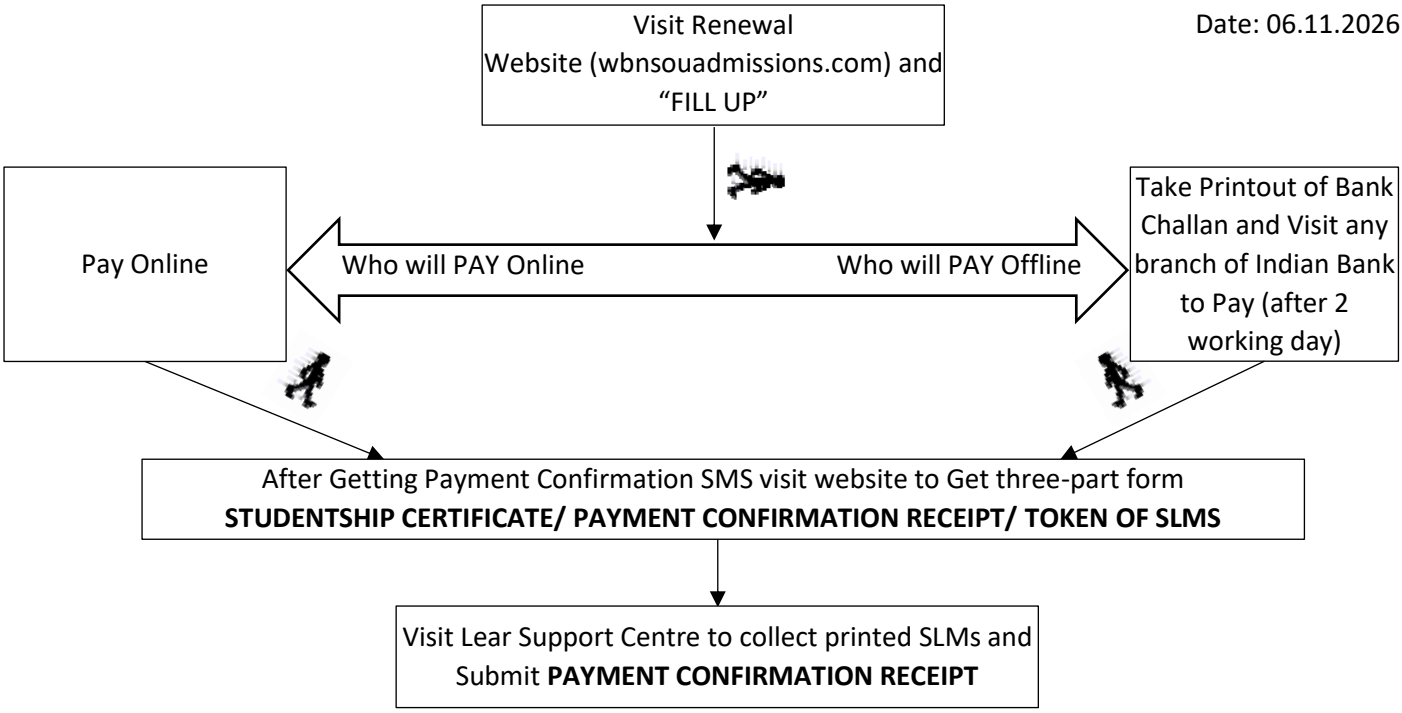
Date: 06.11.2026




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