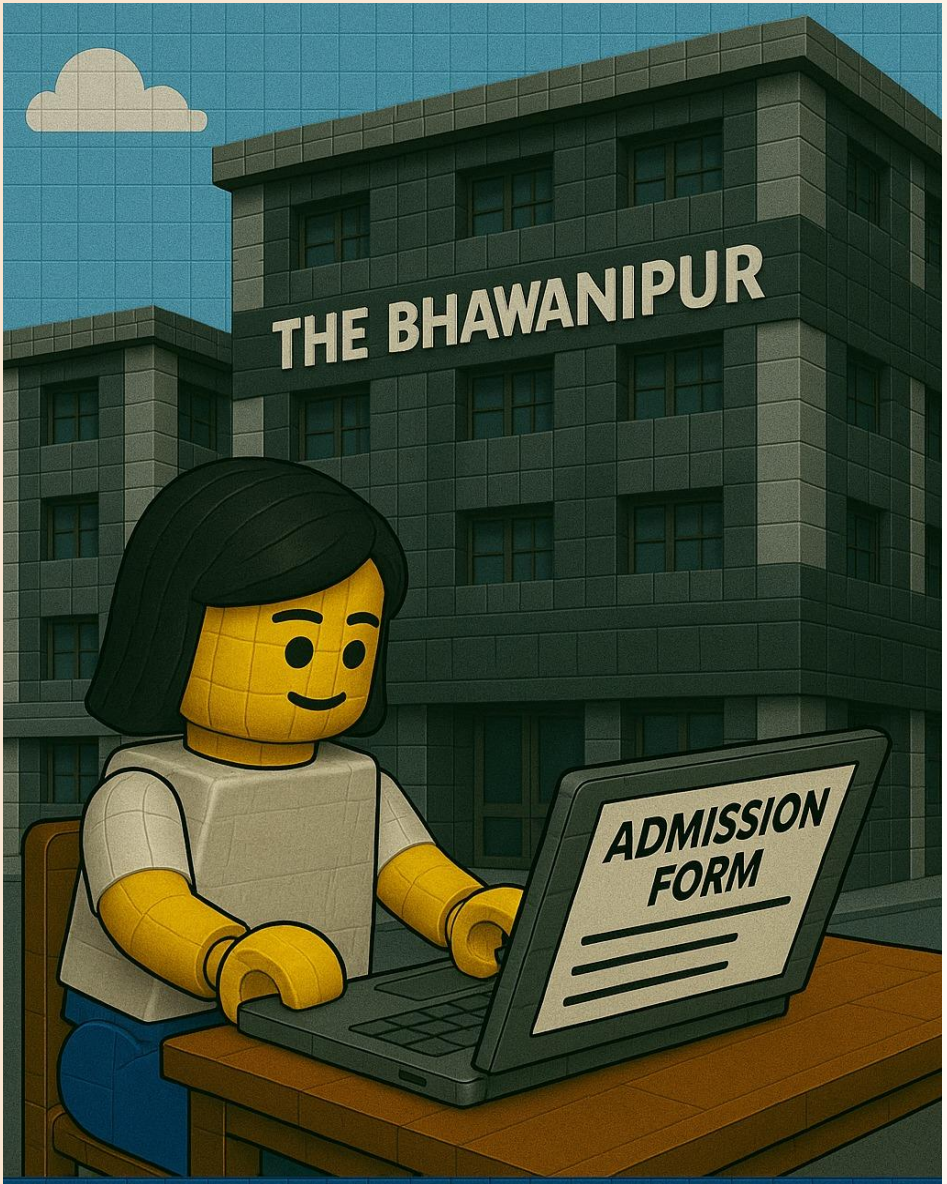


PROCEDURE AFTER MERIT LIST

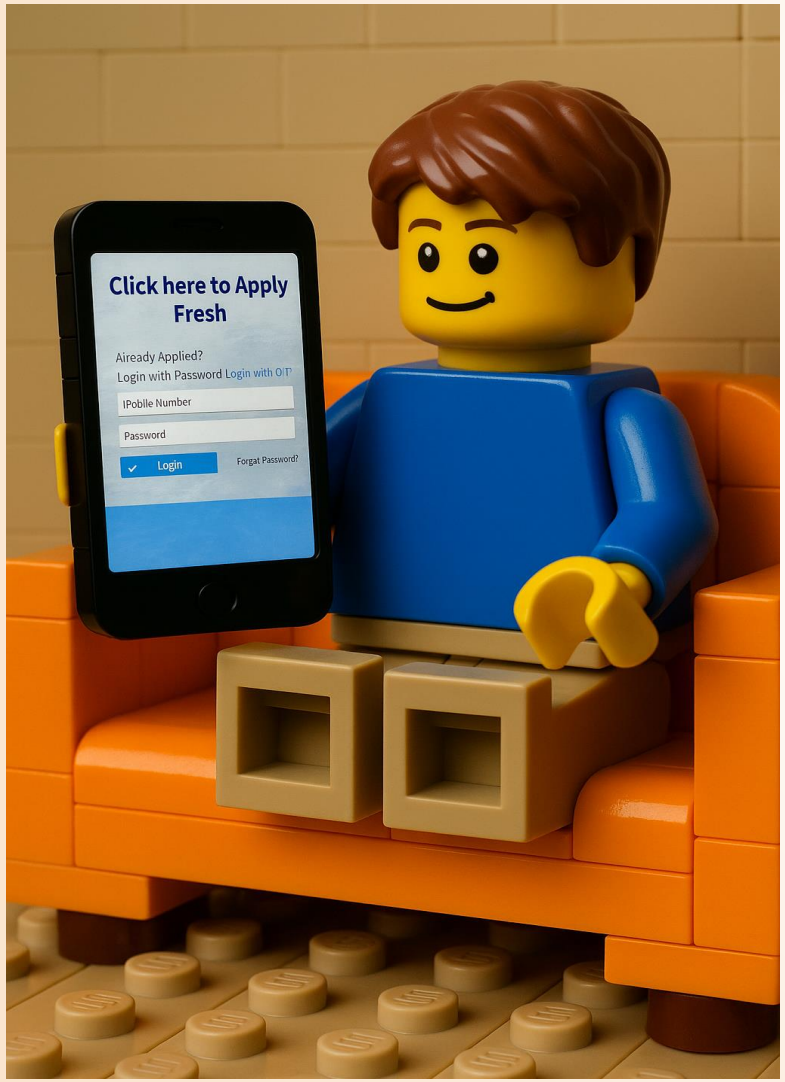
THE BHAWANIPUR EDUCATION SOCIETY COLLEGE

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

ADMISSIONS 2025-2026

THE BHAWANIPUR

LOGIN (IN APPLICANT LOGIN)



- 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.**

ADMISSION DASHBOARD VIEW

Admission Status

Application Number	Course Name	Minor Elective Subject Selection	Fees Payment	Fees Payment Date	Add-on Information	Upload Document	Document Approval Status
005900	B.Sc. Mathematics (H) (Day)	Minor Elective Subject Selection	Print Challan	29/ /2025			In-process
007196	B.COM (H) (Afternoon)	Not Required	Make the Payment				ocument upload pending.

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 applicants should start with Step 2	B. Com & BBA Applicants will start from here.	Will show date of payment. In case of payment by Cash at bank, it will take maximum 5 working days to get updated.	Student is required to fill in all the mandatory information requested in this step.	Students are required to upload all the documents as per list given therein.	Once all the steps i.e. Step 1-4 (for B.A / B.Sc.) and Step 2-4 (for B.Com & BBA) are completed, the document approval status shall be shown here.

