

PLACEMENT POLICY

1. PREAMBLE

The Management of LEAD College of Management is committed to provide placement opportunities to the students and support them to fruitfully pursue their career interest. This document outlines the set up of the Training & Placement cell, the Placement processes and the regulatory framework necessary for providing appropriate Internship in the Industry and ensuring successful placement of all the students while building lasting relationship with the Industry.

2. APPLICABILITY

This policy is applicable to all the students of LEAD College of Management.

3. OBJECTIVES

1. To define the objectives, functions, roles and responsibilities of the Training and Placement Cell.
2. To document the policies and guidelines for providing summer internships and placement oriented professional training to the students.
3. To document the policies, instructions and guidelines to the students to be with regard to their Summer Internships Projects and Placement
4. Streamline all the placement activities to ensure that the students get the best career opportunities and are capable of securing placement in the career of their choice.

4. TRAINING & PLACEMENT CELL

The placement cell facilitates the students to achieve their career connect. It helps students to zero in on the career option that would help them realize their career objective and plan for achieving it. Towards achieving this objective, the Training and Placement cell organizes various Training programs, Career guidance workshops, Skill development sessions, Interactive sessions with experts from the Industry apart from arranging Internships and On-the-Job trainings in the industry.

The Objectives of the Training and placement cell are

1. To help the students formulate practical Career objectives based on their aspirations

2. To create an awareness among the students on the various career options available to them, and equip them to develop the necessary skills / strategies to realise their career objectives.
3. Identify the right employers and build long term relationship with them in order to help them realise their hiring goals and also help the students build a fruitful career.
4. Act as a bridge connecting the Students, the Alumni and the Employers.
5. Provide timely and valuable inputs to the Academic body in the formulation and continuously improvement of the Academic curriculum to ensure its alignment with the requirements of all statutory agencies, Industry, and the aspirations of all stakeholders.

5. FUNCTIONS, ROLES & RESPONSIBILITIES

5.1 Students

All the 1st year MBA students of LEAD College of Management will be interns in their 2nd semester. During the internship period, interns have to join with a company exclusive for taking up internship or they can join in their placed company. The students are responsible for executing all the tasks assigned by company and learn by implementing the tasks

The interns can seek guidance from both faculty guide and company guide as and when needed. Also, student interns need to submit weekly reports, attend monthly reviews and submit final report

5.2 Faculty Guide

All faculty members of LEAD College of Management will also be faculty guides as assigned by the college management. Generally, faculty guides are expected to guide 10 to 15 students depending on the strength in their functional areas. In some specific cases, faculty guides may also be asked to guide students other than their specialization

Faculty guides must ensure that the daily reports are submitted by their interns, monthly review meetings are attended and final report is submitted on time.

Faculty guide is also expected to maintain good rapport with company guides in order to convert internship into final placements. In case the student is doing his/her internship with the placed company, then the rapport will help us getting the company for on-campus in the subsequent year as well

Faculty guide shall call the company guide once in 2 weeks and subsequently enter the details on the document and need to visit the company during the period of internship.

5.3 Training & Placement Cell

Placement cell conducts Placement training sessions for the students in order to help students to get good placements.

- Attendance at Placement training is mandatory for all students. If found absent, student will be liable to face the consequences.
- Provision of expert counseling team to guide our students on career point of view.
- Provision for staff coordinators to coordinate the placement activities.
- Expert Trainings shall be given in aptitude and soft skills.
- Highly talented expert to conduct mock interview, Group Discussion and other Personality Development activities.

6 INTERNSHIP

6.1 Internship Process

- Student should identify and start searching for internships via online platforms, company websites, direct visits, reference of employees in leadership positions, reference of Alumni etc. two months prior to the internship start date.
- Student should grab offer letter/Confirmation email from the company and submit it to placement Officer latest before 10 days prior to start date of internship for approval by Internship approval cell (**Dean-Corporate Relation, Placement Officers, Internship Faculty member**).
- Students' internship offer may be accepted by the management and placement cell only after verification of the above-mentioned confirmation letter or email.
- Students should report every day from the start date of internship till end date by filling a daily reporting form for which link shall be shared by the college.

