



# COMMON PROSPECTUS

Student Academic Management System

Higher Education Department, Government of Odisha

## DEGREE (+3)

Academic Session 2022-23



Please read the prospectus carefully before filling the  
Common Application Form (CAF)

***Ragging in any form in HEIs is an offence and punishable under law***

**FOR MORE DETAILS PLEASE CONTACT**  
Sanjog Helpline (Toll Free) Number  
**155335 or 1800-345-6770**

COVID-19 guidelines must be followed  
while admitting the students in the  
Higher Education Institutions

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## Definitions & Acronyms

<b>Applicant Copy</b>	It contains the application barcode number and the information submitted by the applicant, to be retained by the applicant. A Barcode number is necessary for any future use. A sample copy of CAF is given in <b>Annexure-I</b> .
<b>BSE, Odisha</b>	Board of Secondary Education, Odisha
<b>CBSE</b>	Central Board of Secondary Education
<b>ICSE</b>	Indian Council of Secondary Education
<b>CAF</b>	Common Application Form
<b>CHSE (O)</b>	Council of Higher Secondary Education, Odisha
<b>CLC</b>	College Leaving Certificate
<b>Individual College Profile</b>	This profile gives information regarding the streams (Arts / Science / Commerce/Sanskrit), Subjects, Sanctioned Strength in each Subject, Hostel Facilities, Admission Fees, etc. of each Degree College.
<b>CP</b>	Common Prospectus
<b>Destination College</b>	Where the applicant is selected to take admission (as mentioned in the Intimation Letter)
<b>Internet Facility Center</b>	It is a facility center, opened within the college premises where students/parents/guardians can apply online and take printouts of filled application form
<b>HED</b>	Higher Education Department
<b>Help Desk</b>	Helpdesk consists of a group of teaching and non-teaching staff of the college. It educates the applicants about different procedures of e-Admission.
<b>Rol</b>	Return of Intermediate
<b>SAMS</b>	Student Academic Management System
<b>SAMS Resource Center</b>	The list of these colleges is available on the website <a href="http://www.samsodisha.gov.in">www.samsodisha.gov.in</a>
<b>Slide up Option Form</b>	It means, to move from a lower college, where an applicant/student has already taken admission to an upper college as per her/his preference as mentioned in the CAF. A applicant/student can exercise his/her option online, whether to go for a slide up into an upper choice college or to stay in the presently admitted college.
<b>Sanjog Helpline Toll-Free Number</b>	155335 OR 1800-345-6770: It is a toll-free helpline number that provides information to applicants/parents/general public on queries related to e-Admission.

## 1. Important notes on e-Admission

- 1) Online admission into 1st year degree (+3) classes (e-Admission) is compulsory for U.G. courses in Universities and +3 (Degree) Colleges including Sanskrit (Shastri) Colleges coming under Higher Education Department, Government of Odisha for the Academic Session 2022-23.
- 2) The normal admission shall be limited to single-phase through only online mode during the session 2022-23. ***This phase includes 3 rounds of selection i.e. 1<sup>st</sup> Phase, 2<sup>nd</sup> Phase followed by spot admission.*** All kinds of selection lists will be published on the SAMS website.
- 3) The online **C**ommon **A**pplication **F**orm (CAF) is available on the website [www.samsodisha.gov.in](http://www.samsodisha.gov.in) and can be accessed at any place where an internet facility is available. Please read the **Common Prospectus (CP)** carefully before filling the online CAF.
- 4) **Admission into U.G. courses in Ravenshaw University and Gangadhar Meher University is now included under the SAMS e-Admission process from the session 2022-23.**
- 5) Each applicant has to register and create their own username and password in the SAMS portal prior to filling the CAF. **The uniqueness of the mobile number and e-mail id will be maintained.** Applicants can get information such as printing the CAF, downloading of Intimation Letter, Slide-up Option form, selection of College details, and other information related to admission.
- 6) The CHSE, Odisha students who passed out between the academic years 2013 and 2022 should not enter the examination mark details. The information will automatically populate in the CAF after entering 'Examination Name', 'Year of Passing', 'Exam Type', and 'Roll Number'. **They have to verify the correctness of all entries (auto-populated) and if any of the entries are found to be incorrect, they can manually make necessary corrections.**
- 7) For CBSE/ICSE/Other Boards students have to fill up all the entries in the CAF manually.

**NOTE:** *For Bihar/Ranchi/Jharkhand Board applicants, a Pop-up window shall appear when they will enter their roll number in the CAF. A pop-up window shall provide the necessary guidelines for writing Roll Numbers for these applicants. It should be a combination of Roll Code and Roll Number. For e.g. If Roll Code - 8108 and Roll No. - 10103, then the Roll Number will be 810810103.*

- 8) An applicant can exercise a maximum of **TWENTY** options in a CAF and a minimum of **FIVE**. Applicants can change their options (College + Stream + Honours/Pass) in their respective CAF before making payment of CAF fees. These must be clearly indicated in the CAF.

- 9) Selection of options for the Colleges as well as subjects is of utmost importance. Therefore applicants are requested to think properly regarding their preference college and preference subject before filling up the CAF. They should consult their parents, teachers, and friends in this respect.
- 10) Only computer (Internet) generated CAF with Barcode shall be accepted. DTP or typed or other forms of CAF shall not be accepted.
- 11) Students have to pay the CAF fees in online mode only. ONLINE payment is compulsory to deposit the CAF Fees through the prescribed gateways (State Bank of India and UCO Bank).
- 12) The CAF fees for General Applicants is Rs. 275/- and for SC/ST Applicants is Rs. 175/-. The amount of CAF fees will be printed at the top of the “Applicant Copy” as well as on the “Applicant’s copy” of the CAF. **No refund can be claimed after submitting the CAF.**  
*NOTE: PwD and TG (Third Gender / Transgender) applicants are exempted from paying the CAF Fees. If any applicant during filling CAF has mentioned as ‘PwD / TG category’, but during the time of admission, it is found that the particular applicant is not coming under PwD / TG category, then the college authority, before doing any error correction, will ensure that the CAF fees must have been deposited by the applicant in online mode.*
- 13) In view of the COVID-19 situation, the Higher Education Department has removed the validation process prior to admission. Students are advised not to visit any place for validation of their CAF until admission.
- 14) Intimation letter to the selected applicants will be transmitted through four modes i.e.
- I. SMS to the mobile number (available in CAF)
  - II. E-mail to the e-mail ID (available in CAF)
  - III. WhatsApp to the Mobile Number (available in CAF)
  - IV. Website ([www.samsodisha.gov.in](http://www.samsodisha.gov.in)/[www.dhe.odisha.gov.in](http://www.dhe.odisha.gov.in))
  - V. College Notice Board (Destination College e-Space)
- 15) **The Admission Fees shall be deposited by the students at the admitted colleges after the closure of the admission process.**

## 2. Executive Summary

### 2.1 What is SAMS?

SAMS stands for **S**tudents **A**cademic **M**anagement **S**ystem. In this system, students are taking admission online into +3 classes of Arts, Commerce, and Science streams along with Sanskrit Colleges. This admission process, which is carried out through the internet and computers is called e-Admission. Besides e-Admission, SAMS also maintains the academic and financial records of each student admitted into different colleges.

### 2.2 Objective

The objectives of SAMS are to;

- Ensure a single-window system for admission through the e-Admission process
- Make the admission process economical
- To make the entire admission process transparent, thereby reducing the anxiety of applicants/parents regarding selection
- Reduce the workload of HEIs by developing several modules of administration using the database of admission processes and thereby improving services to the students

### 2.3 Components of SAMS

There are two components of SAMS: e-Admission & e-Administration;

#### 2.3.1 e-Admission

e-Admission aims at successful use of Information Technology to make the admission process simple, economical, fast, and transparent. This process is accomplished by the use of Computers and the Internet.

An eligible applicant will have to apply **ONLINE** for a maximum of **TWENTY** options and a minimum of **FIVE** (College + Stream + Honours) through [www.samsodisha.gov.in](http://www.samsodisha.gov.in) (by filling up required personal and academic information, choices of different colleges and streams in order of preference, and others) and take printouts of the computer-generated application form for future reference. In view of COVID-19 situation, the Higher Education Department has stopped the validation process prior to admission.

***NOTE: Students are advised not to visit any place for validation of their applications until admission.***

#### 2.3.2 e-Administration

e-Administration uses the admission database for the issue of College Identity Cards & Library Cards, allocation of subjects and sections, preparation of Long Roll Register and Return of Intermediate, maintenance of students

attendance, tabulation of college-level examination marks, issue of College Leaving Certificates, etc. This would improve efficiency, save precious time for college authorities, and ensure the dissemination of correct information and services to all its stakeholders.

### 2.3.3 HEIs under SAMS

The list of HEIs participating in SAMS admission process is available in the departmental website [[www.samsodisha.gov.in](http://www.samsodisha.gov.in)].

## 2.4 Predetermined Dates

SAMS operates through pre-fixed dates for all its activities. It helps in creating awareness and transparency and timely completion of activities. These dates have been finalized by the Higher Education Department, Government of Odisha.

## 3. Principles of Selection

### a) Eligibility:

An applicant must have passed Higher Secondary (+2) Examination under the Council of Higher Secondary Education, Odisha or equivalent boards/councils to become eligible for applying admission into degree courses. The list of Equivalent Boards is given in **Annexure-II** of the CP.

### b) For Regular Pass-out Students:

Admission into various Streams, Colleges, and Honours shall be done strictly on the basis of merit. Marks secured at the Higher Secondary (+2) Examination out of the Total Marks, Weightage, and Reservation (if applicable) will be taken into consideration for preparing the merit list. **For Reservation and Weightage, please refer to point No. 8 & 9 of this CP.**

### c) For Compartmentally Pass-out Students:

In case applicants passing from the Higher Secondary (+2) / equivalent examination compartmentally, the average of marks secured in the subjects/ concerned at both the examinations shall be taken into consideration to determine the aggregate.

### d) Computation of marks for Other Boards/Councils:

Computation of marks in case of students passing from ICSE, CBSE & Other Boards:

$$\text{Equivalent Marks} = \frac{x}{y} \times 600$$

Where, x= Total Marks Secured (There will be no selection of best 4 or best 5)  
y= Total full marks (if 4 subjects then Y=400, if 5 subjects=500 or Y may be 800/1000 as of other boards).



e.g., if a applicant has secured 384 marks out of 500 marks for 5 subjects, then,

$$\text{Equivalent Marks} = \frac{384}{500} \times 600 = 460 \text{ marks}$$

- e) If there are two applicants who have opted for the same college and same stream (Honours/Pass) and have secured the same marks in the +2 Council/Board Examination, then for the Arts & Commerce stream, the applicant who has secured more marks in English will get the first preference. If the English marks of both applicants are also the same, then marks in MIL will determine the selection. For Science Stream, English followed by Chemistry marks will be a deciding factor in a similar sequence.
- f) Status of the selected college in the CAF will also be intimated in the intimation letter (Please refer to **Annexure-III**).
- g) Subject-wise Honours (Core) selection will be done through online mode in place of stream-wise selection. The reservation Act of the Government of Odisha will be strictly followed in the selection.
- h) Hostel seats will be allotted online. During the allotment of hostel seats, all PH/OH students will get top priority followed by ST students from other districts and SC students of other districts in that order.

