# STUDENT HANDBOOK

## eMASTERS DEGREE PROGRAMME

## OFFICE OF DIGITAL LEARNING
## INDIAN INSTITUTE OF TECHNOLOGY
## KANPUR

# Message from the Director

Indian Institute of Technology Kanpur has been at the forefront of teaching and research for the last 63 years. It is one of the premier technological institutes in the country that has set a benchmark through its outstanding academic curricula, quality education and research. With the aim to involve working professionals in our academic system and to disseminate the knowledge of cutting-edge technologies and innovations among them, we have introduced this unique postgraduate-level academic programme in January 2022.

The eMasters programme is a twelve-module (or course) programme in which the professionals have the flexibility to learn the modules at their own pace and complete the program between one to three years. As this programme targets working professionals, it operates in a virtual learning environment, including online lectures, live interactive sessions, and hands-on e-project components. The programme may also have a campus visit component for a certain duration to provide exposure to our laboratories, physical classroom experiences and the essence of our campus life.

As the Director of this leading institute, it's my pleasure to welcome working professionals to this programme. It is my belief that the eMasters programme would help enhance your expertise and drive you to reach a newer height of success. I also believe that it would build and strengthen national and international networks among peers while fostering industry-academia collaboration.


Jai Hind!

-Abhay Karandikar

# Message from the DoAA

I am extremely glad to welcome working professionals as learners in our esteemed institution. With fast-paced technological advances and integration in fields of science, engineering, management, and other related fields, there is a need for working professionals to keep their knowledge up to date with the latest developments in their respective fields. The eMasters Degree Programme has been introduced to bridge this academic knowledge gap among professionals and to enhance their domain expertise.

The curriculum for the eMasters programme is primarily driven by the demands of the corporate world and keeps in mind the time constraints of working professionals. Accordingly, the structure of the eMasters programme is quite different from other ongoing regular academic programmes of IIT Kanpur. It is an execution-friendly online programme where the student has the flexibility to complete the programme between the time duration of one to three years. Further, our world-class faculties, researchers and other subject experts are dedicated towards developing and strengthening the innovative, analytical, and leadership capabilities of these eMasters students. They actively engross the students into interactive sessions for better learning with their personalized attention, and research and field-based experiences. Coupled with that, our administrative staff and the logistic partner are devoted to providing student support services for the smooth functioning of the programme.

Therefore, I invite all the working professionals interested in enhancing their knowledge to join the programme and make a difference in their career paths. I sincerely believe that eMasters graduates would also contribute meaningfully to their respective domains like other IIT Kanpur alumni; and help in the country's progress by providing effective solutions to local, regional and global problems.

-Professor Shalabh

(Dean, Academic Affairs)

Dear Students,

This handbook is intended to formally inform the students of eMasters programme about the requirements, regulations, policies, and procedures. The students are advised to read it carefully and familiarize themselves with the content. This will also help them have an idea about the opportunities offered by this programme.

This handbook was prepared on the basis of the best information available at the time of publication. However, all information, including policies and procedures, is subject to change; and accordingly, the handbook may be revised periodically.

We sincerely hope that your engagement in this programme as a student will be successful, memorable, and enjoyable.

Best Wishes,

Professor-in-charge, Digital Learning
Indian Institute of Technology Kanpur

## Contact us

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# About IIT Kanpur

Established in 1959 by the Government of India, the Indian Institute of Technology Kanpur (IIT Kanpur) is an Institute of National Importance. It is globally acclaimed for world-class education and research in science, engineering, management, humanities, and design. It offers various undergraduate, post-graduate, integrated, and research programmes in the abovementioned fields. IIT Kanpur aims to provide leadership in technological innovation for the growth of India.

**Key current achievements of IIT Kanpur:**

➢ As per QS World University Ranking 2023, IIT Kanpur is

- Ranked 264th world's best university in 2023 as against 277 in 2022

- Ranked 5th among the best Universities/Institute in India

➢ As per NIRF ranking 2023

- Ranked first in innovation

- Ranked fourth and fifth in the Engineering and Overall categories.

➢ More than 100 patents were filed in both the years 2021 and 2022.

➢ Signed MoU with Indian Air Force for academic collaboration in 2021 to promote teaching, research and technology development in Aerospace technologies, Aircraft Structural Integrity & Aircraft Health Monitoring.

➢ Signed MOU with reputed international universities of USA  (William Marsh Rice University, Washington State University- Pullman WA, IOWA State University, New York University Tandon School of Engineering, University of California, Santa Cruz etc.),

Canada (University of Alberta, University of Ontario Tech etc), Australia (La Trobe University, Royal Melbourne Institute of Technology, Curtin University, The University of Melbourne etc.) and also with different universities of Europe, Africa and Asia for collaborative teaching, training and research in areas of mutual interest.(https://www.iitk.ac.in/oir/collaborations).

➢ IIT Kanpur, with its inherent strength in engineering, science and humanities disciplines, is setting up one of its kind medical schools- the Gangwal School of Medical Sciences and Technology along with a 450+ bedded Yadupati Singhania Super Speciality Hospital on campus.

➢ The first among the IIT to introduce an Online Post-Graduate Degree Programme (eMasters Degree Programme) for the working professional.

# Contents

# 1. Introduction

In a rapidly changing world, working professionals must continually upgrade their knowledge and keep up with the latest developments in diverse fields to be practical and relevant. To meet such needs of industry professionals, online certification programmes have exploded worldwide in the last decade and have matured into formal degree-granting programmes in many Universities in the USA and Europe. It has, therefore, become imperative for practising professionals to have access to a complete ecosystem of knowledge. The eMasters programme of IIT Kanpur has been designed to fulfil this requirement.

The IIT Kanpur eMasters is a unique set of independent, postgraduate-level flexible programmes exclusively designed for working professionals to enable them with the relevant expertise to stay agile, effective, and appropriate in a fast-changing technology-dominated world. Given the high reputation of IIT Kanpur in its teaching and evaluation standards, these formal degree programmes, with their intended high quality and bar, will help professionals in their vertical career growth and improve their employment potential during a later movement. Corporate organisations can also upgrade their workforce's capabilities with these programmes.

Under the eMasters portfolio, each programme offers several flexible tracks with multi-disciplinary modules designed to be intellectually challenging and state-of-the-art – the hallmark of IIT Kanpur. The programmes consist of weekend-only live interactive sessions coupled with self-paced learning components. Some programmes may require on-campus visits to IIT Kanpur, covering laboratory visits, laboratory sessions, and demonstrations. Programmes are completely course-based with no thesis requirements. Some programmes also have hands-on e-project components that allow students to apply theoretical learning to practical applications.

# 2. Highlights of the Programme

**Direct Selections**: The selection is made for the eMasters programme based on the academic and professional background of the candidate. The GATE score is not required. There is no upper limit on the learner's age for getting admission to this programme.

**Executive Friendly Schedule:** This programme helps professionals learn while they are in a job. The online programme is structured to provide self-paced learning to the student. The students are, thus, flexible in completing the programme between one to three years. Also, the faculty-student live interactive sessions are scheduled during the weekend only.

**Top-class Faculties:** Each eMasters programme is designed and taught by world-class faculties and researchers from IIT Kanpur, faculties from other reputed institutes, and leading experts from the respective sectors/industries. Thus, the students can learn from the experts at the forefront of cutting-edge research and technology.

**Excellent Curriculum**: A well-researched real-world curriculum by IIT Kanpur's subject matter experts is introduced in this programme that fosters hands-on learning and helps the students master the desired capabilities by combining deep formal rigour and an intensely practical approach.

