

# GEMS Institute of Higher Education



**10**  
Years Strong

# PROSPECTUS

ACADEMIC YEAR 2075

## A Level



Cambridge Assessment  
International Education

Cambridge International School



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# Message From Founder Director

The opportunity to educate other people's children is a rare privilege, bringing with it a huge responsibility to provide the best all-round education possible as we aim to prepare young people for happiness and success in their adult lives. At GEMS we take this responsibility extremely seriously. We care about the individual and pride ourselves in the warmth of a community in which all our students feel valued.

We live in exciting and fast changing times and this means that providing an outstanding, progressive and well-rounded education is more important than ever. Of course examination results matter and at GEMS our students consistently achieve excellent results in all areas of the curriculum, giving them access to the top universities in the country and overseas. However, this is just one aspect of a GEMS education and students are supported to show ambition both within and beyond the classroom.

Learning should be fun and happy students are more likely to be successful. We see it as our responsibility to bring out our students talents, to broaden their interests and to develop their personal qualities. To do this we aim to foster confidence, perseverance, tolerance and integrity; to enhance communication skills; to embrace creativity; to encourage teamwork; and to promote an open-minded and outward-looking mentality so that students are ready to make a really positive contribution to their wider community.

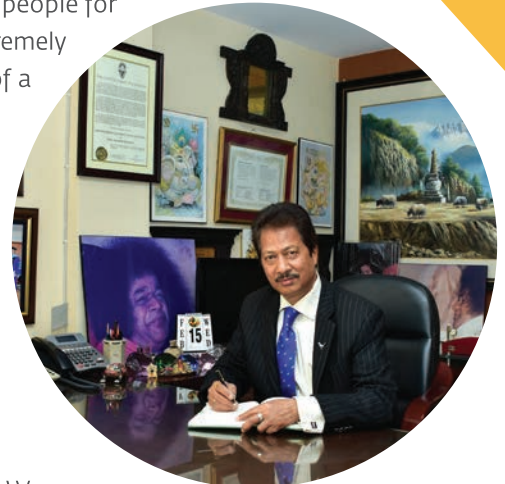
Tradition is important here and still shapes some of our guiding principles but we seek to build on the past while looking to the future. This is, and will remain, a forward-thinking school that enthusiastically embraces innovation and new opportunity.

We are committed to making GEMS education accessible to talented students whatever their background and very significant levels of financial support (up to 100% of full fees) are available through our various scholarship schemes.

Best wishes,



Mr. Rajesh Khadka  
Founder Director



# About Us

GEMS Institute of Higher Education (GIHE) as the higher education wing of GEMS was established in the year 2008 with the mission to provide students with higher level education. Currently, we offer Cambridge Assessment International Education (CAIE) A Level, an internationally benchmarked qualification of the University of Cambridge, UK and Plus 2 Science and Management programmes affiliated to National Education Board (NEB), Nepal. Under the CAIE A Level, both Science and Non-Science (Management and Humanities) courses are offered with various options so that students can make a choice as per their interest and career goals. Plans are afoot to introduce Bachelors' and Masters' level programmes in Management, Bio-technology and Information Technology (IT) in the future.

A separate team of professionals administer all the programmes, and we offer state-of-the-art facilities. The higher education wing is located within the premises of the main complex of the high school at Dhapakhel, Lalitpur, which is 1.5 kilometer away from Satdobato.



## Vision

GEMS Institute of Higher Education (GIHE) envisions becoming an autonomous and leading higher education institution within ten years, offering a wide range of high-quality education from pre-university to the University level.



## Mission

We are committed to providing high quality education of an international standard to students, focusing on developing their full potential of their body, mind and spirit. The efficient team of management and faculty works with zest and vigor not only to prepare students for the board examinations but also to inculcate in them a sense of self-esteem, social and moral values in order to raise them as responsible global citizens. The emphasis is also given for developing the students into confident, reflective, engaged and innovative individuals by engaging them beyond classroom activities.

# CAMBRIDGE ASSESSMENT INTERNATIONAL EDUCATION (CAIE) A LEVEL

The Cambridge International AS and A Level examinations are held twice a year i.e. in May/ June and October/ November, and the results of which are published in August and January respectively. The Cambridge International AS and A Level students are assessed on a grade scale from A\* grade, awarded for the highest level of achievement, to 'E' indicating the minimum required performance while 'U' stands for ungraded which means 'Failed' or 'Unqualified' for a grade.

