

**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. Jacob Puthiyaparampil M.A.**

Principal

**Mr. P.C. Georgekutty, B.Sc., D.H.M.C.T.**

Bursar

**Rev. Fr. John Palithottam**

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 : .....

Weight .....kgs., Height.....cms, Blood Group .....

Admission No: ..... Class No. ....

## IMPORTANT TELEPHONE NUMBERS

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Mob: 9447132324

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Principal : Mr. P.C. Georgekutty : 04822-239510  
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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.

India has become a major tourist attraction for foreigners and the Travel and Tourism Sector is growing fast. To cater to the demands of tourists, a number of star hotels have come up in all major cities and towns as well as in reputed tourist centers.

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 this field, 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, Dubai, 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.
P. C. Georgekutty, B.Sc., DHMCT,	Principal	9497820635
Alexander Zacharias, B.Sc, DHMCT	HoD	9447366778
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
George Thomas, B.Sc., M M H	Asst. Professor	9567463159
Felix Kuruvilla, DHMCT	Asst. Professor	8281563429
Dona Babu, B. Tech, MBA	Asst. Professor(on leave)	9495188990
Sagin Augustine, B.Sc.MTM	Asst. Professor	9446609020
Denny Augustine IDHM,AH &LA, PGPM,MBA, MHM	Asst. Professor	9880815485
Varghese Johnson BHM, MHRM,M.Sc.(HM), MTM	Asst. Professor	8075847617
Atul Vijay P. BHM, MBA	Asst. Professor	9980153838
Chrisna Joy, B.Sc (HM)., MBA	Asst. Professor	9745469708
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	Lecturer	8289862878
Dalmia V. Jose. BHM	Lecturer	9446314423
Juny Alex, B.Tech.	Lecturer	9947889678
Rev. Fr. Sebastian Pazheparambil	Visiting Prof.	9539919513



### 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
Sanoj P V M.LIS, M.Phil, NET	Librarian	9446904108
Joby Jose	Lab Assistant	9846916999
Naiju Joseph	Attender /Store keeper	9496464530
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

8.30 a. m. to 12.45 p.m.

12.45 p.m. to 1.40 p.m. – lunch interval

1.40 p. m. to 4.30 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**

**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)

## 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 a fine of 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 V<sup>th</sup> 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 31<sup>st</sup> 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 09 kilo watt, 20 loaf capacity baking oven and a Rotary oven are 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. House keeping**

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.

### 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.

## **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. Photo copying**

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, twice the value (current cost) of the document 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 vinumest' 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, Productlaunch, Marketingchallenges, 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 our club ESPERANZA 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.
- 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 competition 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 college. The activities include, food service, supply of essential raw material, to the underprivileged. 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. 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. In addition there may be a fine of Rs.2000/- which will be given to the AGAPE club for charity purposes.

## **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. HOSTEL RULES AND GUIDELINES

### 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.

**a. St. Thomas Hostel for Men**

Warden Re. Dr. Joseph Purayidathil MM, Ph.D Mob: 9446762362

Asst. Warden Rev. Fr. Cherian Moolayil Pursuing M.Sc. Mob. 8606701030

Hostel Mob: 9562239327

**b. St. Alphonsa Hostel for Men**

Warden Rev. Fr. Thomas Karottukizhakel MA, B.Ed. Mob: 9447940444,

Asst. Warden Rev. Fr. Fr. John Mattamundayil M.Sc. (Couns. Psy.) Mob: 9446982681

**c. St. Augustine Hostel for Women**

Warden Sr. Lissy M.Sc., B.Ed. Mob:9496724069, 9447414996

Asst. Warden Sr. Tessy Kuttiyanickal B.A., B.Ed. Mob.8606817565

Sr. Albeena Naduthottiyil TTC Mob: 9061142531

Hostel Ph. No : 04822- 239311, 239316

**d. St. Mary's Hostel for Women**

Asst. Wardens Sr. Joselit TTC. Mob: 7902813948

Sr. Tessy Kadankavil BA, B.Ed. Mob: 9526500674

Hostel Ph. No. 04822- 239313,239314,239315

**11.2. Admission**

1. Those who seek admission should submit the application in the prescribed form with one recent passport size photograph.
2. The parent or guardian, while seeking admission, should accompany the applicant.

