
MOVEMENT AWAY
PROGRESS
1 No poverty


1 NO POVERTY
GOALS

POLICY ON ACADEMIC PROGRESSION AND COMPLETION SUPPORT FOR STUDENTS FROM LOW-INCOME HOUSEHOLDS

Policy Created on	**07/01/2022**	**Approved By**
Revision 1:	**29/01/2024**	**REGISTRAR**

Registrar
Chaitanya (Deemed to be University)
6-100/5, Himayathnagar Village, Moinabad (M)
Ranga Reddy District, Hyderabad

SDGs Directly Supported:

SDG1 – No Poverty

Chaitanya (Deemed to be University) Himayathnagar(V) Moinabad (M) Rangareddy (D) Hyderabad

SDGs Indirectly Supported:

SDG4 – Quality Education

SDG5 – Gender Equality

SDG10 – Reduced Inequalities

SDG 16 – Peace, Justice and Strong Institutions

SDG17 – Partnerships for the Goals

POLICY ON ACADEMIC PROGRESSION AND COMPLETION SUPPORT FOR STUDENTS FROM LOW-INCOME HOUSEHOLDS

1. Purpose and institutional commitment

Chaitanya (Deemed to be University), Hyderabad seeks to promote equitable access, academic progression and timely program completion for students from economically disadvantaged households.

This draft proposes a structured process to identify eligible students, monitor progression, provide appropriate support, and establish measurable completion targets. Any target percentage must be approved using CDU baseline data and should not be presented as an achieved result unless validated by official records.

2. Objectives

- Identify students from the lowest-income household group using lawful and consistent evidence.
- Establish baseline progression, retention and completion rates for the identified cohort.
- Set realistic annual targets and monitor them by program and admission cohort.
- Identify academic, financial, personal or access-related barriers early.
- Coordinate appropriate academic advising, mentoring, bridge support, financial-aid information and career guidance.
- Evaluate whether interventions improve progression and completion outcomes.

3. Identification and confidentiality

The University should define the eligible low-income cohort using an approved, transparent methodology aligned with the national context and available official documentation. Evidence may include valid income certificates or relevant scholarship/benefit records where permitted. The method should specify the reference period, treatment of missing data, verification process and review/appeal mechanism.

Income and socioeconomic information must be restricted to authorized personnel and used only for legitimate educational-support, monitoring and reporting purposes. Public reports should use aggregated data and suppress small cells where disclosure could identify individuals.

4. Setting graduation and completion targets

The responsible academic and student-support offices should establish a baseline for each relevant cohort, including number of eligible students, number retained, number

progressing, number completing within the normal duration and number completing within an approved extended window.

A proposed annual target should be based on the verified baseline, program duration, cohort size, historical outcomes and available interventions. The target, rationale, approving authority and review date should be recorded. The percentage used by another institution—for example, an 85% target—must not be copied as a CDU target without analysis and approval.

Recommended measures include semester-to-semester retention, credit accumulation, progression to the next year, completion within the prescribed duration, delayed completion, and withdrawal. Rates should define their numerator, denominator, cohort, and observation window.

5. Support and intervention pathway

- Early identification of students at risk of falling behind through attendance, assessment and progression reviews.
- Academic advising, faculty mentoring, peer learning, bridge courses or remedial support where approved and available.
- Information and guidance on eligible University or government scholarships and financial assistance; do not promise aid without confirmed eligibility and funds.
- Counselling and referral to appropriate support services, respecting privacy and professional boundaries.
- Career guidance, employability skills, placement support and access to academic development activities.
- A documented individual support plan for cases requiring coordinated intervention, with appropriate consent and confidentiality.

Only services actually offered and evidenced during the reporting period should be described as existing CDU interventions.

6. Monitoring and review cycle

At the beginning of each academic year, identify the eligible cohort and approve the baseline and target. Review academic progression each semester; flag students who need support; document interventions and referrals; and assess results at year-end. The University should analyze differences between programs and cohorts, identify barriers, and approve corrective actions.

