



**Lloyd Business School**

Ladder Of Success



**LLOYD BUSINESS SCHOOL**

Plot No.-11, Knowledge Park-II, Greater Noida, Uttar Pradesh-201306

# **PLACEMENT POLICY**

## **1. About Corporate Resource Center (CRC)**

The Corporate Resource Center (CRC) plays an important role in shaping the careers of students from their induction and orientation, summer internships, live projects, guest lectures, industrial visits, right to their final placements and even beyond. CRC also undertakes various academic and non-academic initiatives so that students are well equipped to meet varied industry requirements.

Managing comprehensive 360-degree corporate interface is an important responsibility of the department and it is also involved in brand building activities for the group.

The Corporate Resource Centre (CRC) at Lloyd Business School gives utmost importance to assist its students in getting suitable placements during their final successful completion of their studies. CRC ensures that every student gets the right skill & domain knowledge so that they are easily acceptable to the industry.

## **2. Placement Protocol**

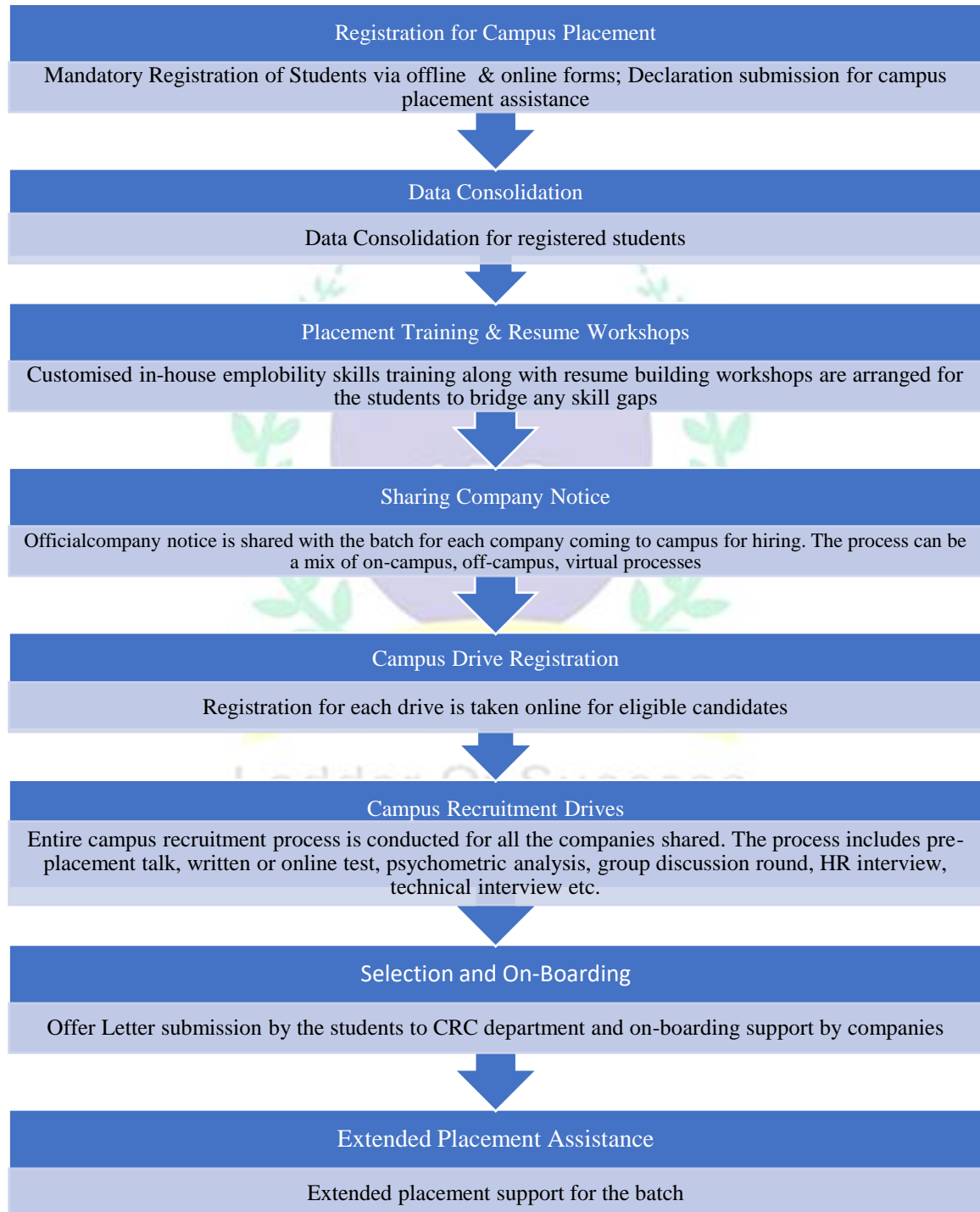
1. Final Placement Session begins in September each year and continues till April of the following year.
2. Summer Internship Placements will begin from April of each year and goes for about a month until all students are on their internships.
3. CRC at Lloyd Business School is responsible for industrial visits, summer internships, live projects (if applicable), final placements and other activities providing comprehensive corporate interphase for the students
4. Companies are sent invitations with all the relevant information about the institute and the batch by CRC through mails or personal visits
5. The details of the company and job description are shared with the students, nominations taken as per the placement flow.
6. The verified database of the registered students is shared with the company through the CRC POC of the particular company
7. Campus recruitment process is scheduled and conducted as per placement flow.
8. Selection of students happen after the campus recruitment process is complete. Selection list is shared with CRC by the company which is then notified to students and other stake-holders by CRC
9. Offer letters submission.