*(NOTE:- Name of the Honours and confirmation of hostel seats will be clearly spelled out in the intimation letter)*

- i) If a Persons with Disabilities (PwD) applicant is selected on the basis of his/her merit without any reservation standard along with other applicants, s/he shall not be adjusted against the reserved share of vacancies. The reserve vacancies shall be filled up separately among other eligible PwD applicants.
- j) The applicants selected against the quota for PHOH shall be placed in the appropriate category of SC, ST and General.
- k) Once the selected applicant took admission in his/her preferred HEI, then HEI will provisionally allow him/her enrollment by updating in their **e-Space**. List of such provisionally admitted students will be reflected as "**Provisional Admitted Students**" in **HEIs e-Space**.
- l) After the closure of entire admission process, Higher Education Department will notify the dateline for collection of Admission Fees from admitted students which is to be deposited directly in the account of the concerned HEI. Once the student deposited the requisite admission fees in time, the HEI will update the payment details in e-Space. After updating the same, the admission of provisionally admitted students shall be confirmed and accordingly it will be reflected in the Admission Register.



## 4. e-Admission Procedure

### 4.1 Application Process

The CAF will be available at [www.samsodisha.gov.in](http://www.samsodisha.gov.in) for applying online only. There will be one Common Application Form (CAF) for admission to any stream of any Degree/Autonomous/Sanskrit Colleges in the State. There shall be one Common Prospectus (CP) for Degree/Autonomous including Sanskrit colleges.

**The CP will be available online in PDF format. An applicant can download the same and take a printout for making an informed choice while filling in CAF online.**

### 4.2 Where to Apply Online?

Students can apply online at Home, Cybercafe, Common Service Center, Internet Facility Center available in Degree Colleges, etc.

### 4.3 How to apply Online?

The applicant shall register her/himself in the portal before applying to the online CAF. Applicants need to follow the below-mentioned processes to register in the SAMS portal.

#### 4.3.1 Registration Process

**Step-1:** Go to SAMS website [www.samsodisha.gov.in](http://www.samsodisha.gov.in).

**Step-2:** Click on the Degree (+3) link available under the Higher Education option.

**Step-3:** Click on the "New Student Registration" button.

**Step-4:** Enter the Name of the Student, Mobile Number, and mail id in the box provided.

**Step-5:** Click on the "Generate OTP" button.

**Step-6:** A six-digit OTP will be sent to the mobile number provided, which will be valid for 5 minutes.

**Step-7:** Then enter the OTP number in the box showing on the computer screen.

**Step-8:** Create your own password and reconfirm the same in the box showing on the computer screen.

**Step-9:** Password must have at least one Upper Case, Lower Case, Digit, and Special Character in it e.g. Abcd@1234.

After registration on the SAMS website ([www.samsodisha.gov.in](http://www.samsodisha.gov.in)), an e-Space will be created for that particular applicant in the SAMS application software. In order to login into the applicant's e-Space, click on the "Existing Student Login" using the user name (mobile number) and password created during online registration. Following links will be available for the applicant during the application stage;

- Common Application Form

- Slide Up Option Form
- Intimation Letter
- Admission Schedule
- Online Payment (CAF)

**NOTE:** Use the 'TAB' Key on the keyboard to move from one box to the next one of CAF. Wherever any box has a 'Select Field', you have to click on 'Select' and you will get a list of data relating to that field. You have to click on the 'Data field' relevant to you and then move to the next field. For Example, for the 'State' box, once you click on 'Select' in the box, the list of states will be displayed. You have to move the 'Mouse / Curser' to your state, say 'Odisha', and click on the same to fill in the box.

**Keep the following documents handy for your reference at the time of filling the CAF:**

- Original High School Certificate (HSC/CBSE/ICSE/Any other Board for verification of date of birth)
- Original Higher Secondary (+2) Mark Sheets-cum-Provisional Certificate (or Equivalent Board)
- Original Schedule Tribe/ Schedule Caste Certificate containing Barcode
- Original Person with Disability (PwD) Certificate Containing Barcode
- Original Ex-Serviceman Certificate (ESM)
- Original Service Defense Personnel Certificate (SDP)
- Original Children of Martyrs Certificate (CoM)
- Original NCC "B" Certificate
- Original NSS Certificate
- Original Sports Certificate
- Bank Passbook (For Account Number/ IFSC Code / Bank Name / Branch Name)

**4.3.2 Important note for a Child without Biological or Adoptive parents**

In order to ascertain the number of applicants who are without biological or adoptive parents and if the child is residing in a child care institute or under the foster care of a guardian or with any fit person whose annual income, from all sources, does not exceed for Rs.1.00 lakh. An option is given in the Common Application Form (CAF). Applicants from such categories are intimated to enable this option.

**4.3.3 Online Caste Certificate Verification Process for SC & ST Applicants**

- Online verification of the caste (ST & SC) certificate can only be done, if the certificate is generated from the Odisha e-District portal.
- After selecting the caste ST or SC in the Common Application Form (CAF), then a box will appear on the screen.
- Here, the applicant has to enter the "Bar Code / Misc. Case No." written in the certificate which is generated from the Odisha e-District portal.

- If the name of the applicant will not match the name written on the caste certificate, then it won't be validated online.
- The Caste Certificate issued in favor of the applicant without a barcode number will be validated at the Degree Colleges'. Applicant will have to submit the caste certificate along with a "Applicant Copy" as per the previous year's practice.

#### 4.3.4 How to add more Options

In order to add preferences, the applicant has to click on the "SECOND OPTION, THIRD OPTION, FOURTH OPTION, FIFTH OPTION and so on till TWENTITH OPTION" button to select the desired option [College + Stream + Subject] from the drop-down list. After adding all the options, s/he has to click on the "PREVIEW" button.

**NOTE: When the applicant clicks on the "PREVIEW" button, the filled-in CAF would be displayed on the computer screen. If any erroneous entry is detected, then it can be corrected by clicking on the "EDIT" button.**

#### 4.3.5 How to modify information in a CAF?

Edit option to be provided in the CAF to edit the applicant details:-

- Data of CHSE, Odisha Board applicants will be auto-fill up when applicants enter their CHSE Roll Number.
- If any mistake is found in the auto-populated data, an edit option will be provided to the applicants for editing their necessary information.
- Other board applicants will have to enter all their fields manually.
- Before final submission, the applicants will have to go through 3 level alert message in a pop-up manner as
  - Do you want to submit the application?
  - Are you sure to submit the application?
  - Once submitted, you are not allowed to edit the information.

#### 4.3.6 Printing of CAF

Click on the "Print CAF" button to view the CAF to be printed. Then click on print to get the application print-out copy.

***NOTE: Only the Computer (Internet) generated CAF shall be accepted. DTP or typed or other forms of CAF shall not be accepted.***

### 4.4 Common Application Form Fees

There will be a minimum of 5 options and a maximum of 20 options in CAF for the academic session 2022-23. Option wise fees will not be collected. General applicants will pay Rs. 275/- per application and SC/ST applicants will pay Rs. 175/- per application. No fees shall be collected from PWD and Transgender applicants. ***Provided that the SC/ST applicants should submit their caste***

*certificate during admission from the e-District Portal at the destination college to get the rebate or else they have to pay the differential amount. No refund can be claimed at a later date. (CAF Fees will be deposited in online mode only).*

#### 4.5 Admission fees

- Unlike previous years, admission fees for admission into U.G. courses will not be collected from students through SAMS Portal during the e-Admission period. Only after completion of e-admission process/period, students will be required to deposit admission fees in the HEIs where they will finally take admission, within a cut-off date to be notified by Department of Higher Education Department. The non-payment of admission fees within the cut-off date will lead to cancellation of admission.
- After the payment of admission fees by the applicant, the college will update the admission status otherwise not.

#### 4.6 CAF Validation Process & Error Correction

Validation will occur at the destination College during admission. Colleges can deny admission under some specific situations only i.e. mismatch in secured and maximum marks, reservation category details, weightage details and complete mismatch of student's details, etc. In such cases, the college has to verify their certificates and necessary documents meticulously and rectify the error by clicking the “**Error Correction**” button and submitting the application online. These applications will be taken as fresh applications in the subsequent rounds of selection, irrespective of the marks the applicant has secured.

**NOTE:** If one applicant has mentioned the mark wrongly in the CAF and his/her actual mark is greater than the cut-off mark in the selected college, then the college has to allow that student and do the error correction at their end.

#### 4.7 Do's / Don'ts

- a) Applicants should enter the correct options while filling up the Common Application Form (CAF) e.g. Choice of his/her College, stream, and Honours in order of preference very carefully.
- b) Don't visit any SRC for validation of CAF.
- c) For any doubt, applicants are requested to take help from the nearest college Help Desk or Sanjog Helpline Toll-Free (155335 OR 1800-345-6770) Number.
- d) Applicants have to write “submitted by me” and sign in all the supporting documents submitted at the time of admission.

## 5. Admission Procedure

- a) At the time of admission, if any discrepancies are noticed in the CAFs by the destination college, then the college will not allow the students to take admission. In such scenarios, destination colleges have to click on the “**Not-Allowed**” button and tick the appropriate box as mentioned in the list.
- b) HEIs shall not allow admission under specific situations such as mismatch in secured and maximum marks, reservation category details, weightage details, complete mismatch of student’s details, etc. In such cases, HEIs have to verify their certificates and necessary documents meticulously and rectify the error by clicking the “**Error Correction**” button in online mode. ***These applications will be taken as fresh applications for the subsequent rounds of selections.***
- c) If destination HEIs find any duplicity in the applicant’s name during admission, then the applicant's genuinity should be checked before allowing the applicant to take admission.
- d) If the selected applicant does not take admission in the selected HEIs, her/his name shall be removed from the system for future admission or slide-up during the entire admission process. ***Therefore, it is mandatory for the selected applicants to take admission to their selected college in order to remain in the admission process.***
- e) Applicants have to produce all original documents for verification only at the Destination College. The list of such documents are mentioned below.

### 5.1 List of Documents

- a) Original Certificates (As per Intimation Letter)
- b) Three passport size color photographs.
- c) **Following Original Documents are to be retained by the College Authority:**
  - School/College Leaving Certificate issued by the Institution last attended
  - Conduct Certificate issued by the Institution last attended
  - Migration Certificate, if any
- d) **Following Original Documents are to be returned by the College Authority to the applicant after the admission process is over:**
  - 10<sup>th</sup> Board Certificate for verification of date of birth
  - Mark sheet of the Higher Secondary (+2) Examination
  - Pass Certificate of the same examination
  - Certificate in respect of Reservation, if any
  - Certificate in respect of Weightage, if any

***NOTE: The certificates downloaded from Digi-Locker shall be accepted during the period of admission but the applicant will have to produce the***

*original certificates after getting these from the respective boards for verification by college authority.*

## 6. Intimation

- a) A sample intimation letter has been shown in **Annexure-III** of this CP. It can be downloaded by individual applicant e-Space from the website [www.samsodisha.gov.in](http://www.samsodisha.gov.in).
- b) Elective Subjects won't be indicated in the intimation letter of selected applicants. The destination college will allocate the Elective Subject (s) as per the merit list, options of applicants in the CAF, and the availability of seats.
- c) Hostel & Honours seats will be intimated to the students through intimation
- d) Intimation for e-Admission will be communicated through the following five modes:
  - SMS to the mobile number provided in the CAF
  - Email id provided in the CAF
  - WhatsApp to the mobile number
  - An applicant can get the information by dialing Sanjog Helpline Toll-Free (155335 OR 1800-345-6770) Number by giving their CAF Barcode Number on all Government working days between 06 A.M. to 10 P.M.
  - A selected applicant can download the intimation letter by login to the applicants login
  - Notice board of Destination College (where the applicant is selected to take admission)

## 7. Slide-up Condition

- a) There will be no auto slide-up. That means, after taking admission in a particular college (lower option) in the first round of selection, s/he will not automatically switch over to a higher option college as mentioned in CAF, S/he has to give the consent in the form of 'slide-up' in online mode.
- b) After taking admission to the allotted college during the first selection of admission, the "**Slide-Up Option Form**" will be enabled in the student's login for submitting OTP-based consent for participating in the slide-up process for the next round of selection.

