



### Procedure for Semester V Enrolment – B.Com. (Honours/ General)

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 10<sup>th</sup> 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.

The Enrolment procedure includes 3 (Three) steps:

Step 1) Login to your online profile.

Step 2) Discipline Specific Elective or DSE Selection

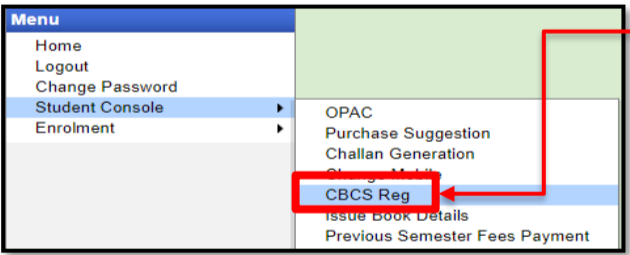
Step 3) Enrolment for Fees payment of Semester V

#### Step 1: Login to your online profile

- 1 Visit College Website [www.thebges.edu.in](http://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".**

#### Step 2: Discipline Specific Elective or DSE Selection

2A



After successful login, click on [Student Console](#) & then "CBCS Reg" option available on the left side of the screen to go to DSE Subject Selection page.

**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.

2B

Subject :			
Srl	Subject Type	Subject	Paper
1	Core Course	Auditing & Assuranc	Auditing & Assu
2	Core Course	Taxation II	Taxation II
3	Discipline Specific Elective	Select	Select
4	Discipline Specific Elective	Select	Select

Upon Login, click on "Student Console" & then "CBCS Reg" option to choose your "Discipline Specific Elective or DSE" for specialization in Semester V & VI. In CBCS subject selection window for Semester V, you are required to select your choice of DSE from the dropdown menu under "Subject" field in Sr. No. 3 i.e., "Discipline Specific Elective" of the table.


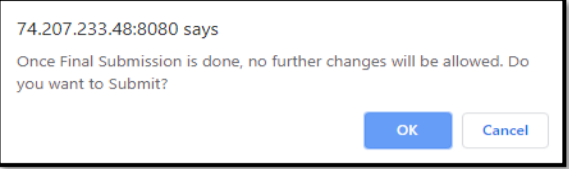
Specialization offered by the College			
1	Accounts & Finance	3	Taxation
2	Marketing	4	E-Business

After completing your selection for Semester V, click "Save" button to confirm your choice for Semester V. On confirmation, CBCS subject selection window for Semester VI will appear and all your Semester VI subjects will be previewed based on your DSE selection in Semester V window. After checking your subject selection for Semester VI, click "Save" button to confirm your choice for Semester VI.

**Please Note:**

- I. Do not print your form before completing Step. 2C mentioned below.
- II. In case you want to change your specialization, use "Go To" option to go back to Semester V window.

