



ST. JOSEPH'S INSTITUTE OF
**HOTEL MANAGEMENT &
CATERING TECHNOLOGY**
← PALAI →

MANAGED BY DIOCESE OF PALAI
AFFILIATED TO M.G. UNIVERSITY
APPROVED BY AICTE

Date:13/06/2023

INTERNAL QUALITY ASSURANCE CELL (IQAC)

NOTICE-IQAC MEETING

A meeting of the IQAC of the college is scheduled on 17/06/2023 Saturday 12 pm in the conference room. The following members are requested to attend the meeting

Dr. Sheri Kurian Principal (Chairman)
Fr. Joseph Vattappillil (Management representative)
Mr. Varghese Johnson (Faculty representative)
Mrs. Lissamma Sebastian (local society Nominee)
Mr. Shamboo Gopalakrishnan (Industry representative)
Dr. Thomas Mathew (External Member)
Mrs. Elsamma Mathew (Parent Representative)
Mr. Akku Babu (Alumni Representative)
Ms. Sandra Siby SJIHMCT (Student representative)
Mrs. Regy Joseph (IQAC Coordinator)


Principal




IQAC Coordinator



MEMBERS PRESENT

Following members were present for the IQAC meeting held on
17/06/2023 at SJHMCCT Palai.

| Sl No | Name | Signature |
|-------|----------------------------|-----------|
| 1. | Dr. Sheri Kurian | |
| 2. | Fr. Joseph Vattappillil | |
| 3. | Mr. Varghese Johnson | |
| 4. | Ms. Lissamma Sebastian | |
| 5. | Mr. Shamboo Gopalakrishnan | |
| 6. | Dr. Thomas V Mathew | |
| 7. | Mrs. Elsamma Mathew | |
| 8. | Mr. Akku Babu | |
| 9. | Ms. Sandra Siby | |
| 10 | Mrs. Regy Joseph | |



INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF THE IQAC MEETING HELD ON 17/06/2023 IN THE SJIHMCT CONFERENCE ROOM

Venue: Conference room

Time: 12 pm

The IQAC meeting convened on 17/06/2023 with the principal presiding. The session commenced with a moment of silence, followed by the approval of the previous meeting's minutes. The agenda for today's meeting is outlined below.

Agenda and discussion

| Sl.No | Discussion points/Agenda | Decision taken |
|-------|----------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| 1 | Faculty development programme | It was decided to send more faculty members to undergo industrial training. |
| 2 | Internal audit | The members proposed to have an internal audit to make function more effectively in the classroom. |
| 3 | IEDC | Principal informed the meeting about organizing an entrepreneurial young initiative programme. |
| 4 | Collaboration with various hospitality association | IQAC informed the council about the live cookery show which is going to be conducted on 27th of July 2023. |


Dr. Sheri Kurian

Chairman




Mrs. Regy Joseph

IQAC coordinator



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Date: 26/09/2023

INTERNAL QUALITY ASSURANCE CELL (IQAC)

NOTICE-IQAC MEETING

A meeting of the IQAC of the college is scheduled on 29/09/2023 Friday at 3 pm in the conference room. The following members are requested to attend the meeting

Dr. Sheri Kurian Principal (Chairman)
Fr. Joseph Vattappillil (Management representative)
Mr. Varghese Johnson (Faculty representative)
Mrs. Lissamma Sebastian (local society Nominee)
Mr. Shamboo Gopalakrishnan (Industry representative)
Dr. Thomas Mathew (External Member)
Mrs. Elsamma Mathew (Parent Representative)
Mr. Akku Babu (Alumni Representative)
Ms. Sandra Siby SJIHMCT (Student representative)
Mrs. Regy Joseph (IQAC Coordinator)


Principal




IQAC Coordinator



MEMBERS PRESENT

Following members were present for the IQAC meeting held on
29/09/2023 at SJHMCT Palai.

| Sl No | Name | Signature |
|-------|----------------------------|-----------|
| 1. | Dr. Sheri Kurian | |
| 2. | Fr. Joseph Vattappillil | |
| 3. | Mr. Varghese Johnson | |
| 4. | Ms. Lissamma Sebastian | |
| 5. | Mr. Shamboo Gopalakrishnan | |
| 6. | Dr. Thomas V Mathew | |
| 7. | Mrs. Elsamma Mathew | |
| 8. | Ms. Sandra Siby | |
| 9. | Mrs. Regy Joseph | |



INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF THE IQAC MEETING HELD ON 29/09/2023 IN THE SJHMCT CONFERENCE ROOM

Venue: Conference room

Time: 3 pm

The IQAC meeting convened on 29/09/2023 with the principal presiding. The session commenced with a moment of silence, followed by the approval of the previous meeting's minutes. The agenda for today's meeting is outlined below.

