DIPLOMA PROGRAM IN TRAINING & DEVELOPMENT

Recognised By Ministry Of HRD, Govt. Of India
(Through distance mode with revised updated syllabus)

B-23, Qutab Institutional Area, New Delhi -110016
Tel: 011-41688772 / 49077807
Mobile: 9911326953
Email: diploma@istd.co.in
Website: www.istd.co.in
MESSAGE FROM
THE CHAIRPERSON
DIPLOMA BOARD

With several 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, behaviour, leadership and building employability for the future.

The role of India in this domain 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” other 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 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 - electively 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 Pinisetti
Chairperson, ISTD Diploma Board
## CONTENT

<table>
<thead>
<tr>
<th>Number</th>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introduction</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Objectives</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>Employers &amp; Professional Recognition</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>Eligibility</td>
<td>2</td>
</tr>
<tr>
<td>5</td>
<td>Enrolment / Admission</td>
<td>2</td>
</tr>
<tr>
<td>6</td>
<td>Registration &amp; Course Fee</td>
<td>2</td>
</tr>
<tr>
<td>7</td>
<td>Course Structure</td>
<td>3</td>
</tr>
<tr>
<td>8</td>
<td>Syllabus</td>
<td>4</td>
</tr>
<tr>
<td>9</td>
<td>Diploma Programme Centres</td>
<td>7</td>
</tr>
<tr>
<td>10</td>
<td>Assignments</td>
<td>10</td>
</tr>
<tr>
<td>11</td>
<td>Library</td>
<td>10</td>
</tr>
<tr>
<td>12</td>
<td>Examinations</td>
<td>10</td>
</tr>
<tr>
<td>13</td>
<td>Internship Project Report</td>
<td>11</td>
</tr>
<tr>
<td>14</td>
<td>Internship Report Publication Rights</td>
<td>11</td>
</tr>
<tr>
<td>15</td>
<td>Extension of Registration Validity</td>
<td>12</td>
</tr>
<tr>
<td>16</td>
<td>Awards and Prizes</td>
<td>12</td>
</tr>
<tr>
<td>17</td>
<td>Services / Facilities</td>
<td>13</td>
</tr>
<tr>
<td>18</td>
<td>Diploma Programme Management</td>
<td>14</td>
</tr>
<tr>
<td>19</td>
<td>Rules &amp; Regulations</td>
<td>14</td>
</tr>
<tr>
<td>20</td>
<td>Schedule of Activities</td>
<td>15</td>
</tr>
<tr>
<td>21</td>
<td>About the Society (Inside Back Cover)</td>
<td>16</td>
</tr>
<tr>
<td>22</td>
<td>About the Board(Back Cover)</td>
<td>17</td>
</tr>
</tbody>
</table>
Chief Guest former CJI Justice Dipak Misra lighting the lamp along with other Diploma Board Members.

National President ISTD, Dr. Natraj Raj and Chairperson Diploma Board, Dr. Naresh Pinisetti gives Momento to Chief Guest former CJI Justice Dipak Misra.

Chief Guest former CJI Justice Dipak Misra, National President ISTD, Dr. Natraj Raj and Chairperson Diploma Board, Dr. Naresh Pinisetti distributing the Diploma Merit Certificates.

Chief Guest former CJI Justice Dipak Misra addressing the student and other guests.

Chief Guest former CJI Justice Dipak Misra, National President ISTD, Dr. Natraj Raj and Chairperson Diploma Board, Dr. Naresh Pinisetti distributing the Diploma Merit Certificates.

Diploma Students taking oath on the occasion of Annual Convocation held on 28th July, 2019.
Introduction

ISTD, in April, 1979, introduced a Diploma Programme in Training and Development (Dip TD) in order to meet the long felt need for skill formation in learning/training skills. Since then over 24,000 persons working in industries, business, banks, government departments, administration, defence forces, public utilities, power plants, agricultural development programmes, health, education and other social services; consultancy and voluntary service organizations indeed private individuals have enrolled for this programme. ISTD Diploma in Training and Development is a distance learning programme of 18 months duration. The medium of course is English only. A Student of this programme is entitled to use suffix ‘Dip TD’ on successful completion of Ten Theory Paper & the Internship. Today many of the Dip TD holders are occupying senior positions in various work organisations.

