



ITEC

Indian Technical and Economic Cooperation

**Terms & Conditions
for
Training by ITEC Partner Institution**

Development Partnership Administration-II Ministry of External Affairs Government of India

The Indian Technical and Economic Cooperation programme was instituted on 15th Sept 1964 as a bilateral cooperation programme of assistance of the Government of India with partner developing countries. Over the last 55-odd years, the programme has only grown from strength-to-strength. The programme has grown from offering training to about 4000 participants in 2006-07 to about 11000 in current financial year in over 380 ITEC courses across 85 premier institutions in diverse areas such as Agriculture, Banking, Finance, Accounts & Audit, English Language, Engineering and Technology, Government Function, Environment & Climate Change, Health & Yoga, Petroleum, Telecom & ICT, Journalism, Management & Leadership, Power & Renewable Energy, Rural Development, Women Empowerment etc.

In the recent past, Ministry has undertaken a comprehensive review of ITEC programme. On the whole, significant systemic and policy level modifications have been made in the ITEC, its vision and objectives have been fine tuned to meet our foreign policy requirements and the offerings under ITEC have been expanded and advanced to truly reflect an economically emergent and technologically advanced India. Greater focus is now on making ITEC truly demand-driven, by introduction of more tailor made country specific courses and through more flexible and innovative modalities like e-ITEC, ITEC On-site and ITEC-Executive in cutting edge areas of knowledge.

This comprehensive review has led to inclusion of new partner institutions of technical excellence and also addition of advanced courses in emerging areas such as artificial intelligence, nano-technology, petroleum, forensics, etc., in order to showcase India's high technological strengths. Recently, new private sector institutes/universities have also been selected through an open tender process for providing ITEC training.

The review also focused on improving facilities offered to participants. One of the measures taken in this regard is enhancement of living allowance to participants of short term courses to Rs 1500 per day from 2019 onwards. Accordingly, a number of changes have also been introduced in the online ITEC portal which provides an interactive digital interface to MEA, Missions, ITEC Institutes and applicants/beneficiaries of the programme.

Ministry has been regularly issuing regulations & guidelines to the institutes offering ITEC courses, covering various aspects of the ITEC course. These have been comprehensively brought together as the terms and conditions for the conduct of ITEC Training courses by partner institutes, to be followed by partner institutes for the smooth conduct of the ITEC programme.

ITEC TERMS AND CONDITIONS

1. ITEC Portal

- i. Bulk of the interaction among applicants, Ministry and Institutes is carried out online over the ITEC Portal (www.itecgoi.in). Institutes are expected to nominate a nodal officer as ITEC Coordinator, who will be issued the credentials for the use of this Portal.
- ii. ITEC Coordinator should keep the Portal username and password safe and secure.
- iii. ITEC Coordinator should regularly check the portal and keep the details of Institute on the Portal up-to-date, including contact details, brief about institute, etc.

2. Course Submission.

- i. The duration and content of courses should be decided in consultation with Ministry. The ITEC courses are generally short to mid-term duration.
- ii. Title of the course should be indicative of the course contents. The new course proposals should be supported by all relevant information like course synopsis, target audience, expected outcome, etc. In case, a similar course was conducted earlier, feedback of that course must also be included with the proposal.
- iii. Courses for senior level/policy level decision making participants should be designed in such a manner that these preferably lead to a mutually beneficial commercial or policy level engagement.
- iv. Course financial of a new course should be proposed as per the ITEC terms and conditions. The typical ITEC fee structure may be seen at **Annexure I**.
- v. A Welcome-Brochure will be provided online by the Institute to the participants, before joining the course. This should include brief information on the institute, the course contents, contact details of concerned persons, arrival assistance, dress code, living allowance facilities available in the institute and at their accommodation, weather conditions, packing tips, rules and regulations of the Institute (drawing their attention to the Institute's website), safety tips, shopping and tourist attractions nearby, a short list of *do's and don't etc.* Institute should submit the draft of this Brochure along with the course proposal.

3. Application Processing.

- i. Institute must process the applications received on the ITEC Portal on a regular basis.
- ii. Eligibility of the participant should be checked thoroughly by the Institute, keeping in mind the educational qualification and the specific/technical requirements of the proposed course.
- iii. Institutes should mark all applications as 'eligible' or 'non-eligible'. The eligible candidate should be ranked in the order of merit and they must have the capacity and qualification to absorb the content of the selected course. Final decision on selection of any applicant rests with MEA.
- iv. Equal participation of female participants should be ensured, subject to their meeting the eligibility criteria.

