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Regulations for B.Tech. Programs

(For Students enrolled in and before July 2013)

Indian Institute of Technology Jodhpur

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1. INTRODUCTION

IIT Jodhpur offers five Bachelor of Technology (B.Tech.) Programs, namely:

- (1) B.Tech. (Computer Science and Engineering);
- (2) B.Tech. (Electrical Engineering);
- (3) B.Tech. (Mechanical Engineering);
- (4) B.Tech. (System Science); and
- (5) B.Tech. (Biologically Inspired System Science).

The duration of each of these is 4 years.

The objectives of these B.Tech. Programs are to:

- (1) Provide fundamental concepts to students in technology and science,
- (2) Promote spirit of free and objective enquiry in the field of study, and
- (3) Contribute towards development of skilled technical manpower to address the technological needs of the nation.

This document sets out the procedures and requirements of the said undergraduate Programs of study at IIT Jodhpur.

2. ACADEMIC SESSION

Each academic year (*July to June*) consists of two academic semesters. Each semester is for about sixteen (16) weeks with one week of recess for students, making it about 15 working weeks in each semester. Excluding the days of the examinations, the total number of days of instruction in a semester is at least 70. Normal schedule of these semesters is given in Table 1.

Table 1: Schedule of the Academic Session

S. No.	Segment of the Year	Duration
1	Semester 1	Fourth week of July – Last week of November
2	Winter Vacation	First week of December – Third week of December
3	Semester 2	Last week of December – Last week of April
4	Summer Vacation	First week of May – Third week of July

2.1 Academic Calendar

It gives the exact dates of all important events during the Academic Session, such as orientation, registration, commencement of classes, adding and dropping of courses, submission of documents, examinations, submission of grades, conversion of Incomplete I-grades, vacation, mid-semester recess. This calendar shall be approved by the *Senate*.

3. ADMISSIONS

3.1 B.Tech. Programs

Admissions to the B.Tech. Program are made once a year in July through the all-India level Joint Entrance Examination (JEE) conducted by IITs. The procedures and other requirements for admission are specified in the JEE Information Brochure brought out every year.

3.1.1 Foreign Nationals

A few admissions are offered to foreign nationals under the *Cultural Exchange Fellowship Program* of the Government of India, administered by *Indian Council of Cultural Relations (ICCR), New Delhi*. Persons interested in these Programs are required to apply through the *Indian High Commission/Embassy* in their respective countries.

3.1.2 Reservation of Seats and Admission to Reserved Seats

Reservation of seats for the various categories shall be in accordance with the policy of the Government of India. The admission process for the reserved seats is as stated below:

- (1) *SC and ST Candidates*: Reserved seats are filled on the basis of JEE qualifying norms specified for them. In case these reserved seats remain vacant, other SC and ST candidates (who appeared in JEE and satisfy certain relaxed conditions) are offered admission to the Preparatory Course of one year duration in Physics, Chemistry, Mathematics and English. On completion of the preparatory course and passing of the examination conducted by the Institute, the candidates are offered admission to the first year of B.Tech. Program against the vacant reserved seats of the year of their appearance in JEE.
- (2) *Other Backward Classes (OBC) Candidates (Not belonging to creamy layer)*: Reserved seats are filled on the basis of JEE qualifying norms specified for them.
- (3) *PD Candidates*: Reserved seats are filled on the basis of JEE qualifying norms specified for them. In case these reserved seats remain vacant, other candidates in their respective categories are offered admission.

3.1.3 Change of Program

Normally, students shall pursue the respective B.Tech. Program allocated to them at the time of admission. But, the Senate may permit a

limited number of students to change their Program as per approved guidelines.

3.2 Non-Degree Program

A non-degree student is a student who is registered for a degree in a recognized Institute or a University in India or abroad, and who is officially sponsored by that Institute or University to complete a part of his/her academic Program at IIT Jodhpur. For that purpose, the non-degree student may carry out research, take courses for credit or otherwise, and/or may use other academic facilities. An official transcript of work done at the Institute along with grades obtained, if any, would be given to the non-degree student concerned for his/her use as he/she may deem appropriate. But, any credits earned at the Institute, by a non-degree student, cannot be applied for any degree Program of IIT Jodhpur at any time thereafter.

