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# NEW DELHI YMCA

## INSTITUTE OF MANAGEMENT STUDIES

Since - 1972



# PROSPECTUS

## 2020 / 21

# Content

	Page No.
<b>YMCA At A Glance</b>	<b>2</b>
<b>About Us....</b>	<b>3</b>
<b>Message From The Director</b>	<b>4</b>
<b>1 Year PG Diploma in Business Management (PGDBM)</b>	<b>5</b>
<b>1 Year PG Diploma in Personnel Management (PGDPM) (Human Resource Management)</b>	<b>6</b>
<b>1 Year PG Diploma in Marketing and Sales Management (PGDMS)</b>	<b>7</b>
<b>1 Year PG Diploma in Financial Management (PGDFM)</b>	<b>8</b>
<b>1 Year PG Diploma in International Trade (PGDIT)</b>	<b>9</b>
<b>1 Year Post Graduate Diploma in Entrepreneurship and Business (PGDEB)</b>	<b>10</b>
<b>1 Year Post Graduate Diploma in Supply Chain &amp; Logistics Management (PGDSCLM)</b>	<b>10</b>
<b>1 Year Post Graduate Diploma in Export and Import Documentation (PGDEID)</b>	<b>11</b>
<b>1 Year Post Graduate Diploma in Banking and Finance (PGDBF)</b>	<b>11</b>
<b>1 Year Certificate Courses in Management</b>	<b>12-17</b>
<b>Short-Term Courses</b>	<b>17</b>
<b>One Year Diploma in Management Skills (DMS)</b>	<b>18</b>
<b>General Guidelines</b>	<b>19-22</b>
<b>Fee Structure Payment Schedule</b>	<b>23</b>

## 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 Kolkota in 1854.

*The New Delhi Young Men's Christian Association* was founded in 1927, beginning in a humble way. Today, after more than 8 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 channelizing ventures, which will ultimately result in the betterment of the society, the community and the nation at large. The YMCA aim is to in still in the youth of today the importance of right values and to lead a righteous life based on sound principles. In short the NEW Delhi YMCA aims to develop leadership qualities in every individual and thus help them lead a healthy life through intellectual, moral, cultural, social and physical development. The New Delhi YMCA, since its inception in 1927, has been serving Delhites and people from the neighbouring states to achieve the above mentioned objectives in letter and spirit.

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

### MISSION

The Mission of the New Delhi YMCA is to assist, guide and empower members and staff to accomplish the aims and objectives of the YMCA as enshrined in its Constitution, to ensure continuing relevance, and to help build a better DELHI, emphasizing the members commitment to Lord Jesus Christ, His Life, Teachings and Mission, towards extending God's Kingdom where Peace and justice shall prevail. To achieve these, the Members shall involve themselves in activities and programmes that will enhance the quality of Life and human dignity, encouraging Christian and high ethical standards and creating harmony and mutual trust to advance the endeavour to help in establishing a civil society.

### RIGHTS RESERVED

The Administration of New Delhi YMCA reserves the right to make any changes in the requirements and regulations for admission, regulations for continuing in the course or for graduation, contents of the course, fee charged, regulations affecting students, or make any other suitable modification in any provision of the Course Syllabus or in any matter incidental or ancillary thereto, should these be deemed necessary in the interest of the student, the institute, or the profession. All matters of dispute shall be subject to the Jurisdiction of Courts of the city of Delhi.



## NEW DELHI YMCA INSTITUTE OF MANAGEMENT STUDIES

### *ABOUT US....*

With the aim of providing Quality Management education in national and international arena, NEW DELHI YMCA INSTITUTE OF MANAGEMENT STUDIES (IMS) was established in 1972 under the stewardship of the late Prof. A Dasgupta, doyen of Management Education in India. IMS today enjoys unique reputation of being the pioneer in imparting management education in India and is ranked amongst the best management institutes in the country. It can rightfully claim the credit of playing a catalytic role in management education revolution in India during last three decades. At the IMS, our goal is to enhance specialized skills with sound academic fundamentals and work orientation. IMS makes all endeavours to mould the young minds into professional managers so that they are competent enough to cope with the challenges of the fast changing corporate world. Institute has a panel of qualified and experienced Faculty drawn from eminent personalities and experts. During 1972-2013, IMS has awarded Post Graduate Diplomas to over 8000 executives from 3000 public/private sector organizations who are now in senior management positions in India and abroad. Some of our distinguished alumni are holding positions as CEOs, Vice-Presidents, Executive Directors, General Managers in Private and Public sector organizations, and Government. The profile of our alumni gives us a sense of great pride and reinforces our commitment in developing business leaders of tomorrow.

