

INDIAN INSTITUTE OF TECHNOLOGY KANPUR



eMasters Programmes

Procedures and Requirements

Indian Institute of Technology Kanpur

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Web site: https://www.iitk.ac.in/doaa/data/sopc_manual.pdf

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1. INTRODUCTION

1.1 Preamble

In a rapidly changing world, working professionals are required to continually upgrade their knowledge and keep up with the latest developments in diverse fields in order to be effective and remain relevant. To meet such needs of the industry professionals, online certification programmes all over the world have grown rapidly in the last decade and have matured into formal degree-granting programmes in many Universities in USA and Europe. Several top-ranking universities like Stanford, UC Berkeley, Purdue, UCLA, USC in the USA and Imperial, Warwick in UK have already started offering formal online degree programmes. Since there exists a large and growing ecosystem in India for online learning and certification, and since there is a great demand from working professionals for such quality programmes in contemporary disciplines, it has, therefore, become imperative for practicing professionals to have access to a complete ecosystem of knowledge. The eMasters programme of IIT Kanpur is designed to fulfil this requirement. Given the high reputation of IIT Kanpur in its teaching and evaluation standards, these formal degree courses with its intended high quality and standard helps professionals in their vertical carrier growth and improve their employment potential during a later movement.

1.2 eMasters Programme

eMasters is a new post-graduate level programme at IIT Kanpur. It is a completely online programme, with all lectures, discussions, quizzes and assignments available through a professionally designed learning management system. The course content is delivered by the faculty of IIT Kanpur. The programme offers several flexible tracks, with multi-disciplinary modules, to facilitate learning for the professional. All modules are designed to be intellectually challenging and state-of-the-art – the hallmark of IIT Kanpur. eMasters is not equivalent to an MTech programme nor is it an online version of MTech. A mention of this is made on the final transcript given to the graduating student and at other appropriate places. Unlike MTech, eMasters does not have a thesis component and the structure and nature of the courses may be different from those of MTech. It can be considered as a work-integrated programme since professional experience in the relevant areas are considered for admission into the programme.

2. ADMISSIONS

2.1 Eligibility for Admission

Bachelor's degree (3 to 4 years programme) or a Master's degree in appropriate discipline with at least 55% marks or 5.5/10 CPI + 2 years of work experience (an applicant need not be employed to be eligible). Candidates with relevant experience are preferred.

2.2 Admission Calendar

Admissions is offered twice a year. Some programmes admit students once a year only. The admission process is held during Feb - Jun and Aug - Dec.

2.3 Admission Procedure

The admission process is as follows:

- Admission process is as rigorous as the admission process in our graduate programmes and happens in multiple phases.
- Shortlisting is based on certain minimum criteria as mentioned in the Senate Online Programme Committee (SOPC) Manual.
- An admission test designed to thoroughly evaluate the applicant's domain knowledge and competence is conducted by IIT Kanpur.
- Admission test is followed by an interview conducted by a departmental committee. An admission committee for each programme is constituted by the Convener, Departmental Online Programme Committee (all participating Departmental Online Programme Conveners, in case of multi-department programmes) and is approved by Chairman, Senate Online Programme Committee.
- It is ensured that only professionals from authentic and reputed companies/organizations are shortlisted for consideration to the programme.

3. ACADEMICS

3.1 Academic Year

An academic year is divided into four quarters; each quarter is of 12 weeks duration including a 2-week break at the end of the quarter. The following is an example academic year with four quarters

- 1st Quarter: July to September
- 2nd Quarter: October to December
- 3RD Quarter: January to March
- 4Th Quarter: April to June

3.2 Programme Structure

The generic programme template to be filled in by departments offering the eMasters programme is illustrated in Table 1. Each teaching unit in a quarter is defined as a module. A module entails 8 weeks of teaching followed by an examination period of 2 weeks. Each Module carries 5 credits.

Table 1: Programme Template to be filled by the Departments

Quarter 1 Modules	Quarter 2 Modules	Quarter 3 Modules	Quarter 4 Modules
Core / Elective	Core / Elective	Core / Elective	Core / Elective
Core / Elective	Core / Elective	Core / Elective	Core / Elective
Core / Elective	Core / Elective	Core / Elective	Core / Elective

There are two types of modules- core and electives. A programme may have a set of core modules defined that are compulsory and a set of modules as electives. A student must take all core modules and obtain a grade other than E and F. A student must take sufficient electives to fulfil the credits for the programme. For courses requiring pre-announced laboratory component, students may be required to be present on campus, for a pre-defined period. Teaching material for week one is made available to admitted students at least eight weeks prior to commencement of each quarter to facilitate selection of modules.

3.3 Programme Registration

An admitted student registers for the programme once at the beginning of the programme. Programme registration is valid for three years. A student may apply to extend the programme registration if he/she has not completed all requirements of the programme. A student is required to register for every module that he/she plans to take in a quarter. Students must register during the registration period for the selected modules subject to credit load constraints. There is a provision to add/drop modules till the 2nd week of the commencement of the classes of that quarter.