3. Admission to the hostel is given for a period of one academic year only.
4. The hostel wardens reserve the right to admit or reject any application without giving any reason and to change the rooms allotted at any time.
5. When the university examinations are over students are expected to vacate the hostel and hand over the keys to the warden. Those who want to continue admission for the next academic year should express their willingness in writing to the warden and to clear dues, if any, before leaving for vacation .
6. They may renew the admission at the beginning of the next academic year.
7. Those who want to discontinue from hostel should submit a written request to the warden through the Principal in the presence of their parents/guardian.

### 11.3. Fee Payment

1. The hostel fee has three components, viz., establishment fee, mess fee, water and electricity charge

**Hostel charges in detail are given below.**

Admission fee	: Rs.500/- (Rs.200/- for re-admission)
Caution Deposit	: Rs.3000/- (Refundable)
Mess Advance	: Rs.4000/- (Refundable)
Establishment charges	: Rs.22,000/-

2. The rent is collected annually and the mess bill, water and electricity bill before 15<sup>th</sup> of every month. Before 10<sup>th</sup> of every month a message regarding the monthly payment will be intimated to the parents.
3. Failure to pay mess fee, water & electricity bill, and establishment fee within the prescribed period shall result in late fee or expulsion from the hostel for a period of time fixed by the Warden.

Inmates can avail the facility of automatic mess fee transfer from their account in SIB branch Choondacherry to the Hostel Account or can avail the online payment facility.

#### **11.4. General Rules**

1. Each student will be responsible for safeguarding his/her own personal belongings. Hostel authorities are not responsible for any loss in such cases.
2. Rules of modesty and good conduct have to be strictly adhered to. Decent dressing is expected both inside and outside the hostel campus.
3. Those who want to go out from the hostel campus should get permission from the Warden.
4. During working hours in the college, no one is allowed to remain in the hostel, without the prior permission of the Warden.
5. Those absenting themselves from the class or any college programme, should report themselves to the Warden. Those who want to go for tuition should get permission from the Warden.
6. Use of any intoxicating items (alcohol, drugs, smoking) or even the possession of them will invite substantial disciplinary actions. Going without permission especially during night also will end up in disciplinary action.
7. Ragging and other indecent activities are banned from the Campus. Ragging is a criminal offence.
8. T.V. programmes are permitted daily during recreation time and on holidays after lunch till 06.30 p.m.
9. Hostellers are not permitted to go for films, festivals and other cultural activities at night.
10. Everybody should be back in the hostel by 06.30 p.m. Those who fail to comply this on genuine reasons, it should be intimated to the warden and permission obtained.
11. No private vehicles are permitted for local use.

#### **11.5. SERIOUS LAPSES**

1. Repeated absence from the hostel without permission.
2. Serious act of dishonesty.
3. Constant negative attitude towards wardens and reluctant to obey them.

4. Physical violence against another person.
5. Use of alcohol and intoxicant drugs.
6. Ragging or any other improper activities.
7. Birthday celebrations

#### **11.6. STUDY AND SILENCE**

1. Hostellers are expected to observe complete silence throughout the study time and night rest.
2. The inmates of the hostel must be in their own rooms or in the reading hall during study time.
3. Discussions, borrowing or lending of books or notes, etc., should be done during the interval or recreation time.
4. Combined study is permitted only in the reading hall during the study time but never allowed after 10.30 p.m. No combined study is allowed in the rooms.
5. Nobody is allowed to enter other's room from 08.30 p.m. to 06 a.m.

#### **11.7 PRAYER AND SPIRITUAL ACTIVITIES**

1. Catholic students are advised to attend the daily Holy Qurbana in the Chapel.
2. Attendance at the night prayer in the Chapel is compulsory for Catholic students. Other students may pray privately in their rooms.

