



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

### ACTION TAKEN REPORT OF INTERNAL QUALITY ASSURANCE CELL

30-05-2025

#### Women's Day Celebration

The Women's Day celebration was conducted successfully with active participation from students and staff. Events included guest talks, cultural performances, and a felicitation ceremony for women achievers. The program was well-received, and student feedback was collected for future planning.

#### Admission Committee Meeting

The Admission Committee implemented a structured plan for outreach and promotions. Updates were made on the institutional website, and brochures were distributed in target regions. A timeline for application processing and interviews was finalized and executed smoothly.

#### Graduation Day

Graduation Day was conducted with solemnity and grandeur. Certificates were distributed to the graduating batch in the presence of faculty, alumni, and invited guests. Alumni shared their experiences, and the event strengthened institutional bonding and pride.

#### IET Project Report

Students submitted their Industrial Exposure Training reports as per the shared guidelines. Faculty mentors reviewed and graded the reports. A compilation of best practices and student reflections was created for future reference and quality improvement.

Principal 

IQAC Coordinator 



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

### ACTION TAKEN REPORT OF INTERNAL QUALITY ASSURANCE CELL

24-07-2025

#### **Career Counselling and Personality Development**

The institution successfully initiated focused Career Counselling and Personality Development programs aimed at empowering students. Sessions included career guidance, soft skills workshops, and mock interviews conducted by professional counsellors. These initiatives helped students gain confidence and clarity in their career choices. Feedback was collected to further enhance the programs.

#### **Faculty Training and Orientation Programs**

Several Faculty Training and Orientation programs were organized to improve teaching skills and familiarize faculty with institutional policies. Workshops on innovative pedagogy, digital tools, and national education frameworks were conducted. New faculty members were also oriented to the institution's culture and expectations, fostering continuous professional growth.

#### **First Aid and Emergency Training**

Certified First Aid and Emergency Training sessions were held for students, faculty, and staff in collaboration with local health authorities. Practical drills on CPR, fire safety, and emergency response were conducted to ensure campus safety. Emergency contact protocols were displayed prominently, and first-aid volunteers were appointed across departments.

#### **PHA Yuva Orientation for Students**

The PHA Yuva Orientation program was successfully conducted to introduce students to its objectives and activities. Students were encouraged to participate in health awareness campaigns and community service initiatives. A student unit was formed to maintain active engagement with PHA Yuva programs, promoting leadership and social responsibility.

  
Principal

IQAC Coordinator 



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

### **ACTION TAKEN REPORT OF INTERNAL QUALITY ASSURANCE CELL**

**29-11-2025**

#### **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. This initiative fostered a spirit of compassion and social responsibility among students, encouraging active participation in community welfare.

#### **IEDC Orientation for First-Year Students**

An orientation session was organized by the Innovation and Entrepreneurship Development Cell (IEDC) for first-year students. The program aimed to introduce students to the objectives and opportunities provided by IEDC. Interactive sessions and success stories of young entrepreneurs inspired students to explore innovation, creativity, and entrepreneurial thinking.

#### **International Chef Day**

International Chef Day was celebrated with enthusiasm, highlighting the importance of culinary creativity and professionalism. Students participated in live cooking demonstrations, theme-based culinary competitions, and sessions on healthy cooking practices. Renowned chefs were invited to share their experiences, motivating aspiring chefs to pursue excellence in the culinary field.

#### **National Nutrition Month Celebration**

As part of National Nutrition Month, various awareness programs, poster presentations, and healthy recipe contests were organized. Faculty and students emphasized the importance of balanced diets, sustainable food choices, and prevention of lifestyle-related diseases. The event successfully promoted the significance of nutrition for overall health and well-being.



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

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



**International Literacy Day**

To commemorate International Literacy Day, literacy awareness campaigns were conducted in nearby communities. Students volunteered to teach basic reading and writing skills to underprivileged children. This activity strengthened the institution's commitment toward educational equity and community development.

  
Principal

  
IQAC Coordinator





**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: 10-02-2026**

**VENUE: Conference room**

The college's IQAC is scheduled to meet on **20-02-2026**, 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



### MEMBERS PRESENT

The following members were present for the IQAC meeting held on 20-02-2026

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	Ms. Lissamma Sebastian	
7	Dr. Thomas V Mathew	
8	Ms. Elsamma Mathew	
9	Mr. Amal Dev	
10	Ms. Nandhana Murtem	



## INTERNAL QUALITY ASSURANCE CELL

### MINUTES OF THE IQAC MEETING HELD ON 20-02-2026

VENUE: CONFERENCE ROOM

TIME: 11.30 AM

IQAC meeting convened on 20-02-2026 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	Review of Odd Semester Academic Performance	The board reviewed the academic performance of students during the odd semester and discussed measures to improve student outcomes through remedial coaching and mentoring.
2	Industry-Academia Collaboration Activities	The members proposed organizing guest lectures, industrial visits, and Memoranda of Understanding (MoUs) with reputed hospitality organizations to strengthen industry exposure.
3	Student Support and Placement Activities	The Principal emphasized the importance of placement training, career guidance programmes, and skill development initiatives to improve employability among students.
4	Planning of Extension and Community Outreach Programmes	The board discussed organizing extension activities, social responsibility initiatives, and community engagement programmes during the upcoming semester.

  
Principal

  
IQAC Coordinator



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

### **ACTION TAKEN REPORT OF INTERNAL QUALITY ASSURANCE CELL**

**20-06-2026**

#### **Preparation for the New Academic Year 2025-26**

The institution successfully completed the preparations for the commencement of the new academic year. Departments submitted lesson plans, academic calendars, and activity schedules in advance. Orientation sessions for faculty and staff were conducted to ensure the smooth implementation of academic and administrative activities.

#### **Faculty Development Programmes and Training**

Faculty members were encouraged to participate in various Faculty Development Programmes, seminars, and online certification courses. A schedule for in-house training programmes was prepared, and resource persons from academia and industry were identified to conduct workshops during the academic year.

#### **Student Induction and Orientation Programme**

A comprehensive induction programme was organized for newly admitted students. The programme familiarized students with the institution's vision and mission, academic regulations, code of conduct, and support services. Interactive sessions with faculty members and senior students helped the newcomers adapt to the institutional environment.



## **Industry Collaborations and Internship Opportunities**

The institution strengthened its collaboration with hospitality industries and initiated discussions with reputed hotels for internships and industrial training. Industry experts were invited for guest lectures and career guidance sessions to enhance students' practical exposure and employability skills.

## **Quality Enhancement Initiatives**

The IQAC initiated measures to strengthen quality assurance practices by planning periodic academic audits and stakeholder feedback collection. Departments were instructed to document best practices and prepare action plans for continuous improvement in teaching-learning and institutional development.



Principal



IQAC Coordinator