IMS has developed a dynamic environment blending specialized knowledge and human values. At IMS both academic excellence and cultural values are recognized as complimentary. The special features of the various Programmes are to help the participants to broaden the outlook and deepen the understanding of management practices thus improving their ability to adopt new ideas, methods and techniques in fast changing global environment. IMS is one of the management institutions in the country which has fashioned its management programmes on modular structures adopting the latest course curriculum, teaching methodology and assessment pattern.

IMS conducts MDPs / EDPs in areas of Marketing, Human Resource Development, Finance, IT and International Business, as also sector specific programmes for, Hospitals, etc.

IMS leadership consists of eminent leaders from academics, business, industry, government and professional management in India who guide and help the IMS in the best interests of the students and for achieving the objectives of the Institute. The leadership is also responsible to constantly review and upgrade the academic contents of the programmes. The curriculum is most contemporary incorporating the latest trends in management practices worldwide.





## Message from the Director



Ranjan Paul, Director  
Institute of Management Studies

It gives me great pleasure to introduce to you the '**Institute of Management Studies – YMCA'**. **IMS** is a pioneer of management education in New Delhi and has been offering management education in areas that are relevant to the business environment, for over forty years.

The reason for **IMS**'s success in these areas has been largely due to:

- An effective and relevant curriculum that is constantly fine tuned to industry needs
- A panel of highly effective educators with relevant industry and academic experience and
- An affordable fee structure

We at **IMS** have been keeping a close watch on Indian Economy and the Business Environment. We have also engaged actively with industry leaders to identify emerging trends in manpower requirement. One of the key gap areas that emerged out of this interaction was the **shortage of trained manpower** especially in the **emerging businesses**.

On the other hand, there are positive indications for the Indian Economy turning around for the better. While this is good for business, the ability of business houses to make good this opportunity will depend on the readiness of the organization and its employees to ride this wave.

Based on these emerging needs, we at **IMS** have, in consultation with industry experts, developed a slew of new courses and updated existing ones, to help business to exploit new growth opportunities and flourish. Some of these courses are:

- **One Year Post Graduate Diploma in Entrepreneurship & Business (PGDEB)**: A programme that covers all aspects of starting and running an enterprise
- **One Year Post Graduate Diploma In Export And Import Documentation (PGDEID)**: For creating trained personnel for the growing Import & Export businesses – a growth area identified by the Government of India.
- **One Year Post Graduate Diploma In Banking And Finance (PGDBF)**: Designed to cater to the growing demand for qualified manpower in the Banking and Finance Sector and to have people with hands on application skills, who can be assigned to various desks/jobs with minimal training intervention at the bank level.
- **One Year Post Graduate Diploma In Supply Chain & Logistics Management(PGDSCLM)**: The growth of retail and specially e-Commerce, has created a huge demand for people qualified in SCLM.

Starting July 2016, **IMS** is also introducing a new undergraduate program – '**Diploma in Management Skills**' with four hour of classroom teaching for four days a week. The objective of this program is to engage the students, especially those enrolled in Distance Learning Programs for their graduation, a platform to hone their management skills and be 'job ready'.

We also have short term courses on **Data Analytics, e-Accounting, Income Tax Return Filing & GST**.

Besides the above, there are a number of Diploma and Certificate courses available through **IMS**, details of which are available at our office. Students are encouraged to avail of our counselling services to choose the right course.

## 1 YEAR POSTGRADUATE DIPLOMA IN MANAGEMENT

These Programmes have been designed to provide a sound foundation and develop broad knowledge and perspective needed for effective performance by entrant/middle level executive. In addition to building a comprehensive knowledge and understanding of real life, the programmes also lay emphasis on the use of analytical tools and quantitative methods in managerial decision-making. These programmes are targeted to act as a vital link between skill application and management orientation. These programmes are industry specific and have strong job orientation.

*Duration of PG Diploma programme is one full academic year consisting of two semesters.*

### 1 YEAR PG DIPLOMA IN BUSINESS MANAGEMENT (PGDBM)

#### **Objective of the Programme :**

The Postgraduate Diploma Programme in Business Management seeks to develop the participants analytical and decision-making skills and improve their understanding of the economic, social and political forces shaping of the business environment. The programme emphasis on functions like planning, organizing, leading and controlling.