**Absence of on-campus residential requirement**: As this programme is designed for the working professional, there is no requirement for on-campus staying for the students at the IIT Kanpur Campus. Some programmes may require short-term stays at the IIT Kanpur campus for laboratory visits, laboratory sessions, and demonstrations, as applicable. However, no thesis requirement is there.

**Credits Transfer:** A student can apply for a waiver of up to 60 credits if the student wants to pursue higher education (MTech/Ph.D.) at IIT Kanpur after completing the eMasters degree programme. The waiver has to be approved by the relevant academic committees.

**Career Advancement and Networking:** It provides the students access to the IIT Kanpur placement and incubation cells. It also allows becoming an IIT Kanpur alumni with access to all the alum privileges and alums network.

# 3.  Programme Structure
# at a glance

## Duration

Students can complete this programme in a minimum of one year (four quarters) and a maximum of three years (twelve quarters). In this programme, a quarter (three months) includes eight weeks of learning followed by two weeks of examinations. There is a break of two weeks between quarters.

## Module

Each teaching unit in a quarter is defined as a module. A module entails eight weeks of teaching and an examination period of two weeks. Students need to complete a total of twelve modules for graduation.

There are two types of modules- compulsory modules and elective modules. These two modules may also be sub-categorized into core modules, project modules, specialized modules, advanced elective modules and/or other different baskets of elective modules. A student must obtain a passing grade (details about the stage are given in section 7.4, page 26) in all the compulsory modules. In addition, a student must take sufficient electives to fulfill the module requirements for the programme. However, they have the flexibility to choose the number of modules (minimum 0 and maximum 3) in each quarter[1].

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[1] Quarter registration is compulsory even when choosing zero module. Details about the registration are given in section 5, page 20.

## Credits Allocation

Each module carries five credits. Thus, the programme is worth a total of 60 credits (12 modules * 5 credits per module). A student may opt for 0, 5, 10, or 15 credits (equivalent to 0, 1, 2, or 3 modules, respectively) in a quarter, depending on his/her professional workload. The academic authorities may permit an overload of up to a maximum of 4 modules in exceptional circumstances.

## On-campus residential requirement

eMasters being a non-residential and online programme, it excludes the minimum on-campus residency requirement for the students. However, the association with the IIT Kanpur is an important part of any degree programme offered by IIT Kanpur and hence a campus visit of eMasters students is preferable (not mandatory). For modules requiring pre-announced laboratory components, students may be required to be present on campus for a predefined period; and for it the programme would communicate with the Office of Digital Learning and the applicants clearly in advance. Hence, the accommodation for a student on the IIT Kanpur campus is made available when necessitated by the academic requirement/Programme. To visit campus any other time, the students must arrange for the accommodation themselves.

# 4. Ongoing Programmes of eMasters Degree

At present, IIT Kanpur offers eMasters degrees in twelve high-demand subject areas from six departments as follows

1. Cyber Security (Dept of Computer Science and Engineering),

   https://emasters.iitk.ac.in/course/masters-in-cyber-security

2. Next Generation Wireless Technologies / Communication Systems (Dept of Electrical Engineering)

   https://emasters.iitk.ac.in/course/masters-in-wireless-technologies

3. AI and Machine Learning (Dept of Electrical Engineering), https://emasters.iitk.ac.in/course/masters-in-ai-and-machine-learning

4. Quantitative Finance and Risk Management (Dept of Management Sciences),

   https://emasters.iitk.ac.in/course/masters-in-quantitative-finance-risk-management

5. Power Sector Regulation, Economics, and Management (Dept of Management Sciences)

   https://emasters.iitk.ac.in/course/masters-in-power-sector

6. Data Science and Business Analytics (Dept of Management Sciences)

   https://emasters.iitk.ac.in/course/masters-in-data-science-and-business-analytics

7. Financial Technology and Management (Dept of Management Sciences),

   https://emasters.iitk.ac.in/course/masters-in-fintech-and-financial-management

8. Business, Finance and Public Policy (Dept of Economic Sciences)

With following three specializations

   a. Business Finance / Economics and Finance in Business

   https://emasters.iitk.ac.in/course/masters-in-business-finance

b. Financial Analysis / Economics, Finance and Data Analysis

https://emasters.iitk.ac.in/course/masters-in-financial-analysis

c. Public Policy / Economics, Finance and Public Policy,

https://emasters.iitk.ac.in/course/masters-in-public-policy

9. Climate Finance and Sustainability (Dept of Economic Sciences)

https://emasters.iitk.ac.in/course/masters-in-climate-finance-and-sustainability

10. Business Leadership in the Digital Age (Dept of Economic Sciences)

https://emasters.iitk.ac.in/course/masters-in-business-leadership

11. Sustainable Construction Practices and Project Management (Dept of Civil Engineering)

https://emasters.iitk.ac.in/course/masters-in-sustainable-construction-and-management

12. Renewable Energy and E-Mobility (Dept of Sustainable Energy Engineering)

https://emasters.iitk.ac.in/course/masters-in-renewable-energy-and-emobility

**Upcoming Programme**:

Digital Governance and Management (Dept of Management Sciences)

Note that with the introduction of the new programmes/modules, the total number of offered programmes/modules will change. For any update on the programme, visit the website of the respective department and/or eMasters' website ( https://emasters.iitk.ac.in/ ).

# 5. Programme Fee

## 5.1. Fee Structure

A one-time application fee must be paid when submitting the application form through the Online Application/Admission portal.

For the selected students, there are three types of fees in this programme:

1) Programme Registration Fee- It is a one-time payment that needs to be paid for enrolling into the programme.

2) Quarter Registration Fee- It needs to be paid before each quarter's commencement.

3) Module Fee- It needs to be paid in each quarter depending on the number of modules the student opts for.

The programme fee can be paid in two steps:

(i)     A seat booking fee is to be paid once admission is offered to the candidate to block the seat, failing which the offer of admission stands withdrawn.

(ii)    The balance amount, along with the quarter-registration fee (for the quarter in which the student registers in this programme) and module fee (depending on the number of modules opted), is to be paid during the pre-specified time frame to complete the admission process.

Table 1, below, gives a summary of the fees which a student has to pay to enroll in the programme. The fee structure and the associated calculations described in this handbook are as per the current norms of the eMasters programme.

**Table 1: Fee structure and the payment schedule to enroll in the eMasters programme (applicable as of September 2023)**

| Details | Payment Schedule | Details |
|---|---|---|
| Application fee (To apply for a programme) | At the time of submitting the Application Form | ₹1,500 |
| Programme Registration Fee (To Block Your Seat) | Within 1 Week of Selection | ₹40,000 |
| Programme Registration Fee (To Complete Your Registration) | As per the Selection Letter | ₹1,60,000 |
| Quarter Registration Fee (For 1st quarter) | As per the Selection Letter | ₹15,000 Per Quarter |
| Module Fee (For 1st Quarter Modules) | As per the Selection Letter | ₹45,000 Per Module |

Quarter registration fee for the subsequent quarters should be paid before the commencement of each quarter during the specified time frame. The total module fee in a quarter may vary (from Rs 0/- to Rs. 13500/-) depending on the number of modules (0, 1, 2, or 3) the student opts for in that particular quarter. Therefore, the total fee for the eMasters degree can vary from ₹ 8,00,000 to ₹9,20,000, depending on the duration in which the student completes the programme. Some sample calculations are given below:

**Table 2: The total fee for an eMasters Degree student under different scenarios**

| Details | Scenario 1: eMasters in 1 Year | Scenario 2: eMasters in 2 Years | Scenario 3: eMasters in 3 Years |
|---|---|---|---|
| Programme Registration Fee | ₹ 2,00,000 | ₹ 2,00,000 | ₹ 2,00,000 |
| Total Module Fee for 12 modules (@ ₹ 45,000 per module) | ₹ 5,40,000 | ₹ 5,40,000 | ₹ 5,40,000 |
| Total Quarter Registration Fee (@ ₹ 15,000 per Quarter) | ₹ 60,000 | ₹ 1,20,000 | ₹ 1,80,000 |
| **Total Fee** | **₹ 8,00,000** | **₹ 8,60,000** | **₹ 9,20,000** |

## 5.2 Fee Waivers to Sponsored/Nominated eMasters Students

IIT Kanpur eMasters programme offers incentives in the form of discounts to employees of government, defense, PSU, MSME, and other corporate employees. The approved maximum waiver[2] is listed below. However, the exact waiver is at the discretion of the concerned programme coordinator in consultation with the HoD. The concerned entity (Department/PSU/MSME/ Corporate) must come to an agreement with IIT Kanpur or provide a formal/written document when sponsoring/nominating students for the eMasters Programme.

| Table 1: Employees of Government, PSUs, or Defense Departments | | | |
|------|----------|---------------------|-----------------------------|
| SNo | Category | Nominated/Sponsored* | Max Applicable Fee Waiver |
| 1 | **Defense Personnel** | **Sponsored** | **Fee waiver of last 3 modules** |
| 2 | **Defense Personnel** | **Nominated** | **Fee waiver of last 2 modules** |
| 3 | **PSU/Govt. Depts** | **Sponsored** | **Fee waiver of last 2 modules** |
| 4 | **PSU/Govt. Depts** | **Nominated** | **Fee waiver of last 1 module** |

*The above waivers are applicable even <u>if one candidate</u> is nominated/sponsored by the concerned entities.*

Government organizations includes constitutional bodies as well as non- constitutional bodies (i.e., all statutory, regulatory, executive bodies) like Finance Commission, UPSC, SEBI, TRAI, CERC/SERCs, RBI, FSSAI, NHB, Niti Ayog, CBI etc.

***Nominated:** Refers to candidates nominated by the concerned entity but self-funded.*

***Sponsored:** Refers to candidates whose 50% or more fee is funded by the concerned entity.*

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[2] Please note that the fee waiver is applicable for the eMasters students admitted on or after the Jan 2024 cohort.

| Table 2: Employees of Private Entities (MSME'S/Corporates) | | | |
|---|---|---|---|
| S No | Category | Min No. of Students[#] | Max Applicable Fee Waiver |
| 1 | **MSME** | **3** | **Fee waiver of last 2 modules** |
| 2 | **Other Corporates** | **5** | **Fee waiver of last 2 modules** |

[#]*The above waivers are applicable only if the minimum number of candidates are sponsored/ nominated by the concerned entities.*

**\****Nominated: Refers to candidates nominated by the concerned entity but self-funded.*

*\*Sponsored: Refers to candidates whose 50% or more fee is funded by the concerned entity*.

# 5.3 Education Loan

IIT Kanpur has informed various banks about the programme and its fee structure to consider this programme under their education loan policies. A few banks have already started providing education loans to our students.

This is to note that IIT Kanpur is not involved in the banks' disbursement processes and decisions and does not have any influence over the same. The matters related to the loan are strictly between the bank and the applicant.

# 6. Admission

## 6.1. Academic Session

The academic session of the programme is divided into four equal quarters. The first, second, third, and fourth quarters typically commence yearly in the first/second week of July, October, January and April, respectively.

## 6.2. Admission Calendar:

Admission to the eMasters programme is open twice a year. The new batches start either in the first quarter (July) or in the academic session's third quarter (January). Admissions to the programme are generally made during September-December for the first cohort and March-June for the second cohort. Some programmes may conduct admission during one cohort only. The cohort for the application and the admission calendar are notified through the eMasters website.

## 6.3. Eligibility Criteria for Admission

The candidate must have a Bachelor's Degree (3/4 Years programme) or a Master's Degree in the relevant disciplines with a minimum of two years of work experience. However, the candidate doesn't need to be currently employed to be eligible for the programme. The candidate's experience must be relevant to the programme s/he is applying for.

## Programme-wise Specific Eligibility Criteria

- **Cyber Security:**

  - A bachelor's Degree (4 years programme) or a Master's Degree in Computer Science/ Information Technology/ MCA with at least 55% marks or 5.5/10 CPI.

  - Minimum of 2 years of work experience (Candidates need not be currently employed to be eligible).

  - Candidates with relevant experience and coding knowledge will be preferred.

- **Next generation wireless Technologies**

  - A bachelor's Degree (4 years programme) or a Master's Degree in Electrical / Electronics/Allied Engineering/Sciences with relevant background in signal processing and communications engineering with at least 55% marks or 5.5/10 CPI.

  - A minimum of two years of work experience in the domain (Candidates need not be currently employed to be eligible).

  - Candidates with relevant experience will be preferred.

- **Artificial Intelligence and Machine Learning**

  - 4 years degree in Engineering or Science

  - Minimum of 2 years of work experience (Candidates need not be currently employed to be eligible).

- **Sustainable Construction Practices and Project Management:**

  - Bachelor's degree (4 years programme) in Civil / Structural / Construction / Allied Engineering and Architecture disciplines with at least 55% marks or 5.5/10 CPI.

- 2 years of work experience (Candidates need not be currently employed to be eligible).

➢ **Renewable Energy and E-Mobility**

- B.Tech./B.E.: Chemical, Electrical, Energy, Materials, Mechanical, Aerospace, and other appropriate branches. or M.Sc.: Chemistry, Physics*

    (* Must have passed mathematics as a compulsory course at the UG level.)

- 2 years of work experience (Candidates need not be currently employed to be eligible).

➢ **Quantitative Finance and Risk Management:**

- A Bachelor's degree (3/4 years program) in engineering, science, economics, computer applications or equivalent with at least 55% marks or 5.5/10 CPI (Or) Master's degree in engineering, science, economics, commerce, management, computer applications with at least 55% marks or 5.5/10 CPI

- Two years of work experience (an applicant need not be currently employed to be eligible).

- The experience component can be waived for suitable candidates with significant domain expertise acquired in their UG/PG education.

➢ **Power Sector Regulations, Economics, and Management:**

- Bachelor's Degree (3/4 years program) or a Masters Degree in the relevant discipline (Engineering/Economics/Law/Commerce/Management etc.) with at least 55% marks or 5.5/10 CPI.

- Qualified CA/ICWA/CS candidates are also eligible.

- Minimum of 2 years of work experience (You need not be currently employed to be eligible).
- Candidates with relevant experience will be preferred.

➢ **Data Science and Business Analytics**:

- A Bachelor's degree (4 years programme) in engineering, science, economics, computer applications or equivalent with at least 55% marks or 5.5/10 CPI (Or) Master's degree in engineering, science, economics, commerce, management, computer applications with at least 55% marks or 5.5/10 CPI
- Two years of work experience (an applicant need not be currently employed to be eligible).
- The experience component can be waived for suitable candidates with significant domain expertise acquired in their UG/PG education.
- Candidates should have had mathematics in Class 12.

