



PROSPECTUS

**DIPLOMA
PROGRAM IN
TRAINING &
DEVELOPMENT**

Was recognised by Govt. of India
Ministry of HRD

(Through distance mode with revised updated syllabus)



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" 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 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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DIPLOMA CONVOCATION



National President ISTD, Dr. R. Karthikeyan lighting the lamp along with other Diploma Board Members



National President ISTD, Dr. R. Karthikeyan and Chairperson Diploma Board, Dr. Naresh Piniseti gives Memento to Chief Guest former President of India Shri Pranab Mukherjee



Chief Guest former President of India Shri Pranab Mukherjee, National President ISTD, Dr. R. Karthikeyan and Chairperson Diploma Board, Dr. Naresh Piniseti distributing the Diploma Merit Certificates.



Chief Guest former President of India Shri Pranab Mukherjee, National President ISTD, Dr. R. Karthikeyan and Chairperson Diploma Board, Dr. Naresh Piniseti distributing the Diploma Merit Certificates.



Chief Guest former President of India Shri Pranab Mukherjee, National President ISTD, Dr. R. Karthikeyan and Chairperson Diploma Board, Dr. Naresh Piniseti distributing the Diploma Merit Certificates.



Diploma students taking oath on the occasion of Annual Convocation held on 14th June, 2018

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, IOC, 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 it's 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 / Enrolment to ISTD Diploma Program is done twice in a year
– January & July.

Eligible candidates are advised to apply for admission / enrolment in the prescribed form along with Demand Draft / NEFT / Online Payment Gateway of Rs 1500/- (Application Processing & Administrative Fee) before the last day notified each year.



Registration & Course Fees

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

The enrolment form, duly filled in, must be accompanied by:

I) A non-refundable / Application Processing Fee of Rs 1500/- by Demand Draft payable to "ISTD, Diploma Programme", New Delhi / NEFT / Online Payment Gateway.

II) Full Course Fees of Rs 45,000/- in one lump sum (can be paid in three equal installments of Rs 15,500/- each) by Demand Draft payable to "ISTD, Diploma Programme", New Delhi / NEFT / Online Payment Gateway.

Concessional Course fee for Armed Forces officials, including Central/State Police, Para Military Forces Officials and Senior Citizens candidates. A concession of Rs 20,000/- in the course fee is allowed provided proper certificate testifying the above is furnished with the application form enrolment; the concessional course fee of Rs 25,000/- (can be paid in two installments of Rs 12,800/- each) by Demand Draft payable to "ISTD, Diploma Programme", New Delhi / NEFT / Online Payment Gateway.

Concessional Course Fee SC/ST of Rs 40,500/- in one lump sum (can be paid in three equal installments of Rs 14,000/- each) by Demand Draft payable to "ISTD, Diploma Programme", New Delhi / NEFT / Online Payment Gateway.

Concessional Course Fee for ISTD Permanent Institutional members of Rs 40,500/- in one lump sum.

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 complied 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 admission is granted.

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 payable to "ISTD, Diploma Programme", New Delhi / NEFT / 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 @Rs 10/- 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 ISTD Mentor

I CORE PAPERS

1. 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.

2. 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.

3. Training Methods – Cognitive

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 class room facilitation and emphasize trainer skills in securing whole person learning. It will high light a range of trainer interventions in managing class room 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 couse 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)

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.

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, inter personal, 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

Each student on successful completion of 10 theory papers will be required to undertake Internship / Live 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 a 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

Bangalore

Shri Guruvayurappan P V

N C Member, ISTD Bangalore Chapter
Vice President-HR, Omega Healthcare
305, Govindam Varthur Main Road
Marathahalli, Bangalore 560037
Mob: 9972133733
Email: guru.pv@rediffmail.com;
guruvayurappan.v@omegahms.com

Bhopal

Prof J N Chowdhary

H-58, Baghira Aaprtments
E/5, Arera Colony
Bhopal 462016
Ph:0755-4277605(O)/0755-2465220 ®
Mob:09425014936
Email: jnc37@rediffmail.com;jviveshwarc@gmail.com

