

# STUDENT HANDBOOK

## LEAD COLLEGE (AUTONOMOUS)

*Doc Ref No. LEAD/ACAD/DOC/001/25, R4 Issued on. 1 May 2025 Approved by  
the Prompt Charitable Trust and Board of Governors. 2025*

*2025-2027*



**Dhoni, Palakkad, Kerala – 678009**

<https://lead.ac.in>

## LEAD College — Vision & Mission

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### **Vision**

"To be a LEADER in management and technology education focusing on developing Leaders and Entrepreneurs."

### **Mission**

- M1: Contribute and Enable: The Development of Individuals to enhance their competencies as Business Leaders and Entrepreneurs.
- M2: Create and Deliver; Teaching learning platforms and curricula which embrace innovation and deliver contemporary knowledge and skills.
- M3: Engage and Empower: Industry and Societal stake holders through outreach and extension activities
- M4: Innovate and Execute: Region-specific research industry and society-based solutions. .

## MBA Program — Vision & Mission

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### **Vision**

"To be recognized as a leading business school in the country, developing global leaders and ideas that significantly impact society."

### **Mission**

- M1: Provide a transformational learning experience that enables students to realize their true potential as global leaders.
- M2: Attract the best global talent and enable them to create and disseminate new knowledge collaboratively.
- M3: Foster a teaching-learning environment that forges strong moral and ethical values.

## MCA Program — Vision & Mission

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### **Vision**

"To be recognized as a premier center for technology education, cultivating skilled professionals and innovative thinkers who harness the power of computing to drive transformative solutions."

### **Mission**

- M1: Deliver a transformative learning experience that empowers students to unlock their full potential as innovative technologists and leaders in the digital era.
- M2: Attract and nurture top talent from diverse backgrounds, fostering collaboration to create and disseminate cutting-edge knowledge in computer applications and technology.
- M3: Cultivate a dynamic teaching-learning environment that instills ethical practices and moral values, preparing students for responsible contributions to the technology landscape.



# LEAD COLLEGE

**AUTONOMOUS**

Dhoni, Palakkad, Kerala – 678009 | [www.lead.ac.in](http://www.lead.ac.in)

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# STUDENT HANDBOOK

**2025 – 2027**

MBA & MCA Programs

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Doc Ref: LEAD/ACAD/DOC/001/25 | R4 | Issued: October 2025

Approved by the Board of Governors, Prompt Charitable Trust



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## WELCOME NOTE

Dear Student,

Welcome to LEAD College (Autonomous) — one of India's most dynamic residential management campuses, nestled in the scenic surroundings of Dhoni, Palakkad. You are now part of an institution that has been shaping value-driven, globally-ready business and technology leaders since 2011.

At LEAD, we believe that education goes far beyond the classroom. Our distinctive learning ecosystem — built around Outcome Based Education (OBE), experiential learning, mentoring, the LEAD Operating Team (LOT) framework, and industry engagement — is designed to unlock your true potential as a Leader and Entrepreneur.

This handbook is your comprehensive guide to life at LEAD — its academic programs, policies, campus facilities, code of conduct, and much more. We urge you to read it carefully and keep it as a ready reference throughout your time with us.

We are proud of every LEADER who joins this family, and we are committed to walking beside you in every step of your journey — academically, professionally, and personally.

With warm regards,

**Dr. Thomas George K.**

Director, LEAD College (Autonomous)

**Prof. Rajkishan S S**

Deputy Director & Dean, LEAD College (Autonomous)

April 2025

## SECTION 1: INTRODUCTION & INSTITUTIONAL PROFILE

LEAD College (Autonomous), formerly affiliated to the University of Calicut, is a premier management institution established in 2011 and approved by the All India Council for Technical Education (AICTE), New Delhi. The institution offers:

- Two-Year Full-Time Residential MBA Program — Sanctioned intake: 360 (National) + 54 (International)
- Two-Year Full-Time Residential MCA Program — Sanctioned intake: 120 (National)

Located in the picturesque village of Dhoni, 11 km from Palakkad town and flanked by the majestic Western Ghats, LEAD offers an unparalleled campus experience immersed in nature.

LEAD is an acronym for Leadership & Entrepreneurship Academy, Dhoni, founded and managed by M/s Prompt Charitable Trust. Every member of the LEAD community is affectionately addressed as a LEADER — a title carried for life.

### 1.1 Accreditation, Approvals & Rankings

LEAD College (Autonomous) maintains compliance with all national quality benchmarks applicable to management and technology education in India:

Regulatory Body / Standard	Status / Benchmark	Remarks
AICTE Approval	Approved	Annual renewal maintained
University Affiliation (UoC)	Autonomous Status	Autonomous since grant by UGC
ASC Approval	Approved both batch of students	Approval for each batch of students admitted
NBA Accreditation	In Progress	OBE fully implemented
NAAC Assessment	Pursuing	IQAC active; reports in Linways
NIRF Ranking	Participating	Annual submission to MoE
UGC Recognition	Recognized	Under UGC Act, 1956

LEAD is committed to maintaining and advancing its accreditation and ranking status in alignment with AICTE, UGC, NBA and NAAC frameworks — the primary quality benchmarks for Indian Higher Education Institutions (HEIs).

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## 1.2 Institutional Vision

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**"To be a LEADER in management and technology education, focusing on developing Leaders and Entrepreneurs."**

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## 1.3 Institutional Mission

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- M1: Contribute to and enable the development of individuals to enhance their competencies as Business Leaders and Entrepreneurs.
- M2: Create and deliver teaching-learning platforms and curricula which embrace innovation and deliver contemporary knowledge and skills.
- M3: Engage and empower industry and societal stakeholders through outreach and extension activities.
- M4: Innovate and execute region-specific research and industry- and society-based solutions.

