



# **PURCHASE POLICY MANUAL**

**2018**

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## **DECLARATION**

The objective of this Manual is to compile the purchase 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 faculties of the Institute.

Chairman

Purchase Committee



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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 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.

### **Anti-Ragging Committee:**

The Department has an Anti- Ragging committee, created with the sole intention of preventing ragging of any kind within the Institution. The committee is accountable for enquiring into all reported allegations with regards to ragging and initiate remedial actions to that effect immediately.

Ragging in any form within the campus premises including the hostels or college transportation is strictly prohibited. Students have strict instructions to refrain from ragging of any sort. Any act amounting to ragging including any indulgence in an act amounting to ragging shall be treated with absolute severity and strict action will be taken against those involved, as per the regulations laid down by the government. Holy Grace is committed to follow all regulations and guidelines formulated by the UGC and AICTE with regard to ragging.

### **ANT-RAGGING COMMITTEE MEMBERS**

Dr. Roy John – Director

Dr. Salini B. Nair – Associate Professor

Mr. David – Warden-Men’s Hostel

Mrs. Kochurani – Warden – Women’s Hostel

Mr. Benny John – Secretary

Mr. Sajin Sashi – Circle Inspector, Mala Police Station



## 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

### PURCHASE POLICY

#### **Guidelines for Budget and Cost Control:**

It is the responsibility of the finance committee to frame the policies and guidelines for purchase and to monitor the same. Departments are expected to co-operate by providing all information necessary to calculate such accounts accurately.

- ❖ General guidelines: Each academic and administrative departmental head is expected to monitor expenditure of the department in conformity with the budget.

Financial planning and control require that the college operates with a balanced budget that is placed realistically and administered carefully. Budget preparation occurs according to a scheduledetermined each year. The college's fiscal year begins on April 1 and ends on March 31.

- ❖ Purchase policy and procedure:

Any expenditure of the college must be prudent and directly benefit the college. The college assumes no liability for the payment of purchases which are not made in accordance with the approved purchasing procedures.

1. Departmental Programmes: Each departmental Head is authorized to initiate expenditure of Rs. 5000/- for the departmental purchases and programmes.
2. Use of Purchase order:

Purchase of goods and services below the amount of Rs. 3000/ do not require a purchase order ingeneral.

The following items do not require a purchase order. Charges may be paid directly from the invoices received. Typically, the items below are subjected to contract or agreement.

- i) Stationary purchase
- ii) Bank fees
- iii) Benefit services
- iv) Audit fees
- v) Postage
- vi) Services under a contract (facility services, food service, consultancy etc.)
- vii) Travel expenses (including Rail, Air tickets, lodging, meals)
- viii) Utilities (Electric bills, Telephone bills, Cable, cleaning etc.)



ix) Library books and journals

x) Cheap store

A purchase order if required must be completed prior to ordering goods or services

3. General Procedure:

- a. At the beginning of each fiscal year academic and administrative departments are requested to submit the plan and list of items to the Director
- b. Director forwards the consolidated requisition form submitted by the head of the department to the purchase committee.
- c. In a meeting of the purchase committee the members justify the demands and prepare a list of items to be purchased in consultation with the Finance Director .
- d. Stationary goods are purchased under the supervision of the Purchase committee directly from the wholesalers. No purchase order is needed in that case.
- e. For the purchases above Rs.50,000/- Quotations are invited for the required materials or services through the college website / notice board or daily newspapers.
- f. At least two quotations are collected from the agencies. The purchase committee justifies the feasibility of the quotations to assure quality services and they reserve the right to cancel a quotation if it seems not feasible to the members.
- g. The purchase committee issues the work order to the agency providing the lowest feasible bid.
- h. The suppliers are asked to deliver the materials or to provide the services within in the stipulated time.

✚ **Receiving goods:**

- a) Departments will not receive goods unless prior approval from the Purchase department is obtained although services from agencies or individuals are supervised by the departmental heads.
- b) Products are received by the members of Purchase committee or any staff authorized by the committee with a clear description of the product.

✚ **Return of goods:** If cancellation, exchange or return of all or part of a purchase order is required, it is negotiated by the purchase committee.



#### **✚ Payment procedure:**

a) Request for payment should be submitted to the accounts section using either a payment requisition or the original invoice from the vendors.

b) Cash payment is allowed up to Rs. 5000/- for the payment of more than Rs. 5000/- the vendors are to collect cheques from the accounts office.

Exception of this policy may be allowed with the approval of Finance committee and Principal.

c) Purchase bills or vendors' invoice without GST are not recommended by the purchase committee.

**✚ Conferences and Workshops:** No approval of Purchase Committee is required for the refreshment and other expenditure of any conference and workshop organized by IQAC or any

other department. The respective departments are asked to submit the utilization of the grants ~~received~~ from the college or any external agencies.

#### **✚ Maintenance and Repairs:**

**HGAMS** provides a standard level of base services and performs preventive maintenance and repair of all academic and administrative buildings and equipments on campus through Purchase committee in consultation other committees.

For the routine works (viz. cleaning, use of green generators) there is no need of recommendation of Purchase Committee. Services are provided in these cases through some fixed contractors.

The Purchase committee provides the following maintenance services according to the demands of different academic and administrative departments through some external agencies:

- Carpentry services
- Electrician Service
- Plumbing services
- Ground services for landscaping and gardening
- Pest control

In case of an emergency, departments are to report the problem to the Purchase Committee during regular office hours. After the office hour it is the duty of the college guard to inform the Principal or Purchase Committee members about the problem to take necessary action or to seek for necessary assistance