

MISSION

The Mission of the New Delhi YMCA is to assist, guide and empower members and staff to accomplish the aims and objectives of the YMCA as enshrined in its Constitution, to ensure continuing relevance, and to help build a better DELHI, emphasizing the members commitment to Lord Jesus Christ, His Life, Teachings and Mission, towards extending God's Kingdom where Peace and justice shall prevail. To achieve these, the Members shall involve themselves in activities and programmes that will enhance the quality of Life and human dignity, encouraging Christian and high ethical standards and creating harmony and mutual trust to advance the endeavour to help in establishing a civil society.

RIGHTS RESERVED

The Administration of New Delhi YMCA reserves the right to make any changes in the requirements and regulations for admission, regulations for continuing in the course or for graduation, contents of the course, fee charged, regulations affecting students, or make any other suitable modification in any provision of the Course Syllabus or in any matter incidental or ancillary thereto, should these be deemed necessary in the interest of the student, the institute, or the profession. All matters of dispute shall be subject to the Jurisdiction of Courts of the city of Delhi.





Kitchen Lab



Library

From Director's Desk

The Institute for Career Studies of New Delhi YMCA, popularly known as ICS started in early 70s as Institute for Civil Services, preparing students for civil service examination, has over the years metamorphosed into adoption of changing needs of civil society towards skill development, that ultimately leads to career development and opens up job opportunities.

The ICS endeavours to imbibe values of YMCA movement across the world through development of body, mind, and spirit of youth which is symbolised by its red triangle logo.

The ICS is professionally supported by experienced New Delhi YMCA Secretaries and the management committee of professionals who bring in variety of subject knowledge from different domains.

The ICS offers job oriented courses covering diverse fields of duration ranging from short term to 2 years depending on the needs. Course contents and syllabi are developed by experienced faculties, who have specific lesson plan for each day to enable students to learn appropriate skills. For some of the courses on job training is organised through internship in hotels, hospitals, Travel Agencies and Airport etc. Foreign language courses are designed in such a manner that for a student it is possible to continue and pursue the course/s progressively.

Students are encouraged to participate in extracurricular activities as well. Students are brought up with discipline, strengthened with personality development and communication skills. When they pass out they are enthusiastic with confidence.

Professionally our aim and objects are for quality, and as an example the ICS has quality accreditation certified with ISO 9001:2015. The Institute for Career Studies is an authorised training centre for IATA Courses, that are job oriented. The ICS through the education programmes of New Delhi YMCA is a member of the International Coalition of YMCA Universities which has membership of YMCAs across the world with education programmes.

CONTENTS & COURSES AT A GLANCE

S. No	COURSES OFFERED	Duration	Eligibility	Page
1	One Year Course in Hotel and Catering Management	One Year	X+II	8
2	Two Years Diploma in Hospitality & Hotel Management	2 Years	X+II	9
3	One Year PG Diploma in Aviation & Tourism Management*	One Year	Graduate	10
4	One Year UG Diploma in Travel Tourism & Airport Handling	One Year	X + II	11
5	Airlines Travel Agents Personnel Course	5 Months	X + II	12
6	Air Travel, Fares and Ticketing	3 Months	X + II	13
7	Airhostess / Travel & Airport Management	One Year	X + II	14
8	General and Professional English	2 Months	X + II	15
9	Diploma Course in Foreign Languages (Chinese, French, German, Spanish, Japanese,)	One Year	X + II	16
10	Personality Assessment and Development	3 Months	X + II	17
11	Computerised Reservation System (Air Ticketing) CRS	4 Weeks	X + II	17
12	IATA Foundation Course (Montreal Canada)	3 Months	X + II	18
13	One Year Diploma in Nutrition, Dietician & Health Management	One Year	X + II	19-20
14	Weekend / Saturday Courses			23
15	Fee Structure 2019-2020			24

Note : Dual Certificate with IATA*





General Guidelines and Instructions

1. Eligibility for Admission

Admission to the Institute is open to all young men & women without any distinction of caste, creed or religion. The Institute reserves the right to refuse admission to any applicant without assigning any reason.

