

INTERNSHIP GUIDELINES

(Applicable from the academic session 2020-2021)

(Department of Ceramic Technology)



Government College of Engineering & Ceramic Technology

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INTERNSHIP OF STUDENTS

Internship in Engineering:

An internship is the phase of time for students when they are trained for their skills they are good at and it gives them a chance to apply their knowledge practically in industries

When should one start an engineering internship?

It is mandatory for engineering students to enrol for an internship, mostly during the last semester of their undergraduate programme.

Objective of internship:

One of the main objectives of an internship is to expose one to a particular job and a profession or industry.

While one might have an idea about what a job is like, he/she won't know until he/she actually performs if it's what he/she thought it was, if he/she has the training and skills to do it and if it's something he/she likes.

CHALLENGES FACED:

These are the following common challenges:

- There is not enough work
- There is too much work
- One is afraid to ask questions
- Supervisors forget that he/she is new to the field
- There is competition with other interns
- His/her work is not used
- It's a new lifestyle

Expectations in internship role:

Common intern duties and responsibilities include performing some routine tasks, doing research/projects, creating presentations and shadowing employees.

When an intern is hired, it is looked for career goals that align with tasks the candidate is expected to accomplish, experience working in a team environment and a strong work ethic.

Interns practice teamwork, develop leadership qualities, better communication, project management and other skills by actively contributing. These skill sets attract the interns more towards getting a sound position in the organization.

Are internships must?

Yes, it's a must for engineering students. It gives a practical approach and helps the interns gain industrial experience. It enables the students to develop a professional aptitude and broaden the spectrum of knowledge and experience.

Benefits:

- Apply theory
- Get a feel for the work environment
- Boost confidence
- Build networks
- Increase motivation
- Improve the CV
- Getting a job
- Getting a reference or letter of recommendation

Skills hoped to be gained from internship:

- New/improved skills...
- A more complete (and impressive) resume...
- Recommendations...
- New connections...
- A greater sense of professionalism
- More confidence in career path
- Completed projects/presentations etc.

Advantages and Disadvantages:

- Improved hiring potential. Practical work experience makes one more marketable to employers
- Real-World learning Opportunities. Employers value any meaningful real-world experience one can get while earning the degree.
- There are Financial Downsides

INTERNSHIP DURATION AND ACADEMIC CREDENTIALS:

The following framework is proposed to give academic credit for the internship undergone as part of the programme.

A full-time intern is expected to spend 40 - 45 hours per week on Internship, Training, Project work, Seminar activities etc. after completion of 6th semester of studies. This will result in about 360-540 hours of total internship duration for B. Tech.

Internships may be full-time or part-time; they are full-time in the summer vacation and part-time during the academic session. Institute curriculum is flexible to adjust internship duration. The institute has the flexibility to schedule internship, Project work, Seminar etc. according to the availability of the opportunities. However, minimum requirement regarding Internship duration should not be below 8 weeks.

INTERNSHIP GUIDELINES:

The T&P cell will arrange internship for students in industries/organization after six/seventh semester (s) as per AICTE norms. Institute may also devise online system for arranging & managing internships. The general procedure for arranging internship is given below:

Step 1: Request Letter / Email from the office of Training & Placement cell of the college should go to industry to allot various slots of 8-12 weeks during summer

vacation after 6th semester examinations are over, as internship periods for the students.

Step 2: Industry will confirm the training slots and the number of seats allocated for internships via Confirmation Letter / Email. In case the students arrange the training themselves, the confirmation letter will be submitted by the students in the office of Training & Placement through concerned department. Based on the number of slots agreed to by the Industry, TPO will allocate the students to the Industry. In addition, the internship slots may be conveyed through Telephonic or Written Communication (by Fax, Email, etc.) by the TPO or other members of the T&P cell / Head of the department / Faculty members, who are particularly looking after the Internship of the students.

Step 3: Students, on joining Training at the concerned Industry / Organization, submit the Joining Report / Letters / Email.