All papers of the Cambridge International A-Level course can be taken in the same examination session, usually at the end of the second year of the course.

## WHY CAMBRIDGE INTERNATIONAL A LEVEL?

Cambridge International AS (Advanced Subsidiary) and A-Levels are taken by over 175,000 students in more than 125 countries every year. The A Level course is very flexible, as it offers students a choice of more than 55 different subjects.

Students can choose any combination of the wide choice of subjects that suit their interest and aptitude. Students must take a minimum of three A-Level subjects (3.0 credits) and one AS subject (0.5 credit) in order to qualify to study undergraduate courses. However, they may take more than the required credits depending upon their interests, capabilities and career choice.

- ▶ Many universities across the world offer advanced credit (up to one year) to students who hold Cambridge International A-Level qualification, which means that students taking Cambridge A-levels are already ahead in their undergraduate programme by a year before they even begin their college enrollment.
- ▶ More than 450 US universities including Harvard, Yale, MIT and Stanford accept the A-Level qualification.
- ▶ A-Level is a rigorous programme that encourages high academic standards. It helps students gain in-depth subject knowledge with a deeper understanding, and it also helps them develop independent learning and constructive thinking skills.

- ▶ Cambridge International A-Level qualification is internationally recognized and valued for being an excellent preparation for university, employment and life. It also opens doors for the students for entry into leading universities worldwide including the UK, USA, Canada, New Zealand and Australia.



# CLASSES OFFERED

At GIHE, we offer following classes

## Science Stream

- ▶ Physics (A)
- ▶ Chemistry (A)
- ▶ Biology (A)
- ▶ Mathematics (A)
- ▶ English General Paper (AS)
- ▶ Computer Science (A)

## Non-Science Stream

- ▶ Accounting (A)
- ▶ Business (A)
- ▶ Economics (A)
- ▶ English General Paper (AS)
- ▶ Mathematics (A)
- ▶ IT (A)
- ▶ Psychology (A)
- ▶ Sociology (A)
- ▶ Art & Design (A)



## Credits

'A' refers to a full two-year course that carries 1.0 credit, and 'AS' refers to a one-year course, which carries 0.5 credit.

The minimum requirement for A-Level qualification is 3.5 credits which mean that students must take at least three 'A' subjects alongside at least one 'AS' subject in order to qualify for admission to reputed universities.



“Growing up in a society where science is relegated as memorizing theories and where questioning them is looked down upon, GIHE has given me a phenomenal platform to conceptualize these theories and expand my horizons in the field of science.”

~Abhinav Pokharel (AS, Science)

“I will remember the past two years as the most joyful experience of my life and why not? I was especially intrigued by the quality of resources the school provides to the students in academics as well as extracurricular activities. Every staff and faculty member is so supportive that as a student anyone would dream of joining this institution. After studying at GIHE, I can indeed say that school is really the second home of every student.”



~Manish Panta (A2, Science)



# Admission Policy

## Eligibility for A Level Study

Students must have passed the Secondary Education Examination (SEE) or equivalent examination in order to qualify for A-Level study. Students who have scored at least Grade B in English, Science, C. Maths (plus Optional Maths for Science stream applicants), in the school's internal SEE qualifying or Class X annual examinations, are eligible to apply for A-Level in Science and Non-Science streams.

Admission is granted to students who qualify in the written tests and interview on condition that an attested copy of the mark sheet of the SEE together with the character certificate is submitted to the college office within the first week from the date of the publication of the SEE results, failing which, admission will be cancelled, and the amount deposited for admission forfeited.

Attested copies of the following documents must be submitted at the time of submission of the application form.

- ▶ Mark sheet of SEE qualifying/ Grade X internal examination of the school.
- ▶ Two recent passport size colour photographs.
- ▶ Certificates of awards or scholarships earned at school, if any.
- ▶ Migration certificate (Applicable for the students from boards other than SEE).
- ▶ A sealed recommendation letter from the Principal/ Vice Principal or a teacher of the school last attended (can also be submitted via email directly to [info@gihe.edu.np](mailto:info@gihe.edu.np) addressed to the Coordinator).