- V. Institutes must to make contact with the selected participant through email before their departure for India and provide them the Welcome-Brochure. Participants may also be advised to bring extra money with them for any particular individual need such as special dietary needs, shopping and other out of pocket expenses etc.

4. Arrival of the Participant

- i. The Institute must inquire the travel plans of the participants well in advance.
- ii. The selected participants **should be received at the airport by the Institute** upon their arrival in India. Pickup travel details of the participants are uploaded on the ITEC portal by the concerned Mission. In certain cases where these details are not available, institute must liaise with the concerned Indian Mission to obtain the same.
- iii. Upon joining, Institutes should check that return ticket and single-entry Student Visa have been provided to ITEC candidates which is valid for the entire duration of the course plus seven days after completion of the Course on gratis basis. Any discrepancy should immediately be brought to the notice of the MEA.
- iv. Missions may also issue multiple entry visas for Courses more than or equal to six months along with endorsement regarding exemption from 'Reporting to FRRO' .
- V. In certain cases some candidates may require special assistance for their day-to-day activities like wheel chair, ramp or any other specialized facility. Institutes are required to facilitate for the same.
- vi. ITEC sponsorship could be canceled at any time due to unsatisfactory conduct, breach of conditions of the Programme, violation of rules of the institute/university/establishment, failure to make satisfactory progress in the training Course or for other sufficient cause as determined by the Government of India. The final decision rests in this regard with MEA.
- vii. Cultural and local sensitivities of all participants are different and need to be respected. Institutes need to be sensitive of special care & sensitivity towards racial behavior towards African and other participants.

5. Accommodation

- i. Accommodation must be on **single** occupancy basis.
- ii. Basic facilities like TV, appropriate size bed, clean bedding, almirah, tea/coffee makers, attached toilet, lighting, study table, wireless internet etc. should be ensured.
- iii. Information about Mess/Food charges should be available in the rooms in form of a pamphlet.
- iv. To ensure security of the participants, institute should take necessary actions, such as installation of security cameras, security guards at the entrance of the accommodation and to display a pamphlet of basic security precautions in the rooms along with emergency contact number of ITEC course coordinator.

6. Welcome Kit

Welcome kit should necessarily include a good quality bag **with ITEC logo**, the Welcome-Brochure, a map of India with correct geographical boundaries, e-books etc, reference material, general advice to the candidates and any other information which would be helpful during their stay.

7. Living Allowance

- i. ITEC Participant is provided with a Daily Living Allowance (DLA) of Rs. 1200/- per day for courses of more than 12 weeks duration and Rs 1500/- per day for courses of 12 weeks duration or less.
- ii. Disbursement of DLA should be on a weekly basis for courses of one to two weeks duration and on fortnightly/monthly basis for courses of more than two weeks duration, after deducting charges for meals, if meals are provided by the institutes.
- iii. Institute should disburse first installment of living allowance on the first or latest by second day of the arrival of participant. Sometimes, specially for short duration courses, DLA is required to be paid by Mission. Institute should inquire with participants and in case it is not paid, Institute must inform MEA.
- iv. Ministry releases the 75% of the estimated expenditure for the ITEC course upon receiving the joining report from the Institute. In case of delay in receiving this payment for any reason, institute should arrange to distribute the DLA from their own. Reasons of 75% delay is not to lead to delay in disbursement of DLA.
- v. Their arrival, participants **must be informed about the deductions from their Living Allowance on account of meals being provided by the institute.** Under no circumstances should the institute deduct more than 50% of the Living Allowance of the participant towards food charges.

8. Book Allowance

- i. The institute will provide the training material, handouts, books, e-study material or any other documents which are necessary for training/self-study including the welcome-kit to the participants.
- ii. Eligible items are good quality bag **with ITEC logo**, map(s) of India with correct geographical boundaries, Course books, Reference/handbooks, e-books, USB, CD and stationary.

