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 V ENROLMENT – B.COM. (HONOURS/ GENERAL)

The Enrolment procedure is divided into 3 (Three) steps:

Step A) Login to your online profile.

Step B) Discipline Specific Elective or DSE Selection

Step C) Enrolment Fees payment for Semester V

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 V in Academic Year 2024-25.

b) This Enrolment procedure is **_Not Applicable_** for students who were eligible to appear for their Calcutta University Semester V Examination in session 2023-24 but did not appear for the same or those students who have failed paper(s) in Semester V.

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

d) *Students who have not appeared for their previous odd semester i.e. Semester III as a whole, will have to appear for their pending odd Semester for the session 2024-25 before they can be promoted to the next higher odd semester.*

e) The last date to complete the DSE Subject selection procedure is Friday, 20/09/2024. In case if you fail to complete your DSE Subject Selection procedure by the said date, by default Account and Finance specialization will be assigned to you.

f) The last date to complete the enrolment procedure is Friday, 20/09/2024.

g) It is recommended that you use Google Chrome browser to do the following process.

h) If you are facing any technical issue 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

i) 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 3 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. 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.
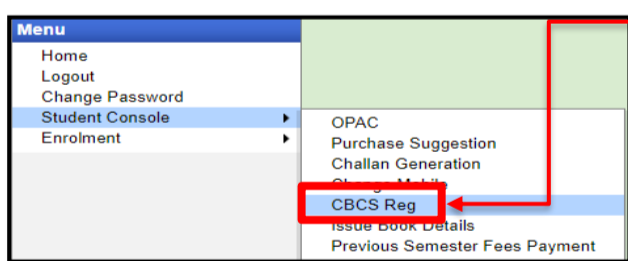
Step A: Login to your online profile

A	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 mobile number registered with the College as well as institutional email ID. It is recommended that you use Google Chrome browser and ensure your browsing history is cleared before proceeding with the following steps. *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".*

Step B: Discipline Specific Elective or DSE Selection

B1		After successful login, click on **Student Console** & then **"CBCS Reg"** option available on the left side of the screen to go to DSE Subject Selection page to choose your **"Discipline Specific Elective or DSE"** for specialization in **Semester V** & **VI**. **Please note:** **If in your browser "popup" 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.**

In CBCS subject selection window for Semester V, you are required to select your choice of DSE from the dropdown menu under **"Subject"** field in Sr. No. 3 i.e., **"Discipline Specific Elective"** of the table.

Specialization offered by the College			
1	**Accounts & Finance**	**3**	**Taxation**
2	**Marketing**	**4**	**E-Business**

After completing your selection for Semester V, click on **"Save"** button to confirm your choice for Semester V. On confirmation, CBCS subject selection window for Semester VI will appear and all your Semester VI subjects will be previewed based on your DSE selection in Semester V window. After checking your subject selection for Semester VI, click **"Save"** button to confirm your choice for Semester VI.
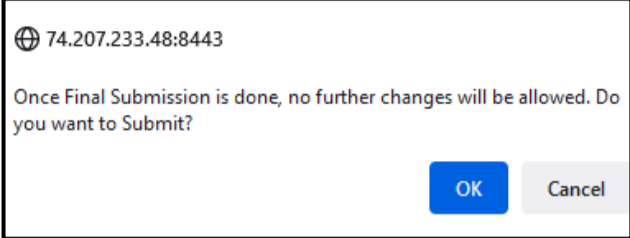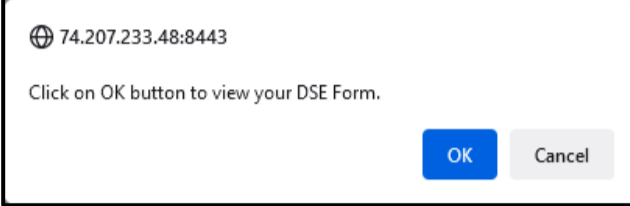
Please Note:

I. Do not print your form before completing all the steps as mentioned below.

II. In case you want to change your specialization, use **"Go To"** option to go back to Semester V window.
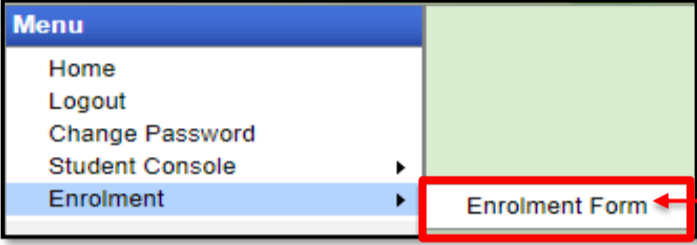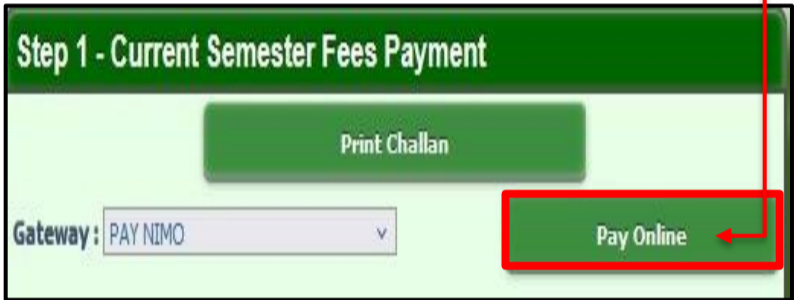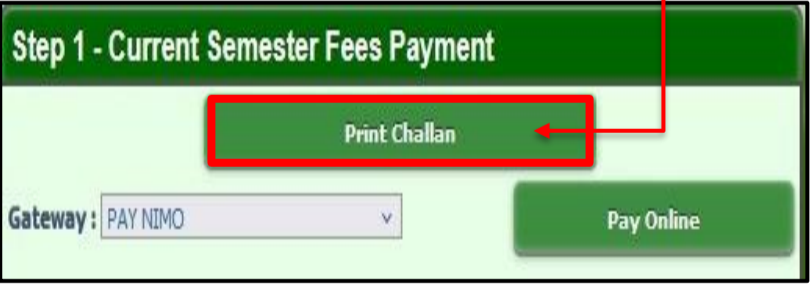
B3	Preview Final Submission Close	In case you want to review the subjects to be studied in Semester V & VI, based on your choice of Specialization selection, click on **"Preview"** button. After reviewing, click on **"Final Submission"** button. **Please note: Once Final Submission is done; you will not be able to modify your Subject Selection.**
B4	🌐 74.207.233.48:8443 Once Final Submission is done, no further changes will be allowed. Do you want to Submit? OK Cancel	Upon clicking on **"Final Submission"**, this Pop-Up will appear. Click on **"OK"** button to finally submit your selection. **Please Note:** **Specialization chosen here shall stand as the final chance to choose or change your choice of specialization. No further chance to change the DSE shall be given hereafter**
B5	🌐 74.207.233.48:8443 Click on OK button to view your DSE Form. OK Cancel	After final submission of the DSE selection, this Pop-Up will appear. Click on **"OK"** button to view your DSE Form. **For your reference and future use, you are required to download and save a copy of the form.** **Please note:** i. 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. ii. You DO NOT have to submit the physical copy of your Discipline Specific Elective Confirmation Form to the college.

Step C) Enrolment to Semester V and Fees payment

C1	**Menu** Home Logout Change Password Student Console ▶ Enrolment ▶ → Enrolment Form	After completing the process of your DSE subject selection click on **"Enrolment"** option available on the left side of the screen & then 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.**
C2	**Step 1 - Current Semester Fees Payment** Print Challan Gateway: PAY NIMO Pay Online	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. C3. ii. In case of Enrolment Fees payment by cash at bank, read point no. C4.
C3	**Step 1 - Current Semester Fees Payment** Print Challan Gateway: PAY NIMO **Pay Online** ←	**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. *Please do not press the F5, Refresh, Reload, Right-click, or Backspace button while doing online payment.* ii. *After successful online payment, Click on Please Click Here to Print Challan to print your E-paid challan receipt.* iii. *There are no banking charges applicable for online payment made through the "PAYNIMO" Payment gateway. If payment is made through the "PAYTM" gateway, banking charges will be added extra as applicable.*
C4	**Step 1 - Current Semester Fees Payment** **Print Challan** ← Gateway: PAY NIMO Pay Online	**Cash at Federal Bank only**- If you want to pay your Enrolment Fees in cash, you have to click on the **"Print Challan"** option to generate the challan and print the same. You can pay Enrolment Fees at any Federal Bank branch. Click here for **List of Branches in Kolkata**. **Please Note:** i. Fees paid in cash at Federal Bank will take 3-4 working days to be updated in your profile. ii. Fees challans paid in cash at Federal Bank are required to be scanned & mailed at **feeupdate@thebges.edu.in** from your institutional mail ID only. iii. 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.
C5	**Step 2 - Submission of Enrolment Form** Name : ABCDEFGH UID : 1111111111 Mobile No. : 1234567890 Course : B.COM (H) Year : Semester V Shift : Morning Section : M15 Registration No. : Subject : GROUP Accounts & Finance **Click here to complete your Enrolment** Close It is mandatory to click on "Click here to complete your Enrolment" button in order to successfully complete the enrolment procedure.	Once you receive an SMS / E-mail confirmation 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 to successfully complete the enrolment procedure.*