

Mandatory Disclosure

AICTE File No	F. No South-West/1-44644657767/2025/EOA
AICTE ID	1-44464649624
Date & Period of last approval	05-Apr-2025

1. Name of the Institution

Name of the Institution	Holy Grace Academy of Arts & Science
Address of the Institution	Kuruvilassery P O Valiyaparambu, Mala Thrissur-680732
City & Pin Code	Thrissur, Pin-680 732
State / UT	Kerala State
Longitude & Latitude	Longitude - 77.10, Latitude -10.45
Phone number with STD code	8086097900
FAX number with STD code	
Office hours at the Institution	9.00 A.M - 4.30 P.M.
Academic hours at the Institution	9.00 A.M - 4.30 P.M.
Email	holygraceartsandscience@gmail.com
Website	www.holygracearts.com
Nearest Railway Station (dist. in Km)	Chalakyd (14.5 km)
Nearest Airport (dist. in Km)	Cochin International Airport (22.5 kms)

2. Name and address of the Trust

Name of the organization running the Institution	Holy Grace Foundation
Type of the organization	Trust
Address of the organization	Kuruvilassery P O, Mala, Thrissur-680732 Kerala
Registered with	Government of Kerala
Governing Body Members	

3. Name of Principal

Name of Principal/Director	Dr. Suresh Babu
Exact Designation	Principal
Phone number with STD code	9497260819
FAX number with STD code	-
Email	holyscienceartsandscience@gmail.com
Highest Degree	PhD
Field of Specialization	English Language and Literature

4. Name of the affiliating University

Name of the affiliating University	University Of Calicut
Address	University Of Calicut, Calicut University P O, Kerala
Website	Htps://uoc.ac.in
Latest affiliation period	2025-2026

5. Governance

i. Organization Chart	
ii. Grievance Redressal mechanism for Faculty, staff and students	<p>Grievances Redressal Cell deals with all types of grievances, complaints and malpractices including those received from Students, Faculty and other Stakeholders.</p> <p>Roles & Responsibilities:</p> <ul style="list-style-type: none">➤ Grievances of students and faculty➤ Complaints of ragging

	<ul style="list-style-type: none">➤ Complaints of violation of AICTE norms and standards.➤ Complaints, of alleged discrimination of students from SC / ST / OBC / Women/ Minority or Disabled categories.➤ Harassment and victimization of students, including sexual harassment.➤ Grievance Redressal Committee shall ; Be guided by principles of natural justice while hearing grievances. Ensure disposal of every application speedily within a month of receipt. Allow an aggrieved student to appear in person or represented by an authorized person.
--	---

