



#### GENERAL GUIDELINE FOR RENEWAL PROCESS, SESSION 2017:

- ✚ Three-part form **STUDENTSHIP CERTIFICATE/ PAYMENT CONFIRMATION RECEIPT/ RECEIPT OF SLMs** will be generated after **two working days** for payment of fees made through **Bank Challan**.
- ✚ Submit only **PAYMENT CONFIRMATION RECEIPT** at Study Centres (**Study Centres will not accept Bank Challan/ online payment receipt from the students**).
- ✚ **STUDENTSHIP CERTIFICATE** have to be retained by the Students.
- ✚ **RECEIPT OF SLMs** will be kept with the students until he/she notified via SMS to collect SLMs from respective Study Centres.
- ✚ After getting SMS Students are advised to visit Study Centre along with **RECEIPT OF SLMs and Enrollment Certificate Cum Identity Card** to collect the same.
- ✚ Signed **RECEIPT of SLMs** have to be submitted at Study Centres after receiving all SLMs as mentioned in the **RECEIPT of SLMs**.
- ✚ If any discrepancy found in information, fees payment history picture and signature at Renewal Site Visit University Head Office (DD-26, Sector-I, Salt Lake City, Kolkata-700064) along with supporting documents before **28.05.2017**.



**PAYING OF RENEWAL FEES IS MANDATORY TO GET SLMs AND TO APPEAR IN THE TERM-END EXAMINATION.**