

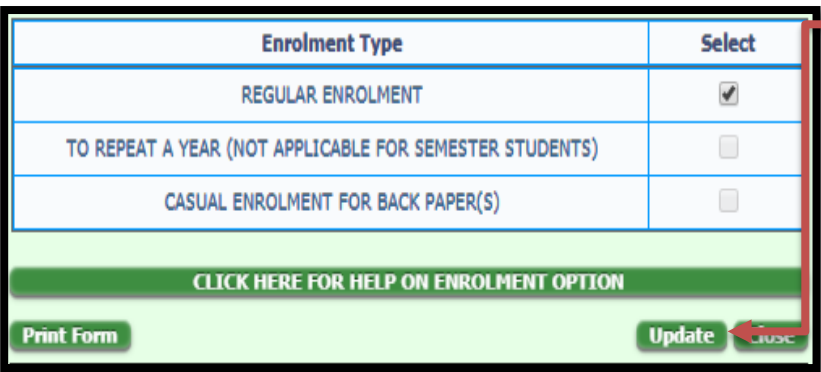
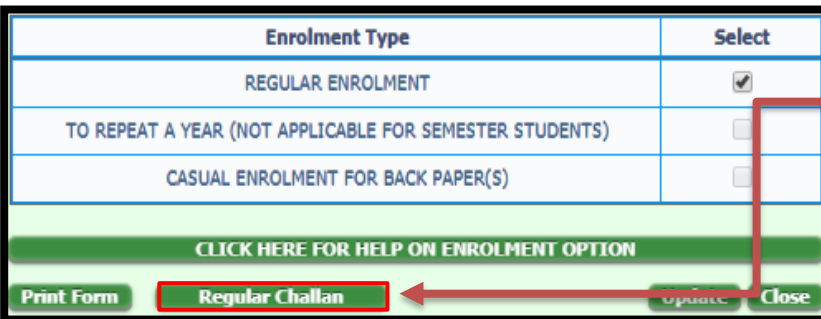




## THE BHAWANIPUR EDUCATION SOCIETY COLLEGE

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

### Procedure for Part II Enrolment – B.COM. / B.A. / B.SC.

**This enrolment procedure is applicable only for students who had appeared for their Calcutta University Part I Examination held in 2019 and also for students who have failed to enrol themselves previously for 2<sup>nd</sup> year.**

- Visit College Website [www.thebges.edu.in](http://www.thebges.edu.in). On the top right-hand side of the screen, click on [Campus Login](#). Session will remain **"2019-20"** (DO NOT CHANGE THE SESSION). Enter your College UID (From your college ID card or your previous year fees challan) in the **"User Code"** field and Password. In case of forgot password, refer point no. 3 below.
- Upon logging into your profile, you will get a **"Mobile No. Verification"** screen. Check last 4-digits of your registered mobile no and click on **"Get OTP"** button. In case your number has been changed, click on **"Change Mobile Number"** option. Type in the OTP and click on **"Verify"** button.  
**Please Note:**  
➤ OTP will be valid for only 3 minutes. After lapse of time, you need to click on **"SEND ANOTHER OTP"** button in order to regenerate OTP.  
➤ The new number cannot be same as Emergency number.
- In case you do not remember your password, follow the below mentioned procedure:**  
I. Enter your College UID in **"User Code"** & click on **"Forgot Password"**.  
II. Under **"Mobile Number Verification"** page you have to check last 4-digits of your registered mobile no in which you will receive the OTP and give the same in **"Enter OTP"** field & click on **"Verify"**.  
III. Set a new password by giving it in the **"New Password"** & **"Confirm Password"** field respectively.
- On the left side of the screen, go to **"Enrolment"** option and click on **"Enrolment Form"**.  
**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.
-  After checking all the information in Enrolment Form, click on **"Update"** button.  
**Please Note:**  
i. Please keep your original Calcutta University Mark sheet of last exam appeared handy with you as you need to cross-check your Calcutta University Last Examination Roll no. & Result.  
ii. Students who failed to fill their Calcutta University Part I exam form in the year 2018 or before, send an E-mail mentioning your 10 digit UID Number & Contact Number to [enrol@thebges.edu.in](mailto:enrol@thebges.edu.in).
-  Once updated, click on **"Regular Challan"** to view options to pay Enrolment Fees.  
**Note:**  
i. In case of Enrolment Fees payment by cash at bank, read point no. 6 (a).  
ii. If you want to pay Enrolment Fees by online mode, read point no. 6 (b).
- 6 (a)  **Cash at Federal Bank only** - If you want to pay your Enrolment Fees in cash, you have to click on **"Print Challan"** option to generate the challan and print the same. You can pay Enrolment Fees in any Federal Bank branch. [Click here for List of Branches in Kolkata](#).  
**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.
- 6 (b)  **Online Mode of Payment** - If you want to pay your fees online, click on **"Pay Online"** and choose between E-banking or Debit/ Credit Card.  
**Note:**  
i. Banking charges will be added extra as applicable.  
ii. Please do not press F5, Refresh, Reload, Right-click or Backspace button while doing online payment.  
iii. In case if Online Payment is unsuccessful, read [Online Transaction Failure](#).  
iv. After successful online payment, Click on [Please Click Here to Print Challan](#) to print your E-paid challan receipt.
- Click on **"Print Form"** option available at the bottom left of the Enrolment Form page and print the same.
- After payment of the Enrolment Fees (**irrespective of the payment mode**) you are required to mention the date of fees payment in your Enrolment Form (Printed in step 7) and drop the form in the **"Enrolment Dropbox"** available at the Entry Gate of the College (**Near Security Desk**).

**Please note:**

- Last date for paying Enrolment Fees is **Wednesday, 22<sup>nd</sup> January 2020**.
- If you are facing any problem in accessing your profile or in case of any discrepancy, send an E-mail mentioning **"Part II Enrolment Issue"** in the subject line of the mail along with your 10 digit UID Number, Contact Number and the exact problem you are facing, to [enrol@thebges.edu.in](mailto:enrol@thebges.edu.in).