



ACADEMIC POLICY MANUAL

2018

Kuruvilassery P.O., Mala, Thrissur Dist., Kerala - 680 732
Email : office@holygraceschool.org www.holygraceschool.org
Tel: 0480 3293889, 2897186, Mob: 9745110061



DECLARATION

The objective of this Manual is to compile the Academic policies and procedures followed in Holy Grace Academy of Management Studies, Mala. This Manual supersedes all previous manuals, handbooks, and memorandums that may have been issued from time to time on subjects covered in this Manual.

The Institute reserves its right to interpret; change; suspend; cancel; or dispute, with or without notice; all or any part of what is contained in the Manual.

In the interpretation of any policies and procedures covered in the Manual, the Director's decision will be final and binding on all employees of the Institute.

Academic Council



CONTENTS

Particular	Page Number
Chapter 1 General information	
1.2 Governing Body	6
Chapter 2 Academic policy	
2.1 Eligibility for Admission	8
2.2 Program Schedule	8
2.3 Attendance	9
2.4 Internal Assessment	9
2.4.1 Transparency regarding internal assessment	10
2.5 External Examinations	11
2.6 Viva Voce Examination	11
2.7 Pass Minimum	11
2.8 Specialization	12
2.9 Examination Cell	12
2.10 Teaching -Learning Process	12
2.11 Mentoring	13



CHAPTER 1

GENERAL INFORMATION

1.1 HOLY GRACE GROUP OF INSTITUTIONS

The old dictum that ‘Actions Speak Louder than Words’ is true with the unique reputation that Holy Grace enjoys ever since its inception in 1999. The smile of satisfaction on every child is the hallmark that Holy Grace values most. Adherence to the ethics in academics and uncompromising spirit for perfection are transparent to everyone who associates with Holy Grace.

Holy Grace is not merely an institution that is limited to teaching the students who come to its classrooms. Its responsibility stretches to the society in which Holy Grace is part of. The bridge between parents-teachers and management is maintained always intact. The channels of communication through which feedbacks sent and received make the system well-oiled throughout.

Holy Grace has always been a student-oriented and student-centric institution and strongly believe that a judicious blend of modern techniques and traditional values will sustain us and bring success to our students. Special efforts are taken by the college in giving career guidance and facilitating placements. Apart from academics, the soft skills of the students are enhanced through a variety of co-curricular activities such as group discussions, debates, presentations, project works, external seminars, industrial visits etc.

Holy Grace Group of Institutions

Launched in 1999 under the rubric of Holy Grace Foundation, a registered charitable and educational society, Holy Grace Group of educational institutions commenced its meritorious journey towards fulfilling its mission to provide ‘quality education with a Global perspective’ for coming generations. Institutions of various genres catering education in various fields starting from CBSE School to Colleges of Engineering, Pharmacy, Polytechnic, Management Studies, all came into being at different periods of time.

Now Holy Grace Campus is an educational cluster with multiple institutions ideally spaced in a sprawling 15 acres of flourishing green land. It is a matter of great joy and pride for us to say that over the years we have earned a reputation for quality education that equips a student not only with academic credentials but also with personal credentials like social, intellectual, behavioural or sports and art cultural. More over our effort to provide education along with preparing a student in



such a way that he or she never falls short of any global bench marks was very much appreciated by both parents and students alike.

Holy Grace Academy of Management Studies

The wholehearted support and encouragement received from the general public paved the way for the birth of Business School in 2005 which is affiliated to the University of Calicut and approved by the AICTE New Delhi. As for Holy Grace, the Business School is the premier institution among the sister institutions of the Group. Professionalism and academic discipline are always maintained ever since its inception. The MBA programme here offers host of specializations such as Tourism and Hospitality, International Business, Human Resources, Marketing, Finance and Systems. The expert coaching by the dedicated faculty and the guest lectures by the eminent industrial leaders are the regular features at Holy Grace. It was elevated in 2019 to the Research Centre of Kerala University of Fisheries and Ocean Studies and many scholars are doing research in various topics in Management.

A unique Academic Industry Interaction program is conducted every month that imparts the students with industrial insights. There are separate hostel facilities for girls and boys. Recreational and health facilities like Table Tennis, Gym and a swimming pool are also made available to the students. The Institute aligns programs to industry needs and offer numerous avenues for learning and exposure. There are many co-curricular activities that are offered by the institution. The compulsory confidence building exercises help the students in many ways. The institution provides 100% placement assistance. The top recruiters that give placements include Toyota, Bajaj Alliance, Decathlon, Tata Group, Esaf Bank, ICICI, Byju's, 90+, to name a few.

