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 V CALCUTTA UNIVERSITY EXAMINATION, 2023 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 V examination, 2023:

Step 1 – Completion of college enrolment procedure including the payment of fees.
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 2023 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. Please ensure that the Semester V enrolment procedure including the payment of the fee is completed before doing the below procedure.

STEP 1 – COMPLETION OF COLLEGE ENROLMENT PROCEDURE INCLUDING THE PAYMENT OF FEES
(APPLICABLE ONLY TO THE STUDENTS WHO HAVE NOT DONE THE COLLEGE ENROLMENT PROCEDURE YET)

1 (A)	It is mandatory for students to complete the college enrolment procedure including the payment of fees (Regular or casual enrolment – as applicable) in order to be a bonafied student of the college & to be eligible to appear for the Calcutta University Examination, 2023. The link of the same is given below for your ready reference in case if you have not completed the same yet: • **Click here for Semester V Regular Enrolment Process - B.Com.** • **Click here for Semester V Regular Enrolment Process - B.A./ B.Sc./ BBA** • **Click here for Semester V Casual Enrolment (for fail paper/s) Process – B.Com./ B.A./ B.Sc./ BBA**

STEP 2: ONLINE FORM GENERATION PROCEDURE FROM CALCUTTA UNIVERSITY PORTAL

2 (A)	Click here for **B.A. & B.Sc. Semester V Calcutta University Exam, 2023 On-line Form Generation,** Click here for **B.Com. Semester V Calcutta University Exam, 2023 On-line Form Generation,** the below shown window will open.
2 (B)	Now, type your "**Registration Number**" & "**First 3 Characters of Candidates Name**" in the respective boxes given herein. Then Click on "**Continue**" button. **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.**
2 (C)	Check the **Candidate Name** & "**Semester**" as **SEMESTER V** from the drop down. Then click on "**Continue**" button to get redirected to the next page. **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.**

2 (D)	 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.
2 (E)	The below mentioned window is applicable to B.A. / B.Sc. students At the bottom of the page your subject selection will be shown, here you need to check the **"Subject Details"** & **select one DSE-A course & one DSE-B course** from the dropdown menu you want to appear in Semester V. The below mentioned window is applicable to B.Com. students At the bottom of the page your subject selection will be shown, here you need to check the **"Subject Details"** & **select one DSE- (Accountancy / E Commerce / Marketing / Taxation)** from the dropdown menu you want to appear in Semester V. **Please Note: Once the subjects are selected it cannot be changed.**

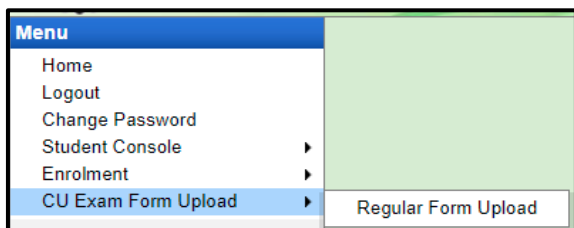|	
2 (F)	(**For any change or correction, please contact your college**) Now click on the **"SUBMIT"** button to submit your details in your **Calcutta University Examination, 2023 Online Generated Form for Semester V**. **Please Note:** • **Click on "PRINT" button to Save / Download your Semester V Examination Form.** • **You are required to save the form in .pdf or .jpg format.** **Important Instructions:** 1. **In case of no correction is required in your Online Examination form, upload the same as mentioned below.** 2. **In case if any correction is required in your Online Examination form, please follow the steps given below –** • **Click on "PRINT" button to Print Semester V Examination Form. Print the Examination form on a white A4 size paper in Portrait mode.** • **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.** • **After correcting your form, you must scan the form in .pdf or .jpg format & upload it as per the process mentioned.**

	STEP 3: CALCUTTA UNIVERSITY EXAMINATION FORM ONLINE SUBMISSION VIA CAMPUS LOGIN (Applicable only for Regular students of Semester V)

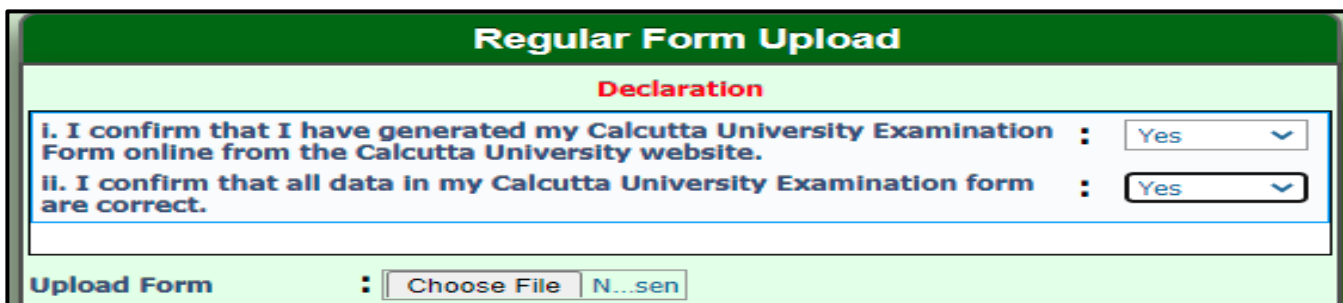|	
3 (A)	Visit the College Website **www.thebges.edu.in.** On the top right-hand side of the screen, click on **Campus Login.** The session will remain **"2023-2024" (DO NOT CHANGE THE SESSION)**. Enter your College UID **(From your college ID card)** in the **"User Code"** field, and log in using your 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 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 "https", not "http".*
3 (B)		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. Please Note: You may review your uploaded form using the **"Preview"** button. Incase, you need to change the Calcutta University Exam form, click on the **"Choose File"** to upload the correct Form.