



केन्द्रीय प्रौद्योगिकी संस्थान कोकराझार CENTRAL INSTITUTE OF TECHNOLOGY KOKRAJHAR

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

www.cit.ac.in

No. CITK/AS/Admission/ 068/2024/1916

Date: 26th December, 2025

NOTICE

Renewal registration for continuing students for the January–June 2026 session.

It is to notify all continuing students of CITK that Renewal Registration for the January-June, 2026 session will begin from **1st January 2026 till 3rd January 2026**, as announced in the institute's academic calendar of the year 2026.

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

However, all students who were admitted to the Diploma, UG, PG, and PhD programmes in July-December 2025 session through Direct/Lateral/Vertical admissions are informed that they must complete the **first-time user registration** for individual login at the institute's renewal registration portal <https://renewal.cit.ac.in> by **31st December 2025**. The administrator will verify the records of each individual in the portal. Only after successful verification, these students will be able to proceed with the renewal registration for the upcoming semester.

The Handbook of guidelines for the First time User Registration is attached herewith.

NB: Use the 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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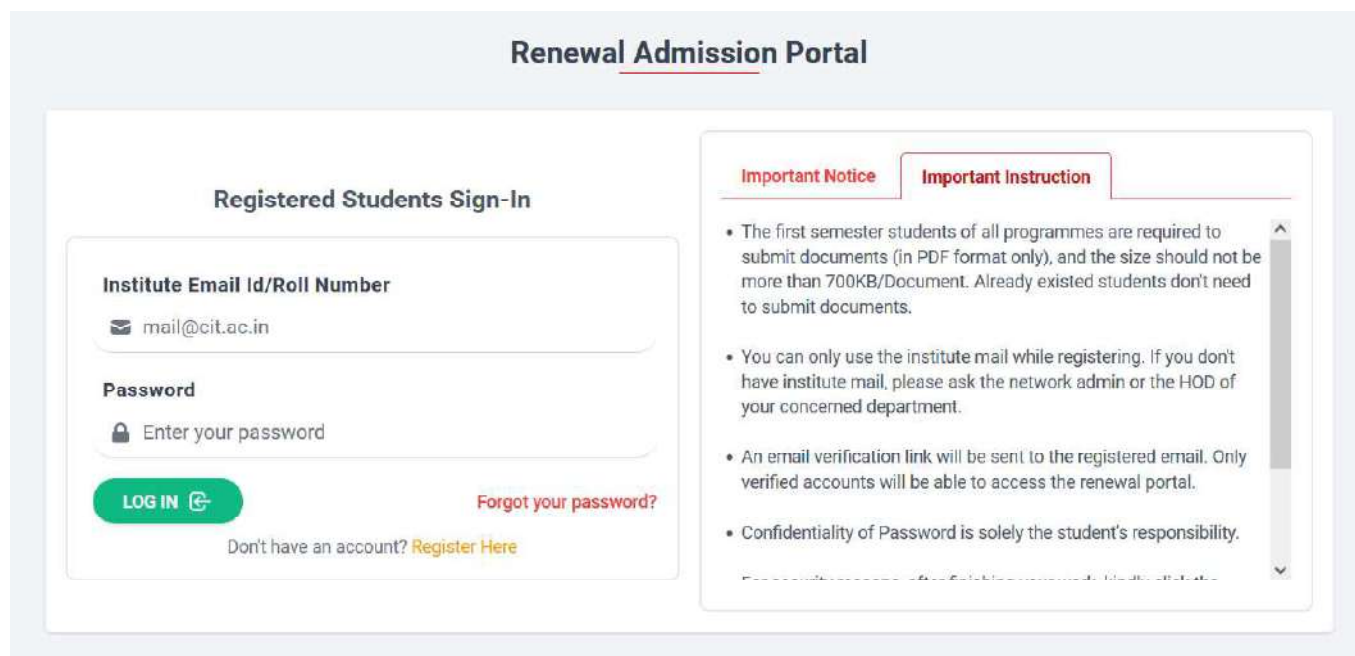
3. Registration Form Approval Screen

