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ACM 01 : 01

# NEW DELHI YMCA

**INSTITUTE FOR OFFICE MANAGEMENT (IOM)  
(Formerly Institute for Secretarial Services) &  
INSTITUTE FOR FASHION TECHNOLOGY & DESIGN (IFTD)**

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## Admission Assistance Cell

If you have any queries or need assistance with Admission in New Delhi YMCA Classes, here is what you can do :







**Get in touch with your nearest  
New Delhi YMCA Centre  
Institute for Office Management &  
Institute for Fashion Technology and Design  
Ground Floor, Gate No. 3, Room No. 4,  
New Delhi YMCA, 1, Jai Singh Road,  
New Delhi – 110 001  
Nearest Patel Chowk Metro Station  
and Rajiv Chowk Metro Station**



**Call us on : 18005721140 (Toll-free)  
Mobile No. +91 98713 46300  
Tel : 01123361108, 43644015, 43644014**

**Website : [www.newdelhiymca.org](http://www.newdelhiymca.org)**

**Email : [iom@newdelhiymca.org](mailto:iom@newdelhiymca.org)**

**Follow us on : Facebook  Twitter  Instagram  LinkedIn **



## YMCA AT A GLANCE

The Young Men's Christian Association (YMCA) Movement, worldwide, since its inception in 1844 in London, has catered to young people's intellectual, spiritual and social needs irrespective of religion and social affiliation. Its symbol, the inverted red triangle, symbolizes universal mission of developing body, mind and spirit. The first YMCA in India opened in Kolkata in 1857.

*The New Delhi Young Men's Christian Association* was founded in 1927, beginning in a humble way. Today, after more than 9 decades of its existence, New Delhi YMCA has become one of the largest YMCAs in the world. It was established with the avowed objective of the physical, moral and emotional development of the people in and around Delhi, particularly of the youth. In order to fulfil the same, the New Delhi YMCA undertakes various Social, Educational and Recreational Programs and Activities without any discrimination of Caste, Colour, Creed and Gender.

The New Delhi YMCA, through its multifarious activities and programs, attempts to bring together young people for the purpose of channelizing their energies for constructive work and motivating them to take-up socially and mentally challenging ventures, which will ultimately result in the betterment of the society, the community and the nation at large. The YMCA aim is to instil in the youth of today the importance of right values and to lead a righteous life based on sound principles. In short the New Delhi YMCA aims to develop leadership qualities in every individual and thus help them lead a healthy life through intellectual, moral, cultural, social and physical development. The New Delhi YMCA, since its inception in 1927, has been serving Delhites and people from the neighbouring states to achieve the above mentioned objectives in letter and spirit.

New Delhi YMCA has made a significant contribution to professional studies through the five Institutes it runs namely Institute for Office Management, Institute for Fashion Technology and Design, Institute for Career Studies, Institute of Management Studies, and the Institute for Media Studies and Information Technology.

### 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.



## From the Desk of Director



**Meenakshi Gupta**  
*Director*

**Institute for Office Management [IOM] &  
Institute for Fashion Technology and Design (IFTD)**

It is our constant endeavour to help the young people to nurture their talents and provide them with suitable avenues to realize their aspirations by providing them with latest infrastructure, experienced and qualified faculty, hands on training & industrial exposure etc. We provide a supporting and congenial environment to our students who would be the leaders of today and tomorrow. Both the Institutes strive to provide not only "Education for living livelihood" but also "Education for life" and empower them with values, professional skills & abilities to think and analyze critically.

All our programmes (courses) have been well received by the student community as well as the employers. This has been proved by increasing number of organizations recruiting the students of our Institutes year after year.

I wish all success to our students who will pass out and also to the ones who are going to join the institute.

Wish you all a successful career ahead !

**Meenakshi Gupta**  
**Director**

## INSTITUTE FOR OFFICE MANAGEMENT [IOM]

True to tradition, the New Delhi YMCA has been in the forefront of socio- professional fields for the past seven decades. Beginning with imparting shorthand and typewriting, the institute embarked on a full-fledged course in secretarial training in 1972. The institute aims at giving comprehensive training to young men and women irrespective of their caste, creed and community, and making them fit for employment as Administrative/Management/Executives, Secretaries, Personal Assistants, Office Assistants, etc. 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 with the demand for admission to its course growing every year. This institute has carved a niche for itself amongst other such institutes offering similar courses. We have at present about 400 students on our rolls. The students of IOM are much sought after by organizations which look for competence, talent and proficiency in the choice of their employees.

In 2016, the institute launched an advanced programme in Office Management which aims at an additional management dimension. This programme has been especially designed in view of the incessant requests from the corporate world to provide them with Executive Secretaries and Assistants who will be a vital link between the top executive and various departments. A post graduate Trainee is groomed with all the requisite tools to provide perfect executive support, keeping in view the demands of the time.





## Faculty (IOM)

Both the institutes have well qualified and experienced faculty members who are dedicated to the teaching profession. Besides, professionals from renowned institutes are invited at regular intervals to share their practical experiences with the students. YMCA faculty is instrumental in transforming the YMCA vision into reality. Trained at some of the leading institutes, the faculty bring their professional capabilities to the classroom. The faculty constantly upgrade their knowledge and skills creating a stimulating environment for students.



