**Enrollment Procedure for 2nd Year**

Please keep your Calcutta University Registration Card & Part I Calcutta University Admit card handy with you as you need to type your Calcutta University Registration No. [017-XXXX-XXXX-XX] and Part I Examination Roll No. [XXXX-XX-XXXX] in the Enrollment form.

<table>
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<tr>
<th>Step</th>
<th>Description</th>
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<td>1</td>
<td>Visit College Website <a href="http://www.thebges.edu.in">www.thebges.edu.in</a>. On the right-hand side of the screen, click on “Student Login”. Select “2015-16” in Session. Enter your College UID (From your college ID card) in the User Code and Password (Please read point no.2 below, in case you have forgotten your password).</td>
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| 2 | In Case you do not remember your password, click on “Forgot Password”. Give your College UID, Email ID or Mobile No. and Date of Birth (DDMMYYYY), registered in college. Click on “Get Password”. Your password will be reset to “welcome”. You will be required to change your password to access your online profile.  

**Please Note:**
YOU SHOULD NOT GIVE “welcome” AS YOUR NEW PASSWORD. |
| 3 | On the left side of the dashboard or screen, go to “Enrollment” and click on “Enrollment Form”. 

**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 AND ENABLE THE POPUP. |
| 4 | Fill up all the fields in Enrollment Form. Select “P” in “Last Calcutta University Result”. Click on the check-box beside “Regular Enrollment” and then click “Update” button. 

You will be required to update your “Last Calcutta University Result” after your Part I Calcutta University Result will be published. |
| 5 | Once updated, Click on “Regular Payment” button that will open the Payment option window. There will be two options to make the Payment—  

**Option 1**  
Print Challan : Print the Enrollment Fees Challan and pay cash at The Federal Bank Ltd.  
[Click here for List of Branches](#).  

**OR**  
**Option 2**  
Pay Online: If you select Pay Online, you will be redirected to Payment Gateway (Please note: While paying online do not Press F5 or REFRESH button). After successful Online payment, you can Print Challan though "Print Challan "option. Your Challan will be Printed with “PAID” watermark.  

**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 AND ENABLE THE POPUP. |
| 6 | After successful payment of the Enrollment Fees, Click on “Print Form” and print the same, you are required to mention the date of fees payment in your enrollment form and drop the form in the “Enrollment Dropbox” available at the Entry Gate of the College (Near Security Desk).  

**Please note:**  
1. Last date for paying Enrollment Fees is **Friday, 7th August, 2015**.  
2. In case if you are facing any problem in accessing you profile, Visit System Control Room, 4th Floor, College building between **3.00 PM to 4.00 PM (Monday to Friday)**.  
3. For Casual & Repeater Enrollment dates will be informed latter. |