

## Scottish Church College

Kolkata – 700 006.

23<sup>rd</sup> April, 2025

No : P/2025/04/092

### NOTICE

#### **For Refund of Security Deposits (Faculty of PG Studies)**

Applications for Refund of Security Deposits (for enrolled and completed **M.Sc. Semester-IV for the sessions 2022-24**) will be received from **24<sup>th</sup> April to 30<sup>th</sup> April 2025** through our Official Email ID ([scc.cal.pg@gmail.com](mailto:scc.cal.pg@gmail.com)). The Refund Application Pro forma is provided below. Please attach **scanned copies of your Final Mark Sheet, Semester-1 Fee Receipt and First page of Bank Pass Book** along with the application before submitting.

*M. Mandal* 23/4/25  
Dr. Madhumanjari Mandal  
Principal

Principal  
Scottish Church College  
Kolkata

Scottish Church College  
Kolkata - 700006

**Application for Refund of Security Deposit**

To  
The Principal  
Scottish Church College  
Kolkata

**For Office use**

Approved for Refund of Rs.10,000/-  
only or Rs. \_\_\_\_\_

\_\_\_\_\_  
Principal

Dear Madam,

I request you to kindly refund the amount of **Security Deposit** taken during admission as per the following particulars:

1. Name (in BLOCK Letter) : \_\_\_\_\_
2. Date of Birth: \_\_\_\_\_ 3. Department: \_\_\_\_\_
4. Class Roll No.: \_\_\_\_\_ Session : \_\_\_\_\_
5. Course : M.Sc. Botany / Chemistry (Strike off whichever is not applicable)
6. Final Result : Grand Total : \_\_\_\_\_ C.G. P.A : \_\_\_\_\_
7. (a) Amount : Rs. \_\_\_\_\_ (b) Attachments : Sem-I Pay Slip & Mark Sheet
8. Name of Bank with Branch : \_\_\_\_\_
9. Name of Bank Account Holder : \_\_\_\_\_
10. Bank Account Number : \_\_\_\_\_ IFSC : \_\_\_\_\_

\_\_\_\_\_  
Signature of Candidate

Dated : \_\_\_\_\_

**[ For College use ]**

**Note from H.O.D:**

Full Refund is recommended / Refund of Rs. \_\_\_\_\_ is recommended.

Remarks (if any): \_\_\_\_\_

\_\_\_\_\_  
Signature of H.O.D with date & Seal

Verified by **SCC PG Office**: \_\_\_\_\_

Recommended for Refund of Rs.10,000/- only or Rs. \_\_\_\_\_

\_\_\_\_\_  
Bursar