmayog Foundation Nepal, I contributed as a Marketing and Project Management Intern. My responsibilities involved supporting the organization in both operational and creative activities related to project coordination, communication, and community-focused initiatives. I worked on updating and improving the foundation's website to make it more informative, organized, and user-friendly for visitors, donors, and stakeholders.

In addition, I actively contributed to event planning, promotional activities, and coordination with different departments such as media, communication, editorial, and information systems to ensure smooth execution of projects and campaigns. I helped organize promotional shoots, prepare content for awareness programs, and support Corporate Social Responsibility (CSR) initiatives carried out by the foundation. These responsibilities allowed me to develop practical skills in communication, teamwork, project coordination, and organizational management within a non-profit environment.

Furthermore, I am involved in an ongoing educational project focused on supporting mothers from rural and underprivileged communities who did not have access to formal education. The objective of this initiative was to educate and guide mothers so they could better support their children's learning and development at home. The program mainly focused on basic education from Class 1

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to Class 6 level subjects. As part of my role, I was responsible for creating and managing educational study guide videos for the project. This included coordinating content, organizing educational materials, and helping develop simple and accessible learning resources that could effectively support both mothers and children in rural communities. Through this experience, I gained valuable exposure to educational project management, content coordination, and the social impact of community-based learning initiatives.

2.3 My Job Position in the Company's Organizational Structure

During my internship at Karmayog Foundation Nepal, I worked as a Marketing and Project Management Intern under the direct supervision of the Founder and President, Mr. Saurav Rimal, who personally hired and guided me throughout my internship period. My role functioned as a coordinating and support position within the organization, where I closely collaborated with departments such as Media, Communication, and Editorial to support the smooth execution of projects and organizational activities. My responsibilities included website management, proposal writing, annual report preparation, event coordination, promotional activities, and research support for ongoing initiatives. I was also involved in an ongoing educational project focused on teaching mothers from rural and underprivileged communities basic Class 1 to Class 6 level education so they could better guide their children's learning at home. In this project, I was responsible for coordinating and creating educational study guide videos and supporting the development of accessible learning materials for the program.



Fig 3 : My Job Position in Organizational Structure

3. My Intention and Motivation to Choose this Company as my CO-OP Studies Workplace

My intention and motivation for choosing Karmayog Foundation Nepal as my Co-Op workplace was both personal and professional. Before starting my internship, I was associated with the foundation as a volunteer during its 2025 Playscape Project, where I had the opportunity to observe the organization's community-focused work and positive impact on children and rural schools. This experience motivated me to learn more about the organization and inspired me to work closely with the foundation as part of my Co-Op studies. Seeing how the organization combined education, compassion, and sustainable community development strongly influenced my decision to join Karmayog Foundation Nepal.

I also wanted to gain practical experience in project management, communication, and organizational coordination within a real-world social development environment. At the same time, I wanted to understand human nature more deeply, especially the impact of helping communities and contributing toward meaningful social change. Through this internship, I believed I could not only develop professional skills but also grow personally by being involved in projects that directly support children, families, and underserved communities. This combination of practical learning, social contribution, and personal growth was the main reason behind choosing Karmayog Foundation Nepal as my Co-Op workplace.

4. Strategic Analysis of the Company

To understand Karmayog Foundation Nepal's overall position as a community-focused non-profit organization and identify its areas of strength, improvement, opportunities, and challenges, a SWOT Analysis was conducted based on the organization's annual report, official information, ongoing projects, and observations during my internship period. This strategic analysis tool helps evaluate the internal strengths and weaknesses of the organization, along with the external opportunities and threats that may influence its operations, sustainability, and future growth. The analysis also provides insight into how Karmayog Foundation Nepal continues to create social impact through education, community empowerment, disaster response, and sustainable development initiatives across Nepal.

SWOT Analysis of Karmayog Foundation

Strengths

Karmayog Foundation Nepal has established itself as a socially responsible and community-centered non-profit organization focused on sustainable development and selfless service. One of its major strengths is its holistic approach toward social impact, where the organization addresses multiple issues such as education, mental well-being, disaster response, livelihood support, hygiene, and animal welfare together. The foundation has successfully expanded its outreach to more than 40 districts and over 300 schools across Nepal through various educational and community development initiatives. Strong leadership under the Founder and President, Mr. Saurav Rimal, along with active volunteer participation and collaboration with organizations such as MetLife, Ncell Foundation, and Nepal Rising, further strengthens the organization's credibility and operational effectiveness.

Weaknesses

Despite its positive impact, Karmayog Foundation Nepal faces several challenges that may affect its long-term sustainability. As a non-profit organization, it is highly dependent on donations, sponsorships, partnerships, and volunteer support for funding and operational continuity. Limited financial resources can sometimes restrict the expansion of projects and outreach activities, especially in remote rural areas. In addition, managing multiple social initiatives simultaneously may create operational pressure and resource limitations. The organization also relies heavily on external collaboration and public engagement, which may affect the consistency and scalability of programs during periods of low funding or limited volunteer participation.

Opportunities

Karmayog Foundation Nepal has significant opportunities for future growth and social impact. Increasing awareness regarding education, mental health, community empowerment, and sustainable development in Nepal creates opportunities for the organization to expand its programs and partnerships. The foundation can further strengthen its digital presence through online campaigns, educational content, fundraising initiatives, and social media engagement to reach

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wider audiences and attract international support. Ongoing projects such as educational programs for mothers and Interactive Playscape initiatives also create opportunities for innovation in community learning and child development. Additionally, collaboration with corporate organizations under Corporate Social Responsibility (CSR) initiatives can help increase funding, outreach, and long-term sustainability.

Threats

The organization also faces external challenges that could impact its operations and project implementation. Economic instability, limited donor funding, and fluctuations in sponsorship support may affect the organization's financial stability. Natural disasters such as floods, earthquakes, and landslides in Nepal can increase operational difficulties while simultaneously increasing the demand for relief support. In addition, competition among non-profit organizations for funding, partnerships, and public attention may create challenges in maintaining resources and visibility. Technological limitations and lack of access to digital infrastructure in rural communities may also affect the effectiveness of educational and awareness-based programs.



Fig 4 : SWOT ANALYSIS OF KARMAYOG FOUNDATION

5. Objectives of this Co-Operative Studies

This report is a detailed reflection of my experiential learning as a Marketing and Project Management Intern at Karmayog Foundation Nepal, undertaken as part of my Co-Operative Education Studies. The purpose of this report is both academic and professional, as it allowed me to connect theoretical knowledge gained during my studies with practical experience in a real-world non-profit organization. Through this internship, I gained exposure to project management, communication, community development initiatives, and organizational operations while contributing to meaningful social impact projects.