Objectives

To help those who are engaged or wish to engage themselves in developmental aspects of Human Resource Development activities;

To provide orientation skills of Training and Development, as well as the specialisation in functional areas of Training and Human Resource Development to those who wish to obtain a professional orientation in this area;

To contribute to the career development of such persons who seek further advancement on the basis of a recognized professional qualification in training and development; and

To assist those who aspire to have life skills to become better learners and those believe that learning is living with growth.

Employers & Professional Recognition

ISTD Diploma in Training & Development was recognised by the Government of India, Ministry of Human Resource Development for recruitment to superior posts.

Many organizations both in public and private sectors such as ACC, Apollo Group of Hospitals, BHEL, FCI, HAL, HOCL, IHMAR, IOCL, L&T, NBCC, SAIL, State Bank of India Staff College,

TCIL, MsourcE India Pvt. Ltd, Hero Mindmine, Singareni Collieries Company Limited etc. have been according weightage to Dip TD for recruitment/promotional purposes.

The programme was also approved by the Department of Personnel and Training (DoPT), Ministry of Personnel, Govt. of India under its Faculty Development Scheme.
Eligibility

Graduate or its equivalent Diploma from a recognized university.

OR

Post-Graduate or equivalent PG Diploma in any discipline.

OR

Students of final semester awaiting for final result can also apply. They shall be given provisional admission subject for netting eligibility before start of Programme.

OR

Professionally degree holder like B.E./B.TECH., MBBS, ACA, AICWA, M.ED etc.

OR

Armed Force Officers who have successfully undergone course at NDA/IMA/OIA/Air Force Academy/Indian Naval Academy.

Admission / Enrolment

Admission to the Diploma Program is made twice a year, in January and July.
Prospectus cum Admission form can be downloaded from the website www.istd.co.in. You can fill the admission form and send to the ISTD National Office, Delhi along with application processing fee & course fee as DD in favor of “ISTD Diploma Program” payable at New Delhi (or) through NEFT (or) Payment Gateway.

The request should be addressed to Mr R Raghu Raman, Administrative Officer, Indian Society for Training & Development, Training House, B-23 Qutab Institutional Area, and New Delhi-110016.

Registration & Course Fees

The application for enrolment must be in the prescribed Admission form.

The Admission form duly filled in must be accompanied by Application Processing fee and Course fee by DD in favor of “ISTD Diploma Program” payable at New Delhi (or) NEFT (or) Online Payment Gateway.

I) Rs. 1500/- + 18% GST (Rs 270/-) towards Application Processing Fee. (Applicable to all applicants Non-Refundable)

II) Rs. 45,000/- + 18% GST (Rs 8,100/-) towards full Course fee in one lump sum OR Rs 15,500/- + 18% GST (Rs 2,790/-) towards three equal Installment of Course Fee. (Applicable for General Category Candidates)

OR

Rs. 25,000/- + 18% GST (Rs 4,500/-) towards full Course fee in one lump sum OR Rs 12,800/- + 18% GST (Rs 2,304/-) towards two equal Installment of Course Fee. (Applicable for Armed Forces Officials)

OR

Rs. 40,500/- + 18% GST (Rs 7,290/-) towards full Course Fee in one lump sum. (Applicable for ISTD Permanent Institutional Members in one lump sum)

OR

Rs. 40,500/- + 18% GST (Rs 7,290/-) towards full Course fee in one lump sum OR Rs 14,000/- + 18% GST (Rs 2,520/-) towards three equal Installment of Course Fee. (Applicable for SC/ST/Physically Challenged Candidates)
III) Self attested copy of Degree / Diploma in fulfillment of eligibility criteria.

IV) Two recent passport size photographs.

The registration is valid for a period of four years (subject to remittance of full course fee) which is the maximum subject to the provision of extension in validity period specified on page 11.

Complete instructions for filling the Admission Form are given in the form itself. These instructions should be read carefully and compiled with by the candidate.

Incomplete application or application not accompanied with the registration fee and course fee or the required documents duly attested is liable to be rejected forthwith.