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 shows the 'Renewal Admission Portal' interface. On the left, under 'Registered Students Sign-In', there are input fields for 'Institute Email Id/Roll Number' (with a placeholder 'mail@cit.ac.in') and 'Password' (with a placeholder 'Enter your password'). Below these is a green 'LOG IN' button with a right arrow icon. To the right of the button is a red link 'Forgot your password?'. Below the login fields is a link 'Don't have an account? Register Here'. On the right side of the portal, there is a section with two tabs: 'Important Notice' and 'Important Instruction'. The 'Important Notice' tab is active, displaying a list of four bullet points regarding document submission, email usage, verification links, and password confidentiality.

Renewal Admission Portal

Registered Students Sign-In

Institute Email Id/Roll Number
mail@cit.ac.in

Password
Enter your password

LOG IN →

[Forgot your password?](#)

Don't have an account? [Register Here](#)

Important Notice | **Important Instruction**

- 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.
- 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.
- An email verification link will be sent to the registered email. Only verified accounts will be able to access the renewal portal.
- 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

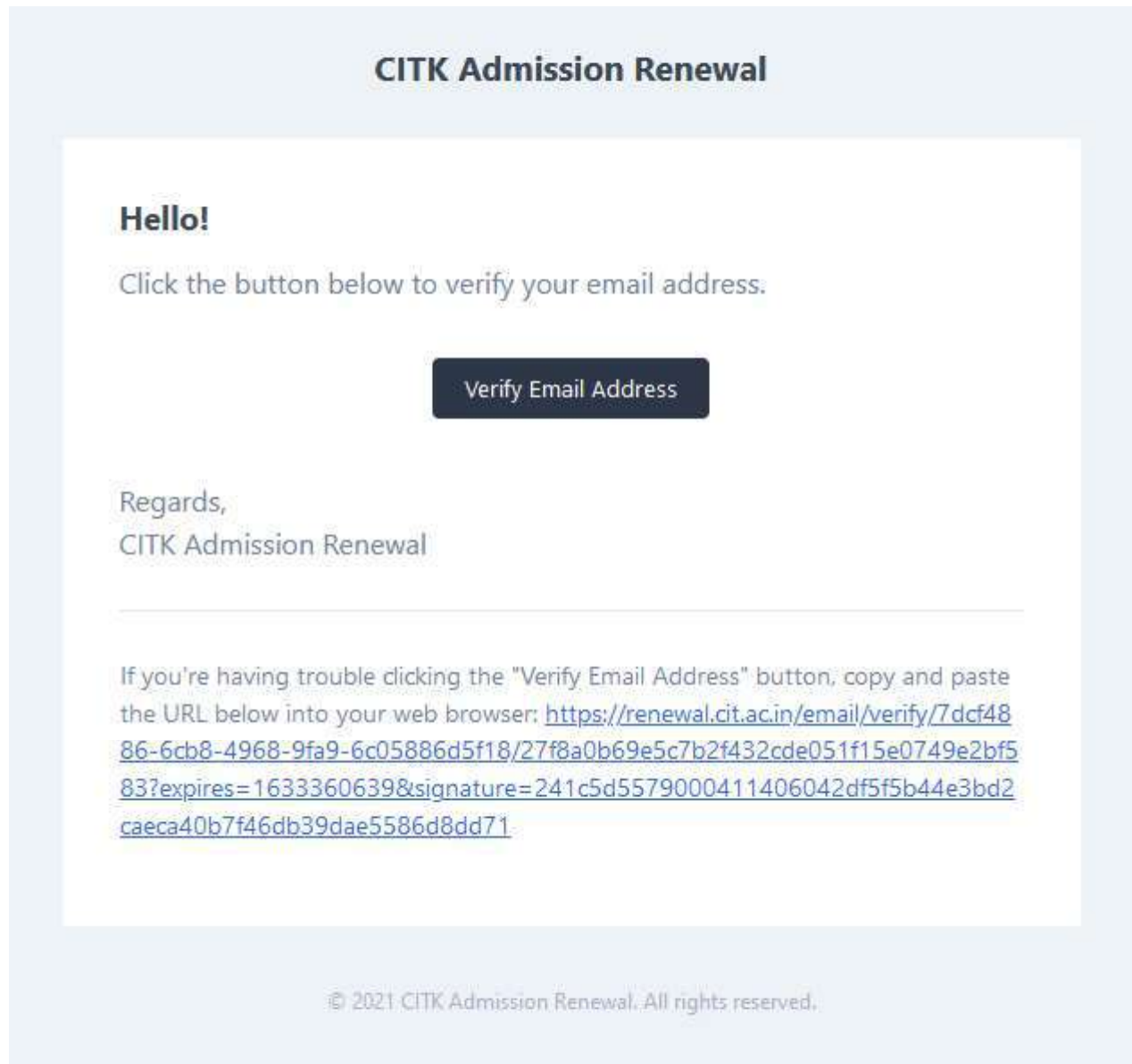
••••••••••

[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.

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

The screenshot shows a student dashboard for 'ALICE BOB'. At the top, a blue banner states: 'You have not completed your First Registration Form . Please register and submit the form'. Below this, four white cards display student information: 'B.Tech' (CURRENT PROGRAMME), 'Electronics & Communication Engineering' (CURRENT BRANCH), '2' (CURRENT SEMESTER), and 'ADMISSION STATUS'. A section titled 'AVAILABLE FORM' contains a table with one row for the 'First Registration Form'. The table has columns for FORM NAME, FORM STATUS (ADMIN WILL ACTIVE/DEACTIVE THE FORM), RESPONSE DATE, START DATE, LAST DATE, YOUR STATUS, and ACTION. The 'YOUR STATUS' column shows 'Not Submitted' in a red box, and the 'ACTION' column has an 'Apply' button in a green box. The left sidebar shows a profile icon and the name 'ALICE BOB' with a 'Dashboard' link. The top right corner displays the date '5 October 2021', time '03:42:41 PM', and the user name 'ALICE BOB'.

