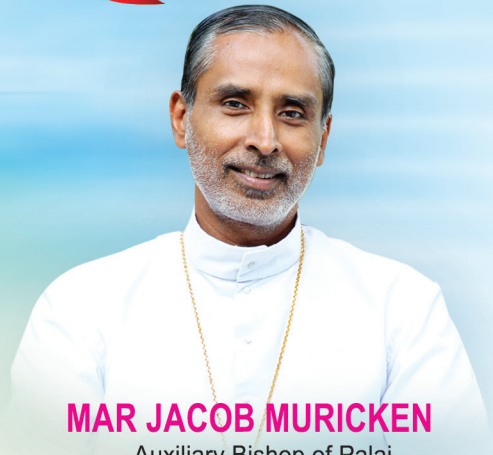


PATRONS



MAR JOSEPH KALLARANGATT
Bishop of Palai



MAR JACOB MURICKEN
Auxiliary Bishop of Palai



Msgr. Dr. Joseph Malepparambil
Chairman



Rev. Fr. Joseph Vattappillil
Director



Dr. Sheri Kurian
Principal



Rev. Fr. John Mattamundayil
Bursar



Rev. Fr. Thomas Njavallil
Lab Manager



Rev. Dr. Kurian Mattom
Spiritual Director

TEACHING & NON TEACHING STAFF



Shyla Mathew



Seby P. Mathews



Regy Joseph



Sebastian Thomas



Felix Kuruvilla



Dona Babu



Varghese Johnson



Atul Vijay P.



Jojan Thomas



Tilvin Sabu



Sujith Mathew George



Jibin K. Mathew



Jerin James



Dalmya V. Jose



Rakhy Raju



Rev. Fr. Sebastian Pazheparambil



Johny E. J.



Juny Alex



P. Sudhakaran



Teny George



Sithara Sebastian



Alphonse Joseph



Joby Jose



Mathews Mathew



Saji V.M.



Justin Joseph



Rajesh George



Jaya Saji



Majeena Sebastian

1ST YEAR STUDENTS



ABEY JOHNSON



ABHIJITH BENNY



ABHIJITH G NAIR



ABHIJITH GOPI



ABHINAND T S



ABHINAV S



ABIN M GEORGE



ADITH KIRAN



AJEESH K
JOSEPH



AJESH VISWAN



AKASH BINOJ



AKHIL BABY



AKHIL JOHN



ALAN DEVASIA



ALAN FRANCIS



ALAN KURIAN



ALAN PHILIP



ALBERT JOSEPH



ALBIN ANTO



ALBIN SHYNU



ALDIN THOMAS
KAYYALACKAL



ALEN CHARLEY



ALEN ELIAS
CHACKO



ALFIN SHAJI



AMAL JAMES



AMAL SIBI



AMAL SIBY



AMAL SIBY



ANAND MICHAEL



ANUJITH
RAMAMAN



ARJUN SHAJI



ARJUN SHAJI



AROMAL SIVADAS



ARUN BIJU



ARUN JAIN



ASHISH CHACKO
JAYAN



ASHITH V S



ASHLIN JOSEPH
C L



ASHWIN SHAIJU



ASWIN G MENON



ASWIN P S



ATHULKRISHNA
K M



AUGUSTINE
JOSEPH



BOBY BIJU



CHRISTY SUNIL
JOY



DAIN MATHEW



DON ROY



ELDHOOSE GIGI



EMMANUEL
MARTIN



ENOSH K S



GABRI M MARTIN



GEORGE JOSE



GEORGEKUTTY
BENNY



JERIT GEORGE



JERRY GEORGE
MATHEW



JESTIN JOSE

1ST YEAR STUDENTS



JIBIN JAMES



JOEL GEORGE



JOEL SAM PHILIP



JOHNS PHILIP



JOJO THOMAS



JOMEL TOM



JOPPA JIJO



JOSIN BENNY



JIBIN AUGUSTINE



JUSTIN CYRIAC



K S JOHN ALVIN



KARUN C GOPAN



KEVIN P VINCENT



KIRAN KRISHNAN



KIRAN SUNNY



LIYON SEBASTIAN



M C KURIAKOSE



MADHAV C
MADHU



MARTIN JOSEPH



MATHEW DOMINIC



MEENAKSHY
SURENDRAN



NAYAN C JOSE



NEHAL SONY



NIDHIN C MADHU



NIKHIL BENNY



NIKHIL R NAIR



PRANAV PRADEEP



RAJANEESH
KUMAR P R



RICHA JOSE



ROBIN ROY



ROMAL THOMAS
SEBASTIAN



ROMIN LALU



ROSHAN V ELIAS



SAJAY
SEBASTIAN



SANDRA SIBY



SCARIA P M



SEBASTIAN
RONKHA



SETHU N REJI



SHEFIN SHAJI



SHON C MANOJ



SHONE JOSEPH



SHOUN RAJU



SNEHA PRINCE



SONUMOM
SCARIA



STABIN P SAJI



SUDHI S NAIR



THOMMY THOMAS



TOM CHERIAN



TONY ANGEL



VARGHESE T R



VIJAY SABU



VIJAY VINOD



VIMAL XAVIER

2ND YEAR STUDENTS



AADHIL MIRZA S



ABHIJITH VENU



ABHIN SAJEEV



ABHIRAM V



ADARSH C J



ADERSH JACKSON



ADITHYA GOPIDAS



ADONE JOHNSON



AJAI SANTHOSH



AJITH MATHEW



AJO JOHN



AJU AUGUSTINE



AJUMON JOHNEY



AKASH LAIJU



AKHIL JOJO



AKHIL P ANIL



ALAN KURIAN



ALAN ROBY



ALAN SAJI



ALBERT SUNNY



ALBIN K SANTHOSH



ALBIN SHAJI



ALEN P SAJI



ALEN SURESH



ALEX JOHN



ALLEN MATHEW JOHN



ALWIN ABESH



AMAL DEV K M



AMAL FELIX



AMAL HARIDAS



AMAL SANTHOSH



AMAL SUNNY



ANAND M S



ANANDU S



ANTOMON ANIL



ANTONY ZACHARIAS



ARJUN PRAKASH



ASHWIN RENJI MATHEW



ASWIN JAYATHILAKAN



ASWIN K H



ASWIN SHAJI KURIAN



BASIL JOY



BITTO ABRAHAM



CHACKO LALSON



CYRIAC BABY



CYRIL JOSEPH



DANIEL FRANCIS



DELVIN SHAJI



DEVANSHARMA C D



DOMINIC SEBASTIAN



DON ANTONY



EISTINE WILSON



GEORGEKUTTY ABRAHAM



GIRISH RAMESH



GOKUL R



IVAN B VARGHESE



IVIN JIJO



JAIN SUNNY



JEFFIN JAMES



JESMON VARGHESE



JIM BASIL JOY



JINCE SOMICHEN



JISHNU M S



JITHIN KURIAN

2ND YEAR STUDENTS



JITHU BAISEL
JOHN



JOBY JOSHY



JOEL ABRAHAM
JOHN



JOEL JACOB
FRANCIS



JOEL JOSEPH A D



JOHANN JOSE



JOJI ALEX



JOSEPH
JAMES



JOSEPH REJIN



JOSEPH SHINE



JOYAL JAMES



JOYAL JOSE



JOYAL REMY



JUSTIN K BENNY



KEVIN TYTUS K



KURIAN BINU



MANUAL SUNNY



MARTIN JOSEPH



MATHEW ABRAHAM
JOHN



MELVIN SABU



MUHAMMED SAHAD
A S



NAVANEETH R



NAVEEN VINCENT



NEERAJ R



NEERAJ
VARGHESE GEORGE



NIDINKUMAR M M



NIRANJANA V
UDAYAN



NITHIN JAMES



NOYAL ANTONY



PRINCE SHAJI



RAHUL LAL



RENJITH SHARMA



RINS JOHN



ROBIN EAPPEN



ROHIT JOHN



ROHITH SALIM



SACHIN FRANCIS



SACHIN RAJ K



SAJIN K SAJI



SAJIN SANTY



SEBASTIAN ROY



SEBIN JOSE



SHARON PAUL
SAJU



SHARON TONY
THOMAS



SIBIN MATHEW



SOOREJ SUNIL



SREEKUMAR S



SREELAL K



SUJITH THOMAS



TIJO JOSEPH



TIM JOSEPH
JERARD



TOMIN GIGI



TONY SHAJU



VISHNU SHANAN

3RD YEAR STUDENTS



ABIN BENNY



ABIN LAL



ABIN RAJU



ADITHYAN M.R.



AJAL JAGIN



AJAY JOHNSON



AJAY MATHEW
JOSEPH



AJAY S.



AJIN ANTONY



AJITH JOSEPH



AKASH SAJEEV



AKSHAY REJI



AL FAHAD P.



ALBIN BENNY



ALEX TOMY



ALWIN WILSON



ANANDHU K.



ANEX SEBASTIAN



ATHUL N.A.



ATHUL SOJAN



AUGUSTINE P.S.



