



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
Helpline: 9831110762 (Monday – Friday, 10.00 AM – 01.00 PM)
E-mail: admission@thebges.edu.in

PROCEDURE TO FOLLOW AFTER MERIT LIST

1	Click on " Applicant Login " to access your online profile by using your Login ID (your registered mobile number) and password.
2	It is mandatory to complete the below mentioned process before generation of Admission Fees Challan. <ol style="list-style-type: none"> Click on "Post Merit List" (available on the left-hand side of the screen). Select "Step 1 - Course Selection and Payment". Applicant needs to click on the check box against applied course and click on " Submit " button.
3	After selecting the course from " Course " dropdown, select preferred mode of payment from the " Payment Mode " dropdown. <div data-bbox="289 693 1419 870" data-label="Image"> <p>The screenshot shows a web form titled 'Generate Admission Fees Challan'. It has three dropdown menus: 'Course' with 'Select' as the current selection, 'Payment Mode' with 'Cash Payment at FEDERAL BANK (Any Branch)' selected, and 'Amount' with 'Online Payment' selected.</p> </div> <p>Please Note:</p> <ol style="list-style-type: none"> If you want to pay Admission Fees by online mode, read point no. 4 below. In case of Admission Fees payment by cash at bank, read point no. 5 below.
4	Online Mode of Payment - If you want to pay your Admission Fees online, you have to select " Online Payment " from the dropdown. Click on " Proceed " button. You can choose between Paytm, Debit Card, Credit Card, Net-banking or UPI options to pay your Admission Fees online. <p>Please Note:</p> <ol style="list-style-type: none"> 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.
5	Cash at Federal Bank - If you want to pay your Admission Fees in cash, you have to select " Cash Payment at Federal Bank " option to generate the challan. Click on " Proceed " button. Print the same for payment by cash at any branch of Federal Bank. Click here to locate nearest Federal Bank Branch . <ul style="list-style-type: none"> 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
6	After Payment of Admission Fees, please follow the below mentioned step. <ol style="list-style-type: none"> Click on "Post Merit List" option. Click on "Step 2 - Family Information". A "Code of Conduct" page will appear, you need to read the document and click on the specified check box. Click on "Next" button to proceed. Fill-up all the required information and click on "Submit". In order to exit click on "Close" button.

Please Note:

Information related to Document Upload / Submission and other process will be shared with you via SMS / E-mail in due course of time.