STUDENT HANDBOOK

LEAD COLLEGE OF MANAGEMENT

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Approved by the Board of Governors, Prompt Charitable Trust. 2021

LEAD College of Management
Dhoni, Palakkad, Kerala – 678009
https://lead.ac.in

WELCOME NOTE

Dear Student,

It is my pleasure to welcome you to LEAD College of Management. At LEAD we continually look for ways to improve your learning experience, intellectual development and realization of your career aspirations. Our dedicated staff and faculty are here to support you in your learning journey. We hope that you in turn, will utilize all the learning opportunities provided to you and put the learnings at LEAD to make a positive impact in your, profession community and society.

This Handbook should be your resource for information on your programs and its curriculum. We also encourage you to review this Handbook for our current policies, regulations and procedure you need to follow as a student of this Institution.

As you begin your new course at LEAD, be sure to take advantage of the wide range of services designed to support your success. Our Mentoring system, the roles you take up in our LEAD Operating Teams (LOT), Placement services, Skill & Personality building sessions, Industry Institute Interactions and the Community services you would be part of would, I am sure, turn you to a true value based global leader.

In each one of you, we see the potential to become leaders. It is with this conviction that we lovingly call all LEAD family members as LEADERS and once a LEADER of LEAD you will always be a part of the LEAD family as our LEADER.

On behalf of the entire LEAD academic and support services team, thank you for choosing LEAD. We look forward to assisting you in any way we can.

Dr. Thomas George K.
Director, LEAD College of Management

Dated: 20 July 2021

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INTRODUCTION

LEAD College of Management, is a premier management institution in the country established in the year 2011, approved by AICTE and is affiliated to the University of Calicut. The institute offers a two year full time residential MBA program of University of Calicut, with a sanctioned intake of 300 National and 27 International students. It is located in the picturesque village, Dhoni, 11 km from Palakkad Town, in the State of Kerala. Ensconced in the lush green paddy fields, tall coconut trees and overlooked by the majestic Western Ghats, rests one of the most happening B-school campus in the country.

LEAD is an acronym derived from "**L**eadership & **E**ntrepreneurship **A**cademy, **D**honi" founded and managed by M/s Prompt Charitable Trust, headed by the great visionary, an Entrepreneur and an International Trainer of repute, Dr. Thomas George. The vision "To be one of the world-leading management institutions developing socially committed business leaders and entrepreneurs" of the founders is the shared with passion by each and every individual of the Institution.

The MBA Program of the institution envisions development of Global leaders and Ideas that significantly impact society. LEAD has adopted the principles of Outcome Based Education (OBE) to operationalize its stated mission of providing transformational learning experience, developing innovative ideas and foster a teaching learning environment that forges moral and ethical values. Student centric approach is the hallmark of all activities and all academic, non-academic activities are designed to transform the individual. Curriculum design process at LEAD is unique. It looks ambitiously way beyond the 2 years of the MBA Program. It starts with fixing milestones described in terms of what the student should be able to do at different time horizons in his career path. What the student should be capable of doing, as a business profession, 10-15 years after completing the program decides what he should be able to do 3-5 years after completing the MBA and this decides what he should be able to demonstrate while doing his MBA program. This is the focal point around which the entire curriculum is designed and delivered

The learning environment at LEAD too is truly a transformational experience. It is in no way an exaggeration to say that at LEAD students plan and run the institution. All students are part of various LOTS. LOT stands for LEAD Operating Teams. These teams take care of all the activities of the Institution from admissions, placements, canteen, arts, sports, publicity, propaganda, to

greening and environment. Putting the management lesson and skill to test in actual practical situation is perhaps the highest form of experiential lesson a student can learn in any institution.

A team of faculty members, each distinguished in academics and Industry guide the students in realising their true potential and pursue their chosen career interest.

At LEAD, all students are fondly addressed as 'LEADERS' symbolizing the confidence and the conviction that each one is a leader who will LEAD the world in future.

1. GOVERNANCE

1.1 Institutional Vision

To be one of the world-leading management institutions, developing socially committed business leaders and entrepreneurs

1.2 Institutional Mission

- *Contribute to the intellectual and personal growth and development of Individuals to enhance their competence in Business and Management.*
- *Provide more scope for student driven initiatives, Peer learning, experiential learning, Community service and Intellectual contributions.*
- *To enhance the interaction between the Institutes' Learner community and the broader community through our service and outreach efforts.*

1.3 MBA Program Vision

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

1.4 MBA Program Mission

M1. *To provide a transformational learning experience, that enables the students to realize their true potential to be global leaders.*

M2. *To attract the best global talents and enable them to together create and disseminate new knowledge.*

M3. *To foster a teaching-learning environment that forges moral values and ethical behavior.*

1.5 MBA Program Educational Objectives

The MBA postgraduates of LEAD College of Management, Palakkad are expected to achieve or attain the following Program Educational Objectives within five years of completion of the program.

PEO 1. *Demonstrate updated knowledge and superior skill as management professionals.*

PEO 2. *Possess and promote an aptitude for research, innovativeness and life-long learning.*

PEO 3. *Display ability in setting Organisational goals and building/motivating multi-dimensional teams to achieve them.*

PEO 4. *Formulate and implement Corporate Governance policies, practices, decisions, as true global leaders upholding Societal, Environment and Ethical values*

1.6 MBA Program Outcomes

On completion of the MBA program, the students will be able to

PO1. *Problem Solving*

Apply the knowledge of management theories, concepts and practices in Management to solve business Problems.

PO2. *Decision-Making*

Foster Analytical and critical thinking abilities for data based decision-making.

PO3. *Value Based Leadership*

Ability to develop Value-based Leadership ability

PO4. *Communication*

Ability to understand, analyze and communicate global, economic, legal and ethical aspects of business

PO5. *Team Work*

Ability to lead themselves and others in the achievement of Organisational goals, contributing to a team environment.

PO6. *Self Initiative*

Develop and ability to be self –initiated and resourceful.

PO7. *Transferable Skills*

Build competencies in Transferable Management skills, Information Technology skills and Digital communication skills.

1.7 Governance Structure

LEAD College of Management is armed with proficient and experienced faculty members and state-of-the-art academic infrastructure, supported by an efficient management team. The team comprises of industry-oriented professionals, distinguished personalities who have contributed significantly to the industry and the society.

The Governing structure of LEAD College of Management consists of the following Governing Body, Academic and Administrative Bodies:

1. Prompt Charitable Trust
2. Board Of Governors

3. Program Advisory Committee
4. Program Core Committee
5. Strategic Planning Committee
6. IQAC

1. Prompt Charitable Trust (PCT)

M/s. Prompt Charitable Trust., the promoter of LEAD College of Management Palakkad was registered at Palakkad to establish educational institution imparting holistic education, which will promote human excellence, encompassing knowledge skills, attitude and values so that the students realize their full potential. Educationalists, Entrepreneurs and Socially committed people are founder trustees.

Sl. No	Member name	Position	Exposure / Experience
1	Dr. Thomas George. K	Chairman	More than 15 years' experience as Entrepreneur, and International Trainer, 10 years' experience in Academics.
2	Mr. Pratheesh V.	Member	More than 25 years' experience as an Entrepreneur
3	Mr. Zacharia George K	Member	Experienced Agriculturist.