BENSON VARGHESE



BIBIN BABY



BINOLD ROY



DON SCARIA



EBIN BINOY



EMMANUAL JAISON



GEORGEKUTTY JOSE



GIBIN GEORGE



GOKUL S KUMAR



JAIN C JOHN



JERIN JOHN Y



JERIN JOSE



JESTIN XAVIER



JEWEL JOLLY



JINSON JOHNSON



JINTO JOY



JINU JOSHY



JINU MATHEW



JISS SCARIA



JITHU GEORGE TOM



JOEL JOSEPH



JOPPAN P CHACKO



JORBIN JOSE



JOSEN ROY



JUSTIN SUNNY



LEO KURIAN
EMMANUEL



MAHESH M.M.



MATHEWS DAWN
DENNIS



MEBIN VARGHESE



MELVIN GEORGE



NAFEES MOHAMMAD



NAVEEN JACOB
PARACKAL



NIDHIN MANOJ



PAULSON CHERIAN



PAULVIN MATHEW



PRASANTH



PRAVEEN V. NAIR



RENJITH ROY



RINTO MATHEW



ROBIN SAJI GEORGE



ROHITH K.A.



RONALD MATHEW
MATHEW



SAM K. ELDHOOSE



SANTHOSH KIRAN



SKARIA ALEN



SOLOMON P.
SHAJAN



SOVIN VINOD



TESSY PHILIP



THOMAS MATHEW



TONY SEBASTIAN



UNAIZ K. SALIM



VISHNU NARAYANAN

4TH YEAR STUDENTS



ABIN MATHEW



ADITH R



AJAY PHILIP
MATHEW



AKHIL MATHEW



AKHIL SHAJAN



AKSHAIKUMAR
V.C



ALAN JOHNS



ALAN THOMAS



ALAN TOMY



ALBIN JAMES



ALBIN JOSEPH



ALBIN R



ALBIN SIBY



ALBIN SIJU



ALBY BENNY



ALBY JOSEPH



ALEN VARKEY
ANIL



ALVIN AJAY



AMAL BENNY



AMAL KUMAR K N



AMAL SEBASTIAN



AMAL SHAJI



AMALKRISHNA
MOHAN



AMARNATH



ANANTHA
KRISHNAN M



ANJITH JOSE



ANTO A ALEX



ARAVINDH SHAJI



AROMAL K M



ARUN BENNY



ASHWIN GIGI



ASWIN GOVIND
KRISHNA



ASWIN SAJEEV



AVINASH SAJEEV



AVINASH T MANOJ



BENJAMIN CYRIAC
BENNY



BIBIN BENNY



BIBIN JOSEPH



BIBIN SUNNY



BINIL SUNNY



BOPIN PAULSON



CHARLSON SUNNY



CHRISTEEN MI-
CHAEL



CYRIL K ROY



DANIEL JOSEPH



DEEPU DINESH



DIJO DOJI



DON TOMY



ELBIN BENNY



ENRICKS SIMON



FLEDENTO K BE-
NADICT



GEORGE KURIAN
JOSE



GOUTHAM P AJITH



JAIMON JOSEPH



JAMES JOSEPH



JEEVAN JOSEPH

4TH YEAR STUDENTS



JEFFIN
AUGUSTINE



JERIN REJU



JIBIN JOSE



JIBIN JOY



JITHIN P J



JOBIN PAUL
GEORGE



JOBIT M J



JOEL ROLEX



JOFFIN JOSEPH



JOSU THOMAS



KEVIN MOHAN



KURIAN THOMAS



LIJIN PHILIP



MATHEW JOSE



MATHEW SIMON



MAXIN MATHEW



MELBIN
SIBYCHANANIL



MILAN THOMAS



NANDHU K SURESH



NIRMAL J BABU



NITHIN E S



NITHIN ROY



NOYEL ROYES



PAULSON BENNY



PRINCE ANTONY



RASAL RASHEED



RICHARD THOMAS



RIJO JOSEPH



RINSON MATHEW



ROBEL
THOMAS JOHN



ROSHAN B
AMUDHAPPA



S ROS TERESA



S.ANANDKRISHNAN



SANJU SHAJI



SEBIN SABU



SHANU KHAN S



SONU SUNNY



STEFFIN MATHEW



STEFFIN THOMAS



STEPHEN JOSEPH



SUDEESH S.
KUMAR



SUJITH JOSEPH



SURYA ABY
THOMAS



THOMAS MATHEW



THOMASKUTTY
K. SIBY



TOM JOSEPH



TONY REGI



VINAYAK B



**ST. JOSEPH'S INSTITUTE OF HOTEL MANAGEMENT AND
CATERING TECHNOLOGY, PALAI.**

**Choondacherry P O 686 579.
Kottayam Dt.**

Managed by the Catholic Diocese of Palai

Approved by AICTE and affiliated to M G University
(Established in 2010)

Patrons:

Mar Joseph Kallarangatt, Bishop of Palai

Mar Jacob Muriken, Auxiliary Bishop of Palai

Chairman

Msgr. Dr. Joseph Maleparambil, Vicar General, Diocese of Palai.

Director

Rev. Fr. Joseph Vattappillil LTh LOCL

Principal

Dr. Sheri Kurian

Bursar

Rev. Fr. John Mattamundayil

Lab Manager

Rev. Fr. Thomas Njavallil B.Sc. Engg.

Spiritual Director

Rev. Dr. Kurian Mattom MA; Ph.D.

PERSONAL PROFILE OF STUDENT

Name :

Local address :

.....

.....

Contact Number :

Permanent Home Address :

.....

.....

Telephone Number :

Date of birth :

Weightkgs., Height.....cms, Blood Group

Admission No: Class No.

IMPORTANT TELEPHONE NUMBERS

Chairman : Msgr. Dr. Joseph Maleparambil : 04822-212216, 212217,
Mob: 9447132324

Director : Rev. Fr. Joseph Vattappillil : Mob: 9497028498

Principal : Dr. Sheri Kurian : 04822-239510
: Mob: 9019898150

Manager, SJCET : Rev. Fr. Mathew Koramkuzha : Mob: 9446922066

Bursar : Rev. Fr. John Mattamundayil : Mob: 9446982681

Lab Manager : Rev. Fr . Thomas Njavallil : Mob: 9447694582

Spiritual Director : Rev. Dr. Kurian Mattom : Mob : 09446125581

St. Alphonsa Hostel : Mob: 9447940444

St. Augustine Hostel : 04822-239311, 239316

St. Mary's Hostel : 04822-239313, 239314, 239315

St. Thomas Hostel : Mob: 9562239327

South Indian Bank, Choondacherry : 04822-239409

Police Station, Palai : 04822-212334

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PART I - THE INSTITUTE

1.1 History, Guiding Principles and Special Features

It has always been the tradition of the Diocese of Palai to open up new avenues for higher education for the people of the diocese and for those outside the diocese as well. The Technical Education Trust of the Diocese of Palai entered into the field of professional education in 2002 by establishing an Engineering College named St Joseph's College of Engineering and Technology, Palai, and in 2005 a Nursing College at Cherpumkal.

Considering the factors such as fast growth of the tourism sector in India, the great demand for professionals in the field of Hotel Management and catering services and the lack of institutions in South India offering AICTE approved 4-year degree courses in Hotel Management, the Technical Education Trust of the Diocese of Palai decided to establish such an institution.

Accordingly, St. Joseph's Institute of Hotel Management and Catering Technology, Palai was established in 2010 in a serene and picturesque campus adjacent to St. Joseph's College of Engineering and Technology, Palai, in a high profile modern building with all facilities and other requirements. The management has a finishing school which provides all the necessary soft skill exposure required for campus recruitment and employment.

The four year BHM Degree course is being conducted in collaboration with leading hotels like Marriott International, Oberoi, The Taj, Oakwood, Zuri, CGH Earth, Ramada, Holiday Inn, Crowne Plaza, The Paul's, Club Mahindra, Avenue Regent, Radisson Blue, Olive Down Town, Leela, Ravis, Arte Central, Lemontree, Trident, The Panoramic Getaway, The PGS Vedanta, Grand Hyatt, Conrad, Krishna Beach Resort, Niramaya Resort, Forte Kochi etc.

The Institute provides an environment conducive to learning and achieving the academic and professional aspirations of the students. We aim to achieve minimum 80% results in examination in the first chance and 100 % placement to all who acquire the minimum qualification stipulated by the Industry. We could achieve 100% placement in 2014, 2015, 2016, 2017, 2018 and 2019. Employment opportunities for graduates of these courses are available in Star Hotels, Cruise liners, Airlines, Railways, National and International Event Management, Multi-national Companies and Hospitals. Many of our former students work in Canada, Dubai, Newzealand, Russia, Italy, Quater, Saudi Arabia, Ireland, Singapore, Australia, Oman, Kuwait, Sharjah, Doha, Belgium, Germany, Egypt, Bahrain, Lavatia, Fugairah, Riyadh, Italian Cruises, Flight Kitchen etc.