### Note:

Once the student is admitted to the college, admission fees including annual fees will not be refunded in case of cancellation/withdrawal of the admission.



# Scholarship and Award Policy

## GEMS Toppers (1st, 2nd, 3rd)

Quota - 3

Admission - 100%

Tuition - 100%

## GEMS Entrance Exam Toppers

Quota - 5

Admission - 100%

Tuition\*  
(100% | 75% | 50%)

## Elite Athletes

Quota - 3

Admission - 100%

Tuition # - 50%

## GEMS SEE Grads

Quota - All

Admission - 25%

- ▶ In addition, students, who stand first, second and third in the terminal examinations will be awarded 100, 75 and 50 percent scholarships in monthly tuition fee for four months. However, the same will be withdrawn if the student is unable to retain the position during subsequent examinations.
- ▶ If the performance of the student in any internal examination is not satisfactory, the scholarship granted can be cancelled at any time.
- ▶ Decisions regarding the awards of all scholarship schemes are strictly under the jurisdiction of the college management.
- ▶ The management reserves the rights to change its scholarship schemes without any prior notice.
- ▶ In order to continuously avail the scholarship, the student/s must maintain good academic and discipline standard on a regular basis throughout the academic session.

\* Must have a consistent B grade or above in all internal examinations for continuation of the tuition fee waiver or it will be withdrawn.

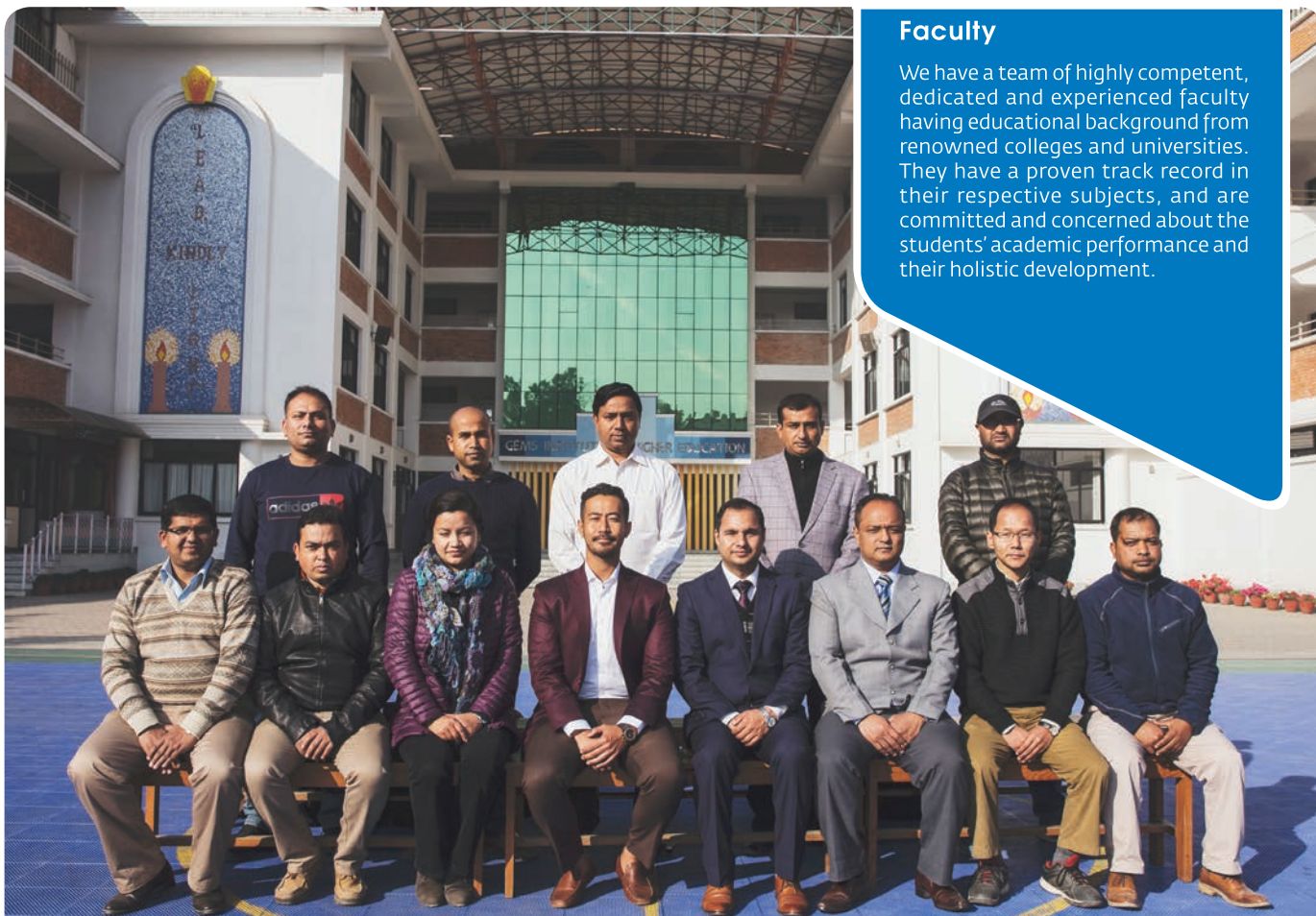
# Must have a consistent E grade or above in all internal examinations for continuation of the tuition fee waiver or it will be withdrawn.

