Nominations and Responsibilities at the Remote Center

Remote Center Coordinator (RCC)

Faculty Center Coordinators are appointed at each RC, to handle the technology infrastructure and other operational logistics i.e. taking care of common logistics arrangements such as classroom, audio-visual equipments, fund settlements and arrangements for stay and food for participating teachers.

Remote Center Coordinator (RCC) will be the responsible person to look after the above arrangements at his/her remote center. Make sure he/she will be continued his/her responsibility at least for four workshops. Immediate RCC change request will not be accepted therefore, appoint this nomination very carefully at your end.

RCC will remain the same for all the ISTE workshops. In a sudden case, if he/she leaves the institute or quit the job, details of new RCC along with nomination letter on should be sent to us. The details of new RCC will be updated only after getting confirmation from old RCC.

Responsibilities of Remote Center Coordinator (RCC)

1. The **Remote Center Coordinator (RCC)** will be the main point of contact between IIT Bombay and his/her institute. All announcements of proposed workshops in IIT Bombay under the NMEICT Programme will be sent to the RCC through email. Accordingly he/she should intimate the concerned department and institute head about the institute's willingness to conduct the workshop.

2. He/she is the representative from IIT Bombay in his/her institute therefore he/she should communicate to IIT Bombay whenever it is required. No other authority is allowed to ask the details of any technology infrastructure and other operational activities of the workshop.

3. He/she is responsible for the overall smooth conduct of the main workshop in his/her Remote center. Therefore, he/she should be in regular touch with IIT Bombay team regarding workshop related activities for his/her institute's technology infrastructure and operational logistics i.e. classroom, laboratory, A-VIEW transmission, fund settlements and arrangements for stay and food for participating teachers.

4. He/she is responsible for informing to IIT Bombay if the Workshop Coordinator (WSC) is changed by the institute or any modification is required to update the details of registered participants.

5. He/she is responsible for coordinating the A-VIEW testing with IIT Bombay team and makes an arrangement of all technology infrastructures for A-VIEW transmission during main workshop.

6. He/she is responsible to provide accurate institute bank details to IIT Bombay, to transfer the fund for the workshop, prior to the main workshop. He/she is also responsible for accounts settlement, and the submission of the Utilization Certificates with all the bills and receipts to IIT Bombay within the stipulated time.

7. He/she can also act as a Workshop Coordinator (WSC) for a particular workshop if he/she fulfills the eligibility criteria of WSC and has specialty in the subject of workshop.

8. He/she should available in the classroom during the workshop to coordinate all the technical and support staffs. If he/she is unable to present in the classroom, should inform to IIT Bombay with the reason and who will be the temporary person who will take care the activity in the absence of his/her.

9. Star rating will be awarded to all RCs after each workshop, this star rating will be based on A-VIEW testing, audio video quality of the workshop from both side, participants' feedback and fund settlement on stipulated time. Therefore, he/she is the responsible to coordinate with all supporting staffs those will be involved in the main workshop. If something goes wrong during workshop, immediately he/she should inform to the concern people of IIT Bombay and should send an email.

The Remote Center Coordinator (RCC) is the only nomination which is required to nominate before confirmation of the Remote Center. Additionally, other nominations will also be required during the workshop when your institute will conduct it after confirmation of the Remote Center. Following nominations will be appointed only for a specific time period of the workshop.

Workshop Coordinator (WSC)

Each subject specific workshop will require another faculty member to be nominated as the Workshop Coordinator for that subject while coordinator workshop. The workshop coordinator will be responsible for liaison with IIT Bombay faculty for that subject, and will conduct the lab and tutorial sessions at that RC.

We require the institute authorities to nominate a subject expert at the time of the coordinator workshop. We invite nominated faculty, called Workshop Coordinators (WSC) from the Remote Centers to attend the coordinator workshop at IIT Bombay. The WSC acts as a mediator between IIT Bombay and the participating teacher during the Main Workshop.

Responsibilities of Workshop Coordinator (WSC)

1. The **Workshop Coordinator (WSC)** should be a teacher of the subject offered in the Main workshop, and nominated by head of the institute at the time of coordinator workshop. He/she should register himself/herself online with the help of RCC to attend the coordinator workshop at IIT Bombay.

2. He/she is responsible for the advertisement of the workshop in the local institutes and nearest colleges so that they may know about the workshop and start the procedure to register

themselves for main workshop. The eOutreach Team will send him/her the material for the advertisement of the workshop or they can provide reference of NMEICT IIT Bombay website. He/she is responsible to start registration of participating teacher for the main workshop.

3. The confirmed list of participating teachers for the main workshop will be given to. It is the responsibility of the WSC to coordinate with these participants, with regard to availability of seats and accommodation.

4. He/she 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.

5. He/she 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 and regulation. He/she should report to IIT Bombay everyday and send attendance of all confirmed participating teacher.

6. He/she is the final authority to appoint a teaching assistant for practical session so that during the workshop, who may coordinate to all participating teachers along with WSC.

7. He/she is responsible for the smooth conduct of the main workshop in his/her Remote center in the aspect of workshop contents. Therefore, he/she should be in regular touch with IIT Bombay admin team and courser coordinators. For any technological infrastructure and operational logistic related works, he/she contact to RCC of the Remote Center. RCC is responsible for all technology infrastructure and operational logistics i.e. classroom, laboratory, A-VIEW transmission and testing, fund settlements and arrangements for stay and food for participating teachers.