Step 4: Students undergo industrial training at the concerned Industry / Organization.

Step 5: Students will submit training report after completion of internship.

Step 6: Training Certificate to be obtained from industry.

Step 7: The Training and Placement Cell / Head of the department keeps track and record of the student internships.

GUIDELINES FOR THE STUDENTS:

Internship & Placement are student centric activities. Therefore, the major role is to be played by the students. TPO may also include involvement of the student in the following activities:

- Design and Printing of Internship & Placement Brochure detailing records – Soft copy as well as Hard copy.
- Preparing list of potential internship providers / recruiters and past recruiters.

- Placement Presentation at various organizations, if required.
- Coordinating activities related to Placement including companies HR team visit to institutes.

At the commencement of the session, the members of the students for training & placement committee would be selected from the interested students, who submit applications to TPO to work with training & placement committee. Among the volunteers, two/three students would be nominated as “Student Coordinators” who would be assigned major responsibilities and would be accountable to TPO / HOD.

For allotment of internship slots, all the students are advised to submit “student internship programme application” before the prescribed date (Format attached).

The internship / job offer given by the company is to be accepted irrespective of the Company / Job profile or job location or stipend offered.

A student, who will voluntarily give in writing that He / She do not require placement assistance from the Institute, would be exempted from participation in the Placement activities. This could be because of various reasons such as:

– Joining family business, opting for higher education or competitive examination etc.

Though organizations select individual students, but Internship and/or Recruitment is a team effort. Hence, all students, while interacting with the recruitment teams / panel members of selection, should be careful and behave responsibly.

ALLOCATION OF STUDENTS TO INDUSTRY

After the allocation of internship slots by the industry to the institute, the students have to be allocated to the industry. In case the industry wants to select the students based on their requirements, the industry can conduct an interaction/ interview with the students and select the students. In case the industry leaves it to the Institute to select the students, TPO may evolve transparent criteria for allocation of students to the industry, based on the requirements of industry and students’ interest.

INTERNSHIP REPORT

After completion of Internship, the student should prepare a comprehensive report to indicate what he has observed and learnt in the training period. The student may contact, if required, his Industrial Supervisor / HOD / TPO for assigning special topics and problems and should prepare the final report on the assigned topics. The training report should be signed by the Internship Supervisor, TPO and HOD. The Internship report will be evaluated on the basis of following criteria and viva voce examination in 7th semester SEE examination.

Originality.

Adequacy and purposeful write-up.

Organization, format, drawings, sketches, style, language etc.

Variety and relevance of learning experience.

Practical applications, relationships with basic theory and concepts taught in the course.

MONITORING & EVALUATION OF INTERNSHIP

The industrial training of the students will be evaluated through seminar presentation / viva-voce at the Institute in 7th semester.

EVALUATION THROUGH SEMINAR PRESENTATION/VIVA-VOCE AT THE INSTITUTE

The student may give a seminar based on his training report on demand, before an expert committee constituted by the concerned department as per norms of the institute. The evaluation will be based on the following criteria:

Quality of content presented.

Proper planning for presentation.

Effectiveness of presentation.

Depth of knowledge and skills.

Seminar presentation will enable sharing knowledge & experience amongst students & teachers and build communication skills and confidence in students.

SUPERVISOR (Industry) EVALUATION OF INTERN

Student Name: _____ Date: _____

Work Supervisor: _____ Title: _____

Company/Organization: _____

Internship Address: _____

Dates of Internship: From _____ To _____

Please evaluate your intern by indicating the frequency with which you observed the following behaviors:

Parameters	Needs improvement	Satisfactory	Good	Excellent
Behaviors				
Performs in a dependable manner				
Cooperates with co-workers and supervisors				
Shows interest in work				
Learns quickly				
Shows initiative				
Produces high quality work				
Accepts responsibility				
Accepts criticism				
Demonstrates organizational skills				
Uses technical knowledge and expertise				
Shows good judgment				
Demonstrates creativity/originality				
Analyzes problems effectively				
Is self-reliant				
Communicates well				
Writes effectively				
Has a professional attitude				
Gives a professional appearance				
Is punctual				
Uses time effectively				

