



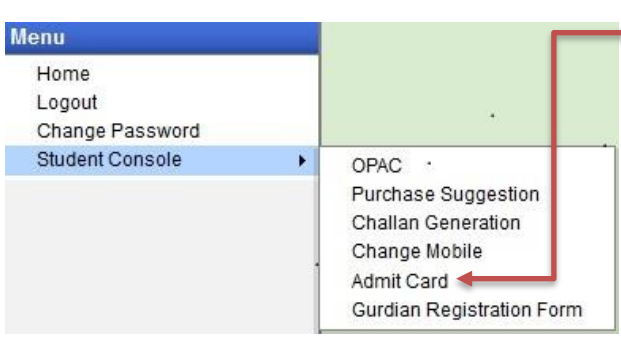
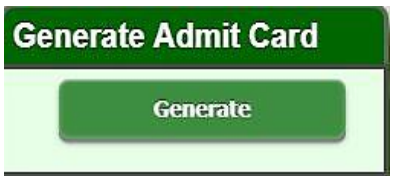

THE BHAWANIPUR EDUCATION SOCIETY COLLEGE

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 for B.A. Semester - I Internal Assessment Examination, 2018

Please note:

- I. This procedure is applicable to student of B.A. Semester-I for Internal Assessment Examination.
- II. Admit Card generation option will be available from Friday, 26th October, 2018 at 12:00 noon.
- III. It is mandatory to carry Admit Card and valid College ID card at the Examination Venue.
- IV. Students need to report at the venue, 15 minutes prior to the time mentioned in their Admit Card.

1	Visit College Website www.thebges.edu.in On the top right-hand side of the screen, click on “ Campus Login ”. Session will remain “ 2018-19 ” (DO NOT CHANGE THE SESSION). Enter your 10-digit College UID (From your college ID card) in the “ USER CODE ” field and Password in the “ PASSWORD ” field respectively.	
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 default password, which is “ welcome ”. You need to change your password on next login in order to access your online profile.	<p>Please Note: YOU SHOULD NOT GIVE “welcome” AS YOUR NEW PASSWORD.</p>
3	Upon logging into your profile, you will get a “ Mobile No. Verification ” page. 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 in the OTP and click on “ Verify ” button.	<p>Please Note:</p> <ul style="list-style-type: none"> ➤ 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 or the number provided in the ID Card. ➤ Future correspondence from college will be done with the same phone number provided earlier.
4		<p>Upon login into your profile, on the left side of the screen under Menu, go to “Student Console” option and click on “Admit Card”.</p> <p>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.</p>
5		Click on “ Generate ” option for the generation of your admit card.
6		<p>Now click on “OK” to print your admit card.</p> <p>Please Note: Admit Card must be printed on a white colour A4 size paper only. Please make sure that printing orientation is in portrait mode.</p>

If you are facing any problem in accessing your profile/ Generation of admit card, Send an E-mail mentioning “**B.A. Semester-I Internal Assessment Examination**” in the subject line of the mail along with your **10-digit UID Number, Contact Number and the exact problem you are facing, to enrol@thebges.edu.in** .