



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 Casual / Repeater Enrolment – Part I - B.Com./B.A./B.Sc.

This procedure is applicable only for those students who have got failed paper(s) in their Calcutta University Part I examination result.

- Please keep your original Calcutta University Mark-sheet of last exam appeared handy with you as you need to cross-check your Calcutta University Last Examination Roll no & Result.*
- Students having “ABS” as their Part I Calcutta University result need to mail us their scanned copy of Marksheet at enrol@thebges.edu.in for their enrolment procedure.*
- This Enrolment procedure is not applicable for the students having “INC” as their Part I Calcutta University result since their Mark-sheet has not been issued by Calcutta University.*

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” (DO NOT CHANGE THE SESSION). 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	Upon login into your profile, you will get a “ Mobile No. Verification ” dialog box (if not done before). Check last 4 digits of your registered mobile no and click on “ Get OTP ” button. In case your number has been changed, click on “ Change Mobile Number ” option. Type the OTP and click on “ Verify ” button. Please Note: ➤ 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. ➤ The new number cannot be same as Emergency number. ➤ This step is applicable for students logging in for the first time.
4	On the left side of the screen under MENU option, go to “ Enrolment ” and click on “ Enrolment Form ”. 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.
5	Check all the fields in Enrolment Form & ensure that the “ Last Calcutta University Exam Roll No. ” and “ Last Calcutta University Exam Result ” is same as per your original Calcutta University marksheet. If you have failed paper(s) in Part I, tick on the required check box in the enrolment form to proceed (as applicable) After thoroughly checking all the fields, click on “ Update ”. FURTHER EXPLANATION ON CALCUTTA UNIVERSITY RESULTS IS GIVEN AT THE END OF THIS NOTICE.
6	Once updated, click on “ Repeat Year Challan ” or “ Casual Challan ” which will open payment mode options. Note: i. In case of Enrolment Fees payment by cash at bank, read point no.7. ii. If you want to pay Enrolment Fees by online mode, read point no.8.
7	Cash at Federal Bank only – If you want to pay your Enrolment Fees in cash, you have to click on “ Print Challan ” to generate the challan. Print the same for paying at Bank. Pay Enrolment fees by cash at The Federal Bank Ltd., (Any branch). Click here for List of Branches in Kolkata 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.
8	Online Mode of Payment - If you want to pay your fees online, click on “ Pay Online ” and choose between Fed-Net or Debit / Credit Card. Please Note: i. Banking charges will be added extra as applicable. ii. <i>Please do not press F5, Refresh, Reload, Right-click or Backspace button while doing online payment.</i> iii. <i>In case if Online Payment is unsuccessful, read Online Transaction Failure.</i> iv. <i>After successful online payment, Click on Please Click Here to Print Challan to print your E-paid challan receipt.</i>
9	Students who are repeating the year are required to mention the date of fees payment in your enrolment form which can be printed from “ Print Form ” option and drop the form, along with a Xerox copy of your fees paid challan (irrespective of the payment mode), in the “ Enrolment Dropbox ” available at the Entry Gate of the College (Near Security Desk). Please Note: THIS STEP IS NOT APPLICABLE FOR CASUAL ENROLMENT.

Please note:

- Last date to pay the enrolment fees is **Wednesday, 28th February, 2018.**
- In case if you found some information to be missing or incorrect in your Enrolment Form, mail us at enrol@thebges.edu.in or if you are facing any problem in accessing your profile or need any clarification on the enrolment procedure, Visit System Control Room, 4th Floor, College building between **10:30 A.M. to 01:00 P.M. (Monday to Friday)**



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Explanation for Regular, Casual & Repeater Enrolment

Regular Student: Students who have to attend classes regularly in the college & thereafter apply to Calcutta University for giving the exam in Subject & Course studied (Generally first time in a particular year) and then at the appropriate time fill Calcutta University Exam Form.

Casual Student: Student who is require to clear back (Failed) paper/s of previous year/s, has to Enroll themselves as casual student for the year/s in which they have failed paper/s and then at the appropriate time fill Calcutta University Exam Form for that particular casual enrolment year. (In case of Casual student for multiple Years, Calcutta University Exam form fill-up is required to be done separately for each year.)

Repeater: You can be Repeater only when you had already been a Regular student of the same year previously. You can repeat a year on either of the conditions (If you have Failed in Calcutta University Examination as a whole / Examination cleared Partly but not eligible for next part / Reported Against). Enroll yourself as a repeater and then at the appropriate time fill Calcutta University Exam Form. Students do not require attending the classes & can appear for exam after filling Calcutta University Exam Form.

Note: You can be Regular/ Repeater Student only for one particular year (Part I, II, III) however you can be a casual student of multiple years (where failed papers are) along with being regular/ repeater for a particular year.