- Student should email the Placement Officer with the contact details of Reporting authority/Guide in the respective organization.
- Students are required to submit their internship reports on completion to the Dean. (**Format of the Internship report in Annexure 1**)
- Internship report should be having 30 pages.
- After the last date of internship, student is to collect an internship certificate from the organization. Same is to be included in Internship report also.
- Internship Viva will be conducted by the management on completion of the internship.
- The mentor shall connect with reporting person in the organization on weekly basis to take feedback on student performance and will be reported to Dean and Placement cell.
- No leaves are permitted during Internships. Any urgency, Student has to take special permission from Mentor and Placement Officer prior to taking leave.
- The intern must demonstrate honesty, punctuality and a willingness to learn during the internship program.
- The intern will obey the policies, rules and regulations of the Company and comply with the Company's business practices and procedures

6.2 Internship Rules & Regulations

- Student should identify and start searching for internships via online platforms, company websites, direct visits, reference of employees in leadership positions, reference of Alumni etc. two months prior to the internship start date.
- Student should grab offer letter/Confirmation email from the company and submit it to placement Officer latest before 10 days prior to start date of internship for approval by Internship approval cell (**Dean-Corporate Relation, Placement Officers, Internship Faculty member**).
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- No leaves are permitted during Internships. Any urgency, Student has to take special permission from Mentor and Placement Officer prior to taking leave.
- The intern must demonstrate honesty, punctuality and a willingness to learn during the internship program.
- The intern will obey the policies, rules and regulations of the Company and comply with the Company's business practices and procedures

6.3 Review and Monitoring of Internship

4th Sunday of every month, there will be internship review meeting on the same day student intern can submit all his report and discuss with the faculty guide for further process. This monthly review being crucial in the INTERNSHIP, interns must attend the same without fail.

6.4 Internship Report

In the last week of INTERNSHIP, i.e. June 4th week, interns shall submit their final report first draft to be submitted. Subsequently, the in 2 weeks' time, the final draft should also be submitted.

6.5 Certificates and Feedback

- Weekly target assigned and achieved
- Learning from INTERNSHIP till date
- General feedback and suggestions.
- Interns may or may not be rewarded with stipend. The decision completely depends on the organization and College has no role in this concern.

- Students may try internships which offers stipend, but may not restrict their selection criteria to stipend alone.
- The usual range of internship stipends are from “No Stipend to Rs. 30,000 pm”

6.6 Code of Conduct for all Interns

- Student should identify and start searching for internships via online platforms, company websites, direct visits, reference of employees in leadership positions, reference of Alumni etc. two months prior to the internship start date.
- Student should grab offer letter/Confirmation email from the company and submit it to placement Officer latest before 10 days prior to start date of internship for approval by Internship approval cell (**Dean-Corporate Relation, Placement Officers, Internship Faculty member**).
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- The intern must demonstrate honesty, punctuality and a willingness to learn during the internship program.
- The intern will obey the policies, rules and regulations of the Company and comply with the Company’s business practices and procedures

7 PLACEMENTS

7.1 Placement training

Placement cell conducts Placement training sessions for the students in order to help students to get good placements.

- Attendance at Placement training is mandatory for all students. If found absent, student will be liable to face the consequences.
- Provision of expert counseling team to guide our students on career point of view.
- Provision for staff coordinators to coordinate the placement activities.
- Expert Trainings shall be given in aptitude and soft skills.
- Highly talented expert to conduct mock interview, Group Discussion and other Personality Development activities

7.2 Placement process

At LEAD, Placement process for the students starts by 1st September and ends by 31st May.