In case application is rejected because the candidate does not possess the prescribed qualifications etc. the amount deposited towards the course fee only shall be refunded through a Demand Draft.

No refund of course fee will be made once the registration number is allotted.

The second installment, in case course fee is being paid in two installments, must be paid within three months of admission. All remittances be made through either by Demand Draft or NEFT or online payment gateway.

Payment dates are specified in “Schedule of Activities” given on page 15/16. In case of delay beyond specified date, the course fee would be accepted on payment of late fee @100/- per day.

Course Structure

The Course structure has three components:

- Ten Theory papers (9 Core Papers & 1 Elective Paper)
- Assignments – One assignment to be submitted for each paper
- Internship – Live Project, to be taken up under guidance of Mentor/Guide.
I CORE PAPERS

1. Business Strategy and HRD

The course will highlight the role training plays in supporting the organization's strategies, goals and objectives. It will provide comprehensive understanding of competitive strategies and frameworks including models and theories related to development of business strategies and the linkages they have with HR and training strategies. In addition, it will focus on the process of aligning training to the objectives of enhancing employee skills and competencies to meet strategic performance demands and assisting in the removal of barriers to desired organizational performance.

2. Instructional Design

The course will provide an overview of various design models and focus on processes, tools, methods and procedures for initiating a training design project that includes organizational analysis, job, task & content analysis, training needs and resource analysis, writing and sequencing of functional objectives and performance measures, specifying instructional strategies, assessing relevant characteristics of trainees such as learning orientation and motivation and designing sessions, associated activities and instructional / course material.

3. Training Methods – Experiential

The course will provide a sufficiently deep understanding of the following training methods, primarily oriented towards cognitive learning, in terms of their strengths and limitations in relation to identified learning objectives, cost and other factors impacting their effectiveness.

- Lecture / Lecturette
- Lecture / Discussion Method
- Demonstration
- Case Method
- Business Games
- In-Basket Method, etc.

The course will focus on skill trainers need to use the training methods to maximize learning and retention.

4. Training Methods – Experimental

The course will provide a sufficiently deep understanding of the following training methods, primarily oriented towards experimental training, in terms of their strengths and limitations in relation to identified learning objectives, cost and other factors impacting their effectiveness:

- Role Play
- Behavioural Modeling / Games and Simulations
- Instrumentation
- Lab based / Experimental Learning / Outdoor Training
- The course will focus on skills trainers need to use the training methods to maximize learning and retention.
5. Facilitation Skills
The course will focus on various dimensions and models of classroom facilitation and emphasize trainer skills in securing whole person learning. It will highlight a range of trainer interventions in managing classroom dynamics including the use of authority and autonomy, management of emotions and individuals (Trainee) differences, complexity of intervention/decision choices and confrontation. In addition, the course will provide a deep understanding of facilitation processes that contribute to retention of learning and its transfer to work place.

6. Presentation Skills
The course will cover all the key steps and techniques involved in delivering a compelling and persuasive presentation including planning for presentation by stating its broad objectives, criteria for measuring success, delivering effective presentation by structuring/organizing content, managing presentation resources, ensuring audience engagement by managing their expectations and creating the appropriate media/visuals for effective communication. The course will also highlight techniques for managing audience responses and debriefing the presentation through critiquing content, analyzing performance and feedback.

7. Training Measurement and Evaluation
The course will focus on various theories and models of training evaluation and transfer of learning besides methods and approaches to undertaking systematic evaluation of learning interventions through development of evaluation strategy, planning of evaluation through surveys, observation, stakeholder feedback etc., data analysis for assessing training results and outcomes at multiple levels and presentation of evaluation results. The course will, in addition, highlight the ROI methodology to determine the costs and benefits of training in monetary terms.

8. Managing the Training Process
The course will focus on the process management and administration of training including preparation of training plans and budget, assessment of resource requirements, resource capabilities and work load, criteria for selection of trainers, management of venue and associated facilities etc. It will also highlight business skills for training administrators such as basic financial skills, budgets and forecasting, outsourcing and vendor management and building institutional collaboration and support.

9. Learning / Training Analytics
The course will provide a broad understanding of the major advances in and application of big data in organizational decision-making processes. It will specially focus on the crucial role of analytics and predictive modeling in training and development and provide perspectives on evaluating the impact of training interventions at multiple levels through application of statistical methods and procedures.