# Why Study at GIHE?

## International Standard Facilities

We have infrastructure of an international standard supported by the latest technology and state-of-the-art facilities. Classrooms are spacious with multimedia facilities. All the science laboratories viz. Botany, Zoology, Chemistry and Physics are fully equipped with high quality apparatus for practical classes. A computer lab and a well-stocked library have been set-up with the latest editions of books and reference materials. A wide choice of journals, periodicals, and broadband internet facility is available in the library for supporting the students' study and research. A separate multimedia room equipped with an interactive board is at the teachers' disposal to supplement their lectures with visual aids.

GIHE has also been designated as a centre for theory and practical examinations by the Cambridge Assessment International Education (CAIE), an examination board under the Cambridge Assessment.



## Faculty

We have a team of highly competent, dedicated and experienced faculty having educational background from renowned colleges and universities. They have a proven track record in their respective subjects, and are committed and concerned about the students' academic performance and their holistic development.

## Parent-Teachers' Meetings

# Teaching & Learning

We provide students with a stimulating environment for their enriched learning. At GIHE, students not only gain academic knowledge and skills but they also develop their confidence through continuous assessments of their performance. A maximum of 25 students are kept in a class so as to enable the faculty to give students individual attention and care. Students are encouraged to enquire and participate in discussion, and are assessed regularly through unit tests and terminal examinations. Generally, three unit tests and three terminal examinations are given in a year. In addition, project work, presentations, assignments, etc. are given to students on a regular basis to make them responsible, reflective, innovative and engaged.

Students are required to obtain a minimum of 40 percent marks in all the subjects in the overall internal assessment to qualify for appearing in the board examinations or else they will have to reappear in the failed subjects.

Students are also frequently taken on field visits to gain hands-on experience in different subjects. From time to time professionals from different fields such as medicine, engineering, applied science, management, etc. are invited to interact with the students and talk about their professions, to enable students to make a decision regarding their future career.

Parent-teachers' meetings, are held term-wise or as per need to share with and discuss the overall performance of the students. Academically weak students are provided extra guidance. Tutorials are arranged for students in the major subjects if the need arises. It is mandatory for the weak students to attend such classes.



“ I have always desired for education in international colleges and GIHE has helped me with this by providing me with the tools and opportunities to interact with representatives of colleges around the world. The effort teachers make to harness the academic potential of a student is admirable. The students are even encouraged to initiate projects in the field they aim to pursue. These projects are observed by the teachers to make sure that there is no obstruction.”

~Yugesh Upadhyaya Luitel (AS, Science)



“ Tabula Rasa, a blank slate, a term I came across in psychology class which I failed to understand then. Now that I think about it, I was Tabula Rasa with only minimal experience and a drive to fill in the emptiness. GIHE, a perfect mixture of fun, education and dance for me, tested me again and again encouraging me to learn, work and achieve. So, after 2 years, I have filled in the emptiness with passion for dance and a thrill to learn further without giving up and I can proudly say, it is all thanks to the teachers and people in GIHE.”

