



केन्द्रीय प्रौद्योगिकी संस्थान कोकराझार
CENTRAL INSTITUTE OF TECHNOLOGY KOKRAJHAR

Deemed to be University, MoE, Govt. of India
Kokrajhar, BTR, Assam 783370, India

www.cit.ac.in

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NOTICE

Renewal registration for continuing students for the January – June 2025 session.

It is hereby notified to all continuing students of Central Institute of Technology (CIT) Kokrajhar that Renewal Registration for the January - June, 2025 session will begin from 2nd January 2025 till 04th January 2025, as previously announced in the institute's academic calendar 2025.

To complete the renewal registration, students must log in to their personal accounts at <https://renewal.cit.ac.in/> and follow the instructions.

However, all the students admitted in the Diploma/ UG/ PG and PhD programmes in 2024 (through direct/ lateral/ vertical admissions) are informed that they must complete the First User Registration for individual login at the Renewal Registration Portal <https://renewal.cit.ac.in/> by 2nd January, 2025. The administrator will check and verify each individual's record. Only after successful verification by the Administrator, the students shall be able to renew their registration for the upcoming semester.

The Handbook of guidelines for First User Registration has been attached herewith.

NB: Use your institute email ID only and a proper passport-size photograph in the process of registration.



Sd/-
HoS (Academic Section)
Central Institute of Technology Kokrajhar

Student's Manual
for
Registration in
Renewal Admission Portal

TABLE OF CONTENTS

1. Student Login

2. Student Registration & Details Submission

2.1 Registration screen

2.2 Email Approve screen

2.3 Student Academic Details

2.4 Student Personal Details

2.5 Student Address Details

2.6 Student Guardian Details

2.7 Registration Preview screen

2.8 Registration Form Processing Screen

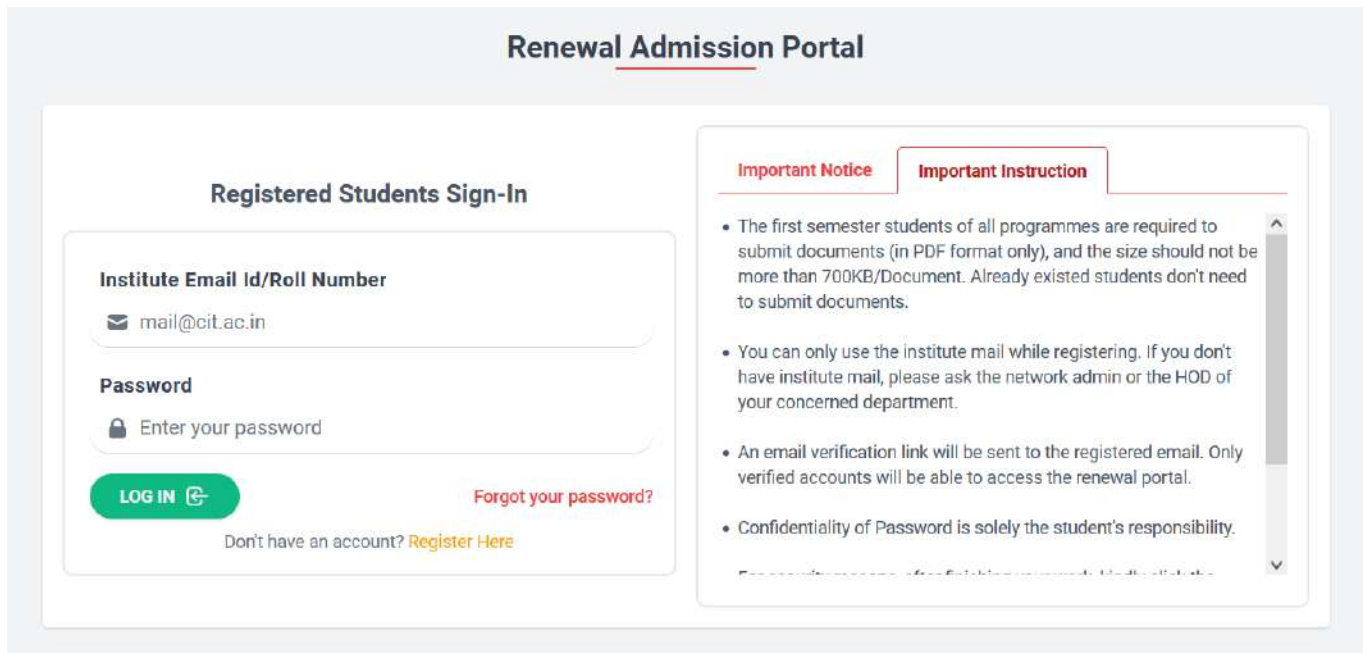
3. Registration Form Approval Screen

4. Apply for Renewal Admission

- *Student can open the renewal admission portal by using following URL:
<https://renewal.cit.ac.in/>*
- *For registration and renewal form fillup, kindly use the latest Chrome(more than 90.0.0) & Firefox (more than 90.0.0) browser in Desktop devices only.*

