

NOTICE FOR EVEN SEMESTER

We are writing to remind you about the upcoming due date for the payment of your EVEN semester fees i.e. 2nd (2023 Batch) ,4th (2022 Batch) and 6th (2021 Batch) semester. Please note that the last date for fee submission is 15th December 2023.

Clearing your fees on time is crucial to ensure your uninterrupted academic journey and access to various university resources. To avoid any inconvenience, please follow the instructions below for submitting your fees:

1. **Fee Amount:** The fee amount for the 2nd,4th & 6th semesters have been detailed in your fee statement. Please refer to the document to find the exact amount to be paid.
2. **Payment Options:** We offer multiple payment methods to facilitate your fee submission:
 - a) **Online Payment:** You can make the payment online through our secure payment portal EDU ASSIST. The portal accepts various payment methods, including credit/debit cards and online banking.
 - b) **Bank Transfer:** If you prefer to make a bank transfer, please use the following details:

Details of Bank are as follows:

NAME: -	ILEAD FOUNDATION
BANK: -	KOTAK MAHINDRA BANK
A/C NO.: -	0512346122
TYPE OF A/C: -	CURRENT
IFSC CODE: -	KKBK0006572
BRANCH: -	SIKKIM HOUSE
ADD: -	4/1, MIDDLETON STREET KOLKATA-700071

3. **Confirmation of Payment:** After submitting your fees, please retain a copy of the payment receipt or transaction reference number for your records. In case of any discrepancies or issues, having the proof of payment will help us resolve them quickly.
 4. **Late Fee Charges:** Please be aware that any payments received after the due date may incur late fee charges **(Rs 100/- per day including Sundays & Holidays)**. To avoid additional costs, we strongly urge you to submit your fees on or before the deadline.
 5. **Queries and Assistance:** If you have any questions or require assistance regarding fee payment, please reach out to the **Accounts Department dhiren@ilead.net.in, 9681583556 (Mr Dhiren Periwal).**
- FEES IN CASH ARE NOT ACCEPTABLE.**