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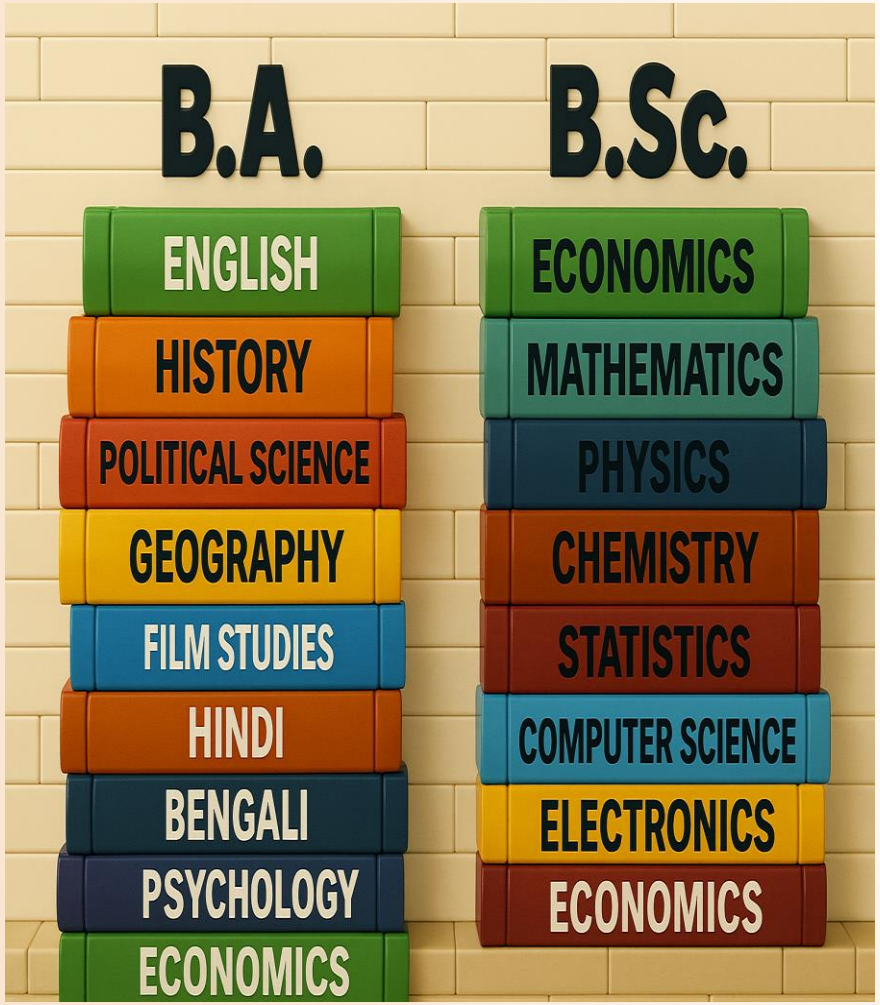
STEP 1: MINOR ELECTIVE SUBJECT SELECTION

{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.*

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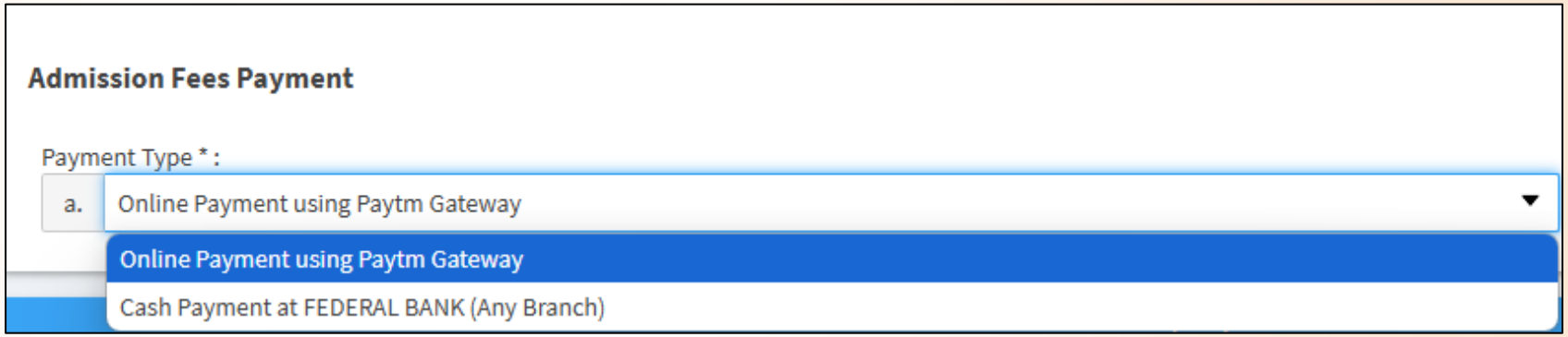
STEP 2: FEES PAYMENT STEP

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.