We are committed to preserve the eco-system and living in harmony with Nature. The Institute maintains a green and absolutely clean campus. We place a special preference for wooden furniture in the Institute. SJHMCT follows a strategic planning approach to

development insisting on continuous improvement at all levels. One can witness synergy at work in our campus. We have well-qualified, dedicated and trained teachers. Our laboratories and other facilities are adjudged by various visiting committees as one of the best among similar institutions in India. Our quality management system got ISO 9001 - 2015 certification. We are committed to provide the best learning experience for our students.

1.2. Our Vision

To develop into a leading and pace setting provider of professional courses and programmes to develop and train suitable manpower for Hospitality Industry.

1.3 Our Mission

To develop young men and women into professional experts to manage Hospitality Industry in general and Hotels in particular.

To equip youngsters with conceptual and interpersonal skills for managerial decision making and its execution in hospitality and related industries.

To develop and encourage the entrepreneurial capabilities of the young generation to become effective change agents.

1.4 Our quality policy

- Strategic planning approach to development
- Commitment to Continuous Improvement
- High quality faculty and infrastructure
- Team work and consultation at all levels
- Computerized services.
- Most effective and efficient teaching - learning process
- Learning skills development programmes
- Personality development programmes
- Absolutely clean and eco-friendly campus

1.5. Our value system

- Abiding faith in the Almighty
- Integrity and openness
- Respect for the individual
- Gender and social equality
- Recognition for creativity and innovation
- Total quality and market relevance

- * Service to mankind
- * Accountability to society
- * Positive approach to everything
- * Harmony with nature

1.6. List of faculty

Name	Designation	Telephone No.
Dr. Sheri Kurian	Principal	8593867676
Shyla Mathew, B.Sc. DHMCT	HoD	9495381521
Seby.P.Mathews, BA, DHMCT, M.Sc.(THM)	Asst. Professor	9447599298
Regy Joseph, BHM, MBA, M.Sc.(THM)	Asst. Professor	9400359811
Sebastian Thomas, M.Com	Asst. Professor	9497321703
Felix Kuruvilla, DHMCT	Asst. Professor	8281563429
Dona Babu, B. Tech, MBA	Asst. Professor(on leave)	9495188990
Varghese Johnson BHM, MHRM,M.Sc.(HM), MTM	Asst. Professor	8075847617
Atul Vijay P. BHM, MBA	Asst. Professor	9980153838
Tilvin Sabu, B.Sc (HS)	Asst. Professor	8848236953
Jibin K Mathew, B.Sc. (HS) MBA	Asst. Professor	9895990676
JojanThomas, BHM,AHLA, M.Sc.(THM)	Asst. Professor	9048102777
Johney E J, DHMCT	Asst. Professor	8289812144
Sujith Mathew George, BHM, MBA	Asst. Professor	8289862878
Jerrin James	Asst. Professor	6282647630
Dalmia V. Jose. BHM	Lecturer	9446314423
Rakhy Raju	Lecturer	8281757306
Juny Alex, B.Tech.	Lecturer	9947889678
Rev. Fr. Sebastian Pazheparambil L.Th.	Visiting Prof.	9539919513
Dr. M.J.Joseph MA., Phd.	Visiting Prof.	9446203877

1.7. Non Teaching Staff

Name	Designation	Telephone No.
P. Sudhakaran	Office superintendent	9495270373
Teny George B.Com, DCA	U D Clerk	9447568821
Sithara Sebastian M.Com, DCA	Senior Office Assistant	9495443406
Alphonse Joseph M.LIS	Librarian	9947936428
Joby Jose	Lab Assistant	9846916999
Mathews Mathew	Lab Assistant	9061629839
Rajesh George	Attender	9744253384
Justine Joseph	Attender	9605698976
Jaya Saji	Sweeper	8281318602
Saji V M	Sweeper/Gardener	9744568410
Majeena Sebastian	Cleaner	9539698190

1.8. Class Timings

08.30 a. m. to 12.45 p.m.

12.45 p.m. to 01.40 p.m. – lunch interval

1.40 p. m. to 04.30 p. m.

Working days: Monday through Saturday (except 2nd & 4th Saturdays).

On Saturdays the classes, if any, ends at 3.30 p.m.

1.9. Holidays

All Kerala Government holidays are holidays for the Institute. In addition, the Patron's Day (Feast of St. Joseph, March 19) and St. Thomas Day (July 3) will be holidays for the Institute. Other holidays, if any, will be announced by the Management from time to time.

1.10. Institute's Office

The Institute's office will function from 8.30 a.m. to 4.30 p.m. on all working days. On Saturdays, except on second Saturday, the office functions from 9.30 a.m. to 3.30 p.m.

1.11. Principal's Office

Students are allowed to meet the Principal during the Institute working hours. Visiting time for outsiders to meet the Principal is normally from 3 p.m. to 4.15 p.m. However, the Principal can be met at other times by prior appointment over the phone (04822-239510)

1.12. Students' Hostels

The Management has provided the following hostels within the campus for the students

St. Alphonsa hostel for boys

St. Augustine's hostel for girls

St. Mary's hostel for girls

St. Thomas hostel for boys

Students who are not staying with their parents or close relatives are requested to stay in the hostels only. Staying in private hostels and houses is not appreciated because of many reasons and requires special permission from the principal.

Hostel inmates are expected to follow strictly the hostel rules in force and amendments from time to time, regarding general discipline and behavior, study periods, meal timings and other matters. They are also expected to take good care of hostel properties like furniture, toilet and bath-room fittings, electrical accessories, etc. Dismissal or suspension from the hostel is liable to cause dismissal or suspension from the Institute and vice-versa.

PART II - COURSE OBJECTIVES & SYLLABUS

2.1 Title of the Programme

This degree shall be called Bachelor of Hotel Management.

2.2. Medium of Instruction

The medium of instruction and examination shall be English.

2.3 Scheme of Course & duration:

The 4 Year BHM Degree Course will have 8 semesters, each semester having six subjects except 6th semester during which students will be sent for training for a period of not less than 20 weeks. Each subject carries 100 marks. (internal 20 and external 80) except for training and Project Report.

In addition to the Onam and X'mas holidays there will be a semester break at the end of each semester.

2.4 Eligibility for Admission

A pass in the higher secondary or equivalent examinations recognized by the Mahatma Gandhi University, Kottayam, with not less than 45 per cent marks in aggregate.

2.5 Selection Process

50 percent seats directly by the Management and 50 per cent through CAP by the Mahatma Gandhi University.

2.6 Syllabus for BHM Programme (Upto 2019 Admission)

Semester 1 Basics of Food Production – I

Basics of Food & Beverage Service – I

Basics of Front Office

Basics of Housekeeping

Basics of Management Principles

Business English

Semester 2 Basics of Food Production – II

Basics of Food & Beverage Service – II

Application of Computers

Basic Financial Accounting

Food Science and Nutrition

Basic French

Semester 3 Food Production Operations – I

Food & Beverage Service Operations – I

Front Office Operations – I

Housekeeping Operations – I

Financial Management

Travel and Tourism

- Semester 4** Food Production Operations – II
Food & Beverage Service Operations – II
Human resource Management
Hospitality Marketing
Environmental Issues
Hotel Engineering
- Semester 5** Advanced Food Production – I
Advanced Food & Beverage Service – I
Front Office Operations – II
Housekeeping Operations – II
Research Project: Design & Methodology
Organizational Behaviour
- Semester 6** Industrial Exposure Training and Project Report
(Training 20 weeks and 4 weeks to prepare draft and submission of final report)
- Semester 7** Advanced Food Production – II
Advanced Food & Beverage Service – II
Front Office Management
Housekeeping Management
Business Law
Food Safety & Quality Control
- Semester 8** Food & Beverage Controls & Management
Travel & Tourism Management
Personality Development
Entrepreneurship Development
Hospitality Research Project

- Elective I/II I – Food & Beverage Management (1a & b)
Elective 1 a Food & Beverage Production (Major)
and Food & Beverage Service (Minor)
- Elective 1 b Food & Beverage Service (Major) and
Food & Beverage Production (Minor)
- II – Accommodation Management (II a & II b)
- Elective II a Front Office Management (Major) and
Housekeeping Management (Minor)
- Elective II b Housekeeping Management (Major) and
Front Office Management (Minor)

Syllabus 2020 admission onwards

(Insert)

2.7. Fee collection

All fee remittance to be made through the South Indian Bank, Choondacherry Branch.

Tuition fee, special fees, etc., for the first and second semester are collected at the time of admission, and fees for subsequent years are collected during the first three days of the respective years.

Those who fail to remit the fees within the time limit prescribed are liable to pay Rs.5/- per day for every Rs.10,000/- or part thereof for the next ten days. After that, the defaulter's name will be removed from the rolls and he/she will not get the benefit of attendance. He/she will be re-admitted when the dues are cleared. The names of defaulters will be published in the notice board after expiry of the last date prescribed for the payment. The defaulters will also be summoned, as per the discretion of the management.

PART III - EXAMINATION

There shall be University Examinations at the end of each semester. Students should register for all subjects of the end semester examination of each semester. A candidate who does not register will not be permitted to attend the end semester examinations and he/she will not be promoted to the next semester.