1. Student Login

The Student Login screen is the first screen of the panel. Students have to enter their credentials for login. In case of not having an account click on the **Register Here** button or navigate to <https://renewal.cit.ac.in/register>.



The screenshot displays the 'Renewal Admission Portal' interface. On the left, there is a 'Registered Students Sign-In' section with two input fields: 'Institute Email Id/Roll Number' (with a placeholder 'mail@cit.ac.in') and 'Password' (with a placeholder 'Enter your password'). Below these fields is a green 'LOG IN' button with a right-pointing arrow, a red link for 'Forgot your password?', and a yellow link for 'Don't have an account? Register Here'. On the right, there are two tabs: 'Important Notice' and 'Important Instruction'. The 'Important Instruction' tab is active and contains a list of four bullet points: 1. 'The first semester students of all programmes are required to submit documents (in PDF format only), and the size should not be more than 700KB/Document. Already existed students don't need to submit documents.' 2. 'You can only use the institute mail while registering. If you don't have institute mail, please ask the network admin or the HOD of your concerned department.' 3. 'An email verification link will be sent to the registered email. Only verified accounts will be able to access the renewal portal.' 4. 'Confidentiality of Password is solely the student's responsibility.'

2. Student Registration Screen (Account Creation)

This is the first registration page for students where students can put their information to start the verification & renewal process. The students have to use their institute mail (ending with @cit.ac.in) only during the registration process. In case you don't have one, please ask from network admin/HoD.

NOTE:

1. *Students must enter the programme and branch clearly as they are not editable.*
2. *All details such as roll number, email address must be entered correctly as the information is subject to verification by the Admission Cell.*



Name

ALICE BOB

Programme

B.Tech

Entry Type

Direct

Branch

Electronics & Communications Engineering

Recently Attended Semester

(Jan-July 2021 Semester)

4

(enter the last attended semester, not currently studying semester)

