



# NEW DELHI YMCA

INSTITUTE FOR OFFICE MANAGEMENT  
& SECRETARIAL PRACTICE (IOM)



## PROSPECTUS



## 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.



## INSTITUTE FOR OFFICE MANAGEMENT & SECRETARIAL PRACTICE (IOM)

True to tradition, the New Delhi YMCA has been in the forefront of socio-professional fields for the past five decades. Beginning with imparting shorthand and typewriting, the institute embarked on a fullfledged course in secretarial training in 1972. The institute aims at giving comprehensive training to young men and women irrespective of their caste, creed and community, and making them fit for employment as Administrative/Management/Executive Secretaries, Personal Assistants, Office Assistants, etc. IOM has an enviable record of achievements and is one of the premier institutes of its kind in the country.

The institute has grown in stature from year to year with the demand for admission to its course growing apace. This institute has carved a niche for itself amongst other such institutes offering similar courses. We have at present about 500 students on our rolls, which is our minimum capacity. The students of IOM are much sought after by organizations which look for competence, talent and proficiency in the choice of their employees. In 2016, the institute launched an advanced programme in Office Management which aims at an additional management dimension. This programme has been especially designed in view of the incessant requests from the corporate world to provide them with Executive Secretaries and Assistants who will be a vital link between the top executive and various departments. A post graduate Trainee is groomed with all the requisite tools to provide perfect executive support, keeping in view the demands of the time.

As part of the New Delhi YMCA Education Centre, IOM offers a variety of professional, vocational, and industry-centric skill development courses, conducted by seasoned faculty and industry professionals. The institute is affiliated with the **Management and Entrepreneurship & Professional Skills Council (MEPSC)**, a recognized awarding body under **NCVET (National Council for Vocational Education and Training)**, supported by the **National Skill Development Corporation (NSDC)**, Government of India.

**New Government-Recognized Courses :** To meet emerging industry needs, IMS now offers specialized, government-recognized programs in:

- Office Assistant
- Receptionist
- Executive - Secretarial Services
- Office Operations Executive

These courses are affiliated with **MEPSC, Government of India**, and are designed to empower learners with practical knowledge and employability skills.





## COURSES & FEE STRUCTURE

**2025-2026**

	<b>ONE YEAR PG DIPLOMA IN OFFICE MANAGEMENT(PGDOM)</b>	<b>ONE YEAR DIPLOMA IN OFFICE MANAGEMENT(DOM)</b>	<b>2 YEAR ADV. DIPLOMA IN OFFICE MANAGEMENT(ADV. DOM) 2025-2027</b>
<b>Admission Procedure</b>	<b>Direct Admission</b>	<b>Direct Admission</b>	<b>Direct Admission</b>
<b>Course Contents</b>	<ul style="list-style-type: none"> <li>• Shorthand /German</li> <li>• Computer Applications</li> <li>• Business English Communication</li> <li>• Corporate Management</li> <li><b>Management Concepts of:</b></li> <li>• Sales &amp; Marketing Mgt.</li> <li>• Finance Management</li> <li>• Organizational Behavior</li> <li>• Human Resource Management</li> <li>• Presentation Skills</li> <li>• Communication Labs</li> </ul>	<ul style="list-style-type: none"> <li>• Shorthand /German</li> <li>• Computer Applications</li> <li>• Business English Communication</li> <li>• Office Management</li> <li>• Functional English</li> <li>• Typewriting on Computer</li> <li>• Communication Labs and Presentation Skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Shorthand/ German</li> <li>• Computer Applications</li> <li>• Business English Communication</li> <li>• Corporate Management</li> <li>• Functional English</li> <li>• Communication Lab and Presentation Skills</li> <li>• Marketing &amp; Sales &amp; Management.</li> <li>• Finance Management</li> <li>• Organizational Behavior</li> <li>• Human Resource Management</li> <li>• Typewriting on Computer</li> </ul>
	1 <sup>st</sup> Installment <b>Rs. 38,465/-</b> (at the time of Admission)	1 <sup>st</sup> Installment <b>Rs. 32,565/-</b> (at the time of Admission)	1 <sup>st</sup> Installment. <b>Rs. 54,100/-</b> (at the time of Admission)
	2 <sup>nd</sup> Installment <b>Rs. 21,535/-</b> 15 <sup>th</sup> September, 2025	2 <sup>nd</sup> Installment <b>Rs. 15,635/-</b> 15 <sup>th</sup> September, 2025	2 <sup>nd</sup> Installment <b>Rs 17,700/-</b> 15 <sup>th</sup> September, 2025
	3 <sup>rd</sup> Installment <b>Rs. 24,485/-</b> 15 <sup>th</sup> December, 2025	3 <sup>rd</sup> Installment <b>Rs. 18,585/-</b> 15 <sup>th</sup> November, 2025	3rd Installment <b>Rs. 17,700/-</b> 15 <sup>th</sup> January, 2025 4 <sup>th</sup> Installment <b>Rs 34,300/-</b> 15 <sup>th</sup> May, 2026
	4 <sup>th</sup> Installment <b>Rs. 21,535/-</b> 15 <sup>th</sup> February, 2026	4 <sup>th</sup> Installment <b>Rs. 15,635/-</b> 15 <sup>th</sup> January, 2026	5th Installment <b>Rs. 17,700/-</b> 20 <sup>th</sup> September, 2026 6 <sup>th</sup> Installment <b>Rs. 17,700/-</b> 15 <sup>th</sup> January, 2027
<b>Grand Total</b>	<b>Rs. 106,019/-</b>	<b>Rs. 82,420/-</b>	<b>Rs. 159,200/-</b>

