

New Delhi YMCA



# NEW DELHI YMCA

EDUCATION CENTRE

## INSTITUTE FOR CAREER STUDIES & OFFICE MANAGEMENT



**PROSPECTUS**  
**2026 - 2027**

## YMCA AT A GLANCE

The Young Men's Christian Association (YMCA) Movement, worldwide, since 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 Kolkota in 1857. The New Delhi Young Men's Christian Association today, after more than 9 decades of its existence, 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 fulfill 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 instill 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 neighboring states to achieve the above mentioned objectives in letter and spirit.

New Delhi YMCA has made a significant contribution to professional studies through the four Institutes it runs namely. Institute for Career Studies & Office Management, Institute for Fashion Technology and Design, Institute of Management Studies, 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, continuing in the course or 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.



## Message from the Director

Welcome to the Institute for Career Studies & Office Management (ICSOM) of New Delhi YMCA—where excellence meets opportunity.

It gives me immense pleasure to extend a warm and heartfelt welcome to all aspiring students who have chosen to embark on their academic journey with us. At ICSOM, we are committed to providing a nurturing, innovative, and professionally driven environment that fosters holistic development and career readiness.

We take pride in our highly qualified faculty, who bring a rich blend of academic expertise and industry experience. Our curriculum is carefully designed to align with current industry demands and market trends. It has been well received by professionals and industry partners.

At ICSOM, we strongly believe in empowering students with strong values, professional competence, and leadership skills.

We provide a supportive and congenial environment to our students who would be leaders of today and tomorrow.

Wishing you all the very best for a bright future ahead.

Warm regards,

**Dr. Sunil Kumar Vohra**

**Director - ICSOM**

## 1. ONE YEAR DIPLOMA IN TRAVEL TOURISM AND AIRPORT HANDLING

**(Government Approved)**

Eligibility : 10+2  
Duration : One Year  
Timing : One hour a day, 5 Days a week



Aerospace & Aviation  
Sector Skill Council



### Course Contents :

- International Organisation - IATA, ICAO, UFTAA, PATA, etc.
- Functioning of a Travel Agency and Types of Agencies, Working of an Airline
- World Geography, Passport & Visa Documentation
- Foreign Exchange, Air Fare Calculations & Ticketing, Baggage Allowance
- Terminology used in the Travel Industry Facilities provided in an International Airport Domestic and International –Hotel Reservation
- Airport Handling of Passengers, Documentation, procedure, departure and arrival formalities at the Airport.
- English Communication Skills & Personality Development
- Computerised Reservation System (CRS) : Global Distribution System (GDS) AMADEUS
- Foreign Language – French
- Hospitality

### Tourism

- Environment of Travels Tourism Industry geography in Travel Planning.
- Travel formalities - Air Transport, Land Transport, Rail Transport, Hotels and Cruises.
- Domestic and International destinations and itinerary planning and tour packages
- Cultural Tourism and sustainable development goals.

### Job Opportunities

- Airlines, Sales – Reservation – Ticketing – Accounts
- Facilitation – Information Airport Check-in-Counter-Baggage Section-Agency Counter
- 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
- MNCs, BPOs, setup your own agency

## 2. CERTIFICATE IN CABIN CREW (Government Approved)

Eligibility : 12th Pass  
Duration : 3 Months  
Timing : One hour a day, 5 Days a week



Aerospace & Aviation  
Sector Skill Council



### Course Contents :

Functions and Responsibilities of a Cabin Crew, Meal Services on Board, Beverages, Aircrafts interior, Seat configuration, Embarkation, Disembarkation procedure Inflight announcement, Galleys, special handling passengers, Cabin services in different zones, Types of Aircrafts, safety demonstration, First Aid Attitude, Learning and Knowledge, Motivation, Empathy, Customer care, complaint handling, Time Management, Stress Management, Formal dressing, Grooming and its importance, Basic Hygiene and Body Language, Diet and Fitness, Skin Care, Hair Care, Make Up.

Effective Communication, Reasons for Miscommunication, Developing Vocabulary, Icebreaker-Meeting and Greetings Intro to Formal and Informal vocabs n and Public Speaking, Preparing for Interviews, Group Discussion.