Figure 1.1Member profile Prompt Charitable Trust

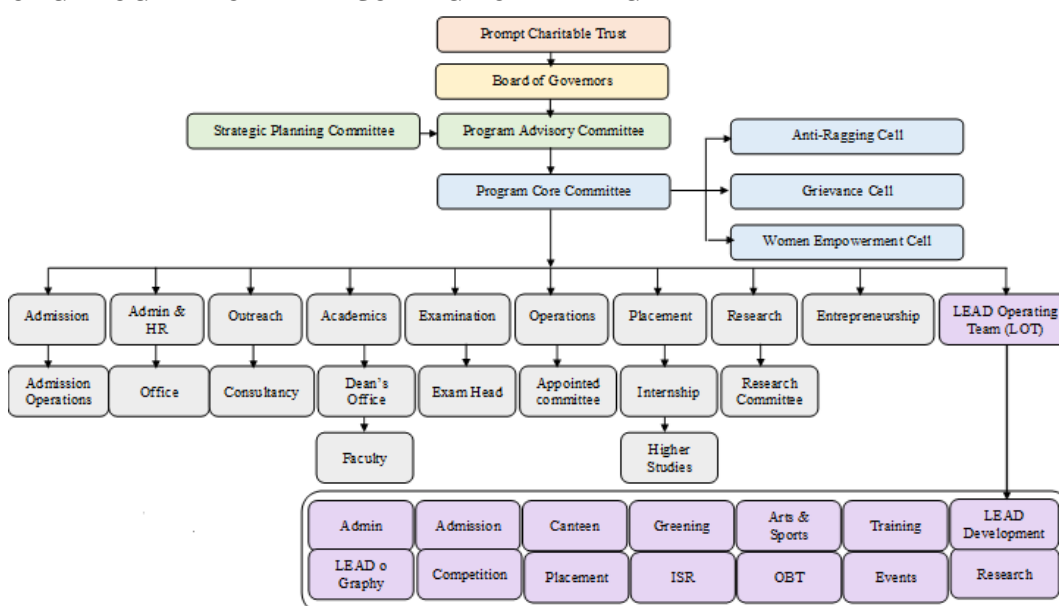ORGANOGRAM OF LEAD COLLEGE OF MANAGEMENT

Figure 1.2 – Organogram of LEAD College of Management

2. Board of Governors (BOG)

'Board of Governors' is the body constituted by the Prompt Charitable trust, that is directly associated with the operations of the Institution. It oversees the operations of the Management and provides a link between the Trust and Management of the Institution. Boards are essentially the legal guardians of an entity. In a non-profit Organisation, the board members are owners of the non-profit community. The board organizes resources and takes action to fulfil the purpose of an Organisation.

'Board Of Governors' is the highest Body appointed by Trust having rights to add, amend or repeal any provision in the constitution as per rights defined in Schedule II of the constitution.

Board of Governors Member Profile

Board Of Governors			
Sl. No	Member name	Position	Exposure / Experience
1	Dr. Thomas George. K	Chairman	More than 15 years' experience as Entrepreneur and International Trainer, 10 years in Academics.
2	Mrs. Yasmin Samad	Secretary	10 years Industrial experience and 22 years teaching experience
3	Mr. Pratheesh.V	Member	25 years' experience as Entrepreneur
4	Dr. K.V. Unninarayanan	Member	33 years industrial experience 20 years teaching experience
5	Dr. Sankar Ganesh	Faculty Representative	20 years teaching experience
6	Prof. P A. Mathew	Academic Expert	8 years industry experience and 20 years teaching experience
7	Mr. Sunil Joseph	Industry Representative	30 years Industrial experience

Figure 1.3 – BOG Member profile

3. Program Advisory Committee (PAC)

Program Advisory Committee is to assist in ensuring quality and ensuring relevant, coherent and innovative curriculum. PAC also facilitates the institute's connection to the broader community and access to public and private funding sources. Each academic cluster or program is

authorized to establish a Program Advisory Committee. BOG constitutes the Program Advisory Committees and is generally represented by experts in their respective discipline(s) and who by majority represent external constituencies/ Key Stakeholders.

Appointed by BOG and Director, have rights to recommend adding, amending or repealing any provision in the constitution as per rights defined in Schedule II of the constitution.   Program Advisory Committee (PAC) and Program Core Committee (PCC) play major role in the decision making and implementation process. Program Advisory Committee (PAC) has the advisory role and Program Core Committee (PCC) has the implementation role.

4. Program Core Committee (PCC)

Program Core Committee plays major role in the day-to-day activities of the Institution. All the decisions taken at the BOG level and duly recommended by the PAC are implemented by the PCC through various committees.

5. Strategic Planning Committee (SPC)

Strategic Planning Committee helps to manage the institute effectively. As the strategic plan demands timely actions, the success is determined by the fulfilment of target and outcomes.

Responsibility of Strategic Planning Committee (SPC)

- Provide a framework for effectiveness and sense of direction
- Outline goals and measurable target
- Give directions that guide actions.
- Help in evaluating the progress according to changing scenario and way forward.
- Conduct gap analysis to identify gaps in curriculum PO, PEO and make suggestion to bridge those gaps.

6. Internal Quality Assurance Committee (IQAC)

Since quality enhancement is a continuous process, the IQAC becomes a part of the institution's system and works towards realization of the goals of the quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions.

Responsibility of IQAC

- Coordinate the dissemination of information on various quality parameters of higher education

- Coordinate the documentation of the various programmes / activities leading to quality improvement
- Coordinate the quality-related activities of the institution
- To coordinate in preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.
- Coordinate timely and efficient execution of the decisions of IQAC committee.

Frequency of Meeting of IQAC

IQAC meetings are held once in a month or if there is a requirement by PAC.

IQAC members

Based on Program Core Committee directions, various functional area wise committees are constituted to cover the broad functions of the institute i.e. Admission, Office Administration, Academics, Research, Outreach, (ISR, Consultancy, Connect with Professional Bodies) and Placements. Details of the committee with their members are attached in forgoing pages. To support the Committee 14 Operational Teams; known as the LEAD Operating Teams (LOT) are also functioning in the Institute. The 14 operational teams are – Admission, Administration, Canteen, Greening, Arts & Sports, Training, LEAD Development, LEAD O Graphy, Out Bound Training, Placement, Competition, Events and Research.

7. Grievance Redressal

The institution has a well-documented system to handling student grievances. Students are encouraged to raise any kind of dissatisfaction they have on any matter in the form of a complaint with his mentor. The mentor receiving the complaint from his mentee is responsible for navigating the concerns raised by the student. Mentor shall take all necessary steps within his authority and in accordance with the policies of the Institution to find a quick resolution of the complaint at the earliest. In case not satisfactory resolution of the complaint is achieved within 48 hours of it being raised, the mentors may advise the mentee to give a written grievance to the Administrator. Grievances may also be mailed to the Administration at administrator.lead.ac.in.

All formal grievances raised by the student with the Administrator would be handled by the Institutional Grievance committee constituted for this purpose

The committee comprises of

1. The Director of LEAD College of Management – Chairperson

2. Three senior members of the faculty as members nominated by the chairperson, out of which one member shall be a female and other from SC/ST/OBC category

3. A student representative nominated by the Chairperson based on Academic merit or excellence in sport or extracurricular activities. – Special Invitee.

The tenure of the members would be for 2 years and the quorum for the meeting including the chairman but excluding special invitees would be three.

The updated Student's committee members with their names designations and contact details shall be made available in the Institution website http://lead.ac.in

For details of the Grievance Redressal procedure, please visit the college website at www.lead.ac.in or refer the document titled "Students' Grievance Redressal policy" Reference no. LEAD/Admin/Pol/001/21 available in the library

8. Prevention of ragging in Campus

The Management of LEAD College of Management assures all the students a learning environment which is free from of any form of ragging and will take all efforts to prevent ragging and have effective measures in place to address complaints of ragging if it does happen. A policy document titled "Anti-Ragging Policy" Reference No. LEAD/Admin/Pol/002/21 details the rules regulations and guidelines to be followed to prevent all forms of ragging and promote a safe and secure learning experience to all students.

As required by the policy document all students and their parents sign affidavit promising not to indulge/ aid or abet any act of ragging or permit their ward to indulge/aid/or abet any act of ragging and that they are aware of the provisions and penalties detailed in the Anti-Ragging policy of the Institution.

For the details regarding the procedure for reporting instances of ragging and the penalties please refer the policy document titled "Anti-Ragging Policy" Ref. No. LEAD/Admin/Pol/002/21 published in the college website www.lead.ac.in or the hard copy of the document available in the college library.

2. ACADEMICS PROGRAM

MBA PROGRAM

LEAD conducts two year full time MBA programme as prescribed by University of Calicut. The programme is fully residential. The admissions to MBA programme is based on KMAT / CMAT / CAT entrance score, LEAD Eligibility Test (LET) Score including GD and interview. The eligibility criteria for MBA programme is a degree from any university recognised by UGC with a minimum of 50% marks aggregate in degree examination. In the case of degree from any University other than University of Calicut, equivalency certificate from the University of Calicut has to be obtained by students and submitted at the time of admission. For reservation categories Govt. Regulations are followed. For OBC category, 45% marks in degree is sufficient. For SC/ST a mere pass in degree is sufficient as per University regulations. The all-inclusive fees including boarding & lodging charges is fixed as 6 lakhs for the batch 2020-22. Bank loan facilities are available to the needy students We prefer a minimum of 60% marks in degree to avail a bank loan.

MBA programme is spread over four semesters with grading system of 0 to 4 grade points. Weightages for the external (University) and internal (LEAD) evaluations are in the ratio of 60 and 40 respectively. For a pass, the students should get at least D grade (2.0 grade points) in external and internal evaluations separately. In the third semester, students have to choose either Single elective or Dual electives (Total five papers) as their specialisation. Specialisations are Marketing, Finance, HRM, Systems, International Business and Tourism & Hospitality. The medium of instruction and examinations will be English.