Attested photo Copy to be submitted along with the application form of the certificate/degree / documents as required for the course applied for;

- (i) Certificate Marks-sheet of 10th standard or equivalent.
- (ii) Marks-sheet of 12th standard. Admission of such candidates shall be finalized only on submission of class 12th Mark sheet (proof of having passed the 12th Std. Exam).
- (iii) Graduation / Degree & Mark-sheet to be submitted. if applied for PG Diploma Programme

2. Provisional Admission

Candidates who have been selected for admission to the course and who are awaiting result of the qualifying examination can take provisional admission. Such candidates must submit the original certificate to the office as they obtain the same within 04 months from the date of commencement of the course as mentioned above. Failing which admission will be cancelled / withdrawn.

3. Admission Fee

Candidate selected for admission will deposit the required amount by or through Debit /Credit Card also. Demand Draft in favour of **“NEW DELHI YMCA EDUCATION CENTRE”**. Payable of New Delhi.

Fees Deposit Timings are 10.00am to 5.00pm (Mon – Sat)

4. Attendance

- a. All students shall be regular and punctual throughout the academic year. **Students must have 70% attendance to be eligible to appear for main examinations.** If they are not able to cover up their attendance, they will not be eligible to appear for main exams. They will have to attend the classes semester again for the same with 70% attendance within two years time. Rs. 5,000 fee with GST will be charged for re-attending classes due to shortage of attendance.

Leave of Absence: Prior permission from the Director, must be obtained in writing for leave of absence from the Institute. Continuous absence for more than 15 days without any intimation, will make the student liable to be removed from the rolls and eligible for re-admission. In exceptional cases, can be sought on payment of Re-admission fee with GST and arrears, if any

- b. Medical Leave: In case of illness, guardian / parent must submit application and medical certificate to the Director, as soon as possible or immediately after the student re-joins the Institute. No Medical certificate will be accepted after a gap of one week from the date of his/her re-joining the classes. Attendance on medical grounds will be granted up to a maximum of 15 days in an academic year, within the 30% non attendance period. All medical leaves must be supported with proof of medications like doctor's Prescription, Hospitalization, Test Reports etc. and case History.

5. Identity Card

Students are expected to carry their Identity Card issued by the Institute at all times. Duplicate Identity Card will be issued on receipt of an application along with a copy of an FIR. Rs100/- will be charged for a fresh identity card. The Identity card must be surrendered to the Institute at the time of collecting the security deposit while leaving the institution.



6. Discipline on the campus.

- I) All students admitted for any course at the Institute are expected to abide by the rules and regulations of the New Delhi YMCA
- ii) Irregular attendance, indecency, unsatisfactory progress, disobedience or misconduct on the YMCA premises will render a student liable for dismissal at any time. The Director's decision is final in this regard.
- iii) In case of any damage to property, equipments Tools, books & documents etc. the student concerned shall be liable to replace the damaged property or goods / materials or the cost of the items to be paid
- iv) Visitors are not permitted to meet the students during class hours except with the prior permission.
- v) Every student is expected to observe discipline in and outside the classrooms within the campus.
- vi) Breach of discipline will be dealt with by the Director.
- vii) Use of mobile phones in the premises of YMCA is prohibited.

7. Stationery

Students are required to purchase their own stationery as per the requirement of the course.

8. Examination & Evaluation

a. Clash of Examination schedule

In case final examination dates of the Institute clashes with University or any other institution the student is enrolled in, the student can appear in Supplementary examination provided he/she fulfils rest of the eligibility criteria.

b. Supplementary Examination

Supplementary candidates are those candidates who have failed to obtain the minimum passing marks/percentage which is 40%. Examination for supplementary candidates will be held as per schedule declared by department of exams. Unsuccessful candidates must check from the office of the Institute regarding the date of supplementary examination and fees as applicable will have to be deposited the same will be displayed on the notice board.

9. a. Three chances only: A candidate who gets supplementary in any of the semester examination will be provided with only three chances (including first) to clear the papers within two years of completion of the course.

