

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

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

Managed by the Catholic Diocese of Palai

Approved by AICTE and affiliated to M G University

(Established in 2010)

Patron

Mar Joseph Kallarangatt, Bishop of Palai

Chairman

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

Dr James John Mangalath

Administrator

Director

Rev. Fr. Joseph Vattappillil LTh; LOCL

Principal

Dr. Sheri Kurian

Bursar

Rev. Fr. John Mattamundayil (M.Sc. Counselling)

Lab Manager

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

Spiritual Director

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

PERSONAL PROFILE OF STUDENT

Name :

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Local address :

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Contact Number :

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Permanent Home Address :

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Telephone Number :

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Date of birth :

.....

.....

Weightkgs., Height.....cms,

Blood Group

Admission No: Class No.

.....

IMPORTANT TELEPHONE NUMBERS

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

Administrator Dr James John Mangalath

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

Principal	: Dr. Sheri Kurian	: 04822-239510
		: Mob: 9019898150
Manager, SJCET	: Rev. Fr. Mathew Koramkuzha	: Mob: 9446922066
Bursar	: Rev. Fr. John Mattamundayil	: Mob: 9446982681
Lab Manager	: Rev. Fr . Thomas Njavallil	: Mob: 9447694582
Spiritual Director	: Rev. Dr. Kurian Mattom	: Mob : 09446125581
St. Alphonsa Hostel		: Mob: 9447940444
St. Augustine Hostel		: 04822-239311, 239316
St. Mary's Hostel		: 04822-239313, 239314, 239315
St. Thomas Hostel		: Mob: 9562239327
South Indian Bank, Choondacherry,		:04822-239409
Police Station, Palai		: 04822-212334

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PART I - THE INSTITUTE

1.1 History, Guiding Principles and Special Features

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

Considering the factors such as fast growth of the tourism sector in India, the great demand for professionals in the field of Hotel Management and catering services and the lack of institutions in South India offering AICTE approved 4-year degree courses in Hotel

Management, the Technical Education Trust of the Diocese of Palai decided to establish such an institution.

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

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

The Institute has executed MoUs for industry and academic partnership with the hotels Crowne Plaza, Le Meridian, CGH Group, Tamara Leisure & Experiences, Hyatt, Marriot and IHG Hotels and Resorts for better interference with the industry. MoUs for academic partnership have also been executed with Emirates Academy UAE, COTHM and Cyprus College of Tourism and Hotel Management for research and publications.

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 were able to provide 100% placement assistance for the past nine batches who completed their course during the years 2014 to 2023.

Employment opportunities for graduates of this course 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, New Zealand, Russia, Italy, Quater, Saudi Arabia, Ireland, Singapore, Australia, Oman, Kuwait, Sharjah, Doha, Belgium, Germany, Egypt, Bahrain, Lavatia, Fugairah, Riyadh, Italian Cruises, Flight Kitchen etc.

We are committed to preserve the eco-system and living in harmony with Nature. The Institute maintains a green and 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. We are committed to provide the best learning experience for our students.

1.2. Our Vision

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

1.3 Our Mission

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

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

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

1.4 Our quality policy

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

1.5. Our value system

- ↓ Abiding faith in the Almighty
- ↓ Integrity and openness
- ↓ Respect for the individual
- ↓ Gender and social equality
- ↓ Recognition for creativity and innovation
- ↓ Total quality and market relevance
- ↓ Service to mankind
- ↓ Accountability to society
- ↓ Positive approach to everything
- ↓ Harmony with nature

1.6. List of faculty

Name	Designation	Telephone No.
Dr. Sheri Kurian,B.Com, BSc HM&CT, MTM, Ph.D	Principal	8593867676
Varghese Johnson BHM, MHRM, M.Sc(HM),MTM	HoD	8075847617
Regy Joseph, BHM, MBA, M.Sc.(THM)	Asst. Professor	9400359811
Sebastian Thomas, M.Com	Asst. Professor	9497321703
Dona Babu, B. Tech, MBA,UGC NET	Asst. Professor	9495188990
Atul Vijay P. BHM, MBA	Asst. Professor	9980153838
JoanThomas, BHM,AHLA, M.Sc.(THM)	Asst. Professor	9048102777
Sujith Mathew George, BHM, MBA	Asst Professor	8289862878
Jerin James, BHM, MMH	Asst. Professor	6282647630

Rakhy Raju, BHM	Asst. Professor	8281757306
Jobin Mathew, BTH, MBA (T&HM)	Asst. Professor	9747349346
Aby Emmanuel Lopus, BHM, MBA	Asst. Professor	8086149642
Sarath Sivanandan, B.Sc (HM)	Asst. Professor	9037289628
Sona Rachel John	Asst. Professor	9656378936
Pooja Jayswal	Asst. Professor	9893946094
Sreejith O V , D H M, M.Sc.(HM)	Asst. Professor	9845857110
Sonu V S, B.Sc. (HM&CS)	Lecturer	9747415890
Anoop M, BHM & CS, DHMCT	Lecturer	8590779302
Jyothi Joseph, MSc(FS), M.Sc.(Tourism)	Lecturer	9847291299
Anil Jose Vettom, , DHMCT & DHM	Lecturer	9746584458
Prashant Prakash , BHM	Lecturer	8921794532
Jyothis Joseph, B.Tech	Lecturer	949631230
Fr Johny K J , M A	Guest Lecturer	9400052946
Fr.Ampazhathumkal Mathew	Visiting Prof	8078784099
Sis.Lissy George Vattoth	Visiting Prof.	9496186821