3.1. Eligibility for appearing the Examination

1. Student should have successfully completed the course for the semester.
2. For those who happen to be absent from any internal examination owing to any unforeseen circumstances, he/she can appear for examination only with the permission of the Principal. For this he/she should meet the Principal, along with his/her parent, and convince him the genuineness of the case by submitting necessary proof. If the principal is fully convinced the student will be allowed one chance for writing the examination after remitting an application fee of Rs.200/- for each paper.
3. Should have not less than 75 % of attendance for the particular semester. If the candidate has shortage of attendance he/she should repeat the course by joining the immediate junior batch. There are no supplementary examinations. A candidate is allowed to improve the results of any subject by writing the examination of his/her immediate junior batch. However, no candidate is permitted to improve the marks for practical/internal examination. A candidate is allowed to withdraw from the whole examination of a year in accordance with the rules for cancellation of examinations of the University.
5. A student can join and study in the ensuing semester and take the examination of that semester irrespective of the results of the examination of the previous semester provided he/she has completed all the formalities of attendance, payment of fees due to the University and registration for the examinations in the earlier semesters. No candidate shall be allowed to take external examination three times for each subject. A candidate must register for all the subjects in a year to appear for the examination in the respective year. Part appearance is not allowed

3.2 Scheme of Examination and Result

There is continuous evaluation for each subject through internal and external exams. Internal evaluation shall be conducted by the faculty handling the course. End semester examinations of all subjects will be conducted by the university. There shall be three sets of examinations in each semester, i.e., two internal and end semester examination by the University.

The minimum marks required for a pass is 50% for the end semester examinations.

The distribution of internal assessment marks out of the total 20 (subject to a minimum of 2 tests for each course) is periodical tests 10 marks, assignments 5 marks, and attendance 5 marks.

3.3. Classification of Results

Each candidate shall secure a minimum of 50% marks in aggregate (i.e. marks of internal assessment and external examination for each course) for a pass.

Below 50% - Fail

Above 50% and below 60% - Second Class

Above 60% and below 75% - First Class

Above 75% - First Class with Distinction.

3.4 Improvement of Marks

A student is permitted to take improvement examination only during the chance immediately after the first appearance. There will be no supplementary examinations. However, no candidate shall be permitted to improve the marks for practical/internal examination.

3.5.Exam Monitoring Cell

An Examination Monitoring Cell is functioning in the Institute with a senior faculty member as Convener and other faculty as members. Students can lodge their complaints, if any, regarding the conduct of examinations, award of marks and any allegation of victimization to the Principal for remedial measures.

3.6 Industrial Exposure Training

Every student should undergo Industrial Exposure Training for a period not less than twenty weeks during the sixth semester in a five star hotel (or a four star deluxe hotel) and produce the certificate from the hotel along with his/her Training Report (Log Book) which will be evaluated by duly appointed examiners. During the training period the students have to submit the log book to the concerned authorities and get it signed every day. They should collect all the materials required for submission of IET reports as per the list of contents of the report as required by the University. Those who fail to submit the report duly signed along with log book within the stipulated time will not be eligible to appear for the VI Semester university examination.

The IET will be arranged by the Institute to all eligible students who have satisfactorily completed their Vth Semester. In exceptional cases, request for own arrangement in five star hotels according to their convenience will be considered by the Principal, if he is fully convinced about the genuineness of the case/s. In such case/s, the students should fulfil the following conditions:

- a) Should apply to the Principal in writing seeking permission for their own training arrangements on or before 31st August of every year.
- b) The parent should accompany the student and give an undertaking to the effect that his ward will be bound to follow all the directions issued to other students regarding training and that he will be held responsible for any breach of directions to this effect.
- c) Should submit a confirmation letter to the Principal from the hotel concerned where the student intends to undergo training, agreeing to provide training facilities to him/her.
- d) The commencement and termination of training should strictly match with the training schedule issued by the Institute.

e) Should produce the training letter, log book, etc. and report back to the Institute on the prescribed date for resuming their remaining studies.

Students are required to complete their training from the hotel to which they are deputed. Once they are deputed to a hotel, Institute will not allow the students to change the hotel on any circumstance before completing the training period. Piecemeal completion of training will never be entertained.

Students who abstain or discontinue training on any ground will be considered as absentees and will not be eligible for promotion to next semester. In such cases students who are forced to year back studies may repeat their VI & remaining semesters along with their immediate junior batch as per rules in force of the M G University.

PART IV – GROOMING & UNIFORM

All students are required to be well groomed at all times while in the premises of the Institute. This is an essential aspect of the training upon joining the hospitality industry.

Boys are required to cut their hair short and should be clean shaved. They should trim their nails and keep them neat.

Girls with long hair are required to keep it tied up or well combed in a bun or plait and those with short-hair should be neatly pinned. They should trim and keep the nails clean. Nail polish should not be used. Multiple ear studs and nose studs are not permitted.

Formal uniform for boys

1. Black trousers.
2. Full sleeved blue shirt
3. Black formal shoes and black socks
4. College tie, name tag and black belt

Formal uniform for girls

1. Black trousers
2. Full sleeved Blue shirt and black overcoat
3. Black formal shoes with black socks
4. College tie & name tag

Uniform for Practical classes (Same for boys and girls)

Kitchen Uniform:

1. Black and white checked trousers
2. Black leather shoes and black socks
3. Chef's coat (double breasted and full sleeved)
4. Neck scarf
5. White apron
6. Chef's cap
7. Name tag
8. Students should carry with them two clean dusters, culinary kit, cookery journal and a pen

Uniform for Food & Beverage Service:

1. Black trousers
2. Black leather shoes and black socks
3. Full sleeved white shirt and black waist coat
4. Black bow tie and name tag
5. A white waiter's cloth and serviettes.
6. Students should carry with them a scribbling pad, pen, white handkerchief, wooden match box and bottle opener.

Housekeeping Uniform:

1. Black trousers
2. Black leather shoes and black socks
3. Half sleeved grey lab coat
4. Name tag
5. Students should carry with them a duster, scribbling pad and pen

Front Office Uniform

1. Black trousers
2. Black formal shoes and black socks
3. White full sleeved shirt
4. Black tie, blazer and name tag

PART V - FACILITIES AND AMENITIES IN THE INSTITUTE

There are three Food & Beverage Production and one Bakery and Confectionery lab which are carefully designed to meet the training needs of the students. All labs are equipped with the latest equipment meeting international standards.

5.1. Basic Training Kitchen (BTK)

Our basic training kitchen with 167 sq. mt. is well equipped with 16 work stations. Modern equipment and utensils are used to give training for the first year students in the field of cooking by steaming, boiling, baking, grilling, braising, microwaving, etc. Students

are taught the basics of different types of cuttings like Julienne, Batonnet, Brunoise, Chopping, Dicing, etc

5.2. Quantity Training Kitchen (QTK)

Bulk cooking is practiced in QTK by the second year students. Island type kitchen lay out spread around 163 sq.mt provides an efficient flow of work. It is attached to the students' cafeteria. Mobile tandoor, Oven, Bain Marie, Butchery chopping blocks, etc., are some of the equipment used in this laboratory.

5.3. Advanced Training Kitchen (ATK)

In addition to the Basic Training Kitchen (BTK) we have a well-equipped advanced training kitchen (ATK) with German combier oven where students undergo specialization training in the field of Food & Beverage Production. There are eighteen work stations spread over 160 sq.mt, where students develop recipes and menus of international cuisines. Theme parties, continental buffets, barbeques, cold buffets, etc., are prepared here. Students acquire the knowledge of developing recipes and menus for all food operations using various types of ingredients and condiments. They also undergo training in setting up culinary goals and kitchen quality standards by utilizing the facilities in the ATK.

5.4. Bakery and Confectionery

A 120 bread capacity Rotary oven is used for the production of various bakery & confectionery items. There are 15 work stations made out of granite slabs. Basics of bakery and confectionary products are taught along with different methods of mixing various doughs and batters. Items prepared are varieties of breads, cakes, pastries, puffs, cookies, etc.

5.5. Basic Training Restaurant

Food & Beverage Service department is equipped with two Basic Training Restaurants for training newcomers. First year students are given professional training in the art of service of Food and Beverage in these restaurants.

5.6. Advanced Training Restaurant

Students of seventh semester undergo their specialization training in Food and Beverage Service in the 60 cover 160 sq. mt modern restaurant. Students are taught the services of food and beverage for various outlets like speciality restaurants, coffee shops, room service, bar and banquets. A fully equipped teakwood bar which is the first in South India, makes the students learn the basics of the art of bartending. Students are allowed to make mock-tails and different types of cocktails. Final year students are given training in gueridon service, carving various types of fruit items in front of guests, presentation of wine lists, service of wines, opening and presentation of champagne bottles, etc.

5.7. Housekeeping

The Institute's Housekeeping labs are equipped with contemporary and homely guest rooms, state of the art laundry and linen room, florist and polishing room, etc. It is equipped to handle a 30 room hotel.

