

PROSPECTUS 2018-2019



YWCA OF DELHI
VOCATIONAL TRAINING INSTITUTE





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THE VISION AND MISSION OF YWCA

Transforming lives by giving Hope

YWCA endeavours to empower women and illuminating lives at all levels with contribution from the civil society and the community. YWCA is an inspirational movement for women empowerment and gender equality with emphasis on social justice and skill development vocational education which seeks to bring about a paradigm shift in the societal structure with women being equal contributors to the socio economic structure of the country.

YWCA has a long term vision which it fulfils by its mission

- Commitment to empowering women and helping them to be an important part in the development of the society.
- Educating and training women for contribution to the development of the economic and political structure of the society.
- Encouraging participation of women at all levels in the society.
- Bringing about a paradigm shift in the family structure with emphasis on gender equality.
- Emphasizing religious tolerance for betterment of the society.
- Fighting for the rights and justice of the underprivileged.

VTI Dwarka Inauguration

Vocational Training Institute in Dwarka was inaugurated on 24th August 2016 and has been set up with the vision to impart holistic education to the millennium generation. It offers various short term and long term

courses with emphasis on skill development and boosts an excellent infrastructure and terrific location. In the times to come VTI Dwarka will become a hub for quality education and deliver the best results in

the industry. VTI offers all skill development courses to provide livelihood and life skills to the students to start their careers at the right note. At VTI lot of emphasis is given to overall grooming and employability skills of the students to enhance their chances to gain a corporate foothold in the industry. Our students are imparted holistic knowledge and the impact is visible in the success of our students in placements and their overall career graph.

VTI provides high quality industry specific skill development based education which could provide employability skills to the students which would help them to become entrepreneurs and self-reliant after obtaining their degrees and diplomas. The aim of unique vocational education programs at VTI is to provide industry specific skill sets to the students

which help them to get employment in well established companies and also help them in setting up their own businesses if they so desire.

VTI is governed by the members of the YWCA Education Committee which is constituted every year and which is responsible for the academic excellence and all the old and new courses being run by the Institute. The Education Committee has the sole authority vested in it by the YWCA Management Board to all decisions related to the academic administration of institute.

VTI has been providing highly skilled and very well trained professionals to various industries through the various programs run by the institute which are in sync with the academic industry requirements has led to VTI being a sought after destination for public and private sector organizations for placements.

VTI Faculty

VTI has highly qualified and well experienced faculty to teach various courses in the institute. The faculty has industry exposure and academic excellence to teach the students the theoretical and the practical components of the course. The pedagogy followed by the course is periodically upgraded in sync with the industry trends and requirements by the corporate

houses. The faculty enhances its knowledge and calibre through various faculty development programs, workshops, symposiums and seminars which help them to keep abreast with the latest industry trends and subsequent pass the knowledge to the students which better prepares them for the industry and placements.

Teaching Methodology and Pedagogy

The well trained faculty are very well equipped to train the students in an excellent academic environment. The teaching methodology followed by the faculty is in sync with the industry requirement. The course is divided into the practical and theoretical components. The theoretical concept teaches the students about the various concepts and the practical concepts take care of the application of those concepts in the real world work environment. The students have theory classes which are supplemented by practical components like lab sessions, field visits, workshops, seminars and industry internships and research reports to

prepare them for the industry in the simulated work environment.

VTI follows the best teaching pedagogy in the education sector and as such it is sought after quality institute to provide holistic education to the students which helps them to achieve success in their respective career options in any of the their chosen fields of specialisation. The purpose of VTI is to make sure each student is employable after getting their education and employability skills after pursuing their education from our institute.



INFRASTRUCTURE

Classrooms

VTI has spacious and well lit classroom with enough sitting capacity to make the learning fruitful and fun. All classes are equipped with projectors and screens so that they can turn our students into well trained and skilled professionals and are able to find their right place in the corporate world. Our students find the right ambience and ethos to gain employability skills in our classrooms.

Labs

We have state of art computer labs with projectors catering to the technology requirements of the students looking for careers in the technology domain and enhancing their technical skills and have practical learning experience of the theoretical concepts. The live projects and tutorials are carried out in the lab which helps the students for practical exposure. All our courses have a requirement for learning computers in these labs and the students have all

required infrastructure of their requirements.