The well-stocked library with e-books and plenty of journals facilitate the students for self-learning. The College also offers regular industrial visits and internship programmes. The air-conditioned class rooms are equipped with audio-visual facilities. The College also has a Business Studio which is aimed to ignite the entrepreneurial aspirations of the students. The College also gives importance to indoor and outdoor games such as football, basketball and badminton, table tennis, chess etc.

Add-on training programmes, orientation and out bound programmes go on in parallel with the main course of study. The IELTS and French language coaching under the professional mentors help the students to seek job abroad. NCFM/ NISM certifications, Business Data Analytics and Diploma in



GST, SAP/ERP training, training Logistics and Supply Chain Management and Digital Marketing are also offered by Holy Grace Academy of Management Studies.

1.2 GOVERNING BODY

The governing structure of Holy Grace Academy of Management Studies is presented in a tabular format below

Board of Directors

Sl. No	Name	Designation
1	Sri Vakachan Thakkolkaran	Chairman HGAMS
2	Sri Benny John Ainikkal	Vice Chairman
3	Sri. K T Benny	Secretary
4	Sri. Davis Kavalakkatt	Finance Director
5	Sri. James Maliakkal	Board Member
6	Sri. Sany Edattukaran	Board Member
7	Adv. Clemance Thottapilly	Board Member
8	Sri. N J Pauly	Board Member
9	Sri. Jeesan Pallipatt	Board Member
10	Sri. Jolly Vadakkan	Board Member
11	Sri. Robinson A T	Board Member
12	Sri Johnny Chenginiyadan	Board Member
13	Sri. K V Antony	Board Member
14	Sri. Jose Kannampilly	Board Member
16	Sri Baby Vettiyadan	Board Member
17	Sri. Jose Elanjipilly	Board Member
18	Sri. Antony Maliakkal	Board Member
19	Sri.M P Johnson	Board Member
19	Sri C V Jose	Board Member
20	Sri.Albert Antony Kunnampilly	Board Member



Advisory Council Members

Dr. Abdul Salam	Former Vice Chancellor, Calicut University.
Dr. M Ramanunny	Director, Agriculture Cooperative Staff Training Institute, Govt. of Kerala.
Dr. Sivakumar R	Former Dean, Vellore Institute of Technology.
Dr. Justin Paul	Professor, University of PUERTO, RICO, SANJUAN, USA & Distinguished Scholar in IIM-K.
Dr. V K Anand Kumar	Former Professor, IIM Bangalore, Director of Institute of Supply Management India and USA.
Dr. Ajith Abraham	Director, Mission Intelligence Research Lab USA
Mr. O.T.S Nambiar	Former Executive Director, Spices Board, Govt. of India.
Mr. Rajeshkumar S	State Council Member, CII southern Region Forum for Entrepreneurs & Start-up Member.
Mr. Jomy P L	Educator, Career expert, Director of Sensorium Centre for Advanced Learning
Mr. Vimal Chandran	Director, Academicia Management Skill Pvt. Ltd.



CHAPTER 2

ACADEMIC POLICIES

ACADEMIC POLICY

The Holy Grace self-financing MBA program is affiliated to the University of Calicut.

2.1 ELIGIBILITY FOR ADMISSION

- Any student who has passed any degree of the University of Calicut (including degree programmes of SDE/ Open degree programme of SDE, University of Calicut) or that of any other University or institute or institution recognized by the UGC or AICTE. Programmes of other Universities or institutions shall be in 10+ 2+ 3 pattern (or 10+ 2+ 4) under regular stream.
- The student should have passed the bachelor degree examination with not less than 50 % marks in aggregate.
- The admission to the programme shall be made on the basis of the score in the entrance test called CMAT conducted by the All-India Council for Technical Education (AICTE) or KMAT conducted by Admission Supervisory Committee, Govt of Kerala or CAT conducted by consortium of IIMs. Out of the total seats, 50% shall be Merit Quota (Government Quota) and 50% shall be Management Quota. University shall conduct the Group Discussion and Personal Interview for merit quota seats in self-financing institutes and a common rank list shall be prepared, for all the self-financing institutes.

