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.

1. Visit College Website www.thebges.edu.in. 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).

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 “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 dash board 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 this will open Enrollment Challan.

   Print Challan: Print the Enrolment Fees Challan and pay cash at The Federal Bank Ltd. Click here for List of Branches

   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.

Please note:
1. Last date for paying Enrollment Fees is Wednesday, 9th December, 2015.
2. In case if you are facing any problem in accessing you profile, Visit System Control Room, 4th Floor, College building between 2.30 PM to 3.30 PM (Monday to Friday).