**NOTE:-** *If an applicant has opted for the Slide-up option and got a seat in the 2<sup>nd</sup> selection of admission, then S/he is bound to take admission to the college chosen for slide-up, otherwise, S/he will be out of the entire selection process. Hence, applicants are requested to think twice before opting for the slide-up option.*

## 7.1 How to submit a Slide-Up Form online?

Following are the steps to submit the slide-up option in the online form.

- The slide-up option will be enabled for the students once they get admitted to any of his/her desired colleges in the first selection of admission. Students are advised to go through the detailed instruction and timeline issued by the Higher Education Department before filing the Slide-up Option.
- Students have to visit the SAMS website and click on the "Existing Student Login". Further, they have to enter their existing username (mobile number) and password for successful login into his/her SAMS account.
- After successful login, the Slide-up Option link will be visible to the students who have taken the admission in the 1st selection.
- Students have to click on the Slide-Up Option and are advised to read the instruction carefully before they click on "I Agree" to submit the Slide-Up Option. The student has to provide their consent before each selection to participate in the next selection process. This facility can be availed till the exhaust of options.

There are two (2) steps for a student to confirm his/her slide-up process.

- **First Confirmation:** Screen will be shown to the student that [do you agree to participate in slide-up to go to the upper college (college name)] if, **YES**, Press the **OK** button. If, **NO**, Press the **CANCEL** button to quit the process.
- **Second Confirmation:** If you agree, then OTP (six digits) will be sent to the student's registered mobile number (*available in the CAF*) which will be valid for 10 minutes only. Enter the same OTP in the box provided and submit. *After successful submission of online slide-up, SMS/e-mail will be sent to the applicant's registered mobile number/email-id.*

**NOTE: If a student is selected for Higher Choice (College or subject or both) through the Slide-up process, then s/he will not be allowed to remain in the lower choice College. S/he is bound to take admission in the selected HEIs if S/he has opted for slide-up and got a seat.**



**Very Important: Applicants are advised not to change their Mobile Number and Bank Account Number with the IFSC as mentioned in their CAF.**

## 8. Reservation

<p><b>Scheduled Caste [SC] &amp; Scheduled Tribe [ST]</b></p>	<p>a) SC-16.25% of the sanctioned strength of each course shall be reserved for SC applicants [G.O. 11710/HE, Dtd.: 01/06/2015], see <b>Annexure-IV</b></p> <p>b) ST-22.5% of the sanctioned strength of each course shall be reserved for ST applicants [G.O. 11710/HE, Dtd.: 01/06/2015], see <b>Annexure-IV</b></p> <p>c) The reserved seats are not interchangeable between SC &amp; ST.</p> <p>d) SC/ST applicants selected for admission on their merit shall not be counted against reserved seats.</p> <p>However any modification made by the Government in the reservation policy will be followed during admission.</p>
<p><b>Persons with Disability (PwD)</b></p>	<p>5% of sanctioned seats shall be reserved for PwD students with the extent of disability not below 40% (Blind and Low Vision, Hard of Hearing, Locomotors Disability including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims and Muscular Dystrophy, Autism, Intellectual Disability, Specific Learning Disability, and Mental Illness). [G.O. 10161/HE, Dtd.: 07/04/2018], see <b>Annexure-V</b></p>
<p><b>Ex-Serviceman [ESM], Serving Defense Personnel [SDP], Children of Martyrs [CoM]</b></p>	<p>1% of the sanctioned seats shall be reserved for Self/ Children/ Wife/ Husband/ of Ex-Serviceman, Serving Defense Personnel and Children of Martyrs. [G.O. 10161/HE, Dtd.: 07/04/2018], see <b>Annexure-V</b></p>

## 9. Weightage

Number of seats in each stream, filled up by the applicants with weightage, shall not exceed 10% of the sanctioned strength. This 10% of seats shall be proportionately distributed among all categories of applicants. An applicant, who is selected with weightage and taken admission, shall continue to remain in this 10% bracket, even if the cut-off mark is reduced in subsequent selections. A maximum 10% weightage mark shall be provided to an applicant.

### 9.1 NCC

- a) Applicants holding B Certificate shall be given weightage of an additional 5% of marks over and above the aggregate marks secured at the Higher Secondary (+2) or Equivalent examination.

- b) Applicants who have represented the State or the Central School/Sainik School at the All India level NCC Camps / Courses / Activities shall be given weightage of an additional 3% of marks over and above the aggregate marks secured at the Higher Secondary (+2) or Equivalent examination.

### **9.2 NSS**

- a) Applicants who have represented the Country at the International level shall be given direct admission.
- b) Applicants who have represented the state and National Level Camp shall be given a Weightage of an additional 5% of marks over and above the aggregate marks secured at the CHSE/Equivalent examination.
- c) Applicants who have represented the inter-State Category Camp shall be given a Weightage of an additional 3% of marks over and above the aggregate marks secured at the CHSE/Equivalent examination.
- d) Applicants who have got the best NSS Volunteer award at Council/ Board level shall be given a Weightage of an additional 2% of marks over and above the aggregate marks secured in the CHSE/Equivalent examination.

### **9.3 Rover & Ranger**

- a) Rover & Ranger possessing and producing the original certificate signed by the President of India shall be given weightage of an additional 5% of marks over and above the aggregate marks secured at the Higher Secondary (+2)/Equivalent examination.
- b) Rover & Ranger possessing and producing the original certificate signed by the Governor/ PATRON/ President of the State Association shall be given weightage of an additional 2% of marks over and above the aggregate marks secured at the Higher Secondary (+2)/Equivalent examination.

### **9.4 Sports & Games**

- a) Applicants who have represented the country at the international level shall be given direct admission.
- b) Applicants who have represented the state at the national level shall be given weightage of an additional 10% of marks over and above the aggregate marks secured at the Higher Secondary (+2)/Equivalent examination.
- c) Applicants who have represented the school at the inter-State School Sports Meet level shall be given a weightage of an additional 5% of marks over and above the aggregate marks secured at the Higher Secondary (+2)/Equivalent examination.

**NOTE: There will be no validity limit for Sports certificates.**

*Certificates for NCC/ NSS/ Rover & Ranger will be accepted if the student has participated at Higher secondary (+2/ or Equivalent Examination) only.*

## 10. PH/OH (PwD) Applicant

- a. Applicants who belong to the PH/OH (PwD) category, have to tick in the PH/OH option under reservation criteria. Further, they have to select the type of disability mentioned in the drop-down given in the CAF and have to mention the percentage of disability (disability percentage should be more than 40%, else the PH/OH category will be not applicable) in the desired field.
- b. Then the Applicant will have to mention the UDID No. in the field given in CAF and have to upload the certificate of disability in the portal before submitting the CAF.
- c. At the time of admission, students have to carry the physical copy of the Disability Certificate and other relevant documents along with the intimation letter for verification at the selected College.
- d. The College has to validate the Disability certificate by visiting the UDID website <https://swavlambancard.gov.in/home/login>. To log in, they have to enter the UDID number of the student as the **User name** and the date of birth of the student as the **Password**. Then they have to enter the captcha shown and have to click on the login button. After successful login, they will be able to view the account details of that Student as well as they can download the disability certificate by clicking on the “Download your e-Disability Certificate”.

## 11. Certificates & Documents

An applicant has to submit the self-attested photocopies of the following documents/certificates with the Applicant Copy of the Common Application Form (CAF). The original certificates of these documents have to be presented before the Admission Committee at the time of Admission for verification. The authority may retain some of the Certificates in Original during admission as described earlier.

- a) Higher Secondary (+2) Mark Sheet -cum-Provisional Certificate or (equivalent board). If an applicant has not received the mark sheet from the board in time, **then the downloaded mark sheet from the Internet, duly endorsed by the leaving School/College Principal will be admissible.**
- b) College/School leaving and Conduct certificates from the educational institution last attended.

- c) Schedule Tribe / Schedule Caste (**Domicile only in Odisha**) certificates from revenue officers not below the rank of Tahsildar / Additional Tahsildar. **For ST applicants, his/her father's caste certificate may be taken into consideration in case of non-availability of a Caste certificate in favor of the applicant.** Land passbook authenticated by the Tahsildar / Additional Tahsildar may also be taken as proof of caste in absence of a caste certificate. **NOTE:- (No caste certificate other than revenue officer not below the rank of Tahsildar / Additional Tahsildar shall be considered)**
- d) PwD certificate from CDMO/SDMO/CMO of Capital Hospital (in case of Bhubaneswar) and (CMO RGH in case of Rourkela Municipal Corporation).
- e) Ex-Service Man certificate from Zilla Sainik Board / Rajya Sainik Board
- f) Service Defense Personnel-SDP (Army/Navy/Air Force) Certificate from the Commanding Officer of the unit
- g) Children of Martyrs (CoM) certificate from the District Collector
- h) NCC certificate from the competent authority.
- i) NSS certificate from the State Program Coordinator.
- j) Migration certificate for the applicants passing from other Boards other than CHSE, Odisha
- k) Sports certificate from the appropriate authority and countersigned by Commissioner-cum-Secretary, Sports & Youth Services, Government of Odisha OR Director of Sports & Youth Services, Government of Odisha OR Director, Secondary Education, Odisha as per G.O. 12471/HE, dtd.06/06/2014 see **Annexure-VI** OR Certificates issued by SGFI for National School Games, countersigned by any designated officer of the Regional/State Officer of the Board concerned as per G.O. 14795/HE, dtd.24/07/2019 see **Annexure-VII**.
- l) Certificate issue form dig locker is allowed during the verification.
- m) If the student is not able to provide any certificate for ST / SC / PWD / ESM / SDP / CoM then the s/he will be treated as General applicant.
- n) If any discrepancy happen the respective college principal will be held responsible.

## 12. Prohibition of Ragging in HEIs

As the time for admission of new students into universities and colleges has come, all universities and colleges (under HE Department) may be directed to take up ragging prevention measures as per UGC notified "Regulation on Curbing the Menace of Ragging in Higher Educational Institution 2009". In this regard, Department of Higher Education Letter No. 32452 dt. 03/08/2022 shall be referred (Annexure-IX).

### 12.1 What is Ragging?

Any disorderly conduct whether by the words spoken or written or by an act which has the effect of teasing, bullying, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student. Ragging in all its forms shall be totally banned in the entire Higher Education Institution, including its departments, constituent units, all its premises (academic, residential, hostel, sports, canteen, etc.) whether located within the campus or outside and in all means of transportation of student whether public or private. The institution shall take strict action against those found guilty of ragging and/or of abetting ragging.

### 12.2 Measures for prevention of Ragging at the Institutional level

A printed undertaking is enclose with this prospectus (Annexure-C (1)) to be filled-up and sign by the applicant that, s/he is aware of the law regarding prohibition of ragging as well as the punishment, and that S/he, if found guilty of the offence of ragging and/or abetting ragging, is liable to be punished appropriately. The same undertaking is also to be signed by the parent/guardian of the applicant (Annexure-C (2)) to the effect that S/he is also aware of the law in this regard and agrees to abide by the punishment meted out to his/her ward in case the latter if found guilty of ragging and/or abetting ragging.

