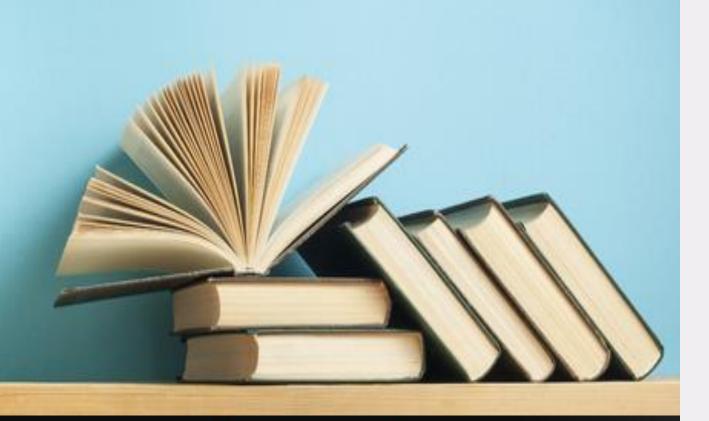# THE BHAWANIPUR EDUCATION SOCIETY COLLEGE

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

ADMISSIONS 2024-2025
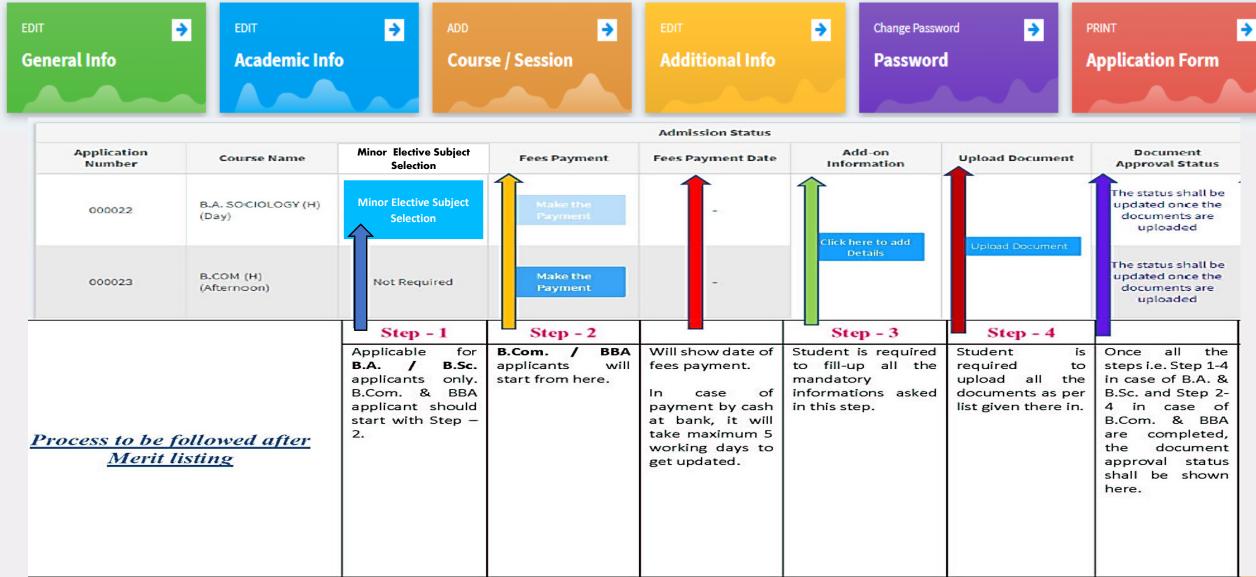
PROCEDURE TO FOLLOW AFTER MERIT LIST

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- Visit the College website **www.thebges.edu.in** and Click on **Admissions**.

- Click on **"Applicant Login"** to access your online profile by using your Login ID (your registered mobile number) and password.

- You can also use **Login with OTP** option.

- Post Login, Your dashboard will show **"Admission Status"** table as shown in next page. Please follow the steps in the same order i.e. Step 1 to 4 **{For B.COM (H) & BBA (H) Applicants it will be Step 2 to 4}**

Please Note:
➢ Detailed explanation for each step is given in the next pages.
➢ Please read all the pages from 3-14 carefully and follow the process as mentioned on each page.

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| EDIT → General Info | EDIT → Academic Info | ADD → Course / Session | EDIT → Additional Info | Change Password → Password | PRINT → Application Form |

Admission Status

Application Number	Course Name	Minor Elective Subject Selection	Fees Payment	Fees Payment Date	Add-on Information	Upload Document	Document Approval Status
000022	B.A. SOCIOLOGY (H) (Day)	Minor Elective Subject Selection	Make the Payment	-			The status shall be updated once the documents are uploaded
000023	B.COM (H) (Afternoon)	Not Required	Make the Payment	-	Click here to add Details	Upload Document	The status shall be updated once the documents are uploaded

Process to be followed after Merit listing

	Step – 1	Step – 2		Step – 3	Step – 4	
	Applicable for **B.A. / B.Sc.** applicants only. B.Com. & BBA applicant should start with Step – 2.	**B.Com. / BBA** applicants will start from here.	Will show date of fees payment. In case of payment by cash at bank, it will take maximum 5 working days to get updated.	Student is required to fill-up all the mandatory informations asked in this step.	Student is required to upload all the documents as per list given there in.	Once all the steps i.e. Step 1-4 in case of B.A. & B.Sc. and Step 2-4 in case of B.Com. & BBA are completed, the document approval status shall be shown here.

