BIRLA INSTITUTE OF TECHNOLOGY & SCIENCE, PILANI

PRACTICE SCHOOL DIVISION

PS-I FREQUENTLY ASKED QUESTIONS (May 26th – July 19th, 2025)

1) Is it mandatory to do PS?

No. It is not mandatory to do PS. PS and TS are the two alternative options. Students can graduate with either PS or TS option.

2) Is PS-I pre-requisite for PS-II?

Yes. PS-I is a pre-requisite course for PS-II.

3) Do I need to register for a summer term in case of PS-I and PS-II?

Yes. Summer term registration is compulsory if you are opting for PS courses.

4) Can I register for any electives/coursework along with PS course?

No. It is not permitted.

5) When can I seek a transfer to thesis?

➢ All students admitted to the various integrated first degree and higher degree programmes may be allotted to PS.

➢ Any student of integrated first degree is free to move out of PS option before he/she is allotted a seat in PS-I.

➢ If a student wants to move out of the PS option after attending PS I, he/she should seek the transfer not later than the completion of one semester after PS I. However, at the time of semester allotment, which happens at 3-2 in case of single degree and 4-2 in case of dual degree, students can still submit the transfer accordingly.

➢ For all the thesis transfers, the decision of Dean PS will be final.

6) If I opt out of PS option, is there a way again to come back to PS option?

A student who has once opted out of the PS option should not expect automatic permission to get back to the PS option at a later stage unless he/she satisfies Dean PS that these actions of opting out and seeking to opt in are based on bonafide reasons.

7) I am having backlog in few courses. Can I be eligible for PS-I?

Possible. There are few cases in which students may have certain courses in backlog. In such cases, PSD may still consider students for PS-I provided division is convinced that student has required academic preparation to take up PS-I course. If a student is having backlog in only one or two courses, normally student may be permitted. However, the decision of sending backlog students to PS will be decided case to case basis.

8) Can my PS-I be delayed by one year?

In view of many practical difficulties Dean PS is authorized to advance/delay PS-I by one year. However, if a student wants to delay his PS-I, he/she needs to get the prior permission from Dean PS citing bonafide reasons.

9) Can I postpone my PS due to medical reasons?

Yes. Normally, it may be possible to withdraw from PS prior to starting of the COURSE. But, if you happen to discontinue in the middle of the COURSE, you grade sheet will show DP. However, if you wish to seek transfer to thesis stream, you may do so by seeking a transfer to TS. If a single degree student is postponing the PS-I to 3rd year, then, PS-II in 4-1 is not possible because of overlaps.

10) Do I need to take the printout of preference form and submit?

No. Printout is not required. You can save the soft copy for your reference.

11) I wish to open a new PS-I station. Whom should I contact?

If you wish to open a new PS-I station, you may need to submit details in the Google form. If a student helps in opening a PS-I station, he/she can be considered for that organization for PS-I. However, operating a particular station will depend on multiple factors.

12) I am having internship opportunity at other organization/university/ Can that be considered as PS-I?

No. It cannot be considered. PS-I is a course of the institute. Course has to be allotted only by the institute.

13) Where do I need to pay a summer term fee if I am going for PS-I/ PS-II?

The fee notice will be circulated by SWD. Please look for the same.

14) Can I do PS-I twice?

Yes. It is technically possible depending upon the availability of seats. The second PS-I can be considered as an elective of 5 units. If single degree student wants to do PS-I in the third year summer, it is not possible for a student to get allotted first semester PS-II.

15) Who is the instructor in charge of PS-I and PS-II?

For all the PS courses, Dean PS is the instructor in charge.

16) What are the factors that are considered for the PS-I allotment?

The following steps are normally involved performed in the allotment.

➢ The list of participating organizations along with the location will be kept for students' view

➢ The preference form will be released for all the students

➢ Students give preference to each station (normally one-week time is given to fill the preference)

➢ While giving preference, if a student is having accommodation for that station, he/she needs to tick that option.

➢ Students are arranged in the descending order of CGPA.

➢ Student with top most CGPA will be taken up first and his/her preferences will be scanned keeping in view the organizations' requirement.

17) How crucial is the accommodation factor in the PS-I allotment?

➢ Accommodation plays a crucial role in the allotment. Accommodation can be (i) self-accommodation of a student (ii) provided by the host organization (iii) arranged by the institute.

➢ Student may be allotted a PS station in the case of above accommodation scenarios. Normally, it may not be possible to allot a station if he/she does not have accommodation status in any of the above possibilities.

➢ Having own accommodation is an advantage in a case where neither host organization nor institute is providing accommodation. However, if it is an online station, accommodation becomes irrelevant.