The Programme is divided into two Semesters. Subjects covered in the programme are as follows :

#### **First Semester**

EBE-02	Building Micro Small & Medium Enterprise
OR-04	Supply Chain Management & Inventory Control
FM-01	Financial & Management Accounting
FM-07	Managerial Economics
MM-01	Marketing Management

#### **Second Semester**

GM-07	Legal & Regulatory Framework
HR-01	Human Resource Management
EBBG-07	Managing Business Growth
MM-07	E-Business & Internet Marketing
GM-08	Project Work and Viva Voce

## 1 YEAR PG DIPLOMA IN PERSONNEL MANAGEMENT (PGDPM)

The Post Graduate Diploma Programme in Personnel Management PGDPM is recognized by Government of India vide their letter No F-18-16/74/Y-2 of 24.5.76

### **Objective of the Programme:**

The objectives of the programme include (a) to provide an in-depth understanding of the problems which personnel managers face in Indian industries and the government/ Pvt. Organizations (b) to apprise the participants with the latest development in the field of Personnel Administration and Industrial Relations (c) to develop conceptual knowledge in functional areas such as recruitments selection, training development, performance appraisal, rewards/incentives, management communication, successful negotiation and collective bargaining, (d) to acquaint the participants with legal and procedural matters in handling day-to-day affairs.

The Programme is divided into two Semesters. Subjects covered in the programme are as follows :

### **First Semester**

HR-01	Human Resource Management
HR-02	Human Resource Planning & Development
HR-05	Labour Laws & Compensation Management
GM-01	Management & Organization Behaviour
GM-06	Business Policy & Strategy

### **Second Semester**

HR-03	Industrial Relations
HR-10	Training and Development
GM-02	Organization Theory and Design
GM-04	Global Environment & Cross Culture Management
GM-08	Project Work and Viva Voce



## **1 YEAR PG DIPLOMA IN MARKETING AND SALES MANAGEMENT(PGDMS)**

The Post Graduate Diploma Programme in Marketing & Sales Management (PGDMS) is recognized by Government of India vide their letter No F-18-16/74/Y-2 of 24.5.76

### **Objective of the Programme:**

The aim of the Programme is to help the participants to be better equipped to assist their companies in their efforts to exploit market opportunities in India and abroad. The Programme is designed to provide overall framework to the nature of marketing function while emphasizing strategies and techniques, which would help to improve the current performance of marketing activity in India.

The programme has been structured to help those who are already in Sales & Marketing areas as well as those who want to choose Sales and Marketing as their careers.

The Programme of study is divided into two Semesters. Subjects covered in the programme are as follows :

### **First Semester**

MM-01	Marketing Management
MM-04	Marketing of Services and Consumer Behaviour
MM-11	International Marketing
GM-01	Management & Organization Behaviour
FM-07	Managerial Economics

#### ***Dual Certificate Option (Brand Management)***

MM-09	Advertising Principles & Procedures
MM-08	Brand Management

### **Second Semester**

MM-02	Sales Management
MM-06	Retail Trade Management
MM-07	E-Business & Internet Marketing
GM-07	Legal & Regulatory Framework
GM-08	Project Work and Viva Voce

#### ***Dual Certificate Option (Brand Management.)***

MM-08	Brand Management
MM-10	Ad Budget & Media Planning

## 1 YEAR PG DIPLOMA IN FINANCIAL MANAGEMENT (PGDFM)

### Objective of the Programme:

This course begins with a general overview of financial statements and then goes into more detail about financial concepts, financial instruments and techniques used in financial decision-making. The main objectives of this course are to introduce you to the world of finance. Anyone involved in the management of a business needs to have a basic knowledge of business finance and basic financial concepts such as financial statement analysis, the time value of money, risk and return, investment valuation, capital budgeting, the cost of capital and leverage.

### First Semester

FM-01	Financial & Management Accounting
FM-06	Corporate Taxation & Tax Planning
FM-07	Managerial Economics
GM-01	Management & Organization Behaviour
GM-05	Indian Companies Act & Business Law

### *Dual Certificate Option (Foreign Exchange Management)*

IB-02	Forex & Treasury Management
IB-04	Foreign Exchange - Theory & Markets in India

### Second Semester

FM-02	Financial Management
FM-03	Financial Institution & Markets
FM-05	Investment Banking
IB-01	International Business
GM-08	Project Work and Viva Voce

### *Dual Certificate Option (Foreign Exchange Management)*

FM-08	International Finance
IB-03	Forex Banking



## 1 YEAR PG DIPLOMA IN INTERNATIONAL TRADE (PGDIT)

### Objective of the Programme:

This course aims to give students a broad and systematic overview of both the theory and practice of major issues in international trade. It demonstrates how theoretical trade models can be applied to explain international trade issues. It also familiarizes students with theoretical and practical international trade policy issues.

Upon completion of this course, a student should be able to:

- *Take* an economic approach to international trade.
- *Discuss* the theoretical and institutional contexts of the global economy.

*Develop* an analytical framework to understand and evaluate the current international trade issues and policies.

