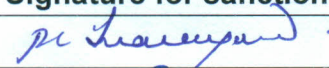
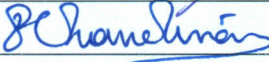






Revision of placement policy 2021-22 for full time PGDM students of LIBA

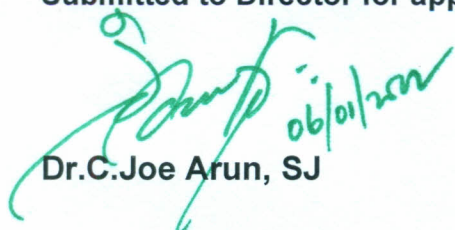
The placement policy formulated by the placement team of LIBA during the period 2018-19 was reviewed by the placement team (Chair-Placements, Executive (Manager) and student coordinators) on 18.10.2021 to check for any revision to be made in the existing policy. The revised placement policy is included from page 2 of this document with the following specific revisions that have been made.

S:No	Chapter	Description
1	8.2	Revised as - When attending a selection process a student is expected to perform to the best of their abilities. Intentionally underperforming in a process for any reason will lead to removal of the offending student from the placement process.
2	8.3	Added as New Policy - In the event of the compensation package offered by a company being announced prior to their selection process then students will have to accept the stated package. Any attempt to negotiate this package before, during and after the process will lead to removal of the offending student from the placements process.
3	10.8	Added as New Policy - A student may attend the selection process of any number of companies until they are placed.
4	10.9	Added as New Policy - In case of a student being unable to secure placement after sitting for several processes, they will be provided assistance in improving their GD, Subject and Interview skills.
5	10.10	Added as New Policy - If a student is still unable to secure placement after receiving assistance, they may be removed from the final placement process.
6	10.11	Added as New Policy - Beyond the placement week, If any placement processes are scheduled, prior permission must be obtained from the Dean-Academics by the student.
7	10.12	Added as New Policy - All the rules and regulations of LIBA will continue to apply to the students till the date of convocation, even if they are placed.

Submitted to the Officials of LIBA for comments and sanction the policy

Sl:No	Name of the Official	Signature for sanction	Remarks if any
1	Prof.P.C.Lakshmi Narayanan		
2	Dr.P.Chandiran		
3.	Dr.M.J.Xavier		
4	Dr.B.Aiswarya		
5	Dr.Deepa Ittimani Tholath		
6.	Dr. Madava Priya D		

Submitted to Director for approval


Dr.C.Joe Arun, SJ

LIBA Placement Policy 2021-22

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1. Introduction

LIBA is a Jesuit institution committed to working with relentless desire to excel (Magis) with its roots in ethics. The Placements at LIBA focusses on providing suitable career opportunities for students to demonstrate excellence with ethics at workplace.

The Placement Objectives are threefold –

1. Improve placements benchmark, year after year.
2. Align student expectation with Industry requirement
3. Guide students for optimum performance during the selection process.

1.1. Scope

All students are eligible for Summer Internship Placements & Final Placements.

1.2. Team

The team comprises of Chairperson, Executive - Placements and Placement Committee from first year and second year of full time PGDM.

2. Roles & Responsibilities

2.1. Chairperson

- Plan the strategy for the placement
- Strengthen LIBA industry connect
- Leverage alumni network
- Building internal network

2.2 Executive (Manager)

- Plan of Action in the line with the strategy
- Strengthen relationship with regular recruiters
- Build relationship with new recruiters
- Mentor placement coordinators
- Facilitate counselling and guidance for students.

2.3. Placement Coordinators

- Research
- Data management
- Calling
- Targeting specific groups
- Managing logistics during Placement Week

3. Eligibility criteria

The placement Committee facilitates the placement process for all students. However, it is desirable that students meet the eligibility criteria for getting good offers.

Placement team reiterates that students meet the following prerequisites -

- CGPA - 6.5 or higher, till 4th Trimester to be eligible for the placement process
- The students should have chosen appropriate papers in their respective specializations.
- The downgraded students cannot be a part of the placement process.