The main objectives of this Co-Op study are:

1. To apply academic knowledge and gain practical industry exposure: This internship allowed me to apply concepts related to management, communication, teamwork, research, and information systems in a real organizational environment through active participation in projects and operational activities.
2. To understand the operational structure and project management process of a non-profit organization: By working closely with different departments and ongoing initiatives, I gained practical understanding of how non-profit organizations plan, coordinate, and implement community-focused projects and development programs.
3. To develop professional skills and workplace readiness: Through responsibilities such as website management, proposal writing, report preparation, event coordination, and project support, I improved my communication, organizational, technical, and teamwork skills required for future professional growth.
4. To contribute meaningfully toward community development initiatives: I actively contributed to various organizational activities and an ongoing educational project focused on supporting mothers from rural and underprivileged communities through educational study guide videos and learning materials, helping promote accessible community-based education and social empowerment.

Chapter-2 Co-Op Study Activities

1. My Job Description

During my internship at Karmayog Foundation Nepal, I worked in an entry-level position as a Marketing and Project Management Intern under the direct supervision of the Founder and President. My primary role was to assist the organization in ensuring smooth coordination of projects, communication activities, and operational tasks related to community development initiatives. The position provided hands-on exposure to project planning, research, content coordination, event management, and organizational communication processes within a non-profit environment.

My role involved supporting website management, proposal writing, annual report preparation, promotional activities, and coordination between departments such as Media, Communication, and Editorial. I was also involved in an ongoing educational project focused on teaching mothers from rural and underprivileged communities basic Class 1 to Class 6 level education. In this project, I assisted in coordinating and creating educational study guide videos and learning materials to support community-based learning initiatives. This position allowed me to gain practical understanding of how project management and communication contribute toward achieving sustainable social impact within a non-profit organization.

2. My job responsibilities

My key responsibilities as a Marketing and Project Management Intern at Karmayog Foundation Nepal were diverse and provided me with practical exposure to project coordination, communication management, content development, and community-focused initiatives. The major responsibilities and duties performed during my internship were:

- **Website Management and Digital Support:**

- Assisted in updating and improving the organization's website content and structure.
- Helped make the website more informative, organized, and user-friendly for visitors and stakeholders.

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- Coordinated with the Information System and Media departments for digital content updates.
- **Proposal Writing and Documentation:**
 - Assisted in preparing proposals, reports, and organizational documents.
 - Contributed to the preparation of the foundation's annual report and project-related documentation.
 - Conducted research to support project planning and funding strategies.
- **Project Coordination and Communication:**
 - Coordinated with departments such as Media, Communication, and Editorial to support ongoing projects and activities.
 - Assisted in planning, organizing, and monitoring different organizational initiatives and events.
 - Supported internal communication and workflow coordination between teams.
- **Event Management and Promotional Activities:**
 - Assisted in organizing events, awareness campaigns, and CSR-related activities.
 - Helped coordinate logistics and scheduling for organizational programs and community initiatives.
 - Supported promotional shoots and awareness content creation to showcase the foundation's impact.
- **Educational Project Support:**
 - Contributed to an ongoing educational project focused on teaching mothers from rural and underprivileged communities basic Class 1 to Class 6 level education.
 - Assisted in coordinating and creating educational study guide videos and learning materials for the program.
 - Supported content planning to ensure learning materials remained simple, accessible, and community-focused.

3. Activities in coordinating with co-workers

During my internship at Karmayog Foundation Nepal, coordination and teamwork played an important role in my daily responsibilities and overall learning experience. I regularly worked with team members from different departments such as Media, Communication, Editorial, and Information Systems to support the smooth execution of organizational projects and activities. Effective communication and collaboration were essential in ensuring that tasks related to website management, proposal writing, report preparation, promotional activities, and event coordination were completed efficiently and within deadlines.

I also coordinated closely with co-workers while organizing events, managing logistics, and planning promotional shoots for awareness campaigns and community projects. In addition, I worked collaboratively on an ongoing educational project focused on creating educational study guide videos and learning materials for mothers from rural and underprivileged communities. Through regular interaction with team members, I improved my communication, teamwork, problem-solving, and coordination skills while gaining practical understanding of how different departments work together to achieve the organization's mission and community development goals.

4. My Job Process Diagram

1. Website Management Workflow

- Identify sections of the website requiring updates or improvements
- Collect relevant content, information, and media materials from departments
- Edit and organize website content for clarity and user accessibility
- Coordinate with the Information System and Media departments for updates
- Review and publish finalized website content

2. Proposal Writing and Documentation Workflow

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- Gather information and project details from organizational teams
- Conduct research to support proposals and reports
- Draft and organize content in a professional format
- Coordinate with team members for feedback and revisions
- Finalize and submit reports and documentation

3. Project Coordination Workflow

- Participate in planning meetings and project discussions
- Coordinate tasks and communication between departments
- Monitor progress of ongoing activities and initiatives
- Support implementation of projects and community programs
- Ensure smooth execution and completion of assigned tasks

4. Event and Promotional Activity Workflow

- Assist in planning events, campaigns, and awareness activities
- Coordinate logistics, scheduling, and promotional requirements
- Work with Media and Communication departments during activities
- Support promotional shoots and content preparation
- Review outcomes and maintain documentation of activities

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

During my internship at Karmayog Foundation Nepal, I contributed to both the marketing and project management functions of the organization by supporting website management, proposal

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writing, annual report preparation, and overall project coordination. I assisted in improving the organization's digital presence by updating website content and helping organize promotional activities and awareness campaigns in coordination with the Media, Communication, and Editorial departments. I also contributed to event coordination, promotional shoots, and logistical support for various community initiatives and organizational programs. In addition, I played an active role in an ongoing educational project focused on teaching mothers from rural and underprivileged communities basic Class 1 to Class 6 level education so they could better guide their children's learning at home. As part of this project, I assisted in coordinating and creating educational study guide videos and learning materials to support accessible community-based education. Through these responsibilities, I was able to contribute meaningfully toward the organization's mission while gaining valuable practical experience in project management, communication, teamwork, and community development initiatives.

6. Key Improvements and Changes Contributed During Internship

Key Improvements and Changes Contributed During Internship

During my internship at Karmayog Foundation Nepal, I contributed to several improvements and positive changes that supported the organization's outreach, project coordination, and communication efforts. Through my involvement in various activities, I was able to apply my academic knowledge in a practical environment while adding value to the organization's ongoing initiatives.

