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

PROCEDURE FOR SEMESTER II ENROLMENT – B.COM. (HONS/ GEN)

(This enrolment procedure is applicable only for students taken admission in the session 2023-24 under NEP-CCF system)

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

a) *This enrolment procedure is applicable for students who will be appearing for Semester II in Academic Year 2023-2024.*

b) *The last date to complete the enrolment procedure is **Friday, 31st May 2024**.*

c) *This Enrolment procedure is **Not applicable** for students who were eligible to appear for their Calcutta University Semester II Examination in session 2022-23 but did not appear for the same or those students who have failed paper(s) in Semester II.*

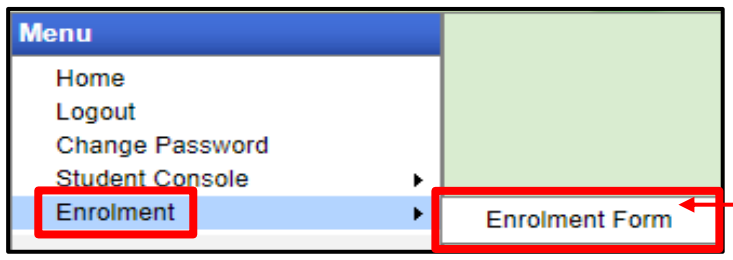
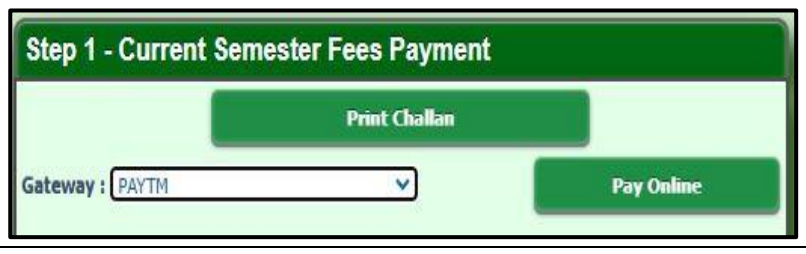
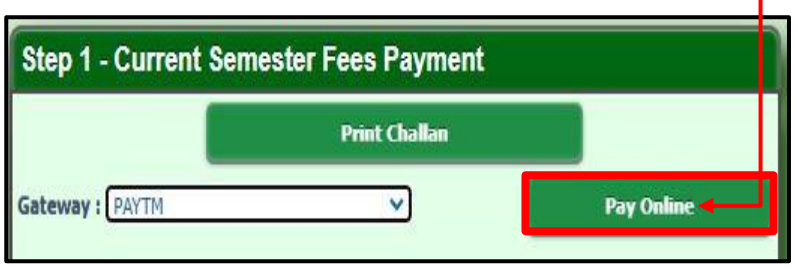
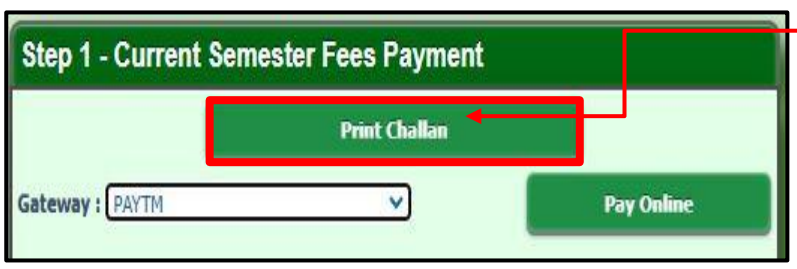
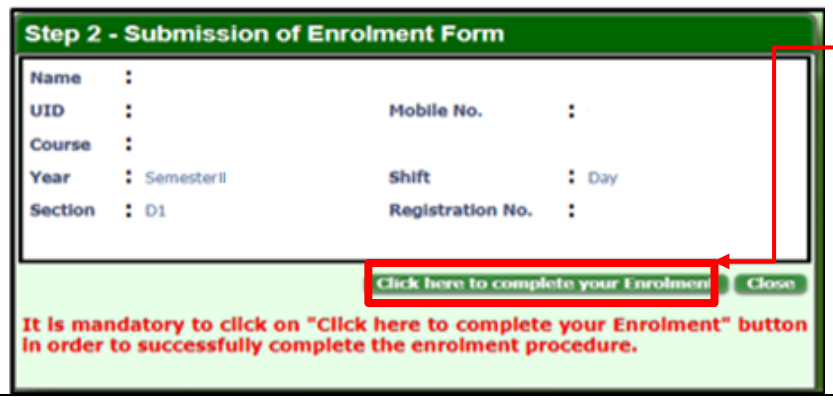
d) *Information on Casual/ Fail Paper(s) Enrolment for Semester II will be notified in due course of time. Students are advised to keep track of the college website for notice on the same.*

e) *It is recommended that you use Google Chrome browser and ensure your browsing history is cleared before proceeding with the following steps.*

f) **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

g) **If you have paid the fees online and the same is not reflecting 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 Issue

Once you fill-up this form, we shall get back to you within 4 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.** Session will remain **"2024-2025"** (DO NOT CHANGE THE SESSION). Enter your College UID **(From your college ID card)** in the **"User Code"** field, login using your password or OTP which will be sent to your registered mobile number with the College as well as institutional email ID. ***Please Note: It is advisable to always use the link for Campus Login available on 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".***	
2		After successful Login, On the left side of the screen, go to the **"Enrolment"** option and click on **"Enrolment Form".** **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		After clicking on the Enrolment Form, you have to proceed with the first step of the process by paying your enrolment fees. You can opt between **"Pay Online"** or **"Print Challan" (to pay by cash at the bank)**. **Please Note:** i. If you want to pay Enrolment Fees by online mode, read point no. 3A. ii. In case of Enrolment Fees payment by cash at bank, read point no. 3B.
3A		**Online Mode of Payment** - If you want to pay your fees online, click on **"Pay Online"** and select from **"Debit Card"**, **"Credit Card"**, **"UPI",** or **"Net Banking"**. ***Please Note:*** i. ***There are no banking charges applicable for online payment made through the "FEDERAL BANK" Payment gateway. If payment is made through the "PAYTM" gateway, banking charges will be added extra as applicable.*** ii. *Please do not press the F5, Refresh, Reload, Right-click, or Backspace button while doing online payment.* iii. *After successful online payment, Click on **Please Click Here to Print Challan** to print your E-paid challan receipt.*
3B		**Cash at Federal Bank only** - If you want to pay your Enrolment Fees in cash, you have to click on **"Print Challan"** option to generate the challan and print the same. You can pay Enrolment Fees in any Federal Bank branch. Click here for **List of Branches in Kolkata**. **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.**
4		Once you receive an E-mail confirmation (in your Institutional mail ID) of your fees received by the college, you are required to login into your profile once again, both in case of online & cash payments. Upon opening the enrolment form, you are required to click on the "**Click here to complete your Enrolment**" button to complete your enrolment procedure. ***Please Note:*** *It is mandatory to click on the "Click here to complete your Enrolment" button in order to successfully complete the enrolment procedure.*