



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 the then Calcutta in 1854.

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 quality 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 six 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 and the institute for Hotel Management & Catering 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 Executive Director



Meenakshi Gupta
Executive Director

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 tringle logo.

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.

Our 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
Executive Director

Institute At A Glance

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 & IHMCT have 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 and IHMCT 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.



Kitchen Lab



Library

Professional / Vocational / Job Oriented Courses

1. UG COURSE IN HOTEL AND CATERING MANAGEMENT

- Eligibility** : 10 + 2 or Equivalent
Duration : One year – Followed by 6 months of Internship
(Industrial Exposure Training)
- : Two Months practical training in YMCA Tourist Hostel of 100 rooms apart from regular practicals.

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 Accountancy
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**

2. 2 YEAR DIPLOMA IN HOSPITALITY & HOTEL MANAGEMENT

- Eligibility** : 10 + 2
Duration : 1 ½ Years – followed by 6 months of Internship
Industrial Exposure Training
- : Two Months practical training in YMCA Tourist Hostel of 100 rooms apart from regular practicals.

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.
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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 over 3/4 wineries where manufacturing of wine from grapes is shown.
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***Applicable for UG Course in Hotel & Catering Management**

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
 - 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 : One Year

Timing : 1½ Hours a day; 5 Days in a week

Course Contents :

Aviation

- Functions and Responsibilities of a Cabin Crew
- Meal Service on Board
- Beverages Classification and Service
- First Aid

Hospitality

- Front Office
- Housekeeping
- Food and Beverage

Personality Development

Attitude, Learning and Knowledge, Motivation, Conditioning and Change, Empathy, Time Management, Stress Management, Leadership, team Building, Communication, Body Language.

Grooming

1.Intro to importance of grooming 2.Basic hygiene n body language 3.Diet and fitness 4.Skin care 5.Haircare 6.Make up 7.Makeup 8.Saree draping 9.Test

English

Forms of communication Reasons for miscommunication Effective communication Developing vocabulary, Icebreaker-Meeting and greetings Intro to formal and informal vocabulary, Parts of a speech Present simple, Conversation skills Articles, Present continuous Speaking activity, Vocabulary-professions, Agreeing/disagreeing/interrupting/expressing likes n dislikes Public speaking, Intro to regular and irregular verbs Past simple, Past continuous Public speaking, Prepositions, Modal verbs Interactive speaking session, Present perfect tense, Present perfect continuous Speaking activity, Indianism and common speech errors, Newspaper reading Accepting n refusing invitations/making suggestions, Group discussion, Future tense Speaking activity, Idioms Group discussion, British-American English..differences in vocabulary, Adjectives Free speech activity, Consonant sound Vowel sounds, Tongue twisters to practice sounds, Voice recording/ reading/speaking activity, Syllable stress..noun/verb pronunciation, Etiquettes, Presentation n public speaking, Preparing for interviews, Group discussion, Fun learning with acronyms/homonyms/proverbs, Test

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:

- 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.
- 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.
- 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

10. 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.

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



11. 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

12. IATA FOUNDATION COURSE AFFILIATED TO (MONTREAL, CANADA)

Eligibility	:10+2 ATFT, ATAP/Travel Course - 1 Year/ For YMCA Students (ATFT/TTFH)
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 :

- | | |
|--|---|
| <p>1. Environment</p> <ul style="list-style-type: none"> • The business Environment of the Travel & Tourism Industry • Geography in Travel Planning • Travel Formalities <p>2. Support Services</p> <ul style="list-style-type: none"> • Customer Service • Technology in the Travel Industry | <p>3. Products</p> <ul style="list-style-type: none"> • Land Transport – Rail • Land Transport – Car & Camper • Hotels • Water Transport – Ferry • Tour Packages • Air Transport Essentials <p>4. Air Fares & Ticketing</p> |
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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.

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.



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 or before the semester end examination. 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 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 good's / 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.
13. Guest speakers
A number of distinguished academicians, professionals and industrialists are specially invited to address the students periodically.
14. 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.
15. 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.
16. 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.
17. 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.



Institute for Career Studies
Institute for Hotel Management & Catering Technology
Fee Structure 2022-23

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 for the Course a student will be required to pay the following fees.

	Programme – 1 year Duration	Total fee	First Installment at the time of Admission	within 4 Months	Within 4 Months after 2 nd installment
1	1-Yr. Hotel & Catering Management	90,415	55,145	35,270	NA
2	2-Yr Diploma in Hospitality & Hotel Mgt.	140,310	57,466	41,424	41,420
3	1-Yr. Travel Tourism & Airport Handling	65,780	40,364	25,416	NA
4	PG Dip. In Aviation & Tourism Mgt*	68,000	41,697	26,303	NA
5	1-Year Diploma in Air Hostess, Travel & Airport Management	85,205	52,019	33,186	NA
6	1-Year Nutrition Dietician & Health Mgt	59,415	36,546	22,869	NA
7	1-Year Foreign Languages Diploma	52,810	32,582	20,228	NA
	Short Term Courses	Lump Sum Payment at the time of Admission			
8	General & Professional English (2 months)	5,710			
9	Personality Assessment & Development (3 months)	16,360			
10	Air Travel Fares & Ticketing (3 months)	16,430			
11	Airlines Travel Agents personnel (5 months)	20,980			
12	Computerised Reservation System 1 month	12,635			
13	a) IATA Foundation Course - (YMCA Students) 3 months	68,401	21,260 + 47141		
14	b) IATA Foundation Course - (Outside students) 3 months	72,681	25,540 + 47141		

*All fee inclusive of 18% Services Tax

Mode of Payment :

- Debit Card /Credit Card
- Demand Draft or Pay Order in Favour of "New Delhi YMCA-ICS".
- NEFT/ Bank transfer : New Delhi YMCA-ICS, Kotak Mahindra Bank, Jor Bagh, New Delhi - 110003
A/c : 0513689303 IFSC Code : KKBK0004602



Front Office



Dinning Hall

Guidelines for Refund of Fees

Refund of Fees in the event of the Student:

A. *Applying for fee refund before the course is commenced or cancelled-* 100% fee is refunded.

B. Not having attended classes after the course is commenced :

- (i) Applied for fee refund within two days from course commencement 75% of the amount Paid is refunded.
- (ii) Applied for fee refund between 3 to 7 days from course commencement - 50% of the amount Paid is refunded.
- (iii) Applied for fee refund between 8 to 5days from course commencement - 25% of the amount Paid is refunded.

C. Having attended classes for 01 day:

- (i) Applied for fee refund within two days from course commencement-70% of the amount Paid is refunded.
- (ii) Applied for fee refund between 3 to 7 days from course commencement – 40% of the amount Paid is refunded.
- (iii) Applied for fee refund between 8 to 15 days from course commencement - 20% of the amount Paid is refunded

D. Having attended classes between 2 to 6 days of course commencement:

- (i) Applied for fee refund between 3 to 7 days - 50% of the amount paid is refunded.
- (ii) Applied for fee refund between 8 to 15 days of course commencement – 25% of the amount Paid is refunded.
- (iii) Applying for refund of fee after a lapse of 15 days of course commencement – No refund will be made.

E. *Applying for refund of fee after the lapse of 15 days of the course commencement – No refund will be made*

* Point No; E is common in all the cases of A to D (if applicable)

** In all the points mentioned above from A to D, *fee will be refunded excluding GST*