Please refer the latest version of University of Calicut Regulation of MBA programme under CUCSS mode for details about the Curriculum, Specializations, Choice of Electives, time limit for completion of MBA program, Validity of registration etc.

2.1 Course Schedule & Session Timings

The MBA program shall have four semesters. Each semester shall consist of a minimum of 16 weeks. Instructions and University Examinations in each course in a semester shall normally be completed within 90 days in a semester.

Semester	Beginning Month	Closing Month	Duration
1st Semester	1st Aug. every year	31st Jan every Year	6 Months
2nd Semester	1 Feb every year	31st July every year	6 Months
3rd Semester	1st Aug. every year	31st Jan every Year	6 Months
4th Semester	1 Feb. every year	31st July every year	6 Months

Figure 2.1 Semester Start end dates

The scheduling of sessions and the courses shall be done by the Administrative department. The normal working pattern would be 40 days of continuous sessions, including Sundays, followed by a 7 day break called the module break. Two modules of a course and their two internal examinations are expected to be completed in 40 days after which the module break of 7 days is given. This pattern of 40 days working and 7 days break would be followed in all the semesters, however there could be small changes in the pattern either to accommodate students' request or the festivals that fall in between.

Every time the college resumes after a break the first session would start at 10 a.m. and on the previous day before the college goes for the break the classes would end at 3.30 p.m. The session timings for the 1st and the 2nd year classes are given below

Year	Session 1	Break	Session 2	Break	Session 3	Break	Session 4	Break	Study/ Meetings/ Cultural/ Exam
1st Year	8.30-10.30		10.45-12.45		14.30-16.30		18.30-20.30		21.30 onwards
2nd Year	9.00-11.00		11.15-1.15		14.30-16.30		18.30-20.30		21.30 onwards

Figure 2.2 Session Schedule

On Fridays every week, the morning session for the second year students also start at 8.30 am and end at 12.45 pm. This is to facilitate the students who desire to have their Friday prayers in the Mosque.

Once in a week, other than the first week after and before the module break, the afternoon session would be suspended from 12.30 hr. To 18.30 hr. for students to avail break.

The Academic Council is authorized to make changes to the above pattern and the time schedules, if it deems necessary for the smooth conduct of the academic activities.

2.3 Internal Assessment

2.3.1. The Internal components and their corresponding weightages are as shown below.

Table 2.1 – Internal Assessment components and weightages

Component	Weightage (%)	Max Marks
Internal exam	50	20
Case Analysis /Assignment	20	8
Seminar / Mini Project / Presentation	20	8
Class Participation & Attendance	10	4
	100	40

A student has to score a minimum of D grade (i.e., 20 marks) in Internal Assessment for each course to be pass successfully in that course.

2.3.2. In case the students fail to get D grade in any course then he/she shall take retests or submit assignments to the concerned faculty to get the required minimum in that course.

2.3.3. One internal examination of 1 ½ hrs. duration would be conducted at the end of each module in a course. The maximum marks for the Internal Examination would be 18.

2.3.4. Five internal examination one each after every module would be conducted for each course in a semester.

2.3.5. All students should pass all the five Internal Examination. The best two of the five internal examination marks would be considered for calculation of the overall Internal assessment marks of the student.

2.3.6. If a student fails to secure the minimum pass marks for any component of the Internal Assessment, the faculty would provide one retest or resubmission of Assignment or redo the presentation as the case may be. The number of such chances would be declared by the faculty at the beginning of the semester and would be uniformly and consistently followed for all the students and all the assessments in that semester.

2.3.7. If the student fails to secure the minimum grade in internal assessments in spite of retest and resubmission of assignments then he/she shall not be allowed to appear for the University Examination in that semester for that course. Such students shall repeat the course along with the successive batch for getting the necessary internal marks and then appear for the University Examination.

2.3.8. The marks scored by the students for all the Internal Assessments would be entered in the College Learning Management system. Students are expected to monitor the entries and errors, if any, should be got rectified by the faculty immediately after its publication.

2.4 Grading and Pass Minimum

2.4.1. The classification of results and the equivalent grades for the marks scored is given below

2.4.2. Student shall secure a minimum of 2 GPA for 4 credit course and 1 GPA for 2 credit course for the Internal examination as well as the University Examination for a pass in that course in that semester.

Table 2. Grade points- Grades and performance levels

Range of Grade Point Average	Grade	Performance Level
3.5 to 4.0	A	Excellent
2.5 – 3.49	B	Very Good
2.2 – 2.49	C	Good
2.0 – 2.19	D	Average
0.5 – 1.99	E	Poor
Below 0.5	F	Very Poor

2.5 Teaching Methodology

At LEAD teaching methodology is a unique blend of lectures, activities, discussions and peer learning sessions. Knowledge is acquired slowly when the mind actively engages with it over time. The longer it does so, the deeper is the learning. Hence instead of random switching from one topic to another every 1 hour or 1 ½ hr., sessions are designed in such way that students stay with a module or a concept for about 4 to 5 hours in active learning sessions. These active learning sessions are pure learning sessions, unconstrained and left to the expertise faculty to create an environment of learning. Typically the sessions could start with News Analysis Lectures, and discussions interspersed with Activities, Games, Quizzes, and ending with small sessions of Value added courses. All carefully planned and executed by the course facilitator to ensure that such long session do not degenerate to unbearable drudgery. It takes about two days for the faculty and the students to learn a module. On completion of the first module of a course the first module of the next course is introduced. This process continues until the first modules

of all the courses are complete, to be followed by the end of module Internal Examinations. This cycle repeats until all the modules of all the courses for the semester are completed and their assessments are done.

2.6 Management Lessons beyond classroom

A true professional is one who knows how to do, can do and has values. The kind of professionalism that we profess at LEAD cannot be acquired within the four walls of the classroom or by adherence to the Syllabus. LEAD has devised a whole lot of learning experiences that foster the personal and professional development of Individual who undergo it. Describing each one of these here is unnecessary as you all would experience them eventually. However a few of them are named below just to arouse curiosity in you as a fresher and also provide you a docket to tick your own experiences as you undergo them one by one.

- Turning Point
- Out Bound Training
- Kinesthetic
- Self-Initiated learning
- Explore and experience

2.7 Mentoring

Mentoring is a process of developing students personally and professionally through a process of informal communication, transfer of knowledge and psychological support for a sustained period of time. It is an on-going process where the experience and the expertise of a faculty guides the student mentees under him in intellectual as well as personal development. A faculty would typically have around 12 to 15 student as his mentees and acts as their local guardian in college. He would be the single point link between the Institution and the parents of the student. Mentor meeting are conducted every week in a structured manner and all the activities and developments of the student are systematically monitored guided and informed to his/her parents.

2.8 LEAD Operating Team

One of the unique feature of the campus life in LEAD is the LOT or LEAD Operating Team. The day to day running and administration of the college is done collectively by the students. Starting from Housekeeping, canteen, placement, public relationship, Admissions, maintenance, organizing events and conducting festivals, conferences is done by the students, of course with active guidance from the faculty and the staff of the college. Valuable lesson in Planning, decision

making, planning, cost management, people management, operation management are learned first-hand in real time and not through simulations or virtual situations. The teams are shuffled once in a year and the real performers are awarded with certificates for their performances.

There are about 16 LEAD Operating teams. They are listed below

1. Administration	2. Placement & PR	3. Arts & Sports	4. Canteen	5. Greening & Environment
6. LEAD-O-Graphy	7. ISR	8. OBT	9. Competitions	10. Admission
11. Greening& Environment	12. Training	13. Events	14. Research	15. LEAD Development
16,				

Figure 2.3 – LEAD Operation Teams

2.9 Placements

The college has a fully functional Placement cell headed by a Placement officer. 100 percent placement for all is the objective of placement officer and the LOT placement. The placement oriented training and preparations, including resume writing, preparation for Group discussion, interview, personality development, grooming and etiquette, start right in earnest after the second semester.

The primary objective of the Placement cell of the Institute is to ensure at least one good offer for all the students. With this objective in mind rules and regulations are put in place regarding the attempts and appearances a student can make for the institutional placement drives etc. The code of conduct for placement are detailed in 4.xxxx under the chapter 4. Student Code of Conduct.

Please refer Placement policy on the rules and regulations regarding placement.

3. CAMPUS AND INFRASTRUCTURE

LEAD Campus is spread over an area of 1.9 acres of land with the Administrative block, Academic block, playgrounds. In these building are housed the classrooms, auditoriums, seminar hall, dining hall, gymnasium, swimming pool uniquely named after legendary personalities as our mark of respect to the phenomenal contributions they have made during their lifetime. The table shown below list these facilities and details about them. Some of the cells are deliberately left blank inviting you to complete them up with the date and time when you first found them as you explore the campus.

