



13-07-2023

**NOTICE FOR STUDENTS UNDER EDUCATIONAL LOAN / SCHOLARSHIP  
(ALL DEPARTMENTS – U.G, P.G, B.ED, MA.ED)**

Students who get Educational Loan or Scholarship from anywhere outside St. Xavier's College should deposit the Pay Order / Demand Draft in favour of "St. Xavier's College" payable at Kolkata along with the Payment Certified Letter of the said Loan / Scholarship in the Treasurer's Office. **NEFT or Fund Transfer will not be accepted under any circumstances.**


**Steps to be followed by Students under Educational Loan / Scholarship :**

- ❖ Deposit your Demand Draft / Pay Order along with the certified letter (on Letterhead duly attested by authorised person) at the Treasurer's Office.  
(Note: The certified letter should mention the Student's Name, Roll No., CIN ID, Current academic year, Session, Course Name, Installment & Semester (eg. 1<sup>st</sup> & 2<sup>nd</sup> of Semester Number), Demand Draft / Pay Order Details (D.D./P.O. No. with date and amount) **(The Demand Draft / Pay Order should not exceed the Installment Fees amount)**
- ❖ Once the Demand Draft / Pay Order is received by the Treasurer's Office, the student will be given a cheque against his / her name with the same amount of Demand Draft / Pay Order within seven to ten working days of receiving the said Demand Draft / Pay Order.
- ❖ After collecting the cheque from the Treasurer's Office, the student is advised to make his / her Installment fees payment through the Online Fees payment portal given in the College Website ([www.sxccal.edu](http://www.sxccal.edu)) with the Login details and pay it online only through Debit, Credit card or Net Banking.
- ❖ After successful payment of your Installment Fees, collect the acknowledgement receipt from the Treasurer's Office for the Demand Draft/ Pay Order deposited against the Educational Loan / Scholarship.

In case of any query regarding Educational Loan / Scholarship, please contact, MR. SIMON TAMANG / MR. NIRMALENDU NANDY (Treasurer's Office) through the contact details given below:

- 1) Contact Nos: (033)2255 1281/1282 (Mon - Fri )(between 10 am to 03 pm) & (Sat) (from 10 am to 12 noon)
- 2) E - Mail Id: [sxctreasury@gmail.com](mailto:sxctreasury@gmail.com)

**Note: The students who cannot deposit their Demand Draft / Pay Order on time, should pay their fees online before the last date, in order to avoid fine and deposit their Demand Draft / Pay Order as soon as they receive them and get the entire amount re-imbursed from the Treasurer's Office .Once the fine is added to the system, it will not be waived off under any circumstances.**

  
Rev. Dr. Dominic Savio, S.J.  
Principal  
St. Xavier's College  
(Autonomous)  
Kolkata-16