10. Elective Paper (Choose any one)

a). OD and Change Management
The course will focus on the range of assumptions, strategies & models, intervention techniques and other aspects of OD as a planned process of change in organizations. It will highlight the pivotal role Training plays in designing and facilitating various OD interventions at the individual, interpersonal, group and strategic levels.
b). Talent Management
The course will emphasize the business imperative of talent management, describe various theories, models and approaches to talent management in organizations with reference to talent recruitment and on boarding, talent development and retention strategies, talent engagement, creating and building talent pipelines, supporting human capital systems and succession planning and measuring the impact of talent on organizational success.

c). Development Centre
The course will cover the entire range of processes involved in operationalizing the Development Centre including the design strategies, construction of competency – exercise matrix, behavior observation and assessment methods and protocols, facilitation skills, data integration, feedback and reporting etc.

d). Research Methodology
The course will focus on development of data management, data analysis and data interpretation capabilities amongst the training functionaries that are critical to successfully performing various training activities particularly with reference to measurement of training outcomes and impact. The course will cover a range of descriptive and inferential statistical methods and procedures and highlight their application in various training processes and activities.

II INTERSHIP / LIVE PROJECT
Students can begin with their Internship / Live Project once they start with their 3rd Semester of the Diploma Course. Project under the guidance of a mentor to give them hands on exposure for skill building. ISTD will facilitate the students in Internship / Live Project. Students will be expected to follow the guidelines issued from time to time. The students will be required to submit a Internship Project report duly approved by Mentor and will have to made a presentation before panel of experts followed by VIVA.

III CONTACT CLASS
ISTD will hold contact classes once a month at selected centers across India. There would be contact sessions on Sundays for each theory paper during the Semester. Eminent Academicians/Trainers/Industry Experts/Consultants are invited to be faculty for contact classes. Contact classes are meant to support self learning by students and clarify doubts. Attendance of contact classes is not mandatory and not a prerequisite for appearing in examinations.
DIPLOMA PROGRAMME CENTERS

Students have the option to attend five contact programmes being organized at selected chapters of ISTD before the Semester examinations. They can also select examination centers from the list given below. Students are free to contact ISTD local centers incharge for any assistance, guidance etc.

Ahmedabad

Prof Nilam Panchal
A-204, Ishan Heights,
Off New C G Road, Opp. Ishan Bunglows,
Chandkheda, Ahmedabad – 382424
Mobile: 9726676890
Email: nilampcpanchal@gmail.com

Chandigarh

Ms Simran Preet Kaur
6417, Rajeev Vihar
AWHO Complex, Mani Mazra
Chandigarh – 160 101
Ph: 08968507505
Email: sashablk@gmail.com

Bangalore

Dr. Arpita Dutta
Cherryskillz Learning Private Limited
#4, Mayfair Coworks,
1st Floor, 17th D Main Road,
KHB Block
Koramangala 5th Block,
Bangalore - 95.
Mob: +91 9980995541
Email: arpita_dutta_in@yahoo.co.in; arpita@skillzy.in

Chennai

Mr T C Sivasankaran
Director-Chennai Chapter
ISTD, Chennai Chapter
Chateau “D” Ampa, 4th Floor
No.37, Nelson Manickam Road
Aminikarai, Chennai-600029
Ph:044-43575766
Mob: 09840717471
Email: contactus@istdchennai.org

Bhopal

Prof J N Chowdhary
H-58, Baghira Apartments
E/5,Arera Colony
Bhopal 462016
Ph:0755-4277605(O)/0755-2465220 ®
Mob:09425014936
Email: jnc37@rediffmail.com;jiveshwarc@gmail.com

Chittorgarh

Mr M S Gokhru
Chapter Incharge, ISTD Diploma Programme,
Chittorgarh Chapter
Trg. Coordinator-J K Cement Works, RTC
D -138, Kailash Nagar-2
Nimbahera, Rajasthan -312617
Ph:01477-221194,221590(O)/221404 ®
Mob:09460711904
Fax:01477-220027, 220049
Email: msgokhru@yahoo.co.in
rtc.north@dataone.in
rtcnorth@sancharnet.in

