



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

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



INTERNAL QUALITY ASSURANCE CELL NOTICE-IQAC MEETING

DATE: 24-04-2025

VENUE: Conference room

The college's IQAC is scheduled to meet on 30-05-2025 at 11 a.m. in the conference room.
The following members are requested to attend the meeting.

Agenda:

1. Women's Day Celebration
2. Admission Committee Meeting
3. Graduation Day
4. IET Project Report
5. Any other.

Dr. Sheri Kurian (Principal)

Fr. Joseph Vattapillil

Ms. Regy Joseph (IQAC Coordinator)

Mr. Varghese Johnson (HoD)

Ms. Lissamma Sebastian, Local representative

Mr. Shamboo Gopalakrishnan. Corporate General Manager, Casino Hotel, Kochi

Dr. Thomas V Mathew, IQAC Coordinator, St. Thomas College, Pala

Ms. Elsamma Mathew, Chavara Public School, Pala (Parent Representative)

Mr. Akku Babu, Tee Cee Hotel Thodupuzha (Alumni Representative)

Ms Sandra Siby, SJIHMCT (Student Representative)


Principal


IQAC Coordinator



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MEMBERS PRESENT

The following members were present for the IQAC meeting held on 30-05-2025

SL.NO	NAME	SIGNATURE
1	Dr. Sheri Kurian	
2	Fr. Joseph Vattapillil	
3	Ms. Regy Joseph	
4	Mr. Varghese Johnson	
5	Ms. Lissamma Sebastian	
7	Dr. Thomas V Mathew	
8	Ms. Elsamma Mathew	
10	Ms. Sandra Siby	



INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE IQAC MEETING HELD ON 30-05-2025

VENUE: CONFERENCE ROOM

TIME: 11.30 AM

IQAC meeting convened on 30-05-2025 with the principal presiding over the session, commenced with a silent prayer, followed by the approval of the previous meeting's minutes. The agenda for today's meeting is outlined below.

Agenda and discussion

Sl. No	Discussion Points/Agenda	Decision taken
1	Women's Day Celebration	The Principal briefed the board on the planned Women's Day celebration, including student and staff participation. It was decided to include activities that highlight women's achievements in hospitality and related fields.
2	Admission Committee Meeting	The Admission Committee's preparation and strategy for the upcoming academic year were discussed. Members emphasized early promotional activities, transparent admission procedures, and timely updates on the institution's website.
3	Graduation Day	The board discussed the proposed date and arrangements for the Graduation Day. Suggestions were made regarding the chief guest, distribution of certificates, and inclusion of alumni and parents in the event.
4	IET Project Report	Faculty and students involved in the Industrial Exposure Training were instructed to compile and submit detailed project reports. Guidelines for report structure and evaluation criteria were shared with all departments.

Principal

IQAC Coordinator