Improvement of Website Content and Organization:

I assisted in updating and organizing the organization's website content to make it more informative, structured, and user-friendly. This helped improve accessibility for visitors, donors, volunteers, and stakeholders seeking information about the foundation's programs and achievements. Through this experience, I learned the importance of digital presence and how well-organized information can strengthen an organization's credibility and outreach.

Support in Strengthening Digital Outreach:

I contributed to promotional activities, awareness campaigns, and communication initiatives that helped increase public awareness of the foundation's projects. By supporting content

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coordination and promotional efforts, I helped improve the visibility of the organization's community programs. This experience taught me how strategic communication and marketing can play a vital role in driving engagement and social impact.

Better Coordination and Workflow Support:

I regularly coordinated with different departments, including Media, Communication, Editorial, and Information Systems, to support project execution and organizational activities. My involvement helped improve information flow and collaboration between teams, contributing to smoother project implementation. From this experience, I learned the importance of teamwork, cross-functional collaboration, and effective communication in achieving organizational goals.

Contribution to Documentation and Reporting:

I assisted in preparing proposals, annual reports, and project-related documents, helping maintain accurate and professional organizational records. These contributions supported better documentation and future planning for ongoing initiatives. Through this process, I developed stronger attention to detail, professional writing skills, and an understanding of the importance of documentation in organizational management.

Support in Educational Project Development:

One of my most meaningful contributions was supporting an educational project aimed at helping mothers from rural and underprivileged communities better support their children's learning. I assisted in coordinating and creating educational study guide videos and learning materials that were simple, accessible, and easy to understand. This experience helped me understand how education can empower families and create long-term community impact.

Assistance in Event and Promotional Activities:

I supported the planning and coordination of events, awareness campaigns, promotional shoots, and community programs. My contribution helped improve the organization and execution of these activities while ensuring smooth coordination among team members. This enhanced my event management, organizational, and problem-solving skills.

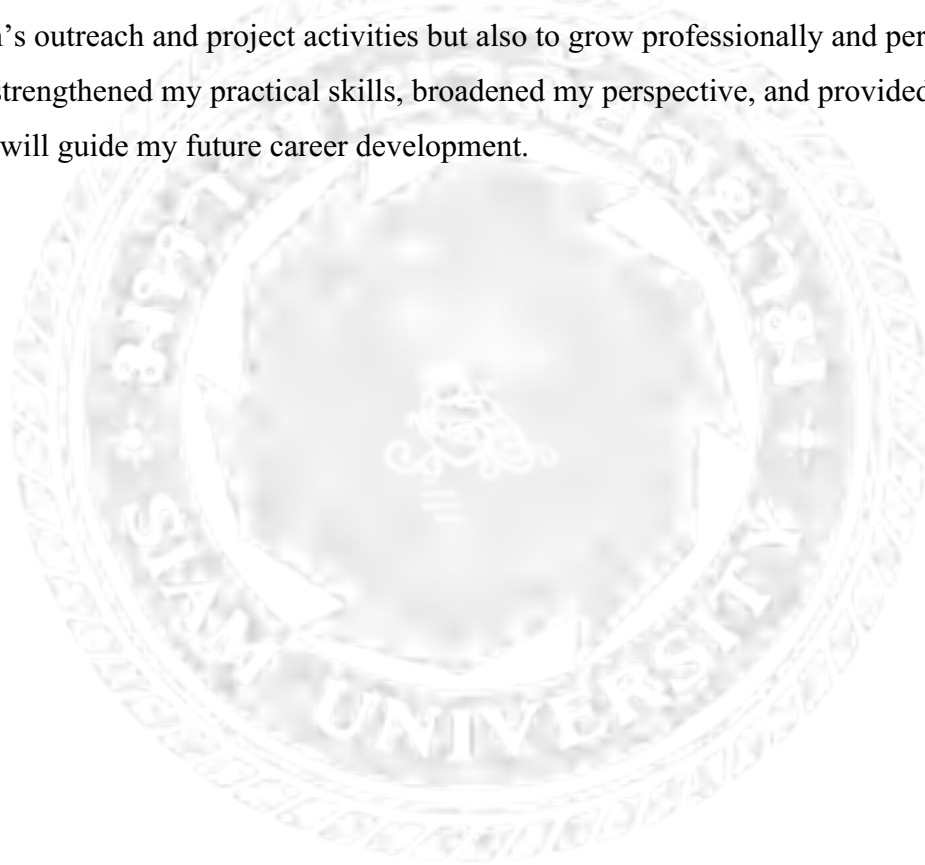
Personal Learning and Future Application:

Beyond the contributions I made, this internship taught me valuable lessons that I will carry

Strengthening Organizational Outreach and Project Coordination at Karmayog Foundation Nepal

forward in my future career. I learned the importance of adaptability, teamwork, effective communication, and community-centered thinking. I also realized that meaningful change often comes through collaboration, dedication, and consistent effort. Working in a non-profit environment strengthened my understanding of social responsibility and showed me how professional skills can be used to create a positive impact in society. These experiences have motivated me to continue developing my project management, communication, and leadership skills while contributing to organizations that create meaningful value for communities.

Overall, my internship at Karmayog Foundation Nepal allowed me not only to contribute to the organization's outreach and project activities but also to grow professionally and personally. The experience strengthened my practical skills, broadened my perspective, and provided valuable lessons that will guide my future career development.



Chapter-3 Learning Process

1. Problems/ Issues of the Company

During my internship at Karmayog Foundation Nepal, I observed several challenges related to project coordination, communication management, and implementation of community development initiatives. As a non-profit organization, the foundation often faced limitations in financial and operational resources while managing multiple projects simultaneously across different communities. In addition, coordinating activities between departments and external stakeholders sometimes created delays in project execution and content management. Another challenge involved ensuring that educational materials and study guide videos for the ongoing mothers' education project remained simple, accessible, and understandable for participants from rural and underprivileged communities with limited educational and technological access. These challenges provided valuable learning experiences regarding teamwork, adaptability, and effective communication within a non-profit working environment.

1.1 Problem Statement:

The operational activities at Karmayog Foundation Nepal were affected by limited financial and technical resources, coordination challenges between multiple departments, and difficulties in managing multiple community development initiatives simultaneously. These challenges highlighted the need for stronger communication, improved operational efficiency, and better coordination processes to support sustainable project implementation and overall organizational effectiveness.