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 Asst.	9495443406
Tomy Joseph, M.LISc, BA, B.Ed, UGC NET	Librarian	9447808435
Neenu Antony MCA, BSc (CSME)	System Administrator	7034681464
Bindumol Sebastian, B A	Receptionist-cum-Office Assistant	7036716076
Jeffin Joy, M.Sc	Office Assistant	9020880920
Joby Jose	Lab Assistant	9846916999
Mathews Mathew	Lab Assistant	9061629839
Rajesh George	Attender	9744253384
Justin Joseph	Attender	9605698976
Jaya Saji	Sweeper	8281318602
Saji V M	Sweeper/Gardener	9744568410
Majeena Sebastian	Cleaner	9539698190

Geetha Prakash	Cleaner	
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1.8. Class Timings

09.00 a. m. to 12.30 p.m.

12.30 p.m. to 01.30 p.m. – lunch interval

1.30 p. m. to 04.10 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 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 advised 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 issued from time to time, regarding general discipline and behaviour, study periods, meal timings and other matters. They are also expected to take good care of hostel properties like furniture, toilet and bathroom 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 in 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 (2020 Admission onwards)

First Semester

Subject Code	Name of subject
BH1 CRT 01	Basics of Food Production-I
BH1 CRP 01	Basics of Food Production-I
BH1 CRT 02	Basics of Food and Beverage Service-I
BH1 CRP 02	Basics of Food and Beverage Service-I
BH1 CRT 03	Basics of Front Office
BH1 CRP 03	Basics of Front Office
BH1 CRT 04	Basics of Housekeeping
BH1 CRP 04	Basics of Housekeeping
BH1 CRT 05	Basics of Management Principles
BH1 CRT 06	Business English

Second Semester

BH2 CRT 07	Basics of Food Production-II
BH2 CRP 07	Basics of Food Production-II
BH2 CRT 08	Basics of Food and Beverage Service-II
BH2 CRP 08	Basics of Food and Beverage Service-II
BH2 CRT 09	Application of Computers
BH2 CRP 09	Application of Computers
BH2 CRT 10	Basics of Financial Accounting
BH2 CRT 11	Food Science and Nutrition
BH2 CRT 12	Basic French.

Third Semester

BH3 CRT 13	Food Production Operations-I
BH3 CRP 13	Food Production Operations-I
BH3 CRT 14	Food and Beverage Service Operations-I
BH3 CRP 14	Food and Beverage Service Operations-I
BH3 CRT 15	Front Office Operations-I
BH3 CRP 15	Front Office Operations-I
BH3 CRT 16	Housekeeping Operations-I
BH3 CRP 16	Housekeeping Operations-I
BH3 CRT 17	Financial Management
BH3 CRT 18	Travel and Tourism

Fourth Semester

BH4 CRT 19	Food Production Operations-II
BH4 CRP 19	Food Production Operations-II
BH4 CRT 20	Food and Beverage Service Operations-II
BH4 CRP 20	Food and Beverage Service Operations-II
BH4 CRT 21	Human Resource Management
BH4 CRT 22	Marketing for Hospitality and Tourism
BH4 CRT 23	Environmental Issues and Human Rights
BH4 CRT 24	Hotel Engineering

Fifth Semester

BH5 CRT 25	Advanced Food Production-I
BH5 CRP 25	Advanced Food Production-I
BH5 CRT 26	Advanced Food and Beverage Service-I
BH5 CRP 26	Advanced Food and Beverage Service-I
BH5 CRT 27	Front Office Operations-II
BH5 CRP 27	Front Office Operations-II
BH5 CRT 28	Housekeeping Operations-II
BH5 CRP 28	Housekeeping Operations-II
BH5 CRT 29	Hotel Law
BH5 CRT 30	Organizational Behaviour

Sixth Semester

BH6 CRP 31 INDUSTRIAL EXPOSURE TRAINING AND PROJECT REPORT

Seventh Semester

BH7 CRT32	Advanced Food Production-II
BH7 CRP32	Advanced Food Production-II
BH7 CRT33	Advanced Food and Beverage Service-II
BH7 CRP33	Advanced Food and Beverage Service-II
BH7 CRT34	Front Office Management
BH7 CRP34	Front Office Management
BH7 CRT35	Housekeeping Management
BH7 CRP35	Housekeeping Management
BH7 CRT36	Research Methodology
BH7 CRT37	Food Safety and Quality Control

Eighth Semester

BH8 CRT 38	Food and Beverage Controls and Management
BH8 CRT 39	Travel and Tourism Management
BH8 CRT 40	Personality Development
BH8 CRT 41	Entrepreneurship Development
BH8 CRT 42	Hospitality Research Project

Elective (*student to select any one*)

BH8 ECP 01	Food Production
BH8 ECP 02	Food and Beverage Service
BH8 ECP 03	Front Office Management
BH8 ECP 04	Housekeeping Management

2.7. Fee collection

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

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

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

PART III - EXAMINATION

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

3.1. Eligibility for appearing the Examination

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

3.2 Scheme of Examination and Result

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

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

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

3.3. Classification of Results

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

Below 50% - Fail

Above 50% and below 60% - Second Class

Above 60% and below 75% - First Class

Above 75% - First Class with Distinction.