The review should distinguish correlation from causation. Improved completion rates should not be attributed to a particular intervention without adequate evidence.

7. Roles and responsibilities

- Competent Academic Authority: approve the methodology, target, and annual review.
- Admissions/Student Records: maintain the source records needed to define the cohort and track enrolment status.
- Academic departments: review progression, identify students needing support, and document interventions.
- Student-support/Scholarship office: provide verified information on eligible support and referrals.
- IQAC or designated quality office: validate indicators, maintain evidence and report aggregated results.
- Data/IT and authorized officers: safeguard personal data and ensure consistent cohort reporting.

8. Indicators and evidence for THE Impact Rankings

- Approved methodology for defining the low-income cohort.
- Aggregated cohort list and verification protocol, securely retained.
- Baseline report and approved annual completion/progression target.
- Definitions and calculations for retention, progression and completion rates.
- Semester progression reviews and documented interventions.
- Records of mentoring, bridge/remedial support, counselling referrals, or career guidance actually provided.
- Scholarship/financial-aid guidance and verified award records, where applicable.
- Year-end outcome report comparing target with actual performance and explaining variances.
- Minutes approving corrective actions and subsequent follow-up.

29.01.2024

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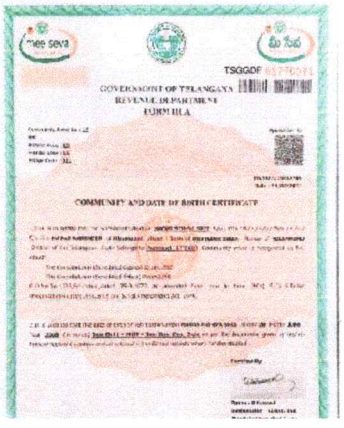
1.3.2 - Does your university as a body have graduation/completion targets for students who fall into the bottom 20% of household income group (or a more tightly defined target) in the country? (domestic)

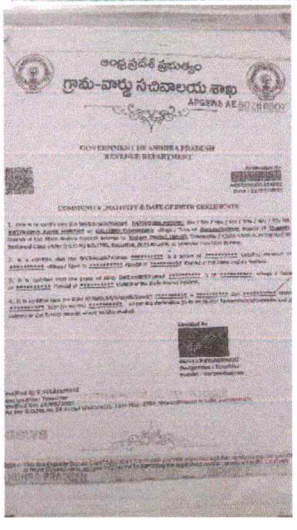
The university utilizes formal statutory classification instruments (such as Scheduled Caste [SC] Form III A for Thandra Varshini, De-notified Tribe [DNT] certificates for Tatiboina Venkata Tharun, and Backward Class [BC] logs for Karnakanti Deepak, Koppishetti Bhagya Sai Srinidhi, and others) to trace the progression of vulnerable domestic student cohorts. These state welfare identity documents allow the institution to track baseline enrollment against multi-year retention and graduation indices, ensuring completion targets for underprivileged groups are dynamically monitored and achieved.

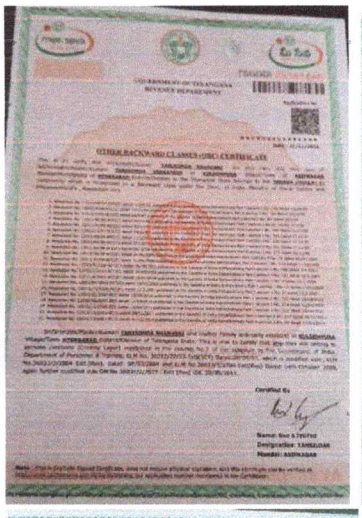



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GOVERNMENT OF TELANGANA
REVENUE DEPARTMENT
FORM 16A
COMMUNITY AND DATE OF BIRTH CERTIFICATE