Overall performance of student intern (circle one):

(Needs improvement/ Satisfactory/ _____ Good/ _____ Excellent)

Additional comments, if any:

Signature of Industry supervisor _____ HR Manager _____

STUDENT FEEDBACK OF INTERNSHIP (TO BE FILLED BY STUDENTS AFTER INTERNSHIP COMPLETION)

Student Name: _____ Date: _____

Industrial Supervisor: _____ Title: _____

Supervisor Email: _____ Internship is: _____ Paid _____ Unpaid _____

Company/Organization: _____

Internship Address: _____

Faculty Coordinator: _____ Department: _____

Dates of Internship: From _____ To _____

Please fill out the above in full detail

Give a brief description of your internship work (title and tasks for which you were responsible): Was your internship experience related to your major area of study?

_____ Yes, to a large degree _____ Yes, to a slight degree _____ No, not related at all

This experience has:	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
Given me the opportunity to explore a career field					
Allowed me to apply classroom theory to practice					
Helped me develop my decision-making and problem-solving skills					
Expanded my knowledge about the workworld prior to permanent employment					
Helped me develop my written and oral communication skills					
Provided a chance to use leadership skills (influence others, develop ideas with others, stimulate decision-making and action)					
This experience has:	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
Expanded my sensitivity to the ethical implications of the work involved					
Made it possible for me to be more confident in new situations					
Given me a chance to improve my interpersonal skills					
Helped me learn to handle responsibility and use my time wisely					
Helped me discover new aspects of myself that I didn't know existed before					
Helped me develop new interests and abilities					
Helped me clarify my career goals					
Provided me with contacts which may lead to future employment					

Allowed me to acquire information and/ or use equipment not available at my Institute					
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In the Institute internship program, faculty members are expected to be mentors for students. Do you feel that your faculty coordinator served such a function? Why or why not?

How well were you able to accomplish the initial goals, tasks and new skills that were set down in your learning contract? In what ways were you able to take a new direction or expand beyond your contract? Why were some goals not accomplished adequately?

In what areas did you most develop and improve?

What has been the most significant accomplishment or satisfying moment of

your internship? What did you dislike about the internship?

Considering your overall experience, how would you rate this internship?

(Circle one). (Satisfactory/ Good/ Excellent)

Give suggestions as to how your internship experience could have been improved. (Could you have handled added responsibility? Would you have liked more discussions with your professor concerning your internship? Was closer supervision needed? Was more of an orientation required?)

NEW POLICY ADOPTED BY THE CERAMIC DEPARTMENT

A sample correspondence with Industry

Dear Sir,

Good morning!

Greetings to you from the Govt. College of Engg. & Ceramic Technology and Ceramic Technology and from my personal behalf.

I would like to thank you very much for providing excellent opportunities for Industrial Training for four of our students in 2021.

I am also grateful to you that you have extended the training facility to our boys even in the midst of the COVID 19 pandemic in 2021.

We are still waiting for you to recruit a few students from the present pool of students of the 2022 pass out batch, the process of which is already on.

This time, additionally, I am to put forward before you the following proposals for your consideration. It is intended for the benefit of our students, who would be able to deliver better services to any organization as GET, including yours, in near future:

1) Our students of the 2022-23 batch (graduating in 2023 May) are now in their 3rd year of studies (6th semester), who are to undergo a compulsory industrial training after completion of their 6th semester by May 31st 2022 for a period of 8 -12 weeks in various manufacturing industries (Refractories, Glass (Sheet, Bottle), Sanitary wares, Tiles, Insulators etc. **They** are to be exposed to the industrial processes and **may be given few projects to work on during their training period.**

2) You can select a few students (**4 - 6 students**) of your choice from the batch after conducting interviews (may be offline or online) any time from now on, before their 6th semester examinations in May' 2022 and provide Industrial training to them as part fulfilment of our course curriculum.