**Ms. Sneha Grover**



**Ms. Ritu Sekhri**



**Ms. Anamika Arora**



**Ms. Gargi Datta**



**Ms. Seema Bhardwaj**



**Ms. Urvija Gupta**



**Ms. Radhika Oberoi**



**Ms. Niti**

## INSTITUTE FOR OFFICE MANAGEMENT

### Course Contents (Admission open throughout the Year)

Diploma In Office Management	Advance Diploma In Office Management	PG Diploma In Office Management
<b>Eligibility :</b> 10+2 or 12 <sup>th</sup> students Awaiting Result	<b>Eligibility :</b> 10+2 or 12 <sup>th</sup> students Awaiting Result or One Year Diploma in Office Management	<b>Eligibility :</b> Graduation or Awaiting Final Year's Result
<b>MEDIUM :</b> English	<b>MEDIUM :</b> English	<b>MEDIUM :</b> English
<b>DURATION :</b> 1 Year	<b>DURATION :</b> 10+2 (2 Year) DOM (1 Year)	<b>DURATION :</b> 1 Year
<b>Course Contents :</b>	<b>Course Contents :</b>	<b>Course Contents :</b>
<ol style="list-style-type: none"> <li>1. Shorthand / French / German</li> <li>2. Computer Applications</li> <li>3. Business English Communication</li> <li>4. Office Management</li> <li>5. Functional English</li> <li>6. Typewriting on Computer</li> <li>7. Communication Lab and Presentation Skills</li> </ol>	<ol style="list-style-type: none"> <li>1. Shorthand / French / German</li> <li>2. Computer Applications</li> <li>3. Business English Communication</li> <li>4. Corporate Management</li> <li>5. Functional English, Communication Lab and Presentation Skills</li> <li>6. Human Resource Management</li> <li>7. Financial Management</li> <li>8. Organisational Behaviour</li> <li>9. Marketing &amp; Sales Management</li> <li>10. Typewriting on Computer</li> </ol>	<ol style="list-style-type: none"> <li>1. Shorthand / French / German</li> <li>2. Computer Applications</li> <li>3. Business English Communication</li> <li>4. Corporate Management</li> <li>5. Management Concept of : Sales and Marketing Finance Management Organisational Behaviour Human Resource Management</li> <li>6. Communication Lab and Presentation Skills</li> </ol>



- ★ Internship - Mandatory
- ★ Focus on Personality Development and Professional Grooming.

The student are professionally trained in various aspects of Modern Day Office Management. Their overall personality is enhanced and they are groomed in such a way that they are prepared to move into such positions as Secretary, Stenographer, Executive Secretary, Administrative Assistant, Executive, Computer Operator etc. Many of our students started at these levels and have reached Managerial Positions in Reputed Organisations.





Short Term Courses			
Courses Offered	Medium	Eligibility	Duration
1. Stenography	English	10+2	6 Months
2. Tally	English	10+2	3 Months
3. Calligraphy Basic	English	10	3 Months
4. Calligraphy Advance	English	10	1 <sup>1/2</sup> Months
5. Graphology	English	10	3 Months



## RECRUITMENTS INSTITUTE FOR OFFICE MANAGEMENT ADOM (2016-2017)

Photo	Name of the Alumni	Post	Company	Experience in YMCA / IOM
	PUNEET	Office Executive	TDI International Pvt. Ltd.	I had a nice experience in YMCA. I entered here with new hopes and I really think that all gets fulfilled here. Even the academic facilities were really good throughout the year.
	YASHIKA	Office Executive	TDI International Pvt. Ltd.	Going in YMCA is such a great experience. I have learnt many new things here. Teachers are experts in teaching and placements are also really high.
	KASHISH	Executive Assistant	Zeus Capital	Being a part of YMCA for 2 years, was an honour and it was a very good experience for me as I got to learn a lot from the teachers and from my friends too. YMCA provided me a good exposure to deal with the world outside as a professional. I am thankful to YMCA for providing me a very good job through its placement cell.
	ANKITA	Office Executive	Asian Hospital	The Institute for best career is YMCA as there are too many courses for building up a bright future. I'm lucky to have a diploma from the Institute for Office Management.

## RECRUITMENTS INSTITUTE FOR OFFICE MANAGEMENT (IOM) (2018-19)

Photo	Name of the Alumni	Post	Company	Experience in YMCA / IOM
	Muskan Goyal	Office Assistant	Synergy Maritime Pvt.	
	Bhumika	Front Office Assist.	Sunovatech Intra Pvt.Ltd.	
	Ankit	Asstt. Acquisition Manager	Kotak Mahindra Bank Ltd.	
	Diyanshu	Trainee Executive	Indian Aviation Academy	

"Live as you were to die tomorrow Learn as if you were to live forever"



# Prospectus



## NEW DELHI YMCA INSTITUTE FOR OFFICE MANAGEMENT RECRUITMENT 2018-19

Sr No.	Name	Course	Company
1	Feba Merin	PG-DOM	Tourism and Hospitality Skills Council
2	Ankit	PG-DOM	Kotak Mahindra Bank Ltd.
3	Issac James	PG-DOM	Smart Shore Info Services Pvt. Ltd.
4	Shikha	PG-DOM	Smart Shore Info Services Pvt. Ltd.
5	Surabhi Tirkey	PG-DOM	Smart Shore Info Services Pvt. Ltd.
6	Muskan Goyal	ADV-OM	Synergy Maritime Pvt. Ltd.
7	Bhumika	ADV-DOM	Sunovatech Intra Pvt. Ltd.
8	Srishti	ADV-OM	International Life Science Inst.
9	Shweta	DOM	Indian Aviation Academy
10	Ayushi	DOM	Indian Aviation Academy
11	Karan Verma	DOM	Indian Aviation Academy
12	Sherya Kapoor	DOM	Indian Aviation Academy
13	Arushi Chopra	DOM	Indian Aviation Academy
14	Shivani Singh	DOM	Indian Aviation Academy
15	Gupreet Kaur	DOM	Indian Aviation Academy

**“Become the Leader for tomorrow.... Executive Training”**





## INSTITUTE FOR FASHION TECHNOLOGY AND DESIGN

### INTERIOR DESIGNING

There is a nationwide wave of new construction of residential, commercial and industrial buildings. With all these infra structural development we need professionals to plan these buildings.

Professionals like Architects, Interior Designers, Landscapist, etc. are in vogue nowadays. YMCA has meticulously thought and planned the course and modules for aspirant Interior Designers.

We not only brush their designing skills but also attune them with architectural codes, graphical communication, space planning detailing, etc.



Teaching methodologies such as PPT's, case studies, reports, sheets, mood boards etc. are improving skills. They bring holistic development in a student. Since it's a practically applied course, our students are exposed to industrial and site visits, market surveys, for latest and updated awareness.

With increasing demand for well defined spaces, which reflect a better life style, and decreasing living space, we need to plan and use them meticulously.

In Short Term Foundational Course for ID, whether he /she is a professional or not, we equip students to explore spaces both functionally and aesthetically well. In this short duration, they would be made aware of rules of space

planning in coordination with your existing or new furnishing and furniture.

This skill not only renders a pleasing ambience, but also improves the revenue generation of the premises. For professionals, ample placement opportunities are created.