Job Opportunities: Students can work as Cabin crew, Air hostess, Flight Purser, Ground Staff.

### Specification:

Height: Female: 5'3" Male: 5'7", No Tattoos



### **3. ONE YEAR DIPLOMA IN HOTEL AND CATERING MANAGEMENT**

#### ***Plus 6 Months Industrial Training***

Eligibility : 12th Pass

#### **Course Contents :**

##### **Semester - 1**

- Food & Beverage Services
- Food & Beverage Production
- Front Office
- House Keeping
- Accounting
- Kitchen Practical
- Communication

##### **Semester - 2**

- Food & Beverage Services
- Food & Beverage Production
- Front Office
- House Keeping
- Accounting
- Kitchen Practical
- 1 Month Tourist Hostel Practical Training

##### **Job Opportunities**

Star Hotels, Cruises, Clubs, Events, Food styling. Corporate/MNC's Guest Houses, Facilities Management Company

## **4. 1.5 YEAR DIPLOMA IN HOSPITALITY AND HOTEL MANAGEMENT**

### ***Plus 6 Months Industrial Training***

Eligibility : 12th Pass

### **Course Contents :**

#### **Semester - 1**

- Food & Beverage Services
- Food & Beverage Production
- Front Office
- House Keeping
- Accounting
- Kitchen Practical
- Communication

#### **Semester - 2**

- Food & Beverage Services
- Food & Beverage Production
- Front Office
- House Keeping
- Accounting
- Kitchen Practical
- 1 Month Tourist Hostel Practical Training

#### **Semester - 3**

- Advance Food & Beverage Services
- Advance Food & Beverage Production
- Advance Front Office
- Advance House Keeping
- Kitchen Practical
- Marketing
- Tourism
- Hospitality

#### **Job Opportunities**

Star Hotels, Luxury Ships, Railways, Clubs, Airlines, Events, Food Styling, Teaching and Training, Corporate/MNC's Guest Houses, Facilities Management Co.

**In both Diploma courses** -“Hotel & Catering Management” and “Hospitality and Hotel Management”,students are sent to various star category Hotels for (Outdoor Catering) ODCs for more practical/Industrial exposure.

**Field Visit:** Students visits to various market & Exhibition to gain Knowledge & to understand the market trends.

**Wine Tour:** The students are taken on Education trip to Nasik / Vinchoor for 5/6 days (with additional cost). Students visit Grape field, winery etc. During this tour, students also get the knowledge of Regional cuisine.



## 5. ONE YEAR DIPLOMA IN OFFICE MANAGEMENT & SECRETARIAL PRACTICE

Eligibility 10+2

Duration: One Year

Timing Three hours, 5 Days a week

### Course Contents

#### SEMESTER - 1

Business English Communication

Functional English & Presentation Skills

Computer Applications

Office Management

Computer Typing Skills

Shorthand & Stenography

#### SEMESTER - 2

Business Communication

English Proficiency & Soft Skills

Computer Application & Tally

Administrative Processes

Computer Typing Skills

Shorthand & Stenography

#### OBJECTIVE:

- Students will learn about administrative practices and effective business communication
- Students undergo training in MS Office, stenography & shorthand, business correspondence, handling visitors, records management, travel arrangements, coordination with all departments in the organisation & outside vendors & elementary accounting- ensuring they are ready to meet the fast-paced needs of contemporary offices.
- Comprehensive training in basic computer skills, an introduction to artificial intelligence.
- Students gain confidence to lead office teams and office flows effectively in professional settings.
- The course focuses on efficiency and professionalism in the day-to-day office life.

**Job Opportunities:** Corporate offices | Government & Semi Govt. organizations, | Educational institutions Private enterprises | Hospitals & hotels | Service organisations

**Profile:** Executive Assistant | HR Coordinator | Office Administrator | Administrative Executive | Office Assistant | Front Office Executive | Data Entry Operator | Administrative Support

## 6. ONE YEAR DIPLOMA IN NUTRITION, DIETICIAN AND HEALTH MANAGEMENT

Eligibility	: 10+2
Duration	: One Year
Timing	: 1 ½ hrs a day, Thrice a week

This course will teach the role of macro nutrients and micro nutrients, how to improve the health of an individual. It is designed for students, sports coaches, health & fitness enthusiasts, and housewives. The course aims at imparting knowledge pertaining to foods, diseases and diets useful in everyday life.

