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
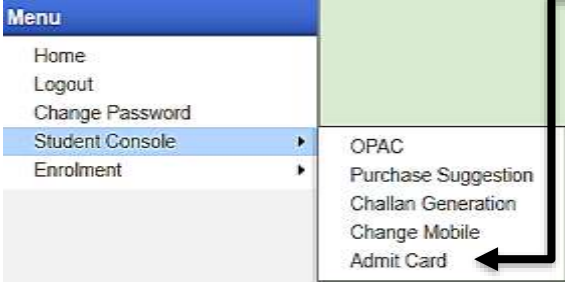
Procedure for Generation of Admit Card

This procedure is applicable only for B.Com. Semester - II Students for their College Internal Assessment Exam, 2017-18

1	Visit College Website **www.thebges.edu.in**. On the top right-hand side of the screen, click on "**Campus Login**". Session will remain **"2017-18"** (DO NOT CHANGE THE SESSION). Enter your College UID **(From your college ID card or your previous year fees challan)** in the UID field and Password respectively.
2	In case you do not remember your password, click on "**Forgot Password**". Give your College UID, E-mail ID or Mobile No. and Date of Birth (DDMMYYYY), registered in college. Click on "*Get Password*". Your password will be reset to "*welcome*" (**even if you do not receive an SMS**). You will be required to change your password to access your online profile. **Please Note:** **YOU SHOULD NOT GIVE "*welcome*" AS YOUR NEW PASSWORD.**
3	Upon login into your profile, on the left side of the screen under Menu, go to "**Student Console**" option and click on "**Admit Card**". **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.**
4	Click on "**Generate**" option for the generation of your admit card.
5	Now click on "**OK**" to print your admit card for the examination. **Please Note:** **Admit Card must be printed on a neat white colour A4 size paper only. Please make sure that printing orientation is in portrait mode.**

Please note:

i. **No students will be allowed for Internal Assessment Examination without their Admit Card and valid college ID card.**

ii. **Students need to report at the examination venue 15 minutes prior to the examination.**

iii. **If you are facing any problem in accessing your profile / generation of admit card, visit System Control Room (Room No. 424) 4th Floor, from 24th April to 26th April,2018, between 10.00 AM to 12.00 NOON & 03.00 PM to 04.00 PM**