3.4 Improvement of Marks

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

3.5.Exam Monitoring Cell

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

3.6 Industrial Exposure Training

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

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

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

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

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

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

PART IV–GROOMING & UNIFORM

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

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

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

Formal uniform for boys

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

Formal uniform for girls

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

Uniform for Practical classes (Same for boys and girls) Kitchen Uniform:

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

Uniform for Food & Beverage Service:

1. Black trousers
2. Black leather shoes and black socks
3. Full sleeved white shirt and black waist coat
4. Black bow tie and name tag
5. A white waiter's cloth and serviettes.

6. Students should carry with them a scribbling pad, pen, white handkerchief, wooden matchbox and bottle opener.

Housekeeping Uniform:

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

Front Office Uniform

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

PART V - FACILITIES AND AMENITIES IN THE INSTITUTE

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

5.1. Basic Training Kitchen (BTK)

Our basic training kitchen with 167 sq. mt. is well equipped with 16 work stations. Modern equipment and utensils are used to give training for the first year students in the field of cooking by steaming, boiling, baking, grilling, braising, microwaving, etc. Students are taught the basics of different types of cuttings like Julienne, Batonnet, Brunoise, Chopping, Dicing, etc

5.2. Quantity Training Kitchen (QTK)

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

5.3. Advanced Training Kitchen (ATK)

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

ATK.

5.4. Bakery and Confectionery

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

5.5. Basic Training Restaurant

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

5.6. Advanced Training Restaurant

Students of seventh semester undergo their specialization training in Food and Beverage Service in the 60 cover 160 sq. mt modern A/C 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 guerdon service, carving various types of fruit items in front of guests, presentation of wine lists, service of wines, opening and presentation of champagne bottles, etc.

5.7. Housekeeping

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

5.8. Front Office.

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

5.9. Computer Lab

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

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

5.10. Language Lab

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

PART VI - OTHER FACILITIES

6.1. Waiting Rooms

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

6.2. Hostel

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

6.3. Water & Electricity

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

6.4. Canteen

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

6.5. Bus Service

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

6.6 Vehicle Parking

Student’s vehicles are not allowed to enter the campus. For parking of their vehicles the place provided for the purpose adjacent to the campus should be used.

6.7. Banking

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

6.8 Insurance & Medical Facilities

All students in the roll of the institute are insured under Group Medi-claim and Personal Accident Insurance policies. A first aid room is provided in the Institute building. Free consultation with doctors from Medi City is available on Wednesdays.

6.9. Counselling and Mentoring

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

6.10. Scholarship

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

6.11. Photocopying

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

6.12. Gymnasium & Sports

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

6.13 Integrated Campus Software

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

PART VII – LIBRARY

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

7.1. Library Resources

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

7.2. Library Service

Computerized transactions

Reference Section

Newspaper clipping service

Digital library

Wi-Fi enabled internet connectivity

Reprographic facility

7.3. Digital Library

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

7.4. WEB OPAC

Web OPAC is a search engine for finding any catalogue related information of our library collections. The Web OPAC has features such as search of books, non-book materials and

periodicals, quick glance of the new arrivals. The search options include a simple search of material by title/author/accession number/publisher/key word with various combinations of Boolean operations such as AND or NOT. It includes auto suggestion in the search queries, quick pop up preview of search results, reservation details, loan details and booking details. Library users can view the status of their loans and fines.

7.5. General Library Rules

1. The working time of the library is from 9 a.m. to 1.40 p.m., 2.20 p.m. to 4.30 p.m. on all working days except Saturdays. On Saturdays the library functions from 9.30 a.m. to 3.30 p.m.

All SJIHMCT 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 14 days. Failure to return book on time will incur a daily fine of Rs. 2/- However, if a member requires the book after the due date it can be renewed for another 14 days. If a book/document is lost/damaged, thrice the value (current cost) of the document the published after 1980 and 5 fold the value prior to 1980 will be recovered from the borrower.

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

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

PART VIII - STUDENTS ACTIVITIES

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

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.

8.2 Le Sommelier Club: Le Sommelier Club with the tagline 'vita vinum est' focuses on empowering the aspiring F&B professionals. The club organizes various events and competitions fortnightly which enable the club members to acquire a sound knowledge in the field of F&B and boosts positive characteristic traits such as self-esteem, confidence, team spirit, discipline etc.

8.3 Officina Frontal - Front office club : The Club focuses on the enrichment of students knowledge about the industry and to make them smart to deal with different situations in the industry. We give opportunity to excel in English communication by various means like Quizzes on current topics, Situation handling, Elocutions, Extempore speeches, Debates, Presentations, Best Manager competition, Product launch, Marketing challenges, Itinerary planning and so forth. Our ultimate aim is to make our students confident & smart to face interviews.