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 Trainers, Hypertension, Cardio Vascular disease etc.

- Nutrition during Pregnancy and Lactation
- Infancy, Childhood, Adolescence, Adulthood, Ageing Methods of Cooking , Exchange List, Menu Planning
- Nutrition in Weight Management, Renal disorders, Liver disorders Nutrition for Sports, Hypertension, Bone health
- Nutrition for Diabetes, Anemia Diet in Diseases
- Assessment of Nutritional Status Malnutrition
- Nutrition for Fitness in Sports, Obesity Management
- Health Management Diet for Thyroid Diet for Cancer
- Diet for PCOD Clinical Nutrition

**Job Opportunities :** Working with health setups as Dietician, Clinical Nutritionist, Freelancer dietician, Slimming Centres. Educational institutes and Hotels are also hiring dieticians.

## 7. ONE YEAR DIPLOMA/2 YEAR ADVANCE DIPLOMA IN FOREIGN LANGUAGES

\* French \* German \* Chinese \* Spanish \* Japanese

Eligibility : 10th Pass

Duration : One Year / Two years

Classes : 1 ½ hrs a day, 3 Days a week

### Course Contents:

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

To train students to be self-reliant with regard to spoken and written language.

Special focus on conversation covers all Tenses, Expression

Express different moods through Present, Past, Subjective and Conditional Special Focus on Culture and Literature

Special Focus on understanding speech of native speakers using audio - visual material Usage of Formal and Informal Language

Translation from Foreign Language to English & Vice versa Interpretation

- d. The advanced diploma for French & German is designed to enhance already acquired language skills and communication abilities. At this level, candidates would be able to use the language for specific purposes in various field e.g. Tourism Business Relations, Government Organization and the Health Sector.

**Job Opportunities :** National and Multinational Companies as well as in Corporates

## 8. 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 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 years 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.

**Tourism** :Environment of Travel and Tourism Industry Geography in Travel Planning  
Travel Formalities - Air Transport, Land Transport, Rail Transport , Hotels  
Water Transport Cruise and Ferries Tour Packages  
Airport and Ground Handling Customer Service  
Domestic and International Destinations and Itinerary Planning

**Air Fares and Ticketing:** Technology in the Travel Industry

Passenger Air Tariff Types of Journeys  
World Geography & Global Indicator Travels Terms  
Fare Selection Criteria Currency Rules Specified Routings OW Fare Construction  
RT & CT Fare Construction RTW Journeys  
E-Ticketing Travel Limitations  
Taxes, Fees Charges Children & Infant Fares Special Fares  
Billing & Settlement Plan

**Foreign Language - French**

**Airport Handling** Documentation, procedure, departure and arrival formalities at the Airport

**Computerised Reservation System (CRS) : Global Distribution System (GDS) - AMADEUS**

**Job Opportunities**

Leading domestic and International Travel Agencies, State and Central Tourism Department, Airports, Tour Packaging Companies, Transportation Companies. Event and Holidays Planning Companies. Corporate and MNCs, Travel Planner and Star Hotels.

## 9. CERTIFICATE COURSE IN AIRLINES TRAVEL AGENTS PERSONNEL

Eligibility : 10+2

Duration : 5 Months

Timing : One hour a day, 5 Days a week

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.

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.

### Course Contents :

- Travel Trade/ Airlines, History of Airlines, Working of an Airline World Geography, Terms & Definitions.
- Preparation of Itineraries Fare Calculations Ticketing
- Types of Passport (Preparation)
- VISA
- Foreign Exchange
- Airport Handling
- VIP Handling /Escorting Information about Load / Trim Sheets

### Job Opportunities :

Domestic & International, Travel Agents, Tour Operators, Multinational companies as they have their own Travel Desk/Counter.

## 10. CERTIFICATE COURSE IN AIR TRAVEL, FARES AND TICKETING

Eligibility : 10+2  
Duration : 3 Months  
Timing : One hour a day, 5 Days a week

### Course Contents :

- Course offers study of different International Organizations connected with Air Travel.
- 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, Electronic Miscellaneous Documents (EMD).

