DR. D. Y. PATIL PRATISHTHAN'S

D. Y. PATIL INSTITUTE OF MASTER OF COMPUTER APPLICATIONS AND MANAGEMENT

(Approved by AICTE, Recognized by DTE, Mah.; Affiliated to Savitribai Phule Pune University)
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Padmashree Dr. D. Y. Patil (M.A.,LL.B.,Ph.D.)
Founder President

Dr. Sanjay D. Patil
President

Shri. Satej alias Bunty D. Patil
Vice -President & Chairman

Dr. K. Nirmala
Director

Ref.No.:DYPIMCAM/ 09/2020 .
Date: 28 JAN 2020

Dr. Santosh Noronha,
Principal Investigator- Virtual Labs,
IIT Bombay

Reference: Your mail dated 22ⁿᵈ January 2020, applying for Nodal Center

Respected Sir,

With reference to your mail dated on 22ⁿᵈ January 2020, our institute namely D Y Patil Institute of MCA and Management, Akurdi, requests to allocate Nodal Center. This is inform to you that, we have already completed the EOI form and further, we have adequate lab set up for the conduction of virtual lab as per the policy/guide stated on your site.
We are looking forward for the collaboration with you. Thanking you for all the support.

Your's sincerely,

Dr. K Nirmala
Director, D Y Patil Institute of MCA and Management
Akurdi, Pune, Maharashtra- 411044
Mobile No.: 9823120225
Email-ID: ksita_nirmala@rediffmail.com

Enclosed: EOI Form

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 **45 PCs or more,** with a **minimum 2 Mbps** internet broadband connection, A.V facility 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 / Facebook** 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 of the Nodal Center

1. Nodal Coordinator and Nodal Technical 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 and Nodal Technical 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 and Nodal Technical Coordinator will be accepted upon receiving confirmation from the previous Nodal Coordinator and Nodal Technical Coordinator.
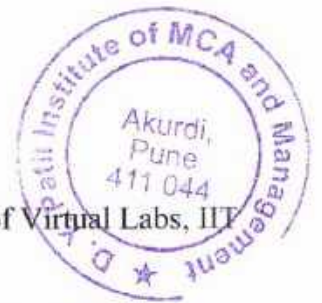
Responsibilities of the Nodal Coordinator (NC)

1. The Nodal Coordinator (NC) will be the main interface between the Outreach Team of Virtual Labs, IIT Bombay 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 IIT Bombay, duly signed by the Director/Principal of the Institute.**

8. Should conduct outreach workshops. The targeted attendees should be approximately 100. The list of participants should be shared with IIT Bombay.

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 IIT Bombay.

10. NCs will coordinate workshops. If required, the Outreach team from IIT Bombay may be invited, expenses of which to be incurred by the Nodal Centre.

11. The number of lab usages is expected to be greater than **8000** per year.

12. The Outreach Team, IIT Bombay 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 IIT Bombay.

14. Nodal Coordinator has to submit a Virtual Labs usage reports from the Institute, duly signed by the Director/Principal of the Institute.

15. The NC will be responsible for engaging with the nearby Polytechnic Colleges. This will be followed by extensive on-site workshops and training.

16. Maintain a regular communication with IITB, Regional Coordinator and the Regional Technical Coordinator.

Responsibilities of the Nodal Technical Coordinator (NTC)

1. Should be a faculty with technical experience in Networking, Troubleshooting & Web Programming Skills.

2. Must have assisted the technical set-up (computer lab/center) of Nodal Center during the workshops.

3. Mentor students & faculties towards, new virtual labs development. (developing web based animations, using HTML, Javascript & other FOSS technologies).

4. Should help the other Nodal Center, as well as the departments (in-house) in smooth conduction of the Virtual Labs activities.

5. Should demonstrate team building, problem solving skills and provide technical assistance during the new virtual labs development, at the Nodal Center.

6. Should be ready to travel to the other Nodal centers as required, or or as per the directives from IIT Bombay, for the meetings & workshops.

