Guidelines to be followed (First Degree)

PS Calendar: July 4th – December 14th, 2024 PS Registration: July 4th, 2024

Practice School Division Date: June 1, 2024

BITS Pilani
Pilani Campus

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Dated: June 1st, 2024

Dear First Degree Students,

Greetings. As you are aware, you will be undergoing PS-II in the First semester 2024-2025 from July 4th – December 14th, 2024. In order to facilitate the process, we have created this document which will help to understand the process as well as the guidelines to be followed during the entire allotment process for the First Semester 2024-2025. Also, in an effort to streamline the query handling session, the following Google Form links have been created.

Depending on the nature of the query, it will be either processed to the individual campus or will be centrally addressed.

Google Form link: https://forms.gle/Npj33FydokNtstLX9

Sl. No.	Query regarding	Process to be handled
1	PS-TS transfer (eligibility etc.,) and transfer related	Individual campus
2	Preference form related (not able to fill the preferences; Preferences not saved; Not received the link etc.,)	Centrally managed
3	Data discrepancy in CGPA, Name, ID. No. etc., related	Individual campus
4	Regarding the allotment process (including off-shoot etc.,)	Centrally managed
5	Station related and Problem bank information related (project title/description/skill sets/disciplines, stipend etc.,)	Centrally managed
6	Offer letter for PS not received with stipend details (prior to joining the PS station)	Centrally managed

Best wishes
Associate Dean, Planning & Development Cell
Practice School Division

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1. Guidelines regarding the First Degree students seeking to do PS in the same placed organization

Please note that First Degree students will not be allotted automatically the same PS station where they have got placed (so called Conditional PS for First Degree). In case both organization and student are interested, student will need to go through the allotment process and allotment will take place as per the process followed. Nevertheless, students will have to keep that organization as the 1st preference in case they wish place the request to PSD for the possible allotment. Please note that it may not be normally possible to consider any allotment if organization insists on only those students who got placed.

2. Guidelines regarding the continuing dual degree students:

Filling up of the preference form is compulsory for all the students including those dual degree students who want to continue their PS in the same organization. However, continuation depends on both organization and student. Those who wish to continue will need to keep the PS faculty informed about the continuation. PS faculty will in turn share those details with PSD. However, it is strongly advised that students need to fill the preferences and bio-data properly and not just submit only the continuing station.

3. Clarifications regarding the domain:

In order to provide students with more information, the following domains are associated with each PS station.

a) Business domain (It is this domain which is listed in PSMS for students' view)

b) Project domain

c) Project sub-domain

The project domain and project sub-domain for each PS station will be uploaded in the notice section of PSMS for your information while filling preferences. **It may take a while.**

Please note that the project domain may be different from business domain and hence students are strongly encouraged to study the project title/project description for the detailed view. Hence, do not fill preferences on the basis of domain alone.

4. Resources available to fill the preference form filling:

All students are required to fill the station preference form and bio-data very sincerely. The following are some of the documents which you can refer while filling the preference form.

a) Problem bank information as shared by the company (available in PSMS)

b) Previous two semester project titles (available in PSMS in notice section)

c) PS chronicles (available on main PS website and contains information regarding previous year projects)

d) PS-II allotment process (available in PSMS)

e) Frequently Asked Questions (available on PSMS)

Out of 5 resources mentioned above, the problem bank information is the one which has the information specific for the upcoming semester. The problem bank page will be made available for students at the time of releasing the preference form.

In the last year, PSD has organized one session on "**Need for Complete and Accurate Bio data**". Students are required to go through the video recording in understanding the importance of bio-data [**https://drive.google.com/file/d/1c8UwHlbNZoAeurkUfCyZjpKca05Gvy6Y/view?usp=sharing**].

