



The Sanskrit College and University

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[Established by the Act No. XXXIII of 2015; Vide W.B Govt. Notification No 187-L, Dated- 19.02.2016]
<https://www.sanskritcollegeanduniversity.ac.in>

Memo No: EST/R.O/SCU/042(Notice)/2025/0099

Date: 12.02.2025

NOTICE

Kind Attention: All UG Students (Year of Passing 2023) for issuance of Degree Certificate on 25th February, 2025 during closing ceremony of Bi-centennial celebration

The concerned passed out UG Students that had taken admission either in 2020 or in prior academic session and passed out in 2023 are hereby notified to submit the required information as solicited in the undernoted Google Form along with the prescribed fees amounting to **Rs. 400/-** (Rs. Four hundred only) for issuance of the Undergraduate Degree Certificate. Remittance of the fees is to be done through the University's Online Fees Payment Gateway (Under ONLINE FEE PAYMENT - "Miscellaneous Fees" – "UG2023CertificateFees") **from 13/02/2025 (after 2 pm)**.

Instructions for filling up the Google Form and remitting fees have been mentioned below: -

A. Google Form: -

1. Navigate to Google Form Link: -
https://docs.google.com/forms/d/e/1FAIpQLSespmfxav7tCfdx7z2etyzljykhYrXO79oDk2ByRtRcV9JQ/viewform?usp=pp_url
2. Scanned copy of the Online Fees Payment Acknowledgement.

A. Online Fees Payment Gateway: -

1. Navigate to the Home page of the University's Website and click onto the Online Fees Payment (https://scuadmission.in/fees_portal/).
- **The last date for submission is 17/02/2025 (by 12 Noon).**
 - A hardcopy print out of the Google form acknowledgement received at your Email ID should be retained so that can be submitted to Office on demand
 - Non-payment of Fee as stipulated above would mean No certificate can be issued to them on 25th February, 2025.
 - In case of any confusion, one may contact 9007535132 during 11 AM to 2 PM.

Srijib Bardhan
Registrar

Registrar
The Sanskrit College and University