



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 2020-21

**PROCEDURE TO FOLLOW AFTER
MERIT LIST**





THE BHAWANIPUR



- Visit the College website www.thebges.edu.in and Click on [Admissions 2020-21](#).

- Click on “[Applicant Login](#)” to access your online profile by using your Login ID (your registered mobile number) and password.
- You can also login using 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 6 (For B.COM (H) & BBA (H) Applicants it will be Step 2 to 6)

Please Note:

- Detailed explanation for each step is given in the next page.
- Please read all the pages from 2-13 carefully and follow the process as mentioned in each page.



ADMISSION DASHBOARD VIEW

EDIT General Info		EDIT Academic Info		ADD Course / Session		EDIT Additional Info		UPLOAD Photo Upload Photo		PRINT Application Form	
Admission Status											
Application Number	Course Name	Generic Elective Subject Selection	Fees Payment	Fees Payment Date	Add-on Information	Upload Document	Document Approval Status	Download Admission Form			
000001	B.COM (H) (Morning)	Not Required	Print Challan	19/08/2020					This option shall be enabled once the documents are approved		
002683	B.A. English (H) (Day)	Select Generic Elective	Print Challan	21/08/2020	Click here to add Details	Upload Document			This option shall be enabled once the documents are approved		
<u>Process to be followed after Merit listing</u>		Step – 1	Step – 2		Step – 3	Step – 4		Step – 5			
		Applicable for B.A. / B.Sc. applicants only. B.Com & BBA applicant should start with Step -2 .	B.Com. / BBA applicants will start from here.	Will show date of Fees payment. In case of payment by cash at Bank, it will take maximum 5 working days to get updated.	Student is required to fillup all the mandatory informations asked in this step.	Student is required to upload all the documents as per list given there in.	Once all the Steps i.e. Step 1-4 in case of BA & B.Sc and Step 2-4 in case of BBA & Bcom are completed. The document approval status shall be shown here.	Once the uploaded documtns are apporoved, student can download the Admission form to be submitted to college once the regular classes in the college starts and college asks for it to be submitted.			



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Step 1

GENERIC ELECTIVE SUBJECT SELECTION

(APPLICABLE ONLY FOR B.A (H) & B.SC (H) APPLICANT)

- A. After login, click on **“Select Generic Elective”** button for selection of your Elective subjects. It is mandatory to select 2 (two) **Generic Electives (GE)** and 1 (One) **AECC** (Compulsory Language Group) subjects from the dropdown list (Exhibit shown below).
- B. After selection of the GE subjects, click on **“Submit”** button to continue.

Srl	Subject Type	Subject
1	Generic Elective	Select Subject ▼
2	Generic Elective	Select Subject ▼
3	Ability Enhancement Compulsory Course	Select Subject ▼

Please Note:

- Once the submission of Generic Elective subjects is done, you cannot change or edit the same.
- Seats in JMC / Sociology/ Psychology/ Geography/ Film Studies are limited. Applicants passing in these subjects at Class XII will be given preference.
- Applicants must ensure their eligibility for the Generic Electives selected by them, especially for B.Sc. applicants. Please refer to Eligibility criteria of B.Sc. courses for further details.
- Choice of elective is subject to approval of the vice principal of the department, whose decision in this matter will be final.



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Step 2

FEES PAYMENT STEP

- Click on **“Make the Payment”** button adjacent to the course / session you want to opt for which will redirect you to Payment option page where you need to select your desired payment method as shown in the exhibit below.

Admission Fees Payment

Payment Type * :

a. Online Payment

Online Payment

Cash Payment at FEDERAL BANK (Any Branch)

Please Note:

- ***Do not make payment by Cheque/ D.D./ RTGS/ NEFT. If you do so, your payment shall not be considered Valid.***
- ***For payment by online mode, read Page 6 (Step – 2A)***
- ***For payment by cash at bank, read Page 7 (Step – 2B)***



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Step 2A

FEES PAYMENT BY ONLINE MODE

- For payment of fees by Online mode, select **“Online Payment”** option from the **“Payment Type”** dropdown which will redirect you to the Payment Gateway where you can select your desired payment option i.e. by **“Paytm”**, **“Debit Card”**, **“Credit Card”**, **“BHIM UPI”** or **“Net Banking”** and proceed for the payment after filling up required fields.

Please Note:

- ***Please do not press F5, Refresh, Reload, Right-click or Backspace button while doing online payment.***
- ***Banking charges will be added as applicable in case of online payment.***
- ***Your Admission is confirmed only after receipt of your Admission Fees, subject to successful document approval by the Admission Department of the College.***
- ***After successful online payment, click on **“Click here to Print Admission Fees Paid Challan”** to print your E-paid challan receipt.***
- ***In case if Online Payment is unsuccessful, read [Online Admission Fees Payment Failure](#)***



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Step 2B

FEES PAYMENT BY CASH AT BANK

- For payment of Fees by depositing cash in The Federal Bank, you must select “**Cash Payment at Federal Bank**” option from the “**Payment Type**” dropdown, on submission, you will be redirected to “**Print Fees Challan**” . Print the given prefilled fees challan and carry the same for payment by cash at any branch of Federal Bank.
- Click here to locate nearest [Federal Bank Branch](#).

