



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

No: SNU/RO/NOTICE/22/188

Date: 10-12-2022

### NOTICE

The due date for **payment of fees for all even (2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup> and 8<sup>th</sup>) Semester (or semi-annual installments for B.Sc Nursing, GNM and D.Pharm students) for all UG & PG students is **December 23, 2022**.**

#### IMPORTANT NOTE:

1. **Modes of Payment of Fees:** The University accepts any of these following modes of payment of fees only:
  - (a) **Online payment:** Student can login through the University's website [www.snuniv.ac.in](http://www.snuniv.ac.in) to pay online through credit card, debit card, internet banking, e-wallets, Unified Payments Interface (UPI) etc. via TCS iONSelf Service Portal. Student need to login using their TCS iON login credentials.
  - (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 office of the CFO within the due date as mentioned above from **4PM to 6PM** from Monday to Saturday.
  - (c) **Debit /Credit Card payment:** Fee may be submitted through Debit /Credit Card (with applicable bank charges) at the office of the CFO within the due date as mentioned above from **4PM to 6PM** from Monday to Saturday.
2. **No Cash / Cheque will be accepted for submission of fees.**
3. **Students who are availing Bank Loan / Student Credit Card Scheme shall have to submit self-attested copy of loan sanction letter to the** office of CFO latest by 14<sup>th</sup> December 2022, to collect their Demand Letters. Fee transfer document issued by bank should be produced to the office of the CFO by 23<sup>rd</sup> December 2022; 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. Admit Cards for students appearing in 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup> and 7<sup>th</sup> semester examinations will be issued by the respective Heads of the Departments (HODs) to only those, who have paid their fees for 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup>, 8<sup>th</sup> semesters (as applicable) within due date.
7. Admit Cards for forthcoming End Semester Assessments (ESA) for 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, and 7<sup>th</sup> semesters will be distributed by respective HODs from December 29 to 31, 2022.
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 at [cfo@snuniv.ac.in](mailto:cfo@snuniv.ac.in). Please mention in the subject of email – **Student Name, Program of study, Department, Enrolment ID & Registration Number**. For direct enquiry over telephone from 10 am to 6 pm (on all working days from Monday to Saturday), please call 9433283983.

By order of the Vice Chancellor,

Sd/-  
Registrar