

**APPENDIX 1**  
**LORD BUDDHA EDUCATION FOUNDATION**  
**(ACADEMIC COLLABORATION WITH**  
**ASIA PACIFIC UNIVERSITY OF TECHNOLOGY & INNOVATION)**  
**SCHOOL OF COMPUTING**

# **PART 1-PRE INDUSTRIAL EXPERIENCE LOGBOOK**

## **(PA002-5-2)**

Student Name: Roshan Ghimire

Student ID No: NP000333

Intake: NP3F2009IT

Company Name: Code Vatika Pvt.Ltd

Company Address: Tilganga, Kathmandu, Nepal

Academics Supervisor: Jasbir Singh Makkar

Start Date: 23-04-2021

End Date: 23-07-2021

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<b>Office Record</b> Date Received : Received by whom :	<b>Receipt – Placement and Agreement Forms</b> Student name : Roshan Ghimire Student number : NP000333 Received by : Date :
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## APPENDIX 2

### ICT Placement Record Form

1. Student Name: Roshan Ghimire
2. Student ID No: NP000333
3. Intake: NP3F2009IT
4. Employer Name: Sagar Adhikari
5. Employer's Address including department: Gaushala, Kathmandu || CEO
6. Employer's Tel. No: 980231644
7. E-mail Address: sagar.adhikari37@gmail.com
8. Student's address for correspondence during placement: Balambu, Kathmandu, Nepal  
 Tel No: 9860478058 E-mail: roshan.ghimire@study.lbef.edu.np
7. Start Date: 23-04-2021
8. End Date (if known) : 23-07-2021
9. Company Supervisor's Name and Position: Prajwal Adhikari  
 Tel No (inc. ext): 9851042673  
 Email: prajwal.bibhutisolutions@gmail.com

#### 10. Job Specification:

Plan campaigns, Analyze metrics, Identify trends, Content creation, Content Study, Manage Social Media Platform

This form must be completed as fully as possible and submit to Admin office when a placement has been secured. Please inform your University Supervisor if there are any changes to this form and send the updated copy to Admin office.

## ICT Placement Agreement/Approval Form

*This Agreement outlines specific responsibilities and expectations accepted by:*

### STUDENT EMPLOYER

Name of Company: **Code Vatika. Pvt. Ltd**

Supervisor Name/Title: **Prajwal Adhikari**

Company Street Address: **Tilganga, Kathmandu**

City, State: **Kathmandu, Bagmati**

Industrial Supervisor's Telephone Number: **9851042673**

Industrial Supervisor's Email: **prajwal.bibhutisolutions@gmail.com\_**

Internship Student: **Roshan Ghimire**

Student Position Title (in industry): **Digital Marketing and Web development**

Student Address: **Balambu, Kathmandu**

Student Email: **roshan.ghimire@study.lbef.edu.np**

Student Phone: **9860478058**

This internship provides a comprehensive training experience for the student by performing duties including: to learn different digital marketing tools and also including web development tools

### A. Conditions of Employment

1. The student must be placed in **business related areas according to their disciplines.**  
The internship period will be for 3 months with a minimum average of allowances of NRs 0 per month.
2. The internship will begin on 23/04/2020 (day/month/year) and will end on 23/07/2021 (day/month/year)
3. Benefits supplied by employer to the intern:  
**Lunch was provided**
4. Overtime wages (state conditions of)  
**No provision of overtime for intern employees.**

### B. Provisions of the Internship Program

#### The employer will:

1. Enable the student to gain experience in a variety of positions (jobs) within the firm.
2. Assign the student new responsibilities when the employer feels the student can handle them.
3. Collaborate with the University in evaluating the student's learning experience.
4. Notify the internship coordinator of any significant deficiencies in the student's performance.
5. Assure compliance with all applicable employment laws and regulations.

#### The student agrees to:

1. Perform assigned duties to the best of his/her ability.
2. Keep the employer's best interest in mind at all times and be punctual, dependable and loyal to the firm.
3. Follow directions, avoid unsafe acts, and be honest in all dealings with the employer and or customers.
4. Submit records and reports as required by either the employer or the University when due.
5. Ask for clarification if unsure of any procedure or expectation of either the employer

or the University.

6. Keep the employer and the coordinator informed of any change in his/her program or intentions.
7. Send a follow up thank you letter to the employer upon completion of the internship.

