



Lexicon
Management Institute
of Leadership & Excellence

Lexicon Management Institute of Leadership & Excellence

Internship & Placement Policy

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Section: Students

Section 1:0 MANDATE

The Institute shall “***Facilitate Placement of Students***” by providing opportunities for campus interviews (including off-campus opportunities) with relevant companies/organizations in the related domain. The obligation of the Institute shall be limited to providing “***Placement Assistance***” only and “***Not placement guarantee***”.

The aims of the Lexicon Management Institute Placement office is to define the overall structure & processes of Training, Placements and Corporate Outreach of Lexicon Management Institute and the students along with structuring the roles & responsibilities of the teams working in the office. The Training & Placement office of Lexicon Management Institute ensures that —

- Maximum number of students get on-campus placement.
- Deserving candidates can have the opportunity to start their career with their preferred company.
- The whole team work according to the defined processes to achieve the common objective.

Section 1:1 STUDENT DEVELOPMENT SESSIONS

The students are expected to prepare well for the placement:

- Domain knowledge as well as general awareness & current affairs, must be continuously updated. The students are also expected to train themselves for aptitude and other eligibility tests.
- All the graduating students must attend and undergo Personality development & related preparatory training programs organized from time to time
- Must attend all Guest Lectures organized for them by Placement Office and Lexicon Management Institute at large.

The attendance of students opting for Placement support from the campus shall be mandatory for all such activities. Any violation may lead to disciplinary action being initiated against the defaulters and disqualification from placements.

Section 1:2 ELIGIBILITY FOR INTERNSHIP

All graduating students, shall be eligible to receive placement assistance unless otherwise dis-qualified from receiving such assistance on account of:-

- Voluntary withdrawal from Internship / Placement support
- Non-payment of fees and/or any other dues to the Institute
- Non completion of Internship Project/other academic requirements.
- Any kind of academic affliction — Less than 60% or more than 2 backlogs.
- Breach of discipline and general misconduct.
- Any disciplinary actions taken in the past implication effect on placements.

Section 1:3 INTERNSHIP

- 9-Month Internship is a mandatory academic requirement for graduation. Failing to successfully complete the internship may lead to non-graduation.
- A student cannot leave/change Internship mid-way under any circumstances. Breaching this rule may lead to debarment from the Placement and/or may have to repeat the internship next year.
- A student need to send regular reports and updates to the Mentors (Faculty & Reporting Manager) and the Placement Office, failing to do so will affect their evaluation and grades.
- A student need to clear all pending academic assignments and backlogs, if any, in order to be eligible to participate in placements through campus.
- A student must appear for all Viva and examinations as per the schedule sent by the Institute office.
- A student shall adhere to deadlines for submissions of assignments & reports to the Faculty Mentor & Reporting Manager.
- A student must keep my Mentors and Placement Office updated about the progress, leaves availed during the internship and any other concerns and/or achievements.
- A student must conduct himself/herself with utmost professionalism during the internship tenure. He/she must adhere to the Code of Conduct of the organization and the values imbibed by Lexicon Management Institute. He/she must not engage in any activity which reflects adversely on Institute's reputation.

Section 1:4 APPLICATION PROCEDURE FOR PLACEMENTS

- Each student will be given maximum of 5 opportunities to apply for vacancies. The students must REGISTER at the link given in the Campus Placement Drive e-mail shared, before the deadline. Nomination after the deadline will not be accepted.
- The Placement Office shall endeavour to seek all relevant details from the organisation and share with the students. Any clarification must be sought in person from the Placement officer prior to registering for an opportunity. The students are expected to have carefully read the Profile & other relevant details provided for the Opportunity.
- It will be MANDATORY for shortlisted students to appear for the subsequent Placement process conducted (Test, GD/ PI, etc.)
- Job Description, Location preference, Compensation & Eligibility (Fresher, Experience, etc.) shall be at the sole discretion of the Recruiting Organization.

Section 1:5 REGISTRATION & CONSENT FOR RECRUITMENT DRIVE

- Once a student registers for the organization's said opportunity, she/he is deemed to be in AGREEMENT with the job profile, company profile, open to all job location(s) stated, CTC and is willing to take the opportunity in earnest — if selected.

