



## CVRaman Group of Institutions

**Orientation Summary Report Submitted by:**

**Dated:**

Name of the candidate:

Branch:

Regd No :

Duration of Training :

Training Start Date :

Training End Date :

Organisation name & address:

Name and Designation of Training Guide/Officer :

Personal / HR Officer Details :

Head of HR                      Name    Email Id

Contact No.

HR Officer                      Name    Email Id

Contact No.

Remarks of the candidate about the training and Organisation: ( On a scale of 5 where 5 is the best and 1 is the worst)

About Organisation :

About Training :

Remarks:

## Training Summery Report : About the Organisation

1. Company Name
2. Company/ Group Turnover
3. Total Number of Employees
4. Products Manufactured
5. Names of Important People
  - a. MD
  - b. CEO
  - c. Production Head
  - d. HR Head
6. Organisation Structure
  
7. Process Flow
  
8. Departments
  
9. Process Brief About
  - a. Raw Materials
  
  - b. Production Process
  
  - c. Store & Warehousing
  
  - d. Sales & Marketing
  
- 10. Details about one specific area of your interest in the organization (Please add extra sheets to write details & knowledge gained from the organization.)**