

**GENERAL GUIDELINE FOR RENEWAL PROCESS:**

- ✚ Considering current situation (COVID-19) submission of **PAYMENT CONFIRMATION RECEIPT** at Study Centres is not required. Students are advised to retain the receipt with them until notified by the University.
- ✚ **STUDENTSHIP CERTIFICATE** is 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 printed SLMs.
- ✚ Signed **RECEIPT of SLMs** have to be submitted at Study Centres after receiving all SLMs as mentioned in the **RECEIPT of SLMs**.
- ✚ Studentship Fees (Rs. 600/-): Learners who had already paid the full course fees in the meantime and not paying studentship fee at the moment have to pay the said fee (Rs. 600/-) after publication of their result and as and when notified by the University.
- ✚ In case of any problem, student may contact over phone +91 33 40663220 from 11.00 AM to 5.00 PM on all working days.



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