



GENERAL GUIDELINE FOR RENEWAL PROCESS:

- ✚ **STUDENTSHIP CERTIFICATE** is to be retained by the learners.
- ✚ After getting SMS learners are advised to visit Study Centre along with **TOKEN OF SLMs and Enrollment Certificate Cum Identity Card** to collect printed SLMs.
- ✚ Signed **TOKEN of SLMs** have to be submitted at Study Centres after receiving all SLMs as mentioned in the **TOKEN of SLMs**.
- ✚ **Studentship Fees (Rs. 600/-)**: Learners who had already paid the full course fees in the meantime and only studentship fee is due at the moment, may pay the said fee (Rs. 600/-) after publication of their result if required 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.
- ✚ Learners' Facilitation Centres three Regional Centres and HQ have been set up by Netaji Subhas Open University. Intended eligible applicants / enrolled learners may visit respective LFC to get technical help for submission of online admission form, submission of renewal form and information related to Term-End Examination of Netaji Subhas Open University



PAYING OF COURSE FEES AND STUDENTSHIP FEES IS MANDATORY TO GET PRINTED SLMs AND TO PARTICIPATE IN THE FORM FILL UP PROCESS FOR THE TERM-END EXAMINATION.