



DG 1/2, Action Area 1, New Town, Kolkata -700156

No: SNU/RO/NOTICE/23/177

Date: 08-12-2023

## **NOTICE**

The due date for **payment of fees for the 2<sup>nd</sup> Semester for PG students is December 18 2023.**

### **IMPORTANT NOTE:**

1. **Modes of Payment of Fees:** The University only accepts any of these following modes:
  - (a) **Demand Draft:** A demand draft drawn in favour of SISTER NIVEDITA UNIVERSITY from any scheduled bank in India as per RBI guidelines, payable at Kolkata to be submitted at the University Fee Collection Counter within the due date as mentioned above during office hours (10.00AM to 6.00PM) on any working day from Monday to Saturday.
  - (b) **Debit /Credit Card payment:** Fee may be submitted through Debit /Credit Card at the University Fee Collection Counter within the due date as mentioned above during office hours (10.00AM to 6.00PM) on any working day from Monday to Saturday. Students & Guardians are requested to check their Card balance and daily transaction limits before submitting the fees through Debit/Credit Cards. The University will not be liable for any unsuccessful transaction through Debit/Credit Card.
2. **No Cash / Cheque will be accepted for submission of fees, under any circumstances.**
3. **Students who are availing Bank Loan / Student Credit Card Scheme and who need Demand Letter from the University shall have to submit the filled-up Demand Letter Request Form along with self-attested copy of loan sanction letter at the University Reception Counter latest by 14<sup>th</sup> December, 2023, to collect their Demand Letters. Fee transfer document issued by bank should be submitted at the University Reception Counter by 23<sup>th</sup> December 2023; in absence of which it will be treated as non-payment of fees.**
4. Part payment against due semester or semi-annual installment fees is not allowed.
5. **Direct Bank transfer / NEFT of fees is strictly prohibited and any such attempt shall be treated as non-payment.**
6. After the aforesaid due date fee may not be accepted and Admit Card for end semester examination may not be issued to the defaulters.
7. **Fee related issue/ grievance:** In case of any issue related to fee payment faced by a student, the same may be communicated through email to the respective Head of the Department. Please mention in the subject of email – **Student Name, Program of study, Department, Enrolment ID & Registration Number.**

By order of the Vice Chancellor,

Sd/-  
Registrar