

LEAD PLACEMENT POLICY

2023-25 BATCH

Prepared By	Verified By	Approved By
Placement Officer	Associate Dean (Academics)	Director

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1. Introduction:

The Placement cell facilitates students for their career connect. It also helps students in career planning through various training programs such as student self-assessment test, mock interviews, mentors' interventions and employability scores. Placement Office is also organizing, guest lectures and trainings, programs for employability enhancing skills such as resume building, aptitude training, group discussion (GD), interview skills etc. Students are to take such trainings seriously and practice those learnings regularly and submit the reports with mentors. The culture and legacy of LEAD College of Management ensures 100% placement for their students and the mission of the cell remains the same.

Placement Cell: A body consisting of the Dean-Corporate Relations, Director, Deputy Director, Associate Dean (Academics), Placement Officer, Faculty members, and Student Placement Coordinators.

2. Objectives:

- Create awareness among students regarding available career options and help them in identifying their career objectives.
- Guide the students in developing employability skills and job-search strategies required to achieve their career objectives.
- Identify suitable potential employers and help them achieve their hiring goals.
- Organize activities concerning career planning.
- Act as a bridge between students, alumni and employers.
- Take feedback from industry and provide inputs for curriculum development.

3. Career Path

- Career path workshops shall be conducted for students' betterment.
- Core purpose of Career Path is to align student's specialization, strength, weakness and Interest to placements.
- Insights on different types of Industries, companies, emerging job roles etc. shall be provided to students.

4. Internships:

4.1 Intention

- Test the Waters – To know and understand the real time corporate by application of learned skill sets and knowledge in student's interested area.
- Chance for placement – Gain placement opportunity through internship.

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4.2 Objectives of Internship

- To acquire the practical exposure of industry
 - To gain hands on experience by undertaking various responsibilities assigned by the company
- To acclimatize with the competitive environment of business
 - To practice to cope up with the challenging assignments of the industry

4.3 Selection of Firm

- Internships are mandatory for all students.
 - Student's themselves should search and apply for internships in their interested career fields
 - College Placement Cell shall also facilitate the students with required support in this concern.
 - It is advisable to align your internship with your preferred stream/ specialization and industry.
 - Submission of acceptance letter should be submitted to placement cell 15 days prior to start date of internship.

Selection criteria

- The internship should tie in directly with the intern's academic course of work
- While considering internships you may choose to opt opportunity from
 - a. Registered Startups (under Kerala Start Up Mission (KSUM))
 - b. Companies funded by Venture Capitalist registered under SEBI
 - c. Well renowned established Organizations
 - d. Multi- national Companies (MNC's)

- Internship can be inside or outside India.
- Focus on organizations providing Pre-Placement offer (PPO) and Letter of Recommendation.
- Organization which provides proper mentorship.
- Organization with opportunity for good networking.

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Name of Programme (PG): Master of Business Administration

4.4 Roles and Responsibilities

4.4.1 Student intern

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.

4.4.2 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.

4.4.3 Daily reporting

Student intern need to update the progress and learning on the google form, the link will be shared with the students

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4.4.4 Monthly review meeting

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.

4.4.5 Final report

After the Internship period, interns shall submit their first draft of final report to the placement cell within a week time.

4.4.6 Reporting and Reports

Report	Particulars	Remarks
Daily Report	Professional experience and task accomplished	Should update daily on the Google doc
Interim Presentation	Presentation to faculty guide on the learning and tasks accomplished during that particular month	PPT shall also be submitted to company guide
Final Presentation & Report	Report on Tasks accomplished, Learning and key takeaways	

4.4.6 Monthly Review Meeting

1. Weekly target assigned and achieved
2. Learning from INTERNSHIP till date
3. General feedback and suggestions.

4.5 Duration

A minimum of 6 weeks and maximum of 8 weeks is mandatory. Internship period shall start from 1st May 2024.

4.6 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 Relations, Placement Officers, Internship Faculty member**).

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- 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.
- Internship report shall contain minimum of 30 A4 pages in text.
- 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 panels coordinated by placement cell 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.
 - Other than official leave days, No leaves are permitted during Internship period. In case of any emergency leave, prior approval from the mentor and placement officer is compulsory.
 - 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

4.7 Stipend for Internship

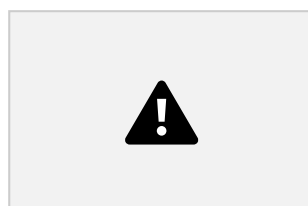
- Interns may or may not be rewarded with stipend. The decision completely depends on the organization and College has no role in this concern.
- Students may try internships which offers stipend, but may not restrict their selection criteria to stipend alone.
- The usual range of internship stipends are from “No Stipend to INR 30,000/Month

5. Placement Training

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

- Attendance during Placement training is mandatory for all students. Absenteeism will attract punitive actions.
- 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.
 - Experts to conduct mock interview, Group Discussion (GD) and other Personality Development activities

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6. Placements

Campus recruitments serve as crucial milestones in both student's educational journey as well as an organization's talent acquisition strategy. They provide a platform where aspiring professionals can showcase their potential while offering employers access to fresh talent that can contribute towards their growth objectives.