#### **11.8. HOSTEL MESS**

1. Our hostel follows the dividing system in conducting the hostel mess.
2. The inmates of the hostel should report on time for meals; neither early nor late.
3. Students are not expected to enter the kitchen or give instructions to the kitchen staff / cleaning staff.
4. If there is any complaint, it must be brought to the attention of the warden.
5. Mess bill will be published before 10th of every month.
6. The last day of payment of the mess fee will be 15th of the month. In case of default,

a late fee of Rs. 5/- per day for every Rs. 10,000 and its fraction will be charged. Not paying the mess fee beyond a specific period stipulated by the warden will lead to expulsion from the hostel.

7. Students should be polite in words and deeds to all the staff members.
8. Students should take care not to waste food.
9. Students should be in decent dress in the chapel, and common places

### **11.9. WATER / ELECTRICITY**

We are very lucky to have 24 hours pure water and continuous supply of electricity. Avoid wasting water and electricity.

No one is expected to have extra electrical fitting in the rooms and the use of any electrical appliances like radio, stereo, T.V., heater, play station etc. They may, however, use a table lamp, iron box, mobile charger and computer.

### **11.10. ROOMS AND FURNITURE**

1. Students have to take good care of the rooms and furniture at their disposal and keep them always clean. Any complaint regarding the furniture should be reported to the hostel office for appropriate action.
2. Hostel warden has the right to change the rooms of students at any time.
3. No one is allowed to change the room assigned to him/her
4. The students should not throw out waste through the windows. They should use the dustbin provided in each room.
5. Students are advised to wash their clothes regularly and they should not dump the soiled clothes in the room.
6. Students are not allowed to paste any posters, stickers, etc., on the walls or behind the doors. Such actions cause damage to the walls and doors. In case of breach of this rule, the repairing cost will be charged.
7. Students are not allowed to make scratches, or writings on the table and chairs.
8. Wet clothes should be dried only in the drying rooms.
9. Students are not permitted to alter the position of the furniture in the room.
10. In case of any suspected misbehavior or violation of hostel rules, the wardens are empowered to inspect the rooms at any time without prior notice,.

## **11. 11. COMPUTERS / LAPTOPS**

1. Students are permitted to use laptops for the Project Work and for study purpose only.
2. Viewing films and other entertainments in the laptop is strictly prohibited.
3. Students are strictly prohibited from playing songs during the study time.

## **11. 12. MOBILE PHONES**

1. Students are permitted to use mobile phone which does not have multimedia camera.
2. They are not permitted to give the mobile phones to other students.
3. Students are strictly prohibited from using mobile phones during the study time and in the corridors.
4. Ring tones should be set at a very minimum voice level. Students are advised to set small beeps or vibration mode so that no disturbance is caused to the fellow students.
5. No use of mobile phones from 08.30 p.m to 06.00 a.m.
6. Students are not permitted to bring mobile phones in chapel and mess hall.

## **11. 13. REGISTERS**

### **1.MOVEMENT REGISTER**

- a. Those students who wish to go out of the Campus should enter their names in the Movement Register.
- b. The purpose of going, place, time, and date on which you leave and return to the Campus should be clearly entered with signature before leaving.
- c. The students should fill the remaining entries in the Movement Register when they return to the hostel.
- d. Students are directed to fill the Movement Register individually and should not ask their friends to do so.

### **2 MESS DEDUCTION REGISTER**

- a. Deduction in mess fees is permitted only for university exam study holidays, semester break and for the absence on medical grounds subject to production of medical certificate and absence certificate from the college.

- b. The students who wish to avail themselves of the Mess Deduction should inform the Warden and should write it down in the Mess Deduction Register.
- c. The minimum days required to get Mess Deduction is 10 consecutive full days (excluding arriving and departing dates).
- d. The student should inform the Warden when they come back and write it down on the Register.