Placement Cell

The YWCA centralised placement cell offers job assistance to the students and gets them placed in many blue chip companies with competitive salaries and our alumni have been doing very well in the industry. The alumni themselves have come to absorb many students in their respective companies. The YWCA has lot of good will and a great reputation to provide quality students to the industry and we have many blue chip companies as a part of our recruitment process. The placements are carried around the year to cater to the requirements of the industry.

Conference Halls

VTI Dwarka boasts of state of the art conference halls which cater to the academic and corporate requirements for holding small and big gatherings and functions. All our academic and career celebrations take place in our

conference halls.

Cafeteria

A cafeteria for the students is provided to relax and give in to their food craving after the fast paced study environment. The students can let their hair down after studying hard for their courses and can come down to the cafe to enjoy the cuisine offered by the cafeteria.

Basement Parking

VTI offers the basement parking to the students where their vehicles are secure and are safe while the students are studying in the college and they do not need to be worried about their mode of transport while they are in the campus.

Power Backup

The campus boasts of an economical power backup system which helps to increase the efficiency and productivity of the students and the staff.

COURSES AT THE VOCATIONAL TRAINING INSTITUTE

POST GRADUATE DIPLOMA COURSES

Office Management **One Year**

UNDER GRADUATE DIPLOMA COURSES

Office Management **One Year**

Travel & Tourism Management **One Year**

LANGUAGE COURSE

Foreign Language (French / German) **One Year**

COMPUTER COURSES

Certificate in Computer Application **3 Months**

Diploma in Computer Programming **One Year**

Diploma in Computer Web Designing **One Year**

CERTIFICATE COURSES

Air Hostess/ Cabin Crew **5 Months**

Nutrition, Diet & Health Management **6 Months**

Air Travel Fare, Ticketing and Airport Handling **3 Months**

English Conversation and Personality Development **3 Months**

COMPETITIVE EXAM PREPARATION

Bank P.O **3 Months**

S.S.C **3 Months**

GENERAL INSTRUCTION

Courses will begin as soon as the course strength is of 20 students

POST-GRADUATE DIPLOMA COURSE

OFFICE MANAGEMENT (PG)

OBJECTIVE

This programme provides an opportunity to the candidate to be equipped with computer literacy, managerial and secretarial skills to assume responsibilities in a reputed organization for mutual benefit.

Medium	:	English
Duration	:	One Year
Eligibility	:	Graduate with English as main subject in 10+2
Timings	:	6 hours, Mon to Fri in between 8.00 a.m. to 5.00 p.m. Additional hours for management classes twice a week

COURSE CONTENTS

1. Shorthand 80wpm
2. Typewriting (Computerized) 40 wpm
3. English for Business Communication
4. Office Procedures
5. Principles of Management
6. Communication Skills with special emphasis on:
 - Personal Grooming
 - Social & Office Etiquette
 - Time Management
 - Motivation & Leadership
 - Interview Skills
 - Speaking, Writing & Listening Skills
 - Group Discussions
7. Grooming session & Workshop by Corporate Trainers.
8. English Conversation and Personality Development
9. On the Job Training (one month)

COMPUTER APPLICATION

- Computer fundamental & windows
- Ms Word
- Ms Excel
- Ms PowerPoint
- Ms Access
- Internet and E-mail
- Outlook

JOB OPPORTUNITIES

After successful completion of the course, students are well placed in Multi National Companies, Public and Private Sectors, Banks, Embassies, Hotels, Schools, Colleges, Institutes etc.



UNDERGRADUATE DIPLOMA COURSES

OFFICE MANAGEMENT

OBJECTIVE

This programme aims to equip the candidate with Office Management skills necessary to assume secretarial responsibilities in a reputed company for mutual benefit and satisfaction.

Medium	: English
Duration	: One Year
Eligibility	: 10+2 pass
Timings	: 5-6 hours , Mon to Fri in between 8.00 a.m. to 5.00 p.m.

COURSE CONTENTS

1. Shorthand- 80 wpm
2. Typewriting (Computerised)- 40 wpm
3. English for Business Communication
4. Office Procedures
5. Communication and Soft skills with special emphasis on:-
 - Personal Grooming

- Social & Office Etiquette
- Time Management
- Motivation and Leadership
- Interview skills
- Speaking, Writing & Listening Skills
- Group Discussions

6.English Conversation

7. On the Job Training (one month)

COMPUTER APPLICATION

- Computer fundamental & windows
- MS Word
- MS Excel
- MS PowerPoint
- MS Access
- Internet and E-Mail
- Outlook

JOB OPPORTUNITIES

After successful completion of the course, students are well placed in Multi-National Companies, Public and Private Sectors, Banks, Embassies, Hotels, Schools, Colleges, Institutes etc.