~Isha Dongol (A2, Science)

## Career Guidance & Counselling

GIHE offers comprehensive academic Guidance Counselling sessions for two years – the transition phase from high school to tertiary education where students are caught in a dilemma to make the right choice. Counsellors and teachers assist them in the entire application process in admissions to colleges and universities at home and abroad. At the beginning of the Junior Year, the Guidance Counselling Office Counsellors play a curical role in providing the students with information related to the Common Application, SAT, TOEFL, and IELTS preparation classes, application essays, effective communication with University Representatives, and financial aid and scholarships. By the time they reach their senior year, the students are well-informed/versed about the entire application process and thus able to make proper informed choice/decisions about attending a college or university.



**“You don’t have to s**

# NATIONAL CAREER & COLLEGE PLANNING CONFERENCE 2018



to see the whole Staircase.  
Just take the First Step.”

~Martin Luther King, Jr.



## Extra Curricular Activities (ECA)

GIHE offers students varied opportunities through clubs, programs, leadership and community activities to excel beyond the classroom. Currently, the college offers classes in -

Photography

Art & Design

Zumba

Guitar

Basketball

Football

Cricket

Modern Dance

### GEMS Model United Nations (MUN)

GEMS Model United Nations is a simulation of the UN proceedings which catapults students into a world of diplomacy and negotiation. The students prepare draft resolutions, plot strategies, negotiate, resolve conflicts, and navigate the UN's code of conduct.

### Inter College Sports Tournament

Talented students get an opportunity participate in sports and to be trained by experienced instructors and to participate in various college level competitions.

### Sports Week

During the Sports Week, students engage themselves in various sports activities. Students can take part in Football, Basketball, Cricket, Chess, Table Tennis and Badminton competitions. They can also take part in Art, Photography, Dance and Music competitions.



ECA is not only one of the most important keys to a healthy body, it is the basis of **DYNAMIC & CREATIVE** mind.



“Extra Curricular Activities have been an integral component of GEMS, which lay strong emphasis not only on **Academic Enhancement** but also on the **Holistic Development** of students so that they become competitive global citizens.”

| GIHE Youth Fest   | Business Plan Competition (BPC)   | Science Exhibition  |
|---|---|---|
| <p>The Student Council organizes one of the biggest events of GIHE every year- the Youth Fest. The performance of the external bands; assorted delicacies; and other fun activities makes this the most anticipated event of the year. This event also enhances the leadership skills among the students.</p> <p>The fund collected from the event is utilized in social service initiatives.</p> | <p>Business Plan Competition hones the business skills of the students by requiring them to plan business projects and to receive practical outlook on how business organizations function.</p> | <p>The Science Exhibition showcases technological and scientific innovation of our students. This annual event draws the academic and the practical students to explore and engage in various scientific processes.</p> |



The students of GIHE can take part in the Duke of Edinburgh's Award founded by Prince Philip of the United Kingdom. The prestigious Duke of Edinburgh's Awards recognize adolescents and young adults aged 14 to 25 for completing a series of self-improvement exercises and activities. In order to be eligible for these awards, students are required to take part in the following activities: Volunteering for social work/projects, developing Physical Skills and undertaking Expeditions. The successful participants are awarded Bronze, Silver and Gold Medals on the basis of their performance in different areas. The awardees of Duke of Edinburgh's Awards will have an edge over their counterparts as these awards have global recognition and will also assist students in getting scholarships in renowned universities

### Community Services

Community service is part of the A Level education. Each student is expected to be involved in community service, like teaching, providing volunteer service for charity, etc. for certain hours. The college has established corporate relationship with more than three dozen organizations and community schools including charitable organizations to facilitate students for the volunteer services.