FORM NAME	FORM STATUS (ADMIN WILL ACTIVE/DEACTIVE THE FORM)	RESPONSE DATE	START DATE	LAST DATE	YOUR STATUS	ACTION
First Registration Form					Not Submitted	Apply

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

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

Personal Details

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 | 00:52:47 PM | ALICE BOB

REGISTRATION STATUS

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

Address Details

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

Present Address

Address for communication *
VILL - DAOLUGURI, NEAR LP SCHOOL

District * KOKRAKJAR State * ASSAM Pin * 783388

Permanent Address

Same as present address ? ☒ Yes

Address for communication *
VILL - DAOLUGURI, 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

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

Local Guardian Details

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

Name * ALICE BOB Mobile No. * 1234567890

Address for communication *
VILL - DAOLUGURI, NEAR LP SCHOOL

District * KOKRAKJAR State * ASSAM Pin * 783388

Important: * Marks are mandatory and to be fill up 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- DAOLUGURI, 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.

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	Submit

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”**.

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'. The top navigation bar includes the date '5 October 2021', time '06:10:17 PM', and the user name 'ALICE BOB'. A blue banner at the top of the main content area states 'Renewal Admission starts from 2021-10-04 to 2021-10-19 Apply Now'. Below this, four cards show the student's details: 'B.Tech' (CURRENT PROGRAMME), 'Electronics & Communication Engineering' (CURRENT BRANCH), '2' (CURRENT SEMESTER), and 'Regular' (ADMISSION STATUS). A red arrow points to the 'AVAILABLE FORM' section, which contains a table with two rows: 'First Registration Form' and 'Renewal Registration Form'. The 'Renewal Registration Form' row shows a status of 'Not Submitted' and an 'Apply' button.

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