8.4 Esperanza -The Housekeeping Club: The mission of this club is to achieve total quality performance by providing superior quality education that consistently meet and exceed the expectations of hospitality industry. 'Magnifico' the towel art exhibition, 'Blossom' the flower arrangement competition, 'Trash to Treasure' the art from everyday material is conducted yearly by the club.

8.5 Paryavarana Club: Paryavarana Club is the sustainability club that focuses on inculcating sustainable practices among students of SJHMCT. The vision of the club is 'to develop SJHMCT into a socially sustainable campus.' As part of the club's educational efforts, members organize seminars, workshops, and sessions both online and offline to raise awareness of environmental protection and carbon footprint reduction. 'Take a step to the future green' is the motto of the club.

8.6 Literary Club: The Literary Club organizes various cultural activities; Art's Day (M.A.D- Music, Art & Dance) is conducted annually. The Lantern, the newsletter published by the club, highlights the academic and non-academic activities conducted at the campus along with an iconic view (a chat with one of the icons of the Hospitality Industry)

8.7 The Photography Club: The photography club of the college, encourages the photography and videography skills of the students. The club organises photography competitions.

8.8 Fitness Club: The aim of this fitness club is to create awareness about the health benefits of exercise among the students. We have a multi-gym with an instructor to train the students. It operates every working day at 04.30 p.m. to 06.00 p.m. The fitness club organizes various kinds of gym competitions every year.

8.9 Social Activities: ‘Charity begins at home’, ‘AGAPE’- the highest form of love, charity - is the social welfare activity club of the institute. The activities include, food service, supply of essential raw material to the underprivileged etc. We have tied up with the NGO, ‘Indian Association for the Blind’.

8.10 NDLI Club: The club enables learners to effectively use National Digital Library of India (NDLI) throughout their journey of education while motivating them to contribute actively towards a national knowledge trove. NDLI Club SJHMCT engages learners and promote effective utilization of NDLI’s vast resources through competitions, training sessions and workshops. The events organized by the club inculcates reading habits in students, provides powerful learning experiences, enhances communication skills and upgrade competence of students.

PART IX – PROSPECTS

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

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

Opportunities include the following posts/placements in:

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

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

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

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

Others: Defence Force, Banking Services, etc.

PART X - DISCIPLINE AND CODE OF CONDUCT

10.1 Care of Institute properties

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

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

Writing on the desks and the walls of the class rooms and putting paper bits and toffee coverings in the class rooms are strictly prohibited. The class rooms will be regularly

examined. The class representative has to see that the class rooms and furniture are kept properly. All lights and fans must be switched off as and when it is not required and when the students leave the class rooms. Class representatives should ensure it.

10.2 Political activities

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

10.3 Use of Mobile Phones

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

10.4 Norms for activities by students

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

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

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

10.5 Ragging and related misconduct

Ragging and torture of the first year students or other students is a criminal, nonbailable 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 Antiragging 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 classroom 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 veranda.
 - 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 wilfully mischievous, who is guilty of fraud or malpractice in exams shall be removed from the rolls. The removal shall be either temporary or permanent depending on the gravity of the offence.
8. Students are not permitted to consume food items anywhere within the Institute except in the Canteen in the ground floor.
9. Avoid un-necessary use of lift and pushing the buttons.

10.11 General Behavioral Norms

Students are expected to:

1. Be God fearing, law abiding and compassionate to the society
2. Keep the campus absolutely clean and tidy
3. Wipe out the dirt on shoes/footwear on the carpets while entering the building.
4. Wear prescribed institute uniforms and name tag.
5. Refrain from noisy and unbecoming activities within the Institute and hostels.
6. Park their scooters and other vehicles in the allotted locations.
7. Pay fees and other payments within the prescribed periods
8. Practice fraternity and friendship among themselves and with others in the campus.
9. Take part in extra-curricular and other personality development activities regularly.
10. Be punctual, disciplined, hard-working and self-confident
11. Try to find solutions to problems by consensus rather than by arguments.
12. Be eco-friendly and quality conscious
13. Conserve energy, water and other valuable resources.
14. Keep the class rooms and laboratories neat and orderly.
15. Carefully handle the equipment, furniture and appliances in the institute and hostels.
16. Be smart, smiling and positive at all times.
17. Keep the institute dining rooms, toilets and canteen clean.

18. Develop a commitment dedication to succeed in life and never look back
19. Do everything in their capacity to uphold the name and prestige of the Institute.
20. Use water sparingly. Never forget to close the water taps and switch the lights and fans off when they are not required and whenever you leave the place.

10. 12 Disciplinary Actions.