➢ **Financial Technology and Management:**

- A Bachelor's degree (3/4 years program) in engineering, science, economics, computer applications or equivalent with at least 55% marks or 5.5/10 CPI (Or) Master's degree in engineering, science, economics, commerce, management, computer applications with at least 55% marks or 5.5/10 CPI
- Two years of work experience (an applicant need not be currently employed to be eligible).
- The experience component can be waived for suitable candidates with significant domain expertise acquired in their UG/PG education.

➢ **Business, Finance and Public Policy:** The candidate should have

- BA/BCom/BSc/BTech or Master's degree in (Engineering, Science, Economics, MBA etc) with at least 55% marks or 5.5/10 CPI

- Minimum of 2 years of work experience (Candidates need not be currently employed to be eligible).

- Candidates with relevant experience will be preferred.

➢ **Climate Finance and Sustainability**

- Bachelor's or Master's Degree in Engineering, Science, Economics, Commerce, Agriculture, MBA

- Minimum of 2 years of work experience (Candidates need not be currently employed to be eligible).

➢ **Business Leadership in Digital Age**

- Bachelor's or Master's Degree with at least 55% marks 5.5/10 CPI,

- Minimum of 2 years of work experience (Candidates need not be currently employed to be eligible).

# 6.4. Admission Process

The admission process is online. The candidates are shortlisted based on the candidates' overall academic performance and professional experience over and above the specified minimum criteria mentioned above in section 6.3. A programme may also apply the additional shortlisting criteria to select the initial list of candidates.

**A Flowchart of Typical Admission Process**

## Application

1. Register with Mobile Number
2. Submit Details
3. Remit Application Fee
4. Upload Documents

## Selection

1. Application Review
2. Selection Test
3. Interview

## Admission

Here it is necessary to note that,

- A candidate is allowed to apply for only one programme at a time. So, the candidates are requested to specify the programme of their choice at the time of application.

- IIT Kanpur follows the seat reservation rules in admissions as per GOI norms, i.e., 15% of seats are reserved for Scheduled castes (SC), 7.5% for Scheduled tribes (ST), 27% for Other

backward Classes (OBC-Non-Creamy Layers) and 10% for Economically Weaker Section (EWS). There is no relaxation in fees for any categories.

**Admission Retention**:

It may happen that a candidate gets admission but is unable to make the full/partial payment within the due date (even after extension), maybe because of delay in the loan disbursement process. In this case, instead of withdrawing from the programme, the candidate may be offered 'admission retention' to the next cohort with the payment, if any, without any deduction in the programme fee; but only if the following conditions are met.

a.      Paid at least the seat booking fee

b.      Provided proof in support of his/her argument/reason

c.      Submit the request with proper reason (and proof) in the prescribed form (https://www.iitk.ac.in/doaa/data/Form-for-Admission-Retention.pdf ) within 30 days of the commencement of the class of this cohort to take the proper approval for announcing the programme quit and admission retention.

If the candidate will not be admitted to the next cohort after taking approval for the admission retention, the payment will not be refunded.

Please note that candidates with some other genuine reasons may also apply for the admission retention. However, the final decision for the same will depend solely on the concerned authority of the institute.
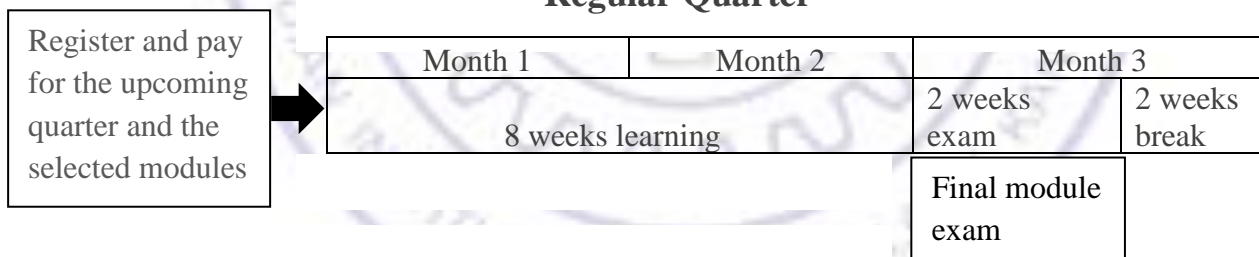
# 7. Academic Aspects

## 7.1. Academic Calendar

The academic session of the programme is divided into four quarters. Each quarter consists of eight weeks of learning and two weeks of examinations followed by two weeks of break. Typically, the first, second, third, and fourth quarter duration ranges from January to March, April to June, July to September, and October to December, respectively.

**Four quarters in a Year**

| Quarter 1 | | | Quarter 2 | | | Quarter 3 | | | Quarter 4 | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | April | May | Jun |

**Regular Quarter**

| Register and pay for the upcoming quarter and the selected modules → | Month 1 | Month 2 | Month 3 | |
|---|---|---|---|---|
| | 8 weeks learning | | 2 weeks exam / Final module exam | 2 weeks break |

In each quarter, some specific modules are offered. It implies that if a student wants to take a particular module offered in the current quarter but cannot opt at present, s/he may have to wait till the subsequent quarter when the module is offered again.

# 7.2. Structure of Online Modules

In this programme, a module may consist of both synchronous and asynchronous learning components, or only synchronous learning components. The asynchronous learning includes recorded videos, reading materials, etc., shared during the weekdays. The recorded content, released every week, is about 2.5 - 3.0 hours per module, i.e., 20-24 hours over eight weeks for a module. The synchronous learning is conducted during weekends or late evenings via live interactive sessions. The exact schedule for the live interactive sessions for each module is announced closer to the start of the module.

Every student gets IIT Kanpur's email id after registering for the programme. Access to the portal for watching recorded content and joining the sessions is possible only through the IIT Kanpur email ID.

# 7.3. Quarter/Module Registration Process

**Academic Pre-registration**: Students need to opt for the module (s) which are on offer in the next quarter based on the available FCHs and timetable. The pre-registration window generally opens in the middle of the current quarter. It is compulsory for all the students. If a student does not pre-register within the stipulated time, a penalty fee may be charged during module registration time following the IITK norm.

**Module Registration**: During module registration the payment portal will be open for the students for their pre-registered module(s). The students can make the payment for the opted modules.

If a student wants to alter the module choice after pre-registration or miss the pre-registration process s/he needs to fill up the prescribed form, takes the consent of the instructors and send it to ODL for approval of SOPC at least one week before the closing of the module registration process. However, it is recommended to **exercise this option discreetly.**

If a student is unable to register within the module registration window for some genuine reason, they can register during the late registration period; however, as per the IITK norm a late registration fee will be charged. Students may also miss a few initial classes in that case.

**Repeat, Substitute & Extra Module:** If a student wants to repeat/substitute (criteria for repeat/Substitute is given in section 7.8) a module offered in the upcoming quarter, s/he needs to fill out the prescribed form and send it to the Office of Digital Learning during pre-registration time for SOPC approval.

**Quarter Registration**: Besides module registration fee, a student needs to pay the quarter registration fee in each quarter when the module registration window is open. This is irrespective of whether s/he opts for any module in the upcoming quarter or not.

**Academic Overload:** A student may be allowed to take an academic overload (more than 3 modules in a quarter) with the permission of the DOPC if s/he is having a minimum CPI of 8 in the earlier quarter.

## 7.4. Attendance Policy

The attendance policy may vary from module to instructor and be enforced by the respective course Instructor.

