

DIPLOMA IN TRAINING & DEVELOPMENT

(18 Months Correspondence Programme)

RECOGNISED BY GOVT. OF INDIA
MINISTRY OF HRD



प्रशिक्षणमस्तु सदा प्रयुक्तम्
ज्ञानाय दानाय च सर्वनाथ

**INDIAN SOCIETY FOR TRAINING & DEVELOPMENT
NEW DELHI**



MESSAGE FROM THE CHAIRPERSON, DIPLOMA BOARD



With several of the interventions launched by the current government, our country for the first time ever, is sitting on the verge of moving from an emerging economy to a developed economy. Every major corporate action in India is about change, be it business process transformation or mergers and acquisitions, rebranding, high growth or geographical expansion, and the role which training and development professionals play in this mega transformation holds key to the success of this mission. The business of learning is becoming very specialized in a country where the competence gap is very high between what businesses expect and what's available, not just at the entry level but at all levels.

Among the most important roles and responsibilities of a learning & development professional is his ability to understand current capabilities not just in terms of employee skills, but also in terms of knowledge, behavior, leadership and building employability for the future.

The role in India is assuming greater significance because the potential that India has for skill development is what is bringing the learning industry to the fore. This is the obvious outcome of India being looked upon by the rest of the world as a place where knowledge grows. The programs such as "make in India" and "skill India" offer tremendous avenues for the training and development professionals to contribute immensely to the cause of the nation by providing immense employment opportunities to a large section of the young population.

With the extended focus on on-the-job learning, there is an ever increasing demand on the training and development professionals to provide managers and employees with the necessary tools to embed recommendations for on-the-job learning into existing processes and activities and thereby play the role of an architect to devise on-the-job learning methodologies to enhance the learning capabilities of employees - effectively teaching them how to learn.

While welcoming all those who are keen to pursue the Diploma in Training and Development program offered by ISTD, I am sure that a Distance Education program devised to attract professionals to help develop themselves into well rounded training professionals will go a long way in achieving this objective.

I wish all of you a great learning experience.

Naresh Kumar Piniseti
Chairperson, ISTD Diploma Board

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INTRODUCTION

The Indian Society for Training and Development (ISTD) is a premier institution in the field of Human Resource Development with a distinguished record of service spanning more than 37 years. To meet the long felt need for a basic qualification in Training & Development, a focused correspondence Course-Diploma in Training & Development was introduced in April, 1979. This is the only professional course recognised by Govt. of India for training of trainers in the country and is designed to meet today's Training/HRD challenges. This Diploma Programme is managed by a Board consisting of eminent HRD professional and academicians.

At present a large number of ISTD Diploma holders are occupying senior positions in the field of Training & Development/Human Resource Development in various Central Government Departments, Public and Private organisations.

ISTD Diploma in Training & Development is a distance learning Programme of 18 months duration. The medium of the programme is English only. A student of this programme is entitled to use suffix 'Dip TD' on successful completion of all the eight Theory papers & the Internship Project Report.



RECOGNITION

- Recognised by the Ministry of Human Resource Development, Govt. of India, for the purpose of recruitment to superior posts under the Central Government.
- Approved by the Department of Personnel and Training (DoPT), Ministry of Personnel, Govt. of India under its Faculty Development Scheme.
- Approved by the Director (Training), DGR, Army HQ, Ministry of Defence, Govt. of India.
- Recognised by corporate sectors such as ACC, Apollo Group of Hospitals, BHEL, FCI, HAL, HOCL, IIMMAR, IOC, L&T, NBCC, SAIL, SCL, State Bank of India Staff College, TCIL, Msource India Pvt. Ltd., Hero Mindmine, The Singareni Collieries Company Limited, TCS, Assam Institute of Management (IOC), Bank of Baroda, Tata Steel Limited etc.



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The programme is well suited for HRD/Training professionals and others who seek a strategic understanding of the Human Resources Management function. It also helps prepare line managers/professionals from other functions to orient themselves as facilitators of learning processes or also to move into Training field as faculty Members. The Programme can be well used by those who are engaged or wish to engage themselves in the human resource development activity in the industry, Business, Banks Government, Administration, Defence Forces, Public Utilities, Agricultural Departments, Health, Education and other Social Sector Programmes, Consultancy and Voluntary Organisations.



DURATION

18 months Correspondence Course is inclusive of the Internship Project* of six months. Being a Distance Learning Programme, the course does not infringe upon the regular working schedule of those in employment. Registration of a student is valid for 4 years. (Subject to remittance of full course fee).

ELIGIBILITY

- Graduate or it's equivalent Diploma from a recognised university plus minimum two years of work experience as an Executive, Faculty, Administrator, Supervisor, Manager, Trainer or HR practitioner in an organisation.
- Post Graduate or equivalent PG Diploma in any discipline (Experience not essential).
- Professional Degree holder like B.E/B.Tech., MBBS, CAIB, ACA, AICWA, M.Ed., etc. (Experience not essential).
- M.Tech., MBA & PGD students of final semester awaiting for final result can also apply. They shall be given provisional admission.