*Relate* the theories in the course materials to the current international trade issues

### First Semester

IB-06	EXIM Management - Indian Context
IB-07	EXIM Documentation & Procedure
GM-01	Management & Organization Behaviour
GM-06	Business Policy & Strategy
MM-11	International Marketing

#### ***Dual Certificate Option (Business Management)***

EBE-02	Building Micro Small & Medium Enterprise
IE-01	Framework of Export Import Policy

### Second Semester

IB-01	International Business
IB-05	Export Pricing & Sectoral Analysis
FM-08	International Finance
MM-07	E-Business & Internet Marketing
GM-08	Project Work and Viva Voce

#### ***Dual Certificate Option (Business Management)***

MM-01	Marketing Management
EBBG-07	Managing Business Growth



## 1 YEAR POST GRADUATE DIPLOMA IN ENTREPRENEURSHIP AND BUSINESS ( PGDEB)

### Objective of the Programme:

The purpose of this programme is to cover all aspects of starting and running an enterprise so that students have a clear knowledge and understanding of Entrepreneurship and to get a detailed comprehensive view of Entrepreneurial Qualities and contribute towards growth and efficiency of their enterprise.

The programme is divided into two semesters Subjects covered in the programme are as follows.

### First Semester

EB 01	Introduction to Entrepreneurship
EBE 02	Building micro, small and medium Enterprise (MSME)
MM 01	Marketing Management
FBW 04	Family Business & Women Entrepreneur
GM 01	Management & Org. Behaviour

### Second Semester

EBBG -7	Managing Business Growth
GM-07	Legal & Regulatory Framework
FM - 02	Financial Management.
MM - 07	E-Business & Internet Marketing.
GM - 08	Project Work & Viva Voice - Presentation

## 1 YEAR POST GRADUATE DIPLOMA IN SUPPLY CHAIN & LOGISTICS MANAGEMENT (PGDSCLM)

### Objective of the Programme

The Post Graduate Diploma in Supply Chain and Logistics Management is developed in response to a need consistently expressed by the industry in recent years especially in manufacturing and service industries.

To enhance the competitiveness of the Indian Industry and all key sectors of the economy and ever increasing customer demands on product price, quality, variety, lead time and the need to pursue mass customization of supply chain.

The programme is divided into two semesters. Subjects covered in the programme are as follows:

### First Semester

PO -01	Production & Operation Management.
MM -01	Marketing & Management.
MM 04	Marketing of Services and Consumer Behavior
GM -01	Management & Organisation Behavior.
OR -04	Supply Chain Management & Inventory.

### Second Semester

SCLM – 04	Supply Chain Logistics & System Design
SCLM -05	Material Management .
MM – 06	Retail Management.
MM-07	E-Business & Internet Marketing.
GM - 08	Project Work & Viva Voice

## 1 YEAR POST GRADUATE DIPLOMA IN EXPORT AND IMPORT DOCUMENTATION (PGDEID)

### Objective of the Programme:

The purpose of this programme is to cover all aspects of Import & Export this being the major contributor of GDP of an entire global economy. It will also help you to understand the various flows of marketing at an International Level and concept of foreign exchange. The course is specially designed for students, working executives, entrepreneurs and those planning to start their own export & import business.

The programme is divided into two semesters Subjects covered in the programme are as follows.

### First Semester

GM-01	Management & Organization Behavior.
IE- 01	Framework of Export Import Policy
MM-11	International Marketing
IB -07	Exim Documentation Procedures
IB 06	Exim Management- Indian Context.

### Second Semester

IB-05	Export Pricing & Sectoral Analysis
IE-03	Finance for Import and Export
GM-07	Legal & Regulatory Frame work
IE- 04	International Law
GM-08	Project Work & Viva Voce.

## 1 YEAR POST GRADUATE DIPLOMA IN BANKING AND FINANCE (PGDBF)

### Objective of the Programme:

The aim of the programme is to meet the growing demand for qualified manpower in the Banking and Finance Sector. The industry will require professionally qualified manpower endowed with Banking and Finance knowledge and skill together with customer oriented and hands on application skills, who can be assigned to various desks/jobs with minimal training intervention at the bank level.

A Diploma Holder in Banking and Finance would have competitive edge and will be absorbed by banks and financial institutions.

### First Semester

FM - 01	Financial and Management Accounting
FM -06	Corporate Tax and Tax Planning
BF-02	Rural Banking & Inclusive Banking
BF-05	Banking Law & Practice (Revaluation Finance)
GM-01	Management & Org Behavior

### Second Semester

FM -05	Investment Banking
BF -03	Financial Institutions, Banks, Para Banking and Financial Products
BF -04	Corporate Banking and Retail Banking
BF- 06	Advance Banking
GM -08	Project Work and Viva - Voce







## 1 YEAR CERTIFICATE COURSES IN MANAGEMENT

These certificate programmes are designed to provide latest techniques and knowledge in emerging new specialization areas of management. These are specially designed for working executives and academics and keen scholars.

