



Note: Learners need to visit Study Centre/Learner Support Centre for submission of Payment Confirmation Receipt for the time being. Learners are advised to retain Payment Confirmation Receipt until further notification issued by the University.

GENERAL GUIDELINE FOR RENEWAL PROCESS 2019:

- ✚ **PAYMENT CONFIRMATION RECEIPT & STUDENTSHIP CERTIFICATE** are 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 **only 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 JUNE 2020/ DECEMBER 2020.