INDIAN INSTITUTE OF TECHNOLOGY, KANPUR

OFFICE OF DIGITAL LEARNING

MINUTES OF THE 2nd MEETING OF THE SENATE ONLINE PROGRAMME COMMITTEE (2022-23)

Item 0. Key decisions taken in SOPC meeting on 9 Apr 2022

a. DMRM program name has changed to QFRM (sent to Chairperson, Senate)

b. Eligibility criteria for eMasters remains unchanged.

Item 1. Update regarding admissions: For the July cohort, we will be having two application windows. Applications received in the first window will be processed starting 24th May to 4th June, while applications received in the 2nd window will be processed starting 4th June to 10th June. All programs must send two OP-1 forms, corresponding to the admissions in each round.

Minutes: Noted.

Item 2. Possibility of conducting online examinations in eMasters: The SOPC manual currently says that:

"The end-of-quarter proctored examination will be conducted at pre-designated centers where students appear in person and validate their identity to take the examination"

The SOPC has received proposals from CS and QFRM programs regarding the difficulty faced by industry professionals in appearing for in-person exams, e.g., due to travel abroad or inability to travel to other cities, even on a weekend. Based on the proposals by departments, and advances in online (live-proctored) examination technologies, the SOPC recommends that the following line be added: <expand>

"The end-of-quarter examination may also be held in remote-proctored mode at the discretion of the module instructor."

The Office of Digital Learning will coordinate with the technology partner (TalentSprint) to identify the appropriate platform and help with the implementation.

Minutes: **It was decided to proceed as follows. The SOPC convener, in consultation with other members will create a document that incorporates feedback obtained from instructors. The same document will be sent to the Senate for debate.**

Item 3. Inconsistent numbering of e-Masters courses: The module numbers of different programs are not following any specific format. For example, while EE and CS are using the pattern-- 2 digit alphabetical dept. code followed by 3 digit numeric module number starting with 900; the IME programs are using 4 digit alphabetical program codes with 3 digit numeric module numbers starting from 100 which again varies over quarter as subsequent hundreds.

Both EE and CS module numbering is consistent with the number of regular courses in the institute. Since both QFRM and PS are programs fathered by IME, it is recommended that the course numbering be made consistent with other IME courses, such as MBA8xx and MBA9xx, or else IME8xx or IME9xx.

Minutes: **IME department will provide new course numbers.**

Item 4. Delay in Conduct of exam /Grade Submission/Question Paper Submission etc. and, lack of timely communication and technical issues with TS

The eMasters programs have experienced various gaps in their implementation. These have been reported by students and ODL include:

1. Delayed conduct of exam and technical issue with the portal

2. Delayed submission of grades, beyond the stipulated grade submission deadline

3. Delayed submission of question papers for end-sem exam

4. Delayed or non-submission of First Course Handout/Video

5. Poorly edited or unformatted videos submitted to TS for upload

One of the end-sem exam of PS program in 2022Q1 was not held at the scheduled time. More importantly, the students complained of lack of timely communication from TS. The delayed communication from TS and technical issues with the portal resulted in a series of complaints from a disgruntled students to the director.

From the perspective of SOPC, the conduct of examination is the responsibility of the instructor in-charge. The exam is to be implemented by TS in a professional and

technically competent manner. The instructors are requested to keep the DOPC, Head, PIC-ODL, and SOPC in loop in case of such major disruptions.

As the eMasters program is a senate-approved program of IIT Kanpur, such irregularities should not occur. Experience from the implementation of the programs would be used to develop necessary manuals and processes for smooth conduct of the same in future.

Program in charge have also reported lack of technical capacity and technical issues with TS in implementing the programs.

> **<u>Minutes</u>: The members noted that the specific complaint of the student was largely in the context of technical support to be provided by TS. The delay in communication received from TS, inability to access the exam portal and delay in providing necessary technical support for the same. It also highlighted the need for better coordination between the eMasters team and the TS team especially due to lack of clarity of respective roles.**
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> **The program coordinator provided chronology of events associated the said exam and identified need for greater resources (by TS) to implement such a program that is a learning experience for all of us at IITK.**
>
> **To resolve the irregularities on the side of TS, it was decided to conduct a high-level meeting with TS and point out all the issues where they have been short.**
>
> **The program coordinators will strive to minimize the delays in providing FCH, lecture videos, question papers, and grades. PIC-ODL will also start the preparation of a manual for instructors and program coordinators.**

The meeting ended with a vote of thanks to the Chair.

(Ketan Rajawat)

Chairperson, SOPC