4. Placement Norms

4.1 Eligibility criteria to be reinforced to improve the placement opportunity, year after year

4.2 Form a Placement committee who would be the think-tank on the placement strategy for the year. The committee will comprise of

- Director – LIBA
- Faculty members
- HR Heads from the Industry, generally from Alumni

4.3 Conduct a mock assessment for final year students. Identify an Individual Development Plan

4.4 Faculty mentors should assist students in honing up the skills -

- Behavioural
- Aptitude
- Case study
- GD and in Current Affairs

5. Job Acceptance policy

- 5.1 A student selected by a company is excluded from the selection process of other Companies.
- 5.2 In an unforeseen situation, where a company revokes an offer of a student before joining the company, LIBA will provide its assistance to finding a new job.
- 5.3 If the candidate fails to prove his/her performance and the company has terminated the candidate, LIBA –Placement Dept. will not be held responsible to get a new job assignment.

6. Rules for withdrawing an Application

- 6.1 A student can choose to opt out from summer internship placement or final placement. He /she needs to send a letter to the Placement Chairperson for an approval.
- 6.2 LIBA allows students to identify a suitable summer internship project through their professional network. The summer internship offer needs to be shared with the placement team for an approval.
- 6.3 A final year student can go for further studies, join family business or start his own business. He / she will have the option for participating the placement process of the subsequent year.

7. Absenteeism Rules

- 7.1 A student shortlisted for the selection process needs to participate in the selection process. However, in case of a personal crisis or health related issues, the placement chairperson should be contacted for a suitable consideration.
- 7.2 All the students need to participate in pre-placement talks of the companies. This helps in making an informed decision to participate in the selection process.

8. Code of Conduct

- 8.1 There will be complete transparency while handling the companies and authentic information will be conveyed to the students.

8.2. When attending a selection process a student is expected to perform to the best of their abilities. Intentionally underperforming in a process for any reason will lead to removal of the offending student from the final placement process.

8.3 In the event of the compensation package offered by a company being announced prior to their selection process then students will have to accept the stated package. Any attempt to negotiate this package before, during and after the process will lead to removal of the offending student from the final placements process.

9. Dress Code – Western Formals and properly groomed.

10. General Guidelines

- 10.1 Placement process is driven by the students with guidance from Chairperson. The Manager facilitates the entire process.
- 10.2 During the Placement week, the process starts from 8 am and may extend till 11 pm. There may be overlapping of processes. However, the plan is designed in such a way that students get the opportunity to participate in the selected companies of their choice.
- 10.3 The visiting companies should communicate the name of the selected students, on the same day. This is important to withdraw students from the subsequent placement processes.
- 10.4 After the placement week, all companies will be sent a letter of confirmation from LIBA requesting to send the appointment letter at the earliest.
- 10.5 During placement week, constant counseling of students should be done to ensure that they are in the right frame of mind.
- 10.6 The placement process continues even after the placement week, until all students are placed.
- 10.7 The companies invited during the placement week offer a package of 9 lakhs.
- 10.8 A student may attend the selection process of any company until they are placed.
- 10.9 In case of a student being unable to secure placement after sitting for several processes, they will be provided assistance in improving their Subject needs, GD and Interview skills.
- 10.10 If a student is still unable to secure placement after receiving assistance, they may be removed from the final placement process.

- 10.11 Beyond the placement week, if any placement processes are scheduled, prior permission must be obtained from the Dean-Academics by the student.
- 10.12 All the rules and regulations of LIBA will continue to apply to students till the date of convocation, even if they are placed.

Placement Student Coordinators

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Ms. Shriya J Incheckal



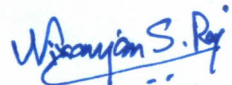
Mr. George K Philp

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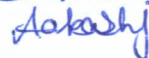
Mr. Shohom Pal



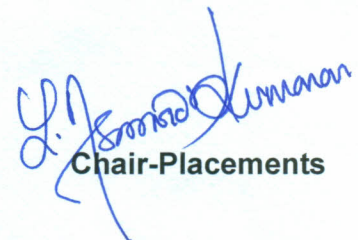
Mr. Niranjana S Raj



Mr. Akash J Incheckal



Placement Executive



Chair-Placements