### Job Opportunities :

Domestic and International Travel Agencies, Tour operators.



## 11. CERTIFICATE COURSE IN GENERAL AND PROFESSIONAL ENGLISH

Eligibility : 10th Pass  
Duration : 2 ½ Months  
Timing : 1 ½ hr 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 :

- a. To improve the standard of English in General-Listening, reading, spoken and written.
- b. To improve pronunciation and areas of grammar.
- c. Students imbibe the rules of language unconsciously and infer language structure and usage.
- d. Enable students to write formal and informal letters, emails, paragraphs and articles.
- e. To enable students to crack the competitive exams and job related interviews.
- f. Enable students to express themselves while speaking or writing.
- g. Reduce English phobia by “Learning & Doing” technique.
- h. Develop confidence to deal with people and basic issues.

### Course Contents :

1. Grammar
2. Precis
3. Email writing
4. Article / Essay writing
5. Public Speech
6. Debates
7. Group Discussions
8. Comprehension
9. Extempore
10. Vocabulary Building

### Details of the course

- A.
  - i) English language and its usage; grammar
  - ii) Written English; sentences, paragraph, prose
  - iii) Composition, Comprehension
  - iv) Summarising, Precis 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.

**Job Opportunities :** It is a skill that is required in almost every field including BPOs, KPOs, Call Centre and MNCs.

## 12. STENOGRAPHY SHORT TERM COURSE - SIX MONTHS

Eligibility : 10+2

Duration : 6 Months

### Course Contents :

- Shorthand Theory Learning based on 'Pitman's New Era'
- Computer Typing (keyboard speed building through Type Faster Software')
- Steno Typing
- Dictation 60 w.p.m

### Aim

To develop the note taking speed of students through the mastery of a set of outlines.

**Objective:** To provide the opportunities for students to develop the ability to write Shorthand and Transcribe at a level that meets employment standards.

**Job Opportunities:** Corporate offices | Government & Semi Govt. organizations. | Educational institution | Private enterprises.

**Profile:** Stenographer, Data Entry Executive, Back Office Executive



### 13. CERTIFICATE COURSE IN PERSONALITY ASSESSMENT AND DEVELOPMENT

Eligibility : 10+2  
Duration : 3 Months  
Timing : Classes 1½ hrs a day, thrice a week .

#### Course Contents

##### Theoretical:

- Communication skills
- Concept of Personality
- Theory of personality
- Self Development
- Perception and Learning
- Attitude and Value
- Leadership, Social Adjustment
- Motivation & Morale
- Behaviour Manifestation & Group Dynamics
- Organisational Behaviour

##### Practical :

- Personality Assessment & Development Self Image Test
- Intelligence Test Personal Interview Interactive sessions
- Counseling notes for each psychological test Personality Test
- Anxiety Test Aptitude Test Memory Test
- Emotional Intelligent Test
- The course will be conducted by a Specialist in Interview Technique or by an experienced Psychologist.

**Job Opportunities :** It can equip individual with skills valued in various sectors and increases the chances of career advancements.

### 14. COMPUTERIZED RESERVATION SYSTEM : GLOBAL DISTRIBUTION SYSTEM - AMADEUS

Eligibility : 10+2  
Duration : 1 month  
Timing : System Classes 2 hours a day, 5 Days a week

**Course content :** Covers all the elements of making booking and issuing Tickets as used by the industries.

**Job Opportunities :** To work with Travel agencies and Multinational companies as they have their own Travel Desk/Counter.

# NEW DELHI YMCA

## Human Potential Development Programme

### POLICY GOVERNING REFUND OF FEES FOR HPDP STUDENTS

#### General Guidelines:

1. Admission fee will be non-refundable
2. Registration Fee will be non refundable
3. Security Deposit will be refunded after successful completion of the course.

#### Refund Policy:

- A. Applying for fee refund before the course is commenced — 100% fee (except Admission Fee) is refunded.
- B. If the course is cancelled 100% fee is refunded including Admission Fee.
- C. Not having attended classes after the course 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 15 days from course commencement — 25% of the amount paid is refunded.
- D. 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.
- E. Having attended classes between 2 to 6 days:
  - i. Applied for fee refund between 3 to 7 days from course commencement — 30% of the amount paid is refunded.
- F. Applying for refund of fee after lapse of 15 days of course commencement — No Refund will be made.
- G. Point No. 1 is common in all cases of A to F (if applicable).