Agenda and discussion

| Sl.No | Discussion points/Agenda | Decision taken |
|-------|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| 1 | FDP on SPSS | IQAC requested the meeting about the need of conducting a session on SPSS. |
| 2 | Session by industry expert | It was proposed to have a session by industry experts to understand the trends of the industry. |
| 3 | Session on IPR | IQAC presented the need for arranging a session on Intellectual Property Rights to have more awareness among students and faculties. |
| 4 | Campus Cleaning Initiative | It was proposed to conduct a cleaning campaign by the NSS unit to encourage students to take pride in their college. |
| 5 | Millet Magic | There was a proposal from the Food production department to conduct annual food fest season 2 -millet magic. |

Dr. Sheri Kurian

Chairman



Mrs. Regy Joseph

IQAC coordinator



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Date: 30/11/2023

INTERNAL QUALITY ASSURANCE CELL (IQAC)

NOTICE-IQAC MEETING

A meeting of the IQAC of the college is scheduled on 04/12/2023 Monday at 3 pm in the conference room. The following members are requested to attend the meeting

Dr. Sheri Kurian Principal (Chairman)
Fr. Joseph Vattappillil (Management representative)
Mr. Varghese Johnson (Faculty representative)
Mrs. Lissamma Sebastian (local society Nominee)
Mr. Shamboo Gopalakrishnan (Industry representative)
Dr. Thomas Mathew (External Member)
Mrs. Elsamma Mathew (Parent Representative)
Mr. Akku Babu (Alumni Representative)
Ms. Sandra Siby SJIHMCT (Student representative)
Mrs. Regy Joseph (IQAC Coordinator)


Principal




IQAC Coordinator



MEMBERS PRESENT

Following members were present for the IQAC meeting held on
04/12/2023 at SJHMCCT Palai.

| Sl No | Name | Signature |
|-------|----------------------------|-----------|
| 1. | Dr. Sheri Kurian | |
| 2. | Fr. Joseph Vattappillil | |
| 3. | Mr. Varghese Johnson | |
| 4. | Ms. Lissamma Sebastian | |
| 5. | Mr. Shamboo Gopalakrishnan | |
| 6. | Dr. Thomas V Mathew | |
| 7. | Mrs. Elsamma Mathew | |
| 8. | Mr. Akku Babu | |
| 9. | Ms. Sandra Siby | |
| 10. | Mrs. Regy Joseph | |



INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF THE IQAC MEETING HELD ON 04/12/2023 IN THE SJIHMCT CONFERENCE ROOM

Venue: Conference room

Time: 3 pm

The IQAC meeting convened on 04/12/2023 with the principal presiding. The session commenced with a moment of silence, followed by the approval of the previous meeting's minutes. The agenda for today's meeting is outlined below.

Agenda and discussion

| SL.NO | Discussion points/Agenda | Decision taken |
|-------|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Theme lunch- Punjabi cuisine | There was a Proposal from the Food production department to conduct a theme lunch for the final year students to enhance the knowledge of Punjabi Cuisine. |
| 2 | Sustainable and Responsible Tourism | There was a proposal from the tourism club of SJIHMCT to conduct a session on sustainable and responsible tourism. |
| 3 | Malinya Muktha Nava Karala Campaign | There was a proposal from the NSS unit of SJIHMCT to take part in the Malinya Muktha Nava Kerala Campaign. |
| 4 | PHA Yuva Launch | There was a proposal from professional housekeepers association (PHA) to conduct Kerala PHA Yuva chapter launch in SJIHMCT Campus. |

Dr. Sheri Kurian

Chairman



Mrs. Regy Joseph

IQAC coordinator



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Date: 12/02/2024

**INTERNAL QUALITY ASSURANCE CELL (IQAC)
NOTICE-IQAC MEETING**

**A meeting of the IQAC of the college is scheduled on 15/02/2024
Thursday at 3 pm in the conference room. The following members are
requested to attend the meeting**

Dr. Sheri Kurian Principal (Chairman)
Fr. Joseph Vattappillil (Management representative)
Mr. Varghese Johnson (Faculty representative)
Mrs. Lissamma Sebastian (local society Nominee)
Mr. Shamboo Gopalakrishnan (Industry representative)
Dr. Thomas Mathew (External Member)
Mrs. Elsamma Mathew (Parent Representative)
Mr. Akku Babu (Alumni Representative)
Ms. Sandra Siby SJHMCCT (Student representative)
Mrs. Regy Joseph (IQAC Coordinator)


