




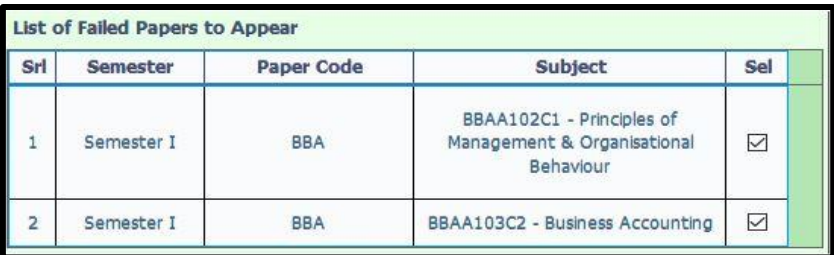


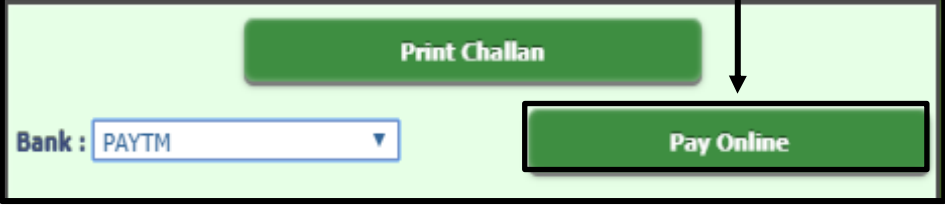
THE BHAWANIPUR EDUCATION SOCIETY COLLEGE

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

STEP 2) PROCEDURE FOR CASUAL ENROLMENT

Please Note:

- Applicable only for those students who have got failed papers(s) in their B.B.A. Calcutta University Semester I Examination, 2018.
- Completion of Step 1. is mandatory before Casual Enrolment Procedure.**

2A		<p>On the left side of the screen, go to "Enrolment" and click on "Enrolment Form".</p> <p>Please Note: If in your browser "pop-up" 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.</p>
2B		<p>Once clicked on Enrolment Form option, paper(s) in which you were absent or have failed will appear here. Check all the fields in Enrolment Form. Click on "Update" button.</p>
2C		<p>Once updated, click on "Casual Challan" to view the options to pay Enrolment Fees.</p> <p>Please Note :</p> <ol style="list-style-type: none"> In case your fees for 2nd Year (Semester III & IV) is still due, click on "Regular Challan" option to pay your Enrolment Fees. In case of Enrolment Fees payment by cash at bank, read point no. 2D below. If you want to pay Enrolment Fees by online mode, read point no. 2E below.
2D		<p>Cash at Federal Bank only- If you want to pay your Enrolment Fees in cash, you have to click on "Print Challan" option to generate the challan and print the same. You can pay Enrolment Fees in any Federal Bank branch. Click here for List of Federal Bank Branches in Kolkata .</p> <p>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.</p>
2E		<p>Online Mode of Payment - If you want to pay your fees online, click on "Pay Online" and select from "Paytm", "Debit Card", "Credit Card" "BHIM UPI" or "Net Banking".</p> <p>Please Note:</p> <ol style="list-style-type: none"> Banking charges will be added extra as applicable. Please do not press F5, Refresh, Reload, Right-click or Backspace button while doing online payment. In case if Online Payment is unsuccessful, read Online Transaction Failure . After successful online payment, Click on <i>Please Click Here to Print Challan</i> to print your E-paid challan receipt.

Please note:

- Last date for paying Semester I Casual Enrolment Fees is Saturday, 7th December 2019.**
- In case of any discrepancy / facing problem in accessing your profile please send an email mentioning ["B.B.A. Semester I Casual Enrolment Issue"](#) in the subject line of the mail along with your 10-digit College UID, contact number, & the details of discrepancy with a scanned copy of mark sheet, to enrol@thebges.edu.in .**