



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 – B.COM, B.A., B.SC. & BBA
SEMESTER I STUDENTS ADMITTED IN
SESSION 2025-26**

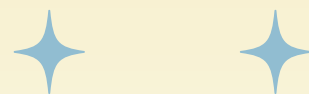


Next Page – Important Instructions



IMPORTANT INSTRUCTIONS

- i. The Calcutta University Registration process consists of two parts — Online submission Process (Part 1) and Physical Submission Process (Part 2). The admission process remains incomplete until both parts are completed.
- ii. This document contains instructions only for Online submission Process. **Details notice of Physical submission will be available on 30/09/2025 by 04:00 PM on the College Website Notice Board section.**
- iii. B.Com., B.A. & B.Sc. Semester I students must complete their Subject Selection before doing the Calcutta University Online Registration process. [Click here for the process incase if you have not completed the same yet.](#)
- iv. The **Academic Bank of Credit (ABC)** is a mandatory 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.](#)
- v. For the best experience, use a desktop or laptop with the Microsoft Windows OS and a stable internet connection. It is advisable to use **Google Chrome** & clear the history of the browser before doing the procedure.
- vi. Avoid using iPhones or iMac systems as you may experience issues with logging in or downloading/ viewing content.





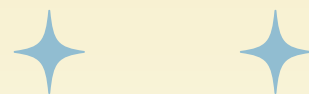
LIST OF DOCUMENTS REQUIRED FOR REGISTRATION PROCESS

For registration under **University of Calcutta**, students are required to upload the SCANNED COPY of the below mentioned documents (as applicable). It is mandatory to note that each scanned copy of the documents must be in **.jpg/.jpeg file format** **ONLY under 1 MB.**

a. MANDATORY FOR ALL STUDENTS: ORIGINAL CLASS XII BOARD MARKSHEET. Please note that Digi-Locker / Internet copies of your class XII Board Marksheet will **NOT BE ACCEPTED** by Calcutta University for the Registration process.

b. BELOW MENTIONED DOCUMENTS ARE REQUIRED AS PER APPLICABILITY:

- Student's Original AADHAAR CARD (Applicable only for Indian Nationals).
- Student's APAAR (ABC) ID Card (Applicable only for Indian Nationals).
- Mother's & Father's Government-issued Photo ID Proof, as applicable.
- EWS Certificate, issued in your name, by the Government of West Bengal (only if applying under EWS category).
- Migration Certificate from your Class XII Board (Applicable only for boards other than CBSE, ISC, WBCHSE, NIOS)
- First and Last Page of your Passport (Applicable only for Foreign Nationals).





PROCESS TO FOLLOW FOR CALCUTTA UNIVERSITY REGISTRATION

STEP A - Login to BESC Student Console

BESC Student
CONSOLE

Sign in with UID
Enter your 10-digit UID to receive OTP

Enter Your UID (10 Digits)

ENTER 10 DIGIT UID HERE

Waiting for you to enter UID

Send OTP

a. [Click here to Login for Online Registration Process \(Part 1\)](#)

b. Enter your 10-digit College UID (format: XXXXXXXXXX).

- If you do not know your UID, please refer to your College Id Card for the same.

c. Click on the “Send OTP” button to receive a One-Time Password (OTP).

- The OTP will be sent to your Institutional Email ID and the WhatsApp number that you had provided at the time of admission.

d. Enter the OTP received and click on “Verify OTP” to complete your login process successfully.





PROCESS TO FOLLOW FOR CALCUTTA UNIVERSITY REGISTRATION

STEP B - DATA CONFIRMATION

Dashboard

Subject Selection

Admission & Reg. Data

Profile

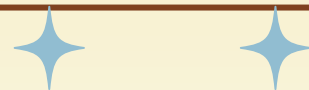
Admission & Registration Online Data Submission (Part 1 of 2)

Instructions Personal Info Address Info Subjects Overview Documents

Important Instructions — Please Read Before Proceeding

To ensure a smooth completion of your Admission & Registration Data Submission, carefully go through the following points before you begin.

- Click on the “**Admission & Reg. Data**” option available on the left side of the screen.
- Please read all the “**Important Instructions**” carefully before proceeding. You must verify all the details available in each section **(i.e. Personal Information, Address Information and Subjects Overview)**. After checking the details, you must tick the declaration check box at the end of each section to continue. **Any incorrect information may lead to issues in your University records.**
- If you find any incorrect data, click on “**Request Correction**” slider available with each data, to raise a correction request. You must inform of the necessary correction at the time of submitting your Admission & Registration Datasheet and documents physically at the College.





PROCESS TO FOLLOW FOR CALCUTTA UNIVERSITY REGISTRATION

STEP B – DOCUMENT UPLOAD

Documents Uploads

4.1 Class XII Original Board Marksheet

Required

No file chosen

Max 1MB • JPEG / JPG /PNG

Upload

4.2 Aadhaar Card (if Indian)

Required

No file chosen

Max 1MB • JPEG / JPG /PNG

Upload

4.3 APAAR (ABC) ID Card

Required

No file chosen

Max 1MB • JPEG / JPG /PNG

Upload

4.4 Father's Government-issued Photo ID

Required

Aadhar/ Voter/ PAN Card/ Passport/ Driving License

No file chosen

Max 1MB • JPEG / JPG /PNG

Upload

4.5 Mother's Government-issued Photo ID

Required

Aadhar/ Voter/ PAN Card/ Passport/ Driving License

No file chosen

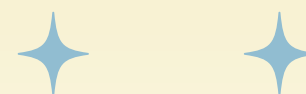
Max 1MB • JPEG/JPG/PNG

Upload

☐ I confirm that the uploaded documents correspond to the data provided.

After verifying all the details, **you must upload the required document(s), as applicable.** Only scanned copies of the original documents are to be uploaded. For the list of required documents, please refer to **Page No. 3**.

- To preview the uploaded document, **click on the uploaded document to enlarge the same.**
- If any uploaded document is incorrect or unclear, click on the “Upload” button again to replace it with the correct one.
- After uploading all documents, check on the declaration box & click **“Review & Confirm” button** to proceed. You must review all the subjects thoroughly that you have selected previously. Once you click **“Submit”**, no further edits will be allowed. Upon successful submission, You will get your Admission & Registration Datasheet on the screen, and you must download & print the same in White A4 Size Paper in Portrait mode (both side printing is mandatory).
- A confirmation email will be sent to your Institutional Email ID after successful completion of the procedure.** Please check your inbox/ spam folder for the same.



Next Page – Deadline & Support

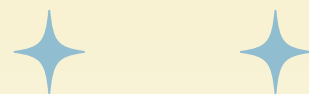


DEADLINES & SUPPORT

- The last date to complete the **Online Data Submission (Part 1) Procedure** is **Saturday, 01st November 2025**.
- In case, if you face any technical issues while completing your Calcutta University On-line registration Procedure even after following the steps mentioned above then please retry the procedure after 1 or 2 hours, if the same technical issue persists or the option does not respond, please fill-up the below mentioned google form to inform us the same.

[Click here to fill up the Google Form to report issues for Admission & Registration Online Data Submission](#)

- Please ensure that the above-mentioned Google Form is accessible through your Institutional Email ID only. Once you fill-up this form, we shall get back to you for the resolution of the valid issue mentioned by you, via call/ email on your registered mobile number / Institutional Email ID.
- If you do not know your Institutional Email ID, [click here to know the same](#).





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THANK YOU!

You can find us at:



cu.registration@thebges.edu.in



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(Available from Monday to Friday, between 10:00 am to 01:00 pm)