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

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

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

XI. HOSTELS

11.1. Hostels

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

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

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

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

APPLICATION FOR LEAVE

Name of student :

Year/Semester :

Class Number :

Date(s) for which leave is applied :

Reason for leave :

Number of leave already availed :

Signature of student :

Countersignature of parent/guardian:

Recommendation of Group Tutor : Recommended/

Not recommended

Name & signature of Group Tutor. :

Recommendation of HOD : Recommended/Not recommended Name &

signature of HOD :

Sanction of the Principal :

Date:

ANTI-RAGGING COMMITTEE

Sl.No.	Name	Designation	Status	Phone No.
1	Dr. Sheri Kurian, Principal	Principal	Chairperson	8593867676
2.	Mr. Varghese Johnson	Faculty	Member	8075847617
3.	Mrs. Regy Joseph	Faculty	Member	9400359811
4	Mr. Sebastian Thomas	Faculty	Member	9497321703
5	Mr. Binoy Thomas	Parent Rep.	Member	6238480876
	Mr. Shaju Mathew	-do-	Member	9447231017
6	Adv. Siby Mathew Thakadiyel	Lawyer	Member	9447231017
7	Police Inspector	Ex-officio	Member	9497900000
8	Mr. Suneesh Thomas	Media Rep.	Member	9846771210
9	Mr. Abhijith J Roy	Student Rep.	Member	7895379927
10	Mr. Alan M Joseph	Student. Rep.	Member	9446882825
11	Ms. Sneha Prince	Student Rep.	Member	6282236508

ANTI-RAGGING SQUAD

Sl.No.	Name	Designation	E-mail ID	Status	Contact No.
1.	Mr.Varghese Johnson	HoD	varghese@sjhmct.ac.in	Member	8075847617
2	Mrs.Dona Babu	Faculty	dona@sjhmct.ac.in	Member	9495188990
3	Mrs.Dalmia V Jose	Faculty .	dalmia@sjhmct.ac.in	Member	9446314423
4	Mr. Jibin K Mathew	Faculty	jibin@sjhmct.ac.in	Member	9895990676

DISCIPLINARY COMMITTEE

Sl.No.	Name	Designation	Status
1	Dr. Sheri Kurian, Principal	Principal	Chairperson
2.	Mr. Varghese Johnson	HoD	Member-Secretary
3.	Mr. Sebastian Thomas	Faculty	Member
4	Mrs. Regy Joseph	Faculty	Member
5	Mr. Jojan Thomas	Faculty	Member
6	Mrs. Dalmia V Jose	Faculty	Member

EMPLOYEES GRIEVANCE REDRESSAL COMMITTEE

Sl.No.	Name & Designation	Position	Telephone Number	E-mail Id
1	Dr. Sheri Kurian, Principal	Chairman	8593867676	principal@sjihmct.ac.in
2.	Mr. Varghese Johnson, HoD	Convener	8075847617	varghese@sjihmct.ac.in
3.	Fr. Dr Joseph Purayidathil, Asst. Prof., Dept. of Management Studies, St. Joseph's College of Engineering & Technology, Palai.	External Faculty Representative	9446762362	jpurayidathil@gmail.com
4.	Smt. Sithara Sebastian Senior Office Assistant	Non-teaching Representative	9495443406	sitharabinoy@gmail.com
5	Sri. Sebastian Thomas Asst. Professor	Faculty Representative	9497321703	sebastian@sjihmct.ac.in
6	Director, SJHMCT	Special Invitee Ex-Officio		
	Sri. Atul Vijay Asst. Prof.	Rapporteur	9980153838	atul@sjihmct.ac.in

STUDENTS GRIEVANCE REDRESSAL COMMITTEE

Sl.No.	Name & Designation	Position	Telephone Number	E-mail Id
1	Dr. Sheri Kurian, Principal	Chairman	8593867676	principal@sjihmct.ac.in
2.	Sri. Varghese Johnson, HoD	Convener	8075847617	varghese@sjihmct.ac.in
3.	Smt. Regy Joseph, Asst. Professor	Faculty Member	9400359811	regy@sjihmct.ac.in
	Director, SJHMCT	Special invitee Ex-Officio		
	Sri. Atul Vijay Asst. Prof.	Rapporteur	9980153838	atul@sjihmct.ac.in

INSTITUTIONAL RISK MANAGEMENT COMMITTEE

Sl. No.	Name & Designation	Position	Telephone Number
1	Dr. Sheri Kurian, Principal	Chairman	8593867676
2	Sri. Varghese Johnson, HoD	Member	8075847617
3	Smt. Regy Joseph Asst. Prof.	Member	9400359811
4	Sri. Jobin Mathew , Asst. Professor	Member	8281757306
5	Sri. Teny George, U D Clerk	Member	9447568821
6	Sri. Midhun V M Student	Member	9605197743
7	Smt. Gayathri Nair, Hazard Analyst, District Disaster Management Cell, Kottayam.	External Member	9400108508

MAJOR EVENTS/ACHIEVEMENTS

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

21-22 Feb. 2017	Institute became the First Runner up in the National Level Competition held at Army College, Bangalore.
23-24 Feb. 2017	Aju Joseph & Chils Tonio (2015 batch) won first prize in Cocktail Making and F & B Quiz Competitions held in Christ University, Bangalore.
1-2 March 2017	Institute's team won Second Place after CII Hyderabad and