1.2 Major Problems identified:

1. Limited Financial and Operational Resources:

As a non-profit organization, Karmayog Foundation Nepal relies heavily on donations, sponsorships, partnerships, and volunteer support for carrying out projects and community initiatives. Limited financial and operational resources sometimes affected the speed of project implementation, expansion opportunities, and overall operational efficiency.

2. Interdepartmental Coordination Challenges:

Since multiple departments such as Media, Communication, Editorial, Information Systems, and Project Management work together on organizational activities, delays in communication, approvals, and coordination occasionally affected workflow continuity and project execution timelines. This sometimes created difficulties in maintaining smooth operational processes.

3. Managing Multiple Projects Simultaneously:

The organization handles several community development initiatives, educational programs, awareness campaigns, and event activities at the same time. Managing multiple responsibilities and priorities simultaneously occasionally created operational pressure and increased the need for stronger planning and time management.

4. Dependence on External Partnerships and Volunteers:

Many projects and activities depended on external organizations, sponsors, volunteers, and community participation. Delays in external coordination, availability of volunteers, or partnership-related processes sometimes affected project scheduling, execution, and resource availability.

5. External and Environmental Challenges:

Since the organization works across different rural and underserved areas of Nepal, external factors such as geographical difficulties, transportation issues, weather conditions, and natural disasters occasionally affected community outreach activities, logistics coordination, and smooth implementation of projects and events.

2. How to solve the problems

1. Improving Financial and Operational Resources:

Karmayog Foundation Nepal can strengthen its financial stability by increasing partnerships with corporate organizations, donors, and sponsors through CSR collaborations and fundraising activities. Expanding digital fundraising campaigns and community support programs can also help improve resource availability for long-term project sustainability.

2. Strengthening Interdepartmental Coordination:

Regular meetings, clear communication channels, and better task allocation between departments can help reduce delays in approvals and workflow management. Using digital communication and project management tools can further improve coordination and operational efficiency.

3. Better Project Planning and Time Management:

The organization can improve project execution by implementing structured planning systems, setting clear timelines, and assigning responsibilities effectively. Prioritizing projects based on urgency and available resources can help reduce operational pressure while managing multiple initiatives simultaneously.

4. Reducing Dependency on External Support:

Developing a stronger internal volunteer network and maintaining long-term partnerships with organizations and supporters can help improve project continuity and reduce delays caused by external coordination challenges.

5. Managing External and Environmental Challenges:

The organization can minimize the impact of geographical and environmental difficulties by improving logistical planning, maintaining backup operational strategies, and strengthening local community coordination during project implementation and outreach activities.

3. Recommendations to the Company

Based on my internship experience at Karmayog Foundation Nepal, I identified several areas where the organization can further improve its operational efficiency, project coordination, and long-term sustainability. The following recommendations may help the organization strengthen its overall performance and continue expanding its positive social impact across Nepal.

- Strengthen digital communication and project management systems to improve workflow efficiency and coordination between departments.
- Implement structured project tracking and documentation processes for better monitoring and operational management.

Strengthening Organizational Outreach and Project Coordination at Karmayog Foundation Nepal

- Expand long-term partnerships with corporate organizations, donors, and international agencies to improve financial sustainability.
- Increase volunteer training and capacity-building programs to improve project execution and community outreach activities.
- Enhance the organization's digital presence through social media campaigns, online awareness programs, and fundraising initiatives.
- Improve logistical planning and coordination for smoother implementation of projects in rural and geographically challenging areas.
- Develop more community engagement programs to encourage active participation from local stakeholders and volunteers.
- Introduce regular feedback and evaluation systems to monitor project effectiveness and identify areas for improvement.
- Continue expanding educational and community development initiatives to reach more underserved communities across Nepal.
- Strengthen internal communication and task allocation processes to reduce delays and improve overall operational efficiency.

These recommendations can help Karmayog Foundation Nepal improve its operational effectiveness, strengthen sustainability, and further enhance its ability to create meaningful and long-term social impact within communities across Nepal.

4. Learning during the Co-Op Studies

My internship at Karmayog Foundation Nepal provided me with valuable practical insights into the functioning of a non-profit organization involved in community development, education, and social impact initiatives. Through my internship experience, I gained a better understanding of project coordination, communication management, teamwork, and organizational operations within a real working environment. My key learnings include the understanding of:

Strengthening Organizational Outreach and Project Coordination at Karmayog Foundation Nepal

- The overall workflow and operational structure of a non-profit organization and how different departments collaborate to achieve organizational goals.
- The importance of effective communication and coordination between departments such as Media, Communication, Editorial, and Project Management for smooth execution of projects and events.
- The practical application of project management, event coordination, and promotional planning within community-focused initiatives.
- The importance of digital presence, website management, and communication strategies in increasing public awareness and organizational outreach.
- The role of teamwork, adaptability, and time management in handling multiple responsibilities and organizational activities simultaneously.
- The significance of community engagement and sustainable development initiatives in creating long-term positive social impact.
- The process of supporting educational and social initiatives through content coordination, documentation, and communication activities.

This Co-Op experience allowed me to apply theoretical knowledge in a practical environment, improve my professional and interpersonal skills, and gain meaningful exposure to project management and community development activities within a non-profit organization.

5. Application of the knowledge from coursework to the real working situation

During my internship at Karmayog Foundation Nepal as a Marketing and Project Management Intern, I was able to apply various theoretical concepts and practical skills gained from my academic coursework into real-world organizational activities and community development initiatives. The subjects studied throughout my academic program provided me with a strong foundation in management, communication, teamwork, information systems, and organizational operations, all of which supported my performance during the internship.

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Knowledge from subjects related to Project Management and Principles of Management helped me understand project coordination, task management, teamwork, and organizational workflow while supporting ongoing initiatives and community programs. Similarly, concepts learned from Marketing and Digital Communication courses were useful in website management, promotional activities, awareness campaigns, and improving the organization's digital presence.

Courses related to Digital Marketing helped me understand the importance of proper digital communication, content organization, and information management within the organization. In addition, knowledge gained from Communication and Personality Development subjects improved my professional communication, teamwork, interpersonal interaction, and coordination skills while working with different departments such as Media, Communication, Editorial, and Project Management.

Furthermore, academic learning related to leadership, organizational behavior, and teamwork helped me adapt to a professional work environment and collaborate effectively with co-workers during events, campaigns, and project-related activities. My coursework also helped me understand the importance of planning, problem-solving, adaptability, and ethical responsibility within community-focused organizations.

This internship experience allowed me to apply academic knowledge into practical working situations, strengthen my professional competencies, and gain a deeper understanding of how management, communication, and organizational concepts are implemented within a real non-profit working environment.

