

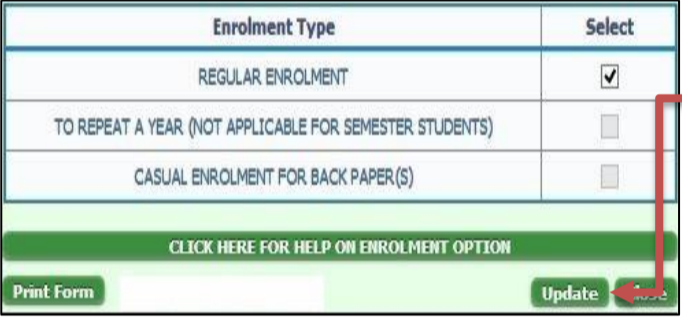
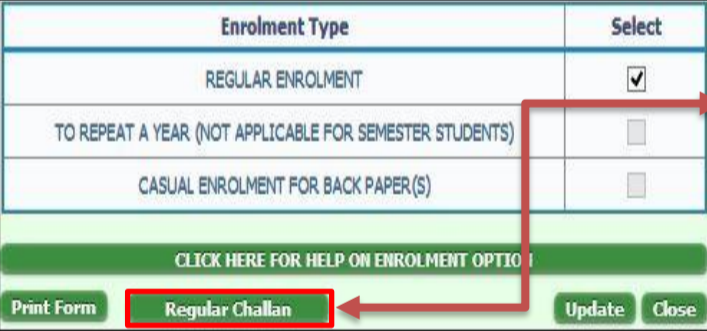




## THE BHAWANIPUR EDUCATION SOCIETY COLLEGE

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

### Procedure for Enrolment – B. Com Semester III & IV

**This enrolment procedure is applicable for students who got admitted in the Academic year 2017-18 in B.Com, & will be appearing for Semester III & IV in 2018-19**

|   |  |
|---|--|
| 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 <a href="#">Campus Login</a> . Session will remain <b>"2018-19" (DO NOT CHANGE THE SESSION)</b> . Enter your College UID ( <b>From your college ID card</b> ) in the User Code 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.<br><br><b>Please Note:</b><br><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> page ( <b>ONLY IF NOT VERIFIED BEFORE</b> ). 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.<br><br><b>Please Note:</b><br>➤ <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><br>➤ <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> .<br><br><b>Please note:</b><br><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.<br><br><b>Please Note:</b><br>i. <b>Last Calcutta University Exam Result will remain "Promoted" by default.</b><br>ii. <b>Students who failed to give their Calcutta University Semester I &amp;/or II examination in the year 2017-18, are eligible to appear for Semester III Calcutta University Examination, 2018.</b><br>iii. <b>"To Repeat a Year" is not applicable for Semester Students.</b><br>iv. <b>"Casual Enrolment for Back Paper(s)" option is not applicable now. Students having failed paper(s) in Semester I &amp;/or II will be notified about Casual Enrolment.</b> |
| 6   |  Once updated, click on <b>"Regular Challan"</b> to view options to pay Enrolment Fees.<br><br><b>Please Note:</b><br>i. <b>In case of Enrolment Fees payment by cash at bank, read point no.7.</b><br>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> option to generate the challan and print the same. You can pay Enrolment Fees in any Federal Bank branch. <a href="#">Click here for List of Branches in Kolkata</a><br><br><b>Please note:</b><br><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.<br><br><b>Note:</b><br>i. <b>Banking charges will be added extra as applicable.</b><br>ii. <b>Please do not press F5, Refresh, Reload, Right-click or Backspace button while doing online payment.</b><br>iii. <b>In case if Online Payment is unsuccessful, read <a href="#">Online Transaction Failure</a>.</b><br>iv. <b>After successful online payment, Click on <a href="#">Please Click Here to Print Challan</a> to print your E-paid challan receipt.</b>  |
| 9   | Click on <b>"Print Form"</b> option available at the bottom left of the Enrolment Form page 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 (Mentioned in step 9) and drop the form in the <b>"Enrolment Dropbox"</b> available at the Entry Gate of the College ( <b>Near Security Desk</b> ).  |
| <b>Please note:</b><br>i. <b>Last date for paying Enrolment Fees is Wednesday, 26<sup>th</sup> September, 2018.</b><br>ii. <b>If you are facing any problem in accessing your profile, Send an E-mail with your 10 digit UID Number, contact Number and the exact problem you are facing, to <a href="mailto:enrol@thebges.edu.in">enrol@thebges.edu.in</a> .</b> |  |