

**BUNTS SANGHA'S
S.M.SHETTY HIGH SCHOOL & JR.COLLEGE
KOPARI, POWAI MUMBAI – 400 076**

Circular Sec / 42/ 2018-2019

April 2, 2019

Dear Parents,

The fee portal will remain closed from 8th April 2019 to 14th April 2019 in order to facilitate the transfer of students to the next academic year 2019-20.

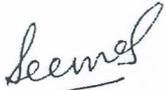
Please note that parents can pay the fees for the next academic year 2019-20 from 15th April 2019.

The names of students whose fees are outstanding for the academic year 2018-19 will not appear on the portal. Once the outstanding fee for the year 2018-19 is cleared, the students name will appear on portal within a week for payment of fees for academic year 2019-20.

After 8th April 2019, outstanding fees for the current academic year will have to be paid through cheque/cash/DD in Cosmos bank only.

The detailed procedure for payment of school fees for the academic year 2019-20 through MICM app/ online portal is attached overleaf.

For any fees related query kindly contact us at onlinequery@smshettyinstitute.in



Principal

P.T.O.

Annexure 1

Steps for Online Fees Payment

- Step 1: Browse for http://www.smsheettyinstitute.org/bs_highschool/ on Internet.
- Step 2: Then click on "Parents Login" which appears on upper right corner of website.
- Step 3: Login with Username & Password which is printed on Students Calendar.
- Step 4: Then Click on "My Fees Section" which appears on Left side of Screen.
- Step 5: Then Click on "Pay Online" under Make Online Payment Section
- Step 6: Then Click on check box representing the fees head you desire to pay
- Step 7: Read the Terms & Conditions and click on "I Agree" check box.
- Step 8: The Site will be redirected to Payment Portal. Select the desired mode of Payment i.e. Debit Card / Credit Card / Internet Banking.
- Step 9: Fill in the details as required by payment gateway.
- Step 10: On Successful payment of Fees an Acknowledgment will be generated stating that the transaction is completed successfully. This Acknowledgment just a confirmation of Successful Fees payment.
- Step 11: Computer Generated Receipt will be available for download in "Fees Receipt" head under "My Fees Section" tab, within 10 days of fees payment. This Receipt being system generated doesn't require authentication.

For any query or doubt feel free to write us on onlinequery@smsheettyinstitute.in

Steps for Offline Fees Payment

- Step 1 to Step 7 remains same as above.
- Step 8: The Site will be redirected to Payment Portal. Parents need to select the desired mode of Payment i.e. Cash, Cheque/DD/PO and NEFT/RTGS.
- Step 9: Prefilled Payment Slip will appear on website and the same needs to be downloaded and Printout has to be taken.
- Step 10: Parents can visit any AXIS bank branch for depositing Cash, Cheque/DD/PO along with the prefilled slip. Bank will return the Prefilled slip.
- Step 11: Computer Generated Receipt will be available for download in "Fees Receipt" head under "My Fees Section" tab, within 10 days of fees payment. This Receipt being system generated doesn't require authentication.

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