

## **GUIDELINES FOR FEE PAYMENT**

Steps to be followed for fee payment:-

Step 1:- Login

1. Visit website [www.ghec.ac.in](http://www.ghec.ac.in) .
2. Click on “Student Section” then “Student Login”.
3. Enter username & password.

The username will be the **registration number (Numeric Value only)** and by default password will be **ghec123**

The password can be changed after first login by clicking change password link.

Step 2:- Fetch fee details

1. Click on “Pay fee now”
2. The details of fees to be paid for the semester will be displayed. The hostel charges and pending fine will also be displayed. Check the amount to be paid. In case of any discrepancy in the amount mentioned, contact the accounts office before making payment.
3. After reviewing the fee details click on the button “Pay fee” This will redirect to the payment gateway.

Step 3:- Make payment. Print receipt.

1. Various options will be available to make payments like Debit Card, Credit Card, UPI, Net banking etc.
2. Choose your payment option and click ‘Make Payment’
3. Once the payment process is over the transaction status details will be displayed.
4. If the transaction is successful, print receipt.
5. Attach the office copy of the receipt alongwith the registration form at the time of admission.

**Note:- If Payment is deducted & receipt is not generated, inform the accounts office. Do not attempt to Re-pay.**