THE BHAWANIPUR EDUCATION SOCIETY COLLEGE

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

CALCUTTA UNIVERSITY REGISTRATION PROCESS FOR UNDERGRADUATE COURSES

Online Submission And Confirmation Of Your Data (Part 1)

APPLICABLE FOR - BCOM, BBA, B.A. & B.SC. SEMESTER I STUDENTS ADMITTED IN ACADEMIC YEAR 2024-25

IMPORTANT INSTRUCTIONS BEFORE YOU BEGIN

i. Calcutta University Registration process is divided into 2 parts – **Online Submission and Confirmation of Data (Part 1)** and **Physical Submission of Registration Data Sheet and Documents (Part 2)**. **The admission procedure is incomplete until you complete both parts of the Calcutta University Registration process.**

ii. This document contains information **ONLY** regarding the Part 1 of the Calcutta University Registration Process. **Details of Part 2, i.e., Physical Submission of Registration Data Sheet & Documents, will be informed to you in a separate notice which shall be published on the College website Notice Board on 20/09/2024, by 4pm**.

iii. **The last date to complete the Calcutta University Online Data Confirmation and Submission process (Part 1) is, 22nd September 2024.**

iv. It is compulsory for B.A. & B.Sc. Semester I students to complete their Semester-wise Subject Selection Process before doing their Calcutta University Online Data Submission and Confirmation Procedure**. Click here to access the notice on same in case you have not completed Subject Selection yet.**

v. The Academic Bank of Credit (ABC) is a mandatory requirement for the Calcutta University registration form. If you have not created your APAAR (Automated Permanent Academic Account Registry) ID yet, **Click here to read the detailed guide for creating your APAAR ID/ ABC account**.

IMPORTANT INSTRUCTIONS BEFORE YOU BEGIN

vi. Ensure that you have logged into your Institutional E-mail ID as you will receive a confirmation email upon successful submission of your Online Data. **Click here to check your College UID, Section, Roll Number, Institutional Email ID & Password in case you have not accessed the same yet.**

vii. Use a laptop or desktop for this process. The preferred browser is Google Chrome, **ideally in Incognito mode**.

viii. Avoid using iPhones or iMac systems as you may experience issues with logging in or downloading/ viewing documents.

ix. Ensure that in your browser, "pop-up" is not blocked otherwise, you won't be able to view the Calcutta University Registration Form on final submission. To enable the pop-up, click on the display (red-coloured cross) on the top right of the browser.

x. In case you are unable to log in to **Campus Login**, please retry after 1 or 2 hours. In case if facing any technical issues while completing your Calcutta University Online Data Submission and Confirmation process even after following the steps mentioned in this document or if the option does not respond, click on the Google form link given below to inform us of the same. **Click here to report Technical Issue faced for Online Calcutta University Registration 2024-25**

The above-mentioned Google Form is accessible through your Institutional Email ID only. Once you fill out this form, we shall get back to you via email on your Institutional Email ID. Please ensure you check your email ID regularly. Only valid issues will be addressed.

LIST OF DOCUMENTS REQUIRED FOR REGISTRATION PROCESS

For registration under The University of Calcutta, students are required to upload the scan copy of the documents, as applicable. It is mandatory that the scanned copy of the stated documents must be in **.jpg/.jpeg file format ONLY**.

a) The documents mentioned below are mandatory for ALL STUDENTS:

1. **ORIGINAL** Class XII Board Marksheet. Please note that Net or DigiLocker copy of your Class XII board marksheet will not be accepted by Calcutta University for the registration process. In case you have not collected your Original Class XII Board Marksheet yet, please arrange the same by **30/09/2024**. You may upload the DigiLocker/ Internet copy to complete the online registration process for now.

2. **ORIGINAL** Class X Board Admit Card/ Birth Certificate issued by the Government.

3. **ORIGINAL** Aadhaar Card of the Student (Mandatory for Indian Nationals. Foreign Nationals can upload their Passport).

4. Student's Signature **(Do not sign in BLOCK LETTERS)**.

5. Passport-size colour photo of the parent(s) (as applicable).

LIST OF DOCUMENTS REQUIRED FOR REGISTRATION PROCESS

b) The documents mentioned below are applicable ONLY if applied under the said category:

6. Original SC/ ST/ OBC Certificate issued by Government of West Bengal (ONLY if applied under SC/ ST/ OBC category)

7. Person with Disability (PWD) Certificate (Only applicable to the students who have applied under physically handicapped).