TRAVEL & TOURISM MANAGEMENT

OBJECTIVE

It sets out a number of learning objectives which include developing arrange of vital skills in Service Industry such as lateral thinking, creativity and enterprise.

Medium	:	English
Duration	:	One Year
Eligibility	:	10+2 pass
Timings	:	2-4 hrs 5 days in a week in between 8:00 a.m. - 5:00 p.m.

COURSE CONTENT

1. Tourism Marketing
2. Air Travel Fare & Ticketing
3. Hospitality
4. Principles & Practices of Tourism
5. Communication and Soft Skill
6. Central Reservation System
7. English conversation and Personality Development
8. On the Job Training (for 1 month)

COMPUTER APPLICATION

- Computer-Basics & Windows
- MS Word
- MS Excel
- MS Power Point
- Outlook
- MS-Access
- Internet & E-mail

JOB OPPORTUNITIES

The Students are well placed in Travel Agencies, Tour Operation Companies, Tourism Offices, Airlines, Hotels & Transport industry.



LANGUAGE COURSE

FRENCH / GERMAN LANGUAGE

OBJECTIVE

Learning languages is an art which needs to be mastered by expertise in the language and this course gives the impetus for learning the French and the German Language as such to the students.

Medium : English

Duration : One Year

Eligibility : 10+2 pass

Timings : 1 ½ Hrs Thrice in a week in between 8:00 a.m.- 5:00 p.m. / Weekend batches are also available

COURSE CONTENTS:

First Semester – Basic

Second Semester – Advance

Our main focus is to help the students to strengthen their Speaking, Listening, Reading and Writing Skills. We use various teaching methods such as modern textbooks, computers,

magazines, audio-visual aids etc. as well as role plays, group and pair work, games.

Also the Course content includes Vocabulary & Conversation, Grammar, Phonetics, and Speaking Practice in a range of situations. We train the students with special emphasis on how to be self-reliant with regard to spoken and written language.



JOB OPPORTUNITY

Knowledge of Foreign Languages has opened up job opportunities in the field of Education, Tourism, Information Technology, Outsourcing, MNCs, Mass Media, Airlines, Embassies

COMPUTER COURSES

CERTIFICATE IN COMPUTER APPLICATION (CCA)

Medium

English

Duration

3 months

Timings

2hrs. 5 days in a week between 8:00 am to 5:00 p.m./ Weekend batches are also available

COURSE CONTENTS

- Computer Concept & Fundamentals
- Window Operating System
- MS Word
- MS Excel
- MS Power Point
- MS Access
- Internet & Outlook.

DIPLOMA IN COMPUTER PROGRAMMING (DCP)

Medium

English

Eligibility

10+2 Pass

Duration

One Year

Timings

2 hrs. 5 days in a week between 8:00 am to 5:00 p.m

COURSE CONTENTS

- Computer Concept & Fundamentals
- Operating System (Windows)
- MS-Office (MS-Word, MS- Excel, MS-Power Point, MS-Access)
- Programming in C
- Programming in C++
- Core Java
- DOTNET (Basic)
- Python
- MySQL (RDBMS)
- Internet & Outlook



DIPLOMA IN COMPUTER WEB DESIGNING

Medium

English

Eligibility

10+2 Pass

Duration

One Year

Timings

2 hrs. 5 days in a week between
8:00 am to 5:00 p.m.

COURSE CONTENTS

- Computer Concept & Fundamentals
- Corel Draw
- Adobe Photoshop
- HTML 5
- CSS 3
- Bootstrap
- Dream Weaver
- JSON
- JQuery Java Script
- Project file

JOB OPPORTUNITIES

After successful completion of the course students can work as front office operator, back office operator, computer faculty, computer operator, office administrator, website designer, user interface designer, fashion illustrator, fabric print designer etc.



CERTIFICATE COURSES

AIR HOSTESS / CABINCREW / HOSPITALITY

Duration	: 5 months
Eligibility	: 10 + 2 Pass
Age Limit	: 18 – 25 years
Min. Height	: 5.2'
Eye Sight	: Normal
Timing	: 2 Hours, Thrice in a week in between 8:00 a.m. - 5:00 p.m.

