

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

V. Chennodu

Government degree college Rajampet.

221030026022

Period of Internship

Long
term

From

16/12/24

31/05/25

Name & Address of the Intern Organisation

Andhara pradesh Council
Higher Education.

YEAR

2024-25

Yogi Vemana University

KADAPA

An Internship Report on

Salesforce

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

BA (HEP)

Under the Faculty Guideship of

S. Subba Narasimhulu

(Name of the Faculty Guide)

Department of

History

(Name of the College)

Government Degree Rajampet.

Submitted by:

V. Chinnodu

(Name of the Student)

Reg.No: 221030036022

Student's Declaration

I, Vanila Chinnodu a student of BA(HIP) (Group)

Program, Reg. No. 221630036022 of the Department of History

College do hereby declare that I have completed the mandatory internship
from 16/12/2024 to 21/05/2025 in CXCCL Pvt. Ltd (Name of

the intern organization) under the Faculty Guide ship of S. Suba Mahalingam
(Name of the Faculty Guide), Department of

Government Degree College Rajampet.
(Name of the College)

V. Chinnodu
(Signature and Date)

Official Certification

This is to certify that Varla Chinnodu (Name of the student) Reg. No. 221030036022 has completed his/her Internship in EXCELRATEDech (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 BA (HEP) in the Department of Govt. Rajampet (Name of the College).

This is accepted for evaluation.



(Signatory with Date and Seal)

Endorsements

Faculty Guide



Head of the Department



Principal

BALASANI NAGARAJA, MA.
Lecturer in Telugu
Government Degree College
Rajampeta, Annamayya Dist. 516115. A.P.

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 **Varla Chinnodu - BA HEP - 202200115961** 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- 194496
Presented on April 11, 2025

Ram Tavva
CEO,
ExcelR EdTech Pvt. Ltd.



Certificate from Intern Organization

This is to certify that Vanla Chinrodu (Name of the intern)
Reg. No. 221030036022 of Gnovt Degree college (Name of the
College) underwent internship in EXCEL EdTech 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 like to express my indebtedness appreciation to my internship mentor Mr. Simbhu 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. Purshottham Sir for giving me the strength and the composure to complete my internship courses and prepare this report within the scheduled time.

Contents

1. Introduction of Student
2. Student Declaration
3. Official Certificate
4. Executive Summary
5. Overview of the organization
6. Certificate from inter organization
7. Internship part
8. Activity log for first week (weekly report)
9. Activity log for second week (weekly report)
10. Activity log for third week (weekly report)
11. Activity log for fourth week (weekly report)
12. Activity log for fifth week (weekly report)
13. Activity log for sixth week (weekly report)
14. Activity log for seven week (weekly report)
15. Activity log for eight week (weekly report)
16. Activity log for ninth week (weekly report)
17. Activity log for tenth week (weekly report)
18. Activity log for Eleventh week (weekly report)
19. Activity log for Twelfth week (weekly report)
20. Activity log for Thirteenth week (weekly report)
21. Activity log for fourteenth week (weekly report)
22. Activity log for fifteenth week (weekly report)
23. Out come Description
24. Evaluation (Student self)
25. Evaluation (Supervisor of inter organization).
26. Internal Assignment Statement.

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.

Salesforce is the CRM (Customer Relationship management) where it unites marketing sales, commerce, IT etc. teams to their customers to deliver a better service. We are determined to teach this 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 Salesforce 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 badges on Trailhead platform in order to help all beginners understand the Salesforce ecosystem and its products. We have curated 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 analytic, and customer service.

Mission and Values:

* Salesforce's mission is to help customers succeed and inspire the industry.

* Their core values include trust equality and net zero organization!

A Salesforce organization, often referred to as "org" is a virtual environment that houses a company's sales force data, applications and configurations.

* production * sandbox orgs.

future plans:-

Einstein Voice Assistant:

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

* Healthcare * Financial Services * Energy and utilities.

