



PROCEDURE FOR CASUAL ENROLMENT FOR FAILED PAPER(S) OF B.COM./ B.A./ B.SC./ B.B.A.

(Applicable to students having failed paper/s in Semester VI/IV/II but already appeared Semester VI examination previously)

Please read the following important notes before you start your casual enrolment procedure.

- a) This enrolment procedure is applicable to the students who have appeared for their Semester VI Calcutta University Examination in the year 2024-25 or before but having failed paper(s) in Semester VI &/or IV &/ or II and are willing to appear for the exam in session 2025-26. It is mandatory to enrol as a Casual student in order to complete the Calcutta University Examination, 2026 form fill-up & appear for the said examination.
- b) Please keep your Calcutta University original Mark-sheet of Semester VI handy with you or download the net copy by clicking on the link given as it is required for the below mentioned procedure. <https://www.exametc.com/university.php?id=32>
- c) It is recommended that you use Google Chrome browser and ensure your browsing history is cleared before proceeding with the following steps
- d) If you are facing any problem in the below given enrolment procedure, please click on the link given below and fill up the required details –
[Click here to fill up the Google Form for Enrolment Issue](#)
- e) If you have paid the fees online and the same is not reflecting in your profile, please click on the below given link and fill up the required details –
[Click here to fill up the Google Form for Payment related Issue](#)

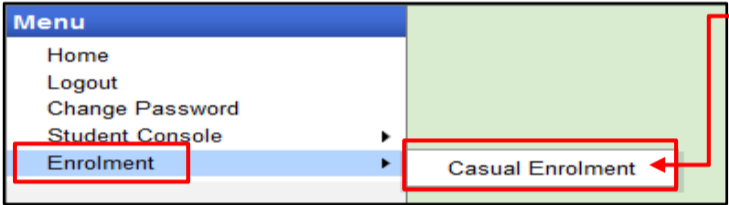
Once you fill-up this form, we shall get back to you within 3 working days for resolution of the issue mentioned by you. Please ensure that the above-mentioned Google Forms are accessible through your Institutional Email ID only. Only the valid queries will be addressed to. You will get a Call/email on your registered mobile number/ Institutional Email ID for the resolution of valid query.

1 Visit College Website www.thebges.edu.in. On the top right-hand side of the screen, click on [Campus Login](#). Session will remain “2026-2027” (DO NOT CHANGE THE SESSION). Enter your College UID (From your college ID card) in the “User Code” field, login using your password or OTP which will be sent to your mobile number registered with the College as well as institutional Email ID.

It is recommended that you use Google Chrome browser and ensure your browsing history is cleared before proceeding with the following steps.

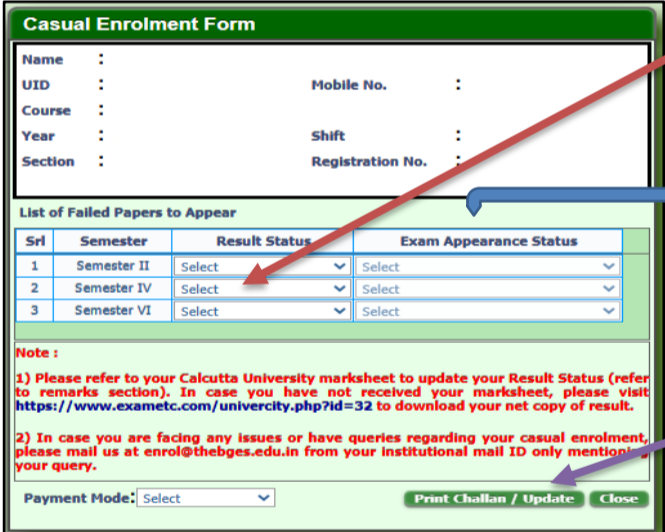
Please Note: It is advisable to always use the link for [Campus Login](#) available on college website or in the given notice. If you have bookmarked the link of Campus Login, please ensure that it is a secured link starting with “https” not “http”.

2



After successful Login, On the left side of the screen, go to the “Enrolment” option and click on “Enrolment Form”.
Please note:
If in your browser “Pop-up” 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.

3

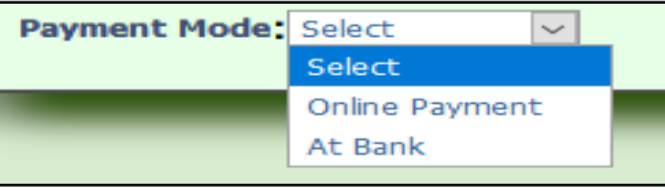


Once clicked on Casual Enrolment option, this screen will appear. You will have to update your “Result Status” for each semester, referring to either your original Calcutta University marksheet or you can click on the link below to check your result online.
<https://www.exametc.com/university.php?id=32>

Once result status has been selected, select “Exam Appearance Status” from the available dropdown. Click on “Will appear for failed paper this year” in case you have selected Result Status as ‘Semester Not Cleared’ and wish to appear for your failed paper.
Click on “Update” button once selections have been made.

Please Note:
In case you have skipped appearing for your Calcutta University examination for Semester I/ III previously, you need to select “Semester Not Cleared” as your Result Status.

4

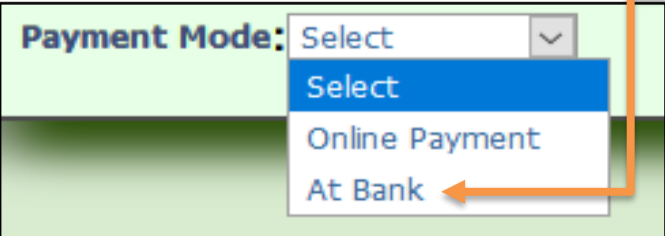


Once result status and exam appearance status has been updated, click on “Payment Mode” to view payment options. You can select between Online payment or cash payment. Click on “Print Challan / Update” button once selections have been made.

Please Note:

- i. In case of Enrolment Fees payment by cash at bank, read point no. 4 (i) below.
- ii. If you want to pay Enrolment Fees by online mode, read point no. 4 (ii) below.

4 (i)

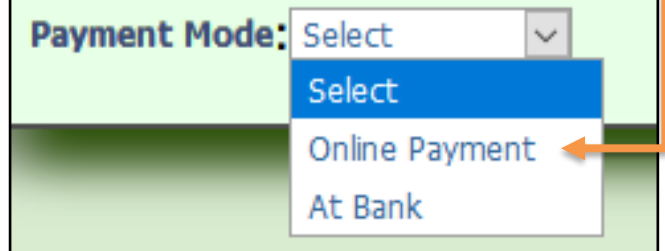


Cash at Federal Bank only- If you want to pay your Enrolment Fees in cash, you have to select “At Bank” option from the drop down and click on the “Print Challan/Update” button to generate the challan and print the same. You can pay Enrolment Fees at any Federal Bank branch. Click here for [List of Branches in Kolkata](#).

Note:

- i. Fees paid in cash at Federal Bank will take 3-4 working days to be updated in your profile.
- ii. If in your browser “pop-up” 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.

4 (ii)



Online Mode of Payment - If you want to pay your fees online, select “Online Payment” option from the drop down and click on the “Print Challan/Update” button to go to the Payment Gateway. Select from “Debit Card”, “Credit Card”, “UPI”, or “Net Banking” and continue with the payment.

Note:

- i. Please do not press the F5, Refresh, Reload, Right-click, or Backspace button while doing an online payment.
- ii. After successful online payment, click on ‘At Bank’ option from Payment Mode and click on “Print Challan / Update” button to print your E-paid challan receipt.