Important problem bank information:

For every station, following are the typical information that student should look for.

a) Business domain, Project domain, Project sub-domain

b) Project title and Project description

c) Required Skill sets

d) Preferred disciplines

e) Preferred course requirement

There is the following note in PSMS:

It may be noted preferred discipline does not mean that organization is not open for other disciplines. If any student is having sufficient skills to undertake a particular project, he/she may give options accordingly. The final allotment need not necessarily follow the pattern of preferred discipline.

Interpretation of the above note:

The above note needs to be interpreted carefully. This is meant only to give an opportunity to students with very good skill sets and aspiring for that particular station. Normally, after analyzing the preferences, if we find some students with exceptional skill sets (in spite of not from the preferred discipline), PSD may give it a try keeping overall allotment process in view.

5. Guidelines regarding the off-shoot allotment:

Off-shoot allotment is the process of allotment in which courses are considered for the allotment of stations. Students are advised to go through the PS-II allotment process and FAQs for more details.

Important points to be considered:

1) Whether the station needs to be allotted on the basis of off-shoot or not will be decided by the technical committee of the PSD depending upon the nature of project.

2) Presently, we intend to follow the off-shoot allotment for select stations especially in the areas of IT and Finance by keeping off-shoot as a qualifying criterion and CGPA as a allotment criterion. However, we generally keep the off-shoot cut-off as high as possible. However, sometimes, there could be different

projects for the same PS station. We may decide to keep different off-shoot for different stations. Even though we intend to keep the one off-shoot score for one station, sometimes, it may be necessary to keep different off-shoot score cut-off for different projects.

1) Already, the notice has been released regarding TS to PS transfer and vice-versa and deadline is closed.

2) Generally, it will not be possible to shift any student to Thesis after the station is allotted to a student.

1) Students are required to mandatorily follow the instructions of the organizations regarding the **mode of PS, location of PS, projects etc.,** Though we try to announce all the information (wherever possible) before the preference form release, organizations have flexibility to change the mode, location, PS projects and students are expected to cooperate in this regard.

2) Organizations are **mandated to provide stipend** during PS and it is on per month basis. If the station is unwilling to provide stipend, then PSD has the right not to allot that station in spite of having been listed in the preference form.

3) Though division makes conscious efforts in evaluating the station before inducting it to the list of participating organizations, it is not necessary to allot all the stations listed in the preference form. The final allotment also depends on the student preferences and skill set expectation.

4) There is no preferential allotment for any student who provides contacts to open the PS-II station.

5) **There is no stipend for any of the Government PS-II stations. If it is a CSIR research lab, institute scholarship of Rs. 20,000 per month will be provided for students whose CGPA at the end of Second Semester 2023-2024 is 6.00 and above.**

6) For the allotment purpose, the CGPA till 3/1 or 4/1 will be used for Single Degree and Dual Degree students, respectively.

7) All students are required to properly fill the preferences and the bio-data with all relevant details.

8) Students are allotted PS stations through well-structured allotment process. Sometimes, there may be few additions in terms of new PS stations added, enhancement of seats., at the later stage (after the finalization of allotment). In such cases, students already allotted PS and got accepted by the company also (after sharing of bio-data) need not be considered for those new stations/new requirements. The decision of PSD is final and binding this such cases.

9) The mode of PS will be onsite in most of the cases. The mode of PS is something which is situation dependent and will be adhered as per the company norms. Hence, students should be ready for onsite

PS/online PS incase the allotted PS station is insisting on the same. The work timings will be decided by host organization.

10) **Students are not required to contact any organization directly**. It should always be routed through PSD prior to faculty allotment and through faculty after faculty allotment.

11) As you are aware, allotment depends on CGPA, student preferences and skill sets. The skill sets are typically in the form of off-shoot score. Generally, most of the organizations have expectations of a minimum CGPA (for example 6.0 CGPA) and/or the minimum skill set expectations. In such scenarios, even though we ask for preferences as a procedure, PSD reserves the option to allot whatever is available, or may ask the student to move over to Thesis/Dissertation in case of non-availability of right PS stations satisfying organizations' requirements.