2.2 PROGRAM SCHEDULE

- The University may prepare a calendar of MBA events for admission, class commencement and ending, end-semester university examinations, etc. The medium of instruction and examination shall be English.
- The programme shall have four semesters. Each semester shall consist of 16 weeks. Each full course (4 credit) shall have a minimum of 60 hours of lecture and each half course (2 credit) 30 hours of lecture in a semester.
- Instruction and university examinations in each course in a semester shall be completed



within 90 days in a semester.

- The odd semesters (first and third) usually commence on 1 August every year and ends on 31 January of the following year. The even semesters (second and fourth) begin on 1 February every year and end on 31 July of the same year.

2.3 ATTENDANCE

A student shall attend at least a minimum of 75 % of the number of classes held for each of the courses in a semester to be eligible for appearing for university examination of that semester. If the student has shortage of attendance in a semester, he or she shall not be allowed to appear for examination of that semester. However, the University may condone shortage up to 10 % of the maximum number of contact hours per semester. If the candidate has shortage more than this limit, he/she has to compensate the shortage of attendance of that semester along with the next batch and appear for the university examination of that semester.

2.4 INTERNAL ASSESSMENT

The internal assessment will be based on the following components. Each faculty shall have the freedom to decide the appropriate weight of individual components except for tests, which shall be minimum of 50% of the total internal assessment.

- Periodic tests (marks of best 2 out of a minimum of 3 tests)-50%
- Seminar -20%
- Classroom participation and attendance -10%
- Case analysis/ other assignment -20%

A student should have obtained a minimum of D grade (50 % of the maximum marks) in internal assessment in each course to be passed successfully in that course. In case a student fails to get D grade in any course, he or she shall take retest(s)/ submit assignments to the concerned faculty to get the required minimum in that course. Internal assessment has to be completed before the university examination for each semester. If the student fails in getting the required minimum marks in internal assessment in spite of taking retests or resubmission etc. he or she shall not be allowed to write the University examination in that semester for that particular course. Such students shall repeat the course along with the successive batch of MBA students for getting pass marks in internal assessment and then appear for university examination in such course.



2.4.1 TRANSPARENCY REGARDING INTERNAL ASSESSMENT

- Each faculty shall maintain record of performance and attendance of each student in his or her class course-wise.
- Each faculty shall submit the internal assessment marks of the students to the Head of the department or institution on conclusion of lecture class in each semester.
- The Department shall publish the list of internal assessment marks of all the students within a week of conclusion of the lecture classes in each semester before sending it to the Controller of Examinations. The internal marks of the student shall be communicated to Controller of Examinations along with Attendance and Progress Certificate (APC) within two weeks from the last day of class in each semester.
- The faculty shall make available details of the internal assessment marks, with explanations wherever required, to the Head of the Department or Institution in case of grievance regarding internal assessment.
- If the students have any grievance against any member of faculty, such grievance shall be dealt with at three levels for a solution. First the concerned student may present the grievance and discuss it with the concerned faculty. If the grievance is not solved at the faculty level, the student shall submit a written complaint with all the relevant details to the Head of the Department, centre, or institute. The complaint shall be dealt with by a Committee of Teachers with the Head of the institute, one senior teacher and the teacher whose assessment is a matter of dissatisfaction for the student or students. If it is not solved at the Department or centre or institute level the head of the institution shall forward the written complaint of the student along with the reply of the concerned faculty member to the Controller of Examinations, University of Calicut. The student and the faculty member may be invited to present the facts of the dispute in writing before a committee consisting of the Controller of Examinations, Head, Department of Commerce and Management Studies, University of Calicut and the Dean, Faculty of Commerce and Management Studies of the University. This Committee may take a final decision based on the facts presented by the student(s) and the concerned teacher and the answers they get from them.



