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

File No. **CITK/ AS/ Admission/ 68/ 2024/ 1011**   **Date: 30/ 12/ 2024**

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

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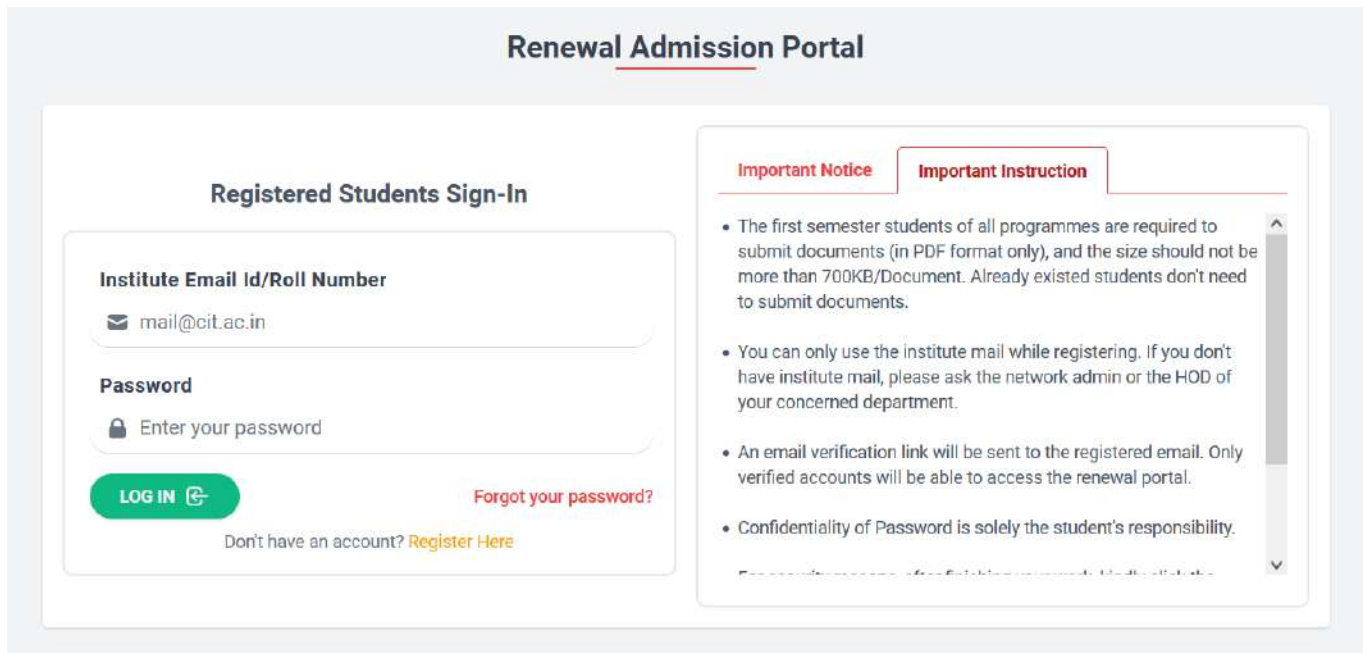
- *Student can open the renewal admission portal by using following URL:*
  https://renewal.cit.ac.in/
- *For registration and renewal form fillup, kindly use the latest Chrome(more than 90.0.0)*
  & Firefox (more than 90.0.0) browser in Desktop devices only.

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.

