

SKR. GDC

GUDUR

Program Book

For

Short Term Internship

FROM:

MALLI, VIJAY KUMAR

Holl NO = 202129015

B.com (CA)

TO:

Smt. B. Lakshmi

Lecturer in Computer

Applications.

Program Book

Short Term Internship

AP STATE COUNCIL OF HIGHER EDUCATION
(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

Program Book for Short-Term Internship

Name of the Student: MALLI. VIJAY KUMAR

Name of the College: S.K.R. GOVT DEGREE COLLEGE

Registration Number: 202129015

Period of Internship: From: AUG - 29 - 22 To: NOV - 30 - 2022

Name & Address of the Intern Organization APSHE ONLINE, INTERN
HIP (ON) SALESFORCE ADMS-
NISTRATOR

Instructions to Students

Please read the detailed Guidelines on Internship hosted on the website of AP State Council of Higher Education <https://apsche.ap.gov.in>

1. It is mandatory for all the students to complete 2 months (180 hours) of short-term internship either physically or virtually.
2. Every student should identify the organization for internship in consultation with the College Principal/the authorized person nominated by the Principal.
3. Report to the intern organization as per the schedule given by the College. You must make your own arrangements of transportation to reach the organization.
4. You should maintain punctuality in attending the internship. Daily attendance is compulsory.
5. You are expected to learn about the organization, policies, procedures, and processes by interacting with the persons working in the organization and by consulting the supervisor attached to the interns.
6. While you are attending the internship, follow the rules and regulations of the intern organization.
7. While in the intern organization, always wear your College Identity Card.
8. If your College has a prescribed dress as uniform, wear the uniform daily, as you attend to your assigned duties.
9. You will be assigned with a Faculty Guide from your College. He/She will be creating a WhatsApp group with your fellow interns. Post your daily activity done and/or any difficulty you encounter during the internship.
10. Identify five or more learning objectives in consultation with your Faculty Guide. These learning objectives can address:
 - Data and Information you are expected to collect about the organization and/or industry.
 - Job Skills you are expected to acquire.
 - Development of professional competencies that lead to future career success.
11. Practice professional communication skills with team members, co-interns and your supervisor. This includes expressing thoughts and ideas effectively through oral, written, and non-verbal communication, and utilizing listening skills.

12. Be aware of the communication culture in your work environment. Follow up and communicate regularly with your supervisor to provide updates on your progress with work assignments.
13. Never be hesitant to ask questions to make sure you fully understand what you need to do your work and to contribute to the organization.
14. **Be regular in filling up your Program Book. It shall be filled up in your own handwriting. Add additional sheets wherever necessary.**
15. At the end of internship you shall be evaluated by your Supervisor of the intern organization.
16. There shall also be evaluation at the end of the internship by the Faculty Guide and the Principal.
17. Do not meddle with the instruments/equipment you work with.
18. Ensure that you do not cause any disturbance to the regular activities of the intern organization.
19. Be cordial but not too intimate with the employees of the intern organization and your fellow interns.
20. You should understand that during internship programme, you are the ambassador of your College, and your behavior during the internship programme is of utmost importance.
21. If you are involved in any discipline related issues, you will be withdrawn from the internship programme immediately and disciplinary action shall be initiated.
22. Do not forget to keep up your family pride and prestige of your College.

An Internship Report
On
(Title of the Internship)

Submitted in accordance with the requirement for the degree of B.COM (CA)

Name of the College: S, K, R GDC GOVT, Gudure

Department: B.com [Computer Applications]

Name of the Faculty Guide: Smt. Lakshmi, Bheemawarapu

Duration of the Internship: From 08.07.22 To 11.11.22

Name of the Student: Mallu, vijay kumar

Programme of Study 2020-2023 B.com [Computer Applications]

Year of Study: 2020-2023

Register Number: 202129015

Date of Submission: NOV-17-2022

Student's Declaration

I, M. Vijay Kumar, a student of S.K.R. Govt. Degree College Program, Reg. No. 202129015 of the Department of B.Com., S.K.R. Govt. Degree College do hereby declare that I have completed the mandatory internship from 8/29/22 to 11/17/22 in NPSCHE online Internship (Name of the intern organization) under the Faculty Guideship of Smt. B. Lakshmi (Name of the Faculty Guide), Department of Computer Application, S.K.R. Govt. Degree College. (Name of the College)

5/12/2022

M. Vijay Kumar
(Signature and Date)

Endorsements

Lakshmi

Faculty Guide

Head of the Department

yshs

P. Venkateshwar
Principal

PRINCIPAL
S.K.R. Govt. Degree College
GUDUR - 524 101.
Tirupati Dist.

