



CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY

An Autonomous Institute | Affiliated to Osmania University
Kokapet Village, Gandipet Mandal, Hyderabad, Telangana-500075, www.cbit.ac.in

Approved by: Affiliated to: UGC Autonomous: 10 Programs Accredited by: Grade A++ in: All India Ranking 181-200 Band



COMMITTED TO
RESEARCH,
INNOVATION AND
EDUCATION

46
years

No.136/CBIT/AEC/IC/2025

Date: 19-03-2025

CIRCULAR

All the students and parents are hereby reminded to note the following with regard to the attendance:

- The consolidated attendance requirement for eligibility to write the semester end examinations for B.E./B.Tech, MBA and MCA is 75%. For M.E./M.Tech, in each individual subject 75% of attendance is required.
- Students can be granted up to 10% of attendance for condonation under medical grounds subject to the approval by the Principal. This requires:
 - Recommendation from the concerned Head of the Department.
 - Submission of the original medical certificate by the student, issued by the competent authority. This medical certificate shall contain the dates / period of absent.
- Attendance from the physical attendance registers is only considered for promotion/ condonation/ detention of the students, which the institute has been following since its inception.
- The attendance reflected in the ERP system is only indicative and for reference purposes only. It does not hold legal validity.
- In case of any discrepancy, the students are advised to verify their attendance with the physical attendance registers maintained by the respective faculty members of the departments.




PRINCIPAL

To

- All the Heads of the Departments for information and arrange for circulation among the concerned staff & students under their control.
- Vice Principals, Advisors, Directors, Associate and Assistant Directors, Librarian, CoE, Head – HR, Asst. PD, for information.
- Notice Board
- WBC to upload on the institute website