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

B.A. & B.SC. SEMESTER VI CALCUTTA UNIVERSITY EXAMINATION, 2022
ONLINE FORM FILL-UP PROCEDURE

Calcutta University Examination form fill-up procedure is divided into two steps as mentioned below. It is mandatory to successfully complete both the steps to be eligible for the upcoming Semester VI examination:

Step 1 – Calcutta University Examination Online form generation from the Calcutta university website.
Step 2 – Submission of downloaded Calcutta University Examination form to the College online via Campus Login.

Important Information to read before you go through the detailed form fill-up process.
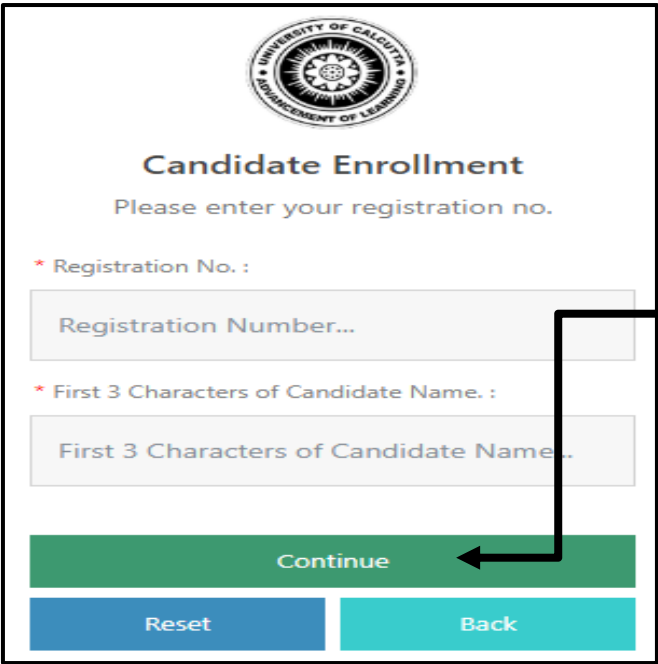
- There is no requirement for physical submission of the downloaded Calcutta University Examination 2022 form in the College.
- In case if you face any technical issue while doing your Calcutta University Examination form fill-up processes, please fill-up the Google Form mentioned below to notify us of the same. The below-mentioned Google form can only be accessed through your Institutional Email ID.
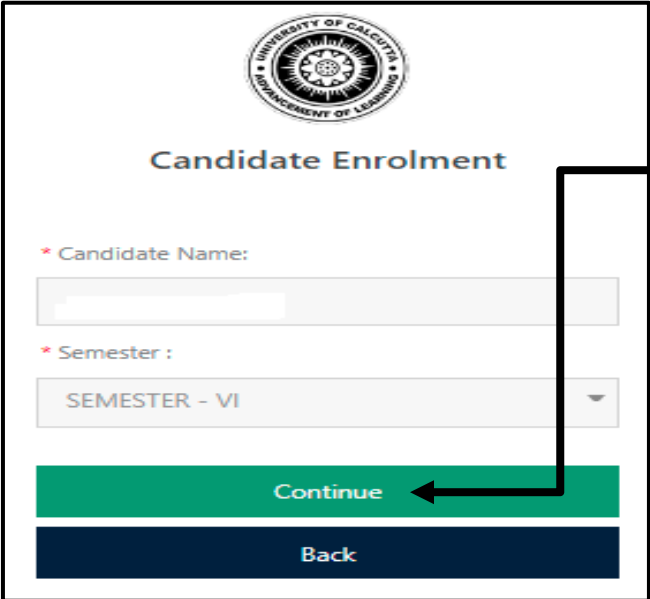 **Click here to fill up the Google Form for the same**.
- Students do not need to pay any additional fees for the Calcutta University Examination form fill-up. Please ensure that the Semester VI enrolment procedure including the payment of the fee is completed before doing the below procedure.

STEP 1: ONLINE FORM GENERATION PROCEDURE FROM CALCUTTA UNIVERSITY PORTAL

1 (A)	Click for **B.A. & B.Sc. Semester VI Calcutta University Exam, 2022 On-line Form Generation**, the below shown window will open.
1 (B)	Now, type your **"Registration Number"** & **"First 3 Characters of Candidates Name"** in the respective boxes given herein. Then Click on **"Continue"** button. **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.
1 (C)	Check the **Candidate Name** & **"Semester"** as **SEMESTER VI** from the drop down. Then click on **"Continue"** button to get redirected to the next page. **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.