5.8. Front Office.

The front office training lab is meant for training students in all operational aspects of the front office. This includes room reservation, registration, guest relation, telephones, cashiering, guest accounting, revenue management, etc. The Institute has installed latest software for giving training in computerized front office operations with all the required facilities.

5.9. Computer Lab

The computer lab is well equipped with the latest systems loaded with advanced software. Students can make use of the opportunity to update themselves with the latest trend in the industry.

Our campus has Wi-Fi throughout enabling students with their laptops to stay connected, apart from having a dedicated technology laboratory. It has P4 computers with a full suite of software, all with internet facilities.

5.10. Language Lab

The Institute has a well-equipped language lab with LCD Projector to develop the communication skills of students in English and French.

PART VI - OTHER FACILITIES

6.1. Waiting Rooms

There are separate waiting rooms provided with lockers and toilet facilities for boys and girls. In the event of loss/missing of locker key the matter should be brought to the notice of the person in charge for remedial measures.

6.2. Hostel

Separate hostel facilities for boys and girls under the guidance of priests and nuns are available adjacent to the Institute. The hostels have Wi-Fi facility. Student activities inside and outside the hostels are closely monitored by competent wardens and counsellors.

6.3. Water & Electricity

Fresh water and uninterrupted power supply are provided within the campus and hostels.

6.4. Canteen

Training Cafeteria “Cafe Mocha” run by the students with a view to develop their managerial and operational skills, provide snacks and lunch service at cost price. This helps students attain knowledge to run an outlet and become an entrepreneur in future.

6.5. Bus Service

As part of providing common facilities Institute’s buses are arranged for the transportation of students. Use of own vehicles are not encouraged.

6.6 Vehicle Parking

Limited parking facilities are provided in the institute campus for two wheelers and four wheelers. Vehicles parked in the morning can be taken only when the classes are over. Use of vehicles during intervals will not be permitted except in the case of exigencies and on production of gate pass duly signed by class teacher and HoD.

6.7. Banking

A branch of the South Indian Bank functions near the institute campus (in front of the main gate of the Engineering College) with ATM facility. Students can also avail the scan and pay facility.

6.8 Insurance & Medical Facilities

All students in the roll of the institute are insured under Group Medi-claim and Personal Accident Insurance policies. A first aid room is provided in the Institute building. Free

consultation with doctors from Medi City is available on Wednesdays.

6.9. Counselling and Mentoring

Counselling by experts is available to those who require it. Students should select one faculty as their mentor. The mentee can seek the help of the mentor at any time and the information passed will be kept as secret. The mentor will help the mentee to resolve problems and will provide with the best guidance possible. A prayer group is run under the guidance and spiritual leadership of Fr. Director and faculty members. Once in a week prayer group meets and in the month of October rosary is recited in every working day.

6.10. Scholarship

SJIHMCT provides scholarships in order to help eligible and deserving students in completing their studies.

6.11. Photocopying

Photocopying facility is available to the students at the Institute. Students can also utilize the reprographic facilities provided at SJCET.

6.12. Gymnasium & Sports

A well equipped gymnasium and all facilities for sports and games are provided to students.

6.13 Integrated Campus Software

The campus Software, e-live, installed facilitates students and their parents access to all information relating to attendance, internal and external marks, etc, from anywhere in the world by using the user ID and Password provided. Further SMS service is available to pass important information to parents as well as to students.

PART VII – LIBRARY

The SJIHMCT library offers an extensive range of resources and services to support teaching and learning. The fully computerized library is well equipped with modern facilities and resources in the form of books, printed and electronic journals, CD ROMs, online databases, etc. Internet facilities are available to the students and staff. The library offers Online Public Access Catalogue (OPAC), a computerized catalogue service. Our library services are with the library software package called Book Magic.

7.1. Library Resources

The library currently houses more than four thousand five hundred volumes of text, covering related fields of studies, with new titles being added regularly. In addition there are many national and international journals, newspapers and magazines to cater to the reading needs and research requirements of the college community. Numerous resources, CD collections and online journals are also available

7.2. Library Service

Computerized transactions

Reference Section

Newspaper clipping service

Digital library

Wi-Fi enabled internet connectivity

Reprographic facility

7.3. Digital Library

The digital library facilitates easy access to the electronic books and journals downloaded from the open access archives and other sources made available through internet.

7.4. WEB OPAC

Web OPAC is a search engine for finding any catalogue related information of our library collections. The Web OPAC has features such as search of books, non-book materials and periodicals, quick glance of the new arrivals. The search options include a simple search of material by title/author/accession number/publisher/key word with various combinations of Boolean operations such as AND or NOT. It includes auto suggestion in the search queries, quick pop up preview of search results, reservation details, loan details and booking details. Library users can view the status of their loans and fines.

7.5. General Library Rules

1. The working time of the library is from 8.30 a.m. to 1.40 p.m., 2.20 p.m. to 4.15 p.m. on all working days except Saturdays. On Saturdays the library functions from 9.30 a.m. to 3.30 p.m

All SJHMCT staff and students are eligible to use the library for which they have to take membership which will be given on submission of formal application and payment of membership fee and a recent passport size photograph. Others can make use of the library only with permission of the Principal.

3. Members with smart cards will be permitted to enter the library.
4. Membership cards are not transferable. Students who wish to borrow books should produce their own smart cards. Each member can borrow two books at a time but they should not be copies of the same title.
5. The books borrowed should be returned within 15 days. Failure to return book on time will incur a daily fine of Rs. 5/- However, if a member requires the book after the due date it can be renewed for another 15 days. If a book/document is lost/damaged, thrice the value (current cost) of the document the published after 1980 and 5 fold the value prior to 1980 will be recovered from the borrower.

Members should exercise utmost care in handling books/documents; they should not be damaged or mutilated. Before leaving the counter, the borrowers should satisfy themselves that the books taken by them do not have any damage or mutilation. Damage, if any, detected should be brought to the notice of the librarian who will make necessary entries in the register to that effect. Members should not replace the books/documents after use; they should be left on the table.

6. Photocopies of materials held in the library will be provided subject to copyright laws and regulations. No mechanical reproduction or tracing of materials shall be made without the express permission of the Librarian.
7. Only white papers and writing pads are allowed inside the library.
8. All members should maintain absolute silence in and around the library.
9. The library and its premises should be kept absolutely clean and dry.
10. Dislocation and rough handling of books will be a serious offence.
11. Chairs, after use, should be kept in their proper places.
12. All books/documents borrowed from the library should be returned and "no dues certificate" obtained when a member proceeds on long leave/discontinuation of course.
13. Students can suggest good books and other documents for the library, with full details, to the librarian who will discuss the matter with the principal for necessary action.

PART VIII - STUDENTS ACTIVITIES

The SJHMCT believes in holistic development of its students; extra-curricular activities are included in the curriculum such as, Sports day, Art's day & Food Festivals. Apart from these various clubs are functional in the college aimed at improving the skill level of the students in various departments. Seminars/ workshops & competitions are conducted by the clubs in their respective areas. The student activities are updated in various social media platforms which are available in the college website. Scan the QR code to visit the pages.



Teamwork is an integral part for success; but even with team work a cutting edge can be achieved only through competition. To make this possible we have grouped the students into four houses, named after international hotels: Hilton, Hyatt, Marriott & Shangri-La.

- 8.1 The Connoisseur Club:** The Connoisseur Club with the tagline 'Gourmets Rendezvous' is meant for the budding chefs of the BHM programme, to hone their skills in Food Production department. The club also has a blog, aim of which is to inculcate the young aspirants, an ability to research and share knowledge at different levels of the food production repertoire. 'The Gourmet' is the newsletter of the club.
- 8.2 Le Sommelier Club:** Le Sommelier Club with the tagline 'vita vinum est' focuses on empowering the aspiring F&B professionals. The club organizes various events and competitions fortnightly which enable the club members to acquire a sound knowledge in the field of F&B and boosts positive characteristic traits such as self-esteem, confidence, team spirit, discipline etc. 'The Tastevin' is the monthly newsletter of the club.
- 8.3 Concierge - Front office club:** Concierge Club focus on the enrichment of students knowledge about the industry and to make them smart to deal with different situations in the industry. We give opportunity to excel in English communication by various means like Quizzes on current topics, Situation handling, Elocutions, Extempore speeches, Debates, Presentations, Best Manager competition, Product launch, Marketing challenges, Itinerary planning and so forth. Our ultimate aim is to make our students confident & smart to face interviews.
- 8.4 Esperanza -The Housekeeping Club:** The mission of this club is to achieve total quality performance by providing superior quality education that consistently meet and exceed the expectations of hospitality industry. 'Magnifico' the towel art exhibition, 'Blossom' the flower arrangement competition, 'Trash to Treasure' the art from everyday material is conducted yearly by the club.