### CLUBS

GIHE strives to create a positive environment and enhance leadership skills among students through the formation of various clubs at the initiative of the students themselves. Here, the logistics support is provided by the college management. Students are recruited into different clubs at the beginning of the academic year and encouraged to organize competitions and events which are coordinated by the ECA Coordinator. Club activities are held after college hours and interested students can participate in them as per their interest. The following clubs are on offer at present:

- Performing Arts Club (Music, Dance, Theatre, Art and Design)
- Science and IT Club (Photography, Multimedia, Design, Programming)
- Sports Club (Football, Basketball, Cricket, Indoor Sports)
- Environment and Social Service Club
- Literary and Journalism Club
- Interact Club
- Music Club
- Business Club
- Research Club

### GIHE Student Council

GIHE Student Council is a body comprised of leaders who represent the students currently studying in the college. College head, coordinators, teachers and students select the leaders for the executive positions of the council for one year. The main objective behind the constitution of the council is to provide students with an opportunity to develop their leadership skills, and instill in them a sense of responsibility by allowing them to organize many extra-curricular activities. The council members encourage other students to participate in the activities and help showcase their talents.

GIHE Youth Fest, Inter-College Football, and debate competitions are some of the important events the student council organizes every year. Such events do help students to boost their morale and self-confidence, and also develop a sense of togetherness and team spirit among the students.

# THUNDERBOLTS

A thunderbolt is the manifestation of the 'Vajra', represented by a flash of lightning with a simultaneous crash of thunder with an ability to destroy anything confronting it. It is also taken as a weapon of Lord Indra and other mythological Gods such as Jupiter, Zeus or Thor. A thunderbolt generally precedes rainfall, which is a source of life on earth.

At GEMS, the **Thunderbolt** is taken as a symbol that exhibits the attributes of its members never losing heart even if defeated but finding out where they went wrong and mending the weaknesses to become more goal-oriented, determined and focused on their destination. The **Thunderbolts** work relentlessly in order to achieve victory not letting any set backs deter their aim and desire to win.





## Graduation Ceremony

A graduation ceremony is organized annually amidst a special cultural programme in the presence of some dignified personalities in order to award graduate certificates and mementoes to the successful students both in the NEB and CAIE exams. It provides the graduating students with an opportunity to wear a gown signifying the successful completion of their two-year course in the college, and also have some important guidance and tips on the pursuance of their future careers from the deeply experienced speaker in the event.

## High Academic Achievements

The college has remained committed to offering students high quality education ever since its inception. Within a short span of time, our students have excelled remarkably in academic arenas as well as extra-curricular activities, which is evidenced by the achievement of academic awards such as 'World Topper', 'Nepal Topper', 'Best Across Four Cambridge International AS Levels', 'High Achievement Award Cambridge International A Levels' and 'Best Across Three Cambridge International A Levels' at national and international level for excelling in the A/AS Level examinations.

Two of our students have been awarded 'Nepal Topper' in Psychology and Sociology in 2018. In addition, students have received a prestigious scholarships and placements in institutions like Cornell University, Hamilton College and New York University in 2017/18.

Many of our A Level graduates are currently studying in reputed universities in the US, UK, Australia, Thailand, India, etc. with scholarships.

# Outstanding Achievers



**Ms. Sweksha Sharma**

Nepal Topper - Sociology  
AS Level, June 2017



**Ms. Isha Dongol**

Nepal Topper - Psychology  
AS Level, November 2017



**Mr. Bibek Ramdam**

World Topper - Mathematics (AS)  
5 A's in Physics, Chemistry, Biology, General Paper  
and Mathematics, November 2013



**Mr. Samip Baral**

World Topper - General Paper (AS)  
4 A's in Physics, Computing, General Paper and  
Mathematics, November 2011



**Ms. Roja Khadka**

Nepal Topper - Accounting  
AS Level November, 2014



**Ms. Srijana Rai**

Nepal Topper - General Paper  
AS Level November, 2014



**Ms. Joha Joshi**

Best Across Four Cambridge  
International AS Levels November, 2011  
Nepal Topper - Chemistry, Physics  
A\* in Biology, Physics, Chemistry,  
Mathematics, June, 2012



**Ms. Ruby Shrestha**

Nepal Topper - Computing  
November 2012  
A\* in Chemistry, Mathematics, Physics, Computing



**Mr. Rishav Raj Sharma**

Nepal Topper - General Paper  
November 2012  
A\* in Mathematics and A in Chemistry,  
Physics, Computing



