



# **HOSTEL POLICY MANUAL**

**2018**

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## **DECLARATION**

The objective of this Manual is to compile the Hostel 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.



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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.

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

### HOSTEL POLICY

All hostellers are required to adhere to the rules and regulations of the hostel. Any breach of rule will invite disciplinary actions against the hosteller. Hostellers can meet the Visitors (Parents / Local Guardian) during the visiting hours with the prior permission of the Warden. Visitors to the hostel inmates will be required to enter their names and address and the name of the student whom they want to see etc. in the register. Check in and Checkout should be properly entered in the register with the Warden.

- Hostellers have to seek the written permission of the Warden & fill the leave form duly signed for going to their homes or to their local guardians in case of emergency or need.
- If any hosteller is found missing from the hostel without permission from the Warden, he/she will be dealt with disciplinary action.
- While visiting the dining hall and the common rooms, all hostellers should be in proper attire.
- Use of narcotics, consumption of alcoholic beverages, smoking, betting, playing of cards and gambling are strictly prohibited.
- Firearms, knives or such other weapons are strictly prohibited in the hostel premises.
- Ragging in any form is strictly prohibited. It constitutes an act of gross indiscipline and any person found involved in such an activity will be subjected to appropriate action from heavy fine to rustication/expulsion from the college.
- Hostellers are expected to behave with due regards for the comforts and convenience of other colleagues.
- Bursting of crackers, howling, screaming etc. are strictly prohibited.
- It shall be ensured by all hostellers that they do not get involved in fighting among themselves, peer or with juniors. In case such incidents are brought to the management, appropriate disciplinary action will be taken against such students.
- No hosteller should get involved in any argument/heated exchanges with the security and supporting staff. In case of any complaint against them, they should register the same in the register kept with Warden, giving their full details and identity.





- Use of audio equipment/music systems in hostels is acceptable only if it is not objectionable to other residents.
- Any hostel room may be inspected by the authorities at any time. No private party shall be organized by any Hosteller in the hostel.
- The Management reserves its right to cancel admission of undeserving hostellers without giving any reason.
- The Management reserves its right to increase the hostel fee. if necessary.
- Meals are prepared as per the menu decided by the Management. No change will be permitted unless decided by the authorities.
- Every case of illness and accident must be reported to the Warden immediately.
- Hostellers suffering from any contagious diseases will not be allowed to stay in the hostel.
- Hostellers shall ensure that lights / fans are switched off when not in use.
- Furniture is not to be removed from one room to another.
- Hosteller will be responsible for the items given to him/her in the room.
- Hostellers should not keep any costly items, jewellery etc. in their rooms. Management will not be responsible for loss of any such items.
- All waste materials should be properly disposed in the bin bag provided. It is the responsibility of the room inmates to keep the bathrooms clean and tidy.
- Inmates are expected to maintain discipline in the hostel and not to cause inconvenience to other fellow inmates.
- Students should utilize the study hour (8.30 P.M to 10.30 P.M - On working days, 9.30 P.M to 10.30 P.M - non working days) productively for studying in their room and maintain complete silence and discipline during study hour and 'silence hour' (10.30 P.M to 6.30 A.M).
- Students should not carry any unwanted or unauthorized materials in the room.
- Students are completely responsible for their personal belongings and costly things like mobile, laptop and other gadgets.
- Students have to submit Leave forms to the Warden whenever he leaves the hostel, except when going to the college.
- . Food should not be taken to the rooms. On special cases of sickness, prior permission shall be requested from Warden.
- • Wearing ID cards while entering/ leaving hostel premise IS compulsory.



- Cooking inside the hostel is strictly prohibited. Items like electric cooker, coffee maker, induction stove, bread toaster etc are not allowed inside the hostel premises.
- Students should stay only in the room which is allotted to him / her and should not interchange / shift the rooms without the permission of the warden.
- Students should not spoil the wall, furniture's, door, window or any property of the residence.
- Hostel authorities are responsible for room allotment and their decision is final and binding.
- Hostel timings are to be strictly followed by the inmates.
- The mess timing will be as follows: Breakfast - 7.30 to 8.20 am, Lunch - 12.30 to 1.30 pm, Dinner - 7.30 to 8.30 pm.
- Relaxation in the hostel and the mess timings are not entertained under any circumstances.
- The Gents are expected to be inside the hostel by 9.00 pm on weekdays and at 9.30 pm on Saturday and Sunday. The students are expected to give their roll call before 9.30 pm on week days and before 10.00 pm on weekends.
- The Ladies are expected to be inside the hostel by 7.00 pm on all days. The students are expected to give their roll call before 9.30 pm on all days.
- Students who have obtained roll call extension are expected to give their roll call once they return back to the hostel
- Hostel inmates are expected to obtain prior permission from the hostel authorities by submitting a "sign out" form before they can leave the hostel. The students can register for absence in the biometric systems available in the hostel premises before they leave.
- The students can leave the hostel premises early in the morning hours by 5.30 am with the prior permission of the hostel authorities.
- The students should not screen pirated / unauthorized / unlicensed movies in their computers and common room. Any violation will be dealt severely. Punishment for the same will be decided by the authorities.
- Roll call extension will be given for individuals, members of clubs and festivals till 11.00 pm.
- Students going out of the campus for any reason must make an entry in the IN / OUT register.



- Students are not allowed to play in the rooms/corridors, except the board games like chess, carom etc.
- Students are not allowed to celebrate any parties (like birthday) inside the hostel.
- Students are not allowed to use the hostel terrace.
- Every student should be responsible to keep his belongings (wallet, laptop, phone etc.) safe. Rooms must be locked while leaving.
- Students should not entertain any unauthorized guest to enter the hostel.
- The quantity of food will be unlimited except in the case of special items.
- Students can entertain their guests. They can entertain their parents as guests in their respective messes on prior intimation and on production of guest tokens.
- The hostel fee and mess fee, prevailing during the academic year should be paid within 5 working days after reopening of the institution in every semester.
- If a student is taking leave for 15 days or more with prior permission, only the mess fee for that leave period will be refunded.