



#### GENERAL GUIDELINE FOR RENEWAL PROCESS 2022:

- ✚ Three-part form **STUDENTSHIP CERTIFICATE/ PAYMENT CONFIRMATION RECEIPT/ TOKEN FOR SLMs** will be generated after **two working days** for payment of fees made through **Bank Challan**.
- ✚ 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.
- ✚ **TOKEN 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 **TOKEN OF SLMs and Enrollment Certificate Cum Identity Card** to collect printed SMLs.
- ✚ Signed **TOKEN of SLMs** have to be submitted at Study Centres after receiving all SLMs as mentioned in the **TOKEN of SLMs**.
- ✚ 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 RENEWAL FEES IS MANDATORY TO GET SLMs AND TO APPEAR IN THE TERM-END EXAMINATION.**