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## 1.4 Core Values — The LEAD Chakra

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LEAD's values are embedded in every activity, interaction, and decision at the institution. The LEAD Chakra represents the interconnected values that define our community:

- Leadership: Inspiring others through action and integrity
- Excellence: Pursuing the highest standards in everything we do
- Accountability: Taking ownership of our actions and outcomes
- Diversity & Inclusion: Respecting and celebrating every individual

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## 1.5 MBA Program — Vision, Mission & Outcomes

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### Vision

**"To be recognized as a leading business school in the country, developing global leaders and ideas that significantly impact society."**

### Mission

- M1: Provide a transformational learning experience that enables students to realize their true potential as global leaders.
- M2: Attract the best global talent and enable them to create and disseminate new knowledge collaboratively.
- M3: Foster a teaching-learning environment that forges strong moral and ethical values.

### Program Educational Objectives (PEOs)

- PEO 1: Gain knowledge and understanding of the facets of management and entrepreneurship.
- PEO 2: Acquire general, technical, leadership, and professional skills required to perform and accomplish tasks.
- PEO 3: Exhibit employability and job-ready entrepreneurship skills, capabilities, and mindset.
- PEO 4: Imbibe constitutional, humanistic, ethical, and moral values.

### Program Outcomes (POs)

PO	Graduate Capability
PO1	Possess a strong understanding of the Business Environment and Domain Knowledge
PO2	Exhibit Entrepreneurship / Intrapreneurship skills
PO3	Deploy Critical Thinking, Business Analysis, Problem Solving & Innovative Solutions
PO4	Communicate effectively across diverse contexts
PO5	Display Leadership and Teamwork skills
PO6	Be Competent in Digital and Technological skills
PO7	Value and contribute to Social Responsiveness and Ethics
PO8	Appreciate global exposure and cross-cultural understanding

## 1.6 MCA Program — Vision, Mission & Outcomes

### Vision

"To be recognized as a premier center for technology education, cultivating skilled professionals and innovative thinkers who harness the power of computing to drive transformative solutions."

### Mission

- M1: Deliver a transformative learning experience that empowers students to unlock their full potential as innovative technologists and leaders in the digital era.
- M2: Attract and nurture top talent from diverse backgrounds, fostering collaboration to create and disseminate cutting-edge knowledge in computer applications and technology.
- M3: Cultivate a dynamic teaching-learning environment that instills ethical practices and moral values, preparing students for responsible contributions to the technology landscape.

### Program Educational Objectives (PEOs)

- PEO 1: Acquire comprehensive understanding of computer applications and emerging technologies to solve complex, multi-domain problems.
- PEO 2: Develop technical, analytical, and professional skills alongside leadership abilities to manage projects and contribute to team success.
- PEO 3: Cultivate employability through practical experience, industry-relevant skills, and an entrepreneurial mindset.
- PEO 4: Foster ethical practices, human values, and social responsibility in technology development.

### Program Outcomes (POs)

PO	Graduate Capability
PO1	Possess strong understanding of computer science principles, software development, and the technology landscape
PO2	Demonstrate entrepreneurship and intrapreneurship skills to drive innovation
PO3	Apply critical thinking and problem-solving techniques to develop effective technological solutions
PO4	Communicate complex technical concepts effectively to diverse audiences
PO5	Exhibit leadership and teamwork skills in multidisciplinary team settings
PO6	Be proficient in programming, data analysis, and software engineering practices
PO7	Value and promote social responsibility, ethical practices, and sustainability in technology
PO8	Navigate global technology trends and cross-cultural dynamics in the IT industry

### 1.7 Governance Structure

LEAD College (Autonomous) is administered under the Prompt Charitable Trust (PCT), Palakkad — a trust founded by educationalists, entrepreneurs, and socially committed individuals committed to holistic human excellence.

#### Board of Governors (BOG)

The Board of Governors is the apex decision-making body appointed by the Trust. It oversees institutional operations, adds or amends provisions in the constitution, and ensures alignment with AICTE, UGC, and University norms.

Sl.	Name	Position	Background
01	Dr. Thomas George K.	Chairman	Entrepreneur & International Trainer; 15+ yrs
02	Mr. Pratheesh V.	Member	Industrialist; 22 yrs teaching experience
03	Dr. Chandrasekhar R.	Member	Professor, LEAD College (Autonomous)
04	Mr. Jiji Thomson IAS (Retd.)	Member	IIM-A Alumnus; Former Chief Secretary, Kerala; Board Member, Cochin Shipyard
05	Dr. Sreekanth Sreedharan	Academic Advisor	Academic Advisor, LEAD College (Autonomous)
06	Dr. Mohammed Hanifa K.	University Nominee	University of Calicut Nominee
07	Shri. Anil Kumar V S	State Govt. Nominee	Government of Kerala Nominee
08	Prof. Rajkishan S S	Member Secretary	Professor & Deputy Director, LEAD
09	Dr. Balamourougane R.	Member	Associate Professor, LEAD
10	Ms. Yasmin Samad	Member	10 yrs industry; 22 yrs teaching
11	Dr. Rahul Menon	Industry Member	CEO, Apollo Hospitals; Director Medical Services, Chennai
12	Dr. Rupa Gunaseelan	Education Member	Professor & Director, Bharathiar School of Mgmt.
13	Dr. D. Viswanathan	Education Member	Former VC, Anna University; Rector, Dr MGR University
14	Dr. Alli Rani IRS (Retd.)	Education Member	Former Secretary, Union HRD Ministry; Director, SVPITM, MoT GoI
15	Dr. R. Nandagopal	Education Member	DG, Sree Saraswathi Thiagaraja College; President, AIMS

### Student Grievance Redressal Committee (SGRC)

LEAD has a structured and transparent grievance mechanism. Students are encouraged to raise concerns with their faculty mentor in the first instance. Unresolved grievances escalate to the Administrator, and thereafter to the Institutional Grievance Committee.

