INFORMATION BOOKLET FOR ITEC PARTICIPANTS
Indian Technical and Economic Cooperation (ITEC)
The Indian Technical and Economic Cooperation programme, popularly known as 'ITEC', was instituted on 15th September, 1964, as a bilateral programme of assistance of the Government of India with partner developing countries.

Under ITEC, 161 countries in Asia, Africa, East Europe, Latin America, the Caribbean as well as Pacific and Small Island countries are invited to share in the Indian developmental experience acquired over six decades of India's existence as a free nation. As a result of different activities under this programme, there is now a visible and growing awareness among other countries about the competence of India as a provider of technical know-how and expertise as well as training opportunities, consultancy services and feasibility studies. These programmes have generated immense goodwill and substantive cooperation among the developing countries.

The ITEC Programme has the following components:
- Training (civilian and defence) in India of nominees from ITEC partner countries;
- Deputation of Indian experts abroad;
- Study Tours

Entrepreneurship Development Institute of India (EDII)
The Entrepreneurship Development Institute of India (EDII), Ahmedabad was set up in 1983 as an autonomous and not-for-profit institute with support of apex financial institutions - the IDBI Bank Ltd., IFCI Ltd., ICICI Bank Ltd. and State Bank of India (SBI) with the 'vision' to retail global leadership in fostering and developing entrepreneurship. The first national resource institute in entrepreneurship training, research, education and institution building; EDII has successfully brought about a change in the way entrepreneurship is perceived. The Institute is recognized as Centre of Excellence by the Ministry of Skill Development and Entrepreneurship, Govt. of India. The Institute has earned regional, national and international recognition for boosting entrepreneurship and startups across segments and sectors through innovative models and by intermediating creatively among stakeholders such as; new-age potential entrepreneurs, existing entrepreneurs, incubation centres, and venture capitalists.

Pioneering the launch of a first-of-its-kind structured educational Post Graduate Programme in Entrepreneurship to train students in New Enterprise Creation, Family Business Management and Social Entrepreneurship; EDII made a conspicuous impact in the field of education and research.

The Institute conducts a variety of programmes and projects under its in-house Departments of Policy Advocacy, Knowledge and Research, Entrepreneurship Education, Projects, Business Development Services & National Outreach and Developing Economy Engagement. EDII also hosts the Technology Business Incubator (TBI), CrAdLE, which is focused on incubating start-ups in the potential areas of food/agribusiness, renewable energy and healthcare. The TBI is catalyzed and supported by NSTEDB, DST, Govt. of India.

EDII's vision advocates institution building for concretising entrepreneurship globally. The Institute has come forward in a big way to provide technical assistance to developing nations under the aegis of the Ministry of External Affairs, Govt. of India. The Institute has set up Entrepreneurship Development Centres in Cambodia, Lao PDR, Myanmar, Vietnam, Uzbekistan, and Rwanda. Work is in progress in several other countries including four other selected African countries.
ITEC-EDII Association

EDII’s association with Indian Technical & Economic Cooperation (ITEC) Division of the Ministry of External Affairs, Govt. of India, started in 2000-2001. Over these 21 years of fruitful association, the Institute has organized 173 training courses [169 short-term (6/8 weeks) and 4 long-term (2-year Post Graduate course)], encompassing various facets of entrepreneurship/investment promotion and groomed 4164 professionals across the world. Representatives from 137 ITEC countries have participated in these courses which not only build the skill capacities of officials but also focus on strengthening bilateral and regional ties with ITEC countries.

About Campus and other guidelines

EDII has a sprawling campus of 22 acres. It is located in a serene and pleasant environment, 5 kms away from the Ahmedabad International Airport on the Ahmedabad-Gandhinagar Highway in Gujarat State. Ahmedabad is well connected by air and rail with the commercial hub-Mumbai and the capital city-New Delhi.

You will be put up within EDII Campus itself in an international standard Single-Occupancy Air-conditioned room, well-furnished with cot, bed, woolen blankets, pillows. All rooms have attached bath-toilets.

EDII campus also has courts for outdoor games like volleyball, football and badminton, and facilities for indoor games like table-tennis, chess and carom. It also houses a gym. Contact the Hostel reception for necessary assistance.

The classroom part of the training programme will take place within EDII campus. Classrooms are also air-conditioned.

EDII campus is Wi-Fi enabled. If you want to carry a laptop with you, you can work within your room in the hostel. Otherwise, EDII has a 'state-of-the-art' Computer Lab where you can get computer facilities round-the-clock. In India, you need 240 voltage. Hence, you can come with an adapter or we will facilitate you in buying one from the local market.

During your stay on EDII campus, the participants will be taken out for site seeing, shopping and institutional visits. During shopping, we will take you to both malls and local markets. You can buy things of your choice at reasonable rates.

EDII campus is a 'No Smoke' zone. Therefore, please smoke only in permissible smoking areas and not anywhere else.

Gujarat is a dry state and hence no alcoholic consumption on campus or anywhere in Gujarat is permissible.

