



# 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



# ADMISSIONS 2021-22

**PROCEDURE TO FOLLOW AFTER  
MERIT LIST**





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- Visit the College website [www.thebges.edu.in](http://www.thebges.edu.in) and Click on [Admissions 2021-22](#).
- Click on “[Applicant Login](#)” to access your online profile by using your Login ID (your registered mobile number) and password.
- You can also login using OTP option.
- Post Login, Your dashboard will show “[Admission Status](#)” table as shown in next page. Please follow the steps in the same order i.e. Step 1 to 5 (For B.COM (H) & BBA (H) Applicants it will be Step 2 to 5)

***Please Note:***

- Detailed explanation for each step is given in the next page.
- Please read all the pages from 2-14 carefully and follow the process as mentioned in each page.
- You are required to complete all the processes given here, within the date limit as mentioned in the applicable Merit list.



# ADMISSION DASHBOARD VIEW

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| EDIT General Info  |                          | EDIT Academic Info  |   | ADD Course / Session   |   | EDIT Additional Info  |  | Change Password Password   |  | PRINT Application Form |  |
|--------------------|--------------------------|---|---|--|---|---|--|--|--|------------------------|--|
| Application Number | Course Name              | Generic Elective Subject Selection  | Fees Payment                                  | Fees Payment Date  | Add-on Information  | Upload Document   | Document Approval Status   | Download Admission Form  |  |                        |  |
| 000022             | B.A. SOCIOLOGY (H) (Day) | Select Generic Elective   | Make the Payment                              | -  | Click here to add Details   | Upload Document   | The status shall be updated once the documents are uploaded  | This option shall be enabled once the documents are approved   |  |                        |  |
| 000023             | B.COM (H) (Afternoon)    | Not Required  | Make the Payment                              | -  |   |   | The status shall be updated once the documents are uploaded  | This option shall be enabled once the documents are approved   |  |                        |  |
|                    |                          | <b>Step - 1</b>   | <b>Step - 2</b>                               |  | <b>Step - 3</b>   | <b>Step - 4</b>   |  | <b>Step - 5</b>  |  |                        |  |
|                    |                          | Applicable for B.A. / B.Sc. applicants only. B.Com. & BBA applicant should start with Step - 2. | B.Com. / BBA applicants will start from here. | Will show date of fees payment.<br>In case of payment by cash at bank, it will take maximum 5 working days to get updated. | Student is required to fill-up all the mandatory informations asked in this step. | Student is required to upload all the documents as per list given there in. | Once all the steps i.e. Step 1-4 in case of B.A. & B.Sc. and Step 2-4 in case of B.Com. & BBA are completed, the document approval status shall be shown here. | Once the uploaded documents are approved, student can download the Admission form to be submitted to college once the regular classes in the college starts and college asks for it to be submitted. |  |                        |  |

Process to be followed after Merit listing



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## Step 1

# GENERIC ELECTIVE SUBJECT SELECTION

(APPLICABLE ONLY FOR B.A. (H) & B.SC. (H) APPLICANT)

- A. After login, click on **“Select Generic Elective”** button for selection of your Elective subjects. It is mandatory to select 2 (two) **Generic Electives (GE)** and 1 (One) **AECC** (Compulsory Language Group) subjects from the dropdown list (Exhibit shown below).
- B. After selection of the GE subjects, click on **“Submit”** button to continue.

| Srl | Subject Type                          | Subject          |
|-----|---------------------------------------|------------------|
| 1   | Generic Elective                      | Select Subject ▼ |
| 2   | Generic Elective                      | Select Subject ▼ |
| 3   | Ability Enhancement Compulsory Course | Select Subject ▼ |

### **Please Note:**

- Once the submission of Generic Elective subjects is done, you cannot change or edit the same.
- Please ensure to have passing marks in the selected GE Subject in case you have studied the subject in Class XII.
- Applicants must ensure their eligibility for the Generic Electives selected by them, especially for B.Sc. applicants. Please refer to Eligibility criteria of B.Sc. courses for further details.



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## Step 2

### **FEES PAYMENT STEP**

- Click on **“Make the Payment”** button adjacent to the course / session you want to opt for which will redirect you to Payment option page where you need to select your desired payment method as shown in the exhibit below.

