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NEW DELHI YMCA  
Established 1927

# NEW DELHI YMCA

INSTITUTE FOR FASHION TECHNOLOGY & DESIGN (IFTD)



EDUCATION CENTRE

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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 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**



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## 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 Kolkata 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 six Institutes it runs namely Institute for Office Management & Secretarial Practice, Institute for Fashion Technology and Design, Institute for Career Studies, Institute of Management Studies, Institute for Media Studies and Information Technology and 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, 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.

# From the Desk of Director



## Dr. Indu Gupta

Director

Institute for Fashion Technology  
and Design (IFTD)

Art and design are highly relevant in today's scenario, driving innovation, communication, and problem-solving across various industries. They foster creative thinking, enhance user experiences, and promote sustainability, social awareness, and cultural expression. With technological advancements, art and design intersect with fields like virtual reality, augmented reality, and digital media, opening new avenues for creative expression and business growth.

IFTD, New Delhi YMCA is dedicated to nurturing young talent and providing a supportive environment for students to grow. We strive to offer holistic education in art and design that not only imparts technical skills but also instills values and critical thinking abilities.

With a focus on industry-ready training, we equip students with hands-on experience, cutting-edge infrastructure, and guidance from experienced faculty.

Our strong industry connections have led to a high recruitment rate among students, with many organizations eager to hire our graduates.

As students embark on their academic and professional journeys, we wish them success and look forward to welcoming new talent to our community.

Our mission is to empower students for successful careers and personal growth, and we're committed to making a positive impact on their lives.

Wish you all a successful career ahead!

**Dr. Indu Gupta**  
Director - IFTD



## INSTITUTE FOR FASHION TECHNOLOGY AND DESIGN

This institute aims to provide a comprehensive education that combines theoretical learning with practical, real-world experience across various facets of the Fashion and Interior Design sectors. Its goal is to equip students with a profound understanding of how design, technology, production, and business intersect and influence each other.

In recognition of the abundant employment opportunities available in the fashion and related industries for young people, a one-year Diploma Course in Fashion Technology and Interior Design was launched in 2007. Building upon this initiative, a dedicated Institute for Fashion Technology and Design was established during the academic year 2013-2014.

The Institute of Fashion Technology & Design at YMCA offers specialized programs in both Fashion Designing and Interior Design. The institute provides a comprehensive curriculum that blends creativity, design theory, garment engineering, space planning, and business insights. Students gain practical experience in areas such as sewing, draping, pattern making, digital design, and interior space planning. With hands-on training through case studies, site visits, and industry exposure, the institute prepares students for successful careers in fashion and interior design. Opportunities to showcase designs in the annual fashion show and strong placement support further enhances career prospects.

The institute has a well-qualified and experienced faculty team to enable the students to navigate through the realms of design and carve their niche in the ever-evolving design industry.

Students undergo internships and are able to seek placement opportunities at reputed organizations and design studios in the domains of fashion and interior designing. Some of the noteworthy fashion placements have taken place at Perfect Fit, Koskii, Paramount Exports and with Designers like Harpreet and Rimple Narula, Ritu Beri etc. Interior designing students have been placed at Livspace, Prerna Mohan Design Studio, Dearch Design and Constructions etc.

## INTERIOR DESIGNING

There is a nationwide wave of new construction of residential, commercial and industrial building. With all these infrastructural developments we need professionals to plan these buildings.

Professionals like Architects, Interior Designers, Landscapists, 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 lifestyle, 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 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.

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 make as well as drawing, digital & print design.

A special emphasis on design concepts complement technical skills and provides 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.

## FINE ARTS

Fine Arts is a multidisciplinary field that encompasses various forms of creative expression.

This course introduces students to the fundamentals of visual arts, covering art history, theory and techniques.

Through hands-on projects and studio-based learning, students develop their artistic skills, creative vision and critical thinking.

Fine Arts courses aim to foster creativity, technical skills and artistic expression, preparing students for careers in various fields of art.

By pursuing a Fine Arts degree, you'll gain a solid foundation in artistic techniques, art history and critical thinking, opening doors to diverse career opportunities in the creative industry.

Annual fine arts exhibitions are organized which provide a platform for artists to showcase their work, and for art enthusiasts to appreciate and learn from the diverse range of artistic expressions.