-----XXXX-----



**Common Application Form**  
For Admission to Degree Colleges (2022-23)  
Department of Higher Education, Government of Odisha

Sunday, Aug 7, 2022 07:43:48 PM

22D000083

**+3**

**Note:-This CAF Applicant Copy is required to submit at the time of admission.**

1 +2 Council Details (As in admit Card)	Name of the Examination Board <b>CENTRAL BOARD OF SECONDARY EDUCATION, NEW DELHI</b>				
	Year of Passing <b>2022</b>	Exam Type <b>Annual</b>	Roll Number <b>78659786</b>		
	2 Applicant's Name <b>SNEHA KUMARI</b>				
3 Father's Name <b>SANDEEP KUMAR</b>					
4 Mother's Name <b>SARDA KUMARI</b>					
5 Personal Details	Blood Group <b>B+</b>	Gender <b>FEMALE</b>	Religion <b>HINDU</b>	Date of Birth <b>01 Jan 2005</b>	
	Nationality <b>INDIAN</b>	Mother Tongue <b>ODIA</b>	Aadhaar No. <b>[REDACTED]</b>	Parent Mobile No. <b>[REDACTED]</b>	
	Child without biological or adoptive parents <b>No</b>				
	<b>6. Permanent Address</b>				
a. State	<b>ODISHA</b>	b. District	<b>KHURDA</b>	c. Block / ULB	<b>BHUBANESWAR (MC)</b>
d. Address	<b>BHUBANESWAR</b>			e. PIN Code	<b>751001</b>
f. Whatsapp No.	<b>[REDACTED]</b>			g. Mobile No.	<b>[REDACTED]</b>
h. e-Mail	<b>[REDACTED]@Gmail.com</b>				
<b>7. Reservation Details</b>					
a. Schedule Tribe	<b>No</b>	Schedule Caste	<b>Yes</b>	Other Backward Class	<b>No</b>
		Socially and Educationally Backward Class	<b>No</b>	General	<b>No</b>
Cast Barcode:	<b>0123456789101012</b>		<b>X</b>	Not Verified	
b. Persons with Disabilities	<b>Yes</b>				
c. Ex-Service Man	<b>Yes</b>	Serving Defence Personnel	<b>No</b>	Children of Martyrs	<b>No</b>
Command Type	<b>Indian Army</b>				
<b>PHOH Information</b>					
a. Nature of Disability	<b>Permanent</b>	b. % Of Disability	<b>78</b>	c. UDID No	<b>[REDACTED]</b>
d. Type of Disability	<b>Low-vision,Hearing Impairment (Deaf and Hard of Hearing),Locomotor Disability</b>				

**8. Weightage Details**

a. NCC				b. NSS Camp							
NCC-B Certificate	No	NCC (CAMP/COURSE/ACTIVITIES)	No	International Level	No	National Level	No	State Level(Issued by State NSS Cell)	No	Best NSS Volunteer Award	No
c. Rover & Ranger						d. Sports & Games					
President Recognition(PR)	No	Rajya Puraskar(RP)	No	International Level	No	National Level	No	State Level	No		No

**9. Details of Mark Secured in +2 or equivalent Examination**

a. Stream

b. Mark secured in each subject in +2 or equivalent Examination	Maximum Mark	Total Mark Secured	MIL	English	Chemistry	Mathematics	Biology
	600	589		89	85	98	78

c. Have you passed +2 or equivalent Exam Compartmentally / Instant?

**10. Income Details of Parents**

a. Father's Occupation  b. Mother's Occupation

c. Annual Income of the Parents (Together)in Rs.

**11 Bank Information**

a. Account Number  b. IFSC Number

d. Bank Name  e. Branch Name

**12 Record of educational institution last attended**

a. Name of the School  b. Location of the School

c. District  d. Year of Joining

e. Year of Leaving

**13 Option(s)/Choice(s) Details**

Option	College	Stream	Preference	Subject	Hostel Option
FIRST	Rajdhani (Degree) College, Bhubaneswar	Arts	HONOURS	ENGLISH	YES
SECOND	Buxi Jagabandhu Bidyadhar (Autonomous) College, Bhubaneswar	Arts	HONOURS	MATHEMATICS	YES
THIRD	Basic Science & Humanities (Degree) College, Bhubaneswar	Physical Science	HONOURS	PHYSICS	YES
FOURTH	Biju Pattnaik (Degree) College of Science & Education, Jayadev Vihar	Physical Science	HONOURS	MATHEMATICS	NO
FIFTH	Deb Ray (Degree) College, Nayapalli	Biological Science	HONOURS	ZOOLOGY	NO

**UNDERTAKING**

I do hereby agree to abide by the rules of the College/Hostel. I undertake that should any indiscipline and disobedience instance of the rules laid down by the Government or any authority empowered by them in this regard or should conduct in the college is found not satisfactory, my name will automatically be removed from the college. I undertake that information furnished by me in this application is true and correct and I undertake that any wrong information furnished by me, detected afterwards will be treated as cognizable offence.

I further undertake that I will not involve in any ragging activities in the college and hostel premises. I understand that criminal case will be filed against me if indulge in ragging



I hereby fully endorse the undertaking made by our  
child / ward

Submitted by me

Signature or thumb impression of parents/ guardian

Full Signature of Applicant

Date \_\_\_\_\_ Place \_\_\_\_\_

Date \_\_\_\_\_ Place \_\_\_\_\_

Enclosures (The following documents would enclosed along with the CAF)

Sl.#	Documents
1	One (1) self signed (on the front side) recent color passport size photograph to be affixed in the CAF (College Copy).
2	Higher Secondary (+2) Mark Sheets-cum-Provisional Certificate (or equivalent Board). If an applicant has not received the mark sheet from the board in-time, then the downloaded mark sheet from Internet will be admissible.
3	Self signed (on the front side) color passport size photograph (1 Copy) to be affixed in the CAF.
4	Schedule Tribe/ Schedule Caste/ Other Backward Class certificates from revenue officer not below rank of Tahasildar/Additional Tahasildar.
5	Certified true copy of the PH/OH Certificate from CDMO of District/SDMO of Sub-Division/CMO of Capital Hospital.
6	Ex-Service Man certificate from Zilla Sainik Board.

BY-Speed Post



**COUNCIL OF HIGHER SECONDARY EDUCATION, ODISHA  
C/2, PRAJNAPITHA, SAMANTAPUR, BHUBANESWAR-751013**

**NOTIFICATION**

Bhubaneswar, dated the 11<sup>th</sup> Sep, 2020.

No.Acd-07/2020/3199/CHSE.(O), This is for information of All concerned that Council of Higher Secondary Education, Odisha, Bhubaneswar have recognised the Examinations of the following Boards /Councils/Universities/Institutions as a equivalent to that of the Higher Secondary (+2) Examination conducted by this Council under (10+2) system as details below :

**BOARDS/COUNCILS/UNIVERSITIES (BOTH INDIANS,FOREIGN ) WHOSE EXAMINATION HAS BEEN  
RECOGNISED AS EQUIVALENT TO THE HIGHER SECONDARY EXAMINATION CONDUCTED BY  
CHSE(O)**

Boards declared Equivalent by C.H.S.E., Odisha

	NAME OF THE BOARD/ COUNCIL/UNIVERSITY	EXAMINATION RECOGNISED AS EQUIVALENT TO H.S. EXAMINATION	CHSE (O), NOTIFICATION NO. & DATE
1	Board of Higher Secondary Examination, Tamilnadu, Madras	Higher Secondary Examination	4738/16.07.1985
2	Rastriya Sanskrit, Sansthan, Deemed University, 56-57, Institutional Area, Janakpuri, New Delhi-110058	Uttam Madhyama Praksastri (UM/PS) course	4658/05.05.1987
3	Board of School Education, Haryana, Jhansi Road, Bhiwani-127021	Senior Secondary Certificate Examination	6343/04.05.1988
4	Gandhi University, Kottayam Kerala	Pre-Degree course	6343/04.05.1988
5	University of Kerala, Trivandrum	Pre-Degree course	6343/04.05.1988
6	Bansthali Bidyapitha, P.O.- Banasthali Bidyapitha, Rajasthan-304022	Senior Secondary School Certificate Examination	6343/04.05.1988
7	West Bengal Council of Higher Secondary Education, Vidyasagar Vawan, 9/2 DJ, Block, Sector-II, Salt Lake, Kolkata-700091	Higher Secondary (+2) Course	6343/04.05.1988
8	State Board of O.H.I.O. (U.S.A.)	Higher Secondary +2 Course	9124/04.07.1989
9	Board of Secondary Education, Madhya Pradesh, Bhopal	Higher Secondary Examination	1305/1.3.1990
10	Andhra Pradesh Board of Intermediate Education, Nagarjuna Nagar, Vijawada, Hyderabad	Examination equivalent to +2 course under 10+2+3 System of Higher Secondary Education.	1305/1.3.1990

11	Assam Higher Secondary Education Council, Guwahati	Examination equivalent to +2 under 10+2+3 System of Education	1305/1.3.1990
12	Tamil Nadu Board of Higher Secondary Education, DPI Compound College Road, Chennai, 600006	Examination equivalent to +2 course under 10+2+3 system of Education	1305/1.3.1990
13	Haryana School of Education Board, Bhiwani-127021	Examination Equivalent +2 course under 10+2+3 system of Education	1305/1.3.1990
14	Karnataka Secondary Education Examination Board, 6 <sup>th</sup> Cross, Malleswaram, Bengaluru-560003	Examination Equivalent to +2 course under 10+2+3 system of Education	1305/1.3.1990
15	Central Board of Secondary Education, New Delhi	Examination equivalent to +2 course under 10+2+3 system of Education	1305/1.3.1990
16	Council for the Indian School Certificate Examination, Plot No. 35 & 36, M.B. Road, Sector-VI, Pushp Vihar, Saket, New Delhi	Examination equivalent to +2 course under 10+2+3 system of Education	1305/1.3.1990
17	Punjab School Education Board, Mohali	Examination equivalent to +2 course under 10+2+3 system of Education	1305/1.3.1990
18	Andhra University	Pre-University Examination (Two years Course)	18291/14.12.1990
19	Londan University (Northern Exams. Association)	General Certificate of Secondary Education of Mancheshar, UK (the student who have passed the XXX)	18291/14.12.1990
20	Andhra Pradesh Board of Secondary Education, Chappel Road, Numpalli, Hyderabad-500001	Examination equivalent to +2 course 10+2 System of Education	507/29.01.1990
21	Bihar Intermediate Education Council, Amprapali Bhawan Balley Road, patna-800001	Examination equivalent to +2 course under 10+2 system of Education	507/29.01.1990
22	Bihar School Examination Board Patna, Budha Marg-800001	Examination equivalent to +2 course under 10+2 system of Education	507/29.01.1990
23	Goa Board of Secondary and Higher Secondary Education, Alto Betion, Goa/403521	Examination equivalent to +2 course under 10+2 system of Education	507/29.01.1990
24	Gujurat Secondary Education Board, Sector-10-B, Near Old Sachibalaya, Gandhinagar-382043	Examination equivalent to +2 course under 10+2 system of Education	507/29.01.1990
25	H.P. Board of School Education Dharmasala, 176213, Himachal Pradesh	Examination equivalent to +2 course under 10+2 system of Education	507/29.01.1990