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

During my internship at Karmayog Foundation Nepal as a Marketing and Project Management Intern, I gained practical exposure to project coordination, communication management, and organizational operations within a non-profit environment. Some of the key skills and knowledge I acquired include:

Technical Skills Learned:

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- **Website Management:**

I learned how to update and organize website content to improve user accessibility, digital communication, and overall online presence of the organization.

- **Proposal Writing and Documentation:**

I gained practical experience in preparing proposals, reports, and organizational documents while understanding the importance of professional formatting and structured documentation.

- **Project Coordination:**

I developed understanding of project planning, workflow coordination, and activity management while supporting multiple community initiatives and organizational programs.

- **Digital Content Coordination:**

I learned how to coordinate promotional content, awareness materials, and communication activities with departments such as Media, Communication, and Editorial.

- **Educational Content Development:**

Through the ongoing educational project, I gained experience in coordinating and creating educational study guide videos and accessible learning materials for community-based education initiatives.

Soft Skills Developed:

- **Communication and Interpersonal Skills:**

Regular interaction with different departments and team members improved my professional communication and collaborative working ability.

- **Teamwork and Coordination:**

Working closely with multiple departments helped me understand the importance of teamwork, coordination, and shared responsibility in achieving organizational goals.

- **Time Management and Organization:**

Managing multiple responsibilities and project activities improved my ability to prioritize tasks and work efficiently within deadlines.

Strengthening Organizational Outreach and Project Coordination at Karmayog Foundation Nepal

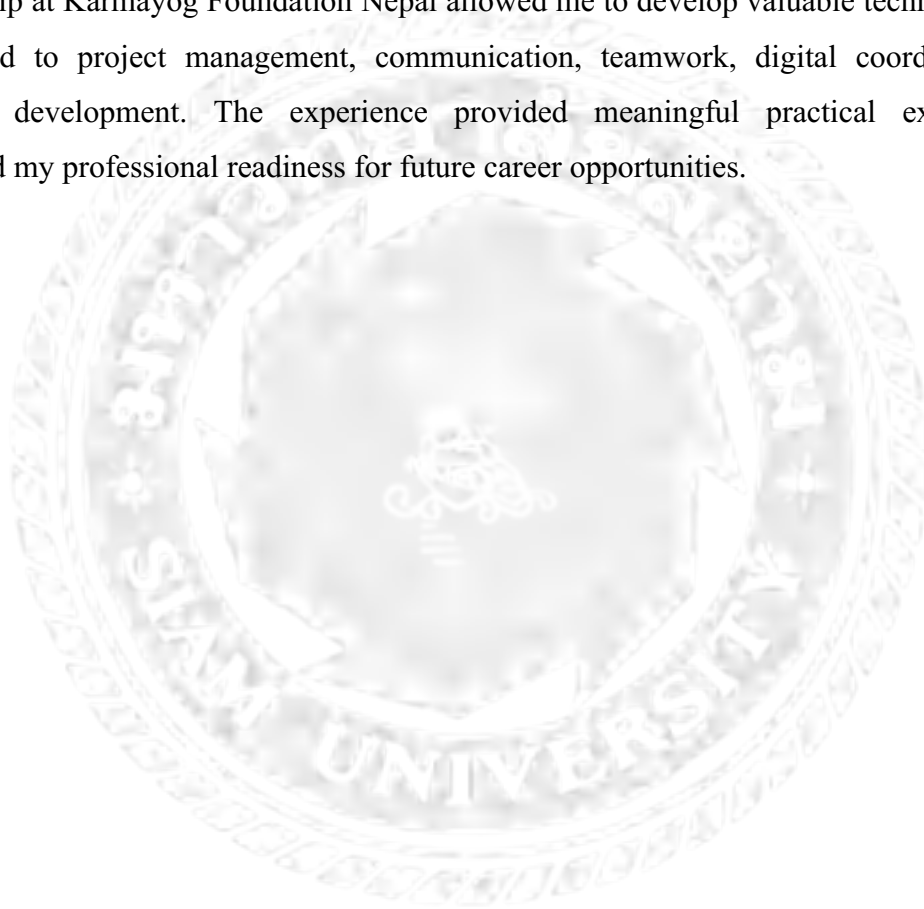
- **Adaptability and Problem-Solving:**

Working in a dynamic non-profit environment helped me quickly adapt to new responsibilities, challenges, and operational requirements.

- **Leadership and Professional Confidence:**

Participating in project coordination and organizational activities improved my confidence, decision-making ability, and professional workplace behavior.

My internship at Karmayog Foundation Nepal allowed me to develop valuable technical and soft skills related to project management, communication, teamwork, digital coordination, and community development. The experience provided meaningful practical exposure and strengthened my professional readiness for future career opportunities.



Chapter-4

Conclusion

My Co-Operative Education experience at **Karmayog Foundation Nepal** was a very valuable and meaningful learning journey. Through my role as a Marketing and Project Management Intern, I gained practical experience in project coordination, website management, communication, event coordination, and promotional activities within a real working environment. This internship helped me understand how a non-profit organization works to create positive social impact and support communities through education, awareness programs, and sustainable development initiatives.

During my internship, I had the opportunity to work closely with different departments such as Media, Communication, Editorial, and Information Systems, which improved my teamwork, communication, and coordination skills. I also contributed to an ongoing educational project focused on helping mothers from rural and underprivileged communities support their children's learning at home through educational study guide videos and learning materials. This experience allowed me to understand the importance of community development, education, and social responsibility.

In addition, this internship helped me apply the knowledge and skills learned during my academic studies in real working situations. It improved my confidence, professionalism, time management, adaptability, and problem-solving abilities. I also gained a better understanding of the challenges faced by non-profit organizations and the importance of proper planning, communication, and teamwork in successfully managing projects and activities.

Overall, my internship at Karmayog Foundation Nepal was a rewarding experience that contributed greatly to my academic, professional, and personal growth. It not only strengthened my practical skills and workplace readiness but also inspired me to continue contributing toward meaningful community development and social impact initiatives in the future.

1. Summary of Highlights of your Co-op Studies at this Company

My Co-Operative Education experience at Karmayog Foundation Nepal was an important learning journey that allowed me to gain practical exposure to project management,

Strengthening Organizational Outreach and Project Coordination at Karmayog Foundation Nepal

communication, and community development activities within a non-profit organization.

Through my role as a Marketing and Project Management Intern, I worked on website management, proposal writing, annual report preparation, event coordination, promotional activities, and communication support for different organizational initiatives.

