

SKRGDC GUDUR

Program Book

FOR

SHORT TERM INTERNSHIP

FROM !.

THAKKERA SIVA KUMAR

Hall no: 202129021

BCOM (computer Applications)

TO :

Smt. B. Lakshmi

Lecturer in Computer

Applications

Program Book

Short Term Internship

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

Program Book for Short-Term Internship

Name of the Student: THAKKEDA. SIVA KUMAR

Name of the College: SKR GOVT DEGREE COLLEGE

Registration Number: 202129021

Period of Internship: From: AUG-29-2021 To: NOV-15-2022

Name & Address of the Intern Organization : APSCH E online Internship
on
Salesforce Administrator

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.....

Name of the College: SKR GOVT DEGREE COLLEGE, GUDUR

Department: BCOM [COMPUTER APPLICATIONS]

Name of the Faculty Guide: Smt. LAKSHMI BHEE MAVARAPU

Duration of the Internship: From 08-29-20²² To 11-15-2022

Name of the Student: THAKKEDA SIVA KUMAR

Programme of Study : BCOM [COMPUTER APPLICATIONS]

Year of Study: 2020 - 2023

Register Number: 202129021

Date of Submission: NOV - 17 - 2022

Student's Declaration

I, T. SIVAKUMAR student of SKR.G.D.C. Program, Reg. No. 202129021 of the Department of COM, SKR.G.D.C., GUDUR College do hereby declare that I have completed the mandatory internship from 08-09-22 to 11-11-22 in APSCH ONLINE INTERNSHIP (Name of the intern organization) under the Faculty Guideship of Smt. LAKSHMI (Name of the Faculty Guide), Department of COMPUTER APPLICATIONS, SKR.G.D.C., GUDUR (Name of the College)

T. Sivakumar
(Signature and Date)

Endorsements

Lakshmi
Faculty Guide

Head of the Department

yeshu

P. Venkatesh
Principal
S.K.R. Govt. Degree College
GUDUR - 524 101.
Tirupati Dist.

Certificate from Intern Organization

This is to certify that T. SIVA KUMAR (Name of the intern) Reg. No. 202129021 of SKRGDC, GUDUR (Name of the College) underwent internship in APSCHE ONLINE INTERNSHIP (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

DR.P.VENKATESWARLU, Principal for their able guidance
and support in my completing my project.

I would also like to extend my gratitude
to my Computers Lecturers

and library Sir DR.P. VJAY MAHESH, Library

providing me with all the facility that was
required. Heartful thanks to my friends

and library department sub co-ordinator

Sri Ramesh

Date: 05/12/2022

T.SIVA KUMAR
III BCOM(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.

Salesforce Administrator:-

- It is a application software that is available to everyone.
- It having the CRM (customer relationship management). It acts like a bond to company and customer.
- This application is used multiple persons at a time, anyone and everywhere.
- we experience the storage by lightning experience.
- This CRM helps to attracts more benefits from the customers.
- Simply the salesforce is easy, and 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 accordingly 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 accrediting 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 detailed information is ;

Email : Sivastudy9@gmail.com

Mobile no: 9182540450

Trailhead URL : <https://trailblazer.me/id/Sivastudy9>
In the 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 the project.

→ www.trailhead.com

→ 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 smartintert dashboard → Externships and go to live session	Learning and Completing the quiz Modules.	
Day - 2	In Salesforce: Quick Look we are completing some Modules.	Learning about Salesforce application.	
Day - 3	In Salesforce Licensing Unit Completing quiz Modules.	Understand the relationship b/w licenses & permissions and add-ons.	
Day - 4	Today we watch the live session and finishing the modules.	We know about Salesforce app.	
Day - 5	Lightning experience Unit we understand the Subject in that.	Discover how Lightning experience benefits and your business.	
Day - 6	In Salesforce Quick Look Unit we attempt some quiz modules.	In quizzes I am understanding important things	

WEEKLY REPORT

WEEK - 1 (From Dt. 29-8-22 to Dt. 5-9-22...)

Objective of the Activity Done:

Completing the quiz module

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 shown in that. How we can attempt the quizzes and how can operating Salesforce app.

And then I am go to the Live Session Starts at 6.00pm to 8.00pm. 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.	
Day - 2	Today i am Completing the trailhead navigation: Quick Look module	I am understand the Concept how we can use the trailhead navigation.	
Day - 3	This day i am goto the Live Session.	In the live session i am knowing about the Salesforce app.	
Day - 4	Today i am learning about the how to create a new play ground.	I will creating a new playground in the trailhead.	
Day - 5	Today i am Completing the Salesforce Solution kits: Quick Look.	I am learning about the Salesforce Solution kits: Quick Look.	
Day - 6	This day i am go to the live session.	In the live session i can learn about settings in Salesforce app.	