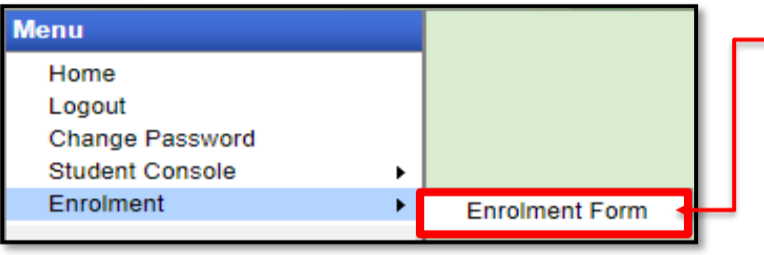


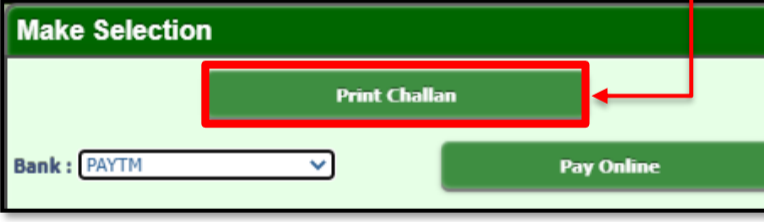
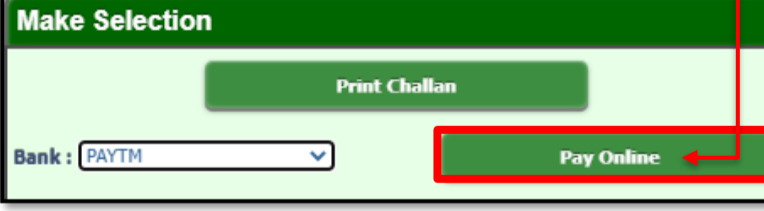


2C		<p>In case you want to review the subjects to be studied in Semester V &amp; VI, based on your choice of Specialization selection, click on <b>“Preview”</b> button. After reviewing, click on <b>“Final Submission”</b> button.</p> <p><b>Please note: Once Final Submission is done; you will not be able to modify your Subject Selection.</b></p>
2D		<p>Upon clicking on <b>“Final Submission”</b>, this Pop-Up will appear. Click on <b>“OK”</b> button to finally submit your selection.</p> <p><b>Please note:</b></p> <ol style="list-style-type: none"> <li>I. It is mandatory to submit the Discipline Specific Elective Subject Selection form to the respective HOD/ Vice-Principal.</li> <li>II. You can print the DSE form from <b>“Preview”</b> button.</li> </ol>

**Please Note:**

- I. Students who had made their DSE subject selection in a Google form sent from College previously are also required to complete this procedure. They can either opt to select the same specialization as selected in the Google form or can opt to change the same by making a fresh specialization selection here.
- II. Specialization chosen here shall stand as the final chance to choose or change your choice of specialization. No further chance to change the DSE shall be given hereafter.

**Step 3) Enrolment to Semester V and Fees payment**

3A		<p>After completing the process of your DSE subject selection click on <b>“Enrolment”</b> option available on the left side of the screen &amp; then click on <b>“Enrolment Form”</b>.</p> <p><b>Please note:</b> If in your browser <b>“popup”</b> 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>
3B		<p>Check all the fields in Enrolment Form. Click on <b>“Update”</b> button. In case you want help on Enrolment Procedure, you can click on <b>“CLICK HERE FOR HELP ON ENROLMENT OPTION”</b> button.</p>
3C		<p>Once updated, click on <b>“Regular Challan”</b> to view options to pay Enrolment Fees.</p> <p><b>Please Note:</b></p> <ol style="list-style-type: none"> <li>i. In case of Enrolment Fees payment by cash at bank, read point no. 3D.</li> <li>ii. If you want to pay Enrolment Fees by online mode, read point no. 3E.</li> </ol>
3D		<p><b>Cash at Federal Bank only</b>- If you want to pay your Enrolment Fees in cash, you need to click on <b>“Print Challan”</b> option to generate the challan and print the same. You can pay Enrolment Fees in any Federal Bank branch. <a href="#">Click here for List of Branches in Kolkata.</a></p> <p><b>Please note:</b> If in your browser <b>“popup”</b> 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>
3E		<p><b>Online Mode of Payment</b> - If you want to pay your fees online, click on <b>“Pay Online”</b> and select from <b>“Paytm”</b>, <b>“Debit Card”</b>, <b>“Credit Card”</b>, <b>“UPI”</b> or <b>“Net Banking”</b>.</p> <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>i. Banking charges will be added extra as applicable.</li> <li>ii. Please do not press F5, Refresh, Reload, Right-click or Backspace button while doing online payment.</li> <li>iii. In case if Online Payment is unsuccessful, read <a href="#">Help on Online Transaction Failure</a></li> <li>iv. After successful online payment, click on <b>“Please Click Here to Print Challan”</b> option to print your E-paid challan receipt.</li> </ol>