Section 1:6 PLACEMENT APPLICATION -CAVEATS

- If a student does not appear for the selection process after registering or being shortlisted, it will be presumed that he/she has chosen to forgo his candidature for the particular and subsequent opportunities, unless such withdrawal is permitted by the Placement Office in writing.
- Defaulters may be considered out of the placement process at the discretion of the Head — Placements/Lexicon Management Institute Management.
- Resorting to any sort of negotiation/arm twisting at a later stage to their individual benefit wrt different position, higher emoluments, preferential posting, etc. shall lead to immediate disqualification from the opportunity and all subsequent placement opportunities.
- No Show/ Under-Performance/ Rejecting an offer - will render the student summarily out of placement process.

Section 1:7 OPT OUT POLICY FOR INTERNSHIPS

Those students willing to choose and close their own Internship in order to contribute to self run business / entrepreneurship or any other company on their own shall be permitted on the following grounds:

- Fill and submit the '**Internship Opt Out Form**' subject to approval from Placement Office in writing.
- Shall be bound to submit internship reports in line with Institute format of the Company to the Institute as per norms of report submissions
- Internship will be applicable from 1st May to 30th April as per the final year Internship policy of the Institute.
- All other clauses / conditions regarding the allocation of Faculty Mentor, Industry Mentor, submission of weekly reports and trimester end reports, submission of documentation and offer letters etc. to the Placement office of the Institute, appearing for assessments and vivas etc. shall remain the same.
- The Internship Opt Out Form is attached herein:-



(To be duly completed by the student)

INTERNSHIP OPT OUT FORM

Date:
To,
HOD - Placements
Lexicon Management Institute of Leadership & Excellence
Pune, Maharashtra

Sub: Opting out of Internship Process

Dear Sir /Madam,

I, the undersigned would like to inform that **I would not like to** participate in the Internship process of the Institute and would like to voluntarily opt out on my own. I take this opportunity to thank the Placement office of the Institute to approve my request to opt out. I shall not approach the Institute Placement office for any more internship till such time, I complete my minimum nine month of Internship.

Kindly consider me out of the regular internship. I take this decision willingly on my own accord and not under the influence of any individual inside or outside the Institute. I am solely responsible for the outcome of the Internship experiences / learnings and will not hold the Institute responsible for any untoward incident in the complete process of my undertaking the Internship.

I shall maintain the code of conduct befitting the culture and values of the Institute during the tenure of my internship. I understand that internships are a mandatory fulfillment of the course as per AICTE norms. I shall abide by all the rules and regulations of the Institute with respect to submission of weekly reports, trimester term end reports, appearing for vivas etc. I shall submit all the Company documents like Offer Letters (should be on Company Letter Head), JD etc. to the Placement office on its receipt at my end.

I wish to inform you that the details of my Internship are as follows:

	Family / Own Business	Company
Name of the Employer		
Reporting Manager		
Contact Mob No. & Email Id		
CTC Offered		
Date of Joining		

Yours sincerely,

Name of Student:

PRN No:

PGDM Batch

Signature:

Section 1:8 SELECTION PROCESS

- Interview schedules mutually decided by the Placement Office and the recruiter will be shared with the students. Thereafter no modifications shall be entertained, except under very unusual circumstances as deemed fit
- Students shall,
 - Keep records of organizations and positions for which they apply.
 - Be informed about the job description & other details announced. These are useful at the time of interview.
 - Prepare well for the position in consultation with their respective faculty mentor & Placement Office.
 - It is always handy to research about the organization, projects, locations, work environment, etc. by going through the official web-site and related information in the public domain.

- In case after the interview/selection, selected students are expected to visit the off-site offices for the Interview/meeting, the concerned students shall make their own travel and other arrangements — where not otherwise specified.

