THE BHAWANIPUR EDUCATION SOCIETY COLLEGE

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

Procedure for Enrolment – B.B.A.

This enrolment procedure is applicable only for students who had appeared for their Calcutta University Part I examination, 2017

1	Visit College Website **www.thebges.edu.in**. On the top right-hand side of the screen, click on "**Campus Login**". Session will remain **"2017-18"**. Enter your College UID **(From your college ID card or your previous year fees challan)** in the UID field 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	Upon logging into your profile, you will get a **"MOBILE NO. VERIFICATION"** dialog box. Check last 4-digits of your registered mobile no and click on "**GET OTP**" button. In case your number has been changed, click on "**CHANGE MOBILE NUMBER**" option. Type in the OTP and click on "**VERIFY**" button. **Please Note:** ➢ OTP will be valid for only 3 minutes. After lapse of time, you need to click on **"SEND ANOTHER OTP"** button in order to regenerate OTP. ➢ The new number cannot be same as Emergency number.
4	On the left side of the screen, go to **"Enrolment"** option and click on **"Enrolment 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 to enable the popup.**
5	 Check all the fields in Enrolment Form. Click on **"Update"** button. **Please Note:** **i. Last Calcutta University Exam Result will remain "P" by default and will be automatically updated once Calcutta University Part I results will be declared.** **ii. Students who failed to fill their Calcutta University Part I exam form in the year 2017, their Last Calcutta University Exam Result will remain "X" by default, in order to repeat their 1st year.**
6	 Once updated, click on **"Regular Challan"** to view options to pay Enrolment Fees. **Note:** **i. In case of Enrolment Fees payment by cash at bank, read point no.7.** **ii. If you want to pay Enrolment Fees by online mode, read point no.8.**
7	 **Cash at Federal Bank only**- If you want to pay your Enrolment Fees in cash, you have to click on **Print Challan** to generate the challan. Print the same for paying at Bank. Pay Enrolment fees ***by cash at The Federal Bank Ltd.***, (Any branch). **Click here for List of Branches in Kolkata** **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.**
8	 **Online Mode of Payment** - If you want to pay your fees online, click on **Pay Online** and choose between E-banking or Debit/Credit Card. ***Note:*** i. **Banking charges will be added extra as applicable.** ii. *Please do not press F5, Refresh, Reload, Right-click or Backspace button while doing online payment.* iii. *In case if Online Payment is unsuccessful, read* **Online Transaction Failure**. iv. *After successful online payment, Click on* ***Please Click Here to Print Challan*** *to print your E-paid challan receipt.*
9	Click on **"Print Form"** and print the same.
10	After payment of the Enrolment Fees **(irrespective of the payment mode)** you are required to mention the date of fees payment in your enrolment form (Printed in step 9) and drop the form, along with a Xerox copy of your fees paid challan, 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 Saturday, 18th November, 2017.**
ii. **In case if you are facing any problem in accessing your profile, visit System Control Room (Room No. 424), 4th Floor, between 10.30 AM to 01.00 PM (Monday to Friday) or for any general query, mail us your details at enrol@thebges.edu.in**