26	J & K Board of School Education Rehani Colony, Jammu-180005 (November to April)	Examination equivalent +2 course under 10+2 system of Education	507/29.01.1990
27	Karnataka Pre-University Education Board, Palace Road, Bangalore-560001	Examination equivalent to +2 course under 10+2 system of Education	507/29.01.1990
28	Kerala Board of Public Examination, Pareekha Bhawan, Poojapura, Thiruvananthapuram-695012, Kerala	Examination equivalent to +2 Course under 10+2 system of Education	507/29.01.1990
29	Maharashtra State Board of Secondary & Higher Secondary Education, S.R. No.-832-A, Final Plot No. 178, 179, Near Balchitrawani, Behind Agharkar Research Institute, Dhamburda, Shibaji Nagar, Pune-411004	Examination equivalent to +2 course under 10+2 system of Education	507/29.01.1990
30	Manipur Board of Secondary Education, Imphal-795001	Examination equivalent to +2 course under 10+2 system of Education	507/29.01.1990
31	Meghalaya Board of School Education West Garo Hills, Tura, Meghalaya-794001	-do-	507/29.01.1990
32	Mizoram Board of School Education, Post Box-07, Chaltlang, PO-Ramhlan, Aizawl-796012	Examination equivalent to +2 course under 10+2 system of Education	507/29.01.1990
33	J.N. Board of Secondary Education Dept. of Govt. Exams, Call Road, Madras-600006	Examination equivalent to +2 course under 10+2 system of Education	507/29.01.1990
34	Nagaland Board of School Education Post Box-613, Kohima-797001	Examination equivalent to +2 course under 10+2 system of Education	507/29.01.1990
35	Rajasthan Board of Secondary Education, Ajmeer-305001	Examination equivalent to +2 course under 10+2 system of Education	507/29.01.1990
36	Tripura Board of Secondary Education, PN Complex, Gurkha Basti, PO-Kunjaban, Agartala, Tripura West-799006	Examination equivalent to +2 course under 10+2 system of Education	507/29.01.1990
37	U.P. Board of High School & Intermediate Education, Allahabad-211001, Sarojini Naidu Magr	Examination equivalent of +2 course under 10+2 system of Education	507/29.01.1990
38	12 years Teaching Fujimigak Senior High School, 3-19-9 Sarajuka, Shibuya, Tokyo, Japan	10+2 Exams. Of BSE, Odisha Cuttack vide Reso. No. dt. 31.05.1993 of equivalent Committee	7413/26.08.1994

39	+2 Diploma course in Arts/Music/Dance/Drama/Bimbadhar, XXX	+2 performing Arts course of CHSE(O) Up-1994 Exams as per Reso. No. 3, dt. 31.05.1993	7413/26.08.1994
40	Jamia Millia Islamia, Jamia Nagar, New Delhi, 110025	Sr School Certificate General Course	2417/CHSE 18.02.2002
41	West Bengal Council of Higher Secondary Education, West Bengal	Vocational Stream	2417/CHSE 18.02.2002
42	Higher Secondary Education, Manipur, Imphal	Examination equivalent to +2 course under 10+2+3 system of Education	5737/03.05.2002
43	Jharkhanda Intermediate Council Education, Ranchi, Arts, Science & Commerce	Examination equivalent to +2 course under 10+2+3 system of Education	1222/03.02.2004
44	Higher Secondary Education Board, Sanothimi, Nepal	Examination equivalent to +2 course under 10+2+3 system of Education	1222/03.02.2004
45	Chhatisgarh Madhymic Sikshya Mandal, Raipur	Examination equivalent to +2 course under 10+2+3 system of Education	1222/03.02.2004
46	Council of Higher Secondary Education, Odisha, Bhubaneswar	+2 Vocational Course	6657/14.08.2006 Arts (Voc.)& Comm. (Voc) 3022/19.06.2010 Science (Voc)
47	Sri Jagannath Sanskrit Vishwavidyalaya, Shreevihar, Puri	Upashastri	7155/29.07.2009
48	International Baccalunrate Diploma, Geneva, Switzerland.	Higher Secondary Course	7698/15.11.2013
49	The High School Graduate of North Hills Village High School, Bulacan Republic of Philliphines.	Higher Secondary Course	7698/15.11.2013
50	Diploma in Engineering (Three yr course) Having Phy, Chem, Math & Eng. Subjects conducted by SCTE & VT, Odisha	+2 Science stream conducted by CHSE, Odisha	3302/25.06.2014
51	National Institute of Open Schooling, Institutional Area, A-24/25, Sector-62, Noida, 201309, New Delhi	Senior Secondary School Examination, under 10+2+3 system of Education	4821/23.07.2015
52	Telengana State Board of Intermediate Education, Telengana, (Established on 04.12.2014)	Examination equivalent to +2 course under 10+2 system of Education	4846/24.07.2015
53	Ministry of Education Suva, Fiji	Fiji Year 12 Certificate Examination	5906/02.07.2016

54	Two years Diploma Examination conducted by SCRE&VT, Odisha ( Provided students passed 1st yr Diploma Exam in Subject - English, Physics, Chemistry, Mathematics)	+2 Science stream conducted by CHSE, Odisha	2473/ 31.3.2017
55	Odisha State Board of Madrasa Education, Bhubaneswar (Mahir) Odisha	Mahir (two years Course)	4000/12.07.2019 (w.e.f. 2019-20)
56	Members of COBSE	Admitted on or before 24.9.2019	1425/ 2.3.2020 , 5708/24.9.19 . 4842/ 24.7.2015

*Nujar Rathor*  
11.09.2020  
Secretary

Memo No. 3200 /CHSE. Dt. 11.09.2020/  
Copy forwarded to the Addl. Secretary to Govt. Dept of School and Mass Education, Odisha, / Addl. Secretary to Govt. Dept of Higher Education Dept /Director, Higher Secondary Education, Odisha Bhubaneswar, for information.

*Nujar Rathor*  
11.09.2020  
Secretary

Memo No. 3201 /CHSE. Dt. 11.09.2020/  
Copy forwarded to the Registrar, Utkal University, Vanivihar, Bhubaneswar/ Registrar, Berhampur University, Bhanjavihar, Berhampur, Ganjam/ Sri Jagannath Sanskrit Biswavidyalaya, Shri Vihar, Puri

*Nujar Rathor*  
11.09.2020  
Secretary

Memo No. 3202 /CHSE. Dt. 11.09.2020/  
Copy forwarded to Controller of Examinations, CHSE, Odisha, Bhubaneswar for information.

*Nujar Rathor*  
11.09.2020  
Secretary

Memo No. 3203 /CHSE. Dt. 11.09.2020/  
Copy forwarded to Secretary, Board of Secondary Education, Odisha, Cuttack for information.

*Nujar Rathor*  
11.09.2020  
Secretary

Memo No. 3204 /CHSE. Dt. 11.09.2020/  
Copy forwarded to the NIC, Bhubaneswar for information with request to upload this notification in the CHSE website.

*dm*

*Nujar Rathor*  
11.09.2020  
Secretary



Government of Odisha  
Department of Higher Education

No.: 14281\*\*\*\* /H.E., Date: 02/07/2015  
HE-FE-III-MISC-0044/2015

From,

Sri Ajay Kumar Nayak, OAS (SAG)  
Joint Secretary to Government

To,

The Principals,  
All Degree SAMS Resource Centers  
(List available in [www.dheodisha.gov.in](http://www.dheodisha.gov.in))

**Sub:** Equivalence of NIOS, New Delhi with CHSE, Odisha from the academic session 2015-16

**Ref:** CHSE, Odisha Notification No. 1063, Dated: 29-Jan-2015

Madam/Sir,

With reference to the subject on the notification issued from the Council cited above, I am directed to inform you that the Senior Secondary School Examination conducted by National Institute of Open Schooling (NIOS), New Delhi is equivalent to Annual H.S. Examination conducted by the CHSE(O). Hence, the applicants applying for admission to +3 classes passing from NIOS, New Delhi may be allowed under the following conditions;

(A) The candidate must have passed minimum six subjects including two language subjects i.e. (i) English and (ii) MIL (Odia / Sanskrit / Hindi / Alt.English / Telugu / Urdu / Persian / Bengali).

(B) The candidate must have passed the said examination in one chance without any back paper/papers yet to be completed.


You are, therefore, requested to please convey this information to the Admission-In-Charge and Validation Team Members for kind information and necessary action.

Yours faithfully,

  
Joint Secretary to Government

Memo No.: 14282(6) /H.E., Dated: 02/07/2015

Copy forwarded to the Director, Higher Education / All RDEs / Chairman, CHSE (O) / General Manager, OCAC / Principals, All Degree/Autonomous Colleges for kind information & necessary action.

  
Joint Secretary to Government



**COUNCIL OF HIGHER SECONDARY EDUCATION, ODISHA  
PRAJNAPITHA, SAMANTAPUR, BHUBANESWAR-13.**

No-Acd-12 /2018(P-I) 4152 / CHSE, (O)., Dated. 04.08.22 /

From

The Deputy Secretary,  
CHSE(O), Bhubaneswar.

To

Dr. Rajesh Kumar Sahoo, OES  
Deputy Director Performance Tracking Cell  
Government of Odisha, Higher Education Department,  
Bhubaneswar.

Sub : Submission of list of Members of COBSE, as on 24.09.2019.

Ref: Your letter No. HE-PTC-SAMS-0005-2020/ 31080 / HE, Dated :  
25.07.2022

Sir,

In inviting reference to CHSE letter No. 3423 dt. 27.06.2022 and your letter as cited above, I am directed to furnish the list of members of COBSE prior to 24.09.2019 as intimated by General Secretary COBSE vide their letter No.2144 dt.1.08.2022 for further action at your end.

Encl: As above.

Yours Faithfully,

Deputy Secretary

## **MEMBER BOARDS/COUNCILS OF COBSE**

### **DEALING WITH +2 (XII) CLASSES**

1. Board of Intermediate Education Andhra Pradesh, Vidya Bhawan, Nampally, Hyderabad-500001.
  2. A.P Open School Society, Government of Andhra Pradesh, Opp. L.B. Stadium 'E' Gate, S.C.E.R.T Campus, III Floor, Basheerbagh, Hyderabad.
  3. Assam Higher Secondary Education Council, Bamunimaidam, Guwahati-781 021.
  4. Assam Sanskrit Board, Kahilipara, Guwahati-781019.
  5. State Madrasa Education Board, Assam Govt. of Assam, Office of the Director of Madrasa Education & Secretary, Kahilipara, Guwahati-781019.
  6. Aligarh Muslim University, Aligarh -202002, (U.P).
  7. Bihar School Examination Board, Budh Marg, Patna-800 001
  8. Bihar Board of Open Schooling & Examination, Chanakya National Law University Campus, Nyay Nagar, Mithapur, Patna-800001.
  9. Bihar State Madrasa Education Board, 5, Vidyapati Marg, Patna-800001
  10. Bihar Sanskrit Shiksha Board, Back Harding Road, 17 Chitkhora Pul ke bagal mein, Patna- 800001.
  11. Banasthali Vidyapith, P.O. Banasthali Vidyapith-304022 (Rajasthan).
  12. Central Board of Secondary Education, 2 Community Centre, Shiksha Kendra, Preet Vihar, Vikas Marg, Delhi - 110092
  13. Chhatisgarh Board of Secondary Education, Pension Bada, Raipur-492001.
  14. Chhatisgarh State Open School, Haribhoomi Complex Dhamtari Road, Tikrapara, Raipur - 492001 (C.G)
-