- Mentor → Administrator (within 48 hours of unresolved concern) → Institutional Grievance Committee
- Grievances may also be emailed to: [administrator@lead.ac.in](mailto:administrator@lead.ac.in)
- Detailed procedure: Policy Ref. LEAD/Admin/Pol/001/21 — available on [www.lead.ac.in](http://www.lead.ac.in)

Name	Designation	Role
Dr. Thomas George K	Director	Chairperson
Prof. Rajkishan SS	Deputy Director	Member
Mrs. Yasmin Samad	Administrator	Member
Mr. Pramod V	Asso. Dean (Students Affairs )	Member-Convenor
Ms. Abhirami KS	Student representative	Member
Mr. Cyril Saji	Student representative	Member

Quorum for SGRC meetings: Minimum 3 members including the Chairperson. Student membership is renewed every 2 years.

### Anti-Ragging Policy

LEAD College (Autonomous) maintains a zero-tolerance policy toward ragging in all its forms. This is in strict compliance with the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, and the Hon'ble Supreme Court of India directives.

- All students and parents must sign Anti-Ragging Affidavits (Annexures I & II) at the time of admission.
- The Anti-Ragging Committee is active and accessible at all times.
- Incidents of ragging must be reported immediately to the Anti-Ragging helpline or to the college administration.
- National Anti-Ragging Helpline: 1800-180-5522 | [helpline@antiragging.in](mailto:helpline@antiragging.in)
- Penalties include rustication, FIR registration, and cancellation of admission as per UGC regulations.

**Any student found guilty of ragging, regardless of form (physical, verbal, online), will face immediate disciplinary action including possible expulsion and police complaint. There are NO exceptions.**

## SECTION 2: ACADEMIC PROGRAMS

### 2.1 MBA Program

LEAD offers a two-year, full-time, fully residential MBA program designed to develop next-generation business leaders. The program is governed by the University of Calicut regulations (Autonomous Status) and is fully AICTE-approved.

#### Eligibility Criteria (as per AICTE/University Norms)

Category	Eligibility Criterion
General	Bachelor's degree from UGC-recognized university with minimum 50% aggregate
OBC	Minimum 45% aggregate in qualifying degree
SC/ST	Pass in qualifying degree (as per University / Govt. of Kerala norms)
Admission Test	KMAT / CMAT / CAT + LEAD Eligibility Test (LET) including GD & Interview
Outside UoC	Equivalency certificate from University of Calicut required

- Program Fee (2024–26 Batch): ₹8,00,000/- (all-inclusive: tuition, boarding & lodging)
- Bank loan facility available. Minimum 60% marks in degree preferred for loan eligibility.
- Specializations: Marketing, Finance, HRM, Operations, Business Analytics
- Evaluation: 60% External+ 40% Internal; Grading: 0–4 GPA
- Pass Criterion: Minimum D Grade (2.0 GPA) in both internal and external evaluations

### 2.2 MCA Program

LEAD's two-year, full-time, fully residential MCA program prepares technology professionals and innovators for leadership roles in the digital economy. The program is affiliated to the University of Calicut (Autonomous) and AICTE-approved.

#### Eligibility Criteria

Category	Eligibility Criterion
General	Bachelor's degree from UGC-recognized university with minimum 50% aggregate
OBC	Minimum 45% aggregate in qualifying degree
SC/ST	Pass in qualifying degree (as per University / Govt. of Kerala norms)
Admission Test	LBS MCA Entrance + LEAD Eligibility Test (LET) including GD & Interview

- Program Fee (2024–26 Batch): ₹4,00,000/- (all-inclusive: tuition, boarding & lodging)
- Bank loan facility available. Minimum 60% marks preferred for loan eligibility.
- Specializations: Software Testing (ST), Cybersecurity (CY), AI & Machine Learning (AM)
- Evaluation: 60% External + 40% Internal; Grading: 0–4 GPA

### 2.3 Academic Calendar & Session Schedule

Semester	Commencement	Conclusion	Duration
Semester I	1 July 2024	31 December 2024	6 months
Semester II	1 January 2025	30 June 2025	6 months
Semester III	1 July 2025	31 December 2025	6 months
Semester IV	1 January 2026	30 June 2026	6 months

Each semester consists of a minimum of 16 teaching weeks and 90 working days, as mandated by the University of Calicut.

#### Daily Session Timings

Year	Session 1	Session 2	Session 3	Session 4	
1st Year	8:30 – 10:30	10:45 – 12:45	14:30 – 16:30	18:30 – 20:30	
2nd Year	8:30 – 10:30	10:45 – 12:45	14:30 – 16:30	18:30 – 20:30	

- Work pattern: 40 continuous working days (including Sundays) followed by a 7-day module break.
- On the first day after any break, sessions begin at 10:00 AM; on the last day before a break, classes end at 3:30 PM.
- Study, meetings, cultural, and examination activities: 21:30 onwards.
- Friday accommodation: both-year students begin at 8:30 AM to facilitate Friday prayers.

The Academic Council is authorized to revise session schedules to accommodate festivals, student needs, or other institutional requirements.

### 2.4 Attendance Policy

Systematic attendance is integral to academic success and is a condition for University examination eligibility. LEAD follows the minimum attendance requirement of 75% per course per semester as mandated by the University of Calicut and AICTE guidelines. 90% attendance is required for specialization courses.

## Types of Absence

Type	Definition & Examples
Planned Absence	Doctor's appointment; sibling's wedding; participation in events, visits, and placements organized by the institution
Unplanned Absence	Student illness; immediate personal/family medical emergency; bereavement of immediate family members (parents, grandparents, siblings, spouse, child, uncle, aunt, legal guardians)
Unauthorized Absence	Any absence without a pre-approved leave application; unplanned absence not applied within 5 days; any absence exceeding 10 days in a semester

## Key Attendance Rules

- Minimum 75% attendance required per course per semester to be eligible for End Semester Examination.
- Attendance is marked once at the start of each session in the Linways LMS.
- Students must verify attendance daily on LMS; discrepancies must be corrected by the next day.
- Late students may join Session 1 without attendance, or with attendance for subsequent sessions at faculty discretion.
- Medical leave requires a medical certificate + parent/guardian letter within 2 days of returning to college, if absence exceeds 3 continuous working days.
- Condonation: The institution may condone up to 10% attendance shortage subject to documentation. Shortage beyond this requires re-attending with the next batch
- Students must submit a leave application for any absence through the Menter, subject to the approval of the Dean (Academics).
- Students participating in approved college activities may apply for On-Duty (OD) attendance through the Linways portal, with the recommendation of LOT Incharge the Dean (Student Affairs) will approve.
- Students are not permitted to take leave of absence on the day preceding a module break or on the first day immediately following a module break.

