

GOVERNMENT DEGREE COLLEGE
RAJAMPETA

SEMESTER INTERNSHIP (LONG-TERM)

RECORD BOOK
2024-25



Designed & Developed by



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

PROGRAM BOOK FOR
SEMESTER INTERNSHIP

Name of the Student: V. Gangadhar

Name of the College: Government Degree college RJPT

Registration Number: 22 40 300 67009

Period of Internship: Long Term From: 16-12-2024 31-5-2025

Name & Address of the Intern Organization: Andhra Pradesh Council
Higher Education.

YEAR

2024-25

Yogi Vemana University

KADAPA

An Internship Report on

sales force.

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

B-Com (G)

Under the Faculty Guideship of

Dr. Bhaskar Rao

(Name of the Faculty Guide)

Department of

Commerce

(Name of the College)

Government Degree College Rajampet

Submitted by:

V. Gangadhar

(Name of the Student)

Reg.No: 22 40 300 67 009

Student's Declaration

I, V. Gangadhar a student of B-com (6)
Commerce (Group)
Program, Reg. No. 994030067009 of the Department of Commerce
College do hereby declare that I have completed the mandatory internship
from 16/12/2024 to 31/05/2025 in Excel R Pvt. Ltd (Name of
the intern organization) under the Faculty Guide ship of Dr. Bhaskar Rao.
(Name of the Faculty Guide), Department of
Government Degree college Rajampet.
(Name of the College)

V. Gangadhar

(Signature and Date)

Official Certification

This is to certify that V. Gangadhar (Name of the student) Reg. No. 924030067009 has completed his/her Internship in Excel Red Tech (PVT. LTD) (Name of the Intern Organization) on Sales force (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.Com (G) in the Department of G.D.C., Rajampet (Name of the College).

This is accepted for evaluation.

(Signatory with Date and Seal)

Endorsements



Faculty Guide



Head of the Department

Principal

B. Purnachotham



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of Government of A.P.)

Certificate of Completion

This is to Certify that **V Gangadhar-BCOM GENERAL-224030067009** of
GOVT DEGREE COLLEGE RAJAMPETA has successfully
completed 16- Week Long-Term Internship on

Salesforce

Organized by ExcelR Edtech Pvt. Ltd. in collaboration with
Andhra Pradesh State Council of Higher Education

Certificate No: EXCEL-R-W-193275
Presented on April 11, 2025

Ram Tavva

CEO,

ExcelR EdTech Pvt.Ltd.



Certificate from Intern Organization

This is to certify that V. Gangadhar (Name of the intern)
Reg. No 924030067009 of Goyal Degree College (Name of the
College) underwent internship in ExcelR Ed Tech Pvt. Ltd (Name of the
Intern Organization) from 16/12/2024 to 31/05/2025

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

Firstly :

I would to Express my indebtedness appreciation to my Internship mentor Bhaskar Rao Sir his Constant guidance and advice played a vital role in making the Execution of the Report. He always gave me his suggestions that were crucial in making this report as flawless as possible.

At the very beginning I would like to Express my deepest gratitude to my principal D.R. purushotham Sir for giving me the strength and the Composure to complete my Internship course and prepare the report within the scheduled time.

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CHAPTER 1: EXECUTIVE SUMMARY

The internship report shall have a brief 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 is the CRM (Customer Relationship Management). Where it unites marketing sales, Commerce, it etc -learns to their Customers to deliver a better service. We are determined to teach is Emerging Technology in a very realistic and fun way. We have organized the challenges in such a way that the learner will be able to learn sales force in a very enthusiastic and fun way with a limited time participation.

This program consists of live sessions, hands-on practical activities mentoring support and working on Super badge on Trailhead platform in order to help all beginners understand the salesforce ecosystem and its products, we have created a few best modules on the trailhead platform that will help you to get ready for the Bootcamp.

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 to 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.

Salesforce is a company that provides Customer Relationship Management (CRM) Software, marketing automation, sales automation, analysis, and Customer Service.

Mission and values :-

- * Salesforce mission is to help Customers Succeed and Inspire the Industry.
- * Their Core values include trust, equality, and not zero.