### 3 COMPLAINT REGISTER

Students can write down Electrical Complaints and Complaints regarding rooms and furniture in the Complaint Register

#### 11. 14. TIME TABLE

06. 00 a.m.	Rising
06. 30 a.m.	Holy Qurbana (7 a.m. on Sundays)
07. 15 a.m. to 08. 15 a.m.	Break fast
09. 00 a.m.	Study (Silence)
12.45 p.m. to 01. 30 p.m.	Lunch
02.00 p.m.	Study
04.30 p.m.to 06.00 p.m.	Tiffin / Outdoor games
06.30 p.m.to 07.30 p.m.	Study (Silence)
07.00 p.m.	Prayer
07.30 p.m. to 08.30 p.m.	Supper
08.30 p.m.	Night study (strict silence)
12.30 a.m. to 04 a.m.	Lights off

#### 11. 15. 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

Note: Disciplinary action taken in the college will automatically result in the suspension/expulsion of the students from the hostel.

## 11. 16. VISITORS

1. Guests, visitors and day scholars are to be received in the parlour of the hostel with the permission of the Warden.
2. Parents / local guardians are always welcome to the hostel.
3. Parents / local guardians must visit the hostel at least twice a year to enquire about the general conduct and progress and the study of their wards.
4. No outside student is entertained in the hostel.

## XII. PERFORMANCE TIPS FOR STUDENTS

### 20 WAYS TO GET THE MOST OUT OF YOUR TIME

#### WHEN TO STUDY?

- 12.1. Study difficult or boring subject first: Always make it a habit to study first a subject/topic that is difficult for you. Don't try to avoid studying a subject no matter how difficult it is for you. In such cases, seek help from a teacher or even a friend to help you through the subject/topic.
2. Study at your best time: To some this may be early in the morning. To some it may be late night. Find out your preferred best time and study during that time.
3. Use your waiting time: Waiting for the bus, waiting for the teacher to arrive in the class etc. can be used to review learned material.

#### WHERE TO STUDY?

4. Use a regular convenient study area: Decide which is the best place for you to study. This may be a quiet independent room at home, a corner of the library, under a tree etc. The idea is to select a place where you can focus your attention more quickly.



5. Use the library of your institute for study: Libraries are designed for learning. Reference books are available. Learn from the librarian or a teacher or a friend how to use library effectively for study.
6. Study where you will be alert. You can study in a position where you will be alert, generally in a sitting position on a straight backed chair. Avoid sofa, bed or easy chairs where you will tend to sleep.

## **HOW TO HANDLE OTHERS WHO DISTURB YOU?**

7. Pay attention to your study: Concentrate on what you study. When you get distracted by other thoughts, notice the thoughts and let them go out of your mind.
8. Agree with room-mates on study time: When sharing a room with other students, make sure that everyone in the room is clear about your study schedule. Also make things clear to parents and other family members.
9. Learn to say NO. This is a time saver and valuable life skill for everyone. Most of us would not want to displease anybody by refusing to do some work for them. You must say “No” if it interferes with your study.
10. Hang a “Do not disturb” sign on your door or in front of your table.
11. Avoid noise distractions during study: To promote concentration avoid study in front of a television. Majority of students prefer silence for study even though a few like carefully selected and controlled music.
12. Notice how others misuse your time. If there are certain friends or relatives who consistently interrupt your study time: avoid them or send them a clear message not to disrupt your studies.
13. Set a reasonable goal for every session of your study and try to stick to it without fail. This is a confidence builder for you.
14. Don't task yourself too much: If you are bored of studying, switch over to writing. Develop an attitude of “I can achieve and I will”. This can work wonders.

15. Plan for the next day before you go to bed: If you want to make some telephone calls in the morning, look up those numbers and note them down. If you want to meet someone next morning, locate the address correctly and note them down. Keep a note of all that you have to do next day.