12) Considering the dynamic nature of industrial organizations, we may have to deal with few rejections post allotment. In such cases, the onus on the PSD is to try and find out the best possible re-allotment given the circumstances. Students are also expected to cooperate in this regard.

13) If the allotment is done within the preferences submitted by students, it implies the automatic acceptance. Also, it is to be noted that once bio-data is sent to allotted PS station, no further allotment is done under any circumstances, except in case of rejection by the PS station.

14) For few organizations, the allotment may have one, or more, all of the criteria applied, (i) CGPA, (ii) off-shoot score, (iii) interaction/test/interview. PSD will notify students through a separate notice.

8. About CLR Grade and amendment:

If student has opted for CLR Grade and in case off-shoot process is needed for a particular station, then the mid-semester grading will be used as an equivalent grade for that particular course. In case mid-semester grade is not available due to some reason, then, a minimum of 5 points are awarded as a part of off-shoot calculation. Students are required to go through the PS allotment process (will be made available at the time of preference form) to understand the process.

Small amendment with respect to e-mail regarding CLR Grade:

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Initial E-Mail: In continuation of the previous notice dated May 5, 2021, the off-shoot score for CLEARED grade courses of Semester-II, 2020-21 for PS-II allotment of Semester-II, 2021-22 and beyond will be as follows:

Initial clause: (i) For the CLEARED grade courses, the mid-semester grades will be directly converted to actual grade points consistent with the minimum-2-points consideration (Mid-semester grade: A will get 10; A- will get 9; B will get 8; B- will get 7; C will get 6; C- will get 5; D will get 4; E will get 2; NC will get 2).

Amendment: In case mid-sem grade is not available for the courses, minimum 5 points will be considered for the allotment.

Initial clause: (ii) For the students who have written comprehensive examinations in those courses (**second semester 2020-2021**), the better of the mid-semester grade and the end-semester grade will be considered.

Amendment: If mid-sem grades are not available due to some reason, the end-semester grades will be considered instead of better of mid-semester grade and end-semester grade.

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9. Guidelines to be followed for those stations where allotment is happening early prior to the release of preference form through interaction/short-listing:

1) Selected students should not drop out at the later stages at any cost.

2) In case students applying for more than one station through notice process are required to follow the below process of allotment.

a) If bio-data is getting processed in parallel for more than one station, the station allotment will be finalized depending upon student preferences subject to other constraints. Many times, company expects the confirmation within few hours of selection and in such cases, we may not have any flexibility except to confirm you for that station. In this case, students need to accept the allotment immediately. However, irrespective of the scenario, the decision of PSD is final and binding in all such cases keeping the overall allotment in view.

b) Students getting selected through this notice process are compulsory required to keep the same station as First preference.

c) Even though we collect the bio-data from students for a particular role, the number of profiles shortlisted and to be sent to company depends on the number of positions. For example, if a station is looking for "n" number of students, we may provide (n+m) number of students.

10. Guidelines to be following during station closing:

In few situations, after getting allotted a particular station, station may say "no to the allotment". In such cases, following procedure will be followed.

a) A notification e-mail will be sent to student whose PS-II station gets cancelled. The cancellation may be for all students or may be for few students out of all allotted students. Though PSD will ask for the possible reasons for rejection, sometimes, it may not be possible to get the details in time before the re-allotment. Students are required to co-operate in this regard.

b) Students will be provided with list of 5-10 stations as a part of re-allotment process. The list will be chosen keeping in view of the following.

- ✓ Availability of seats
- ✓ Constraints imposed by organizations (CGPA cut-off, discipline and other skill set requirements)
- ✓ New station requirements

c) Sometimes, it may be possible that organizations may interact with students after the allotment. During the interaction, it is generally expected that students should be very professional during the entire interaction and should show willingness to work in the station and in case if student says to the organization "I am not interested in your project/station", which is resulting in a rejection from the station, then PSD has the right not to consider his/her for the re-allotment.

d) All re-allotment generally takes one-week time from the time of collecting 5-10 station preferences. Students are required to wait with utmost patience during the re-allotment.