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
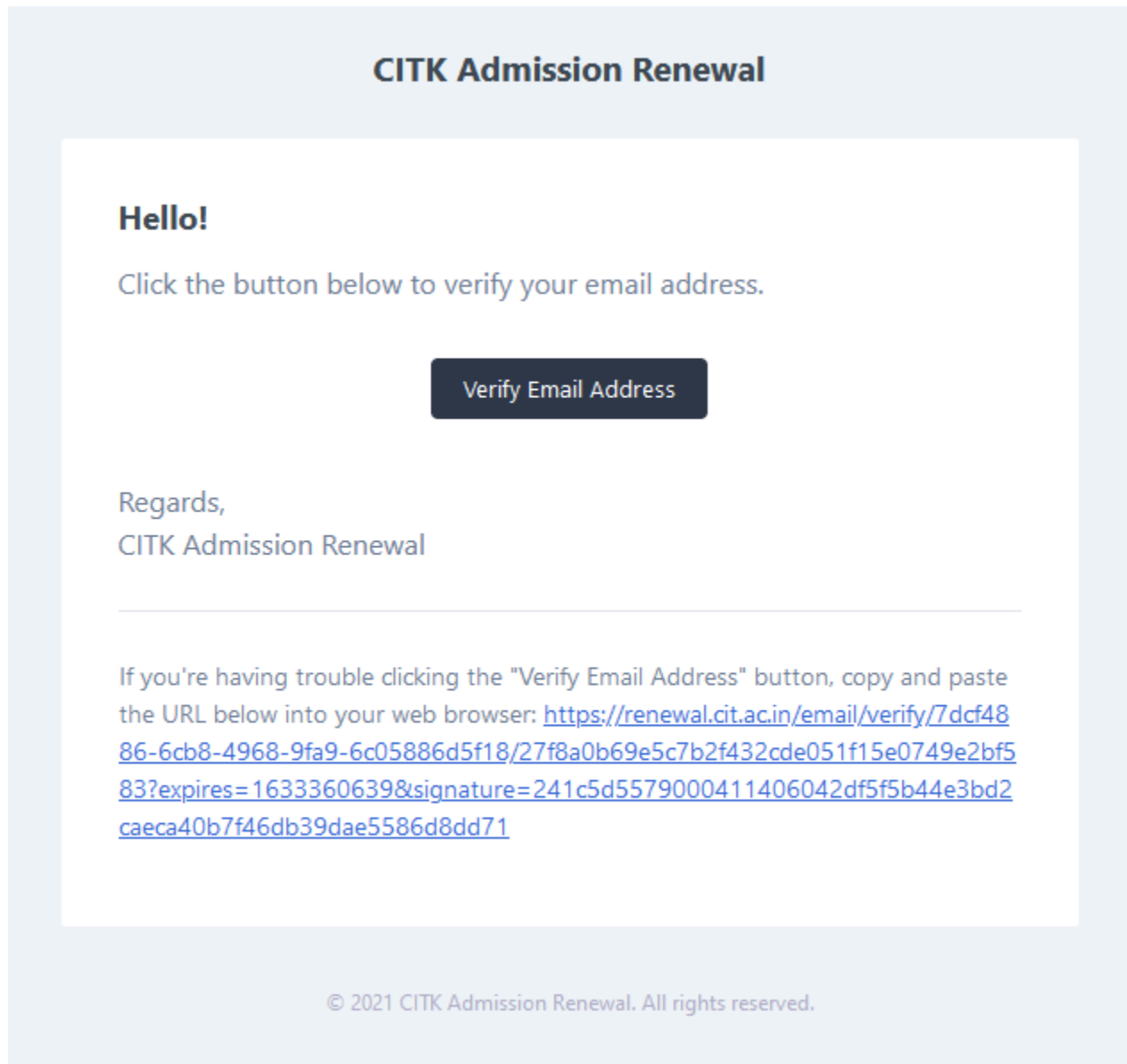
Password

••••••••••

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.

CITK Admission Renewal

Hello!

Click the button below to verify your email address.

Verify Email Address

Regards,
CITK Admission Renewal

If you're having trouble clicking the "Verify Email Address" button, copy and paste the URL below into your web browser: https://renewal.cit.ac.in/email/verify/7dcf48 86-6cb8-4968-9fa9-6c05886d5f18/27f8a0b69e5c7b2f432cde051f15e0749e2bf5 83?expires=1633360639&signature=241c5d5579000411406042df5f5b44e3bd2 caeca40b7f46db39dae5586d8dd71

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)

