



## 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. Semester - I students for their Calcutta University Compulsory Language Group (Communicative English & Alternative English) Exam, 2017**


1 Visit College Website [www.thebges.edu.in](http://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**) 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  Upon login into your profile, on the left side of the screen under Menu, go to "[Student Console](#)" option and click on "[Admit Card](#)".  
**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.

4  Click on "[Generate](#)" option for the generation of your admit card.

5  Now click on "[OK](#)" to print your admit card for the examination.

**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.**

**Please note:**

- i. **No students will be allowed for examination without their Admit Card and valid college ID card.**
- ii. **Students are required to report at the examination venue 15 minutes prior to the examination.**
- iii. **If you are facing any problem in accessing your profile/generation of admit card, visit System Control Room (Room No. 424) 4<sup>th</sup> Floor, on **Thursday, 11<sup>th</sup> January, 2018 between 3.00 PM to 4.00 PM & Saturday, 13<sup>th</sup> January, 2018 between 10.00 AM to 12.00 NOON****