Roll Number

GAU-C-15/069

Email

b15cs069@cit.ac.in

Password

••••••••

Confirm Password

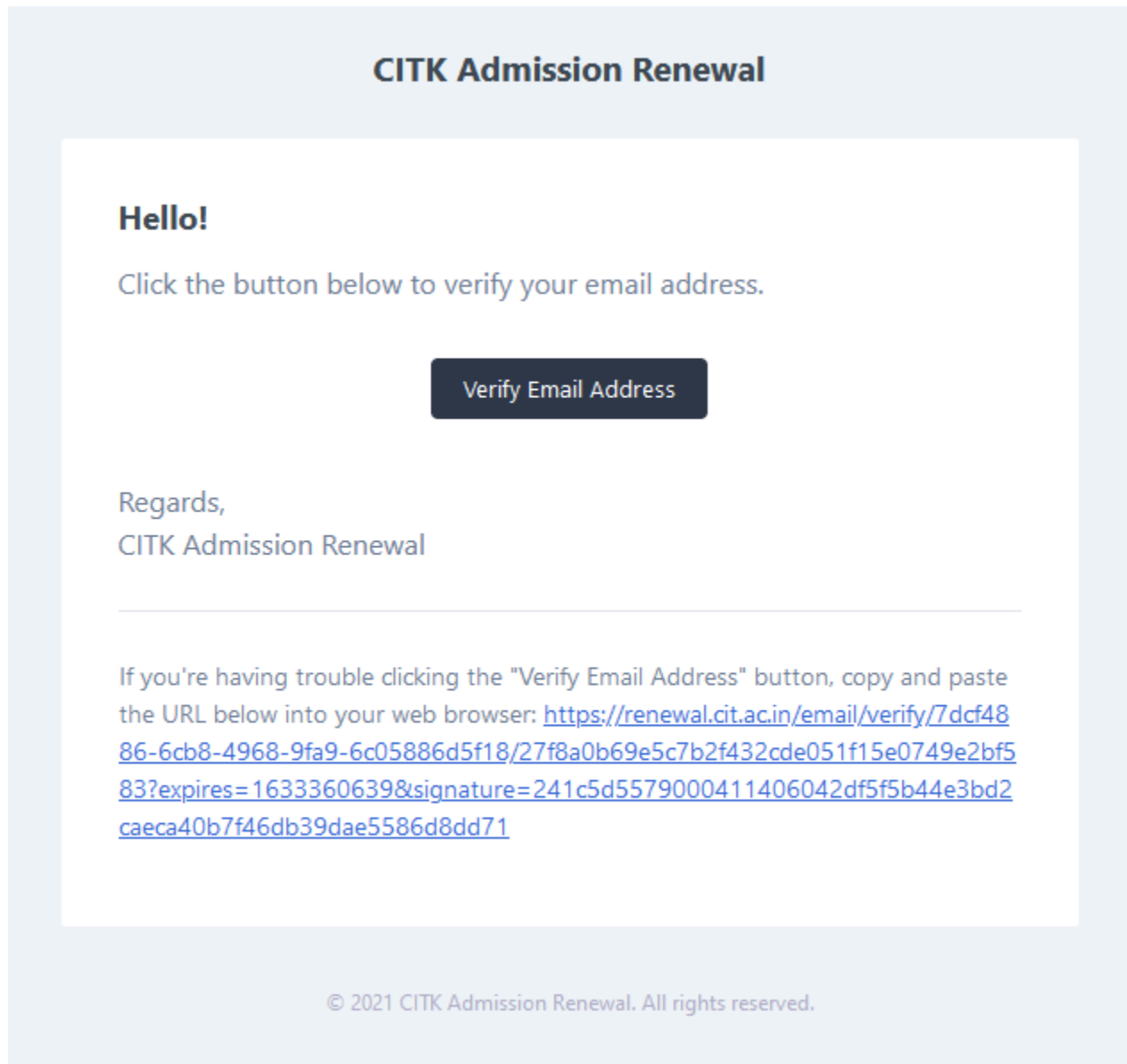
••••••••

[Already registered?](#)

REGISTER

2.1. Registration email Approval screen

After successful registration, a confirmation mail will be sent to the institute mail entered by the student. The student has to click on the provided verification link and proceed with the process.



2.2 Student Dashboard

After successful confirmation of mail, the student will be taken to the Login page. Students must enter their Email address or Roll Number as Login Id and their password. Following steps must be taken by the students to submit their details.

- a) Students must click on the **Apply** button corresponding to the **First Registration Form** under Available Form. (shown in figure 2.1)
- b) Student will then be directed to the Details Registration section.