9. Course Delivery

- i. Course delivery should have major components by way of workshops/ group discussions/ hands on /group activities. Classroom mode of teaching to be generally avoided unless, it is needed in some instances.
- ii. Generally, in a typical ITEC programme, participants come from vastly different countries; accordingly, the delivery of the course should be able to accommodate a heterogeneous group of participants.
- iii. Smart class rooms with AC should be ensured with enough number of in-house faculty members fluent in English.
- iv. Adequate facilities for hands-on training, group activities, practical laboratory training, and interaction with industry/guest faculty or experts related to the course contents.
- v. Any irregularities/case of indiscipline should be brought immediately to the notice of Ministry.
- vi. Online feedback on the ITEC portal be taken from the each participant at the end of the course.

10. Study Tour

- i. An educational-cum-sightseeing study tour forms an important part of ITEC courses. Participants should be taken on educational study tours as part of their course curriculum. This may include visits to nearby located industry(ies) in order to showcase India's commercial strengths. Scope of study tour, including details of places to be visited, mode of transport, financials, etc. should be submitted along with the course proposal for the approval of Ministry.
- ii. Visits can include different Indian heritage sites and places of interest located in the geographical vicinity of the institute.
- iii. Participation in the study tour is mandatory for all participants. Any exception may be reported by MEA.
- iv. Accommodation during the study tour should also be on single occupancy basis. Only in rare cases, double occupancy accommodation may be provided on the basis of Ministry's prior approval.

11. Inaugural/Valedictory Function

- i. Institutes are required to organize inauguration/valediction functions for ITEC course conducted by them where an MEA representative has to be invited as a Chief Guest/Guest of Honor. DPA-II Division will send information of the MEA official to visit during above interactions. During these programmes, due acknowledgment should be given to ITEC and MEA sponsorship with prominent use of the ITEC logo on the certificate, banner, signages. A nominal amount of Rs 300/- per participant is also paid to the institute for organizing these functions.
- ii. It is mandatory to seek MEA's approval for inviting Chief Guests or any other guests for this function for which Institutes should make this request at least two to three weeks prior to the event.
- iii. Interactive sessions for feedback have to be organized where the MEA representative can directly interact with the participants.
- iv. High resolution image of the ITEC logo should be available with all institutes. Also, standard ITEC certificate format provided by MEA should also be used for the certificates awarded to successful participants.
- v. Along with the certificate, a small souvenir like coffee mug **with ITEC logo** may be handed over to the participant.

12. Medical Emergency

- i. Candidates are expected to be medically fit to undertake the course [to be certified by the applicant while applying].
- ii. MEA will cover medical treatment only for ailments of immediate and emergency nature occurring in India. Prior approval for any such treatment has to be taken from MEA.

- iii. No medical reimbursement will be provided for ailments of chronic nature or for pre-existing medical condition, including treatment related to pregnancy.
- iv. Participants must carry their own medicines for chronic ailments like diabetes, hypertension etc. and they will have to bear the expenditure for medicines and consultations of doctors on their own.
- v. In the past, there have been instances of female ITEC participants being pregnant. In this regard, the Missions have been instructed to insist that the candidate brings a fitness certificate stating that she is fit for travel, including the return journey, and attend the course. Institute may kindly bring to MEA's notice any problem they envisage in case of such candidates.

13. Use of social media & propagation of Brand ITEC:

- i. Main objective of the ITEC programme is to project India's soft power and garner goodwill through its institutional capacities, technological strengths, expertise and developmental experience. With the above objective in mind, it becomes necessary to have continuous engagement/networking with the foreign officials who come to India for ITEC training.
- ii. While we encourage Institution & ITEC Alumni engagement, it must be kept in mind that the broader objective is to foster connection of the ITEC Alumni with India through Brand ITEC.
- iii. The use of social networking sites like Twitter and Facebook is the most effective way to build a strong ITEC alumni network. Institutes must make efforts to highlight the ITEC brand and keep the ITEC alumni connect with ITEC, by effectively using social media.
- iv. Institutes should, in consultation with MEA, continue to remain in contact, especially with senior level/ policy/ decision making alumni to explore potential mutually beneficial commercial/ academic engagements.
- v. Institute should prominently display the ITEC logo in various promotional material, ITEC brochure, banners and signages, course completion certificates, on their social media accounts and official websites, etc.
- vi. There should be regular updates to the contents of ITEC programme on the Institutes' website Homepage. It must detail all the courses being offered to the participants in that institute, past ITEC participants, general pre-requisites for ITEC training, facilities, nearby places etc.
- vii. To actively use Twitter, Facebook and Instagram and like/follow/tag ITEC network at the following links:
 Twitter: <http://twitter.com/ITECnetwork>
 Facebook: <http://facebook.com/ITECnetwork/>
- viii. Following thumb rules may be followed while tweeting:
 - a) Institutes should clearly mention that the training has been conducted under ITEC programme acknowledging the sponsorship of MEA;
 - b) Using the term 'ITEC' along with the name/title of the training programme;
 - c) Post pictures of participants, especially while they are undergoing hands on-training in technological courses like labs/workshops etc.;
 - d) Country specific courses for senior level participants to be given special publicity;