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 at 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 progress 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 program Click on https://Smartintern2/sfvi-p-apsche	Login process And it is a good experience for me.	
Day - 2	After Successful registration. I am waiting for mail from Salesforce virtual internship program.	I check my Gmail many times. it increase my enthusiasm.	
Day - 3	I received a mail from Smartintern2. And I login with my username and password	I create my own password. And know the importance of password nowadays.	
Day - 4	Join Telegram. Click on - https://t.me/4mlv and join the telegram group	I posted my queries in the telegram regarding internship programme.	
Day - 5	Create Trailhead Account URL: https://trailhead.salesforce.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 learn How to create a own profile.	

WEEKLY REPORT

WEEK - 1 (From Dt 16/12/24 to Dt 22/12/24)

Objective of the Activity Done:

Detailed Report:

Enroll for the program:-

Click on - <https://Smartintern2.com/Sfvip-opsche>

After successful registration I am waiting for mail from Salesforce virtual internship program.

I received a mail from Smartintern2. And login with my Username and password.

Join Telegram:-

Click on - <https://t.me/404m1vjrSPKMDMA>

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 options.

* 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 successfully Enrolled mail which was sent to our registered mail id during the enrollment in Step 1	I learn the rules and regulations of smartinternz plat from for login process.	
Day - 2	Enter our login credentials which you have received in your respective mail. check the I'm not a robot. * then click on login.	In a login process the Smartinternz provides a temporary password to our e-mail. so	
Day - 3	After login it direct to the dashboard	So first we learn how the user interface look once we log in to Smartinternz platform	
Day - 4	6. Now Click on the External link from the left panel option.	I know the difference of salesforce developer and sales force Administrator	
Day - 5	7 Click on (row 34) and Click on Add Trailhead profile URL button to add your trailblazer profile copied in URL profile	I know the importance of URL because the entire module performed by our save in URL profile	
Day - 6	Start Learning please click on the link to your respective track and completing the course.	I have enrolled for developer, so I learn the below trailmix developer: https://	

WEEKLY REPORT

WEEK - 2 (From Dt. 22/12/24 to Dt. 28/12/24)

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-1.

Then Step 5:- 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-6:- Now click on the Externship from the left panel options then after click on the Access Resources of the Salesforce Virtual Internship administrator / developer" which you have chosen as your track.

Step 7: Click on Courses and Click on Add Trailhead profile URL button to add your trailblazer profile url which you have copied in earlier as shown 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. login option. After click * google * linked in sign up. * facebook.	How to sign up an login in Trailhead.	SS
Day - 2	Search for developer trail mix in Trailhead and follow it. we can see the modules that we perform.	I see the various modules in the developer trail mix. and I see the points to each modules.	SS
Day - 3	m 1: Salesforce: Quick look * Learn about Salesforce and our values. * Quiz Question and Answer	Learn how Salesforce help your business build stronger relationship with our customers.	SS
Day - 4	m 2: Trailhead: quick look * Get familiar with trailhead. Quiz question and Answers.	Learn what Trailhead is and how to use it to gain new skills.	SS
Day - 5	m 3: Trailblazer Community: Quick look * Explore the Trailblazer	Connect with other Trailblazers by exploring the trailblazer community.	SS
Day - 6	m 4: Salesforce Credentials: Quick look Get familiar with Salesforce credentialson.	Learn about the resume-worthy Salesforce Credentials on Trailhead.	SS

WEEKLY REPORT

WEEK - 3 (From DU ~~11/11/24~~ to DU ~~11/11/24~~ 11/01/25)

Objective of the Activity Done:

Detailed Report:

In Chrome we Search for Trailhead sales-force.
com. Click on Trailhead fun way to learn.

Then it shows ~~Sign~~ Signup and login option.

Then it ask for how to do you want ~~sign~~

Signup like:

* sales-force

* Google

* linkedin

* face book

I prefer with google. after click on google it
ask for username and password.

module 1:

Sales-force : Quick look

* learn about sales-force and our values.