15. Chhatisgarh Sanskrit Board, New Rajendra Nagar, Near Water Tank, Chhatisgarh, Raipur – 492001.
16. Chhatisgarh Madrasa Board, A- 55, Street No.4, Katora Talab, Raipur-492001.
17. Council For The Indian School Certificate Examinations, Plot No. 35 & 36, M.B Road, Sector VI, Pushp Vihar, Saket, New Delhi.
18. Dayalbagh Educational Institute, Dayalbagh, AGRA-282110
19. Goa Board of Secondary And Higher Secondary Education, Alto Betim, Berdez, Goa 403521.
20. Gujarat Secondary & Higher Secondary Education Board, Sector 10/B, Near Old Sachivalaya, Gandhinagar-382010
21. Board of School Education Haryana, Hansi Road, Bhiwani-127021.
22. H.P. Board of School Education, Gayana Lok Parisar, Civil Lines, Dharamsala, Kangra (H.P.) 176213.
23. J&K STATE BOARD OF SCHOOL EDUCATION, Rehari Colony, Jammu-180 005 (Nov to Apr)  
Bemina, Bye Pass, Srinagar-190010 (May to Oct)
24. Jharkhand Academic Council, Govt of Jharkhand, Gyandeep Campus, Bargawan, Namkum, Ranchi – 834010.
25. Government of Karnataka Deptt. of Pre-University Education, 18 Cross, Sampige Road Malleswaram, Bangalore 560012.
26. Kerala Board of Higher Sec. Examination, Housing Board Buildings, Santhi Nagar, Thiruvananthapuram - 695001
27. Directorate of Vocational Higher Secondary Education, Govt of Kerala, Housing Board Building, Thiruvananthapuram-695001.
28. Maharashtra State Board of Secondary & Higher Secondary Education, S. R. No. -832- A, Final Plot No- 178,179, Near Balchitrawani, Behind Agharkar Research Institute, Bhamburda, Shivajinagar, Pune-411004.
29. Board of Secondary Education, Madhya Pradesh, Shivaji Nagar, Bhopal - 462011

45. Tripura Board Of Secondary Education, P.N. Complex, Gurkha Basti, P.O. Kunjaban, Agartala - 799006 Tripura West.
46. U.P. Board of High School & Intermediate Education, Sarojini Naidu Marg, Allahabad 211001.
47. U.P Board of Sec. Sanskrit Education, Sanskrit Bhawan, 2 Shahmeena Road, Lucknow- 226003.
48. Board of School Education Uttarakhand, Ram Nagar, Nainital-244715.
49. Uttarakhand Sanskrit Shiksha Parishad, Gangotri Enclave, Badripur Road, Indrapur, Dehradun-248001.
50. Directorate of Vocational Higher Secondary Education, Kerala.
51. W. B. Council of Higher Secondary Education, Vidyasagar Bhavan, 9/2, D.J. Block, Sector-II, Salt Lake, Kolkata 700091.
52. West Bengal Board of Madrasah Education, Begum Rokaiya Bhavan, 19 Haji Md. Mohsin Square, Kolkata - 700016.
53. The West Bengal Council of Rabindra Open Schooling, Bikash Bhavan (2<sup>nd</sup> Floor, East Block), Bidhannagar, Kolkata-700091.
54. Rajiv Gandhi University of Knowledge Technologies (RGUKT), Basar, Telangana.
55. Kumar Bhaskar Verma Sanskrit & Ancient Studies University (KBVASU), Assam.
56. Uttrakhand Madrasa Education Board, Dehradun.
57. West Bengal State Council of Technical & Vocational Education & Skill Development, Newtown, Rajarhat, Kolkata-700160.
58. Gurukula Kangiri Vishwavidyalaya, Haridwar-249404.





**Intimation Letter**  
**For Admission into (+3) Degree Colleges**  
**Department of Higher Education, Government of Odisha**



22D000083  
**Phase-I (1<sup>st</sup> Selection)**

To

**SNEHA KUMARI**  
**SANDEEP KUMAR**  
**BHUBANESWAR, ODISHA - 751001**  
**Mobile No.: [REDACTED]**



Congratulations !!!

You have been provisionally selected for admission into U.G. courses in Higher Education Institutions as per the following details.

Name of HEI	Stream	Subject	Hostel Info
Rajdhani (Degree) College, Bhubaneswar	Arts	English	Yes

**NB:** It is mandatory for the selected applicants to report and take admission at the selected HEI as per the mentioned date and time, otherwise her/his name will be removed from the subsequent selection process from the academic session 2022-23

You are requested to report to the HEI, **Rajdhani (Degree) College, Bhubaneswar** with the following documents in **ORIGINAL** on **01-Sept-2022 to 02-Sept-2022 (02:00 PM)** for verification.

1	Original 10 <sup>th</sup> Certificate obtained from Board or Council
2	Original mark sheet-cum-provisional certificate from the respective Council / Board (12 <sup>th</sup> class)
3	Original College Leaving Certificate (CLC) / School Leaving Certificate (SLC) from the institution last attended
4	Original Conduct Certificate from the institution last attended
5	Reservation / Weightage related documents, if required
6	Three (3) recent color passport size photographs
7	Original Migration Certificate for the applicant passed from other Boards except CHSE, Odisha
8	Printed copy of Common Application Form (CAF)

**Personal Information**

Father's Name	Mother's Name	Date of Birth	Gender
SANDEEP KUMAR	SARDA KUMARI	01-Jan-2005	Female

Pending CAF Fees: Rs. 0/-

**Information relating to Qualifying Examination**

Name of the Board/Council	Roll No.	Year of Passing	Marks Secured	Maximum Marks
CBSE, New Delhi	78659786	2022	589	600

**Payment of Admission Fees for the session 2022-23**

Name of the HEI	Admission Fees (in Rs.)
Rajdhani (Degree) College, Bhubaneswar	Rs. 6876/-

**N.B. After completion of e-Admission process for the session 2022-23, students will deposit the admission fees in the HEIs where he/she will finally take admission within a cut-off date to be notified by the department. Non-Payment of Admission Fees shall be treated as cancellation of admission**

All applicants should strictly follow COVID-19 guidelines issued by Government

1. Candidate and guardian have to keep hand sanitizer and wearing mask at the time of admission is mandatory
2. Candidate has to keep minimum of 6 feet distance from others
3. Candidate can come with one guardian only
4. Candidate has to reach within the timeline specified on the Intimation Letter in order to reduce overcrowding

**N.B. If the selected applicant doesn't take admission, his/her name shall be removed from the system. Therefore, it is mandatory for the selected applicants to take the admission in order to remain in the system**

For any clarification please contact Toll Free No.: 155335 or 1800-345-6770

Government of Odisha  
Department of Higher Education  
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No. 11710 /HE : Bhubaneswar, the 1<sup>st</sup> June, 2015.  
HE-FE-III-Admn.-64/14

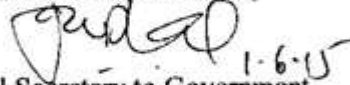
NOTIFICATION

In supersession of all the earlier orders or circulars issued by the Higher Education Department concerning the reservation of seats for admission of Scheduled Caste/ Scheduled Tribe students, the Government have been pleased to order for enhancement of reservation of seats for admission of all the Scheduled Caste and Scheduled Tribe students in all the Government and Aided institutions under the control and jurisdiction of Higher Education Department of the State, including the Universities, as follows:-

1. 22.5% of seats shall be reserved for Scheduled Tribe students.
2. 16.25% of seats shall be reserved for Scheduled Caste students.

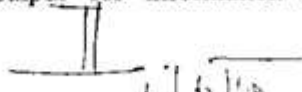
This shall come into force from the academic session 2015-16.

By order of the Governor,

  
Principal Secretary to Government  
Date - 1-6-15

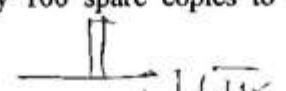
Memo No. 11711 (13) /HE

Copy forwarded to the Registrars of all Universities/ Principals of all Government & Non-Government Colleges/ Regional Directors of Education, Bhubaneswar/ Berhampur/ Sambalpur for information and necessary action.

  
Joint Secretary to Government  
Date - 1-6-15


Memo No. 11712 /HE

Copy forwarded to the Director, Printing & Stationeries, Odisha Government Press, Cuttack for publication in the extraordinary Gazette of Government of Odisha and supply 100 spare copies to this Department.

  
Joint Secretary to Government


Memo No. 11713 <sup>(30)</sup> HE Dt. 1-6-15

Copy forwarded to all Collectors for kind information.

  
Joint Secretary to Govt


Memo No. 11714 <sup>(6)</sup> HE Dt. 1-6-15

Copy forwarded to Principal Secretary to Govt., Home Department /  
Principal Secretary to Government, S.C & S.C Development Department for  
kind information.

  
11 6 15  
Joint Secretary to Govt

Memo No. 11715 <sup>(4)</sup> HE Dt. 1-6-15

Copy forwarded to Private Secretary to Principal Secretary to Govt, Higher  
Education Department / Section -XVII/Section-I/Section-III Guard file for  
information.

  
11 6 15  
Joint Secretary to Govt



**Government of Odisha  
Higher Education Department**

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No: 10161 / HE: Bhubaneswar, the 7th / April / 2018  
HE-PTC-SAMS-0006-2017

**NOTIFICATION**

In supersession of all the earlier orders or circulars issued regarding the reservation and weightage of seats for admission, the Government has been pleased to revise the reservation and weightage of seats for admission into all the Government and Aided institutions under the control and jurisdiction of Higher Education Department including the Universities, as follows:

**1) Persons With Disabilities [PWD]:**

**5%** of sanctioned seats shall be reserved for PWD Students with extent of disability not below 40% (blindness and low vision, hard of hearing, locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy, autism, intellectual disability, specific learning disability and mental illness)

**2) Ex-Serviceman [ESM], Serving Defense Personnel [SDP], Children of Martyrs [CoM]:**

**1%** of the sanctioned seats shall be reserved for Self / Children / Wife / Husband of Ex-Serviceman, Serving Defense Personnel & the Children of Martyrs.

**3) NCC:**

- i. Applicants holding B Certificate shall be given weightage of additional **5%** of marks over and above the aggregate marks secured at the Higher Secondary (+2) or equivalent examination.
- ii. Applicants who have represented the State or the Central School/Sainik School at the All India level NCC Camps / Courses / Activities shall be given weightage of additional **3%** of marks over and above the aggregate marks secured at the Higher Secondary (+2) or Equivalent examinations.

#### **4) NSS:**

- i.** Applicants who have represented the state at National Level Camp shall be given Weightage of additional **5%** of marks over and above the aggregate marks secured at the CHSE/Equivalent examination.
- ii.** Applicants who have represented the inter State Category Camp shall be given Weightage of additional **3%** of marks over and above the aggregate marks secured at the CHSE/Equivalent examinations.
- iii.** Applicants who have got the best NSS Volunteer award in University level shall be given weightage of additional **2%** of marks over and above the aggregate marks secured in CHSE/equivalent examination.

#### **5) Rover & Ranger:**

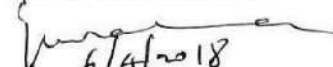
- i.** Rover & Ranger possessing and producing the original certificate signed by the President of India shall be given weightage of additional **5%** of marks over and above the aggregate marks secured at the Higher Secondary (+2)/ Equivalent examination.
- ii.** Rover & Ranger possessing and producing the original certificate signed by the Governor/ PATRON/ President of the State Association shall be given weightage of additional **2%** of marks over and above the aggregate marks secured at the Higher Secondary (+2)/Equivalent examination.

***6) Reservation for Odias Living in Neighboring States (OLNS) and Outside State Applicants (OSA) is abolished from the academic session 2018-19.***

***7) Reservation/ weightage under other categories remain unchanged.***

This shall come into force from the academic session 2018-19

By order of the Governor

  
6/4/2018  
(G.V.V Sarma)

Additional Chief Secretary to Government

**Memo No.:** 10162 /H.E.,Dated: 07 /04/2018

Copy forwarded to the PS to Hon'ble Minister, School & Mass Education / Hon'ble Minister, Higher Education for kind knowledge of Hon'ble Minister S& ME and Hon'ble Minister Higher Education .