Section 1.9 PLACEMENT OFFERS

- Students are permitted to receive a maximum of ONE job offer only.
- Students shall NOT –
 - Request any organization to keep an offer pending. (Any such request shall be considered as a serious breach of the Campus Placement norms and Placement Office shall proceed with disqualification from all active and subsequent opportunities.)
 - Request their future employers to allow extension of deadline for communication of their decision regarding offers made (Such a job offer shall be treated as a final offer and the student shall not be eligible for placement assistance, thereafter.)
- After having accepted a job offer and once a student formally joins the organization and eventually decides not to continue with the organization and comes back to the campus, no help in terms of internships/placements would be extended to the student again.
- It would be student's sole responsibility and the Institute would not have any role to play if a student is rejected on medical grounds from the organization and is not allowed to continue hence forth.
- Any company suspending/cancelling the internship/placement offer of the students on grounds of unethical practices, non attendance of duty, mis-conduct or mis-behavior of the student during work hours, stands to be ineligible for further offers of Internships/Placements from the Placement department.

Single Offer Policy

- The Placement Office at Lexicon Management Institute will follow a single offer policy. Once a student gets an offer, he/ she is considered out of the placement process and the student will not be allowed to appear for further job openings.

Section 1.10 EXCEPTION:

Notwithstanding the Single Offer Policy, a student shall be shall be entitled to attempt 01 more placement opportunity, if and only if the subsequent organization offers a CTC \geq INR 2,00,000 more than the existing offer already received/accepted by the student.

Section 1.11 OPT OUT POLICY FOR PLACEMENTS:

Those students willing to choose and close their own Placement in order to contribute to self run business / entrepreneurship or any other company on their own shall be permitted on the following grounds:

- Fill and submit the '**Placement Opt Out Form**' subject to approval from Placement Office in writing.
- Shall be bound to submit the formal appointment letter on the letter head of the Company to the Placement office.
- If the Placement offer is confirmed before the close of the PGDM Term of the student ie. 30th April 2021, the student will have to abide by all academic documentation with respect to submission of reports, letters etc. in line with the Institute's need. All other clauses / conditions regarding the allocation of Faculty Mentor, Industry Mentor, submission of weekly reports and trimester end reports, submission of documentation and offer letters etc. to the Placement office of the Institute, appearing for assessments and vivas etc. shall remain the same.
- The **Placement Opt Out Form** is attached herein:-

(To be duly completed by the student)

PLACEMENT OPT OUT FORM

Date:

To,

HOD - Placements

Lexicon Management Institute of Leadership & Excellence

Pune, Maharashtra

Sub: Opting out of Placement Process

Dear Sir /Madam,

I, the undersigned would like to inform that **I would not like to** participate in the Placement process of the Institute and would like to voluntarily opt out on my own. I take this opportunity to thank the Placement office of the Institute to approve my request to opt out. I shall not approach the Institute Placement office for any more placements till such time I complete my complete course of PGDM program with the Institute.

Kindly consider me out of the regular placements. I take this decision willingly on my own accord and not under the influence of any individual inside or outside the Institute. I am solely responsible for the outcome of the Placement experiences / learnings and will not hold the Institute responsible for any untoward incident in the complete process of my undertaking the Placement.

I shall maintain the code of conduct befitting the culture and values of the Institute during the tenure of my placement. I understand that till such time I do not pass the course I will be mandated by AICTE norms. I shall abide by all the rules and regulations of the Institute with respect to submission of weekly reports, trimester term end reports, appearing for vivas etc. I shall submit all the Company documents like Offer Letters (should be on Company Letter Head), JD etc. to the Placement office on its receipt, at my end.

I wish to inform you that the details of my Placement are as follows:

	Family / Own Business	Company
Name of the Employer		
Reporting Manager		
Contact Mob No. & Email Id		
CTC Offered		
Date of Joining		

Yours sincerely,

Name of Student:
PGDM Batch

PRN No:
Signature:

Section 1.12. CAVEATS FOR PLACEMENT:

- Once the student applies for the second offer, it is understood that if selected, he/she will take the latter offer and that no choice between the 2 offers shall be extended to the student.
- Such student if receives the offer, that offer will be final and his/her candidature shall not be entertained for any on- going/future campus recruitment opportunity.

Section 1.13. CODE OF CONDUCT

- UNDER NO CIRCUMSTANCES SHOULD THE STUDENTS CONTACT OR TRY TO CONTACT THE RECRUITERS DIRECTLY THROUGH ANY MEANS OF COMMUNICATION.
- The student is expected to inform the Placement Office immediately of any direct communication received from the organization at any time.