3.1 Physical Infrastructure

Name of facility	Block in which housed	Floor level	Type	Seating capacity
Kalam Hall	Administrative	Ground	Auditorium	300
Lavender				
L-Square		Ground		
Gulmohar				
Amartya				
Buffet				
Collins				
Drucker				
L-Square				
Emu-Point				
Prahlad Hall				
Fayol				
Elton				
Cimbedium				
Four Square				
Chrysanthemum				
Lavender				

Figure 3.1 – Physical infrastructure

3.2 IT infrastructure

Information Technology infrastructure is the most inconspicuous yet the most important facility in any Higher Educational institution. It needs a special introduction because like the clichéd tip

of the iceberg you would notice only its physical presence in the form of few desktops and projectors while its power performance and presence is missed altogether.

The IT infrastructure support the following functionalities

1. Teleconferencing facility
2. On line classroom, Video, Audio streaming
3. Intranet and E mail distribution
4. Smart classrooms
5. Network drives and Cloud computing
6. Virtual Classrooms
7. Discussion forums
8. Learning Management system (LINWAYS)

The components of the IT infrastructure available in the campus are detailed below

Type	Availability
Internet Bandwidth	100 Mbps Leased line – BSNL 40 Mbps – BSNL National Knowledge network connecting 200 Mbps- FTTH x 1 nos. 200 Mbps – RailWire – FTTH x 1No.
ERP Software	Cloud based Linways learning management system.
Wi-Fi Hotspots	All classrooms, Hostel rooms, Canteen, Seminar room, Auditorium Library and Activity rooms have high speed Wifi Internet facility.
Virtual Classrooms	Google Class room,
Video Conferencing and Online classes platform	Zoom Videoconferencing with capacity to accommodate 500 participants.
Digital Video Recording studio	Digital Camera, Studio lights, Green Screen and Video streaming, editing and recording software. HD display screens, powerful Computers and Microphone with noise filtering facilities.

Figure 3.2 – IT Infrastructure

3.3 Learning Management System

LEAD college of Management uses Linways Learning Management system to help instructors to Create, Manage, Organize online Learning material and conduct online courses. 'Linways' is also used to monitor students' progress, identify weak areas and provide support to rectify deficiencies.

<u>LINWAYS Learning management system</u>

Linways learning management system is a product of Linways Technologies Pvt Ltd. located at Kochi Kerala. It is a cloud based Academic management system. Some of major tasks performed in Linways Learning Management system are

1. Course planning, Session planning.
2. Marking the student attendance.
3. Generating question papers for internal Exams,
4. Outcome based Education, OBE implementation
   a. Recording Course outcomes and program outcomes
   b. Mapping Question to course outcomes
   c. Entering the student marks and archiving the information batch type
   d. Determining the Course outcome attainment levels based on the Assessment tools and configuration.
   e. Generating NBA, NAAC reports.
   f. Generating reports to review quality standards and take corrective action in case of deviation.
5. Maintain digital repository of data, information, digital content, Audit reports for use in the Teaching- Learning process and improving its efficiencies.
6. Automation of reports required by the University of Calicut with facility to auto normalize marks and present the internal marks in the University prescribed format.
7. Manage Student leave and academic Progression.
8. Course material distribution, Assignment submission and evaluation
9. Conduct online examinations, Quizzes and MCQs.
10. Discussion forums
11. Course file creation and storage.
12. Examination hall and seating arrangement management

3.4 Library

LEAD has a well-structured and well-resourced physical and digital repository in its library. The details of resources available in the library are given below

Type of Library Resource	Availability
Books	6400
International Journals	5
National Journals	19

Type of Library Resource	Availability
E- Journal	JGate
E-book Titles / Volumes	1452 / 2325
References	Dictionaries, Thesarus
Seating capacity	100
Number of PCs	10
Reprographic Facility	Yes (1 high speed printers)
High speed Internet & Wi-Fi facility	Yes

Figure 3.3 – Resources in library

Library Procedure and timings.

For details of library procedure please refer the Library procedure and Policy doc LEAD/Admin/002/01-Apr-2021 available in the college website. A copy of this document is also available in the library for reference.

Week days – 9 am to 12 midnight

3.5 Medical facility

LEAD College of Management has a well-equipped Medical Room to cater to the needs of the students and the staff of the Institute.

Visiting Doctor - A qualified doctor visits the campus Medical room every day and offers consultation. The treatment is fully free of cost. The Medical room is equipped for first aid and minor medical services. This doctor is also available on call in case his service is needed for an emergency. OTC medicines are provided free of cost

Tie up with Hospital - The institute has tie-up with one of the leading Hospitals in Palakkad, to quickly take care of any medical emergency without any wastage of time on Admission and treatment formalities.

Medical Vehicle - A vehicle is exclusively kept stand-by in the college campus with a driver for ferrying the sick who need quick hospitalization or for the emergency purchase of drugs or medicines.

Sick room-A sick room facility which helps the sick to recuperate comfortably until they become healthy.

 Insurance- The institute provides Insurance cover to the students during the 2 years of study.

Free Vaccination - Preventive vaccinations are provided by the college free of cost to the students and the staff.

3.6 Hostel

LEAD College of Management provides Hostel facility for Boys and Girls. Being a fully residential program all the students and the faculty are accommodated in the Institution campus itself. There are 80 rooms for boys and 40 rooms for girls. Hostel rooms are on triple-sharing basis furnished with independent cots, study table, chairs and wardrobe for its occupants. Pillows and Bed sheets will not be provided and student to get them for your own personal use. The hostel rooms, corridors and premises are cleaned every alternate days.

All inmates of the hostel follow a code of conduct in hostel detailed in 4.3. This is to ensure safety, hygiene and a stress free comfortable stay in the hostels.

3.7 Canteen & Dining Facility

Canteen is exclusively managed by the LEAD Canteen Committee constituting student members from both the first and second year. The tenure for each Canteen committee is for a year after which a new Committee is constituted. A faculty in charge is nominated by the Director who guides the students in running the canteen. The College bears the expenses for lighting and power while the expenses for food, vegetables and groceries are shared equally by all the students. The weekly menu is decided by the students. The objective of the Canteen committee is timely provision of tasty, hygienic food at optimum cost to all.

Mess timings:

Breakfast – 8.00 am to 9.00 am

Lunch – 12.45 pm to 1.45 pm

Dinner – 8.30 pm to 9.30 pm

All the inmates, including the faculty and staff, are expected to collect the plates and glasses from the rack, wash them after use and place them back in the racks provided in the canteen. Students can bring their personal plates and cups if they so desire and use them. However carrying the food outside the canteen is strictly prohibited without permission from either the Faculty in charge of the canteen or the designated Faculty-In-Charge (FIC) of the day.

 Canteen is self-serviced. Mentor groups take turn daily in helping with the serving, ensuring equitable distribution and availability of food to all. The etiquette to be observed in Canteen and Dining hall is detailed in clause 4.6.2 "Etiquette in Canteen and Dining Hall"

3.8 Alumni

LEAD College of Management Alumni Association (LCMAA), the Alumni Association of the Institution is a strong vibrant Association of its students, faculty and the staff members. Formed way back in 2013 it is a registered society (Regn. No. PKD/CA/198 /2021) the association has a strong membership of over 1100 members.

The guiding philosophy of the Association is concisely stated in its vision statement as "Connect, Unite, Engage and Support". The Association, its members, the office bearers under the able guidance of its Patron, Dr. Thomas George, are committed facilitate the networking, unity, engagement and rendering of timely support to all its members all over the globe.

LEAD College of Management attaches great importance to the alumni participation in all its activities and has gained immensely in bringing excellence in the following areas

- Curriculum Enrichment and Improving Academic quality.
- Guiding and mentoring of Students
- Support in Placement and Higher studies
- Supporting Research Projects
- Promoting Industrial Liaison in Collaborative research.
- International Linkage

The Memorandum of Association of LCMAA recognizes three classes of members. They are

1. Patron – Director of LEAD College of Management
2. Alumni Member – Every Student of LEAD College of Management who has successfully completed the course
3. Associate members – Academic/ Non Academic Staff of LEAD who have expressed willingness to join the Alumni Association.
4. Honorary members – Membership conferred by the Executive committee to eminent personalities.

Subscription Fee

No subscription fee is collected from the students for membership in LCMAA.