*Duration of Certificate programmes is one full academic year consisting of two semesters.*

### HUMAN RESOURCE MANAGEMENT

#### First Semester

HR-02	Human Resource Planning & Development
HR-05	Labour Laws & Compensation Management

#### Second Semester

GM-02	Organization Theory & Design
HR-01	Human Resource Management

### INTERNATIONAL HRM

#### First Semester

HR-01	Human Resource Management
GM-06	Business Policy & Business Strategy

#### Second Semester

GM-04	Global business Environment & Cross Culture Management
IHR-01	International HRM

### FINANCIAL MANAGEMENT

#### First Semester

FM-01	Financial & Management Accounting
FM-06	Corporate Taxation & Tax Planning

#### Second Semester

FM-02	Financial Management
FM-03	Financial Institution & Marketing

## **INTERNATIONAL BUSINESS**

### **First Semester**

MM-11	International Marketing
IB-07	EXIM Documentation & Procedure

### **Second Semester**

FM-08	International Finance
IB-01	International Business

## **BUSINESS MANAGEMENT**

### **First Semester**

EBE-02	Building Micro Small & Medium Enterprise
MM-01	Marketing Management

### **Second Semester**

EBBG-07	Managing Business Growth
IB-01	International Business

## **SALES MANAGEMENT**

### **First Semester**

MM-01	Marketing Management
MM-04	Marketing Research & Consumer Behaviour

### **Second Semester**

MM-02	Sales Management
MM-06	Retail Trade Management

## **RETAIL TRADE MANAGEMENT**

### **First Semester**

MM-01	Marketing Management
OR-04	Supply Chain Management & Inventory Control

### **Second Semester**

MM-07	E- Business & Internet Marketing
MM-06	Retail Trade Management

## **BRAND MANAGEMENT**

### **First Semester**

MM-09	Advertising Principles & Procedures
MM-08	Brand Management

### **Second Semester**

MM-08	Brand Management
MM-10	Ad Budget & Media Planning

## **BANKING AND FINANCE**

### **First Semester**

BF-02	Role of Banking and inclusive Banking
BF-05	Banking Law & Practice

### **Second Semester**

BF -03	Financial Institutions, Banks, Para Banking and Financial Product
BF-04	Corporate Banking and Retail Banking

## **ENTREPRENEURSHIP AND BUSINESS**

### **First Semester**

EBE - 02	Building Micro, Small and Medium Enterprise (MSME)
EBW- 04	Family Business, and Women Entrepreneur

### **Second Semester**

EBBG- 07	Managing Business Growth
GM-07	Legal and Regulatory Framework

## **EXPORT IMPORT DOCUMENTATION**

### **First Semester**

IB 06	Exim Management - Indian Context
IB 07	Exim Documentation and Procedures

### **Second Semester**

IB- 05	Export Pricing & Sectoral Analysis
IE- 04	International Law



## **SUPPLY CHAIN & LOGISTICS MANAGEMENT**

### **First Semester**

- OR- 04      Supply Chain Management & Inventory  
PO- 01      Production & Operation Mnagement.

### **Second Semester**

- SCLM – 04      Supply Chain Logistics & System Design  
MM- 07      E- Business & Internet Marketing.

## **FOREIGN EXCHANGE MANAGEMENT**

### **First Semester**

- IB-02      Forex & Treasury Management  
IB-04      Foreign Exchange Theory & Markets in India

### **Second Semester**

- FM-08      International Finance  
IB-03      Forex Banking



## FOREX AND TREASURY MANAGEMENT

### First Semester

TM -01	Financial Markets and Instruments
TM -02	Debt and Money Market

### Second Semester

TM -03	Financial Statement and Liquidity Analysis
TM- 04	Treasury Management

### Three-Month Short-Term Courses

**Eligibility:** For all courses is Class 12 pass. For Data Analytics, 12th Pass with Mathematics is mandatory

#### 1. Data Analytics

- a. Introduction to Data Analytics
- b. Data Analytics Application
- c. Unstructured Data Analysis
- d. Business Intelligence Reports & Dashboards
- e. Python & Excel
- f. Prior knowledge of programming is not mandatory

#### 2. Certificate Course in e-Accounting

- a. Fundamentals of Tally ERP 9
- b. Advanced Accounting in Tally ERP 9
- c. Advanced Inventory in Tally ERP 9
- d. Point of Sale (PoS)
- e. Tax Deducted at Source
- f. Tax Collected at Source

#### 3. Certificate Course in GST

- a. Introduction of GST
- b. Levy of GST
- c. Value, Time & Place of Supply
- d. Composition scheme
- e. Export and Import under GST
- f. Documentation under GST

#### 4. Certificate Course in Income Tax & Return Filing

- a. Income Tax Return Preparation
- b. General Information Required in all type of ITR
- c. Income Tax Return Preparation ITR-1
- d. Income Tax Return Preparation ITR-2
- e. Income Tax Return Preparation ITR-3
- f. Tax Deducted at Sources

## ONE YEAR DIPLOMA IN MANAGEMENT SKILLS

This Program has been designed to provide a sound foundation and develop broad knowledge and perspective needed not only for entry level positions but also supports ongoing education programs the student may be pursuing. In addition to building a comprehensive knowledge and understanding of real life, the programmes also lay emphasis on the use of practical tools for advancement and self-development. These programmes are targeted to act as a vital link between skill application and management orientation.