Student found to be guilty of fudging, cheating, misappropriating information, using unfair means during the placement process or bringing any sort of 'outside influence' in the recruitment process, shall be summarily barred from Placement support.

- Students shall NOT —
 - Request any organization to keep an offer pending. Any such request shall be considered as a serious breach of the placement norms.
 - Request their future employers to allow extension of deadline for communication of their decision regarding offers made by an organization.
 - Such a job offer shall be treated as a final offer and the student shall not be eligible for placement assistance, thereafter.

Section 1.14. DISCIPLINE

- The students are expected to be WELL GROOMED & FORMALY DRESSED at all times while attending-
 - Placement Drive including Pre Placement Talk, Guest Lectures, Seminars etc.
 - Corporate Events
 - Training Programs
 - Off Campus Recruitment Drives.

- Usage of mobile phone, laptops or other electronic gadgets is prohibited unless permitted otherwise.
- You are expected to maintain decorum during such interactions.
- Those found to be in violation, shall not be allowed to participate and liable to consequences.
- Any behavior reflecting adversely on Institute's image will be viewed seriously and the defaulters will face consequences including disciplinary sanctions for willful misconduct and ensuing action.

Section 1. 15 DEBARMENT/BLACKLISTING GROUNDS FOR STUDENTS:

- Students may be debarred /blacklisted from the placement if he/she is found involved in any disciplinary activity or engaged in malpractices.
- Once eligible and shortlisted for an organization, the student's attendance is mandatory. Failing which the student would be debarred.
- Students giving wrong data/information during the drive. He/ She will be debarred/blacklisted from the placement activities for the rest of the academic year.
- A student who applies and gets shortlisted is bound to go through the entire selection process unless rejected midway by the company. Any student who withdraws deliberately in the midst of a selection process will be disallowed from placement for the rest of the academic year.
- Any kind of misbehavior/complaints reported by the company officials/faculty/staff/volunteers will be taken seriously & those evolve will be debarred/ blacklisted from future campus placements.
- Thus any student found violating the discipline rules set by the company or defaming the Institute name will be disallowed from the placements for the rest of the academic year.
- There shouldn't be any fee (tuition fee, hostel and mess fee, uniform fee or examination fee etc.) due to the Institute after 30th April, 2020. In case of dues, students would not be allowed to join an organization for their internships. Thus a NOC from the Accounts department has to be submitted to the Placement department on or before 30th April, 2020.

Section 1. 16 MISCELLANEOUS:

- These guidelines are framed to ensure equality and fairness of opportunity to all the students
- All students who opt for placement support through the Placement Office shall abide by these guidelines prescribed.
- In the event a student is found to have behaved in a manner unbecoming of Lexicon Management Institute student, the Placement Office would be free to impose a suitable penalty to the extent of withdrawing further placement assistance to the concerned student and taking other action as necessary.

Section 1. 17 CONCLUSION:

- “The Placement Office” aims to provide placement assistance for all final trimester students. Placement is a privilege extended to the students but can’t be claimed as a matter of right.
- These guidelines are framed to ensure equality and fairness of opportunity to all the students. All students who opt for placement through the Institute shall abide by the guidelines prescribed herein above.
- Any breach of rules specified above by any student, will be taken up seriously by the Placement department, which in turn will view the matter and take action against the students.
- “The placement department reserves all rights to modify any or all of the above norms and/or stipulating additional norms for placement which, in its judgment and discretion are likely to benefit the students.
- The students must observe and adhere to all codes of conduct specified by the Placement department. While answering questions in the interview, students should observe decorum.
- Keeping the company’s convenience in the view, selection processes may take place in any city/town in the states. The students may be required to travel and attend the same on their own expenses, unless borne by the Company. The Institute shall not be responsible to fund the travel and stay of the students for Placement Screenings outside the campus. Placement department shall pass on the information received from the organization to the concerned students. The students are expected to make their own travel arrangements and bear the cost of attending such drives.
- The above is mandated in line with the institutional propriety expected out of Lexicon Management Institute Corporate Relations.

Manager -Placements & Corporate Interface Dean/HOD Placements Director