



**CHAITANYA BHARATHI
INSTITUTE OF TECHNOLOGY**
An Autonomous Institute | Affiliated to Osmania University
Kokapet Village, Gandipet Mandal, Hyderabad-500075, www.cbti.ac.in

Approved by: Affiliated to: UGC Autonomous: To Programs: Accredited by: NAAC: All India Ranking: 151-200 Band:

COMMITTED TO
RESEARCH,
INNOVATION AND
EDUCATION

46
years

Date: 03.09.2025

CIRCULAR

Sub: Certification of Attendance for Scholarship holders for the year 2024 -25 for purpose of **Renewal** for the year **2025 – 26** – Reg.

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The Social Welfare Department, Govt of Telangana, has issued revised guidelines to the colleges for renewal of scholarship for the year **2025 – 26**. Accordingly, every scholarship holder shall put in a minimum of 75% of attendance in the previous year 2024 – 25.

The Heads of Departments are requested to kindly certify the attendance of the scholarship holders of their department in the proforma given for the year 2024 – 25. The concerned student may be directed to enclose the certificate issued by the Head of the Department along with the hard copy of the Scholarship Online Renewal Application form and submit the same in the scholarship section for renewal of scholarship for the year **2025 – 26**, and for onward transmission to the respective sanctioning authority.



PRINCIPAL

CERTIFICATE

Name of the Student _____ Admn No. _____
Roll No. _____ Course _____ Branch _____ Category _____
of the Scholarship (_____) (SC / ST / BC / EBC / MINORITY / PHC) Actual percentage of
Attendance during the year **2024 – 25** is _____ %.

Signature of the Student with date

Mobile No: _____

Epass Appl.No : _____

Signature of the

Head of the Department

with date and stamp