Behrampur

Mr. G.S. Patnaik
1st Floor, IRPM Department
Berhampur University
Bhanja Vihar, Ganjam District
Odisha - 760007
Mobile: 8895959585

Delhi

Ms Anita Mahapatra
AGM (HRD)
Orissa Power Transmission Corpn. Ltd
Headqurs Office, Janpath
Bhubaneswar – 751 020
Ph:0674-2541633 (O)/0674-2590725 ®
Mob: 09438907220
Email: anita.optcl@gmail.com

Shri Y N Kaushal
Chapter Incharge – Diploma Program
Indian Society for Training & Development
B-23, Qutab Institutional Area,
New Mehrauli Road,
New Delhi-110016
Mobile: 9313000890
Email: ynkaushal@yahoo.com
Dr Raj Singh Antil
1112, Sector-46, Gurgaon (HR)-122003
Mob: 9560588855
Email: antilrs@gmail.com

Ms Julia Jennie Gangmei
House no.83, Jyoti Nagar Tinal, Bamunimaidam, Guwahati-781021
Mob: 9864083435
Email: juliajennie@yahoo.co.in

Mr. Sushant Tripathi
Diploma Programme Incharge
ISTD Jamshedpur Chapter
Room#11 CFE Jubilee Road
Jamshedpur-831001
Jharkhand
Phone: 0657-2234384
Mobile: 08797595434 / 8987707724
Email: shushant.shishu@gmail.com

Major Aneesh Gurudas
IABS, B-15, Mother Square, Ernakulam North, Kochi 682018
Mob: 8848621932
Email: aneeshgurudas@gmail.com

Mr. M.K. Barman
Retired Executive Director (P&A), Steel Authority of India Ltd, VINAYAK, Flat No.1/1, 107 Golf Club Road, Tollygunge, Kolkata-700033,
Mob: 9434777107, 9830311999, 8986880002
Email: raynataraj@gmail.com, istdkolkata@gmail.com; mk.barman@gmail.com

Mr Sunny C A
Sr. Manager-HR
The Times of India Group
16, Rana Pratap Marg, Lucknow – 226001
Ph: 0522-4154486(O)
Fax: 0522-2206094
Mob: 09450600251/09889034803
Email: sunny.anthappan@timesgroup.com

Dr. Suhas Rao
B-3/11, First Floor, Mahindra Nagar
D.P. Road, Malad (East)
Mumbai 400097
Mobile: 09820884212
Email: hras111@hotmail.com

Shri K.M.Dheer
B-409, B Block, Paramount Avenue
Silpa Nagar
Nagaram
Secunderabad (TS)
Ph. 9848989005
Email: kmdheer@yahoo.co.in

Mr. M.N. Suresh
Faculty Instructional Design
IC NO.6, SJCE STEP, JSS TECHNICAL INSTITUTIONS
SJCE CAMPUS, Mysuru - 570006
Mobile: 9448455870

Ms Anushree Dixit
Director - WAE Consultancy Services,
315, 3rd Floor, Big Benn Tower,
Swej Farm, New Sanganer Road,
Jaipur-302019
Mobile: 7727957575

Shri M N Suresh
Faculty Instructional Design
IC NO.6, SJCE STEP, JSS TECHNICAL INSTITUTIONS
SJCE CAMPUS, Mysuru - 570006
Mobile: 9448455870

Dr. Suhas Rao
B-3/11, First Floor, Mahindra Nagar
D.P. Road, Malad (East)
Mumbai 400097
Mobile: 09820884212
Email: hras111@hotmail.com

Shri K.M.Dheer
B-409, B Block, Paramount Avenue
Silpa Nagar
Nagaram
Secunderabad (TS)
Ph. 9848989005
Email: kmdheer@yahoo.co.in

Mr Sunny C A
Sr. Manager-HR
The Times of India Group
16, Rana Pratap Marg, Lucknow – 226001
Ph: 0522-4154486(O)
Fax: 0522-2206094
Mob: 09450600251/09889034803
Email: sunny.anthappan@timesgroup.com

