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विदेश मंत्रालय, नई दिल्ली
MINISTRY OF EXTERNAL AFFAIRS
NEW DELHI

No. DPA-II/231/95/2024

Dated: 3rd January, 2025

Dear ITEC Partner Institute,

I am happy to announce the call for course proposals from ITEC partner institutes for the cycle of FY 2025-26. Interested partner institutes are requested to submit their responses as per the following guidelines.

2. **Course Design and Innovations:** Institutes may design/redesign their courses based on guidelines issued in FY 2024-25. In addition, institutes may also wish to incorporate the following points:

(i) Course duration should be restricted to one week/two weeks depending on the nature of the subject, size of batch and if it is being conducted in foreign language. Institutes should ensure approx. 30-40 hours of instruction every week (05 working days).

(ii) Course content should be designed to include both class room sessions by academic faculty as well as adequate number of experiential sessions/interactions with practitioners and relevant ministry/department officials.

(iii) Institutes, unless specifically mandated should design courses relevant to the thematic areas of their organisational mandate. Courses should include at least one session from representative of relevant central/state government ministry or department and one session on flagship scheme of GOI relevant to the domain.

(iv) Institute should undertake a conscious effort to submit freshly designed courses with updated content and avoid repetition of previous courses/content.

(v) If any institute has conducted a country-specific customised course in FY 2024-25 which is of continuing relevance, they may offer it as an Open-for-all menu based course in this cycle.

(vi) Courses may be given short, easy-to-recall titles/names which translate well in different cultural and linguistic contexts.

(vii) Study tours are to be restricted to the minimum number of days possible. Institutes are invited to explore alternate destinations for study/cultural tour. In this context, they may source the study tour services from recognised public sector entities like IRCTC and various state tourism corporations.

(viii) Institutes may earmark courses specifically for women only participation; for foreign language; and for offer under the Sagar Amrut Package or Quad Infrastructure Fellowship Package.

3. **Course Scheduling:** At the time of submitting proposal to this call, institutes are required to indicate tentative dates only. However, should institutes propose courses in the first half of FY 2025-26 (till August 2025), precise dates are required.

Institutes proposing more than one course for FY 2025-26 may indicate the spread of courses across the year. Unless specifically approved, an institute may conduct only one batch at a time.

Institutes may note that mere submission of multiple course proposals does not imply approval or commitment to conduct the course. Approval for conduct of courses will be issued by MEA after assessing the utility and actual performances.

4. **ITEC accommodation:** Institutes are requested to refer to detailed accommodation guidelines issued in the previous call for proposals. It is reiterated that providing safe, hygienic, digitally connected and comfortable accommodation for foreign nationals/ITEC participants is a holistic effort on part of the institute, and is to be accorded administrative priority by all institutes. Institutes may carry out necessary maintenance/renovation activities to both hostels and campuses where ITEC courses are to be held. ITEC coordinators at each institute are directed to bring this matter to the attention of relevant administrative authorities in their respective institutes.

5. **Procurement of services:** All incidental services required for conduct of the course, like local transport, study tour transport, facility management services, hotel accommodation during study tour etc must be procured as per GFR. Documentary proof of the same must be provided where required at the time of settlement of bills. Institute administrative authorities are requested to provide

ITEC coordinators necessary support for the same. Where required, institutes may enter into FMS contracts for accommodation related services.

6. **Optimal utilization of book grant:** Detailed guidelines for this has been provided in the previous call for proposal. It is reiterated that institute may utilise this amount not only for purchase of course material where required, but also preparation of course communications (including hire of professional services for social media content) and purchase of innovative content in the welcome kit including ODOP objects and SARAS products. Routine content like office stationery or generic plastic products may be avoided. Print material pertaining to course content should be provided in digital format to minimise weight. Purchase of course text books should be minimised to the extent possible.

7. **Mode of application:** As in the past, applications in the attached format, along with a summary sheet and forwarding letter from head of institute may be sent **by scan/email only** to iteccourseproposals2025@gmail.com. Only approved courses will be required to be uploaded on the portal. While institutes may submit their course proposals on this email throughout the year, the deadline for consideration of first lot of courses is 31 January 2025.

8. Ensuring a full participation in the course, with representation from diverse geographies is a priority for ITEC. Towards this end, institutes may direct their coordinators to ensure widespread publicity for the ITEC courses through institute-specific social media channels and alumni networks. This would supplement the efforts by Indian missions abroad. Institutes may also be cognizant of the linguistic variations even within English in different geographies and may prepare course content/brochure/social media accordingly. Further, in order to ensure timely booking of air tickets, institute coordinators may ensure that in general applications are cleared on the portal at least **four weeks** prior to course commencement in case of distant/difficult countries, and at least **two weeks** prior in all other cases.

9. While submitting their proposals for 2025-26, institutes are directed to submit their financial costs as per rates approved for 2024-25. Revised course fees, as and when approved during FY 2025-26, will be incorporated by means of revised work order.

10. All institutes who will have completed their courses by 1 March 2025 are required to submit their final claims compulsorily by 31 March 2025. Claims with bills/formatted UC are to be submitted as per instructions issued from time to time.

11. Last year's call for proposals had required institutes to provide concisely drafted impact assessment reports of ITEC trainings carried out by them in the past decade. Institutes were also required to create and upload attractive social media content based on the ITEC trainings. Institutes which have not submitted the reports or uploaded social media content are required to do so before commencement of the cycle of FY 2025-26.

12. **ITEC coordinators:** All institutes are requested to designate one senior faculty member as ITEC coordinator, who would be supported by other non-faculty individuals for institute level coordination work and administrative work. Updated details of these liaison points are to be submitted as part of the current call for proposal. While selecting non-faculty individuals for ITEC related work, institute may take care to ensure that only motivated and diligent individuals well conversant in English and in dealing with foreigners are assigned such roles. This is in order to ensure that ITEC participants do not face any difficulties during non-course work activities, study tour and pick up/drop at airport. The faculty level ITEC coordinator should also personally monitor the work of such individuals.

Looking forward to a successful partnership in delivering innovative, engaging and impactful capacity building courses through ITEC in the coming months,

With regards,

Yours sincerely,

Viraj Singh
3/1/2025
(Viraj Singh)

To

All ITEC Institutes as per circulation list

Attachments:

Template of Summary sheet (one per institute)

Template format for course financials (one per course)