### FASHION DESIGNING

Fashion Designing is the art of the application of design and aesthetics of natural beauty to clothing and accessories.

The learners of Fashion Designing attempt to design clothes which are functional as well as aesthetically pleasing.

With the internet and social media invading everyday lives, fashion has become a global phenomenon; constantly changing and evolving.

New Delhi YMCA offers quality education with real-time experience in various fields of Fashion Design Industry.

Thus, it arms students with a deeper understanding of the relationship between design, technology, production and business.

### Fashion Design



The well integrated multi-disciplinary curriculum infuses an in depth knowledge and learning of design, fashion theory, liberal arts, surface development, garment engineering, merchandising and information technology. The students study sewing, draping and pattern making as well as drawing, digital & print design.

A special emphasis on design concepts complement technical skills and provides them with an overview of fashion design globally.

N.D.YMCA gives their students a platform to showcase their designs in the annual fashion show as successful designers. It also provides various short-term courses which help students to open their own fashion studio and become Freelance Fashion Designers.



## Institute For Fashion Technology And Design

(Admission open throughout the Year)

### ONE YEAR DIPLOMA IN FASHION DESIGNING

**ELIGIBILITY :** 10+2 or 12<sup>th</sup> Students (Awaiting Result) **ADMISSION :** Personal Interview

**MEDIUM :** English

#### Course Contents

#### 1st SEMESTER

Color and Texture  
Sketching  
Introduction of Textiles  
Drafting and Pattern Making - 1  
Social and Economic Aspect of Clothing  
Tradition Indian Textile  
Communication & Soft Skill

#### 2nd SEMESTER

Drafting & Pattern Making - 2  
Textile Science  
History of Fashion  
Traditional Indian Textiles  
Sketching - 2  
Computer Application  
Draping - 1  
Fashion Merchandising

**Course Highlights :** \* Industrial Visit / Workshop \* Hands on Training \* Fashion Show

### (TWO YEAR ADVANCE DIPLOMA IN FASHION DESIGNING)

**ELIGIBILITY :** 10+2 or 12<sup>th</sup> Students (Awaiting Result) **ADMISSION :** Personal Interview

**MEDIUM :** English

#### LATERAL ENTRY TO 3rd SEMESTER

**Eligibility :** One Year Diploma in Fashion Designing

#### 1st SEMESTER

Color and Texture  
Sketching  
Introduction of Textiles  
Drafting and Pattern Making - 1  
Social and Economic Aspect of Clothing  
Traditional Indian Textile  
Communication & Soft Skill

#### 2nd SEMESTER

Garment Construction  
Textile Science  
History of Fashion  
Traditional Indian Textiles  
Sketching - 2  
Computer Application  
Draping - 1  
Fashion Merchandising

#### 3rd SEMESTER

CAD - 1  
Draping - 2  
Sketching - 3  
Drafting & Patten Making - 3  
Textile Dying and Printing  
Foreign Language (French)

#### 4th SEMESTER

International Marketing  
Advance Garment Construction  
Leather Technology  
Foreign Language (French)  
Sketching - 4  
Textile Design  
CAD - 2

**Course Highlights :** \* Internship Mandatory for 1 ½ Months \* Industrial Visit / Workshop \* Hands on Training \* Fashion Show



## Institute For Fashion Technology and Design

(Admission open throughout the Year)

### ONE YEAR DIPLOMA IN INTERIOR DESIGNING

**ELIGIBILITY :** 10+2 or 12<sup>th</sup> Students (Awaiting Result) **ADMISSION :** Personal Interview

**MEDIUM :** English

#### Course Contents :

#### 1st SEMESTER

Basics of Design  
Graphic Presentation & Drafting  
Materials - 1  
Furniture Design  
Communication & Soft Skills  
Computer Applications

#### 2nd SEMESTER

Advance Designing  
Materials - 2  
Auto - Cad - 1  
Building & Construction  
Drawing Techniques of Interior Designing  
Project - Residential & Commercial

**Course Highlights :** ★ Industrial Visit / Workshop ★ Hands on Training

### TWO YEAR ADVANCE DIPLOMA IN INTERIOR DESIGNING

**ELIGIBILITY :** 10+2 or 12<sup>th</sup> Students (Awaiting Result) **ADMISSION :** Personal Interview

**MEDIUM :** English

#### LATERAL ENTRY TO 3rd SEMESTER

**ELIGIBILITY :** One Year Diploma in Interior Designing

#### 1st SEMESTER

Basics of Design  
Graphic Presentation & Drafting  
Materials - 1  
Furniture Design  
Communication & Soft Skills  
Computer Applications

#### 2nd SEMESTER

Advance Designing  
Materials - 2  
Auto - Cad - 1  
Building & Construction  
Drawing Techniques of Interior Designing  
Project - Residential & Commercial

#### 3rd SEMESTER

Furniture Design  
Service - 1  
Landscaping & Designing Odd Space  
Interior Design Project Work  
Colour Management, Shading & Rendering  
Communication & Soft Skills  
Auto CAD 3D - 2

#### 4th SEMESTER

Interior Designing Sales Techniques  
Service - 2  
Capital Budgeting  
Vaastu & Feng Shui  
Interior Project Work  
Auto CAD - 3D - 3

**Course Highlights :** ★ Internship Mandatory for 1½ Months ★ Industrial Visit / Workshop ★ Hands on Training

## Designing Your Future



## Institute For Fashion Technology And Design

### ONE YEAR DIPLOMA IN APPAREL AND RETAIL MERCHANDISING

**ELIGIBILITY :** 10+2 or 12<sup>th</sup> Students (Awaiting Result) **ADMISSION :** Personal Interview

**MEDIUM :** English

#### Course Contents

#### 1st SEMESTER

Fabric and Product Knowledge  
Fashion Marketing  
Fashion Merchandising 1  
Consumer Behaviour  
Computer Application

#### 2nd SEMESTER

Fashion Merchandising 2  
Fashion Retail Merchandising  
Brand Management  
Retail Entrepreneurship  
IT Application in Retail Industry

**Course Highlights :** \* Industrial Visit / Workshop \* Hands on Training

### One Year Diploma in Beauty Therapy

**Eligibility :** 10+2 or 12<sup>th</sup> Students (Awaiting Result) **Admission :** Personal Interview

This course has been set up to meet the rising demands of experts and skilled professionals in the beauty industry. The course offers comprehensive knowledge of makeup and a combination of different beauty therapies. The course not only enhances career opportunities but provides increased employability. On completion, the therapist will be proficient in variety of beauty treatments. They will participate in extensive practical training programme, which will give them the confidence and necessary experience, to work in this industry as a proficient professional.