OR

- Armed Forces Officers who have successfully undergone course at NDA/IMA/OTA/Air Force Academy/Indian Naval Academy and have a minimum of two years working experience.





ADMISSION

Admission to the Diploma Programme is made twice a year, January and July. Prospectus cum Admission Form can be obtained by sending a crossed Demand Draft/M.O. for **Rs. 500/-** in favour of "ISTD Diploma Programme", payable at New Delhi or by cash from ISTD Diploma Office, New Delhi-110016, between 9.30 A.M. to 4.30 P.M. on working days. The request should be addressed to the Incharge, Diploma Programme, Indian Society for Training and Development, B-23, Outub Institutional Area, New Delhi-110016. Admission Form can also be down loaded from our website www.istd.co.in In such cases the cost of the Prospectus i.e. **Rs. 500/-** may be sent along with the Admission Form.

FEES

- Prospectus Fee Rs. 500/-
- Registration Fee Rs. 1000/-
(Non-Refundable)
- Course Fee Rs. 45,000/-, (Can be paid in
(for General Category) three equal installments of
Rs. 15,500/- each)
- ISTD Permanent Rs. 40,500/- in one Lumpsum
Institutional Members
- SC/ST Category Rs. 40,500/- (Can be paid in
three equal installments of
Rs. 14,000/- each)
- For Armed Forces Officer, Rs. 25,000/-, (Can be paid in
Central/State/Police/
Para Military Forces two equal installments of
Officer and Senior Rs. 12,800/- each)
Citizen Candidates

Last Date of Submission for completed Admission Form 31st December 2016.

EXAMINATIONS

- The Diploma Board operates through 25 Examination Centers all over India
- Options to take examinations every six-months or on piecemeal basis are there, as per rules
- Diploma Results and other information can be accessed at the Website : www.istd.co.in
- On successful completion of the Programme, candidates are entitled to use the suffix 'Dip TD'

CURRICULUM

Part-A

- Paper I : Organisational Behaviour
- Paper II : Human Resource Development
- Paper III : Manpower Planning & Training
- Paper IV : Training Methodology-I

Part-B

- Paper V : Training Methodology-II
- Paper VI : Evaluation of Training
- Paper VII : Electronic Enabled Training Systems
- Paper VIII : Electronic Enabled Training Office & Administration

Response Sheets in each paper have to be completed before the due date.

*Internship Project Report is to be taken up after clearing Part-A papers noted above. To prepare internship Project Report necessary Guidelines are provided by the Diploma Office.



SERVICES / FACILITIES

As a part of Diploma Programme, Students are provided with the following support-

- Study Material for each paper
- Evaluation of Response Sheets and Feed back
- Issues of ISTD's quarterly Journal, IJTD for one year
- Facility to get books on loan from ISTD Library
- Contact Classes to help integrate learning
- Accessibility of Senior ISTD professionals as per requirements
- Project Work for field Exposure
- Placement Facilitation after successful completion of the graduate diploma
- Examination Centres in different locations for student convenient
- Free Membership for one year on completion of the course
- Subsidised entry to several ISTD activities on a life long basis



ISTD DIPLOMA BOARD

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Bangalore



The Society

About the Society

The Indian Society for Training & Development (ISTD) is a premier National institution devoted to the cause of Human Resource Development through trainers, with international affiliations. A founder member of the major T&D network chains in the world, namely: the International Federation of Training and Development Organization (IFTDO), Geneva and Asian Regional Training and Development Organization (ARTDO), Manila; it was established in April 1970 as a non-profit Society registered under the Societies Registration Act, 1860. It has a large membership of organizations and professionals involved in the training and development of human resource from Government, Public and Private sector organizations, institutions and other bodies. It has 50 chapters spread throughout the country with the National Headquarters in New Delhi.

The Society publishes a much sought after Quarterly Journal "Indian Journal of Training and Development" (IJTD) with highly reputed Editorial Board.

ISTD offers 18 months Distance learning Programme - Diploma in Training & Development, recognized by the Ministry of Human Resource Development, Government of India for the purpose of recruitment and promotions to superior posts under the Central Government and PSUs. ISTD's Diploma (T&D), is also approved by the Department of Personnel and Training (DoPT), Govt. of India under its Faculty Development Scheme and by many of the Corporates for appointments and promotions in their organizations.

ISTD has been designated as the National Nodal Agency for 'Testing and Certification' of skills for all sectors and for all states of skilled workers in the organised and unorganised sectors, adding new feathers to its cap by Ministry of Labour & Employment through DGE&T, Govt. of India to meet the challenges created a system of Training and Certification.

ISTD hosted the IFTDO World Conferences during 1975, 1994, 2004 and 2013 at Delhi, all inaugurated by the respective Hon'ble Presidents of India.

Please address all correspondence to :

The Joint Director

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