7.3 Placement Policy

1. Placement policy should be read and understood by all the students.
2. The same policy should also be read by the parents and mentors.
3. Mentors should make sure that placement policy has reached every student.
4. The placement affidavit provided by the management should be signed by parents, students and mentors. **(For Placement Affidavit format refer Annexure 2)**
5. Students are required to submit the Placement Affidavit signed before 1st September to Placement Officer via Mentor.

7.4 Code of Conduct

- 6.1.1 Student can apply for any number of placement opportunities till getting placed.
- 6.1.2 Student can continue applying for any numbers of placement opportunity if placement result is awaiting or if not shortlisted by any company.
- 6.1.3 Students once applied for a particular company, must present themselves on the day of the visit (online/offline). Failing to do so shall ban the candidate from next seven opportunities.
- 6.1.4 A student is considered **offered**, if his/ her name features in the final list of selected candidate(s) by the company.
- 6.1.5 **Offered: If a student's name appears on the final selection list declared after the company's process through the placement cell, then that would be considered an offer to the student. Student may or may not receive offer letter as it depends on the respective organization.**
- 6.1.6 Student can Accept/ Reject the offer received from the organization. The acceptance or rejection of the offer should be made within 24 hours from the time of receipt of offer communication.
- 6.1.7 This acceptance or rejection shall be communicated through letter typed and submitted to the placement cell. The scan copy of letter duly signed by mentor and student should be emailed to Placement officer within 24 hours from the time of receipt of offer communication. Failing to do so shall ban the candidate from all further placement opportunities.
(For Placement Offer acceptance, letter format refer Annexure 3)
- 6.1.8 If accepting the offer, candidate should join the company when the company asks to join and candidate will not be allowed to apply for any other opportunity unless 90% of total number of students in the whole batch are placed.
- 6.1.9 If Offer is accepted and candidate has not joined, then candidate will only be allowed to apply for job opportunities once all students in the whole batch gets placed.
- 6.1.10 If the **First offer** is rejected, student can continue to apply for opportunities with hike of minimum 25% of the first offered CTC.

Cost to Company (CTC): CTC is a term for the total salary package of an employee. It indicates total amount of expenses an employer (organization) spends on an employee during one year. It may or may not include incentives. The CTC mentioned in

the JD mail shall be considered final, If there is a range cited in CTC, the higher is considered.

- 6.1.11** In case of **Second Offer**, 'Clause 6.3.5, 6.3.6, 6.3.7 and 6.3.8' is applicable.
- 6.1.12** If the **Second Offer is rejected**, student can continue to apply for one more opportunity with a hike of minimum 50% of the second offered CTC.
- 6.1.13** A student can possess a maximum of 3 offers as per the above rules. After getting the third offer student will not be allowed to apply for further opportunities till All students of the batch has got at least one offer.
- 6.1.14** Student can choose to apply for opportunity below the minimum promised CTC considering interested specialization or industry, but if applied, the above mentioned 'Clauses 6.3.5 to 6.3.12', are applicable.
- 6.1.15** If the **1st offer** is accepted by the student then the student still can continue apply as per his CTC or the preferred industry with a salary hike of 60% and above.
- 6.1.16** If student is opting out of placement, it is to be informed to placement cell by submitting the letter. **(For format of Placement opt out form, refer Annexure 4)**
- 6.1.17** The students must make their own arrangement such as transport, food, etc. for attending the Interviews. The total Fees collected from the student for all the academic purpose which excludes placement related expenses. If the student is asked by the company for joining during the course period there will be no change in the total fees amount collected by the college.
- 6.1.18** If Joining date comes in the course of academic period, candidate should make sure he is completing all academic fulfillments including assignments, internal exams, project. Failing to do so shall ban the candidate from writing university exams.
- 6.1.19** If any company is demanding for mandatory joining of selected candidates before the process, the same shall be intimated to applicants prior to the process where the applicant may choose to either continue or not continue with the process before the start of process. But if candidate chose to attend the process in this case and got selected should mandatorily accept the offer and join the company and will not be allowed to apply for any further placement opportunities **(for format of placement joining form, refer Annexure 5)**.
- 6.1.20** If the student have received PPO(Pre-placement offer) from the company which the student had done internship in the time period provided by college is considered as Offered and should accept or reject the offer as mentioned in the above clauses.