## 7.5. Evaluation Process

The examinations are under the preview of the instructor. eMasters modules have continuous evaluation throughout the quarter (assignments, quizzes, presentations, etc.; project milestones) in virtual mode. The module evaluation policies (attendance, grading, marks distribution, etc.) are announced through the first course handouts (FCH) before the commencement of a module in that particular quarter.

The end-quarter examination's mode of conduct will be at the instructor's discretion. The online assessment system is proctored, and the instructor (s), Teaching Assistants (TAs) and other academic staff members can monitor the students' live feeds.

If the end-of-quarter examination is conducted in physical mode, it will only be at the pre-designated centers where the students appear in person and validate their identity to take the examination. The students have the provision to select their preferred examination centers. At present, there are ten examination centers spread across India. These include New Delhi, Mumbai, Kolkata, Chennai, Bengaluru, Hyderabad, Lucknow, Pune, Ahmedabad, Jaipur, Chandigarh, and Guwahati. Additional centers may be added subject to the number of students from a particular region.

No provision for make-up examination of the end-quarter exam is there for the eMasters students. If any student misses the examination s/he will be graded with an I grade that he can complete when the module will be offered again.

## 7.6. Grading of Modules

A student should have completed 60 credits and earned a minimum cumulative performance index (CPI) of 6 to graduate from the eMasters programme successfully.[3]

The students are graded in eleven letter grades[4]: A*, A, B+, B, C, C+, D, D+, E, F, I. The correspondence between grades and points (on a 10-point scale) is as follows:

A*: 10, A: 10, B+: 9, B: 8, C+: 7, C: 6, D+:5, D: 4, E: 0, F: 0, I: 0

In every registered module, a student is awarded one of the letter grades indicating his/her overall performance in the module. A student earns five credits except when the awarded grade is F (failed) or E (exposed). In other words, in the cases of E and F grades, no credits are earned. E grade indicates that the student has failed the module, but s/he may be allowed to register for a module for which this module is a prerequisite, even before this module is repeated and passed. This facility of waiver of prerequisite requirement is subject to the approval of the instructor of the

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[3] The student should also pay all the dues to the Institute and should have no pending cases of indiscipline against him/her to get the degree.
[4] This granular grading system is newly introduced at IIT Kanpur and is implemented from the fourth quarter of 2022 (2022-Q4). Till 2022-Q3, students were graded as per the previous grading system of seven letter grades: A*, A, B, C, D, E, F (with A*: 10, A: 10, B: 8, C: 6, D: 4, E: 2, F: 0).

module (of which this module is prerequisite) and the concerned DOPC. On the other hand, an A\* is like an achievement certificate for extraordinary performance.

Suppose a student does not complete sufficient requirements for a module (such as missing the end examination, being unable to submit a project/assignment, etc.) for a genuine reason. In that case, the instructor may award a grade I (Incomplete). The student must complete the module requirements within one year (i.e. within four quarters), based on which the instructor converts the I grade to a regular letter grade, and failing which, it is automatically converted to an F grade.

Specifically, if a student receives an I grade, the student should request the instructor to allow them to write the module examination during the examination weeks of the subsequent quarter or when the module will be on offer in the next time. If the instructor allows for the re-examination, it is the responsibility of the student to inform the Office of Digital Learning. If the student is unavailable in the following quarters and unable to take the re-examination, the grade gets automatically converted to an F, and no credit will be earned. It is to note that the student should inform the Office of Digital Learning about the re-examination within two weeks of the commencement of the class of the quarter in which he wants to write the examination of his/her I-grade module.

Each quarter has a Quarterly Performance Index (QPI) along with CPI to evaluate the students' performance. While QPI indicates the average academic performance in the modules taken in the current quarter, the CPI indicates the cumulative academic performance in all the modules taken, including those taken in the current quarter. Thus, for the first quarter, CPI= QPI; however, these two may vary for the subsequent quarters. The minimum CPI requirement for graduating from the programme is -6. As long as CPI is above 6, QPI is not a concern.

Therefore, the formula for calculating CPI (or QPI) is

$$CPI = \frac{\sum_i(C_i * G_i)}{\sum_i C_i}$$

Where,

$C_i$=Credits in module $i$

$G_i$= Grade in Module $i$

For QPI, $i$ can take the value 1, 2, or 3 depending on the number of modules the student has opted for in the current quarter. For CPI, $i$ can take the value 1 to 12 depending on the number of modules and quarters the student has completed.

**Note:**
- CPI is calculated considering only the completed modules. The incomplete (I) module is considered for CPI only when the module is completed.
- The module-specific details are shared with the students by the respective instructors before the commencement of the quarter through FCH.
- A warning mail to improve the CPI will be sent by the office of digital learning (ODL), the student having a CPI of below 6.

## 7.7 Graduation Requirements

A student shall be deemed to have completed the graduation requirements., if the student has

i) passed all the prescribed modules,

ii) attained the minimum required CPI of 6.0,

iii) satisfied the minimum academic and duration requirements if any,

iv) satisfied all the requirements specified by the concerned programme, if any,

v) satisfied all the requirements specified by the Senate and the Ordinances, if any.

In addition, the student should have paid all the dues to the institute and should have no pending cases of indiscipline.

Note: In the programmes offering elective modules, if a student completes 12 modules, including all the core modules and gets an I grade in one of the electives, s/he will be considered a graduate, if the students wish the same. Also, the I grade will not be published on the final transcript.

# 7.8 Repeating of Module

A student is allowed to repeat a module in the following cases:

- A student awarded an E or F grade in a module needs to repeat it. The student can also substitute it with another module in discussion with the respective coordinator.

- A student awarded a D/D$^+$ grade in a module may be allowed to repeat the module if the student wishes the same to improve CPI.

- If a student repeats the module and gets a lower grade on the second attempt, the best one will be considered in the final grading.

- A student gets a one-time waiver of full module fee for the repeat/substitute module[5].

The request for repeating or substituting a module must be given in writing duly endorsed by the SOPC at the time of registration. The student must pay the full module fee for the module the student wants to repeat/ substitute.

# 7.9 Regarding the Grade Transcript

For the calculation of QPI/CPI and the grade transcript, the following points are important:

(i) CPI (or QPI) is calculated considering only the completed modules. The incomplete (I) module is considered for CPI (or QPI) only when the module is completed. It means if a student gets an I grade, it will be published in the grade report. But it will not be included

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[5] The waiver is applicable for the repeat/substitute of module opted in current quarter (Oct-Dec, 2023) onwards. Please note that the waiver will be adjusted at the end quarter of the programme of a student. The student has to make the request on the prescribed form available on the DOAA website ( https://www.iitk.ac.in/doaa/sopc-forms ). Please remember that the request must reach the DL office ( dloffice@iiitk.ac.in ) at least two weeks before his/her No-Dues application.

in the calculation of QPI and CPI. It will be included in the calculation process only after the conversion of this I grade into a regular letter grade.

So, once the student completes that module,

A) then I grade will be converted into a regular letter grade and reflected in the transcript against that module in the quarter in which s/he completes the module, instead of in the quarter when it was opted. It then considers into the calculation of the QPI and CPI of the later quarter and in the subsequent quarters.

B) the 'I' grade will not appear in the final grade transcript.


(ii) A student getting an E or an F grade in a module must either repeat it or substitute it in discussion with the respective coordinator. However, if a student wants to replace/repeat it with the others/same module, he/she needs to inform Office of Digital Learning (ODL) clearly about that, i.e., what module he/she wants to replace/repeat and with which module. In case the student gets a D/D+ grade and wants to substitute/repeat it, s/he needs to take permission from DOPC and SOPC.

