Responsibilities of Remote Center Coordinator (RCC)

1. The **RC Coordinator (RCC)** will be the main point of contact between IIT Bombay and his/her institute. The RCC will remain same for all the ISTE workshops conducted in his/her institute.

2. All announcements of proposed workshops in IIT Bombay under the NMEICT will be sent to the RCC. Accordingly he/she will intimate the concerned department from his/her institute about the workshop theme; the RC Coordinator should then officially inform Project Manager, IIT Bombay about the institute’s willingness to conduct the workshop.

3. The RCC should send the scanned nomination letter of the **Workshop Coordinator (WSC)** on the official letterhead of his/her institute by email to the Project Manager, IIT Bombay. The hard copy should be sent with the **WSC** at the time of the Coordinators’ workshop.

4. The RCC will be responsible for informing IITB if the WSC is changed by the institute. (For example, in the past, the Coordinators in some RCs have changed their jobs without settling the bills with IITB.) The RCC will also be responsible for informing IIT Bombay about the travel details of the WC when he/she visits IITB for the Coordinators’ workshop.

5. The RCC is responsible for the overall smooth conduct of the main workshop in his/her Remote center. He/she will also inform the eOutreach Team about the number of seats/accommodation available at his/her RC for the Main workshop.

6. The RCC is responsible for coordinating the A-VIEW testing with the concerned A-VIEW Coordinator in the slot allotted by IIT Bombay.

7. The RCC should be in regular touch with the eOutreach Team regarding all the workshop related activities and information.

8. The RCC is also responsible for the funds transferred to the Remote Center for the Main Workshop. He/she should provide the relevant bank details to the eOutreach team well in advance for a smooth transfer of funds.

9. The RCC is responsible for the accounts settlement, and the submission of the Utilization certificates with all the bills and receipts to IIT Bombay within the stipulated time.

10. The RCC can become a WSC for a particular workshop. He/she will have to manage both the responsibilities.
11. It is preferable, but not mandatory, that the nominated RCC should have already coordinated an earlier ISTE Workshop at his/her remote center.
Responsibilities of Workshop Coordinator (WSC)

1. The WSC should be a teacher of the subject offered in the Main workshop, and should be nominated by his/her institute authorities to become WSC, and attend the Coordinators’ workshop at IIT Bombay.

2. The WSC is responsible for the advertisement of the workshop in the local institutes. The eOutreach Team will send him/her the material for the advertisement of the workshop.

3. The shortlisted participants for the Main workshop will be given the contact details of the WSC. It is the responsibility of the WSC to coordinate with these participants, with regard to availability of seats and accommodation.

4. The WSC and the RCC will together take care of the boarding and lodging of the participants. They will also take care of the TA reimbursement of the participants.

5. The WSC should coordinate with the RCC of his/her institute for conducting the workshop and make necessary lab arrangements (if any) related to course.

6. The WSC will appoint A-VIE Coordinator, Teaching Assistants, Technical Assistants and workshop support staff for the main Workshop.

7. The WSC will coordinate between the participants and the faculty at IIT Bombay during the Main workshop. This coordination will include conduct of tests/quizzes, submission of assignments, and the question-answer sessions.

8. The WSC will also be responsible for the punctuality and regular attendance of the participants; he/she may restrict the participant(s) from attending the course if they violate any rules.

9. The WSC will be one of the signatories on the ISTE certificate (the other being the course coordinator at IIT Bombay.) Therefore the WSC should make sure that the participants have submitted all the assignments including the final project given by IIT Faculty before distributing the certificates to them.

10. The WSC is responsible for sending the certificates to the participants.
11. The WSC must actively interact with the E-Outreach Team in all aspects of the Main workshop. All emails from the E-outreach team will be sent to the WSC and the RCC.

12. The WSC should help or assist RCC in money transfer transaction and for settling bills.
Responsibilities of A-VIEW Coordinator (AVC)

1. The A-VIEW software is used with internet to create the virtual classroom environment required for conducting workshops through the distance mode. It is the responsibility of the A-VIEW Coordinator (AVC) of the Remote Center for the AVIEW liaison with the IIT Bombay AVIEW team.

2. The A-VIEW Coordinator (AVC) is responsible for maintaining all the equipment (Video Camera, Video Capture Device Microphone, Audio Amplifier, Speakers, PC/Laptop, UPS to sustain Power and Projector etc) in perfect working condition for the smooth conduct of workshop.

3. The AVC should also check the availability of batteries for microphone every day during the testing and workshop sessions. (Unavailability of batteries and the condition of equipment have been recurring problems in the past workshops.)

A-VIEW Hardware/Software Requirements

The workshop will be transmitted using the AVIEW software which will require the equipments and bandwidth described below:

Internet Bandwidth (Mandatory): Minimum 1Mbps stable internet connection with one public IP address is required and it should be connected to the classroom's computer which will be used for A-VIEW transmission. This 1Mbps line should not be shared to other computers.

Check Bandwidth (If you receive both download and upload bandwidth reading around 1Mbps, you are eligible)

Along with this internet bandwidth, your institute will require the following:

- Well configured Personal computer with minimum 2GB RAM. (It should have Windows XP or Windows 7 operating system)
- Zoom In/Out feature Video Camera/Handy-Cam with tripod. (Web-cam is not acceptable)
- To connect Video Camera/Handy-Cam to PC (any one of the following).
- USB Video Capture Device (If Video Camera/Handy-Cam has composite signal out)
- USB/ PCI IEEE1394 Firewire device (If Video Camera/Handy-Cam has DV signal out)
- At least one professional wired or wireless Mic/Microphone. (Headphone's Mic or Podium Mic will not work efficiently for large audience)
• Two high watts audio amplifier, each amplifier must be connected with two good speakers. (Out of the two audio amplifiers, one should be used for teachers audio and other for local participant’s audio).
• Latest version of A-VIEW Classroom software (We will provide you before the workshop starts).
Responsibilities of System Admin (Sys Ad)

Prep lab computers

1. Create a common user account for use by the participants on all the lab computers.
2. Please make sure that all the computers are configured to connect to the internet.
3. Install all the required software for the particular workshop on the lab computers.
4. On the first day of lab session, please write down the user login information of the computers on the white board in the lab.

Moodle access

Once the participation for the workshop is confirmed for the participants, their moodle accounts will be created automatically and the account details will be emailed to them. Please have all your center participants to login to their moodle account and test to make sure they have access to the current course within moodle. The IITB workshop moodle site is http://www.it.iitb.ac.in/moodle/.

Please note that the participant’s registration will not be confirmed until they access their moodle accounts.