A person can be admitted as a non-degree student on a duly sponsored application to the Coordinator (Academics), who will recommend admission on the advice of AC to the Chairman, Senate, for approval. A non-degree student may be admitted for a maximum period of one year. The strength of non-degree students in any Program should not be more than 25% of the Program strength. A non-degree student will be required to pay all applicable fees depending upon the status, Program, and nationality. Students so admitted also will be governed by all rules, regulations and discipline applicable to regular students of the Institute.

3.3 Cancellation of Admission

Students admitted provisionally or otherwise to any Program shall submit copies of their mark sheets, provisional certificates, etc., of the qualifying examination and other documents by the last date specified for the purpose in the Academic Calendar. The Senate reserves the right to cancel the admission of any student, who fails to submit the prescribed documents by the specified date or to meet other stipulated requirement(s). Also, the Senate reserves the right to cancel the admission at any later time, if it is found that the student had provided some false information or suppressed relevant information while seeking admission.

3.4 Fulfillment of Admission Requirements

Admission to any undergraduate Program requires that the applicant be eligible, go through the laid-down admission procedure, and pay the prescribed fees. The Senate should formally approve all admissions to the undergraduate Programs.

4. CURRICULUM

The curriculum consists of a package of two types of courses as listed in Table 2. Some courses have pre-requisites of courses in earlier semesters.

Table 2: Schedule of the Academic Session

S. No.	Course Category	Course Category Title	Description
1	C	Compulsory	These courses form the backbone of the technical program and encompass all its different sub-areas within the specific program.
2	E	Elective	These courses form the backbone of the technical program and encompass all its different sub-areas within the specific program.

4.1 Academic Load

Each course is given a weightage called credits. This is based on the number of contact hours for lectures, tutorials and practicals. Students with excellent academic record alone may be allowed to register for 3 more credits than usual, on a special request to AC.

4.2 Calculation of Credits for a Course

The total credits for a course will be calculated by taking into account the number of Lecture, tutorial and practical hours (L-T-P-C) assigned to the course. Each lecture hour in a week will be equivalent to 1 credit. Typical examples of credit assignment to courses are given in Table 3.

Table 3: LTP-structure and credit assignment

Lecture (L)	Hours per week		Credits
	Tutorial (T)	Practical (P)	
3	0	0	4
3	1	0	4
3	0	2	4
3	0	3	5
3	1	3	5
0	0	3	2
1	0	2	2
0	0	6	4
0	0	9	5

5. REGISTRATION

Students are required to register each semester for the courses as per the Program, on the dates specified in the Academic Calendar.

5.1 Credits to be earned

Each B.Tech. program has certain core/compulsory courses. The core courses are the ones that are common to all branches/disciplines. The compulsory courses are the discipline-specific courses that must be taken in order to become eligible for a B.Tech. degree in that discipline. Apart from the core and compulsory, a student needs to do some elective courses. A student can choose elective courses with the advice of the Program Coordinator. These elective courses can be Program electives, Humanities and Social Sciences Electives, Open Electives, or Science Electives. A student has to earn at least 172 Credits to be eligible for a B.Tech. degree; the category-wise distribution of credits to be earned is given in Table 4.

Table 4: Distribution of Credits into Core/Compulsory and Elective Courses

Program	Distribution of Credits		
	C	E	Total
B.Tech. (Computer Science & Engineering)	138	36	174
B.Tech. (Electrical Engineering)	140	36	176
B.Tech. (Mechanical Engineering)	138	36	174
B.Tech. (System Science)	142	36	178
B.Tech. (Biologically Inspired System Science)	152	24	176

5.2 Registration Procedure

A list of courses to be offered in the next semester will be announced online by the AC. Students shall pre-register for courses, in consultation with the Coordinator of the Center, which is hosting the B.Tech. program. Table 5 shows the list of B.Tech. Programs hosted by each Center.

Table 5: B.Tech. Programs hosted by each center

Center	Program
Center for ICT	B.Tech. (Computer Science and Engineering) B.Tech. (Electrical Engineering)
Center for Energy	B.Tech. (Mechanical Engineering)
Center for Systems Science	B.Tech. (Systems Science)
Center for BISS	B.Tech. (Biologically Inspired Systems Science)

The registration procedure involves

- (1) Online filling of the registration form with courses proposed to be credited in the semester.
- (2) Payment of fees and clearance of outstanding dues (if any), and
- (3) Signing of the registration roll at the office of the Coordinator of the Center hosting the B.Tech. Program.

