



**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 have successfully completed their PG programme in Term End Examination June/December 2024 need not pay their studentship fee.
- ✚ 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.**