### Objective of the Program:

The program is divided into two semesters and is designed to cover eight subjects in each semester including marketing, sales, finance, human relations, MIS, business ethics, communication skills etc. We will be following the semester system. A Diploma would be provided after successful completion of the program.

Details of subjects covered in the program are as follows:

### First Semester

DMP-01	Principles of Management
DMB-02	Basic Business Statistics & Business Math / Building Small Business in India (DMBS-07)
DME-03	Micro Economics
DMC-04	Business Communication & Personality Development
DMIS-05	Introduction to Database Management & MIS
DMS-06	Sales Management
DMF-07	Finance & Accounts / DMI-02 - Intro to Indian Society & Culture.
DMBE-08	Business Ethics

### Second Semester

DMOB-01	Organization Behaviour
DMHR-02	Introduction to Human Resource Management
DMME-03	Macro Economics
DMSM-01	Strategic Management
DMBA-01	Branding & Advertising / DMT-01 - Taxation
DMBL-06	Business Law
DMMM-07	Introduction to Marketing Management
DMGM-08	Project Study and Viva - Voce

## General Guidelines

### 1. Eligibility for Admission

Admission to the Institute is open to all young men & women without any distinction of caste, creed or religion. The Institute reserves the right to refuse admission to any applicant without assigning any reason.

### 2. Documents to be submitted along with the application form of the certificate/diploma course :

- Certificate & Marks-sheet of 10<sup>th</sup> standard .
- Certificate & Marks-sheet of 12<sup>th</sup> standard, Student whose results are awaited must submit Admit card and result must be submitted by August.
- Graduation / Mark-sheet . If student's result is awaited, Admit card of final year exam to be given at the time of admission. Passing Certificate to be submitted by August, failing which admission will stand cancelled.

### 3. Admission Fee

Candidate Selected for admission will deposit the required amount by Debit / Credit Card / Demand Draft in favour of NEWDELHI YMCA /EDUCATION CENTRE.

### 4. Attendance

- All students shall be regular and punctual throughout the academic year. Students must have 70% attendance to be eligible to appear for Semester end examination. If they are not able to cover up their attendance, they will not be eligible to appear for main examination. They will have to attend the classes again for the same within two years time.
- 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 In exceptional cases/ re-admission.can be sought on payment of Re-admission fee and arrears, if any
- Medical Leave : In case of illness, either 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. All medical leaves must be supported with proof of medications like Doctor's Prescription, Hospitalization bills, Test Reports etc.

### 5. Identity Card

Students are expected to carry their Identity Card issued by the Institute at all times. Duplicate Identity Card will be issued on receipt of an application along with a copy of an FIR. Rs100/- will be charged for a fresh identity card. The Identity card must be surrendered to the Institute at the time of collecting the security deposit.

### 6. Discipline on the campus.

- All students admitted for any course at the Institute are expected to abide by the rules and regulations of the New Delhi YMCA
- 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 the regard.
- 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.



- Visitors are not permitted to meet the students during class hours except with the prior permission of the Director.
- Every student is expected to observe discipline in and outside the classrooms.
- Breach of discipline will be dealt with by the Director.
- 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. Evaluation & Examination

- **Evaluation System:** At the end of each semester, participants will have to appear for examination. Apart of which is reserved for internal assessment i.e. Participation and contribution in seminars, case discussions and other sessional work. In order to complete the examination successfully, a participant shall be required to obtain a minimum of 40% marks in each paper and in aggregate. The participants who successfully complete examination will be awarded diploma/certificate in their chosen programme.

Those who pass the examination will be graded as per following grading system:

Above 60% First Division

Less than 60% and above 50% Second Division

Less than 50% & above 40% Third division

- **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. Such request applications should be made within 15 days from the date of declaration of the results.
- **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 /by paying the requirement Supplementary fees, provided he/she fulfils rest of the eligibility criteria.
- **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 form the office of the Institute regarding the date of supplementary examination and the same will be displayed on the notice board.
- **Three chances only:** A candidate who gets supplementary in any of the semester examination will be provided with only three chances to clear the papers/s within two years of completion of the course.