## **THINGS YOU CAN ASK YOURSELF WHEN YOU GET STUCK**

16. At the end of the day, ask yourself this question: "Can I do one more thing?" Almost always you will have time to do just one more short task. If you get into the habit of working like this, your productivity will increase very much.
17. Introspect at the end of the day: At the end of the day, do introspection to find out how much time you used for studies and how well you utilized this time. If you find that some time has been wasted, analyze why it happened and what you could do the next day to avoid such a situation.
18. Ask; "Could I find the time, if I really wanted to?" The next time when you are tempted to say "I just don't have time," pause for a minute and question the truth of this statement. Could you find 4 more hours this week for study? Suppose that someone offered to pay Rs.10,000/- to you to find those 4 hours; won't you find time? Remember, when it comes to college education, large sums of money are involved. Promise can work wonders.
19. Ask: "Can I delegate this?" You can delegate some tasks to friends or family members like going to a library for getting books, posting a letter, purchasing some standard stationery items etc. But you cannot delegate certain study tasks like working out an assignment.
20. Categorize the activities into 3 groups and give preference to important ones: List of activities of each day can be prepared the previous evening. Activities that are very important are marked A. These are the ones that you have to carry out immediately. B activities are those that are important but not important enough that they can be postponed slightly. All those activities which do not require immediate attention are marked C. 'C marked' activities are also simple and easy

to carry out. Most students have what is called C syndrome. They bestow their attention and energy on C-type activities. They postpone A-type activities because they are difficult. You may never do the A-type activities. When you are stuck with the C syndrome, ask yourself the question, "Are these activities necessary? Should I take them up?"

## **12.2. CAUSES FOR POOR ACHIEVEMENT BY STUDENTS**

- Failure to plan
- Unclear objectives
- Failure to set priorities and time limits
- Poor scheduling
- Lack of self-discipline
- Over confidence
- Attempting too much and too many at a time
- Lack of self-confidence
- Unnecessary tension

## **12.3. TIME WASTERS**

- Too much socializing and distracting friendships
- Idle talk
- Unwanted visitors
- Addiction to Mobile, TV, music, film, internet
- Too much craze for sports and games
- Idleness and day dreamingt

## **12.4. ATTITUDINAL EXCELLENCE FOR HOSPITALITY**

- Believe in God or an omnipotent Power. Endeavour to become a Total Quality Individual (TQI) with immaculate character, unimpeachable integrity, unflinching moral values and a firm positive attitude.

- Be an ardent practitioner of Karma and believe in the diction “Work is worship”
- Give preference to your duties over your rights.
- Show due regard to elders, peers and superiors.
- Fall in love with nature and natural surroundings.
- Live a life guided by principles of ethical morality.
- Practice life-long (continuous) education to keep you updated.
- Remember that “Knowledge is Power”.
- Have a crystal-clear vision and well-set goals in life. Without vision people perish.
- Build up a positive self-esteem.
- Develop an attitude of gratitude

## **12.5. SKILLS TO BE DEVELOPED BY STUDENTS**

### **1. Personal skills**

- Self esteem
- Self confidence
- Self-acceptance
- Positive thinking
- Motivation
- Goal setting
- Positive attitude towards success
- Decision making
- Problem solving
- Time management
- Stress management

### **2. Coping skills**

- Coping with shyness
- Coping with loneliness

- Coping with depression
- Coping with fear, anger and verbal abuse
- Coping with alcoholism & drug abuse
- Coping with failure
- Coping with criticism
- Coping with change
- Coping with study

### **3.Job Skills**

- Leadership skills
- Team work skills
- Quality awareness
- Punctuality
- Getting career guidance
- Adjusting to work environment

## **12.6 PROFESSIONAL SKILLS**

### **1. Personal Skills**

- Sincerity
- Self confidence
- Responsibility
- Reliability
- Spontaneity
- Presence of mind
- Hard working ability
- Stress management
- Being innovative
- Risk taking

## **2. Social Skills**

- Listening
- Patience
- Accepting one's own faults

## **3. Communication skills**

- Oral and written communication
- Presentation skill
- Dialogue
- Understanding others & listening to them