## Attendance — Internal Marks Conversion

Attendance Percentage	Internal Marks Awarded
90% – 100%	4 marks
85% – 89.5%	3 marks
80% – 84.5%	2 marks
75% – 79.5%	1 mark
Below 75%	Not eligible for ESE

**Each unauthorized absence results in suspension from 3 consecutive placement drives. Habitual unauthorized absence (>10 days) is treated as willful indiscipline and referred to the Academic Council.**

## English Speaking Cards:

Although we respect our mother tongue, English is the language of business, and for the career development of students, communicating in English is essential. Hence, our campus is entirely English-speaking. Both faculty members and students must communicate in English only. To promote communication in English, we have brought in the English-Speaking Cards to enforce English speaking among the students. The general rules of English speaking are as follows.

1. English is the communicative language on campus.
2. The English card will be issued to students through their mentors, and it has to circulate among students who fail to speak English. A pic has to be uploaded to the Google form and the student's WhatsApp group of the giver and the receiver at that time. Late uploading will also incur an extra fine of Rs.50.
3. The students will submit the English-Speaking card to the Faculty Member in charge or the FIC of the day by 4.30 pm every day (The timings will be updated if there is a change)
3. The faculty in charge keeps track of the cards and fines.

## 2.5 Internal Assessment System

The internal assessment framework at LEAD is comprehensive and is aligned with the Outcome Based Education (OBE) model. All internal marks are recorded and managed through the Linways LMS.

Assessment Component	Weightage (%)	Maximum Marks
Mid-term Test + End-of-Semester Test (Best of 3 tests)	50%	20 marks
Mini Project	20%	8 marks
Seminar / Presentation	10%	4 marks
Assignment	10%	4 marks
Class Participation & Attendance	10%	4 marks
TOTAL	100%	40 marks

- Pass minimum in Internal Assessment: D Grade (minimum 20/40 marks) per course.
- Three internal examinations per semester: after Module 1, Module 3, and Module 5 respectively.
- Duration of internal examination: 1.5 hours; Maximum marks: 18.
- Students failing internal minimums may avail faculty-declared makeup tests or resubmissions.
- Students not achieving minimum internal grade cannot appear for End Semester Examination and must repeat the course with the next batch.

All marks must be verified by students on Linways LMS immediately after publication. Errors must be reported to the faculty on the same day.

## 2.6 Grading System

LEAD follows a 4.0 GPA scale as per University of Calicut regulations and in alignment with AICTE norms for management programs:

Grade Point Range	Grade	Performance Level	Remarks
3.5 – 4.0	A	Excellent	Honours / Distinction eligible
2.5 – 3.49	B	Very Good	First Class
2.2 – 2.49	C	Good	Second Class
2.0 – 2.19	D	Average	Pass (Minimum)
0.5 – 1.99	E	Poor	Supplementary eligible
Below 0.5	F	Very Poor / Fail	Repeat course

- Pass minimum: 2.0 GPA (D grade) in both internal and external evaluations for each course.
- For 4-credit courses: min 2 GPA; for 2-credit courses: min 1 GPA.

## 2.7 Teaching Methodology & Pedagogy

LEAD's pedagogy is innovative, student-centric, and aligned with the best practices in Indian and global management education. It blends:

- Extended Active Learning Sessions (4–5 hours per module per day): Sustained engagement with one concept/module over a full session cycle rather than short, fragmented hour-long lectures.
- Flipped Classroom and Case-Based Learning: Students engage with pre-reading and case analysis before sessions.
- Industry-Academia Interaction: Regular guest lectures, live projects, corporate mentoring, and management development programs.
- Experiential Learning via LEAD Operating Teams (LOT): Students run real institutional operations — admissions, placements, canteen, greening, arts, sports.
- News Analysis, Quizzes, Group Discussions, Simulations, and Value-Added Courses integrated into every session cycle.
- OBE-Aligned Assessment: Every assessment tool is mapped to Course Outcomes (COs) and Program Outcomes (POs).

LEAD's session design is benchmarked against AICTE's Model Curriculum for MBA and innovative practices followed by leading Indian B-schools. The 40-day module cycle is unique to LEAD's ecosystem and has been validated through years of academic delivery.

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## 2.8 Mentoring System

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Every student at LEAD is assigned a Faculty Mentor — a dedicated guide for academic, personal, and professional development. Mentoring at LEAD is systematic, structured, and outcome-oriented.

- Each faculty mentor is assigned a Mentor Group (approximately 15–20 students).
- Mentor meetings are held regularly and documented in the LMS.
- Mentors facilitate leave applications, grievance escalation, attendance monitoring, and career counseling.
- The mentoring framework aligns with UGC guidelines on student support and progression systems.

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## 2.9 LEAD Operating Teams (LOT)

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The LOT framework is LEAD's signature experiential learning platform — a system where students actively participate in running every functional aspect of the institution. This mirrors real-world organizational structures and develops leadership competencies in a live environment.

- LOT teams cover: Admissions, Placements, Canteen & Mess, Arts & Culture, Sports, Marketing, Greening & Environment, Events, and more.
- Participation in LOT is mandatory for all students and is recorded as a non-credit experiential component in the program schema.
- LOT performance contributes to the overall student profile evaluated during placement and recommendation processes.

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## 2.10 Placements

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The LEAD Placement Cell is dedicated to ensuring meaningful career outcomes for every student. LEAD's placement record reflects its commitment to producing industry-ready professionals.