Membership Benefits

Members can avail of services and initiatives offered from time to time by the Institute and LEAD College of Management Alumni Association to alumni, which may include the use of facilities at the Institute or elsewhere as per the discretion of the Director of LEAD College of Management who is also the Patron of the Alumni Association. As of now LEAD College of Management,

Dhoni has provided sufficient infrastructure to set the Alumni Association Office in its premises. It can be expanded to other places as well based on the decision of Alumni Association office bearers.

Member privileges and rights:

Members are eligible to use the services of LEAD College of Management Alumni Association Office if any, receive publications and newsletters of the Alumni Association and also exercise their vote in General Body Meetings. The members also have privileged access to the LEAD College of Management Alumni Association website, and regularly invited to the alumni meetings and events organized by the Institution. The members receive annual reports, and participate in LEAD College of Management Alumni Association activities and are welcome to be part of any development activity of the College

Kindly refer the LCMAA Memorandum of Association, the Bye-law, Association documents available in the Alumni Association and in the College Library for further details.

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4. STUDENT CODE OF CONDUCT

As a member of the LEAD College of Management community, all are expected to conduct themselves in a manner that positively contributes to an environment that fosters intellectual development and in which respect, civility, diversity, opportunity and inclusiveness are valued, so as to assure the success of the individual and the community.

This section details the rules, regulations for the various aspects of Student life in LEAD to be strictly adhered to by all the students.

The code of conduct is applicable to all the students enrolled with the institution and is applicable to the activities that occur on the college premises including the Academics, Campus life, Institute sponsored events, functions and any off-campus conduct that may have serious consequences or adversely impact the Institution's interests or reputation.

4.1 Code of Conduct: Academics

4.1.1 Academic Integrity

Academic integrity requires commitment and responsibility at the individual and community levels. Creation of adequate awareness and a clear set of guidelines are necessary to maintain academic integrity. The following clauses detail improper academic behaviour, the process of dealing with academic dishonesty and the consequences.

I.   Cheating: Cheating includes and is not limited to

   a. Using resources not authorized by faculty members (including text books, notes, websites, work of other students) to complete examinations or assignments)

   b. Giving or receiving content information relating to assignments / quizzes/ examinations to / from other unless authorized by the Instructor.

   c. Using an unauthorized electronic equipment.

   d. Submitting academic work previously submitted in another course without authorization and

   e. Altering or otherwise tampering with grades / marks.

II.   Cases of plagiarism are use of material, ideas, figures, code or data without proper acknowledgement or permission of the original source. This may involve submission of material verbatim or paraphrased that is authored by another person or published earlier by oneself. Examples of plagiarism include

1. Reproducing in part or whole, text/ sentences from report, book, thesis, publication or internet.

2. Taking material from class note or downloading material from internet sites and incorporating them in one's class reports, presentations or submissions without appropriate citations.

III. Fabrication is intentional falsifying or inventing any information or citation on any academic exercise without authorization. Therefor

1. Invented information may not be used in any submission, project report assignment or presentation.

2. One should acknowledge the actual source from which the cited information is obtained.

3. Student must not change or resubmit previous academic work without prior permission of the instructor.

IV. Other examples of Academic Dishonesty include but are not limited to

1. Copying during a test or allowing another student/s to copy during a test;

2. Giving homework, assignments, reports for others to plagiarize;

3. Submitting any work that is not theirs;

4. Falsifying any information to the faculty or the college official;

5. Altering the returned evaluated answer sheet or assignment and re-submitting it for re-evaluation without the instructor's knowledge / approval.

6. Stealing or improperly obtaining examination question papers or other assessment materials.

7. Giving false or misleading information to the faculty to secure postponement of submission date or retests.

V. Process for instances of Academic Improper Conduct.

a. The process to be followed for instances of academic improper conduct is set forth below

2. If a faculty deems that the student work or submission constitutes academic dishonesty (e.g. the work includes plagiarized material) the following steps will be taken.

a. The faculty will report the matter to the faculty mentor of the student and together discuss the seriousness and review the potential consequences with the student in private sitting.

b. The answer sheet, assignment or assessment submission would be returned to the student without evaluation. A copy of the submission would be retained with the faculty.

3. If it is clear to the faculty and the faculty mentor of the student that he/she was unaware of what constitutes Academic dishonesty or that academic dishonesty was otherwise unintentional, then an opportunity to re-write the assignment or re-do the assessment will be offered to the student. The faculty would then re-evaluate the new assignment / submission.

4. If it is determined by the faculty and faculty mentor that the student's intent was to knowingly commit academic dishonesty then the lowest grade or zero marks would be awarded for that assessment (at the discretion of the faculty) or the matter would be referred to the Academic Council for taking suitable punitive action against the student.

4.1.2 Attendance

The faculty and the management of LEAD College of Management believe that systematic attendance of all scheduled classes is integral to the student success and achievement. It also forms an integral part of the student's performance in a course. Absence from class sessions or any other academic activity will be regarded as an act of wilful indiscipline.

I. **Definitions**

a. Planned Absence- Examples

- Personal – Doctor's Appointment, Wedding of Siblings.
- Institutional – Participation in external events, conferences, competitions, Industrial visits, Participation in internal events like Placement processes, as volunteers in Workshops, Conferences, Competitions, and Events organized by the institution in the campus.

b. Unplanned Absence – Examples

- Student Illness
- Immediate personal or medical emergencies of immediate family member*.
- Bereavement of immediate family member (Immediate family members includes parents, grandparents, legal guardian, siblings, spouse, child, uncle and aunt.)

c. Unauthorized Absence – Any absence from class or college without a leave application duly recommended by the Faculty mentor and sanctioned by the Dean-Academics is an 'Unauthorized absence'. The following absences are categorized as Unauthorized Absence

- Absence without sanctioned Leave- Absence without a sanctioned leave prior to the date of absence.
- Unplanned absence not applied and sanctioned within 5 days after the date of Absence.
- All absence in excess of 10 days in a semester.
- Late arrival to class.

   d. Medical Leave – Leave for illness or hospitalization.

   e. On duty Leave – Leave for participation in an Institutional Activity.

II. Attendance is marked by the faculty once, at the start of the session in the College Learning Management system.

III. Students are responsible to check their attendance once daily in the Learning management system and get the discrepancies, if any, corrected by the faculty the next day itself. No corrections in the attendance would be permitted in the Learning management system if not pointed out the next day of its occurrence.

IV. Students late for the first session may join the first session without attendance or with attendance in the subsequent session with the permission of the faculty.

V. Students shall not leave an on-going class without either a note from the Administrator, Dean Academics or the Director, in which case they would be marked absent for the session and the subsequent sessions. In such cases students should apply for On-duty leave and get is sanctioned by the concerned authorities that day or not later than the next day.

VI. On-duty leaves should be applied for in the prescribed format given in Annexure. On-duty leaves should be prepared and submitted by the student before they are availed and will not be accepted after two days of availing it. The recommending and sanctioning authority for duty leaves are given below

Recommending authority – Faculty mentor, Faculty-in-charge of the event,

Sanctioning Authority – Director, Dean-Academics, Dean – Administration

Students are not allowed to spend time with any other faculty member or staff member during the normal class hours without the explicit permission of the faculty engaging the class session. Excuses for being late because of such engagements will not be entertained.

VII. A student shall attend a minimum of 75% of the total number of classes actually held for each of the courses in a semester to be eligible for appearing for the University examination of that semester. No students will be granted leave in excess of 25 % of the total number of classes

in ordinary circumstances. If the student has shortage of attendance he or she shall not be allowed to appear for the examination of that semester. However University may condone shortages of up to 10% of the maximum number of contact hours per semester. If the student has more than this limit then he/she has to compensate the shortage of attendance of that semester along with the next batch and appear for the University examination of that semester.

VIII. Students must intimate the college office in case of serious illness or hospitalization as soon as possible from the date of diagnosis or hospitalization.

IX. Student must submit a medical certificate along with a letter from the parent/guardian to the college office if his/her absence due to medical reasons exceeds three continuous working days. The application for medical leave with the above documents should be made within two days of his reporting back to the college after the absence.

X. Medical leave with medical certificate will not entitle the students for marks of attendance or any other such considerations by the college. However it will render the students eligible for applying for condonation by the University of attendance in case their attendance falls below 75%. Pre-dated medical certificates will not be accepted by the college office under any circumstance.

XI. Percentage of attendance above 75% will be used to calculate the internal marks of attendance using the formula given below

Sl No.	Attendance	Marks
1	90-100	4
2	85 - 89.5	3
3	80 - 84.5	2
4	75 - 79.5	1

XII. For each unauthorized absence the students will not be permitted to sit for three consecutive placements of the Institution.

