

(An Initiative of Ministry of Human Resource Development)

Under the

(National Mission on Education through ICT)

[**www.vlab.co.in**](http://www.vlab.co.in/)

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**Prerequisite of the Workshop**

Thank you for your interest in hosting Virtual Labs workshop in your institute. Below are the pre-requisites laid down by MHRD for hosting workshop on Virtual Labs:

**Eligibility:**

1. The Institute should be a Central/State University or Institute/college approved by **AICTE/UGC**.
2. The institute must have an auditorium with a seating capacity of at least 100, 1 Mbps Internet connection, and a multimedia projector.
3. The Institute has to provide a designated/common lab space having **35 PCs or more**.
4. In the event that the Internet network operates behind a firewall, the VLNC undertakes to open specific communication ports to facilitate Virtual Lab network traffic. Specifically ports 3306, 5900, 5902, and 8700 will need to be opened.
5. <http://www.java.com/en/download/index.jsp>must be downloadable through the Internet and Gmail should be accessible.

**Checklist:**

**Terms and Conditions:**

1. There is **no financial liability** on any party for using Virtual Labs. It is free to use.
2. The Institute **cannot charge** students for the use of Virtual Labs.
3. The institute must nominate a single point of contact for all logistical and technical coordination between the institute and Virtual Labs team.

**Responsibilities of the College/Institute:**

1. The institute will print checklists, attendance sheets, feedback forms, and brochures as needed.
2. Post first workshop, the institute will **conduct Virtual Labs** sessions for students and faculty members in the Institute on a regular basis preferably during lab hours.
3. The institute may take help from other faculty members and support staff to coordinate training programs in their respective institutes.
4. The institute will work towards **making Virtual Labs popular** among students.
5. The institute may volunteer to help in **Field Testing** the labs and in collation of end--‐user **Feedback** for the experiments of different Labs.
6. At the end of each semester, a progress report regarding Virtual Labs usage by the students must be

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submitted by the institute to Virtual Labs, duly signed by the Director/Principal of the Institute.

1. Each institute may plan to organize at least **1 workshop per semester** as an outreach activity of Virtual Labs.
2. The institute must invite the faculty members and students from at least **three nearby Institutions** to attend the workshop. The targeted attendees in each workshop should be approximately 100. The list of participants should be shared with Virtual Labs. The institute needs to share the following records as a report to Virtual Labs:
   * List of attendees (attendance sheet) in each workshop.
   * List of labs and experiments attempted by each attendee through the feedback form.
   * Relevant photographs taken during the workshop.
3. The institute will coordinate workshops. If required, the Outreach team Virtual Labs may be invited. The Virtual Labs Outreach Team should be informed about workshop dates and other training sessions organized by the Institute.
4. The Outreach team may visit the institute on workshop day to ensure smooth conduct of the workshop.

**Workshop Process:**

1. Virtual Labs Team w i l l organize workshop and hands- on practice sessions on Virtual Labs for interested Science & Engineering Institutions.

1. Faculty members who participate in the workshop will be encouraged to express their interest in nominating their institutes for Virtual Lab workshop.
2. The Virtual Labs Team will conduct faculty training sessions and workshops for students at the interested institutions.
3. Virtual Lab demonstrations will be given to the students.
4. After the demonstrations, hands-on sessions will be conducted.
5. On completion of the demonstrations and hands-on sessions, the faculty members and the students may be encouraged to submit the feedback form to the Virtual Labs team.
6. These forms will be compiled and analyzed. The bugs will be duly reported to the developers for debugging.

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