**The LBEF Campus agrees to:**

1. Assist the student in securing on the job training related to his/her career goals.
2. Assist the student in times of need.
3. Work with the employer in developing training plans consistent with the student's career goals.
4. Report problems related to the internship experience program to appropriate persons or officials.
5. Terminate this agreement if, after other appropriate investigation, no other mutually agreeable alternative is available.

**Agreed to by: (Name, Date, Signature & Stamp)**

1. Internship **Employer** Name and Signature: **Sagar Adhikari**

Internship Employer Company Stamp: \_\_\_\_\_

Date: 22/04/2021

2. Internship **Student** Name and Signature: **Roshan Ghimire**

Date: 22/04/2021

3. Internship Coordinator (**LBEF**) Name and Signature: **Jasbir Singh Makkar**

Date: 22/04/2021

**Cover Letter**

April 12, 2021

Human Resource Manager,

Code Vatika Pvt.Ltd,

Tilganga, Kathmandu, Nepal

Dear Sir/Madam,

I am submitting my resume and this cover letter to express my interest in the position of Digital Marketing (Intern) in your department. I learned about this vacancy while browsing your website, and I am pleased to have been made aware of it. I am a bachelor's in information technology student in my fifth semester at Lord Buddha Education Foundation with a significant interest in the topic of social networks. Your company's internship program is exactly what I'm looking for. I am aware of the job's criteria and required skill sets, and I am convinced that I will be able to master them all under the supervision of your knowledgeable personnel. An internship with a well-known organization like yours will be a crucial step in my professional career as well as a fantastic learning environment.

My educational background, participation in IT-related training and workshops, and desire to succeed will make me a significant addition to your firm. I possess the necessary theoretical knowledge and skills for this post. I tell you that I will devote my whole attention and honesty to my job and to the success of your firm.

Please examine the résumé that is attached to this letter for more information on my educational history and skills. I am looking forward to speaking with you about the position and becoming a part of your organization. Thank you for taking the time to read this.

Sincerely,

Roshan Ghimire

[roshan.ghimire@study.lbef.edu.np](mailto:roshan.ghimire@study.lbef.edu.np)

9860478058



## CURRICULUM VITAE

### CAREER OBJECTIVE

Aims to take part in IT service management in a challenging work environment that embraces innovative ideas and offers opportunities for growth and a positive environment for projects.

### PERSONAL PROFILE

**Full Name (As per your ID/Passport):-** Roshan Ghimire

**ID No : -** NP000333

**Address:** Balambu, Kathmandu

**Age: -** 22 years

**Date of Birth:** 2000-01-05

**Gender: -** Male

**Nationality: -** Nepalese

**Religion: -** Hindu

**Race:-** Aryan

**Marital status:** Unmarried

**Contact No;** 9860478058

**Email ID: -** roshanghimire@study.lbef.edu.np

### EDUCATION

**SLC**  
Sundarban School of Science, Kathmandu, Nepal

**2072**



**HSEB**  
Bernhardt, Balambu, Nepal

2075

**BSCIT**  
Lord Buddha Education Foundation, Kathmandu, Nepal

ongoing

## STRENGTHS

- Good leadership
- Good Communication Skill
- Multi-Tasking
- Punctual

## OTHER SKILLS

- Web Skills : PHP, MySQL, HTML, Java Script, CSS, JQuery, Python
- Software Packages : Photoshop, R Programing, Visual Studio, My Sql, Microsoft Office

## REFERENCES (A minimum of 2 references to be given)

**1) Sagar Adhikari**

Senior technical support executive,  
Code Vatika Pvt. Ltd  
sagar.adhikari37@gmail.com

**2) Sachin Dahal**

IT officer  
TV Today  
[Sachindahal119@gmail.com](mailto:Sachindahal119@gmail.com)

## 10 MOST COMMON INTERVIEW QUESTIONS

1. Tell me about yourself.

Thank you very much for allowing me to introduce myself to you. I'd like to take this opportunity to introduce myself. My name is Roshan Ghimire. I am now pursuing my

bachelor's degree in information technology at Lord Buddha Education Foundation. Throughout my educational experience, I have learnt numerous talents and attributes that one needs to possess in order to be a successful person in life. I was the best student in my class and received the best student award. My strengths include being self-motivated, quickly to learn, diligent, and disciplined. My emotional nature is one of my flaws, and it can get me into problems at times. My long-term objective is to obtain a high-level position at a reputable firm where I can build a solid foundation.

