



CODE OF CONDUCT

STUDENTS

2018

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DECLARATION

The objective of this Manual is to compile the code of conduct for students 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.

HR Department



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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 benchmarks 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 Johny 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

CODE OF CONDUCT-STUDENTS

HGAMS considers students as a valuable stakeholder and is committed to create a memorable experience for them on campus.

2.1 Discipline

- Admission of the students to HGAMS implies compliance with all rules and regulations for maintenance of order and discipline in the institute.
- Disciplinary action shall be dealt with seriously and may cause suspension or dismissal of the student from the institute.

2.2 Conduct

- Punctuality, politeness, courtesy and good conduct are expected from all students.
- Any form of violence, threat, intimidation, or extortion that causes physical and psychological harm to students is completely forbidden.
- Students shall not be found on the college campus or in classrooms with the use of alcohol /drugs / smoking.
- No student shall indulge in any activity like dharna, gherao, and obstruction to entry to and from any class room, office, hall, or other places inside the campus, and such activities shall be treated as misconduct.
- No student shall shout slogans inside classrooms, offices, or any other location on campus in order to obstruct, interfere with, or cause disturbance and nuisance to the normal operation of the institution. These activities shall be treated as misconduct.
- Students shall not crowd in the corridor, in front of the office, or the Director's office.
- Squatting on the staircase handrails is also strictly prohibited.

Anti-ragging Campus

- If any incident of ragging comes to the notice of the authorities, the concerned student shall be given an opportunity to explain his/her position. If his/her explanation is not found satisfactory, appropriate and exemplary punishments, including expulsion from the institute, will be given.



- Mobile phones are not permitted in the classrooms.
- Every student is expected to wear his or her identity card while on the campus and when travelling to and from the college. Students should produce their identity cards for inspection whenever they are asked to do so by members of the staff or the other college authorities. If the card is lost, a duplicate ID card may be issued at the student's expense with the permission of the Director, granted on submission of a written request by the student for a duplicate card and attested by the parent or guardian whose names appear on the application form for admission.
- All students have to follow the dress code of the college and wear uniform as prescribed.
- Students shall maintain decorum while representing the college at any event/function, organised by the college or other colleges/institutes.
- All types of political activities are strictly prohibited on the campus.
- The equipment allotted to each class must be used and maintained with the utmost care.
- Students are not permitted to write or scratch on the tables or on the writing pads of the chairs. If the furniture or any equipment in the classrooms is found damaged, the students in the class as a whole will have to bear the penalty unless the person who caused the damage is identified.
- Students should assume responsibility to keep the classrooms, common areas, and premises clean. Littering should be strictly avoided.
- Students always have to be neat and clean and modestly dressed.
- Attendance shall be taken at every lecture or practical session prescribed in the college timetable.
- Application for leave to the Director should be with the HOD's recommendation. The parent or guardian of the student shall countersign every application for leave
- Absence without leave from any internal or class examinations or model examinations will be dealt with seriously.
- Participation of students in industrial visits is compulsory, being part of the academic curriculum.
- Students should strictly follow the academic policy of the MBA department.
- Medium of communication shall be English within the campus.