One of the major highlights of my internship was the opportunity to work closely with different departments such as Media, Communication, Editorial, and Information Systems, which helped me improve my teamwork, coordination, and professional communication skills. I also gained hands-on experience in organizing awareness campaigns, promotional shoots, and community-focused programs that contributed toward the organization's outreach and social impact.

Another significant highlight of my internship was my involvement in an ongoing educational project focused on supporting mothers from rural and underprivileged communities through basic educational guidance. As part of this initiative, I contributed to coordinating and creating educational study guide videos and learning materials to help mothers support their children's learning at home.

Overall, this Co-Op experience helped me apply academic knowledge in practical situations, improve my technical and interpersonal skills, and gain a deeper understanding of how non-profit organizations create meaningful and sustainable social impact within communities.

1.1 Future Outlook and Strategic Recommendations for Karmayog Foundation Nepal

Future Outlook (5-Year Perspective)

Based on my observations and experience during the internship, I believe Karmayog Foundation Nepal has strong potential for growth and increased social impact over the next five years. The organization has already established a strong presence in community development, education, disaster response, and social welfare initiatives across Nepal. With its commitment to sustainable development and community empowerment, the foundation is likely to expand its outreach to more districts, schools, and underserved communities throughout the country.

The increasing use of digital platforms and technology also creates opportunities for Karmayog Foundation Nepal to strengthen its educational programs, awareness campaigns, fundraising

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activities, and stakeholder engagement. Initiatives such as the Interactive Playscape Project and community-based educational programs can be further expanded to benefit a larger number of children, families, and communities. In addition, growing interest in Corporate Social Responsibility (CSR) among private organizations may create new partnership opportunities that can strengthen the foundation's financial sustainability and operational capacity.

If the organization continues to maintain strong leadership, community engagement, and strategic partnerships, it is likely to gain greater national recognition as a leading non-profit organization in Nepal while creating a larger and more sustainable social impact.

Strategic Recommendations for Future Growth and Competitive Positioning

To support future growth and strengthen the organization's long-term sustainability, the following recommendations are proposed:

- Strengthen digital fundraising platforms to attract wider donor support and improve financial sustainability.
- Expand online learning initiatives and educational content to reach more beneficiaries across remote communities.
- Develop stronger Corporate Social Responsibility (CSR) partnerships with national and international organizations.
- Implement impact measurement and monitoring systems to better evaluate project outcomes and demonstrate social impact.
- Strengthen volunteer recruitment, training, and retention programs to support organizational growth.
- Increase investment in digital marketing, social media engagement, and branding activities to improve public awareness and outreach.
- Expand successful initiatives such as the mothers' education project and Interactive Playscape Project to additional districts and schools.
- Establish long-term strategic partnerships with educational institutions, community organizations, and development agencies.
- Improve project management and documentation systems to support efficient implementation and knowledge sharing.

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- Continue focusing on sustainable and community-centered development programs that create long-term benefits for beneficiaries.

Overall, Karmayog Foundation Nepal is well positioned for future growth and continued social impact. By leveraging technology, strengthening partnerships, expanding educational initiatives, and maintaining its commitment to sustainable community development, the organization can further enhance its effectiveness, reach more beneficiaries, and strengthen its position as a leading social development organization in Nepal.

2. Self Evaluation of the Work Experience

My internship experience at Karmayog Foundation Nepal played an important role in my professional and personal development. It helped me improve my practical skills, workplace understanding, and confidence while working in a real non-profit organizational environment. Through this experience, I was able to identify my strengths as well as the areas where I still need further improvement.

A. Strengths

During my internship, I identified several strengths that helped me perform my responsibilities effectively:

- **Adaptability:**
Working in a dynamic non-profit environment helped me quickly adjust to different tasks, project requirements, and organizational activities.
- **Communication Skills:**
Regular coordination with different departments improved my ability to communicate professionally and work effectively within a team.
- **Teamwork and Collaboration:**
Working closely with Media, Communication, Editorial, and Project Management teams helped me understand the importance of teamwork and shared responsibility.

Strengthening Organizational Outreach and Project Coordination at Karmayog Foundation Nepal

- **Time Management:**
Managing multiple responsibilities such as website updates, event coordination, and project support improved my ability to prioritize tasks and meet deadlines efficiently.
- **Creativity and Initiative:**
Contributing to promotional activities, awareness campaigns, and educational study guide videos helped me improve my creativity and ability to take initiative during projects.

B. Areas for Development

Although the internship helped me grow professionally, I also identified areas where I can continue improving:

- **Advanced Project Management Skills:**
I would like to further improve my planning, organizational, and project monitoring abilities for handling larger and more complex projects.
- **Technical Skills:**
I aim to improve my technical knowledge related to website management, digital tools, and content management systems.
- **Leadership and Decision-Making:**
While working in team environments improved my confidence, I would like to develop stronger leadership and independent decision-making skills.
- **Professional Experience:**
I believe gaining more exposure to large-scale organizational projects and community programs will further strengthen my professional capabilities.
- **Public Speaking and Presentation Skills:**
I would like to improve my confidence in presenting ideas, communicating in public settings, and leading discussions during professional activities.

This self-evaluation helped me better understand my professional strengths and areas for future growth. Overall, my internship experience at Karmayog Foundation Nepal provided valuable practical exposure and motivated me to continue developing my skills for future career opportunities.

3. Limitation of Co-Op Studies

Although my internship at Karmayog Foundation Nepal was a meaningful and rewarding learning experience, there were certain limitations during the Co-Op study period that affected the overall exposure and learning process.

1. **Dynamic Working Environment:**

Since the organization managed multiple projects and community activities simultaneously, work priorities often changed quickly, which sometimes made it difficult to follow a fixed workflow or schedule.

2. **Limited Practical Exposure to Field Activities:**

Due to time and operational constraints, I was not able to participate in every field visit, outreach activity, or community program organized by the foundation.

3. **Learning Through Observation:**

Some organizational processes and decision-making activities were mainly observed rather than directly handled, which limited deeper practical involvement in certain areas.

4. **Coordination Challenges:**

Working with multiple departments and external stakeholders occasionally created communication gaps and delays in task completion and project execution.

5. **Limited Time for Skill Specialization:**

As the internship involved a variety of responsibilities, there was limited opportunity to focus deeply on one specific area or specialization within the organization.

4. Recommendations for the Company

Based on my experience during the Co-Op studies at Karmayog Foundation Nepal, I would like to suggest a few recommendations that could further improve the learning experience for future students:

1. **Pre-Internship Preparation:**

Universities could organize workshops or orientation sessions related to workplace communication, project management, digital tools, and professional behavior before students begin their internships.

