

Institute for Office Management

Imparting Quality Education since 1947

The Institute for Office Management (IOM) formerly known as Institute for Secretarial Services embarked on a full-fledged course in secretarial Training. IOM trained young Men & Women are generally employed as Administrative staff / Management Executive, Office Secretaries & Personnel Assistants. IOM has an enviable record of achievements and is one of the premier Institutes of its kind in the country. The Institute has grown in stature from year to year and has carved a niche for itself amongst other such Institutions offering similar courses. The products of IOM are sought after by organizations, which look for competence, talent and proficiency.

Programmes Offered

- One Year Diploma in Office Management
- Two Year Advance Diploma in Office Management
- One Year PG Diploma in Office Management

Short Term Courses

Tally
Stenography
Calligraphy (Basic)
Calligraphy (Advance)
Graphology



Institute For Fashion Technology & Design

Imparting Quality Education since 2007

The Institute for Fashion Technology and Design (IFTD) was setup in 2007. Since then, it has grown into an institution of high academic stature and student strength.

Programmes Offered

- One Year Diploma in Fashion Designing
- One Year Diploma in Interior Designing
- One Year Diploma in Apparel & Retail Merchandising
- Two Year Advance Diploma in Fashion Designing
- Two Year Advance Diploma in Interior Designing



Short Term Courses, Duration Six Months

- Fine Arts • Dress Designing • Leather Designing
- Exhibition Design • Fashion Illustration • Embroidery Designing
- Costume and Display • Retail Design & Display
- Foundation Course in Interior Design
- 3D Max with V-Ray - Graphic Designing
- Fashion Marketing & Merchandising • Cutting and Tailoring

Short Term Courses, Duration Three Months

- Fine Arts • 3D Max • Residential Interiors
- Textile Dyeing & Printing • Quality Control
- Auto CAD Application in Interior Designing
- Photoshop, Coreldraw in Fashion Designing
- Pattern Making Software Programme



Phone : 011-23361108, 43644015, 43644014
Email : iom@newdelhiymca.org
Gate No. 3 Education Centre Building,
Jai Singh Road, New Delhi - 110001
Website: www.newdelhiymca.in

Institute of Management Studies

Imparting Quality Education in Management Studies since 1972

The Institute of Management Studies (IMS) is a premier Institution for developing young Managers of today and tomorrow in tune with the demands of our rapidly evolving society. The primary aim of IMS is to equip young aspiring Men & Women with a strong theoretical and practical training in the basic disciplines pertinent to the diverse management fields.

Programmes Offered

One Year Post Graduate Diploma

Eligibility : Graduate Final Year (Result Awaited)
Graduate & Working Professionals

- Business Management
- Personnel Management (Approved by Govt. of India)
- Marketing & Sales Management (Approved by Govt. of India) Brand Management (Dual Certificate Opt*)
- Hospital Administration (Approved by Director of Health Services)
- Financial Management.....Foreign Exchange Mgt. (Dual Certificate Opt*)
- International Trade..... Business Management (Dual Certificate Opt*)
- Entrepreneurship & Business
- Banking & Finance
- Supply Chain & Logistics Management
- Import & Export Documentation
- Forex and Treasury Management

One Year Certificate In Management

Eligibility: 10+2, Pursuing Graduation/Graduate & Above
Human Resource Management

- Financial Management
- Foreign Exchange Management
- Sales Management
- Retail Trade Management
- Entrepreneurship & Business
- Banking & Finance
- International Business
- International HRM
- Business Management
- Brand Management
- Portfolio Management
- Import & Export Documentation
- Supply Chain & Logistics Management
- Forex and Treasury Management

Contact No. : 011-43644020/19 & Direct Line 23362159,
New Delhi YMCA Gate No. 2, CCL Building, 4th Floor,
Jai Singh Road, Near Jantar Mantar, New Delhi - 110 001
Email: ims@newdelhiymca.org
Website: www.newdelhiymca.in



One Year Diploma In Management Skills (DMS)

Eligibility: 10+2

Salient Features: 4 Days a Week & Four Hrs of Classes Daily.

Short Term Certificate Courses, Three Months

Eligibility: Graduation

- HR Analyst
- E-Business
- Market Basics for Equity Market, Derivatives & Option Strategies

Institute for Media Studies & Information Technology

Imparting Quality Education in Media & IT since 1983

The Institute for Media Studies & Information Technology (IMSIT) aims to fulfill the important need for equipping youth to enter the powerful world of the highly competitive media industry.