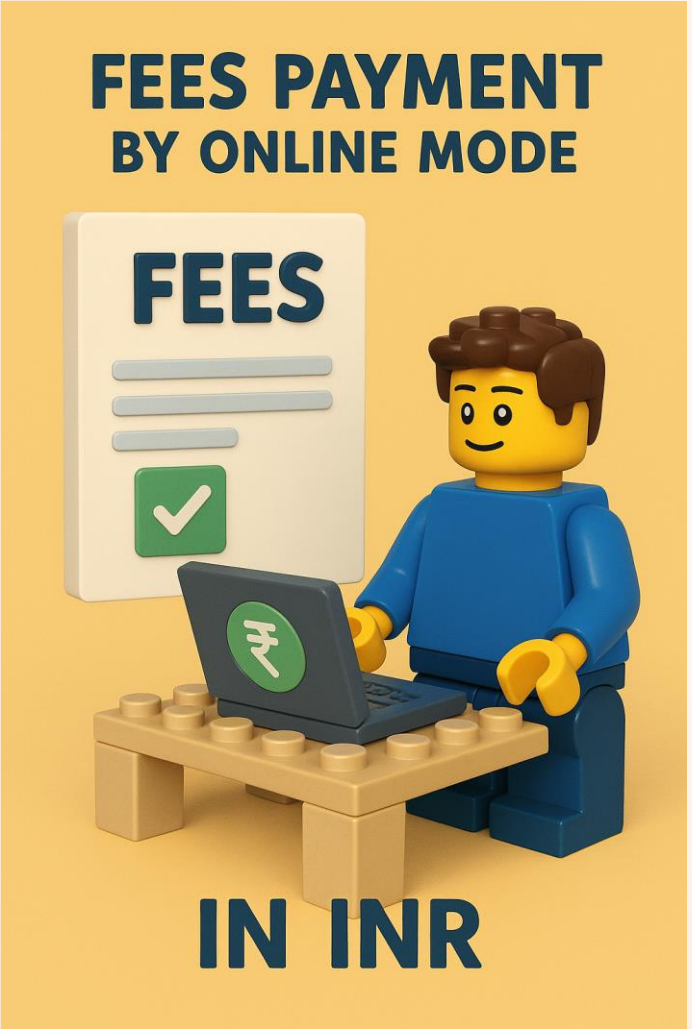


Please Note:

- ***For payment by online mode, read Page 6 (Step – 2A)***
- ***For payment by cash at bank, read Page 7 (Step – 2B)***

THE BHAWANIPUR

STEP 2A: FEES PAYMENT BY ONLINE MODE



Online Mode of Payment:

To pay your Admission Fees online, please select the **'Online Payment using Paytm Gateway'** option from the **'Payment Type'** dropdown.

Please Note:

i. ***Please do not press F5, refresh, reload, right-click, or use the backspace button while making an online payment.***

ii. ***Payments made via the Paytm gateway may include applicable banking charges.***

iii. ***If you have attempted to pay the fees online and the amount is debited from your account but the same is not reflected in your profile, please fill up the Google form here to inform us of the same.***

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STEP 2B : FEES PAYMENT BY CASH AT BANK

Cash at Federal Bank only :

- If you wish to pay your Admission Fees in cash, please select the "Cash payment at Federal Bank" option from the "Payment Type" dropdown. You must then print the Admission Fees Challan on A4 size paper and take it to any Federal Bank branch to complete your cash payment.
- Click here to locate the nearest **Federal Bank Branch**.

Please Note:

- ***If you can't generate the challan, check if your browser's pop-up is blocked (look for a red cross on the top right), click on it to enable the popup, then try to generate the challan.***
- ***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.***

THE BHAWANIPUR

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 3 and Step 4 within 2 days from the date your Admission Fees payment status is updated.

