



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



COMMITTED TO
RESEARCH,
INNOVATION AND
EDUCATION

47
years

Academic and Examination Cell (AEC)

No. 564/CBIT/AEC/IC/ 2025

Date: 01-12-2025

CIRCULAR

As per the Minutes of the 74th College Academic Committee (CAC) Meeting of CBIT held on 21.11.2025 at 10:00 AM in the CBIT Conference Hall, all Heads of Departments are hereby informed that student participation in events shall be regulated as follows:

- No student shall be permitted to participate in or organise any event unless he/she has a minimum attendance of 65% at the time of submitting the request to the respective Head of the Department.
- The overall attendance availed for events shall not exceed 10% of the total number of classes conducted in a semester.
- These limits are being implemented to ensure continuity of academic activities and to maintain regular attendance in classes.


Further, all HoDs are instructed to:

1. Approve only essential event participation within the above limits.
2. Maintain updated records of students permitted to attend each event.
3. Submit the approved list of participants during the attendance finalization meeting.
4. Instruct faculty, class teachers, and mentors to monitor compliance.

This policy will come into effect from the Even Semester of the Academic Year 2025–26 for all UG and PG programs. However, **the minimum attendance requirement of 75% to appear for the Semester End Examinations shall remain unchanged.**

Your cooperation in implementing these guidelines is sincerely appreciated.

All concerned are requested to ensure strict compliance with these instructions.


Prof. C. V. Narasimhulu
Principal



Copy to:

- All Head of the Departments for information and necessary action.
- Vice – Principals, Advisors, Directors, Associate & Assistant Directors, CoE, Librarian, Head – HR, Head - Accounts for information.
- WBC to upload in the institute website.