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 (UNDER CCF SYSTEM) CALCUTTA UNIVERSITY EXAMINATION, 2023
ONLINE FORM GENERATION & SUBMISSION PROCEDURE

This Form Fill-up procedure is applicable for the Students taken admission under NEP-CCF system in the session 2023-24 and have successfully completed the Calcutta University Registration process and have received their Calcutta University Registration Number are eligible for the said Form fill-up.

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, 2023 (CCF System):

Step 1 – Students are required to know their Calcutta University Registration Number from the link mentioned below by giving their College UID.

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
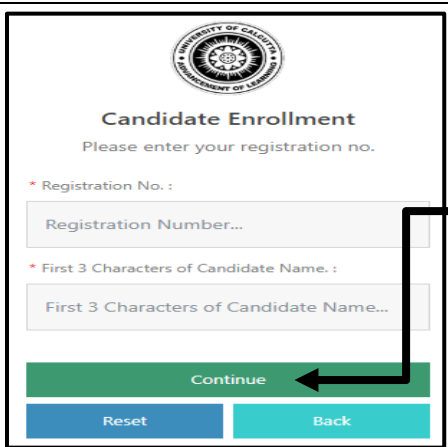- Students **DO NOT** need to pay any additional fees for the Calcutta University Examination form fill-up.

STEP 1 – KNOW YOUR CALCUTTA UNIVERSITY REGISTRATION NUMBER

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

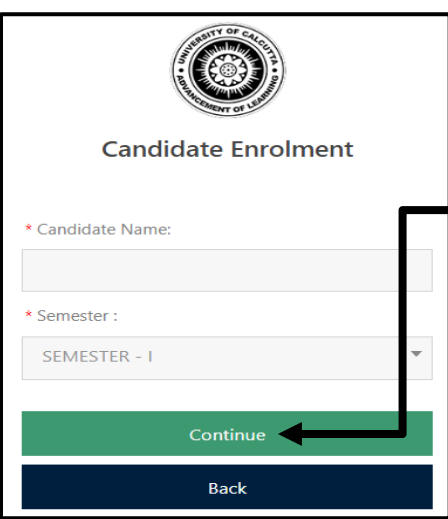|	
2 (A)	Click here for **B.A. & B.Sc. Semester I Calcutta University Exam, 2023 (CCF System) On-line Form Generation**, Click here for **B.Com. Semester I Calcutta University Exam, 2023 (CCF System) On-line Form Generation**, the below shown window will open.
2 (B)	Now, type your **"Registration Number"** & **"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 pop-up.
2 (C)	Check the **Candidate Name** & **"Semester"** as **SEMESTER I** 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)

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

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

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

Srl.	Subject	Course	Course Name	Action
1	HISTORY (HISM)	DSCC-1	HISTORY OF INDIA (FROM THE EARLIEST TIMES TO C 300 BCE)	☑
2	HISTORY (HISM)	SEC-1	MUSEUM AND ARCHIVES	☑
3	PSYCHOLOGY (MPSY)	MN-1	INTRODUCTION TO PSYCHOLOGY	☑
4	EDUCATION (EDCD)	IDC-1	INCLUSIVE EDUCATION	☑
5	COMPULSORY ENGLISH (ENGC)	AEC-1	COMPLUSORY ENGLISH	☑
6	ENVIRONMENTAL STUDIES (ENVS)	CVAC-1.1	FUNDAMENTALS OF ENVIRONMENT	☑
7	CONSTITUTIONAL VALUES (CONS)	CVAC-1.2	CONSTITUTIONAL VALUES AND FUNDAMENTAL DUTIES	☑

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 08/03/2024 to 11/03/2024 between 11:00 am to 01:00 pm.

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

Srl.	Subject Code	Course Code	Course Name	Action
1	FACM	DSCC-1	Financial Accounting I	☑
2	ENDC	SEC-1	Entrepreneurship Development	☑
3	MPPM	MN-1	Principles and Practice of Management	☑
4	MICD	IDC/MDC-1	Microeconomics	☑
5	ENGC	AEC-1	Compulsory English	☑
6	ENVS	CVAC-1.1	Fundamentals of Environment	☑
7	CONS	CVAC-1.2	Constitutional Values and Fundamental Duties	☑

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.

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

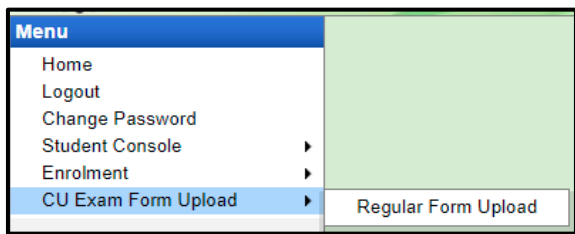|	

2 (F)	**[SUBMIT]** **✖ EXIT** (**For any change or correction, please contact your college**)
	
	Now click on the **"SUBMIT"** button to submit your details on your **Calcutta University Examination, 2023 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).**

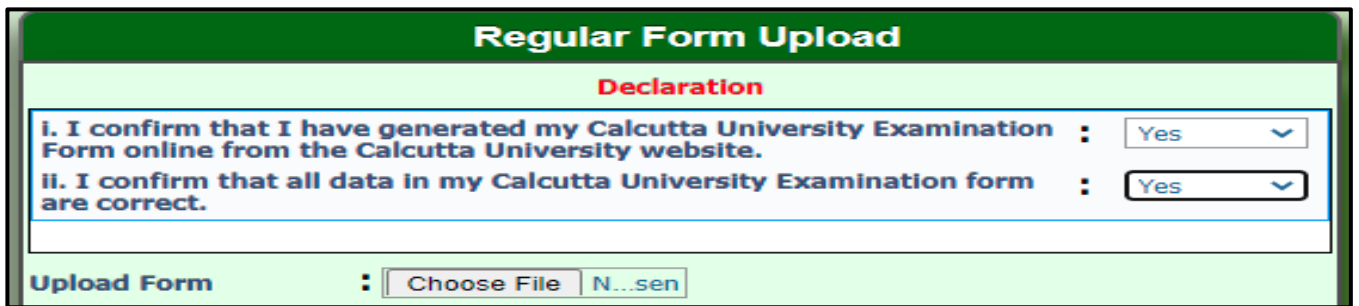|	
	STEP 3: CALCUTTA UNIVERSITY EXAMINATION FORM ONLINE SUBMISSION VIA CAMPUS LOGIN **(APPLICABLE FOR ALL REGULAR STUDENTS OF SEMESTER I TAKEN ADMISSION IN THE SESSION 2023-24 UNDER NEP-CCF SYSTEM & HAVE SUCCESSFULLY COMPLETED CALCUTTA UNIVERSITY REGISTRATION PROCESS)**
3 (A)	Visit the College Website **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 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)	**Menu** Home Logout Change Password Student Console ▸ Enrolment ▸ CU Exam Form Upload ▸ Regular Form Upload	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)	**Regular Form Upload** **Declaration** i. I confirm that I have generated my Calcutta University Examination Form online from the Calcutta University website. : Yes ii. I confirm that all data in my Calcutta University Examination form are correct. : Yes Upload Form : [Choose File] N...sen 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)	**Upload and Submit** **Close**	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. In case, you need to change the Calcutta University Exam form, click on the "Choose File" to upload the correct Form.