2.5 EXTERNAL EXAMINATION

- The University shall conduct semester end examinations, carrying 2.4 credits for full course and 1.2 credits for half course, for each of the courses in the first, second, third and fourth semesters.
- The duration of examination shall be three hours for full courses and 1½ hours for half courses.
- The students shall do a major project during their final semester of MBA under a faculty guide, preferably in their area of specialization. The faculty guide must have either (a) M. Phil or Ph.D. in Management or Commerce or Economics or (b) two years' MBA teaching experience. The duration of fieldwork for major project is eight weeks. This project work is to be done individually by the students. The student shall prepare and submit a project report, printed and bound (preferably spiral bound) with a minimum of 100 A4 pages of text, to the Head of the Department or Centre or Institute before the last working day of the final semester. The head of the institute shall send the projects of all the students together to the Controller of Examinations well in time so that they are received in the Pareeksha Bhavan within two weeks from the last date for project submission to the institute.

2.6 VIVA VOCE EXAMINATION

At the end of fourth semester, each student shall attend a comprehensive viva voce examination. Viva Voce examination shall be for 2 credits with 18 weights. The viva voce will be about all the courses of the four- semester programme, including project reports.

2.7 PASS MINIMUM

Each student shall secure a minimum of 2 GPA for 4 credit courses and 1 GPA for 2 credit courses in the university examination for each course for a pass in that course. The classification of results may be as follows:

Letter grade Level A 3.5 to 4.0 Excellent

B 2.5 to 3.49 Very good

C 2.2 to 2.49 Good

D 2.0 to 2.19 Average



E 0.5 to 1.99 Poor

F Below 0.5 Very poor

2.8 SPECIALIZATION

There shall be two categories of specialization: full specialization (five courses) and dual specialization with three courses from one area and two courses from another area).

2.9 EXAMINATION CELL

All internal and university examinations are conducted by the Examination Cell of the Holy Grace Academy of Management Studies. The coordinator of the Examination Cell is a senior faculty member, with the Director of the institute as the head. The Examination Cell is responsible for the following functions:

- Preparation of question papers for the first- and second-unit tests as well as the end semester/model examinations
- Smooth conduct of the internal examinations as well as the model examinations
- timely evaluation of answer scripts of all examinations
- Publication of results in a timely manner
- Issue of progress cards at the end of each semester
- monitoring with the Calicut University for the seamless and timely conduct of university examinations, dispatch of answer scripts to the university
- assigning faculty for university examination paper evaluation camps

2.10 TEACHING-LEARNING PROCESS

- At HGAMS, the teaching-learning process is student-centric. This change from the traditional model is owing to the recognition that adults, unlike small children, have a wealth of experience and are capable of planning their learning quite efficiently.
- Secondly, individuals differ in their pace and methods of learning, not necessarily at the pace set by the teacher.
- The ownership for learning rests on the student, with the faculty serving as facilitator. Faculty members enable students to learn for themselves by working in groups.



- We believe that the aim of learning is to affect positive transformation. This is accomplished by imparting and acquiring competencies-knowledge, skills and abilities. It is a relatively permanent change, brought about intentionally.
- If students are treated as individuals by observing and understanding - finding out more about them (inside - outside classroom), the greater the likelihood to relate their learning to their needs and improve learning potential.
- Kindness, empathy and sincerity are always effective with adult learners.
- At HGAMS, learning takes place in a variety of contexts through experiential learning. The learning increases when the teacher builds on the previous experience of the student. Identifying slow learners and personalized attention of the teacher is imparted where needed. Direct experiences are student centred with participation in problem solving. For indirect experiences, the contents are carefully designed and organized by teacher.
- HGAMS focuses on the “affective domain” of learning, which is concerned with attitudes. Examples include 'the need to eat a healthy, balanced diet', 'the need for equality of opportunity for all', empathy and 'respect for the individual'. These deal with feelings and emotions and are different from the examples in the other domains.

2.11 MENTORING

- HGAMS has a dedicated Mentoring Programme aimed to develop the competencies (knowledge, skills and abilities) of every student. Every faculty member is responsible for coaching approximately 15-20 students. The mentor is responsible for the personal and professional development of his/her mentees from the first to the fourth semester. HGAMS recognizes that mentoring is a long-term relation between a mentor and mentee.
- The mentoring programme facilitates all students to share their career objectives and life aspirations in a confidential manner with their respective mentors, in an environment of collaboration and trust.
- Goal-setting, time management, development of hard skills and soft skills are some of the objectives of the mentoring activities organized throughout the MBA program of four semesters. Students are encouraged to take up club/ association activities based on their areas of interest. Students organize and participate in management fests, industrial visits and placement initiatives.



- Mentoring provides students a personalized and customized opportunity to hone their skills and nurture them to realize their potential.