



CALCUTTA UNIVERSITY ONLINE REGISTRATION PROCESS

FOR THE SEMETER I STUDENTS ADMITTED IN THE ACADEMIC YEAR 2022-2023 - B.COM. (HONS/ GEN) / B.B.A.(H)

Please read & follow the below given important instructions before you start your Calcutta University Registration process:

- Last date to complete Calcutta University Online Registration process is Monday, 17th October 2022 by 10:00 am. No request for the same will be considered after the said last date.
- The admission procedure is incomplete until you do the given process of Calcutta University online Registration.
- In case, if you face any technical issues while completing your Calcutta University On-line Registration Procedure even after following the steps mentioned herein then please retry the procedure after 1 or 2 hours, if the same technical issue persists or the option does not respond, please fill-up the below mentioned google form to inform us the same.


[Click here for Technical Issue Reporting Form Related to Online Calcutta University Registration 2022-2023](#)

Please ensure that the above-mentioned Google Form is accessible through your Institutional Email ID only. Once you fill-up this form, we shall get back to you for the resolution of the valid issue mentioned by you via call/ email on your registered mobile number/ Institutional Email ID.

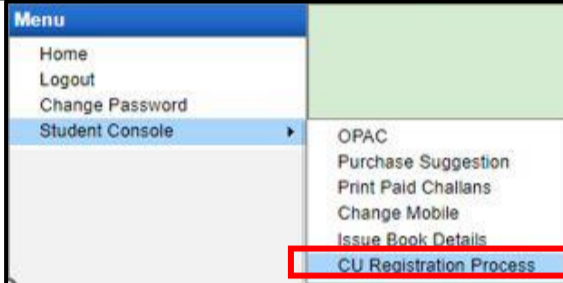
The Calcutta University online registration process is divided into 2 steps, and it is mandatory to complete both the steps as given below:

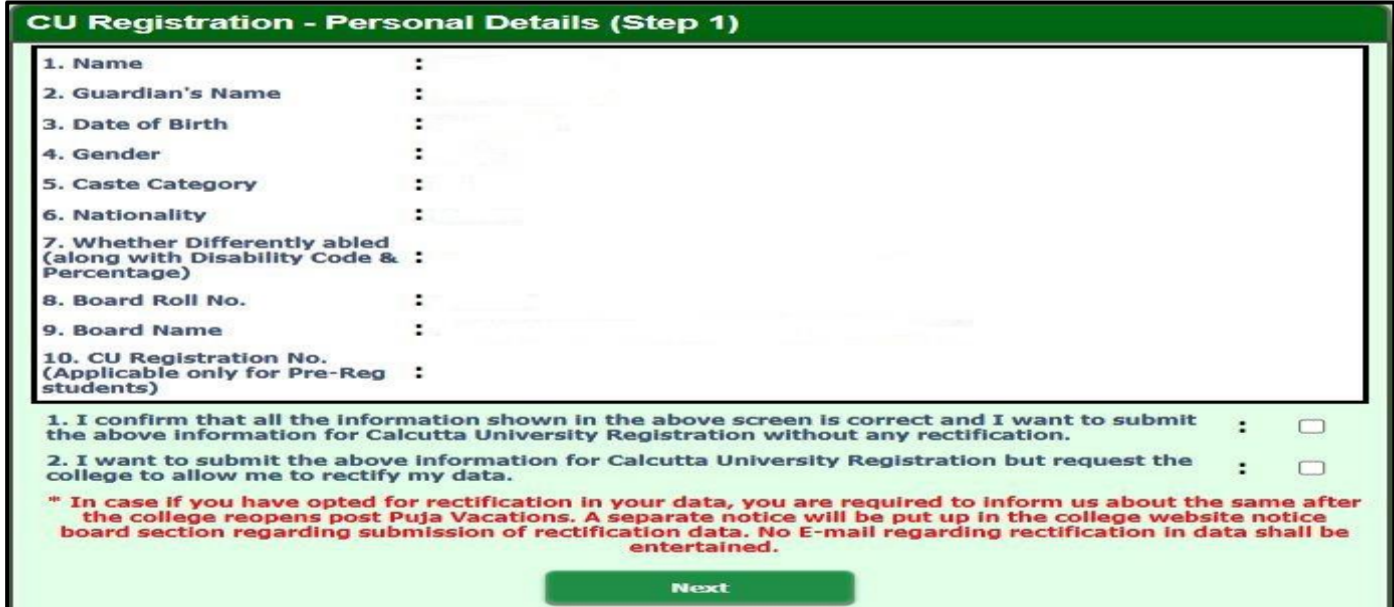
- Login to your Campus login.
- Check personal details, upload document & complete Calcutta University online Registration process.