Mr. M.K. Barman
Retired Executive Director (P&A), Steel Authority of India Ltd, VINAYAK, Flat No.1/1, 107 Golf Club Road, Tollygunge, Kolkata-700033,
Mob: 9434777107, 9830311999, 8986880002
Email: raynataraj@gmail.com, istdkolkata@gmail.com; mk.barman@gmail.com

Mr. M.N. Suresh
Faculty Instructional Design
IC NO.6, SJCE STEP, JSS TECHNICAL INSTITUTIONS
SJCE CAMPUS, Mysuru - 570006
Mobile: 9448455870
Nagpur
Dr Vijay Phate
205, Rajat Utsav Apartment, Kachimet, Nagpur, Maharashtra - 440033
Mobile: 94222126457

Navi Mumbai
Dr Prachi A Murkute
C/o BharatiVidyapeeth Institute of Mgmt Studies & Research
Sector-8, CBD Belapur, Navi Mumbai-400614
Mob:09623185231/7045773885
Email: drprachiajeet@yahoo.in
prachiajeet@gmail.com,

Noida
Wing Commander K K Verma
P4-354, Jalvayu Vihar
Sector-21
Noida 201301
Mob:9811560341
Email: drprachiajeet@yahoo.in
kamekish@gmail.com

Pune
Ms Simantini Bhawsar
124/7B Saraswati Apartments
Fatellal Lane, Off Law College Road
Prabhath Nagar, Erandwane, Pune 411004
Mob: 94229 10948
Ph: 020 2543 1992
Email: sbhawsar@yahoo.com

Ranchi
Shri Narendra Kumar Ojha
Principal, MSME, Tool Room
C/o Shri Narendra Kumar Ojha
Plot no 38, Tatilsiwal Industrial Area, Phase-1
Ranchi - Muri Road, Ranchi- 835103
Mobile: 9431129589

Sambalpur
Ms. Shruti Sudha Mishra
Principal, MSME, Tool Room
C/o Shri Narendra Kumar Ojha
Plot no 38, Tatilsiwal Industrial Area, Phase-1
Ranch - Muri Road, Ranchi- 835103
Mobile: 9431129589

Silvassa
Dr Sanjay Kumar Pandya
The Motivator 302, K P Tower
Above Central Bank of India
Opp PWD Rest House Koparli Char Rasta, Station Road
Vapi-396191 (Gujarat)
Ph:0260-23267561(O)/0260-6539325®
Mob:07600022343/ 09377022343
Email:themotivatorvapi@gmail.com

Trivandrum
Mr R Sivanandan
C/o. ISTD Thiruvananthapuram Chapter
ISTD Training House, TC No.275(1), Plam mood
Thekkumood Road,
Pattom, Thiruvananthapuram-695004
Mob: 09400462255
E-mail: rs.anandan@gmail.com
Istd.tvm@gmail.com

Udaipur
Prof (Dr) V Narendran
Director-ALERT,Ex Head (L&D), HZL,
Ex Director DSPSR
‘Sharanam’, 21-22 Panna Vihar
Khara Kuan, New Bhupalpura
Udaipur – 313 001
Ph: 0294-2561199®
Mob: 09530075468
Email: narendranv.dr@gmail.com

Vadodara
Shri S N Sutariya
18,Abhilasha Society,New Sama Road
Vadodara 390008
Ph:0265-2772826®
Mob: 09998008767
Email: istdsns@gmail.com

Visakhapatnam
Shri O Rama Mohana Rao
Asst General Manager (HRD)
Room No.134, ‘B’ Block, Main Administrative Building,
Visakhapatnam Steel PlantVisakhapatnam-530031
Ph:0981-2518268(O)
Mob: 098866073204
Email: ormrao@vizagsteel.com
Assignments

Students will be expected to write assignments given by faculty/ISTD Diploma Secretariat for each paper. Completed assignments will be required to be submitted well before the deadline to facilitate timely evaluation. Assignment work will carry 20 marks for final evaluation/qualification of each paper.

Library & Resource Center

ISTD National Office in New Delhi has a full fledged library with a large collection of professional books and journals and Project Reports submitted by the Diploma students. Students can access the library and other information services on Training / HRD.