It is to note that compulsory modules (such as core modules, compulsory project modules, specialized modules etc.) can only be repeated if a student obtains D/D+ or some lower grade; but cannot be replaced/substituted with other modules.

In case of a repeated or substituted module, the grade of the module which has been repeated/substituted will be replaced with the new grade of the same module or the new module in the calculation of CPI. However, all the modules and grades will be reflected in the transcript.

(iii) If any student opts for an 'extra module' beyond the graduating criteria of 12 modules, then all the modules (including the 'extra module') will be considered for the CPI calculation.

However, if the student informs ODL during the module registration that the module is an 'extra module' or s/he wants to substitute that module with a previous one (only if the previous module is awarded a $D/D^+$ or a lower grade), then -

A) in the first case, it will not be considered in the CPI calculation and

B) in the second case, the grade of the new module will be considered in the CPI calculation replacing the grade of the previous module, which the student wants to substitute.
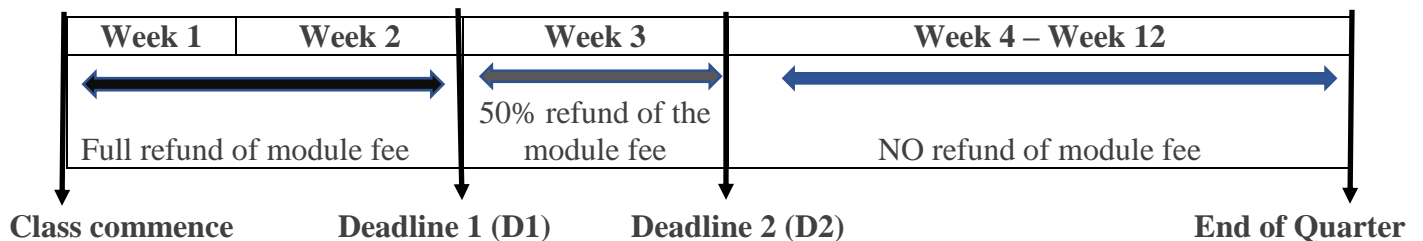
In this case, all the modules and grades will also be published in the transcript; no matter, whether it is considered in the calculation of CPI/QPI or not.

# 7.10 Adding/Substituting and Dropping of Module

In a quarter, students can register for up to three modules. Once the registration window is closed, adding/substituting of modules is allowed till the late registration window is open; but with a late registration fee (as mentioned in section 7.3). The dropping of modules is allowed up to a specific time period. However, the refund amount for dropping the module(s) depends on the request receiving date, as follows-

    i.    Deadline 1 (D1): Two weeks from the start of the quarter

    ii.    Deadline 2 (D2): Three weeks from the start of the quarter

a) Requests received up to D1 are eligible for a full credit of the module fee. The credit will be adjusted in the next quarter within the programme duration.

b) Requests received up to D2 are eligible for a credit of 50% of the module fee. The credit will be adjusted in the next quarter within the programme duration.

c) Requests received after D2 will be rejected, and no refund will be made.

d) There will be no refund of the quarter registration fee when dropping modules.

**Module Drop Timelines** (In each Quarter)

| Week 1 | Week 2 | Week 3 | Week 4 – Week 12 |
|---|---|---|---|
| Full refund of module fee | | 50% refund of the module fee | NO refund of module fee |

Class commence      Deadline 1 (D1)      Deadline 2 (D2)      End of Quarter

The deadlines, D1 and D2, are published with the eMasters academic calendar. The dropped module and associated academic activities will be removed entirely from the student's academic records. So, a compulsory module, if dropped, must be completed in a later quarter within the programme duration when offered; and an elective module, if dropped, can be replaced by any other module (not done already) or the same module offered in a later quarter within the programme duration.

# 7.11 Exit from the Programme

If a student wants to withdraw from the programme completely, the student can do it at any time during the programme period. However, the refund amount will vary depending on the request receiving date.

**Withdrawal after selection/ seat-booking:**

Any candidate who desires to discontinue the programme after confirmation of admission by paying the programme registration fee, partly or wholly, will be refunded after deducting a processing fee of Rs 10,000/-only if s/he requested the same before the commencement of the first quarter. No full-refund requests will be entertained after that.

**Withdrawal after commencement of the class:**

- There will be no refund of the quarter registration fee for the quarters completed and no refund of the module registration fee for the modules completed.

- For an ongoing quarter, the deadlines, D1 and D2, for calculating the refund are the same as before (as for the drop of modules). The refund is calculated as follows:

  a. If a request is received up to D1

    i. No refund of the quarter registration fee.

    ii. Full refund for the module registration fee for all the currently registered modules.

b. if a request is received up to D2

    i. No refund of the quarter registration fee.

    ii. 50% refund for the module registration fee for all the currently registered modules.

- 50% of the programme registration fee is refunded if the request is received before the commencement of the 2nd quarter for the cohort.

- 25% of the programme registration fee is refunded if the request is received before the commencement of the 3rd quarter for the cohort.

- The programme registration fee is not refunded at all if the request is received after the commencement of the 3rd quarter for the cohort.

**Table 3: Refund Structure for Programme Withdrawal Cases**

| | Before the commencement of the class | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 |
|---|---|---|---|---|---|
| **Programme Registration Fee** | Full refund with a deduction of Rs. 10000/- as processing fee | 50% refund of the Fee | 25% refund of the fee | No refund of fee | No refund of fee |
| **Module Registration Fee** | | Same as the refund structure of module fees with D1 & D2 deadlines | Same as the refund structure of module fees with D1 & D2 deadlines | Same as the refund structure of module fees with D1 & D2 deadlines | Same as the refund structure of module fees with D1 & D2 deadlines |
| **Quarter Registration Fee** | | No refund | No refund | No refund | No refund |

**Note**: The quarter sequence will vary based on the admission cohort.

The following table presents a sample of the refund amount (in Rs.) for withdrawal from the programme at different points of time, assuming the student takes three modules each quarter. This table is prepared based on the current norms of the eMasters programme, which is subject to change periodically.

**Table 4: A sample of the refund amount (in Rs.) for sending withdrawal requests from the programme at different points in time**

(Considering a student takes three modules in each quarter)

| Request received date | After confirmation of admission (through seat booking) but before Q1 | Quarter 1 (Q1) | | | Quarter 2 (Q2) | | | Quarter 3 (Q3) | | | Quarter 4 (Q4) | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Before D1 of Q1 | Before D2 of Q1 | After D2 of Q1 but at the start of Q2 | Before D1 of Q2 | Before D2 of Q2 | After D2 of Q2 but at the start of Q3 | Before D1 of Q3 | Before D2 of Q3 | After D2 of Q3 but at the start of Q4 | Before D1 of Q4 | Before D2 of Q4 | After D2 of Q4 |
| Programme Reg Fee | | 200000*50% =100000 | 200000*50% =100000 | 200000*50% =100000 | 200000*25% =50000 | 200000*25% =50000 | 200000*25% =50000 | 0 | 0 | 0 | 0 | 0 | 0 |
| Quarter Reg Fee | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Module Fees | | 45000*3= 135000 | (45000*50%) *3 = 67500 | 0*3 = 0 | 45000*3= 135000 | (45000*50%) *3 = 67500 | 0*3 = 0 | 45000*3= 135000 | (45000*50%) *3 = 67500 | 0*3 = 0 | 45000*3= 135000 | (45000*50%) *3 = 67500 | 0*3=0 |
| Total refund | Total payment minus Rs. 10000 | 235000 | 167500 | 100000 | 185000 | 117500 | 50000 | 135000 | 67500 | 0 | 135000 | 67500 | 0 |

**Note:** For module drop the refund amount will be adjusted in the next quarter. And for programme withdrawal cases, it may take a month (30 days) to disburse the refund amount (if any) after the request date.