8. He/she should coordinate with the RCC of his/her institute for conducting the workshop and make necessary arrangements for classroom, lab food, stay, boarding and lodging of participating teachers. He/she should also assist to RCC for fund transfer and settlement of the fund of the workshop.

9. He/she should be in regular touch with all the participating teachers till the completion and submission of final assignments of the workshop and make sure that the participants have submitted all the assignments including the final project given by IIT Bombay faculty before distributing the certificates to them. He/she should assist to RCC for sending certificates to all the confirmed participants.

Teaching Assistant (TA)

During the main workshop, if the labs, offline assignments and tutorials are required, Workshop Coordinator (WSC) may appoint another faculty member as a Teaching Assistant (TA) to coordinate the content related activity. Teaching Assistant (TA) has specialty in the subject of the workshop so that he/she may helps and answers the queries which will be raised by

participating teachers during the labs, practical sessions, assignments and tutorials. TA is an assistant of the Workshop Coordinator (WSC) for a workshop to help out the workshop activity when labs, offline assignments and tutorials will be conducted at the Remote Center.

Responsibilities of Teaching Assistant (TA)

1. The **Teaching Assistant (TA)** is an assistant of Workshop Coordinator therefore he/she is equally responsible to conduct labs, offline assignments and tutorials at the Remote Center.

2. He/she is responsible to answer the queries of participating teacher while conducting labs and tutorials and assist them to solve offline problems which will be given by course coordinators from IIT Bombay. Therefore, he/she has specialty in the subject of the workshop.

3. He/she should help to participating teachers to conduct live quizzes using Aakash Clicker Application (if required) during live lecture.

The **Remote Center Coordinator (RCC)** will be the main point of contact between IIT Bombay and his/her institute. He/she is responsible for the overall smooth conduct of the main workshop at the Remote center but he/she may get assistance from their technical staffs to handle technological infrastructure for the classroom, laboratory and audio-visual equipments. He/she may appoint A-VIEW coordinator and System Administrator at his/her Remote Center to handle the network, systems and audio-visual equipments. The support staffs may help to RCC but they are not the authority to communicate with IIT Bombay. All communication will be made by Remote Center Coordinator (RCC).

A-VIEW Coordinator (AVC)

The A-VIEW virtual classroom technology is used to conduct the workshop in a distance mode therefore He/she is an assistant of Remote Center Coordinator (RCC), to operate audio-visual equipments smoothly.

Responsibilities of A-VIEW Coordinator (AVC)

1. **A-VIEW Coordinator (AVC)** is partially responsible to look after the audio-visual equipments and A-VIEW transmission from IIT Bombay to his/her Remote Center and Remote Center to IIT Bombay along with Remote Center Coordinator (RCC). If there is an issue in the transmission, he/she should inform to Remote Center Coordinator (RCC) then RCC should be in touch with A-VIEW team of IIT Bombay.

2. The A-VIEW Coordinator (AVC) is responsible for maintaining all the audio-visual equipments i.e. video camera, video capture card, microphones, audio mixer, audio amplifier, speakers etc in perfect working condition for the smooth conduct of workshop.

3. He/she should check out pre-defined check list of audio video configuration for the A-VIEW system everyday, this list contains operational logistics i.e. audio settings, video settings,

bandwidth checking and availability of batteries for the microphones. The complete check list will be mailed to RCC prior to the main workshop.

4. He/she is responsible to monitor A-VIEW machine during live lecture of the workshop.

5. He/she is responsible to manage camera positioning and proper framing of the camera to view the entire classroom with the help of any support staff (cameraman). If somebody is interacting to IIT Bombay teacher, support staff (cameraman) should move the camera to the person and make proper framing view. This support staff must be trained for a camera operation prior to the main workshop.

If something goes wrong in the transmission, he/she should rectify the problem with the help of RCC and A-VIEW team of IIT Bombay.

System Administrator (Sys Ad)

System Administrator (Sys Ad) is a person who manages network and systems for the workshop. His/her primary responsibility is to provide network connectivity and do the installation of required software for quizzes, assignments and tutorials.

Responsibilities of System Administrator (Sys Ad)

1. He/she is responsible to provide network connectivity to A-VIEW machine, classroom and the systems in a laboratory (if it is required).

2. He/she is responsible to install required software on all the machines which will be used by participating teachers and make them to work smoothly for all participating teachers. He/she should create user account for all participating teachers and let them know in advance.

3. He/she is responsible to work Aakash Clicker Application, Moodle (Modular Object-Oriented Dynamic Learning Environment) and MOOC edx (Massive Online Courses on edx platform smoothly at his/her Remote Center.

4. He/she is responsible to assist all the participating teachers during quiz conduction on Aakash Clicker Application, Moodle or MOOC edx platform.

Support Staff s

Support staffs are required to assist all above nominations and help them for other miscellaneous activities. During the interaction time of the workshop, he/she may act as a cameraman or act as a mediator to pass the microphone to the participant who raises the hand for a query or wants to interact with teacher.