

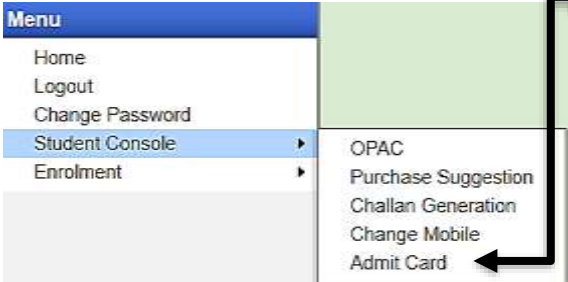




THE BHAWANIPUR EDUCATION SOCIETY COLLEGE

A MINORITY RUN COLLEGE. AFFILIATED TO UNIVERSITY OF CALCUTTA
RECOGNISED UNDER SECTION 2(F) & 12 (B) OF THE UGC ACT, 1956

Procedure for Generation of Admit Card

This procedure is applicable only for B.Com. Part II Honours Students for their College Mid-Term Examination, 2017

1	Visit College Website www.thebges.edu.in . On the top right-hand side of the screen, click on " Campus Login ". Session will remain " 2017-18 ". Enter your College UID (From your college ID card or your previous year fees challan) in the UID field and Password.
2	In case you do not remember your password, click on " Forgot Password ". Give your College UID, E-mail ID or Mobile No. and Date of Birth (DDMMYYYY), registered in college. Click on " Get Password ". Your password will be reset to " welcome " (even if you do not receive an SMS). You will be required to change your password to access your online profile. Please Note: YOU SHOULD NOT GIVE "welcome" AS YOUR NEW PASSWORD.
3	 <p>Upon login into your profile, on the left side of the screen under Menu, go to "Student Console" option and click on "Admit Card".</p> <p>Please note: If in your browser "popup" is blocked, you will get a display (red-coloured cross) on the top right of the browser. Please click on that display to enable the popup.</p>
4	 <p>Click on "Generate" option for the generation of your admit card.</p> <p>Please Note: In case if you are getting any pop-up relating to your college fees for the academic year 2017-18 at the time of generating your admit card, please click on "OK" and proceed.</p>
5	 <p>Now click on "OK" to print your admit card for the examination.</p> <p>Please Note: Admit Card must be printed on a neat white colour A4 size paper only. Please make sure that printing orientation is in portrait mode.</p>

Please note:

- i. **No students will be allowed for Mid-Term Examination without their Admit Card and valid college ID card.**
- ii. **If you are facing any problem in accessing your profile/generation of admit card, visit System Control Room (Room No. 424), 4th Floor, on 30th October, Monday, between 10.00 AM to 12.00 NOON & 03.00 PM to 04.00 PM**