8. Original EWS Certificate issued by Government of West Bengal (ONLY if applied under EWS category).

9. **ORIGINAL** Class XII Board Migration Certificate **(NOT APPLICABLE for CBSE/ ISC/ WBCHSE/ NIOS Board). It is mandatory to submit the physical copy of your ORIGINAL Migration Certificate to the college at the time of Physical submission of your Registration Datasheet.** In case you have not received your Original Class XII Board Migration certificate yet, you must arrange the same by **30/09/2024**.

10. Calcutta University Registration Certificate (ONLY applicable to students registered with Calcutta University in the year 2023 or before).

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DETAILED GUIDE

(Step A – D) FOR

ONLINE DATA SHEET

CONFIRMATION

(PART 1)

STEP A - LOGIN TO YOUR COLLEGE ONLINE PROFILE

- 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"** by default. **(DO NOT CHANGE THE SESSION)**.

- Enter your 10-digit College UID in the **User Code** textbox (you can refer to your College ID card) and **Password** in the specified fields, respectively. **Your password will be the same which you have used at the time of admission.**

You can also log in using OTP. Select the OTP option from the **Login Using** dropdown. OTP will be sent to your registered Mobile number as well as your Institutional Email ID.

Login

Institute	:	The Bhawanipur Education Society Colle ∨
Session	:	2024-2025 ∨
User Code ∨	:	
User Name	:	
Password	:	

Forgot Password   **Login**

STEP B(1) - ONLINE DATA CONFIRMATION

Once you have successfully logged in to your Online profile, go to the Menu on the left side of the screen.

Click on **Student Console** and then select **CU Registration Process** which is the last option in the menu.

If you encounter the alert, as displayed on the right-hand side here, while proceeding with your Online Registration, please be aware that it is compulsory for B.A. & B.Sc. Semester I students to complete their Semester-wise Subject Selection Process before doing their Calcutta University Online Data Submission and Confirmation Procedure. [Click here to access the notice on same in case you have not completed Subject Selection yet.](#)

Menu
- Home
- Logout
- Change Password
- Student Console ▶
  - OPAC
  - Purchase Suggestion
  - Print Paid Challans
  - Change Mobile
  - Issue Book Details
  - CU Registration Process

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You have not completed your Semester wise Subject Selection process from Subject Selection Under CCF option. Click on Subject Selection Under CCF option under Student Console to complete the same.

OK

STEP B(2) - ONLINE DATA CONFIRMATION

Once clicked on **CU Registration Process**, a window will appear displaying the details entered by you at the time of admission.

Please Note:

i. You must thoroughly check all the displayed information as the same will be sent to Calcutta University for registration.

ii. **Sr. No. 7 is MANDATORY for all Indian Citizens.**

iii. Sr. No. 8 is to be selected as Yes ONLY if you have an EWS Certificate issued by the Government of West Bengal.

iv. Sr. Nos. 9(a), 9(b), 10(a), and 10(b) are compulsory to be filled up by all the students.

v. **It is mandatory to provide APAAR ID (ABC ID) in Sr. No. 15.**

vi. BCom. (Hons. & Gen.) students must choose a subject for their Minor 3 (to be studied in Semester III). Students will be assigned **"Fundamentals of Information System"** subject by default. If you wish to change the same, click on the dropdown for available options.

CU Registration - Personal Details

1. Name : SIMON TIMOTHY

2. Guardian's Name : SM

3. Date of Birth : 01/01/1990

4. Gender : MALE

5. Caste Category : GENERAL

6. Nationality : INDIAN

7. Aadhar Card No. : [Enter Your Aadhaar No.]

8. Whether belong to EWS : [NC ⌄] (EWS certificate issued by WB Government will only be accepted.)

9. Permanent Address : 5, PIN-12, CALCUTTA, POSCHIM BONGO, INDIA

a) Permanent Address P.O. : [Enter Post Office for Sr. No. 9] b) Permanent Address P.S. [Enter Police Station for Sr. No. 9]

10. Present Address : 5, PIN-12, KOLKATA, WEST BENGAL, INDIA

a) Present Address P.O. : [Enter Post Office for Sr. No. 10] b) Present Address P.S. [Enter Police Station for Sr. No. 10]

11. Whether Differently abled (along with Disability Code & Percentage) : 25   25

12. Board Roll No. : 1234567

13. Board Name : COUNCIL FOR THE INDIAN SCHOOL CERTIFICATE EXAMINATION

14. CU Registration No. (Applicable only for Pre-Reg students) :

15. APAAR ID : [Enter 12-Digit APAAR ID]

16. Minor for Semester III * : [FUNDAMENTALS OF INFORMATION SYSTEM ⌄]

* In case you want to change your Minor 3 subject, click on the dropdown for available options. The subject you select here will be considered Final. No request for change will be considered.