Organization :-

- * A Salesforce organization often referred to as "Org" is a virtual environment that houses a company's Salesforce data, Applications and Configurations.
- * production * Sandbox Orgs.

Future plans :-

Einstein Voice Assistant :-

Allows users to dictate memos, update records and more using voice commands.

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.

During the Internship of Excel PVT. Ltd The Intern worked in a collaborative office environment with flexible working hours. The weekly schedule involved a mix of individual tasks and team meetings to discuss programs and plan strategies. The Intern utilized Computers Social media Communication platforms for media content creation and event coordination.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Enroll for the programme Click on https://SmartInternz.srip-apsche	Login process And It is a good Experience for me	
Day - 2	After Successful registration I'm waiting for mail from Sales force	I check my a mail many times It increased my enthusiasm.	
Day - 3	I received a mail from Smartinternz. And I login with my name and password.	I create my own password. and know the impor tance of password.	
Day - 4	Join Telegram. Click on. https://t.me/telegramme to join and join the ^{same} telegram	I posted my question in the telegram regarding internship programme.	
Day - 5	Create trailhead Account VRL https://trailhead, sales force com.	It is skill up for up for the future it helps to learn new skill from.	
Day - 6	Complete my profile by filling the given options. * first name * last name * profile url * public profile.	I learned how to Create a our own profile.	

WEEKLY REPORT

WEEK - 1 (From Dt 16/12/2024 to Dt 22/12/2024)

Objective of the Activity Done:

Detailed Report:

Enroll for the program :-

Click on: <https://Smartinternz.com/Signup.aspx> After Successful registration I'm waiting for mail from Sales force Virtual Internship program I received a mail from Smartinternz. And login with my username and password.

Join Telegram :-

Click on: <https://t.me/vsrsprmpma> and Join the Telegram group to get all updated from our team related the Virtual Internship program.

Create Trailhead Account :-

URL : <https://trailhead.salesforce.com>
Click on sign up and login through your Google option.

- * first name
- * last name
- * profile URL
- * public profile.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Open the Successful Enrolled mail which was send to our registered mail id during the enrollement step	I learned the role and regulations of Smart Internz platform for login process.	
Day - 2	Enter our login Credentials which you have received in your respective mail	In a login process the Smart Internz provides a temporary password to our email. so.	
Day - 3	After login It direct to the dash board.	Learn how the user interface looks once we log into Smart Internz platform.	
Day - 4	New click on the Express hip from the left panel options.	I know the different of Sales force developed and sales force Administration.	
Day - 5	Click on Course and click on Add trail head Profile URI bottom to add your profile.	Know the importance of URI because the entire module performed by was save.	
Day - 6	Start running please click on the link to your respective tract and completing the courses.	I have Enrolled for developer. So I learn the below trail mix developer.	882

WEEKLY REPORT

WEEK - 2 (From Dt 27.12.2019 to Dt 2.1.2020)

Objective of the Activity Done:

Detailed Report:

login to your Smartinternz platform open the Successfully Enrolled mail which was sent to our registered during the enrollment in.

Step I :-

Then step-I :- Enter our login Credentials which you have received in your respective mail. Check the I'm not a robot. click on login.

After login it direct to the dashboard :-

Step-II :- Now click on the Externship from the left panel options the after click on the Access Resource of the Salesforce Digital Internship administrator / developer " which you have chosen as your track.

Step-III :- click on Courses and click on Add Trailhead profile URI button to add your trail blogger profile URI which you have copied in earlier as show below.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	In chrome we search for Trailhead Salesforce.com or login in login option After clct. * login * link in * Sign up	How to Signup or login in trail head	
Day - 2	Search for developer trail mix in Trail head and follow it. we can see the module.	Use the various Modules in the developer trail mix and use that print to each module	
Day - 3	M:1 Salesforce :- click & look * learnt about sales force and our values.	learn how sales force helps your business build stronger relationship with our customers	
Day - 4	M:2 Trailhead :- quick look. * Get familiar with - Trailhead. Quiz & Games	learn what trail head is and how to use it to gain new skills.	
Day - 5	M:3 Trailblazer Community Course work look * Explore the Trailblazer.	Connect with other Trailblazers by Exploring the trail blazer community	
Day - 6	M:4 : Salesforce. Credentials : quick look Get familiar with sales force Credentialation.	learn about the some - worthy Salesforce. Credential on Trailhead.	ASR

Objective of the Activity Done:

Detailed Report:

In chrome we search for Trailhead Salesforce Com. click on Trailhead - fun way to learn Then it shows Signup and login Option Then it asks for how to do you want Signup like:

- * Sales force
- * Google
- * LinkedIn
- * face book.