## 9. Diploma / Certificate

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

## 10. Notice Board

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

**11. Library**

The library has one the best collections of books in Delhi. The Library is a member of DELNET. It has arrangements with publishers and the British Council Division of India for supply and loan of books. The library also subscribes to over 150 journals and magazines.

**12. Guest speakers**

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

**13. Course Curriculum**

The subjects of various programmes have been defined in the prospectus. The Institution reserves the right to change/add vary the course structure, Instructional/assessment pattern to keep pace with current industry practices and to improve the quality of programmes.

**14. Teaching Methodology**

A variety of teaching methods are used as appropriate to each subject. Lecture sessions are supplemented with Case Studies, individual and Group Exercises, Assignments, Seminar, Presentation, Business Games etc. Considerable emphasis is placed on group assignments, group discussions and group work. Personal Attention to candidates is an important feature of all the courses of the Institute. The faculty member remain in constant touch with the Director and with each other to evolve a properly planned course of instruction.

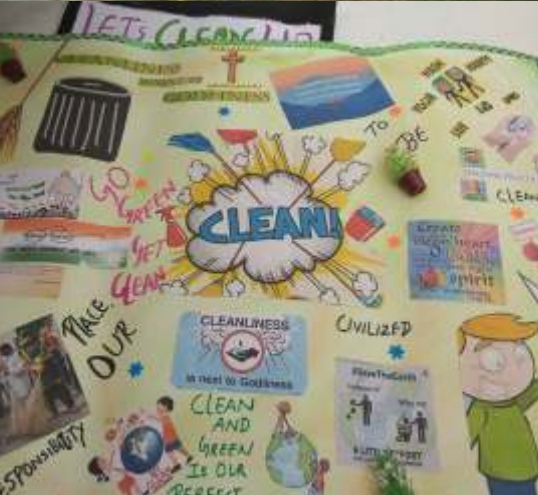
**15. Responsibility of Parent/Guardian :**

- To ensure the accuracy while
  - i) Submitting the application for admission ie Certificate, Diploma etc.
  - ii) Submitting leave letters
- Regular Payment of fee before due date
- Encourage and monitor trainee for regular attendance, Good academic record and general behavior.
- 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 an behalf of the student.
- Parents/Guardian must check from the Institute about all camps/programmes within Delhi or outside Delhi where overnight stay is required. The parents will be informed of such programmes through official circular. The parent / guardian shall sign NOC provided by the institute in case of any over night stay visit of student

**16. The management reserves the right to change any or all of the contents of the Prospectus anytime without assigning any reason there of.****17. Parking of Vehicles**

Parking of vehicles in the New Delhi YMCA complex is at the sole discretion of the New Delhi YMCA. Directions of the watch and ward staff regarding parking of vehicles shall be strictly followed in this regard.







# NEW DELHI YMCA INSTITUTE OF MANAGEMENT STUDIES

## Fee Structure Payment Schedule ONE YEAR POST GRADUATE DIPLOMA IN MANAGEMENT

	Fees in Installment
<b>First Installment</b> At the time of Admission	45,999/- + GST
<b>Second Installment</b> Before 30 <sup>th</sup> October (For July Batch) Before 30 <sup>th</sup> March (For January Batch)	40,497/- + GST
<b>Total Fees</b>	<b>86,496/- + GST</b>
<b>Dual Fees for PG Courses</b> Payable at the time of Admission	15,718 + GST

## ONE YEAR CERTIFICATE COURSES IN MANAGAEMENT

<b>First Installment</b> At the time of Admission	17,271/- + GST
<b>Second Installment</b> Before 30 <sup>th</sup> October (For July Batch) Before 30 <sup>th</sup> March (For January Batch)	16,412/- + GST
<b>Total Fees</b>	<b>33,682/- + GST</b>

## ONE YEAR DIPLOMA IN MANAGEMENT SKILLS

<b>First Installment</b> At the time of Admission	34,214/- + GST
<b>Second Installment</b> Before 30 <sup>th</sup> October (For July Batch) Before 30 <sup>th</sup> March (For January Batch)	26,142/- + GST
<b>Total Fees</b>	<b>60,356/- + GST</b>

## THREE MONTHS COURSES

Fee at the time of Admission	<b>25,000/- + GST</b>
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### Fee Payable by

- Credit / Debit Card
- Bank Draft / Demand Draft payable at New Delhi and drawn in favour of “**NEW DELHI YMCA EDUCATION CENTRE**”
- **Details for Bank transfer**
  - Beneficiary Account Name : New Delhi YMCA- IMS
  - Beneficiary Account No : 0513689310
  - IFS Code : KKBK0004602
  - MICR Code :
  - Bank : Kotak Mahindra Bank, Jor Bagh, New Delhi

The students are required to pay installment on/before the stipulated dates, otherwise a fine of Rs.10/- per day for the next 15 days will be charged. After this the admission will be treated as cancelled and the remaining balance of the tuition fee will be adjusted from the refundable library deposits.