- Placement Cell works throughout the year to build corporate relationships, organize PPTs, and facilitate selection processes on campus.
- Skill development, aptitude training, group discussion, and interview preparation sessions are embedded in the academic calendar.
- Industry interface is maintained through alumni networks, advisory boards, and MoUs with leading organizations.
- Students are expected to adhere strictly to the Placement Code of Conduct detailed in Section 4 of this handbook.

## SECTION 3: CAMPUS & INFRASTRUCTURE

### 3.1 Physical Infrastructure

LEAD's residential campus is purpose-built for holistic learning. The infrastructure meets and exceeds AICTE norms for management and technology institutions:

Facility	Details
Classrooms	Air-conditioned, smart classrooms with audio-visual facilities
Computer Lab	150 computers, LAN + Wi-Fi, high-speed connectivity
Seminar Halls	AC halls, seating 200+, advanced AV systems
Auditorium (Indoor)	500-seat capacity, full AV infrastructure
Open Auditorium	1,500+ capacity, fixed stage
Boys' Hostel	135 triple-sharing rooms
Girls' Hostel	109 triple-sharing rooms
Library	1,073 books, 26 journals, 4,550 e-book titles, seating for 100
Medical Room	Daily visiting doctor, first aid, OTC medicines, tie-up hospital
Sports Facilities	Swimming pool, gymnasium, basketball court, 6-a-side football turf
Examination Room	Dedicated secure exam control room
Digital Studio	HD cameras, green screen, video streaming & editing setup

### 3.2 IT Infrastructure & Internet Connectivity

Sl.	Provider	Bandwidth	Type
1	BSNL	100 Mbps + National Knowledge Network (200 Mbps)	Leased Line + FTTH
2	Jio	100 Mbps	Leased Line
3	Kerala Vision	100 Mbps	Leased Line
4	RailWire	200 Mbps	FTTH

- Wi-Fi coverage: All classrooms, hostel rooms, canteen, seminar halls, auditorium, library, and activity rooms.
- Video Conferencing: Zoom with 500-participant capacity
- Virtual Classrooms: Google Classroom

### 3.3 Learning Management System — Linways

LEAD uses Linways LMS — a cloud-based academic management platform developed by Linways Technologies Pvt. Ltd., Kochi. Linways is central to all academic operations at LEAD:

- Session planning, course material distribution, and attendance management
- Internal examination question paper generation and mark entry
- OBE implementation: mapping questions to COs and POs, attainment level computation
- NBA and NAAC report generation
- Student leave management and academic progression tracking
- Online examinations, quizzes, MCQs, and discussion forums
- Course file creation, digital repository, and audit report archiving

All students are required to be proficient in using Linways LMS from Day 1. Login credentials are provided at the time of orientation. Regular use is mandatory.

### 3.4 Library

The LEAD library is a well-resourced physical and digital knowledge repository designed to support research, learning, and academic excellence.

Resource	Availability
Books	1,073 volumes
International Journals	6
National Journals	20
E-Journals	JGate, DELNET, Emerald
E-Book Titles / Volumes	4,550 titles / 3,000 volumes
References	Dictionaries, Thesaurus
Seating Capacity	100 students
Computers	10 dedicated PCs
Reprographic Facility	High-speed printer available
Library Hours (Weekdays)	9:00 AM – 12:00 Midnight

- Library procedures and borrowing policy: Ref. LEAD/Admin/004/01-Apr-2024 — available on college website and in the library.

### 3.5 Medical Facility

LEAD is committed to the health and well-being of all students and staff. The campus medical facility includes:

- Daily visiting qualified doctor — consultation free of cost
- First aid room and sick bay for recuperation
- OTC medicines provided free of charge
- Tie-up with a leading hospital in Palakkad for emergency care
- Dedicated medical vehicle on standby for emergencies
- Student health insurance coverage for the full two-year program duration
- Free preventive vaccinations for students and staff

### 3.6 Hostel

LEAD is a fully residential institution. All students are accommodated on campus in gender-segregated hostels (135 rooms for boys, 109 rooms for girls). Rooms are triple-sharing, furnished with cots, study tables, chairs, and wardrobes.

- Room allotment is done by the Administrator at the time of admission and is valid for two years.
- Hostel rules are detailed in the Code of Conduct (Section 4.3 of this handbook).
- Rooms are cleaned on alternate days.
- Students must bring their own pillows and bedsheets.

### 3.7 Canteen & Dining

The campus canteen is managed by the LEAD Canteen Committee — a student-run body guided by a Faculty In-Charge. The weekly menu is decided democratically by students. Meals are self-serviced, and mentor groups assist in daily serving on a rotational basis.

Meal	Timing
Breakfast	8:00 AM – 9:00 AM
Lunch	12:45 PM – 1:45 PM
Dinner	8:30 PM – 9:30 PM

- Carrying food outside the canteen is strictly prohibited without permission from the Faculty In-Charge.
- Plates and glasses must be collected, used, washed, and returned to racks after every meal.

### 3.8 Alumni — LEAD College of Management Alumni Association (LCMAA)

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LCMAA (Reg. No. PKD/CA/198/2023) is a vibrant registered alumni association with over 1,100 members. Its guiding philosophy: Connect. Unite. Engage. Support.

- All students who successfully complete the program automatically become Alumni Members of LCMAA.
- Alumni can register and update their details through the LCMAA Registration Portal.
- Alumni contribute to curriculum enrichment, student mentoring, placements, research, and industry linkages.
- No subscription fee is charged for LCMAA membership.
- Patron: Dr. Thomas George K., Director, LEAD College (Autonomous)

## SECTION 4: STUDENT CODE OF CONDUCT

All members of the LEAD College (Autonomous) community — students, faculty, and staff — are expected to conduct themselves in a manner that fosters intellectual development, respect, civility, diversity, opportunity, and inclusiveness. The Code of Conduct applies to all students on campus, off-campus institutional activities, and any conduct that adversely impacts the institution's reputation and interests.