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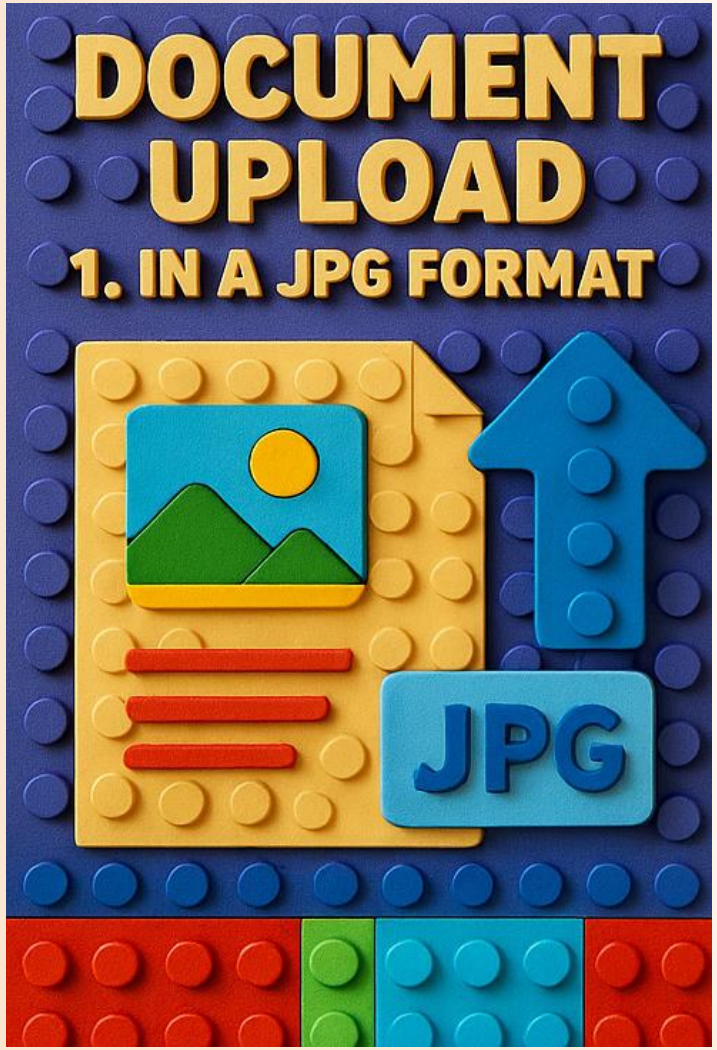
STEP 4: DOCUMENT UPLOAD



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

Please Note:

- Keep all applicable documents listed on pages 10 and 11 ready, as you will need to upload them immediately after completing the Add-on Information step in your college online profile (Applicant login) for verification.
- It is recommended to upload documents using a desktop or laptop, preferably with Google Chrome browser. (Using Incognito Mode is advised)
- Scan only the original documents—not photocopies.
- Each document must be scanned and saved as a separate file. For example, your Marksheet and Age Proof should be saved as two individual files. Avoid using special characters in file names.
- Scans must be in .JPG format only (JPEG format is not accepted).
- Ensure each file size is at least 300 KB but try to keep it under 10 MB for faster uploading.
- If you face any difficulty uploading your documents, please email dv@thebges.edu.in with your Application Number, Contact Number, and a description of the issue.

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STEP 4: DOCUMENT UPLOAD

(IN CONTINUATION WITH PAGE 9)

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 2025** as the same will be required for Calcutta University Registration.)	Applicable for All
d.	**Class X Board Admit Card** (In absence of Class X Board Admit Card, upload Class X Board Pass Certificate / Birth Certificate issued by Municipality)	Applicable for All
e.	**Aadhar Card of Applicant(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

