



विदेश मंत्रालय, नई दिल्ली
MINISTRY OF EXTERNAL AFFAIRS
NEW DELHI

Somnath Chatterjee,
Director (DPA-II)
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No.DPA-II/231/53/2018

12th August, 2021

Dear Madam/ Sir,

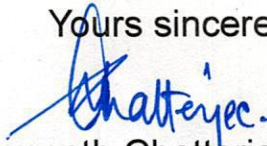
As you aware, the ITEC programme is a flagship programme of Ministry of External Affairs for capacity building. In this connection, institutes are requested to strictly follow the following guidelines for conduct of the programmes:

- (i) ITEC logo to be prominently displayed in digital background/ banners in eITEC programmes.
- (ii) At least four good quality photographs of lecturers delivering the lectures to be provided immediately on completion of the eITEC programme.
- (iii) Presentation slides to have ITEC logo
- (iv) Two-three short video bytes of lecturers and video testimonials/ feedback of participants
- (v) Course completion certificates should be strictly as per the approved format (attached).
- (vi) Course completion report along with details of participants, i.e., email ids, etc, to be submitted within a week's time.

2. You are requested to give an undertaking concurring to the above guidelines at the earliest.

Regards,

Yours sincerely,


(Somnath Chatterjee)
Director (DPA-II)

All ITEC Partner Institutes