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2. More Practical Exposure:

Students should be given opportunities to participate in different organizational activities, field visits, and projects to gain broader practical understanding and real-world experience.

3. Regular Monitoring and Feedback:

Maintaining regular communication between the university, company supervisors, and students can help track progress, solve challenges, and ensure learning objectives are achieved effectively.

4. Longer Internship Duration:

Extending the internship duration could provide students with deeper exposure to organizational operations, long-term projects, and professional working environments.

5. Encouragement of Skill Development:

Students should be encouraged to improve technical, communication, leadership, and teamwork skills through active participation in organizational activities and responsibilities.

6. Better Industry-Academia Collaboration:

Stronger collaboration between universities and organizations can help align academic learning with practical industry requirements and improve the overall effectiveness of Co-Op studies.

5. Final Reflection

Reflecting on my internship journey at Karmayog Foundation Nepal, I can confidently say that it was a highly meaningful and valuable learning experience. The internship provided me with practical exposure to project coordination, communication management, teamwork, and organizational operations within a real non-profit working environment. It also helped me understand how organizations work toward creating positive social impact through education, community development, and sustainable initiatives.

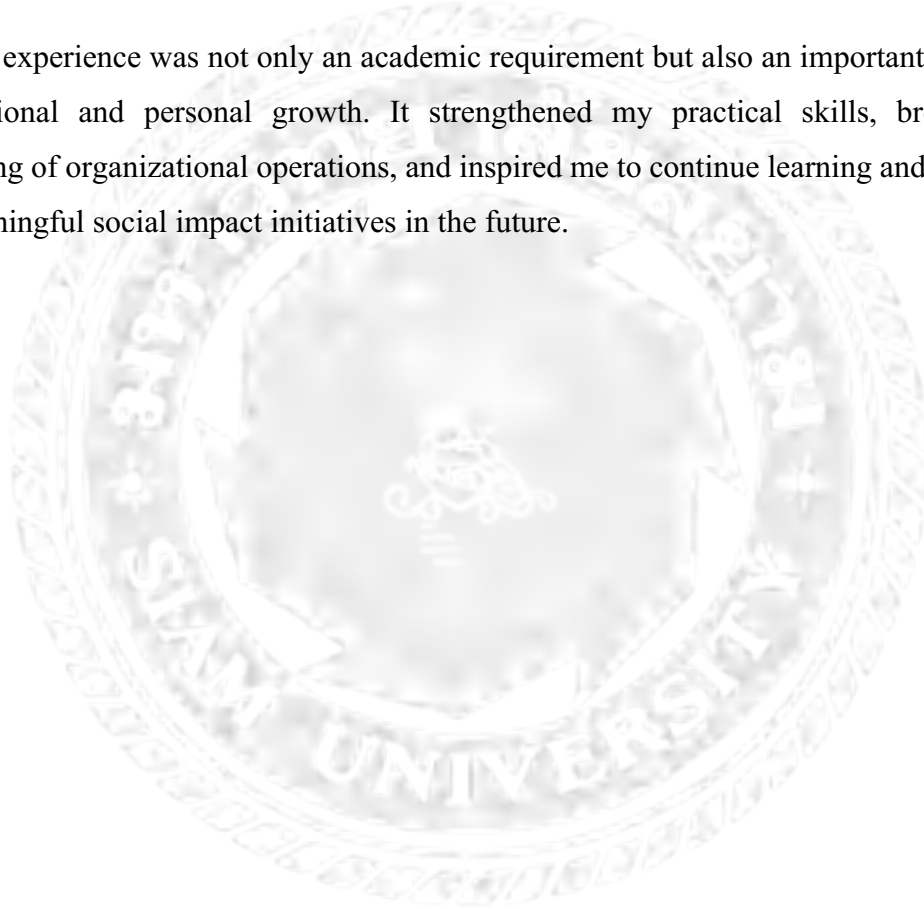
Throughout the internship, I not only developed professional skills but also grew personally. I improved my communication, coordination, time management, adaptability, and teamwork abilities while working with different departments and participating in various organizational

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activities. The experience also taught me the importance of responsibility, patience, collaboration, and effective communication in achieving successful project outcomes.

At the beginning of the internship, adapting to a professional working environment and handling multiple responsibilities was challenging. However, the support and guidance provided by my supervisors and team members helped me gain confidence and adjust quickly to the organization's workflow and culture. Being involved in meaningful community-focused initiatives further increased my interest in project management, communication, and social development activities.

This Co-Op experience was not only an academic requirement but also an important milestone in my professional and personal growth. It strengthened my practical skills, broadened my understanding of organizational operations, and inspired me to continue learning and contributing toward meaningful social impact initiatives in the future.



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ShareSansar. (2024, July 24). *MetLife Nepal partners with Karmayog Foundation to enhance educational experience with interactive playscape.* ShareSansar. June 10, 2026, from [ShareSansar article](#)

Karmayog Foundation Nepal. *Facebook page.* Facebook. June 10, 2026, from [Karmayog Foundation Nepal Facebook Page](#)



Appendices

Appendix A: Weekly Log

Name of Student: Isneha Raut

Name of the Organization: Karmayog Foundation Nepal

Name of Organization's Supervisor: Samaya Khanal

Date: JANUARY 19, 2026 – May 20, 2026

Table 1: My Daily Work Update Diary

Week 1

Date	Day	Task Assigned
01/19	Monday	Introduction to the team, organizational objectives, and overview of the educational app project
01/20	Tuesday	Attended introductory online meeting with board members and marketing team regarding the vision and objectives of the educational app
01/21	Wednesday	Started preliminary research on educational applications and identified possible target users and learning categories
01/22	Thursday	Conducted online assessment of existing educational platforms to understand features, user interface, and content structure
01/23	Friday	Was on leave

Week 2

Date	Day	Task Assigned
01/26	Monday	Was on leave
01/27	Tuesday	Was on leave
01/28	Wednesday	Continued research on educational content structure and discussed possible app features with the developer which matches with the need of gov schools
01/29	Thursday	Prepared summary report of assessment and research progress and shared recommendations during the online meeting with board members and project team

Week 3

Date	Day	Task Assigned
02/02	Monday	Attended online follow-up meeting regarding project timeline and task distribution for the educational app
02/03	Tuesday	Conducted detailed research on educational app features including quizzes, progress tracking, and interactive learning tools
02/04	Wednesday	Coordinated with the marketing team to discuss target audience analysis and awareness strategies
02/05	Thursday	Participated in virtual meeting with app developer regarding application layout, navigation flow, and user experience ideas
02/06	Friday	Compiled research findings and prepared documentation for project discussion with board members

