



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

No: SNU/RO/NOTICE/25-26/ 50

Date: 17-03-2025

**NOTICE**

The due date for payment of

- 3rd /5th /7th /9th Semester Fees for UG
- 3rd Semester Fees for PG Students and
- 3<sup>rd</sup> instalment fees for D. Pharm students ( 24- 26 batch),

is April 8, 2025.

**NOTE:**

- 1. Modes of Payment of Fees:** The University only accepts any of these following modes of fee payment:
  - (a) Online Payment:** Through SNU Website. Students need to click on “*PAY FEE ONLINE*” button and then proceed accordingly.  
After successful transaction, submit the transaction receipt to Accounts Department to get the money receipt.
  - (b) 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 5.00PM) on any working day from Monday to Saturday.
  - (c) Debit /Credit Card and UPI Payment:** Fee may be submitted through Debit /Credit Card or UPI at the University Fee Collection Counter within the due date as mentioned above during office hours (10.00AM to 5.00PM) 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. For any query on the payable amount of semester fees, students need to contact their respective Head of the Department.
3. **No Cash / Cheque will be accepted for submission of fees, under any circumstances.**
4. Students who are availing Bank Loan/Student Credit Card Scheme and 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 **April 1, 2025**.  
Fee transfer document issued by bank should be submitted at the University Accounts office by **April 8, 2025** in absence of which it will be treated as non-payment of fees.
5. Part payment against due semester or semi-annual instalment fees is not allowed.
6. **Direct Bank transfer / transfer by NEFT mode is strictly prohibited and any such attempt shall be treated as non-payment.**
7. The fee payment portal will be closed at Midnight on **April 8, 2025**.
8. **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 No. & Registration No.**

**By Order**

**Chief Finance Officer**