



*(An Initiative of Ministry of Human Resource Development under  
the National Mission on Education through ICT)*

## **Expression of Interest for setting-up Nodal Center of Virtual Labs**

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### **Eligibility:**

1. The Institute should be a Central, State University or Institute / college approved by AICTE/UGC.
2. The Institute should provide a designated / common lab space having **30 PCs or more** with minimum **1 Mbps internet broadband connection** and a multimedia projector.

### **Terms and Conditions:**

1. There is no financial liability of any party for using Virtual Labs. It is free to use.
2. A Nodal Center Coordinator for the Virtual labs should be nominated by the Head of the Institute (Director/Principal) at the respective Nodal Centre.
3. Renewal of EOI form is subjected to fair usage of the Virtual Labs and timely submission of Usage Report.
4. The institute may contact the nearby Participating Institute Coordinators for the services and training on Virtual Labs.

### **Responsibilities of a Nodal Center (NC):**

1. Head of the Institution will nominate a Nodal Center Coordinator (NCC) at each Nodal Center (NC).
2. NCC should continue with his/her responsibilities for at least one semester.
3. Each Nodal Centers will organize at least one workshop per semester as an outreach activity of Virtual Labs. Faculty members and students from nearby institutes may also be invited to attend the workshop or training programme.

### **Responsibility of Nodal Center Coordinator (NCC)**

1. The NCC will conduct training sessions for students and faculty members on Virtual Labs in his/her Institute. He/she may take help from other faculty members and supporting staff to coordinate training programmes in his/her institute.
2. He/she must work towards making Virtual Labs popular amongst the students.
3. NCC should submit a report of the workshop with relevant photographs and write-ups within a weeks' time. A template of the report will be shared by Virtual Labs' team.
4. NCC will submit a usage report at the end of semester, duly signed by the Head (Director/Principal) of the institute.

# Expression of Interest (EOI) form

1. Name of the Institute \_\_\_\_\_

2. Address \_\_\_\_\_  
\_\_\_\_\_

3. Affiliated to \_\_\_\_\_

4. Institute AICTE / UGC ID \_\_\_\_\_

5. Branch of Engineering/Science Course

Student Strength

a) ECE/EE

b) CSE/IT

c) ME

d) CIVIL ENGINEERING

e) Applied Sciences (1<sup>st</sup> Year)

f) Other (if any)

6. Name of the Director / Principal \_\_\_\_\_

7. Email \_\_\_\_\_ Tel/Mobile: \_\_\_\_\_

8. Details of the Proposed Nodal Coordinator

Name: \_\_\_\_\_ Dept. \_\_\_\_\_

Email Id: \_\_\_\_\_ Mobile: \_\_\_\_\_

9. **Certified that**

- The institute is a Central/State University or institute approved by AICTE / State University.
- The institute has necessary and adequate infrastructure and strict adherence to the standard laid down lab procedures and cyber-security laws will be followed.
- Virtual Labs connectivity can be withdrawn / stopped without giving any prior notice or reasons.
- This EOI for Virtual Labs usage is valid up to six months from the date of approval, if not got renewed thereafter by us.
- The institute is not a Nodal Center under any other Participating Institutes of Virtual Labs.
- The institute won't charge anything to students for using Virtual Labs.

**Date:**

**Signature**  
**(Head of the Institution)**  
**(with official stamp)**