### 3. Rules and Regulations for Students

1. Entire batch is informed about the placement session commencement date and they are required to register for campus placement. Registration is mandatory for all the interested students.
2. All the communication from the company and to the company must be channeled through CRC representative.
3. Students must maintain highest level of discipline and decorum during interactions with the company POC during entire campus placement process whether offline or online.
4. Students can be sent to pooled campuses in other colleges, they must keep their families informed about the same.
5. Students attending campus interviews (online, offline) must adhere to following rules:
  - a. Reporting to the venue in time OR logging in the virtual process in time
  - b. Dress in a business suit and be well groomed.
  - c. Must carry 2 copies of resume, copy of their documents and photographs for offline process
  - d. Must read thoroughly about the company they are sitting for and should educate themselves before sitting for the process
  - e. Must read the job description thoroughly to understand the requirement of the company properly
  - f. Any confusion regarding salary break-up, job profile, place of work etc must be cleared during the pre-placement talk by companies.
6. CRC aims to provide assistance to all final year students. Placement is an assistance provided to all the eligible students which they have to clear at their own merit by performing in the interviews.
7. All the registered students must submit their resumes to the department as soon as the placement session begin.
8. Application deadline will not be extended under any circumstances
9. Students must keep their government IDs ready in case of requirements by companies; such as Pan Card, Aadhar Card, Voter ID Card, Passport. Students are advised to apply and get it issued before starting with placement process.
10. Students can only accept one offer letter

11. Students are eligible to sit in another placement opportunity after getting placed only if the difference of fixed package is more than 3 lakhs.
12. Students not registering for the placement process must submit an undertaking stating the reason for not seeking placement assistance.

#### 4. Placement Process Flow



## 5. Corporate Resource Centre (CRC) Responsibilities

- **Career Counselling:** Invite industry experts, conduct mock interviews, and organize skill development sessions.
- **Job Trends Research:** Identify employer-desired skills and credentials by analyzing academic programs and industry needs.
- **Career Services:** Assist students in resume creation, job applications, and provide mock interview practice.
- **Employer Networking:** Forge partnerships with local employers to secure internships and job shadowing opportunities.
- **Hiring Events:** Plan and execute campus job fairs and hiring events to connect students with employers.
- **Candidate Screening:** Work with employers to screen students for internships, ensuring they meet educational and company-specific criteria.
- **Procedure Support:** Implement and uphold placement policies effectively.
- **Company Engagement:** Invite companies for student placements and internships.
- **Collaboration:** Coordinate with academic and administrative units to enforce placement policies.
- **Contact Management:** Keep an updated contact list of involved faculty, staff, and students.
- **Communication:** Facilitate clear communication among all parties in placement activities.
- **Policy Review:** Conduct regular reviews and updates of placement policies as needed.

## 6. Student Responsibilities

- **Policy Adherence:** Understand and follow the CRC placement policies.
- **Information Provision:** Supply necessary information to CRC promptly.
- **Professional Conduct:** Uphold high standards of conduct, reflecting positively on CRC, the institute, and recruiters.
- **Session Attendance:** Attend mandatory skill enhancement and placement briefing sessions organized by CRC.
- **Company Engagement:** Participate in mandatory sessions conducted by companies offering placements and internships.

This structure ensures seamless operation and effective coordination between CRC, students, and recruiting companies.





**Lloyd Business School**

Ladder Of Success



**LLOYD BUSINESS SCHOOL**

Plot No.-11, Knowledge Park-II, Greater Noida, Uttar Pradesh-201306