

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.COM./ B.A./ B.SC. SEMESTER I CALCUTTA UNIVERSITY EXAMINATION, 2022 ONLINE FORM GENERATION & SUBMISSION PROCEDURE

Calcutta University Examination form fill-up procedure is divided into three steps as mentioned below. It is mandatory to successfully complete all the steps to be eligible for the upcoming Semester I Calcutta University Examination, 2022:

Step 1 – Students are required to know their Calcutta University Registration Number from the link mentioned below by giving their College UID and Date of Birth in DD/MM/YYYY format.

- Step 2 Calcutta University Examination Online form generation from the Calcutta university website.
- Step 3 Submission of downloaded copy of Calcutta University Examination form 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 copy of 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.

STEP 1 – KNOW YOUR CALCUTTA UNIVERSITY REGISTRATION NUMBER

It is mandatory for students to know their Calcutta University Registration Number, as it will be required for Online form generation from the Calcutta university website (procedure for the same is given below).

1 (A) Students needs to give their College UID and Date of Birth in DD/MM/YYY format. The link of the same is given below:

Click here to know your Calcutta University Registration Number.

STEP 2: ONLINE FORM GENERATION PROCEDURE FROM CALCUTTA UNIVERSITY PORTAL

Click here for <u>B.A. & B.Sc. Semester I Calcutta University Exam, 2022 On-line Form Generation,</u>

2 (A) Click here for <u>B.Com. Semester I Calcutta University Exam, 2022 On-line Form Generation,</u>
the below shown window will open.

Candidate Enrollment
Please enter your registration no.

* Registration No.:

Registration Number...

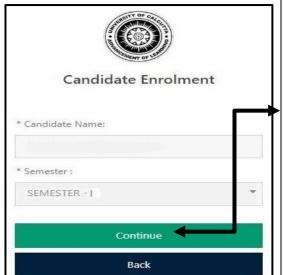
* First 3 Characters of Candidate Name.:

First 3 Characters of Candidate Name...

Now, type your "Registration Number" & "First 3 Characters of Candidates Name" in the respective boxes given herein.

Then Click on "Continue" button.

<u>Please Note</u>: 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.



Check the **Candidate Name** & **"Semester"** as **SEMESTER I** from the drop down.

Then click on "Continue" button to get redirected to the next page.

<u>Please Note</u>: 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.

2 (C)

2 (B)



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Registration Number		Candidate Name		Father's/Guardian's Name	
xxx-xxxx-xxx-xx		ABCDEF GHIJKL		ABCDEF GHIJKL	
Address*		Roll No.		Stream	
ABCDEF GHIJKL		xxxxxx-xx-xxxx		B.COM.	
		Category HONOURS		Gender MALE	
SEMESTER - I	DD/MM	1/YYYY	xxxxxxxxx		xxx@xxxxxxx

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.

The below mentioned window is applicable to B.A. / B.Sc. students



At the bottom of the page, your subject details will be shown, here you need to check the "Subject Details". The subjects that will appear have already been selected by you at the time of Calcutta University Registration.

Please Note: You will not be able to change anything. In case of any changes in subject details please visit Room No. 430 (4th Floor) from 31/01/2023 to 03/02/2023 between 11:00 am to 01:00 pm.

The below mentioned window is applicable to B.Com. students



At the bottom of the page, your subject details will be shown, here you need to check the "Subject Details" thoroughly to appear in your Semester I examination.



Now click on the "SUBMIT" button to submit your details on your Calcutta University Examination, 2022 Online Generated Form for Semester I examination. After successful submission, click on "PRINT" button to Save / Download your Semester I Examination Form.

Please Note:

- Examination form should be printed only if any correction is required in your Calcutta University Examination Form details. In case of no correction in the form you should not print the same. You are only required to save the form in .pdf or .jpg. format and upload the form as it is as per the process mentioned below (Step 3). NO SIGNATURE IS REQUIRED IN YOUR EXAMINATION FORM.
- In case if any correction is required in your Online Examination form, please follow the steps given below
 - i. Click on "PRINT" button to Print Semester I Examination Form. Print the Examination form on a white A4 size paper in Portrait mode.
 - ii. 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.
 - iii. After making the necessary changes in your form, you must scan the form in .pdf or .jpg format & upload it as per the process mentioned below (Step 3).

2 (E)

2 (D)

2 (F)



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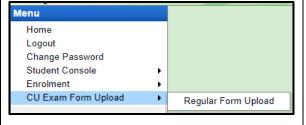
STEP 3: CALCUTTA UNIVERSITY EXAMINATION FORM ONLINE SUBMISSION VIA CAMPUS LOGIN (APPLICABLE ONLY FOR REGULAR STUDENTS OF SEMESTER I)

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 "2022-2023" (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 <u>Campus Login</u> 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".

3 (B)

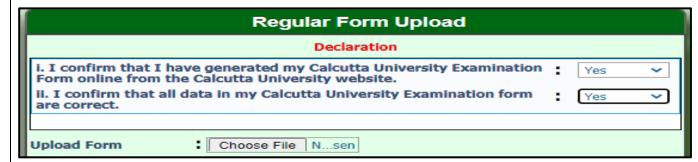
3 (A)



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 "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.



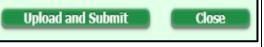
3 (C)

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.

3 (D)



After uploading your form, click on **"Upload and Submit"** to complete the process.