Announcement of campus placement

In the event that a company provides information regarding on-campus or off-campus interviews, a job announcement will be put on the notice board. The student will receive an email (on LEAD Email ID) and a WhatsApp message (on registered mobile number / official WhatsApp group) about the same with a brief overview of the organisation, the job description, the location, and the CTC.

The student is responsible for viewing the messages regarding campus interviews posted on the LEAD notice board, via email, and via WhatsApp. Further clarification if any the Placement Cell can be contacted.

Registration for campus interview:

- Students who have already enrolled for campus placements should submit applications

for each company's hiring procedure. Students must submit their applications within the

time frame specified in the job posting. There will be no consideration for late registration.

- Student can apply for any number of placement opportunities till getting placed.
- Student can continue applying for any number of placement opportunities if placement result is pending or if the candidate is not shortlisted by any company.
- Before attending any interview, it is the sole responsibility of the student to read and understand clearly the profile of the company, job location, position applied for, CTC, job description and job specifications. The students also have the liberty to discuss with the parents before taking a decision in this regard.
- 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 upper range mentioned in the CTC shall be considered for all placement records. However, the actual pay, fixed pay and variable component, inclusive of all other allowances shall depend on the company policy and performance during the selection process on which LEAD shall have no say. LEAD will have no influence over these factors.

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- Pre-interview screening sessions:

The registered students must without attend the pre placement screening sessions and take up all mock aptitude tests. Absentees will not be permitted to apply for next Seven placement opportunities.

6.1 Commencement of Placement Process

Placement process at LEAD College of Management for the students starts by 1st Aug 2024 and ends by 31st March 2025.

6.2 Placement Policy

Placement Registration

6.2.1 Placement policy should be read and understood by all the students before signing the same.

6.2.2 The same policy should also be read by the parents and mentors.

6.2.3 Mentors should make sure that the intention of placement policy has reached every student through counseling.

6.2.4 The placement affidavit provided by the management must be duly signed by both parents and students. (For Placement Affidavit format refer Annexure 1)

6.2.5 Students are required to submit the duly signed Placement Affidavit to the

Placement Cell via Mentor to complete the placement registration process before the due date specified.

6.3 General Rules for Placement

6.3.1 Student with maintain minimum 75 % attendance in academics and value-added courses, 90% attendance in placement training to appear for placement opportunities.

6.3.2 If student is not seen groomed appropriately for the recruitment process shall be banned for next 7 placement applications.

- For boys the dress code shall be blazer with neatly polished shoes and properly groomed hair
- For girls, it shall be blazers with slip on shoes, neatly groomed and properly tied hair

6.3.3 Students once applied for a particular company, must show up themselves on the day of the visit (online/offline). Failing to do so will result disqualification from applying for the next seven placement opportunities shared.

6.3.4 A student is considered offered, if his/ her name features in the final list of selected candidate(s) published by the company.

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6.3.5 All the students are required to complete a minimum of 1 online course relevant to your domain, which is approved by the area heads and obtain a certificate and submit the same to the placement office in order to be eligible for domain specific placement.

6.3.6 If the students attends the interview and fails to obtain an offer (Till Third placement cycle / Till the start of 3rd sem exam) must cooperate with the placement cell and consider other non-domain areas like Marketing/Finance/HR were opportunities are numerous and accept the offer if selected.

6.3.7 This acceptance of offer shall be communicated through email / letter typed and submitted to the placement cell within 24 hours from the time of receipt of offer communication. Failing to do so shall disqualify from applying for next 7 placement opportunities.

(For Placement Offer acceptance letter format refer Annexure 2)

6.3.8 After accepting the offer, the candidate must start working for the

organization within the time frame specified in the offer letter by the employer (for the minimum of one year). If any student is planning to resign before one year from the date of joining, that should be informed to the Director and Placement Officer through a formal email request. The request shall be taken for discussion by the Placement officer and Director, after which the approval shall be sent as a revert to the email sent by the student. Only when the student gets an approval email from Placement Officer/Director, the student shall initiate the resignation intimation to the concerned company official. Any student who has initiated resignation without the above-mentioned approval email shall not be able to apply for any further placement opportunities shared by college. (Please note the decision of resignation should be first communicated to Placement officer and Director, Not the company officials)

6.3.9 Student can apply for the companies of their own and get placed. If the joining occurs during the academic period, the student should get approval from the Placement cell in writing and follow all the policies stipulated for joining.