XIII. Students with Habitual Unauthorized absence or unauthorized absence in excess of 10 days would be treated as a willful indiscipline and would be referred to the Academic council for initiating disciplinary proceedings for the student.

4.1.3 Code of Conduct for Examination

I.   **Code of conduct for Internal examination**

    a The schedule for the conduct of the internal examination would be intimated to the students at least 2 days before the date of examination by the concerned faculty or the Administrator through the Learning Management system and / or by E-mail.

    b The duration of the Internal examinations will normally be of 1 ½ hours duration or as decided by the faculty

    c The maximum marks for Internal examinations will normally will carry a weightage of 18

    d Up to three internal examination could be scheduled in a day with at least 2 hours gap between them.

    e Students are expected to arrive at the specified examination hall at least 10 minutes before the scheduled start of the examination.

    f Students shall be seated according to a seating plan prepared by the examination cell and displayed in the Notice board. The seating plan would be displayed 10 minutes before the start of the examination.

    g Not more than 30 students would be invigilated by a faculty.

    h Answer sheets signed by the faculty invigilator with date are only to be used for answering by the students. Students should ensure that their answer sheets are duly signed and dated by the Invigilator.

    i No student will be allowed to enter the examination hall after the scheduled start time of the examination.

    j In case a student is late for an examination, he/she should get a note of permission from Dean Academics and would be permitted in, 15 minutes after the scheduled start of the examination by Invigilator.

    k Students will be permitted to leave the examination hall only after 1 hour from the scheduled start of the examination.

II.   **Code of Conduct for University Examination.**

    a Students will be permitted to enter the examination hall 15 minutes before the start of the examination and should be seated 5 minutes before the commencement of the examination. No student will be allowed to remain outside the examination hall after the bell for distribution of question papers.

    b Students presenting themselves half an hour after the commencement of the examination will not be permitted to the examination under any circumstance.

c No student will be allowed to enter the Examination hall or write the examination without proper Hall ticket issued by the University and the Identity card issued by the College.

d In case the student loses his/her Hall ticket or is unable to locate it in time, they should approach the Chief Superintendent of Examination for getting special permission to write the examination. The Chief Superintendent shall verify the identity and eligibility of such students and, if satisfied, issue special hall ticket permitting the student to appear for the examination.

e In case the student gets the original Hall ticket subsequent to the issue of special hall ticket, he / she should immediately inform the college office and surrender the special hall ticket to the Chief Superintendent Examinations.

f Students on receiving the blank answer sheet must carefully fill up the details like the name of examination, subject name, subject code, date of examination etc. carefully in the designated place only. Registration number should not be written anywhere other than the space provided on the cover page of the Answer book.

g As soon as the student receive the question paper, they should write their name and registration number on it. The question paper should not be exchanged with any other student and no scribbling or notes should be made on the question paper.

h Students should not adopt any unfair means at the examination. As soon as the students enter the examination hall they should check their pockets and ensure that there are no notes or material. They should immediately remove such material and deposit it outside the examination hall.

i Strict silence is to be maintained in the examination hall. Students are forbidden to ask any questions or discuss anything with the Invigilators or any other student regarding the day's paper. In case they find any discrepancy or printing mistake they are to make reasonable assumptions according to their own perceptions and proceed with the examination.

j Students are permitted to use non programmable scientific calculators, Statistical tables. Statistical tables would normally be provided by the college.

k Students should carry their own writing/ drawing instruments/ calculators/ erasers etc. and no exchange of any material with any other student will be permitted during the examination.

l No student will be allowed to leave the examination hall to go to the toilet or for any other purpose and return under any circumstance.

m Students should remain in their seated till the invigilator collects their answer books at the close of the exam. Once all the answer books are collected the students can leave the hall.

n Students will be allowed to leave the examination hall only 30 minutes after the start of the Examination.

o In case the student wishes to hand over their answer book and leave the examination hall 30 minutes after the start of the examination or 15 minutes before the close of the examination, he/she should stand up in their place until the invigilator collects their answer book and the question paper from them. The question paper so collected would be handed over to the students after the close of the examination

4.2 Prohibited Conduct: Hazardous to Human Health & Society

Students are prohibited from any conduct that jeopardizes Human health, safety and well-being of other individuals in the Institutional community or the society at large. Such conducts include and are not limited to

4.2.1 Storing, possessing, using weapons, firearms, ammunitions or fire crackers, fireworks or any other material that are dangerous to the safety any member of the Institutional community.

4.2.2 Storing, possessing, distributing, selling of alcohol or alcoholic beverages and / or throwing empty bottles in the Institute or its neighboring premises.

4.2.3 Storing, possessing, distributing or selling Illegal drugs, Chemicals.

4.2.4 Smoking or vaping of tobacco products or other substances is prohibited in all indoor spaces throughout the college, including lounges, canteen, playgrounds, entertainment areas, playgrounds, auditorium, hostel rooms, bathrooms, terrace of buildings etc. Smoking to be strictly confined to the smoking booth only.

4.2.5 Altering fire / smoke detectors or fire safety installations, or misuse/ misplace equipment like the fire extinguishers, fire hoses, fire hydrants etc.

4.3 Code of conduct – Hostel

Hostel is a place where students from various cultural, social and economic backgrounds live together in a room. Hence it is important that all inmates observe certain rules and regulations to ensure the safety, security and stress free stay in the hostels. With this objective in mind the following rules have been framed which are to be strictly adhered to by all the students living in the hostel.

4.3.1. Allotment of rooms will be done by the Administrator at the time of admission and is valid for two years.

4.3.2. Resident member may be shifted from one room to another without assigning any reason by the Administrator.

4.3.3. Students must occupy the rooms allotted to them and should not change/exchange rooms without prior permission by the College Administrator.

4.3.4. No student should visit any other room without the permission of the residents of that room.

4.3.5. No student shall be in any room other than their allotted room between 12.00 am and 6 am.

4.3.6. Any faculty member can visit any room in the hostel (lady faculty member in case of rooms occupied by girls) at any time for the purpose of inspecting it.

4.3.7. The hostel furniture shall not be removed from one room to another under any circumstance. Students are expected to take care of the furniture, fitting and equipment in their rooms. In case of loss or damage the cost or repair would be recovered from them along with a fine of Rs.1000.

4.3.8. No extra electrical fitting shall be used by the students in their rooms without the prior permission by the Administrator.

4.3.9. All students should switch off the lights and fans when they go out of the room to save electricity.

4.3.10. No visitors / guest should enter the hostel building or any room in the hostel.

4.3.11. No meetings, functions, celebrations should be arranged by the students inside the hostel or college campus without the permission of the college authorities.

4.3.12. If a student is suspended or removed from the college as part of any disciplinary measure or otherwise will automatically cease to be a member of the hostel.

4.3.13. No student will stay away from the hostel for any day or night without prior permission by the Administrator or their faculty mentors.

4.3.14. Students are not permitted to leave the campus after 6.30 p.m. or permitted entry to the college campus before 6. a.m. without either a faculty or parent accompanying them.

4.3.15. Hostel have to go silent between 12 midnight and 8am on all days. Group discussion, loud talking or noise making or loud singing is not allowed during this period.

4.3.16. Music, if played in the room, should be played softly and should not be audible outside the room or in any other room. Student can make use of the facilities in Kalam hall to play music, dance or entertain themselves.

4.4 Code of Conduct-Placements

The primary objective of the placement cell is to ensure at least one job offer for all the students. Placements bring the best companies with the best job offers to the campus and the quality, the professionalism the students showcase during these important events plays an important role in building the reputation of the Institution and the continued patronage of reputed companies in offering placements to the students of LEAD College of Management.

With this in view students appearing for placements will have to observe few restrictions, rules, regulations and code of conduct detailed below

4.4.1 Students desirous of securing a placement in a company must formally register their names with the placement office before the last date specified for it.

4.4.2 Students should carefully study the placement offers, job descriptions, remunerations and all the relevant information before taking a decision to register themselves as a candidate for the placement process.

4.4.3 Once the students registers as a candidate for a particular placement he cannot withdraw his candidature under any circumstance. He is also expected to attend all the pre-placement talks, and actively participate in all the selection processes designed by the company.

4.4.4 Non participation, or disinterested participation or exhibition of lack of interest with the purpose of getting disqualified, in pre-placement talk or any of the selection process required by the visiting company, will be viewed as a serious misconduct and appropriate disciplinary measures, including but not limited to the suspension of their privileges to attend for a fixed number of placement drives or even complete withdrawal of such privileges could be taken against such students.

4.4.5 Students who receive placement offer from two or more companies should decide on one of them and communicate this to the placement office. Placement office would convey the acceptance to the required company and also inform the other company/companies about the inability to join them.