Foreign Exchange facility could be made available on need basis. Our authorized dealer will visit EDII campus periodically as per your requirements.

As regards foreign currency that you have to bring with you, it depends on the kind of shopping that you would do in India and the excess baggage that would have to be paid at the time of return depending on the luggage you would be carrying at the time of return.

Dress Code

Semi-formal attire would be preferred in classrooms. You may like to carry formal clothing for group photograph and Valedictory function.

It is advisable to carry one traditional dress of your country for attending the cultural event.
• **Climatic Conditions in Ahmedabad** •

- The temperature during the course period would be Min. 20 degree C and Max. 32 degree C. You may, therefore, carry appropriate clothing.

• **Course & Classroom Training** •

- Regular attendance in the class is compulsory. Programme Completion Certificate will not be awarded to those with less than 95% attendance. If a participant is unable to attend class, he/she must seek prior permission from the respective Course Director.

- It is a full-time programme. Classes will be held from Monday to Friday. All Saturdays and Sundays are holidays. The session will start with MILLY (Most Important Lessons Learnt Yesterday), wherein participants on rotation basis will brief the group on important lessons learnt the previous day, followed by discussion.

- Course material and programme schedule will be given on your arrival at EDII campus and before commencement of the programme.

- During the last one week of classroom inputs, participants will present their action plan for implementing the learnings derived from the training programme in their respective countries.

- The institute will provide a copy all slides projected in the class, at the end of the programme.

- Mobile phone operation is not allowed inside the classroom.

• **Medical Facilities** •

EDII has an in-house medical consultation facility at its campus, on all working days (Monday-Friday) from 5.15 to 7.15 PM. On these days, medical consultancy will be available. The Resident Physicians will refer the matter to nearby hospital, if required. Please be informed that for availing any medical facility, the participants have to settle their own medical bills as per ITEC norms.

The participants are advised not to approach the Resident Doctor after 8.00 pm. However, in case of an emergency, the participants are advised to immediately contact the Estate Manager on duty (even at midnight) so that he can get in touch with the Resident Doctor to facilitate medical assistance. The participants are advised not to proceed to hospital on their own, unless they are willing to pay on their own.

Please take a note that medical reimbursement facility will not be extended for minor illnesses like cough, cold, viral fever, stomach upset, throat infection and chronic illnesses. Without the Resident Doctor’s approval, expenses incurred towards X-ray/MRI will not be entertained for reimbursement. It is clarified that medical reimbursement is ONLY for emergency cases or cases where immediate medical attention is required for saving the life of the participant. Participants are also advised to avoid buying Over-the-Counter (OTC) medicine available at the Reception Desk without consulting the Physician.

It is therefore requested that participants may bring with them medicines for Chronic & Routine Ailments. For minor injuries, First-Aid-Box facility is available at the Institute’s Reception Desk.

• **Transport Facilities** •

- Transport facility is not given to participants on a one-to-one basis. The Institute provides transport facilities on a group basis for going out of the campus (only pre-scheduled trips).
- Auto-rickshaws available outside the EDII gate may be hired for going outside the Campus. However, it will be at the responsibility of the participants. Female participants are advised not to go out alone. One way to the city may cost around Rs. 250/-. Three persons can share a vehicle.

**Financial Facilities**

- Daily Living Allowance (DLA) will be distributed in three instalments.

- A part of the living allowance released by ITEC will be deducted by EDII towards boarding facilities (food) provided at EDI campus (Breakfast, Lunch, Dinner & Tea/Coffee) and the balance will be given to the participants for their out-of-pocket expenses to meet sundry expenses like, laundry charges, soft drinks, and the like.

- During your Study Tour, as you would not stay on EDII campus, the entire Daily Living Allowance (Food + Out-of-Pocket Allowance) will be given to you.

*Need for Surplus Money*

- Since the sponsor support will only take care of your tuition fee, cost of course material, boarding/lodging expenses and out-of-pocket allowance, you are requested to carry with you enough foreign currency to meet excess baggage charges at the time of return, ISD calls, your shopping, medical and any other contingency.

**Study Tour**

- During the Study Tour, participants will stay on Single Occupancy Basis and a briefing will take place on the previous day of the tour.

- The Study Tour is conducted within the parameters of the Budget allocated by the Government of India. It will, therefore, not be possible for us to facilitate you beyond certain limits. The Institute tries to give you the best possible facilities through its reputation and contacts.

- The Study Tour consists of three components – i.e. Industrial/Institutional visits, Sightseeing and Shopping. Accordingly, the Institute makes a plan and it is mandatory for the participants to follow that plan. A person appointed by the Institute will escort the participants during the study tour and it is obligatory on the part of participants to follow his/her instructions.

- During shopping trips, use your discretion, while buying things from the shops/local markets. Ensure that nobody takes commission on the items that you purchase. The Institute will not be responsible for such matters.

- Please do not entertain any outsider to your Hotel room. Please also do not pick up unnecessary contacts which will hinder the trip.

- It is the responsibility of the participants to take care of the valuables carried with them. The Escort should not be bothered about any loss of such items.