### ONE YEAR DIPLOMA IN BEAUTY THERAPY

**ELIGIBILITY :** 10+2 or 12<sup>th</sup> Students (Awaiting Result) **ADMISSION :** Personal Interview

**MEDIUM :** English

#### Course Contents

#### 1st SEMESTER

Art of Make-Up  
Hair Designing  
Draping

#### 2nd SEMESTER

Beauty Culture  
Nail Art & Nail Extension

**Course Highlights :** Workshop | Hands on Training  
Get Chance to work as Make-up Artist in Fashion Show / Easter Pageant and many other programmes.

### Six Month Certificate Course in Make Up Artistry

**Eligibility :** 10<sup>th</sup>

The course programme is designed to allow the students to acquire professional make up skills, demanded by today's market. Students will also learn the secrets of beauty and skin care. Successful completion of this course, will eventually lead an individual to establish oneself as an expert make – up artist.



## SHORT TERM COURSES

(Admission open throughout the Year)

**ELIGIBILITY : 10+2 or 12<sup>th</sup> Students (Awaiting Result)**

**MEDIUM : English**

S.No.	COURSE	DURATION
1.	Retail Design and Display	6 Months
2.	Fine Art	6 Months
3.	Fine Art	3 Months
4.	Graphic Designing	6 Months
5.	Embroidery Design	6 Months
6.	Exhibition Design	6 Months
7.	Fashion Illustration	6 Months
8.	Cutting and Tailoring	6 Months
9.	Leather Design	6 Months
10.	Costume and Display	6 Months
11.	Dress Designing	6 Months
12.	Quality Control	3 Months
13.	Photoshop and Corel Draw Application in Fashion Designing	3 Months
14.	Pattern Making Software for Fashion Designing	3 Months
15.	Fashion Marketing & Merchandising	6 Months
16.	AUTO CAD Application in Interior Designing	3 Months
17.	Residential Interior	3 Months
18.	Foundation Course in Interior Designing	6 Months
19.	Textile Dyeing and Printing	6 Months
*20.	Art of Make-up	3 Months
*21.	Hair Designing	2 Months
*22.	Nail Art & Nail Extension	1 Months
*23.	Beauty Culture	3 Months
*24.	Make-up Artistry	6 Months

\*Eligibility : 10<sup>th</sup>

"Your all round development destination... Experimental Learning!"



## INTERIOR DESIGNING FEED BACK FROM ALUMNI



**AYUSHI SHARMA**  
Assistant Designer

### PALASH STUDIO

Coming from an Economics background, it was always been a challenging task to opt for a different stream but YMCA helped me to get profound knowledge in Interior Designing in every aspect, be it the faculty members who always tried to encourage me and enlighten the best version of me



**SOMI SHAMBHAVI**  
Assistant Designer

### LIGHTING DESIGN WORKS

YMCA has given new direction to my passion. From hobby to a professional career as an Interior Designer, I feel content to have achieved so. YMCA has helped me in achieving my goals and as a student I feel grateful to be part of this institute.



**ISHA BISHT**  
Junior Designer

### Nikhil Interior Designer

Our college develops designer, who is vested with all perfect qualities that we need in an industry. We gained learning ethics through our faculty members. I always feel proud to be a part of YMCA.



**RAHUL CHANANA**  
Amazing Interiors

### Assistant Designer

YMCA is a place which provides good placement records. Our college leads the students towards the path to "Corporate". Our college stands by this motto "Designing your future" which has shaped my career.



**RAJ KUMAR GUPTA**  
Freelance Designer

My heartfelt thanks to YMCA for the academic ambience fostered at campus. The training and guidance offered by placement cell from day one of our course and the constant encouragement by our faculty members helped me to step into my career at design industry. I wish all the YMCAians great learning at campus.



**SAMEER CHAUDHARY**  
Ayaan Enterprises

### Assistant Designer

I am proud to study in YMCA. Regular workshops and seminars by various resources persons made me work towards various innovations. The training given to the students for placements made each of them learn about the manners and gestures for their corporate life.



**NEW DELHI YMCA  
INSTITUTE FOR FASHION TECHNOLOGY AND DESIGN  
Interior Designing  
Alumni / Students - Placement Highlights**

S.No	Session	Name Of Student	Company Name	Company Profile	Designation
1.	2016 - 2017	Shivani Gupta	Mithi Interiors Dwarka	Designing Firm	Junior Designer
2.	2016-2017	Trisha Rungta	JK Goyal Estate Developers Pvt. Ltd.	Builders	Designer
3.	2016 - 2017	Prashant Nirwan	ABC Design	Designing Firm	Designer
4.	2016 - 2017	Prashant Pradhan	Sezra Home Gitorni	Designing Firm	Designer
5.	2016 - 2017	Mohit Hooda	Metal Properties	Designing Firm	Designer
6.	2016 - 2017	Lekhni Anand	Spaces Pvt. Ltd.	Designing Firm	Designer
7.	2016 - 2017	Deepak Kumar	Sanman Architect Pvt. Ltd. (Mumbai)	Designing Firm	Designer
8.	2016 - 2017	Isha Bisht	Nikhil Interior Design	Designing Firm	Designer
9.	2016 - 2017	Aditya Bhardwaj	Sunrise Maintenance	Construction Company	Owner/Designer
10.	2016 - 2017	Chander Kant	Bhushan Kumar Associates	Designing Firm	Assistant Designer
11.	2016 - 2017	Mohd. Azeem	AD Design Studio	Designing Firm	Designer
12.	2016 - 2017 (Jan Batch)	Ramnik	School Project	Freelancer	Project Incharge
13.	2016 - 2017 (Jan Batch)	Aamir	The Inside Story	Designing Firm	Owner Designer
14.	2016 - 2017 (Jan Batch)	Shubham	Aelforia Architect	Designing Firm	Site Supervisor



**Products Made by Interior Design Students**



## FASHION DESIGNING FEED BACK FROM ALUMNI



**URVASHI**

### Shubham Creation

I am working as designer at SHUBHAM CREATION at Kirti Nagar. This is only because of YMCA. Here, faculty are very good and they are not bound by the syllabus. They update us with all new techniques, trends and informations of fashion industry.