4.4.6 Once an acceptance has been communicated to the company, the student should join the company without fail.

4.4.7 Students, once they receive the placement offer from a company will not normally be permitted to sit for any other placement process without the permission of the placement officer. Such permissions would be granted only based on judgment of the placement officer regarding the

    a) The attractiveness of the terms and conditions of the new offer.

    b) The track record and quality of the student exhibited by the student during the placement trainings conducted by the college.

In case the student is not satisfied with the decision of the placement officer he has the right to appeal for reconsideration to the Director. The director's decision in this regard would be final and binding on the student.

4.4.8 Student shall channel all post offer communications from and to the companies through the placement office only.

4.4.9 Students are prohibited from communicating directly to any company official or bypassing the placement office to forward resumes directly or any other such acts with the company.

4.4.10 All students shall strictly follow the dress code as detailed in clause 4.6.1 b "Dress code for placement, Internal and External programs" of this document.

4.5 Code of Conduct-General

At the time of admission, each student shall sign a statement accepting this code and giving an undertaking in the format titled "Declaration/ Undertaking by the Student" given in Annexure 5 of this document. The parent / guardian of the student shall also sign a statement committing themselves to induce their wards to do their best to observe the statement made by them in words and spirit. The sample format for the undertaking by the parents/guardian is given in Annexure 6 of this document.

Any conduct by the students that seriously and materially harm the reputation, the goals, pursuits, ethical standards or learning environment is strictly prohibited and would attract disciplinary actions by the College. Such acts include but not limited to

4.5.1. Actions that cause physical or emotional harm to any student, staff, faculty or person whether they are part of the Institutional community.

4.5.2. Assaulting, fighting, Harassing, threatening, outraging the modesty of Individual or group.

4.5.3. Rash driving inside the campus or outside the campus or haphazard parking of vehicles or parking in No parking zones.

4.5.4. Stealing, misusing, destroying, defacing or damaging the Institutional property or the property belonging to someone else

4.5.5. Disrupting the normal Activities, functions, events conducted by or sponsored by the Institution.

4.5.6. Using the Institutional resources, facilities, computers, Internet without proper authorization or for illegal activities or activities not connected with the Institutional activities.

4.5.7. Making false accusation against any member of the Institution.

4.5.8. Supplying false information to the Institution, forging, altering or misusing any Institutional documents or records.

4.5.9. Encouraging, aiding, abetting, or conspiring in any prohibited conduct.

4.5.10. Acts of discrimination (Physical or verbal conduct) based on an Individuals gender, caste, race, religion or religious belief, colour ,region, language, physical or mental disability, sexual orientation or gender identity.

4.5.11. Recording (Audio or Video) of lecture classes or acts of other students, faculty or staff members or any other activity or sharing/circulating/forwarding any such clipping with the media or other individuals without prior permission.

4.5.12. Recording (audio or video), streaming or taking photograph of any person in a location where the person has a reasonable expectation of privacy, without the person's knowledge or express consent.

4.5.13. Posting derogatory comments, ridiculing or making fun of any other person of the Institution on the social media or indulging in any such activities have grave ramifications on the reputation of the Institution.

4.5.14. Accepting membership and participating in activities of religious groups, terrorist groups or anti-social groups banned by the Institute or Government of India.

4.5.15. Sloganeering, making excessive noise, misuse of public address system or acts that hinder the smooth conduct of the classes / functions or events sponsored by the Institution.

4.6 Etiquette

MBA Program is a professional business program; therefore an image of professionalism and leadership is as important within the program in the campus as it is to the business the student will eventually work. Moreover the LEAD College students should distinguish themselves in all ways from other business students including the way they dress, they greet each other, the way they communicate, the way they behave and carry themselves professionally.

4.6.1 Dress code:

Image of professionalism and leadership in very important in the business that the students will eventually work in future. In order to foster the discipline and behavior of dressing well and dressing to the occasion, LEAD College has in place a dress code to be followed by all the students.

Four levels of dress are identified to be used by the Students. They are

i)   Business Formals

ii)   Business Professional

iii)   Business Casual

iv)   Casuals

Refer Figure 4.1 in annexure for the detailed description of each of the above dress levels

a) **Class room Dress code on working days**

The Dress code to be followed by all students while attending classes on normal working days are given in figure 4.1 below.

Week day	Boys Dress	Girls
Monday	Business Professional (Blazers, Blue shirt, Shoes, tie, Socks)	Business Professional (Blazers, Blue shirt, Shoes, Socks)
Tuesday	Business Casuals (Blazers, T-Shirt, Shoes, Socks)	Business Casuals (Blazers, T-Shirt, Shoes, Socks)
Wednesday	Semi-Formals (Grey Shirt, Pants, Shoes ,Socks, Tie)	Semi-Formal (Grey Shirt, Half coat, Shoes, Socks)
Thursday	Business Professional	Business Professional
Friday	Casuals	Casuals
Saturday	Formals (Other than Uniform)	Formals (Other than Uniform)
Sunday	Casuals	Casuals

Fig. 4.1 – Dress code for class rooms
Dress code: Normal working days

b) **Dress code Placements and sponsored Internal & External events**: For various events and occasions students are expected to adhere to the dress code communicated to them by the coordinators of those events or occasions. In case they are not specifically mention the dress code detailed in figure below should be used as a guideline for selecting the dress. Kindly note that this is not an exhaustive list, and students are advised to use their good senses to gauge the importance and stature of the dignitaries attending the function and dress accordingly.

Sl. No.	Event / Occasion	Role of Student	Dress Code
1	Pre- Placement talk	Audience	Business Casual
		Applicants	Business Professional
2	Placement Process	Volunteers & Applicants	Business Professional
3	In-campus events with participations by External Dignitaries	Volunteers / Coordinators	Business Formal
		Audience	Business Casual.
4	Invited Talks / Sessions / Workshops conducted by external dignitaries	Volunteers / Coordinators	Business Professional
		Audience	Business Casual
5	Special Talks / Sessions / by faculty / Director / Dean or Trust members	Participants	Business Casual.

Sl. No.	Event / Occasion	Role of Student	Dress Code
6	Participation in external competitions / conferences / Seminars / Workshops/ Paper presentation	Participants	Business Formal / Business Professional.
7	Industry visits/ Data collection requiring visit outside the campus	Student / Researcher of LEAD	Business Professional / Business Casual as decided by the faculty in charge.

c) **Dress code in Dining hall:** Faculty members, staff and even guest occasionally visit the dining hall and hence all are expected to be decently dressed while going to the Dining Hall.

d) **Dress code in Academic & Administrative block –** Academic block, Administrative blocks, Library, Computer lab, Director's cabin, Faculty cabins, Guest rooms etc. are to be considered as equivalent to Class rooms from dressing point of view. Accordingly the dress code prescribed classrooms on working days as given in figure 4.1 should be adhered while going to these facilities during the College working hours that is from 8.30 AM in the morning to 6.30 PM on all days

e) **Dress code in Hostels & Play grounds:** Hostel rooms are private spaces and hence students are free to wear any neat clean dress. However in areas like the Hostel corridors, gymnasium, entertainment rooms, and play grounds, etc. are common areas where other boys, girls, faculty, staff or even temporary worker are likely to be present and hence students are expected to select appropriate dress.

4.6.2 Etiquette in Canteen & Dining Hall

a) Wash clean the plates and cup before and after using them and place them in the designated racks.

b) Do not waste food. Take what you eat and eat what you take

c) Follow the dress code for canteen and dining hall.

d) Do not litter food on the dining table or on the floor.

e) Dispose waste carefully in the waste bins before washing them in the wash basin.

4.6.3 Etiquette in campus

a) All students must conduct themselves in accordance to the best standards of dress, manners and behaviour in campus.

b) We all love our mother tongue and respect it, however as part of our preparation for becoming fluent in English, all students are expected to speak in English while talking to the faculty or staff members of the college or to their colleagues in public spaces within the campus.

c) Use of abusive language is strictly prohibited in the campus.

d) Students are expected to greet faculty members, staff members, visitors or invited dignitaries courteously when they meet first in any place.

e) Respect campus employees: The same level of respect that you give to the Director or the faculty members is the level of respect that you would give to any campus employee, irrespective of the nature of work they do.

4.7 Disciplinary Procedure and Measures for Code violation

The procedure to be adopted and the disciplinary measures to be taken to prevent Violations in future depends on the nature, the seriousness and the code violation history of the student involved in the code violation.

