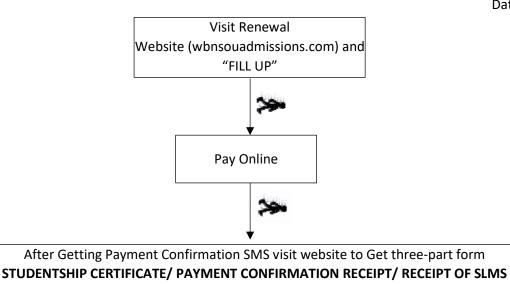
Date: 31.01.2022



GENERAL GUIDELINE FOR RENEWAL PROCESS 2021:

- Three-part form STUDENTSHIP CERTIFICATE/ PAYMENT CONFIRMATION RECEIPT/ RECEIPT OF 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.
- 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 SMLs.
- Signed RECEIPT of SLMs have to be submitted at Study Centres 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.