**SIMRAN KHANNA**

### Needle Craft

I am working as a assistant merchandiser at NEEDLE CRAFT, Noida. YMCA conducts very informative industry visits and interactive sessions for us, Assignments we made are so creative and inculcate the overall development of us.



**RUBEENA MALIK**

### Satkar Fashion Creations

I am working as a assistant merchandiser at SATKAR FASHION CREATIONS at Rajouri Garden. YMCA contributes to the development of self and professional too. My experience in YMCA was great as it made us ready for the competitive fashion industry.



**SAPNA**

### Nissie India Agencies

I am working as merchandiser at NISSIE INDIA AGENCIES, Kirti Nagar. I liked the atmosphere of YMCA and its curriculum of different courses. I gained a lot of fashion skills and got the satisfied job in fashion industry as it was my dream its only because of YMCA.



**NUPUR MAJUMDAR**

### KAZO FASHION PVT LTD.

I am working as a fashion consultant at KAZO FASHION PVT LTD. It is my college YMCA placement only. So happy and want to say thanks to all YMCA faculties and director ma'am. YMCA has offered me many opportunities and helped me to achieve my Career goals.



**JYOTI JOSHI**

### ESHAKTLI.COM

I am working as a junior designer and stylist also at ESHAKTLI.COM at Kapashera border. Faculties of YMCA are awesome and very open. They legitimately care about you as a person and help you work on your weak areas. I must say this is the highlight of the Institute.



**NEW DELHI YMCA  
INSTITUTE FOR FASHION TECHNOLOGY AND DESIGN  
Fashion Designing**

**Alumni / Students - Placement Highlights**

S.No	STUDENT NAME	YEAR (BATCH)	COMPANY NAME	COMPANY PROFILE	DESIGNATION
1.	RENU SUNTA	2016-17	MARVEL BUYING HOUSE, A-84, OKHLA INDUSTRIAL AREA, PHASE-2, OKHLA	EXPORT HOUSE	ASSISTANT MERCHANT
2.	ABHISHEK	2016-17	GAURAV INTERNATIONAL, UDHYOG VIHAR	EXPORT HOUSE	DESIGNER
3.	PANKAJ	2016-17	CONCTRIC, GURGAON	EXPORT HOUSE	ASSISTANT DESIGNER
4.	ASHWINDER	2016-17	RICH CLOTHING GURGAON	EXPORT HOUSE	MARKETING & DESIGNING
5.	KANCHAN KUMARI	2016-17	INDO SHINE INDUSTRIES, NOIDA	FASHION HOUSE	DESIGNER
6.	URVASHI SHARMA	2016-17	UNOVISTA, PITAMPURA	EXPORT HOUSE	PRODUCT DEVELOPER
7.	VINITA GUPTA	2016-17	KRIDHA CREATION	EXPORT HOUSE	JUNIOR DESIGNER
8.	KOMAL DHINGRA	2016-17	FEMINTE, 138, EMERALD HILLS, GURGAON	EXPORT HOUSE	DESIGNER
9.	SUKHWINDER	2016-17	58, GLOBAL TREND, NOIDA, SECTION - 58	EXPORT HOUSE	ASSISTANT DESIGNER
10.	UMANG SAINI	2016-17	STREET-9, NOIDA	EXPORT HOUSE	ASSISTANT DESIGNER
11.	RAJNI CHAUDHARY	2016-17	SIFT (SHOKEENDA INSTITUTE OF FASHION TECHNOLOGY)	LAISON OFFICE BRAND -FG4(LONDON)	ASSISTANT DESIGNER
12.	AMIT RAGHAV	2016-17	H-91, SECTOR-63, NOIDA	FASHION HOUSE	DESIGNER
13.	SURBHI VARSHNEY	2016-17	VISHESH APPAREL, B-107, SECTOR-63, NOIDA	EXPORT HOUSE	DESIGNER
14.	K. SWATI	2016-17	SHAHI EXPORTS	SELF EMPLOYED FASHION BOUTIQUE	DESIGNER
15.	ASHI	2016-17	SDS CREATION	EXPORT HOUSE	ASSISTANT DESIGNER



Ms. Mallika Batra (R) of Advance Fashion Designing course – winner of Asia Designer Week

Inset Ms. Rohini Gungnani a Famous Designer giving away Prize to the Student



## Achievements

### Office Management

1. 14 Hindi Stenographers (Probationers) from **Ministry of Home Affairs** have completed a training programme in English Stenography.
2. Rajat Yadav, Stenography student, joined **ASI / Steno CISF** (Central Industrial Security Force). He is now posted in Mumbai.
3. Kunal, an employee of **Ministry of Mines, Shastri Bhawan**, pursuing stenography in YMCA.
4. 2 Employees from **NDMC** are pursuing Office Management Course.
5. Manan Soni, Stenography Student has joined in **ITDC**.
6. Institute has successfully conducted **Recruitment Test** for **Lalit Kala Akademi** on 9<sup>th</sup> June, 2018 for the posts of Stenographers / Senior Computer Clerk. Institute has conducted many such tests earlier also for various organisations.

### Fashion

1. **Ms. Divya**, a Fashion Design student, has been selected in **Modelling** auditions of **Fashion life style Magazine**. She got a chance to ramp walk alongwith '**Mugdha Godse**' a renowned actress and model. She was profiled in **Fashion Life Style** magazine also.
2. **Abhishek Tripathi**, a Fashion Design student, had been selected as a **Designer** in the auditions of '**Fashion Life Style Magazine**'. He got a chance to showcase his collection during '**Runway Fall Summer Fashion Week**' which was held on 27th April, 2019.
3. **Ms. Tanisha**, a Fashion Design student, had been selected as **The Best Designer** in Design Bloom Contest. She got an opportunity to showcase her designs in **Couture Runway Week** at Crown plaza, Okhla.