Step A: Login to your online profile

A		<ul style="list-style-type: none"> Visit College Website www.thebges.edu.in On the top right-hand side of the screen, click on Campus Login. Session will remain "2022-2023" by default. (DO NOT CHANGE THE SESSION). Enter your 10-digit College UID in the User Code textbox and Password in the specified fields respectively. Your password will be same as your Applicant Login Password, which you have used at the time of admission. You can also login using OTP. Select OTP option from "Login Using" dropdown. OTP will be sent to your mobile number registered with the College as well as institutional email ID.
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Step B: Calcutta University online Registration Process

B1		<p>Once you have successfully logged in to your Online profile, on the left side of the screen under Menu, click on "Student Console" option and then click on "CU Registration Process" as it is available as the last option of the menu.</p>
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B2		<p>Once clicked on CU Registration Process option, the above shown window will appear. Check all the displayed information thoroughly, as follows:</p> <ol style="list-style-type: none"> "Student's Name" and "Guardian's Name" (Father's Name/ Mother's Name) should be identical with your Class XII Board Marksheet or Admit Card. Also check "Date of Birth", "Gender", "Caste Category", "Nationality" & "Person with Disability status" thoroughly. Student must ensure that their Class XII "Board Roll No" along with the "Board Name" is displayed correctly. (There must NOT be any space or special character in the displayed roll no.) In case if you are a pre-registered student i.e. if you have already done your registration with Calcutta University earlier, you must check "Calcutta University Registration Number". (CU Registration number should be in XXX-XXXX-XXXX-XX format) – Not applicable for the students doing Calcutta University Registration for the first time. <p>After checking, you need to select either of the checkboxes displayed at the bottom of the screen to proceed to the next step:</p> <ul style="list-style-type: none"> In case the displayed information is correct and there is no rectification required, click on the first checkbox (1) to proceed to next step. In case of any correction is required in the displayed data, click on the second checkbox (2) to proceed to next step. If you have opted for rectification in your data, you are required to inform us about the same after the college reopens post Puja Vacations. A separate notice will be put up in the college website notice board section regarding submission of rectification data. No E-mail regarding rectification in data shall be entertained. Now, click on "Next" button to proceed to next screen.
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CU Registration - Document Upload (Step 2)

Srl	Saved	Particulars	Upload	View
1	<input checked="" type="checkbox"/>	Photo		View
2	<input checked="" type="checkbox"/>	Signature	Upload	View
3	<input checked="" type="checkbox"/>	Age Proof Document	Upload	View
4	<input checked="" type="checkbox"/>	Original Class 12 Board Marksheet It is mandatory to read the notes given below before uploading the marksheet.	Upload	View
5	<input checked="" type="checkbox"/>	Caste Certificate	Upload	View
6	<input checked="" type="checkbox"/>	Original Class 12 Board Migration Certificate It is mandatory to read the notes given below before uploading your Migration certificate.	Upload	View