**Signing the Code of Conduct Undertaking (Annexures III & IV) at the time of admission is mandatory for all students and their parents/guardians.**

### 4.1 Academic Integrity

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LEAD upholds the highest standards of academic integrity. The following constitute Academic Misconduct:

#### 4.1.1 Cheating

- Using unauthorized resources (textbooks, notes, websites, others' work) during examinations or assignments
- Giving or receiving examination/assignment information without faculty authorization
- Using unauthorized electronic equipment during evaluations
- Submitting work previously submitted in another course without authorization
- Altering or tampering with grades, marks, or evaluated answer sheets

#### 4.1.2 Plagiarism

- Reproducing in part or whole any text from reports, books, theses, publications, or the internet without proper attribution
- Downloading and incorporating material into submissions without citation
- Submitting AI-generated content as original work without faculty authorization (applicable from 2025 onward)

### 4.1.3 Fabrication

- Intentionally falsifying or inventing any information, data, citation, or experimental result
- Changing or resubmitting evaluated work without instructor's knowledge or approval

### 4.1.4 Procedure for Academic Misconduct

- Faculty reports the matter to the student's mentor. The faculty and mentor review the matter privately with the student.
- For unintentional dishonesty: an opportunity for resubmission/re-assessment is given.
- For intentional dishonesty: Zero marks/lowest grade is awarded or the matter is referred to the Academic Council for punitive action.
- All code violations resulting in sanctions are recorded in the student's permanent record.

## 4.2 Examination Code of Conduct

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### 4.2.1 Internal Examinations

- Schedule notified at least 2 days in advance via LMS and/or email.
- Duration: 1.5 hours (maximum marks: 18). Up to 3 internals may be scheduled in a day with a minimum 2-hour gap between them.
- Students must arrive at least 10 minutes before scheduled start time.
- Seating plan displayed 10 minutes before start; seating is mandatory as per plan.
- No entry permitted after the scheduled start time. Late entry (within 15 min) requires permission from Dean Academics.
- Students may leave only after 1 hour from the scheduled start time.

### 4.2.2 End Semester Examinations

- Entry: 15 minutes before start; must be seated 5 minutes before commencement.
- No entry permitted 30 minutes after commencement — no exceptions.
- Hall Ticket (issued by the institute) is mandatory. Lost Hall Tickets require Chief Superintendent's permission.
- Students must fill all answer book details carefully (name, subject, code, date, registration number on cover page only).
- No exchange of materials (calculators, stationery) with other students.
- Strict silence must be maintained. Questions about the paper are not permitted.
- Permissible aids: Non-programmable scientific calculators and statistical tables (provided by college).
- No student may leave and return to the examination hall under any circumstance.
- Students may leave 30 minutes after commencement or 15 minutes before close, after surrendering answer booklet and question paper.

### 4.3 Conduct in Hostels

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- Room allotment is done by the Administrator and cannot be changed without prior permission.
- No student shall be in another student's room between 12:00 AM and 6:00 AM.
- Faculty may inspect any hostel room at any time (lady faculty for girls' rooms).
- Hostel furniture must not be moved between rooms. Loss or damage: cost of repair + ₹1,000 fine.
- No unauthorized electrical fittings; lights and fans must be switched off when leaving rooms.
- No visitors/guests permitted inside hostel buildings.
- Silence hours: 12:00 Midnight to 8:00 AM — no loud music, noise, or group discussions.
- No student may remain outside the campus after 6:30 PM or return before 6:00 AM without a faculty member or parent.
- Suspension or removal from college automatically terminates hostel residency.

### 4.4 Placement Code of Conduct

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- Students must formally register with the Placement Office before the specified last date.
- Carefully review job descriptions, remuneration, and all relevant information before registering.
- Once registered for a placement process, withdrawal of candidature is not permitted under any circumstance.
- Non-participation, disinterested participation, or deliberate disqualification is treated as serious misconduct.
- Students with multiple offers must decide and communicate their choice through the Placement Office.
- Once an offer is accepted and communicated, the student must join the company. Post-offer communications must be routed through the Placement Office.
- Bypassing the Placement Office to contact companies directly is strictly prohibited.
- Dress code for placements: Formal attire as per Section 4.6.1(b) of this handbook.
- In case of dissatisfaction with Placement Officer's decision, appeal may be made to the Director. The Director's decision is final and binding.

### 4.5 Prohibited Conduct — Safety & Public Order

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The following are strictly prohibited on campus and in its vicinity:

- Possession, use, or storage of weapons, firearms, ammunition, firecrackers, or fireworks
- Possession, storage, distribution, or consumption of alcohol or alcoholic beverages
- Possession, storage, distribution, or sale of illegal drugs or controlled substances
- Smoking or vaping of tobacco or any other substance in all indoor and outdoor campus areas, except the designated smoking booth
- Tampering with fire/smoke detectors, fire extinguishers, fire hoses, or any fire safety installation

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## 4.6 General Code of Conduct

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- Actions causing physical or emotional harm to any member of the institutional community
- Assault, fighting, harassment, threatening, or outraging the modesty of any individual or group
- Rash driving, haphazard or unauthorized parking on campus
- Theft, misuse, vandalism, or damage of institutional or personal property
- Disruption of institutional activities, events, or functions
- Unauthorized use of institutional computers, networks, or internet for illegal activities
- Making false accusations against any member of the institution
- Forging, altering, or misusing institutional documents or records
- Discrimination based on gender, caste, race, religion, color, region, language, disability, or sexual orientation
- Recording audio/video of classes, individuals, or campus activities without prior written permission
- Recording or photographing any person in a location where they have a reasonable expectation of privacy
- Posting derogatory comments about any individual or the institution on social media
- Membership in or participation in activities of organizations banned by the Government of India
- Sloganeering, excessive noise, or misuse of public address systems disrupting academic activities

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## 4.7 Dress Code

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### 4.7.1 General Campus Dress Code

Students are expected to maintain a neat, professional, and culturally respectful appearance at all times on campus. Appropriate Indian or Western formal/semi-formal attire is encouraged.