2. What do you know about this organization?

Actually, I know a little bit about your organization, which was formed by Mr. Prajwal Adhikari in the year 2020. I read a few weeks ago in a journal about your recent product launch in the field of digital marketing. Positive feedback has also been received on social media. I'm aware that it was created in response to user feedback, and I adore working for a company that values customer input. I also have a lot of experience with charity work, and there aren't any other charities in your area. I'm aware that the firm also recruits for sales and marketing positions. The firm constantly gives the best to its customers, which is fantastic, and I can learn a lot from your organization, which will be beneficial to me.

3. Why do you want this job?

I've spent a lot of time at home learning a lot of new stuff. I want to make the most of that time more valuable. Because your organization has a proven track record of success and your standards are comparable to mine. Outside of work, I have dreams, plans, and

objectives, and I know that the only way I can reach them is if I work for your organization. This internship will allow me to advance my career, and I am looking forward to putting my abilities and experiences to good use while doing something I enjoy. Here, I can learn from knowledgeable and experienced colleagues who will help me build a strong basis for the future.

4. Who are our main competitors?

Digital Gorkha, Trilogy Media, and Elance Digital Media are some of the prominent rivals in this industry. Despite the fact that they are still in the early stages of development, they have high ambitions to compete with Code Vatika. These businesses have a large number of loyal customers and deliver the greatest solutions and services to them. I believe that these are the only competitors who can pose a threat in the coming days. As we all know, the greatest services and products always attract more clients and customers, and because Code Vatika always gives the best services, it is difficult for them to lose clients and ventures. In addition, I believe that competing with the corporation will be quite difficult.

5. Do you have some working experience prior to this placement?

I have my first job experience with Dulla the factory team where I held the position of customer service. I was said to look after the queries and complaints of the customer and I was required to follow every rules related to customer service. I used to manage every emails and telephone calls. Sometime, I used to manage office supplies and deal with suppliers and contractors to ensure smooth run of the organization. I learned many skills and qualities within this role and made me a highly organized and proficient employee. I also learn about being punctual too.

6. Tell us about the skills that you have developed that might be useful for this Placement

Previously, I was more engage on Digital Marketing so I have experience on using social media platforms such as Twitter, Facebook, and Instagram and so on. I have every sorts of knowledge about its features in today's generations. I am also good at content writing

and have wrote many blogs regarding latest technologies. I focus on an every keywords, grammatical errors before writing any informative information. I have also knowledge of posting ads on social media and have done some SEO on content writing too. I always keep up to date of latest technologies on Digital marketing in order to know its impact on upcoming days.

7. What do you think you will accomplish from this placement for 12 weeks?

This 12 weeks of internship allows me to take my career to the next level and I am excited about putting my skills and experiences to good use while doing something that I love. I believe that I will develop my skills and qualities through your guidelines. I will get chance to learn in details about the technologies and tools used in digital marketing. I can acquire knowledge on dealing with client and customer and will also have knowledge on dealing with every problem that the client is facing from. I will learn to work in team which will help me in developing my ideas and thoughts. Overall, this will make me a perfect to be best employer for the company.

8. What is your greatest strength?

My strength are I am self-motivated, hardworking and a discipline person. I also have the ability of Quick learn that will help in saving the valuable time of the company and can easily adopt my role towards the company. I am good at making friends and have ability to work in a team. I can act as a leadership as I have experience in leading the group of large people. I always think in positive way and never give up on anything rather I accept

big challenges and problems to be faced. I am always punctual in my work and focus more towards the goal. I have good habit of reading newspaper that helps me to keep every updates on latest technologies.

9. What kind of decisions do you find most difficult to take?

When working in a group, the most difficult decision I have to make is deciding on something. Because the team consists of numerous people with diverse approaches, and one may not agree with the other, it is hard to make a joint agreement without talks, communication, and listening to each individual out. However, while I recognize the need of listening to and understanding each person's point of view since new ideas and viewpoints may emerge, I find it difficult to make collective decisions because of the squabbling and lengthy discussions.

10. What has been your biggest professional disappointment/achievement so far?

My greatest disappointment was when I was asked to give short speech about the latest technologies to one of our project manager. It was my first speech and I was afraid, and anxious about representing myself in front of him. Previously, I have never done such activities so it was making me more nervous. I prepared my speech and did many research to make it better. I spend most of my time in practicing but when I came in front of me, I lost my patience and was unable to deliver my speech in smooth way. My nervousness took me in false deliver of speech.

## Part 1 –Pre Industrial Experience Logbook

<b>Date:</b> 4 <sup>th</sup> April 2021
<b>Objective of the Activity:</b> Writing a resume and a curriculum vitae
<b>Contents:</b> - Examined the many forms of CVs, resumes, cover letters, and interview paper work requirements.