STEP B(2) - ONLINE DATA CONFIRMATION

1. I confirm that all the information shown in the above screen is correct and I want to submit the above information for Calcutta University Registration without any rectification. : ☐

2. I want to submit the above information for Calcutta University Registration but request the college to allow me to rectify my data. : ☐

* In case if you have opted for rectifications in your data above, please bring these rectifications to our attention during the physical submission of your Calcutta University registration data sheet. We will not be able to accommodate data rectification requests via email.

Next

Once the required information is provided and data are verified by you, it is compulsory to select either of the checkboxes displayed at the bottom of the screen.

- In case the displayed information is correct and there is **NO CHANGE REQUIRED IN THE DISPLAYED DATA, click on the first checkbox (1) followed by the "Next" button to proceed to the next step.**

- In case any **CORRECTION IS REQUIRED IN THE DISPLAYED DATA, click on the second checkbox (2) followed by the "Next" button to proceed to the next step.**

In case you have opted for rectification in your data, you are required to inform us about the same at the time of Physical submission of your Calcutta University Data Sheet (Part 2) at college.

STEP C - DOCUMENT UPLOAD

CU Registration - Document Upload

Srl	Saved	Particulars	Upload	View
1	☑	Photo		View
2	☑	Signature	Upload	View
3	☑	Age Proof Document	Upload	View
4	☑	Original Class 12 Board Marksheet **It is mandatory to read the notes given below before uploading the marksheet.**	Upload	View
5	☑	Aadhaar Card of the Student	Upload	View
6	☑	Photograph of Father	Upload	View
7	☑	Photograph of Mother	Upload	View

i. After cross-checking and submission of your Personal Details, **Document Upload** screen will appear, as shown above. Students are required to upload scanned copy of all the Original documents, as applicable. **For list of documents, refer to Page Nos. 4 & 5**.

ii. To view your uploaded Document(s), you can click on the **View** button beside each document to check the same.

iii. In case your uploaded Document(s) are incorrect/ improper, you can click on the **Upload** button again and replace the existing document(s).

iv. The college will contact you on your Institutional Email ID if the uploaded documents are found to be improper. Please ensure you check your Email ID regularly.
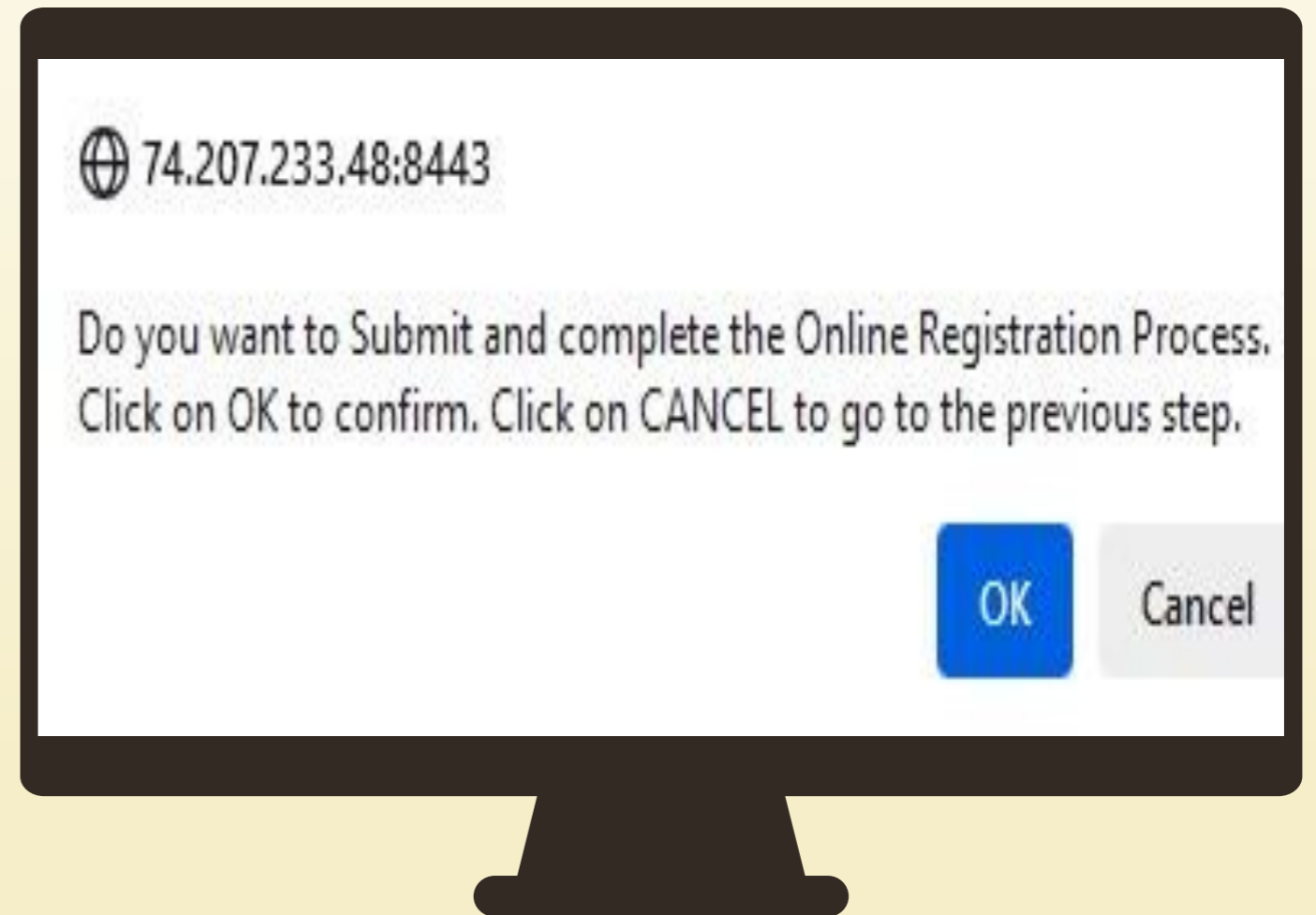
STEP C - DOCUMENT UPLOAD

