



SEMESTER IV ENROLMENT NOTICE

B.B.A. (UNDER NEP-CCF SYSTEM)

Academic Year 2025-2026

⚠ IMPORTANT INSTRUCTIONS

- This process is applicable only to students appearing in Semester IV (under NEP-CCF system) for the Academic Year 2025-26.
- Details regarding Casual/Fail paper(s) enrolment for Semester IV (under NEP-CCF/ CBCS system) will be announced later on the college website.
- Last date for enrolment: **Monday, 27 April 2026.**
- Students are advised to use **Google Chrome** for the enrolment process. It is also advisable to clear the browser history before starting the enrolment process as mentioned below.

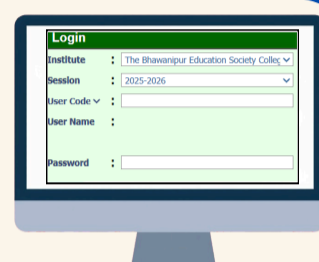


ENROLMENT PROCESS



Step 1 – Login to Campus Login

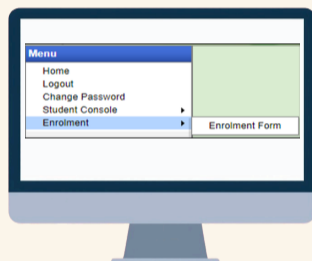
- Visit www.thebges.edu.in → Click on [Campus Login](#).
- Session: 2025-2026 (DO NOT CHANGE THE SESSION).
- Enter **College UID** in “User Code” field.
- Login using **Password or OTP** sent to your **Institutional email ID / Registered Mobile Number**.



Step 2 – Open Enrolment Form

After Login, On the left side of the screen, go to the “Enrolment” option and click on “Enrolment Form”.

- If pop-ups are blocked, click the **red cross icon** (top-right of the browser) to enable them.



Step 3 – Pay Enrolment Fees

To pay your enrolment fees, you can choose any one of the following options:

Pay Online

click on “**Pay Online**” and select from “**Debit Card**”, “**Credit Card**”, “**UPI**”, or “**Net Banking**”.

- Do not refresh or press back during payment.
- After payment, click “**Print Challan**” to download your receipt.
- **Bank charges may apply.**

Print Challan

Click on “**Print Challan**” to Generate and print the challan, then pay the fees at any **Federal Bank branch**. [Click here for the list of branches in Kolkata.](#)

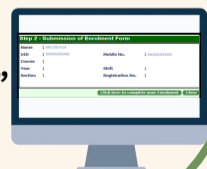
- Cash payments may take **3-4 working days** to reflect in your profile.
- Cash challans (Federal Bank) must be scanned & emailed to feeupdate@thebges.edu.in (send only from your Institutional Email ID)

Step 4 – Complete Enrolment

After receiving the payment **confirmation via SMS/Email**, log in to your profile again (for both online & cash payments).

Open the enrolment form and click “[Click here to complete your Enrolment.](#)”

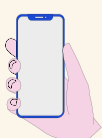
- **This step is mandatory to complete your enrolment process.**



! Facing Issues?



If you are facing any problem in the enrolment procedure, please click on the link given below and fill up the required details to inform us the same – [Click here to fill up the Google Form for Enrolment Issue](#)



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](#)

- Only valid queries will be addressed. You will receive a response via call/email within 3-4 working days.
- Use your Institutional Email ID to access the Google Forms.

