



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
Help Line: 9831110762 / 9831116870 (10.00 AM – 01.00 PM & 02.00 PM – 04.00 PM)
E-Mail: admission@thebges.edu.in

GUIDELINES FOR PROCEDURE TO FOLLOW AFTER MERIT LIST

1	<p>Visit College website www.thebges.edu.in. Click on “Admissions 2018”. Click on “Applicant Login” to access your online profile by using your Login ID (<i>your registered Mobile No.</i>) & Password.</p> <p>Note: In case you do not remember your password, click on Forgot Password, under Applicant Login and complete the required process for the same.</p>						
2	<p>Upon Login, it is mandatory to complete the below mentioned process before generation of Admission Fees Challan.</p> <ol style="list-style-type: none">1. Click on “Post Merit List” (available on the left-hand side of the screen).2. Select “Step 1-Course Selection and Payment”3. Applicant needs to click on the check box against desired course.4. Applicants opting for BBA & B.Com needs to click on “Submit” button. <p>Note:</p> <ol style="list-style-type: none"><i>I. Applicant will not be allowed to opt for multiple Courses / Session.</i><i>II. The Course selection cannot be changed or edited once you click on “Submit” button.</i>						
3	<p><u>Applicable Only for B.A and B.Sc. Applicants-</u> It is mandatory to select Generic Elective 1, Generic Elective 2 and AECC1 (Compulsory Language Group) from the dropdown. After selection of Elective subjects, click on “Confirm” button which will redirect you to the payment gateway.</p> <p>Note:</p> <ol style="list-style-type: none">i. The Elective subjects cannot be changed or edited once you click on “Confirm” button.ii. Final allotment of Generic Electives Sociology, Film Studies, Psychology and Journalism & Mass Communication are subject to availability of seats and clearance by B.A. Department post commencement of classes.						
4	<p>Select your preferred mode of payment from the “Payment Mode” dropdown.</p> <div data-bbox="443 1615 1264 1805" style="border: 1px solid black; padding: 5px;"><p style="text-align: center;">Generate Admission Fees Challan</p><table border="1" style="width: 100%;"><tr><td style="width: 30%;">Payment Mode</td><td style="width: 70%;">Cash Payment at FEDERAL BANK (Any Branch) ▼</td></tr><tr><td>Amount</td><td>Cash Payment at FEDERAL BANK (Any Branch)</td></tr><tr><td></td><td>Online Payment</td></tr></table></div> <p>Note:</p> <ol style="list-style-type: none"><i>I. Do not make payment by Cheque/D.D./RTGS/NEFT. If you do so, your payment shall not be considered Valid.</i><i>II. If you want to pay Admission Fees by online mode, read point no. 5 below.</i><i>III. In case of Admission Fees payment by cash at bank, read point no. 6 below.</i>	Payment Mode	Cash Payment at FEDERAL BANK (Any Branch) ▼	Amount	Cash Payment at FEDERAL BANK (Any Branch)		Online Payment
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5	<p><u>Online Mode of Payment</u> - If you want to pay your Admission Fees online, you have to select “Online Payment” from the dropdown. Click on “Proceed” button. You can choose between Debit Card, Credit Card, Net-banking or E-Wallet options to pay your Admission Fees online.</p> <p>Note:</p> <ol style="list-style-type: none">I. <i>Your Admission is confirmed only after receipt of your Admission Fees, subject to successful document verification.</i>II. <i>Please do not press F5, Refresh, Reload, Right-click or Backspace button while doing online payment.</i>III. <i>Banking charges will be added, as applicable.</i>IV. <i>In case if Online Payment is unsuccessful, read Online Admission Fees Payment Failure</i>V. <i>After successful online payment, click on “Please click here to Print Admission Fees Paid Challan” to print your E-paid challan receipt.</i> <div style="text-align: center;"><p>Admission Fees Challan Paid Successfully</p><p>Please click here to Print Admission Fees Paid Challan</p><p><small>Powered by Hinnovation Research Centre Pvt. Ltd.</small></p></div>
6	<p><u>Cash at Federal Bank</u>- If you want to pay your Admission Fees in cash, you have to select “Cash Payment at Federal Bank” option to generate the challan. Click on “Proceed” button. Print the same for payment by cash at any branch of Federal Bank.</p> <p>Note:</p> <ol style="list-style-type: none">i. <i>Your Admission is confirmed only after receipt of your Admission Fees, subject to successful document verification.</i>ii. <i>If in your browser “popup” is blocked, you will get a display on the top right side of the browser’s Address bar, Please click on that display and enable the popup.</i>iii. <i>Admission Fees paid by cash will be updated within 4 working days.</i>
7	<p>After Payment of Admission Fees, please follow the following steps as they are required to be done before generating your Admission Document required at the time of Document Verification.</p> <ol style="list-style-type: none">1. Click on “Post Merit List” option.2. Click on “Step 2-Family Information”.3. A “Code of Conduct” page will appear, you need to read the document and click on the specified check box. Click on “Next” button to proceed.4. Fill-up all the required information and click on “Submit”.5. In order to exit click on “Close” button.
<p>Please Note:</p> <p><i>In case you do not receive an SMS/E-mail for document verification within 7 working days from the date of payment of Admission Fees, please mail us your Payment Details & Application Form number with subject line Document Verification at dv@thebges.edu.in</i></p>	