- e) Cultural visits by participants and their 'selfies' in social events/group activities could also be posted;
- f) Use attractive hash tags mentioning 'ITEC'.

ix. To make participants aware of these ITEC social media handles & encourage them to follow the same. These have to be mentioned in the welcome brochure/orientation material handed to them. ITEC film has to be shown to all participants before the beginning of the course and they should be made aware of the ITEC Programme.

14. Exceptional Cases: Do's and Don'ts

- i. Institutes should invariably check the flight details of the candidates to ensure timely airport pick-up and drop arrangements and avoidance of any problems resulting from wrong ticketing, e.g. ticket not being provided upto the city of destination or early return having been booked etc.
 - ii. Participants are required to complete the training Course. Participants are required to return to their countries upon completion of the training Course. Any request from the participant for deviation from above should immediately be brought to the knowledge of MEA.
 - iii. Exemption to this can be made only in case of emergency, with due request from their parent organization in their Government and with prior approval of Ministry. In case a participant wishes to leave the course midway on personal grounds, the candidate is liable to reimburse the entire training expenditure including all allowances and air fare to the Gol. Similarly, if a participant requests for change of flight schedule on personal grounds, GOI is not liable to facilitate or pay for the same.
- iv. Requests are often received from ITEC participants to visit different tourism destinations in India. Such requests for any additional private tourism/visits are not encouraged. However, it may be allowed, on case-to case basis, with due approval of Ministry, provided that such visits are undertaken on their own risk and cost and institute has taken an undertaking in prescribed proforma to this effect. Such visits should not affect their schedule of training programme.
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Fee structure for an ITEC programme

Component	Details
1. Course Fee	Course fee is paid to the institute conducting the course on per participant, per week basis. The amount for this component depends upon the duration and nature of the course.
2. Daily Living Allowance (DLA)	Participant is entitled to get Rs. 1500/- (Rs 1200/- for courses of more than 12 weeks duration) per day for meeting food related and other out-of-pocket-expenses. Their allowance is paid by MEA and is disbursed by the Institute. Institute can deduct a maximum of upto 50% of the DLA in case the meals are being provided by it.
3. Book Allowance (including welcome kit etc.)	Reimbursed as per actual upto Rs. 5000/- per participant.
4. Airport pickup & drop	Upto Rs. 1400 per person both ways (<i>but can be less or more depending on actual distance</i>). Two candidates traveling by same flight are required to be accommodated in one vehicle.
5. Study tour	Participants can be taken for study tour/field visit, as per the requirements of the course and also including some places of historic/cultural interest. Estimated expenditure (lump sum) per participant need to be indicated and study visit should be planned in consultation with MEA. MEA would reimburse the same as per actual within approved amount.
6. Accommodation	A/C Accommodation is to be arranged by Institute in hostel on single occupancy basis. Charges for hostel will be as per institute's prevailing rates. Hotel accommodation is capped at Rs 3000/- per participant, on single occupancy basis and is inclusive of all taxes, charges etc. The facilities are to be not less than that in a 3 star hotel. Ministry inspects the hotels/hostels before approving it.
7. Valedictory/ Inaugural Function fee	Rs 300/- per participant is reimbursed to the Institute if Valedictory/Inaugural function is organised by them.

1. Application for the courses are received online by our Mission over ITEC portal(www.itecgoi.in) and participants are selected in consultation with MEA and the concerned institute. The information related to the applications received, arrival departure details of selected candidates etc are shared online on the ITEC portal itself. Air tickets for the selected participants are booked by respective Indian Missions abroad.

2. It may also be mentioned that 75% of the approved cost will be paid to the institute within 15 days of start of the course and on submission of Joining Reports of the candidates (duly signed by them). Balance amount is payable within 3 months of completion of the course and submission of final bill along with original vouchers/receipts of all the above components.