- b. Evaluation System: At the end of each semester, students will have to appear for examination. Apart of which is reserved for internal assessment i.e. Participation and contribution in seminars, case studies, discussions and other sessional work. In order to complete the examination successfully, a participant shall be required to obtain a minimum of 40% marks in each paper and in aggregate. The participants who successfully complete examination will be awarded certificate in their chosen programme. Those who pass the examinations will be graded as per following grading system:

Category

- a. 75% and above Distinction
 - b. Less than 75% and above 60% First Division
 - c. Less than 60% and above 50% Second Division
 - d. Above 40% to 50% Third Division
- c. Verification of marks: Any student not satisfied with the marks in any paper/papers may apply (in writing) in the prescribed form for verification of total marks recorded (not revaluation) in the answer



books of such paper or papers. A fee of Rs. 50/- per paper will be charged. All such request applications should be made within 15 days from the date of declaration of the results. The student shall be intimated within one month.

10. Diploma

All candidates joining the Institute for diploma courses shall be eligible for award of Diploma only after being assessed, successful through the examinations and internal assessment process established and within one year of the declaration of result.

11. Notice Board

The students, in their own interest should read the notice board every day. New developments and other important announcements shall always be communicated by displaying on Notice Board.

12. Library

The library has, the best collections of Various professional books and News Dailies. The Library is a member of DELNET. It has arrangements with publishers and the British Council Division of India for supply and loan of books. The library also subscribes to over 150 journals and magazines.

14. Guest speakers

A number of distinguished academicians, professionals and industrialists are specially invited to address the students periodically.

15. Course Curriculum

The subjects of various programmes have been defined in the prospectus. The Institution reserves the right to change/add vary the course structure, Instructional/assessment pattern to keep pace with current industry practices trend and to improve the quality of programmes.

16. Teaching Methodology

A variety of teaching methods are used as appropriate to each subject. Lecture sessions are supplemented with Case Studies, individual and Group Exercises, Assignments, Seminar, Presentation, Business Games etc. Considerable emphasis is placed on group assignments, group discussions and group work. Personal Attention to candidates is an important feature of all the courses of the Institute. The faculty member remain in constant touch with the Director and with each other to evolve a properly planned course of instructions.

17. Responsibility of Parent/Guardian :

- a. To ensure the accuracy while
 - i. Submitting the application for admission, ie Certificate , Diploma etc.
 - ii. Submitting leave letters
- b. Regular Payment of fee before due date
- c. Encourage and monitor student for regular attendance, Good academic record and general behavior .
- d. Declaration : The parent / guardian shall sign a declaration provided by the Institute which is an agreement between him / her and management of New Delhi YMCA on behalf of the student.
- e. Parents/Guardian must check from the Institute about all camps/programmes within Delhi or outside Delhi where overnight stay is required. The parents will be informed of such programmes through official circular. The parent / guardian shall sign NOC provided by the institute in case of any overnight stay visit of student like out door catering, casual industrial practical training, which is optional.

18. Depending on need, sometimes, class timings are adjusted. The management reserves the right to change any or all of the contents of the Prospectus anytime without assigning any reason thereof.



1. UG COURSE IN HOTELAND CATERING MANAGEMENT

Eligibility	:	10 + 2 or Equivalent
Duration	:	One year – Followed by 6 months of Internship (Industrial Exposure Training)
Timing	:	1000 to 1600 Hrs for theory and 6 Hrs of 2 months practical training in Tourist Hostel apart from regular practicals in 100 rooms YMCA Youth Hostel as Lab Work between 07:30Am Hrs to 20:00 Pm Hrs

Theory 5 days a week & practical training 6 days a week. Timing may be adjusted due to administrative reasons.

The Course will cover the following:

House Keeping Operation & Services
Front Office Operation & Services
Food and Beverage Production / Preparation
Food and Beverage Services
Book Keeping and Hotel Accountcy
Business Communication & P.D

Practical Two Month :	Cookery and Bakery House Keeping Operation & Services Front Office Operation & Services Food and Beverage Services Two Months Hands on Training in the Tourist Hostel New Delhi YMCA
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Training & Job Placement Cell :

Takes the responsibility of providing casual training (Out-door catering) In Star hotels to get First hand industrial exposure\as “ EARN WHILE YOU LEARN”, Part - time job internship (Industrial Exposure Training of Six Months) Which is mandatory on successful Completion of the courses, only for deserving students, YMCA has exclusive tie up with group of Hotels, Hospitals, Travel agencies & Airport for industrial relations for the above said trainings and job placement.