<p>iii. Establishment of Anti Ragging Committee</p>	<p>Prevention and prohibition of Ragging in Technical Institutions, Universities including Deemed to be Universities imparting technical education. Notification of AICTE F.No.37-3/Legal/AICTE/2009 Section 23 read with Section 10 (b), (g), (p) and (q) of AICTE Act, 1987 dated 01-07-2009. In pursuance of the above notification, following arrangements have been done in the college. However, as far as Holy Grace Group of Institutions is concerned, there have not been any incidents of ragging or similar unruly acts of violence and teasing against fresher's ever since the inception of the college in 2024.</p> <p>Anti-ragging Committee Members</p> <table border="0"> <tr> <td>Dr. Suresh Babu</td> <td>Principal</td> </tr> <tr> <td>Mr. Ajeesh M S</td> <td>Assistant Professor</td> </tr> <tr> <td>Mr. Amal Byju</td> <td>Assistant Professor</td> </tr> <tr> <td>Ms. SimiR B</td> <td>Non-Teaching Staff</td> </tr> <tr> <td>Ms. Ramya Benny</td> <td>CAO</td> </tr> <tr> <td>Ms. Jeslet Benny</td> <td>HoD</td> </tr> <tr> <td>Ms. Anjana</td> <td>Student</td> </tr> </table> <p>The duty of the Anti-Ragging Committee is to ensure that compliance of the provisions of the anti-ragging regulations and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.</p>	Dr. Suresh Babu	Principal	Mr. Ajeesh M S	Assistant Professor	Mr. Amal Byju	Assistant Professor	Ms. SimiR B	Non-Teaching Staff	Ms. Ramya Benny	CAO	Ms. Jeslet Benny	HoD	Ms. Anjana	Student
Dr. Suresh Babu	Principal														
Mr. Ajeesh M S	Assistant Professor														
Mr. Amal Byju	Assistant Professor														
Ms. SimiR B	Non-Teaching Staff														
Ms. Ramya Benny	CAO														
Ms. Jeslet Benny	HoD														
Ms. Anjana	Student														
<p>Establishment of Online Grievance Redressal Mechanism</p>	<p>It is hereby assured that Establishment of Online Grievance Redressal Mechanism has been purchased and the same is being uploaded in the website of our Institution. Our Web Portal is under process.</p>														
<p>Details of Grievance Redressal Committee in the Institution and OMBUDSMAN by the University</p>	<p>The Students Grievance Redressal Committee (SGRC) at Holy Grace Academy of Arts and Science was formed on June 20th (Thursday) under the Chairmanship of Dr. Suresh Babu, Principal, to address student complaints.</p> <p>Members:</p> <ol style="list-style-type: none"> 1. Dr. Suresh Babu, Principal (Chairman) 2. Ms. Shahanath Beevi (HoD, Commerce) 3. Ms. Glory James (Co-Ordinator & Assistant Professor) 4. Prof. Dr. Rasheed <p>The Committee ensures effective and impartial resolution of student grievances within 48 hours of receiving complaints.</p>														
<p>Establishment of Internal Committee (IC)</p>	<p>The committee is established as per Section 4 All India Council for Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions Regulations, 2016 vide No. F. AICTE/ WH/ 2016/ 01 dated 10th</p>														

June, 2016.

This Act is introduced for the protection of female employees, faculties and students against sexual harassment or any behavior that is socially unacceptable to our culture. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature will also come under the purview of this Act.

If any complaint is reported, ICC shall conduct a preliminary enquiry so as to ascertain the truth of the allegations by collecting the documentary evidence such as statements of any possible witnesses including the complainant. ICC shall then submit the preliminary enquiry report to the Principal/Chairman. In case the allegations are not in the nature of sexual harassment, ICC may refer such complaints to the Grievance Redressal cell or to the Principal.

If ICC concludes that the allegations made were false, malicious or the complaint was made knowing it to be untrue or forged or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the relevant provision of the aforementioned UGC Regulations 2015.

The inquiry shall be completed within a period of ninety days from the date of the complaint. On completion of the inquiry, the ICC shall provide a report of its findings to the employer within a period of ten days from the date of completion of the inquiry and such report be made available to the parties concerned. The employer shall act upon the recommendation within sixty days of receiving it. If the allegation against the respondent has been proved, it shall recommend punitive actions to be taken against the respondent to the employer.

The possible actions that can be taken against the respondent are the following:

- Warning
- Written apology
- Bond of good behavior

The Committee consists of the following members:

❖ Dr. Suresh Babu	Chairperson
❖ Ms. Glory James	Member
❖ Ms. Shahanath Beevi	Member
❖ Mr. Ajeesh M S	Member
❖ Ms. Sathy Muttangi	Member
❖ Ms. Sindhu Pramod	Member
❖ Ms. Theertha M S	Student
❖ Ms. Anjana P J	Student
❖ Mr. Kalidas K B	Student
❖ Ms. Udayasurya	Member

