

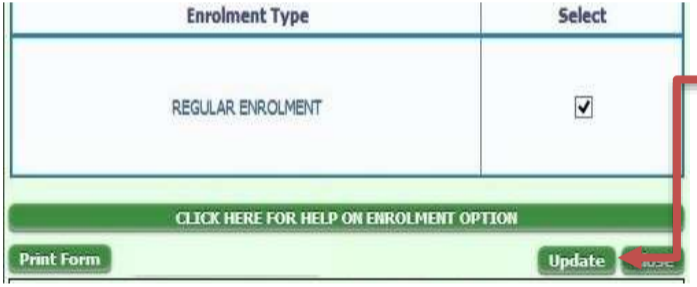
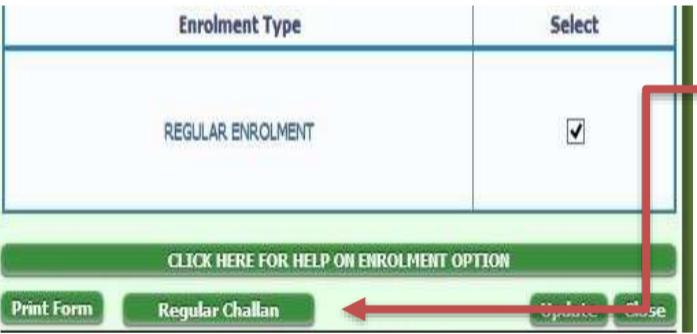




## THE BHAWANIPUR EDUCATION SOCIETY COLLEGE

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

### Procedure for Enrolment – M. Com

**This enrolment procedure is applicable only for students who had appeared for their Calcutta University Part I examination, 2017**

1	Visit College Website <a href="http://www.thebges.edu.in">www.thebges.edu.in</a> . On the top right-hand side of the screen, click on " <b>Campus Login</b> ". Session will remain " <b>2017-18</b> " ( <b>DO NOT CHANGE THE SESSION</b> ) Enter your College UID ( <b>From your college ID card or your previous year fees challan</b> ) in the UID field and Password.
2	In case you do not remember your password, click on " <b>Forgot Password</b> ". Give your College UID, E-mail ID or Mobile No. and Date of Birth (DDMMYYYY), registered in college. Click on " <b>Get Password</b> ". Your password will be reset to " <b>welcome</b> " (even if you do not receive an SMS). You will be required to change your password to access your online profile.  <b>Please Note:</b> <b>YOU SHOULD NOT GIVE "welcome" AS YOUR NEW PASSWORD.</b>
3	Upon logging into your profile, you will get a " <b>Mobile No. Verification</b> " dialog box. Check last 4-digits of your registered mobile no and click on " <b>Get OTP</b> " button. In case your number has been changed, click on " <b>Change Mobile Number</b> " option. Type in the OTP and click on " <b>Verify</b> " button.  <b>Please Note:</b> ➤ <b>OTP will be valid for only 3 minutes. After lapse of time, you need to click on "Send Another OTP" button in order to regenerate OTP.</b> ➤ <b>The new number cannot be same as Emergency number.</b>
4	On the left side of the screen, go to " <b>Enrolment</b> " option and click on " <b>Enrolment Form</b> ".  <b>Please note:</b> <b>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.</b>
5	 Check all the fields in Enrolment Form. Click on " <b>Update</b> " button.  <b>Please Note:</b> <b>Last Calcutta University Exam Result will remain "QH" by default.</b>
6	 Once updated, click on " <b>Regular Challan</b> " to view options to pay Enrolment Fees.  <b>Please Note:</b> i. <b>In case of Enrolment Fees payment by cash at bank, read point no.7.</b> ii. <b>If you want to pay Enrolment Fees by online mode, read point no.8.</b>
7	 <b>Cash at Federal Bank only</b> - If you want to pay your Enrolment Fees in cash, you have to click on <b>Print Challan</b> to generate the challan. Print the same for paying at Bank. Pay Enrolment fees <b>by cash at The Federal Bank Ltd.</b> , (Any branch). <a href="#">Click here for List of Branches in Kolkata</a>  <b>Please note:</b> <b>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.</b>
8	 <b>Online Mode of Payment</b> - If you want to pay your fees online, click on <b>Pay Online</b> and choose between E-banking or Debit/Credit Card.  <b>Note:</b> i. <b>Banking charges will be added extra as applicable.</b> ii. <b>Please do not press F5, Refresh, Reload, Right-click or Backspace button while doing online payment.</b> iii. <b>In case if Online Payment is unsuccessful, read Online Transaction Failure.</b> iv. <b>After successful online payment, Click on Please Click Here to Print Challan to print your E-paid challan receipt.</b>
9	Click on " <b>Print Form</b> " and print the same.
10	After payment of the Enrolment Fees ( <b>irrespective of the payment mode</b> ) you are required to mention the date of fees payment in your enrolment form (Printed in step 9) and drop the form, along with a Xerox copy of your fees paid challan, in the " <b>Enrolment Dropbox</b> " available at the Entry Gate of the College ( <b>Near Security Desk</b> ).

**Please note:**

- Last date for paying Enrolment Fees is Saturday, 16<sup>th</sup> December, 2017.**
- In case if you are facing any problem in accessing your profile, visit System Control Room (Room No. 424), 4<sup>th</sup> Floor, On Monday, 11<sup>th</sup> December, 2017 between 10.30 AM to 1.00 PM**