## GENERAL GUIDELINES AND INSTRUCTIONS

### 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 Copies 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.
- (iii) Graduation / Degree & Mark-sheet to be submitted. if applied for PG Diploma Programme

### 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.

### 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 at New Delhi  
Fees Deposit Timings are 10.00am to 5.00pm (Mon – Sat)

### 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. 7080/- 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, case History & Medical Certificate.

## 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. Rs. 236/- 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.

## 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's tools, books & documents etc. the student concerned shall be liable to replace the damaged property or goods / materials or the cost of the items to be paid
- iv) Visitors are not permitted to meet the students during class hours except with the prior permission.
- v) Every student is expected to observe discipline in and outside the classrooms within the campus.
- vi) Breach of discipline will be dealt with by the Director.
- vii) Use of mobile phones in the premises of YMCA is prohibited.

## Stationery

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

## Evaluation & Examination

1. **Evaluation System:** Exams are held semester wise / subject wise in one year. At the end of each semester students will have to appear for examination, a part of which is reserved for internal assessment i.e. participation and contribution in classes, case studies, viva, etc. discussions and research projects. In order to complete the examination successfully.
2. Student shall be required to obtain a minimum of 40% marks in each paper and in aggregate. The student who successfully complete examination will be awarded certificate/diploma in their chosen programme.
3. Those who pass the examination will be graded as per following grading system:
  - a. 60% and above First Division
  - b. Less than 60% and above 50% Second Division
  - c. Less than 50% and above 40% Third Division

**Revaluation of marks:** Any student not satisfied with the marks in any paper/papers may apply for revaluation of total marks recorded in the answer books. The request must be submitted on the **prescribed form**, and a **fee will be charged per paper**.

Such request should be made **within 15 days** from the date of declaration of the results. The student shall be intimated within one month about their result.

**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 for examination on time & date given the examination department.

**Supplementary Examination:** Supplementary students are those students who have failed to obtain the minimum passing marks/percentage which is 40%. Examination for supplementary students will be held as per schedule declared by Examination Department. Student must check form the office of the Institute regarding the date of supplementary examination and the same will be displayed on the notice board.

Supplementary forms need to be filled and required fee to be paid.

**Two chances only:** A candidate who gets supplementary in any of the semester examination will be provided with only two chances to clear the paper/s within two years of taking admission in the course.

**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.

**Notice Board:** The students, in their own interest should read the notice board everyday. New development and other important announcements shall always be displayed on Notice Board.