### 4.7.2 Formal Dress Code (Placements, External & Internal Programs)

- Men: Formal shirt (tucked in), formal trousers, belt, and formal shoes
- Women: Saree, salwar kameez with dupatta, or formal Western wear (formal shirt/blouse with trousers/skirt)
- Formal dress code is mandatory for all placement activities, guest lectures, industry visits, and institutional events

## 4.8 Disciplinary Procedure

Disciplinary action follows a structured, proportionate process designed to be fair, consistent, and corrective:

### Category of Violations

- Academic Misconduct: Violations of Clause 4.1 (Academic Integrity)
- Non-Academic Misconduct: All other violations of the Code of Conduct

### Process

- Faculty / staff reports violation to the Associate Dean (Academics for academic misconduct; Student Affairs for others).
- Preliminary enquiry is conducted. Violation is categorized as Minor, Moderate, or Major.
- Minor: Private apology, reprimand, or minor penalty.
- Moderate: Formal incident report, inquiry, Faculty Council recommendation, Director approval.
- Major: Referred to the Faculty Council for detailed investigation and recommendation.

### Disciplinary Sanctions

- Written warning or formal reprimand
- Payment of costs/compensation for damages
- Public or private apology
- Loss of specific privileges (placements, facilities, activities)
- Fines or monetary penalties
- Relocation or exclusion from hostel
- Suspension from the institution
- Expulsion from the institution

S/L	Misconduct	Corrective Action
1.	Consuming liquor inside college premises	Suspension for 15 days and bringing parent to college on the last day
2	Consuming liquor outside the campus and coming to college or consuming liquor in the college bus or consuming liquor during official time like internship or field work or trip to home or any on duty programme	Suspension for 15 days and bringing parent to college on the 16th day,
2.	Consuming liquor and accepting it	Suspension for 15 days and parents need to speak to the Director over the phone.
3.	Going out during night (restricted hours) without permission	Bringing parents to college to meet the Director.
4.	Fight between student of the same batch or Seniors or Juniors	Dealt according to the seriousness.

5.	Seen sitting pairs (boy & girl)	Informing the parents, yellow card by Director.
6.	Consumption of alcohol - repeated	<ol style="list-style-type: none"> <li>a. 30 working day suspension</li> <li>b. Notarised affidavit in the prescribed format given by the college</li> <li>c. Parents have to come on the 1st day and last day</li> <li>d. No attendance</li> <li>e. No academic and non academic activities engagement</li> <li>f. Still the students has to have attendance or condonation as per the UOC rules</li> <li>g. liable to clear the internal assessment within the available time and number of options after rejoining the campus.</li> </ol>
7	Entering in to the girls hostel	<ol style="list-style-type: none"> <li>1. 60 days suspension</li> <li>2. No entry in the hostel or campus during this period and during the exams.</li> <li>3. The missed portions will be delivered after the suspension period, and assignments will be given to overcome the attendance shortage.</li> <li>4. The exams can be written along with the supplementary exams conducted for the batch.</li> <li>5. The student will be barred from the placement opportunities generated by the college.</li> <li>6. The student must source the internships by themself</li> </ol>

All disciplinary sanctions are recorded in the student's permanent file and maintained until the student leaves the institution. Repeated violations result in progressively severe action.

## SECTION 5: ACADEMIC SCHEMA

### 5.1 MBA Program Schema

#### Semester I

Slot	Course Code	Course Title	Int. Credit	Ext. Credit	Total	Type
A	LB24CMT1	Management Theory	1.2	1.8	3	CORE
B	LB24COB1	OB & HRM – 1	1.6	2.4	4	CORE
C	LB24CME1	Managerial Economics	1.6	2.4	4	CORE
D	LB24CMM1	Marketing Management – 1	1.2	1.8	3	CORE
E	LB24COM1	Operations Management – 1	1.2	1.8	3	CORE
F	LB24CQT1	Quantitative Techniques & DA – 1	1.6	2.4	4	CORE
G	LB24CAF1	Accounting and Finance – 1	1.6	2.4	4	CORE
H	—	Internship I	1.2	1.8	3	CORE
—	—	Bridge Course / OBT / CIP / VAC / BCSS / LOT	—	—	No Credit	Non-Credit
TOTAL CREDITS — SEMESTER I					28	

#### Semester II

Slot	Course Code	Course Title	Int. Credit	Ext. Credit	Total	Type
A	LB24CMM2	Marketing Management – 2	1.2	1.8	3	CORE
B	LB24CAF2	Accounting and Finance – 2	1.6	2.4	4	CORE
C	LB24COM2	Operations Management – 2	0.8	1.2	3	CORE
D	LB24COB2	OB & HRM – 2	1.6	2.4	4	CORE
E	LB24COR2	Operations Research	1.6	2.4	4	CORE
F	LB24CES2	Environment and Sustainability	1.2	1.8	3	CORE
G	LB24CLB2	Legal Aspects of Business	0.8	1.2	3	CORE
H	LB24CEN2	Entrepreneurship	1.2	1.8	3	CORE
I	LB24CDA2	Data Analytics (Workshop Mode)	0.8	1.2	3	CORE
J	—	Internship II	—	—	3	EEC
TOTAL CREDITS — SEMESTER II					33	

**Semester III**

Slot	Course Code	Course Title	Int. Credit	Ext. Credit	Total	Type
A	LBA24CST3	Strategic Management	1.6	2.4	4	CORE
B–G	LB24E...	Specialization 1–6 (Electives)	1.2	1.8	3 each	ELECTIVE
H	—	Focused Technical Skills (FTS)	—	—	No Credit	FTS
I	LB24CIN3	Internship III	1.6	2.4	4	EEC
		TOTAL CREDITS — SEMESTER III			26	

**Semester IV**

Slot	Course Code	Course Title	Int. Credit	Ext. Credit	Total	Type
A	LB24CG4	Corporate Governance and Ethics	1.2	1.8	3	EEC
B–E	LB24E...	Specialization 7–10 (Electives)	1.2	1.8	3 each	ELECTIVE
F	LB24EPR4	Major Project and Viva-Voce	2.4	3.6	6	CORE
		TOTAL CREDITS — SEMESTER IV			21	
		GRAND TOTAL CREDITS (MBA)			108	

Specializations offered: Marketing | Finance | Human Resource Management | Operations Management | Business Analytics. Students may choose Single or Dual specialization (5 papers per specialization).

