



Pursuing in Academic Excellence

Channabasaveshwara Institute of Technology

(NAAC Accredited & ISO 9001:2015 Certified Institution)



(Affiliated to Visvesvaraya Technological University, Belagavi & Recognised by A.I.C.T.E. New Delhi)
URL: www.cittumkur.org e-mail: scholarships@cittumkur.org.

INSTRUCTIONS TO STUDENTS


Procedure for Bonafide Certificate

SI No	Procedures to be followed by students
01	Photo copy of College Student ID card
02	For those who are not having valid ID card, College current year fees paid receipt photo copy (for fresher's only)
03	Request letter should be written on back side of any one of the above mentioned photo copy (mention purpose of certificate)
04	Pay prescribed fee in account section only
05	Submit request letter along with fee receipt to Dean office
06	Certificate will be issued on next working day as per collection timings (11:00 am , 1:00 pm & 3:45 pm)

Procedure for Tuition Fee Certificate (For Income Tax purpose)

SI No	Procedures to be followed by students
01	Photo copy of college fee paid receipt for current academic year. For Fresher KEA Admission order photo copy
02	Request letter should be written on back side of any one of the above mentioned photo copy (purpose of certificate)
03	Pay prescribed fees in account section only
04	Submit request letter along with fee receipt to Dean office
05	Certificate will be issued on next working day as per collection timings (11:00 am , 1:00 pm & 3:45 pm)




DEAN - STUDENTS
CHANNABASAVESHWARA
INSTITUTE OF TECHNOLOGY
GUBBI, TUMKUR - 572216.



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Procedure for Course Completion / Study Certificate

Sl No	Procedures to be followed by students
01	Course Completion / Study certificate will be issued by concerned Departments during convocation day in every academic year end.
02	This Certificate will be issued @ free of cost from concerned Departments
03	For Those who failed to collect the same have to write request letter for the same
04	Request letter should be authenticated by concerned Department HOD's OR Any one of the senior staff allotted by HOD's
05	Pay prescribed fees in account section only
06	Submit request letter along with fee receipt to Dean office
07	Certificate will be issued within one day (if request letter submitted within 1:00 pm) OR next working day (if request letter submitted after 1:00 pm)


For Documents Authentication

Those who need Dean Student's signature are hereby informed to submit their request along with necessary documents to the Dean office and collect the same as per below timings only.

Sl No	Submission Timings	Collection Timings
01	11:00 am to 11:30 am	1:00 pm to 2:00 pm
02	1:00 pm to 2:00 pm	3:45 pm to 4:15 pm
03	3:45 pm to 4:15 pm	Next working day 11:00 am to 11:30 am
04	Saturday 11:00 am to 11:30 am	Saturday 12:30 pm to 1:15 pm

This is for kind information and needful of students & parents.




DEAN - STUDENTS 30/7/18
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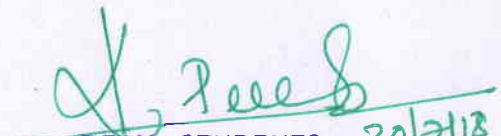
FOR KSRTC BUS PASS

For those students who need KSRTC Bus pass are hereby informed to avail the KSRTC BUS PASS COUNTER facility within college campus next to CIT Physical Education Department, CIT Campus. The counter scheduled to work during admission time i.e from July 15th to August 15th on every academic year (Circular will be displayed on Scholarship section notice board during every academic year)

- KSRTC BUS PASS Form available in counter & KSRTC Depot only
- Fill the form & Submit to Dean Office along with current academic year fees paid receipt & address proof (Residential certificates from Govt. departments / Aadhar card / Hostel residential certificate / any other KYC documents by Govt. departments) for authentication.
- Collect the same during collection timings (11:00 am , 1:00 pm & 3:45 pm) and submit to KSRTC counter
- Collect bus pass from Same KSRTC counter by next working day.

After closing of KSRTC counter service within campus, those who need KSRTC bus pass has to visit KSRTC depot personally.




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Necessary documents for scholarships / Fee-concession

SI No	Documents required
01	Application (Online / Offline)
02	CET / KEA Admission order photo copy
03	Student Aadhar Card photo copy
04	Income & Caste certificate (Valid till course completion)
05	Parents Salary certificate of recent month (if Income above 1 lakhs)
06	Previous year Marks sheets of all semesters (For Seniors)
07	SSLC & PUC marks sheet (For 1 st year students) SSLC & Diploma Final year marks sheet (For Lateral entry students)
08	Fees receipt of present academic year
09	Bank Pass book photo copy with IFSC code

- Students should mention USN & Phone number on application.
- Mention previous year (two semesters) maximum and obtained marks on application with student signature. (if marks mismatch with marks sheet application will be rejected without further information)
- Submit application to scholarship section along with above mentioned documents only after sorting the same as per above order.
- Income certificate should be valid till course completion date.
- Submit 2 (Two) sets of documents for SC, ST & OBC scholarships / fee-concession and 1 (one) set for General / Minority Scholarship.
- Keep one set of all records / documents for your future convenience.



[Handwritten Signature]
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