The registration process involves submitting a duly approved module/s registration form for the quarter and payment of fees for the quarter and clearance of any outstanding dues.

3.4 Academic Requirements

The minimum duration of the programme is 4 quarters, and the maximum duration is 12 quarters. A student must earn 60 credits to get an eMasters degree. Students may undergo a preferable 15-day contact programme in IIT Kanpur since the association with IIT Kanpur

is an important part of any degree programme offered by IIT Kanpur. However, if a programme has a compulsory campus visit, the programme communicates with the office of digital learning (ODL) and applicants clearly in advance.

3.5 Load Requirements

Minimum duration for the programme is 4 quarters, and the maximum duration is 12 quarters. Normal load per quarter is 15 credits where each Module is of 5 credits. Each module is of 10 weeks' duration: the first 8 weeks are used for teaching and exams are held in 9/10 week. A student may opt for 0, 5, 10 or 15 credits in a quarter, depending on his/her professional work load, as long as they have registered for the programme and paid the fee for each quarter - thus there is no minimum load requirement. Overload may be permitted by the Departmental Online Programme Committee up to a maximum of 4 modules in exceptional circumstances.

3.6 Academic Advising

Relevant members of the DOPC representing that particular programme serve as academic advisers. In case of a multi-department programme, one of the relevant members for that particular programme, is designated as an academic adviser by all participating Departmental Conveners.

3.7 Graduation Requirements

A student should have completed 60 credits, earned a minimum CPI of 6.0, paid all the dues to the Institute, and should have no pending cases of indiscipline against him/her to graduate.

3.8 Credit Transfer

Some of these students graduating from the eMasters may subsequently wish to join other programmes like MTech or PhD at IIT Kanpur after going through the regular admission process and subject to fulfilling the eligibility requirements as specified by the respective programmes. If admitted, a student with an eMasters degree may request for a waiver of up to 60 credits of coursework during MTech/PhD programmes and a waiver of two semesters of residential requirements to the Senate Post-graduate Committee through the Departmental Post Graduate Committee. The credit transfer is approved by the Senate Post-Graduate Committee as per the prevailing PG Manual.

4. EVALUATION AND GRADING

4.1 Module Evaluation

The module evaluation policies (attendance, grading, marks distribution etc.) is announced prior to the commencement of a module in that particular quarter. The evaluation process is designed to ensure that the high standards of IIT Kanpur processes are maintained. A continuous mode of evaluation is followed with online assessments like in video quizzes, tests, and mid-quarter examination. The end-of-quarter proctored examination is conducted at pre-designated centers where the students appear in person and validate their identity to take the examination.

4.2 Suggested Evaluation Policy

The suggested evaluation policy is illustrated in Table 2.

Table 2: Suggested Evaluation Policy

Component	Description	Role
In video questions	For checking the alertness of the student	Not used in grading
Online quizzes	At least two Quizzes	Should be used in grading
Assignments/ Projects	Graded by Teaching Assistants	May be used in grading
End Quarter Exam	Proctored (by a third party), minimum duration 2 hours Or a Take Home	Should be used in grading
Analytics	Monitors all student activity on the platform (attendance, participation etc.)	May have Minimum three hold sets of grades.

4.3 Grading Structure

eMasters follows the same grading structure as other regular programmes of IIT Kanpur. The students are graded in eleven letter grades: 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 and earns 5 credits except when awarded grade is E / F in which case no credits are earned. If a student does not complete sufficient requirements for a module, the instructor may award grade I (Incomplete). The student

must complete the module requirements within 2/4 quarters (as some programmes allow admission once in a year) when the module will be in the offer next time. Then the instructor must convert an I grade to a regular letter grade, failing which, it is automatically converted to an F grade. A student getting an E or an F grade in a module must either repeat it or substitute it by another module as suggested by DOPC. A student getting a D/D+ grade in a module may be allowed to repeat it.

The minimum CPI requirement for continuing in the programme or for graduation is 6.0.

5. GOVERNANCE

5.1 Department Online Programme Committee (DOPC)

Each participating Department/IDP constitutes this committee that consists of a Convener from amongst the members representing different programmes offered by the Department, nominated by the Head of the department (in consultation with the faculty of the department), Head of the department, and as many members of the faculty as necessary for different programmes offered by the Department. The tenure of the committee is one year. The DOPC advises the students about their curriculum and handles any problem faced by students in their academic programme.

5.2 Senate Online Programme Committee (SOPC)

Senate Online Programme Committee (SOPC) consists of the following members:

- DOPC Conveners from participating departments/IDPs
- Two Nominees of the Senate
- Head CCE as a special invitee

A Chairman is elected amongst the DOPCs whose tenure is one year.

SOPC operates through the DOPC to administer all academic aspects of the eMasters programme. SOPC while approving a programme, considers the programme completion requirements and offering of appropriate courses.

5.3 Record Keeping

The record keeping of all documents related to the eMasters programme is done and managed by the Dean of Academic Affairs (DOAA) Office.