**Mr. Abhishek Singh**

Nepal Topper - Accounting  
November 2012



**Ms. Anugya Sharma**

High Achievement Award  
Cambridge International A Levels, November, 2011  
A\* in Biology, Physics, Chemistry, Mathematics, June, 2012



**Mr. Anubhab Khafle**

Best Across Three Cambridge  
International A Levels, November, 2011  
A\* in Physics, Chemistry, Mathematics  
and A in Biology, June, 2010

“Personally, not being academically competitive, GIHE A-levels program has ushered me in centralizing on my passion and fostering it for my personal growth. GIHE proffers every possible prospect to its fellow student as long as you can stand up, stand out and advocate yourself. GIHE is a perfect station for those seeking opportunity to flourish holistically.”



~Sworna Jung Khadka (AS, Non-Science)



“Being part of GEMS since tender age, deciding to continue my high school once again at GEMS was one of the best decisions I’ve ever made. GEMS not only pushes you academically but also in ways that can go beyond your imagination. It’s been absolutely amazing- from the teachers that I’ve met, to the friends that I’ve made. I really could not have asked for a better time here at GIHE. Welcome to the home of Thunderbolts, where every student counts.”

~Samjhana Timsina (AS, Non-Science)

# AGES

Association of  
**GEMS'** Ex Students



AGES was formally inaugurated on 24 February 2018 by the Founder Director, Mr. Rajesh Khadka and Ad hoc committee comprising four members has been formed on the leadership of Er. Sixit Bhatta. Once it is officially registered, it will work in coordination with the school for the betterment of the society and will strive to create a platform for the ex-students of GEMS and GIHE to work in unison.

# General Regulations

## Class Hours

Students must arrive in the college at least ten minutes before the class starts. Students, who arrive late by more than ten minutes, will have to report to the Coordinator before being permitted to enter the class. Disciplinary action will be taken as per the college rules against students who repeatedly come late.

Classes are generally held Monday through Friday. Practical work of science and other addition classes are conducted on Sundays or as required depending upon the need.

## Attendance

Attendance is taken every day in every period to ensure the students' presence and participation in the class. Absenteeism in the class is discouraged. Coordinators or administrators should be informed in writing in case a student cannot attend classes due to unavoidable circumstances. In addition to maintaining academic requirements, a minimum of 90 percent attendance is necessary for students to be promoted to A-2, the second year of A- Level.





### Withdrawal of Students

Mid-session withdrawal is discouraged. However, if a student has to withdraw his/her name from the college due to some unavoidable circumstances, a written application must be submitted to the office at least two months in advance or else extra two months' tuition fee will be realized from the student before issuing a Transfer Certificate (TC) or any other document(s).



### Dress Code and Attire

Following the proper dress code is compulsory for all students. They must wear the prescribed college uniform which consists of a white shirt, tie and blue pants during summer, plus a gray coat and the prescribed black sweater bearing the GIHE logo during winter. Black gloves and Black mufflers are also permitted.

Students who come in improper uniform or casuals will not be allowed to attend classes. Students are expected to be attired properly for ECA activities as well.

### Code of Conduct

The Code of Conduct outlines the expectations of the institution on the way the students need to conduct themselves. The acceptance of admission to GIHE implies the acceptance of its rules and regulations and any deviation or violation of the same will lead to disciplinary action which also entails fines. Parents and students are required to go through the Code of Conduct as well as the Student handbook and comply.



### Transportation Policy

1. Bus facility is available for students who require the same. Students requiring transportation have to indicate their need, and mention the bus stop in the application form.
2. Students are not permitted to bring any sort of conveyance to the college especially two wheelers. This rule is strictly enforced for the safety of the students themselves.
3. Students availing the bus service will be issued a bus pass cum ID tag, which they must display while boarding the bus and should be kept with themselves at all times.
4. If a student has to change the bus stop temporarily or does not require the bus service for any reason, then a written application written/ signed by the parents, addressed to the Transportation In-charge must be submitted and permission obtained in advance.
5. Misuse of bus facility in any way will lead to the suspension/cancellation of the same.



