

New Delhi YMCA



NEW DELHI YMCA

EDUCATION CENTRE

INSTITUTE FOR HOTEL MANAGEMENT AND CATERING TECHNOLOGY



PROSPECTUS
2025 - 2026

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.



Message from the Director

Welcome to the Institute for Hotel Management & Catering Technology (IHMCT) 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 IHMCT, 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. To enhance students' professionalism and practical understanding of the industry, a six-month industrial training program will be provided during the course. In addition students will also gain practical experience through training in our Tourist Hostel.

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 IHMCT, we strongly believe in empowering students with strong values, professional competence, and leadership skills. We are committed to your personal and academic growth and aim to provide you with the tools and opportunities needed for a successful and meaningful career.

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 - IHMCT



DIPLOMA IN HOTEL AND CATERING MANAGEMENT

Duration - 1 year - Followed by 6 months of Internship Industrial Training

Eligibility – 12th Pass

Course Content

Semester - I

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

Semester – II

- Food & Beverage Services
- Food & Beverage Production
- Front Office
- House Keeping
- Hotel 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.

Total Fees : Rs. 99,580/-

First installment at the time of admission : Rs. 57960/-

Second installment with in four months : Rs. 41620/-

DIPLOMA IN HOSPITALITY AND HOTEL MANAGEMENT

Duration – 1.5 year - Followed by 6 months of Internship Industrial Training

Eligibility – 12th Pass

Course Content

Semester - I

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

Semester – II

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

Semester - III

- 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.

Total Fees : Rs. 1,54,588/-

First installment at the time of admission : Rs. 60,456/-

Second installment with in four months : Rs. 47,656/-

Third Installment next four months Rs. 46,476/-

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 and they get some remuneration for the same.

Field Visit: Students are taken on field visit to the market to observe and identify various raw materials

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.



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.

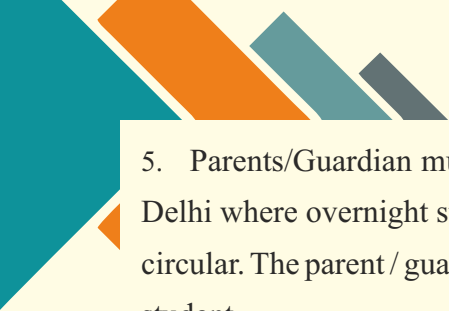
Notice Board: The students, in their own interest should read the notice board everyday. New development and other important announcements shall always be displayed on Notice Board.

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.

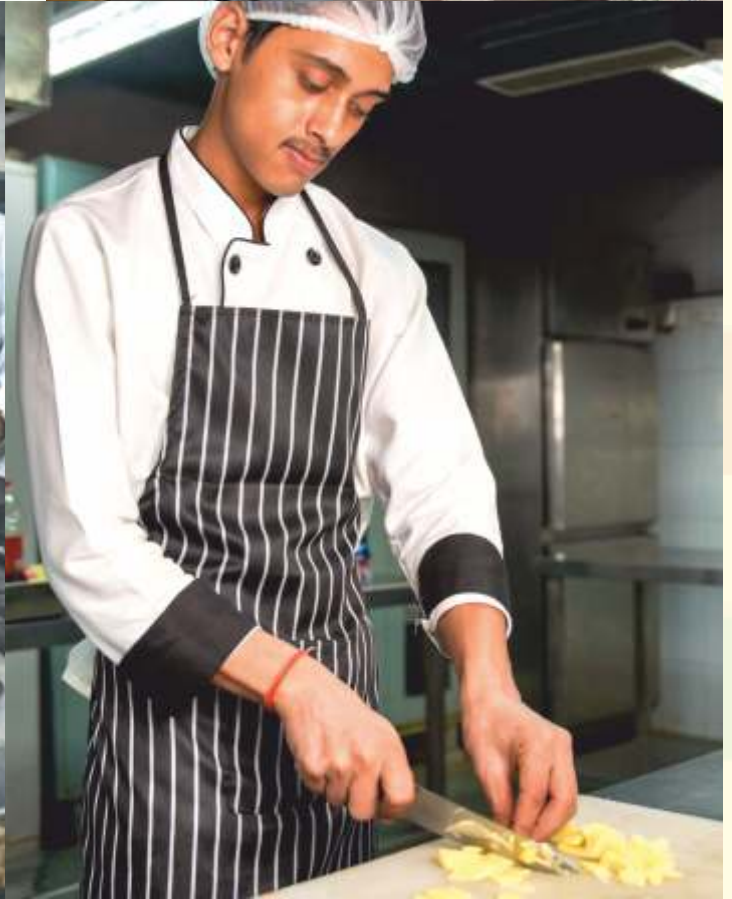


5. Parents/Guardian must check from the Institute about all camps/programmes within Delhi or outside Delhi where overnight stay is required. The parents will be informed of such programmes through official circular. The parent / guardian shall sign NOC provided by the institute in case of any over night 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.

