VIRTUAL LABS: IIT DELHI

(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 3306, 5900, 5902, 8700 ports should be open in case of any proxy/firewall on the internet network.

Terms and Conditions:

1. There is no financial liability of any party for using Virtual Labs. It is free to use.

2. Institute cannot 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 and timely submission of Usage Report.

5. The Institute may contact the nearby participating Institutes for the services and training on Virtual Labs.

6. The Institute should not be Nodal Center under any other participating Institutes of 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 the earliest. The details of the new Nodal Coordinator will be updated only after getting confirmation from the 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 (VLabs), IIT Delhi 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 prog rams in their respective institutions.

4. He/she has to work towards making VLabs popular among the students.

5. Each Nodal Centers will organize at least one workshop per semester as an outreach activity of Virtual Labs.

6. Nodal Coordinator along with VLabs team will have to organize the workshop.

7. Faculty members and Students from at least two Polytechnic Institute may also be invited to attend the workshop.

8. Minimum two Faculty members with ten students from each Polytechnic Institute may be allowed to attend the workshop.

9. The expenses of the workshop will be shared by VLabs team, IIT Delhi.

10. Each Nodal Center will get a budget up to Rs 5000 /- for organizing such a workshop.

11. The reimbursement of the expenditure will be made on submission of all bills and receipts of the workshop with the Outreach Team, IIT Delhi within one week of time.

12. Nodal Coordinator should submit a report of the workshop with relevant photographs and write-ups within one week of time. A template of the report will be shared by VLabs team, IIT Delhi.

13. Nodal Coordinator will get an honorarium of Rs 5000 /- at the end of semester after submission of a VLabs usage report, duly signed by the Director/Principal of the Institute.

14. 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. The workshop will be conducted at Nodal Centers, as per mutually agreed date and time.

3. The virtual Labs team will conduct the workshop at the respective Nodal Centers.

4. The Outreach team will keep the Nodal Centers informed about the labs under development and newly developed labs in Virtual Labs.

Form for Expression of Interest

1. **Name of the Institute** International Institute of Technology and Management

2. **Address** 49 KM, G.T Karnal Road (NH-44), Murthal, Sonipat (NCR-Delhi)

3. **Affiliated to** Deenbandhu Chhotu Ram University of Science and Technology, Murthal

4. **Institute AICTE / UGC ID : AICTE ID** 1-2600191

5. **Branch of Engineering/Science**   **Student Strength**

    a) **ECE/EE**   60/60

    b) **CSE/IT**   60

    c) **ME**   120

    d) **Applied Sciences(1st Year)**   360

6. **Name of the Director / Principal : Dr. Parvinder**

7. **Email : parvinder.bangar@gmail.com**   **Tel/Mobile: 9996181758**

8. **Details of the Proposed Nodal Coordinator**

    Name: Ravi Pratap Singh **Dept.** Training and Placement (Administration Department)

    Email Id: ravipratapsingh.official@gmail.com **Mobile:** +91-884-748-0618

9. **Certified that**

a) The Institute is recognized by AICTE / UGC.
b) The Institute has necessary and adequate infrastructures.
c) Strict adherence to the standard laid down lab Procedures and Cyber Security Laws will be followed.
d) Virtual Labs connectivity can be withdrawn / stopped without giving any prior notice or reasons.
e) This EOI for Virtual Labs usage is valid up to 31st December 2019, if not got renewed thereafter by us.

Date: 30th October 2019

Signature of the
Head of the Institution
(Official Stamp)