<p>Establishment of Committee for SC/ST</p>	<p>As per AICTE guidelines, a committee is formed for prevention of atrocities against SC/ST students under the Act No. 33 of 1989, Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989. In case of any grievance in this regard, students can approach the committee for Redressal. The committee will suggest measures to prevent atrocities, if any against the members of SC/ST students in this college.</p> <p>However, as far as this institution is concerned, it has always been highly secular by all means. Holy Grace fosters nationalism and upholds India's pluralistic culture and its age-old values. Therefore, there is no room for any discrimination against any section of the community especially the Scheduled Caste and the Scheduled Tribe students.</p> <p>As it is mandatory, a cell for SC/ST students is established to promote academic aspirations of the reserved category and to provide special inputs in areas where the students experience problems of any kind in the college.</p> <p>The Cell consists of following members:</p> <table data-bbox="574 798 1218 1050"> <tr> <td>Dr. Suresh Babu</td> <td>Principal</td> </tr> <tr> <td>Mr. Ajeesh M S</td> <td>Assistant Professor</td> </tr> <tr> <td>Ms. Sindhu Pramod</td> <td>Office Staff</td> </tr> <tr> <td>Ms. Sajitha N K</td> <td>Assistant Professor</td> </tr> <tr> <td>Ms. Krishnapriya C A</td> <td>Assistant Professor</td> </tr> <tr> <td>Ms. Anjana P J</td> <td>Student</td> </tr> <tr> <td>Mr. Kalidas K B</td> <td>Student</td> </tr> </table> <p>The members of the committee shall examine the complaints received from the SC/ST students and report it to the principal with specific recommendations within 10 days from the receipt of the complaint.</p>	Dr. Suresh Babu	Principal	Mr. Ajeesh M S	Assistant Professor	Ms. Sindhu Pramod	Office Staff	Ms. Sajitha N K	Assistant Professor	Ms. Krishnapriya C A	Assistant Professor	Ms. Anjana P J	Student	Mr. Kalidas K B	Student
Dr. Suresh Babu	Principal														
Mr. Ajeesh M S	Assistant Professor														
Ms. Sindhu Pramod	Office Staff														
Ms. Sajitha N K	Assistant Professor														
Ms. Krishnapriya C A	Assistant Professor														
Ms. Anjana P J	Student														
Mr. Kalidas K B	Student														

<p>Internal Quality Assurance Cell</p>	<p>The goal of this cell is to appreciate the work done by the teaching staff, non-teaching staff and students of the institute and motivate them to excel in their areas of expertise. This practice would ensure continuous improvement in their performance as per the quality policy to achieve the Vision and Mission of the institute.</p> <p>It is a well-known fact that the motivated workforce (Staff and Students) can be a significant factor in institute's success. When staff and students are motivated to work at higher levels of their skills and abilities, the institute as a whole run more efficiently and is more effective at achieving its objectives and goals. Timely appreciations and rewards by the management will certainly boost the efficiency of the staff and consequently it would help influencing Students and Staff behavior. Rewards are positive outcomes that are earned as a result of staffs and students' performance and achievement. These rewards are aligned with institute's objectives and goals.</p> <p>The members of the Cell:</p> <table data-bbox="592 961 1419 1228"> <tr> <td>➤ Dr. Suresh Babu</td> <td>Chairman (Principal)</td> </tr> <tr> <td>➤ Ms. Neethu Viswanath</td> <td>Academic Counselor</td> </tr> <tr> <td>➤ Ms. Shahanath Beevi</td> <td>Faculty Member</td> </tr> <tr> <td>➤ Mr. Ajeesh M S</td> <td>Faculty Member</td> </tr> <tr> <td>➤ Ms. Ramya Benny</td> <td>Management Representative</td> </tr> <tr> <td>➤ Ms. Theertha</td> <td>Students Council</td> </tr> <tr> <td>➤ Ms. Anjana</td> <td>Students Council</td> </tr> </table> <p>As far as the activities are concerned, it has been decided to hold a faculty meeting on every Friday at which one faculty from a department will deliver a lecture on a subject relevant to academics. The 30minutes-lecture will be followed by a discussion for ten minutes. For the smooth conduct of this, department will nominate one faculty for the lecture. The staff secretary will conduct the meeting in a smooth manner. In this way, faculties update themselves with the cutting edges in the field of engineering and technology. It is an academic platform for those who are inspired to continue research and to publish papers in their preferred domains.</p> <p>All the students who secured full pass in the first year have been given certificates of appreciation and others who trailed behind had been given series of special tutorials to keep them motivated. For this, all faculties, particularly those who handled first year subjects held many sessions of personal interactions with the weak students before the exams.</p>	➤ Dr. Suresh Babu	Chairman (Principal)	➤ Ms. Neethu Viswanath	Academic Counselor	➤ Ms. Shahanath Beevi	Faculty Member	➤ Mr. Ajeesh M S	Faculty Member	➤ Ms. Ramya Benny	Management Representative	➤ Ms. Theertha	Students Council	➤ Ms. Anjana	Students Council
➤ Dr. Suresh Babu	Chairman (Principal)														
➤ Ms. Neethu Viswanath	Academic Counselor														
➤ Ms. Shahanath Beevi	Faculty Member														
➤ Mr. Ajeesh M S	Faculty Member														
➤ Ms. Ramya Benny	Management Representative														
➤ Ms. Theertha	Students Council														
➤ Ms. Anjana	Students Council														