1. prefer with google. After click on google it asks for username and password.

Module 1:

Sales-force :- Quick look.

- * Learn about Sales force and our values.
- * Quiz Questions and Answers.

Module 2 :-

- * Get familiar with Trailhead
- * Quiz Questions and Answer

Module 3 :- Trailblazer Community : Quick look.

- * Explore the trailblazer Community Quiz Questions Answer.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Module 5 :- Set up : Quick look * learn to use setup and the object manager. Quiz question and Answer.	find our way around setup and use the object manager to create and edit objectives.	
Day - 2	Module 6 * Trailhead having action : Quick look learn to navigate trail head quiz questions & answers.	Discover the but way to navigate Trailhead mobile and desktop.	
Day - 3	Module 7 :- Quick start lighting app builder * Create your first page * It include verify step.	lighting App builder let's developer and business user build beautiful.	
Day - 4	In the property Inspector On the right type opportunities & leads for the label.	How can we Add more components to our page.	
Day - 5	Add Quick actions - And Activities the and App And Quick Action and Configure the page steps	Quick actions allow users to quickly create and modify records.	
Day - 6	Module 8 :- Quick start Build salesforce app It include : Create the trailblazer App.	Create Simple app to track visits to your local park.	1832

WEEKLY REPORT

WEEK - 4 (From Dt 15/11/2025 to Dt 16/11/2025)

Objective of the Activity Done:

Detailed Report:

Module 5 :- Set up : Quick look.

- * learn to use setup and the object manager
Quiz Question And Answer.

Module 6 :-

Trailhead navigation : Quick look

- * learn to navigate trailhead
Quiz Question And Answer.

Module 7 :-

- * If you're not already on the Setup home page click Setup in a new tab.
- * under lighting pages click new
Select App page then click next.
In the label field Type field sales
App and click
- * Click finish.

Check out our new App
we can see message like this.
Congratulations. you just built a basic
Single page lighting App.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	create the Trailblazer app steps	click the object management tab in a new tab.	
Day - 2	After completion of this steps we click on verify step. If we done correct process we get 100 points.	click New to create a new way point.	
Day - 3	Now we need to add that quick action to that publisher layout determines which actions Action bar.	The salesforce per everal quick action in the by default	
Day - 4	Trailhead play ground management it include verify steps.	1. create a Trailhead playground. 2. Set your Trailhead playground username password	
Day - 5	If we have never used a hands on org before Trailhead defaults to our most recently	the created a new click name of your org and give playground.	
Day - 6	click the test password (5) and ok this sends an email address created	username be sure to check our spam folder if we don't see the email.	

855

WEEKLY REPORT

WEEK - 5 (FROM DATE 12/12/2024 TO)

Objective of the Activity Done:

Detailed Report:

Click the Setup gear setting and Select Setup. click the Object Manager tab next to home. Define the new Custom Object as follows:-

- * Label : Waypoint
- * plural label : Waypoints
- * Object name : waypoint.

Try out the App:-

Click the App Launcher "patten" and Select Trailblazer.

click the waypoint tab.

click new to create a new waypoint.

Call it Half Dome and click save & new.

Trailhead playground Management:-

To Create a new Trailhead playground click the name of your org and click create playground Give your playground.

