



CALCUTTA UNIVERSITY ONLINE REGISTRATION PROCESS FOR THE STUDENTS ADMITTED IN ACADEMIC SESSION 2021-2022 APPLICABLE TO B.COM. / B.A. / B.SC. / BBA

Step 1

- Visit College Website www.thebges.edu.in.
- On the top right-hand side of the screen, click on [Campus Login](#).
- Session will remain "2021-22" by default. **(DO NOT CHANGE THE SESSION)**.
- Enter your College UID in the User Code textbox and Password in the specified fields respectively. **Your password will be same as your Applicant Login Password, which you have used at the time of admission.**
- You can also login using OTP. Select OTP option from "Login Using" dropdown. OTP will be sent to your mobile number registered with the College as well as institutional email ID.

Step 2

Once you have successfully logged in to your Online profile, on the left side of the screen under Menu, click on "Student Console" option and then click on "CU Registration Process" as it is available as the second last option of the menu.

Step 3

The above shown window will appear.

Check all the displayed information thoroughly, as follows:

- "Student's Name" and "Guardian's Name" (Father's Name/ Mother's Name) should be identical with your Class XII Board Marksheet or Admit Card.
- "Date of Birth", "Gender", "Caste Category", "Nationality" & "Person with Disability status".
- Student must ensure that their Class XII "Board Roll No" along with the "Board Name" is displayed correctly. (There must not be any space or special character in the displayed roll no.)
- In case if you are a pre-registered student i.e. if you have already done your registration with Calcutta University earlier, you must check "Calcutta University Registration No". (CU Registration number should be in XXX-XXXX-XXXX-XX format) – **Not applicable for the students doing Calcutta University Registration for the 1st time.**
- B.A. & B.Sc. students need to check both of the Generic Elective Subjects, their sequence along with the AECC subjects.

After checking, you need to select either of the checkboxes displayed at the bottom of the screen to proceed:

- In case the displayed information is correct and there is not rectification required, click on the first checkbox (1) to proceed to next step.
- In case of any correction is required in the displayed data, click on the second checkbox (2) to proceed to next step. If you opt for correction of data, a Google form link will be shared in the next screen for submission of the required correction to us, the same link shall also be sent to your institutional Email ID. **The link will be shared once you successfully submit the Registration form completing "Document Upload" step.**

Now, click on "Next" button to proceed to next screen.



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 4

CU Registration - Document Upload				
Srl	Saved	Particulars	Upload	View
1	<input checked="" type="checkbox"/>	Photo		
2	<input checked="" type="checkbox"/>	Signature		
3	<input checked="" type="checkbox"/>	Age Proof Document		<input type="button" value="View"/>
4	<input type="checkbox"/>	Original Class 12 Board Marksheet It is mandatory to read the notes given below before uploading the marksheet.	<input type="button" value="Upload"/>	

Please Note -

- 1) Form will be considered incomplete without required Document Uploads.
- 2) It is mandatory to upload Class XII Board Original Marksheet (applicable for All Boards) & Migration Certificate (Not Applicable for students coming from CBSE/ ISC/ WBCHSE/ NIOS Board.).
- 3) Calcutta University requires scan copy of original Class XII Board Marksheet. Digilocker / Internet copy of Marksheet will not be accepted. In case if you have not received the same, please fillup the Google form by clicking on the link given in the next step post process completion to inform us about the same.
- 4) Calcutta University requires scan copy of Original Class XII Board Migration (Not Applicable for students coming from CBSE/ ISC/ WBCHSE/ NIOS Board). Digilocker / Internet copy of Migration will not be accepted. In case if you have not received the same, please fillup the Google form by clicking on the link given in the next step post process completion to inform us about the same.
- 5) If you have not received the Original Marksheet or Original Migration (as applicable), you can upload the Digilocker / Internet copy of the required document to continue with your registration process.
- 6) To view your documents, click on the View button.
- 7) In case if your uploaded documents are found improper, the College will contact you on your registered contact number / Institutional Email ID after 11th November, 2021.
- 8) It is mandatory to click on 'Submit' button to complete your Online Calcutta University Registration process.

The final step before successfully completing your Calcutta University Registration process is "Document Upload".

Students need to check & do the needful for all the documents as mentioned below:

1. It is mandatory for all students to "UPLOAD" the Original Class XII Board Marksheet. Please note that net or Digilocker copy of your class XII board marksheet will not be accepted by Calcutta University for the registration process.
2. It is also important to "UPLOAD" the Original Class XII Board Migration Certificate. This step is only applicable for students coming from the board other than CBSE/ ISC/ WBCHSE/ NIOS Board. It is mandatory to submit the physical copy of your Original Migration Certificate to the college between 15/11/2021 to 25/11/2021, 11:00 am to 04:00 pm at Room No. 424 (4th Floor) after completing the on-line registration procedure.
3. It is mandatory to complete the Calcutta University Registration process even if you have not received your Original Class XII Board Marksheet/ Migration Certificate from School/ Board, in such case you will again upload the net copy or Digilocker copy, and after submission, it is mandatory to fill-up the Google form given in the link below to notify the same to us. Please note that your Calcutta University registration will not be processed by the University till you submit your original marksheet/migration to us within 25th November 2021.

[Click here to fill-up the Google form for issue of availability of the original Marksheet/ Migration Certificate](#)

4. You can click on "View" option to check the rest of the documents as it is uploaded previously.

Click on "Back" or "SUBMIT" button to either go back & check or to complete your Calcutta University online Registration Process.

Step 5

After clicking on "SUBMIT" button, click "OK" on the pop-up appeared to complete the Online Calcutta University Registration Process. Upon successful completion of the same, an SMS/ E-mail will be received at the students registered contact number/ Email Id respectively.

Please Note:

- Last date to complete Calcutta University Online Registration process is Wednesday, 10th November 2021 by 12:00 noon. No request for the same will be entertained after the last date of registration procedure.**
- B.A. & B.Sc. Semester I students need to complete their CBCS Reg (Generic Elective Selection Process) before doing Calcutta University online Registration Procedure mandatorily. Check the below given link to follow the procedure in case if you have not completed the same yet.**
[Click here to follow the B.A. & B.Sc. Semester I Generic Elective Subject Selection Procedure](#)
- In case, if you have any query regarding Calcutta University On-line Registration Procedure or if you are facing any technical issues while completing your Online Calcutta University Registration process from the Campus Login or the option does not respond, please retry after 1 or 2 hours, else fill-up the below mentioned google form to inform us the same.
[Click here for Technical Issue Reporting Form Related to Online Calcutta University Registration 2021-2022](#)
- The admission procedure is not completed until you do the above-mentioned Calcutta University online Registration Process.