11. Guidelines regarding mismatch in stipend:

Though stipend is one of the important parameters while giving station preferences, it is not the allotment criterion. Though division makes all efforts in providing the right information at the time of preference form filling, considering the large volume of operations, there could be couple of very rare deviations due to either data handling or reduction in stipend due to business reasons. **It is to noted that both stipend and skill sets mentioned in PSMS are only indicative. In some rare circumstances, the actual stipend and skill set requirements may undergo some change due to business reasons or other compelling reasons and it is completely up to organization to decide.**

Hence, following are the guidelines in case if there is a deviation in stipend (stipend offered is lower than what is mentioned in PSMS).

a) PSD will try its level best to re-allot to a different station subject to availability of seats.

b) PSD will give the flexibility to move to Thesis in case student desires so. However, this is subject to ground reality and the organization's constraint in relieving the student.

c) Keeping the overall allotment scenario in view, the decision of PSD will be final and binding in all the cases.

d) If the difference in stipend is going to be within certain percentage (**as indicated in below table**), then PSD will not consider for any change in PS-II allotment because of reduced stipend. On the other hand, if the deviation is more than the percentage indicated, PSD will give it a try to get the stations within that range of stipend, but subject to availability of right PS stations. Students are strongly encouraged to cooperate with the process. Please note that if the stipend increase is not possible despite the best efforts, students are required to cooperate without any compromising on the work.

Stipend displayed in PSMS	Stipend actually given (in case)	Action to be taken	Deviation Range below which there is no change	Cut-off stipend beyond which for no-change in PS-II station
15,000	10,000	Since the deviation is more than 30% (Rs. 13,000) PSD will try and re-allot to a station comparable to this stipend amount ranging from (Rs. 13,000 to Rs. 15,000). Needless to say, if an opportunity arises to get stations with even higher stipend, PSD will not deny you that opportunity. Please note that above scenarios are subject to availability of seats at that point of time.	30%	Rs. 13,000 (30%)
20,000	15,000	Since the deviation is more than 30% (Rs. 13,000) PSD will try and re-allot to a station comparable to this stipend amount ranging from (Rs. 15,500 to Rs. 20,000). Needless to say, if an opportunity arises to get stations with even higher stipend, PSD will not deny you that opportunity. Please note that above scenarios are subject to availability of seats at that point of time.	30%	Rs. 15,500
25,000	19,000	It is within the limit. Hence, no change in PS-II station	35%	Rs. 19,000
30,000	21,000	It is within the limit. Hence, no change in PS-II station	40%	Rs. 21,000

40,000	28,000	It is within the limit. Hence, no change in PS-II station	45%	Rs. 28,000
50,000	35,000	It is within the limit. Hence, no change in PS-II station	40%	Rs. 35,000
60,000	**35,000**	**Even though the percentage difference may be more, getting stations with Rs. 35,00 and more will be a huge challenge.**	-----	**Rs. 35,000**

The Rs. 35,000 is the limit beyond which it is very difficult to find PS-II stations since the average is also around Rs. 35,000.

Golden Note: The above scenarios are applicable to the cases where the deviation in stipend has been found prior to one week before the start of PS-II (i.e. latest by June 28th, 2024 since the registration is on July 4th, 2024). Students are very strongly advised to check with PS-II faculty about the stipend to be paid per month per student as soon as the faculty is allotted (normally 2 weeks prior to PS-II joining). Students should demand the offer letter signed by company officials or e-email from the company official which should include stipend details also prior to PS-II. In case student is unable to reach faculty due to some reasons, they are advised to reach out to PSD immediately for the clarifications. Please note that all communication by students should be only through faculty.

Important Note: Please note that the above is meant only to give directions on the very rare scenario. However, considering the possible dynamic changes in future, the guidelines have been framed and students are required to take a note of it and will be implemented if the need arises.

Associate Dean, Planning & Development Cell
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