



**GENERAL GUIDELINE FOR RENEWAL PROCESS 2018:**

- ✚ Submit only **PAYMENT CONFIRMATION RECEIPT** at Study Centres (**Study Centres will not accept online payment receipt from the student**).
- ✚ **STUDENTSHIP CERTIFICATE** is to be retained by the Student.
- ✚ **RECEIPT OF SLMs** will be kept with the student until he/she is notified via SMS to collect SLMs from respective Study Centre.
- ✚ Students are advised to visit Study Centre after getting SMS along with **RECEIPT OF SLMs and Enrollment Certificate Cum Identity Card** to collect SLMs.
- ✚ Signed **RECEIPT of SLMs** is to be submitted at Study Centre after receiving all SLMs as mentioned in the **RECEIPT 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.**