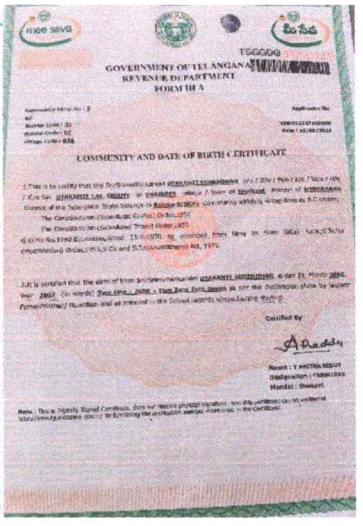

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GOVERNMENT OF ANDHRA PRADESH
REVENUE DEPARTMENT





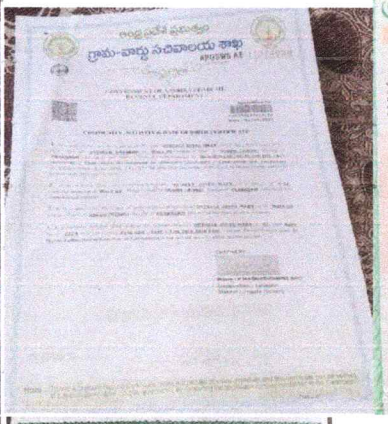




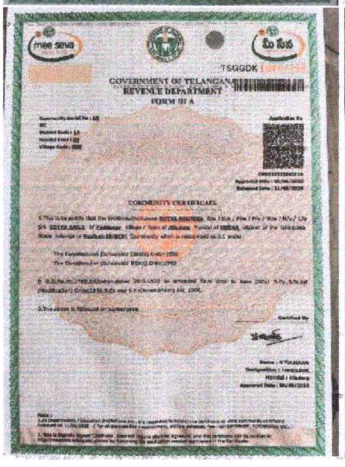




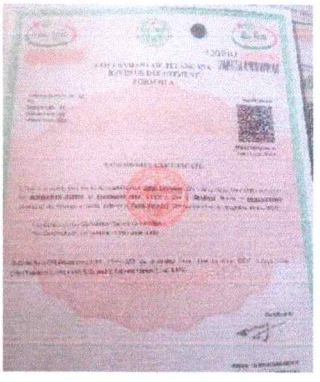

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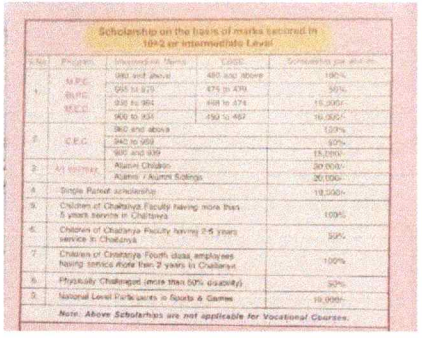

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FORM III A
COMMUNITY CERTIFICATE







Government of Andhra Pradesh & Government of Telangana Revenue Department - Community, Nativity, and Date of Birth Certificates (Form III A); Chaitanya Deemed to be University Fee Concession Brochure.

Appendix: Verified Student Evidence Registry Matrix

S.No.	Application / Serial Number	Student Name	Certificate Type	Issuing Authority	Date of Issue
1	APSGSW AI 0017823	Tatiboina Venkata	Community, Nativity &	Govt of Andhra	2026-08-29