FIELD VISIT	YMCA organises frequent visit to Hospitality Industries, Hospitals and Travel & Tour Road Shows and also students are allowed to see the Travel Tour fairs International hospitality fairs to have update knowledge & happenings pertaining to the relevant Industries.
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AAHAR (Exhibition)	Every Year, It is mandatory for every student to visit the International Food & Beverage fair.
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WINE TOUR	: Every year students are visiting Nasik / Vinchoor for Wine Tour - an educational trip for 4/5 day. Students visit 3/4 wineing where are manufacturing of wine from grape to wine is shown.
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2. 2 YEAR DIPLOMA IN HOSPITALITY & HOTEL MANAGEMENT

Eligibility : 10+2

Duration : 1 ½ Years – followed by 6 months of Internship
Industrial Exposure Training

Timing : 1000 to 1600 Hrs for theory and Practical Classes 6 Hrs of practical Training for Two months between 07:30 Hrs to 20:00 Hrs In YMCA Tourist Hostel.

Theory 5 days a week & practical 6 days a week. Timing may be adjusted due to administrative reasons.

Objective : Course encompasses Tourism and Hotel & Catering Management. Both are service oriented so it is mandatory to know importance of tourism Sector to appreciate the requirement of hospitality Industry.

The Course will cover the following:

Theory : Tourism
Hospitality Management
Front Office Operation & Services
House Keeping Operation & Services
Food and Beverage Production
Food and Beverage Operation & Services
Book Keeping and Hotel Accountancy
Sales & Marketing Skills
Project & Presentation
Business Communication & Personality Development

Practical : Cookery, Bakery and Patisserie
House Keeping Operations & Service
Front Office Operations & Service
Food and Beverage Operation & Service
Two Months hands on practical Training in the
Tourist Hostel New Delhi YMCA

Training & Job Placement Cell :

Takes the responsibility of providing casual training (Out-door catering) In Star hotels to get First hand industrial exposure as “ EARN WHILE YOU LEARN”, Part - time job internship (Industrial Exposure Training of Six Months) Which is mandatory on successful Completion of the courses only for deserving students YMCA has exclusive tie up with group of Hotels, Hospitals, Travel agencies & Airport for industrial relations for the above said trainings and job placement.

FIELD VISIT : YMCA organises frequent visit to Hospitality Industries, Hospitals and Travel & Tour Road Shows and also students are allowed to see the Travel & Tour fairs International hospitality fairs to have update knowledge & happenings pertaining to the relevant Industries.

AAHAR (Exhibition) : Every Year, It is mandatory for every student to visit the International Food & Beverage fair.

WINE TOUR : Every year students are visiting Nasik / Vinchoor for Wine Tour - an educational trip for 4/5 day. Students visit 3/4 wineing where are manufacturing of wine from grape to wine is shown.



3. ONE YEAR PG DIPLOMA IN AVIATION & TOURISM MANAGEMENT

Eligibility	:	Degree holders in any stream or students who have appeared for final year exam awaiting results.
Duration	:	One year
Timing	:	2 Hrs. a day – 4 days in a week

The Course will enable the students to understand the Aviation Industry and its co-related Tourism field. This industry has a lot of job potential in the year's to follow as Govt. policies and aviation facilities are favourable to encourage Tourism in the country and lot of emphasis is being laid on this: The syllabi of the Course is the same as laid down for IATA Foundation Course.

- **Tourism** : Environment of Travel and Tourism Industry
Geography in Travel Planning
Travel Formalities
Land Transport : Rail
Land Transport : Car
Hotels
Water Transport Cruise and ferries
Tour Packages
Airport and Ground Handling
Customer Service
Domestic Destination and Intinerary Planning
- **Air Fares and Ticketing** : Technology in the Travel Industry
Passenger Air Tariff
Types of Jouries
IATA Geography & Global Indicator
Travels Terms
Fare Selection Criteria
Currency Rules
Specified Routings
SITI OW through Fare
SITI RT & CT Fare Construction
RTW Journies
E-Ticketing
Travel Limitations
Taxes, Fees Charges
Children & Infant Fares
Special Fares
Billing & Settlement Plan

- French Language
- Computerised Reservation System (CRS)



4. ONE YEAR UG DIPLOMA COURSE IN TRAVEL TOURISM AND AIRPORT HANDLING

Eligibility : 10+2

Duration : One Year

Timing : One Hour a day; 5 Days in a week

Date of Commencement of session will be announced well in advance.