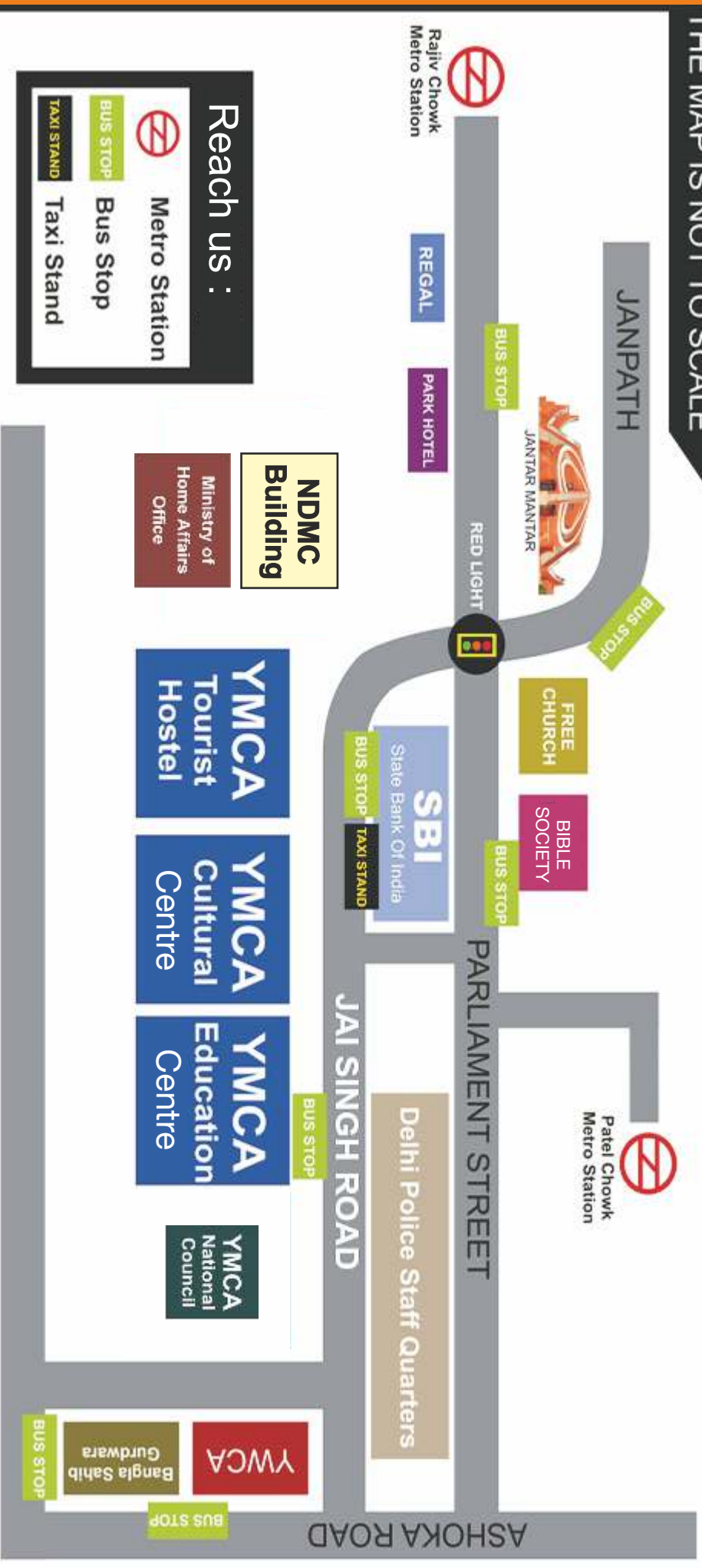
By signing the declaration, the parent/guardian agrees to abide by the rules, policies, and code of conduct laid down by the Institute and to support the student's compliance with the same.





NOW YOU CAN REACH US FROM ANYWHERE IN DELHI & NCR

THE MAP IS NOT TO SCALE



2019

Institute for Hotel Management and Catering Technology, Gate No. 3

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

Tel: 9871496400, 011-43644028

Email: ics@newdelhiymca.in Website: www.newdelhiymca.in/ics