Please Note:

- ***If in your browser “pop-up” is blocked, you will get a display on the top right side of the browser’s Address bar, please click on that display, and enable the popup.***
- ***Your Admission is confirmed only after receipt of your Admission Fees, subject to successful document approval by the Admission Department of the College.***
- ***In case your Admission Fees paid by cash is not updated in your online profile within 5 working days, mail us scan copy of your Admission Fees paid challan at admission@thebges.edu.in***



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Step 3

ADD ON INFORMATION

- A. This step will be enabled only after Fees Payment is updated in online Profile.
- B. You are required to fill all the mandatory details as asked.
- C. Please keep your class XII Admit cards/Marksheet, Aadhaar card (Optional) ready with you while completing this step.

Please Note:

This option shall automatically be enabled for the Applicants whose fees payment is updated in their Online Profile.



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Step 4



DOCUMENT UPLOAD

- This option shall automatically be enabled for the Applicants whose add-on information is updated in their Online Profile.
- You are required to scan **Original Copy** only and upload the documents as per Exhibit given below.
- Before uploading all the applicable documents, you need to read all the declarations and click on the check boxes consenting the same to proceed to next step.

Sr. No.	Name of the Document	Format	File size
a.	Applicant Signature (Full Signature in running hand)	.jpg	Within 100 KB
b.	Class 12 Board Admit Card		Between 150KB To 250 KB
c.	Class 12 Board Marksheet		
d.	Age Proof Document (Class X Admit Card/ Birth Certificate/ Certificate of Madhyamik or Equivalent Examination)		
e.	Photo ID Proof of Applicant (Voter ID / Passport / Aadhar Card / Driving License)		
f.	Photo ID Proof of Mother (Voter ID / Passport / Aadhar Card / Driving License)		
g.	Photo ID Proof of Father (Voter ID / Passport / Aadhar Card / Driving License)		
h.	Class 12 Board Migration Certificate (Not Applicable for WB/ISC/CBSE/NIOS boards)		
i.	Caste Certificate (Certificates Issued by State of West Bengal Only)		
j.	Person with Disability Certificate		
k.	Calcutta University Registration Certificate (Applicable only for students registered under Calcutta University previously)		

Notes regarding this step is given in the next page, please read it carefully.



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Step 4

DOCUMENT UPLOAD – IN CONTINUATION WITH PAGE 9

Please Note:

- 1) Sr. no. a to e is compulsory for all applicants.
- 2) Sr. no. f to g is compulsory for all applicants, as applicable.
- 3) Sr. no. h to k is only for applicants under the category as specified therein.
- 4) The dimension of the signature should be 150px X 50px (i.e. 150px in Width & 50px in Height).
- 5) Applicants who have not received their Class 12 original marksheet can click on checkbox available under serial no. c Class 12 Board Marksheet option in order to upload their attested net copy of the said document.
- 6) Applicants who have not received their Class 12 original Migration Certificate can click on checkbox available under serial no. h Class 12 Board Migration Certificate option, you need to read the declaration and click on the check box consenting the same.
- 7) If you need to resize your signature or other documents before submitting, [click here for help on same.](#)
- 8) The documents and relevant testimonials uploaded by student are for provisional basis. It will be required to verify applicant's original documents by the college authorities post physical class commencement & as and when College asks for it.
- 9) In case of any issue being faced, mail us your Application number, Name, and contact number at dv@thebges.edu.in



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”** shall be shown here. In-process / Approved.

Document Approval Status

IN -PROCESS

This status will be displayed immediately after successfully uploading of all documents (Step-4).

Document Approval Status

APPROVED

Once the status is “Approved” your Admission process is completed. You will receive Digital ID card within 24 hrs.

Document Approval Status`

REJECTED

Rejection of documents shall only be done in case of serious mismatch with data & if Eligibility criteria is not fulfilled.

The process of approval of uploaded documents will take minimum of 10 working days from the date of completion of Step-4.



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Step 5

ADMISSION FORM DOWNLOAD

- Once the uploaded documents are approved, Student will be able to **Download their Admission Form** for the Academic Year 2020-21.
- Admission Form shall be printed along with all the uploaded documents.
- *Admission form is to be submitted to college once the regular classes in the college starts and college asks for it to be submitted.*



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**THANK
YOU**



Contact Us



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Mobile No : 9831110762



Talk to our BOT

