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

**CALCUTTA UNIVERSITY ONLINE REGISTRATION DATA SUBMISSION AND CONFIRMATION
FOR SEMETER I STUDENTS - ACADEMIC YEAR 2023-2024 - B.COM. / B.A./ B.SC./ B.B.A.**

Please read and follow the instructions given below before you start your Calcutta University Online Data Submission and Confirmation process.

i. Calcutta University Registration process is divided into 2 parts – Online Data Sheet Confirmation (1st Part) and Physical Form Submission (2nd Part). The admission procedure is incomplete until you complete both parts of the Calcutta University Registration process.

ii. **The last date to complete the Calcutta University Online Data Submission and Confirmation process is, 10th September 2023.**

iii. **It is advised to do the following process using a laptop or a desktop. The preferred browser is Google Chrome.**

iv. It is compulsory for B.A. & B.Sc. Semester I students to complete their Semester-wise Subject Selection Process before doing their Calcutta University Online Data Submission and Confirmation Procedure. **Click here to access the same in case you have not completed it yet**

In case you are unable to log in to Campus Login, please retry after 1 or 2 hours. In case of facing any technical issues while completing your Calcutta University Online Data Submission and Confirmation process even after following the steps mentioned below or if the option does not respond, click on the Google form link given below to inform us of the same.

Click here for Technical Issue Reporting Form Related to Online Calcutta University Registration 2023-2024

The above-mentioned Google Form is accessible through your Institutional Email ID only. Once you fill out this form, we shall get back to you via email on your Institutional Email ID. Please ensure you check your email ID regularly. Only valid issues will be addressed.

Online Data Sheet Confirmation Process (1st Part)

Step A: Login to your online profile

A	
	• Visit College Website www.thebges.edu.in • On the top right-hand side of the screen, click on Campus Login. • Session will remain "2023-2024" by default. (DO NOT CHANGE THE SESSION). • Enter your 10-digit College UID in the **User Code** textbox (you can refer to your College ID card) and **Password** in the specified fields respectively. Your password will be the same which you have used at the time of admission. • You can also log in using OTP. Select the OTP option from the "Login Using" dropdown. OTP will be sent to your registered mobile number as well as your institutional email ID.

Step B: Calcutta University Online Registration Process

B1	
	Once you have successfully logged in to your Online profile, under the Menu on the left side of the screen, click on the **"Student Console"** and then click on **"CU Registration Process"** as it is available as the last option of the menu.

B2	
	Once the **CU Registration Process** option is clicked, a window will appear displaying the details entered by you at the time of admission. **Please Note –** i. **You must thoroughly check all the displayed information as the same will be sent to Calcutta University for registration.** ii. **Sr. No. 7 is compulsory for all Indian Citizens.** iii. **Sr. Nos. 9(a), 9(b), 10(a), and 10(b) are compulsory to be filled up by all the students.** iv. **Sr. No. 8 is to be selected as Yes ONLY if you have an EWS Certificate issued by the Government of West Bengal.** Once the required information is provided and data are verified by you, it is compulsory to select either of the checkboxes displayed at the bottom of the screen. • **In case the displayed information is correct and there is no change required in the displayed data, click on the first checkbox (1) followed by the "Next" button to proceed to the next step.** • **In case any correction is required in the displayed data, click on the second checkbox (2) followed by the "Next" button to proceed to the next step.** *In case you have opted for rectification in your data, you are required to inform us about the same at the time of Physical submission of your Calcutta University Data Sheet (Part II) at college.*

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

|	
	CALCUTTA UNIVERSITY ONLINE REGISTRATION DATA SUBMISSION AND CONFIRMATION FOR SEMETER I STUDENTS - ACADEMIC YEAR 2023-2024 - B.COM. / B.A./ B.SC./ B.B.A.

B3

After cross-checking and submission of your Personal Details, the "**Document Upload**" screen, as shown above, will appear. Students are required to upload scanned copy of all the documents, as applicable.

1. **ORIGINAL** Class XII Board Marksheet. Please note that Net or Digi-locker copy of your Class XII board marksheet will not be accepted by Calcutta University for the registration process. In case you have not received your Original Class XII Board Marksheet yet, please arrange the same by 20/09/2023. You may upload the Digi-locker/ Internet copy to complete the registration process.
2. Class X Board Admit Card / Birth Certificate issued by the Government.
3. Student's Signature **(Do not sign in BLOCK LETTERS)**.
4. Passport-size photo of parent.
5. Caste Certificate / PWD certificate / EWS certificate, as applicable, issued by the Government of West Bengal.
6. **ORIGINAL** Class XII Board Migration Certificate (not applicable for *CBSE/ ISC/ WBCHSE/ NIOS Board)*. **It is mandatory to submit the physical copy of your ORIGINAL Migration Certificate to the college at the time of Physical submission of your Registration Datasheet.** In case you have not received your Original Class XII Board Migration certificate yet, you must arrange the same by **20/09/2023**.
7. To view your uploaded Document(s) You can click on the **"View"** button beside each document to check the same.
8. In case your uploaded Document(s) are incorrect/improper you can click on the **"upload"** button and replace the existing document(s).
9. The college will contact you on your institutional mail ID if the uploaded documents are found to be improper. Please ensure you check your email ID regularly.

Once you have checked all the uploaded documents click on the **"SUBMIT"** button to complete the 1st part of your **Calcutta University Registration Process.** You can also Click on the **"BACK"** button to go back to the **"Personal Details"** section to check your data, if required, before making the final submission.

B4
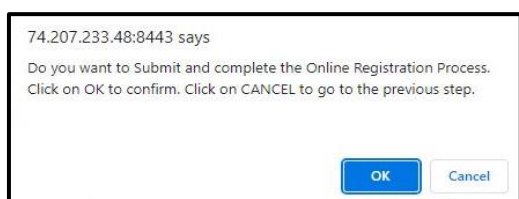
After clicking on the **"SUBMIT"** button, the pop-up will come as shown in the picture. Click either on **"OK"** to complete the online registration data submission and confirmation process OR "**Cancel"** to go to the previous step.

B5
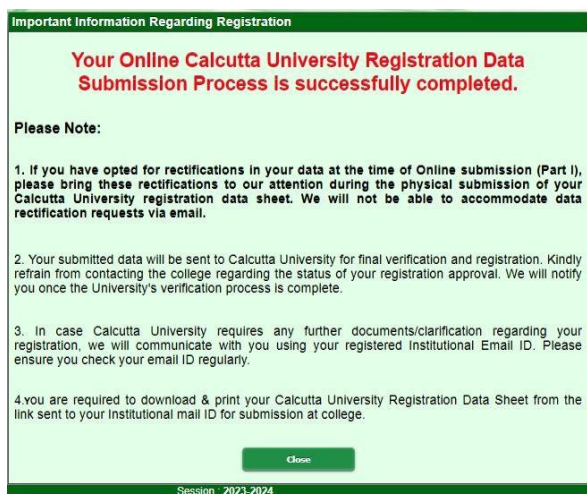
After completing the process, the screen, as shown on the right-hand side will open.

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

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

Physical Submission of Datasheet (2nd Part)

After successfully completing the 1st Part of your Calcutta University Registration process i.e., online submission and confirmation of your data, you are required to complete the 2nd Part of your Calcutta University Registration process i.e., Physical Submission of Registration Data Sheet as per the process and schedule given in the link below.

Click here to know the Physical submission of your Calcutta University Data Sheet schedule