



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



MEMBERS PRESENT

The following members were present for the IQAC meeting held on 24-07-2025

| SL.NO | NAME | SIGNATURE |
|-------|---------------------------|-----------|
| 1 | Dr. Sheri Kurian | |
| 2 | Fr. Joseph Vattapillil | |
| 3 | Ms. Regy Joseph | |
| 4 | Mr. Varghese Johnson | |
| 5 | Ms Jyothi Joseph | |
| 6 | Mr. Samboo Gopalakrishnan | |
| 7 | Ms. Lissamma Sebastian | |
| 8 | Dr. Thomas V Mathew | |
| 9 | Ms. Elsamma Mathew | |
| 10 | Mr. Amal Dev | |
| 11 | Ms. Nandhana Murtem | |



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

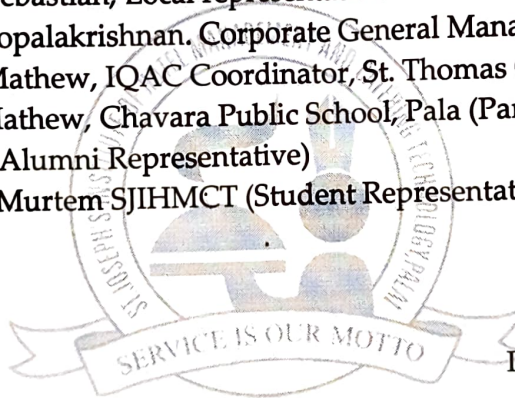
DATE: 24-07-2025

VENUE: Conference room

The college's IQAC is scheduled to meet on **15-07-2025**, at 11 a.m. in the conference room. The following members are requested to attend the meeting.

Dr. Sheri Kurian (Principal)
Fr. Joseph Vattapillil
Ms. Regy Joseph (IQAC Coordinator)
Mr. Varghese Johnson (HoD)
Ms. Jyothi Joseph, Faculty Member
Ms. Lissamma Sebastian, Local representative
Mr. Shamboo Gopalakrishnan, Corporate General Manager, Casino Hotel.
Dr. Thomas V Mathew, IQAC Coordinator, St. Thomas College, Pala
Ms. Elsamma Mathew, Chavara Public School, Pala (Parent Representative)
Mr. Amal Dev (Alumni Representative)
Ms. Nandhana Murtem SJHMC (Student Representative)

Principal



IQAC Coordinator



INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE IQAC MEETING HELD ON 24-07-2025

VENUE: CONFERENCE ROOM

TIME: 11.30 AM

IQAC meeting convened on 24-07-2025 with the principal presiding 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 | Career Counselling and Personality Development | The principal talked to the board that part of our continuous efforts toward student empowerment and holistic growth, the institution is introducing focused initiatives on Career Counselling and Personality Development. These programs aim to equip students with the necessary guidance, soft skills, and confidence to make informed career choices and succeed in professional environments. |
| 2 | Faculty Training and Orientation Programs | To ensure academic excellence and continuous professional growth, the institution is organizing Faculty Training and Orientation Programs. These initiatives are designed to enhance teaching competencies, familiarize faculty with institutional policies, and promote innovative pedagogical practices aligned with current educational standards |
| 3 | First Aid and Emergency Training | In line with our commitment to campus safety and student well-being, the institution is implementing First Aid and Emergency Training programs. These sessions aim to equip students, faculty, and staff with essential skills to effectively respond to medical emergencies and ensure a safer learning environment |
| 4 | PHA Yuva Orientation for Students | As part of our student development initiatives, the institution is organizing the PHA Yuva Orientation Program. This program aims to introduce students to the objectives and activities of PHA Yuva, fostering awareness, leadership, and active participation in youth-led health and community initiatives. |


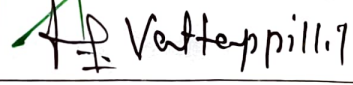
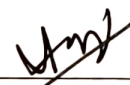
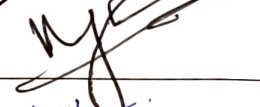


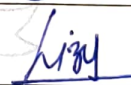



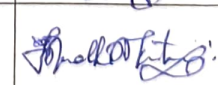
Principal

IQAC Coordinator



MEMBERS PRESENT

The following members were present for the IQAC meeting held on 29-11-2025

| SL.NO | NAME | SIGNATURE |
|-------|---------------------------|--|
| 1 | Dr. Sheri Kurian |  |
| 2 | Fr. Joseph Vattapillil |  |
| 3 | Ms. Regy Joseph |  |
| 4 | Mr. Varghese Johnson |  |
| 5 | Ms Jyothi Joseph |  |
| 6 | Mr. Samboo Gopalakrishnan |  |
| 7 | Ms. Lissamma Sebastian |  |
| 8 | Dr. Thomas V Mathew |  |
| 9 | Ms. Elsamma Mathew |  |
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**INTERNAL QUALITY ASSURANCE CELL
NOTICE-IQAC MEETING**

DATE: 29-11-2025

VENUE: Conference room

The college's IQAC is scheduled to meet on **20-11-2025**, at 11 a.m. in the conference room. The following members are requested to attend the meeting.

- Dr. Sheri Kurian (Principal)
- Fr. Joseph Vattapillil
- Ms. Regy Joseph (IQAC Coordinator)
- Mr. Varghese Johnson (HoD)
- Ms. Jyothi Joseph, Faculty Member
- Ms. Lissamma Sebastian, Local representative
- Mr. Shamboo Gopalakrishnan, Corporate General Manager, Casino Hotel.
- Dr. Thomas V Mathew, IQAC Coordinator, St. Thomas College, Pala
- Ms. Elsamma Mathew, Chavara Public School, Pala (Parent Representative)
- Mr. Amal Dev (Alumni Representative)
- Ms. Nandhana Murtem SJIHMCT (Student Representative)


Principal


IQAC Coordinator



INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE IQAC MEETING HELD ON 29-11-2025

VENUE: CONFERENCE ROOM

TIME: 11.30 AM

IQAC meeting convened on 29-11-2025 with the principal presiding 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 | International Charity Day | The institution observed International Charity Day by organizing donation drives and community outreach programs. Students and faculty contributed essential supplies to local orphanages and old age homes, fostering compassion and social responsibility. |
| 2 | IEDC Orientation for First-Year Students | The Innovation and Entrepreneurship Development Cell (IEDC) organized an orientation for first-year students to introduce innovation opportunities. Sessions and success stories inspired students to explore creativity and entrepreneurship. |
| 3 | International Chef Day | International Chef Day was celebrated with enthusiasm through live cooking sessions, culinary competitions, and talks by renowned chefs, motivating students to uphold culinary excellence. |
| 4 | National Nutrition Month Celebration | As part of National Nutrition Month, awareness programs, poster presentations, and healthy recipe contests were conducted. The initiative emphasized balanced diets and sustainable food habits. |
| 5 | International Literacy Day | International Literacy Day was observed through literacy campaigns in local communities. Students volunteered to teach basic reading and writing to underprivileged children, promoting educational equality. |


Principal


IQAC Coordinator