<b>Date:</b> 5 <sup>th</sup> April 2021
<b>Objective of the Activity:</b> Exploration of Interviews
<b>Contents: -</b> Interview video and articles about questionnaires, the value of body language, and resolving session issues were watched and examined.

<b>Date:</b> 7 <sup>th</sup> April 2021
<b>Objective of the Activity:</b> An overview of the internship program
<b>Contents: -</b> Mr. Mahmud Alam Ansari, the director of the Bachelors Program, held a conference on CV writing and the internship program.

<b>Date:</b> 8 <sup>th</sup> April 2021
<b>Objective of the Activity:</b> The College has organized a placement drive program.
<b>Contents: -</b> In order to participate in the program, we register and choose five companies.

<b>Date:</b> 9 <sup>th</sup> April 2021
<b>Objective of the Activity:</b> Placement Drive Program interview session
<b>Contents:</b> - I conducted interviews for Silk Innovation, Upaya City, and F1 Soft, but did not receive selection letters

<b>Date:</b> 9 <sup>th</sup> April 2021
<b>Objective of the Activity:</b> Went to Code Vatika Pvt. Ltd
<b>Contents:</b> - The interview has been scheduled for April 20.

<b>Date:</b> 15 <sup>th</sup> April 2021
<b>Objective of the Activity:</b> Interview with Daraz
<b>Contents:</b> - I had a second round interview with the company and didn't like the final offer.

<b>Date:</b> 16 <sup>th</sup> April 2021
<b>Objective of the Activity:</b> Interview with Softtech
<b>Contents:</b> - After a second round interview with the company, I was placed on hold for the position.

<b>Date:</b> 20 <sup>th</sup> April 2021
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<b>Objective of the Activity:</b> Second Interview with Code Vatika
<b>Contents: -</b> I was given the opportunity to work there as an intern, and I was offered the position soon after the interview.

<b>Date:</b> 23 <sup>rd</sup> April 2021
<b>Objective of the Activity:</b> Joined the company
<b>Contents: -</b> I started working for the company and was given an orientation on the company's policies and procedures. It was my first day as a Code Vatika's employee. I was given the opportunity to introduce myself to other employees.

## PART 1-INDUSTRIAL EXPERIENCE MEETING REPORT FORM

To be completed after each meeting and returned to:

Internship Coordinator, Lord Buddha Education Foundation, School of Computing Tel: 01-4411805/4444356, Fax: 01-4443468

E-mail:

Student Name : Roshan Ghimire

Academic Supervisor : Jasbir Singh Makkar



Date : \_\_\_\_\_

**SUMMARY**

Is the progress of the student on track?

Yes / No

Do the notes below require prompt attention by the coordinator?

Yes / No

**Notes on Meeting**

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.....



.....

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Supervisor Signature

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## LBEP RECOMMENDATION LETTER

**Lord Buddha Education Foundation**  
(Academic collaboration with Asia Pacific University of Technology & Innovation, Malaysia)

Date: 19/07/2021 Ref.No. 01/078/079

To,  
Code Vatika  
Gaushala,  
Kathmandu



Dear Sir / Madam,

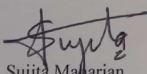
It gives immense pleasure to say that Lord Buddha Education Foundation conducts three years (6 semesters) courses on B.Sc.IT (Hons.) and BBM (Hons.) in academic collaboration with Asia Pacific University of Technology and Innovation (APU). APU is an award winning Malaysia's Premier University & APU is among the Top 10 Emerging Public and Private Universities in Malaysia.

We have been approved by Ministry of Education and these courses are recognized by Tribhuvan University. These courses introduce students with IT skills as well as latest management and strategy to cope up with industrial requirements. During these three years, students are exposed to latest technology, communication system, decision support system and many other areas. These courses involve imparting knowledge in the area of programming languages and techniques, system development, infrastructure management, finance, quantitative skills, etc.

During first year of studies, students have learnt the fundamental skills required by every IT professional, and the basic understanding of the underlying computer system through Computer Architecture, operating systems, networks and databases. During second year of studies, students have gained broader range of skills and have understood the frameworks and planning techniques for the strategic management of information systems, programming languages and techniques, and further analysis and design skills.

Apart from this, a brief profile of Mr (Roshan Ghimire) student of B.Sc.IT and his roll number NP000333 is attached for your reference.

Please feel free to contact me for any further inquiry.

