PLACEMENT POLICY

LOYOLA INSTITUTE OF BUSINESS ADMINISTRATION
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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 and ethics at workplace.

The Placement Objectives are threefold –
1) Improve placement benchmark, year after year.
2) Align student expectation with Industry requirement.
3) Guide student for good performance during the selection process.

1.1 **Scope**  
All students eligible for Summer internship & Final placement

1.2 **Team**  
The team comprises of Chairperson, Manager and a team of Coordinators. The represents the first year and second year students.

2. **Role & Responsibilities**

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

2.2 **Manager**
- Plan of Action in the line with the strategy
- Strengthen relationship with regular recruiters
- Build relationship with identified new recruiters
- Mentor placement coordinators

2.3 **Placement Coordinators**
- Research
- Data management
- Calling
- Targeting specific groups
- Managing logistics during Placement Week
3. **Eligibility criteria**

The placement team 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 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

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 firm, LIBA will provide its assistance to finding a new job.

5.3 If the candidate fails to prove himself in 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 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 his 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 the selection process.

7.2 However, in case of a personal crisis or health reasons, the placement chairperson should be contacted for a suitable consideration.

7.3 All the students need to participate in pre-placement talks of the companies. This helps in making an informed decision about participating / not participating 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 The students are encouraged to put in their best efforts. If the candidate intentionally underperforms, he / she will be debarred from attending any further process.

9. **Dress Code**

Western Formal

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 placement week, all companies will be sent a letter of confirmation and are requested 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.
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