Certificate from Intern Organization

This is to certify that M. Vijay Kumar (Name of the intern) Reg. No. 202129015 of S.K.R. G.D.C. Gndu (Name of the College) underwent internship in APSCHE online Internship in ...Sales..Fake Admins (Name of the Intern Organization) from AUG-29-2022 to NOV-15-2022.

The overall performance of the intern during his/her internship is found to be Satisfactory (Satisfactory/Not Satisfactory).

Authorized Signatory with Date and Seal

ACKNOWLEDGEMENTS

I would like to express my special thanks of gratitude to my TO my principal sir Dr. P. Venkateswarlu

For their able guidance and support in my completing my project

I would also like to extend my gratitude to my computer's Lecturer Smt. B. Lakshmi and Library sir Dr. P. Vijaya Mahesh providing me with all the facility that was required, Heartful thanks to my friends and Library department sub Co-ordinator Sri Ramesh

Date: 5/12/2022

M. Vijay Kumar

III B.Com(CA)

CHAPTER 1: EXECUTIVE SUMMARY

The internship report shall have only a one-page executive summary. It shall include five or more Learning Objectives and Outcomes achieved, a brief description of the sector of business and intern organization and summary of all the activities done by the intern during the period.

* Sales Force Administrator:-

1. It is a application software that is available to Everyone.
2. It having that CRM (Customer Relationship management). It acts like a bond to Company and Customer.
3. This application is used multiple persons at a time, anyone and everywhere.
4. we experience the storage by Lighting Experience
5. This CRM helps to attracts more benefits from the Customers
6. Simply the Salesforce is Easy, any make more benefits from the Customers

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

- A. Introduction of the Organization
- B. Vision, Mission and Values of the Organization
- C. Policy of the Organization, in relation with the intern role
- D. Organizational Structure
- E. Roles and responsibilities of the employees in which the intern is placed.
- F. Performance of the Organization in terms of turnover, profits, market reach and market value.
- G. Future Plans of the Organization.

APSCHE (Andhra Pradesh State Council of Higher Education)

The state government has constituted & decided, to fill the gap by constituting a State Council of Higher Education as recommended in the National Educational Policy of the Government of India and as recommended,

APSCHE is primarily an coordinating body between the University Grants Commission (UGC), the State Government and the Universities.

The Andhra Pradesh State Council of Higher Education entered into a Memorandum of Understanding (MoU) with SmartInternz Foundation to provide virtual internship to more than 1.5 lakh students in the State.

CHAPTER 3: INTERNSHIP PART

Description of the Activities/Responsibilities in the Intern Organization during Internship, which shall include - details of working conditions, weekly work schedule, equipment used, and tasks performed. This part could end by reflecting on what kind of skills the intern acquired.

This is my technical information is.

Email: vijaystudy@gmail.com

Mobile no: 700 8331828880

Trailhead URL: <https://trailblazer.me/id/vkumar2440>

In this time of Internship we are all so confused and not understanding that project related subject.

By the team work is useful to completing my project that is salesforce Administrator.

These are the organization we are using to complete this project.

→ Trailhead login

→ Trailblazer Community login.

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	we do the modules in the Smartinternet Dashboard Externships	Learning and - completing the vit modules	<u>ku</u>
Day - 2	In Salesforce Quick Cook we are completing some modules	Learning about Salesforce application	<u>ku</u>
Day - 3	In Salesforce Licensing unit completing vit modules	understand the relationship b/n Licenses x permissions and add-ons	<u>ku</u>
Day - 4	Today we watch the live session and finishing the modules,	we knowing about Salesforce, app	<u>ku</u>
Day - 5	Lightning Experience unit we understand the subiect in that	Discover how Lightning Experience benefits and your business	<u>ku</u>
Day - 6	In Salesforce Quick Look Unit we attempt some vit modules.	In vitizes i am understanding important things.	<u>ku</u>

WEEKLY REPORT

WEEK - 1 (From Dt. 29-08-22 to Dt. 05-09-22)

Objective of the Activity Done:

Completing the quiz Modules

Detailed Report:

In this week I am open smart internz dashboard In that open the Externship and click active resources then after understanding The all units quizzes and how can operating salesforce, app

And then I am go to The live session Starts at 6:00 pm to 8:00 pm In That live session I understand The Introduction about The salesforce. app

How Can we operate the salesforce app and how can it works It is useful or not for further future,

Simply Says I understand the Introduction of the salesforce app and do the some quizzes in the trailhead playground.