What challenges and project step recap? Cation. See the name of a hands-on org and a launch button.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Home Screen! Swipe up from the bottom edge of the Screen.	Recent Apps! Swipe up from the bottom edge, hold and then release.	
Day - 2	Back! Swipe from the left or right edge of the Screen.	Switch Between Apps! Swipe from the left or right edge the Quick Switch from the home screen.	
Day - 3	Finding and opening Apps :-	If your phone has a dedicated app drawer you can find all your apps.	
Day - 4	Here's how to leverage these resources.	Trailhead! Explore Trailhead for guided learning modules.	
Day - 5	Salesforce Help	The Salesforce Help Center provides a wealth of information.	
Day - 6	On Demand workshops and tutorials	utilize the free On demand work shops and tutorial videos available on the website.	232

WEEKLY REPORT

WEEK - 6 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

Getting Around the App :-

To navigate your Android phone's apps and between Screens. Use gesture navigation or traditional button navigation.

Gesture * Navigation :-

* Home Screen :- Swipe up from the bottom edge of the screen.

* Recent Apps :- Swipe up from the bottom edge hold and then release.

Bottom Navigation :-

* Home :- Tap the home button to go back to the main screen.

Help & Trainings :-

* Trailhead :- Explore Trailhead for guided learning paths, modules and projects. It's a great way to gain hands on experience with Salesforce products.

* Salesforce Resource Center :- Access a variety of resources, including articles, videos and tips.

* Additional Tips :- Tailor your learning to your role. Whether it's Salesforce Admin/Developer.

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Setting up user Accounts Creating new Accounts	This involves defining user credentials username password assigning roles.	
Day - 2	user Account Types	Different operating System and application offer various	
Day - 3	Microsoft Accounts vs Local Accounts	In windows, users can sign in with a Microsoft account	
Day - 4	Managing users Authentication Password Management	Ensuring Strong Password and providing mechanisms.	
Day - 5	Multi-factor Authentication (MFA)	Adding on Extra layer of security by requiring users to authenticate multiple	
Day - 6	user lockout	Preventing users from logging in after a certain number of failed attempts.	

WEEKLY REPORT

WEEK - 7 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

Setting up user Accounts:

Creating and Controlling access to System applications:

Creating New Accounts:

This involves defining user Credentials (username password) assigning role and permissions and optionally adding users to groups.

User Account Types:-

Different Operating System and applications offer various account types such as administrator accounts with full access.

Microsoft Account vs Local Accounts:-

In windows, user can sign in with Microsoft account (associated with email address) or a local account (specific to the device).

Managing user Access and permissions & Assigning Roles and permissions:-

This controls what user can do within a system.

CRM System:- Managing user profiles and access share points.

Day & Date	Brief description of the daily activity	Learning Outcome	Person in-Charge Signature
Day - 1	Customization	Focus on extending map's function ability by creating Custom.	
Day - 2	Key aspects of admini tering standard fields	Standard can be added customer missions. Control user can see create standard level num ber data etc. or their visibility setting.	
Day - 3	Maintaining properties		
Day - 4	functionally and usage	understanding how Standard fields are used within the system.	
Day - 5	Create formula field	Custom fields that automatically calculate a value based records. Variable: they can used for various purposed including mathematical.	
Day - 6	Key features and Benifits of formula fields		

WEEKLY REPORT

WEEK - 8 (From Dt..... to Dt : Dt.....)

Objective of the Activity Done:

Detailed Report:

Module 8 :- Customization :-

— Focuses on extending Orginal's functionality by creating Custom field types, widgets and formatters using the plugin API.

Key aspects of administering Standard fields:

* Not for example, In NetSuite you can add standard fields to Custom Advanced Employee permissions.

* Maintaining properties :-

— Their visibility setting Administering these properties ensure that the field because as intended.

— functionality and usage :-

— The Includes knowing where they are used in calculate or report. And what their impact is on other system functionality.