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MINOR ELECTIVE SUBJECT SELECTION

{APPLICABLE ONLY FOR B.A. (H) & B.SC. (H) APPLICANT}

A. After login, click on the **"Minor Elective Subject Selection"** button for the selection of your Minor subjects. It is mandatory to select 2 (Two) **Minor Elective subjects** from the dropdown list (Exhibit shown below).

B. After selecting the subjects, click on the **"Submit"** button to continue.

Srl	Subject Type	Subject
1	Minor	Select Subject
2	Minor	Select Subject

Please Note:

➢ *Once the submission of Minor Elective subjects is done, you cannot change or edit the same at this time. Final selection/editing of Minor subjects will again be available at the time of your Calcutta University Registration Process.*

➢ *Please ensure to have passing marks in the selected Minor Subject in case you have studied the subject in Class XII.*

➢ *All Applicants must ensure their eligibility for the Minor Electives selected by them, especially for B.Sc. applicants. Please refer to the Eligibility criteria for further details.*

FEES PAYMENT STEP

Click on **"Make the Payment"** button adjacent to the course / session you have applied and merited for, it will redirect you to Payment option page where you need to select your desired payment method as shown in the exhibit below.

Admission Fees Payment

Payment Type * :

a. | Online Payment using Federal Bank Gateway | ▼

Online Payment using Federal Bank Gateway
Online Payment using Paytm Gateway
Cash Payment at FEDERAL BANK (Any Branch)

Please Note:

➢ *For payment by online mode, read Page 6 (Step – 2A)*

➢ *For payment by cash at bank, read Page 7 (Step – 2B)*

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FEES PAYMENT BY ONLINE MODE

Online Mode of Payment :

If you want to pay your Admission Fees online, you must select the online payment option from the **"Payment Type"** dropdown. You can choose between *Federal Bank (NO EXTRA BANKING CHARGES APPLICABLE)* or *Paytm (banking charges, as applicable)* gateway options to pay your Admission Fees online.

Please Note:

i.   *Please do not press the F5, Refresh, Reload, Right-click, or Backspace button while doing an online payment.*

ii.   *There are no extra banking charges applicable for the online payments made through the "FEDERAL BANK" Payment gateway. If payment is made through the "PAYTM" gateway, banking charges will be added extra, as applicable.*

iii. *In case while making an online transaction, your money is deducted from your account, but your challan does not have an E-paid stamp on it, please inform us of the same by filling up the* <u>*google form here*</u>

FEES PAYMENT BY CASH AT BANK

Cash at Federal Bank only :

- If you want to pay your Admission Fees in cash, you must select the "**Cash payment at Federal bank**" option from the **"Payment Type"** dropdown. You will have to print the Admission Fees Challan to pay the same in cash at any branch of Federal Bank.

- Click here to locate the nearest **Federal Bank Branch.**

Please Note:

➢ *If in your browser "pop-up" is blocked, you will get a display on the top right side of the browser's Address bar, please click on that display, and enable the popup.*

➢ *Your Admission is confirmed only after receipt of your Fees, subject to successful document approval by the Admission Department of the College.*

➢ *After payment of your Admission Fees in cash, mail us the scan copy of your Admission Fees paid challan at feeupdate@thebges.edu.in*

➢ *Fees paid in cash at Federal Bank will take 5 working days to be updated in your online profile.*

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Step 3

ADD ON INFORMATION

A. *This step will be enabled only after Admission Fees Payment is updated in your online Profile (Applicant Login).*

B. You are required to fill all the mandatory details as asked in this step of "**Add On Information**".

C. The next step **"Document Upload"** option shall automatically be enabled for the Applicants whose add-on information step is completed in their Online Profile.

Please Note:

It is mandatory to complete Step No. 3 and Step No. 4 within 2 days from the date of update of your Admission fees payment.

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Step 4

DOCUMENT UPLOAD

This option shall automatically be enabled for the Applicants whose add-on information step is completed in their Online Profile.

Please Note:

➢ Please keep all the applicable documents mentioned on Page no. 10 and 11 (as applicable) ready with you as immediately after completing the Add-on information step in your college online profile (**Applicant login**), you will have to upload the same for verification purpose.

➢ It is advisable that you upload the documents from a desktop/ laptop, preferably using Google Chrome as your browser. **(Incognito Mode is recommended)**

➢ The scanning must be done of the Original Document only and not of the photocopy of the available original documents.

➢ You will need to scan and save each document as a separate file. For example, if you are uploading a scanned copy of your Marksheet and your Age proof, you need to scan and save each one as a separate file. Be sure that your file names do not contain any special characters.