The study of Media Courses at new Delhi YMCA Institute for Media Studies and Information Technology combines theoretical analysis of media, such as film, TV and digital media with practical skills.

Taught by academic staff, who are current practitioners and researchers, these distinctive courses also have a strong employability focus allowing students to combine theoretical perspectives with practical vocational skills.

Programmes Offered

One Year Courses For PG/UG

- Public Relations, Advertising & Marketing (Morning / Eve / Sat)
- New Media (Eng) / (Hindi)
- PR, Media & Event Management
- Advance / Diploma in TV Production & Journalism
- Documentary Film Making & TV Prod.
- Development Journalism & TV Prod.
- Acting & TV Production
- Photography
- TV, News Reading & Radio Broadcasting
- Diploma in Computer Application
- Digital Video & Broadcast Animation

Short Term Courses, Six Months

- TV Production & Journalism
- Development Journalism & TV Production
- Documentary Film Making & TV Production
- TV News Reading & Radio Broadcasting
- Acting & TV Production
- Photography

Short Term Courses, Three Months

- TV Production & Journalism
- Development Journalism & TV Production
- Documentary Film Making & TV Production
- TV News Reading & Radio Broadcasting
- Acting & TV Production
- Photography

Short Term Courses, Six Weeks

- Non-Linear Editing (Final Cut Pro)
- TV, Radio News Reading & Radio Jockeying
- Script Writing
- Fashion Photography

Short Term Courses, Four Weeks

- MS Office with Internet
- Web Designing
- Basic Digital Still Photography



Gate No. 2 CCL Building Basement, 1,
Jai Singh Road, New Delhi - 110 001
Tel: 23363187, 43644034,
Email: imsit@newdelhiymca.org
Website: www.newdelhiymca.in

Institute for Career Studies

Imparting Quality Education since 1972

Job Oriented Courses Through Skill Development

The Institute of Career Studies, (ICS) formerly known as Institute of Civil Service was set up with the objective of "Imparting theoretical & practical instructions and guidance to young men and women seeking entry into various vocation & profession."

All courses are designed to be strictly in accordance with the requirement of the market and are updated from time to time. Personal attention to candidates is an important feature of all the academic activities.

Programmes Offered

- One Year Diploma in Hotel & Catering Management
- Two Year Diploma in Hospitality & Hotel Management
- PG Diploma in Aviation & Tourism Management
- Diploma in Travel Tourism & Airport Handling
- Air Travel Fares & Ticketing
- Airline Travel Agents Personnel
- Airport Passenger Handling
- Aircraft Cabin Crew (Air Hostess/Flight Steward)
- Tour Manager
- Course On Air Cargo Handling, Supply Chain & Logistics
- IATA/ Foundation Course
- Computer Reservation System
- Life Style and Weight Management
- Coaching Classes for Bank Probationary Office/Clerk
- Nutrition, Dietitian & Health Management
- Personality Assessment & Develoment
- Foreign Languages: French, German, Spanish, Chinese, Japanese
- General & Professional English
- Cooking and Baking

Advantage : Convenient Timings

Phone : 011- 23360501, 43644028, 43644025,
Email : ics@newdelhiymca.org
Gate No. 3, Education Centre Building 1st Floor,
Jai Singh Road, New Delhi - 110001
Website: www.newdelhiymca.in

Admission & New
Batches Throughout
the Year

Eligibility
10+2 &
Graduates



Library

The library stocks an ever growing collection of 31000 books on various subject areas such as:

- Arts, Literature and Language
- Cultural, Religious and Political Studies
- Economic and Environment
- History and Biographies
- Management
- Media, Communication and IT
- Travel, Tourism and Hospitality Management etc.
- Fashion Technology
- Interior Design

170 journals from national and international publishers add to the information collection. The library also shelves 100 bound journal volumes. The library stocks its news updates with all reputed and major news papers in English and Hindi.



Placement

The placement department aims to promote the pursuit of excellence and place students at the right place and at the right time. The placement department is an integral part of the Education Centre, which caters to the Demands of corporate, MNCs PSUS & PRIVATE COMPANIES in the following disciplines.