Once you have checked all the uploaded documents, click on the **SUBMIT** button to complete Part 1 of your Calcutta University Registration Process**.** You can also click on the **BACK** button to go back to the **Personal Details** section to check your data, if required, before making the final submission.

After clicking on the **SUBMIT** button, an alert will appear, as displayed on the right-hand side here. Click either on **OK** to complete the online registration data submission and confirmation process OR **Cancel** to go to the previous step.

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Do you want to Submit and complete the Online Registration Process. Click on OK to confirm. Click on CANCEL to go to the previous step.

OK   Cancel

Important Information Regarding Registration

Your Online Calcutta University Registration Data Submission Process is successfully completed.

Please Note:

1. It is Mandatory to complete Part 2 of the Registration Process, i.e., Physical Submission of Data Sheet & Documents. The schedule will be uploaded on the College Website Notice Board on 20/09/2024, by 4pm.

2. You must download a copy of your submitted data for the Calcutta University Registration either from the "Download Registration Data Sheet" option available below OR you can access the same through the link sent to your Institutional Mail ID.

3. If you have opted for rectifications in your data at the time of Online submission (Part 1), please bring these rectifications to our attention during the physical submission of your Calcutta University registration data sheet. We will not be able to accommodate data rectification requests via email.

4. Your submitted data will be sent to Calcutta University for final verification and registration. Kindly refrain from contacting the college regarding the status of your registration approval. We will notify you once the University's verification process is complete.

5. In case Calcutta University requires any further documents/clarification regarding your registration, we will communicate with you using your registered Institutional Email ID. Please ensure you check your email ID regularly.

Download Registration Data Sheet   Close

ONLINE DATA SUBMITTED SUCCESSFULLY

After completing the online data submission (Part 1 of 2), the screen as shown on the right-hand side will open. You must read all the important notes as given on the screen.

You will receive a confirmation email regarding your Online Calcutta University Registration Data Submission and Confirmation Process in your Institutional Email ID. You are requested to check the Inbox/ Spam box for checking the same.

Click on **Download Registration Data Sheet** button to download and Print the same for Physical Submission at the College.

The 2ⁿᵈ Part, i.e., Physical Submission of Data Sheet & Documents, will be informed to you in a separate notice which shall be published on the College website Notice Board by 20/09/2024, by 4pm.

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THANK YOU!

You can find us at:

✉ **cu.registration@thebges.edu.in**

📞 **9831110762** **(Available from Monday to Friday, between 10 am to 1 pm)**