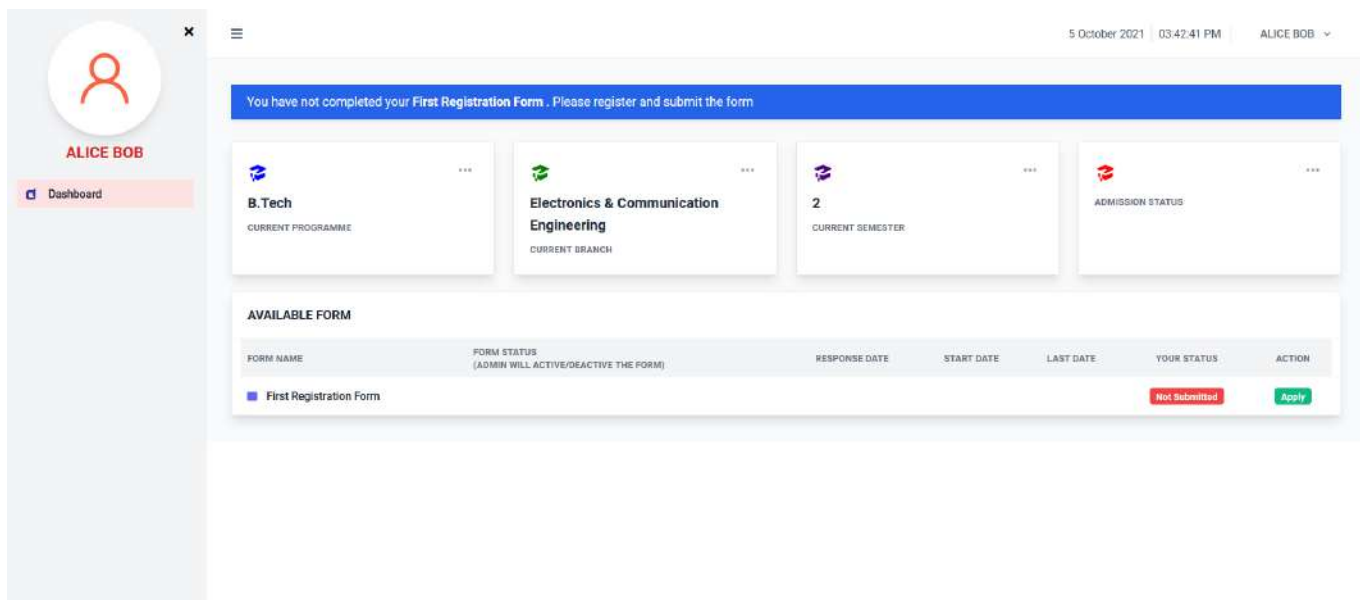


Figure 2.1: Student Dashboard after account creation

2.3 Registration Academic Details

He/She will be required to fill up all the details and proceed step by step (Academic, Personal, Address, Guardian, Local Guardian, Hostel). All the star marked options are mandatory to be filled. Students have to provide their details correctly. Click on *Save & Next* after filling up the form and proceed. (shown in figure 2.2)

5 October 2021 | 03:44:47 PM | ALICE BOB

REGISTRATION STATUS

- Academic Details
- Personal Details
- Address Details
- Guardian Details
- Local Guardian Details

Academic Details

Note: ✔ Indicate field have been filled ✘ Indicate fields are yet to be filled

Programme: * B.Tech Branch: * Electronics & Communication Engineering

Year of Joining: * --select-- Roll No: * GAU-C-15/069 Previous Semester: * 2

*Important: * Marks are mandatory and to be fill by applicant.*

[Save & Next](#)

Figure 2.2: Academic Details (Under Student Dashboard)

2.4 Registration Personal Details screen

This step requires a picture of the student along with personal details. After completion of this process, click *Save & Next* to proceed.

5 October 2021 | 03:47:34 PM | ALICE BOB

REGISTRATION STATUS

- Academic Details
- Personal Details
- Address Details
- Guardian Details
- Local Guardian Details

Personal Details

Note: ✔ Indicate field have been filled ✘ Indicate fields are yet to be filled

Select photo

*(Required)

Full Name: * ALICE BOB Father Name: * ALICE BOB

Mother Name: * ALICE BOB Region: * North East Excluding BTR

Gender: * Male Date of Birth: * 08 / 27 / 2019

Resident Mobile No: (optional) Enter Resident Number Mobile No: * 1234567890 Nationality: * INDIAN

Religion: * Hindu Category: * OPEN Marital Status: * UnMarried

Physically Handicap: * No Economic Backward: * No Resident During Study: * Non-Hosteller

*Important: * Marks are mandatory and to be fill by applicant.*

[Back](#) [Save & Next](#)

2.5. Registration Address Details screen

In this step, the student needs to provide the address details. The same address can be used by clicking on the given checkbox.

5 October 2021 | 03:52:47 PM | ALICE BOB

REGISTRATION STATUS

Note: ● Indicate field have been filled ● Indicate fields are yet to filled

Address Details

Present Address

Address for communication: *
VILL - DAOLIGURI, NEAR LP SCHOOL

District: *
KOKRAKJAR

State: *
ASSAM

Pin: *
783388

Permanent Address

Same as present address? Yes

Address for communication: *
VILL - DAOLIGURI, NEAR LP SCHOOL

District: *
KOKRAKJAR

State: *
ASSAM

Pin: *
783388

Important: * Marks are mandatory and to be fill up by applicant.

