

Golden Jubilee Year



1970-2020

# DIPLOMA PROGRAM IN TRAINING & DEVELOPMENT

Through Distance Mode with revised  
and updated syllabus

18 Months Correspondence Program

*Recognised By Ministry Of HRD, Govt. Of India*

**INDIAN SOCIETY FOR  
TRAINING & DEVELOPMENT**

*New Delhi*

# 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.

*I wish all of you a great learning experience.*

**Naresh Kumar Piniseti**  
Chairperson, ISTD Diploma Board

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.

# DIPLOMA PROGRAM CONTACT CLASS CENTRES

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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 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 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 Program of 18 months duration. The medium of the program is English only. A student of this program is entitled to use suffix '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.





## 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, 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, Educations 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 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 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).
- Students of final semester awaiting final results 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



# ADMISSION

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](http://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 Programme" payable at New Delhi (or) through NEFT (or) Payment Gateway. The request should be addressed to Mr R Raghu Raman, Administrative Officer, and Indian Society for Training & Development, B-23 Qutab Institutional Area, and New Delhi-110016.

# FEES

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|--|--|
| Application Processing Fee (Non-Refundable)  | Rs. 1,500/- + 18% GST (Rs.270/-)   |
| Course Fee (for General Category)  | Rs. 45,000/- + 18% GST (Rs.8,100/-) {Can be paid in three equal installments of Rs.15,500/- + 18% GST (Rs.2,790/-)}  |
| ISTD Permanent Institutional Members   | Rs. 40,500/- + 18% GST (Rs.7,290/-) in one Lumpsum   |
| SC/ST Category   | Rs. 40,500/- + 18% GST (Rs.7,290/-) {Can be paid in three equal installments of Rs.14,000/- + 18% GST (Rs.2,520/-)}  |
| For Armed Forces Officer, Central/ State/ Police/ Para-Military Forces Officer and Senior Citizen Candidates | Rs. 25,000/- + 18% GST (Rs.4,500/-) {Can be paid in two equal installments of Rs.12,800/- + 18% GST (Rs.2,304/-)}    |
| Physically Challenged  | Rs. 40,500/- + 18% GST (Rs.7,290/-) {(Can be paid in three equal installments of Rs.14,000/- + 18% GST (Rs.2,520/-)} |

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

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 / Netbanking.

Last date of Submission for completed admission form for 82nd batch is 31st December, 2019

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

# 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
- Diploma Results and other information can be accessed at the Website : [www.istd.co.in](http://www.istd.co.in)
- On successful completion of the Program, candidates are entitled to use the suffix 'Dip TD'



# CURRICULUM

## THEORY PAPERS

|            |   |                                     |
|------------|---|-------------------------------------|
| Paper I    | : | Business Strategy and HRD           |
| Paper II   | : | Instructional Design                |
| Paper III  | : | Training Methods - Cognitive        |
| Paper IV   | : | Training Methods- Experiential      |
| Paper V    | : | Facilitation Skills                 |
| Paper VI   | : | Presentation Skills                 |
| Paper VII  | : | Training Measurement and Evaluation |
| Paper VIII | : | Managing the Training Process       |
| 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 once they start with their 3rd Semester of the Diploma Course 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 an Internship Project report duly approved by Mentor and will have to make a presentation before 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 Diploma program, Students are provided with the following support-

- Books/Reading Material
- Evaluation of Response Sheets and Feed back
- Issues of ISTD's quarterly journal, IJTD for one year
- Facility to get books on loan from I STD Library
- Contact classes to help integrate learning
- Accessibility of senior ISTD professionals as per requirements
- Internship / Live Project Work for field Exposure
- Placement Facilitation after successful completion of the graduate diploma
- Examination Centres in different locations for convenience of students
- 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 Piniseti**  
President-Human Resources  
Deepak Fertilisers and  
Petrochemicals Corp Ltd, Pune

**Dr Nataraj Ray**  
National President, ISTD  
Kolkata

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

**Shri Arthanari Mahalingam**  
Managing Director-Twin Academy  
Business Management Solutions Pvt Ltd  
Chennai

**Mr. Guruvayurappan P V**  
N C Member, ISTD Bangalore Chapter  
Vice President-HR, Omega Healthcare

**Shri Jagabandhu Banerjee**  
NC Member, ISTD Delhi Chapter  
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 46 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.

A person is sitting on a balcony railing, looking out over a cityscape at sunset. The person is silhouetted against the bright, hazy sky. The railing is a dark metal bar. The background shows a cityscape with buildings and a bridge, all reflected in the water below. The overall mood is serene and contemplative.

Please address all correspondence to:

R Raghu Raman  
Administrative Officer

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