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 CASUAL ENROLMENT FOR FAILED PAPER(S) OF B.COM/ B.A/ B.SC/ BBA SEMESTER II

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

1. **This enrolment procedure is applicable to the students who have appeared for their Semester II Calcutta University Examination in the year 2022-23 or before but having failed paper(s) in Semester II and are willing to appear for the exam in 2023-24 session. It is mandatory to enrol as a Casual student in order to complete the Calcutta University Examination, 2024 form fill-up & appear for the said examination.**

2. *Please keep your Calcutta University original Mark-sheet of Semester II handy with you or download the net copy by clicking on the link given as it is required for the below mentioned procedure. https://www.exametc.com/univercity.php?id=32*

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

4. *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

5. *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 –*
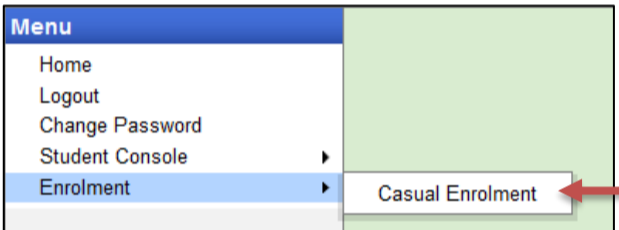   *Click here to fill up the Google Form for Payment related Issue*

Once you fill-up this form, we shall get back to you within 2 working days for resolution of the issue mentioned by you. Please ensure that the above-mentioned Google Forms are accessible through your Institutional Email ID only.

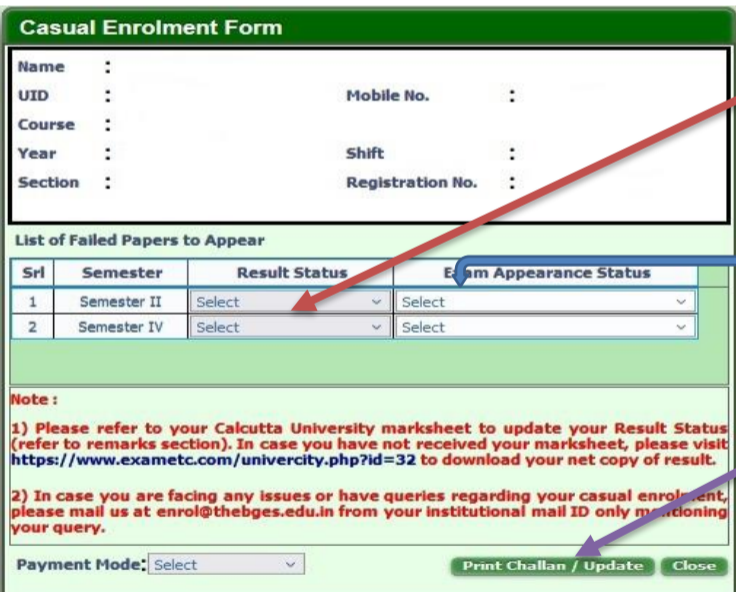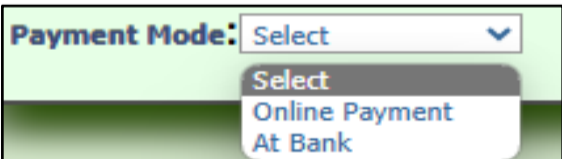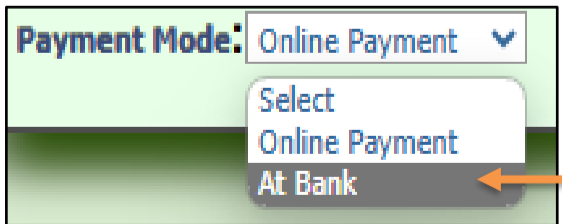| STEP	PROCESS FOR CASUAL ENROLMENT
1	Visit College Website **www.thebges.edu.in** . On the top right-hand side of the screen, click on **Campus Login.** Session will remain **"2024-2025" (DO NOT CHANGE THE SESSION)**. Enter your College UID **(From your college ID card)** in the **"User Code"** field, login using your password or OTP which will be sent to your registered mobile number with the College. *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	On the left side of the screen, go to **"Enrolment"** and click on **"Casual Enrolment".** 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	Once clicked on Casual Enrolment option, this screen will appear. You will have to update your **"Result Status"** for each semester, referring to either your original Calcutta University marksheet or you can click on the link below to check your result online. https://www.exametc.com/univercity.php?id=32 Once result status has been selected, select **"Exam Appearance Status"** from the available dropdown. Click on **"Update"** button once selections have been made. **Please Note that in case you have skipped appearing for your Calcutta University examination for Semester II previously, you need to select "Semester Not Cleared" as your Result Status.**
4	Once updated, click on **"Payment Mode"** to view payment options. Please Note : 1. In case of Casual Enrolment Fees payment by cash at bank, read point no. 4 (i) below. 2. In case of Casual Enrolment Fees payment by online mode, read point no. 4 (ii) below.
4 (i)	**Cash at Federal Bank only**- If you want to pay your Casual Enrolment Fees in cash, you have to click on **"At Bank"** option to generate the challan and print the same. You can pay the 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 (ii)	**Online Mode of Payment** - If you want to pay your fees online, click on **"Online Payment"** which will redirect to the online payment gateway. Select from **"Debit Card", "Credit Card", "UPI",** or **"Net Banking".** *Please Note:* 1. *Please do not press F5, Refresh, Reload, Right-click or Backspace button while doing online payment.* 2. *After successful online payment, Click on Please Click Here to Print Challan to print your E-paid challan receipt.*