



**Garden Reach Shipbuilders & Engineers Ltd.
गार्डेन रीच शिपबिल्डर्स एंड इंजीनियर्स लिमिटेड**

**Standard Operating Procedure for Internship/ Vocational Training of students
in GRSE Ltd.**

Ref.No.: HR/SOP/Internship/Voc.Trng./25

Date : **16** Oct 2025

(1) Title:

Standard Operating Procedure for Internship / Vocational Training of Students in GRSE Ltd.

(2) Introduction:

- (a) Garden Reach Shipbuilders & Engineers Limited (GRSE Ltd.), one of the premier shipyards in India and Mini Ratna, Category - I company under Ministry of Defence engages students as 'Interns' who require practical exposure in industry as part of their course curriculum in their concerned disciplines.
- (b) This training provides opportunities for students to gain hands – on experience in an industry in their field of study and an overview about the functioning and the operations of the company.
- (c) This SOP lays down the detailed guidelines, eligibility criteria, application process and other modalities for Internship / Vocational Training of students in GRSE Ltd.

(3) Eligibility:

- (a) The student should be an Indian citizen.
- (b) Students of final and penultimate year of undergraduate and postgraduate degree courses of recognized universities/colleges in India.
- (c) There is no upper age limit. However, internship is permissible only to on - roll students in which Internship/Vocational Training is a compulsory part of their course curriculum.

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(d) Students pursuing the following qualifications and disciplines will be considered: -

- i. M.Tech / B. Tech / B.E./ Integrated B. Tech - M.Tech / BSc (Engg.) /Diploma in Naval Architecture & Ship building / Ocean Engineering & Naval Architecture / Marine /Mechanical / Electrical / Civil / Electronics & Communication / Instrumentation / Information Technology / Computer Science and Technology.
- ii. LLM / LLB / BBA / B.Com /BA
- iii. MBA/PG-Diploma in Management.
- iv. Any other disciplines (other than those mentioned above) relevant to GRSE's operations.

(4) Duration:

- (a) Internships are conducted twice in a year: -
 - (i) Summer session - June and July
 - (ii) Winter session - January and February
- (b) The period of Internship/Vocational Training shall be at least fifteen days and not exceeding eight weeks. Interns not completing the requisite period shall not be issued any certificate.

(5) Procedure for Application and Selection:

- (a) Applications for Internship can be submitted by the institutes / students directly. The student has to apply with their Curriculum Vitae (CV) and a NOC / Bona fide Certificate / Recommendation letter in letterhead from the respective college/institute endorsing the student. The letter should be signed and stamped by the Head of Department / Dean / Principal or other signatory authorised by the Head of the respective institution with their email and phone number.

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- (b) The application has to be submitted latest by 15th May and 15th November for the summer and winter session respectively.
- (c) The application should be addressed to General Manager (HR & A), GRSE Limited and is to be sent through email / post.
- (d) Based on availability of vacancy, applicants shall be shortlisted and informed. In cases where large number of applications are received, the students will be selected as per the discretion of the management.
- (e) The maximum number of students in a single session is capped at 50. However, it may be extended for meritorious students based on approval of Competent Authority.

(6) Stipend and allowances:

- (a) No stipend is paid to the students during the internship /vocational training period.
- (b) The students have to make their own arrangement of boarding and lodging.
- (c) Facilities for availing food at subsidized rates in Company's canteen is provided. The present rate is Rs. 25 per meal.
- (d) No TA / DA / Transport facility is admissible for these interns for any of the processes related to selection or reporting for internship in any of the units of GRSE Ltd. or during daily commute during internship.
- (e) The interns will be eligible for first aid and basic medical treatment in the medical department of various units of the company in case of any emergency. No other medical benefits shall be admissible.

(7) Documents to be submitted by students

- (a) Original Police Clearance Certificate (PCC) as per prescribed format attached (with seal & signature). (*Format attached at Annexure – I*)
- (b) Original and photocopies each of the voter ID Card / Aadhaar Card and Student's College ID Card.

- (c) Two Passport size photographs.
- (d) After necessary document verification, once the student is permitted for Internship/Vocational Training, the student has to submit an Undertaking in prescribed format. (*Format attached at Annexure – II*)

(8) Internship and Certification

- (a) After necessary document verification, the students are allocated departments according to their specialization / discipline of study and placed under a Mentor / Project Guide.
- (b) They are also required to obtain 'Gate Pass' from Security dept. by submitting the requisite documents as per Para 7 above.
- (c) After completion of internship, the student has to submit: -
 - (i) Project report duly signed and stamped by their respective Mentor/Project Guide.
 - (ii) Gate Pass to Security Dept. and obtain 'Surrender Certificate'.
- (d) The students who successfully complete Internship / Vocational Training shall be awarded certificates (*Format attached at Annexure – III*) by HR/Training Section on submission of their Project Report and Surrender Certificate as detailed above.

(9) Other salient features and provisions

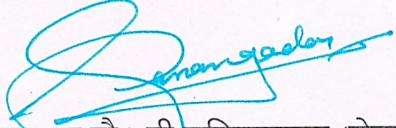
- (a) During the period of internship training, the student is expected to exhibit good behavior with the staff and other executives of the company.
- (b) The student has to record his/her daily attendance in the concerned department of training. The attendance record is to be signed by the Mentor/Project Guide once a week.
- (c) The university / college of the student should ensure that any information, the students may collect during project work, will only be used purely for academic purpose and to be kept in strict confidence. Use of company name or logo by the student pursuing internship is prohibited.