**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.

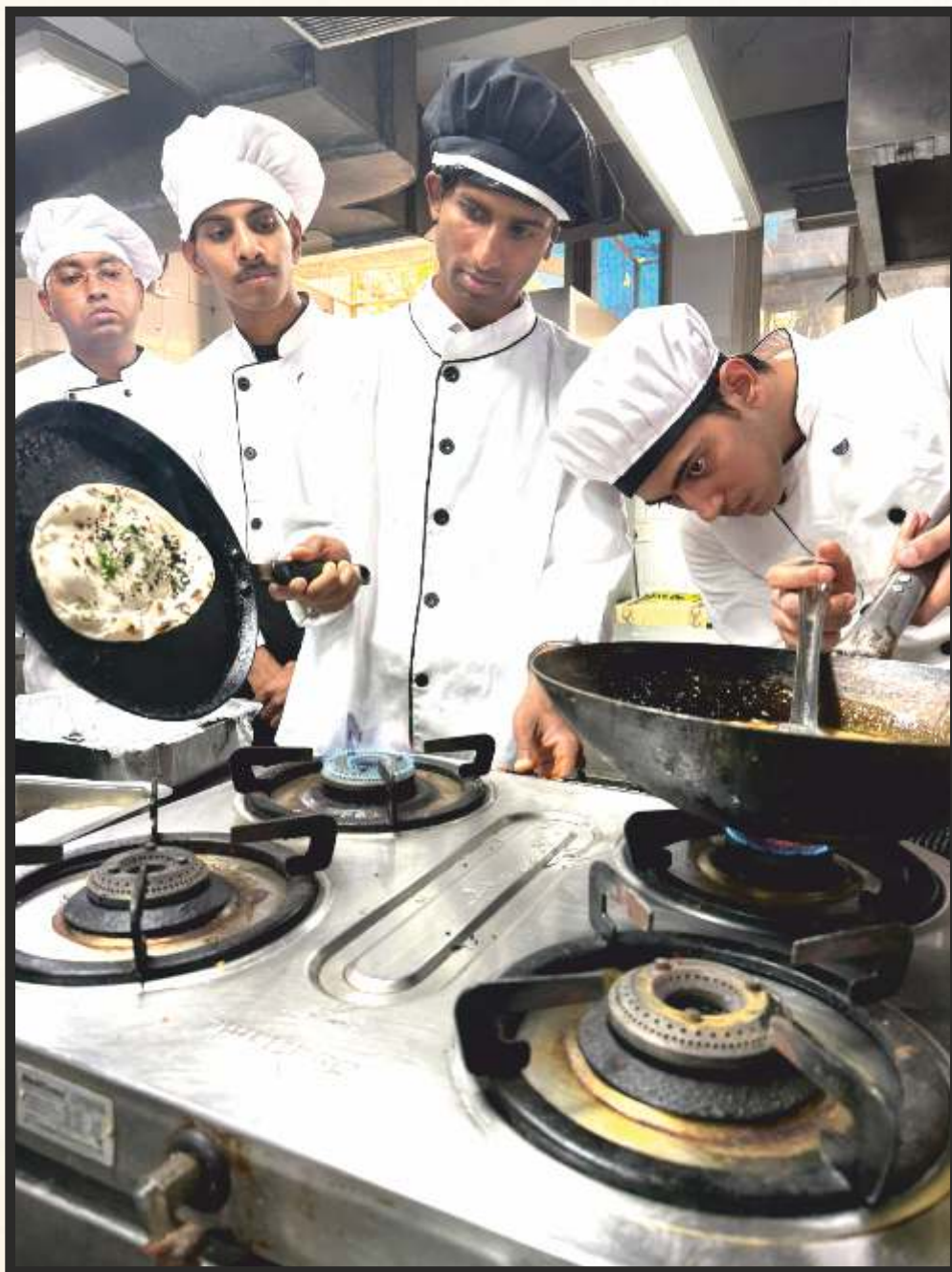
**Teaching Methodology:** A variety of teaching methods are used as deemed appropriate for each subject. Lecture sessions are supplemented with Case Studies, individual and group exercises, Assignments and other methods of teaching. Considerable emphasis is placed on group assignments, group discussions and group work. Personal Attention to candidates is an important feature of all the courses of the Institutes.

Responsibility of Parent/Guardian:

1. For students who are admitted provisionally and who have not submitted required certificates or marksheets at the time of admission, parents must ensure that all pending documents are submitted within the stipulated time as notified by the Institute.  
Failure to submit the required documents within the specified deadline may result in the cancellation of admission or withholding of examination eligibility /results.
2. Submission of leave application in advance in case of planned absence. In case of unforeseen circumstances, the concerned institute must be informed promptly about the reason for absence.
3. Ensure the payment of fees on or before the due date as prescribed by the Institute.  
Failure to pay fees on time may result in late payment penalties or disqualification from attending classes and examinations, as per institutional policy.
4. Should actively monitor students' regular attendance, academic performance, and overall behaviour. Achieving satisfactory academic progress, and exhibiting appropriate conduct are essential for the student's continued enrolment and overall development.