COURSE CONTENTS

- Roles & Responsibilities
- Aircraft Exterior and Interior
- Airport Handling
- Hospitality
- Effective Communication Skills
- Personality Development
- Personality Grooming
- Basics of Safety and Emergency Procedures
- First Aid
- Interview Practice / Group Discussions etc

Students are advised to enroll for a foreign language & English Communication classes separately to have additional qualification to help them join a foreign airlines.

*** Admission based on Personal Interview**



***Condition Apply**

NUTRITION, DIET & HEALTH MANAGEMENT

OBJECTIVE:

This course is designed to assist the students to acquire knowledge of nutrition for maintenance of optimum health at different stages of life and its application in everyday life. It will be useful for students, Housewives, Sports coaches, Health and Fitness Enthusiasts.

Medium	English
Duration	6 Months
Eligibility	10+2 pass
Timings	2 hrs ,Thrice in a week in between 8:00 a.m. - 5:00 p.m.

COURSE CONTENT:

- Introduction of Nutrients
- Carbohydrates, Proteins, Fats, Vitamins, Minerals & Water
- Metabolism of Food
- Nutrition during various stages and conditions of life
- Method of Cooking & Menu Planning
- Weight Management
- Nutrition for Anemia, Sports, Bone Disorders, Hypertension, Diabetics, Renal Disorders & Obesity
- Assessment of Nutritional Status
- Malnutrition

AIR TRAVEL FARE, TICKETING AND AIRPORT HANDLING

OBJECTIVE

The students wanting the exposure in the national and international travel environment gets all insights while pursuing this course.

Medium

English

Duration

3 Months

Eligibility

10+2 pass

Timings

2-3 hrs. , 5 days in a week between 8:00 am to 5:00 p.m

COURSE CONTENT

- Aviation
- World Geography
- IATA Areas and Sub Areas
- International Time Calculation
- Global Indicators
- Travel Terminology
- Bilateral Agreements-Freedom of Air
- Minimum Connecting Time
- Limitation of Indirect Travel
- Fare Calculation-One way, Return, CircleTrip and Open jaw journeys with EMA/EMS Including Higher Intermediate Points, BackHaul and Circle Trip Minimum Check (Normal and Special Fares)
- Ticketing-Manual entries and to study Electronic Tickets
- Airimp-Reservation Procedure
- Travel Information Manual (TIM)
- Sequence of Entries, Embarkation and Disembarkation procedures at Airports
- Baggage & Excess Baggage-Weight and Piece Concept
- Issuance of Excess Baggage Tickets
- Role of Customer's Service Agent at Airport-Check in Counters
- Configuration and assigning of seats in Various types of Aircrafts

COMPUTER APPLICATION

- Basics of Amadeus
OR
- Basics of Galileo



ENGLISH CONVERSATION & PERSONALITY DEVELOPMENT

OBJECTIVE

The English language course provides inputs to the students in learning the language through the use of correct grammar and public speaking skills. It is comprehensive English language course.

Medium

English

Duration

3 Months

Timings

2hrs in between 8:00 am to 5:00 P.m. / Weekend batches are also available

COURSE CONTENTS

English Conversation & Communication Basic

- Importance of English Language
- Sentence structuring
- Articles
- Parts of speech
- Pronunciation and oral expression:
- The sound units of English
- Syllabus stress and its variation with grammatical function
- Sentence stress, intonation and rhythm
- Tenses
- Art of using tenses
- Voice
- Combinational Sentences
- Modals
- Basic Public Speaking Skills
- Basic Conversation
- Basic Written Skills
- One to one conversation
- Vocabulary

Personality Development & Public Speaking

- Individual Counseling
- How to interact with people – Confidence Building
- Communication Skills – verbal & non-verbal
- Grooming Standards.
- Advance public speaking (Removing barriers

like hesitation etc.)

- How to maintain good Interpersonal skills
- Leadership skills & Term Management
- Goal Setting & Time Management
- Self-Motivation
- Stress Management
- Interview handling workshops
- Extempore



COMPETITIVE EXAM PREPARATION

BANK PROBATIONARY OFFICER (P.O)



Medium	English
Duration	3 Months
Eligibility	10+2 pass
Timings	2 hrs, between 8:00 a.m.- 5:00 p.m.

