IIT BOMBAY Virtual Labs
An MoE Govt of India Initiative

An Initiative of
Ministry of Education
Under the National Mission on Education through ICT
https://iitb.vlabs.co.in/outreachportal/
T&C / Expression of Interest for setting up Virtual Labs Nodal Centre 2024

Eligibility & Mandate

1. The Virtual Labs Nodal centre (VLNC) 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 **45 PCs or more**, with a minimum **30 Mbps internet broadband connection**, A.V facility and a multimedia projector.
3. There is **no financial liability** of any party for using Virtual Labs. It is free to use.
4. The VLNC **cannot charge students** for the use of Virtual Labs.
5. One Nodal Coordinator & Nodal Outreach Coordinator, for Virtual Labs should be nominated by the Head of the Institute (Director / Principal) at the respective Nodal Centre.
6. Renewal of EOI form is subject to fair usage of the Virtual Labs.

Nominations of Roles

1. **Nodal Coordinator**, **Nodal Outreach Coordinator** and **Department Coordinators** will be appointed at each Nodal Centre by the Head of the Institution.
2. He/she should continue with his/her responsibilities for at least one year.

Roles & Responsibilities of the Nodal Coordinator (VLNC-NC)

1. **Coordination:**
    A. The Nodal Coordinator (NC) will be the main interface between the Outreach Team of Virtual Labs, IIT Bombay and the Nodal Centre.
    B. He/She will **coordinate** with Department Coordinators and Outreach Coordinator to conduct training sessions for students and faculty members in his/her Institute.
    C. NC may take help from other faculty members and support staff to coordinate training programmes in their respective institutes.
2. **Outreach :**
    A. Should coordinate with the Nodal Outreach Coordinator to conduct Outreach workshops. Ensure that the coordinator is able to achieve at least **2000** Outreach usage/yr and **establish at least 5 new Nodal Centres**
3. **In-House :**
    A. Should coordinate with the Nodal Department Coordinator to conduct In-house workshops. Ensure that the coordinator is able to achieve at least **8000** in-house usage/yr.
    B. The number of total lab usages by the Nodal Centre is expected to be greater than **10000** per year (Inhouse + Outreach).
4. **Popularising VLabs :**

A. He/She is required to work **towards making Virtual Labs popular** among the students.
B. Establishing New nodal Centres.

5. **Reporting :**
   - Workshop Reports ,Monthly and Annual progress reports regarding Virtual Labs usage by the students/faculties must be submitted by the Nodal Coordinator to the IIT Bombay, duly signed by the Director/Principal/Head of the Institute.
   - He/She is required to help in testing and debugging Virtual Labs while using them.

Roles & Responsibilities of the Nodal Outreach Coordinator (VLNC-NOC)

1. **Outreach Workshops :**
   - Should consult the Nodal Coordinator and identify colleges/institutes where the outreach workshops can be conducted.
   - Should conduct outreach workshops at/for Nearby Colleges, non-nodal centres or for the newly formed Nodal Centres.
   - The targeted attendees should be approximately 100 or more. The list of participants should be shared with IIT Bombay.

2. The number of lab usages for outreach workshops is expected to be greater than **2000** per year.

3. The Nodal Outreach Coordinator should **submit a report** of each workshop conducted, with relevant photographs online on the https://iitb.vlabs.co.in/outreachportal/

4. The Outreach Team, IIT Bombay should be informed about workshop dates and other training sessions organised by the Nodal Centre.

Methodology to conduct the Outreach Workshops:

5. **NOC** organises Workshop as well as hands on practice sessions on Virtual Labs for various Science, Engineering & Polytechnic Institutions, at a Nodal centre or at any other institute participating in the event.

6. Department wise demonstrations are given to the Students/Faculties.

7. Labs are demonstrated according to the syllabus of the ongoing semester.

8. The experiments to be demonstrated need to be tested beforehand.

9. Faculty members of the concerned department should be present during the demonstration.

10. After the demo of the Virtual Labs, hands-on sessions are conducted.

11. On completion of the demo and hands on, the faculty members and the students have to submit the feedback forms online https://iitb.vlabs.co.in/outreachportal/

12. **Faculty members participate in the workshop and are encouraged to express their interest, nominating their institutes as Nodal centre for Virtual Labs.**
    (By sending the Head of the institute's Email, Phone, Full Name and Name of the Institute, to the IITB Team/Nodal Coordinator).
    IIT Bombay holds the final decision for the approval of the institute as a Nodal centre.