	<p>Those faculties who secured hundred pass in their respective subjects have been rewarded with A Memento and a Letter of Appreciation as well.</p> <p>Induction/orientation programs are very important for making the students homely and stress-free. It has been the experience that in one week of interaction, the fresher's become confident and self-assertive. A separate file is maintained by the Department.</p>
--	---

6. Programmes

SI NO	Programme Approved by AICTE	Level	Intake 2025-2026	Duration	Fee	NBA Accreditation Status
1	BBA	UG	60	4 Years		Nil
2	B. Com	UG	40	4 Years		Nil
3	BCA	UG	60	4 Years		Nil

Total Programs in College:

SL NO	EXISTING LIST OF COURSES 2025-26	UTY Sanctioned Strength
1	Bachelor of Business Administration	60
2	Bachelor of Commerce	40
3	Bachelor of Computer Application	60

vii. Name and duration of Programme(s) having Twinning and Collaboration with Foreign University(s) and being run in the same Campus along with status of their AICTE approval. If there is Foreign Collaboration, give the following details, if any: Not Applicable

7. Faculty

SL.NO	EMP ID	NAME OF STAFF	DEPARTMENT	MOBILE NUMBER	SEX	DOJ
1	AEG150767	Dr. Suresh Babu	Arts & Science	9497260819	M	02.03.2024

2	AMA150789	Dr. E S Rasheed	Arts & Science	9744477619	M	10.05.2024
3	TCM150773	Ajeesh M S	Arts & Science	8281855440	M	02.03.2024
4	TPE159912	Akhil Chandran	Arts & Science	8075139102	M	16.09.2025
5	BBA145611	Amal Byju	Arts & Science	9562345707	M	03.06.2024
6	BCA159113	Desmi Davis	Arts & Science	9495056942	F	14.07.2025
7	BCA159151	Devi M K	Arts & Science	8547095454	F	14.07.2025
8	TCM152494	Glory James	Arts & Science	7025202220	F	01.07.2024
9	MBA104047	Jeslet Benny	Arts & Science	8921687356	F	02.03.2024
10	TCM156384	Krishnapriya C A	Arts & Science	9562658773	F	02.09.2024
11	TCM146555	Malavika L	Arts & Science	9207282980	F	02.06.2025
12	BCA161500	Ninu C K	Arts & Science	8086185277	F	05.01.2026
13	BCA160882	Reeba Roy	Arts & Science	9645904568	F	03.12.2025
14	TCM150771	Sajitha N K	Arts & Science	9207648021	F	04.03.2024
15	BCA159111	Saranya K S	Arts & Science	9497890132	F	01.07.2025
16	BVA150779	Shahanath Beevi T S	Arts & Science	9497739899	F	02.03.2024
17	CMS158191	Sreeja P S	Arts & Science	9703484136	F	02.06.2025
18	AHD150791	Sreeja Sunilkumar	Arts & Science	8606606802	F	10.05.2024
19	AEC155617	Udayasurya C U	Arts & Science	9562805501	F	02.05.2024
20	AEG161641	Mijy Stephen	Arts & Science	9495042443	F	07.01.2026