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Today i am Completing the Salesforce ecosystem quick Look module.	I am understand the concept of Salesforce ecosystem	<u>to</u>
Day - 2	Today I am Completing the trail navigation quick Look module	I am understand The concept how we can use the trail head navigation	<u>to</u>
Day - 3	This day i am goto the Live session	In The Live session i am knowing about the Salesforce app	<u>to</u>
Day - 4	Today i am Learning about the how to Create a new playground	I will creating a new playground in the trailhead.	<u>to</u>
Day - 5	Today i am Completing the salesforce solution kits quick Look	I am Learning about the salesforce Solution kits	<u>to</u>
Day - 6	This day i am goto the Live session	In The Live session i can learn about settings in sales force app.	<u>to</u>

WEEKLY REPORT

WEEK - 2 (From Dt. 6-9-22 to Dt. 13-9-22)

Objective of the Activity Done:

Completing the quiz Modules

Detailed Report:

In this week I am Learning sales force ecosystem unit. In that module I am read all the matter and understand the whole concept and completing the quiz section.

I am attempt the quiz section by understanding the concept what does it contain and how can it use in the sales force app

and also I am learning about the sales force solution kit, Quick look and completing the quiz by understanding the matter

And then I am go to live sessions In that live session I am learning the about the sales force app settings

This is the report I work done in this week.

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Today I Learning about the Salesforce Industry Bleep hints : Quick	I am Completing the map Salesforce Capabilities to your business Needs module	<u>ba</u>
Day - 2	Today I learning about The sandboxes for pardot' quick Look module	I am attempt the quiz by understanding the Concept	<u>ba</u>
Day - 3	Today I am Learning about Volunte x for Sale force Quick Look	Attempt the quiz and by the understanding the Concept	<u>ba</u>
Day - 4	Customer 360 Guided Quick module attempt the quiz	I am that module i Learning Customer role in the Salesforce app	<u>ba</u>
Day - 5	workflow Automation for service quick look module attempt quiz	I Learning the work flow Automation module Concept	<u>ba</u>
Day - 6	workforce engagement for service quick look module attempt quiz And also go to Live session	under standing the Concept I Learned.	<u>ba</u>

WEEKLY REPORT

WEEK - 3 (From Dt. 14-9-22 to Dt. 21-9-22.)

Objective of the Activity Done:

Detailed Report:

Completing the video Modules
This week I Learning about the Salesforce Industry blueprints Quick Look I Learning about many of our customers ask how they can take advantage of Everything Salesforce has to offer blueprints offer a product agnostic overview of key business Capabilities Common to most customers An Industry blueprint diagrams the end-to-end process from uncovering opportunities to discovering solid Industry solutions.

Each Customer 360 Guide is a collection of assets that shows you how to create a Connected Customer Experience by integrating Salesforce products In These guides we share best practices and proven integration solutions from Salesforce customers

And also I am going to Live session and Learning about some information About The Salesforce app

ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Trailblazer Community Quick Look we Learning the concept and complete ing the quiz	Some information is Learning about this module	<u>to</u>
Day - 2	Fast app development Quick Look module completing today	Attempt The Quiz and learn something about it	<u>to</u>
Day - 3	Fast Industrial Revolution module completing today	Attempt the Quiz and Learning abouting	<u>to</u>
Day - 4	Ask the doubts arising to me clarifying by my mentor	Clarify doubts by my mentor	<u>to</u>
Day - 5	Actions X Recommendation for Agents step by step completing this module	Attempt The Quiz by understanding the concept	<u>to</u>
Day - 6	Today I am completing the module The Salesforce your account App: Quick Look	Attempt The Quiz by understanding The Concept.	<u>to</u>

WEEKLY REPORT

WEEK - 4 (From Dt. 29-9-22 to Dt. 29-9-22)

Objective of the Activity Done:

Completing the Quiz Module

Detailed Report:

This weekly report I understanding the trailblazer Community module.