COURSE CONTENTS

- Reasoning/Mental Ability
- Quantitative Aptitude
- English
- General Awareness
- Computer Awareness

STAFF SELECTION COMMISSION (S.S.C)

Medium	: English
Duration	: 3 Months
Eligibility	: 10+2 pass
Timings	: 2hrs , between 8:00 a.m.- 5:00 p.m.

COURSE CONTENTS

- General Intelligence & Reasoning
- General Awareness
- Quantitative Aptitude
- Syllabus for English



**STAFF SELECTION COMMISSION
(SSC)**

ACADEMIC SESSION 2018 – 2019

REGISTRATION AND ADMISSION PROCEDURE

REGISTRATION

Registration will be made on submission of the following:

- a) Registration form duly filled with a self attested passport size photograph affixed.
- b) Registration fee of Rs. 200/- by cash to be paid.
- c) Attested Photocopies of
 - (i) Certificate of date of birth (extract from 10th standard or equivalent certificate).
 - (ii) Certificate of qualifying examination and Mark Sheet.
- d) 12th standard mark sheet (for undergraduate certificate and other diploma programs). If the candidate is awaiting result of aforesaid examination, 10th standard mark sheet may be attached.
- e) Final year graduation mark sheet (for PG programs). If the candidate is awaiting result of aforesaid exam, second year's mark sheet may be attached. Admission of such candidates shall be confirmed only on submission of final year graduation mark sheet / provisional certificate.
- f) Applicants are required to submit a medical certificate of fitness issued by a registered medical practitioner.

REGISTRATION FEE IS NOT REFUNDABLE, AND INCOMPLETE FORMS SHALL BE REJECTED. CARE SHOULD BE TAKEN TO ENSURE PARENTS/ GUARDIAN'S SIGNATURE ON THE FORM ALONG WITH THE STUDENT'S PHOTOGRAPH.

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 certified copy of the certificate to the office as soon as they obtain the same, within 4 months from the date of commencement of the course.

The Provisional admission of the candidates will stand cancelled if he/she fails to produce the qualifying examination's mark sheet / certificate as mentioned above.

TRANSFER FROM ONE COURSE TO ANOTHER

Students are discouraged from seeking transfer from one course to another. The transfer shall be made only if it is feasible and at the discretion of the authorities. In no case will such transfer be considered after 15 days of the commencement of any course.

COURSE FEES

For details of fees and other payment refer to the fee schedule attached to the prospectus.

- All fees except Registration Fee are payable by Demand Draft / Bank Pay Order only. Demand Draft / Bank pay order is to be drawn in favour of 'YWCA of Delhi'.
- Fees are payable in four instalments, unless otherwise specified for the course.
 - The First instalment** (for the months of July, August & September) should be paid at the time of admission.
 - The Second instalment** (for October, November & December) payable by 8th October.
 - The Third instalment** (for January, February & March) payable by 8th January.
 - The Fourth instalment** (for April, May & June) payable by 8th March.

If 8th of the month happens to be a holiday then the installment is to be paid by the next working day.

3. Late fee & fine :- If fee is not paid by the due date, a fine of Rs. 100/- will be charged up to last working day of the respective month, followed by Rs. 500/- every month on cumulative basis.

- Parent / Guardian are to check with the office for any information related to payment of fees.

REFUND

FEE

- If a student decides not to join the course after taking admission and informs the office in writing 7 days prior to the commencement of the course, TUITION FEE, SECURITY DEPOSIT and EXAM FEE shall be refunded.
- If a student does not attend classes within 15 days of the commencement of the course without informing in writing, the admission will be cancelled, however only EXAMINATION FEE & SECURITY DEPOSIT will be refunded.

- If a student joins the course and discontinues any time after the commencement of the course, no refund of any amount paid as tuition fee or any other charges will be made. Only SECURITY DEPOSIT will be refunded.
- If due to unavoidable circumstances any course is not started by the institute then FULL FEES will be refunded to the student.
- The timing for fee deposit / refund etc. is strictly between 10.00 am to 4.00 p.m.