* Quiz question and answers

module 2:

* Get familiar with trailhead

* Quiz Question and Answers

module 3: Trailblazer Community : Quick look

* Explore the Trailblazer Community Quiz question
Answers.

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 objects.	
Day - 2	module 6: Trailhead navigation: Quick look. • Learn to navigate trailhead Quiz question and answers.	Discover the best way to navigate Trailhead mobile and desktop.	
Day - 3	module 7: Quick start: lightning app builder. • create your first page • It includes verify Step.	lightning App Builder lets developers and business users 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 Activate the and App Add Quick Actions and Configure the page steps.	Quick actions allow users to quickly create and modify records.	
Day - 6	module 8: Quick start: Build a salesforce app it includes: • create the trailblazer app. • Try out the app.	create a Simple app to track visits to your local park	

WEEKLY REPORT

WEEK - 4 (From Dt. 7/6/15 to Dt. 13/6/15)

Objective of the Activity Done:

Detailed Report:

module 5: Setup: Quick look

- Learn to use Setup and the object manager Quiz

Question And Answers

module 6:

Trailhead navigation: Quick look

- Learn to navigate trailhead

Quiz Question And Answers.

module 7:

- if you are not already on the Setup home page Click Setup in a new tab.
- under Lightning 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 Lightning App.

3. Click Back in the upper left to exit Lightning App.

4. ::: and type field sales into the text box.

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 manager tab in a new tab. Click Create Custom	
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 waypoint.	
Day - 3	Now we need to add that Quick Action to the publisher layout determines which Actions Action bar.	The Salesforce put several Quick Actions in the by default.	
Day - 4	Trailhead playground management it include verify steps.	1. Create a Trailhead playground 2. Get your Trailhead playground password. username	
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 Reset password (s) and ok. This sends an email address created.	Username Be sure to check our spam folder if we don't see the email.	

WEEKLY REPORT

WEEK - 5 (From Dt. 19/01/25 to Dt. 26/01/25)

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: waypoints.

Try out the App:-

Click the App Launcher "partten" and select Trailblazer.

Click the waypoints 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.

That challenges and project Step Verifi

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.	
Day - 3	finding and opening Apps:	from the home screen: If your phone has a dedicated app drawer, you can find all your apps there.	
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 workshops and formal videos available on the website.	

WEEKLY REPORT

WEEK - 6 (From Dt. 1/12/25 to Dt. 7/12/25)

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.

Button 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) and 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 user Authentication; password management.	Ensuring strong password and providing mechanisms).	
Day - 5	Multi-factor Authentication (MFA)	Adding an extra layer of security by requiring user to authenticate using multiple methods.	
Day - 6	User Lockout	preventing users from logging in after a certain number of failed attempts.	

WEEKLY REPORT

WEEK - 7 (From Dt 13/02/25 to Dt 19/02/25)

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 roles 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, users 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 users can do within a system.

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

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Customization	-focuses on extending or upal's functionality by creating custom.	SS
Day - 2	key aspects of administering standard fields.	Standard can be added custom permissions control users can see or edit.	SS
Day - 3	maintaining properties	Standard text, number data etc or their visibility settings.	SS
Day - 4	functionality and usage:	Understanding how standard fields are used within the system.	SS
Day - 5	Create formula fields	Custom fields that automatically calculate a value based on records.	SS
Day - 6	Key features and Benefits of formula fields	Verdafile: They can used for various purposes including mathematical calculations.	SS

WEEKLY REPORT

WEEK - 8 (From Dt: 24/02/15 to Dt: Dt: 30/02/15)

Objective of the Activity Done:

Detailed Report:

Module 8: Customization:-

focuses on extending Drupal'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 settings Administering these properties ensures that the field behaves as intended.

functionality and usage:-

This includes knowing where they are used in calculations or reports, and what their impact is on other system functionality.