Examinations

a) Schedule Examinations will be held twice a year in the last week of June and December every year.

b) A candidate registering in June batch in a year will get the first chance to write examination for Paper I to IV in December of the same year and for paper V to VIII in June next year and for paper IX and X in December next year and a candidate registering in December batch will get the first chance to write examination for paper I to IV in June next year and for paper V to VIII December next year and for paper IX and X in next June.

c) A candidate who skips writing examinations for certain papers in first chance can write them together in the next batch (June / December) along with other papers.

d) Re-Totalling of marks is undertaken on specific request on receipt of Rs. 500/- plus 18% GST per paper within 30 days of the receipt of marks by the candidate. No re-evaluation of examination scripts is allowed under any circumstances.

e) Diploma results can be accessed at the website after its declaration.

f) Old question papers for last four semesters can be obtained on payment of Rs 300/- plus 18%GST
Internship / Live Project

Each student will be expected to complete an internship / Live Project after completing all 8 theory papers. ISTD will facilitate the Internship / Live Project by providing all list of ISTD mentors in the city for the student to choose from.

Students will be expected to finalize the Topic/Area/Theme of Internship/Live Project from among topics of syllabus of Diploma Program in consultation with ISTD Mentor and host organisation guide.

Student will be expected to get hands on experience in the specific area of Training to the satisfaction of ISTD mentor and guide from host organisation. Students would be required to submit a typed report covering the following:

- Objective /Purpose/Problem
- Variables/Paramters
- Methodology
- Findings / Results
- Learnings / Conclusions
- Bibliography
- Annexures / Attachments

Internship /Live Project Report will be required to be signed & approved by both ISTD Mentor and host organization guide.

Students will be required to submit 3 copies of Internship /Live Project report. Students will be required to present the report with PPT to a panel of experts followed by VIVA.

Internship Report Publication Rights

ISTD reserves the rights to publish or use in any form, the Internship Report submitted by a student. Prior written permission from the Chairman, Diploma Board is required for publication of the Internship Reports in full or in part or in any other form by the concerned Diploma holder provided there is an acknowledgement in the publication that the material was prepared as part of the ISTD Diploma Programme.
Extension of Registration Validity

Registration is valid for a period of four years. However, extension for a period not exceeding two years may be granted in special cases provided such extension is applied for within 3 months of the date of expiry of the “Four – Years Registration Period”. The extension is effective from the date of expiry of the registration.

The extension is subject to the payment of Re-validation Fee @RS1600/- plus 18% GST per year and fulfillment of such other conditions as may prescribed by the ISTD Diploma Board in this respect.

Award and Prizes

Students are eligible for the following merit awards:

**Annual Awards**

- **Best Student of the Year** – Who secures highest aggregate marks in Ten Theory Papers and Internship Report. The award consists of a Gold Medal, Cash Prize and a certificate of Merit.
- **Second Best student of the Year** – Who secures second highest aggregate marks in Ten Theory Paper and Internship Report.
- **Best Internship Report of the Year** – Who secures the highest marks in the Internship Report. The award consists of Cash Prize and certificate of Merit.

**Batch Awards**

- **First Position in the Batch** – Who secures highest aggregate marks in the Theory Papers during the first academic year of the candidate. The award consists of cash Prize and a Certificate of Merit.
- **Second Position in the Batch** – Who secures second highest aggregate marks in Theory Papers during the first academic year of the candidate.

**Semester Awards**

The award consists of Cash Prize and certificate of Merit.

To and Fro Second AC train fare will be given to all the Meritorious Students from out side of Delhi / NCR.
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 Feedback.
- Issues of ISTD's Quarterly Journal and feedback.
- Facility to get books on loan from ISTD Library subject to deposit of security in certain cases.
- Contact Classes to help integrate learning.
- Accessability of Senior ISTD professionals as per requirements.
- Project Work for field Exposure
- 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.
Diploma Programme Management

The Programme is managed by the Diploma Board and its academic contents and related matter are controlled by the Diploma Board (composition given on the back cover page).