THE BHAWANIPUR

STEP 4: 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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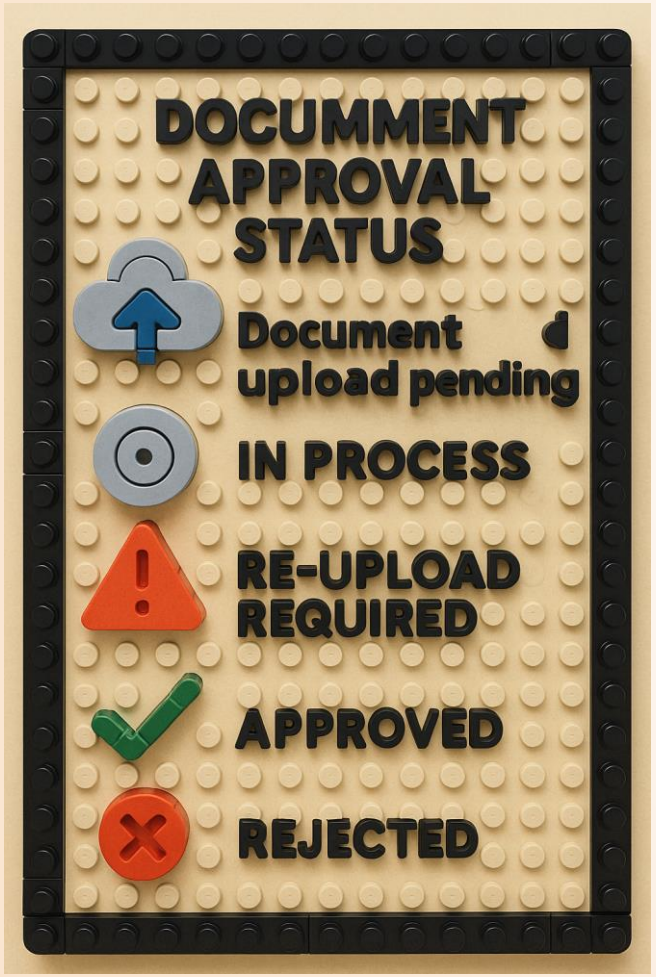
DOCUMENT APPROVAL STATUS



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 Approval Status	Document Approval Status	Document Approval Status	Document Approval Status
Document upload pending	IN PROCESS	RE-UPLOAD REQUIRED	APPROVED	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.

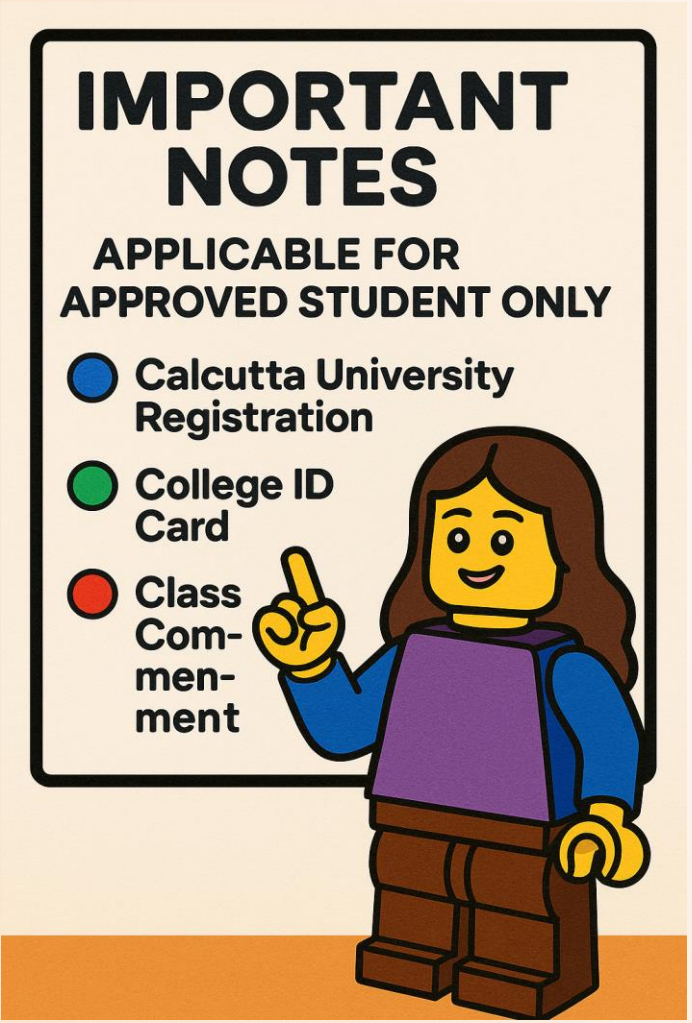
Please Note:

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

THE BHAWANIPUR

IMPORTANT NOTES

(WILL BE APPLICABLE FOR APPROVED STUDENTS ONLY)



I. **Calcutta University Registration:** Tentatively scheduled for August 2025, this is a mandatory process for all students continuing under the University of Calcutta (dates subject to official announcement).

II. **College ID Card:** Will be distributed 7 days prior to the start of Semester I classes**.**

III. **Class Commencement:** The start date for Semester I classes will be communicated via SMS/Email in due course.

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

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

Mobile No : 9831110762

Monday to Friday, 10:00 am to 01:00 pm