### New Initiative

1. An '**English Club**' has been established to provide a platform to YMCA students to hone their skills in '**English Communication**'. The activities based fun filled learning happens in this club and students gain confidence in English Speaking after attending club sessions.
2. A '**Theatre Club**' to build confidence in students. It will enable them to take up challenges of life in a better way.



Students Participated as top Designers in  
**Couture Runway Week 2019**



Fashion Design Student **Ms. Divya**, rampwalked with  
renown Actress & Model, **Ms. Mugdha Godse**.



## FUNCTIONS / PROGRAMMES HELD

### Farewell for students of Advance Diploma Programme in OM / ID / FD

Farewell of Advance Diploma Program students in Office Management / Fashion Designing / Interior Designing was held in Heniz Auditorium. Ms. Vaishnavi of Fashion Design Programme and Mr. Soumjit Sarkar were selected as **Mr. & Ms. YMCA** on the basis of their academic performance and good behaviour throughout their tenure in the Institute. The students got skilled in various fields & enjoyed their journey of two years at YMCA. They expressed the same during farewell.



### Fashion Show - Memorabilia 2018

An Annual Fashion Show programme was held on 24 November, 2018 in Constitution Club of India. **Ms. Payal Jain**, a renown Fashion Designer, graced the occasion and addressed the students. Almost 700 spectators watched the programme. The main theme of the show was '**Sustainable Fashion**'. All designers got inspiration from slow fashion, eco friendly fashion and sustainability. Total 13 themes were showcased. There were 5 - 6 designers for each theme. Each theme displayed 5 designs on ramp.



### Convocation

Convocation for the batch 2017-18 was held on 11th Oct, 2018. 36 students of IOM & IFTD got the meritorious certificates. 513 students of IOM and IFTD were awarded diploma who had successfully completed the program.



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INSTITUTE FOR OFFICE MANAGEMENT  
INSTITUTE FOR CAREER STUDIES  
INSTITUTE FOR FASHION TECHNOLOGY DESIGN



## Exclusive Exhibition of Fashion and Interior Design - VIVID 2019

Fashion Designing Exhibition was held. The products made by students during their academic programme were exhibited. The works of students were highly appreciated by the visitors.



## Picnic for IOM & IFTD Students

Students of IOM & IFTD along with faculty and director had been to 'Lohagarh Farms' in Gurgaon. Students enjoyed adventurous activities viz., Magic Show, Haunted House, Puppet Show, Camel Ride, Tractor Ride, Sack Race, Spoon & Lemon Race, Commando Crawl, Beam Balancing, Cat Walk, Rope Ladder, Tarzan Swings, Double Rope Bridge, Pottery Making etc. In addition to it, they relished delectable food over there.



## HPDP FEST - UMANG 2018

The students celebrate HPDP Fest, named 'UMANG' Inter-Institute competition is held in various fields viz. : Debate, Quiz, Singing, Dancing, Table Tennis, Cricket, Collage making, Rangoli and many more. 'Student of the Year' award and 'Best Institute' award presented to the best student and Institute respectively.





**Thank you Lunch** was organised on 17th January, 2019 at Heinz Auditorium for Fashion Design students who took part in Fashion Show Memorabilia 2018 and made it successful.



## Workshops

### Workshop For Fashion Students

A 3 day workshop was conducted for students of Fashion Design in Heinz Auditorium from 17th to 19th September 2018. It was based on **Sustainable Fashion and Styling**. Ms. Sonia Jetleey, a fashion designer and Mr. Anuj Lalwani, a fashion stylist, were the resource persons for the programme. Students gained knowledge about it and applied it during fashion show 2018.



### Workshop For Interior Students

A 'Vastu workshop' was conducted for Interior Design students. 'Vastu' is an integral part of Interior Design curriculum.





## **Workshop For Office Management Students On Communication Skills**

Mr. Mark from toastmasters club-USA gave tips on effective communication.



## **Workshop For beauty Therapy Students**

A free workshop was conducted for beauty therapy programme on the theme Bridal & Cocktail Make-up.



## **A Two Weeks Training Conducted for the Employees of Power Finance Corporation New Delhi**



## **Hands On Training of IOM Students for Office Automation**





## Internship of Students

Students of AID & AFD have undergone 45 day Internship in various organizations. Interior Designing students have joined DLF, Divine Design, ASP Associates, Living Balconies, V. Arch & Design, Infinity Interior, Signorini Furniture etc. Fashion Designing students have joined Triburg Apparel, Shivalik Martinique Clothing Pvt Ltd., Place Well India Pvt. Ltd., Naval Export, Pooja International etc.

Students of IOM have undergone 3 month Internship in VFS, IFP Petro Products Pvt. Ltd. Futuristic Simplified Computing, etc.

## Industrial Visits of Fashion and Interior Design students

### Interior Design

- Interior Design students of 2nd year visited **Erto Cuisine**, Noida.

Students learned functional aspects of:

- Processing of Wood - sawing, taping on shutters
- Manufacturing process of Shutters
- Preparing carcass
- Designing of Modular Kitchens
- Wardrobes
- Furniture



**Erto Cuisine**

First year Interior design students visited **Asian Paints** and they understood about the colour schemes and textures. Students visited the complete store setup of the company and understood the colour schemes.







**Hettich**

Advance Interior Design students visited **D. S. Doors, Faridabad**. The main objective behind the visit to give them a feel of a live production site where wood for furniture is extracted from the logs and its processing is done afterwards. Students could very well relate the theoretical concepts taught in the class with the practical aspects.

First year students visited **Hettich Showroom** in different batches. The main objective behind this industrial visit was to increase the visualization of students on broader perspective for designing modular Kitchen and modular furniture and also to make them aware about the wide range of hardware and fittings available in the brand.



**D. S. Doors**



**Jaquar**

First year Interior Design students visited '**Jaquar**'. The main objective of the visit is to have a broader perspective of bathroom fittings.

To aware them about the new advanced technology and accessories available for Bathroom Designing.

## **Fashion Design**

Students of Fashion Design visited **Crafts Museum and Weavers Centre, Ashok Nagar**. In Crafts museum, they learnt about the traditions of Indian styles, Indian aspects of clothing, handicraft work, paintings and fabrics related to various states etc. In Weavers centre, students learnt about looms and weaves of India along with tie and dye techniques, block printing used in various parts of India.