Rules & Regulations

The students are required to understand and comply with all the rules and regulations given in the Prospectus. All matter concerning admission, fees, assessment and other academic regulations are subject to change from time to time and compliance of the same will be binding on all concerned.
**SCHEDULE OF ACTIVITIES**

<table>
<thead>
<tr>
<th></th>
<th>For January Batch</th>
<th>For July Batch</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Closing of Registration</td>
<td>31st December</td>
</tr>
<tr>
<td>2.</td>
<td>Dispatch of Course Material</td>
<td>15th January</td>
</tr>
<tr>
<td>3.</td>
<td>Last Date for Remittance of 2nd Installments of Course Fee</td>
<td>31st January</td>
</tr>
<tr>
<td>4.</td>
<td>Last Date for Submission of Assignments of I to IV Paper</td>
<td>15th April</td>
</tr>
<tr>
<td>5.</td>
<td>Last Date for Remittance of 3rd Installments of Course Fee</td>
<td>31st March</td>
</tr>
<tr>
<td>6.</td>
<td>Last Date for Submission of Examination Form along with fee Rs 500/- per Paper</td>
<td>31st May</td>
</tr>
<tr>
<td>7.</td>
<td>Semester Examinations</td>
<td>Last Week of June</td>
</tr>
<tr>
<td>8.</td>
<td>Announcement of Examination Results</td>
<td>15th September</td>
</tr>
<tr>
<td>9.</td>
<td>Last Date for Submission of Assignments of V to VIII Paper</td>
<td>15th October</td>
</tr>
<tr>
<td>10.</td>
<td>Last Date for Submission of Examination Form along with Fee</td>
<td>30th November</td>
</tr>
<tr>
<td>11.</td>
<td>Semester Examination</td>
<td>Last week of December</td>
</tr>
<tr>
<td>12.</td>
<td>Announcement of Examination Results</td>
<td>15th March</td>
</tr>
<tr>
<td>13.</td>
<td>Last Date for Submission of Assignments of paper IX-X</td>
<td>15th March</td>
</tr>
<tr>
<td>14.</td>
<td>Internship</td>
<td>1st April to 30th June</td>
</tr>
<tr>
<td>15.</td>
<td>Semester Examinations &amp; VIVA for Internship</td>
<td>Last week of June</td>
</tr>
</tbody>
</table>
ABOUT US

The Indian Society for Training & Development (ISTD) is a premier National institution devoted to the cause of Human Resource Development with International affiliations. A founder member of the major HRD network chains in the world namely the International Federation of Training and Development Organization (IFTDO), Geneva and Asian Regional Training and Development (ARTDO), Manila, it was established in April 1970 as a non-profit Societies registered under the Societies Registration Act, 1960. It has a large membership of institution a person involved in the training and development of human resource from Government, Public and Private sector organizations, institutions and other bodies. It has chapters spread throughout the country with the National Office at New Delhi.

The Society publishes a quarterly journal "Indian Journal of Training and Development(IJTD)" for which it has an International 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 is Faculty Development Scheme and by many of the Corporates for appointments in their organizations.

ISTD has been designated as the National Nodal Agency for 'Testing and Certification of Skilled Workers' in the organised and un-organised sectors, adding new feather's to its cap by Ministry of Labour and Employment through DGE&T, Government of India to meet the challenges created a system of Training & Certification.

ISTD has hosted the four IFTDO World Conferences in New Delhi during 1975, 1994, 2004 and 2013.

Further details about ISTD can be obtained from our website: www.istd.co.in

Contact Details:

B-23, Qutab Institutional Area, New Delhi -110016
Tel: 011-41688772 / 49077807
Mobile: 9971300653
Email: diploma@istd.co.in
Website: www.istd.co.in
ISTD DIPLOMA
BOARD MEMBERS

Chairperson

Dr. Naresh Kumar Pinisetti
President-Human Resources
Deepak Fertilisers and Petrochemicals Corp Ltd, Pune

MEMBERS

Dr. Nataraj Ray
National President, ISTD
Kolkata

Dr R Karthikeyan
Managing Director
Gemba Management Consulting Pvt. Ltd
Chennai

Shri Arthanari Mahalingam
Email: sn.mahali@gmail.com
Phone: 9710485295

Mr. Guruvayurappan P V
Email: guru.pv@rediffmail.com
Phone: 9972133733

Shri Jagabandhu Banerjee
Email: jbandhu@yahoo.com
Phone: 7065729642