



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 TO FOLLOW AFTER MERIT LIST

- Visit College website www.thebges.edu.in. Click on “Admissions 2019-20”. Click on “[Applicant Login](#)” to access your online profile by using your Login ID (*your registered Mobile No.*) & Password.
Note:
 In case you do not remember your password, click on **Forgot Password**, under Applicant Login and complete the required process for the same.
- Upon Login, please follow the steps in the same order as mentioned below.
Note:
 For Post Merit list process, please refer to “**Admission Status**” Dashboard which will appear on the right side of your screen.

The dashboard includes navigation buttons for: General Info, Academic Info, Course / Session, Additional Info, Change Password, and Application Form.

Admission Status								
Course Name	Application Number	Subject Selection	Payment	Admission Payment Date	Family Info	Upload Document	Document Submission Date	Print Admission Form
B.COM (H) (Morning)	000001		Pay	-	Click here to add Details	Click here for Upload Document	12/07/2019 Change Date	Print Admission form
B.Sc. Economics (H) (Day)	000002	Select Subject	Pay	-			12/07/2019 Change Date	Print Admission form

	Step – 1	Step – 2		Step – 3	Step – 4	Step – 5	Step – 6
<u>Process to be followed after Merit listing</u>	Applicable for BA / B.Sc. applicants only	B.Com. / BBA applicants will start from here	Will show date of your Admission Fees payment, once fees is received by the college	Should be filled up after Step-2	Should be filled up after Step-3	Will show the date allotted for your Document Submission	Should be done after your Document submission date is allotted

For details on the Steps given above, read the explanations below



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Step – 1	<p>“Subject Selection”</p> <p><u>Applicable Only for B.A and B.Sc. Applicants-</u> It is mandatory to select 2 (two) Generic Electives and an AECC (Compulsory Language Group) subjects from the dropdown. After selection of Elective subjects, click on “Submit” button which will redirect you to the payment gateway.</p> <p>Note:</p> <ol style="list-style-type: none">The Elective subjects cannot be changed or edited once you click on “Submit” button.Final allotment of Generic Electives Sociology, Film Studies, Psychology and Journalism & Mass Communication are subject to availability of seats and clearance by B.A. Department post commencement of classes.
Step – 2	<p>“Payment”</p> <p>Click on “Pay” button adjacent to the course / session you want to opt for. After clicking “Pay” button you will be redirected to Payment page where you need to select your desired payment method.</p> <ol style="list-style-type: none"><u>Online Payment</u><u>Cash at payment at Federal Bank</u> <p>Note:</p> <ol style="list-style-type: none">Do not make payment by Cheque/D.D./RTGS/NEFT. If you do so, your payments shall not be considered Valid.If you want to pay Admission Fees by online mode, read Step -2 (a) below.In case of Admission Fees payment by cash at bank, read Step -2 (b) below.
Step – 2 (a)	<p><u>Online Mode of Payment</u> - If you want to pay your Admission Fees online, you have to select “Online Payment” from the dropdown. Click on “Submit” button. You can choose between Debit Card, Credit Card or Net-banking options to pay your Admission Fees online.</p> <p>Note:</p> <ol style="list-style-type: none">Your Admission is confirmed only after receipt of your Admission Fees, subject to successful document submission.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.In case if Online Payment is unsuccessful, read <u>Online Admission Fees Payment Failure</u>After successful online payment, click on “Click here to Print Admission Fees Paid Challan” to print your E-paid challan receipt.
Step – 2 (b)	<p><u>Cash at Federal Bank</u>- If you want to pay your Admission Fees in cash, you have to select “Cash Payment at Federal Bank” option from the “Payment Type” dropdown, to generate the challan. Click on “Submit” button. Print the same for payment by cash at any branch of Federal Bank.</p> <p>Note:</p> <ol style="list-style-type: none">Your Admission is confirmed only after receipt of your Admission Fees, subject to successful document submission.If in your browser “popup” 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.In case your Admission Fees paid by cash is not updated in your online profile within 4 working days, mail us scan copy of your Admission Fees paid challan at dv@thebges.edu.in



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Step – 3	<p>“Family Information” After Payment of Admission Fees,</p> <ol style="list-style-type: none"> 1. Login to your Online profile by clicking on “Applicant Login” 2. Click on “Family Info” option, available under “Admission Status”. 3. Update the required information therein and click “Submit” button to save. 																																
Step – 4	<p>“Document Upload” After updating “Family Info”, you are required to scan and upload the documents as mentioned therein.</p> <p>Please Note:</p> <ol style="list-style-type: none"> 1. Sr. 1 - 5 is compulsory for all applicants. 2. Sr. 6 - 9 is only for applicants under the category as specified therein. 3. If you do not have access to Document Scanner, you can install “Cam-Scanner” app in your smart phone and upload the documents. <table border="1" data-bbox="1241 526 2521 977"> <thead> <tr> <th>Sr. No.</th> <th>Name of Document</th> <th>Format</th> <th>Max Size</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Student’s Photograph</td> <td rowspan="9">JPEG / TIFF / PDF</td> <td>Within 150KB</td> </tr> <tr> <td>2</td> <td>Student’s Signature</td> <td>Within 50KB</td> </tr> <tr> <td>3</td> <td>Class XII Board marksheet</td> <td>Within 150KB</td> </tr> <tr> <td>4</td> <td>Class XII Board Admit Card</td> <td>Within 150KB</td> </tr> <tr> <td>5</td> <td>Date of Birth proof (Birth Certificate or Class X Board Admit Card)</td> <td>Within 150KB</td> </tr> <tr> <td>6</td> <td>Migration Certificate Not required for (WBCHSE, ISC, CBSE, NIOS)</td> <td>Within 150KB</td> </tr> <tr> <td>7</td> <td>Caste Certificate (Applicable to SC/ST issued by WB Government only)</td> <td>Within 150KB</td> </tr> <tr> <td>8</td> <td>Equivalence certificate if any issued by University of Calcutta</td> <td>Within 150KB</td> </tr> <tr> <td>9</td> <td>Person with Disability Certificate, as applicable</td> <td>Within 150KB</td> </tr> </tbody> </table>	Sr. No.	Name of Document	Format	Max Size	1	Student’s Photograph	JPEG / TIFF / PDF	Within 150KB	2	Student’s Signature	Within 50KB	3	Class XII Board marksheet	Within 150KB	4	Class XII Board Admit Card	Within 150KB	5	Date of Birth proof (Birth Certificate or Class X Board Admit Card)	Within 150KB	6	Migration Certificate Not required for (WBCHSE, ISC, CBSE, NIOS)	Within 150KB	7	Caste Certificate (Applicable to SC/ST issued by WB Government only)	Within 150KB	8	Equivalence certificate if any issued by University of Calcutta	Within 150KB	9	Person with Disability Certificate, as applicable	Within 150KB
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Step – 5 Optional	<p>Change in Document Submission date</p> <p>In case if you cannot come for your document submission on the assigned date, you can change the same by clicking “Change Date” option available in Document Submission box. You can opt for any date available therein after selecting valid reason from the available dropdown.</p>																																
Step – 6	<p>“Admission Form”</p> <ol style="list-style-type: none"> a) Printing of Admission form is the last step to be done online Post being Merit listed and before submission of documents to College. b) “Print Admission Form” option will only be enabled once your Document Submission date has been assigned to you by College. 																																

Please Note:

In case you do not receive an SMS/E-mail for document verification within 7 working days from the date of your Admission Fees payment, please mail us your Payment Details & Application Form number with subject line [Document Verification at dv@thebges.edu.in](mailto:dv@thebges.edu.in)