



# 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



## PG ADMISSIONS 2022-2023

**PROCEDURE TO FOLLOW AFTER  
MERIT LIST**





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- Visit the College website [www.thebges.edu.in](http://www.thebges.edu.in) and Click on [Admissions](#).
- Click on [Post Graduate Application](#) to access your online profile by using your Login ID (your registered mobile number) and password.
- You can also use **login with OTP** option.
- Post Login, Your dashboard will show “[Admission Status](#)” table as shown in next page. Please follow the steps in the same order i.e. Step 1 to 3

**Please Note:**

- **Detailed explanation for each step is given in the next page.**
- **Please read all the pages from 2-13 carefully and follow the process as mentioned in each page.**



# PG ADMISSION DASHBOARD VIEW

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EDIT <b>General Info</b>	EDIT <b>Academic Info</b>	ADD <b>Course / Session</b>	EDIT <b>Additional Info</b>	Change Password <b>Password</b>	PRINT <b>Application Form</b>
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### Admission Status

Application Number	Course Name	Fees Payment	Fees Payment Date	Add-on Information	Upload Document	Document Approval Status	Important Note
018475	M.A. English (Day)	 <a href="#">Make the Payment</a>	-	 <a href="#">Click here to add Details</a>	 <a href="#">Upload Document</a>	The status shall be updated once the documents are uploaded	Will be updated in due course of time

<b>PROCESS TO BE FOLLOWED AFTER MERIT LISTING</b>	<b>STEP - 1</b>		<b>STEP - 2</b>	<b>STEP - 3</b>		
	Click on Make the payment button which will redirect you to payment page. You can choose between cash / online payment.	Once fees <u>is</u> updated, this will show the date of payment.  Admission Fee paid by cash at Federal Bank will be updated in your online profile within 5 working days.	Once fees <u>is</u> updated, this option will get enabled. Student is required to fill-up all the mandatory information asked in the step.	Students <u>is</u> required to upload all the documents as per the list given <u>there</u> in.	Once all the steps <u>i.e.</u> Step 1-3 are completed, the document upload status shall be shown here.	Tentative dates related to class <u>commencement</u> , Calcutta University Registration will be updated here.



# Step 1

## FEES PAYMENT STEP

Click on **“Make the Payment”** button which will redirect you to Payment option page where you need to select your desired payment method as shown in the exhibit below.

### Admission Fees Payment

Payment Type \* :

- a. Online Payment using Paytm
- Online Payment using Paytm
- Online Payment using HDFC
- Cash Payment at FEDERAL BANK (Any Branch)

### Please Note:

- For payment by online mode, read Page 5 (Step – 1A)
- For payment by cash at bank, read Page 6 (Step – 1B)



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## Step 1A

# FEES PAYMENT BY ONLINE MODE

### Online Mode of Payment -

If you want to pay your Admission Fees online, you must select the online payment option. You can choose between *HDFC (no extra banking charges applicable)* or *Paytm (banking charges, as applicable)* gateway options to pay your Admission Fees online.

### Please Note:

- Please do not press the F5, Refresh, Reload, Right-click, or Backspace button while doing an online payment.
- There are no extra banking charges applicable for online payments made through the "HDFC" Payment gateway. If payment is made through the "PAYTM" gateway, banking charges will be added extra, as applicable.
- In case while making an online transaction, your money is deducted from your account, but your challan does not have an E-paid stamp on it, please inform us of the same by filling up the [google form here](#)



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## Step 1B

### FEES PAYMENT BY CASH AT BANK

#### Cash at Federal Bank only-

- If you want to pay your Admission Fees in cash, you must select the “**Cash payment at Federal bank**” option from the “**Payment Type**” dropdown. You will have to print the Admission Fees Challan to pay the same in cash at any branch of Federal Bank.
- Click here to locate nearest [Federal Bank Branch](#).

#### **Please Note:**

- **If in your browser “pop-up” is blocked**, you will get a display on the top right side of the browser’s Address bar, please click on that display, and enable the popup.
- Your Admission is confirmed only after receipt of your Fees, subject to successful document approval by the Admission Department of the College.
- After payment of your Admission Fees, mail us scan copy of your Admission Fees paid challan at [feeupdate@thebges.edu.in](mailto:feeupdate@thebges.edu.in)
- **Fees paid in cash at Federal Bank will take 5 working days to be updated in your online profile.**



## Step 2

## ADD ON INFORMATION

- This step will be enabled only after Admission Fees Payment is updated in your online Profile ([Applicant Login](#)).
- You are required to fill all the mandatory details as asked in this step of “**ADD ON INFORMATION**”. The next step “**DOCUMENT UPLOAD**” option shall automatically be enabled for the Applicants whose add-on information step is completed by the Applicants in their Online Profile.

### Please Note:

- This option shall automatically be enabled for the Applicants whose admission fees payment is updated in their Online Profile.
- Step No. 2 and Step No. 3 needs to be completed within 24 hours after the date of update of your Admission fees payment.