SECURITY DEPOSIT

- Security Deposit is refundable on completion of the Course and within the period mentioned through notices from time to time. Refund of Security Deposit will be made after obtaining requisite clearance from relevant departments. Deductions for damages, if any will be made from the Security Deposit. Security Deposit is refundable even on non completion of the course and subject to necessary clearances. No claim for refund of security deposit will be entertained after the lapse of one year of completion of the course.
- Refund of Security Deposit shall be made by account payee cheque in the STUDENT'S NAME only after the surrender of Identity Card and original receipt of the security deposit, on the date announced on completion of the respective course.
- Should a student fail to collect the security deposit on the date announced, the refund shall be made by cheque only on submission of the Identity Card and the original receipt of security deposit along with an application by the student for the same.
- If a student is unable to collect the security deposit in person, the student shall authorize any responsible person to collect the same on the basis of an authorization letter given by the student along with the identity card and original receipt of security deposit.
- In case of loss of the original receipt, a duplicate fee receipt can be issued on payment of Rs. 100/- is required in order to release the security deposit.



ATTENDANCE

1. Students should be regular and punctual from the first day of the session.
2. The minimum attendance should be 70%. Students who are short of attendance will not be permitted to appear for the final examination. They will be eligible to appear in the supplementary exam after payment of examination fee.

LEAVE OF ABSENCE

Prior permission from the Deputy Director must be obtained, in writing for leave of absence from the Institute. All such leave will be treated as absence only. Continuous absence for more than 10 days without any intimation will make the student's name 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, provided she will be able to make upto 70% attendance.

MEDICAL LEAVE

In case of illness, the Student must submit leave application signed by Parents/ Guardian along with Medical Certificate from the Doctor to the Class Teacher / Course Co-ordinator 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 her / his joining the classes. Attendance on medical grounds will be granted up to maximum of 10% in an academic year. All medical leave must be supported with proof of medications like Doctor's prescription, hospitalization, test reports etc.

EXAMINATION RULES

EVALUATION & EXAMINATION

I. To be eligible for the final examination, students have to fulfil the following eligibility criteria:

1. 70% attendance in all subjects including

Communication & Soft skills & Computers.

2. Students not securing minimum 70% attendance in all subjects will be barred from giving final examination.
3. Payment of fee in full without any arrears.
4. Absence of any disciplinary action
5. Completion of all submissions and assignments.

II. If a student is found indulging in any unfair means during any examination, the answer sheet will be confiscated. A new answer sheet will be provided to complete the examination in the remaining time. If a student repeats the unfair means, student will be debarred from appearing in all other examinations.

III. Final examination results will be displayed on the Notice Board of the Institute.

IV. The Vocational Training Institute conducts its Final Examination in the month of April – May at the end of every academic session.

COMPONENTS OF EXAMINATION

UNDER GRADUATE COURSES & POST GRADUATE COURSES

Internal Assessments are essential and inseparable components of examination scheme of the Institute. There will be 2 internal assessments in all Diploma courses; each carries 20 marks weightage of each subject. First Internal Exam will be conducted in November 2018 and the second will be in January / February–2019. Final Exams carry 60 marks weightage in all Undergraduate & Post graduate diploma courses.

RE-EVALUATION

Application for re-evaluation in the prescribed form will be accepted within 48 hours after publication of the final result on a payment of Rs. 100/- per subject.

DIPLOMA / CERTIFICATE

1. The YWCA of Delhi shall issue its own Diploma after assessment of student's performance in the examination.

- II. The Diploma / Certificate must be collected within 1 year of the completion of the course failing which the student will have to pay Rs. 100/- & collect the same within 2 years.
- III. No Diploma / Marksheet or Bonafide certificate will be issued in case of FT (2 year course) after the completion of one year. Diploma / Marksheet / Bonafide Certificate will only be awarded after successful completion of the two year course.
- IV. Successful candidates will be awarded the Diploma at the Annual Convocation day. The date and time of which will be communicated to the students by post. Those who fail to collect the Diploma on Annual Convocation Day, can collect on any working Fridays between 2-4 p.m. The Diploma will be handed over only to the student and not to any representative.
- V. The processing fee of Rs. 250/- and Rs. 500/- will be charged for DUPLICATE MARKSHEET and DIPLOMA respectively.
- VI. collaborated courses will have the partner's Logo also....

SUPPLEMENTARY EXAMINATION

Only 2 (Two) chances will be given to an unsuccessful candidate for appearing in the supplementary examination within two years (held in September / May) from the date of completion of the course. They will be eligible to appear in the supplementary examination after payment of examination fee. It is the responsibility of the student to contact the office for further information.

