



## 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 - I Students for Model OMR Based College Examination, to be Held on 30<sup>th</sup> August, 2018.**

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| 1 | Visit College Website <a href="http://www.thebges.edu.in">www.thebges.edu.in</a> . On the top right-hand side of the screen, click on " <a href="#">Campus Login</a> ". Session will remain " <b>2018-19</b> " ( <b>DO NOT CHANGE THE SESSION</b> ). Enter your College UID ( <b>From your college ID card</b> ) in the UID field and Password ( <b>The Password will be same as given at the time of Admission</b> ) in the Password field respectively.  |
| 2 | In case you do not remember your password, click on " <a href="#">Forgot Password</a> ". Give your College UID, E-mail ID or Mobile No. and Date of Birth (DDMMYYYY), registered in college. Click on " <a href="#">Get Password</a> ". Your password will be reset to " <a href="#">welcome</a> " ( <b>even if you do not receive an SMS</b> ). You will be required to change your password to access your online profile.<br><br><b>Please Note:</b><br><b>YOU SHOULD NOT GIVE "<a href="#">welcome</a>" AS YOUR NEW PASSWORD.</b>  |
| 3 | Upon logging into your profile, you will get a " <a href="#">Mobile No. Verification</a> " page ( <b>THIS STEP IS MANDATORY</b> ). Check last 4-digits of your registered mobile no and click on " <a href="#">Get OTP</a> " button. In case your number has been changed, click on " <a href="#">Change Mobile Number</a> " option. Type in the OTP and click on " <a href="#">Verify</a> " button.<br><br><b>Please Note:</b> <ul style="list-style-type: none"><li>➤ OTP will be valid for only 3 minutes. After lapse of time, you need to click on "<b>SEND ANOTHER OTP</b>" button in order to regenerate OTP.</li><li>➤ The new number cannot be same as Emergency number or the number provided in the ID Card.</li><li>➤ Future correspondence from college will be done with the same phone number provided earlier.</li></ul> |
| 4 | <div><div><div>Menu</div><div><div>Home</div><div>Logout</div><div>Change Password</div><div>Student Console</div><div>Enrolment</div></div><div><div>OPAC</div><div>Purchase Suggestion</div><div>Challan Generation</div><div>Change Mobile</div><div>Admit Card</div></div></div></div> <div>Upon login into your profile, on the left side of the screen under Menu, go to "<a href="#">Student Console</a>" option and click on "<a href="#">Admit Card</a>".<br/><br/><b>Please note:</b><br/><b>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.</b></div>   |
| 5 | <div><div>Generate Admit Card</div><div>Generate</div></div> <div>Click on "<a href="#">Generate</a>" option for the generation of your admit card.</div>  |
| 6 | <div><div>74.207.233.48:8443 says:</div><div>Do you want to Generate Admit Card</div><div><div>OK</div><div>Cancel</div></div></div> <div>Now click on "<a href="#">OK</a>" to print your admit card for the examination.<br/><br/><b>Please Note:</b><br/><b>Admit Card must be printed on a neat white colour A4 size paper only. Please make sure that printing orientation is in portrait mode.</b></div>  |

**Please note:**

- Student must generate their Admit Card by Wednesday, 29<sup>th</sup> August, 2018.**
- At examination venue, it is mandatory to carry Admit Card and valid college ID card.**
- Students need to report at the examination venue 15 minutes prior to the examination.**
- If you are facing any problem in accessing your profile / generation of admit card, Send an E-mail 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).**