## APPAREL RETAIL & MERCHANDISING

Apparel Retail and Merchandising courses combine the creative and business aspects of the fashion industry, focusing on the selection, promotion, and sale of apparel products.

Students learn about fashion trends, consumer behavior, textile science, apparel manufacturing, retail management, and visual merchandising.

The curriculum covers topics such as buying and merchandising strategies, supply chain management, quality control, and digital marketing.

Through hands-on training and projects, students develop skills in data analysis, trend forecasting, and product development, preparing them for roles like retail buyer, merchandiser, fashion consultant, store manager, or e-commerce specialist.

Graduates can work with fashion brands, retailers, or e-commerce companies, applying their knowledge of both creative and logistical aspects of the apparel industry

# 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)	
<b>MEDIUM</b> : English	<b>MEDIUM</b> : English
<b>DURATION</b> : 1 Year	<b>DURATION</b> : 1 Year
<b>Course Contents :</b>	<b>Course Contents :</b>
<b>First Semester</b> <ul style="list-style-type: none"> <li>• Foundation Art</li> <li>• Fashion Illustration- 1</li> <li>• Introduction To Textiles</li> <li>• Fashion Theory &amp; History of Fashion</li> <li>• Pattern Making &amp; Garment Construction-1</li> <li>• Computer Application</li> </ul>	<b>Second Semester</b> <ul style="list-style-type: none"> <li>• Draping</li> <li>• Fashion Illustration - II</li> <li>• Textile Science</li> <li>• Fashion Merch.</li> <li>• Pattern Making &amp; Garment Construction -2</li> <li>• Traditional Textiles &amp; Surface Ornament</li> <li>• English Communication and Soft Skills</li> </ul>
Course Highlights : *Industrial Visit / Workshop * Hands on Training * Fashion Show	

TWO YEAR ADV. DIPLOMA IN FASHION DESIGNING	
ELIGIBILITY : 10+2 or 12 <sup>th</sup> Students (Awaiting Result)	
<b>MEDIUM</b> : English	<b>MEDIUM</b> : English
<b>DURATION</b> : 1 Year	<b>DURATION</b> : 1 Year
<b>Course Contents :</b>	<b>Course Contents :</b>
<b>First Semester</b> <ul style="list-style-type: none"> <li>• Foundation Art</li> <li>• Fashion Illustration- 1</li> <li>• Introduction To Textiles</li> <li>• Fashion Theory &amp; History of Fashion</li> <li>• Pattern Making &amp; Garment Construction-1</li> <li>• Computer Application</li> </ul>	<b>Second Semester</b> <ul style="list-style-type: none"> <li>• Draping</li> <li>• Fashion Illustration - II</li> <li>• Textile Science</li> <li>• Fashion Merch.</li> <li>• Pattern Making &amp; Garment Construction -2</li> <li>• Traditional Textiles &amp; Surface Ornament</li> <li>• English Communication and Soft Skills</li> </ul>
<b>Third Semester</b> <ul style="list-style-type: none"> <li>• Advance Fashion Illustration-1</li> <li>• Advance Pattern Making Garment Construction</li> <li>• Advance Draping</li> <li>• CAD-I</li> <li>• Textile Dying and Printing</li> <li>• Apparel Production Technology</li> </ul>	<b>Fourth Semester</b> <ul style="list-style-type: none"> <li>• Adv. Fashion Illustration-2</li> <li>• Commercial Pattern Making &amp; Grading</li> <li>• International Marketing</li> <li>• CAD-II</li> <li>• Entrepreneurship</li> <li>• Design Project</li> </ul>
Course Highlights : *Internship Mandatory for 1 ½ Months *Industrial Visit / Workshop *Hands on Training *Fashion Show	



## UNDERGRADUATE DIPLOMA IN FASHION DESIGNING (3 YEARS)

ELIGIBILITY : Those who completed two year advance diploma in Fashion Designing

<b>MEDIUM :</b> English	<b>MEDIUM :</b> English
<b>DURATION :</b> 1 Year	<b>DURATION :</b> 1 Year
<b>Course Contents :</b>	<b>Course Contents :</b>
<b>5<sup>th</sup> Semester</b> <ul style="list-style-type: none"> <li>● Pattern Making &amp; Garment Construction (Men's wear)</li> <li>● Quality Control</li> <li>● Fashion Styling</li> <li>● Advance CAD</li> <li>● Creative Draping</li> <li>● Portfolio Development</li> </ul>	<b>6<sup>th</sup> Semester</b> <b>Internship</b>
Course Highlights : *Internship Mandatory for 6 Months *Industrial Visit / Workshop *Hands on Training	