TBB  
6/4/18

Joint Secretary to Govt.

**Memo No.:** 10163 /H.E.,Dated: 07 /04/2018

Copy forwarded to the Sr. PS to Additional Chief Secretary to Govt. Higher Education Department for kind knowledge of ACS, H.E. Deptt.

TBB

Joint Secretary to Govt.

**Memo No.:** 10164 /H.E.,Dated: 07 /04/2018

Copy forwarded to Additional Chief Secretary to Govt., Home Department/ Principal Secretary to govt., SC & ST Development Department for Kind information of Additional Chief Secretary to Govt., Home Department/ Principal Secretary to govt., SC & ST Development Department

TBB

Joint Secretary to Govt.

**Memo No.:** 10165 /H.E.,Dated: 07 /04/2018

Copy forwarded to the PS to Principal Secretary to Govt. School & Mass Education Department / Commissioner-Cum-Secretary to Govt. Skill Development & Technical Education Department for kind information of Principal Secretary, S& ME Deptt. / Commissioner-Cum-Secretary Skill Development & Technical Education.

TBB

Joint Secretary to Govt.

**Memo No.:** 10166 /H.E.,Dated: 07 /04/2018

Copy forwarded to the PS to All Secretaries to Govt. / Director, Higher Education Department for kind information.

TBB

Joint Secretary to Govt.

**Memo No.:** 10167 /H.E.,Dated: 07 /04/2018

Copy forwarded to the Registrars of all Universities/ Principals of all Government & Non-Government/ Regional Directors of Education (Bhubaneswar/ Berhampur/ Sambalpur) for information and necessary action.

TBB

Joint Secretary to Govt.

**Memo No.:** 10168 /**H.E.,Dated:** 07 /04/2018  
Copy forwarded to all Collectors for information.

*TBB*  
6/4/18

Joint Secretary to Govt.

**Memo No.:** 10169 /**H.E.,Dated:** 07 /04/2018  
Copy forwarded to the Director, Printing & Stationeries Odisha Government Press, Cuttack for publication in the extraordinary notification of Government of Odisha and supply 100 spare copies to this Department.

*TBB*

Joint Secretary to Govt.

**Memo No.:** 10170 /**H.E.,Dated:** 07 /04/2018  
Copy forwarded to the General Manager, OCAC for kind information.

*TBB*

Joint Secretary to Govt.

**Memo No.:** 10171 /**H.E.,Dated:** 07 /04/2018  
Copy forwarded to the Section- XVII/ Section-I/ Section-III and Section-II Guard file for information.

*TBB*

Joint Secretary to Govt.



**Government of Odisha**  
**Department of Higher Education**

\* \* \*

No. 12471 /H.E., Dated: 06/06/2014  
HE-FE-III-POL-0008/2014 (Pt.)

From

Shri Durga Prasad Behera, IAS  
Additional Secretary to Government

To

The Principal  
523 Junior SAMS Resource Center Colleges  
437 Degree SAMS Resource Center Colleges  
(List updated in the Website)

**Sub: Authentication of sports certificate during validation of CAF under project Student Academic Management System (SAMS).**

**Ref: Resolution No-2859/Dated 21-11-2003 of Department of Sport & Youth Services, Government of Odisha**

Madam/Sir,

In inviting a reference to the resolution & subject cited above, I am directed to say that, the students those are claiming weightage under sports category, their certificate shall be counter signed by the Commissioner-cum-Secretary, Sport & Youth Services, Government of Odisha or Director, Sport & Youth Services, Government of Odisha or Director, Secondary Education, Odisha.

Therefore, you are requested to take necessary steps to communicate all concerns to follow the above directions during validation of CAF and admission as well.

Yours faithfully,

Additional Secretary to Government

Memo No.: 12472 /H.E., Dated: 06/06/2014

Copy forwarded to the Commissioner-cum-Secretary, Sport & Youth Services, Government of Odisha / General Manager, OCAC / Government of Odisha or Director, Sport & Youth Services / Director, Secondary Education, Odisha / Director, Higher Education / RDE (Bhubaneswar / Sambalpur / Berhampur) for kind information & necessary action.

Additional Secretary to Government

EID

**Government of Odisha  
Higher Education Department**

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No.: 14795 /H.E., Date: 24 /07/2019  
HE-PTC-SAMS-0002/2019

From

Dr. Mihir Kumar Das, OES (I)  
Officer-in-Charge, PTC

To

The Principals,  
All Degree/Autonomous/Self-Financed/Sanskrit (Shastri) Colleges

**Sub: Countersigning of certificates of Sportspersons for admission into Educational Institutions.**

Madam/Sir,

In inviting a reference to the subject cited above, I am directed to intimate you that Educational Institutions such as KVS, DAV, CBSE /ICSE Schools etc. send their sports teams to the National School Games (Conducted by SGFI) directly without routing through the State Schools Sports Association. Therefore, Sports & Youth Services Department, Govt. of Odisha, after careful consideration, in its Letter No : 2390/S&YS/dt.29-02-2016, has clarified that in such cases, suitable Officers of Regional/State Office of such Educational Boards may be the competent authority to countersign the certificates. (Director/Secretary of S&YS Dept. or Director of Secondary Education are not the countersigning authorities in this case.)

Therefore, in such cases, you are requested to accept the sports certificates (certificates issued by SGFI for National School Games), countersigned by any designated officer of the Regional/State Office of the Board concerned (For Example : for KVS, Deputy Commissioner or any designated officer of KVS, Bhubaneswar Region, Odisha), and allow the students to avail the weightage as mentioned in Common Prospectus 2019.

Certificates not issued by SGFI and/or certificates not pertaining to National School Games are not eligible for any weightage, even though counter-signed by designated authority of these Boards.

**This is treated as "Most Urgent"**

Yours faithfully,

*MDas*  
24/07/19  
Officer-in-Charge, PTC

P.T.O

**Memo No.:** 14796 /H.E., **Dated:** 24/07/2019

Copy forwarded to the P.S. to the Commissioner-cum-Secretary, Higher Education Department, for kind knowledge of the Commissioner-cum-Secretary, Higher Education Department.

**Memo No.:** 14797 /H.E., **Dated:** 24/07/2019 MDC  
Officer-in-Charge, PTC

Copy forwarded to the Director, Higher Education/ RDEs (Bhubaneswar, Berhampur, Sambalpur, Balasore, Jeypore) for kind information and necessary action.

**Memo No.:** 14798 /H.E., **Dated:** 24/07/2019 MDC  
Officer-in-Charge, PTC

Copy forwarded to the General Manager, OCAC, Bhubaneswar for kind information and necessary action.

MDC  
Officer-in-Charge, PTC

**Government of Odisha  
Higher Education Department**

\* \* \* \*

No.: 23283 /HE, Dated: 04 /06/2022  
**HE-PTC-MISC-0005-2020**

From

Saswat Mishra, IAS  
Principal Secretary to Government

To

**The Chairman P.G. Council (All State Public Universities (Coming under Higher Education Department))**

**The Principals (All Government /Non- Government Degree Colleges Coming under Higher Education Department)**

Sub: Collection of admission fees from students for P.G. and U.G. Admission - New System from the session 2022-23 - regarding

Madam/Sir,

In inviting a reference to the subject cited above and unlike previous years, admission fees for admission into P.G. and U.G. courses will not be collected from students through SAMS portal during the e-admission period. Only after completion of e- admission process/period, students will be required to deposit admission fees in the HEIs where they will finally take admission, within a cut-off date to be notified by this Department later.

This is for your kind information and necessary action.

Yours faithfully,

  
Principal Secretary to Government 04.06.2022

Memo No. 23284 /HE, Dated: 04 /06/2022

Copy forwarded to P.S. to Hon'ble Minister, Higher Education Department for kind information.

  
Deputy Director 04/06/22

Memo No. 23285 /HE, Dated: 04 /06/2022

Copy forwarded to the Vice- Chairperson, OSHEC, Odisha Text Book Bureau, A-11, Suka Vihar, Bhubaneshwar for kind information and necessary action.

  
Deputy Director 04/06/22

P.T.O



Memo No. 23286 /HE, Dated: 04 /06/2022

Copy forwarded to the General Manager, OCAC, Acharya Vihar, Bhubaneswar for kind information and necessary action.

  
Deputy Director 04/06/22

Memo No. 23287 /HE, Dated: 04 /06/2022

Copy forwarded to all Regional Directors of Education (Bhubaneswar/  
Balasore/Berhampur/Sambalpur/Jeypore) for kind information.

  
Deputy Director 04/06/22

**GOVERNMENT OF ODISHA  
HIGHER EDUCATION DEPARTMENT**

\*\*\*

No.: 32452 /HE, Dated: 03 /08/2022  
HE-PTC-MISC-0015-2022

From

Saswat Mishra, IAS  
Principal Secretary to Government

To

**Vice-Chancellors of all State Public Universities (under HED)**

**Principals of all Government General Degree Colleges and Teacher Education Colleges (under HED)**

**Principals of all Aided and Un-aided Non-Government Colleges (under HED)**

Sub: Ragging prevention measures in Universities and Colleges (under HE Department)

Madam/Sir,

- (1) As the time for admission of new students into universities and colleges has come, all universities and colleges (under HE Department) are hereby directed to take up ragging prevention measures as per UGC notified 'Regulations on Curbing the Menace of Ragging in Higher Educational Institutions 2009'. UGC has amended this Regulation thrice in the meantime. This Regulation, with its amendments, is available in the UGC website. Letter of UGC dated 16.10.2020 is enclosed herewith at (Annexure-A) for your reference.
- (2) As per the 2<sup>nd</sup> Amendment of the above-said UGC Regulations, it is compulsory for each student and his/her parent/guardian to submit an online undertaking each academic year in either of the two designated websites namely (www.antiragging.in) and (www.amanmovement.org). Procedure for filing online anti-ragging undertaking has been communicated by UGC vide its letter dated 27.10.2021 (Annexure-B). If it becomes difficult to file online undertaking, institutions shall obtain physical undertaking from students and their parents/guardians in the format given in Annexure C (1) and C (2). As this physical undertaking is not an affidavit, there is no necessity of getting this undertaking verified/signed by any Notary Public or Oath Commissioner.
- (3) All institutions should distribute pamphlet/leaflet amongst students of all batches, once in a quarter, containing anti-ragging messages as well as

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punitive actions that can be taken against students found involved in ragging. The pamphlet/leaflet should also contain National Anti-ragging Helpline number and e-mail Id and also the mobile number and e-mail Id of important functionaries of the institution including that of Hostel Warden, Hostel Superintendent, Head of Institution, Anti-ragging Squad Members, etc. These telephone numbers and e-mail Ids should also be conspicuously displayed, in shape of wall paintings or display board, at various places of the institution especially in hostels including private hostels situated outside the campus.

- (4) Institutions should organize awareness programs/workshops on "Awareness on Ragging and Anti-Ragging Measures". Consciousness among students should be spread by conducting Dramas, Audio Visual Events, Nu-Skool, etc. Efforts should be made to create the ability in students to understand and share the feelings of one another. Emotional Quotient (EQ) is to be developed in them which will in turn help them to manage their own emotions in a positive way in their professional and personal life.
- (5) An active and effective Anti-ragging Squad is perhaps the most effective way of prevention of ragging. An Anti-ragging Squad, comprising of 3 to 4 teachers, shall be constituted by the Head of the Institution for maintaining vigil, oversight and patrolling function. The Squad shall remain mobile, alert and active at all times. The telephone number of the Squad members should be intimated to students of all batches through pamphlet/leaflet and display board/wall painting. The Squad should make surprise visit to hostels and other places vulnerable to incidents of ragging, including private hostels and such other vulnerable places outside the institution campus. The Squad shall conduct enquiry into any incident of ragging referred to it by the Head of the institution or any teaching or non-teaching employee of the institution or any student/parent/guardian or by any other person; and submit its enquiry report along with recommendations to the Head of the Institution. While conducting enquiry, the Squad must follow fair and transparent procedure. Students accused of ragging should be given adequate opportunity to defend themselves. On receipt of enquiry report of the Anti-ragging Squad, the Head of the Institution shall take appropriate action as per the provisions of the UGC Regulations.

