

Admission Procedure for Higher Classes for the session 2018-19:

Fee Payment starts on 1st July 2018 onwards

Last Date of payment of fees (without late fee) : 31st July, 2018

With Late fee of Rs. 2000/- : up to 3rd August, 2018

With Late fee of Rs. 5000/- : up to 7th August, 2018

Steps for Payment:

Step1: Login to GEMS

Step2: Click on Fees Detail

Step3: Click on Academic Fees Details

Step4: Click on I **accept the above Invoice details** checkbox

Step5: Select **Online Payment**

Step6: Make your payment (Print transaction successful receipt)

Step7: Go to home page

Step8: Click on Profile

Step9: Click on Print Profile

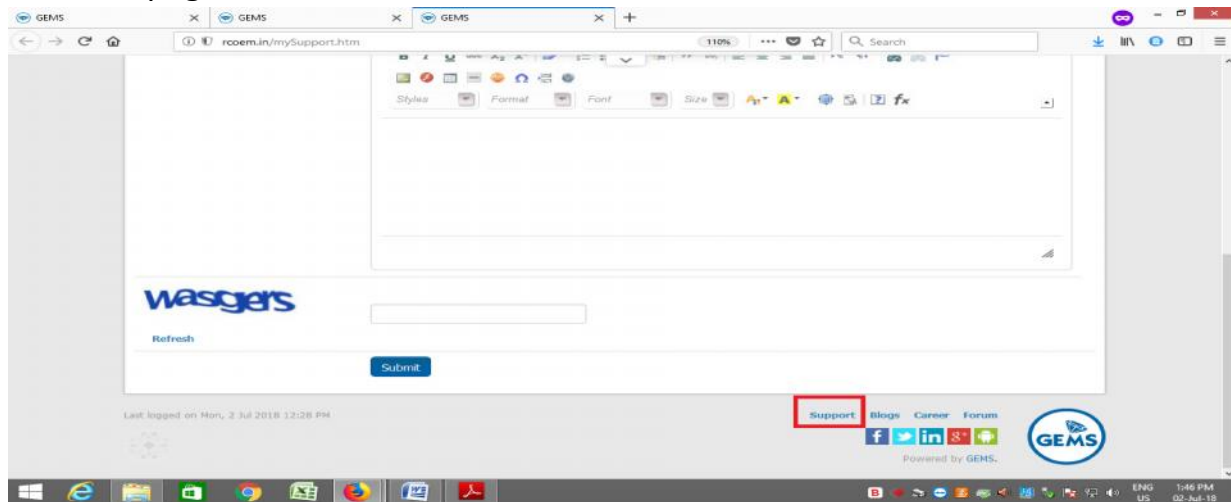
Step10: Click on Print student profile for re-registration

Step11: Print the PDF of Application form generated by system.

Step12: The Student and his/her parent should submit online antiragging undertaking at www.antiragging.in and www.amanmovement.org and get a printout and submit the same duly signed by both Student & Parent along with Print of Application Form, Transaction successful receipt, Xerox copy of mark-sheet of all Previous Attempts/ Years(Previous Examination) to Registrar Office.

Note:- Download the Admission receipt after 10th July from the option of **Academic Fees Details**

If there is any problem in Fees structure click on the **Support** option given at the footer of page



In category field select **Finance**, Write subject as **Fees Problem** and enter the problem description and submit it. After submitting issue problem will be resolve in 24hrs.