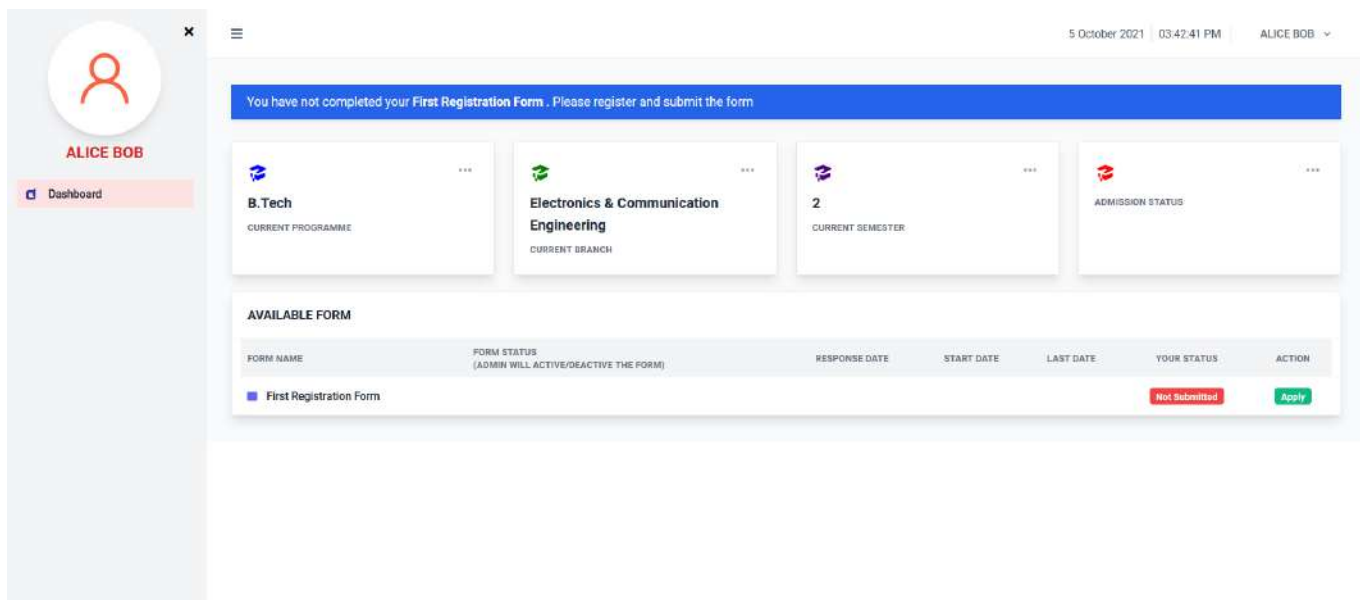b) Student will then be directed to the Details Registration section.

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)

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.

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.

2.6. Registration Guardian Details screen

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

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

Progaramme	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	DAOLIGURI
State	ASSAM	District	KOKRAJHAR	PIN Code	783388
Occupation	GOVERMENT 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.

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".
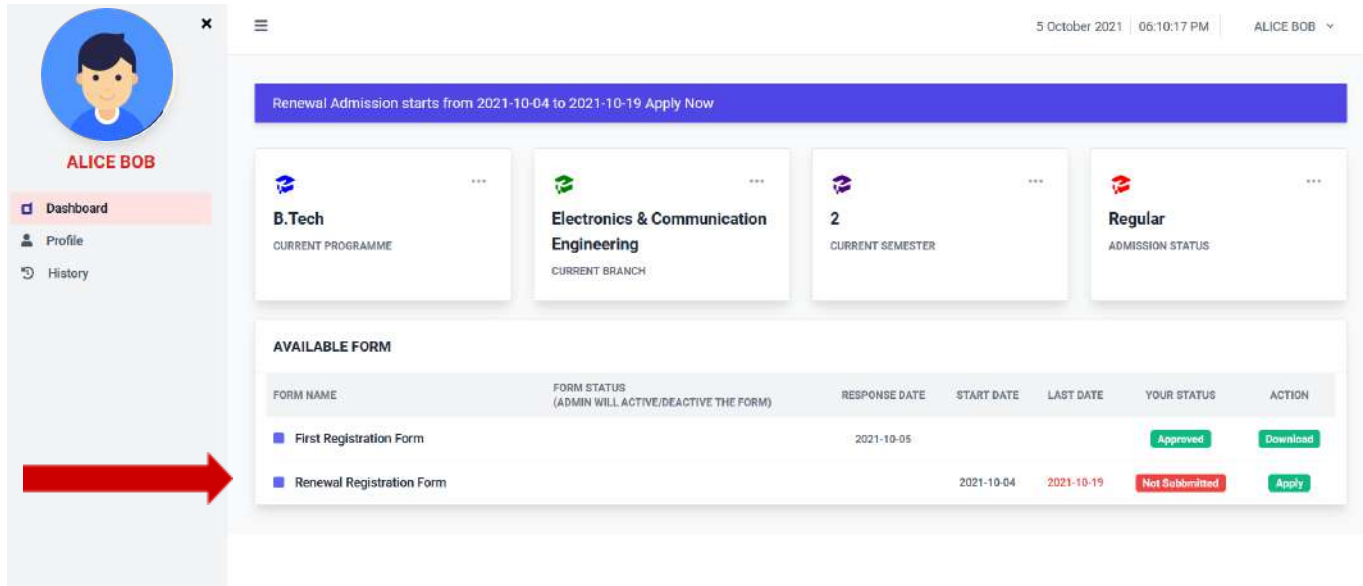
4. Apply for Renewal Admission:

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.

Figure 4.1: Renewal Admission Registration Form