Course	Year	Fees for Repeater	Casual Fees for Failed Paper(s)
B. Com	1 st Year	Rs.4850.00	Rs.2400.00
	2 nd Year	Rs.4950.00	Rs.2500.00
	3 rd Year	Rs.5050.00	Rs.2600.00
B.A.	1 st Year	Rs.4860.00	Rs.2410.00
	2 nd Year	Rs.4960.00	Rs.2510.00
	3 rd Year	Rs.5060.00	Rs.2610.00
B.Sc.	1 st Year	Rs.4870.00	Rs.2420.00
	2 nd Year	Rs.4970.00	Rs.2520.00
	3 rd Year	Rs.5070.00	Rs.2620.00

B.Com.							
1 st Year	Result	QH	QG	QX	X	RA/ RW	
	Options for Student	Enrol for Part II (Hons) as a Regular Student	Enrol for Part II (Gen) as a Regular Student OR Enrol as a Casual Student for Part I to retain Hons.	Enrol for Part II (Hons) as a Regular Student & Part I as a Casual Student, if applicable	Enrol as a Repeater for Part I (Hons / Gen)	Student required to contact System Control Room 10:30 A.M. To 01:00 P.M.	
2 nd Year	Result	QH	QG	QX	X1	X	RA/ INC/ RW/ Absent
	Options for Student	Enrol for Part III (Hons) as a Regular Student	Enrol for Part III (Gen) as a Regular Student & Part I &/or Part II as a Casual Student, if applicable OR Enrol as a Casual Student for Part II to retain Hons. &/or Part I as a Casual Student, if applicable	Enrol for Part III (Hons) as a Regular Student & Part I &/or Part II as a Casual Student, if applicable	Enrol for Part III (Gen) as a Regular Student &/or Part I &/or Part II as a Casual Student, if applicable OR Enrol as a Casual Student for Part II to retain Hons. &/or Part I as a Casual Student, if applicable	Enrol as a Repeater for Part II (Hons / Gen) & Part I as a Casual Student, if applicable	Student required to contact System Control Room 10:30 A.M. To 01:00 P.M.
3 rd Year	Result	QX		PNC	X		RA/ INC/ RW/ Absent
	Options for Student	Enrol as Casual student for Part III &/or Part II &/or Part I (Hons or Gen), if applicable		Enrol as Casual student either for Part I/ Part II (Hons/ Gen) or both, if applicable	Enrol as a Repeater for Part III (Hons/ Gen) & Part I &/or Part II as a Casual Student, if applicable		Student required to contact System Control Room 10:30 A.M. To 01:00 P.M.



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B.A.							
1 st Year	Result	QH	QG	QX1	X1	X	RA/ RW
	Options for Student	Enrol for Part II (Hons) as a Regular Student	Enrol for Part II (Gen) as a Regular Student OR Enrol as a Casual Student for Part I to retain Hons.	Enrol for Part II (Hons/ Gen) as a Regular Student & Part I as a Casual Student, if applicable	Enrol for Part II (Gen) as a Regular Student & Part I as a Casual Student, if applicable OR Enrol as a Casual Student for Part I to retain Hons.	Enrol as a Repeater for Part I (Hons)	Student required to contact System Control Room 10:30 A.M. To 01:00 P.M.
2 nd Year	Result	QH	QG	QX2	X2	X	RA/ INC/ RW/ Absent
	Options for Student	Enrol for Part III (Hons) as a Regular Student	Enrol for Part III (Gen) as a Regular Student & Part I and/or Part II as a Casual Student, if applicable OR Enrol as a Casual Student for Part II to retain Hons. & Part I as a Casual Student, if applicable	Enrol for Part III (Hons/ Gen) as a Regular Student & Part I &/or Part II as a Casual Student, if applicable	Enrol for Part III (Gen) as a Regular Student & Part I &/or Part II as a Casual Student, if applicable	Enrol as a Repeater for Part II (Hons/ Gen) & Part I as a Casual Student, if applicable	Student required to contact System Control Room 10:30 A.M. To 01:00 P.M.
3 rd Year	Result	QX3		PNC	X		RA/ INC/ RW/ Absent
	Options for Student	Enrol as Casual student for Part III (Hons/ Gen)		Enrol as Casual student either for Part I/ Part II (Hons/ Gen) or both, if applicable	Enrol as a Repeater for Part III (Hons/ Gen) & Part I &/or Part II as a Casual Student, if applicable		Student required to contact System Control Room 10:30 A.M. To 01:00 P.M.

B.Sc.							
1 st Year	Result	QH	QG	QX1	X1	X	RA/ RW
	Options for Student	Enrol for Part II (Hons) as a Regular Student	Enrol for Part II (Gen) as a Regular Student OR Enrol as a Casual Student for Part I to retain Hons.	Enrol for Part II (Hons/ Gen) as a Regular Student & Part I as a Casual Student, if applicable	Enrol for Part II (Gen) as a Regular Student & Part I as a Casual Student, if applicable OR Enrol as a Casual Student for Part I to retain Hons	Enrol as a Repeater for Part I (Hons)	Student required to contact System Control Room 10:30 A.M. To 01:00 P.M.
2 nd Year	Result	QH	QG	QX2	X2	X	RA/ INC/ RW/ Absent
	Options for Student	Enrol for Part III (Hons) as a Regular Student	Enrol for Part III (Gen) as a Regular Student & Part I &/or Part II as a Casual Student, if applicable OR Enrol as a Casual for Part II to retain Hons. & Part I as a Casual Student, if applicable	Enrol for Part III (Hons/ Gen) as a Regular Student & Part I &/or Part II as a Casual Student, if applicable	Enrol for Part III (Gen) as a Regular Student & Part I &/or Part II as a Casual Student, if applicable	Enrol as a Repeater for Part II (Hons/ Gen) & Part I as a Casual Student, if applicable	Student required to contact System Control Room 10:30 A.M. To 01:00 P.M.
3 rd Year	Result	QX3		PNC	X		RA/ INC/ RW/ Absent
	Options for Student	Enrol as Casual student for Part III (Hons/ Gen)		Enrol as Casual student either for Part I/ Part II (Hons/ Gen) or both, if applicable	Enrol as a Repeater for Part III (Hons/ Gen) & Part I &/or Part II as a Casual Student, if applicable		Student required to contact System Control Room 10:30 A.M. To 01:00 P.M.