

**Ministry of External Affairs
DPA II Division**

**ITEC COURSE PROPOSAL SUMMARY WITH FINANCIALS
(NEW INSTITUTES)**

1. Course details

INSTT NAME & Course Title				
Type of institute	Central training instt / HEI/ autonomous body / others			
ITEC Coordinator/ Course Director	Name & Designation			
Course duration and indicative month	1-week or 2-week			
Accommodation	Type: Hotel/ Hostel	Distance from Campus	within campus/ in kms	
Airport (nearest)	Location:		Distance from campus/ accommodation	in kms
Batch Size	Minimum participation =		Maximum participation =	
Study tour	Location, purpose and number of days			

2. Financial proposal

S. No.	Fee component	Unit	Per participant cost	Total Cost for all participants
1	Course Fee	per week per participant		
2	Study tour charges	per participant		
3	Other charges (for Project, etc.)	per participant		
4	Accommodation charges (inclusive of taxes) – Hostel / Hotel	per day/night per participant		
5	Airport pick-up and drop charges (inclusive of taxes) – for both ways	per participant		
6	Living allowance	per day per participant		
7	Book allowance	per participant		
8	Valedictory/ inaugural allowance	per participant		
Course Duration (in weeks)			Total estimated expenditure	
Participants (maximum)				

Rate of Living Allowance if fixed under guidelines (@ Rs. 1,500/- per day for upto 12 week long course and @ Rs. 1,200/- per day for courses of longer duration). Ceiling on Book Allowance and Valedictory/ inaugural allowance is also fixed @ Rs. 5,000/- per participant and @ Rs. 300/- per participant respectively.

3. Training Schedule : A one-page day-wise schedule (topics covered) to be attached separately.

Submitted by:
(sign and stamp of appropriate authority of the Institution)