**Classes from Monday to Friday (5 hours)**

## COURSES & FEE STRUCTURE

**2025-2026**

<b>2<sup>nd</sup> YEAR ADV. DIPLOMA IN OFFICE MANAGEMENT 2nd Year Programme of ADOM (Lateral Entry)</b>
<b>Direct Admission</b>
<ul style="list-style-type: none"> <li>• Shorthand</li> <li>• Computer Applications</li> <li>• Business English Communication</li> <li>• Corporate Management</li> <li>• Functional English, Communication Lab and Presentation Skills</li> <li>• Marketing &amp; Sales &amp; Management.</li> <li>• Finance Management</li> <li>• Organizational Behavior</li> <li>• Human Resource Management</li> <li>• Typewriting on Computer</li> </ul>
1 <sup>st</sup> Installment <b>Rs 34,040/-</b> (at the time of Adm.)
2 <sup>nd</sup> Installment <b>Rs. 17,111/-</b> 15 <sup>th</sup> December, 2025
3 <sup>rd</sup> Installment <b>Rs. 20,060/-</b> 15 <sup>th</sup> February, 2026
4 <sup>th</sup> Installment <b>Rs. 17,111/-</b> 15 <sup>th</sup> April, 2026
<b>Rs. 88,322/-</b>

**Classes from Monday to Friday (5 hours)**



### SHORT TERM COURSES

**ELIGIBILITY : 10+2**

**MEDIUM : English**

S.NO.	Course	Duration	Fee Revised
1	Stenography	6 months	<b>23,600</b>
2	Tally	3 months	<b>20,060</b>
*3	Calligraphy(Basic)	3 months	<b>23,600</b>
*4	Calligraphy(Advanced)	1 ½ months	<b>23,600</b>

**\*Eligibility : 10<sup>th</sup> Passed**



## Government Approved Courses

	1 year course in Executive Secretarial Services (Government Recognised)	1 year course in Office Assistant (Government Recognised)	1 year course in Office Operations Executive (Government Recognised)	1 year course in Receptionist (Government Recognised)
Admission Procedure	Direct Admission	Direct Admission	Direct Admission	Direct Admission
Course Content	<ul style="list-style-type: none"> <li>• Introduction to Skill India Mission and job role of Executive – Secretarial Services</li> <li>• Dictation processing, note taking and documenting</li> <li>• Executive support and administrative management</li> <li>• Maintain records and documentation</li> <li>• Office tools and AI technology</li> <li>• Communicate with clients, visitors and colleagues effectively</li> </ul>	<ul style="list-style-type: none"> <li>• Introduction to Skill India and the job role of an Office Assistant</li> <li>• Computer Application and Information Security Standards</li> <li>• Operate various office equipment</li> <li>• Manage routine office activities</li> <li>• AI enhanced office productivity management</li> <li>• Introduction to Employability Skills</li> </ul>	<ul style="list-style-type: none"> <li>• Introduction to Skill India and the job role of an Office Operations Executive</li> <li>• Managing routine office activities</li> <li>• Use computers to store, retrieve and communicate information</li> <li>• Check forms and applications for completeness as per norms</li> <li>• Coordinate with internal and external agencies to complete operational requirements</li> <li>• Workplace safety, rescue and first aid</li> <li>• Principles of professional practice</li> <li>• Principles of professional practice</li> </ul>	<ul style="list-style-type: none"> <li>• Introduction to Skill India Mission and the role of Receptionist</li> <li>• Managing visitors effectively</li> <li>• Handling communications</li> <li>• Managing office correspondence and inventory</li> <li>• Handling travel and booking arrangements</li> <li>• Supporting in event coordination and office services</li> <li>• Computer application and information security standards</li> <li>• Optimizing office efficiency with AI and new age tools</li> <li>• Communicate with clients, visitors and colleagues effectively</li> <li>• Principles of professional practice at the workplace</li> </ul>
1st Installment (Rs.)	₹ 32155	₹ 22100	₹ 28910	₹ 32155
2nd Installment (Rs.)	₹ 23305	₹ 16100	₹ 21240	₹ 23305
Full Fee	₹ 55460	₹ 38200	₹ 50150	₹ 55460

Class Timing : Monday to Friday 3 - 4 hrs per day

# RECRUITMENTS



**Elana Sebastian**

**PG Diploma in Office Management**

**The Grand Thornton, Bharat LLP, Gurugram**

I am proud to be an alumnus of New Delhi Young Men's Christian Association, where I completed my Diploma in Office Management. My time at YMCA was truly transformative, not only did it equip me with professional skills, but it also helped me develop discipline, confidence, and a strong work ethic. The supportive environment and practical learning at YMCA played a key role in shaping my career path.