ACTIVITY LOG FOR THE NINTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Get started with Apex unit tests. Steps of follow: unit test ex: Test the temperature	* Describe the key benefits of Apex unit tests. * Define a class with test methods.	[Signature]
Day - 2	Test Apex Triggers :- * click on file and Apex new class triggers. * Add the details in the hand on challenge.	* write a test for a trigger that fire on a single record operation.	
Day - 3	Asynchronous Apex	Write more Eff: Creat Apex code with asynchronous processing.	[Signature]
Day - 4	Asynchronous Processing Basics	How to use Monitor the different types of jobs.	
Day - 5	* use Batch Apex * click on file and Apex new class details triggers	Where to use Batch Apex * Batch-Apex * Batch-Apex best practice.	[Signature]
Day - 6	Control processes with Queueable Apex Click and launch	* Queueable Apex Syntax * when to use the Queueable reference	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Get Standard with - Apex unit test

- * In the developer Console, click New Apex class and enter Temperature Converter for the class name and then click OK.

- * Replace the default class body with the following

- * public class Temperature Converter {

- * // Takes a fahrenheit temperature and return the Celsius Equivalent.

- * public static Decimal fahrenheitToCelsius (Decimal f)

- * { Decimal (C = (f - 32) * 5/9

- * Return C; } }

Asynchronous Apex :-

It includes Verify Steps :-

- * Asynchronous processing Basic

- * use future Methods

- * use Batch Apex.

- * Control processing with Queueable Apex,

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Apex Intergration Service It Includes Quiz and Verify steps	Integrate with External APPS using Apex Rest and Soap Service.	
Day - 2	Apex Integration over View Quiz Question Answer.	Describe the difference between Service and HTTP Callouts.	
Day - 3	Apex Rest Callouts	Test Callouts by using Mock Callouts	
Day - 4	Apex SOAP callouts	Generate Apex class using wsdl2-Apex	
Day - 5	Apex web Services.	Create an Apex Rest class that contains methods	
Day - 6	After Completion of these modules the Super badges unlock will be opened.	use Intergration and business login to punch your Apex	SS1

WEEKLY REPORT

WEEK - 10 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

Apex Integration Services :-

It Includes Quiz and Verify steps :-

- * Apex Integration overview
- * Apex Soap Callout
- * Apex web Services.

Apex Rent Callout.

- * open the developer Console from the Setup gear
- * In the developer Console. Select Debug / open Execute Anonymous window.

Apex Soap Callouts :-

Generate a class using WSDL file

Name : part service (Tip after you click on the parse WSDL button change class service from part service)

Apex web Services :-

- * click on file and Apex new class triggers.

- * Click on text option and click on Run all.

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Report and Dash boards	Both used for pre setting data in a visual format	
Day - 2	Key differences	purpose Dash board are for monitoring ongoing performance	
Day - 3	Create new reports	In this articles 1. follow wizard Step to create a table report	
Day - 4	Filter reports	Applying Criteria to display Specific data while excluding a data condition	
Day - 5	Here's how filtering typically works	Determine the data you want to show based such as date ranges.	
Day - 6	Learn microsoft Apply the filter.	Use the reports filtering options found in the ribbon ribbon	852

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Report and Dashboard :-

Dashboard and reports are both used for presenting data in a visual format. But they serve different purpose.

Key difference :-

Purpose :- Dashboard are for maintaining on going performance while reports are for detailed analysis of specific periods or issues.

Filtering reports :-

Applying criteria to display specific data while excluding other data based on define condition.

Here's how filtering typically works

1. Define the filter :

The based on specific attributes such as data ranges value or categories.

* View the Results :-

The report will then display only the at any time to explore the data differently.

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Test automation login click on launch and go to setup and select Developer Console	In this it does not show any error.	
Day - 2	Test Callout logic	But in this test the test option should be shown 100% percentage.	
Day - 3	Test Scheduling logic	Warehouse Sync Schedule and go to test option and click run all	
Day - 4	Process Automation Specialist Super badge	It helps to know the preview of Super badge set up development.	
Day - 5	* Automate leads * Automate accounts * Create Robot setup object	Complete the capture assignment to earn the process.	
Day - 6	* Quiz Credential Security - Quiz Question and Answer * Automate leads	Answer Question about Superbadge Credential and Trailhead	

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WEEKLY REPORT
WEEK - 12 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

Test automation logic :-

- * Click on launch
- * And go to Setup
- * And select developer Console.
- * Go to developer Console and go to file click on open search for.