6.1.21 If student is not seen groomed for the recruitment process shall be banned for next 7 placements.

ANNEXURES

Annexure 1:

Summer Internship Format

CONTENT		
CHAPTER NO	TITLE	PAGES
1	OVERVIEW OF THE COMPANY	Approximately 9 to 10 pages
1.1	MISSION, VISION AND VALUES	1
1.2	DEPARTMENTS AND ITS FUNCTIONS	3
1.3	PRODUCTS OF THE COMPANY	1 TO 2
1.4	CUSTOMER ANALYSIS	1 TO 2
1.5	COMPETITOR ANALYSIS	1
2	INDUSTRY ANALYSIS	Approx.. 8 to 10 pages
2.1	EMERGING POLICIES (INTERNAL & EXTERNAL)	2
2.2	SWOT ANALYSIS	3
2.3	PESTLE ANALYSIS	3
3	DETAILS VARIOUS DUTIES AND RESPONSIBILITES ASSIGNED TO THE INTERN	Approx. 3 pages
3.1	OBJECTIVE OF THE INTERNSHIP	1
3.2	DEPARTMENT ALLOTED AND REPORTING AUTHORITY	1
3.3	DUTIES AND RESPONSIBILITIES ASSIGNED TO THE INTERN	1
3.4	INITIATIVES AND RESPONSIBILITIES TAKEN BY THE INTERN	

4	DETAILS ABOUT INTERNSHIP	Max of 4 pages
4.1	CONTRIBUTION TO THE ORGANIZATION & ANALYSIS OF ACHIEVEMENT Vs OBJECTIVES	1
4.2	LEARNINGS FROM THE INTERNSHIP	1
4.3	WEEKLY ACTIVITY /PROGRESS REPORT	1
4.4	SUGGESTIONS & CONCLUSION	1

Guideline to Prepare the Internship Report

1. Print on A4 size paper one side.
2. Font: Times New Roman size – 12 for the paragraphs and Times New Roman 14 for the Headings.
3. All the main Headings in Capital letters & bold and the sub heading in each first word in capital & Bold.
4. Line Space: 1.5 spacing.
5. Margin 1 cm for right, top and bottom sides. 1.5 on left border.
6. Spiral binding

Annexure 2:

Placement affidavit

From

Date.....

To

The Director
LEAD College of Management
Dhoni, Plaakkad

I, _____, Reg. No. _____ along with my parent _____ (relationship: _____) undertake the following conditions regarding placements from LEAD College of Management.

1. I have read and understood the LEAD Placement policy and the same policy is also be read by my parent and my mentor.
2. That, I am aware that I need not be taking placement offers from LEAD College of Management and that I am free to take up placement of my own and that undertaking is applicable only to the students who take placement from the college and I am expressing my willingness for the placement from the college with the following conditions.
3. I am aware that I can apply for any number of placements opportunities till getting placed and can continue applying for any numbers of placement opportunity if placement result is awaiting or if not shortlisted by any company.
4. I accept that if I have applied for a particular company, I will present myself on the day of the visit (online/offline) And failing to do so shall ban me from next seven opportunities.