For the purpose of dealings with instances of Student code violations the violations are basically categorized into two

1. Academic misconduct – All violations of the conduct detailed in clause 4.1 of the student code of conduct

2. Non- Academic Misconduct – All violations of code other than the Academic Misconduct

4.7.1 All Academic misconduct involving violation of the conduct detailed in clause 4.1 Code of Conduct -Academics would be reported to the Dean-Academics by the faculty who first detects the violation.

4.7.2 Dean Academics, on being reported about the violation, would conduct a preliminary enquiry, summoning the student and the faculty if need be. Based on the nature of violation as determined by the Dean in his preliminary enquiry, categorize the violation as

a) Minor and dismissed without any action demand a private apology, with a reprimand or by imposition of a minor penalty.

b) Moderate and requests the faculty to prepare an incident report on the incident detailing the charges against the student with a copy either e-mailed to the student or a letter posted to his/her residential address. The Dean may summon the student respondent, witnesses whose name have been mentioned in the incident report and the complainant, examine evidences to arrive at a conclusion. The Dean then recommends to either close the charge without any disciplinary action or a disciplinary sanction for approval by the Chairman. All code violations awarded with disciplinary sanctions are recorded in the student personal records and maintained by the college until the student leaves the college.

c) Major and refer the incident to the Academic Council to conduct a detailed enquiry examine the evidence and recommend disciplinary actions.

4.7.3 Disciplinary Measures

a) Disciplinary measures that may be imposed under the code of conduct include but are not limited to

i) Written warning or reprimand

ii) Probation during which certain conditions must be fulfilled and good behaviour must be demonstrated.

iii) Payment of cost or compensation for the loss, damages or injury caused by the conduct.

iv) Issuance of an apology made publicly or privately.

v) Loss of certain privileges

vi) Restriction or prohibition of access to, or use of Institutional facility, services, programs, placements, or activities.

vii) Fines or penalties

viii) Relocation, or exclusion from residence

ix) Suspension

x) Expulsion.

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ANNEXURES
<u>ANNEXURE I – ANTI-RAGGING AFFIDAVIT BY STUDENTS</u>

(LEAD/ADMIN/FOR/002/21, R3, 1 MAR 21)

I,………………………………………………………………………………………………… (Full name of the student with Admission no. / Registration No. / Enrolment No. /) S/o. D/o. Mr. / Mrs. / Ms. …………………………………………………………………………………………………

1. Having been admitted to LEAD College of Management, Dhoni, Palakkad have received a copy of UGC Regulations on curbing the menace of Ragging in Higher Education, 2009 (herein after called the "Regulations") carefully read and fully understood the provisions contained in the said regulations.

2. I have in particular perused clause 3.4 of the regulation and am aware of what constitutes ragging.

3. I have also , in particular, perused clause 7 and Clause 8.1 of the regulation and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging actively or passively or being part of conspiracy to promote ragging.

4. I hereby solemnly aver and undertake that
   a. I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the regulation.
   b. I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the regulation.

5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 8.1 of the regulations without prejudice to any other criminal action that may be taken under any penal law or any other law for the time being in force.

6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of conspiracy to promote ragging, and further affirm that in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

7. Declared this _____ day of _____ month _____ year

Signature of the Deponent

Name: Mobile/ Telephone No.

Address:

Verification

Verified that the contents of the Affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated there in.

Signature of Deponent

Solemnly affirmed and signed in my presence on this day _____of _____ month _____ Year

Director

ANNEXURE II – ANTI-RAGGING AFFIDAVIT BY PARENTS / GUARDIAN

(LEAD/ADMIN/FOR/003/21, R3, 1 MAR 21)

I, Mr / Mrs/ Ms.   ………………………………………………………………………………, Father/ Mother/ Guardian (Full name of the parent/guardian) of Mr./Ms ……………….. ……… …………..(Full name of the student and Enrolment No.)

Having been admitted to LEAD College of Management, Dhoni, Palakkad have received a copy of the UGC Regulations on curbing the menace of Ragging in Higher Educational Institutions, 2009 (here after called the "Regulations") carefully read and fully understood the provisions contained in the said regulations.

1. I have in particular perused clause 3 of the regulations and am aware as to what constitutes ragging.

2. I have also, in particular, perused clause 8.1 of the regulation and am fully aware of the penal and administrative action that is liable to be taken against my ward, incase he/she is found guilty of or abetting ragging, actively or passively, or being a part of conspiracy to promote ragging.

3. I hereby solemnly aver and undertake that

   a. My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the regulations.

   b. My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the regulations.

4. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 8.1 of the regulations, without prejudice to any other criminal action that may be taken against my ward under the penal law or any law for the time being in force.

5. I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote ragging; and further affirm that in case the declaration is found to be untrue, I am aware that admission of my ward is liable to be cancelled.

Declared this _____ day of _____ month _____ year

Signature of Deponent

Name: Mobile/Telephone No.

Address:

Verification

Verified that the contents of the Affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated in there in.

Verified at _____ place on the _____ day _____ month _____ year

Director

ANNEXURE III –CODE OF CONDUCT: UNDERTAKING BY STUDENTS

(LEAD/ADMIN/FOR/004/21

(To be signed at the time of Admission)

I, ……………………………………………………………… Son of / Daughter of/wife of ……………………………………… ……………………………………………………………… residing at …………………………………………………………………… ……………………………………………………………City ……………………… District………………………State………… ………Pin code

Declare as under on this ………………(day) of the …………………(month)………..(year)

1. Having been admitted to the LEAD College of Management, Dhoni, Palakkad, I have received a copy of the Student handbook 2021, Ref. No, LEAD/ACAD/DOC/001/21 Revision R2 issued on 1 Mar 2021.

2. I have read the above Students handbook, also been briefed adequately about and fully understood the provisions contained in this handbook especially the Chapter 4 Student Code of Conduct, its clauses, sub clauses, the rules regulations , dos' and don't , disciplinary actions/ measures elaborated in them

3. I solemnly aver and undertake that

   a) I shall be regular to classes, work hard, attend training sessions, functions and events organized by the institution, participate in internal and external competitions to the best of my abilities, complete the course in time with high grades and make my institution proud of me.

   b) I hereby promise to strictly abide by rules/ regulations regarding admission, attendance, discipline etc. of LEAD College of management and follow the code of conduct prescribed for the students of LEAD College of management as in force from time to time and subsequent changes/modifications/amendments made thereto. I acknowledge that the management of LEAD College has the authority to take punitive action against me for violation or non-compliance of the same.

   c) I hereby declare that I will not join any agitation/strike for the purpose of forcing the authorities of the Institution to resolve any problem nor will I participate in any activity that will disturb the peace and tranquility of the academic environment of college campus and /or its hostel and premises.

   d) I hereby declare that I shall be solely responsible for my involvement in any kind of unlawful activities whether inside or outside the campus, and shall be liable for

punishment as per the law of the land. I further understand that the institute shall in no way provide any support to me and will not be held responsible for my any such action.

e) I hereby acknowledge that I shall be liable for expulsion forthwith from the Institute on being found involved in or committing any offence cognizable and punishable under the **Narcotic Drugs and Psychotropic Substances Act,1985.**

f) I also declare that I am not suffering from any serious/ contagious ailment and/or any psychiatric/ psychological disorder.

g) I further declare that my admission may be cancelled, at any stage, if I am found ineligible and/or the information provided by me are found to be incorrect.

h) I hereby undertake to inform the Institute about any changes in information submitted by me in the Application form or any other document, including change in addresses, mobile nos., telephone numbers etc. from time to time.

i) I will strictly adhere to the code of conduct laid down by the Students code of conduct in the Student handbook and will not indulge in any act of indiscipline while inside or outside the LEAD College Campus.

On the …………………………………… (Day) ……………..of (month)……………year.

Signature of Deponent

Name   Mobile / Telephone No.

ANNEXURE IV: CODE OF CONDUCT: UNDERTAKING BY PARENT/GUARDIAN

I,

....

....(Father   /Mother   /   Guardian   of

.... fully endorse the

declaration/undertaking titled, Code of Conduct: Declaration by the Student) given by my ward.

I will endeavour to induce my ward to do his/her best to observe the statements made by

him/her in the state declaration/undertaking in words and in spirit.

I do hereby understand that my ward shall be liable for expulsion forthwith from LEAD College

in case of being found involved in or committing any offence cognizable and punishable under

the Narcotic Drugs and Psychotropic Substances Act 1985.

Place: Signature of Father/Mother/ Guardian

Date:

Witnesses

1.

2.

Prepared by	Issued by	Approved by:
Mr. Santhosh S., Dean (QA)	Dr. Sankar Ganesh, Dean Academics	Dr. Thomas George K., Director