WEEKLY REPORT

WEEK - 9 (From Dt 6/03/25 to Dt 12/03/25)

Objective of the Activity Done:

Detailed Report:

Get Started 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 TemperatureConverter {

- * // takes a Fahrenheit temperature and returns the Celsius equivalent.

- * public static decimal fahrenheitToCelsius { decimal fh }

- * decimal cs = (fh - 32) * 5/9

- * return cs.setScale(2);

Asynchronous Apex:-

it includes verify steps:-

- * Asynchronous processing Basic

- * Use future methods

- * Use Batch Apex

- * Control processes with Queueable Apex.

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 Exo- Test the Temperature	* Describe the key benefits of Apex unit tests * Define a class with test methods.	
Day - 2	Test Apex Triggers:- * Click of file and Apex new class triggers. * Add the details in the hands on challenges of module	* write a test for a trigger that fire on a single record operation * Execute all test methods in a class	
Day - 3	Asynchronous Apex	write more efficient Apex code with asynchronous processing	
Day - 4	Asynchronous processing Basics	How to 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 syntax * Batch Apex best practices.	
Day - 6	Control processes with Queueable Apex click and launch.	* Queueable Apex syntax * When to use the Queueable interface.	

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Apex integration Services it includes Quiz and verify steps.	Integrate with external apps using Apex REST and SOAP Services.	
Day - 2	Apex integration overview. Quiz Question Answers.	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 classes using WSDL2 Apex	
Day - 5	Apex web Services	1. Create an Apex REST class that contains methods for each HTTP method.	
Day - 6	After completion of these modules the superbadges unlock will be opened.	Use integration and business logic to push your Apex coding skill to the limit.	

WEEKLY REPORT

WEEK - 10 (From Dt 18/03/25 to Dt 24/03/25)

Objective of the Activity Done:

Detailed Report:

Apex Integration Services:

It includes Quiz and Verify Steps:-

- * Apex Integration Overview

- * Apex REST Callout

- * Apex SOAP Callout

- * Apex web Services

Apex REST Callout:-

1. open the Developer Console from the Setup gear.

2. In the Developer Console, select Debug / open Execute Anonymous window

Apex SOAP callouts:-

Steps to follow:-

Generate a class using WSDL file

name : park Service (Tip after you click on The parse WSDL button change class service from park Service).

Apex web Services:-

- * Click on file and Apex new class triggers

- * Click on test 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	Reports and Dashboards	both used for presenting data in a visual format.	
Day - 2	Key Differences	purpose: Dashboards are for monitoring ongoing performance periods or issues.	
Day - 3	Create new reports with the report builder.	In this article: 1. follow wizard step to create a table report.	
Day - 4	filter reports.	Applying criteria to display specific data while excluding data conditions.	
Day - 5	Here's how filtering typically works	Determine the data you want to show based such as data ranges.	
Day - 6	Learn microsoft: Apply the filter:	Use the report's filtering options found in the navigation pane settings.	

WEEKLY REPORT

WEEK - 11 (From DEC 22/25 to DEC 29/25)

Objective of the Activity Done:

Detailed Report:

Reports and dashboards:-

Dashboards and reports are both used for presenting data in a visual format but they serve different purposes.

Key Differences:-

Purpose:- Dashboards are for monitoring ongoing 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 defined conditions.

Here's how filtering typically works:-

1. Define the filter:-

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

2. View the Result:-

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 logic. Click on launch And go to setup And select Developer Console.	In this it does not shows any error.	
Day - 2	Test callback logic.	But in this task the test option should be shown 100% percent age.	
Day - 3	Test Scheduling logic.	Warehouse sync schedule and go to test option and click run all.	
Day - 4	process Automation specialist superb adge	It helps to know the pre work of Superbadge set up development org.	
Day - 5	* Automate leads * Automate Accounts * create Robot Setup object	Complete the capstone assessment to earn the process.	
Day - 6	* Quiz Credential Security Quiz Question And Answers * Automate leads	Answers question about superbadge credential and Trailhead.	