3) On the basis of their performance in the training, after assessment, you can give **Pre-Placement offers** to such selected candidates by the end of their training (8-12 weeks after joining in training in June 2022) at your plant location.

4) After your selection of such candidates (if, requirement is there at your organizations), they would be booked for your organization and **we would not allow them to sit in any campus interviews held during 7th semester and 8th semester of their courses prior to graduation in 2023.**

5) **You would thus be getting the best performing students to serve your organization in 2023.**

6) As our course has been designed in such a manner that students can undertake industry related project in 8th Semester starting in January 2023, **we can let them join your organization in January 2023 itself as a service intern, having been offered a stipend from your end.**

7) They can undertake a live project after joining as an intern, deliver services to you till they graduate in May 2023, when they may be offered the permanent GET position.

I am putting forward before you the above proposals for active consideration, through which, our institution would get immensely benefited and you can also have the best students of your choice as well.

Saint Gobain Glass have, following the above model, gave industrial training to 2 of our boys in 2021, gave them Pre-Placement offers right after completion of training in 7th semester only. They, however, recruited two more candidates from the remaining pool of students a few months back for joining as GET in 2022.

We can go in for a long term MOU with your esteemed organization in respect of the training and placement of our students, if agreed upon by you.

I am furnishing herewith the datasheet of our 6th semester students for your kind perusal and active consideration in the above regard at your earliest convenience.

Thanking you all and hoping to receive a positive response from your end,

With best regards,

Dr. Rituparno Sen
Professor & head, Ceramic Technology
Govt. College of Engg. & Ceramic Technology
Kolkata - 700010
Ph: 9831509654

RESULT: Following the above suggested model of ours:

- 1. 6 students of outgoing 3rd year have been selected as interns through campus selection. 4/5 among them would be absorbed as GET by Calderys India Refractories Ltd.**
- 2. 5 students of outgoing 3rd year have been selected as interns through campus selection. 4/5 among them would be absorbed as GET by TRL Krosaki Refractories Ltd.**
- 3. 4 students of outgoing 3rd year have been selected as interns through campus selection. 2 among them would be absorbed as GET by HR Johnson.**

Internship Record of passing out batch 2023

Internship Details 2022 ^

Company name: Aditya Birla Insulators ^

Students name:

1. Akash K. Patra
2. Anita Singh Mura
3. Subho Podder ^

Company name: Calderys India Refractories Ltd.

Students name:

1. Anik Naha
2. Anik Kundu
3. Pritam Ghosh
4. Rishav jain
5. Riya Paja
6. Subhodeep Santra

Company name: Dalmia-OCL

Students name:

1. Deepanjan Saha
2. Rupayan Roy
3. Sayan Mandal
4. Rohit K. Paul

Company name: H & R Johnson India Ltd. ^

Students name :

1. Dev Saha
2. Pritam Biswas
3. Ritobroto Mukherjee
4. Debasish Das 1

Company name: HSIL ^

Students name :

1. Suvrajit Biswas
2. Shambhu Ram Braman ^

Company name: RHI Magnesita

Students name :

1. Krishna K. Mondal
2. Jyotishman Sarkar
3. Aditya Shaw

Company name : SRU- SAIL, Bhilai

Students name :

1. Ayan Mahata
2. Debasish Dey
3. Deep Das
4. Shivam Barua

Company name: SRU-SAIL IFICO-Ramgarh

Students name:

1. Argha Chakraborty
2. Anuj Mahata
3. Archisman Chakraborty
4. Suvadip Patra
5. Shashankar Bain
6. Sayan Kumar Das

Company name: TRL KROSAKI REFRACTORIES ^

Students name :

1. Arjun Pal
2. Abhirup Mondal
3. Tanmoy Bhuniya
4. Sagnik Ghosh
5. Karan Sarangi ^

Company name: Vesuvius India Ltd. ^

Students name:

1. Riya Das
2. Biswajit Dandopat

Internship Record of 2022 batch

- **Company name: Aditya Birla Insulators**
- Students name :
 1. Mritwika Bhattacharya
 2. Mainak Ghosh
 3. Rohit Routh
- **Company name: Vesuvius India LTD**
- Students name:
 1. Swaralipi Kumar
 2. Rick Roy
 3. Labani Sardar
 4. Parantap Dev
- **Company name: Saint gobain glass Pvt. LTD**
- Students name:
 1. Debojyoti Goon

2. Sourav Mandal

- **Company name: Dalmia-OCL**

- Students name:

1. Shreya Barua
2. Purba Saha
3. Sourav Naskar
4. Samiul Sardar

Company name: SRU-SAIL (IFICO)/Ranchi Road

- Students name:

1. Sudip Kumar Nayak
2. Pratim Kumar Mondal
3. Debjoy Bardhan
4. Ankon Roy
5. Bikram Das
6. Dipankar Chauhan

- **Company name: SRU-SAIL (Bhilai)**

- Students name :

1. Sanjib Kumar Maity
2. Rahul Roy
3. Avik manna

- **Company name: HR Johnson**

- Students name:

1. Ayan chitrakar
2. Nababrata Das

- **Company name: RHI magnesita**

- Students name:

1. Prayash Saha
2. Aniket Haldar
3. Rupraag Kundu
4. Surajit Das

PLACEMENT RECORD OF 2022 BATCH

- **Company name: RIL renewables Ltd**

- Students name :
 1. Mritwika Bhattacharya
 2. Mainak Ghosh
 3. Rohit Routh
 4. Debjoy Bardhan

- **Company name: TDK India pvt Ltd**

- Students name :
 1. Labani Sardar
 2. Rupraag Kundu
 3. Shreya Barua

- **Company name: Saint gobain glass Pvt. LTD**

- Students name:
 1. Debojyoti Goon
 2. Sourav Mandal
 3. Swaralipi Kumar
 4. Samiul Sardar

- **Company name: RHI India Pvt Ltd**

- Students name:
 1. Aniket Haldar
 2. Purba Saha

- **Company name: Calderys Ltd**

- Students name:
 1. Prayash Saha
 2. Dipankar Chauhan

- **Company name: IFGL refractories Ltd**

- Students name :
 1. Sudip Kumar Nayak
 2. Bikram Das

- **Company name: Arvind ceramics**

- Students name:
 1. Ayan chitrakar

- **Company name: M.N Dastur**
- Students name:
 1. Surajit Das
- **Company name: CUMI Murugappa**
- Students name:
 1. Rahul Roy
 2. Sourav Naskar
 3. Sanjib Kumar Maity
- **Company name: Piramal glass ltd**
- Students name:
 1. Avik Manna
- **Company name: TRL Krosaki refractories Ltd**
- Students name:
 1. Rick Roy
 2. Pratim Kumar Mondal
 3. Parantap Dev
- **Company name: Bharat Aluminium Co Ltd.**
- Students name:
 1. Nababrato Das

PLACEMENT RECORD OF 2023 BATCH

Company name: TRL KROSAKI REFRACTORIES ^

Students name:

1. Arjun Pal
2. Abhirup Mondal
3. Tanmoy Bhuniya
4. Sagnik Ghosh
5. Karan Sarangi ^

Company name: H & R Johnson India Ltd. ^

Students name:

1. Pritam Biswas
2. Ritobroto Mukherjee
3. Debasish Das ^

Company name: Calderys India Refractories Ltd.

Students name:

1. Anik Naha
2. Pritam Ghosh
3. Rishav jain
4. Riya Paja
5. Subhodeep Santra ^

Company name: Saint Gobain Glass.

Students name:

1. Ms. Ria Panja
2. Rupayan Roy^

Internship Record of 2024 batch
(With PPO offer)

Company name: Saint Gobain Glass.

Students name:

1. Ms. Saloni Roy
2. Ms. Parnashi Biswas
3. Sri Shatantik Saha
4. Sri Srijit Basu

THANK YOU FOR YOUR KIND ATTENTION