Course Contents :

- IATA Function & Role
 - International Civil Aviation Role & Function
 - Functioning of a Travel Agency and Types of Agencies
 - Working of an Airline
 - World Geography
 - Passport & Documentation
 - VISA
 - Foreign Exchange
 - Fare Calculations (Ticketing)
 - Domestic & International
 - Reservation of Airlines
 - Hotel Reservation
 - Baggage Allowance
 - Terminology used in the Airlines
 - Airport Handling of Passengers, Documents Checked at the Airport
 - Facilities provided in an International Airport
 - Computerised Reservation System (CRS)
 - Domestic and International –Hotel Reservation
 - Personality Development
 - English Communication Skills
 - Foreign Language: French
 - Computerised Reservation System (CRS)
 - Foreign Language – French
 - Communication and Personality Development
- One Project Report has to be prepared by each student with the help of Teacher on any Tourism Destination in India or Abroad.*

Job Opportunities

- Airlines
- Sales – Reservation – Ticketing – Accounts
- Facilitation – Information Airport Check-in-Counter-Baggage Section-Agency
- Counter-G.O.I
- Travel Agencies
- Sales-Counter (Reservation / Ticketing)
- Passport – Visa – Domestic – International –Hotel Booking –Transport Billing
- Rentals –Tour Handling –Tour Guides –Tour Escorts
- Facilitation –Information –Accounts
- Govt., Semi Govt. Or Corporate Houses, Hotels, Motels, Resorts
- In Travel Division or Travel Desk
- Open own Travel Agency

NOTE : All deserving students on successful completion of the course will be assisted to get internship and Job placement through our training & placement cell.



5. AIRLINES TRAVEL AGENTS PERSONNEL COURSE

Eligibility	:	10+2
Duration	:	5 Months
Timing	:	One Hour a day; 5 Days in a week

Date of Commencement of session will be announced well in advance.

Purpose of the Course: This course will provide the students to understand fully about the Travel Trade Industry and the Service Industry. It will guide them about the working of an Airline (Domestic/International) on passengers side only. This includes the working of city office as well as Airport handling of an Airline.

Working of a Travel Agency: The course will give full information and modalities of working of a Travel Agency, Types of Travel Agency and specialization on any field of Travel Agency.

The Students will be given knowledge of Passenger handling/Customer Services, Sales/Accounts and Airport Ground handling.

The Course will contain information about Travel & Airlines.

The Course will benefit : The students in particular as well as Airlines – Domestic & International, Travel Agents, Tour Operators, GSAs and PSAs of Airlines, Hoteliers and even the big multinational companies as they have their own Travel Desk/Counter. Government and Semi-Government Organizations who have their own offices to deal with the travel requirement of their Organisation.

The course will help the students to appear in IATA Foundation as well as Advanced Course, as the course material and contents are based on the same pattern.

Course Contents :

- Travel Trade/ Airlines, History of Airlines, Working of an Airline
- World Geography, Terms & Definitions.
- Preparation of Itineraries
- Fare Calculations
- Ticketing
- Travel Agencies and Its Types
- Passport (Preparation)
- VISA
- Foreign Exchange
- R.B.I. Regulations (Manual)
- Reservation of Airlines – Booking – PNR
- Hotel Reservation – Domestic & International
- Airport Handling – check in Counter
- Information
- VIP Handling /Escorting
- Preparation of Trim Sheet
- Ministries (Indian) involved directly or indirectly with the travel trade.
- Personality Development
- Body Language

NOTE : All deserving students on successful completion of the course will be assisted to get internship and Job placement through our training & placement cell.

6. AIR TRAVEL, FARES AND TICKETING

Eligibility : 10+2
Duration : 3 Months
Timing : One Hour a day; 5 Days in a week

Course Contents :

- Course offers study of different International Organisations connected with Air Travel.
- Familiarisation of Books for the course – OAG (Official Airline Guide), Passenger Air Tariff Travel Information.
- Published Fares, Baggage Rules, Credit Cards, detailed study of calculation of time, Flying Time, Minimum connecting Time, Calculation of duration of Journey, etc.
- Fares Calculation, Onward Journey, Return Journeys, Round Trip Journeys. Issuance of Various documents like Passenger Ticket and Baggage Check, Miscellaneous Charges, Order, Prepaid Ticket Advice, Excess Baggage Ticket, etc.
- Travel Documentation: Detailed study of Travel documentation like Passport, Visa, Health Taxes, Customs Regulations Currency Regulations, etc.
- Body Language: Communication skills, Telephone Skills, Sales Techniques, etc.

