



SHRI SHIKSHAYATAN COLLEGE

NOTICE

B.B.A. (H) – 2nd year students, Session – 2017-2018 are required to pay their fees as per following details:

- Date : - **06/09/2017 (Wednesday)**
- Time : - **Reporting Time 11:00 AM**
- Amount : - **Rs. 52,230/=**
(Rupees Fifty two thousand two hundred thirty only)
- Venue : - **Room No. – A6 (2nd Floor)**
- Payment Mode : - **Pay Order/Demand Draft in favour of**
"SHRI SHIKSHAYATAN COLLEGE" payable at Kolkata.

All students have to follow the procedure given below:

- 1. Prepare Pay Order / Demand Draft for the fees amount.**
- 2. Log in to the Student Portal with your User Code (Barcode of ID card).**
- 3. Default password for all students is "welcome". Please change your password at the time of first login. Your password should be within 10 character. Please retain your own password for future requirements.**
- 4. Go to Students Console – Challan with Draft details menu.**
- 5. Enter Draft details and generate Challan.**
- 6. Print this fees Challan for submission of fees. (Landscape /A4 size)**
- 7. Submit the printed Challan along with Draft at the time Fees Submission.**

Students should produce their 1st year Fees Challan and I.D. card also.

Date:- 01.09.2017

Dr. Aditi Dey
Principal

Principal
Shri Shikshayatan College
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