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.A./ B.SC./ BBA SEMESTER V
(Not Applicable for 1+1+1 Part system students)

Please read the following important notes before you start your enrolment procedure.

a) This enrolment procedure is applicable for students who will be appearing for Semester V in Academic Year 2021-2022.

b) Students who have not appeared for their previous odd semester i.e. Semester III as a whole, will have to appear for their pending odd Semester for the session 2021-22 before they can be promoted to the next higher odd semester.

c) The last date to complete the enrolment procedure is **10th December 2021**.

d) This Enrolment procedure is **Not applicable** for students who were eligible to appear for their Calcutta University Semester V Examination in session 2020-21 but did not appear for the same or those students who have failed paper(s) in Semester V.

e) Information on Casual / Fail Paper(s) Enrolment for Semester V will be notified in due course of time. Students are advised to keep a track on the college website for notice on the same.

f) It is recommended that you use Google Chrome browser to do the following process.

g) If you are facing any problem in the below given enrolment procedure, please click on the link given below and fill up the required details –

   Click here to fill up the Google Form for Enrolment Issue

h) If you have paid the fees online and the same is not reflecting in your profile, please click on the below given link and fill up the required details –

   Click here to fill up the Google Form for Payment related Issue.
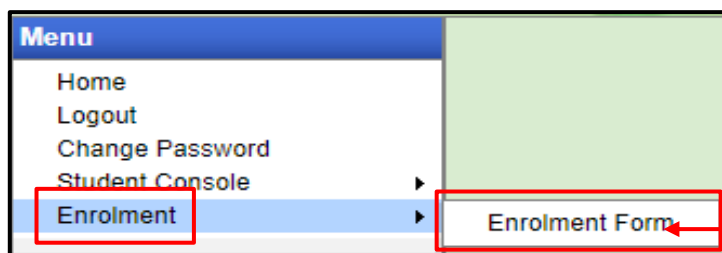
Once you fill-up this form, we shall get back to you within 72 working hours for resolution of the issue mentioned by you. Please ensure that the above-mentioned Google Forms are accessible through your Institutional Email ID only.

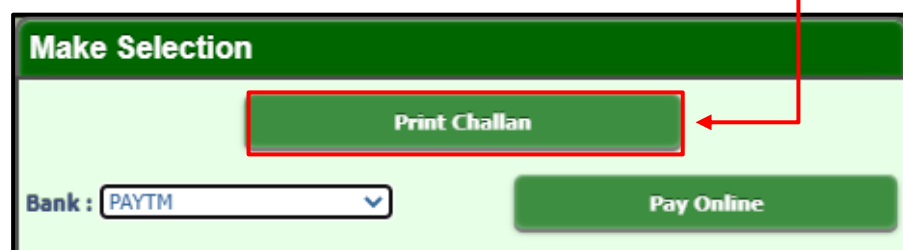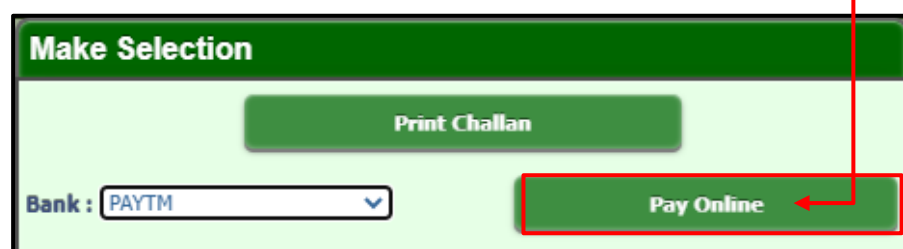|	
1	Visit College Website **www.thebges.edu.in.** On the top right-hand side of the screen, click on **Campus Login.** Session will remain **"2021-2022" (DO NOT CHANGE THE SESSION)**. Enter your College UID **(From your college ID card)** in the **"User Code"** field, login using your password or OTP which will be sent to your mobile number registered with the College as well as institutional email ID. *Please Note: It is advisable to always use the link for Campus Login available on college website or in the given notice. If you have bookmarked the link of Campus Login, please ensure that it is a secured link starting with "https" not "http".*
2	After successful Login, On the left side of the screen, go to the **"Enrolment"** option and click on **"Enrolment Form".** **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.
3	Check all the fields in Enrolment Form. Click on **"Update"** button. In case you want help on Enrolment Procedure, you can click on "**CLICK HERE FOR HELP ON ENROLMENT OPTION"** button.
4	Click on **"Regular Challan"** to view options to pay Enrolment Fees. **Please Note:** i. In case of Enrolment Fees payment by cash at bank, read point no. 4A. ii. If you want to pay Enrolment Fees by online mode, read point no. 4B.
4A	**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 Branches in Kolkata**. **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.
4B	**Online Mode of Payment** - If you want to pay your fees online, click on **"Pay Online"** and select from **"Paytm"**, **"Debit Card"**, **"Credit Card"**, **"UPI"** or **"Net Banking"**. *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.*