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

CASUAL ENROLMENT FOR FAILED PAPER(S) OF SEMESTER II / IV / VI

(Applicable only for students who have appeared for Semester VI Calcutta University Examination in the year 2022 or before)

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

1. **This enrolment procedure is only applicable to the students who have appeared for their Semester VI Calcutta University Examination in the year 2022 or before but having failed paper/s in Semester II/ IV/ VI and are willing to appear for the exam in 2022-23 session, are required to enrol themselves as a Casual student to appear for the examination.**

2. **Please keep your Calcutta University Examination original Mark-sheets of Semester II / IV / VI handy with you or download the net copy by clicking on the link given below as it is required for the below mentioned procedure.**
   https://www.exametc.com/univercity.php?id=32

3. <mark>**The last date to complete the enrolment procedure is Saturday, 27th May 2023. After completing the enrolment procedure, it is mandatory to fill-up the Online Calcutta University Examination Form, in order to appear for the failed paper(s). Please keep a track on the website for notices regarding the same.**</mark>

4. **It is recommended that you use the Google Chrome browser to do the following process.**

5. **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

6. **If you have paid the fees online and the same is not reflected 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 Issues

Once you fill-up this form, we shall get back to you within 3 working days for the resolution of the valid issue mentioned by you. Please ensure that the above-mentioned Google Forms are accessible through your Institutional Email ID only. Only the valid queries will be addressed to. You will get a Call/ email on your registered mobile number/ Institutional Email ID for the resolution of valid query.

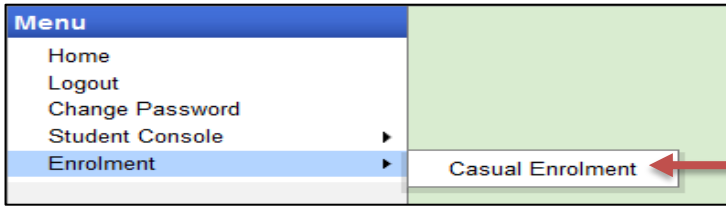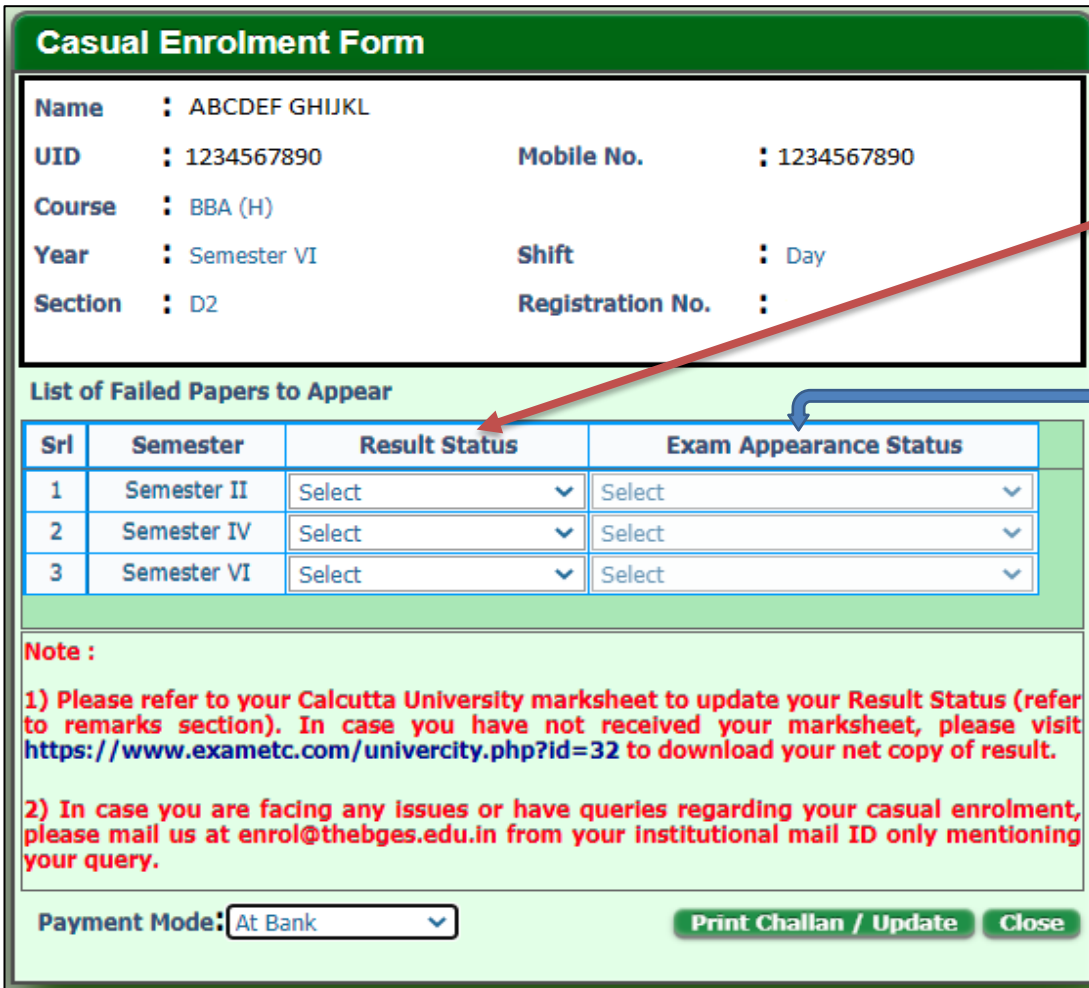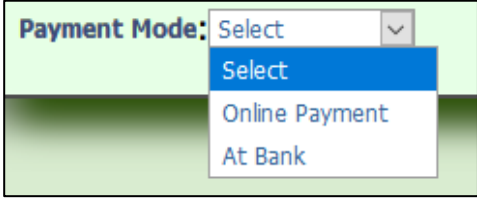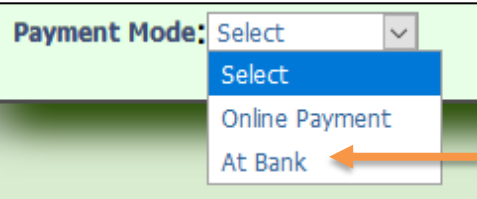|	
1	Visit College Website **www.thebges.edu.in.** On the top right-hand side of the screen, click on **Campus Login.** The session will remain **"2023-2024"** **(DO NOT CHANGE THE SESSION)**. Enter your College UID **(From your college ID card)** in the **"User Code"** field, log in using your password 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* <mark>*"https", not* *"http".*</mark>