## **4. Empathy**

- Impartiality
- Coordination
- Team building
- Approachability
- Dynamism
- Resourcefulness
- Initiative
- Organizing capacity
- Creativity

**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:





## Grievance Redressal Committee

Sl. No.	Name & Designation	Position	Telephone Number	E-mail ID
1	Sri. P.C. Georgekutty Principal	Chairman	9497820635	info@sjihmct.ac.in
2	Sri. Alexander Zacharias, HoD (Food Studies)	Convenor	9447366778	alexpulikunnel@gmail.com
3	Sri. Seby P. Mathews. Asst. Professor	Member	9447599298	sebypm2003@yahoo.co.in
4	Smt. Regy Joseph, Asst. Professor	Member	9400359811	regysunil@gmail.com

## Anti-ragging Committee

Sl. No.	Name & Designation	Position	Telephone Number
1	Sri. P.C. Georgekutty Principal	Chairman	9497820635
2	Smt. Regy Joseph, Asst. Professor	Member	9400359811
3	Sri. Sebastian Thomaas, Asst. Professor	Member	9497321703
4	Smt. Sithara Sebastian, Senior Office Assistant	Member	9495443406
5	Kum. Tessy Philip, Student 2017 batch	Member	9961893757
6	Sri. Aeibal Sunny Mathew A, Student 2017 batch	Member	8111933560
7	Sri. Tom Jose, Student 2017 batch	Member	8078118546
8	Sri. Rajendra Kurup N, Sreenandanam, Kollam 691 507	Member (PTA)	9495431180
9	Sri. Sunish Thomas Sub Editor, Malayala Manorama	Member (Media)	9846771210
10	Sub Inspector of Police, Palai	Ex-officio Member (Police)	04822-212334

## JUNE 2019

1	Sat	
2	Sun	
3	Mon	
4	Tue	
5	Wed	Id-ul-Fiter (Ramadan)
6	Thu	
7	Fri	VIII Sem. University Examination begins
8	Sat	Second Saturday
9	Sun	
10	Mon	
11	Tue	IVth Sem. University Exam begins
12	Wed	
13	Thu	
14	Fri	Send off 2015-19 batch
15	Sat	
16	Sun	
17	Mon	
18	Tue	II Sem University exam begins
19	Wed	
20	Thu	
21	Fri	
22	Sat	
23	Sun	
24	Mon	I Sem Induction Programme
25	Tue	Orientation classes for I sem students
26	Wed	
27	Thu	
28	Fri	
29	Sat	
30	Sun	

## JULY 2019

1	Mon	
2	Tue	
3	Wed	St.ThomasDay
4	Thu	
5	Fri	First Friday – Holy Mass
6	Sat	Working Day
7	Sun	
8	Mon	
9	Tue	
10	Wed	
11	Thu	
12	Fri	
13	Sat	Second Saturday
14	Sun	
15	Mon	
16	Tue	
17	Wed	
18	Thu	
19	Fri	
20	Sat	Alumni Meeting
21	Sun	
22	Mon	
23	Tue	
24	Wed	
25	Thu	
26	Fri	
27	Sat	
28	Sun	Feast of St. Alphonsa
29	Mon	
30	Tue	Last day of Admission of new students
31	Wed	Karkkidaka Vavu

## AUGUST 2019

1	Thu	General Assembly at 8.45 a m
2	Fri	
3	Sat	Staff Meeting
4	Sun	
5	Mon	
6	Tue	
7	Wed	
8	Thu	
9	Fri	
10	Sat	Second Saturday
11	Sun	Bakrid
12	Mon	
13	Tue	
14	Wed	
15	Thu	Independence Day
16	Fri	
17	Sat	
18	Sun	
19	Mon	
20	Tue	
21	Wed	
22	Thu	Arts Day
23	Fri	Sree Krishna Jayanthi
24	Sat	
25	Sun	
26	Mon	Ist Sessional Exam for I <sup>st</sup> , III <sup>rd</sup> , V <sup>th</sup> & VII <sup>th</sup> Sem
27	Tue	
28	Wed	Ayyankali Jayanthi
29	Thu	
30	Fri	
31	Sat	