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

15.3.2019	In the national level Inter-collegiate Hospitality Management Fest held at Naipunniya Institute of Management and Information Technology, Mr ChilsTonio (2015) became the Best Housekeeper Experincia Realeza won first position and Mr Aswin Markose Jacob became the Best Chef Cocinero Del Genio.
16.5.2019	Wine Exhibition “estestestvinum” organised by IV semester students
9.7.2019	Inauguration of Anti-Narcotic Cell and conduct of awareness programme by the Excise Department, Government of Kerala.
10.7.2019	Awareness programme on Traffic Rules and Road Safety conducted by the Motor Vehicles Department.
20.7.2019	Publication of Second college magazine “Luscious2K19
-do-	Second Alumni Meet

18.10.2019	Release of book titled “101 Home-made Wines” written by Mr. Sagin Augustine, Asst. Professor
19 & 20.10.2019	Sports Day
21.10.2019	Hosted the All Kerala Inter-Collegiate Master Chef contest for Padmasree Thangam E Philip Memorial ever-rolling trophy organised by CHIPS
22.10.2019	Arts Day – Music, Arts & Dance MAD2K19
24.02.2020	In the India Skills State Level competitions, 2018 batch students Mr Paulson Benny , Mr Sujith Joseph and Mr Akshaykumar V C won first prize in the skills Hotel Reception, Restaurant Service and Bakery respectively.
20.4.2020	Commencement of online classes
17.7.2020	Special class in google platform by Mr Ajithkrishnan Nair, General Manager, Ravis Hotel in which 242 students participated.
01.9.2020	Dr P J George, Project Director and the brain behind the formation of SJIHMCT expired
	During September 2021, a book written by Sri. Varghese Johnson, Asst. Professor titled as “An Interviewee’s Guide to Food and Beverage Service” was published by Notion Press, Chennai.

06.10.2021	In the US Canberry Live Mystery Box Culinary Challenge held at Olive Bar & Kitchen, New Delhi, SJIHMCT team consisting of Mr Charlson Sunny, Stephen Joseph, Russel Rasheed, Josu Thomas of 2018 batch and Johann Jose of 2020 batch participated and was placed in the IV place. In the same event Mr. Stephen Joseph won first prize in Cocktail Making.
22.10.2020	Induction programme for 2020 batch held online
25.10.2020	Cultural Fest MAD2K20
31.10.2020	Online Arts Day
	In the India Skills State Level Competitions, Paulson Benny won the first prize in the skill Front Office, Akshaykumar V C in Bakery, Sujith Joseph won 2nd prize in Restaurant Service and Mr. SebinSabu won III prize in Restaurant Service.

14.11.2021	Entrepreneurship development cell has received recognition and approval from IEDC of Kerala Start-up mission.
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20.11.2021	Conducted Graduation Day for 2017 batch
03.12.2021	“NOVATO 2021” Fresher’s Day for 2021 Batch organized by 3 rd semester students
04.12.2021	In the regional round of India Skills competitions, held 2021 at Visakhapattanam, 2018 batch students Mr Sujith Joseph won gold medal in the skill Restaurant Service and Mr. Paulson Benny won silver medal in the skill Hotel Reception and became eligible to participate in the National Level Competitions. Mr. Akshaykumar V C of the same batch also got selected to participate in the National Level competitions to be held at Delhi.
10.12.2021	Mr. Johann Jose has secured first place in the food plating competition at the "Virtual Chandiwalla 20th Ensemble" hosted by Banarsidas Chandiwalla Institute of Hotel Management and Catering Technology, New Delhi.
23.12.2021	National Educational Excellence Awards and Conference held in Taj West End, Bengaluru, adjudged SJIHMCT as the Top and Most Trusted Hotel Management and Catering Technology College for the year 2021 for its Quality Education, Outstanding Administration and Leading Infrastructure.
31.12.2021	Sri. P C Georgekutty retired from the post of Principal and in his place Dr Sheri Kurian took over charge.
9.01.2022	In the National Level India Skill competitions, Mr Paulson Benny received Excellence Award in the skill Hotel Reception.
19.02.2022	SJIHMCT bid farewell to its Director Rev. Fr. Jacob Puthiyaparambil, who served for seven years, as he embarks on a new assignment. The institute welcomed its new Director, Rev. Fr. Joseph Vattappillil, who has taken over charge.
25.03.2022	“Marzo 2k22” - Young Manager's Fest Conducted
17.03.2022	Mr. Rishiraj Singh IPS conducted a live talk on "Drug Abuse and Mobile Mania" at the campus, addressing the issue and raising awareness among the students.
30.04.2022	Amity Youth Fest 2022, organized by Amity School of Hospitality, Amity University - Mr. Johann Jose and Mr. Kevin Tytus of IV semester secured first, second and third prize in various events.
12.05.2022	SJIHMCT Palai signed MoUs with CGH Earth and Grand Hyatt Kochi Bolgatty Island, establishing itself as a top academic partner for the hospitality industry in Kochi.
16.05.2022	SJIHMCT has registered as an NDLI (National Digital Library of India) club, which will provide students and faculty members

