



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 – BBA

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

a) 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.

b) Students having “ABS” as their Calcutta University result need to mail us their scanned copy of Marksheet at enrol@thebges.edu.in for their enrolment procedure.

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” (IF NOT VERIFIED BEFORE) dialog box. 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:

i) 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.

ii) **New number cannot be same as Emergency number.**

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 AND ENABLE THE POP-UP.

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 &/or Part II, 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 “Repeat Year Challan” and/ or “Casual Challan” which will open payment mode options.

Note:

i. If you want to pay both Repeat and Casual enrolment fees, you are required to pay both the amount individually from different options which are “Repeat Year Challan” & “Casual Challan”.

ii. In case of Enrolment Fees payment by cash at bank, read point no.7 below.

iii. If you want to pay Enrolment Fees by online mode, read point no.8 below.

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. *Please do not press F5, Refresh, Reload, Right-click or Backspace button while doing online payment.*

iii. *In case if Online Payment is unsuccessful, read [Online Transaction Failure](#).*

iv. *After successful online payment, Click on [Please Click Here to Print Challan](#) to print your E-paid challan receipt.*

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 (FAILED PAPER) ENROLMENT.

Please note:

i. Last date to pay the enrolment fees is **Wednesday, 21st March, 2018.**

ii. 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, 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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Course	Year	Fees for Repeater	Casual Fees for Failed Papers
B.B.A.	1 st Year	Rs. 26950.00	Rs. 2440.00
	2 nd Year	Rs. 25500.00	Rs. 2540.00
	3 rd Year	Rs. 24850.00	Rs. 2640.00

Code	Meaning	Enrolment Options for Student
I	Qualified with First Division	Qualified to enrol as a Regular student for next year
II	Qualified with Second Division	Qualified to enrol as a Regular student for next year
P	Pass	Qualified to enrol as a Regular student for next year
X	Fail	To repeat the year
PNC	Previous Part Not Cleared	To enrol as a Regular student for Part III and Casual student for Part I
XP	Part I & Part II not cleared but part III cleared	To enrol as a Casual student for Part I and Part II
X1P	Part I not cleared	Pass out student to enrol as a Casual student for Part I
X2P	Part II not cleared	Pass out student to enrol as a Casual student for Part II
QS	Choice supplementary in maximum two papers in order to achieve aggregate 50%	To enrol as Casual student for Part I or Part II or Part III
QS1	Supplementary in one failed paper but qualified to continue in next year	Qualified to enrol as a Regular student for next year and Casual student for previous year(s)
QS2	Supplementary in two failed papers but qualified to continue in next year	Qualified to enrol as a Regular student for next year and Casual student for previous year(s)
INC	Incomplete due to unavailability of certain marks	Student required to contact System Control Room 01:00 PM To 02:00 PM
RW	Result Withheld due to some technical reasons	
RA	Reported Against	
DSQ	Disqualified	