NOTE : All deserving students on successful completion of the course will be assisted to get internship and Job placement through our training & placement cell.



7. AIR HOSTESS / TRAVEL & AIRPORT MANAGEMENT

Eligibility	:	10 +2 and Specified physical standard
Duration	:	1 One Year
Timing	:	1½ Hours a day; 5 Days in a week

Course Contents :

- Conversational English
- Grooming
- Personality Development / Image Building.
- Hospitality
- Air Ticketing
- Cabin Crew Training - Window to the world
- Interview Skills ____ Get - Set - Go
- Mock Interviews
- Swimming Session
- Presentation
- Examination

Students are advised to enroll for a foreign language & English Communication classes separately to have additional qualification to help them join a foreign airline.

NOTE : All deserving students on successful completion of the course will be assisted to get internship and Job placement through our training & placement cell.



8. GENERAL AND PROFESSIONAL ENGLISH

Eligibility	:	10+2
Duration	:	2 Months
Timing	:	1½ Hrs daily, 5 days a week
		Timing is subject to alteration from time to time, depending on the requirement.

OBJECTIVE : The Principle objectives of the General and Professional English Course are to:

1. Improve standard of English of those wishing to appear for competitive examinations.
2. Help Professionals in business establishments to improve their conversational and writing ability in English language; and
3. Help students who had their education in the Hindi or other vernacular medium and who wish to acquire adequate proficiency in English to facilitate their higher education.

Course Contents :

1. General English, especially writing of essays, précis, notices, public speaking and other forms of general communication.
2. Comprehension covering all matters of description and observations, public advertisement and reporting, etc. Stress will also be laid on the spoken words.
3. Training in spoken English is from the point of view of viva voce and interviews, thus enabling the students to acquire good speech habits and fluency in conversation and discussion.

Details of the Course

A.

- i. English language and its usage; grammar
- ii. Written English; sentences, Paragraph, Prose
- iii. Composition, Comprehension
- iv. Summarising, Pre'cis writing
- v. Preparation of applications, formal and informal letters
- vi. Social talk, Conversation & Interview technique
- vii. Speeches
- viii. Catch phrases, Idioms

B.

- i. Rules of spoken English
- ii. Sentence Structure and arrangements of parts of speech
- iii. Pronunciation and practice of certain rules
- iv. Correction of mistakes
- v. Soft Skills

C.

Exercises in vocabulary, word formation, verbal phrases and comprehension and public speaking by inter-active sessions

9. FOREIGN LANGUAGES (1-Year) Diploma

* French * German * Chinese * Spanish * Japanese

Eligibility : 10 +2

Duration : One Year in Two Semesters

Timing : Classes 1 ½ Hrs per day; 3 Days a week

Date of Commencement of session will be announced well in advance.

Course Contents:

- a. **Phonetics** : It will explain how to pronounce sounds, words and phrases with special emphasis on how to articulate those sounds which occur only in that particular language.
- b. **Vocabulary & Conversation**: This will cover day to day happenings to develop students' interest in the language. e.g. The Family, Nationality, Fractions and Counting, Telling Time, at the Hotel, Bank, Post Office, Doctor etc.
- c. **Grammar**: This will cover basic Grammar relating to various parts of speech to enable the students to have a grammatically correct knowledge of the language.
To train students to be self-reliant with regard to spoken and written language.

Special focus on conversation

- Covers all Tenses, Expression
- Express different moods through Present, Past, Subjective and Conditional
- Special Focus on Culture and Literature
- Usage of Formal and Informal Language
- Translation from Foreign Language to English & Vice versa
- Interpretation

NOTE : All deserving students on successful completion of the course will be assisted to get internship and Job placement through our training & placement cell.



