



**DIPLOMA
IN
TRAINING & DEVELOPMENT**
(18 months Correspondence Programme)

INDIAN SOCIETY FOR TRAINING & DEVELOPMENT
NEW DELHI



MESSAGE FROM THE CHAIRMAN, DIPLOMA BOARD



India has a tradition of great teachers who believed in imparting the best of knowledge & skills to people around. Guru Dronacharya, Chanakya, Vivekanad or Sarveapalli Radhakrishnan--- the focus of teachers has always been to make an individual a glowing sun and thus enlighten the society with competency & conduct. ISTD from the day of its birth has been lead by great institution builders, who believe in shaping the future teachers & trainers for creating a pool of skilled and aligned human resource in this country.

The world has changed rapidly and so India and its education. Developing nations need people with right skill for sustaining the pace of development. Industries and institutions need people who cater the need for producing the desired results. ISTD in totality, always stand to bring out the best among people through training & development. The symbolic endeavor of Training & Development sharpens the edges of personality and expedites the process of development of a person and profile across.

The diploma course of ISTD is an effort to teach and train professionals for becoming a trainer par excellence. Quoting Dr. Radhakrishnan," A great teacher transforms thoughts into reality by explaining, expressing and inspiring his/her disciples." This diploma provides ample opportunity to aspirants to churn knowledge and get exposed to new skills to compete and excel.

I welcome everybody to become a part of this incredible journey of learning through Diploma in Training & Development.

Dr. Nanditesh Nilay
Chairman
ISTD Diploma Board

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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 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.

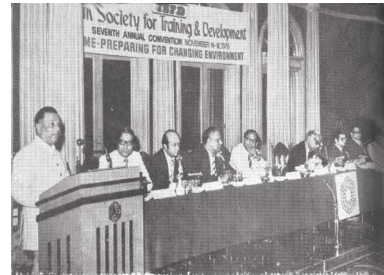
At present a large number of ISTD Diploma holders are occupying senior positions in the field of Training & Development/Human Resource Development in various Central Government Departments, Public and Private organisations.

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 corporate sectors such as ACC, Apollo Group of Hospitals, BHEL, FCI, HAL, HOCL, IIMMAR, IOC, 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 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 the industry. Business, Banks Government, Administration, Defence Forces, Public Utilities, Agricultural Departments, Health, Education and other Social Sector Programmes, Consultancy and Voluntary Organisations.



DURATION

18 months Correspondence Course is inclusive of the Internship Project* of six months. Being a Distance Learning Programme, the 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 recognised university plus minimum two years of work experience as an Executive, Faculty, Administrator, Supervisor, Manager, Trainer or HR practitioner in an organisation.
- 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.



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.





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 Programme Officer, 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 Rs. 1000/- (Non-Refundable)
- Course Fee Rs. 45,000/-, (Can be paid in Two equal installments of Rs. 22,700/- each)
- ISTD Permanent Institutional Members and SC/ST Category Rs. 40,500/- in one Lumpsum
- 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)

Last Date for Submission on completed Admission Form

30th November for January Batch and 30th June for July Batch.

EXAMINATIONS

- The Diploma Board operates through 25 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'

CURRICULUM

Part-A

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

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 provided by the Diploma Office.



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
- Diploma Programme Communique (a quarterly bulletin)
- Free Membership for one year on completion of the course
- Subsidised entry to several ISTD activities on a life long basis



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Director, Training Requirement & New Concept (TRANC), New Delhi

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Director, Jaipuria Institute of
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Mr S C Bahuguna

Offg. Executive Director &
Member Secretary, Diploma Board



The Society



About the Society

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, 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 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 organised and unorganised sectors, adding new feathers to its cap by Ministry of Labour & Employment through DGE&T, Govt. of India to meet the challenges created a system of Training and Certification.



ISTD hosted the IFTDO World Conferences during 1975, 1994, 2004 and 2013 at Delhi, all inaugurated by the respective Hon'ble Presidents of India.



Please address all correspondence to :

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Diploma Programme
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MAY TRAINING BE ALWAYS
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