PG DIPLOMA PROGRAM IN TRAINING & DEVELOPMENT

Through Distance Mode with revised and updated syllabus.

18 Months Correspondence Program (Recognized by Ministry of HRD, Govt. of India)
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 is 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 PG 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
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 49 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 the Govt. of India for training of trainers in the country and is designed to meet today's training/HRD challenges. This Diploma Program is managed by a Board consisting of eminent HRD professionals and academicians.

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

ISTD PG Diploma in Training & Development is a distance learning Program of 18 months duration. The medium of the program is English only. A student of this program is entitled to use suffix ‘PG Dip TD’ on successful completion of all the ten Theory papers & the Internship. Today, many of the Dip TD holders are occupying senior positions in various organisations.

### DIPLOMA PROGRAM CONTACT CLASS CENTRES

<table>
<thead>
<tr>
<th>Ahmedabad</th>
<th>Dehradun</th>
<th>Kochi</th>
<th>Ranchi</th>
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<tr>
<td>Prof. Nikam Panchal</td>
<td>Mr. Amit Goswami</td>
<td>Major Anesh Gurudas</td>
<td>Mr. Narendra Kumar Cjha</td>
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<tr>
<th>Bangalore</th>
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<tr>
<td>Dr. Arpita Dutta</td>
<td>Mr. Y N Kaushal</td>
<td>Mr. Sunny CA</td>
<td>Dr. Sanjay Kumar Pandya</td>
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<tr>
<td>M: 9980995541</td>
<td>M: 8800730953</td>
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<tr>
<td>Mr. G. S. Patnaik</td>
<td>Dr. Raj Singh Artil</td>
<td>Mr. Suhas Rao</td>
<td>Ms. Shruti Sudha Mishra</td>
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<tr>
<td>Prof. J N Chowdhary</td>
<td>Ms. Julia Jennie Gangmei</td>
<td>Mr. M M Suresh</td>
<td>Mr. R Sivanandan</td>
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<td>M: 9425014936</td>
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<td>Ms. Anita Mahapatra</td>
<td>Mr. K M Dheer</td>
<td>Dr. Vijay Prate</td>
<td>Prof. (Dr) V Narenderan</td>
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<tr>
<td>M: 9439907220</td>
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<td>Ms. Simran Preet Kaur</td>
<td>Mr. Anshuex Dixit</td>
<td>Ms. Rachana Rajiv Nigam</td>
<td>Dr. Sheetal Nair</td>
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<td>Mr. M S Gokhr</td>
<td>Mr. Sushant Tripathi</td>
<td>Wing Commander K K Verma</td>
<td>Mr. O Rama Mohana Rao</td>
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<tr>
<td>M: 9460711904</td>
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<tr>
<th>Chennai</th>
<th>Kolkata</th>
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<th>Diploma Program Office: ISTD, New Delhi</th>
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<tr>
<td>Mr. T C Sivasankaran</td>
<td>Mr. M.K. Barman</td>
<td>Ms. Simantini Bhawas</td>
<td>Contact Person: R Raghu Raman / Meenakshi / Sarita Bishen</td>
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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, IIHR, IIC, I&ST, 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.

FOR WHOM

The program 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 Program can be well used by those who are engaged or wish to engage themselves in the human resource development activity in industries such as Business, Banks, Government, Administration, Defence Forces, Public Utilities, Agricultural Departments, Health, Education and other Social Sector Programs, Consultancy and Voluntary organisations etc.

DURATION

18 months Distance Education Program includes 10 Theory-papers and Internship Project* of 3 months. Being a Distance Learning Program, this PG Diploma Course does not infringe upon the regular working schedule of those in employment. Registration of a student is valid for 4 years. (students can take longer duration / multiple attempts to complete the course)
ELIGIBILITY

- Graduate or its equivalent Diploma from a recognized university.
- 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).
- Students of final semester awaiting final results can also apply. They shall be given provisional admission.
- For Armed Forces Personnel, Ex-Serviceman/Central/State/Police/Para-Military Forces Officer and Senior Citizen Candidates

ADMISSION

Admission to the PG Diploma Program is made twice a year, in January and July. Admission form can be downloaded from the website www.istd.co.in along with application processing fee & course fee as DD in favor of “ISTD Diploma Programme” 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, B-23, Qutab Institutional Area, New Delhi-110016.

