



**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



### 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. Jyothis Joseph, Faculty Member

Ms. Lissamma Sebastian, Local representative

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

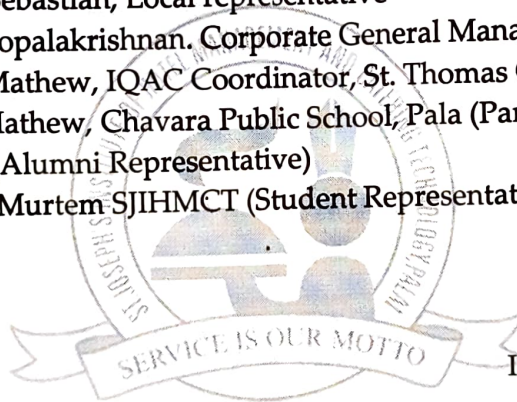
Dr. Thomas V Mathew, IQAC Coordinator, St. Thomas College, Pala

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 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	<b>Career Counselling and Personality Development</b>	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	<b>Faculty Training and Orientation Programs</b>	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	<b>First Aid and Emergency Training</b>	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	<b>PHA Yuva Orientation for Students</b>	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	
10	Mr. Amal Dev	
11	Ms. Nandhana Murtem	



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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



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**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



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

**DATE: 11-06-2026**

**VENUE: Conference room**

The college's IQAC is scheduled to meet on 20-06-2025, 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



### MEMBERS PRESENT

The following members were present for the IQAC meeting held on 20-06-2026

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	

  
Principal

  
IQAC Coordinator



**INTERNAL QUALITY ASSURANCE CELL**  
**MINUTES OF THE IQAC MEETING HELD ON 20-06-2026**  
**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	Preparation for the New Academic Year 2025-26	The Principal discussed the academic and administrative preparations for the commencement of the new academic year. Departments were instructed to prepare lesson plans, academic calendars, and activity schedules in advance.
2	Faculty Development Programmes and Training	The IQAC emphasized the importance of continuous professional development of faculty members. It was decided to organize Faculty Development Programmes and encourage participation in seminars, workshops, and online certification courses.
3	Student Induction and Orientation Programme	The members discussed conducting a comprehensive induction programme for newly admitted students. The programme will focus on institutional values, academic regulations, and support services available to students.
4	Industry Collaborations and Internship Opportunities	The board reviewed existing industry partnerships and proposed strengthening collaborations with leading hospitality organizations to provide internships, industrial visits, and placement opportunities for students.
5	Quality Enhancement Initiatives	The IQAC decided to strengthen quality assurance practices by conducting regular academic audits, collecting stakeholder feedback, and implementing measures for continuous improvement in teaching-learning processes.

  
Principal

  
IQAC Coordinator