A fresh student joining the Institute, who is waiting the final results of the qualifying examination, is allowed to register provisionally on submission of a certificate from his/her last Institute stating that he/she has appeared in the final examination of the qualifying degree. The student is required to submit documents of having passed the qualifying examination by the last date given in the Academic Calendar for the registration to be regularized.

5.3 Registration of a Deficient Student

A deficient student is one who either has not taken or has taken but failed in course(s) of previous semester(s). A deficient student may be advised to register for the Basic Courses and complete them before registering for the Professional Courses.

5.4 Late Registration

All students must report at the Institute on the date of registration - as specified in the Academic Calendar. If for any compelling reason, like illness, etc. a student is unable to register on the date of registration,

he/she must inform the Academic Office. If there are some valid reasons which can prevent a student from reporting at the Institute on the date of Registration then he/she must take prior permission to do late registration from the Chairman, AC. No student will be allowed to register after 1 week of the date of registration. In special cases, the final decision will rest with the Senate.

5.5 Adding and Dropping of Courses

A student may add or drop course(s) within one week of the beginning of the semester or the last date(s) specified in the Academic Calendar. For this, the student must fill the appropriate form, get it endorsed by the Instructor of the course being added, and submit the same to the AC. No permission is required to drop a course. But the total credits of the courses registered for shall not be less than 12.

5.6 Withdrawing from a Course

After the last date of add-drop, a student will have the option of withdrawing from a course. The last date of course withdrawal will be 1 week after the first Mid-Term Exam. A student can withdraw from a course with the permission of the course Instructor, and subsequent approval from the Academic Committee. A student cannot add a new course in lieu of the dropped course. The withdrawn course will be mentioned in the Student's grade card with a letter grade 'Y'.

5.7 Cancellation of Registration

Absence for a period of four or more weeks during a semester shall result in automatic cancellation of the registration of a student from all the courses in that semester.

6. TEACHING AND EVALUATION

6.1 Teaching

6.1.1 Medium of Instruction

The medium of instruction is *English*.

6.1.2 Approval of Courses

Each course along with its weight in terms of credits is approved by the Senate. Only the approved courses may be offered during any semester/summer-term.

6.1.3 List of Courses

The list of courses to be offered in a B.Tech. Program is finalized before the beginning of the semester, by the center hosting that Program.

6.1.4 Conduct of Courses

Each course is conducted by the Instructor with the assistance of the required number of tutors, as required. The Instructor is responsible for conducting the course: teaching in the class, holding examinations, evaluating the performance of students, awarding grades at the end of the semester, and transmitting grades to AC within 72 hours of completion of final examination.

6.1.5 Teaching Assignments

The instructors and tutors for all courses to be offered during the semester are allocated by the Coordinator of the center hosting the Program. When faculty members of other centers are also required to participate in teaching a particular course, the allocation shall be done in consultation with the Coordinator of that center.

6.1.6 Auditing of Courses

A student may audit a course in addition to the prescribed academic load requirement with the permission of the Instructor of the course being audited. Under this arrangement, the course will be listed in the Grade Card of the student.

6.1.7 Attendance Requirements

A student is expected to have full attendance in each course. Unless the student takes leave of absence for valid reasons, the student has to attend every lecture, tutorial, or lab session. If a student is absent without any reason, the Instructor would send him a warning by email. If the student's attendance falls below 85% including all leaves, then the Instructor will notify the Office of Academic and a letter will be sent to the student's parents. If the student still does not attend the classes regularly, then the Instructor can recommend to the AC to deregister the student from the course. If the attendance falls between 75-85%, the matter may be referred to Chairman, Senate. If it falls below 75%, the AC can decide on the matter itself. Once a student is deregistered from a course, that course will not show up in the grade-card of the student.

The leave of absence includes all leaves due to medical reasons, participation in events/competitions organized in other Institutes, etc. The student is expected to plan his participation in events/competitions while ensuring that his/her attendance does not fall below 85%. Under exceptional circumstances, the student may be given an additional relaxation of 10% in the attendance; however, such cases will be referred to the Chairman, Senate.