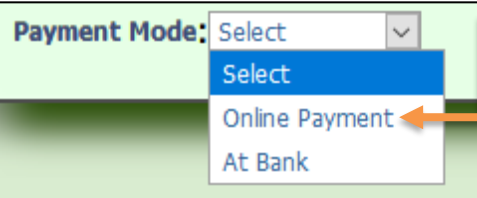|		
2	**Menu** Home Logout Change Password Student Console ► Enrolment ► Casual Enrolment	On the left side of the screen, go to **"Enrolment"** and click on **"Casual Enrolment".** Please Note: If in your browser "popup" is blocked, you will get a display (red-coloured cross) on the top right of the browser. Please click on that display to enable the popup.
3	**Casual Enrolment Form** **Name** : ABCDEF GHIJKL **UID** : 1234567890 **Mobile No.** : 1234567890 **Course** : BBA (H) **Year** : Semester VI **Shift** : Day **Section** : D2 **Registration No.** : **List of Failed Papers to Appear** | Srl	Semester	Result Status	Exam Appearance Status
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1	Semester II	Select	Select
2	Semester IV	Select	Select
3	Semester VI	Select	Select | **Note :** 1) Please refer to your Calcutta University marksheet to update your Result Status (refer to remarks section). In case you have not received your marksheet, please visit https://www.exametc.com/univercity.php?id=32 to download your net copy of result. 2) In case you are facing any issues or have queries regarding your casual enrolment, please mail us at enrol@thebges.edu.in from your institutional mail ID only mentioning your query. **Payment Mode:** At Bank Print Challan / Update Close	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/univercity.php?id=32** Once result status has been selected, select **"Exam Appearance Status"** from the available dropdown. Please Note: In case you have skipped appearing for your Calcutta University examination for Semester II / IV previously, you need to select "Semester Not Cleared" as your Result Status.

4		Once **"Exam Appearance Status"** is updated, choose your **"Payment Mode",** and click on **"Print Challan/ Update"** button to make the payment online or generate the challan in case payment to be made by cash at bank.
		
		Please Note :
		  i. In case of Enrolment Fees payment by cash at bank, read point no. 4 (i) below.
		  ii. If you want to pay Enrolment Fees by online mode, read point no. 4 (ii) below.

4 (i)		**Cash at Federal Bank only**- If you want to pay your Enrolment Fees in cash, you have to select **"At Bank"** option and click on the **"Print Challan/ Update"** button to generate the challan and print the same. You can pay Enrolment Fees at any Federal Bank branch.
		Click here for **List of Federal Bank Branches in Kolkata**.
		
		Please Note:
		  i. Fees paid in cash at Federal Bank will take 3-4 working days to be updated in your profile.
		  ii. 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.

4 (ii)		**Online Mode of Payment** - If you want to pay your fees online, select **"Online Payment"** and click on the **"Print Challan/ Update"** button, which will redirect to the online payment gateway. Select from **"Debit Card"**, **"Credit Card"**, **"UPI",** or **"Net Banking"**.
		
		Please Note:
		  i. *Please do not press the F5, Refresh, Reload, Right-click, or Backspace button while doing an online payment.*
		  ii. *After successful online payment, Click on **Please Click Here to Print Challan** to print your E-paid challan receipt.*