

Prof. Kantesh Balani

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Date: Jan. 31, 2024

Place: Kanpur

TO WHO SO EVER IT MAY CONCERN

This is to certify that the **Ramgarh Engineering College, Jharkhand**, has been recruited as **Official Nodal Center** of **Virtual Laboratories at Indian Institute of Technology Kanpur** under **MoE's initiative of Virtual Labs** project with Prof. Kantesh Balani as the Principal Investigator. As recommended by you, **Mr. Suman Abhishek Mundu** has been nominated as the Nodal Coordinator from your college. This approval is valid up to 31st Dec 2024 and is subject to the Terms & Conditions attached and any subsequent directives as issued by MoE.

Your institute is required to conduct virtual lab workshops and encourage faculty and students at your institute to use Virtual Lab to its fullest potential. If needed, the repository of the experiments may also be involved in your Institute's course curriculum. Principal investigator will be available in case of any assistance that you might require in hosting lectures or workshops without any financial support. Ensure that the Virtual lab usage along with the number of workshops are intimated to Ms. Suman Tripathi (sumanat@iit.ac.in) every three months.

We welcome you to the Virtual Lab family.

Best regards



Prof. Kantesh Balani

PI, Virtual Laboratory at IIT Kanpur

Contact:

Ms. Suman Tripathi

Senior Project Engineer, Virtual Labs, IIT Kanpur

Email: sumanat@iit.ac.in

Terms and Conditions for Virtual lab Nodal Centres

1. There is no financial liability of any party for using Virtual Labs. It is free to use.
2. The VLNC cannot charge students for the use of Virtual Labs.
3. One Nodal Coordinator for Virtual Labs should be nominated by the Head of the Institute
4. (Director / Principal) at the respective Nodal centre.
5. Renewal of EOI form is subject to fair usage of the Virtual Labs.

Nominations and Responsibilities of the Nodal Centres

1. Nodal Coordinator 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 semester.
3. Requests for change of Nodal Coordinator will not be accepted in the middle of the semester, except in extreme circumstances, for example where the coordinator proceeds on leave or quits the Institute. Nomination of a new Nodal Coordinator will be accepted upon receiving confirmation from the previous Nodal Coordinator.

Roles & Responsibilities of the Nodal Coordinator /VLNCC

1. The Nodal Coordinator (NC) will be the main interface between the Outreach Team of Virtual Labs IIT Kanpur and the Nodal Centre.
2. He/She will **conduct training** sessions for students and faculty members in his/her Institute.
3. NC may take help from other faculty members and support staff to coordinate training programmes in their respective institutes.
4. He/she is required to work towards making **Virtual Labs popular** among the students.
5. He/She is required to help in testing, debugging and feedback of Virtual Labs while using them.
6. **All Workshop Reports & a monthly progress report regarding Virtual Labs usage by the students must be submitted by the Nodal Coordinator to the IIT Kanpur, duly signed by the Director/Principal of the Institute.**
7. Should conduct outreach workshops. The targeted attendees should be approximately 100. The list of participants should be shared with IIT Kanpur.
8. RNCs (Regional Nodal Centres) will coordinate workshops. If required, the Outreach team from IIT Kanpur may be invited, expenses of which to be incurred by the Nodal Centre.
9. The number of lab usages is expected to be greater than **8000** per year.
10. The Outreach Team, IIT Kanpur should be informed about workshop dates and other training sessions organised by the Nodal Centre.
11. The Nodal Coordinator should **submit a report** of each workshop conducted, with relevant photographs. A [template](#) for the report will be shared by IIT Kanpur.
12. Maintain a regular communication with IIT Kanpur.

Responsibility of the Outreach Team

1. To provide training and hands-on practice on Virtual Labs to Nodal Coordinators and supporting staff.
2. No TA/DA will be given to Nodal Coordinators and supporting staff for attending training sessions.
3. The Outreach team will keep the Nodal Centres informed about the Labs under development and newly developed Labs in Virtual Labs.
4. The Outreach team may visit Nodal Centres on workshop day to ensure smooth conduct of the workshop.

Methodology for conducting workshop/lab session at Nodal Centre

Before Workshop/Lab Session

While planning the activity, we follow the procedure given below:

1. Upload the **Semester Planner** well in Advance before conducting the workshop.
2. **Identify Labs** for students related to their syllabus.
3. In case a complete Lab is not available, a mixed combination of experiments to match their studies are listed by respective department coordinators. **Sort out 10-15 such experiments and test it** on random machines in the computer lab.
4. Conduction of workshop.

On the day of workshop/Lab Session

Being Nodal/Departmental Coordinator, you can address the students on following points (With approximate timeline):

1. Addressing Students (Welcome to(your college name and about your college) (1minute)
2. Introduction to Virtual Labs (2 minutes)
3. Introduction to Website vlab.co.in (1 minute).
4. Instruction for Feedback Form.
5. Respective subject department Coordinator/faculty then briefs them about experiments assigned. List out all experiments to them, to be filled in the Feedback form. (1 min)
6. Hands on session (1 hrs, 30 minutes) under the guidance of the Team.
7. Submission of Feedback.
8. Nodal coordinators/faculty. Make sure the forms are duly filled.

After the workshop/Lab Session

1. Nodal Coordinators must validate the feedback forms, check if the number of Feedbacks is 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.
3. Email the softcopy & post the duly signed hard copies to IITK address.
4. Email pictures of the event (group photos of workshop) during uploading the reports on the outreach portal.
5. Report if any issues occurred for conducting experiments to IITK Vlabs team.

Additional Policies

1. The Nodal Centre cannot use IIT Kanpur'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 Kanpur.
3. Any event Rollout/Outreach to be conducted needs to be informed 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 Kanpur.
6. Nodal Centres cannot promote contents from Vlabs with an intention to monetize/commercialise.
7. IIT Kanpur may disapprove the Nodal Centre, if found violating the above-mentioned policies and the T&C.