# Financial Regulations

## Billing System

1. Fee chart is available separately in the Accounts Office.
2. Tuition fee is charged for twelve months beginning from Jestha.
3. Transportation charge is payable for eleven months.
4. Bills are dispatched one week in advance for the forthcoming month, and have to be settled before 20<sup>th</sup> of each current month, failing which a surcharge of 5 percent will be added to the bill amount, and 10 percent surcharge will be added for the payment made after two months.
5. Students, whose accounts fall into arrears for more than two months, will have their names struck off the register. They will have to seek re-admission on the payment of fees as at the time of first admission. Re-admission of such students will solely be at the discretion of the college authority.

## Payment Procedures

Payment of monthly bills of the students can be made as follows:

1. Parents/ students may deposit the college fees in cash at the fee counter of the school at Dhapakhel.
2. Standing instruction can be used for the payment of the college fees for which students/ parents should have an account in any branch of Himalayan Bank Ltd.
3. The fees can also be deposited in any branch of Himalayan Bank Ltd. and Citizen Bank Ltd. by filling in a deposit voucher in triplicate. Once the fee is deposited, the bank sends the record of the payment to the accounts office through email the same evening. However, parents/ students are requested to retain a copy of the deposit voucher safely until they receive a computer generated official receipt from the accounts office.
4. Parents may deposit the fees through IME by visiting the nearest IME agent outlets and filling out the available fees payment form.

# Miscellaneous

## Internship Opportunity

Upon completion of A Level Program of Study, a few deserving students can secure 'learning while earning' opportunity to serve as an Intern for a short period of time wherein they can gain substantial professional experience that prepares them to better handle their further academic and professional pursuits.

## Suggestions and Complaints

Verbal complaints are not entertained. Parents/ students are requested not to get into discussions with any member of staff but to put down their complaints or suggestions in writing with their name and contact number and drop the same in a sealed envelope at the concerned authorities' office. The management will look into the parents'/ students' grievances and concerns at the earliest possible, and take immediate steps to address them. Anonymous suggestions or complaints will not be entertained.

## Poly Bag Free Zone

In order to create awareness and to contribute to environmental protection GEMS has declared the campus a 'Poly Bag Free Zone'. The school has banned the use of plastic/ poly bags and wrappers. Parents are requested not to allow their ward to bring any plastic/ polythene packaged items/ food or carry bags to the school.

## Appointment with Officials

Office working hours are from Sunday through Friday between 6:45 a.m. and 2:30 p.m. However, parents are requested to make a prior appointment with the concerned officials before they come to meet them in order to avoid long wait.

## Faculty Members

1. Mr. Ganesh Datt Bhatt  
College Head  
M.Ed, English Language Education
2. Mr. Mabindra Regmi  
Coordinator  
M.Ed., General Paper
3. Dr. Bishnu Prasad Dhungana  
Ph.D., Mathematics
4. Mr. Indra Prasad Paudel  
M.Ed., Mathematics
5. Mr. Ajay Kumar Jha  
M.Sc., Mathematics
6. Mr. Narendra Sharma  
M.Sc., Mathematics
7. Mr. Deepak Shah  
M.Sc., Physics
8. Mr. Keshav Kunwar  
M.Ed., Mathematics
9. Mr. Rajendra Khatri  
M.Sc., Chemistry
10. Mr. Santosh K. Shah  
M.Sc., Chemistry
11. Mr. Rakesh K. Chaudhary  
B.C.A., Computer, Applied ICT
12. Mrs. Urmila Dyola  
M.Sc., Biology
13. Mr. Narendra Adhikari  
M.B.A., Accounting
14. Mr. Dipesh Raj Shakya  
M.B.A., Business Studies
15. Mr. Nihal Shrestha  
M.B.A., Business Studies
16. Mr. Madhav K. Chhetri  
M.A., Economics
17. Ms. Samantha Moktan Lama  
B.A., General Paper
18. Mr. Sandesh Dhakal  
M.A., Psychology
19. Vijaya Tamla  
M.Ed., Sociology, General Paper
20. Mr. Subash Nepal  
M.Sc, IT
21. Mr. Sanjeet Maharjan  
B.F.A., Art & Design
22. Mr. Yarosal Shrestha  
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GEMS Village, Dhapakhel, Lalitpur | GPO Box 1794



5275111, 5275112  
00977 1 5275121 (Fax)



info@gihe.edu.np



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