➢ Scanning needs to be done only in **.JPG** format only **(.JPEG is not allowed).**

➢ Ensure that the file size of each document is not below 300 KB, and for faster upload, try to limit the file size below 10 MB.

➢ In case you find difficulty in uploading your documents, please contact us at dv@thebges.edu.in, mentioning your Application number & Contact number along with the issue faced.

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Step 4

You are required to scan and upload the documents as per the details given below.

Sr. No.	Name of the Document to be uploaded	Applicability
a.	**Applicant's Recent Colour Photograph** (Passport size)	Applicable for All
b.	**Applicant's Signature** (Full Signature in running hand. **DO NOT SIGN IN BLOCK LETTERS**)	Applicable for All
c.	**Original Class 12 Board Marksheet** (In the absence of the Original Marksheet, applicants will be allowed to upload a net copy of their marksheet only for verification purpose. Such Applicants will have to submit their Original Marksheet **by 20th August 2024** as the same will be required for Calcutta University Registration.)	Applicable for All
d.	**Original Age Proof Document** (Class X Admit Card/ Birth Certificate/ Certificate of Madhyamik or Equivalent Examination having Date of Birth mentioned in it)	Applicable for All
e.	**Aadhar Card of Applicant** i. The Aadhar Card is mandatory for Indian Nationals. ii. **Applicants belonging to a Nationality other than Indian, can upload any one of the stated documents – Aadhar Card/ Passport/ Driving License.**	Applicable for All
f.	**Photo ID Proof of Father** (Any one) (Voter ID / Passport / Aadhar Card / Driving License)	Applicable for All
g.	**Photo ID Proof of Mother** (Any one) (Voter ID / Passport / Aadhar Card / Driving License)	Applicable for All

Please Note : Sr. f & g is NOT APPLICABLE for students with Single Parents or for deceased parent.

Special instructions for uploading your photograph -

Please click here to read instructions regarding the Applicant's Photograph specification

DOCUMENT UPLOAD *(APPLICABLE AS MENTIONED)*

You are required to scan and upload the documents as per Exhibit given below.

Sr. No.	Name of the Document to be uploaded	Applicability
h.	**Class 12 Board Migration Certificate** **(Not Applicable for WBCHSE/ ISC/ CBSE/ NIOS Boards)**	Only applicable to Applicants coming from Board **APART FROM** WBCHSE / ISC / CBSE / NIOS board.
i.	**Caste Certificate** **(Applicants belonging to SC / ST / OBC A / OBC B Caste are required to submit their Caste certificate, issued by West Bengal Government only. Certificates issued by Other States will not be accepted.)**	Only applicable to Applicants who have **applied for Admission under SC / ST / OBC A / OBC B category**
j.	**Person with Disability Certificate**	Only applicable to Applicants who have applied for Admission under PWD category.
k.	**Calcutta University Registration Certificate** **(Only for Applicants who are previously registered with Calcutta University)**	Only applicable to Applicants who are already registered with Calcutta University under the CBCS/ CCF Semester System, as applicable.

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Once all the Steps i.e., Step 1 - 4 in case of B.A. (H) & B.Sc. (H) and Step 2 - 4 in case of BBA (H) & B.Com.(H) are completed, the "Document Approval Status" will display any of the below-given status.

Document Approval Status **Document upload pending**	Document Approval Status **IN PROCESS**	Document Approval Status **RE-UPLOAD REQUIRED**	Document Approval Status **APPROVED**	Document Approval Status **REJECTED**
This status will be displayed immediately in case one or more document in Step - 4 is pending to be uploaded by the applicant.	This status will be displayed immediately after all the required documents in Step - 4 are successfully uploaded.	This status will be displayed in case upon scrutiny, the College finds one or more of the uploaded documents to be improper or not-available.	Once the college verifies and approves all your uploaded documents and your Admission process is completed the status "Approved" will be displayed.	This status will be displayed only in case upon verification, the College finds serious mismatch with your data given and the uploaded documents, mainly with the marks / Board & if your Eligibility criteria is not fulfilled.

Please Note:

After your Documents are Approved by the college, please keep track on the college website for further important notices.

IMPORTANT NOTES
(WILL BE APPLICABLE FOR APPROVED STUDENTS ONLY)

➢ Calcutta University Registration will be tentatively held in the month of August 2024 (subject to declaration of dates by the Calcutta University). It is a mandatory process for all students who want to continue their studies under the University of Calcutta.

➢ College ID Card shall be distributed 7 days before the commencement of Semester I classes.

➢ Semester I class commencement date shall be informed via SMS/Email in due course of time.

Please Note:

Official Notice for all the above three important notes shall be published on the College website as and when the same is finalized and the same shall be informed to students via SMS/Email.

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THANK YOU

Incase if you face any issues while doing the Given process, Contact Us at

Chat with BOT

Click here to fill up the Google Form for any query faced post merit list publication

Mobile No : 9831110762

Monday to Friday
10 am to 1 pm