## ONE YEAR DIPLOMA IN INTERIOR DESIGNING

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

<b>MEDIUM :</b> English	<b>MEDIUM :</b> English
<b>DURATION :</b> 1 Year	<b>DURATION :</b> 1 Year
<b>Course Contents :</b>	<b>Course Contents :</b>
<b>First Semester</b> <ul style="list-style-type: none"> <li>● Basics Of Design</li> <li>● Graphic</li> <li>● Materials –1</li> <li>● Furniture Design</li> <li>● English Communication and Soft Skills</li> <li>● AutoCAD</li> <li>● Indian &amp; Global History of ID</li> </ul>	<b>Second Semester</b> <ul style="list-style-type: none"> <li>● Advance Designing</li> <li>● Materials-2</li> <li>● AutoCAD</li> <li>● Building &amp; Construction</li> <li>● ID Project -1 (Residential)</li> <li>● Color Mgt Shading &amp; Rendering.</li> </ul>
Course Highlights : *Industrial Visit / Workshop * Hands on Training	

TWO YEAR ADV. DIPLOMA IN INTERIOR DESIGNING (AID)	
ELIGIBILITY : 10+2 or 12 <sup>th</sup> Students (Awaiting Result)	
<b>MEDIUM :</b> English	<b>MEDIUM :</b> English
<b>DURATION :</b> 1 Year	<b>DURATION :</b> 1 Year
<b>Course Contents :</b>	<b>Course Contents :</b>
<b>First Semester</b> <ul style="list-style-type: none"> <li>● Basics Of Design</li> <li>● Graphic</li> <li>● Materials –1</li> <li>● Furniture Design</li> <li>● English Communication and Soft Skills</li> <li>● AutoCAD</li> <li>● Indian &amp; Global History of ID</li> </ul>	<b>Second Semester</b> <ul style="list-style-type: none"> <li>● Advance Designing</li> <li>● Materials-2</li> <li>● AutoCAD</li> <li>● Building &amp; Construction</li> <li>● ID Project -1 (Residential)</li> <li>● Color Mgt Shading &amp; Rendering.</li> </ul>
<b>Third Semester</b> <ul style="list-style-type: none"> <li>● Furniture Design</li> <li>● Services-1</li> <li>● Landscaping &amp; Designing Odd Space</li> <li>● Interior Design Project Work-2 (Commercial)</li> <li>● Sketch-up</li> <li>● Adobe Photoshop</li> </ul>	<b>Fourth Semester</b> <ul style="list-style-type: none"> <li>● Interior Designing Sales Techniques</li> <li>● Services-2</li> <li>● Budget Estimation-1</li> <li>● Vaastu And Feng Shui</li> <li>● Interior Design Project Work 3 (Public Spaces)</li> <li>● SketchUp &amp; V-Ray</li> </ul>
Course Highlights : *Internship Mandatory for 1 ½ Months *Industrial Visit / Workshop *Hands on Training	

UNDERGRADUATE DIPLOMA IN INTERIOR DESIGNING (3 YEARS)	
ELIGIBILITY : Those who completed two year advance diploma in Interior Designing	
<b>MEDIUM :</b> English	<b>MEDIUM :</b> English
<b>DURATION :</b> 1 Year	<b>DURATION :</b> 1 Year
<b>Course Contents :</b>	<b>Course Contents :</b>
<b>5<sup>th</sup> Semester</b> <ul style="list-style-type: none"> <li>● 3DS Max with V-ray</li> <li>● Advance Vastu</li> <li>● Budget Estimation-2</li> <li>● Visual Merchandising</li> </ul>	<b>6<sup>th</sup> Semester</b> <ul style="list-style-type: none"> <li>● <b>Internship</b></li> </ul>
Course Highlights : *Internship Mandatory for 6 Months *Industrial Visit / Workshop *Hands on Training	