Week 4

Date	Day	Task Assigned
02/09	Monday	Assisted in preparing feature recommendations for the educational application based on user needs assessment
02/10	Tuesday	Attended online strategy meeting with board members regarding educational content planning and implementation goals
02/11	Wednesday	Researched digital learning trends and analyzed suitable tools and technologies for the app
02/12	Thursday	Collaborated with the app developer to discuss functionality, accessibility, and possible future improvements
02/13	Friday	Prepared weekly progress summary and shared updates with the project team during an online review meeting

Week 5

Date	Day	Task Assigned
02/16	Monday	Participated in an online review meeting regarding progress of the educational app project and upcoming objectives
02/17	Tuesday	Conducted research on student engagement features and interactive learning methods for the application
02/18	Wednesday	Coordinated with the marketing team to discuss promotional strategies and user feedback collection methods
02/19	Thursday	Prajatantra Divas holiday
02/20	Friday	Prepared documentation of research findings and shared recommendations with the board members

Week 6

Date	Day	Task Assigned
02/23	Monday	Assisted in organizing project requirements and preparing workflow ideas for the educational application
02/24	Tuesday	Researched content management and educational resource integration for the app platform
02/25	Wednesday	Participated in an online discussion with the project team regarding user accessibility and interface improvements
02/26	Thursday	Coordinated with the app developer to review feature suggestions and implementation feasibility
02/27	Friday	Prepared weekly project update and attended online progress meeting with the board and marketing team

Week 7

Date	Day	Task Assigned
03/02	Monday	Holi Holiday
03/03	Tuesday	Holi Holiday
03/04	Wednesday	Conducted detailed research on user experience design and learning engagement strategies
03/05	Thursday	Participated in virtual meeting with app developer regarding UI improvements and functionality planning
03/06	Friday	Prepared updated documentation of research findings and shared with project stakeholders

Week 8

Date	Day	Task Assigned
03/09	Monday	Assisted in finalizing initial project requirements for educational app development
03/10	Tuesday	Coordinated with marketing team for user outreach strategy and awareness planning
03/11	Wednesday	Reviewed competitor educational platforms and analyzed best practices for feature enhancement
03/12	Thursday	Was on leave
03/13	Friday	Prepared weekly progress report and submitted updated documentation to the board

Week 9

Date	Day	Task Assigned
03/16	Monday	Participated in online discussion regarding app prototype structure and development roadmap
03/17	Tuesday	Assisted in organizing content structure for the educational app and defining module categories
03/18	Wednesday	Ghoda Jatra Holiday
03/19	Thursday	Coordinated with app developer for technical clarification and feature feasibility
03/20	Friday	Compiled research summary and attended progress evaluation meeting with the team

Week 10

Date	Day	Task Assigned
03/23	Monday	Attended online project review meeting and discussed updated progress on educational app development
03/24	Tuesday	Worked on refining application requirements based on feedback from board and marketing team
03/25	Wednesday	Conducted research on interactive learning tools and student engagement techniques
03/26	Thursday	Participated in virtual meeting with app developer to discuss UI/UX improvements and system structure
03/27	Friday	Prepared updated documentation and shared progress report with stakeholders

Week 11

Date	Day	Task Assigned
03/30	Monday	Assisted in finalizing revised feature list for educational app development
03/31	Tuesday	Conducted research on content delivery methods and digital learning optimization
04/01	Wednesday	Collaborated with marketing team on user acquisition and awareness strategies
04/02	Thursday	Attended technical discussion with app developer regarding backend integration and scalability
04/03	Friday	Compiled weekly research summary and presented updates during online team meeting

Week 12

Date	Day	Task Assigned
04/06	Monday	Reviewed project workflow and assisted in organizing development priorities
04/07	Tuesday	Worked on improving feature documentation for clarity and implementation support
04/08	Wednesday	Participated in meeting with developer to finalize app structure and module design
04/09	Thursday	Assisted in preparing user journey flow and learning path structure
04/10	Friday	Submitted weekly progress report and attended review meeting with board members

Week 13

Date	Day	Task Assigned
04/13	Monday	Was on leave
04/14	Tuesday	New Years Holiday
04/15	Wednesday	Coordinated with app developer to review system requirements and design improvements
04/16	Thursday	Participated in marketing strategy discussion for upcoming app launch preparation
04/17	Friday	Prepared consolidated research report and shared updates with project team

Week 14

Date	Day	Task Assigned
04/20	Monday	Attended progress review meeting and discussed final development direction
04/21	Tuesday	Worked on finalizing feature documentation and user experience structure
04/22	Wednesday	Coordinated with developer for final adjustments and testing considerations
04/23	Thursday	Assisted in preparing final presentation material for project evaluation
04/24	Friday	Submitted final weekly progress report and attended closing review meeting

Week 15

Date	Day	Task Assigned
04/27	Monday	Attended online project review meeting and discussed updated progress of educational app development
04/28	Tuesday	Worked on refining feature requirements based on feedback from board and marketing team
04/29	Wednesday	Was on leave
04/30	Thursday	Prepared updated documentation of research findings and shared progress report with stakeholders
05/01	Friday	Managed a event and interacted with different organisations hosted by the company

Week 16

Date	Day	Task Assigned
05/04	Monday	Conducted research on advanced educational app engagement techniques and gamification methods
05/05	Tuesday	Participated in online meeting regarding final feature selection and implementation priorities
05/06	Wednesday	Reviewed competitor educational apps and analyzed improvements for user retention strategies
05/07	Thursday	Coordinated with developer for backend structure clarification and database planning
05/08	Friday	Prepared consolidated weekly report and attended progress review meeting

Week 17

Date	Day	Task Assigned
05/11	Monday	Assisted in finalizing content structure and learning modules for the educational app
05/12	Tuesday	Attended meeting with marketing team regarding launch strategy and user acquisition planning
05/13	Wednesday	Was to shoot a testimony and marketing video with the marketing team
05/14	Thursday	Coordinated with developer for final adjustments in feature integration and database implementation
05/15	Friday	Was on leave

Week 18

Date	Day	Task Assigned
05/18	Monday	Was on leave
05/19	Tuesday	Assisted in compiling final documentation and ensuring all feature requirements were recorded properly
05/20	Wednesday	Prepared final progress report up to date and attended concluding online meeting with board, marketing team, and developer



Appendix B: Some Memorable Photos from Work Events



Figure 5 : Project Pictures and Behind the Scenes