Test Callout login :-

- * Click on launch
- * Add to go Setup
- * And select developer Console
- * Go to developer Console and go to file click to on open Search for
- * Warehouse Callout Service Test and write the Code.

Test Scheduling logic

Process Automation Specific to Superbadge.

Super badge &

Super badge Interrelated with other module when we perform the other module unlock open.

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Summerrization process	The data focus on identifying the reports purpose.	lsy
Day - 2	Here's a more detailed break down :	* purpose and Audience * Key findings * methodology	
Day - 3	writing the Summary	Clarity and Conciseness: use clear and concise language over technical terms	
Day - 4	Using Tools for Summerrization	* Excel perot Tables * Data Analysis * Sales force report	
Day - 5	Centrality	The middle Value (or) Overage.	
Day - 6	Dispersion	How spread out the value are from the overage	

WEEKLY REPORT

WEEK - 13 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

Summarize Report Data :-

To Effectively Summarize report data focus on Identifying the reports purpose Key finding and conclusions.

Here's More detailed breakdown :-

1- understanding Report :-

* purpose :- Identify what the report aims to achieve and who the Intended audience.

* Key findings :- Identify the most Important Information and conclusions presented in the report.

* Methodology :- Briefly mention how the data was calculate and analyzed.

2. Using pivot Tablets :- use pivot Tables to Summarization data by grouping and Summerizing fields.

* Data Analysis Software :- use Software like Azure machine learning(or) SAP Crystal reports to perform more advanced analysis.

ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Bucket field in reports in sales-force.	Allow you to create Custom Categories or groups of values.	
Day - 2	Key-features of bucket field.	* Categorization * Efficiency	
Day - 3	Here's more detailed breakdown of the process	Open a report:- Navigate to the report you want to modify	
Day - 4	Configure the Dashboard Component	* Access the Lightning App Builder * Create a new app or modify an existing	
Day - 5	How to Create a bucket field	Select the describe dashboard from the drop-down list	
Day - 6	Important Considerations :-	Ensure the user has the appropriate permissions to view and edit	

WEEKLY REPORT

WEEK - 14 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

Bucket field report :-

Allow you to Create a bucket Custom Categories or groups of values for a specific field without having to create formula fields at the object level.

Key features of bucket fields :-

* Categorization :-

Bucket field enable you to group data into custom categories or range.

* Efficiency

They streamline report creation by eliminating the need for custom formula fields.

Here's a more detailed breakdown of the process.

From setup enter "App Builder" in the Quick find box and select lightning App Builder

* Create a new app or modify an existing one.
Click "New" to create a new app or choose an existing one.

ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	More Administration Queue.	A Queue is a Type of data structure where items are added	/
Day - 2	Types of Queue	* Simple Queue * Circular Queue	
Day - 3	Key feature of Public groups	* sharing records * Defining Sharing Rules	/
Day - 4	How to create Public group	1. Navigate to setup Go to the Setup page in Sales force	
Day - 5	uses of public Groups	Team Collaboration Public groups are ideal for teams that need information.	/
Day - 6	Teams Collaboration Territory Based Chosen a	Public group can be used to share records based on territory	

Ass 1

WEEKLY REPORT

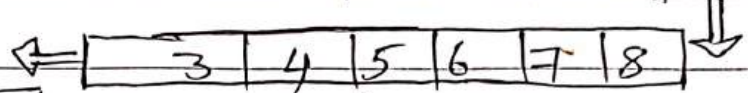
WEEK - 15 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

Queue :- A Type of data structure where Items are added at one end ("The rear") and removed from the other end ("The front") front / Head

Back / Tail / Rear



2. Queue data structure.

Type of Queue :-

- * Simple Queue :- A basic FIFO Queue
- * Circular Queue :- A Queue where the rear end is connected to the front end.

Key-features of public (groups) :-

- * Sharing records :- public group can be used to share records with a group of users.
- * Defining Sharing Rules :-

public group can be incorporated into sharing rules, making it easier to manage access to various objects and records.

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.)

Describe the real time technical skills you have acquired in terms of the job-related skills and hand son experience.