10. PERSONALITY ASSESSMENT AND DEVELOPMENT

Eligibility	:	10 +2
Duration	:	3 Months
Timing	:	Classes 2 Hour a day; thrice a week Timings subject to alteration as per requirement

Course Contents :

Theoretical

- English Conversation
- Concept of Personality
- Theory of personality
- Perception and Learning
- Attitude and Value
- Leadership, Social Adjustment
- Motivation & Morale
- Behaviour manifestation & Group Dynamics
- Organisational Behaviour
- The Course will be conducted by a specialist in Interview Technique or by an experienced Psychologist.

Practical

- Personality Assessment & Development
- Intelligence Test
- Personal Interview
- Inter-active sessions
- Case Studies
- Counseling note for each case

11. COMPUTERIZED RESERVATION SYSTEM (AIR TICKETING)

Eligibility	:	10 +2
Duration	:	4 Weeks
Timing	:	Classes 2 Hours a day, including half an hour for practice; 5 days a week Timings subject to alteration as per requirement

Date of Commencement of session will be announced in advance.



12. IATA FOUNDATION COURSE (MONTREAL, CANADA)

Eligibility : 10+2 and ATFT, ATAP and TTAH (New Delhi YMCA Students)
Duration : 3 Months
Timing : 2 Hours a day; 4 days in a week

Date of Commencement of session will be announced in advance.

Course Contents :

1. Environment

- The business Environment of the Travel & Tourism Industry
- Geography in Travel Planning
- Travel Formalities

2. Products

- Land Transport – Rail
- Land Transport – Car & Camper
- Hotels
- Water Transport – Ferry
- Tour Packages
- Air Transport Essentials

3. Support Services

- Customer Service
- Technology in the Travel Industry

4. Air Fares & Ticketing

- Air Fares & Ticketing





13. ONE YEAR DIPLOMA IN NUTRITION, DIETICIAN AND HEALTH MANAGEMENT

Eligibility	:	10+2
Duration	:	One Year (Including Internship in Reputed Hospitals
Timing	:	1 ½ Hour a day; Thrice a week
Syllabus	:	First Semester - 4 Month Second Semester - 8 Month with Internship

This course will teach the role of macro nutrients and micro nutrition and improving the health of an individual. It is designed for Students, Sports coaches, health and fitness enthusiasts, and Housewives. The Course aims at imparting knowledge pertaining to foods, diseases and diets useful in everyday life. This course should preferably be done after having done the basic course of Nutrition - Dietician. Applicant from Medical and allied field can enroll directly also.

Who should take the course ?

Candidates aspiring to make a professional career in Applied nutrition and Dietetics. Home Makers Wanting to impart a Professional touch to manage diet & Nutrition of their family.

NOTE : All deserving students on successful completion of the course will be assisted to get internship and Job placement through our training & placement cell.

Course Contents:- Digestion absorption. Transport and excretion of nutrient, Nutrition during:- Pregnancy and lactation, Infancy, Childhood, Adolescence, Adulthood, Ageing-Geriatric, Methods of Cooking, Exchange list, Menu Planning, Calories burnt during various activities, investigations and normal parameters, Nutrition for Overweight and obesity eating disorders, weight management, sports, athletes, fitness, hypertension, cardio vascular disease etc.

Nutrition during pregnancy and lactation

Infancy, childhood, adolescence, adulthood, ageing

Method of cooking , exchange list, Menu Planning

Nutrition in weight Management, Renal disorders, Liver disorders

Nutrition for sports, hypertension, bone health

Nutrition for diabetes, Anemia

Calories burnt for various activities.

Nutrition

Diet in diseases

Assessment of nutritional status

Malnutrition

Food Commodities and safety

Nutrition for fitness in sports

Obesity Management

Health Management

Diet for Thyroid

Diet for Cancer

Diet for PCOD

Clinical Nutrition

NOTE : All deserving students on successful completion of the course will be assisted to get internship and Job placement through our training & placement cell.



Introducing

18. WEEKEND / SATURDAY COURSES

These are an extension of existing courses, offered to candidate's and facilitates those who are working during weekdays and / or for students who are preoccupied with regular classes during weekdays. Content and curriculum are retained and the quality of courses is maintained.

S. No	Course	Duration of Course	No of Hrs per day
4.	Diploma in Travel Tourism & Airport Handling	1 Year	5 Hours
8.	Certificate in General & Professional English	6 Months	3 Hours
9.	Diploma in Foreign Languages– French, German, Spanish, Chinese & Japanese	1 Year	4 ½ Hours

For course contents and details of the above courses please refer to the corresponding serial numbers.