WEEKLY REPORT

WEEK - 12 (From Dt 13/04/25 to Dt 19/04/25)

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 bar.

Test callout logic:-

- * Click on launch
- * And go to Setup
- * And Select Developer Console
- * ~~And~~ Go to developer console and go to file click to on open Search bar.
- * Warehouse Callout Service Test and write The code.

Test Scheduling logic:-

process automation specialist Superbadge

Superbadge:-

Superbadge is interrelated with other modules when we perform the other modules unlocks open.

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Summarization process.	The data focus on identifying the report's purpose.	
Day - 2	Here's a more detailed breakdown:-	x purpose and Audience. x key findings x methodology.	
Day - 3	Working - the Summary	Clarity and conciseness: Use clear and concise language, overly technical terms.	
Day - 4	Using Tools - for Summarization:-	+ Excel pivot tables + Data Analysis + sales-force depart.	
Day - 5	Centrality	- the middle value (or) average	
Day - 6	Dispersion	How spread out the value are from the average	

WEEKLY REPORT

WEEK - 13 (From DL 25/01/20 to DL 31/01/25)

Objective of the Activity Done:

Detailed Report:

Summarize Report Data:-

To effectively summarize report data focus on identifying the details purpose key findings and conclusions.

Here's a more detailed breakdown:-

1. Understanding Report:-

* Purpose:- Identify what the report aims to achieve and who the intended audience is.

* Key findings:- Identify the most important information and conclusions presented in the report.

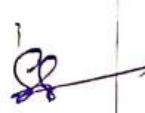
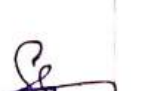
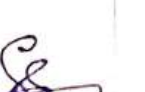
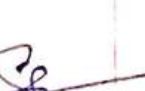
* Methodology:- Briefly mention how the data was collected and analyzed.

2. Using Tools for Summarization:-

* Excel pivot tables:- Use pivot Tables to summarize data by grouping and summarizing 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 salesforce	Allow you to create custom categories or groups of values for specific fields.	
Day - 2	Key features of bucket fields	* Categorization * Efficiency	
Day - 3	How to create a bucket field:-	open a report: navigate to the report you want to modify.	
Day - 4	Here is a more detailed breakdown of the process.	* Access the Lightning App Builder * create a new App or modify an existing	
Day - 5	Configure the Dashboard component.	Select the desired dashboard from the drop-down list.	
Day - 6	Important considerations:-	ensure the user has the appropriate permissions to view adding.	

WEEKLY REPORT

WEEK - 14 (From Dt. 6/05/25 to Dt. 12/05/25)

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 ranges.

* Efficiency:-

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

Here's a more detailed breakdown of the process:-

* Access the Lightning App Builder:

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	Mode Administration: Queues	A queue is a type of data structure where items are added.	SS
Day - 2	Types of Queues	* Simple Queue. * Circular Queue	SS
Day - 3	Key features of public Groups	* Sharing records * defining sharing rules.	SS
Day - 4	How to create a public Group.	1. Navigate to setup Go to the setup page in sales force.	SS
Day - 5	Uses of public Groups.	Team collaboration. public groups are ideal for teams that need information.	SS
Day - 6	Teams Collaboration Territory based sharing	public group can be used to share records based on territory.	SS

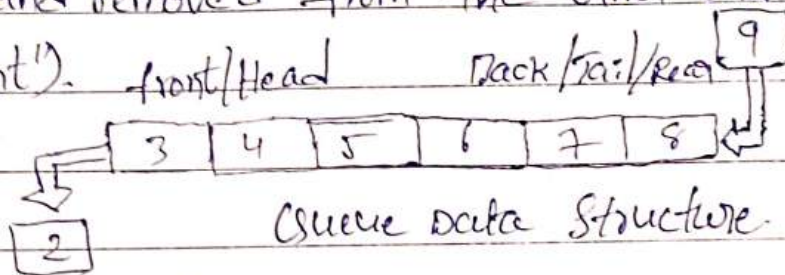
WEEKLY REPORT

WEEK - 15 (From Dt. 18/05/25 to Dt. 24/05/25)

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").