We can our customers trailblazers because they're always looking for innovative ways to maximize sales success in their organizations, and make the world a better place we love to help trailblazers learn, connect, have fun, and give back together go! said that participation in the community,

And also I ask the mentor for some doubts arising by me mentor clarity my doubts very slowly and better understanding.

And I will learn more modules concept and attempts the quiz by learning and understanding the concept.

This is weak report and I am work done.

ACTIVITY LOG FOR THE FIFTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Today I am Completed the Fast app Development Quick Look module	In that module I am Completing the Harness the power of platform	<u>to</u>
Day - 2	Today I am Completed the Vaccine cloud Quick Look module	I am attempt the Quiz of Get to know Vaccine Cloud,	<u>to</u>
Day - 3	workflow automation for Service Quick Look module is Completing	I am read that matter and attempt the Quiz and gain 100 points	<u>to</u>
Day - 4	ablev mobile Quick Look I am Completing this module,	I am attempt topic That is Diseases the features in Sales force app	<u>to</u>
Day - 5	I am reading this module the health care and Life sciences Industry Quick Look	By reading That I can answer the quiz easily	<u>to</u>
Day - 6	I am Completing this module Tenant specific Endpoints in marketing cloud Quick Look	I am understanding that topic and answer the quiz	<u>to</u>

WEEKLY REPORT

WEEK - 5 (From Dt. 30-09-22 to Dt. 06-10-22)

Objective of the Activity Done:

Detailed Report:

Completing the Quiz Modules

In Fast app development Quick Look, module I can know about the harness the power of the platform, platform services and builder topic is useful time and how can it used in the Salesforce application -

The customer 360 platform allow you to extend sales force applications and build new pods and interface suited to your Company's needs with little or no code

workflow automation for service Quick Look module I read that topic and then understand I read that topic and then understand that answer too And I am gain 100 points and earn badges whenever we completing the trail head modules automatically we get the points and earn badges for move the high position in my score board (102) post board,

ACTIVITY LOG FOR THE FIFTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Today I am completing some modules in the trailhead playground.	By read and understand the answers the quiz easily.	<u>to</u>
Day - 2	Actions & recommended actions for agents: Step-by-step Completing this module.	I am understand the agents problems solving with Salesforce	<u>to</u>
Day - 3	Today I am completing the deal tracking with Salesforce opportunities quick look.	Answer the quiz by reading the passage.	<u>to</u>
Day - 4	Today I am completing the strategies for inclusive philanthropy module.	Answer the quiz by reading that topic.	<u>to</u>
Day - 5	Strategic prospecting Quick Look module is Completing today.	Answer the quiz by reading that topic.	<u>to</u>
Day - 6	Tableau AI and analytics Quick look module is Completing today.	Answer the quiz by reading that topic	<u>to</u>

ACTIVITY LOG FOR THE FIFTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Today iam Completing Some modules in the trailhead playground.	By read and understand the answers the quizzes easily.	<u>ba</u>
Day - 2	Actions & recommendations for agents: Step-by-step Completing this module.	I am understand the agents problems solving with Salesforce	<u>ba</u>
Day - 3	Today iam Completing the deal tracking with Salesforce opportunities Quick look.	Answer the quiz by reading the passage.	<u>ba</u>
Day - 4	Today iam Completing the strategies for inclusive philanthropy module.	Answer the quiz by reading that topic.	<u>ba</u>
Day - 5	Strategic prospecting Quick Look module is Completing today.	Answer the quiz by reading that topic.	<u>ba</u>
Day - 6	Tableau AI and analytics Quick look module is Completing today.	Answer the quiz by reading that topic	<u>ba</u>

WEEKLY REPORT

WEEK - 5 (From Dt. 7-10-22 to Dt. 14-10-22)

Objective of the Activity Done:

Completing the quiz Modules

Detailed Report:

In this week I am completing the modules some much.

Some of the six modules are completing by reading that all modules and understand what is in it, how can it is useful to us while working with salesforce application software.

By reading that topics we will understanding some important things and answer that queries.

I am learning about the Discover Tableau AI and Analytics objectives some of the important thing they are shown in below.

Tableau uses augmented analytics to empower business users to discover insights ranging from Automated modeling to guided natural language queries.

