

BIRLA INSTITUTE OF TECHNOLOGY & SCIENCE, PILANI

PRACTICE SCHOOL DIVISION

PS-I ALLOTMENT PROCESS - AN OVERVIEW [May 18 – June 27, 2020]

The following activities are majorly involved in the computerized Practice School-I allotment process followed for the students' allotment to various PS organizations.

- Release of the PS-I Preference form to students [Pre-allotment details]
- Allotment of students to various organizations [Actual allotment]
- Receiving the clarifications from students [Post-allotment issues]
- Finalizing the students' clarifications and sharing the final list to organizations [Post-allotment process]

PRE-ALLOTMENT DETAILS

Release of the PS-I Preference form to students:

There are two major steps involved in the preference form filling.

- 1) Station preferences along with project area
- 2) Bio-data

After logging onto the PSD website using the username and password, you are required to fill in the above details sequentially. You can retrieve the password by clicking “forgot password link”.

- The PS-I preference form contains the list of the participating organizations (station) along with the work location (Centre) as well as the industry domain.
- This time, preference form is slightly modified in such a way that station name also has project area embedded with it wherever available. Students can accordingly give their preferences. Students are required to go through the project details entered in PSMS.
- Students can **drag and drop** the organizations at the appropriate preferences. The station details in terms of projects are made available for each station in PSMS. Students are advised to refer all the details while filling the preference form. For certain stations, project details are yet to be received. In such cases, students are required to go through the last year project titles (in case of existing stations) available in the notice section.
- Since PS-I, 2020 is offered through remote mode, accommodation is not a criterion for the PS-I allotment and hence this data is immaterial.
- It is normally expected that students should save the preferences frequently. After 25 minutes, if there is no action by the user, the system will automatically log out. Once you have filled up your preference form, please save it for your reference. Students are required to fill the details of bio-data also.
- **The last date to fill the preference form is May 10th, 2020, 5:00 PM**

- The allotment is likely to be released on May 12th, 2020.
- Students are required to check the notice periodically to get updates related to stations.

Preferred disciplines mentioned in the project details for each organization/project are indicative of desired disciplines on the basis of project scope. During the process of allotment, it may get updated to cover broader and associated disciplines.

ALLOTMENT PROCESS

The PS-I allotment of a student to a particular station depends on the following three parameters:

1. CGPA
2. Students' preferences & Discipline
3. Organization requirement in terms of number of students, discipline details. Scope of project.

Since it is going to be a remote PS-I, accommodation is not a criterion for PS-I allotment.

Algorithm used in the PS-I allotment:

- Students are arranged in the descending order of CGPA irrespective of discipline and degree.
- Allotment takes place student by student. A student with highest CGPA is taken up first.
- Once the student's application is taken up, system scans up all the preferences of that student, till the student is allotted to one of those stations as per the preferences. Usually, typical constraints could be number of students, discipline constraints.
- This time, the project area is also embedded as a part of station name wherever available. The allotment of students to various organizations/projects will be discipline specific.
- Accommodation does not play any role in the allotment considering the remote PS-I.

Common doubts over the allotment

- Allotment is done by pooling together all the students of three Indian campuses of BITS Pilani.
- There is no normalization of CGPA across the campuses.
- There is always a doubt among the students who will get allotted in the following circumstances

For example, an organization is looking for a chemical engineering student. First student having CGPA of 8.0 has filled this organization as his 1st preference. Second student having CGPA of 8.4 has filled this organization as his 5th preference. Who will get allotted assuming both are chemical?

- A student with 8.4 CGPA students' application will be taken up first. If a student with 8.4 CGPA does not get his/her above four preferences, then this student will get allotted rather than student with 8.0 CGPA despite of his/her 1st preference.

- In case of students with same CGPA competing for a seat, then, we try to accommodate both in the same station by convincing the organization to the extent possible.

ALLOTMENT RELEASE AND CLARIFICATION FORMS:

- Once the PS-I allotment will be released, students will receive an e-mail from PSD regarding the allotment. The allotment will be made live in student dashboard. If any student is not satisfied with the allotment, he/she can always send a request in the standard clarification form through the clarification management system before the due date.
- The decision of operating a PS station lies with PSD depending on many factors primarily from learning perspective. It may be possible that a few stations are not operated in spite of having been listed in the preference form. It could also be due to the organization's inability to accommodate our students and inadequate students' preference.
- Though PSD makes every effort to share the relevant information to students, if by any chance, if there is any slight change in the requirement in terms of preferred disciplines/project area due to constraints, students are required to cooperate.
- PSD tries to accommodate the students' request as much as possible. Nevertheless, it may not be possible to consider all the requests. Students are expected to have patience during the process of post allotment grievances. Once changes are made, automatically, it gets reflected in your portal (you can login and check) and also gets updated in the clarification management system.

BIO-DATA/LIST SHARING, FACULTY ALLOTMENT AND REGISTRATION DETAILS:

- Every station will be assigned with a BITS faculty for the smooth conduct of PS-I course.
- PS-I registration date will be notified by AUGSD through a separate notice.
- Faculty allotment details (Name, contact number, e-mail id) will be shared with you prior to the start of PS-I course (preferably by May 15th)
- Students are required to interact with the faculty prior to the start of PS-I May 18 (Monday) along with allotment letter which you can download by May 15th.
- Quite a few stations have formalities to be completed and needs to be sent through e-mail. You are required to take care of all formalities prior to joining.

For any other queries, students are requested to get in touch with campus Associate Deans.

Associate Dean
Planning & Development Cell