# Prospectus



Students of Advance Fashion Design and Apparel & Retail Merchandising visited 'Garment Technology Expo 2019' to attain knowledge about the latest technology available in this field.



Another Industrial visit of these students was to **BL. International (Export House)**



Students of First year Fashion Design visited **Doll Museum** to gain knowledge about the costume of various states. Same students visited **HSPS Textile Pvt. Ltd. (Harper Group), Okhla** which is a fabric sourcing place. The main objective behind the visit is to check different Fabrics available in the Textile Industries.





## General Guidelines

### 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.

Self Attested copy to be submitted along with the application form of the certificate/degree as required or the course applied for;

- (i) Certificate / Mark-sheet of 10 standard or equivalent.
- (ii) Certificate / Mark-sheet of 12 standard. Admission of such candidates shall be finalized only on submission of class 12 Mark sheet certificate (proof of having passed the 12 standard exam).
- (iii) Graduation Degree / Mark-sheet to be submitted.

If the above result is awaited, documents are to be submitted within 04 months from the date of commencement of the course. Failing which admission will stand cancelled.

### 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 self Attested copy of the original certificate to the office when they obtain the same within 04 months from the date of commencement of the course as mentioned above.

### 3. Admission Fee

Candidate selected for admission will deposit the required amount by Demand Draft in favour of NEW DELHI YMCA EDUCATION CENTRE.

Payments are accepted through Cards and Paytm also

Fees Deposit timings are 10.00am to 4.30pm (Mon – Sat)

### 4. Attendance

- (i) All students shall be regular and punctual throughout the academic year. Students must have 70% attendance to be eligible to appear for main examination. They will have to attend the classes again for the same within two years time.
- (ii) 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 struck off the rolls. Re-admission, in exceptional cases, can be sought on payment of Re-admission fee and arrears, if any
- (iii) Medical Leave : In case of illness, the student 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. All medical leaves must be supported with proof of medications like Doctor's Prescription, Hospitalization, Test Reports etc.



## 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.

## 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, equipment, books etc., the student concerned shall be liable to replace the damaged property or make good the cost of the items.
- (iv) Visitors are not permitted to meet students during class hours, except with the prior permission of the Director.
- (v) Every student is expected to observe discipline in and outside the classrooms.
- (vi) Breach of discipline will be dealt with by the Director.
- (vii) Use of mobile phones on the premises of YMCA is prohibited.

## 7. Stationary

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

## 8. Evaluation & Examination

- (i) **Evaluation System:** At the end of each semester, participants will have to appear for examination. A part of which is reserved for internal assessment i.e. Participation and contribution in seminars, case 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 examination will be graded as per the 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

- (ii) **Verification of marks :** Any student not satisfied with 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. Such request applications should be made within 15 days from the date of declaration of results. The student shall be intimated within one month.



(iii) **Clash of Examination schedule**

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

(iv) **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 exams. Unsuccessful candidates must check from the office of the Institute regarding the date of supplementary examination and the same will be displayed on the notice board.

A candidate needs to fill the supplementary form which will be available in the Institute a few weeks before the supplementary examination. The tentative dates to fill the supplementary forms for Practical of Fashion and Interior courses are 1<sup>st</sup> April - 20<sup>th</sup> April and 1<sup>st</sup> October - 20<sup>th</sup> October for May and December examination respectively.

However, the institute reserves the right to change the dates to fill the supplementary form.

(v) **Three chances only:** A candidate who gets supplementary in any of the semester examination will be provided with only three chances to clear the papers/s within two years of completion of the course.

9. **Diploma**

All candidates joining the Institute shall be eligible for award of Diploma only after being assessed successful through the examination process established and within one year of the declaration of result.

10. **Notice Board**

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

11. **Library**

The library has one the best collections of books in Delhi. 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.

12. **Guest speakers**

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

13. **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 and to improve the quality of programmes.

14. **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 members remain in constant touch with the Director and with each other to evolve a properly planned course of instruction.



## 15. Responsibility of Parent/Guardian :

- (i) To ensure accuracy while -
  - a) Submitting the application for admission ie Certificate, Diploma etc.
  - b) Submitting leave letters
- (ii) Regular Payment of fee before due date
- (iii) Encourage and monitor trainee for regular attendance, good academic record and general behavior.
- (iv) 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.
- (v) 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 over night stay visit of student

- 16. The management reserves the right to change any or all of the contents of the Prospectus anytime without assigning any reason thereof.



Work of Fine Arts & Fashion Design Students

**"Follow your dreams with us... Industry Oriented Design Courses"**



## FREQUENTLY ASKED QUESTIONS

### INSTITUTE FOR OFFICE MANAGEMENT

**Q1. What are the Job opportunities after this course?**

With the rising demand for Executive Assistants, Office Assistants, Secretaries, Administrative Assistants, Personal Assistants, Coordinators, Front Office Assistants, Back Office Assistants, Stenographers, Typist, etc. there is a need for specialized / trained staff. We train our students in these areas.

**Q2. What kind of experience I will get as an office management student at YMCA New Delhi?**

You will be given an in-house training to be an Executive Secretary and Assistant who play a vital link between the top executive and various departments. A student at IOM in YMCA is groomed with all the requisite tools to provide perfect-executive support, keeping in view the demands of the time. The Institute experience at YMCA (IOM) is more than just classes. It is to discover yourself and to know your talents & capabilities.

### INSTITUTE FOR FASHION TECHNOLOGY & DESIGN

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**Q1. What are the career opportunities we have in Interiors Industry? Does New Delhi YMCA provide placement assistance after completion of the course?**

Lots of opportunities exist in this field for students as the sectors needing highly skilled and innovative professionals are increasing day by day. Future in design hold great scope and infinite possibilities for talented individuals. This makes Interior Design a very competitive field with healthy career prospects. To serve this purpose New Delhi YMCA has created an active placement and corporate interaction cell. The organization provides 100% placement assistance.