1 (D)	Check all the details thoroughly in the window displayed, in case if any of the field(s) are blank and if the editing is allowed in the blank field(s) by the portal, please edit the same, otherwise proceed with your form fill-up process as it is.
1 (E)	At the bottom of the page your subject selection will be shown, here you need to check the **"Subject Details"** & **select one DSE-A course & one DSE-B course** you want to appear in Semester VI. **Please Note: Once the subjects are selected it cannot be changed.**
1 (F)	Now click on the **"SUBMIT"** button to submit your details in your **Calcutta University Examination, 2021 Online Generated Form for Semester VI**. **Please Note:** • **Click on "PRINT" button to Save / Download your Semester VI Examination Form.** • **You are required to save the form in .pdf or .jpg format.**

STEP 2: CALCUTTA UNIVERSITY EXAMINATION FORM ONLINE SUBMISSION PROCEDURE VIA CAMPUS LOGIN

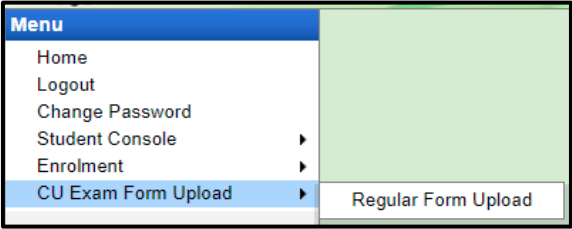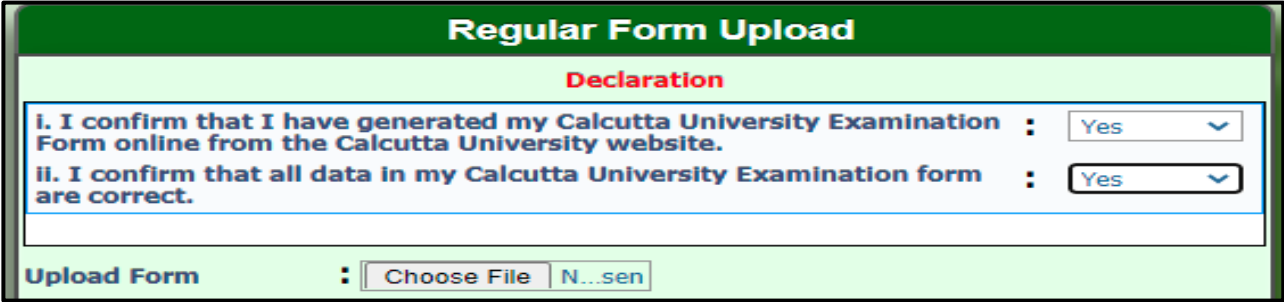|	
2 (A)	Visit the College Website **www.thebges.edu.in.** On the top right-hand side of the screen, click on **Campus Login**. The session will remain **"2021-2022" (DO NOT CHANGE THE SESSION)**. Enter your College UID **(From your college ID card)** in the **"User Code"** field, and log in using your password or OTP which will be sent to your mobile number registered with the College as well as your institutional email ID. *Please Note: It is advisable to always use the link for Campus Login available on the 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 (B)	**Menu** Home Logout Change Password Student Console ▶ Enrolment ▶ CU Exam Form Upload ▶ Regular Form Upload	On the left side of the screen, go to **"CU Exam Form Upload"** and click on **"Regular Form Upload".** 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.

2 (C)	**Regular Form Upload**
	Declaration
	i. I confirm that I have generated my Calcutta University Examination Form online from the Calcutta University website. : Yes ⌄
	ii. I confirm that all data in my Calcutta University Examination form are correct. : Yes ⌄
	
	Upload Form : Choose File N...sen
		After clicking on **Regular Form Upload** the above-mentioned screen will open.
		
		Please go through the declaration properly & select accordingly from the dropdown as required.
		
		Then, click on **"Upload Form"** option & upload your downloaded Calcutta University examination form.
		
		Please Note:
		
		1. **In case of no correction is required in your Online Examination form, upload the same as mentioned above.**
		2. **In case if any correction is required in your Online Examination form, please follow the steps given below –**
		   • **Click on "PRINT" button to Print Semester VI Examination Form. Print the Examination form on a white A4 size paper in Portrait mode.**
		   • **Check the form thoroughly, do the required correction(s) in the form manually, along with your full signature & paste photograph (only if required) on the respective fields.**
		   • **After correcting your form, you must scan the form in .pdf or .jpg format & upload it as per the process mentioned.**

2 (D)	**Upload and Submit** **Close**	After uploading your form, click on **"Upload and Submit"** to complete the process.