**Step  
3**

**DOCUMENT UPLOAD**

- This option shall automatically be enabled for the Applicants whose add-on information step is completed by the Applicants in their Online Profile.
- You are required to scan and upload the documents as per Exhibit given below.

Sr. No.	Name of the Document to be uploaded	Applicability
a.	<b>Applicant’s Recent Colour Photograph</b>	Compulsory for All Applicants
b.	<b>Applicant’s Signature</b> (Full Signature in running hand. Do not sign in block letters.)	Compulsory for All Applicants
c.	<b>Original Semester VI Marksheet</b>	Compulsory for All Applicants
d.	<b>Original Age Proof Document</b> (Class X Admit Card/ Birth Certificate/ Certificate of Madhyamik or Equivalent Examination having Date of Birth mentioned in it)	Compulsory for All Applicants
e.	<b>Photo ID Proof of Applicant (Any one )</b> (Voter ID / Passport / Aadhar Card / Driving License)	Compulsory for All Applicants
f.	<b>Photo ID Proof of Father (Any one)</b> (Voter ID / Passport / Aadhar Card / Driving License)	Compulsory for All Applicants.
g.	<b>Photo ID Proof of Mother (Any one)</b> (Voter ID / Passport / Aadhar Card / Driving License)	Compulsory for All Applicants.

**Sr. f & g is not applicable for students with Single Parents or for deceased parent.**

Notes regarding this step is given in the next page, please read it carefully.







Step  
3

**DOCUMENT UPLOAD**

- This option shall automatically be enabled for the Applicants whose add-on information step is completed by the Applicants in their Online Profile.
- You are required to scan and upload the documents as per Exhibit given below.

Sr. No.	Name of the Document to be uploaded	Applicability
h.	<b>Original Graduation Migration Certificate</b> (NOT applicable for applicants from Calcutta University)	Only applicable to Applicants coming from university <b>APART FROM</b> Calcutta University.
i.	<b>Caste Certificate</b> (Applicants belonging to SC / ST / OBC A / OBC B Caste are required to submit their Caste certificate, issued by West Bengal Government only)	Only applicable to Applicants who have <b>applied for Admission under SC / ST / OBC A / OBC B category</b>
j.	<b>Person with Disability Certificate</b>	Only applicable to Applicants who have applied for Admission under Physically Handicapped
k.	<b>Original University Registration Certificate</b>	Compulsory for All Applicants.





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## Step 3

# DOCUMENT UPLOAD — IN CONTINUATION WITH PAGE 8

Please Note:

- Please keep all the applicable documents mentioned in Page no. 8 and Page no. 9 (as applicable) ready with you as immediately after updation of your fee payment in your college online profile ([Applicant login](#)), you will have to upload the same for the verification purpose.
- It is advisable that you upload the documents from a desktop/ laptop, preferable using Google Chrome as your browser.
- The scanning must be done of Original Document only and not of the photocopy of the available original documents.
- You will need to scan and save each document as a separate file. For example, if you are uploading a scan copy of your Marksheet and your Age proof, you need to scan and save each one as a separate file. Be sure that your file names do not include any special characters.
- Scanning needs to be done only in .JPG format only (.JPEG is not allowed).
- Ensure that the file size of each document is not below 300 KB, and for faster upload, try to limit the file size below 10 MB.

**Special instructions for uploading your photograph -**

[Please click here to read instructions regarding Applicants Photograph specification](#)



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## DOCUMENT APPROVAL STATUS

Once all the Steps i.e., Step 1 - 3 are completed, the “**Document Approval Status**” will display any of the below-given status.

Document Approval Status
<b>IN PROCESS</b>

This status will be displayed immediately after all the required documents (Step - 3) are successfully uploaded.

Document Approval Status
<b>RE-UPLOAD REQUIRED</b>

This status will be displayed incase upon scrutiny, the College finds one or more of the uploaded documents to be improper or non-available.

Document Approval Status
<b>APPROVED</b>

Once the college verifies and approves all your uploaded documents and your Admission process is completed the status “Approved” will be displayed.

Document Approval Status
<b>REJECTED</b>

This status will be displayed only incase upon verification, the College finds serious mismatch with your data given and the uploaded documents mainly with the marks / Board & if your Eligibility criteria is not fulfilled.

### **Please Note:**

- **The status will display “Document upload Pending” in case one or more document is pending to be uploaded by the applicant.**
- **After your Documents are Approved by the college, please keep track on the college website for further important notices.**



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## **IMPORTANT NOTES**

**(WILL BE APPLICABLE FOR APPROVED STUDENTS ONLY)**

- Semester I class will be commenced tentatively from 1<sup>st</sup> November 2022.
- College ID Card shall be distributed on the same day of the commencement of Semester I classes.
- Official Notice for all important dates / events shall be published on the College website as and when the same is finalized and the same shall be informed to students via SMS/Email.



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**THANK  
YOU**



**Incase if you face any  
issues while doing the  
Given process,  
Contact Us at**



**Chat with BOT**



**[Click here to fill up the Google Form  
for any query faced post merit list  
publication](#)**



**Mobile No : 9831110762**

**Monday to Friday, 10 am to 1 pm**