#### Admission Fees Payment

Payment Type \* :

a. Online Payment

Online Payment

Cash Payment at FEDERAL BANK (Any Branch)

#### ***Please Note:***

- For payment by online mode, read Page 6 (Step – 2A)
- For payment by cash at bank, read Page 7 (Step – 2B)



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## Step 2A

### **FEES PAYMENT BY ONLINE MODE**

- For payment of fees by Online mode, select **“Online Payment”** option from the **“Payment Type”** dropdown and click on the submit button which will redirect you to the Payment Gateway where you can select your desired payment option i.e. by **“Paytm”, “EMI”, “Debit Card”, “Credit Card”, “UPI”** or **“Net Banking”** and proceed for the payment after filling up required fields.

#### ***Please Note:***

- ***Please do not press F5, Refresh, Reload, Right-click or Backspace button while doing online payment.***
- ***Banking charges will be added as applicable in case of online payment.***
- ***Your Admission is confirmed only after receipt of your Fees, subject to successful document approval by the Admission Department of the College.***
- ***After successful online payment, click on **“Click here to Print Admission Fees Paid Challan”** to print your E-paid challan receipt.***
- ***In case if Online Payment is unsuccessful, it is recommended that you wait for 72 hours from the time of payment. If your payment does not get updated and neither returned back to you by bank even after that, please inform us by filling up this Google form [Click here to fill-up Google Form.](#)***
- ***Do not make payment by Cheque/ D.D./ RTGS/ NEFT. If you do so, your payment shall not be considered Valid.***





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## Step 2B

### **FEES PAYMENT BY CASH AT BANK**

- For payment of Fees by depositing cash in The Federal Bank, you must select “**Cash Payment at Federal Bank**” option from the “**Payment Type**” dropdown, on submission, you will be redirected to “**Print Fees Challan**” . Print the given prefilled fees challan and carry the same for payment by cash at any branch of Federal Bank.
- Click here to locate nearest [Federal Bank Branch](#).

#### ***Please Note:***

- ***If in your browser “pop-up” is blocked, you will get a display on the top right side of the browser’s Address bar, please click on that display, and enable the popup.***
- ***Your Admission is confirmed only after receipt of your Fees, subject to successful document approval by the Admission Department of the College.***
- ***After payment of your Admission Fees, mail us scan copy of your Admission Fees paid challan at [feeupdate@thebges.edu.in](mailto:feeupdate@thebges.edu.in)***



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## Step 3

### **ADD ON INFORMATION**

- A. This step will be enabled only after Fees Payment is updated in your online Profile.
- B. You are required to fill all the mandatory details as asked.

#### ***Please Note:***

***This option shall automatically be enabled for the Applicants whose fees payment is updated in their Online Profile.***





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## Step 4



### **DOCUMENT UPLOAD (MANDATORY FOR ALL APPLICANT)**

- A. This option shall automatically be enabled for the Applicants whose add-on information is updated in their Online Profile.
- B. You are required to scan and upload the documents as per Exhibit given below.

| Sr. No. | Name of the Document to be uploaded   | Applicability                  |
|---------|---|--------------------------------|
| a.      | <b>Applicant's Recent Colour Photograph</b>   | Compulsory for All Applicants  |
| b.      | <b>Applicant's Signature</b> (Full Signature in running hand. Do not sign in block letters.)  | Compulsory for All Applicants  |
| c.      | <b>Original Class 12 Board Marksheet</b> (In absence of Original Marksheet, applicants will be allowed to upload the net-copy of their marksheet only for the verification purpose. Such Applicants will have to submit their Original Marksheet by 15 <sup>th</sup> September 2021 as the same will be required for Calcutta University Registration.) | Compulsory for All Applicants  |
| d.      | <b>Original Age Proof Document</b> (Class X Admit Card/ Birth Certificate/ Certificate of Madhyamik or Equivalent Examination having Date of Birth mentioned in it)   | Compulsory for All Applicants  |
| e.      | <b>Photo ID Proof of Applicant (Any one from below)</b> (Voter ID / Passport / Aadhar Card / Driving License)   | Compulsory for All Applicants  |
| f.      | <b>Photo ID Proof of Father (Any one from below)</b> (Voter ID / Passport / Aadhar Card / Driving License)  | Compulsory for All Applicants. |
| g.      | <b>Photo ID Proof of Mother (Any one from below)</b> (Voter ID / Passport / Aadhar Card / Driving License)  | Compulsory for All Applicants. |

**Sr. f & g is not applicable for students with Single Parents or for deceased parent.**

Notes regarding this step is given in the next page, please read it carefully.