Back Save & Next

2.6. Registration Guardian Details screen

The student is required to provide their Guardian Details and their contact number in case of emergency purposes.

5 October 2021 | 03:55:38 PM | ALICE BOB

REGISTRATION STATUS

Note: ● Indicate field have been filled ● Indicate fields are yet to filled

Local Guardian Details

Name: *
ALICE BOB

Mobile No.: *
1234567890

Address for communication: *
VILL - DAOLIGURI, NEAR LP SCHOOL

District: *
KOKRAJHAR

State: *
ASSAM

Pin: *
783388

Important: * Marks are mandatory and to be fill by applicant.

Back Save & Next

2.7. Registration Preview screen

After successful completion of all the fill-up processes, a final preview will be shown to the student. The student has to check each and every point to disregard any mistakes. Incorrect details can be corrected by clicking the edit button on each segment. After a thorough inspection, and correcting all the details the student can click on the *Final Submit* button to submit.

Registration Form Preview (To edit back, click edit icon) ✕

(Click **FINAL SUBMIT** button below for final submission)

Academic Details ✎

Programme	Bachelor of Technology	Branch	Electronics & Communication Engineering
Year of Joining	2019	Roll No	GAU-C-15/069
		Previous Semester(Jan-Jun)	2

Personal Details ✎

Applicant Name	ALICE BOB	Region	NORTH EAST EXCLUDING BTR
Father Name	ALICE BOB	Mother Name	ALICE BOB
Gender	M	Date of Birth	2019-08-27
Resident No.	N/A	Mobile No.	1234567890
Nationality	INDIAN	Marital Status	UnMarried
Category	OPEN	Religion	Hindu
Person with Disability	No	Economic Backward	No
Email	b15cs069@cit.ac.in	Resident During Study	Non Hosteller

Contact Details ✎

Correspondence Address

Address for Communication : VILL - DAOLUGURI, NEAR LP SCHOOL
State : ASSAM
District : KOKRAKJAR
PIN Code : 783388

Permanent Address

Address for Communication : VILL - DAOLUGURI, NEAR LP SCHOOL
State : ASSAM
District : KOKRAKJAR
PIN Code : 783388

Gaurdian Details ✎

Gaurdian Name	ALICE BOB	Mobile No	1234567890	Relationship	MOTHER
Address for Communication	VILL-DAOLUGURI, NEAR LP SCHOOL		Post Office	DAOLUGURI	
State	ASSAM	District	KOKRAJHAR	PIN Code	783388
Occupation	GOVERNMENT JOB	Designation	ASSISTANT	Office Address	KOKRAJHAR ASSAM

Local Gaurdian Details ✎

Local Gaurdian Name	ALICE BOB	Mobile No	1234567890	
Address for Communication	VILL- DAOLIGURI, NEAR LP SCHOOL		State	ASSAM
District	KOKRAJHAR	PIN Code	783388	

Final Submit

2.8. Registration Form Processing screen

After successful submission, the status of the application will be shown on the dashboard as **“Processing”**. Only after the verification and approval of the Admission Cell, the student will be eligible for renewal registration.

5 October 2021 | 03:58:49 PM | ALICE BOB

You have successfully registered. Admission cell will verify and approve your information, please wait for some time.

B.Tech
CURRENT PROGRAMME

Electronics & Communication Engineering
CURRENT BRANCH

2
CURRENT SEMESTER

ADMISSION STATUS

AVAILABLE FORM

FORM NAME	FORM STATUS (ADMIN WILL ACTIVE/DEACTIVE THE FORM)	RESPONSE DATE	START DATE	LAST DATE	YOUR STATUS	ACTION
First Registration Form					Processing	Submitted

3. Registration Form Approved screen

After the final approval of the application by the admission cell, the status will be updated on the student's dashboard as **“Approved”** or **“Rejected”**.

5 October 2021 | 04:37:25 PM | ALICE BOB

First Registration Form have been approved by admission cell.

