



## Summer Internship Placement (SIP) Policy 2022-23 for full time PGDM students of LIBA

The summer internship 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 07.04.2022 to check for any revision to be made in the existing policy. There is no further revision found in the existing summer internship placement policy. The SIP policy starts from page 2 of this document for your reference and approval

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

S:No	Name of the Official	Signature for sanction	Remarks if any
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### Submitted to Director for approval

Dr.C.Joe Arun, SJ

18/04/2022



## LIBA Summer Internship Placement (SIP) Policy 2022-23

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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 Summer Internship Placements at LIBA focusses on providing suitable career opportunities for students to demonstrate excellence with ethics at workplace.

The Summer Internship Placement Objectives are threefold –

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

### **1.1. Scope**

To provide real life experience and exposure of working in the real world.

### **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 Summer Internship Placement.
- Strengthen LIBA industry connects.
- 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 & Negotiation.
- Targeting specific groups.
- Managing logistics during Placement Week.

### **3. Eligibility criteria**

All first-year students are eligible for Summer Internship Placement.

### **4. SIP Norms**

- i. Summer Internship Placement (SIP) is for 6 Credits. And the duration for the internship should be in between 8-12 Weeks.
- ii. Forming a SIP committee, who would be the think-tank on the placement strategy for the year. The committee will comprise of
  - Director – LIBA
  - Faculty members
  - Chair placements
- iii. Conduct a mock assessment for students to identify an individual development plan
- iv. Faculty mentors should assist students to hone the skills -
  - Behavioural
  - Aptitude
  - Case study
  - GD and in Current Affairs

### **5. Internship Acceptance policy**

- i. A student selected by a company is excluded from the selection process of other Companies.
- ii. In an unforeseen situation, where a company revokes an offer of a student before joining the company, LIBA will provide its assistance to finding another internship.
- iii. If the company fails to give internship after selection due to valid reasons, LIBA –Placement cell will take the responsibility to get another internship assignment.

### **6. Rules for withdrawing an Application**

A student can choose to opt out from summer internship placement. He/she needs to send a letter to the Placement Chairperson for an approval.

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.



## **7. Absenteeism Rules**

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. All the students need to participate in pre-placement talks of the companies.

## **8. Code of Conduct**

- i. There will be complete transparency while handling the companies and authentic information will be conveyed to the students.
- ii. 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 summer internship placement process.
- iii. In the event of the compensation stipend offered by a company being announced prior to their selection process then students will have to accept the stated stipend. Any attempt to negotiate this stipend before, during and after the process will lead to removal of the offending student from the summer internship placement process.

## **9. Dress Code – Western Formals and properly groomed.**

## **10. General Guidelines**

- i. Summer Internship Placement process is driven by the placement committee members with guidance from Chairperson. The Manager facilitates the entire process.
- ii. During the Summer Internship 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.
- iii. 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.
- iv. After the Summer internship placement week, all companies will be sent a letter of confirmation from LIBA requesting to send the appointment letter at the earliest.
- v. During Summer Internship placement week, constant counselling of students should be done to ensure that they are in the right frame of mind.

- vi. The Summer Internship placement process continues even after the placement week, until all students are placed.
- vii. The companies invited during the placement week offer an average stipend of Rs.18000.
- viii. A student may attend the selection process of any company until they got the internship.
- ix. In case of a student being unable to secure internship after sitting for several processes, they will be aided in improving their Subject needs, GD and Interview skills.
- x. If a student is still unable to secure internship after receiving assistance, Research project for 6 credits will be given from LIBA under the guidance of Faculty.
- xi. Beyond the Summer Internship placement week, if any SIP processes are scheduled, prior permission must be obtained from the Dean-Academics by the student.
- xii. Each student should have the name, mobile number & email id of the faculty guide assigned to him/her before leaving for the summer internship.
- xiii. On the day of joining the training, the student will have to send an email to the faculty guide & placement office (placement@liba.edu) stating that they have started the training.
- xiv. The students have to regularly report to their faculty guide and present their progress during the time of their internship.
- xv. After completion of the Internship, the students are required to submit a draft copy of SIP report to Faculty guide in a prescribed format and in expected standard.

### Summer Internship Placement Committee Coordinators

Ms. Anagha J Kariyal

Mr. Niranjana S Raj

Placement Executive

Chair - Placements