- Managers for HR, Market & Sales, Finance, Business etc.
- Secretarial /HR/ Administrative Function
- Travel Industry - Travel Agents / Reservation Staff / Airport Managers
- Hotel Industry - F & B Staff/Service Sector/Bakers
- Retail/Financial/Sales/Marketing, NGO Managers, Business Development etc.
- PROs / Client Servicing/Marketing/Art Directors / Designers
- Radio Jockeying, News Readers Journalist (Print & TV), Non-Linear Editors, etc.
- Graphic Designers/Animators/Computer Programmes / Data Entry
- Customer Care Services.
- Fashion/Interior Designers

A few prominent organizations where students have been successfully placed

Campus interviews are organised periodically for all Courses

Reliance, Intl Services, Air India, American Embassy, Zee News, British High Commission, IBM, ITC, HSBC, The Hindustan Times, Delhi University, Niit, Ibm, Park Royal, Axis Bank, Hindustan Petroleum, Hughes Software, Radisson Hotel, Taj Group, Maurya Sherton, Jet Airways, Canadian Embassy, Mitsubishi, Spice Jet, Make My TRIP, Bausch & Lomb, Indigo, Red Cross Society, Kuwait Airways, Spice, Nestle, Interglobe Technoligs, Hcl, Maharani Paints Pvt. Ltd. Apollo Pharmacy, BWFS (Bird worldwide flight services), WWF (World wide found for nature), Safron Identity & Security Ltd., Radical Minds Technologies, O R Global, IGT Services Ltd., Bata India Ltd., Policy Bazar.com, Etc.

Email: ymcaplacement@gmail.com

Phone : 011-43644048

ISO 9001:2008 Certified

Imparting Quality Education since 1947



NEW DELHI YMCA

Education Division

Human Potential Development Programme

Offers:
Professional / Vocational Diploma and Certificate Programmes



ISO 9001 : 2008



New Delhi YMCA

Phone : 011-23361108, 43644015, 43644014

Email : iom@newdelhiymca.org

Gate No. 3 Education Centre Building,
Jai Singh Road, New Delhi - 110001

Website: www.newdelhiymca.in

ISO 9001 : 2008



New Delhi YMCA

INSTITUTE FOR OFFICE MANAGEMENT

Imparting Quality Education Since 1947

The Institute for Office Management (IOM) formerly known as Institute for Secretarial Services embarked on a full-fledged course in secretarial Training. IOM trained young Men & Women are generally employed as Administrative staff / Management Executive, Office Secretaries & Personnel Assistants.

GATE No. 3

Programmes Offered

- One Year Diploma in Office Management
- Two Year Advance Diploma in Office Management
- One Year PG Diploma in Office Management

Short Term Courses

Tally
Stenography
Calligraphy (Basic)
Calligraphy (Advance)
Graphology

**Weekend Classes
are also available for
office Management
Course**

ISO 9001 : 2008



New Delhi YMCA

INSTITUTE FOR FASHION TECHNOLOGY & DESIGN

Imparting Quality Education Since 2007

GATE No. 3

The Institute for Fashion Technology and Design (IFTD) was setup in 2007. Since then, it has grown into an institution of high academic stature and student strength.

Programmes Offered

- One Year Diploma in Fashion Designing
- One Year Diploma in Interior Designing
- One Year Diploma in Apparel & Retail Merchandising
- Two Year Advance Diploma in Fashion Designing
- Two Year Advance Diploma in Interior Designing

ELIGIBILITY
10+2
ANY STREAM

2

Creative work done by IFTD trainees



ISO 9001 : 2008

Short Term Courses, Duration Six Months

- Fine Arts • Dress Designing • Leather Designing
- Exhibition Design • Fashion Illustration • Embroidery Designing
- Costume and Display • Retail Design & Display
- Foundation Course in Interior Design
- 3D Max with V-Ray - Graphic Designing
- Fashion Marketing & Merchandising • Cutting and Tailoring

Short Term Courses, Duration Three Months

- Fine Arts • 3D Max • Residential Interiors
- Textile Dyeing & Printing • Quality Control
- Auto CAD Application in Interior Designing
- Photoshop, Coreldraw in Fashion Designing
- Pattern Making Software Programme