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- (d) The student is not allowed to carry Mobile Phone with Camera facility or Smartphone. He/she is not allowed to bring in or take out CD / Floppy or any other media for data transfer.
- (e) While visiting shop floor in connection with the practical training the student has to use Safety Shoe, Helmet and other PPE which has to be arranged by the student himself/herself.
- (f) The management will not be responsible and/or liable for any damages/injury sustained by the student/ payment for damages caused by an industrial accident during Vocational Training/Internship.
- (g) In case of any deviation from the instructions (specified in undertaking). misconduct or any act which is against the interest of the company, the internship/vocational training of the concerned student will be terminated forthwith. The concerned authority for such cases is GM (HR & A)
- (h) Internship period once agreed will not be extended on any ground.
- (i) Interns shall be liable for costs incurred on account of any loss that might be caused to GRSE due to lapse on his/her part while performing their tasks in wilful or accidental manner including fraud, etc.
- (j) The internship shall not be considered as employment for the student nor shall it be considered as an assurance for any employment in GRSE.

(10) Interpretation

The decision of Director (Corporate Planning & Personnel) will be final and binding for interpretation of any provision of the scheme.



कैएन (भा.नौ.) पी सुनिलकुमार (सेवानिवृत्त)
Capt (IN) P Sunilkumar (Retd.)
निदेशक (निगमित योजना एवं कार्मिक)
Director (Corporate Planning & Personnel)

Copy to:

CMD D(S)

D(F) CVO

File Reference No._____

Date._____

SUB.: POLICE CLEARANCE CERTIFICATE FOR TRAINING IN GRSE LTD. KOLKATA

As could be verified from the records of _____ Police

Station _____ (District) there are no adverse reports against

Shri/Smt/Kum _____ S/o,D/o _____

reported to be a resident of _____

_____ (address).

His/her character and antecedents are good and which would render him /her eligible for vocational training in GRSE Limited.

Affix photo

Photo should be attested by the police authority with round stamp of police station

Signature of police authority along with seal

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Undertaking by Student for Vocational Training/Internship in GRSE Ltd.

To,
Deputy Gen. Manager (TTC & Training)
Garden Reach Shipbuilders & Engineers Limited Kolkata
P-2/2 Taratala Road,
Kolkata-700088

Affix recent
photograph

I son / daughter of
(name of father) aged about years currently studying in
..... (name of College/Institute of
..... (discipline & year) and residing at
..... hereby agree to abide by the following rules &
regulations while undergoing Internship / Vocational Training in GRSE Ltd.

- i) I shall exhibit good behavior during the period of my training with the Guides / Mentors as well as with other executives and staff members of the company and shall execute any work given to me by my Mentor during this period.
- ii) While visiting shop floor in connection with the practical training, I shall use personal protective equipment like Safety Shoe, Helmet etc. as advised by the concerned Guide / Mentor.
- iii) I shall record my daily attendance at the concerned department, submit the weekly attendance report signed by Mentor to HR/Training Section and shall not remain absent without prior permission from my mentor.
- iv) I shall not carry Mobile Phone with Camera facility or Smartphone in the company premises and not bring in or take out CD / Floppy / Pen Drives or any other media for data transfer
- v) I shall not damage or remove any of Company's property.
- vi) I shall be liable for costs incurred on account of any loss that might be caused to GRSE due to lapse on my part while performing tasks in willful or accidental manner.
- vii) I shall not behave disorderly or conduct in any way unbecoming or prejudicial to the Company's interest.
- viii) I shall not smoke or commit any other nuisance within the Company's premises which is prohibited.
- ix) I shall ensure that any information, collected during project work, will only be used purely for academic purpose and to be kept in strict confidence.
- x) The management will not be responsible and / or liable for any damages / injury sustained by me during vocational training. In case of any accident resulting in my death and / or injury while on Internship/Vocational Training, the liabilities thereof including but not limited to legal consequences shall be on me and GRSE and its Officials and employees shall not be liable for the same.

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- xi) I undertake to return back / submit to GRSE at the time of conclusion of my Internship / Vocational Training period any Identity Card / Gate Pass issued to me by GRSE for entering into the Company's premises.
- xiii) I understand and agree that in the event of any deviation from the above instructions, my internship / vocational training shall be terminated forthwith by GRSE without assigning any reason.

Yours faithfully,

(Signature of student)

Date :

Counter - signature by Parent

I shall ensure that my son / daughter abides by all the terms and conditions of this undertaking.

(Signature of parent)

Date :

Name of Parent: _____

Mobile No : _____

lives.



गार्डेन रीच शिपबिल्डर्स एंड इंजीनियर्स लिमिटेड Garden Reach Shipbuilders & Engineers Ltd.

(भारत सरकार का उपक्रम, रक्षा मंत्रालय)

(A Government of India Undertaking, Ministry of Defence)

CIN NO.: L35111WB1934GOI007891

Annexure - III

Ref:

Date:/..../....

TO WHOM SO EVER IT MAY CONCERN

This is to certify that Name of Student, Year of Study student of Name of Degree (e.g. B. Tech) in Discipline (e.g. Mechanical Engineering) from Name of Institution has successfully completed the Internship at Garden Reach Shipbuilders & Engineers Ltd. from Start Date to End Date under the guidance of Name of Mentor & Designation.

During the period, the incumbent has been found to be hardworking, enthusiastic and attentive to the assigned tasks.

*The overall performance of the student during internship has been **EXCELLENT/GOOD/SATISFACTORY**.*

We wish the trainee success in all future endeavors.

For Garden Reach Shipbuilders & Engineers Ltd.

*Signature of HOD
of HR / Training Section*