6.2 Evaluation

The performance of students in a course is evaluated in a continuous basis, using their interaction in the classroom, and performances in examinations, the laboratory work (if any), and term-papers and projects.

6.2.1 Schedule of Examinations

Each course shall have two mid-semester and one end-semester examinations; the mid-semester examinations shall be of 60 minutes duration and the final examination of 180 minutes. The weightages in different courses are listed in Table 6.

Table 6: Weightages of elements of evaluation in different courses

S. No.	Mid-Semester 1	Mid-Semester 2	End-Semester	Homeworks	Term Projects	Laboratory
1	25	25	50	-	-	-
2	20	20	40	20	-	-
3	20	20	40	10	10	-
4	20	20	40	5	15	
5	20	20	40	-	-	20

6.2.2 Make-up Examinations

No make-up examinations are admissible for any reason. But, if a student fails to appear in any examination (two mid-semester and one end semester examinations) for a genuine reason (such as illness), she/he may make a request to AC for a make-up examination; a certificate shall be furnished from the Medical Officer of the Institute Health Center, when illness being the reason for absence from the examination. In such cases, the marks obtained in the other elements of evaluation shall be prorated for the examination missed. When two examinations are missed in a course, the prorating is done for only one examination; the marks in the other examination shall be taken as zero.

6.3 Grading System

6.3.1 Grades and Grade Points

At the end of the semester, a student is awarded a *relative* letter grade in each course by the Instructor offering the course considering the performance of the student during the semester with respect to those of the other students registered in the course. Five regular letter grades, namely A, B, C, D and F, shall be awarded in each course. Each letter grade

is associated with a numerical equivalent on a 10-point scale (called Grade Point) shown in Table 7. The grades shall be submitted to the AC within 72 hours after the end semester examination.

Table 7: Table showing letter grade and its equivalent grade points

S. No.	Letter Grade	Grade Points	Comment
1	A	10	Excellent
2	B	8	Good
3	C	6	Marginal
4	D	4	Poor
5	F	2	Fail
6	I	Incomplete	
7	S	Satisfactory	
8	X	Unsatisfactory	
9	W	Waiver	
10	Y	Withdrawn	

In addition, there are three special letter grades, namely, I, S and X, which stand for *Incomplete*, *Satisfactory* and *Unsatisfactory*, respectively. These are described in the following points:

(a) *Incomplete I Grade*

A student is awarded this grade in a course when the student fails to appear in the end-semester examination for a genuine reason. ‘I’ grade must be converted by the Instructor to an appropriate letter grade by the last date specified for the same in the academic calendar. ‘I’ grade outstanding after this date shall be converted automatically into ‘F’ grade.

(b) *Satisfactory S and Unsatisfactory X Grades*

A student is awarded these grades in a Pass/Fail Course; satisfactory performance is recorded as ‘S’ grade, and unsatisfactory as ‘X’ grade. Credits earned in these courses are not counted in the calculation of the CGPA. When the student earns a ‘S’ grade, she/he earns the credits; when the student earns ‘X’ grade, she/he does not earn the associated credits.

(c) *Waiver W*

A student is awarded this grade in a course for which the Academic Committee has granted a waiver to the student. A waiver may be granted by the Academic Committee for the courses credited by the student at other Universities/Institutes.

(d) Withdrawal Y

A student is awarded this grade in a course, if she/he withdraws from a course after the last date of add/drop.

6.3.2 Change of Grade Already Awarded

A letter grade once awarded cannot be changed under any circumstance. In exceptional cases, the Student may appeal to the Chairman, Senate for reconsideration, with formal justification.

6.4 Grade Point Averages

6.4.1 Semester Grade Point Average

The *Semester Grade Point Average (SGPA)* is a weighted average of the grades earned by a student in all the courses credited by her/him and reflects her/his academic performance in the respective semester. If the grade points associated with the letter grades earned by a student in N courses registered during a semester are G_1, G_2, \dots, G_N , and the corresponding credits C_1, C_2, \dots, C_N , then the SGPA is given by

$$SGPA = \frac{C_1G_1 + C_2G_2 + \dots + C_NG_N}{C_1 + C_2 + \dots + C_N}$$

6.4.2 Cumulative Grade Point Average

The *Cumulative Grade Point Average (CGPA)* indicates the overall academic performance of a student in all the courses registered up to the latest completed semester. The CGPA is computed in a similar manner as the SGPA, considering all the courses in all semesters.

