



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. Com Semester - I Internal Assessment Examination, 2018

Please note:

- I. This procedure is applicable to student of B. Com 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.

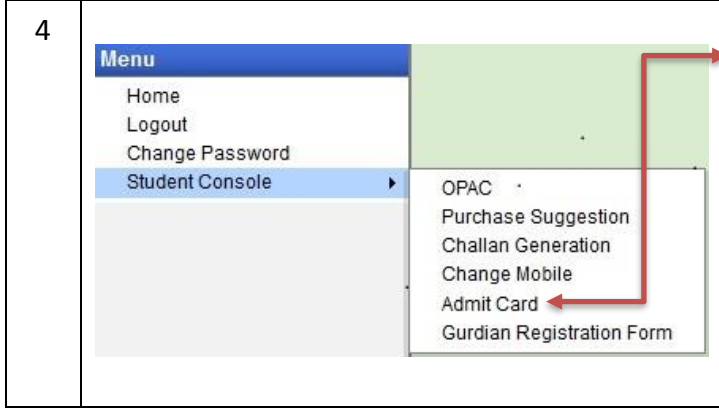
Please Note:

YOU SHOULD NOT GIVE “welcome” AS YOUR NEW PASSWORD.

3 Upon logging into your profile, you will get a “**Mobile No. Verification**” page (ONLY IF NOT VERIFIED 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 in 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 or the number provided in the ID Card.**
- **Future correspondence from college will be done with the same phone number provided earlier.**



4 Upon login into your profile, on the left side of the screen under Menu, go to “**Student Console**” option and click on “**Admit Card**”.

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 Click on “**Generate**” option for the generation of your admit card.



6 Now click on “**OK**” to print your admit card.

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.

If you are facing any problem in accessing your profile/ Generation of admit card, Send an E-mail mentioning “B.Com 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 .