Please Note -

- Online Registration Process will be considered incomplete without uploading the required Documents as mentioned above.
- Calcutta University requires scan copy of Original Class XII Board Marksheet. Digilocker/Internet copy of marksheet will NOT BE ACCEPTED. Incase if you have not received your Original Class XII Board Marksheet yet, you can upload the Digilocker/ Internet copy of the same to continue with the Online registration process. It is mandatory to arrange the same by 01/11/2022. A separate notice shall be put up on the college website regarding the submission of the photocopy/ xerox copy of the same.
- You are required to upload scan copy of the Original Migration Certificate for Online registration process. This document is only applicable for students coming from the board **OTHER THAN CBSE/ ISC/ WBCHSE/ NIOS Board**. It is mandatory to submit the physical copy of your Original Migration Certificate to the college. Incase if you have not received your Original Class XII Board Migration certificate yet, you have to arrange the same by 01/11/2022. A separate notice shall be put up on the college website regarding the submission of the same.
- To view your uploaded documents, you can click on the View button.
- In case your uploaded document(s) are incorrect / improper you can click on the upload button and replace the existing document(s).
- The college will contact you in your registered contact number/institutional mail ID if the uploaded documents are found to be improper.
- After uploading the required documents, it is mandatory to click on the 'Submit' button. If you do not click on the 'Submit' button your Online Calcutta University Registration Process will be incomplete.

[Back](#) [Submit](#)

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The final step before successfully completing your Calcutta University Registration process is “**Document Upload**”.

Students need to check & do the needful for all the documents as mentioned below:

- It is mandatory for all students to “**UPLOAD**” the scan copy of the **ORIGINAL Class XII Board Marksheet**. Please note that Net or Digilocker copy of your class XII board marksheet will not be accepted by Calcutta University for the registration process.
- Incise if you have not received your Original Class XII Board Marksheet yet, you can upload the Digilocker/ Internet copy to continue the registration process. It is mandatory to arrange the same by **01/11/2022**. A separate notice shall be put up on the college website regarding the submission of the photocopy/ xerox copy of the same.
- It is also important to “**UPLOAD**” the scan copy of the **ORIGINAL Class XII Board Migration Certificate**. *This step is only applicable for students coming from the board other than CBSE/ ISC/ WBCHSE/ NIOS Board*. It is mandatory to submit the physical copy of your **ORIGINAL Migration Certificate to the college as and when asked by the college to submit the same**.
- Incise if you have not received your Original Class XII Board Migration certificate yet, you must arrange the same by **01/11/2022**. A separate notice shall be put up on the college website regarding the submission of the same.
- To view your uploaded Document(s) You can click on “**View**” button beside each document to check the same.
- Incise your uploaded Document(s) are incorrect/improper you can click on the “**upload**” button and replace the existing document(s).

Once you have checked all the uploaded documents click on “**SUBMIT**” button to complete your **Calcutta University Online Registration Process**.

You can also Click on “**BACK**” button to go back to Step 1 to check your data if required.



B4

74.207.233.48:8080 says

Do you want to Submit and complete the Online Registration Process.
Click on OK to confirm. Click on CANCEL to go to the previous step.

OK

Cancel

After clicking on **"SUBMIT"** button, the pop-up will come as shown in the picture.
Click either on **"OK"** to complete the online Registration Process OR **"Cancel"** to go to the previous step.

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Important Information Regarding Registration

Your Online Calcutta University Registration Data Submission Process is successfully completed.

Please Note:

1. In case if you have opted for rectification in your data, you are required to inform us about the same after the college reopens post Puja Vacations. A separate notice will be put up in the college website notice board section regarding submission of rectification data. No E-mail regarding rectification in data shall be entertained.
2. The data as confirmed by you in your Calcutta University Registration form will be sent to Calcutta University for their final approval. Please do not make any query with the College regarding status of your registration approval. Once it is approved, we shall inform you of the same.
3. In case of any further requirements of any documents from your side if asked by the Calcutta University, we shall contact you on your registered mobile number / Institutional Email ID.
4. You are required to download a copy of your data submitted for Online Calcutta University Registration from the link sent to your Institutional Mail ID upon successful completion of the Online Registration process

Close

You will receive a confirmation email regarding your Online Calcutta University Registration Process in your Institutional Email ID. You are requested to check your Inbox / Spam box for checking the same.

After completing the process, the above shown screen will open.

You have to read all the important notes as given on the screen & click on close button to finish the procedure.