## ONE YEAR DIPLOMA IN APPAREL AND RETAIL MERCHANDISING

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

<b>MEDIUM :</b> English	<b>MEDIUM :</b> English
<b>DURATION :</b> 1 Year	<b>DURATION :</b> 1 Year
<b>Course Contents :</b>	<b>Course Contents :</b>
<b>First Semester</b> <ul style="list-style-type: none"> <li>● Fabric and Product Knowledge</li> <li>● Fashion Marketing</li> <li>● Fashion Merchandising 1</li> <li>● Consumer Behaviour</li> <li>● Computer Application</li> </ul>	<b>Second Semester</b> <ul style="list-style-type: none"> <li>● Fashion Merchandising -2</li> <li>● Fashion Retail Merchandising</li> <li>● Brand Management</li> <li>● Retail Entrepreneurship</li> <li>● IT Application in Retail Industry</li> </ul>
Course Highlights : *Industrial Visit / Workshop * Hands on Training	

## ONE YEAR DIPLOMA IN FINE ARTS

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

<b>MEDIUM :</b> English	<b>MEDIUM :</b> English
<b>DURATION :</b> 1 Year	<b>DURATION :</b> 1 Year
<b>Course Contents :</b>	<b>Course Contents :</b>
<b>First Semester</b> <ul style="list-style-type: none"> <li>● Basic Sketching</li> <li>● Colour Study</li> <li>● Texture Study</li> <li>● Art and Craft</li> <li>● History of Indian Art</li> <li>● Painting</li> </ul>	<b>Second Semester</b> <ul style="list-style-type: none"> <li>● Texture Study</li> <li>● History of Modern Art</li> <li>● Canvas Painting</li> <li>● Portraits</li> <li>● Landscape and Figure Study</li> <li>● Digital Art (Computer )</li> </ul>

## SIX MONTHS CERTIFICATE COURSE IN MAKEUP ARTISTRY

ELIGIBILITY : 10<sup>th</sup> pass or 10<sup>th</sup> students (Awaiting Result)

The course 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 makeup artist.

## SHORT TERM COURSES

(Admission open throughout the Year)

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

MEDIUM : English

SL NO	COURSE	DURATION
1	Fine Arts	6 months
2	Graphic Designing	6 months
3	Embroidery Designing	6 months
4	Fashion Illustration	6 months
5	Cutting & Tailoring	6 months
6	Dress Designing	6 months
7	Textile Design	6 months
8	Foundation Course in Interior Designing	6 months
9	Fashion Marketing & Merchandising	6 months
10	Make-up Artistry	6 months
11	Fine Arts	3 months
12	Photoshop & Corel Draw Application in FD	3 months
13	Pattern Making Software for FD	3 months
14	Residential Interior Designing	3 months
15	Fashion Styling	3 months
16*	Visual Merchandising	3 months
17*	Landscape Painting	3 months
18*	Portrait Painting	3 months
19	Portfolio Development	3 months
20*	Art of Make-up	3 months
21*	Hair Styling	2 months
22	Auto CAD Application in ID (2D)	1.5 months
23*	Nail Art & Extension	1 month
24*	Self-Make-up	10 days
25*	Self-Make-up	7 days

**\*10th Pass Eligibility**

**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	2022-2023	Kajal	Design D Gratia, C R Park	Architecture Interior	Interior Designer
2	2022-2023	Bhawna	Design D Gratia, C R Park	Architecture Interior	Interior Designer
3	2022-2023	Rajul	Art Form, Rajindra Place	Interior Design	Interior Designer
4	2022-2023	Malkeet	3rd Dimension	Interior Design	3D Designer
5	2022-2023	Abhay	Adone Builtcon Rohini	Interior Design	Interior Designer
6	2022-2023	Aayush	Execution Lab	Interior Design	Interior Designer