This is the report I learning any understand about salesforce app

ACTIVITY LOG FOR THE FIFTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Today my mentor sent me a link related to that Salesforce app.	In that link having 27 units completing i will get Certificate.	<u>to</u>
Day - 2	Today i am do open the trailmixes link Completing the module.	By reading that topic answer the quiz and earn 100 points	<u>to</u>
Day - 3	Today i am Completing module named Salesforce Credentials.	Answering the quiz and earn 100 points.	<u>to</u>
Day - 4	Today i am completed the module named trailhead navigation: Quick look.	Answer the quiz and earn 100 points.	<u>to</u>
Day - 5	I am Completing the module named Setup: Quick look.	Answer the quiz and earn 100 points.	<u>to</u>
Day - 6	I am Completing the module named Quick Start: Build a Salesforce app.	Answer the quiz and earn 100 points.	<u>to</u>

WEEKLY REPORT

WEEK ~~4~~ (From Dt. 15.10.22 to Dt. 22.10.22)

Objective of the Activity Done:

Detailed Report:

In this week my mentor sent a link that is:-

<https://trailhead.salesforce.com/users/smart-bridges-support/trailmixes/smartintern-admin>

In this link having 27 modules I am completing the modules named,

- 1, salesforce credentials
- 2, Trailhead navigation : quick look
- 3, Setup : quick look
- 4, Quick start : Build a salesforce app

above the modules I am completing by reading and understanding the comprehensions and answer the quiz earn some points and badges appeared in the dashboard

This is week report I am doing the works

ACTIVITY LOG FOR THE FIFTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Today i am reading the trailhead playground management module.	I am understanding the sub units topic	<u>to</u>
Day - 2	Today i can do (or) completing the create a trailhead playground.	Answer the quiz and earn points.	<u>to</u>
Day - 3	Today i am completing the sub module named get your trailhead playground username and password.	I am getting trailhead playground username and password.	<u>to</u>
Day - 4	This day i am completing the hands on challenge in the module trailhead playground management.	Done the Instay apps and package in my trailhead playground.	<u>to</u>
Day - 5	Today i am completing the module reports and dashboards for lightning experience.	Understanding the sub modules by reading.	<u>to</u>
Day - 6	Some pending sub modules are completing today in the reports & Dashboards.	Completing the hands-on-challenges.	<u>to</u>

WEEKLY REPORT

WEEK - 8 (From Dt. 23-10-22 to Dt. 1-11-22)

Objective of the Activity Done:

Completing the Superbadge

Detailed Report:

In This week I am learning the trailhead playground module In that module having some sub modules they are

- (1) Create a Trailhead play ground
- (2) Get your trailhead playground username and password

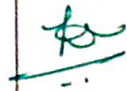
- (3) Install Apps and packages in your trailhead playground

In the last sub module having hands on - Challenge, and Earn 500 points, and badges

- And also completing the "Reports and Dashboards for Lightning Experience"

In that unit having 5 sub modules that modules are also have hands on - Challenges. I am completing that challenges and Earn points and badges,

ACTIVITY LOG FOR THE FIFTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Today i am completing the data Security unit.	Completing all subunits hands on-challenges by reading.	
Day - 2	I am completing the customize an org to support a new business unit today.	Completing all sub units hands on-challenges by reading.	
Day - 3	Today i am completing the unit named create reports and dashboards for sales and marketing.	understanding the concept and completing the hands-on-challenge.	
Day - 4	Business Administration Specialist unit is completing today.	By completing sub unit hands on challenges i am earn points & badge.	
Day - 5	Today i am completing the unit named: Quick Start: Lightning app builder.	i am earning the points and badges by completing hands on-challenges.	
Day - 6	Today i am completing the Lightning Experience reports & dashboards Specialist unit.	I am done the hands on Challenge for the sub modules in this unit.	

WEEKLY REPORT

WEEK - 49 (From Dt. 02-11-22 to Dt. 09-11-22)

Objective of the Activity Done:

Detailed Report:

Completing the super badge

In this week I am completing the units in the trailmixes smartinez admin link,

These are the units I am completing

- 1 Data security
- 2, Customise an org to support a new business unit
- 3 Creating Reports and dashboards for sales and marketing managers
- 4, Business Administration Specialist
- 5, Quick Start Lightning app builder
- 6, Lightning Experience Reports and dashboards Specialist.

In this units having the subunits that sub units having the hands-on challenges by reading and understanding the concept inside the units and sub units do the challenges and completing.