Bhubaneswar

Ms Anita Mahapatra

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

Chandigarh

Ms Simran Preet Kaur

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

Chennai

Mr T C Sivasankaran

Director-Chennai Chapter
ISTD, Chennai Chapter
Chateau "D" Ampa, 4th Floor
No.37, Nelson Manickam Road
Aminjikarai, Chennai-600029
Ph:044-43575766
Mob: 09840717471
Email: contactus@istdchennai.org

Chittorgarh

Mr M S Gokhru

Chapter Incharge, ISTD Diploma Programme,
Chittorgarh Chapter
Trg. Coordinator-J K Cement Works, RTC
D -138, Kailashnagar-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

Delhi

Mr R Raghu Raman

Administrative Officer
Indian Society for Training & Development
B-23, Qutab Institutional Area,
New Mehrauli Road,
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Tel: 011-41688772, (M) 9911326953
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Gurgaon

Dr Raj Singh Antil

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Guwahati

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Mob: 9864083435

Email: juliajennie@yahoo.co.in

Hyderabad

Shri K.M.Dheer

19-A, Janaki Enclave

Saroor Nagar,Hyderabad-500035

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Mobile: 9848989005

040-24075103

Jaipur

Ms Anushree Dixit

Director-- Winner Academy of Excellence

Diploma Programme Incharge -ISTD- Jaipur Chapter

Honorary Secretary -- ISTD Jaipur Chapter

E-5/41, Chitrakoot Scheme, Vaishali Nagar Jaipur-302021

Phone: 7727957575

E-mail: winneracademyforu@gmail.com

Jamshedpur

Mr Ranjit Ram

Programme Director

Shavak Nanavati Technical Institute

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Mob: 09204058596

Email: ranjit.ram@tatasteel.com

Kochi

Mr Sreekumar M

Group Manager

Apollo Tyres, Perambra

Trichur Dist,Kerala – 680 689

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Email: m.sreekumar@apolloytyres.com

Kolkata

Dr Nataraj Ray

Indian Society for Training & Development

Kolkata Chapter 278, Rajdanga Gold Park Kasba

Kolkata-700107

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Mr Sunny C A

Sr. Manager-HR

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Mob: 09450600251/09889034803

Email: sunny.anthappan@timesgroup.com

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Mr Durgesh Bhatt

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M.G. Road, Vile Parle (East

Mumbai 400057

Mobile: 9820685878

Email: durgeshbhatt@gmail.com

Nagpur

Dr Pravin Bhatia

‘Cecily Villa’, Near Guru Nanak School

82 Bezon Bagh, Kadbi Chowk

Nagpur – 440004

Ph:0712-2524873@

Mob: 09552457521

Email: pravinbhatia45@gmail.com

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,

Neyveli

Ms Julia Jennie Gangmei

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

Pune

Ms Simantini Bhawsar

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

Jaipur

Ms Anushree Dixit

Director-- Winner Academy of Excellence
Diploma Programme Incharge -ISTD- Jaipur Chapter
Honorary Secretary -- ISTD Jaipur Chapter
E-5/41, Chitrakoot Scheme, Vaishali Nagar Jaipur-302021
Phone: 7727957575
E-mail: winneracademyforu@gmail.com

Ranchi

Mr Sharad Chandra Jha

General Manager,(HRD)
Central Coalfields Ltd Darbhanga House
Ranchi – 834001
Ph: 0651-2365279
Mob:08987784118

Silvassa

Dr SanjayKumar 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), Plammood
Thekkummood Road,
Pattom, Thiruvananthapuram-695004
M: 09400462255
E-mail: rs.anandan@gmail.com
Istd.tv@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:0891-2518268(O)
Mob: 09866073204
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/- 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) Grace Mark – There is no provision of grace marks

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

g) Old question papers for last four semesters can be obtained on payment of Rs 300/-





Internship / Live Project

Each student will be expected to complete an internship / Live Project after completing all 10 theory papers. ISTD will facilitate the Internship / Live Project by providing of 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 Intership/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

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

Students will be required to submit 3 copies of Intership /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 Intership Report submitted by a student. Prior written permission from the Chairman, Diploma Board is required for publication of the Intership 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/- 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 Inter-ship 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:

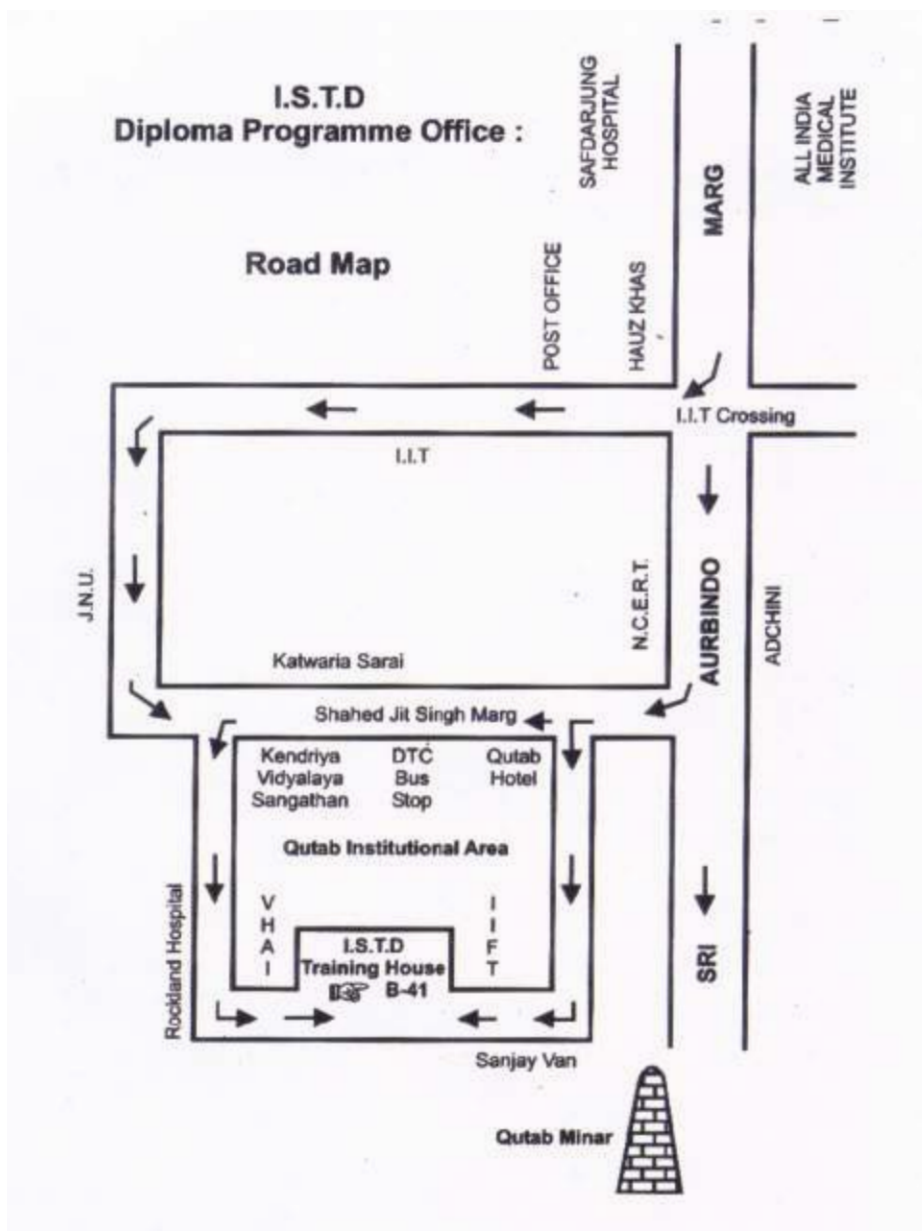
- Study Material for each paper.
- Evaluation of Response Sheets and Feedback.
- Issues of ISTD's Quartely Journal and feedback.
- Facility to get books on loan from ISTD Library subject to deposit of security in certain cases.
- Contact Classes to help integrate learning.
- Accessibility of Senior ISTD professionals as per requirements.
- Project Work for field Exposure
- Placement Facilitation after successful completion of the 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.

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

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

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

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