WEEKLY REPORT

WEEK - 2 (From Dt. 06.09.22 to Dt. 13.09.22)

Objective of the Activity Done:

Completing the quiz module.

Detailed Report:

In this week i am learning Salesforce ecosystem unit. In that module we see 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 Salesforce app.

And also i am learning about the Salesforce solution kits! Quick Look and completing the quiz by understanding the matter.

And then i am go to 2 live sessions. In that live session i am learning the about the Salesforce 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 Blueprints: Quick	I am Completing the Map salesforce capabilities to perz business Needs Module.	
Day - 2	To day i learning about the sandboxes for pardot: Quick Look Module.	i am attempt the quiz by & understanding the Concept.	
Day - 3	Today i am learning about volunteers for Salesforce: Quick Look.	Attempt the quiz and by the understanding the Concept.	
Day - 4	Customer 360 Guides: Quick module attempt the quiz.	I am that module i learning Customer role in the Salesforce app.	
Day - 5	Workflow Automation for Service: Quick Look module attempt Quiz.	i learning the Workflow Automation module Concept.	
Day - 6	Workforce Engagement for Service: Quick Look module attempt quiz. And also go to live session	Understanding the Concept i learned.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Completing the viz Module

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 Customer.

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 Completing 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	Fourth Industrial Revolution module Completing today	Attempt the quiz and learning about it.	<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 & Recommendations 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. 22-9-22 to Dt. 29-9-22)

Objective of the Activity Done:

Detailed Report:

Completing the Quiz Modules

This weekly report I understanding the trailblazer Community module.

We call our customers trailblazers because they're always looking for innovative ways to maximize Salesforce success in their organizations, and make the world a better place. We love to help trailblazers learn, connect, have fun, and give back together. Goal said that participation in the Community.

And also I ask the mentor for some doubts arising by me. Mentor clarify 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 week 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 completing the fast app development : Quick look module.	In that module i am completing the Harness the power of Platform Quiz.	
Day - 2	Today i am completing the vaccine cloud: Quick look module.	I am attempt the viz of Get to know vaccine Cloud	
Day - 3	work flow automation for Service: Quick look module is Completing.	I am read that matter and attempt the viz and gain 100 points.	
Day - 4	Tableau Mobile: Quick look, i am completing this module.	I understand this topic. That is Discover the features in Salesforce app.	
Day - 5	I am reading this module : The healthcare and life Sciences Industry Quick look.	By reading that i can answer the viz questions easily.	
Day - 6	I am Completing this module Tenant specific Endpoints in Marketing cloud Quick look.	i am understanding that topic and answer the viz	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Completing the Quiz Module

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 to me and how can it used in the Salesforce application.

The Customer 360 platform allows you to extend Salesforce applications and build new tools 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 that answer the Quiz section easily.

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 the score board (or) Dash 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 answer the quizzes easily.	
Day - 2	Actions & recommendations for Agents: Step by step completing this module.	I am understand the Agents problems solving with Salesforce	
Day - 3	Today I am completing the Deal tracking with Salesforce opportunities Quick Look.	Answer the Quiz by reading the passage.	
Day - 4	Today I am completing the Strategies for inclusive philanthropy module.	Answer the quiz by reading that topic	
Day - 5	Strategic prospecting Quick Look module is completing today.	Answer the quiz by reading that topic	
Day - 6	Tableau AI and analytics Quick Look module is completing today	Answer the quiz by reading that topic.	

WEEKLY REPORT

WEEK - 5 (From Dt. 7-10-22 to Dt. 16-10-22)

Objective of the Activity Done:

Completing the Vw3 Modeler

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 quizzes.

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 and 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 24 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 completing 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 - 7 (From Dt. 15-10-22 to Dt. 22-10-22)

Objective of the Activity Done:

Completing the quiz Modules

Detailed Report:

In this week my mentor sent a link that is :

<https://trailhead.salesforce.com/users/smart-bridges-support/trailmixes/smartintern2-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 - and Management module.	I am understanding the Sub units topic.	
Day - 2	Today i can do (or) Completing the the Create a trailhead playground.	Answer the quiz and earn points.	
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.	
Day - 4	This day i am Completing the hands on challenge in the module trailhead playground Management.	Don't the Install apps and packages in my trailhead playground.	
Day - 5	Today i am Completing the module reports and Dashboards for Lightning Experience	Understanding the sub modules by reading.	
Day - 6	Some pending sub modules are Completing today in the reports & Dashboards for Lightning Experience.	Completing the hands-on-challenges.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Completing the Superbadges

In this ^{week} I am learning the trailhead Playground Management Module.