- 8.5 Eco Club:** Environmental sustainability is the focus of the club. The activities include: help and maintain the flower gardens of the institute, set up an herb garden in the campus.
- 8.6 Literary Club:** The Literary Club organizes various cultural activities; Art's Day (M.A.D- Music, Art & Dance) is conducted annually. The college magazine 'Luscious - flavours of hospitality' is published annually on the Art's day.
- 8.7 The Photography Club:** The photography club of the college, encourages the photography and videography skills of the students. The students have created and published three short films, as well as academic videos and fitness videos in Youtube.
- 8.8 Fitness Club:** The aim of this fitness club is to create awareness about the health benefits of exercise among the students. We have a multi-gym with an instructor to train the students. It operates every working day at 04.30 p.m. to 06.00 p.m. The fitness club organizes various kinds of gym competitions every year.
- 8.9 Social Activities:** 'Charity begins at home', 'AGAPE'- the highest form of love, charity - is the social welfare activity club of the institute. The activities include, food service, supply of essential raw material to the underprivileged etc. We have tied up with the NGO, 'Indian Association for the Blind'.

PART IX – PROSPECTS

Currently the employment opportunities in the industry are extremely good and the work situation allows room for development and diversification.

Placement cell: The placement cell is active in the college, placing the students in reputed hotels for IET (Industrial Exposure Training) in the sixth semester, as well as placement of the students of final year is taken care of. The activities include training on how to write their resume, written tests, group discussions, extempore/just a minute topics, mock interview etc. The placement cell could achieve 100% placement for the past six consecutive years.

Opportunities include the following posts/placements in:

Hotels & Resorts: General Manager, Food & Beverage Manager, Executive Chef, Executive Housekeeper, Front Office Manager, and Sales/Marketing Manager.

Catering Establishments: Airline Catering, Railway Catering, Hospitals, Cruise Liners, and Industrial Canteens.

Travel: Tour Operator, Travel Agency Manager and Cruise Line Manager.

Leisure, Sports & Entertainment: Theme Park, Event Management, etc.

Others: Defense Force, Banking Services, etc.

PART X - DISCIPLINE AND CODE OF CONDUCT

10.1 Care of Institute properties

Students are expected to keep good discipline and to obey the code of conduct specified in this handbook. Besides, they are also bound to obey certain rules and regulations framed by the management, according to the needs of the occasion.

The students are expected to take extreme care of the Institute properties and other materials like furniture, equipment, window panels, etc. If the students are found to have spoiled an institute property, the full cost of the replacement will be exacted from each one of them.

Writing on the desks and the walls of the class rooms and putting paper bits and toffee coverings in the class rooms are strictly prohibited. The class rooms will be regularly examined. The class representative has to see that the class rooms and furniture are kept properly. All lights and fans must be switched off as and when it is not required and when the students leave the class rooms. Class representatives should ensure it.

10.2 Political activities

No political activity will be permitted within the Institute by either the students or the staff. Unauthorized meetings, propaganda work, processions or groupings/collections by students or the staff are forbidden within the institute or campus, hostels, the SJ CET campus and the road in front of it.

10.3 Use of Mobile Phones

As per orders of the Hon'ble Supreme Court, Government and the University, students are not permitted to use mobile phone within the Institute campus. Hence they should not use mobile phones in the institute campus. In case of suspicion, random checking will be carried out and the phones thus detected will be confiscated.

10.4 Norms for activities by students

Any extracurricular activity by students should be over before 6 p. m.

All activities such as dance, music, drama, etc. should be rehearsed in front of the staff members in charge of the programme. These programmes should not contain any action or conversation or song that will directly or indirectly hurt the feelings of the students, faculty, wardens and Management. Strict disciplinary action will be taken against the students who disregard this rule. While attending functions in the institute seminar hall and at the SJ CET auditorium, the students are expected to behave decently. Howling or shouting is strictly banned. Students are not expected to stand up during the functions.

Coming to institute functions after consuming alcohol or drugs will be viewed very seriously which will bring suspension/dismissal. Such students will be subjected to medical examination and will be handed over to the police on grounds of safety to other students.

10.5 Ragging and related misconduct

Ragging and torture of the first year students or other students is a criminal, non-bailable offence banned by the Government. Students should not indulge in any activity which is tantamount to Ragging under section 3 of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009. If any misconduct is reported by any student immediate and appropriate action will be initiated by the Anti-ragging Committee as per provisions of the UGC regulations. If required, the matter will be referred to the police.

10.6 Travelling in Institute bus

Institute buses ply through Bharananganam- Erattupetta, Bharananganam - Palai and Pravithanam- Palai on all working days. However, on occasions when the number of students intended to travel is less than 10 in a route, the operation of the bus service will be cancelled. In cases when the number of students exceeds 10 and is below 20 the services will stop at the nearest town ie., Bharananganam or Pravithanam as the case may be.

Students are expected to behave properly while travelling in the institute bus. They should form a queue and only then board the bus, without any commotion at the entrance. Preference should be given to ladies first. They should not tamper with seat coverings and other fittings in the bus. Cost of replacement will be levied from the students.

10.7 Educational tours

Students are expected to behave properly during educational tours and industrial visits. Absentees from any scheduled visit will be subjected to suitable disciplinary action.

Conducting processions and other celebrations like fireworks within the campus and on the road from the hostel to the Institute campus and SJ CET campus are strictly prohibited.

Students should leave the campus before 6 p.m. and return only in the morning hours. Returning to the campus during odd hours after 10 p.m. and before 5 a. m. should be avoided.

10.8 Attendance

Students are expected to attend all the classes. Our course being professional education, maximum attendance is absolutely necessary to carry on studies smoothly. Students should not be absent from the classes unnecessarily on the pretext that university insists on only 75 % attendance to write the examination. So students should attend all the classes except on unavoidable circumstances. All leave of absence should be reported to the Principal through the class teacher and the concerned HoD before proceeding on leave. All leave of absence will be reported to the parents. If the absence exceeds three days, the parents will be required to meet the Principal to give proper explanation for the absence.

10.9 Grievance Redressal & Complaint Box

For redressal of any grievance, the students should give a written complaint to the Principal. Mass petitions are not allowed. The Principal will conduct an enquiry into the complaint and appropriate action and remedial measures required will be taken. The decision of the Principal shall be final on the matter. If the matter is of serious nature, a commission will be appointed to enquire into the matter in detail. Complaints/suggestions, if any, can also be dropped in the box provided. Redressal of grievances can also be done through the online grievance redressal facility in the website.

10.10 Code of conduct for students

1. Students are expected to reach the Institute sufficiently early for the classes. On arrival they should go to their respective classes. They should not wander in and around the institute or talk in loud voice to disturb others. Personal belongings should be kept in locker facility provided. Locker room should not be used for taking rest.
2. They should keep the institute premises clean and neat. Any paper or other items noticed on the roads or floors should be picked up and put in the dust bin provided for the purpose.
3. The students are expected to behave in an exemplary manner within the institute and outside. An institution with good discipline and work culture alone attracts reputed Campus Selection Teams.
4. Every day classes begin with a prayer song. Students are requested to stand to attention when the song begins and keep standing and sing together till it ends. Students and respective teachers are expected to reach the class rooms before the prayer song commences. Students outside the class rooms too are expected to join

the prayer song by standing to attention.

5. Students are expected to rise from their seats when the teacher enters the class-room and remain standing till teacher takes his/her seat or till they are allowed to sit down by the teacher. They should greet each other appropriately.
6. Students should not keep their shoes, socks, record books etc. in the class room.
7. Say "Thank you, Sir" when the teacher leaves the class room. Greet appropriately when they meet any teacher or staff within the campus or outside the class room.
 - a. No student shall enter or leave the class-room when the session is on, without the permission of the teacher concerned.
 - b. Howling or shouting is not allowed within the institute campus and in the buses.
 - c. Students are expected to spend their free hours in the library or in the class room. They should not loiter along the corridor or crowd along the verandah.
 - d. Do not disfigure the walls, doors, windows, desks, tables and other items of furniture with graffiti, engravings, etc.
 - e. Any student who is persistently insubordinate, who is repeatedly or willfully mischievous, who is guilty of fraud or malpractice in exams shall be removed from the rolls. The removal shall be either temporary or permanent depending on the gravity of the offence.
8. Students are not permitted to consume food items anywhere within the Institute except in the Canteen in the ground floor.
9. Avoid un-necessary use of lift and pushing the buttons.

10.11 General Behavioral Norms

Students are expected to:

1. Be God fearing, law abiding and compassionate to the society
2. Keep the campus absolutely clean and tidy
3. Wipe out the dirt on shoes/footwear on the carpets while entering the building.
4. Wear prescribed institute uniforms and name tag.
5. Refrain from noisy and unbecoming activities within the Institute and hostels.
6. Park their scooters and other vehicles in the allotted locations.
7. Pay fees and other payments within the prescribed periods

8. Practice fraternity and friendship among themselves and with others in the campus.
9. Take part in extra-curricular and other personality development activities regularly.
10. Be punctual, disciplined, hard-working and self-confident
11. Try to find solutions to problems by consensus rather than by arguments.
12. Be eco-friendly and quality conscious
13. Conserve energy, water and other valuable resources.
14. Keep the class rooms and laboratories neat and orderly.
15. Carefully handle the equipment, furniture and appliances in the institute and hostels.
16. Be smart, smiling and positive at all times.
17. Keep the institute dining rooms, toilets and canteen clean.
18. Develop a commitment dedication to succeed in life and never look back
19. Do everything in their capacity to uphold the name and prestige of the Institute.
20. Use water sparingly. Never forget to close the water taps and switch the lights and fans off when they are not required and whenever you leave the place.

