



# केन्द्रीय प्रौद्योगिकी संस्थान कोकराझार CENTRAL INSTITUTE OF TECHNOLOGY KOKRAJHAR

(Deemed to be University under Ministry of HRD, Govt. of India)  
BODOLAND TERRITORIAL AREA DISTRICTS :: KOKRAJHAR :: ASSAM :: 783370  
Website: [www.cit.kokrajhar.in](http://www.cit.kokrajhar.in), [www.cit.ac.in](http://www.cit.ac.in)

Ref: CIT/KOK/ADM/COMM./2020-21/01

Date-23-12-2019

## **NOTIFICATION AND GENERAL GUIDELINES FOR RENEWAL ADMISSION CUM COURSE REGISTRATION FOR CONTINUING/BACK STUDENTS FOR THE SESSION: JAN-JUNE, 2020**

1. The continuing/back students of CIT Kokrajhar are instructed to perform Renewal Course Registration on **20<sup>th</sup> January, 2020** from **9:00AM-5:00PM** as per schedule of the Academic Calendar 2020. The Course Registration and Clearance forms are enclosed.
2. The payment of fees will be only through **SBI collect** and should be done **on or before 20<sup>th</sup> January, 2020**. However, mere payment of fees does not complete the process of course registration.
3. The concerned students must report with their original Identity Card to the respective **Course Registration Desk** and submit the duly filled course registration and clearance forms along with the Fee payment receipt. The Course Registration Desk for various programs will be notified on the day of registration.
4. The students who are unable to perform the Course Registration personally may request his/her representative for the same by submitting a photocopy of the student's Identity card.
5. The students failing to perform the Course Registration on 20<sup>th</sup> January, 2020 may request for the same on the following schedules with fine.

<b>Date for late Registration</b>	<b>Fine (Rs)</b>
21 <sup>st</sup> January, 2020	500/-
22 <sup>nd</sup> January, 2020	1000/-
23 <sup>rd</sup> January, 2020	1500/-
24 <sup>th</sup> January, 2020	2000/-

6. After 24<sup>th</sup> January, 2020, no students will be allowed to perform course registration and such students will be treated as year back for the current year.

By order,

Registrar, CIT, Kokrajhar



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**RENEWAL COURSE REGISTRATION FORM**

(Tick/fill whichever is applicable)

PROGRAM: (DIPLOMA/B. TECH/B. DES/M.TECH/M. DES)

SEEKING RENEWAL ADMISSION IN (II/IV/VI/VIII) SEMESTER

NAME \_\_\_\_\_ ROLL NO: \_\_\_\_\_

BRANCH \_\_\_\_\_

**COURSE DETAILS**

Sl No	Course Code	Course Title	L	T	P	Credit
THEORY						
1						
2						
3						
4						
5						
6						
PRACTICAL						
1						
2						
3						
4						
5						
6						

Signature of Student

Signature of HoD/Course Coordinator

**FOR HOSTEL BOARDERS**

1. Were you a hostel boarder in the previous semester? (Yes/No)

If yes, furnish the details as below-

2. Name of the Hostel \_\_\_\_\_ Room No: \_\_\_\_\_

Are you seeking Renewal Hostel admission? (Yes/ No)

Signature of Student



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**CLEARANCE FORM**

**1. LABORATORY/WORKSHOP**

The above mentioned student is recommended/ not recommended for Renewal course registration.

(JTS/Lab In-charge)

(Workshop Superintendent)

**2. LIBRARY**

The above mentioned student has no outstanding dues/books in the Library and may be recommended for course registration.

(Librarian)

**3. HOSTEL WARDEN**

The above mentioned student has no outstanding mess dues and standing disciplinary action and may be recommended for course registration.

(Hostel Warden)

**4. ACCOUNT SECTION**

The above mentioned student has no outstanding dues and may be recommended for course registration

(Accountant)

**5. EXAMINATION CELL**

The above mentioned student has satisfied the academic requirement for enrolment in next semester.

(Examination Supdt)

**Acknowledgment Receipt**

Mr/Ms \_\_\_\_\_ Roll No \_\_\_\_\_ has successfully completed the Renewal Course registration for Diploma/B. Tech/B. Des/M. Tech/M. Des program in (II/IV/VI/VII) Semester.

Date:

Admission Cell