Student Handbook PGPAIML

WELCOME

Data, and our understanding of how to extract valuable insight from it, is now helping us solve hard problems in areas as diverse as business, healthcare and media. And the people who're able to make this happen possess a rare set of skills - the technical know-how necessary to navigate the complexity of data, and the ability to translate the technical analysis into practical insights.

In the last decade, we have seen quantum leaps in storage, processing, computation, and sensing technologies. With this, Artificial intelligence has gone from being the tools of a select few researchers to an industry standard essential.

This handbook is designed to orient you to the many resources and opportunities available as you begin your journey here. Use this guide to maximize your learning outcomes and have a positive impact on your career, peers and the Great Lakes community.

PROGRAM STRUCTURE

PGP - AIML is a rigorous program that will help you understand and apply the tools and techniques fundamental to handling them. In this program, our emphasis is on developing professionals who can work with disparate data sources, analyze them, draw valuable conclusions and communicate the insight in a compelling way.

On average, you will need to dedicate 4-5 hours of time every week to the program above and beyond what you spend in the classroom. It is critical that you follow the timelines and keep up with the program since otherwise you risk falling significantly behind from where it becomes very difficult to catch up. There are several mechanisms such as reminders and notifications built in to the system to help you maintain the schedule, but the most important requirement is your commitment.

 You will also experience:

- **Capstone Project**: The capstone project is a group effort and is an opportunity to synthesize all your learning from the entire program, to solve a real-world problem.

- **Seminars:** Through a series of seminars (sessions led by industry experts and practitioners), you will explore topics of practical relevance and learn about the developments at the cutting edge of the field.

CLASSROOM LEARNING

The on campus residencies are an opportunity for you to learn from faculty, industry experts and from your peers.

Orientation

During your first visit to center, you will meet with the Program Director and other program staff. You will be given an overview of the program. Use this opportunity to get to know the staff that will support you during the next 12 months.

You will also meet with your peers, who like yourself are, experienced working professionals. Use this and forthcoming on-campus residencies to get to know your fellow classmates. Students in prior batches have had enhanced learning experiences, access to new career opportunities and made lifelong friendships during the program.

Preparing for the Residency

Shortly before the residency, you will receive a welcome note providing a detailed schedule of the courses and planned activities. Please check the Learning Management System (Olympus) for the course outlines, reading material and other pre-class requirements you may need to familiarize with before coming to campus.

Food and Accommodation

Lunch, tea and snacks are provided in the center.

TECHNOLOGY ENABLED ONLINE LEARNING

Online learning, facilitated through a state-of-the-art, world class, Learning Management System (Olympus) is an integral part of the program. The Olympus is your primary information and communication exchange mechanism. It will provide access to the learning material that is part of the various courses. This includes pre-class reading material, case studies, exercises and data sets that may be used in class, assignments and online learning videos. It also has mechanisms for you to communicate with the Program Office, Faculty and with each other. There are also discussion boards, which you can use to post your queries, learnings and comments.

You are encouraged to answer your fellow students' queries if you can as that reinforces your learning. Faculty will review the discussion boards from time to time and address queries

Once you login to the Olympus please do the following:

1.Update your profile

2.Update your notification preferences

PROGRAM EVALUATION

The program curriculum consists of a combination of classroom courses, online courses and a Capstone Project. During the Program Overview session, you will be introduced to the grading policy and structure. While we encourage collaboration, we expect students to adhere to the highest standards of ethics and avoid plagiarism and copying. Given that you are all experienced professionals who are pursuing this program with the primary objective of learning, you are expected to follow the honour code and not indulge in unethical behaviour or plagiarism.

COMMUNICATIONS

The program office is your partner in ensuring you achieve the desired learning outcomes. Use the following means to communicate to the Program Office and with your peers to get a timely response to your queries.

1. **Support tickets on the LMS**

Use the **"Support Ticket"** feature provided for any clarifications These may include any of the following

1. Clarifications to course concepts/ doubts
2. Clarifications/Support to assignments or quizzes
3. Clarifications/Support on missing data sets, course material
4. Any other personal issues such as seeking permission to miss a mentoring session due to travel

2. **Announcements**

Program Office may also communicate with you when important information has to be solicited, shared or in response to your questions. The program office will post an announcement when new course material is available if there are any changes to upcoming courses and other program-related issues. These announcements will appear on your home page of the LMS. Please ensure that you log in regularly and pay attention to any new announcements to ensure that important information is not missed. You can also modify your communication preferences so that an automated email is sent to you whenever a new announcement is made.

3. Notifications

Notifications are automated system generated messages sent to the whole class whenever important new information is available. These may involve availability of grades, reminders for an upcoming assignment due date and when assignments are released. These notifications will also appear in your home page of the Olympus. You may again modify your communication preferences to receive an email whenever a notification is made.

FEE PAYMENTS

1. In case of non-payment or delay in payment of fees as per the schedule mentioned in the admission offer letter, your Olympus (Learning Management System) will be disabled automatically and will become active only once the payment for the due installment is made.
2. Extensions in fee payment are not allowed.
3. In case any candidate is availing loan facility to make the payment towards the program fee, He/she shall initiate the loan process well in advance so that the payment can be made as per the payment schedule mentioned in your admission offer. No further extension will be provided to make the payment in case of delay in processing of the loan from the financing agency or bank.
4. In case the candidate is making payment through cheque, the same should be submitted with the admissions office (address mentioned in the admission offer) at least 7 working days before the payment due date.
5. In case of payments made through Loan/ Cheque/ DD : Candidate needs to share the transaction detail, amount, date and bank name with the admissions team (admissions_support@greatlearning.in) on the date of payment.
6. It is highly recommended that you make the payment using one of the online payment modes made available to you as it will not cause any delay in updating your fee status with the institute and hence will ensure uninterrupted access to the Olympus (Learning Management System).
7. Please note that any query related to fee payment/OLYMPUS activation shall be made between working days - Monday to Friday (10 AM to 6 PM) only. Any query reaching the admissions team after the mentioned period will be taken up on the next working day.
8. As mentioned in the admission offer, fees once received will not be refunded.

Once again, congratulations and welcome as you begin your journey with Artificial intelligence & Machine learning. Since this is a rigorous program, you will find that there may be many challenges – academic and personal. But remember that we are here to encourage and support you as you meet your learning objectives and achieve your career aspirations.

Happy Learning!!