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## Step 4



### **DOCUMENT UPLOAD (APPLICABLE AS MENTIONED)**

- A. This option shall automatically be enabled for the Applicants whose add-on information is updated in their Online Profile.
- B. You are required to scan and upload the documents as per Exhibit given below.

| Sr. No. | Name of the Document to be uploaded   | Applicability  |
|---------|---|--|
| h.      | <b>Class 12 Board Migration Certificate</b> <i>(Not Applicable for WBCHSE/ ISC/ CBSE/ NIOS Boards)</i>  | Only applicable to Applicants coming from Board apart from WBCHSE / ISC / CBSE / NIOS board.               |
| i.      | <b>Caste Certificate</b> <i>(Applicants belonging to SC / ST / OBC A / OBC B Caste are required to submit their Caste certificate, issued by West Bengal Government only)</i> | Only applicable to Applicants who have <b>applied for Admission under SC / ST / OBC A / OBC B category</b> |
| j.      | <b>Person with Disability Certificate</b>   | Only applicable to Applicants who have applied for Admission under Physically Handicapped                  |
| k.      | <b>Calcutta University Registration Certificate</b> <i>(Only for Applicants who are previously registered with Calcutta University)</i>                                       | Only applicable to Applicants who are already registered with Calcutta University under Semester System.   |

Notes regarding this step is given in the next page, please read it carefully.



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## Step 4

### **DOCUMENT UPLOAD — IN CONTINUATION WITH PAGE 9**

#### **Please Note:**

- Please keep all the applicable documents mentioned in Page no. 9 and Page no. 10 (if applicable) ready with you as immediately Post merit list and after payment of fee, you will have to upload the same for the verification purpose.
- It is advisable that you upload the documents from a desktop/ laptop, preferable using Google Chrome as your browser.
- The scanning must be done of Original Document only and not of the photocopy.
- You will need to scan and save each document as a separate file. For example, if you are uploading a scan copy of your Marksheet and your Age proof, you need to scan and save each one as a separate file. Be sure that your file names do not include any special characters.
- Scanning needs to be done only in .JPG format only (.JPEG is not allowed).
- Ensure that the file size of each document is not below 300 KB, and for faster upload, try to limit the file size below 10 MB.

#### **Special instructions for photo upload**

[Please click here to read instructions regarding Applicants Photograph specification](#)



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## **DOCUMENT APPROVAL STATUS**

- Once all the Steps i.e. Step 1 - 4 in case of B.A. (H) & B.Sc. (H) and Step 2 - 4 in case of BBA (H) & B.Com. (H) are completed. The **“Document Approval Status”** will be “In-Process”. Below are the explanation for each of the Document Approval Status.

| Document Approval Status  | Document Approval Status  | Document Approval Status   | Document Approval Status  |
|---|---|--|---|
| IN PROCESS  | RE-UPLOAD REQUIRED  | APPROVED   | REJECTED  |
| This status will be displayed immediately after all the documents (Step - 4) are successfully uploaded. | This status will be displayed incase if on scrutiny, the College finds one or more of the uploaded documents to be improper or non-available. | Once the college verifies and approves all your uploaded documents and your Admission process is completed the status “Approved” will be displayed. You will be notified about your Digital ID card in due course of time. | This status will be displayed only incase if on verification, the College finds serious mismatch with your data given and the uploaded documents mainly with the marks / Board & if your Eligibility criteria is not fulfilled. |

### **Please Note:**

- The process of approval of uploaded documents will take minimum of 10 working days from the date of completion of Step-4.



## Step 5

### **ADMISSION FORM DOWNLOAD**

- Once the uploaded documents are approved, Student will be informed to **Download their Admission Form** for the Academic Year 2021-22 in due course of time.
- *Admission form is to be submitted to college once the regular classes in the college starts and / or when college asks for it to be submitted.*

#### **Please Note:**

- Physical presence of either student or parent is not required in the college during the time of admission/ document submission.
- Class Commencement for Semester I will be notified to the student in due course of time.



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**THANK  
YOU**



**Incase if you face any  
issues while doing the  
Given process,  
Contact Us at**



**Talk to our BOT**



**[Click here to fill up the Google Form  
for any technical issue faced post  
merit list](#)**



**Mobile No : 9831110762**

**Monday to Friday, 10AM to 1PM**