13. There is a provision of EOI (Expression of Interest) form to become a Nodal centre of Virtual Labs.

14. The EOI form contains all the details, eligibility criteria, role of Nodal centre as well as the Nodal coordinator. The Credentials to fill the same shall be sent to the Head of the Institute.

15. Usage Counting Methodology

    - 1 User (Student or a Faculty) taking one full experiment from a lab of multiple experiments is termed as one usage.

    - For eg: if 1 user has taken 10 experiments during the workshop then its Usage will be 1x1= 10 usage.

    - If 100 Users have taken 10 experiments in a workshop then the total Usage will be 100 x 10 = 1000 Usages.

    - and if there are 10 such workshops conducted in an academic year then 10 WS x 100 Users x 10 experiments = 10,000 Usages.

Roles & Responsibilities of the Nodal Department Coordinator (VLNC-NDC)

1. **In-House Workshops :**

    - In coordination with the Nodal Coordinator, Department coordinators are supposed to conduct multiple in-house workshops throughout the academic year.

    - Based on the number of attendees (faculty or students) the workshops are categorised as:

        - **Workshop** : Between 200 to 30 then it's termed as Workshop
        - **Mini-Workshop** : Between 10-30 is termed as Mini-Workshop.
        - **In-valid** Workshop : Below 10, the workshop becomes void and the data will then not be seen on the dashboard.

2. The number of lab usages for in-house workshops including all departments is expected to be greater than **8000** per year.

3. Each Department will have its own yearly target defined by the institute in the yearly usage target report.

4. The Nodal Coordinator should be informed/consulted about workshop dates and other training sessions organised by the Nodal Centre.

5. Usage Counting Methodology

    - 1 User (Student or a Faculty) taking one full experiment from a lab of multiple experiments is termed as one usage.

    - For eg: if 1 user has taken 10 experiments during the workshop then its Usage will be 1x1= 10 usage.

    - If 100 Users have taken 10 experiments in a workshop then the total Usage will be 100 x 10 = 1000 Usages.

    - and if there are 10 such workshops conducted in an academic year then 10 WS x 100 Users x 10 experiments = 10,000 Usages.

Methodology for conducting workshops for Nodal / Outreach / Department Coordinators.

** Before workshop/Lab Session

While planning the activity, follow the procedure given below:
1. **Identify Labs** for students related to their syllabus.
2. In case a complete Lab is not available, a mixed combination of experiments to match their studies is listed by respective department coordinators.
3. **Sort out 10-15 such experiments and test it** on random machines in the computer lab.
4. Department Coordinator to login to their account and must **Add Workshop**
5. Conduction of workshop.
   * For more details refer to the tutorial on the outreach portal.

On the day of workshop/Lab:

Being Nodal/Outreach/Departmental Coordinator, you can address the students on following points (With approximate timeline):
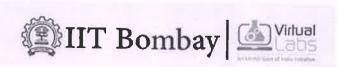1. Introducing the attendees to Virtual Labs and the tour of Website https://vlab.co.in (2 minute).
2. Instruction towards the Feedback Form. https://iitb.vlabs.co.in/outreachportal/
3. The Department Coordinator/Faculty then briefs them about experiments assigned.
4. List out all experiments to them, to be filled in the Feedback form. (1 min).
5. Hands on session (1 hrs, 30 minutes) under the guidance of the Dept Coordinators/Faculty.
6. Submission of Feedback. https://iitb.vlabs.co.in/outreachportal/
7. Dept Coordinators/faculty. Make sure the forms are duly filled.

After the workshop/Lab Session:
1. Nodal/Outreach/Dept Coordinators must validate the feedback forms, check if the number of Feedbacks are equivalent to the users in the attendance sheet.
2. Prepare the Usage reports. Get it signed by the Head of the Institute. (a copy to be kept with Nodal Coordinator) For instructions see the tutorial on the Outreach Portal website. https://iitb.vlabs.co.in/outreachportal/
3. Upload the softcopy on the outreach portal & post the duly signed hard copies to IITB address.
4. Upload One picture of the event (group photos of workshop) and upload one event notification image/photo.
5. Report if any issues occurred for conducting experiments to IITB Vlabs team.