Sincerely,  
  
Sujita Maharjan  
Student Support Officer  
LBEP Group of Institutions,  
Email: sujita.maharjan@lbef.edu.np

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Approved by Ministry of Education, Nepal Government

Corporate Office: LBEP Campus, Opp. Maitidevi Temple, Kathmandu, Nepal, Tel: 4444356, 4424431, 4411805. Fax: +977-1-4443468. Email: info@lbef.edu.np

Regd. Office: LBEP Campus, Wakil Tole, Janakpur, Nepal. Tel: 041 590040

Web: www.lbef.edu.np

Date: 22/04/2021

Student's Name: Roshan Ghimire

ID No: NP000333

Batch and Course of Studies: B.Sc. (hons) IT

Chairman of the Internship Committee:

Lord Buddha Education Foundation

### **Letter of Declaration**

I hereby declare that I fully understand the rules and regulations with regards to the internship modules PA002-5-2.

I promise that I will uphold my professional conduct when dealing with the employer/employers.

I assure the university that I will perform to the best of my abilities to contribute to the organization and make the most of the opportunity for my personal advancement.

Best regards,

**Roshan Ghimire**

ID No: NP000333

## INDUSTRIAL EXPERIENCE PART 1 (PA002-5-2)

### PRE- INTERNSHIP ASSESSMENT FORM

**SECTION TO BE COMPLETED BY THE UNIVERSITY SUPERVISOR  
(APPROVED BY THE UNIVERSITY)**

Student's name: Roshan Ghimire	Student's ID: NP000333
Intake Code: NP3F2009IT	Tutor Name:
Award Title:	

**COMPONENT 1:** (This component contributes to 30% of the module assessment)

Plan of action for seeking employment, including supporting documentation such as CV and letter of application.

Please tick ONE box and provide comments to justify mark.

Fail	Marginal Fail	Pass	Credit	Distinction
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enter a mark between 0 and 11	Enter a mark between 12 and 14	Enter a mark between 15 and 19	Enter a mark between 20 and 22	Enter a mark between 23 and 30

COMMENTS - (Please continue on another sheet if necessary)

Signature.....

Date.....

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**COMPONENT 2:** (This component contributes to 30% of the module assessment)

A portfolio of evidence of activities demonstrating employability skills that have been developed and the contexts in which this took place.

Please tick ONE box and provide comments to justify mark.

Fail	Marginal Fail	Pass	Credit	Distinction
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enter a mark between  0 and 11	Enter a mark between  12 and 14	Enter a mark between  15 and 19	Enter a mark between  20 and 22	Enter a mark between  23 and 30

COMMENTS - (Please continue on another sheet if necessary)

Signature.....

Date.....

**COMPONENT 3:** (This component contributes to 40% of the module assessment)

A portfolio of evidence demonstrating active pursuit of internship opportunities, and either confirmation of being selected for an internship of at least 12 weeks duration or a schedule of suitable activities planned that will provide opportunities for personal and professional development equivalent to an internship of 12 weeks duration.

Please tick ONE box and provide comments to justify mark.

Fail	Marginal Fail	Pass	Credit	Distinction
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enter a mark between 0 and 15	Enter a mark between 16 and 19	Enter a mark between 20 and 25	Enter a mark between 26 and 29	Enter a mark between 30 and 40

COMMENTS - (Please continue on another sheet if necessary)

Signature.....

Date.....

Cover Letter and CV	<input type="checkbox"/> out of 30
Portfolio of skills	<input type="checkbox"/> out of 30
Portfolio of evidence	<input type="checkbox"/> out of 40

**TOTAL** ☐ out of 100

## PART 1- PRE INDUSTRIAL EXPERIENCE

### ASSESSMENT FORM

*(To be completed by Academic Supervisor.)*

1. Student Name: Roshan Ghimire
2. Programme/Course: B.Sc(hons)IT
3. Student ID No: NP000333
4. Intake: NP3F2009IT
5. Company: Code Vatika Pvt.Ltd
6. Period of placement: 3 months

CRITERIA	CHECK LIST
1. Cover letter & Curriculum Vitae	
2. Answers to 10 interview questions	
3. Logbook-part 1 (starting week 3)-activities undertaken by student to secure industrial placement	
4. Professional conduct letter	
5. Meeting form with academic supervisor	
TOTAL	*PASS / FAIL

*\* Must have the entire component above in order to pass.*

Other Comments:

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Academic Supervisor's Signature  
Name:



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Designation with Date: