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

CALCUTTA UNIVERSITY ONLINE REGISTRATION

APPLICABLE FOR – M.COM. & M.A. ENGLISH SEMESTER I STUDENTS ADMITTED IN ACADEMIC YEAR 2024-25

THE BHAWANIPUR EDUCATION SOCIETY COLLEGE

IMPORTANT INSTRUCTIONS BEFORE YOU BEGIN

➢ Calcutta University Registration process is divided into 2 parts – Online Registration Procedure (Part 1) and Physical Verification of Documents (Part 2). The admission procedure is incomplete until you complete both parts of the Calcutta University Registration process.

➢ This document contains information ONLY regarding the Part 1 of the Calcutta University Registration Process. Details of Part 2, i.e., Physical Verification of Documents, is given in the main notice.

➢ The last date to complete the Calcutta University Online Registration process (Part 1) is, 5th December 2024.

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

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

➢ 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.

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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 file format ONLY (.jpeg is not allowed).

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

❖ ORIGINAL Semester 6 Marksheet.

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

❖ Student's recent passport-size colour photograph.

❖ Student's Signature (Full Signature in running hand) (Do not sign in BLOCK LETTERS).

Please Note:
1. You are required to upload a scan copy of your Original 6th Semester Marksheet under both Marksheet and Graduation Marksheet option.
2. Net copy of your Semester 6 Marksheet will not be accepted by Calcutta University for the registration process.
3. Upload your Class X Board Admit Card/ Birth Certificate under Age Proof option.
4. Do not sign in BLOCK LETTERS

THE BHAWANIPUR EDUCATION SOCIETY COLLEGE

LIST OF DOCUMENTS REQUIRED FOR REGISTRATION PROCESS

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

❖ Original Caste Certificate issued by Government of West Bengal (Only if applied under SC/ ST/ OBC A/ OBC B category).

❖ Person with Disability (PWD) Certificate (Only if applied under physically handicapped category).

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

❖ ORIGINAL University Migration Certificate (NOT APPLICABLE for students registered under Calcutta University).

❖ Calcutta University Registration Certificate (Only applicable to students registered with Calcutta University)

Please Note:
1. The file size of the photo and signature to be uploaded should be within 50 KB.
2. The file size of the other documents to be uploaded should be within 150 KB.

THE BHAWANIPUR EDUCATION SOCIETY COLLEGE

STEPS TO BE FOLLOWED FOR GENERATION OF CALCUTTA UNIVERSITY REGISTRATION FORM

STEP 1

STEP 2

STEP 3

STEP 4

STEP 5

Visit Calcutta University Post-Graduation Online Registration portal.

Register yourself in the PG Online Registration portal.

Login with your login credentials.

Fill up all the fields as required in the registration form.

After successful submission, download and save your Application Form for your future reference.

Next pages will give detailed explanation on each of the above steps.

STEP 1

Visit Calcutta University Post-Graduation Online Registration portal

https://www.calunivreg.in/PG/

(Preferred browser: **Google** Chrome, ideally in Incognito mode).

STEP 2

PG ONLINE REGISTRATION

First Name | Last Name

Mobile No | Email Id

Password | Confirm Password

Select Nationality

Enter your **Name**, **Mobile No**, **Email Id** and **Password** in the respective fields and select your Nationality as shown here in the screen. Click on **REGISTER** button once done.

Please Note -

i.   The password should be alphanumeric.
ii. The maximum and minimum length of the password should be 10 and 8 characters respectively.
iii. Once clicked on Register button, you will receive an OTP in your registered mobile number. Enter the OTP and submit to Register successfully.
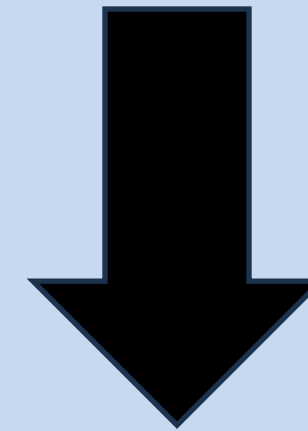
Please keep a note of the Email ID & Password that you have entered at the time of your PG online Registration. **Your Email ID will be your User ID.**

STEP 3A

After registration you are required to login into your profile with your credentials. Enter your **User ID** (Email ID) along with the **Password** in the respective fields as shown here in the screen and click on **"LOG IN"**.

User Id	Password	
		LOG IN

STEP 3B

Phd Candidates of 2019,2020 or 2021 session are hereby ...sted to fill up their Registration Form or upload their ...ls under 090 code as a N.C.External Candidates for CU ...ation. Please don't submit any information for CU ...egistration under any College or Institution Head.

Student in College / Institution OR University Campus

Please Select

Academic Session :   2024

🏢 College / Institution   🏛 University Campus

➤ After you login, this dialogue box will appear were you need to select the **Academic Session** as 2024 from the dropdown.

➤ Thereafter, click on **College / Institution** button.

➤ Once clicked on **College/ Institution** option, the online registration form will open.

Please Note – **Do not click on "University Campus" option.**

ENTER YOUR DETAILS

STEP 4A

Enter Your Details

(for registered candidate)

Name of the College / Institution *

Select ▼   ⇄ Change College/Campus

Course of Study *

Select ▼

Department *

Select ▼

Date of Admission *

dd/mm/yyyy

Session of Admission *

2024-25 ▼

Passed From Non Formal Education *

Select ▼

➢ Enter your ABC ID, CU Registration number(for candidate already registered under CU).

➢ Select 'Name of the college/Institution' as THE BHAWANIPUR EDUCATION SOCIETY COLLEGE(017) from the dropdown.

➢ Select 'Course of Study' as M.A./M.COM. as applicable.

➢ Select 'Department' as English Language and Literature for M.A. and Commerce (College) for M.COM. respectively.

➢ Mention 01/11/2024 as 'Date of Admission'.

➢ Select No in 'Passed From Non Formal Education' option.

Please Note:
• Mention ABC ID as 000-000-000-000 if you do not have your ABC ID created. If you keep this field blank your form will not be submitted.

BASIC INFORMATION

STEP 4B

Basic Information

Name *
SUMEDHA BASU RAY

Nationality *
INDIAN (101)

Father's Name *

Differently Abled *
Select

Mother's Name *

Disability Code
Select

Guardian's Name *

Disability Percentage

Date of Birth *
dd/mm/yyyy

Mobile Number *
9874318997

Gender *
Select

Email Id *
raysumedhabasu@gmail.com

Religion

Whether Belongs to BPL *
Select

Whether Belongs to EWS *
Select

Caste Category *
Select

Annual Family Income (IN Rs.) *

Aadhar Number
XXXX-XXXX-XXXX

Locality Type
Select

➢ Fill up all the fields as required in this section.

ADDRESS AND MIGRATION STATUS

STEP 4C

Present Address

Address *

State *   Country *   Pin Code *

Permanent Address   ☐ Same as Present Address

Address *

State *   Country *   Pin Code *

Migration Status

◯ **Non-Migrating Student (Passed from WBCHSE / WBBME / CISCE / CBSE / NIOS / Rabindra Mukta Vidyalaya)**

◯ **Migrating Student (Passed from other Board / University / Institution)**

➢ Enter your Present and Permanent Address in this section.

➢ Select 'Non-Migrating Student' if are already registered under Calcutta University.

➢ Select 'Migrating Student' if you are not registered under Calcutta University.

LAST QUALIFYING EXAMINATION DETAILS

STEP 4D

Last Qualifying Examination Details

Name of the Examination *

Board *

Select

Roll / Index Number *

Year of Passing *

Furnish the details of subjects and marks obtained at the immediate previous qualifying level Examination(s) for the post Graduate / Professional Courses of Studies :

#	Subject(s)	Full Marks	Marks obtained	% of Marks
1				
2				
3				
4				
5				
6				
7				

Full marks of Total Subject :

Marks Obtained of Total Subject :

Percentage of Total Subject :

➤ Enter your Graduation Details in this section.

➤ Under the 'Subject(s)' column write Semester 1, Semester 2 and so on till Semester 6.

➤ Enter 'Full Marks' and 'Marks obtained' for each Semester in the respective row.

DOCUMENT UPLOAD

STEP 4E

Documents

Age Proof	MarksSheet	Graduation MarksSheet
NO IMAGE AVAILABLE	NO IMAGE AVAILABLE	NO IMAGE AVAILABLE
Select P	Select P	Select P

> After filling up and cross-checking your Personal and Academic Details, you are required to Upload the Documents, as shown above. You are to upload scanned copy of all the Original documents, as applicable. For list of documents, refer to Page Nos. 3 and 4.

SUBMIT AND DOWNLOAD

STEP 5

| Submit | Clear | Back |

➤ Click on the 'Submit' button after filling up the required details and uploading the required documents.

| Download Application Form | Rectify | Back |

➤ After successful submission, the **"Download Application Form"** button will be visible at the bottom of the screen. Click on same to download and save your Application Form for your future reference.

Please Note:

1. Incase if you have given any wrong data or uploaded a wrong document, you can click on **Rectify** button to update or change the same.

2. 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.

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THANK YOU

Click here to fill-up the Google Form for any issues relating to the Calcutta University Registration.

You may also contact your departmental head for any queries regarding your Calcutta University Registration Process.