## SEPTEMBER 2019

1	Sun	
2	Mon	General Assembly 8.45 a m
3	Tue	
4	Wed	
5	Thu	Teachers Day
6	Fri	Onam Celebrations - Holydays begin
7	Sat	
8	Sun	
9	Mon	Muharam
10	Tue	First Onam
11	Wed	Thiru Onam
12	Thu	Third Onam
13	Fri	Sree Narayana Guru Jayanthi
14	Sat	Second Saturday
15	Sun	
16	Mon	Re-opens after Onam Holidays
17	Tue	
18	Wed	
19	Thu	
20	Fri	
21	Sat	Sree Narayana Guru Samadhi
22	Sun	
23	Mon	PTA 1 <sup>st</sup> Semester
24	Tue	PTA III <sup>rd</sup> Semester
25	Wed	PTA V <sup>th</sup> Semester
26	Thu	PTA VII <sup>th</sup> Semester
27	Fri	World Tourism Day – Debate, Talk, Quiz competition
28	Sat	
29	Sun	
30	Mon	

## OCTOBER 2019

1	Tue.	
2	Wed	Gandhi Jayanthi
3	Thu	General Assembly at 8.45 a m
4	Fri	First Friday - Holy Mass
5	Sat	Staff Meeting
6	Sun	
7	Mon	Mahanavami
8	Tue	Vijayadasami
9	Wed	
10	Thu	
11	Fri	
12	Sat	Second Saturday
13	Sun	
14	Mon	
15	Tue	
16	Wed	
17	Thu	
18	Fri	World Chef Day – Competition among students in the events Best Manager, Chef Competition , Mock-tail, Cock-tail etc.
19	Sat	
20	Sun	
21	Mon	Second Sessional Exam for I <sup>st</sup> , III <sup>rd</sup> , V <sup>th</sup> & VII <sup>th</sup> Sem
22	Tue	
23	Wed	
24	Thu	
25	Fri	
26	Sat	
27	Sun	Deepavali
28	Mon	
29	Tue	
30	Wed	
31	Thu	Food Fest

## NOVEMBER 2019

1	Fri	General Assembly at 8.45 a m, First Friday-Holy Mass
2	Sat	Staff Meeting
3	Sun	
4	Mon	
5	Tue	
6	Wed	
7	Thu	
8	Fri	
9	Sat	Milad-i-Sheriff, Second Saturday
10	Sun	
11	Mon	
12	Tue	
13	Wed	
14	Thu	World Bread Day. Competition in Bread Making
15	Fri	Sports Day
16	Sat	Sports Day
17	Sun	
18	Mon	V <sup>th</sup> Sem – Briefing about IET to students & parents
19	Tue	
20	Wed	
21	Thu	
22	Fri	Sem. break begins
23	Sat	
24	Sun	
25	Mon	
26	Tue	
27	Wed	
28	Thu	
29	Fri	
30	Sat	

## DECEMBER 2019

1	Sun	VI <sup>th</sup> Sem Students start IET.
2	Mon	Cake Mixing ceremony
3	Tue	
4	Wed	
5	Thu	
6	Fri	
7	Sat	
8	Sun	
9	Mon	Reopens after sem break. Begins sem 2, 4 & 8
10	Tue	
11	Wed	
12	Thu	
13	Fri	
14	Sat	Second Saturday
15	Sun	
16	Mon	
17	Tue	
18	Wed	
19	Thu	
20	Fri	Christmas Celebration & Holidays Begin
21	Sat	
22	Sun	
23	Mon	
24	Tue	
25	Wed	Christmas
26	Thu	
27	Fri	
28	Sat	
29	Sun	
30	Mon	Re-opens after Christmas Holidays
31	Tue	