Principal




IQAC Coordinator



MEMBERS PRESENT

Following members were present for the IQAC meeting held on
15/02/2024 at SJIHMCT Palai.

| Sl No | Name | Signature |
|-------|----------------------------|-----------|
| 1. | Dr. Sheri Kurian | |
| 2. | Fr. Joseph Vattappillil | |
| 3. | Mr. Varghese Johnson | |
| 4. | Ms. Lissamma Sebastian | |
| 5. | Mr. Shamboo Gopalakrishnan | |
| 6. | Dr. Thomas V Mathew | |
| 7. | Mrs. Elsamma Mathew | |
| 8. | Mr. Akku Babu | |
| 9. | Ms. Sandra Siby | |
| 10 | Mrs. Regy Joseph | |



INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF THE IQAC MEETING HELD ON 15/02/2024 IN THE SJHMCT CONFERENCE ROOM

Venue: Conference room

Time: 3 pm

Date: 15/02/2024

The IQAC meeting convened on 15/02/2024 with the principal presiding. The session commenced with a moment of silence, followed by the approval of the previous meeting's minutes. The agenda for today's meeting is outlined below.

Agenda and discussion

| SL.NO | Discussion points/Agenda | Decision taken |
|-------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Academic Calendar | It was discussed in the meeting about the approval of the academic calendar. |
| 2 | Certificate courses | There was a proposal from the Principal to add more Value added program in the coming semester. |
| 3 | Mentoring | It was discussed that it is the need of the time to keep the mentor mentee meeting more frequently and monitor the details of the students. |

Dr. Sheri Kurian

Chairman



Mrs. Regy Joseph

IQAC coordinator



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Date:07/05/2024

**INTERNAL QUALITY ASSURANCE CELL (IQAC)
NOTICE-IQAC MEETING**

**A meeting of the IQAC of the college is scheduled on 10/05/2024
Thursday at 3 pm in the conference room. The following members are
requested to attend the meeting**

Dr. Sheri Kurian Principal (Chairman)
Fr. Joseph Vattappillil (Management representative)
Mr. Varghese Johnson (Faculty representative)
Mrs. Lissamma Sebastian (local society Nominee)
Mr. Shamboo Gopalakrishnan (Industry representative)
Dr. Thomas Mathew (External Member)
Mrs. Elsamma Mathew (Parent Representative)
Mr. Akku Babu (Alumni Representative)
Ms. Sandra Siby SJIHMCT (Student representative)
Mrs. Regy Joseph (IQAC Coordinator)


Principal




IQAC Coordinator



MEMBERS PRESENT

Following members were present for the IQAC meeting held on
10/05/2024 at SJHMCT Palai.

| Sl No | Name | Signature |
|-------|----------------------------|-----------|
| 1. | Dr. Sheri Kurian | |
| 2. | Fr. Joseph Vattappillil | |
| 3. | Mr. Varghese Johnson | |
| 4. | Ms. Lissamma Sebastian | |
| 5. | Mr. Shamboo Gopalakrishnan | |
| 6. | Dr. Thomas V Mathew | |
| 7. | Mrs. Elsamma Mathew | |
| 8. | Mr. Akku Babu | |
| 9. | Ms. Sandra Siby | |
| 10. | Mrs. Regy Joseph | |



INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF THE IQAC MEETING HELD ON 10/05/2024 IN THE SJHMCT CONFERENCE ROOM

Venue: Conference room

Time: 3 pm

The IQAC meeting convened on 10/05/2024 with the principal presiding. The session commenced with a moment of silence, followed by the approval of the previous meeting's minutes. The agenda for today's meeting is outlined below.

Agenda and discussion

| SL.NO | Discussion points/Agenda | Decision taken |
|-------|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Various Cells, Clubs and Committees. | It was decided in the meeting that the faculties need to be assigned with the charges of various clubs, cells etc for better functioning. |
| 2 | Internal Risk Management committee. | Principal informed the council about the Govt Order about having a new committee regarding IRMC. |
| 3 | Discussion of IIQA | Principal informed the team about the uploading IIQA in the NAAC site |
| 4 | Induction programme | It was decided in the meeting that a bridge course and aptitude test need to be conducted for the freshers. Ms. Dona Babu was given the responsibility of conducting the aptitude test for the newcomers |

Dr. Sheri Kurian

Chairman



Mrs. Regy Joseph

IQAC coordinator