Payment at the Time of Admission

An applicant, seeking admission to the institute, should specify in the application, the Course and the session to which he/she wishes to be admitted. At the time of admission, a student will be required to pay the following fees.

New Delhi YMCA Institute of Career Studies					
Fee Structure 2019-20					
Payment at the Time of Admission. An applicant, seeking admission of the Institute should specify in the application, the Course and the session to which he/she wishes to be admitted. At the time of admission, a student will be required to pay the following fees.					
Sr. No	Course Name	Total	First	Second	Third
	1-Year Programme		Instalment	Instalment	Instalment
1*	1-Yr. Hotel & Catering Management*	71303	37251	34052	N/A
2*	1-Yr. Travel Tourism & Airport Handling	51792	26496	25296	N/a
3*	2-Year Advance Diploma in Travel Tourism & Airport Handling	70197	26496	25296	18405
4*	PG Dip. In Aviation & Tourism Management	53545	27372	26173	N/A
5*	2-Year Programme UG Diploma in Hospitality & Hotel Management	109,843	I 44298	II 35374	III 30171
6	1-Year Nutrition Dietician & Health Management	45054	25004	20050	N/A
7	1-Year Foreign Languages Diploma	39827	21256	18571	N/A
8*	1-Year Diploma Course in Air Hostess, Travel & Airport Management	67200	34700	32500	
	Courses	Lump Sum Payment			
9	General & Professional English		3537		
10	Personality Assessment & Development		12017		
11	Air Travel Fares & Ticketing		12017		
12	Airlines Travel Agents Personnel		15621		
13	Foreign Language - First Semester		20756		
14	Foreign Language - Second Semester		18571		
15	Foreign Language - 1-Year Diploma		39327		
16	Foreign Lanagues - 6 Month Advance (After 1 Year)		24606		
17	a) IATA Foundation Course - YMCA students		15841		
18	b) IATA Foundation Course - Outside students		19227		
19	Computerised Reservation System (Air Ticketing) CRS (Galelio)		9013		
20	1-Year Diploma Course in Air Hostess, Travel & Airport Management		67200		
21	Nutrition , Dietician & Health Management (First Semester)		25004		
22	Nutrition , Dietician & Health Management (Second Semester)		20050		
23	Nutrition , Dietician & Health Mgt. (Diploma)		45054		

* Rs. 1000/- Library security deposit (Refundable) and *Rs. 500 for Social and Cultural Activities Total Tuition fee and Admission fee & other charges as applicable Service Tax will be extra and will levied as applicable on the effective date. should be paid at the time of admission by crossed Demand Draft or Pay Order in Favour of **"New Delhi YMCA Education Centre"**.



Front Office



Fitness



Dinning Hall



Auditorium





ADM: 01-01



Sl. No.

NEW DELHI YMCA
INSTITUTE FOR CAREER STUDIES
Human Potential Development Programme

APPLICATION FORM FOR ADMISSION (in Block Letters)

COURSE NAME _____

1. **NAME :**

(In Block Letters)

2. **Date of Birth**.....

3. **Father / Guardian Name /**

Passport

Size

Photo

Designation.....**Occupation**.....

Co/office Name/Co. Name.....

Office Address.....

Tel. No. Office/ Father.....**Mob. No of Student**.....

Address (Residence).....

Address (Local).....

.....

Email ID**Tel No. (Resi.)**.....

If you are working Office Address.....

Designation.....**Tel No.**

4. Particulars of Education

Name of School /College / University	Examination Passed	Year of Passing	% of Marks Obtained

5. Achievements, if any.....
6. Report, any Medical problem.....
(Attach Medical Certificate)
7. I accept the terms and conditions given in the prospectus
8. I accept that refund of fees will not be given, if deposited.

Date

Signature of Applicant

Signature of Parents

The following documents should be attached with the application form:

1. Copies of 10th and 12th Class Mark Sheets or Certificate
2. For PG Course Graduation Mark sheet.
3. For identity two passport size photographs and two copies of Aadhar card / PAN Card or Driving License.

Note:- Originals should be produced for verification at the time of submission of application form. No form will be accepted without verification.