**Bhumika**

**PG Diploma in Office Management**

**Lal Bahadur Shastri, Institute of Management**

I am proud to be the alumnus of Young Men Christian Association where I have done my Advance diploma in Office Management. It taught me better management skills being done in an office environment. It enhances skills in effective communication, time management, shorthand, project coordination. Through, these skills, I have landed on my dream job. It had been a wonderful journey in YMCA.



**Ritika Kichloo**

**PG Diploma in Office Management**

**The Grand Thornton, Bharat LLP, Gurugram**

I really had a pleasant experience with New Delhi YMCA. All the faculty members are dedicated and well experienced. They have trained us extensively which in the process emboldened us and made us confident. The quality of academics and the excellence of our placement cell is something I dearly valued. All in all New Delhi YMCA has moulded me into a better and a confident person.



**Lydia Merlin Joseph**

**PG Diploma in Office Management**

**The Grand Thornton, Bharat LLP, Gurugram**

YMCA assisted me to get first hand Industry experience. It reinforced me to recognise my hidden talent which resulted in outstanding performance in Academics as well as Professional Career. Faculty here is exceptionally benevolent and Profound as they motivate each student to achieve higher success in his/her Life.



**Jasvinder Kaur**

**PG Diploma in Office Management**

**LEXCLAIM-Law Firm, Delhi**

YMCA profoundly shaped my career path, equipping me with invaluable leadership, teamwork and communication skills.



Name of Student	Course	Company Name	Designation
Tiya Sharma	IOM	Travel Pals	Secretary
Kunal Rawat	DOM	Kidzania	Supervisor
Subha Chamoli	DOM	Kidzania	Supervisor
Gaurav Rautela	DOM	Special Olmypics Bharat	Admin Incharge
Shivani	PGDOM	Mira Model School	Office Assistant
Simran Puri	PGDOM	Mira Model School	Office Assistant
Suraj Rai	DOM A	Careco Services Pvt. Ltd.	Office Coordinator
Ashish Kumar Masih	DOM A	Careco Services Pvt. Ltd.	Office Coordinator
Payal	DOM A	Careco Services Pvt. Ltd.	Office Coordinator
Lalit	PGDOM	One Vasco	Operations
Shivani	PGDOM	One Vasco	Operations
Ranjitha Rajesh	PGDOM	Council of Architecture	EA
Soumya D	PGDOM	LexOrbis	Traniess Execuive
Ruqayya Bano	PGDOM	LexOrbis	Traniess Execuive
Jasvinder Kaur	PGDOM	LexOrbis	Traniess Execuive
Sheetal Thakur	PGDOM	SI UK	Front Office Excutive
Sujal Sharma	ADOM	VFS Global	Operations
Omisha Rana	DOM A	VFS Global	Operations
Deepali Bora	ADOM	MSC Crewing	Office Assistant
Megha	ADOM	Careco Services Pvt. Ltd.	Sales & Operations
Komal	ADOM	Careco Services Pvt. Ltd.	Sales & Operations
Jessica	ADOM	Careco Services Pvt. Ltd.	Sales & Operations
Mahika Chauhan	ADOM	Careco Services Pvt. Ltd.	Sales & Operations
Tiya Sharma	ADOM	VFS Global	Operations
Khushi Gusain	ADOM	VFS Global	Operations
Vansh Kumar	ADOM	VFS Global	Operations
Ayush Yadav	ADOM	VFS Global	Operations
Tryposa Samuel	ADOM	VFS Global	Operations
Prerna Johar	ADOM	VFS Global	Operations
Suraj Kumar Rai	ADOM	VFS Global	Operations
Megha Sharma	ADOM	VFS Global	Operations
Rena Saini	ADOM	VFS Global	Operations
Arushi John	PGDOM	VFS Global	Operations
Jyoti Verma	PGDOM	VFS Global	Operations
Manshi Negi	PGDOM	VFS Global	Operations
Nandita Singh	ADOM	NSDC	EA
Abhishek Yadav	ADOM	NSDC	EA
Ritika Lukhda	PGDOM	EDU TOTAL	Executive
Manav Rawat	DOM	EDU TOTAL	Executive



# 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



**NEW DELHI YMCA INSTITUTE FOR OFFICE MANAGEMENT**  
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