5. I am aware that I will be considered **offered**, if my name features in the final list of by the company.
6. I ensure that, I will Accept/ Reject the offer received from the organization. The acceptance or rejection of the offer shall be made within 24 hours from the time of receipt of offer communication. And the acceptance or rejection shall be communicated through letter typed and submitted to the placement cell. The scan copy of letter duly signed by mentor and myself will be emailed to Placement officer within 24 hours from the time of receipt of offer communication. Failing to do will be banned from all further placement opportunities.
7. I am aware about accepting the offer, I will join the company when the company asks to join and I will not be allowed to apply for any other opportunity unless 90% of total number of students in the whole batch are placed.
8. I am aware if Offer is accepted by me and has not joined the company, then I will only be allowed to apply for job opportunities once all students in the whole batch gets placed.
9. Offer Rejection, I know that, If the **First offer** is rejected, I shall be continue to apply for opportunities with hike of minimum 25% of the first offered CTC. If the **Second Offer is rejected**, I can continue to apply for one more opportunity with a hike of minimum 50% of the second offered CTC.
10. I am aware that I can possess a maximum of 3 offers as per the above rules. After getting the third offer I will not be allowed to apply for further opportunities till All students of the batch has got at least one offer.
11. I am aware that I can choose to apply for opportunity below the minimum promised CTC considering my specialization interest and industry , and if applied, the mentioned clauses in LEAD Placement policy 2022 are applicable.
12. I am aware about if company is demanding for mandatory joining of selected candidates before the process, the same shall be intimated to applicants prior to the process where the applicant may choose to either continue or not continue with the process before the start of process. But if I chose to attend the process in this case and got selected should

mandatorily accept the offer and join the company and will not be allowed to apply for any further placement opportunities.

13.I must make my own arrangements such as transport, food, etc. for attending the Interviews.

14.I am aware that if Joining date comes in the course of academic period, I should make sure that I am completing all academic fulfillments including assignments, internal exams, project. Failing to do so I will get banned from writing the university exams.

Signature of the student

I also understand and accept all terms stipulated above and shall not get in to any conflict with college in the above terms and that I shall persuade my word to stand by the above terms if deviating.

Signature of the parent/Guardian:

Name of Mentor:

Name of the parent/Guardian:

Signature of Mentor:

Phone No:

Placement Declaration

Date.....

From

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.....
.....

To

The Director
LEAD College of Management
Dhoni, Palakkad.

I would like to inform to you that I am interested in the placements generated by the LEAD College of Management Dhoni, Palakkad. For getting the placements I will participate in all the placement activities of my choice and try my level best in the interviews to place myself.

Once placed in a company, I promise to work for an year and any shift before, shall be done only with the permission of the college authorities.

Thanking you.

Yours faithfully

Signature of the student

Signature of the parent.

Annexure 3

Offer Acceptance Letter

To
Placement Officer,
LEAD College of Management.

Student Name:

University Registration No:

Mentor Group:

Mentor Name:

Name of company

Subject- Acceptance/Rejection of Offer

I _____ (Name) hereby signify my assent to _____(Accept/Reject)

The placement offer made by company for the role of _____, with an annual CTC of INR_____, which is my ____ (1st/2nd/3rd) offer I received.

I promise that I will not regret on my decision nor condemn the College Management for the same.

Sincerely,

Name of Student

(Signature)

Signature of Mentor

Date:

Annexure 4

Placement Opt-Out Form

From

To

The Director
LEAD College of Management
Dhoni
Palakkad

I, _____ Reg No. _____

along with my Parent/Guardian _____ state that I have my own plans for placement (being an entrepreneur, going abroad or placement with my contacts) not availing the placement offers provided by the college. I am aware that I should attend all regular classes and classes pertaining classes to placement though I am opting out from placement from college.

I have no claims in any sense as far as the placement is concerned.

Thanking you,

Yours faithfully,

Signature of the Student

Signature of the Parent

Annexure 5

Student Joining Declaration

From

To

The Director
LEAD College of Management
Dhoni
Palakkad

I, _____ (Name), _____ (Reg No.), studying in _____(Semester), at LEAD College of Management, in MBA Department hereby

declare that I have received an offer based on performance from _____(Company Name) in the role of _____ (Designation) with effect from _____(Date of Joining).

I, hereby declare that on reliving from academics and joining the company, I shall complete all the necessary academic related assessment such as assignments, internal and University Exams, project and course viva as per the college norms without any due

Date:

Place:

Thanking you,

Yours faithfully,

Signature of the Student

Signature of the Mentor

Signature of Placement Officer

Prepared by	Issued by	Approved by:
Placement Cell	Placement Officer	Director