ACTIVITY LOG FOR THE FIFTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Today i am Completing the Unit named: User Authentication Specialist Superbadge.	Done the hands on challenge by reading the Concept.	
Day - 2	Today i am Completing the Unit named: security governance Specialist Superbadge.	Completing the hands-on-challenge and earn points and badges.	
Day - 3	I am Completing today the Unit named: User Access Specialist Superbadge.	By reading and take the challenge Step by Step process Completing the unit.	
Day - 4	I am Completing the Unit named: Security gov specialist Superbad -ge.	I am Completing the hands on challenge and earn points & badges.	
Day - 5	To day i am Completing the Unit named: Admin Super Set.	Get earn points and badges while Completion of hands-on-challenge.	
Day - 6	Today i will do the Certification process generating.	Generating the Certification process.	

WEEKLY REPORT

WEEK - ¹⁰~~5~~ (From Dt. 10-11-22 to Dt. 16-11-22)

Objective of the Activity Done:

Completing the Superbadge

Detailed Report:

In This week I will do the hands on Challenges Completion from the following units

1. User Authentication specialist Superbadge
2. Security Governance specialist Superbadge
3. User Access specialist Superbadge
4. Security specialist Superbadge.
5. Admin Super set.

In This units having their sub units and hands-on Challenges. By reading and Understanding The Comprehensions in that units we will do the process that is useful to Completing the Challenges easily.

Finally I am Completing the Course named Salesforce Administrator And I am do the Certificate generating process to get the Certificate.

CHAPTER 5: OUTCOMES DESCRIPTION

Describe the work environment you have experienced (in terms of people interactions, facilities available and maintenance, clarity of job roles, protocols, procedures, processes, discipline, time management, harmonious relationships, socialization, mutual support and teamwork, motivation, space and ventilation, etc.)

I am experienced the work environment - is difficult unable to certain time to do the work.

And also the people interactions are very rude and negative. So then it was a difficult environment and the facilities are required for limited time only.

The equipments are laptops, desktops and android are hanged to a stand while in process for completing the project work.

Don't having clarity on work, because of procedure was unable to understand the comprehensions to the hands-on-challenges.

Harmonious relationships, socialization are not supporting to me because of the persons are negative minded.

Team work is happening very little time from my colleagues.

Describe the real time technical skills you have acquired (in terms of the job-related skills and hands on experience)

I am acquired the real time technical skills ~~at~~ so much useful to me for further future.

Simply says as I learned a software job information is skilled by the Salesforce software that is provided by the AP govt APSCHS internships.

How the work is done in the software jobs, that is the work I am learned little much.

What are the technical skills I am learned in the Salesforce Administrator. In that application software I am learned about the settings and management, how can interact with the customers, how can solve their problems and how can get more business profits from the to the company's.

This is the real time technical skills I am acquired.

Describe the managerial skills you have acquired (in terms of planning, leadership, team work, behaviour, workmanship, productive use of time, weekly improvement in competencies, goal setting, decision making, performance analysis, etc.

I am aware the managerial skills they are, I am not having perfect planning to complete the project.

My mentor Lalashmi madam show full support on us and gathering team to do the work fast.

My all colleagues behaviour is somewhat better. And the workmanship is not having.

The time is so less, because of we can't understand that modules. We take the more time for completing this project.

For the first time we handled like this type of online product course and it was unable to understand.

Day by day we lose our confidence. So much fear is felt. We can't take the decision correctly because we are confused and nothing performed a skill to completing the project.

Describe the managerial skills you have acquired (in terms of planning, leadership, team work, behaviour, workmanship, productive use of time, weekly improvement in competencies, goal setting, decision making, performance analysis, etc).

I am aware the managerial skills they are, I am not having perfect planning to complete the project.

My mentor Lakshmi madam show full support on us and gathering team to do the work fast.

My all colleagues behaviour is some what better. And the workmanship is not having.

The time is so less, because of we can't understand that modules we take the more time for completing this project.

For the first time we handled like this type of online product course and it was unable to understand.

Day by day we lose our confidence. So much fear is felt. We can't take the decision correctly because we are confused and nothing performed a skill to completing the project.