B.Tech
CURRENT PROGRAMME

Electronics & Communication Engineering
CURRENT BRANCH

2
CURRENT SEMESTER

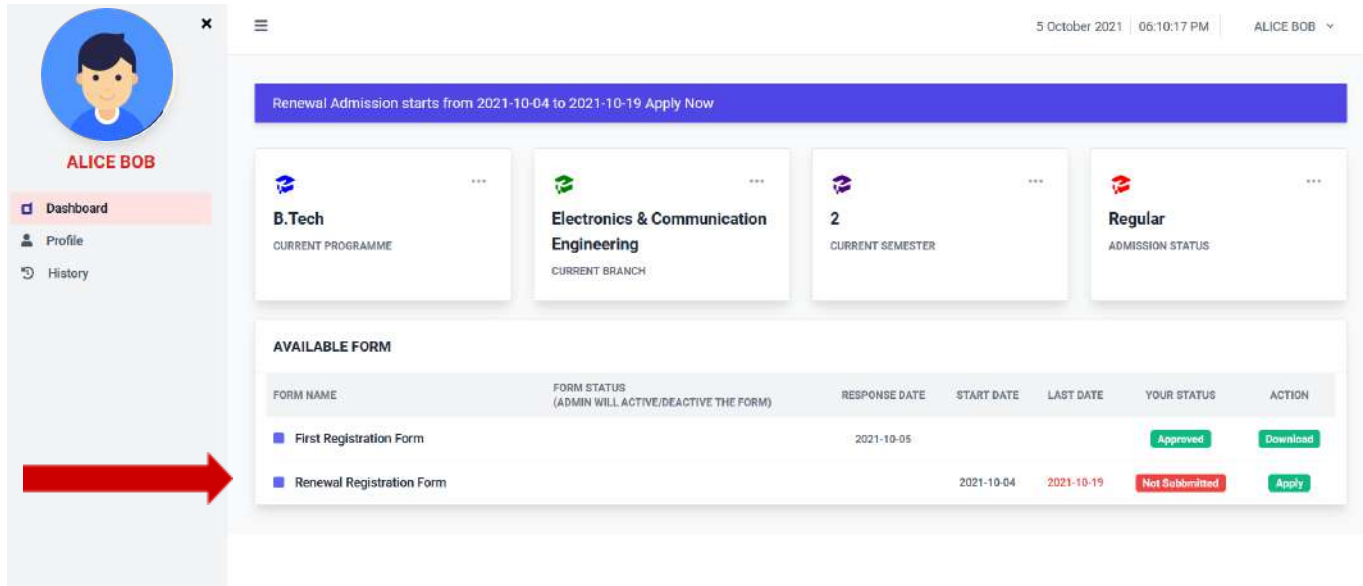
ADMISSION STATUS

AVAILABLE FORM

FORM NAME	FORM STATUS (ADMIN WILL ACTIVE/DEACTIVE THE FORM)	RESPONSE DATE	START DATE	LAST DATE	YOUR STATUS	ACTION
First Registration Form		2021-10-05			Approved	Download

4. Apply for Renewal Admission:

During the renewal admission session the renewal registration form will be shown in Student Dashboard as “Renewal Registration Form” under Available form as shown in the figure 4.1.



The screenshot displays a student dashboard for 'ALICE BOB' on 5 October 2021 at 06:10:17 PM. A blue banner at the top states 'Renewal Admission starts from 2021-10-04 to 2021-10-19 Apply Now'. Below this are four summary cards: 'B.Tech' (CURRENT PROGRAMME), 'Electronics & Communication Engineering' (CURRENT BRANCH), '2' (CURRENT SEMESTER), and 'Regular' (ADMISSION STATUS). A red arrow points to the 'AVAILABLE FORM' table below.

FORM NAME	FORM STATUS (ADMIN WILL ACTIVE/DEACTIVE THE FORM)	RESPONSE DATE	START DATE	LAST DATE	YOUR STATUS	ACTION
First Registration Form		2021-10-05			Approved	Download
Renewal Registration Form			2021-10-04	2021-10-19	Not Submitted	Apply

Figure 4.1: Renewal Admission Registration Form