8. Profile of Principal

Name of Principal	Dr. Suresh Babu			
Date of birth	09.08.1959			
Unique id	AEG150767			
Education Qualifications	PhD			
Work experience in years	Teaching	Research	Industry	Others
	26	0	0	0
Area of specialization	English Language and Literature			

Research Guidance	Completed: Nil	Doing:
--------------------------	----------------	--------

No: of papers published	National	International Journals	Conferences
	Nil	Nil	Nil
Research projects guided			
Patents	Nil		
Technology transfer	Nil		
Research Publications	Nil		

9. Fees

10. Tuition Fee

Sl No	Name of Course	Fee Per Semester (Rs.)
1	B. Com, BBA, BA	10,080/-
2	BCA, BSc. Computer Science, Electronics, IT & All Applied Courses like Health Science, Agriculture, Environmental studies/Science, BMMC, BA Mass Communication, B.Voc Software Development etc.	21,000/-

Sl No.	particulars	Amount
1.	University Union fee	105
2.	Sports affiliation fee	350
3.	Matriculation fee	145
4.	College Union Fee	145
5.	Women cell Fee	80

11. Special Fee

Details of Fee approved by the State Government	Time Schedule of the Payment of Fee for the entire Programme	Fee Waivers granted with amount	Estimated cost of Boarding and Lodging in Hostels
UG			
Annual Tuition Fee :as per different courses fee will be different Caution Deposit : Rs. 2,000/-	Fees to be paid every semester	Tuition fees are waived off for the students selected under the TFW scheme	

i. No. of Fee waivers granted with amount and name of students

Sl. No.	Branch	Name	Scholarship Amount
1	BBA	Abay Krishna	5500
2	BBA	Anuja Sathyanandhan	5000
3	BBA	Joyal Yesudas	3000
4	BBA	Ridhunandha E N	5000
5	BBA	Anet K J	2500
6	BCA	Neeva Mariya P J	3000
7	BCA	Vyga Sunil	8000
8	B.Com	Jinto Philip	3000

iii. Number of Scholarships offered by the institution, duration and amount

Sl.No.	Reg. No	Name	Programme	Amount
1	VHAYBBA026	Sreedevi Soman P S	BBA Honours	
2	VHAYBBA028	Sreeva P Manikandan	BBA Honours	
3	VHAYBBA030	Dilkar P P	B.Com Honours	
4	VHAYBCM012	Vishnunath C V	BBA Honours	
5	VHAZBBA031	Nandhanamol K R	BBA Honours	
6	VHAZBBA048	Sreelakshmi C S	BBA Honours	
7	VHAZBCM007	Ananthu T J	B.Com Honours	
8	VHAZBCA004	Adwaidh A P	BCA Honours	
9	VHAZBCA026	Navaneeth S Rag	BCA Honours	

11. mission : Last updated on 2025)

Department	S2	S4.	S6	Total in Dept
BCA	32	--	--	32
BBA	51	25	--	76
B.Com	32	27	--	59
Total	115	52	--	167

Admission test being followed, name and address of the Test Agency and its URL

**Number of seats allotted to different Test Qualified candidate separately
(Plus Two approved by State Government)**

Calendar for Admission against Management/Vacant Seats

UG	
Activation of Online Application	25 July 2025
Last date of submission of applications	2 August 2025
Publication of merit list	5 August 2025
Selection and admission begins	8 August 2025
Date for acceptance by the candidate	9 to 11 August 2025
Last date for closing of admission	August 28th 2025
Starting of the Academic session	July 1 st 2025
The waiting list shall be activated only on the expiry of date of main list	As per university
The policy of refund of the Fee, in case of withdrawal, shall be clearly notified	University refund policy followed

15. Criteria for Admission (To be updated Soon, Last updated on 10th April 2025)

As per Calicut university

16. List of Applicants (To be updated Soon, Last updated on 10th April 2025)

As per university merit quota and management quota

17. Results of Admission Under Management seats/Vacant seats (To be updated Soon, Last updated on 10th April 2025)

Composition of the selection team for admission under Management Quota , along with brief profiles of Members (To be made public after the admission process).

