

**GENERAL GUIDELINE FOR RENEWAL PROCESS:**

- ✚ Three-part form **STUDENTSHIP CERTIFICATE/ PAYMENT CONFIRMATION RECEIPT/ TOKEN FOR SLMS** will be generated after **two working days** for payment of fees made through **Bank Challan**.
- ✚ **STUDENTSHIP CERTIFICATE** is to be retained by the Students.
- ✚ After getting SMS Students are advised to visit Study Centre along with **TOKEN OF SLMS and Enrollment Certificate Cum Identity Card** to collect printed SMLs.
- ✚ Signed **TOKEN of SLMS** have to be submitted at Study Centres after receiving all SLMs as mentioned in the **TOKEN of SLMS**.
- ✚ UNIVERSITY ACCEPT FEES **ONLY THROUGH BANK CHALLAN** (obtained from admission website after submission of application form) OR **ONLINE PAYMENT GATEWAY** (service available at admission website only after submission of application form).
- ✚ Applicants who wish to pay the fee through Debit Card/ Credit Card/ Net Banking are hereby directed to **use their own bank accounts only**. In case of failure of fee payment transaction, the amount so paid may get transferred to that account.
- ✚ In order **to avoid any inconvenience**, please complete all procedure related to renewal well before as mentioned in the time schedule.
- ✚ The applicants are strongly encouraged **to take special care about the dates of payment of fees** for renewal, otherwise he or she will be deprived of studentship renewal.
- ✚ In case of any problem, student may contact over phone **+91 33 40663225** 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.**

