

Under the National Mission on Education through ICT

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

**Prerequisites for the Online version of Virtual Labs Workshop**

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

| **#** | **Checklist Item** | **Mention (Yes / No)** | **Comments to detail the selected choice** |
| --- | --- | --- | --- |
| 1 | Is the institute/college approved by UGC/AICTE? |  |  |
| 2 | Do you have an auditorium with 100 or more seats for providing an overview? |  |  |
| 3 | Does the auditorium have a multimedia projector for connecting a laptop and mic system for addressing students? |  |  |
| 4 | Do you have a lab/training room with desktops/laptops with 35 or more machines? |  |  |
| 5 | Do the desktops/laptops contain 4 GB RAM, i3 or above processor, Windows 7 or above/Ubuntu 14.04 or above, Desktop edition with latest Firefox or Chrome Browser only? |  |  |
| 6 | Are pop-ups allowed for vlabs.ac.in? |  |  |
| 7 | Is there an internet connection with minimum 1 mbps with redundancy to handle failover? |  |  |
| 8 | Are 3306, 5900, 5902, and 8700 ports opened for \*.vlabs.ac.in URLs? |  |  |
| 9 | Please install Java 1.6 Plugin (http://www.java.com/en/download/index.jsp), Adobe Flash, IcedTea 2.5.3 or above |  |  |
| 10 | Each Student/Faculty should have a working/accessible email id for registration. |  |  |
| 11 | System configuration required for running Virtual  Labs:  a. Browser: Firefox, Chrome  b. Plugins: Flash, Java 1.6 version, and IcedTea  c. JavaScript should be enabled on the browser  d. No pop-up blockers  e. Internet connection (1 Mbps) |  |  |
| 12 | Please confirm the following Responsibilities of the College/Institute: |  |  |
| 13 | Print checklists, attendance sheets, feedback forms, and brochures as needed. |  |  |
| 14 | After the 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. |  |  |
| 15 | The institute will work towards making Virtual Labs College Cloud Edition popular among students |  |  |
| 16 | The institute may volunteer to help in **Field Testing** the labs and in collation of end--‐user **Feedback** for the experiments of different Labs. |  |  |
| 17 | At the end of each semester, a progress report regarding Virtual Labs College Cloud usage by the students must be submitted by the institute to Virtual Labs, duly signed by the Director/Principal of the Institute. |  |  |
| 18 | Organize at least **1 workshop per semester** as an outreach activity of Virtual Labs College Cloud Edition. |  |  |
| 19 | 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. |  |  |
| 20 | 1. The institute needs to share the following   records as a report to Virtual Labs:   * 1. List of attendees (attendance sheet) in each workshop.   2. List of labs and experiments attempted by each attendee through the Virtual Labs College Cloud Edition.   3. Relevant photographs taken during the workshop. |  |  |
| 21 | The Virtual Labs Outreach team may visit the institute on workshop day to ensure smooth conduct of the workshop. |  |  |

**Workshop Process:**

The following Process will be followed during the workshop conducted on the online version of Virtual Labs:

1. Virtual Labs Team will organize workshop and hands-on practice sessions on Virtual Labs for interested Science & Engineering Institutions.
2. Faculty members who participate in the workshop will be encouraged to express their interest in nominating their institutes for Virtual Labs workshop.
3. The Virtual Labs Team will conduct faculty training sessions and workshops for students at the interested institutions.
4. Virtual Labs demonstrations will be given to the students.
5. After the demonstrations, hands-on sessions will be conducted.
6. 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.
7. These forms will be compiled and analyzed. The bugs will be duly reported to the developers for debugging.

We confirm that the above Pre-requisites will be arranged on the days of the workshop in our institute and the Work Process will be adhered to during the workshops conducted in our college.

**Date:**

**Signature of the**

**Head of the Institution**

**(Official Stamp)**

1. Name of the Institute …………………………………………………………………………………………….
2. Address …………………………………………………………………………..…………………………………….
   1. Contact Number ……………………………………………………………………………
   2. Contact email id …………………………………………………………………………………………………..
3. Affiliated to ……………………………………………………………….……..…………………………………