**5.2 MCA Program Schema**

The MCA program schema covers four semesters with specializations in Software Testing (ST), Cybersecurity (CY), and Artificial Intelligence & Machine Learning (AM). Detailed course codes, credit distributions, and elective choices are published in the MCA Program Regulations document available on the college website and in the library.

Refer to the latest MCA Program Regulations (University of Calicut / LEAD Autonomous) for the complete course list, elective details, and time limits for program completion.

## ANNEXURES

### Annexure I — Anti-Ragging Affidavit by Student

Ref: LEAD/ADMIN/FOR/002/21, R3, 1 Mar 2021

I, \_\_\_\_\_ (Full name of the Student with Admission No./Registration No./Enrolment No.) S/o. / D/o. Mr./Mrs./Ms.

Having been admitted to LEAD College (Autonomous), Dhoni, Palakkad, hereby solemnly aver and undertake:

- I have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Education Institutions, 2009, and have carefully read and fully understood its provisions.
- I am aware of what constitutes ragging as defined in Clause 3 of the Regulations.
- I am fully aware of the penal and administrative action that may be taken against me under Clauses 7 and 8.1 of the Regulations if found guilty of ragging, abetting ragging, or conspiring to promote ragging.
- I will not indulge in any behaviour or act constituting ragging under Clause 3 of the Regulations.
- I will not participate in, abet, or propagate ragging in any form.
- I affirm that I have not been expelled or debarred from any institution for ragging. If this declaration is found untrue, my admission is liable to be cancelled.

Declared this \_\_\_\_\_ day of \_\_\_\_\_ year \_\_\_\_\_

Name: \_\_\_\_\_ Mobile: \_\_\_\_\_

Address: \_\_\_\_\_

Signature of Deponent: \_\_\_\_\_

Solemnly affirmed and signed in my presence on this \_\_\_\_\_ day of \_\_\_\_\_ year \_\_\_\_\_

Director, LEAD College (Autonomous)

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**Annexure II — Anti-Ragging Affidavit by Parent/Guardian**

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Ref: LEAD/ADMIN/FOR/003/21, R3, 1 Mar 2021

I, Mr./Mrs./Ms. \_\_\_\_\_ (Father/Mother/Guardian) of Mr./Ms.  
\_\_\_\_\_ (Full name of student and Enrolment No.)

Having been admitted to LEAD College (Autonomous), Dhoni, Palakkad, hereby solemnly aver and undertake:

- I have received and fully understood the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009.
- I am aware of what constitutes ragging as per Clause 3, and the penalties under Clause 8.1 of the Regulations.
- My ward will not indulge in any behaviour constituting ragging.
- My ward will not participate in, abet, or propagate ragging in any form.
- I hereby declare that my ward has not been expelled from any institution for ragging. If this declaration is found untrue, the admission of my ward is liable to be cancelled.

Declared this \_\_\_\_\_ day of \_\_\_\_\_ year \_\_\_\_\_

Name: \_\_\_\_\_ Mobile: \_\_\_\_\_

Address: \_\_\_\_\_

Signature of Deponent: \_\_\_\_\_

Director, LEAD College (Autonomous)

### **Annexure III — Code of Conduct: Undertaking by Student**

Ref: LEAD/ADMIN/FOR/004/21

I, \_\_\_\_\_ S/o. / D/o. / W/o.  
 \_\_\_\_\_ residing at \_\_\_\_\_ City  
 \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_ Pin  
 Code \_\_\_\_\_

Declare as under on this \_\_\_\_\_ (day) of \_\_\_\_\_ (month) \_\_\_\_\_ (year):

- I have received a copy of the Student Handbook 2025, Ref. No. LEAD/ACAD/DOC/001/25, R4, issued October 2025, and have read and fully understood its provisions, especially Section 4 — Student Code of Conduct.
- I shall be regular to classes, work hard, attend training sessions, participate in events and competitions to the best of my ability, and complete the course in time with high grades.
- I hereby promise to strictly abide by the rules and regulations of LEAD College (Autonomous) and follow the Code of Conduct as in force from time to time, including any future amendments thereto.
- I will not join or support any agitation or strike, or participate in any activity that disturbs the peace of the academic environment.
- I shall be solely responsible for any unlawful activity I engage in, whether inside or outside the campus.
- I acknowledge that involvement in offences under the Narcotic Drugs and Psychotropic Substances Act, 1985 will result in immediate expulsion.
- I declare that I am not suffering from any serious, contagious, or psychiatric ailment.
- I will inform the institution about any changes in personal information provided at the time of admission.
- I will strictly adhere to the Code of Conduct as laid out in the Student Handbook at all times.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Mobile: \_\_\_\_\_

## Annexure IV — Code of Conduct: Undertaking by Parent/Guardian

I, \_\_\_\_\_ (Father/Mother/Guardian) of \_\_\_\_\_ fully endorse the Code of Conduct Declaration given by my ward (Annexure III) and commit to inducing my ward to observe the same in word and spirit.

I understand that my ward shall be liable for expulsion from LEAD College (Autonomous) if found involved in offences under the Narcotic Drugs and Psychotropic Substances Act, 1985.

Place: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Father/Mother/Guardian: \_\_\_\_\_

Witnesses:

1. \_\_\_\_\_

2. \_\_\_\_\_

Prepared by	Reviewed & Issued by	Approved by
Academic Team, LEAD College (Autonomous)	Prof. Rajkishan S S, Deputy Director & Dean, LEAD College (Autonomous)	Dr. Thomas George K., Director, LEAD College (Autonomous)

Doc Ref: LEAD/ACAD/DOC/001/25 | Revision: R4 | Issue Date: October 2025 | Valid for Academic Year 2025–26