ANNUAL DAY CELEBRATION (FASHION SHOW / EXHIBITION) AND 'Y' COMMUNITY SERVICE AND SOCIAL AWARENESS PROGRAMME:

All Vocational Training Institute students would be required to participate in Annual Day Celebration held at the end of Academic Session in the form of Exhibition / Fashion Show. Since YWCA is an NGO, students would also be required to participate in Awareness programme related to social cause,

uplifting & empowerment of women.

INTERNSHIP

Internship is a compulsory part of the training which acts as a stepping stone into the corporate world for students. It will be valid only when

- a) The authorization letter from the Institute is issued.
- b) Is undertaken in Delhi.
- c) Is undertaken within the time specified in the year plan. The students are expected to interact with various organizations for their project work and their Internship.

All students must undergo for an Internship in any organization of their choice (ie. They have to find out the organization on their own) as per requirement of the course. A certificate from the concerned organization, where one undergoes training is to be submitted to the Office for records. Diploma will be awarded only to those students who undergo Internship / on the job training and produce the proof of the same.

STUDENT SERVICES

I. COUNSELING

Counseling facilities are available for students and parents. Counseling sessions are held from time to time and whenever required.

II. PLACEMENT SERVICE

On completion of their respective courses, students may seek the help of Placement Services available at the YWCA of Delhi. All students will ensure that they are registered with the Placement cell once they are admitted.

NOTICE BOARD

The students in their own interest should read the notice board everyday for any new developments & other important announcements.



DISCIPLINE IN THE CAMPUS

1. All students are subject to the discipline of the VTI of the YWCA of Delhi and are expected to observe the rules and regulations.
2. Irregular attendance or misconduct will render a student liable for suspension / dismissal at any time. The Deputy Director's / Education Committee's decision is final in this regard. In case of any damage to property, equipment, book etc. the student concerned shall be liable to replace the damaged property or make good the cost of the items.
3. Visitors are not permitted to meet the students during class hours except with the prior permission of the Deputy Director.
4. Students are not allowed to use mobile phones in the classrooms.
5. Students shall not leave the Institute premises during class hours without prior permission from the respective class teacher / course co-ordinator and the Deputy Director of VTI.
6. The Institute holds responsibility only for students present in our class attendance records during class hours and is not responsible for them before or after course hours.
7. Students are expected to dress neatly and modestly.
8. Office telephone may be used only in case of emergency on payment of Rs. 5/- per call. The office of VTI shall not entertain telephone calls for any student except in case of an emergency.
9. No student shall use any personnel of the institute for her personal errands.
10. Any student found adopting unfair means or acting against the interest of the Institute shall be

debarred from completing the course.

11. The Institute shall not take responsibility for any injury sustained by a student, within the campus though all precautions shall be taken to avoid any unwanted incident.
12. The YWCA of Delhi will not be responsible for the loss of personal property or any valuables brought by the student, while at the Institute.
13. The Institute will be responsible only for students who attending classes.

OTHER INFORMATION

I. IDENTITY CARD

Students are expected to carry their Identity Card issued by the Institute at all times. In case of loss of I-Card a duplicate card will be issued on payment of Rs.100/along with application duly signed by parents. The Identity Card must be surrendered to the Institute at the time of collecting the security deposit.

II. VISITORS TO THE INSTITUTE

In the interest of the students their safety and security, only parents of students will be entertained at the reception counter of the Institute. On no account, visitors will be permitted to meet the students during class hours.

III. RESPONSIBILITIES OF PARENT / GUARDIAN

The Parent / Guardian shall be responsible for the following:

1. To ensure the accuracy of the information provided by the ward while:
 - a) Submitting the application for admission (Certificate, Diploma, etc.)
 - b) Submitting leave letters
2. Regular payment of fees.
3. Regular attendance.

4. Good academic performance and general behaviour within the Institute.
5. Declaration: The parent / guardian shall sign a declaration provided by the Institute which is an agreement between him / her and VTI of the YWCA of Delhi on behalf of the student.

IV. APPOINTMENT WITH DEPUTY DIRECTOR

The parent / guardian can meet the Deputy Director on any working day between 2.30 p.m. and 4.00 p.m. by prior appointment.

V. RECOGNITION

The Diploma Certificate courses conducted by the Institute, YWCA of Delhi are not affiliated to or recognized by the Directorate of Education, Delhi Administration. However, it is observed that students trained at the Institute in various courses are well placed in reputed firms / companies.

RIGHTS RESERVED

The Administration of the YWCA of Delhi, reserves the right to make any changes in the requirements and regulations for admission, for continuing the course, the 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 students, the Institute, or the profession.