6.4.3 Grade Card and Transcript

A *Grade Card* shall be issued to each student at the end of each semester, and a *Transcript* at the end of the B.Tech. Program.

7. TERMINATION

7.1 Termination from B.Tech. Program

A student may be terminated from the B.Tech. Program, by AC, if the student

- (a) Is absent without authorized leave of absence for 8 weeks or more in the semester and does not appear in the end-semester examination of the courses in which he/she is registered;

- (b) Fails to report and register by the last date of registration without any bonafide reason;
- (c) Violates the code of conduct, involves in ragging, etc., as confirmed by a Committee constituted for the purpose; and
- (d) Does not earn the prescribed minimum number of credits within a maximum of 8 years from the date of registration, including all leaves of absence.

7.2 Appeal against Termination

A student, who is *terminated* from the B.Tech. Program, can appeal to the Chairman, Senate, for reconsideration. While making such an appeal, the student is expected to give reasons for poor academic performance and/or why the termination should be reconsidered. The Senate shall take a final decision after considering all the available inputs. But, the Senate will not entertain any further appeal for review, unless substantial additional information is brought to its notice.

8. LEAVE OF ABSENCE

Application for leave of absence should be addressed to the Chairman, AC, and submitted with a medical certificate, if applicable. Usually, leave must not be availed of without prior approval of the AC.

8.1 Mid-Semester Recess and Vacation

Undergraduate students are entitled to avail of mid-semester recess and vacation as specified in the Academic Calendar.

8.2 Short Leave

Leave of absence during the semester shall be discouraged for all registered students. But, for bonafide reasons, a student may be granted leave of absence during the semester for a maximum of 15 consecutive days on medical grounds, and for 7 days for any other valid reason. Illness must be certified or verified by the Medical Officer at the IIT Jodhpur Health Center and recorded in the medical booklet.

8.3 Temporary Withdrawal / Semester Leave

Normally, a student is not allowed to withdraw temporarily from the academic Program, and is expected to complete the program without a break. But, for bonafide reasons and/or in exceptional circumstances, a student may be allowed to withdraw temporarily on leave of absence at

the discretion of AC and/or Senate for an extended period. Such leave of absence(s) shall ordinarily not exceed 2 semesters with or without break during the entire period of the Program.

In case of a prolonged leave of absence due to medical or other genuine reasons, the student or his parents must notify the *Office of Academics*, before proceeding on leave, or within a week of the incident. A student who remains on authorized leave of absence due to ill health, is required to submit on return a certificate from a *Registered Medical Practitioner* to the effect that he/she is sufficiently cured and is fit to resume his/her studies. Within 15 days of joining back to the Institute, after recovering from illness, the student should get his treatment verified by the *Medical Officer* at the *Health Center* of IIT Jodhpur and get the treatment summary recorded on his/her medical booklet. The student will be allowed to register only when AC is fully satisfied of his/her state of health. The *Academic Committee* may advise the student to apply for a reduced course load or, if deemed necessary, dropping the semester.

8.4 Permission to Proceed to other Institutions

To help students to broaden their horizons and gain course/work experience, he/she may be permitted to proceed to other academic institutes in India or abroad as a non-degree student. The following guidelines and procedures apply for this purpose:

- (1) *Eligibility*: A student may be allowed to spend up to one semester and/or one summer terms in any academic institute/university/industry of repute in India or abroad with prior permission of AC, if the student has:
 - (i.) Completion of first four Semesters of course work with a CGPA of at least 8.0; and
 - (ii.) No 'F' grade in any course.
- (2) *Procedure*: The student shall make an application to AC through the Coordinator of the Center hosting the program, giving details of the proposed visit, and shall submit a statement of purpose with sufficient information about the institute/university/industry where he/she has chosen to spend time as a non-degree student. The AC will examine the student's request. On the recommendation of the AC, the Senate may approve the proposal and grant permission, with leave of

absence, to the student to proceed as a non-degree student to the selected institute.

