

SUMMARY SHEET

(to be populated and signed by institute authority)

1. INSTITUTE DETAILS

Name of Institute:

Administrative Ministry:

Year of establishment:

Budget/Grant-in-Aid allotted by ministry for current FY:

No of regular employees:

No of Contract/project-based employees:

No of non-ITEC (domestic and foreign) trainings conducted in past 2 years:

No of non-ITEC (domestic and foreign) trainees in past 2 years:

2. ITEC DETAILS

ITEC Institute Code (if already allotted) :

Year of first ITEC course:

No. of ITEC courses (customised and regular) conducted in last 2 years:

Impact assessment report : (to be attached in separate sheet) Yes/No

Details of Social media handles/accounts:

No of social media posts in last 12 months:

ITEC Liaison details :

ITEC coordinator (for policy and administrative work	Faculty	Email and mobile
Course coordinator (for travel, FRRO and other liasioning)	Non-faculty	Email and mobile
Administrative coordinator for Billing & payments	Non-faculty	Email and mobile

3. COURSE DETAILS

Total number of courses proposed for FY 2025-26:

Monthly schedule (with tentative dates) of courses :

APR	MAY	JUN	JUL	AUG	SEP
OCT	NOV	DEC	JAN	FEB	MAR

4. UNDERTAKING

I have read the guidelines circulated for implementing ITEC courses. Administrative and finance authorities of the Institute will provide all necessary administrative support to ITEC and ITEC Coordinators in order to meet the criteria mentioned in these guidelines.

(Sign and stamp of appropriate institute authority)