➢ On the other hand, if the organization provides accommodation or the institute arranges the accommodation, then the students' own accommodation do not affect the allotment.

18) Whether allotment of PS-I takes place according to discipline?

PS-I is considered as an exposure oriented course. The objective of PS-I is not focused heavily on projects. It is more of an orientation based learning. However, due to the change in curriculum, students have been introduced certain discipline based courses than in the past. In the last couple of years, students have also shown keen interest in participating in the actual projects that related to their domain knowledge. Increasingly, organizations also do show more interest in having students' to be in line with the business domain. Keeping the domain of the organization and the interest of students, it may be possible to allot students depending on their domain knowledge to select organizations. However, if the organization is possessing the necessary infrastructure and expertise that can provide good learning to multiple of disciplines, that is the ideal learning centre for PS-I. It all depends on the amount of learning that organization can offer to our PS-I students.

19) Do I need to fill out any specific form in order to avail the accommodation facility if it is arranged by the institute?

No. It is not required. Depending on the accommodation status filled by you, the list will be prepared.

If the accommodation is ticked for that station, that means either you have accommodation or you manage to arrange accommodation. If you don't tick it, we consider that you are relying on the accommodation facilities provided either by organization/institution as indicated in the facilities column.

20) If two students with same CGPA are competing for a single seat, who will get allotted?

A student with higher preference to that station will get allotted. If preference is also same, we call it as a "CGPA Lock". In that case, the decision can be taken by matching organization domain with students' domain and discipline. Sometimes, course grades can be looked into and accordingly decision can be taken.

21) If a student of 8.0 CGPA is opting for a station "x" which is his first preference also and if another student of 8.5 CGPA is opting for a same station "x' which is his fifth preference, who will get allotted?

If a student with 8.5 CGPA is not getting his first four preferences then, that seat will be allotted to 8.5 CGPA student. According to CGPA only, the applications will be taken up.

22) If two students are helping in opening the same PS-I station; can both the students be considered for preferential allotment?

No. It is not possible. Only one student can be given. In that case, PSD may decide on that in consultation with organization. However, if the number of seats is quite high, then two students may be considered depending on case-to-case basis in consultation with host organization. The final decision lies with PSD.

23) What are the things that I need to carry at the starting of PS-I?

➢ The allotment letter issued by PSD

➢ The institute ID card

➢ Any special document intimated to you from time to time. Normally government research organizations do require special formalities to be completed prior to joining.

➢ After the allotment, the notice will be put up regarding the special documents.

24) When is the registration for PS-I?

AUGSD will circulate the notice with the exact dates. Normally, the allotment will be completed before the registration. Sometimes, it may so happen that allotment might still take place. The registration is only for PS as a course. All likely students are supposed to register on the date as scheduled by AUGSD irrespective of date of release of PS-I allotment.

25) What is the duration of PS-I?

The PS-I is from May 26th – July 19th, 2025.

26) Where can I find updates regarding the allotment?

In the notice section of every student's dashboard in PSMS. Also, please be active on e-mails. In addition of various notices, PSD provides and updates all information related to all PS-I process on the data source page.

27) What are the criteria for opening a new PS-I station?

The following are the points that are usually considered at the time of opening a new PS-I station.

- Organization is expected to take a minimum of 10 students.
- If the work location is a remote place, then organization is expected to extend accommodation facility to students.
- PS-I is expected to give professional experience to our students. Hence, largely, institute encourages physical presence of students at the host organization. Organization is expected to engage students academically at their work place during the entire PS-I.
- Organization is expected to provide real industrial experience by taking our students to various departments/shop floors/production units/testing labs etc.,
- The organization mentors find time to guide students.
- Institute is basically looking for such organizations which can provide our students a real industrial exposure and professional environment.

28) Is it mandatory to maintain a PS diary in PS-I?

The Diary is one of the components of PS-I. A proper diary filling automatically ensures certain level of learning about the industry in general and organization in particular.

29) Will I be told about Mid semester grading and Final grading?

Mid semester grading will be told to students along with the performance. The final marks will be shown to students but not the final grading. The final grading will be communicated to you by AUGSD.

30) Where can I find the list of stations along with projects?

You can refer to the data source page for more details.

31) Where can I find contact details?

https://www.bits-pilani.ac.in/practice-school/#contact-us

Practice School Division – Contact Information

All Campus

- **Dean – Practice School Division:** Prof. Annapoorna Gopal – annapoorna.gopal@pilani.bits-pilani.ac.in Official Email: dean.psd@bits-pilani.ac.in

Associate Deans

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Faculty In-Charge

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Practice School Division – Administrative/Operation Team

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