The Management reserves the right to club batches, change timings, change faculty, commence courses based on responses etc. whenever required.

In all the matters the Decision of the YWCA of Delhi shall be final.

For further information please visit us at:

www.ywcaofdelhi.org

Facebook:- <https://www.facebook.com/pages/YWCAof-DELHI/773702209343943>



YWCA OF DELHI
VOCATIONAL TRAINING INSTITUTE AT DWARKA
(CO-EDUCATIONAL)

011-25076180 - 81, 7011299061
Plot No. 6-7, Sector-10, Dwarka, New Delhi- 110075
Email ID: vtidwarka@ywcaofdelhi.org
www.ywcaofdelhi.org

**VOCATIONAL TRAINING INSTITUTE
YWCA OF DELHI**

FEE SCHEDULE FOR THE SESSION 2018-2019

Course Name	Certificate Courses				Computer Course			Competitive Exam Preparation	
	Air Travel Fare, Ticketing and Airport and Handling	English Conversation and Personality Development	Nutrition, Diet & Health Management	Air Hostess	Certificate in Computer Application	Diploma in Computer Programming	Diploma in Computer Web Designing	Bank P.O	S.S.C
Admission Fee	1000	1000	1000	1000	1000	1000	1000	1000	1000
Association Fee	150	150	150	150	150	150	150	150	150
Use of Computers/Labs	-	-	-	-	-	5000	5000		
Building Maint.	-	-	-	-	-	1000	1000		
Tuition Fee	14790	7290	17790	19790	10290	11790	11790	7790	7790
Programme Exp	-	-	-	-	-	1000	1000		
Examination Fee/Test Series	1000	1000	1000	1000	1000	1000	1000	1000	1000
Students Group Insurance	60	60	60	60	60	60	60	60	60
Payable at the time of Admission (S. Tax will be extra)	17000	9500	20000	22000	12500	21000	21000	10000	10000
2nd Installment fee payable by 8th October 2018	-	-	-	-	-	9000	9000		
GRAND TOTAL	17000	9500	20000	22000	12500	30000	30000	10000	10000

Please Note :-

- GST @18% will be charged extra on all fee except caution money if applicable.
- Fee are payable only by Demand Draft/ Bank Pay Order drawn in favour of "YWCA OF DELHI". Fee once paid are not refundable / transferable.
- Late fee & fine: if fee is not paid by the due date, a fine of Rs.100/- will be charged up-to last working day of the respective month, followed by Rs. 500/- every month on cumulative basis.

FEE SCHEDULE FOR THE SESSION 2018-2019

Course Name	Under Graduate Courses		PG Diploma	Language Course
	Office Management	Travel & Tourism Management		
Admission Fee	1000	1000	1000	1000
Association Fee	150	150	150	150
Use of Computers/Labs	4090	4890	5690	
Building Maintenance	1500	1500	1500	1500
Tuition Fee	7500	7850	9600	13090
Programme Exp.	1000	1000	1000	1000
Examination Fee/Test Series	1200	1200	1200	1200
Students Group Insurance	60	60	60	60
TOTAL FEE	16500	17650	20200	18000
Caution Money (Refundable)	5000	5000	5000	5000
Payable at the time of Admission	21500	22650	25200	23000
2nd Installment fee payable by 8 th October 2018	7500	7850	9600	12000
3rd Installment fee payable by 8th January 2019	7500	7850	9600	
4th Installment fee payable by 8th March 2019	7500	7850	9600	
GRAND TOTAL	44000	46200	54000	35000

Please Note :-

1. GST @18% will be charged extra on all fee except caution money if applicable.
2. Fee are payable only by Demand Draft/ Bank PayOrder drawn in favour of "YWCA OF DELHI". Fee once paid are not refundable / transferable.
3. Late fee & fine: If fee is not paid by the due date, a fine of Rs.100/- will be charged upto last working day of the respective month, followed by Rs. 500/- every month on cumulative basis







CONFERENCE HALL & MEETING ROOM FACILITY ALSO

AVAILABLE

For further information, please contact

YWCA OF DELHI

HEAD OFFICE

YWCA OF DELHI

1- Ashoka Road, New Delhi - 110001

011 - 43553142 to 48

Dwarka: Plot No. 6-7, Sector-10, Dwarka, New Delhi- 110075

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Rs. 200/-