		Tharun	DOB	Pradesh	
2	TSGGDI 31474462	Karnakanti Deepak	Community and DOB	Govt of Telangana (MeeSeva)	2024-11-14
3	EWS252500742173	Patlolla Sudharshan Reddy	Income Certificate (EWS)	Govt of Telangana (MeeSeva)	2025-05-30
4	OOWW 06883317	Thandra Varshini	Community and DOB	Govt of Telangana (MeeSeva)	2016-02-20
5	TSGGDF 23192188	Koppishetti Bhagya Sai Srinidhi	Community and DOB	Govt of Telangana (MeeSeva)	2021-12-23
6	TSGGDG 62226727	Ankar Aishwarya	Community and DOB	Govt of Telangana (MeeSeva)	2023-06-24
12	TSGGDH 01126348	Konkathi Tejashwini	Community and DOB	Govt of Telangana (MeeSeva)	2023-08-11
14	TSGGDJ 12790192	Kukkala Mounika	Community and DOB	Govt of Telangana (MeeSeva)	2025-05-31
15	TSGGDF 61770071	Madas Nithya Sree	Community and DOB	Govt of Telangana (MeeSeva)	2022-07-23
16	APGSWS AE 60268307	Katiboina Murari	Community, Nativity & DOB	Govt of Andhra Pradesh	2025-03-21
19	TSGGDI 25383486	Tanikonda Bhanusri	OBC Certificate	Govt of Telangana (MeeSeva)	2024-11-21
20	TSGGDE 57352364	Vangala Praveen	Community and DOB	Govt of Telangana	2021-08-24

		Kumar		(MeeSeva)	
21	TSGGDG 97232218	Utakanti Surendhar	Community and DOB	Govt of Telangana (MeeSeva)	2023-08-15
22	TSGGDH 09120093	Rayla Shaik	Community and DOB	Govt of Telangana (MeeSeva)	2023-09-08
23	TSGGDF 75144802	Kolakani Minerva	Community and DOB	Govt of Telangana (MeeSeva)	2023-09-29
24	TSGGDI 97718174	Jilukara Keerthana	Community and DOB	Govt of Telangana (MeeSeva)	2025-05-31
25	TSGGDF 48503665	Reddy Meenakshi	Community and DOB	Govt of Telangana (MeeSeva)	2023-06-22
26	APGSWS AE 12374638	Usthela Joyes Mary	Community, Nativity & DOB	Govt of Andhra Pradesh	2025-07-01
27	TSGGDG 16145302	Madaraboina Manisha	Community and DOB	Govt of Telangana (MeeSeva)	2023-03-15
28	TSGGDK 18487798	Royya Mounika	Community Certificate	Govt of Telangana (MeeSeva)	2023-06-06
32	TSGGDJ 93030085	Uzma Sultana	Community Certificate	Govt of Telangana (MeeSeva)	2026-01-17
33	APGSWS AE 67365595	Zinkala Tharanmai	Community, Nativity & DOB	Govt of Andhra Pradesh	2025-04-24
34	TSGGDF 46319073	Akula Srija	Community and DOB	Govt of Telangana	2017-05-13

				(MeeSeva)	
37	TSGGDF 77281953	Arshiya Begum	Community and DOB	Govt of Telangana (MeeSeva)	2023-03-29

IQAC Committee:

Sl. No.	Name	Role	Signature
1	Prof. T. Murali Krishna	IQAC Coordinator	
2	Dr. K. V. N. S. Pavan Kumar, EEE	Member	
3	Dr. J. Kumara Swamy, Chemistry	Member	
4	Dr. M. Raju, Biochemistry	Member	
5	Dr. M. Srinivasa Rao, Pharmacy	Member	
6	Mr. K. Praveen Kumar, Computer Science	Member	
7	Dr. R. Praveen Kumar, CSE	Member	
8	Mr. M. Naveen Kumar, Civil Engineering	Member	
9	Mr. B. Rajeshwar, ECE	Member	
10	Dr. P. Omkar, Agriculture	Member	
11	Mr. V. Deepak Kumar, Commerce & Business Management	Member	
12	Dr. A. Naveen, Physics & Electronics	Member	
13	Mr. B. Yasu, Mathematics & Statistics	Member	
14	Mr. B. Shivaprasad, Forensic Science	Member	
15	Mr. R. Sridevi, Mechanical Engineering	Member	

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