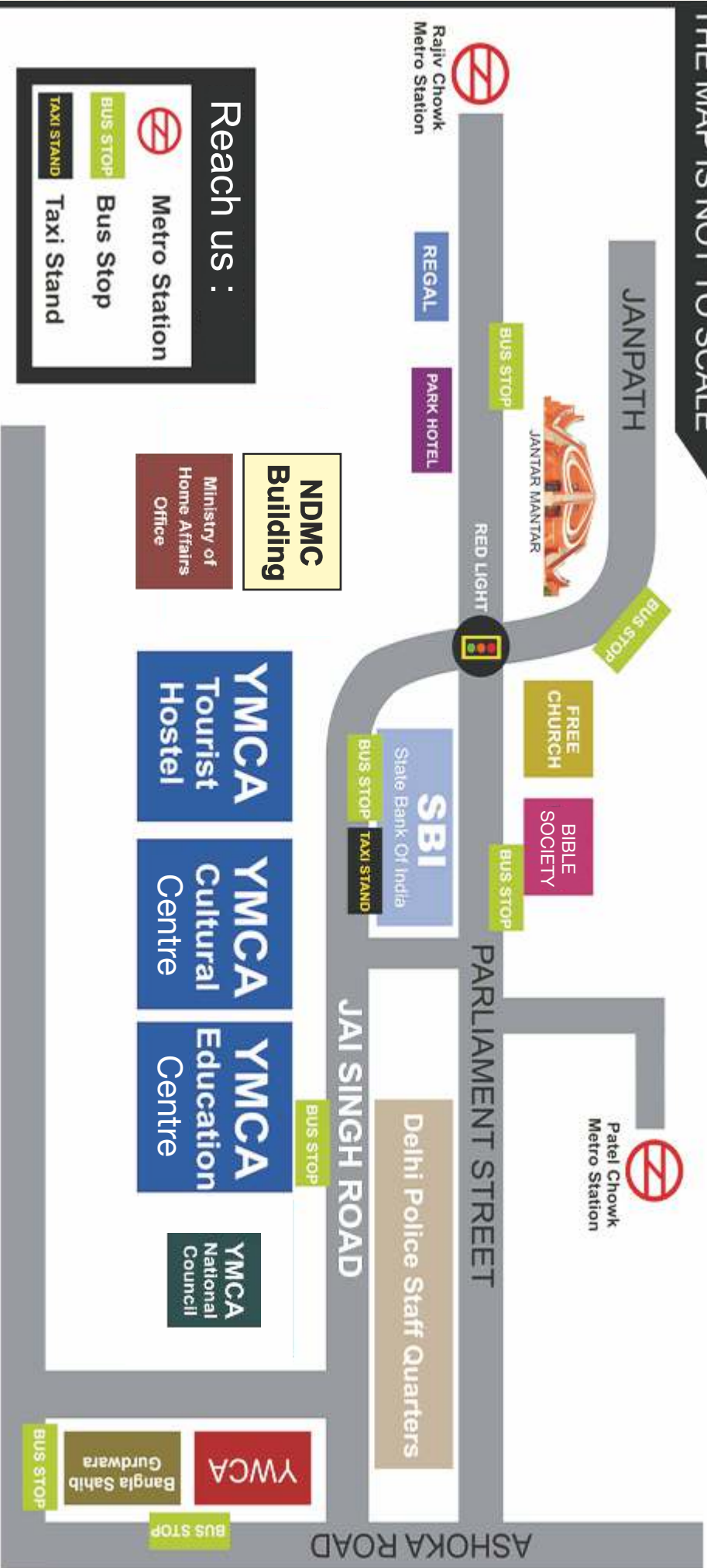
5. Parents/Guardian must check from the Institute about all camps/programmes within Delhi or outside Delhi where overnight stay is required. The parents will be informed of such programmes through official circular. The parent / guardian shall sign NOC provided by the institute in case of any over night stay / visit of student.
6. **Declaration:** The parent or guardian of each student shall be required to sign a declaration form provided by the Institute. This declaration serves as a formal agreement between the parent/guardian and the management of New Delhi YMCA, undertaken on behalf of the student.

By signing the declaration, the parent/guardian agrees to abide by the rules, policies, and code of conduct laid down by the Institute and to support the student's compliance with the same.



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

THE MAP IS NOT TO SCALE



**Reach us :**

- Metro Station
- Bus Stop
- Taxi Stand

Institute for Career Studies & Office Management, Education Centre, Gate No. 3, 1st Floor, Room No. 8

New Delhi YMCA: 1, Jai Singh Road, New Delhi – 110 001

Tel: 9871496400, 011-43644028

Email: [ics@newdelhiymca.in](mailto:ics@newdelhiymca.in) Website: [www.newdelhiymca.in/ics](http://www.newdelhiymca.in/ics)