Describe how you could improve your communication skills (in terms of improvement in oral communication, written communication, conversational abilities, confidence levels while communicating, anxiety management, understanding others, getting understood by others, extempore speech, ability to articulate the key points, closing the conversation, maintaining niceties and protocols, greeting, thanking and appreciating others, etc.,)

In starting stage of online course
I can do most of the quiz modules
Completing by understanding the Comphresions.

We can use the google and youtube
for collecting information that is useful to
the error correction.

Written communication is happening
for do the easy modules. Not having confidence
levels while communicating, nothing is anxiety
and better understand will maintaing by
my colleagues.

No one is giving extempore speech,
and observe the key points for completing the
modules.

Completion of difficult modules we
are so happy and greet the others and
thanks to my colleagues.

My mentor will appreciating ours
by level of try for completing the project.

Describe how could you could enhance your abilities in group discussions, participation in teams, contribution as a team member, leading a team/activity.

while the project work is happening
no group discussions are managed by the
team members.

So many members in my team
behaves like selfish and dont helping to
other persons in my team.

Only my mentor take the lead and
maintain correct information and key
points is giving for completing my project.

paran, Chandana and lakshmi mam
recollect our self confidence to do the
modules and hands-on-challenges
completion.

My mentor giving and support
our team members and helping to me.

Lakshmi madam giving laptop to me
for completing the team project work.

Finally taking extra time to
completing the modules and also co-operates
my bestfriends sunil, kisan, vijay, syam.

Describe the technological developments you have observed and relevant to the subject area of training (focus on digital technologies relevant to your job role)

Technological development skills I am observed relevant to the subject area of training, this time I know the online courses.

In the online course I am learning the new technology skills.

They are:

1. How can create a new username and profile in a new organization
2. And also how can manage the organization using the software tools.
3. How can solve the customer problems in the online softwares.
4. And experience the software skill using to our future purpose.

These are the some technological developments skills what I am learned while doing the project work.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: **M. Vijay Kumar : 202129015**
 Term of Internship: From **29/8/22** To **15/11/2022**
 Date of Evaluation: **17-11-22**
 Organization Name & Address: **APSCHE ONLINE INTERNSHIP ON SALESFORCE ADMINISTRATION**
 Name & Address of the Supervisor **Smt. B. Lakshmi X Gudur, Lecturer in**
 with Mobile Number: **COMPUTER APPLICATIONS X 789 320 4741**

Please rate your performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

1) Oral communication	1	2	3	4	5
2) Written communication	1	2	3	4	5
3) Initiative	1	2	3	4	5
4) Interaction with staff	1	2	3	4	5
5) Attitude	1	2	3	4	5
6) Dependability	1	2	3	4	5
7) Ability to learn	1	2	3	4	5
8) Planning and organization	1	2	3	4	5
9) Professionalism	1	2	3	4	5
10) Creativity	1	2	3	4	5
11) Quality of work	1	2	3	4	5
12) Productivity	1	2	3	4	5
13) Progress of learning	1	2	3	4	5
14) Adaptability to organization's culture/policies	1	2	3	4	5
15) OVERALL PERFORMANCE	1	2	3	4	5

M. Vijay Kumar
 Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: M. Vijay Kumar : 20209015
 Term of Internship: 9/8/22 From 16/11/2022 To
 Date of Evaluation: 17-11-2022
 Organization Name & Address: ADSCHE ONLINE Internship on sales & admin.
 Name & Address of the Supervisor: Smt. B. Lakshmi, Gudgaon, Lecturer in computer
 Mobile Number: Applications, 789320 1211

Please rate the student's performance in the following areas:

Please note that your evaluation shall be done independent of the Student's self-evaluation

Rating Scale: 1 is lowest and 5 is highest rank

Oral communication	1	2	3	4	5
Written communication	1	2	3	4	5
Initiative	1	2	3	4	5
Interaction with staff	1	2	3	4	5
Attitude	1	2	3	4	5
Dependability	1	2	3	4	5
Ability to learn	1	2	3	4	5
Planning and organization	1	2	3	4	5
Professionalism	1	2	3	4	5
Creativity	1	2	3	4	5
Quality of work	1	2	3	4	5
Productivity	1	2	3	4	5
Progress of learning	1	2	3	4	5
Adaptability to organization's culture/policies	1	2	3	4	5
OVERALL PERFORMANCE	1	2	3	4	5

Lakshmi
 Signature of the Supervisor

PHOTOS & VIDEO LINKS