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6.3.10 The maximum number of

offers for a student is **Two**, except for those placed with sensitive companies.

Sensitive company: The placement cell will identify and communicate some companies as "sensitive company", for which the student once offered, cannot apply for any other employment opportunities. Sensitive companies are tagged based on factors such as CTC, recruitment policies, sector, etc.

6.3.11 After opening the placement application to all (Once 90% gets placed), students applying and attending the interviews should join the company without fail, if selected.

6.3.12 The student shall have the option to opt out of placement services provided by LEAD. The same should be informed in writing to the placement cell in the prescribed format. (For format of Placement opt out form, refer Annexure 4)

6.3.13 The students must make their own arrangement such as transport, food, etc. for attending the Interviews. If the student is asked by the company for immediate joining there will be no concession of any sort will be offered in the fees amount payable to the college.

6.3.14 If joining date comes during academic period, candidate should ensure that he/she is completing all academic requirements including assignments, internal exams, and project. Failing to do so shall disqualify the candidate from writing university exams. (Refer Annexure 3)

6.3.15 Applicants will be made aware of in advance of the interview process and in case if candidate is requested to join immediately, they must do so.

6.3.16 If student successfully obtains a PPO (Pre-placement offer) from the company in which he/she has done internship on his/her acceptance is considered as 'offered'.

6.3.17 If any company is designating college authorities to nominate the best students from the pool, priority shall be given to students leading in LEAD Score. LEAD Score is a cumulative score which includes, Internship performance, Attendance, Internal marks, university examination results, placement training performance, aptitude and English assessment scores, completion of domain specific online courses etc.

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6.3.18 From 1st January 2025,

non-placed students shall not be sanctioned with any On Duty leaves for any reason whatsoever except for placement process which is recommended by the Placement cell and duly approved by the Director.

6.3.19 Status of applications of all students participating for placements shall be monitored and reviewed and faculty mentor will communicate it to student and parent once in a month.

6.3.20 The candidate should clearly understand that the offer can be revoked at any point of time by the company and the institution and the candidate has no authority to question the same.

6.3.21 In case if a company revokes the offer letter at any point, the student will

be given an opportunity to attend further interviews subject to conditions above.

6.3.22 The company as per its policy may revoke the offer if you have any backlogs at the time of joining. Candidate or institution have no authority to question the same.

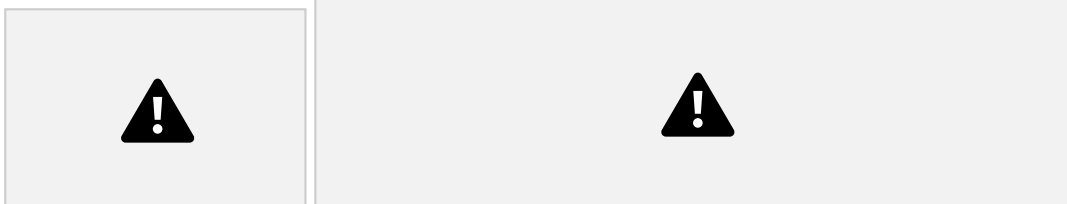
6.3.23 Any kind of misbehavior / complaints reported by the company officials during the interview / pre-joining / post-joining during the academic period will be viewed seriously and the duly appointed committee consisting of the Director / Deputy Director/ Associate Dean (Academics) / Administrator / Placement Officer shall analyze into the same and their decision shall be binding and final in this regard.

6.3.24 The student shall not bargain with the company regarding the CTC or location of work which has already been accepted in writing, If a student engages in such bargaining and the institution receives a complaint, the incident will be looked into, and the student will be disqualified from applying for next seven placement opportunities.

6.3.25 All communication between student and company should be channelized through LEAD placement cell. Direct communications with the company officials or any third person will not be entertained.

6.3.26 According to the company's policy, a student is responsible for paying the employer's training costs as well as any expenses made during the training term if they quit the job before the specified month or year. LEAD will have no influence over these factors.

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6.3.27 Students those who are on suspension shall not be allowed to attend any placement drives at any stage during the suspension period.

6.3.28 There shall be two options given to students with regards to placements. Student must choose either one when signing the placement affidavit and further deviations shall not be allowed. Below are the two Options with definitions

- Option 1: (Opt In): Students may be allowed to attend for all Placement drives from the beginning of placement season in accordance with all the above conditions.
- Option 2: (Opt Out): Name of the student shall be removed from