	with access to a vast collection of e-books, journals, and other digital resources related to their academic and research interests.
30.05.2022	SJIHMCT has been awarded the 8th rank in the category of excellence, the 2nd rank in the state of Kerala, and the 7th rank in the southern region in the prestigious GHRDC Hotel Management Institute Survey 2022
22.06.2022	Successfully completed the phase 1 task of Recipe modification and preparation of 53 Dishes within 20 minutes!, part of an out bound project work
12.05.2022	A Memorandum of Understanding (MoU) was signed between SJIHMCT Palai and two Kochi-based hotels, CGH Earth and Grand Hyatt, designating the institute as their Preferred Academic Partner. Additionally, Crown Plaza Kochi also signed an MoU with SJIHMCT Palai, cementing the institute's status as a key academic partner for the hospitality industry in the region.
25.06.2022	The 8th Graduation Ceremony of St Joseph Institute of Hotel Management and Catering Technology held
13.07.2022	An MOU was signed between The Marriott Hotel Kochi and SJIHMCT, Palai, recognizing the institute as their Preferred Academic Partner.
22.07.2022	SJIHMCT has been selected by The Marriott Hotel Kochi to provide VVIP service on board India's most prestigious aircraft carrier, INS Vikrant Mark II, which is indigenously built at the Cochin Shipyard. The service will be provided during the carrier's dedication ceremony scheduled on 7th and 8th August 2022.
26.07.2022	An MOU was signed between College of Tourism and Hotel Management - Nicosia Cyprus (COTH) and SJIHMCT, Palai, recognizing the institute as their Preferred Academic Partner.
14.08.2022	The team from SJIHMCT won a prize for the largest team participation in the All Kerala Mini Marathon "Run Legends of Pala" organized by SPORTS LEGACY FOUNDATION in association with the Kerala State Athletic Association.
01.09. 2022	Our students got the opportunity to serve the dignitaries of the inaugural ceremony of INS Vikrant-II, on board.
19.09.2022	"Masterclass titled “ Dine Like a King “by Chef Nalan Shine was conducted."
23.09.2022 24.09.2022	Organised a two-day national conference on “the Changing Perspectives of the Hotel Management Education in India as

	per the National Education Policy based on the New Education policy of Government of India.
04.10.2022	Distinguished delegates from Taylor's University, Malaysia, visited SJHMCT's campus to explore the possibilities of academic collaborations
24.09.2022	SJHMCT Palai has solidified its position as a premier academic partner for the hospitality industry in Kochi, with the signing of Memoranda of Understanding (MoUs) with two leading hotels - Tamara Leisure Experience PVT.Ltd and LE-MERIDIEN-Nettoor, Maradu, Kochi.
01.11.2022	The Institute's NSS (National Service Scheme) (NSS)started functioning from November 2022
8.11.2022	The V Semester BHM students (2020-24) batch organized 'The Classic Spirit Exhibition
11.11.2022	SJHMCT students created a human chain to raise awareness about the negative impacts of drug abuse on society and pledged to fight against it."
19.09.2022	Better Kitchen Culinary Challenge Season Four was conducted at Pala St. Joseph's Institute of Hotel Management and Catering Technology.
29.09.2022	St. Joseph's Institute of Hotel Management and catering technology's women cell, comprising six girls in three teams, emerged as the winners of a competition organized by Alphonsa College women cell and the Kerala State Women Development Corporation under the POSHAN ABHIYAN SCHEME.
01.12.2022	An MOU was signed between Emirates Academy of Hospitality Management and SJHMCT, Palai , recognizing the institute as their Preferred Academic Partner.
09.12.2022	The dedication ceremony of the renovated Advanced Training Restaurant at SJHMCT was held.
13.01.2023	The selection of 40 children from St. Joseph's Pala to host the G20 Summit Southern Zone meeting is a remarkable national achievement.
20.01.2023	Ms. Vaishali Singh, Country Head of Emirates Academy, visited our campus and an MOU was signed between the academy and SJHMCT for higher studies and specialized skill programs
27.02.2023	The Governing Council convened for its 12th meeting.

27.02.2023	The chief patron of the institute released an ISBN numbered conference proceeding, marking the first official publication of SJHMCT
27.02.2023	The institute's new website was launched.
08.03.2023	SJHMCT Palai conducted the establishment of the GMs Guild in Kerala as their Kerala chapter.
17.03.2023	The "SUPER MAID" Expo 2023 was organized by the VIII semester students
15/7/2023	Graduation Day 2019 batch
31.03.2023	SJHMCT organized the International Bread Expo 2023.
12.9..2023	Launching of National Housekeeping Professionals Yuva Chapter Kerala held in the campus.
27.7.2023	Cassava Fest and live cookery show by Chef Vicky Retnani and exhibition of 120 varieties of innovative recipe products.
16.10.2023	Confluence 2023 - 'A Seminar on “Future of Work - Hospitality Industry- Innovation & 21st century skills “ organised by SJHMCT in association with G20 Secretariat- New Delhi & Kerala State Food Safety Department as part of World Chefs Day, World Food Day, Food Safety Awareness and
21.12.2023	“Jingle Gala” a cake exhibition as part of Pala Palate was held in which more than 100 varieties of cakes were exhibited.
17.1.2024	Students got the opportunity to serve Hon’ble Prime Minister during his visit to Kochi for the inauguration of INS Vikrant and ship maintenance unit.
24.2.2024	SJHMCT students became champions in the national level Better Kitchen Culinary Competition jointly organised by Band Wagon Media and Better Kitchen magazine.
01.3.2024	Session was held by Ms. Carla Gethin, Director of Business Partnership and Ms. Jacqui Massie, Head of Business and International Development from City of Glasgow College of Scotland.