# JANUARY 2020

1	Wed	
2	Thu	Mannam Jayanthi
3	Fri	First Friday - Holy Mass
4	Sat	
5	Sun	
6	Mon	
7	Tue	
8	Wed	
9	Thu	
10	Fri	
11	Sat	Second Saturday
12	Sun	
13	Mon	
14	Tue	
15	Wed	
16	Thu	
17	Fri	World Flowers Day – Flower arrangement and carving competition
18	Sat	
19	Sun	
20	Mon	
21	Tue	
22	Wed	
23	Thu	
24	Fri	
25	Sat	
26	Sun	Republic Day
27	Mon	
28	Tue	
29	Wed	
30	Thu	
31	Fri	

## FEBRUARY 2020

1	Sat	Staff Meeting
2	Sun	
3	Mon	General Assembly to 8.45 a m
4	Tue	
5	Wed	
6	Thu	
7	Fri	First Friday – Holy Mass
8	Sat	Second Saturday
9	Sun	
10	Mon	1 <sup>st</sup> Sessional Exam for II <sup>nd</sup> , IV <sup>th</sup> & VIII <sup>th</sup> Sem.
11	Tue	
12	Wed	
13	Thu	
14	Fri	
15	Sat	
16	Sun	
17	Mon	
18	Tue	
19	Wed	
20	Thu	Annual Retreat
21	Fri	Sivarathri
22	Sat	
23	Sun	
24	Mon	
25	Tue	
26	Wed	
27	Thu	
28	Fri	
29	Sat	

## MARCH 2020

1	Sun	
2	Mon	General Assembly at 8.45 a m
3	Tue	PTA II Semester
4	Wed	PTA IV Semester
5	Thu	
6	Fri	First Friday – Holy Mass
7	Sat	Staff Meeting
8	Sun	
9	Mon	
10	Tue	
11	Wed	
12	Thu	
13	Fri	
14	Sat	Second Saturday
15	Sun	
16	Mon	
17	Tue	
18	Wed	
19	Thu	Feast of St. Joseph (Patron’s Day)
20	Fri	
21	Sat	Working Day
22	Sun	
23	Mon	Second Sessional Exam for II <sup>nd</sup> , IV <sup>th</sup> & VIII <sup>th</sup> Sem.
24	Tue	
25	Wed	
26	Thu	
27	Fri	
28	Sat	
29	Sun	
30	Mon	
31	Tue	

## APRIL 2020

1	Wed	General Assembly at 8.45 a m
2	Thu	
3	Fri	
4	Sat	Staff Meeting
5	Sun	
6	Mon	
7	Tue	First Friday - Holy Mass, World Health Day
8	Wed	
9	Thu	Maundy Thursday
10	Fri	Good Friday
11	Sat	Second Saturday
12	Sun	Easter
13	Mon	
14	Tue	Vishu, Dr Ambedkar Jayanti
15	Wed	
16	Thu	
17	Fri	PTA Sem. VIII
18	Sat	
19	Sun	
20	Mon	
21	Tue	
22	Wed	
23	Thu	
24	Fri	Id-ul-Fiter
25	Sat	
26	Sun	
27	Mon	
28	Tue	
29	Wed	
30	Thu	Sem VIII embarks for Job

## MAY 2020

1	Fri	May Day
2	Sat	
3	Sun	
4	Mon	Reporting after IET, 2017 Batch & VII Sem begins
5	Tue	World Hygiene Day
6	Wed	
7	Thu	
8	Fri	
9	Sat	Second Saturday
10	Sun	
11	Mon	
12	Tue	
13	Wed	
14	Thu	Thanks giving Day
15	Fri	Submission of Project (2017 admn.)
16	Sat	
17	Sun	
18	Mon	Sem.break begins
19	Tue	
20	Wed	
21	Thu	
22	Fri	
23	Sat	
24	Sun	
25	Mon	
26	Tue	
27	Wed	
28	Thu	
29	Fri	
30	Sat	
31	Sun	

## 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 & ChilsTonio (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 (2015 batch) 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) 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 (2015 batch) got 1st Prize in the Chef Competition organized by CHIPS consecutively.
13.11.2018	Publication of First College Magazine "Luscious 2018"

