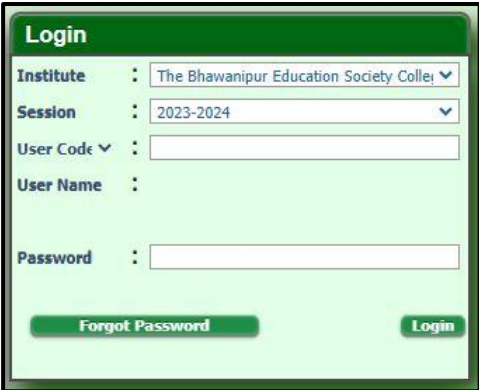# THE BHAWANIPUR EDUCATION SOCIETY COLLEGE
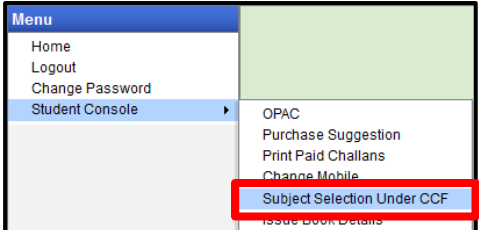
A MINORITY RUN COLLEGE. AFFILIATED TO UNIVERSITY OF CALCUTTA
RECOGNISED UNDER SECTION 2(F) & 12 (B) OF THE UGC ACT, 1956

B.A. (H) & B.SC. (H) SEMESTER-WISE SUBJECT SELECTION PROCEDURE
FOR B.A. (H) / B.SC. (H) SEMESTER I STUDENTS, ACADEMIC YEAR 2023-24

Important Notes:

i. **The last date for B.A. & B.Sc. Semester-wise Subject Selection procedure is Thursday, 7th September 2023 by 12:00 Noon.**

ii. **The last date for the CHANGE of Semester-wise Subject selection or subject sequence as selected by you in your Campus Login by following the given below process is Friday, 8th September 2023 by 04:00 pm.**

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

Step 1		• 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 2		After Logging into your Online Profile, on the left side of the screen under the Menu bar, select the **"Student Console"** option and click on the **"Subject Selection Under CCF"** option. In case the **"Subject Selection Under CCF"** option is not available in your Campus Login, please fill up the Google form available at the end of this notice.

Step 3	**You are required to select the following subjects to be studied by you from Semesters I to IV-** 1. **Minor subject** – Out of the 2 Minor subjects selected by you at the time of your admission, you are required to choose 1 Minor subject in Semester I which will be studied by you across Semesters I, II, V, and VI. The 2nd Minor subject, selected by you at the time of your admission, will be auto-selected for Semester III which needs to be studied across Semesters III to VI. 2. **Inter-disciplinary course (IDC)** – You are required to choose a subject for your Inter-disciplinary course (IDC) other than what you have selected as your Minor subject, which needs to be studied by you in Semesters I, II, and III. Please Note: ➢ It is mandatory to click on the **"Save"** button on each Semester Screen to submit the selection for the individual semesters and to proceed to the next semester screen. ➢ In case you have any confusion regarding subject selection, please contact your Departmental Head on 7th September 2023.
Step 4	Once you have selected your Semester-wise subject Sequence for all four semesters, click on the **"Final Submission"** button to submit the selections made by you and complete the procedure. Before clicking on **"Final Submission",** you may use the **"Go To"** option to toggle between each Semester in case of any changes you want in your subject Selections, or you can click on the **"Preview"** button to cross-check your selection before **Final Submission**. (If in your browser "pop-up" is blocked, you won't be able to preview the Subject sequence selection form. To enable the pop-up, click on the display (red-coloured cross) on the top right of the browser and click on the "Preview" button again.) **Please Note:** ➢ It is mandatory to click on the "Final Submission" button followed by **"OK"** button to complete your Semester-wise Subject Selection procedure and to view your subject selection form. ➢ If in your browser "pop-up" is blocked, you won't be able to view the form. To enable the pop-up, click on the display (red-coloured cross) on the top right of the browser. ➢ The Semester-wise Subject Selection Form is for your future reference only. There is no need to submit the physical form to the College. ➢ You will receive a confirmation email regarding the completion of your Semester-wise Subject Selection process in your Institutional Email ID. You are requested to check your Inbox / Spam folder for the same.

In case, if you face any technical issues while completing your Semester Wise Subject Selection 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 to fill up the Google Form for Subject Selection Issue

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 email on your Institutional Email ID.