Ref. CCEW - 367 | 20 - 21

Date:- 27/11/2020

To,
Prof.S.D.Agashe,
Principal Investigator,
College of Engineering,
Pune – 411 005.

Sub.:- Acceptance of the term and conditions for Virtual Labs Nodal Center (VLNC)
Ref.: COEP/VLAB/MP2/NC73/2020-21/001 dated 29/10/2020

Dear Sir,

With reference to your above mentioned letter we are thankful to you for allowing us to set up VLNC at MKSSS's Cummins College of Engineering for Women, Pune.
Prof. Pratima Kulkarni & Prof. Amruta Bahulikar will work as Nodal Coordinators for Virtual Labs Nodal Center (VLNC).
We hereby accept the terms and conditions mentioned along with the above letter.

Thanking you,

Yours faithfully,

Principal

No. COEP/VLAB/MP2/NC73/2020-21/001   October 29, 2020

To,

The Principal,
Cummins College of Engineering for Women,
Maharshi Karve Stree Shikshan Sanstha's,
Cummins College of Engineering for Women,
Karvenagar , Pune - 411058

Dear Principal,

With reference to your Expression of Interest for Virtual Labs Nodal Centre (VLNC), it gives me immense pleasure to designate your college as a Nodal Centre for Virtual labs. As recommended by you, **Prof. Pratima Kulkarni and Prof. Amruta Bahulikar, Instrumentation and Control Engineering Department** has been nominated as the Nodal Coordinator from your college. This approval is valid up to 31st December 2021 and is subject to the Terms & Conditions attached and any subsequent directives as issued by MHRD.

Kindly acknowledge receipt of this letter and acceptance of the Terms & Conditions.

We thank you again for your interest in the Virtual Labs project and appreciate your endeavor in the service of the student community. Wishing you all the best!

Thank You,
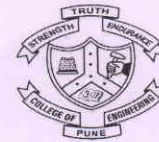
Sincerely,

Prof. S. D. Agashe
Principle Investigator,
College of Engineering, Pune

Gore Madam
Pl. send, acknowledgement

MKSS's Cummins College of Engg.
for Women

Inward No.:	1025
Date:	20-11-2020

VIRTUAL LABS: CoE, Pune

(An Initiative of Ministry of Human Resource & Development
Under the National Mission on Education through ICT) http://vlab.co.in

Expression of Interest for setting up a Virtual Labs Nodal Centre (VLNC)

ELIGIBILITY:

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 **35 PCs or more**, with a **minimum 1 Mbps** internet broadband connection, and a multimedia projector.

3. In the event that the internet network operates behind a firewall, the VLNC undertakes to open specific communication ports to facilitate VLab network traffic. Specifically ports 3306, 5900, 5902 and 8700 will need to be opened.

4. http://www.java.com/en/download/index.jsp must 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. 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 (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 Centres

1. Nodal 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 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.

Responsibilities of the Nodal Coordinator (NC):

1. The Nodal Coordinator (NC) will be the main **interface** between the Outreach Team of Virtual Labs, COE, Pune and the Nodal Centre.

2. He/She will **conduct training** sessions for students and faculty members on 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 **Field Testing** the labs and in collation of end-user **Feedback** for the experiments of different Labs.

6. He/She is required to help in testing and debugging Virtual Labs while using them.

7. A monthly progress report regarding Virtual Labs usage by the students must be submitted by the Nodal Coordinator to the CoE, Pune, duly signed by the Director/Principal of the Institute.

8. Each VLNC will organize at least **one workshop per semester** as an outreach activity of VLabs.

9. Faculty members and students from at least **three nearby Institutions** should attend the workshop. The targeted attendees in each workshop should be approximately 100. The list of participants should be shared with CoE, Pune.

10. NCs will coordinate workshops. If required, the Outreach team from CoE, Pune may be invited.

11. Reimbursement of expenses maximum upto Rs.6000 will be paid on submission of all workshop bills and receipts, to the Outreach Team, CoE, Pune, within the stipulated time.

12. The Outreach Team, CoE, Pune should be informed about workshop dates and other training sessions organized by the Nodal Centre.

13. The Nodal Coordinator should **submit a report** of each workshop conducted, with relevant photographs. A template for the report will be shared by CoE, Pune.

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 the 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 CoE, Pune, as per the advertised date and time.

3. Maximum two members with Nodal Coordinator from each Nodal Centres 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 Centres.

6. The Outreach team will keep the Nodal Centres informed about the Labs under development and newly developed Labs in Virtual Labs.

7. The Outreach team may visit Nodal Centres on workshop day to ensure smooth conduct of the workshop.

Field Trial Methodology:

1. Virtual Labs Team organises Workshop as well as hands on practice session on Virtual Labs for various Science & Engineering Institutions, at CoE, Pune.

2. Faculty members participate in the workshop and are encouraged to express their interest in nominating their institutes as Nodal Centres for Virtual Labs

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

4. The EOI form contains all the details, eligibility criteria, role of Nodal Centre as well as the Nodal coordinator.

5. Then the Virtual Labs Team conducts faculty training sessions and workshops for **students at the Nodal Centres.**

6. Department wise demonstrations are given to the students.

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

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

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

10. On completion of the demo and hands on, the faculty members and the students have to submit the feedback forms to the Virtual Labs team.

11. These forms are compiled and analysed. The bugs are duly reported to the developers for debugging.

12. At the end of the semester, the compiled report of the Virtual Labs usage must be submitted by the Nodal coordinators.