- We will engage a Tourist Guide wherever necessary. While he/she may not be that fluent in English language, best efforts will be made in explaining the historic importance of monuments, etc. This tourist guide is not responsible for shopping.

- The Study Tour involves a lot of walking and roaming around and therefore you must take care of your health well.
• Take only essential items while proceeding on tour. Rest of the items could be kept safe in a room in the hostel till the time you return.

City visits

• Prominent places of Ahmedabad and Gandhinagar will be shown to the participants during sight-seeing visits. These will include places of historical importance like Sarkhej Roja, Adalaj ni Vav, Akshardham temple (Laser show), Gandhi Ashram, Siddi Saiyyed Ni Jali, and Kankaria Lake.

• We will also have trips for shopping and participants will be taken to standard markets like C. G. Road, Lal Darwaja, and Ahmedabad One Mall.

• Other Rules

• Participants are required to conduct themselves with discipline and abide by the rules and regulations of the Institute.

• Participants will hand over their ticket and passport to the Institute on the first day of the course. While the passport will be returned after a day, the ticket will be kept with the Institute for re-confirmation and will be returned to participants in the last week of the training programme.

• Please ensure that your friends or family members do not accompany you on this study visit as EDII will not be able to make any sort of arrangements for their stay.

• Institute shall facilitate in providing SIM cards for mobile phones to the needy. The participants will have to pay for this service and provide a Passport sized photograph. Our role is only that of a facilitator and we do not guarantee the working condition of SIM card provided.

• Participants are not allowed to go out of Ahmedabad other than during the Study tour arranged by the Institute.

• Participants should return to the campus latest by 10.00 pm in case they go outside the campus on their own.

• If a participant wishes to go outside Ahmedabad, he/she must obtain a 'No Objection Certificate' from his/her respective Embassy in New Delhi addressed to the Ministry of External Affairs, New Delhi and submit the same to the Institute.

• Meal timings will have to be strictly followed.

• Participants must wear decent formal dress in the classroom and nearby areas.

• The Laptops may be configured to have access to WIFI on campus. WIFI will not be made available on mobile phone hand-sets.

• All personal valuable items such as laptop, camera, cellphone, cash, jewellery, etc. are to be kept under lock & key provided within the room. The Institute will not be responsible for any loss.

• Matters pertaining to House Keeping may be informed at the Hostel Reception.
Cordial interaction is requested with EDII faculty members, staff, co-participants & students.
For matters not covered above, the Programmes Office may be contacted.
EDII Office timings are from 9.30 AM to 5.45 PM. It works from Monday to Friday.
For better management of the programme, it may please be noted that participants cannot leave the campus on their own without seeking explicit permission from the Institute.

**Social Media Guidelines**

The Institute actively encourages involvement across campus in social media. Through social media, the Institute can create an engaging online environment for those in the ITEC community to connect and stay informed on all the latest news and events. Social media also provides organic feedback direct from the user about what is important to them, as well as perpetuating our mission and representing the Institute as the open and attentive institution that it is.

During the programme we will be taking pictures to update our social media platforms. If any participant for any reason does not want EDII to share pictures of him or her on social media, please inform us before or at the very beginning of the programme.

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.

Like/Follow/Tag the following Social Media usernames mentioning #EDIITEC We will be reposting/sharing your tweets, posts and stories.

**ITEC Network**
Twitter: @ITECnetwork
Facebook: ITECnetwork

**EDII Ahmedabad**
Twitter: @EDIIAhmedabad
Instagram: EDIIAhmedabad
Facebook: EDIIAhmedabad

**Connect and engage with Director General of the Institute**
Twitter: @EDII_DGO
Instagram: edii_dgo

**Programme Evaluation**

At the end of the programme, you are requested to fill in our online evaluation survey which will be sent to you by e-mail. More information about this will be provided during the programme.

**Contact Details**

Please find our mobile numbers in case you need to contact us for any urgent matters.

<table>
<thead>
<tr>
<th>Important Intercom Numbers:</th>
<th>ITEC Programme Coordinator:</th>
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</thead>
<tbody>
<tr>
<td>EDII Office Reception 4900/9</td>
<td>Ms. Harmeet Kaur Dawar</td>
</tr>
<tr>
<td>Estate Reception (Residence Hall) 4990</td>
<td>Email: <a href="mailto:mpc@ediindia.org">mpc@ediindia.org</a></td>
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<td>International Centre Hostel Reception 5087</td>
<td>Mobile: +91 63573 67344</td>
</tr>
<tr>
<td>Entry gate number 4998</td>
<td>Phone: 079 6910 4904</td>
</tr>
<tr>
<td>Canteen 5393</td>
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Estate Reception (Residence Hall) 4990
International Centre Hostel Reception 5087
Entry gate number 4998
Canteen 5393

**ITEC Programme Coordinator:**

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& 23 Project Offices.

EDII Affiliates in Rwanda, Uzbekistan, Vietnam, Myanmar, Cambodia & Lao-PDR