- (3) *Transfer of Credits and Waiver in-lieu thereof*: The student will be informed about the requirements he/she must fulfill to apply, on his/her return, for academic credit. On return, the student may apply for waiver with an official transcript of the grades obtained by him/her at the selected institute as a non-degree student and other documents/material that the concerned center may require for evaluation. The AC will determine the equivalent courses and/or requirements for which the student may be given a waiver in his/her undergraduate Program at IIT Jodhpur.

On the recommendation of the AC, the Senate may allow a student waiver for a maximum credit equivalent to that earned in 2 semesters in the respective branch in-lieu of his/her successful completion of the Program elsewhere as a non-degree student. Against each course or requirement for which a waiver is granted, the letter grade 'W' would appear on the Grade Card with an explanatory note that it stands for waiver granted due to courses taken and/or work done at the selected institute elsewhere. All such courses and/or requirements will be deemed to carry zero credits for SGPA/CGPA calculations.

- (4) Students selected by the Institute, using prescribed rules and procedures, to proceed on any *Academic Exchange Program* will be governed by the other Clauses of 8.4.

9. BRANCH CHANGE

A student is eligible for a branch change only once at the end of the First Year of the B.Tech. Program, if she/he meets the following requirements:

- (a) The CPI at the end of the second semester should be:
- i. Greater than or equal to 7.0 for SC/ST applicants
 - ii. Greater than or equal to 8.0 for other applicants
- (b) The student should have passed all the courses till second semester (including the courses in which S/X grades are awarded).
- (c) No branch may exceed 110% of sanctioned strength as a result of branch change.

The branch change decided based on CGPA of all students who are awarded. Students eligible and applying for branch change have to undertake a self-study of the Compulsory courses of the discipline to which they sought the branch, which were offered during 1st and 2nd Semester. The student will be directed to e-learning and other prescribed textbooks to gain the knowledge of those courses. This exercise shall be completed in the first summer itself. There will be no examinations to be written by the students on return to the Institute for the 3rd Semester. But, they will be required to meet specific faculty members, who will verify that the self-study was effectively accomplished.

10. REQUIREMENTS FOR GRADUATION

A student is deemed to have completed the requirements for graduation if she/he has met the requirements laid down in Clauses 10.1 to 10.4.

10.1 Minimum Duration of Residence

The minimum duration of residence shall be 4 years, from the date of registration. The maximum duration of residence for B.Tech. Programs shall be 8 years, including the periods of leave of absence, from the date of registration.

10.2 Academic

A student shall be declared to have fulfilled the *academic requirement* for the award of the B.Tech. degree if he/she has passed all the courses as per the Program's curriculum and earned the requisite number of credits as specified in Table 4. A student is considered to have passed a course if he/she secures a grade 'D' and above in that course. Further, the student shall obtain a minimum CGPA of 5.0 in all the passed courses.

10.3 Payment of Fees and Dues

The student shall pay all admissible fee and dues, and seek a *No DUE CERTIFICATE* from the Institute, on completion of the Academic Requirements.

10.4 No case of Disciplinary Action

The student shall not have any case of indiscipline pending against her/him.

10.5 Completion of Summer Immersion in Industry

The student should have completed a total of 24 weeks of industry engagement either as part of the Blended B.Tech. Program or otherwise, during the summers following the 2nd, 4th and 6th Semesters.

10.6 Completion of engagement in NCC, NSS or NSO

The student should have completed on of the three formal schemes, namely National Cadet Corps, National Service Schemes, and National Sports Organisation for a period of at least two Semesters during their B.Tech. Program.

10.7 Award of Degrees

A student who completes all the graduation requirements specified in Clauses 10.1 to 10.4 is recommended by the *Senate* to the *Board of Governors (BoG)* for the award of the appropriate degree in the ensuing convocation. The degree can be awarded only after the *Board of Governors (BoG)* accords its approval.

10.8 Withdrawal of Degree

Under extremely exceptional circumstances, where gross violation of the graduation requirements is detected at a later stage, the *Senate* may recommend to the *Board of Governors* withdrawal of a degree already awarded to the student.

11. AMENDMENTS

Notwithstanding anything contained in this document, the *Senate* of IIT Jodhpur reserves the right to modify/amend without notice, the curricula, procedures, requirements, and rules pertaining to its B.Tech. Programs.

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Regulations for B.Tech. Programs

2014