3

ISO 9001 : 2008



New Delhi YMCA

Contact No. : 011-43644020/19 & Direct Line 23362159,
New Delhi YMCA Gate No. 2, CCL Building, 4th Floor,
Jai Singh Road, Near Jantar Mantar, New Delhi - 110001
Email: ims@newdelhiymca.org
Website: www.newdelhiymca.in

ISO 9001 : 2008



New Delhi YMCA

INSTITUTE OF MANAGEMENT STUDIES
Imparting Quality Education In Management Studies Since 1972

GATE No. 2

The Institute of Management Studies (IMS) is a premier Institution for developing young Managers of today and tomorrow in tune with the demands of our rapidly evolving society. The primary aim of IMS is to equip young aspiring Men & Women with a strong theoretical and practical training in the basic disciplines pertinent to the diverse management fields.



Programmes Offered

One Year Post Graduate Diploma

**Eligibility : Graduate Final Year (Result Awaited)
Graduate & Working Professionals**

- **Business Management**
- **Personnel Management (Approved by Govt. of India)**
- **Marketing & Sales Management (Approved by Govt. of India) Brand Management (Dual Certificate Opt*)**
- **Hospital Administration (Approved by Director of Health Services)**
- **Financial Management.....Foreign Exchange Mgt. (Dual Certificate Opt*)**
- **International Trade..... Business Management (Dual Certificate Opt*)**
- **Entrepreneurship & Business**
- **Banking & Finance**
- **Supply Chain & Logistics Management**
- **Import & Export Documentation**
- **Forex and Treasury Management**

One Year Certificate In Management

Eligibility: 10+2, Pursuing Graduation/Graduate & Human Resource Management

- **Financial Management**
- **Foreign Exchange Management**
- **Sales Management**
- **Retail Trade Management**
- **Entrepreneurship & Business**
- **Banking & Finance**
- **International Business**
- **International HRM**
- **Business Management**
- **Brand Management**
- **Portfolio Management**
- **Import & Export Documentation**
- **Supply Chain & Logistics Management**
- **Forex and Treasury Management**

One Year Diploma In Management Skills (DMS)

Eligibility: 10+2

Salient Features: 4 Days a Week & Four Hrs of Classes Daily.

Short Term Certificate Courses, Three Months

Eligibility: Graduation

- **HR Analyst**
- **E-Business**
- **Market Basics for Equity Market, Derivatives & Option Strategies**

ISO 9001 : 2008



New Delhi YMCA

Gate No. 2 CCL Building Basement, 1,
Jai Singh Road, New Delhi - 110 001
Tel: 23363187, 43644034,
Email: imsit@newdelhiymca.org
Website: www.newdelhiymca.in

ISO 9001 : 2008



New Delhi YMCA

INSTITUTE OF MEDIA STUDIES & INFORMATION TECHNOLOGY

Imparting Quality Education In Media & IT Since 1983

GATE No. 2

The Institute for Media Studies & Information Technology (IMSIT) aims to fulfill the important need for equipping youth to enter the powerful world of the highly competitive media industry.

The study of Media Courses at new Delhi YMCA Institute for Media Studies and Information Technology combines theoretical analysis of media, such as film, TV and digital media with practical skills.



Programmes Offered

One Year Courses For PG/UG

- Public Relations, Advertising & Marketing (Morning / Eve / Sat)
- New Media (Eng) / (Hindi)
- PR, Media & Event Management
- Advance / Diploma in TV Production & Journalism
- Documentary Film Making & TV Prod.
- Development Journalism & TV Prod.
- Acting & TV Production
- Photography
- TV, News Reading & Radio Broadcasting
- Diploma in Computer Application
- Digital Video & Broadcast Animation

Short Term Courses, Six Months

- TV Production & Journalism
- Development Journalism & TV Production
- Documentary Film Making & TV Production
- TV News Reading & Radio Broadcasting
- Acting & TV Production
- Photography

Short Term Courses, Three Months

- TV Production & Journalism
- Development Journalism & TV Production
- Documentary Film Making & TV Production
- TV News Reading & Radio Broadcasting
- Acting & TV Production
- Photography

Short Term Courses, Six Weeks

- Non-Linear Editing (Final Cut Pro)
- TV, Radio News Reading & Radio Jockeying
- Script Writing
- Fashion Photography

Short Term Courses, Four Weeks

- MS Office with Internet
- Web Designing