# 8. Some General Queries: Admission to Graduate

## 8.1 How to Activate IITK email-id

After completion of the admission process students will get an email from the Computer Centre (CC) of IIT Kanpur (idhelp@iitk.ac.in) informing them about their Roll Numbers, IITK user-ids, and email-ids. The CC team generally waits for another one to two days to resolve the user-id related issues, if any, from the student's side. For any discrepancy in the name, username, or mobile number should be reported to idhelp@iitk.ac.in with a copy to dloffice@iitk.ac.in, immediately.

In the second mail of the CC team, generally sent two days after the first mail, an initial password to open the email-id is shared, along with the instructions and a timeline to change the initial password.

To login to your email- id use the URL <https://webmail.iitk.ac.in/squirrelmail/src/login.php> and enter your IITK email credentials.

To login to the mailing interface of IIT Kanpur students are advised to use only the IITK User ID. The students are advised to check their IITK email accounts regularly as any further correspondence regarding the programme is made through these email-ids.

Students will get the access to the iPearl portal (our online platform) only with this IITK user-id.

For any issues on IITK email-id students are advised to send mails at mailhelp@iitk.ac.in or idhelp@iitk.ac.in with a copy to dloffice@iitk.ac.in .

## 8.2 How to receive IITK ID Card

Once the students get their email-ids, they will be asked to fill in the personal information (PI) form provided by the Office Automation Team.

This information is needed to create the students database at IIT Kanpur. On the basis of this data the students will be provided with the institute ID card. This information is also used for any future correspondence from IIT Kanpur. Therefore, the students are requested to kindly fill in the information carefully. The students' information shared with us will remain confidential.

After getting the PI form filled, the ID cell generates the ID card. Before delivering the ID card the DL office sends an address confirmation mail to the students. DL Office (ODL) dispatches the ID card[6] to the students' address only after getting confirmation from the students. It is to note that the PI form is open for a limited time (for a max period of two weeks) for the new batch. So, students are requested to fill in the form as soon as the link opens, and they are notified by the ODL team.

## 8.3 How to Access IITK Library Recourses

The eMasters students are eligible to access all the e-resources of IITK P K Kalker Library. They can also visit and use the library physically during their campus visit with their IITK ID cards. However, they are not entitled to issue any books from the library.

In case any student faces any library access (online) issue or needs any library assistance they are suggested to send mail to libper@iitk.ac.in and libcirc@iitk.ac.in with a copy to dloffice@iitk.ac.in.

It is to note that, to access the library website (PK Kelkar Library) and e-resources there is no need of using Pingala account. A student can get access to the PKK Library through IIT Kanpur VPN. In some cases (like restriction in the number of total online users, in some special eBooks etc.) the students may need to use their IITK email-id and password or send a request to libper@iitk.ac.in with their student details for getting the access.

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[6] In case any student misplaces the ID card, the student can apply for the duplicate card to DL Office with a FIR copy after paying the penalty fee.

## 8.4. Is Campus Visit Compulsory for the eMasters programme

As of now, almost all the ongoing eMasters programmes prefer to have campus visits once or twice a year for a period not exceeding one week. The students are generally accommodated in the Visitors Hostel (VH) of IIT Kanpur. The accommodation arrangement is made by the Office of Digital Learning and the programme, based on the requirements of the students and availability of the rooms. However, the cost of the campus visit needs to be borne by the students. The hostel accommodation or other cheaper accommodation than VH could be arranged for the students on request if available during their visit. To note that for the eMasters students the campus visit is preferable, not mandatory.

## 8.5 How to get Institute No-Dues Clearance and Provisional Degree Certificate

Once the students fulfill all the graduating criteria, the ODL team will mail the graduate students the link of the institute no-dues clearance form. It is to note that –

1. To get no dues from the ID cell, students must return their ID cards to the Office of Digital Learning, Room No. 403 (B), IME Building, IIT Kanpur, Kanpur – 208016.

2. The IITK email address will be closed after receiving no dues clearance from the Computer Centre. So, it is suggested to keep a backup of the important emails before processing for no-dues clearance.

3. After no-dues clearance, as the IITK email-id will stop working and the students will not get access to the i-pearl portal, any communication, if needed, with the students for placement and other issues will be made by the TS or ODL team through their alternative email-id mentioned in their application (admission) form.

4. Only after receiving the complete no-dues clearance from the institute, a student is eligible to apply for the provisional degree certificate. The procedure to receive the **provisional degree certificate**

is provided in the DOAA website link https://www.iitk.ac.in/doaa/data/(16)_Provisional_Degree.pdf

5. Students must complete the process of no-dues clearance one month before the convocation date to receive the degree in the upcoming convocation.

## 8.6 How to receive the Alumni Membership Card

Once the students fulfill all the graduating criteria, the ODL team will send a mail to the graduate students with the link to the alumni membership form (provided by the IITK Alumni office) and ask them to fill it up. It is generally circulated along with the No-dues Clearance form.

Students are also asked to pay the applicable lifetime alumni membership fee in the ODL account. Usually, the students receive the alumni membership card along with a lifetime email id from the IITK alumni office within a month of submitting the form.

In case a student wants to apply for an IITK Alumni Membership Card in future (and not with the no-dues form), s/he can always directly mail to Alumni Office (office@iitkalumni.org) with a copy to odl_alumni@iitk.ac.in.

Note: As of September 2023, the lifetime membership fee is Rs 2000/- only. It is revised from time to time. GST/other relevant taxes may be applicable.

# 9. A Few Relevant Technical Issues

**9.1 Our digital learning platform**: The eMasters programme is delivered on iPearl.ai, a State-of-the-Art digital learning platform powered by TalentSprint. iPearl.ai is a direct-to-device platform that works seamlessly on any internet-connected device. IIT Kanpur is using this platform for all the teaching/learning needs of eMasters programmes, including sharing recorded videos, reading materials, live interactive sessions, assignments, quizzes, discussion forums, virtual lounges, and more.

**9.2 Access to the online portal and other resources:** The eMasters portal is possible through the IIT Kanpur email-id only. Every student is provided with an IIT Kanpur email-id once they register for the programme. After successful login with IIT Kanpur Computer Center (CC) User ID and Password, the machine is connected to IIT Kanpur Network and becomes a part of the IIT Kanpur LAN. After registering for the programme, a help document for login using a VPN (Virtual Private Network) from outside IIT Kanpur is shared with all the eMasters students.

The SSL (Secure Sockets Layer) VPN of IITK allows authorized users to securely connect to the IITK data network from off-campus using various commercial Internet Service Providers (ISPs) (i.e. TATA, BSNL, Reliance, MSN, AOL, etc.). Besides, using SSL VPN, remote users are connected to the IIT Kanpur internal network as if they were directly connected to the campus network. This allows IIT Kanpur remote users to access servers and other devices restricted to IIT Kanpur network users and isolated from the outside. Thus, they can access all servers and applications which they can access from within the IIT Kanpur campus. A few of these servers and applications that IIT Kanpur students often use are listed below.

- Institute Library [https://pkklib.iitk.ac.in/] for electronic theses and dissertations, subscribed e-journals and full-text resources etc.

