

**Prof. Ketan Rajawat**

(PICDL)

Email: picdl@iitk.ac.in



Assisting DOAA in the overall management of the eMasters programme;  
Overseeing the Office of Digital learning (ODL); Coordinating with logistic partner, SOPC, DOAA and other internal and external departments/agencies for the smooth functioning of the eMasters Programme.

**Mrs. Richa Dey**

(Junior Assistant)

Email: rdey@iitk.ac.in

Phone: +91-512-259 2263 (Off.)



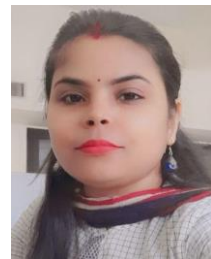
Work Assigned: All work related to fees (including Fee Reconciliation, Coordinating with TS- our logistic partner for bank records, Students BOS); Admission management; Maintenance of Stock Registrar; Keeping employees records.

**Mrs. Swati Jaiswal**

(Project Manager)

Email: jswati@iitk.ac.in

Phone: +91-512-259 2264 (Off.)



Work Assigned: Creation of Students Roll List; Ensuring generation of students email IDs, I-Card and mailing lists; Activities related to transcript; Admission management; Materials Management & Import/purchase procedure; Recruitment; Maintenance of Inventory Lists; Keeping records of official documents (non-students); Processing of official (student and non-student) forms/certificates and other documents.

**Dr. Kasturi Sadhu**

(Project Executive Officer)

Email: [kasturis@iitk.ac.in](mailto:kasturis@iitk.ac.in)

Phone: +91-512-259 2312 (Off.)



Work Assigned: Preparation/ updation of different official Documents/ Manuals; Programme/Student statistics and analytics; Keeping records of program/module proposals; Updating content for DoAA Website, Placement and Alumni support.

**Ms. Shruti Bajpai**

(Deputy Project Manager)

Email: [shrutib@iitk.ac.in](mailto:shrutib@iitk.ac.in)

Phone: +91-512-259 2344 (Off.)



Work Assigned: Keeping students records (Registration, grades etc.); Checking graduation requirements (Module criteria, CPI criteria, the case of Repeat/ Substitute/ Extra modules and others); Preparation of Students' Batch Profile and Grade Booklet; Activities related to No-Dues Clearance and Alumni membership.

**Mrs Divya**

(Deputy Project Manager)

Email: [divya@iitk.ac.in](mailto:divya@iitk.ac.in)

Phone: +91-512-259 2344 (Off.)



Work Assigned: All activities related to eMasters student placement; Keeping records for student placement registration, JAF etc.; Student profile verification; Handling social media account

**Mr. Abhishek Srivastava**

(Project Manager)

Email: sriabhi@iitk.ac.in

Phone: +91-512-259 6845 (Off.)

Work Assigned: Placement Publicity; Coordinating

/Communicating with the companies and students to resolve their queries on the placement issues; Student profile verification.



**Mr. Ankit Yadav**

(Project Attendant)

Email: ydankit@iitk.ac.in

Work Assigned: Miscellaneous work as assigned by other ODL staff members from time to time.



**PS:** Apart from the work mentioned above, the entire staff is responsible for carrying out the work as assigned by DOAA/ SOPC/PICDL from time to time.

**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@iitk.ac.in	Alumni membership and No dues clearance issues, Provisional degree Certificate
4	ODL Placement Cell	odl_placement@iitk.ac.in	Placement issues