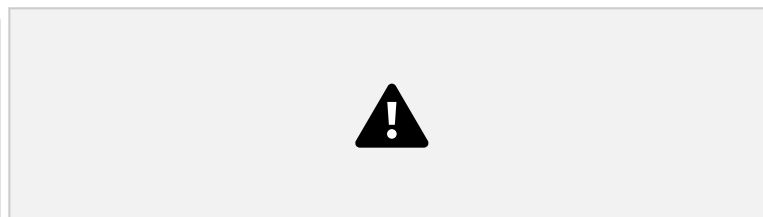
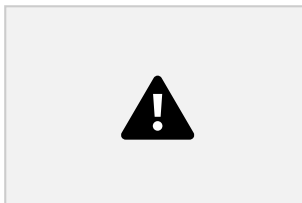
Placements and he/she may not apply for any Placement opportunities however the students can apply for placement opportunities after 90% of the batch as a whole has been placed. (Refer Annexure 4)

- First placement cycle : Till 31 December 2024
- Second placement cycle : Till 31 March 2025
- Third placement cycle : Till 31 May 2025

Important Note:

- Institute reserves the right to change any of the above-mentioned rules depending on external market conditions / factors.
- Students have to strictly follow the placement rules, no flexibility will be given.
- Some exceptions, if required to be made, will be dealt with, on case-to-case basis.

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Annexure I
Placement Availing Declaration
2023–2025 Batch

Date...../...../.....

From

Student Name:.....

University Registration Number:.....
Mentor Group:.....
Mentor Name:.....

To

The Director
LEAD College of Management
Dhoni, Palakkad.

I would like to inform you that I am interested in availing the placement services offered by the LEAD College of Management, Dhoni, Palakkad. To be placed I will participate in all placement activities willingly and strive my level best to perform in the interviews.

Once placed in a company. I promise to work for one year and if I want to quit before this period, it shall be done with the consent of the Director, Placement Officer with an official email approval. I further understand that the LEAD will not assist me in obtaining the further placement offer if I am informing company officials before receiving the email approval from Placement Officer/Director.

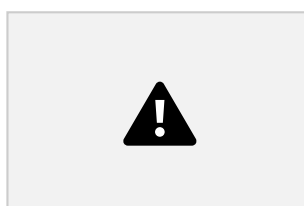
I have read and understood the Placement policy 2023-25 completely.

Thanking you,

Yours faithfully

Signature of the Student with date Signature of the Parent with date

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Annexure II

Placement Offer Acceptance / Rejection Form

From Date:...../...../.....

Student Name:
University Registration Number:
Mentor Group:
Mentor Name:

To

Placement Officer
LEAD College of Management, Dhoni, Palakkad

Name of the company:

Subject- Acceptance / Rejection of Offer

I.....(Name) hereby signify my
assent to.....(Accept/Reject) the placement offer made by the above
mentioned company for the role of, with
an annual CTC of INR..... , which is my (1st / 2nd) offer received.

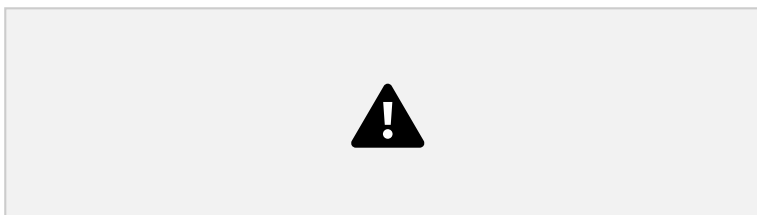
I promise that I will not regret on my decision nor condemn the College Management for the
same.

Sincerely,

Signature of the Student with date

Signature of the Mentor with date

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Annexure III

Placement Early Joining Declaration Form

From Date:...../...../..... Student Name:

University Registration Number:

Mentor Group:

Mentor Name:

To

Placement Officer

I,.....(Name),.....
(Reg No.), studying in.....(Semester), at LEAD College of
Management, hereby declare that I have received an offer based on my performance
from.....(Company Name) in the role
Of.....(Designation) with effect
from..... (Date of Joining).

- I hereby declare that upon joining the company, I will complete all the necessary academic works such as assignments, internal exams and university exams, project and course viva as per college norms.
- I assure that I will attend all the internal exams in offline mode at college and submit all the assignments in person to the faculty concerned.
- I am aware that my joining will be approved only as per the decision of academic council, and I am liable to pay all the fees that were previously indicated by the college.
- I promise to work for one year from date of joining and if I want to quit before this period, it shall be done with the consent of the Director/Placement Officer with an official email approval.
- Only after receiving approval in email from Director/Placement Officer, I shall initiate my resignation intimation to the concerned company official. If not, I understand that I shall not able to apply any further placement opportunities shared by college.

Thanking you,

Signature of the Student with date

Signature of the Mentor Signature of Placement Officer Signature of Director

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Annexure IV

Placement Opt-out Form

Date...../...../.....

From

Student Name:.....
University Registration Number:.....
Mentor Group:.....
Mentor Name:.....

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 etc.) not availing the placement opportunities provided by the college. I am
aware that I should attend all regular classes pertaining 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

Yoursfaithfully

Signature of the Student with date Signature of the Parent with date