In that module having some Sub Modules they are :

1. Create a Trailhead playground
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.

This is the week reports done by me.

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 sub units 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 Managers.	Understanding the concept and completing the hands on challenges.	
Day - 4	Business Administration Specialist Unit is completing today.	By completing sub unit hands on challenges iam earn points & badges.	
Day - 5	Today I am completing the unit named: Quick Start: Lightning app builder.	I am earning the points and badges by completing the hands-on-challenges.	
Day - 6	Today I am completing the Lightning Experience Reports & Dashboards Specialist Unit.	I am by done the hand on challenge for the sub modules in this unit.	

WEEKLY REPORT

WEEK - 9 (From Dt...11-22 to Dt...11-22)

Objective of the Activity Done:

Detailed Report: Completing the Superbadge

In this week I am completing the units in the Trailmixes SmartInternz-admin Link.

These are the units I am completing:

1. Data Security
2. Customize 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 the concept inside the units and sub units do the challenges and completing. By completion of challenges we can earn points & 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 unit named: User Authentication Specialist Super badge.	Done the hands on challenge by reading the concept.	
Day - 2	Today I am completing the unit named: Security Governance Specialist Super badge.	Completing the hands-on-challenge and earn points and badges.	
Day - 3	I am completing today the unit named: User Access Specialist Super badge.	By reading and take the challenge step by step process completing the unit.	
Day - 4	I am completing the unit named: Security Specialist Super badge.	I am completing the hands-on-challenge and earn points & badge.	
Day - 5	Today 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 -18 (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 Super badge
5. Admin Super Set.

In this unit having the 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 doing 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 experience 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 androids are hanged (or) stucked while in process for completing the project work.

Not having the clarity on work because of procedure was unable to understand the Comphacions to the hands-on-challenges.

Harmonious relationships - Socialization - on are not supporting to me because some of the persons are negative minded.

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, so much useful to me for further future.

Simply says as I learned a Software job information details is skilled by the Salesforce Software that is provided by APSCHÉ Internships.

How the work is done in Software jobs, that is the work i am learned little much.

What are the technical skills i am learned in the Salesforce Administration. In that application Software i am learned about the settings and management, how can interact with customer in online how can solve their problems digitally and how can get benefits from business to the company's.

This is the real time technical skill 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 acquire the managerial skills they are. i am not having the perfect planning to complete the project.

My mentor Lakshmi madam show full support on we and gathering team to 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 more time for completing this project.

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

Day by day we loose our confidence. So much fear is feel. we can take the decision correctly because we are confused and nothing performed. a skill is completing this 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 easily can do most of the easy modules. Completing by understanding the comprehensions.

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

Written Communication is happening for do the work easy modules. Not having the confidence levels while communicating nothing is anxiety and better understanding will maintaining by the 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 other and thanks to my colleagues.

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 mentox take the lead and maintain correct information and key points is giving for Completing my Project pavan, chandana and lakshmi madam recollect our self confidence to do the modules and hands-on-challenges Completion.

My mentox giving and support our team members and helping to me lakshmi madam giving laptop to my home for completing the project work.

Finally taking extra time to completing the modules and also co-operates my bestfriends sunil, lairan, 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)

Technical 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 skills using to our future purpose.

This the the matter about technological developments.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: THAKKEDA SIVAKUMAR / 202129021

Term of Internship: From 29-8-22 To 16-11-22

Date of Evaluation: 17-11-22

Organization Name & Address: APSCHE ONLINE INTERNSHIP ON SALESFORCE ADMINISTRATOR

Name & Address of the Supervisor: Smt. B. LAKSHMI / GUDUR, Lecturer in
with Mobile Number: COMPUTER APPLICATIONS / 789 320 4764

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

Signature of the Student

T. Sivakumar

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: THAKKEDA SIVA KUMAR 202129021

Term of Internship: From 29-8-2022 To 16-11-2022

Date of Evaluation: 17-11-2022

Organization Name & Address: APSCH ONLINE SALESFORCE ADMINISTRATION

Name & Address of the Supervisor: smt. B. Lakshmi, Junior Lecturer in Computer

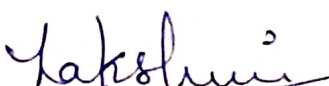
with Mobile Number: Applications, 789 320 4741

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

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


 Signature of the Supervisor

PHOTOS & VIDEO LINKS

