

## **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) : 20<sup>th</sup> July, 2018**

**With Late fee of Rs. 2000/- : up to 25<sup>th</sup> July, 2018**

**With Late fee of Rs. 5000/- : up to 31<sup>st</sup> July, 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

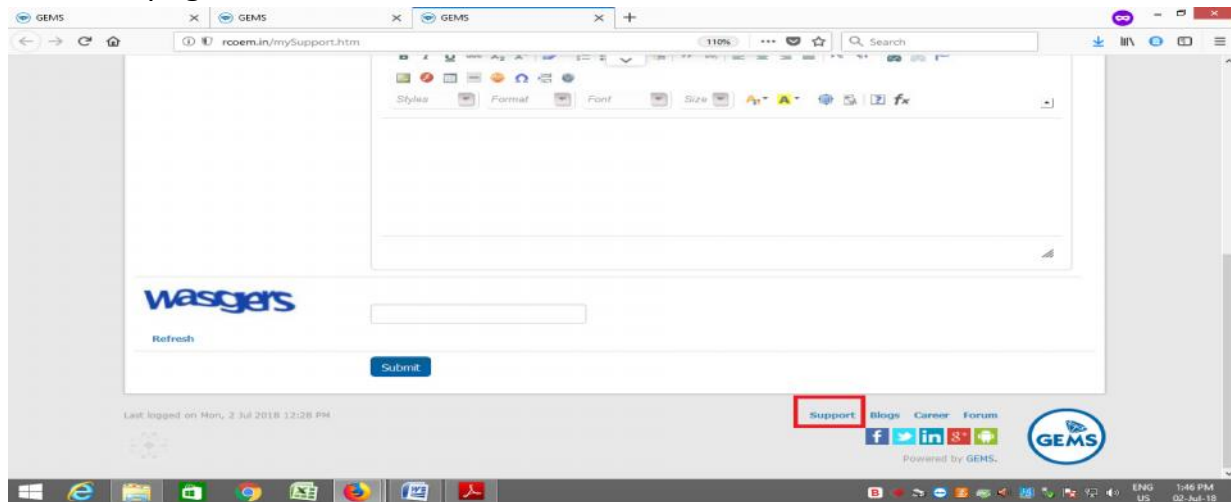
**Step10:** Click on Print student profile for re-registration

**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](http://www.antiragging.in) and [www.amanmovement.org](http://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 10<sup>th</sup> 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.