Describe the Managerial skills you have acquired in terms describe the Managerial skills of planning, leadership team work behavior, workmanship of planners, productive use of time, weekly improvement in competency, goal setting, decision making performance analysis etc.

Describe the Managerial skills you have acquired in terms of planning, leadership, team work, behavior workmanship productive use of time weekly improvement in competence.

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

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

During my Internship at Excerpt Edtech Pvt. Ltd

1. Acquired real-time technical skill such as Salesforce (Developer)

I gained hands-on experience in Salesforce Production sales.

These job-related skills and practical experience have enhanced my ability to contribute effectively to sales products and provide me with valuable insights into the industry's best practices.

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.

During my Internship Excelr Edtech Pvt. Ltd I honed essential managerial skills. I developed strong planning abilities, effective leadership qualities was professional and focused on delivering high quality workmanship.

I utilized time productively, consistently improving my competencies on a weekly basis. Setting and achieving goals making informed decisions and analyzing performance were integral parts of my Internship Experience.

These skills have equipped me with a solid foundation for managerial roles, ensuring I can contribute positively to products and lead teams efficiently.

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.,)

During my Excel & EdTech PVT. LTD (Sales force developa) private limited I actively worked on improving my Communication. skills across aspects I focused on enhancing my oral Communication by participating in team meetings discussions and presentations.

I practical to ensure by message was understood by others. In terms of written Communication I refined my skill in writing professional reports and documentation.

I paid attention to grammar, structure and tone to convey information clearly and professionally

To boost my Confidence level while Communicating, To be practiced positive self-talk prepared thoroughly for discussions and presentations and sought feedback from mentors and peers to consistently improve.

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

During my Group Pw. Ltd (Salesforce developer) private limited, I focused on enhancing my abilities in group discussions, team participation contribution as a team member, and leading team activity.

I actively listened shared insights and respected diverse viewpoints in group discussions. As a team member, I prioritized reliability, collaboration and proactive engagement. I contributed by completing tasks efficiently, offering support to teammates and seeking continuous improvement.

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

During my Internship at Eccelr PVT. Ltd (Sales force development) I observed Significant technological development relevant to Salesforce Management.

There were advancements in to help business Improve Customer Service and Sales Artificial Intelligence CRM Systems, Generative etc.

These developments underBoard the Importance of Staying updated with digital technologies to Enhance productivity, Scalability, and performance in Management of Sales productions in Sales forces.

PHOTOS & VIDEO LINKS

EVALUATION

Internal & External Evaluation for Semester Internship

Objectives:

- Explore career alternatives prior to graduation.
- To assess interests and abilities in the field of study.
- To develop communication, interpersonal and other critical skills in the future job.
- To acquire additional skills required for the world of work.
- To acquire employment contacts leading directly to a full-time job following graduation from college.

Assessment Model:

- There shall be both internal evaluation and external evaluation
- The Faculty Guide assigned is in-charge of the learning activities of the students and for the comprehensive and continuous assessment of the students.
- The assessment is to be conducted for 200 marks. Internal Evaluation for 50 marks and External Evaluation for 150 marks
- The number of credits assigned is 12. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings for Internal Evaluation shall be:
 - Activity Log 10 marks
 - Internship Evaluation 30 marks
 - Oral Presentation 10 marks
- The weightings for External Evaluation shall be:
 - Internship Evaluation 100 marks
 - Viva-Voce 50 marks
- The External Evaluation shall be conducted by an Evaluation Committee comprising of the Principal, Faculty Guide, Internal Expert and External Expert nominated by the affiliating University. The Evaluation Committee shall also consider the grading given by the Supervisor of the Intern Organization.
- Activity Log is the record of the day-to-day activities. The Activity Log is assessed on an individual basis, thus allowing for individual members within groups to be assessed this way. The assessment will take into consideration

- the individual student's involvement in the assigned work.
- While evaluating the student's Activity Log, the following shall be considered -
 - a. The individual student's effort and commitment.
 - b. The originality and quality of the work produced by the individual student.
 - c. The student's integration and co-operation with the work assigned.
 - d. The completeness of the Activity Log.
 - The Internship Evaluation shall include the following components and based on Weekly Reports and Outcomes Description
 - a. Description of the Work Environment.
 - b. Real Time Technical Skills acquired.
 - c. Managerial Skills acquired.
 - d. Improvement of Communication Skills.
 - e. Team Dynamics
 - f. Technological Developments recorded.