- Institute Computer Centre [https://www.iitk.ac.in/cc/] for various software for specialized research (i.e. Abaqus, AutoCAD, Autodesk, Composite, Comsol, Fortran, Maple, Mathematica, Matlab, Origin, Tecplot etc.), labs for remote connection, Office 365, and Turnitin.

- Institute Office Automation [https://oa.cc.iitk.ac.in/] (new student PI updation system, convocation portal, no dues clearance system etc.)

  Apart from these,

- IIT Kanpur students can use facilities like eduroam. eduroam is a global service that enables IIT Kanpur users to obtain Internet connectivity when visiting other eduroam-enabled institutions by simply opening their laptops or activating their smartphones or another portable device via Wi-Fi. Any IIT Kanpur student can effortlessly access the Internet when visiting other eduroam-enabled universities through this service. To know how to use the "eduroam" services, please follow the link https://www.iitk.ac.in/cc/images/Network/eduroam.pdf.

- IIT Kanpur users may access academic discounts from some vendors by logging in with their IIT Kanpur user ID credentials. However, SSL VPN may be required by some vendors in the same way that it is needed in the preceding situations. A centralized portal for all IITs called the 'IIT Student Purchase Programme' [https://iit.studentpurchaseprogramme.com/] could be utilized for this purpose.

## 9.3 The Software and Hardware requirements: A computer with a modern Browser (Mozilla Firefox/Google Chrome is preferred) and high-speed internet connection is sufficient to pursue the eMasters programme. To be more specific, the students need the following infrastructure to access the platform:

- Device: A Desktop/Laptop/Tablet/Smartphone with camera and mic.

- Internet: A regular broadband/Wi-Fi connection or a mobile 4G connection.

- Operating system: Windows/ LINUX/ MAC/ Android

**Note:** Proctored online assessments can be taken only on a Desktop/Laptop with a web camera and mic (not allowed on tablets/smartphones).

# 10. Terms & Conditions, Honour Code, Privacy Policy

The students must accept the terms and conditions, honour code, privacy policy, and platform code of conduct to enroll and continue in the eMasters programme. This is shared with the students during the time of admission in the programme.

# 11. Benefits from the Programme

**Building Deep Expertise:** This programme helps professionals to enhance their qualifications and competencies with a deep-domain specialization from IIT Kanpur in state-of-the-art areas. They will be able to build deep expertise in the domain of their interest with multi-disciplinary modules, lectures, discussions, quizzes, and assignments leveraging IIT Kanpur's excellent track record and extensive experience in teaching and research.

**IIT Kanpur Alumni Status:** After completing the eMasters programme, the candidate becomes an IIT Kanpur alumni with access to all the alum privileges. It helps the candidate be a part of IIT Kanpur's alumni network, with over 45000 members spanning the globe. Further, to actively promote interaction and networking among its alums, support them in their hour of need, help realize the notion of *Giving Back* to the Alma mater, and contribute to the vision and strengthen the image of IIT Kanpur at the national and international level, Alumni Association of IIT Kanpur was established in March 1967. It is an independent registered body of more than 40000 IIT Kanpur alumni. This Alumni Association functions on a charitable mode and runs on a 'no profit-no loss' basis. The other benefits of being an IIT Kanpur alumnus and a member of the IIT Kanpur alumni association are given in the links https://iitkalumni.org/ and https://iitkalumni.org/benefits, respectively.

**Placement Support:** With an eMasters degree, the candidates receive mentorship and career support through the Office of Digital Learning (ODL), IIT Kanpur, for their career advancement.

**Incubation Support:** If candidates want to foster their interest in entrepreneurship and promote their startup initiatives, IIT Kanpur can facilitate incubation support through its incubation cell. The startup innovation and incubation centre (SIIC) is an initiative of IIT Kanpur to support young talent to convert their ideas into reality. Though our startup facility is open to all; the IIT Kanpur students are benefitted in the sense that they know the faculties, which helps them choose the right mentors to shape their ideas, select the right opportunities and the path to meet their goals during the initiation/growth of their startups. To learn more about the SIIC incubation center and its facilities, please follow the link https://siicincubator.com/#.

**Peer Network:** As a student pursuing an eMasters degree, s/he automatically links to an elite group of professionals from top companies, world-class practitioners and researchers; and can take advantage of the complementing synergies of their common interests.

**Waiver of Credit for Higher Education at IIT Kanpur:** After graduating from the eMasters programme, if any student wishes to join higher education like MTech or PhD at IIT Kanpur, the student may request for a waiver of up to 60 credits of coursework during these programmes and a waiver of two semesters of residential requirements at IIT Kanpur. The academic authorities will approve the credit transfer per the prevailing Post-Graduate (PG) Manual. However, the candidate will not get any advantage in the admission process of the MTech/Ph.D. programme at IIT Kanpur; hence, the candidate has to go through the regular admission process and fulfill the eligibility requirements as specified by the respective programmes.

# Appendix

## List of Important URLs and Email-ids for the eMasters Degree Programme

**Important URLs**

| Sr. No. | Website | URLs | Purpose |
|---|---|---|---|
| 1 | IITK Website | https://www.iitk.ac.in/ | Visit and explore the IITK website |
| 2 | eMasters Website | https://emasters.iitk.ac.in/ | For information regarding eMasters Degree Programme |
| 3 | DoAA website | https://www.iitk.ac.in/doaa/ | For eMasters academic calendar, forms, updates and information on other academic matters. |
| | | https://www.iitk.ac.in/doaa/data/(16)_Provisional_Degree.pdf | For information on provisional degree certificate |
| 4 | ID Cell | https://oag.iitk.ac.in/Oa/Jsp/studpi/loginPage.jsp | For filling up PI portal |
| 5 | Computer Centre | https://www.iitk.ac.in/cc/quick-links/change-password | To change password of IITK webmail |
| 6 | P. K. Kelkar Library | https://pkklib.iitk.ac.in/ | To access e-resources |
| | | https://pkklib.iitk.ac.in/images/pdf/e-resources_guidelines.pdf | Guidelines on access and downloading of licensed e-resources |
| | | https://www.iitk.ac.in/cc/how-to-use-ssl-vpn | To access e-resources (off campus) |
| 7 | Visitor Hostel (VH) | https://oag.iitk.ac.in/Vhbooking/ | For online accommodation/ booking at VH |
| | | https://www.iitk.ac.in/vh/tariffs | For VH booking tariffs |

**Important Email IDs**

| Sr. No. | Officials | Email IDs | Purpose |
|---------|-----------|-----------|---------|
| 1 | eMasters Team | emasters@iitk.ac.in | All issues regarding eMasters Degree Programme |
| 2 | DL office | dloffice@iitk.ac.in | ID card, Academic approvals, Grades and Transcript related issues; BOS and other fees related issues |
| 3 | ODL Alumni Cell | odl_alumni@iik.ac.in | Alumni membership and No dues clearance issues |
| 4 | ODL Placement Cell | odl_placement@iitk.ac.in | Placement issues |
| 5 | Computer Centre | mailhelp@iitk.ac.in | For IITK email-related issues |
| 6 | P. K. Kelkar Library | libper@iitk.ac.in, libcirc@iitk.ac.in | For getting access codes of licensed e-resources; any library access related issues and any library assistance * |

*Note: To access library website and e-resources there is no need of using Pingala account. A student can get access to the PKK Library through IIT Kanpur VPN.

------------------- **End of Document** --------------------

The document was last updated on October 15, 2023.

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