

A rowing team in a boat on a blue-tinted background. The image is a vertical composition with a dark blue background. On the right side, a white rowing boat is visible, with several rowers in white shirts and dark shorts. The water is dark blue with white ripples. The overall tone is professional and focused.

DIPLOMAIN TRAINING & DEVELOPMENT

18MonthsCorrespondenceProgramme

Recognised By Govt. Of India, Ministry Of HRD

**INDAIN SOCIETY FOR
TRAINING & DEVELOPMENT**

New Delhi

CHAPTER INCHARGE: DIPLOMA PROGRAMME CENTRES

MESSAGE FROM THE CHAIRPERSON, DIPLOMA BOARD



With several interventions launched by the current of the 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 of 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

I wish all of you a great learning experience.

Naresh Kumar Piniseti
Chairperson, ISTD Diploma Board

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 professional 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.

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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 the 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 fields of Training & Development / Human Resource Development in various Central Government Departments, Public and private organizations.

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, IIHAR, OIC, L&T, NBCC, SAIL, SCL, State Bank of India Staff College, TCIL, MsourE 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 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 industries such as Business, Banks Government, Administration, Defence Forces, Public Utilities, Agricultural Departments, Health, Educations and other Social Sector Programmes, Consultancy and Voluntary Organisations.

DURATIONS

- 18 months Correspondence Course is inclusive of the Internship Project* of six months. Being a Distance Learning Programme, this diploma 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 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).
- M.Tech., MBA & PGD students of final semester awaiting for final result can also apply. They shall be given provisional admission.
- 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 Qutub 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 (Non-Refundable)	Rs. 1000/-
Course Fee (for General Category)	Rs. 45,000/-, (Can be paid in three equal installments of Rs 15,500/- each)
ISTD Permanent Institutional Members	Rs. 40,500/- in one Lumpsum
SC/ST Category	Rs. 40,500/- (Can be paid in three equal installments of Rs. 14,000/- each)
For Armed Forces Officer, Central/State/Police/Para Military Forces Officer and Senior Citizen Candidates	Rs. 25,000/- (Can be paid in two equal installments of Rs. 12,800/- each)

Name of the Bank: Indian Bank
A/c Name: ISTD Diploma Programme
Branch: Mehrauli Institutional Area.
A/C No.: 405039711
NEFT/IFSC/RTGS Code: IDIB000M089

EXAMINATIONS

- The Diploma Board operates through 27 Examination Centers all over India
- Options to take examinations every six-months or on piece meal 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'

Last Date of Submission of completed admission form has been extended to 31st January, 2018

CURRICULUM

Part – A

- Paper I : Organisational Behaviour
- Paper II : Human Resource Development
- Paper III : Manpower Planning & Training
- Paper IV : Training Methodology -1

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 provide by the Diploma Office.

ELIGIBILITY

- Graduate or it's equivalent Diploma from a recognized university plus minimum two years of work experience as an Executive, Faculty, Administrator, Supervisor, Manager, Trainer or HR Practitioner in an organization.
- 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 canalso 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.

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
- Fee Membership for one year on completion of the course
- Subsidized entry to several ISTD activities on a lifelong basis

ISTD DIPLOMA BOARD MEMBERS

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President-Human Resources
Deepak Fertilisers and
Petrochemicals Corp Ltd, Pune

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Prof (Dr)V H Iyer
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Gurgaon

Prof Satish Kalra
Gurgaon



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 Fedration 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 48 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 a 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 helping the Ministry of Labour & Employment through DGE&T, Govt. of India to meet challenges with the help of a Training Certification System.



Please address all correspondence to:

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