Additional Policies

1. The Nodal Centre cannot use IIT Bombay's brand name in any form (text, logo , photo) for the promotion of Virtual Labs without seeking official permission for workshops, events or any kind of promotions.

2. The Nodal Centre cannot use Virtual Labs Logo for workshops, events or any kind of promotions without seeking official permission from IIT Bombay.

3. Any event Rollout/Outreach to be conducted needs to be logged on the outreach portal well in advance.

4. The Nodal centre has to inform and seek permission well in advance before publishing the Press Release, Event Brochures/Flyers, Research Papers, Any kind of advertisement on Print and Online media (Social Media)

5. The Nodal Centre has to share the details of the participants and the organiser of any event related to Virtual Labs, with the IIT Bombay.

6. Nodal Centres cannot promote contents from VLabs with an intention to monetize/commercialise.

7. IIT Bombay may disapprove the Nodal Centre, if found violating the above mentioned policies and the T&C.

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Disclaimer: The terms for the next phase/year are reviewed by MoE. These terms are therefore potentially subject to change.

IIT Bombay | Virtual Labs

Expression of Interest for setting up Virtual Labs Nodal Centre - 2024

Institute :   SINHGAD INSTITUTE OF TECHNOLOGY, LONAVALA

NCID :   203

Address :   Gat No. 309/310, Off Mumbai Pune Expressway, Kusgaon (Bk) Tal Mawal Pune Maharashtra 410401

Website : www.sinhgad.edu

Institute Acronym : SIT, LONAVALA   AISHE CODE : C-41599   Latitude:18.7317

Longitude:73.4309

Affiliated to : Savitribai Phule Pune University   Approved By: AICTE

Approval Number:1-5285631   NACC Accredition : A+

Post	Name	Branch	Email	Mobile
Outreach Coordinator	Mr Vikas Raskar	Electronics and Telecomunications Engineering	vdraskar.sit@sinhgad.edu	9421004998
Nodal Coordinator	Dr Dilip Chaudhary	Electronics and Telecomunications Engineering	hodentc.sit@sinhgad.edu	9372810161
Head of the Institute	Dr Manik Gaikwad	-	principal_sit@sinhgad.edu	9552569864

Total Number of computers in the Institute : 320, For Vitual Lab use : 200, Internet Bandwith in Mbps : 100

I declare that :
a) The Institute is recognized by AICTE/UGC.
b) The Institute has necessary and adequate infrastructure to host Virtual Labs.
c) Strict adherence to standard lab procedures and cyber security laws will be followed.
d) Virtual Labs, IIT Bombay may withdraw/stop connectivity without giving any prior notice or reasons.
f) IIT Bombay can contact on the given contact details.
g) The institute will comply to the given inhouse targets (8000 usages) and outreach target (2000 usages)
h) This EOI for Virtual Labs usage is valid upto 31st December 2024 and requires renewal by IIT Bombay for continued support.

Head of the Institute / Principal
Dr Manik Gaikwad

PRINCIPAL
SINHGAD INSTITUTE OF TECHNOLOGY
Gate No. 309/310, Kusgaon (Bk),
Off Mumbai Pune Express Highway,
Lonavala, Dist. Pune - 410 401.

INSTITUTE OF TECHNOLOGY
LONAVALA
410401.
Stamp

Date: 08/02/2024

Departmental Coordinator

Branch (Accredited)	Name (year of exp)	Email	Mobile No	No of Students / faculty
Computer Engineering (NO)	Mrs Vaishali Dhawas (16)	vnd.sit@sinhgad.edu	8888190226	600/20
Information Technology (NO)	Mr Pankaj Dhakate (12)	pad.sit@sinhgad.edu	7588501261	206/9
Mechanical Engineering (NO)	Mr Vinayak Gaikwad (12)	vvgaikwad.sit@sinhgad.edu	9096417526	36/19
Electronics and Telecomunications Engineering (NO)	Mrs Pallavi Mhetre (10)	pmhetre.sit@sinhgad.edu	9404249846	250/17
Electrical Engineering (NO)	Dr Amol Kalage (21)	aak.sit@sinhgad.edu	8605033245	135/13
Science and Humanity (NO)	Mr Rajendra Kamble (15)	rnkamble.sit@sinhgad.edu	7020900722	427/27

Head of the Institute / Principal
Dr Manik Gaikwad

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Date: 08/02/2024

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