EXAMINATIONS

- The Diploma Board operates through 30 Examination Centers all over India
- Students can opt to appear for examinations in papers they have completed as and when the schedule for the same is announced. Students can choose to skip and appear for examination in the next batch as per rules
- PG Diploma Results and other information can be accessed at the Website : www.istd.co.in
- On successful completion of the Program, candidates are entitled to use the suffix ‘PG Dip TD’

FEES

| Application Processing Fee (Non-Refundable) | Rs.1,500/- + 18% GST (Rs.270/-) |
| Course Fee (for General Category) | Rs.45,000/- + 18% GST (Rs.6,100/-) |
| ISTD Permanent Institutional Members | Rs.4,050/- + 18% GST (Rs.7,290/-) |
| SC/ST Category & Physically Challenged | Rs.4,050/- + 18% GST (Rs.7,290/-) |
| For Armed Forces Personnel, Ex-Serviceman/Central/State/Police/Para-Military Forces Officer and Senior Citizen Candidates | Rs.25,000/- + 18% GST (Rs.4,500/-) |

Installment Scheme

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<th>January Batch</th>
<th>July Batch</th>
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<td>1st Installation at the time of admission</td>
<td>1st Installation at the time of admission</td>
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<tr>
<td>2nd Installation February 28</td>
<td>2nd Installation August 31</td>
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<td>3rd Installation April 30</td>
<td>3rd Installation October 31</td>
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<td>Students are required to deposit all the 3 installments by the stipulated dates before applying for semester examination</td>
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Name of the Bank: Indian Bank
A/c Name: ISTD Diploma Programme | Branch: Mehrauli institutional Area
A/C No.: 405039711 | NEFT/IFSC Code: IDIB0010098
Students can also apply online through our portal https://www.istd.co.in and can pay the fees through Payment Gateway using their Credit Card / Debit Card / Net banking.

Last date of Submission for completed admission form for 83rd batch is 31st August, 2020.

*No refund of course fee will be made once the registration number is allotted.*
CURRICULUM
THEORY PAPERS

1st Semester
- Paper I: Business Strategy and HRD
- Paper II: Instructional Design
- Paper III: Training Methods - Cognitive
- Paper IV: Training Methods - Experiential

2nd Semester
- Paper V: Facilitation Skills
- Paper VI: Presentation Skills
- Paper VII: Training Measurement and Evaluation
- Paper VIII: Managing the Training Process

3rd Semester
- Paper IX: Learning/Training Analytics
- Paper X: Elective Papers (Choose any one)
  1. OD and Change Management
  2. Talent Management
  3. Development Centre Management
  4. Research Methodology

INTERNSHIP / LIVE PROJECT:
Students can begin with their Internship / Live Project at the time of 3rd Semester of Diploma Course under the guidance of a Mentor to give them hands-on experience 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 an Internship Project report duly approved by Mentor and will have to make a presentation before a panel of experts followed by VIVA.

READING MATERIAL:
Students will be provided with Text Books/Reading Material covering the above syllabus to facilitate self-learning. Contact classes will be held periodically to support the students on above papers. Students will be given Assignments and Activities during learning for Formative Assessment. Response Sheets/Assignments in each paper have to be completed before the due date.

SERVICE & FACILITIES
As a part of PG Diploma program, Students are provided with the following support:
- Books/Reading Material
- Evaluation of Assignments and Feed back
- Issues of ISTD’s e-journal, (IJTD)
- Facility to get books on loan from ISTD Library at New Delhi
- Online contact classes to help integrated learning
- Accessability of senior ISTD professionals as per requirements
- Internship / Live Project Work for field exposure
- Examination Centres in different locations for convenience of students
- Additional Facilities: Option to take examination through online mode
- Free Membership to ISTD for one year on completion of the course
- Subsidized entry to several ISTD activities on a lifelong basis

ISTD DIPLOMA BOARD MEMBERS

Chairperson
Dr. Naresh Kumar Pinisetiti
President-Corporate Governance
Deepak Fertilizers and Petrochemicals Corp Ltd, Pune

Dr. Nataraj Ray
National President, ISTD
Kolkata

Dr. Sunil Abrol
Mentor & Past President
ISTD, New Delhi

Dr. L R K Krishnan
Management Consultant
ISTD
Bangalore

Shri Jagabandhu Banerjee
Management Consultant
New Delhi

Member Secretary
Dr. Avinash Chandra Joshi
Director, ISTD
New Delhi
ABOUT ISTD

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, 1980. 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 42 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 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 organized and unorganized sectors, adding new feathers to its cap by Ministry of Labour & Employment through DGE&T, Govt. of India and to meet the challenges created a system of Training Certification.
Please address all correspondence to:

R Raghu Raman
Administrative Officer

Diploma Program Office:

INDIAN SOCIETY FOR TRAINING & DEVELOPMENT
“TRAINING HOUSE”, B-23, Qutub Institutional Area, New Delhi-110016
Tel: 011-41688772, 49077807, (M) 9911326953
E-mail: diploma@istd.co.in | Visit us at: www.istd.co.in