

# VIRTUAL LABS: IIT ROORKEE

(An Initiative of Ministry of Human Resource & Development

Under the National Mission on Education through ICT)

## Expression of Interest for setting up Virtual Labs Nodal Center

### **ELIGIBILITY:**

1. The Institute should be a Central, State University or Institute / college approved by AICTE/UGC.
2. The Institute has to provide a designated / common lab space having **30 PCs or more** with Min **1 Mbps internet broadband connection** and a multimedia projector.
3. The 3015 , 80 , 443 , 3306, 1025 ports should be open in case of any proxy/firewall on the internet network.
4. <http://www.java.com/en/download/index.jsp> can be downloadable through the internet and Gmail should be accessible.

### **Terms and Conditions:**

1. There is no financial liability of any party for using Virtual Labs. It is free to use.
2. Institute can not charge anything to students for using Virtual Labs.
3. One Nodal Coordinator for the Virtual labs should be nominated by the Head of the Institute (Director/Principal) at the respective Nodal Centre.
4. Renewal of EOI form is subjected to fair usage of the Virtual Labs.

### **Nominations and Responsibilities at the Nodal Centers**

1. Nodal Coordinators will be appointed at each Nodal Center by the Head of the Institution.
2. He/she should continue with his/her responsibilities for at least one semester.
3. Request the change of Nodal Coordinator will not be accepted in the middle of the semester.
4. In a sudden case, if he/she leaves the Institute or quit the job, details of the new Nodal Coordinator along with nomination letter should be sent to Virtual Labs at earliest. The details of new Nodal Coordinator will be updated only after getting confirmation from old Nodal Coordinator.

### **Responsibility of Nodal Coordinator (NC)**

1. The Nodal Coordinator (NC) will be the main interface between the Outreach Team of Virtual Labs (Vlab), IIT Roorkee and the Nodal Center.
2. He/She will conduct training sessions for students and faculty members on Virtual Labs in his/her Institute.
3. NC may take help from other faculty members and supporting staff to coordinate training programmes in their respective institutes.
4. He/she has to work towards making Vlab popular among the students.
5. A monthly progress report regarding Vlab usage by the students must be submitted by the Nodal Coordinator to the IIT Roorkee, duly signed by the Director/Principal of the Institute.
6. Each Nodal Centers will organize atleast one workshop per semester as an outreach activity of Virtual Labs. **The expenses of the workshop will be paid by Vlab, IIT Roorkee.**
7. Faculty members and students from atleast three nearby Institutions should attend the workshop. The targetted attendees in each workshop should be approximately 200. The list of participants should be shared with IIT Roorkee.
8. Nodal Coordinator will have to coordinate the workshop. If required , outreach team from IIT Roorkee may be invited.
9. The reimbursement of the expenditure will be done on submission of all bills and receipts of workshop to the Outreach Team, IIT Roorkee within the stipulated time.
10. The Outreach Team, IIT Roorkee should be informed about workshop dates and other training sessions organized by the Nodal Center.
11. Nodal Coordinator should submit a report of the workshop with relevant photographs and write-ups. A template for the report will be shared by IIT Roorkee.
12. Nodal Coordinator will get an honorarium of Rs 5000 /- at the end of semester after submission of Vlabs usage report from the Institute, duly signed by the Director/Principal of the Institute.
13. Honorarium to Nodal Coordinator will be based on per student usages of Virtual Labs in his/her Institute and fulfilling all the above-mentioned responsibilities.

### **Responsibility of Outreach Team**

1. To provide training and hands on practice on Virtual Labs to Nodal Coordinators and supporting staff.
2. Training session will be conducted only at IIT Roorkee, as per the advertized date and time.
3. Maximum two members with Nodal Coordinator from each Nodal Centers may attend the training session.
4. No TA/DA will be given to Nodal Coordinators and supporting staff for attending training session.
5. Onsite support may be given upon request by Nodal Centers.
6. The Outreach team will keep the Nodal Centers informed about the labs under development and newly developed labs in Virtual Labs.
7. The Outreach team may visit Nodal Centers on workshop day to ensure smooth conduct of the workshop.