CALENDAR OF EVENTS - JUNE 2024 TO MAY-2025

Month	Semester	Event	Date	Category
JUNE	ALL	Anti-Ragging Committee Meeting	27/06/2024	General
	ALL	Guest Lecture	28/06/2024	
	ALL	Equal Opportunity Cell Meeting	29/06/2024	General
	ALL	Submission of consolidated Attendance	29/06/2024	General
JULY				
1	ALL	Women's Cell Committee Meeting	07-05-2024	General
2	ALL	World Chocolate Day	07-06-2024	Connoisseur Club
3	ALL	World Paper Bag Day	07-12-2024	Paryavarna club
4	ALL	World Youth Skills Day- Workshop	15/7/2024	
5	IBHM	Commencement of classes	17/07/2024	COE- MGU
6	IBHM	Induction Program	17-20th July	Academics
7	IBHM	Industrial Visit	23/07/24	Placement Cell
8	ALL	Mentor Mentee Report Submission	30/07/2024	IQAC
9	ALL	Submission of consolidated Attendance	30/7/2024	Academics
10	3rd sem	Guest lecture on Guest room cleaning	22/7/2024	
AUGUST		First Sessional Exam		
1	3rd,5th,7th	IET Placement	First Week	Exam
2	5th	Feedback on Academic Progress	First Week	Placement Cell
3	ALL	Workshop	08-03-2024	IQAC
4		Independence Day	Second week	
5	ALL	World Humanitarian Day- Honouring Personalities with Humanitarian Mind	15/8/20204	NSS
6	ALL	Theme Lunch	19/8/2024	
7	5th	Mentor Mentee Report Submission	20/08/2024	
8	ALL	Workshop on TA	27/08/2024	IQAC
9	VII	Extempore Competition	Third Week	Official Frontana
10	1st Sem	Guest lecture on bed	2nd Week	Officiana

11		making		Frontal - Club
	3rd sem		Third week	
SEPTEMBER		Teacher's Day		
1	ALL	International Charity Day- Charity Activity Outside Campus	10-05-2024	General
2	Selected Batch	International Conference	09-05-2024	
3	All	International Literacy Day	06.09.2024 & 07.09.2024	IQAC
4	All		09-07-2024	
5		Workshop on Italian Cuisine		
6		Seminar National nutrition month	11.09.2024/12.09.202 4	Cast Alimenti
7	All	Release of E-Brochure	13/09/2024	
8	7th	Onam Celebration	First Week	Placement Cell
9	ALL	Guest Lecture on Front Office Trends	13/9/2024	Cultural Committee
10	VII	Competitions world tourism day	Third Week	Official Frontana
11	All	Seminar world tourism day	26/09/2024	Tourism club
12	All	Mentor Mentee Report Submission	27/09/2024	Tourism club
13	ALL	Submission of consolidated Attendance	27/09/2024	IQAC
14	ALL	International Translation Day	27/09/2024	Academics
15	II Sem	IV & Guest Lecture on Front Office - Bangalore	30/09/2024	
16	1st sem		Third Week	General
OCTOBER		Second Sessional Exam		
1	3rd,5th,7th	First Sessional Examination	First Week	Exam
2	1st	Subject Preference for next Academic Session	First Week	Exam
3	2nd,4th,8th	World Suicide Prevention Day-Awareness Competition	First Week	General
4	All	Feedback on Academic Progress	10-09-2024	

3	ALL	IET - Briefing	Second Week	IQAC
5	5th	International chefs day	15/10/2024	Placement Cell
6	All semesters	PTA	18/10/2024	
7	1st	PTA	16/10/2024	General
8	3rd	PTA	17/10/2024	General
9	5th	PTA	18/10/2024	General
10	7th	Batch Tour (Inside India)	19/10/2024	General
11	VII		Last Week	General
NOVEMBER		University Examination		
1	V	2nd Sessional Exam	First Week	
2	1st	World Television Day	Second Week	General
3	ALL	Last working Day	21/11/2024	
4	1st	Mentor Mentee Report Submission	30/11/2024	General
5	ALL	PTA	30/11/2024	IQAC
6	1st	Submission of consolidated Attendance	Fourth Week	General
7	ALL		30/11/2024	Academics

Focus Centres at SJHMCCT

1. Co-operate public relation (Placement, internship and industry connect)
Email-Id: placementcell@sjhmct.ac.in
2. IQAC (Internal Quality Assurance cell)
Co-ordinator: Prof. Regy Joseph
Email-id: iqac@sjhmct.ac.in
3. IEDC (Innovative Entrepreneurial development centre)
Co-ordinator: Mr. Sujith Mathew George
4. Admission Cell :
Co-ordinator: Rev. Fr. Joseph Vattappillil
E-mail: director@sjhmct.ac.in