

**DIPLOMA IN TRAINING & DEVELOPMENT, ISTD, New Delhi**  
**GUIDELINES**  
**for**  
**Internship Project**

**1. Commencement**

Internship will commence only after the declaration of results, when a candidate has Cleared all theory papers.

**2. Internship Tasks**

The candidate has to select one out of the following two sets of options and work accordingly.

**Option – I :**

- a) One Study Report bringing out training requirements of an Organisation/Department.
- b) Report of Five Training Sessions, conducted by the candidate (or any other person). The report should include session objective(s) methodology, contents, training aids/reading materials etc.
- c) One Evaluation Study of a Specific Training Programme, conducted by self or any other person/agency, using appropriate methodology.
- d) Two Cases-prepared by the candidate, which may be used in a Training Session. The text of cases should be supported by questions for discussion, possible learning points, and faculty notes etc.

**OR**

**Option – II :**

A Project Report based on in-depth-study and critical analysis of the following HRD and training aspects of an Organisation.

- a) HRD System : Human Resource Planning, Training Policy, Training Budget.
- b) Training Needs Assessment System.
- c) Training & other Development Programmes and their evaluation.
- d) Strategies for improving HRD activities in the Organisation.

**3. Following steps are to be taken by the intern towards the fulfillment of Internship requirements :**

**First Step :**

- a) Submission of *Preparatory Note* : A brief note indicating choice of option, general ideas and tentative plan for undertaking internship tasks.

- b) *Selection/approval of Internship Guide* : Along with the Preparatory Note as in (a) above, the intern will propose the name of his Internship Guide. This should accompany a brief bio-data of proposed guide and his/her written consent for acceptance of the same. It is the responsibility of concerned Intern to locate a suitable person to supervise and guide him/her throughout the Internship Project.

*An Internship Guide can be either :*

- i) Senior Manager with relevant suitable experience in the field of training and development/HRD (in service or retired).

OR

- ii) A senior ISTD Member, available locally.

OR

- iii) An academician with considerable and suitable exposure to training/HRD function.

OR

- iv) An ISTD Diploma holder who is entitled to use the suffix Dip TD, (a person who is on rolls as a student or yet to receive his /her Diploma certificate is not eligible to act as internship Guide)

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In case of difficulty in locating a suitable guide, the Internee can approach the Diploma Incharge or ISTD Chairman of the local Chapter or write to Diploma Office, New Delhi.

#### **Second Step :**

After obtaining approval for the Guide from Diploma Office, the Intern shall submit, the Detailed Work Plan of his project report at the earliest.

**Detailed Work Plan** should include a brief introduction of the Organisation/Department in which the intern proposes to undertake substantial part of the Internship, the methodology to be used in his/her studies, the time schedule for various activities, and other relevant details on how the intern would go about in completing internship tasks. The Detailed Work Plan should be prepared in consultation with the approved guide and should be duly authenticated by the guide:

#### **Third Step :**

On getting approval from the Diploma Office for Detailed Work Plan (DWP) the intern will proceed further in completing the internship as per time schedule. He/She shall consult the guide on all important issues pertaining to his/her project (a minimum of 25 contact hours are expected to be spent with guide during the internship).

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**Mid-Term Report** After about 3 months from the commencement of internship the intern shall submit a brief Mid-term Progress Report (in the given format) about the various tasks completed as per the Detailed Work Plan submitted earlier. The report should also give the action plan for completion of remaining part of the internship.

The Mid-term report should be duly countersigned by the approved guide.

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**Fourth Step:**

After completing all the internship tasks under the chosen option, an intern will prepare.

a) **First Draft of the Internship Report :**

The first draft should be submitted to the guide for his/her suggestion/modifications, if any. This is important as the approved guide is expected to satisfy himself/herself about the quality of intern's performance as well as presentation of the final report. The guide is expected to ensure at this juncture that the report is as per given format.

b) After incorporating guide's suggestions, the intern will prepare the Final Internship Report. This document should be neatly typed on a A-4 size paper sheets. The Report should be neatly bound, having a rexin cover and good quality spiral binding. The name and registration number should be mentioned on the cover. A certificate for the satisfactory completion from the guide should be included in the final report. The students are not required to include copies on PN, DWP and MTR in the Report. The Report should have a suitable Title on the cover page to establish necessary correlations between the contents and the title.

c) **Submission of Final Internship Report**

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The intern shall prepare at least three copies of his/her final Report. Two copies will be directly sent to the Diploma Office, New Delhi and one copy shall be given to the guide for assessment. The student should ensure that the guide sends his/her evaluation in the given format to the Diploma Office together with one copy of final internship report at the earliest , as the final report will be forwarded to the external examiner only after guide's assessment is received by the Diploma Office. After the Guide's evaluation is received, the report will be sent to an ISTD External Examiner, for his/her evaluation who will also evaluate according to the format as under.

**4. Format for the Assessment of the Final Internship Report:**

The guide will evaluate the internship Report in the following format:

**Option – I :**

<b>Task</b>	<b>Weightage</b>
i) Study-Report on Training Requirements	20
ii) Report of Five Training Sessions	15
iii) Study Report on Evaluation of a Specific Training Programme	15
iv) Two case Studies	50
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	Total 100

**Option– II :**

The whole report/dissertation to be assessed out of total of 100 marks.

**5. Pass Marks :**

The pass marks for Internship programme are 120/200, subject to the award of a minimum of 60 marks out of a maximum of 100 by each of the examiners.

**6. Provision of Resubmission:**

If an intern fails to get the Pass marks, two copies of his internship report will be returned to him/her for revision with comments from the ISTD external examiner. He/She can do the same within 3 months in consultation with his/her guide and re-submit with a fee of Rs. 600/-.

**7. Award for the Best Internship Report of the year :**

A certificate of Merit and a cash prize of Rs. 1000/- will be awarded to the candidate who will secure the highest marks in the Internship Report during the calendar year.

**8. Copy Rights**

Case Studies and Project Report submitted as part of the Internship Programme may be published in any form by ISTD if considered appropriate. In the event if candidate proposes to publish any such material he/she will seek the prior permission of the Chairman, ISTD Diploma Board in writing and acknowledge in the published document which should form part of the ISTD Diploma Programme.

## Mid-Term Progress Report

(To be submitted by the Intern in Duplicate)

Name \_\_\_\_\_

Reg. No. \_\_\_\_\_

1. Requirements which have been fully Completed as given in the Detailed Work Plan. :
  
2. Progress on requirements not completed, indicating the exact amount of work which has been done and which is still to be done. :
  
3. Plan of work for remaining work to be done. :
  
4. Remarks by the Guide :

**Name of Guide :**

**Signature of Guide:**

**Note:** No other papers should be enclosed with this. Final Internship Report complete in every respect should be submitted at the end of Internship.