**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	MAHIMA JOHN	2021-2023	PEE EMPRO PVT. LTD.	EXPORT HOUSE	ASSISTANT DESIGNER
2	AMANDEEP KAUR	2021-2023	UPPER CLASS PVT. LTD.	EXPORT HOUSE	ASSISTANT MERCHANDISER
3	DIKSHITA DHAMIJA	2021-2023	GEND SILAEE PVT. LTD.	EXPORT HOUSE	ASSISTANT DESIGNER
4	VISHAL BISHT	2021-2023	PARAMOUNT EXPORTS	EXPORT HOUSE	ASSISTANT MERCHANDISER
5	RINKI SACHDEVA	2021-2023	PARAMOUNT EXPORTS	EXPORT HOUSE	ASSISTANT DESIGNER
6	DIKSHITA	2021-2023	SWOON DESIGN	RETAIL BRAND	ASSISTANT DESIGNER
7	KARTIKAY	2021-2023	PARAMOUNT EXPORTS	EXPORT HOUSE	ASSISTANT MERCHANDISER
8	LAVISHA BAJAJ	2020-2022	RITU BERI	DESIGN HOUSE	ASSISTANT DESIGNER
9	SALONI RAI SAXENA	2019-2021	ACHO JAIPUR PVT LTD.	RETAIL BRAND	OPERATION HEAD
10	GARIMA MALIK	2019-2021	GAURI MALIK COUTURE	FASHION STUDIO	CREATIVE DIRECTOR
11	GURJYOT KAUR	2019-2021	RIMPAL AND HARPREET NARULA	DESIGN HOUSE	ASSISTANT DESIGNER
12	AKANKSHA	2023-2024	KOSINI		Fashion Consultant
13	FIRDAUS JAHAN	2023-2024	KOSINI		Fashion Consultant



## General Guidelines

### 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 for 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.

### Provisional Admission

Candidates who have been selected for admission to the course and who are awaiting the result of the qualifying examination can take provisional admission. Such candidates must submit the 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.

### Admission Fee

Candidate selected for admission will deposit the required amount by Demand Draft in favour of “**NEW DELHI YMCA EDUCATION CENTRE**” payable at New Delhi.

Payments are accepted through Debit Card/ Credit Card / Google pay/Paytm and also Fees Deposit timings are 9.30 am to 5.00 pm (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 the main examination. They will have to attend the classes of 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.

b. 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.

c. Medical Leave : In case of illness, the student must submit an 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.

### 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.

### 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.

### Stationary

Students are required to purchase their own stationary as per 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.

# 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).



## FUNCTIONS / PROGRAMMES HELD

### NEW DELHI YMCA Fashion Show – Memorabilia 2024

An Annual Fashion Show programme was held on 07<sup>th</sup> December, 2024. The main theme of the show was **Co-existence**. The Chief Guest for the Fashion Show was **Ms. Varija Bajaj** and the guest of Honour was **Ms. Sonali Gupta**.



## END-SEMESTER EXHIBITION



## VISITS/ GUEST SESSIONS FASHION DESIGNING



A VISIT TO THE PERFECT FIT (FD & ARM)



A VISIT TO THE WEAVER'S SERVICE CENTRE, (FD-JAN & ARM)





**A VISIT TO THE NATIONAL CRAFT MUSEUM (FD-JAN, FINE ARTS & ARM)**



**A VISIT TO ALOK FASHION N PVT (FD & ARM)**



**A VISIT TO SAVI FASHION APPAREL PVT (FD & AFD)**



**Fashion Show Participation at Reliance Mall (FD & AFD)**

## **VISITS/ GUEST SESSIONS INTERIOR DESIGNING**



**A VISIT TO THE CONSTRUCTION SITE (AID JAN)**



**A VISIT TO THE HAVELLS EXPERIENCE CENTRE (AID)**



**A VISIT TO THE DUPLEX HOUSE (AID)**



**A VISIT TO THE MERINO EXPERIENCE CENTER (ID)**





**A VISIT TO THE SIRCA PAINTS (ID)**



**A VISIT TO THE HAFELE (ID)**



**A VISIT TO THE CONSTRUCTION SITE OF BANQUET HALL (AID)**



**A VISIT TO THE MUGHAL GARDEN (AID)**



**A VISIT TO THE VAASTU SITE (AID)**



**A VISIT TO THE OPUS BIRLA PAINTS (ID)U SITE (AID)**



**A VISIT TO THE STONEX (ID)**



**ANNUAL ART EXHIBITION FOR FINE ARTS**



**FINE ARTS WORKSHOP**

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

THE MAP IS NOT TO SCALE



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