**Student Self Evaluation of the Long-Term
Internship**

Student Name: V. Gangadhar

Registration Number 224030067009

Term of Internship Long From: 16-12-2024
-12-2024

To: 31-5-2025

Date of Evaluation: 19/4/2025

Please rate your performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

	1	2	3	4	5
1 Oral communication	1	2	3	4	5
2 Written communication	1	2	3	4	5
3 Proactiveness	1	2	3	4	5
4 Interaction ability with community	1	2	3	4	5
5 Positive Attitude	1	2	3	4	5
6 Self-confidence	1	2	3	4	5
7 Ability to learn	1	2	3	4	5
8 Work Plan 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 done	1	2	3	4	5
12 Time Management	1	2	3	4	5
13 Understanding the Community	1	2	3	4	5
14 Achievement of Desired Outcomes	1	2	3	4	5
15 OVERALL PERFORMANCE	1	2	3	4	5

Date:

Signature of the Student

V. Gangadhar

Evaluation by the Supervisor of the Intern
Organization

Student Name: V. Gangadhar

Registration No: 224030067003

Term of Internship: Long

From: 16/12/2024

To: 31-5-2025

Date of Evaluation: 19/4-2025

Organization Name & Address:

Name & Address of the Supervisor
with Mobile Number

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	2	3	4	5
1 Oral communication	1	2	3	4	5
2 Written communication	1	2	3	4	5
3 Proactiveness	1	2	3	4	5
4 Interaction ability with community	1	2	3	4	5
5 Positive Attitude	1	2	3	4	5
6 Self-confidence	1	2	3	4	5
7 Ability to learn	1	2	3	4	5
8 Work Plan 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 done	1	2	3	4	5
12 Time Management	1	2	3	4	5
13 Understanding the Community	1	2	3	4	5
14 Achievement of Desired Outcomes	1	2	3	4	5
15 OVERALL PERFORMANCE	1	2	3	4	5

Date:

Signature of the Supervisor

MARKS STATEMENT
(To be used by the Examiners)

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: V. Gangadhar

Programme of Study: sales force

Year of Study: 2024-2025

Group: B.Com (62)

Register No/H.T. No: 224030067009

Name of the College: GDC Rajampet

University: Yogi Vemana University (Kodapa)

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	10	
2.	Internship Evaluation	30	
3.	Oral Presentation	10	
	GRAND TOTAL	50	

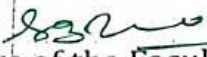
Date:


Signature of the Faculty Guide

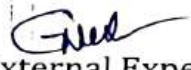
EXTERNAL ASSESSMENT STATEMENT

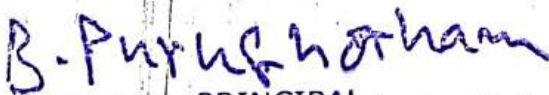
Name Of the Student: V. Gangadhar
Programme of Study: salesforce
Year of Study: 2024 - 2025
Group: B-com (Q)
Register No/H.T. No: 224030067009
Name of the College: GDC Rajampet
University: Yogi Vemana University (Kadapa)

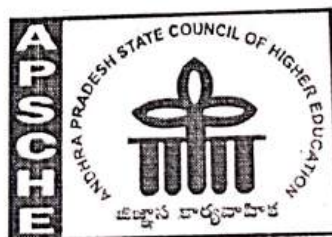
Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Internship Evaluation	80	
2.	For the grading giving by the Supervisor of the Intern Organization	20	
3.	Viva-Voce	50	
	TOTAL	150	
GRAND TOTAL (EXT. 50 M + INT. 150M)		200	


Signature of the Faculty Guide

Signature of the Internal Expert


Signature of the External Expert


Signature of the Principal with Seal
Govt. Degree College
RAJAMPET - 516 115
Annamayya Dist.



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

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