18. Information of Infrastructure and Other Resources Available (To be updated Soon, Last updated on 10th April 2024)

Infrastructure	UG
Number of Drawing Halls with capacity of Each	Available
Number of Computer Centers with capacity of each	Available
Central Examination Facility	Available
Barrier Free Built Environment for disabled and elderly persons	Available
Occupancy Certificate	Available
Fire and Safety Certificate	Available
Hostel Facilities	Available

Library

NCAS LIBRARY

- Total No. of Volumes/Books - 595
- Total No. of titles - 391
- Print Journals - 15
- Magazines - 12
- Print Newspaper's - 5
- E-Resources/Databases - DELNET, NDLI
- E-Books -
- E- Newspapers -
- E- Journals total -
- Library Software - Koha

- Library Classification - DDC
- Digital Library facility - computers with Internet facility
- Library Services & Facilities - OIPAC, ILL, Remote Access, NDLI club, NPTEL, Swayam, E-Shodh Ganga, E-Shodh Sindhu, Printing & Photocopy facility.
- Library Area – 720sq.ft
- Seating Capacity - 51
- Library Collection - Reference Books, Rare Books, CD/DVD, Book Bank, Remote Access, Question Papers, Bound Journals

A

--	--

Laboratory and Workshop

Nil

Computing Facilities

Internet Bandwidth	100 Mbps [80 Mbps (BSNL) + 100 Mbps Kerala Vision]
Number and configuration of System	170 Configuration: Branded Desktops (Intel Core i5, 8GB RAM, 256 SSD)
Total number of system connected by LAN	240
Total number of system connected by WAN	240

Compliance of the National Academic Depository (NAD), applicable to PGCM/ PGDM Institutions and University Departments: Nil

List of Facilities available

Games & Sports Facilities	https://holygracearts.com/
Extra-Curricular Activities	https://holygracearts.com/

Teaching Learning Process

Curricula and syllabus for each of the Programmes as approved by the University	http://docs.uoc.ac.in/website/Syll/
Academic Calenda of the University	http://pareekshabhavan.uoc.edu.in/index
Academic Time Table with the name of the Faculty members handling the Course	Available in CampusBook – in-house developed semi-automated management software. campus
Teaching Load of each Faculty	Available in campus -developed semi – automated management software , Book campus
Internal Continuous Evaluation System and place	Available
Student's assessment of Faculty, System in place	An online feedback mechanism is provided. Feedback is taken in each semester of all individual subject

19. Enrollment of students in the last 2 years (To be updated Soon, Last updated on 2025)

Department	2024-2025	2025-2026
BBA	31 (25)	51
B. Com	37(27)	32
BCA	0	32

20. List of Research Projects / Consultancy Works (To be updated Soon, Last updated on 10th April 2024)

Not relevant to UG

21. MoUs with Industries

LIST OF ACTIVITIES

Sl. No	Name of the Institution / Industry with whom the MouU / linkage is made , with contact details	Purpose of MoU/ Linkage	Starting date	Ending date
1	Keltron Limited	Certification Programme	26.09.24	30.09.25
2	Kochin Institute of Accountants	Orientation	27.11.25	27.11.25
3	Amity University	Career Guidance	17.12.25	17.12.25
4	Southern Multi State Cooperative	Internship	18.12.25	18.12.25
5	Indian Institute of Commerce , Lakshya	Career Guidance	19.12.25	19.12.25
6	Chief Guest , International Women's Day : Dr. Rosemary Wilson (BAMS), Chief Physican of Kandamkulathy Ayurveda Hospital.	Awareness Programme	09.03.26	09.03.26
7	Kerla Agro Machinery Corporation Ltd , Regd. Office : Athani, Ernakulam – 683585.	Industrial Visit	26.03.26	26.03.26
8	Spectrum Softtech Solutions Pvt Ltd, Corporate Office Office at Kochi , Kerala	Industrial Visit	26.03.26	26.03.26