7. Maintain regular communication with the Regional Technical Coordinator.

Responsibility of the Outreach Team

1. To provide training and hands on practice on Virtual Labs to Nodal Coordinators and supporting staff.

2. Training / Meeting session will be conducted at any Nodal Centre or at IIT Bombay, 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.

Disclaimer: The terms for the next phase are reviewed by MHRD. These terms are therefore potentially subject to change. Currently being reviewed by MHRD.

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 a Nodal Centre or at IIT Bombay.

2. Faculty members participate in the workshop and are encouraged to express their interest in nominating their institutes as Nodal Centres for Virtual Labs. IIT Bombay holds the final decision for the approval of the institute as a Nodal Centre.

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. 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 by Nodal coordinators.

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.

Methodology for conducting workshop/lab session at Nodal Centre

Before workshop/Lab Session

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

1. Print adequate copies of Feedback forms.
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 is listed by respective department coordinators. sort out 10-15 such experiments and test it on random machines in the computer lab.
4. Prepare a time table & get it sanctioned from higher authorities. A copy of the same is sent to the departments & also reported to IIT Bombay, update on the Upcoming Workshops list on the IITB Outreach Portal. vlabs.iitb.ac.in/outreachportal/
5. HOD/ Faculty meeting to brief the conduction schedule.
6. 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) .(1 minute)
2. Introduction to Virtual Labs (2 minutes)
3. Introduction to Website vlabs.iitb.ac.in (1 minute).
4. Students to Subscribe the Facebook Page https://www.facebook.com/VlabsIITB/ (1minutes)
5. Instruction for Feedback Form. (2 minutes), Make sure students fill up Personal Details on the Feedback form before starting the experiments.
6. 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),
7. Hands on Session (1 hrs, 30 minutes) under the guidance of the Team.
8. Collection of feedback forms by nodal/dept coordinators/faculty. Make sure the forms are duly filled before collection.

After the workshop/Lab Session:

1. Compilation of feedback forms & get it filed/bound copy for dispatch of the same.
2. Prepare User & Usage reports. Get it signed by the Head of the Institute. (a copy to be kept with Nodal Coordinator)
3. Upload the softcopy on the outreach portal & post the duly signed hardcopies to IITB address.
4. Upload the pictures of the events (group photos, selfies, event photos) during uploading the Reports on the outreach portal.
5. Report if any issues occurred for conducting experiments to IITB Vlabs team.

Expression of Interest for setting up Virtual Labs Nodal Centre (VLNC) - 2020

Name of the Institute: D Y Patil Institute of MCA and Management

Address: Dr. D Y Patil Educational Complex, Sector No. 29, Pradhikaran, Akurdi, Pune - 411044, Maharashtra

Affiliated to: Savitribai Phule Pune University

Approved By: AICTE   **Approval Number:** 1-6049371

Branch of Engineering/Science and Number of Students / Faculties:
Computer Science (Non Engineering) - 211 / 14
Total: 211 / 14

Head of Institute/Principal: Dr. K. Nirmala

Email: ksita_nirmala@rediffmail.com   **Mobile:** 9823120225

Nodal Coordinator: Dr. Kavita Suryawanshi

Email: kavita1104@yahoo.com   **Mobile:** 9423487613

Department: MCA

Nodal Technical Coordinator: Ms. Sheetal Patil

Email: patil.sheetal8387@gmail.com   **Mobile:** 7387912154

Department: MCA

Certified 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.
e) This EOI for Virtual Labs usage is valid upto 31st December 2020 and requires renewal by IIT Bombay for continued support.

Head of Institute / Principal

Signature & Stamp
DIRECTOR
D. Y. Patil Institute of Master of Computer
Applications and Management
Akurdi, Pune-411 044

Date: Jan 27, 2020

1. SCAN and Upload the duly signed original SOFT COPY of this EOI (USING SCANNER, no mobile phone copies)
2. Send the HARD COPY of EOI by POST to (Prof. Santosh Noronha, Lab 125B, Dept. of Chemical Engineering, IIT Bombay, Powai, Mumbai 76) along with a cover letter on the institutes letter head, by the Head of Institute/Principal.