



THE BHAWANIPUR EDUCATION SOCIETY COLLEGE

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



CALCUTTA UNIVERSITY REGISTRATION PROCESS FOR UNDERGRADUATE COURSES

Online Submission And Confirmation Of Your Data (Part 1)

APPLICABLE FOR B.COM, B.A., B.SC. & B.B.A.

SEMESTER I STUDENTS ADMITTED IN

SESSION 2026-27



Next Page – Important Instructions



IMPORTANT INSTRUCTIONS



- i. **The Calcutta University Registration process consists of two parts** — Online submission Process (Part 1) and Physical Submission Process (Part 2). The admission process remains incomplete until both parts are completed.
- ii. This document contains instructions only for Online Submission Process. **Details notice of Physical submission will be available on 12/09/2026 by 04:00 PM on the College Website Notice Board section.**
- iii. B.Com., B.A. & B.Sc. Semester I students must complete their Subject Selection before doing the Calcutta University Online Registration process. [Click here for the process incase you have not completed the same yet.](#)
- iv. The **Academic Bank of Credit (ABC)** is mandatory for the Calcutta University registration form. If you have not created your **APAAR (Automated Permanent Academic Account Registry) ID** yet, [Click here to read the detailed guide for creating your APAAR ID/ ABC account.](#)
- v. For the best experience, use a **desktop/laptop, Google Chrome in incognito mode, clear your browser history** before starting the process.
- vi. Some iPhones or iMacs may have issues while logging in or downloading/ viewing content.





REQUIRED DOCUMENTS FOR REGISTRATION



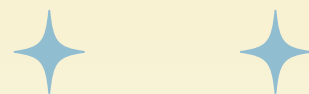
For **University of Calcutta Registration Process**, upload the required documents as neatly **SCANNED COPIES** in .jpg/.jpeg file format, with each file under 1 MB.

a. **MANDATORY FOR ALL STUDENTS: ORIGINAL CLASS XII BOARD MARKSHEET.**

Please note that Digi-Locker/ Internet copies of your class XII Board Marksheet will **NOT BE ACCEPTED** by Calcutta University for the Registration process.

b. **BELOW MENTIONED DOCUMENTS ARE REQUIRED AS PER APPLICABILITY:**

- Student's Original AADHAAR CARD (Applicable only for Indian Nationals).
- Student's APAAR (ABC) ID Card (Applicable only for Indian Nationals).
- Mother's & Father's Government-issued Photo ID Proof, as applicable.
- EWS Certificate, issued in your name, by the Government of West Bengal (only if applying under EWS category).
- Migration Certificate from your Class XII Board (**Applicable only for boards other than CBSE/ ISC/ WBCHSE/ NIOS**).
- First and Last Page of your Passport (Applicable only for Foreign Nationals).





STEP A - Login to BESC Student Console

BESC | Student Console

The Bhawanipur Education Society College

Sign in with UID

Enter your 10-digit UID to receive OTP

Enter Your UID (10 Digits)

ENTER 10 DIGIT UID HERE

Waiting for you to enter UID

Send OTP

- Student Console Login for Online Registration Process (Part 1)
- Enter your 10-digit College UID (format: XXXXXXXXXX).
 - If you do not know your UID, please refer to your College Id Card for the same.
- Click on the “Send OTP” button to receive a One-Time Password (OTP).
 - The OTP will be sent to your Institutional Email ID and the WhatsApp number that you had provided at the time of admission.
- Enter the OTP received and click on “Verify OTP” to complete your login process successfully.





STEP B - DATA CONFIRMATION

Dashboard

Subject Selection

Admission & Reg. Data

Profile

Admission & Registration Online Data Submission (Part 1 of 2)

Instructions | Personal Info | Address Info | Subjects Overview | Documents

Important Instructions — Please Read Before Proceeding

To ensure a smooth completion of your Admission & Registration Data Submission, carefully go through the following points before you begin.

- Click on the “**Admission & Reg. Data**” option available on the left side of the screen.
- Please read all the “**Important Instructions**” carefully before proceeding. You must verify all the details available in each section **(i.e. Personal Info, Address Info and Subjects Overview)**. After checking the details, you must tick the declaration check box at the end of each section to continue. **Any incorrect information may lead to issues in your University records.**
- If you find any incorrect data, click on “**Request Correction**” slider available with each data, to raise a correction request. You must inform of the necessary correction at the time of submitting your Admission & Registration Datasheet and documents physically at the College.



STEP C - DOCUMENT UPLOAD

After verifying your details, **upload the required documents** as applicable. Only **SCANNED** copies of the original documents should be uploaded. Refer to **Page 3** for the document list.

- **Click on uploaded document** to preview it. If it is incorrect or unclear, use the “**Upload**” button to replace it with a correct one.
- After uploading all documents, **select the declaration checkbox** and click “**Review & Confirm**”. Review all subjects carefully before clicking “**Submit**”. **No changes can be made after submission.**
- After successful submission, **download and print the Admission & Registration Datasheet** on **white A4-size paper** in **Portrait mode (both sides)**.
- A **confirmation email** will be sent to your Institutional Email ID. Check your **Inbox/Spam folder** after submission.

Documents Uploads

4.1 Class XII Original Board Marksheet

Required

No file chosen

Upload

Max 1MB • JPEG / JPG / PNG

4.2 Aadhaar Card (if Indian)

Required

No file chosen

Upload

Max 1MB • JPEG / JPG / PNG

4.3 APAAR (ABC) ID Card

Required

No file chosen

Upload

Max 1MB • JPEG / JPG / PNG

4.4 Father's Government-issued Photo ID

Required

Aadhar/ Voter/ PAN Card/ Passport/ Driving License

No file chosen

Upload

Max 1MB • JPEG / JPG / PNG

4.5 Mother's Government-issued Photo ID

Required

Aadhar/ Voter/ PAN Card/ Passport/ Driving License

No file chosen

Upload

Max 1MB • JPEG/JPG/PNG

☐ I confirm that the uploaded documents correspond to the data provided.





DEADLINES & SUPPORT



- The last date to complete the Part 1 - Online Data Submission Procedure is Monday, 14th September 2026.
- If you face any technical issue, **retry after 1–2 hours**. If the issue persists, **report it using the Google Form below:**
[Click here to fill up the Google Form to report Registration issues](#)
- Ensure the Google Form is accessed using your **Institutional Email ID**. Only valid issues will be addressed via your registered mobile number or Institutional Email ID.
- If you do not know your Institutional Email ID, [click here to know the same.](#)





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THANK YOU!

You can find us at:



cu.registration@thebges.edu.in



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(Available from Monday to Friday, between 10:00 am to 01:00 pm)

