



**PROCEDURE FOR CASUAL ENROLMENT FOR FAILED PAPER(S) OF B.COM. / B.A. / B.SC. / BBA SEMESTER I / III**

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

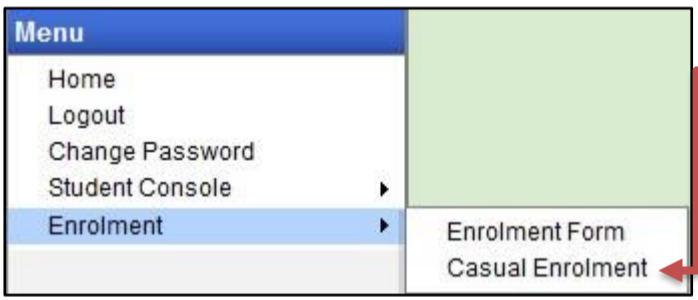
- This casual enrolment procedure is only applicable to the students who are having fail paper(s) in Semester I and/or III, currently studying in B.Com. / B.A. / B.Sc. / BBA Semester III or V whose Calcutta University Semester I / III Examination result has been declared.**
- Please keep your Calcutta University original Mark-sheet of Semester I / III handy with you or download the net copy by clicking on the link given as it is required for the below mentioned procedure.** <https://www.exametc.com/university.php?id=32>
- It is recommended that you use Google Chrome browser to do the following process.**
- 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](#)
- 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.**
- It is important to complete the casual enrolment process in order to appear for the upcoming Calcutta University exam tentatively to be held in the month of January or February 2022. Please ensure that you complete your Online Calcutta University Form Fill-up process after completing your enrolment. The notice regarding the same is available under Noticeboard section in college website.** [Click here for quick access to Noticeboard section.](#)
- The last date to complete the enrolment procedure is 24<sup>th</sup> December 2021.**

**STEP PROCESS FOR ENROLMENT**

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".**

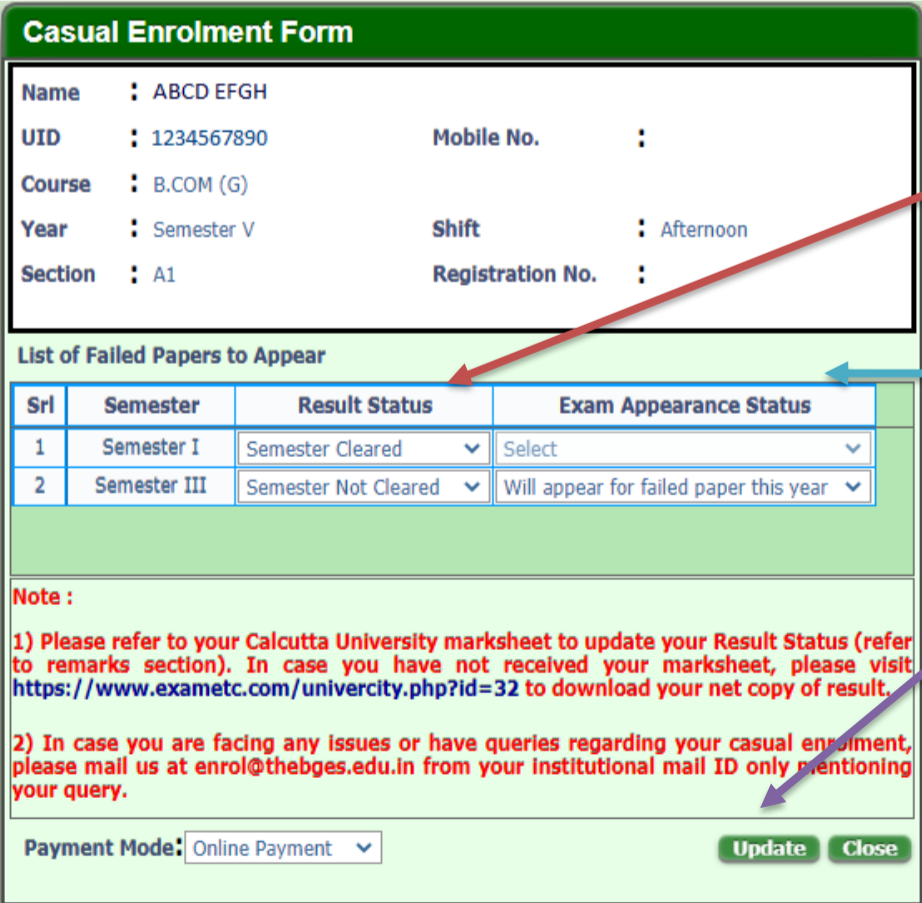
2



On the left side of the screen, go to "Enrolment" and click on "Casual Enrolment".

**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.

3



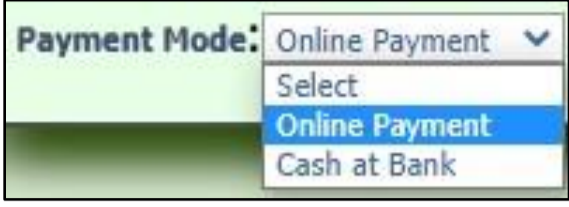

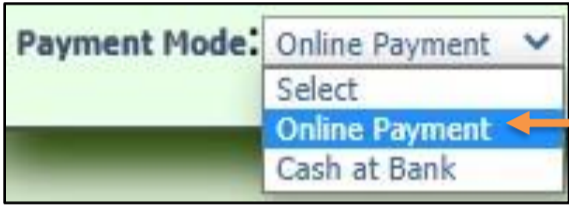
Once clicked on Casual Enrolment option, this screen will appear. You will have to update your "Result Status" for each semester, referring to either your original Calcutta University marksheet or you can click on the link below to check your result online.

<https://www.exametc.com/university.php?id=32>

Once result status has been selected, select "Exam Appearance Status" from the available dropdown. Click on "Update" button once selections have been made.

**Please Note:**  
i. In case you have skipped appearing for your Calcutta University examination for Semester I and/or III previously, you need to select "Semester Not Cleared" as your Result Status.



4		<p>Once updated, click on <b>“Payment Mode”</b> to view payment options.</p> <p><b>Please Note :</b></p> <ul style="list-style-type: none"><li>i. In case of Enrolment Fees payment by cash at bank, read point no. 4 (i) below.</li><li>ii. If you want to pay Enrolment Fees by online mode, read point no. 4 (ii) below.</li></ul>
4 (i)		<p><b>Cash at Federal Bank only</b>- If you want to pay your Enrolment Fees in cash, you have to click on <b>“At Bank”</b> option to generate the challan and print the same. You can pay Enrolment Fees in any Federal Bank branch. Click here for <a href="#">List of Branches in Kolkata</a>.</p> <p><b>Please note:</b></p> <p>If in your browser <b>“pop-up”</b> is blocked, you will get a display <b>(red-coloured cross)</b> on the top right of the browser, please click on that display to enable the popup.</p>
4 (ii)		<p><b>Online Mode of Payment</b> - If you want to pay your fees online, click on <b>“Online Payment”</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> <ul style="list-style-type: none"><li>i. <b>Banking charges will be added extra as applicable.</b></li><li>ii. <b>Please do not press F5, Refresh, Reload, Right-click or Backspace button while doing online payment.</b></li><li>iii. <b>After successful online payment, Click on <a href="#">Please Click Here to Print Challan</a> to print your E-paid challan receipt.</b></li></ul>