10. 12 Disciplinary Actions.

Students are expected to strictly adhere to the codes of conduct. Violation of these rules may lead to appropriate disciplinary action.

Disciplinary action depends on the gravity of the action, history of the person, and the act. The following are the disciplinary actions:

1. Written Apology
2. Summon the parents
3. Suspension
4. Expulsion

XI. HOSTELS

11.1. Hostels

St. Alphonsa Hostel (for men), St. Thomas Hostel (for men), St. Augustine's Hostel (for women) & St. Mary's Hostel (for women) are owned and administered by the Diocesan Education Trust. These hostels give accommodation to the students.

Our hostels aim at development - Intellectual, Cultural, Moral, Social, Emotional and Spiritual - of the students. They are formation houses and cultural centres that provide calm and peaceful atmosphere for the holistic development of their inmates.

Hostel Rules and Regulations can be had from the Hostel concern.

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

APPLICATION FOR LEAVE

Name of student : _____

Year/Semester : _____

Class Number : _____

Date(s) for which leave is applied : _____

Reason for leave : _____

Number of leave already availed : _____

Signature of student : _____

Countersignature of parent/guardian : _____

Recommendation of Group Tutor : Recommended/Not recommended

Name & signature of Group Tutor. : _____

Recommendation of HOD : Recommended/Not recommended

Name & signature of HOD : _____

Sanction of the Principal : _____

Date: _____

ANTI-RAGGING COMMITTEE

Sl.No.	Name	Designation	Status	Phone No.
1	Dr. Sheri Kurian, Principal	Principal	Chairperson	9019898150
2.	Mr. Seby P Mathew	Faculty	Member	9447599298
3.	Mrs. Regy Joseph	Faculty	Member	9400359811
4	Mr. Tilvin Sabu	Faculty	Member	8848236953
5	Mrs. Ancy Mathew	Parent Rep.	Member	8281413944
6	Adv. Siby Mathew Thakadiyel	Lawyer	Member	9447231017
7	Police Inspector	Ex-officio	Member	9497900000
	Mr. Suneesh Thomas	Media Rep.	Member	9846771210
8	Mr. Abil Manuel	Student Rep.	Member	8943456128
	Mr. Cyril Joseph	Student. Rep.	Member	7306251562
9	Ms. Meenakshy Surendran	Student Rep.	Member	9072063391

ANTI-RAGGINGSQUAD

Sl. No.	Name	Designation	E-mail ID	Status	Contact No.
1.	Mr. Seby P Mathew	Senior Faculty	Seby@sjhmct.ac.in	Member	9447599298
2	Mrs. Dona Babu	Faculty	dona@sjhmct.ac.in	Member	9495188990
3	Mrs. Dalmia V Jose	Faculty	dalmia@sjhmct.ac.in	Member	9446314423
4	Mr. Jibin K Mathew	Faculty	jibin@sjhmct.ac.in	Member	9895990676

DISCIPLINARY COMMITTEE

Sl.No.	Name	Designation	Status
1	Dr. Sheri Kurian, Principal	Principal	Chairperson
2.	Mrs. Shyla Mathew	HoD	Member-Secretary
3.	Mr. Seby P Mathew	Faculty	Member
4	Mrs. Regy Joseph	Faculty	Member
5	Mr. Tilvin Sabu	Faculty	Member
6	Mr. Jojan Thomas	Faculty	Member

EMPLOYEES GRIEVANCE REDRESSAL COMMITTEE				
Sl.No.	Name & Designation	Position	Telephone Number	E-mail Id
1	Dr. Sheri Kurian, Principal	Chairman	9019898150	principal@sjhmct.ac.in
2.	Smt. Shyla Mathew, HoD	Convener	9495381521	smatheww@gmail.com
3.	Fr. Dr Joseph Purayidathil, Asst. Prof., Dept. of Management Studies, St. Joseph's College of Engineering & Technologoy, Palai.	External Faculty Representative	9446762362	jpurayidathil@gmail.com
4.	Smt. Sithara Sebastian Senior Office Assistant	Non-teaching Representative	9495443406	sitharabinoy@gmail.com
5	Sri. Varghese Johnson Asst. Professor	Faculty Representative	8075847617	varghese@sjhmct.ac.in
6	Director, SJHMCT	Special Invitee Ex-officio		
	Sri. Atul Vijay Asst. Prof.	Rapporteur	9980153838	atul@sjhmct.ac.in

EQUAL OPPORTUNITY CELL			
Sl.No.	Name	Designation	Status
1	Fr. Joseph Vattappillil	Director-Ex- Officio	Chairperson
2.	Mrs. Rakhy Raju	Faculty	Member
3.	Mrs. Alphonse Joseph	Librarian	Member
4	Mr. Akhil P Anil, IV Sem	Student Rep.	Member
5	Mr. Neeraj R, IV Sem.	Student Rep.	Member

STUDENTS GRIEVANCE REDRESSAL COMMITTEE				
Sl.No.	Name & Designation	Position	Telephone Number	E-mail Id
1	Dr. Sheri Kurian, Principal	Chairman	9019898150	principal@sjhmct.ac.in
2.	Smt. Shyla Mathew, HoD	Convener	9495381521	smatheww@gmail.com
3.	Sri. Tilvin Sabu, Asst. Professor	Faculty Mem- ber	8848236953	tilvin@sjhmct.ac.in
	Director, SJHMCT	Special Invitee Ex-Officio		
	Sri. Atul Vijay Asst. Prof.	Rapporteur	9980153838	atul@sjhmct.ac.in

MAJOR EVENTS/ACHIEVEMENTS

28.7. 2010	Approval by AICTE for 4 year BHM with an intake of 60
19.11.2010	Provisional Affiliation granted by M G University
13.12.2010	Commencement of classes for the First Batch
16.6.2011	Formal Inauguration of the Institute Building
28.8.2011	Minority Status issued by the National Commission for Minority Educational Institutions
19.9.2012	Institute became winner in the Talent Test in "Cocktail Making" conducted by Naipunya Institute of Management, Koratty,
26.2.2014	Conducted Food Fest – Essence Burp Fest 2014
31.5.2014	Increase of intake from 60 to 90 by M G University
04.6.2014	Increase of intake from 60 to 120 by AICTE
25.9.2014	Institute team won first prize in photography in the UGC sponsored Experimental Tourism held at Marian College, Kuttikkanam.
12.2.2015	Conducted Food Fest – Essence 2015
20.10. 2015	Won first prize in the event Best Manager in the National Level CALIGO2K15
5-7 Feb. 2016	Winners in the Naipunyam International Skill Summit & Skill Fiesta in the skill "Catering and Restaurant Service". Mr. Jobin Thomas (2012 batch) became winner and got Rs.1 lakh cash prize and Mr. Bibin Sebastian (2012 batch) became runner up and got Rs.50,000/-
2.1.2017	Received ISO 9001-2015 certification
13.1.2017	Intake increased from 90 to 120 by M G University
6.2.2017	First runner up in Cocktail Making and F & B Quiz Competitions held in Acharya Institute of Management Studies, Bangalore. Jobin Prasad, Felix Saju and Rishi V Nair (2014 batch) represented the Institute.

21-22 Feb. 2017	Institute became the First Runner up in the National Level Competition held at Army College, Bangalore.
23-24 Feb. 2017	Aju Joseph & Chils Tonio (2015 batch) won first prize in Cocktail Making and F & B Quiz Competitions held in Christ University, Bangalore.
1-2 March 2017	Institute's team won Second Place after CII Hyderabad and Army College Bangalore in the National Level Fest held at Manipal University
21.10.2017	ChilsTonio (2015batch) got 1st Prize in the "Chef Competition" organized by CHIPS (Club of Hospitality Industry Professionals)
30.4.2018	Mr. Ajith Joseph (2016 batch) became the winner in the Regional Level Naipunyam International Skill Summit & Skill Fiesta in skill "Restaurant Service" and Mr. Vishnu M Raj (2014 batch) became runner up and won prizes worth Rs.1 lakh and 50,000/- respectively. Mr. Shibu Sebastian (2014 batch) became the finalist in "Bakery" and got Rs.10,000/-
30.6.2018	Created record in making Maximum Napkin Folds in Least Possible Time by 12 students ie., 145 different napkin folds in 00:03:37:96 hrs. Ref. Limca Book of World Records 2019 edition page No. 21
21.7.2018	Hosted First Alumni Meeting
3-6 Oct. 2018	Mr. Ajith Joseph (2016 batch) became the Runner up in the Regional Level Naipunyam International Skill Summit & Skill Fiesta and participated in the National Level Competitions held in New Delhi.
23.10. 2017	ChilsTonio (2015batch) got 1st Prize in the Chef Competition organized by CHIPS consecutively.
13.11.2018	Publication of First College Magazine "Luscious 2018"

