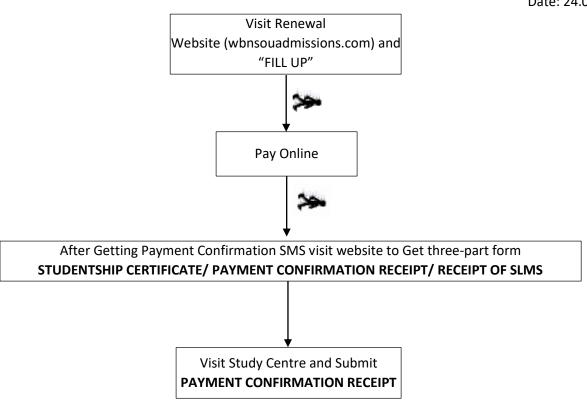
Date: 24.07.2019



## **GENERAL GUIDELINE FOR RENEWAL PROCESS 2018:**

- Submit only PAYMENT CONFIRMATION RECEIPT at Study Centres (Study Centres will not accept online payment receipt from the student).
- STUDENTSHIP CERTIFICATE is 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 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.