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<td>Please keep your Calcutta University Registration Card &amp; Calcutta University Admit card of the last exam appeared handy as you need to type your Calcutta University Registration No. <em>(017-XXXX-XXXX-XX)</em>, if blank, and Last Examination Roll No. <em>(XXXX-XX-XXXX)</em> in the Enrolment form.</td>
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</table>

**Preferred browser – Mozilla Firefox or Google Chrome**

1. **Visit College Website** [www.thebges.edu.in](http://www.thebges.edu.in). On the right-hand side of the screen, click on “Student Login”. Select “2016-17” in Session. Enter your College UID *(From your college ID card or your previous year fees challan)* in the User Code and 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” (even if you do not receive an SMS). 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 “Enrolment” and click on “Enrolment Form”.

4. **Check all the fields and fill up the blank ones in Enrolment Form.** Click on “Update” button.

   **Please Note:**
   Last Calcutta University Exam Result will remain “QH” by default and will be automatically updated once Calcutta University Part I results will be declared.

5. **Once updated,** Click on “Regular Challan” button that will open Enrolment Fees Challan. Print the same for paying at Bank. If you cannot view your challan, read the note given below on how to enable the pop-up.

   **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.

6. **Click on “Print Form” and print the same.**

7. **Pay Enrolment fees by cash at The Federal Bank Ltd.,** any branch in Kolkata.

   Click here for List of Branches.

8. **After payment of the Enrolment Fees,** you are required to mention the date of fees payment in your enrolment form (Printed in step 6) and drop the form in the “Enrolment Dropbox” available at the Entry Gate of the College *(Near Security Desk)*.

**Please note:**

   i. **Last date for paying Enrolment Fees is Friday, 9th September, 2016.**
   
   ii. **In case if you are facing any problem in accessing your profile,** Visit System Control Room, 4th Floor, between **11.30 AM to 01.00 PM** (Monday to Friday).