**BIRLA INSTITUTE OF TECHNOLOGY & SCIENCE, PILANI**

**PRACTICE SCHOOL DIVISION**

**PROBLEM BANK PROFORMA – PRACTICE SCHOOL – II COURSE**

**Date:**

**To**

**The Associate Dean**

**Planning & Development Cell**

**Practice School Division, BITS Pilani, Pilani – 333 031**

**Sub: BITS Pilani Practice School (PS -II) – First Semester 2021-2022 (July 5th – Dec 15th, 2021)**

Dear Sir/Madam,

This has reference to your letter/e-mail dated \_\_\_\_\_\_\_\_\_\_\_\_\_ regarding the Practice School – II course for **First Semester 2021-2022.** We are pleased to host your students for PS-II course at our organization for **First Semester 2021-2022** as per the following details.

|  |  |  |
| --- | --- | --- |
| **#** | **Basic Details** | |
| **1** | **Name of the organization** |  |
| **2** | **Workplace and postal address\*** |  |
| **3** | **Mode of PS (Onsite/Offsite)** |  |
| **4** | **Website address** |  |
| **5** | **Business domain of the organization** | **Example: Banking, Manufacturing, Structural design, etc.,** |
| **6** | **Work timings for interns** |  |
| **7** | **Weekly Holidays** |  |
| **8** | **Will the organization take care of to & fro travel from hometown to PS station (Airfare, AC Train etc.,)** |  |
| **9** | **Will the organization take care of accommodation for students (Free/Chargeable) & for how many days** |  |
| **10** | **Name and contact details of organization coordinator (HR)** | **Name:**  **E-mail:**  **Phone:**  **Mobile:** |
| **11** | **Year of incorporation as a company & Number of employees** |  |

**\* The location of organization is extremely critical for allotment of students. If host organization has other branches than that is mentioned above and if they plan to send students to those branches, then these will be treated as different stations and accordingly students’ preferences will be taken.**

Thanking you

Yours sincerely

(With organization stamp, seal with date)

**Enclosures – Annexure 1 (to be filled), PS brochure.**

**ANNEXURE 1 - DETAILED PROJECT DESCRIPTION**

|  |  |  |
| --- | --- | --- |
| **#** | **Project specification (for each project)** | |
| **1** | **Title of project** |  |
| **2** | **Brief Description of project** |  |
| **3** | **Project domain (IT, Finance, etc.)** |  |
| **4** | **Number of students (SD/DD) – only Fresh requirements** |  |
| **5** | **Discipline specialization** |  |
| **6** | **CGPA cutoff (if any)** |  |
| **7** | **Skill set required to execute the project (Technical)** |  |
| **8** | **Other soft skill competencies required** |  |
| **9** | **Any specific courses that student should have taken** |  |
| **10** | **Any other requirements** |  |
| **11** | **Expected learning (in bullet points)** |  |
| **12** | **Monthly stipend per student (in Rs.)** |  |
| **13** | **Name, department and contact details of mentor (if available)** |  |

**Note: SD – Single Degree; DD – Dual Degree; if organization is looking for one-year Dual Degree interns, the same can be mentioned accordingly as A8 (DD) – 2. The disciplines codes are attached enclosed with this e-mail.**

**Expectations from host organization:**

* **PS-II is a structured course that is done off campus and is as rigorous as any other on-campus courses in terms of learning, conduct of evaluation components and grading.**
* **Allotment of students is through a well-defined process keeping students’ merit and preferences. Hence, there is no further selection by host organization either in the form of written test or personal interview.**
* **Host organizations are requested to keep us informed if there is any change in the details submitted in the form, so that changes can be incorporated before the allotment process.**
* **This course is a paid one and participating organization is invariably expected to support students in the form of monthly stipend. Students are available full time for the organization and are monitored and graded by faculty from BITS Pilani.**
* **It is also to be noted that allotment to a particular participating organization depends on multiple factors such as competency level of project, project domain, stipend and other facilities, CGPA cut-off and possibilities of regular employment/PPO.**
* **Host organizations are requested to keep us informed about the PPO details in case they offer PPO to the students.**
* **If the organization provides relevant information as a short video or a brochure, then it will help students while giving their preferences.**