Types 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.

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.)

Describe the real time technical Skills you have acquired in terms of the job-related Skills and hands on experience.

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

Describe the managerial Skills you have acquired (in terms of planning, leadership, team work, behaviour, 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 team/activity.

Describe the technological developments you have observed and relevant to the Subject area of training.

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

During my internship at EXCEL Edtech Pvt. Ltd.
I acquired real time technical skill such as salesforce
(Developer).

I gained hands-on experience in salesforce
productions sales.

These job-related skill and practical experience have
enhanced my ability to contribute effectively to
sales products and provided 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 Excel Pvt. Ltd. I honed essential managerial skills. I developed strong planning abilities, effective leadership qualities, and collaborated well within customers. My behaviour 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 PVT. LTD (Salesforce Developer) private limited, I actively worked on improving my communication skills across various aspects. I focused on enhancing my oral communication by participating in team meetings, discussions and presentations.

I practiced clarity, coherence and effective delivery of information to ensure my message was understood by others.

In terms of written communication ~~aspects~~ 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 I practiced positive self-talk prepared thoroughly for discussions and presentations, and sought feedback from mentors and peers to continuously 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 EXECIR PVT. LTD. (Salesforce developer) private limited, I focused on enhancing my abilities in group discussions, team participation, contribution as a team member, and leading team activities.

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.

In leadership roles, I organized tasks, delegated responsibilities, facilitated discussions, and motivated the team forward, achieving shared goals, fostering a positive and productive team environment.

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 EXECIR PVT. LTD (Sales force Developed). I observed significant technological developments relevant to salesforce management.

There were advancements in to help businesses improve customer service and sales in Artificial intelligence, CRM systems, Generative. etc.

Additionally, there were improvements in cloud services such as marketing cloud salesforce offers industry-specific solutions google cloud and industry cloud.

These developments underscore the importance of staying updated with digital technologies to enhance productivity, scalability, and performance in management of sales production in salesforces.

Student Self Evaluation of the Long-Term Internship

Student Name: V. Chinnodu

Registration Number

Term of Internship From: 16/12/2024

To: 31/05/2025

Date of Evaluation: 19/04/2025

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	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:

19/04/2025

V. Chinnodu
Signature of the Student

**Evaluation by the Supervisor of the Intern
Organization**

Student Name: V. Chinnaulu

Registration No: 221030036022

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

To: 31/05/2025

Date of Evaluation: 19/04/2025

Organization Name & Address: Andhra Pradesh Council Higher Education

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	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:

19/04/2025

Signature of the Supervisor

Name Of the Student: V.Chinnodu
Programme of Study: Salesforce
Year of Study: 2024-2025
Group: BA (HCP)
Register No/H.T. No: 221030026022
Name of the College: GDC Rajampet
University: Yogi Vemana University (Kadapa)

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

Date: 19/04/2025


Signature of the Faculty Guide

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: V. Chinnodu
Programme of Study: Salesforce
Year of Study: 2024-2025
Group: BA(HEP)
Register No/H.T. No: 221030036022
Name of the College: Govt. Degree College Rajampet.
University: Yogi Vemana University (Kadapa)

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Internship Evaluation	80	80
2.	For the grading giving by the Supervisor of the Intern Organization	20	20
3.	Viva-Voce	50	48
	TOTAL	150	148
GRAND TOTAL (EXT. 50 M + INT. 150M)		200	198

Signature of the Faculty Guide



Signature of the Internal Expert

Signature of the External Expert



B. Purushotham

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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