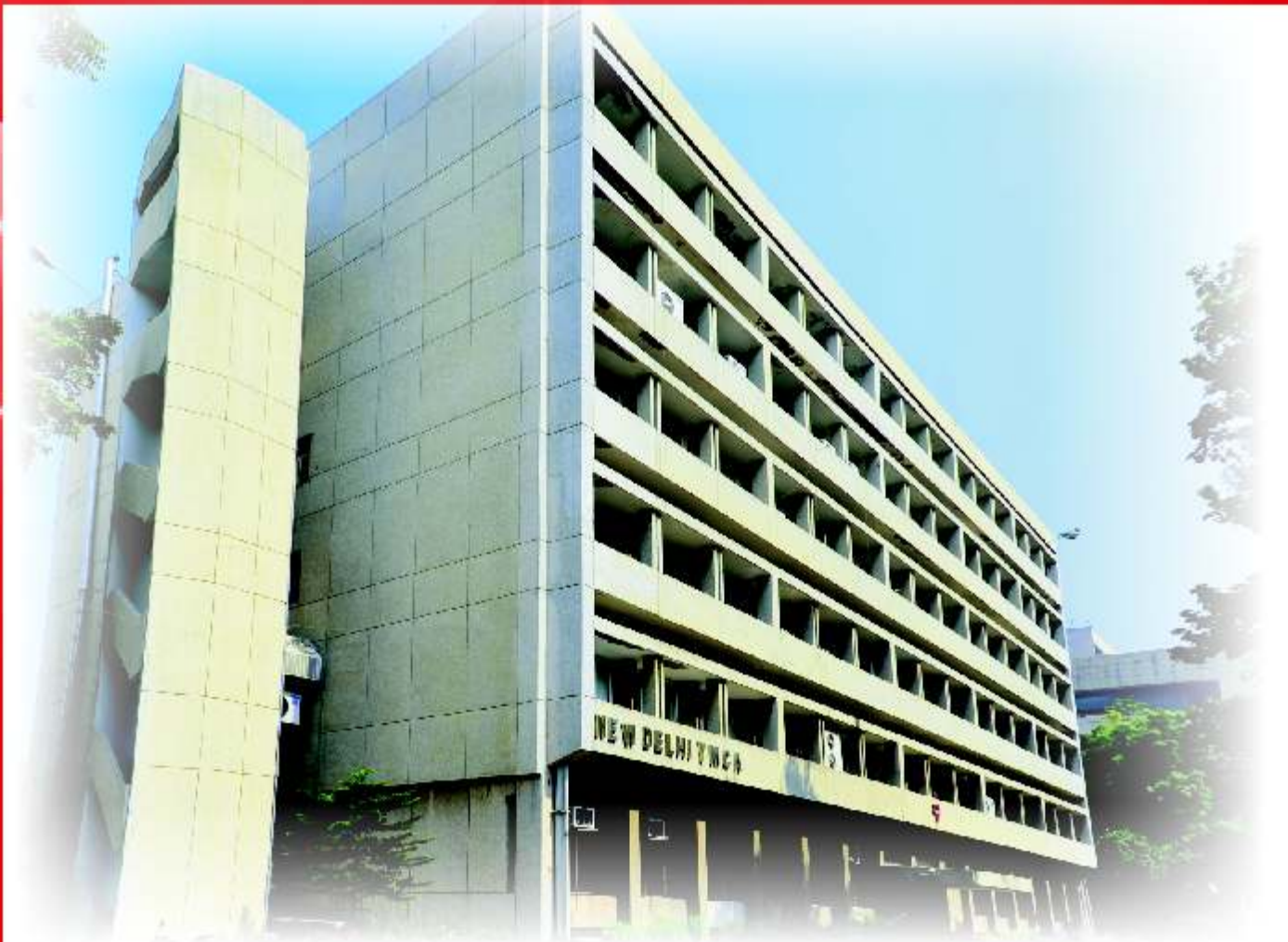
# TRIP TO SATTAL











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

THE MAP IS NOT TO SCALE



**CCL Building (Fourth Floor), Gate No. 2, 1 Jai Singh Road, New Delhi - 110001**

**(Near Patel Chowk / Rajiv Chowk Metro Station) Tel: 23362159, 43644020,**

**Email: [ndyimsdir@gmail.com](mailto:ndyimsdir@gmail.com), [ims@newdelhiymca.org](mailto:ims@newdelhiymca.org), Website: [newdelhiymca.org](http://newdelhiymca.org)**

**Rs. 600/- Including GST**