**Q2. What kind of exposure will I get as a design student at New Delhi YMCA?**

The main purpose of Interior education is to create a comfortable and aesthetically pleasing interior space. In New Delhi YMCA we offer education that helps a designer to plan and decorate interior space in either commercial or residential spaces. The YMCA experience is more than just classes. We offer learning concepts like architectural interior drawings, understanding design machines and creating computer aided design portfolios. On successful completion of the course, you will definitely get employment opportunities with architectural firms, interior designer firms, builders, promoters, construction firms, as Delhi beings business hub for industries connected with building material, stones, paints, etc.

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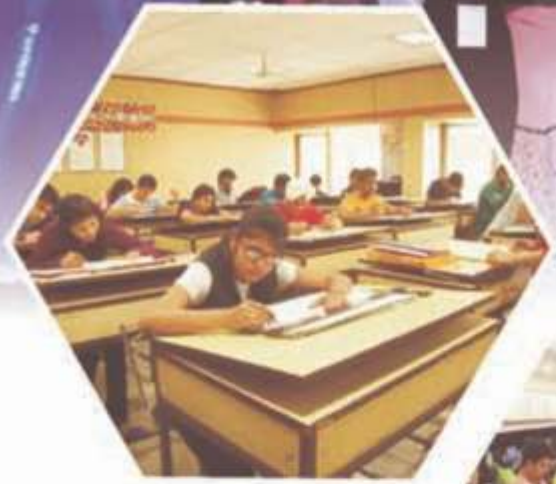
**Q1. I want to do design oriented course, but when I searched. I found many institutes offer different courses. But my friend and family suggested YMCA. So I want to know how is YMCA better?**

YMCA offers an international level of education and provides opportunities to its students, to survive in the domestic and international market. YMCA offers many specialized short term courses which are most effective and are better then courses offered by other institutes. These short terms courses help its students to excel in their field.

**Q2 Are YMCA Fashion courses sufficient for my career?**

The teaching methodology at YMCA is research oriented. YMCA offers 2 year advance diploma as well as many specialized short term courses. These courses offer its students theoretical as well as practical knowledge which helps students to groom their personality and creativity. YMCA has a fully equipped hi-tech lab with the latest computers and machines. These fashion courses of YMCA take its students to the top most positions in the fashion industry.









Reg. No.....

Sl. No.....

**NEW DELHI YMCA**  
**INSTITUTE FOR OFFICE MANAGEMENT (IOM) &**  
**INSTITUTE FOR FASHION TECHNOLOGY & DESIGN (IFTD)**

**APPLICATION FOR ADMISSION**



1. 1-Year Diploma in Office Management (DOM)
2. 1-Year P.G. Diploma in Office Management (PGDOM)
3. 1-Year Diploma in Interior Designing (DID)
4. 1-Year Diploma in Fashion Designing (DFD)
5. 1-Year Diploma in Apparel & Retail Merchandising (DARM)
6. 2-years Advanced Diploma in Office Management (ADOM)
7. 2-Years Advanced Diploma in Interior Designing (ADID)
8. 2-Years Advanced Diploma in Fashion Designing (ADFD)
8. 1 Year Diploma in Beauty Therapy (DBT)



Name (in block letters) \_\_\_\_\_ Male ☐ Female ☐

Email ID of the Candidate \_\_\_\_\_

Date of Birth \_\_\_\_\_

Father's Name \_\_\_\_\_ Mobile No. \_\_\_\_\_ Email ID of Father/Guardian \_\_\_\_\_

Mother's Name \_\_\_\_\_ Mobile No. \_\_\_\_\_ Email ID of Mother \_\_\_\_\_

Postal Address \_\_\_\_\_

\_\_\_\_\_ pin code \_\_\_\_\_ Phone (Res.) \_\_\_\_\_ (Mobile) \_\_\_\_\_

Permanent Address \_\_\_\_\_

Parent / Guardian's Name, Occupation & Address \_\_\_\_\_

\_\_\_\_\_ Phone (Mobile) \_\_\_\_\_

Monthly income of the Parents/Guardian/Spouse \_\_\_\_\_

**Details of Education Completed:**

Examination Passed	Name of Board/University	Year of Passing	% of Marks obtained
10 <sup>th</sup> Standard			
12 <sup>th</sup> Standard			
Graduation			
Any other			

Any serious Allment/Physical Deficiency/Disorder \_\_\_\_\_

I accept the terms and conditions given in the Prospectus.

Signature of Parents / Guardian \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

**Guidelines for filling up the Application Form:**

1. The application form must be filled by the Candidate only.
2. The application form must be filled in CAPITAL / BLOCK letters only.
3. Write clearly & legibly with no overwriting. Use Black / Blue pen only.
4. The Name / Father's Name and other details should be as per matriculation certificate.
5. The application form must be accompanied by the attested photocopies of Certificates / Marks -sheets of 10<sup>th</sup> & 12<sup>th</sup> standard & Graduation marks-sheets / Certificate for PG Course .
6. One additional recent passport size photograph of the candidate is also to be submitted along with form.
7. Two copies of any of these ID Proofs(Pan Card/Driving License/Passport/Voter ID card/Aadhar Card)



## Highlights

The key differentiators of Institute for Office Management & Institute for Fashion Technology and Design:

- 1) A vibrant, stimulating learning environment amidst the leaders of tomorrow.
- 2) An Experienced Faculty with time tested Pedagogy.
- 3) A rigorous curriculum benchmarked to international standards.
- 4) An International brand with campuses located in India & abroad that radiate our rich & plural cultural tradition.
- 5) Regular engagement with Industry to keep abreast with market requirements.
- 6) Networking with alumni who are recognized as adept professionals.
- 7) Disciplined & congenial atmosphere to make students successful citizens of India to face challenges of life.



**Ms. Reena Dhaka (Renown Fashion Designer) lighting the lamp**



**Mr. Rohit Bal (Renown Fashion Designer) addressing the students**



**Megha Chaudhary, student of Fashion Design, stood 2nd in Khadi Adi Sangram 2018 Competition, held at Talkatora Stadium**



# NOW YOU CAN REACH US FROM ANYWHERE IN DELHI & NCR

THE MAP IS NOT TO SCALE



Institute for Office Management & Institute for Fashion Technology & Design  
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E-mail: [iom@newdelhiymca.org](mailto:iom@newdelhiymca.org) Website: [www.newdelhiymca.in](http://www.newdelhiymca.in)

Rs. 500/-