15.3.2019	In the national level Inter-collegiate Hospitality Management Fest held at Naipunniya Institute of Management and Information Technology, Mr ChilsTonio (2015) became the Best Housekeeper ExperinciaRealeza won first position and Mr AswinMarkose Jacob became the Best Chef Cocinero Del Genio.
16.5.2019	Wine Exhibition “estestestvinum” organised by IV semester students
9.7.2019	Inauguration of Anti-Narcotic Cell and conduct of awareness programme by the Excise Department, Government of Kerala.
10.7.2019	Awareness programme on Traffic Rules and Road Safety conducted by the Motor Vehicles Department.
20.7.2019	Publication of Second college magazine “Luscious2K19
-do-	Second Alumni Meet
18.10.2019	Release of book titled “101 Home-made Wines” written by Mr. Sagin Augustine, Asst. Professor
19 &20.10.2019	Sports Day
21.10.2019	Hosted the All Kerala Inter-Collegiate Master Chef contest for PadmasreeThangam E Philip Memorial ever-rolling trophy organised by CHIPS
22.10.2019	Arts Day – Music, Arts & Dance MAD2K19
24.02.2020	In the India Skills State Level competitions, 2018 batch students Mr Paulson Benny , Mr Sujith Joseph and Mr Akshaykumar V C won first prize in the skills Hotel Reception, Restaurant Service and Bakery respectively.
20.4.2020	Commencement of online classes
17.7.2020	Special class in google platform by Mr Ajithkrishnan Nair, General Manager, Ravis Hotel in which 242 students participated.
01.9.2020	Dr P J George, Project Director and the brain behind the formation of SJHMCT expired
	During September 2021, a book written by Sri. Varghese Johnson, Asst. Professor titled as “An Interviewee’s Guide to Food and Beverage Service” was published by Notion Press, Chennai.

06.10.2021	In the US Canberry Live Mystery Box Culinary Challenge held at Olive Bar & Kitchen, New Delhi, SJHMCT team consisting of Mr Charlson Sunny, Stephen Joseph, Russel Rasheed, Josu Thomas of 2018 batch and Johann Jose of 2020 batch participated and was placed in the IV place. In the same event Mr. Stephen Joseph won first prize in Cocktail Making.
22.10.2020	Induction programme for 2020 batch held online
25.10.2020	Cultural Fest MAD2K20
31.10.2020	Online Arts Day
	In the India Skills State Level Competitions, Paulson Benny won the first prize in the skill Front Office, Akshaykumar V C in Bakery, Sujith Joseph won 2nd prize in Restaurant Service and Mr. SebinSabu won III prize in Restaurant Service.
20.11.2021	Conducted Graduation Day for 2017 batch
04.12.2021	In the regional round of India Skills competitions, held 2021 at Visakhapattanam, 2018 batch students Mr Sujith Joseph won gold medal in the skill Restaurant Service and Mr. Paulson Benny won silver medal in the skill Hotel Reception and became eligible to participate in the National Level Competitions. Mr. Akshaykumar V C of the same batch also got selected to participate in the National Level competitions to be held at Delhi.
23.12.2021	National Educational Excellence Awards and Conference held in Taj West End, Bengaluru, adjudged SJHMCT as the Top and Most Trusted Hotel Management and Catering Technology College for the year 2021 for its Quality Education, Outstanding Administration and Leading Infrastructure.
31.12.2021	Sri. P C Georgekutty retired from the post of Principal and in his place Dr Sheri Kurian took over charge.
	Mr. Johan Jose, Student 2020 batch won the Online Plating Competition organised by BanarsidasChandiwala Institute of Hotel Management and Catering Technology, New Delhi.
9 January 2022	In the National Level India Skill competitions, Mr Paulson Benny received Excellence Award in the skill Hotel Reception.

CALENDAR OF EVENTS JANUARY - JUNE 2022

Events	I Sem/II Sem	IV Sem	VII Sem	VI Sem (IET)
January				
Reopening of the college	03/01/2022	03/01/2022	03/01/2022	
Flower arrangement competition by Esperanza Club	19/01/2022	19/01/2022	19/01/2022	
Revision class for the upcoming II semester university exam		20/01/2022		
Republic Day & Staff outbound exposure 26/01/2022				
Commencement of II semester university exam		28/01/2022		
February				
II Sessional Examination - I Sem BHM	01-02-2022			
Treasure from Trash - Eco friendly product	05/02/2022		05/02/2022	
The Lantern: Issue III 05/02/2022				
Seminar - Awareness program / Seminar on IEDC cell and its opportunities for the teachers. Day 1 Innovators week	07/02/2022		07/02/2022	
Guest Lecture -Introducing the operations of IEDC cell to the students. Day 2 Innovators week	08/02/2022		08/02/2022	

Entrepreneurship Activity - Ideation 2022.	09/02/2022		09/02/2022	
Extempore speech/JAM by Oficina Frontal	11/02/2022		11/02/2022	
PTA of I Semester BHM	16/02/2022			
Student's grievance redressal committee meeting 18/02/2022				
VAP: Fire Fighting	17/02/2022			
First aid and life saving skill	18/02/2022			
Young managers fest	18/02/2022			
Webinar - Latest trends in the Hotel Front Office by Oficina Frontal	21/02/2022		21/02/2022	
Le chef creatif - the creative chef. Mystery box cookery competition for the students by The Connoisseur Club	22/02/2022	22/02/2022	22/02/2022	
Orientation "Post Covid Scenario Protocol" by Holiday Inn	23/07/2022		23/07/2022	
Workshop by Esperanza Club - Attributes required for a successful hotelier			25/02/2022	
An offline quiz competition on wines by Le Sommelier Club	28/02/2022	28/02/2022	28/02/2022	
Academic advisory board meeting - 26/02/2022				

March				
I Sessional Exam		01/03/2022	01/03/2022	
VAP - Guest lecture on cyber security			03/03/2022	
V Sem University Exam				
Study Tour - Visit to a hotel laundry			09/03/2022	
Mukimono - the carving workshop	11/03/2022	11/03/2022	11/03/2022	
Guest lecture by Oficina Frontal: On the topic " Consumer Market and Buying Behaviour"		15/03/2022		
Employees grievance redressal committee meeting 16/03/2022				
Women's cell 17/03/2022				
International Bread Exhibition			15/03/2022	
Feast of St. Joseph	19/03/2022	19/03/2022	19/03/2022	
Menu design competition by Le Sommelier Club	22/03/2022			
Theme Lunch			23/03/2022	
GD competition - Global Warming and its impact in the present world by Placement Cell	24/03/2022	24/03/2022	24/03/2022	
Placement Cell: Workshop on interview skills / Career Counselling			25/03/2022	
Wine exhibition by le sommelier club		30/03/2022		

Cultural Day 31/03/2022				
April				
PTA Meeting IV & VII Semester		05/04/2022	06/04/2022	
Competition by Reiki club on world health day		07/04/2022		
The Lantern: Issue IV 05/04/2022				
La Bataille Quiz 1 - Quarterly quiz competition by the students.	12/04/2022	12/04/2022	12/04/2022	
Easter	17/04/2022			
Quiz competition by Le Sommelier Club	18/04/2022	18/04/2022	18/04/2022	
Front Office or Hotel Accommodation Quiz by Oficina Frontal			19/04/2022	
A workshop on cleaning chemicals by Esperanza Club			20/04/2022	
Seminar on the topic post covid housekeeping practices by Esperanza Club			22/04/2022	
An exhibition on National soups and drinks of the world by F&B Clubs	29/04/2022	29/04/2022	29/04/2022	
Agape Club : Visit an orphanage and prepare the food for them on site	30/04/2022	30/04/2022	30/04/2022	

Equal Opportunity Cell 30/04/2022				
May				
II Sessional Exam		03/05/2022	03/05/2022	
IET training completion & students reporting to college				05/05/2022
Theme Dinner by The Connoisseur Club			06/05/2022	
Industrial Visit by The Connoisseur Club			07/05/2022	
VIII research report final submission				09/05/2022
Ethnic cuisine competition by The Connoisseur Club	10/05/2022	10/05/2022	10/05/2022	
Competition on account of National Receptionists Day by Oficiana Frontal	11/05/2022	11/05/2022	11/05/2022	
Subject Preference for the forthcoming semesters 12/05/2022				
Sports Day 13/05/2022				
Anti ragging committee meeting 13/05/2022				
Subject Allotment & Letter 16/05/2022				
Time Table 18/05/2022				
Live cooking competition by The Connoisseur Club			20/05/2022	20/05/2022
Competition by Reiki club on international HR day		20/05/2022		
IET Report Final				26/05/2022

Lesson Plan & Course File Presentation 26 & 27/05/2022				
Last day for internal marks uploading in elive 27/05/2022				
COE finalisation for the upcoming semester 28/05/2022				
Last working day 28/05/2022				
Vacation for students and faculty 29/05/2022-12/06/2022				
June				
Reopening 13/06/2022				
The Lantern: Issue V 20/06/2022				