The Squad shall also conduct discreet random survey amongst fresh students every fortnight during the first three months of the academic year to verify and cross-check whether the institution is indeed free of ragging or not.

- (6) Notwithstanding the obligations and responsibilities of members of Anti-ragging Squad, Anti-ragging Committee and the Head of the Institution, it shall be the general collective responsibility of all teachers and staff/employees of the institution, whether regular or temporary, to prevent or to act promptly against occurrence of ragging or any incidence of ragging which comes to their notice.
- (7) No institution shall condone any reported incidence of ragging in any form. Action against students found guilty of ragging and/or abetting ragging must be taken in accordance with the provisions of the UGC Regulations. For every established case of ragging and/or abetment of ragging, the institution shall file First Information Report (FIR) with the Local Police Authorities under the appropriate penal provisions of Indian Penal Code (IPC). Without waiting for the outcome of such FIR, the institution shall also take action against the students found guilty of ragging or abetment of ragging by imposing suitable punishment as mentioned in Para-9.1(b) of the UGC Regulations.
- (8) Ragging is a criminal offence and is also a dehumanising and abominable act. Institutions must sincerely endeavour towards ensuring a ragging free campus to eliminate the scourge of ragging. Incidents/Allegations of ragging should not be ignored and swept under the carpet to present "All is well" message. In established cases of ragging, institutions must not try to patch up between the student(s) found guilty of ragging and the victim(s) of ragging. Such laxity towards ragging will do more harm than good to the institution in long-term.
- (9) Members of State-level Anti-ragging Committee, District-level Anti-ragging Committees and HE Department-level Anti-ragging Committee may make random and surprise visits to Universities and Colleges to check whether desired anti-ragging measures are put in place or not.

Yours faithfully

  
Principal Secretary to Government

(P.T.O)

Memo No.: 32453 /H.E., Dated: 03 /08/2022

Copy forwarded to the P.S. to Hon'ble Minister, Higher Education Dept. for kind knowledge of the Hon'ble Minister.

  
Principal Secretary to Government

Memo No.: 32454 /H.E., Dated: 03 /08/2022

Copy forwarded to the Principal Secretary to Government, Skill Development and Technical Education Department, Odisha (Nodal Department for monitoring Anti-Ragging measures in the State) for kind information.

  
Principal Secretary to Government

Memo No.: 32455 /H.E., Dated: 03 /08/2022

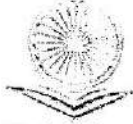
Copy forwarded to the Vice-Chairperson, OSHEC, Pustak Bhawan, Suka Vihar, Bhubaneswar for kind information.

  
Principal Secretary to Government

Memo No.: 32456 /H.E., Dated: 03 /08/2022

Copy forwarded to RDEs (BBSR/Balasore/Berhampur/Jeypore/Sambalpur) for information.

  
Principal Secretary to Government



उच्च शिक्षा विभाग

प्रो. राजनीश जैन  
सचिव

Prof. Rajnish Jain  
Secretary



सत्यमेव जयते

## ANNEXURE - A

विश्वविद्यालय अनुदान आयोग  
University Grants Commission

(शिक्षा मंत्रालय, भारत सरकार)  
(Ministry of Education, Govt. of India)

बहादुरशाह जफर मार्ग, नई दिल्ली-110002  
Bahadur Shah Zafar Marg, New Delhi-110002

Ph : 011-23236288 / 23239337

Fax : 011-2323 8058

E-mail : secy.ugc@nic.in

23 OCT 2020

16<sup>th</sup> October, 2020

D. O. No. F. 1-15/2009 (ARC) pt.III

Dear Madam/Sir,

In pursuance to the Judgment of the Hon'ble Supreme Court of India dated 8.5.2009 in Civil Appeal No. 887/2009, the UGC notified "Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009". The Regulations are available on the UGC website i.e. [www.ugc.ac.in](http://www.ugc.ac.in).

It is once again brought to your kind notice that ragging is a criminal offence and UGC has framed regulations on curbing the menace of ragging in higher educational institutions in order to prohibit, prevent and eliminate the scourge of ragging. These regulations are mandatory and all institutions are required to take necessary steps for its implementation in toto including the monitoring mechanism and any violation of these regulations will be viewed seriously. If any institution fails to take adequate steps to prevent ragging or does not act in accordance with these Regulations or fails to punish perpetrators of incidents of ragging suitably, it will attract punitive action against itself by the UGC.

You are requested to step up anti-ragging mechanism by way of adequate publicity through various mediums: constitution of anti-ragging committee and anti-ragging squad, setting up of Anti Ragging Cell, installing CCTV cameras at vital points, Anti-ragging workshops and seminar, updating all websites with nodal officer's complete details, alarm bells etc. Regular interaction and counseling with the students, identification of trouble-triggers and mention of Anti-ragging warning in the institution's prospectus and information booklets/brochures shall be ensured. Surprise inspection of hostels, students' accommodation, canteens, rest cum recreational rooms, toilets, bus-stands, display Anti Ragging posters at all prominent places like Admission Centre, Departments, Library, Canteen, Hostel, Common facilities etc. These posters are available on UGC website [www.ugc.ac.in](http://www.ugc.ac.in). The size of posters should be 8x6 feet. Any other measure which would augur well in preventing/quelling ragging and any uncalled for behaviour/incident shall be undertaken.

Students in distress due to ragging related incidents can call the National Anti-ragging Helpline 1800-180-5522 (24x7 Toll Free) or e-mail the Anti-Ragging Helpline at [helpline@antiragging.in](mailto:helpline@antiragging.in). For any other information regarding ragging you may please visit the UGC website i.e. [www.ugc.ac.in](http://www.ugc.ac.in) & [www.antiragging.in](http://www.antiragging.in) and contact UGC monitoring agency i.e. Aman Satya Kachroo Trust on Mobile No. 09871170303, 09818400116 (only in case of emergency).

Contd...

UGC also drives an Anti Ragging Media Campaign through different modes and UGC has got developed the following entities to promote anti ragging which are available on UGC website i.e. [www.ugc.ac.in](http://www.ugc.ac.in)

- a. UGC has developed 05 TVCs of 30 seconds each with different perspective i.e. parents, Victim and Offenders.
- b. UGC has designed and distributed 04 types of posters amongst Universities / Regulatory Authorities / Councils / IITs / NITs / other educational institutions for the prominent display of these posters.
- c. UGC has consecutively organized 02 Anti- Ragging Competitions for students/faculty/general public for the wider awareness of the menace of ragging.

In compliance of the 2<sup>nd</sup> Amendment in UGC Regulations, you are requested to make it compulsory for each student and every parent to submit an online undertaking every academic year at [www.antiragging.in](http://www.antiragging.in) & [www.amanmovement.org](http://www.amanmovement.org)

With kind regards,

Yours sincerely,

  
(Rajnish Jain)

**The Vice-Chancellor of all Universities**

**Encl: As above**

Copy to:

1. All Regulatory Bodies
2. UGC Regional Officer

  
(Rajnish Jain)



विश्वविद्यालय अनुदान आयोग

प्रो. रजनीश जैन  
सचिव

Prof. Rajnish Jain  
Secretary



सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग  
University Grants Commission

विश्वविद्यालय अनुदान आयोग  
Ministry of Education, Govt. of India

बहादुरशाह जफर मार्ग, नई दिल्ली-110002  
Bahadur Shah Zafar Marg, New Delhi-110002

Ph: 011-23236288/23239337

Fax: 011-2323 6858

E-mail: secy.ugc@nic.in

D. O. No. F. 3-2/2021 (ARC)

27 OCT 2021 October, 2021

**'SPEED POST'**

**Subject: Revised procedure for students to file online Anti Ragging Affidavit.**

Dear Madam/Sir,

As you are aware, in pursuance to the Judgment of the Hon'ble Supreme Court of India dated 8.5.2009 in Civil Appeal No. 887/2009, the UGC notified "Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009" and in compliance of the 2<sup>nd</sup> Amendment in UGC Regulations, it is compulsory for each student and his/her parent/Guardian to submit an online undertaking each academic year at either of the two designated web sites, namely, [www.antiragging.in](http://www.antiragging.in) and [www.amanmovement.org](http://www.amanmovement.org).

As part of UGC's initiative towards reduction of compliance burden of its stakeholders, UGC has revised the procedure for students to file online Anti Ragging Affidavit.

**The revised procedure is as follows:**

**Step 1:** A student will submit his/her details on the same web sites ([www.antiragging.in](http://www.antiragging.in) and [www.amanmovement.org](http://www.amanmovement.org)) as before; read and confirm that he/she and his/her parents/Guardians have read and understood the regulations on curbing the menace of ragging. He/She will confirm & agree that he/she will not engage in ragging in any form. (Step 1 is the same like before).

**Step 2:** The student will receive an E MAIL with his/her registration number and a web link. The student will forward the link to the E mail of the Nodal officer in his/her university/college. **(Please note that the student will not receive pdf affidavits and he/she is not required to print & sign it as used to be the case earlier).**

**Step 3:** The Nodal Officer in the university/college can click on the link of any forwarded e mails that he/she will receive from any student of his/her college to get the list of those students who have submitted Anti Ragging Affidavits/Undertakings in his/her college. The list will be updated every 24 hours.

Contd.../-



**CONTINUATION SHEET**

**-02-**

Universities and Colleges are requested to insert a **mandatory column** in your university/colleges admission form as per the given format:

Anti Ragging Undertaking Reference no:	<input type="text"/>
--	----------------------

You are also requested to display the email address and contact number of the Nodal Officer of Anti Ragging of your university/college in your website and campus areas like Admission Centre, Departments, Library, Canteen, Hostel, and Common facilities etc. to create awareness about the revised procedure for students to file online Anti Ragging Affidavit.

In addition to this, you are also requested to create E-admission booklet or brochure, E-leaflets giving details on guidance in case of ragging to admitted students instead of print/hard copy.

With kind regards,

Yours sincerely,

  
(Rajnish Jain)

**The Vice-Chancellor of all Universities**

**The Principal of all Colleges**

**ANTI-RAGGING UNDERTAKING**

- 1) I \_\_\_\_\_ *(full name of the student with admission/registration/enrolment number)* s/o / d/o Mr./Mrs./Ms. \_\_\_\_\_ having been admitted to *(name of the institution)*, have received a copy of the UGC Regulations on curbing the Menace of Ragging in Higher Education Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.
- 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby undertake that
  - a. I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
  - b. I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
- 6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

Signature of the Student

Name:

Address:

Telephone / Mobile No.:

**ANTI-RAGGING UNDERTAKING**

- 1) I Mr./Mrs./Ms. \_\_\_\_\_ (*full name of the parent/guardian*) father/mother/guardian of \_\_\_\_\_ (*full name of the student with admission/registration/enrolment number*), having been admitted to \_\_\_\_\_ (*name of the institution*), have received a copy of the UGC Regulations on curbing the Menace of Ragging in Higher Education Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.
- 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby undertake that
  - a. My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
  - b. My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
- 6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

Signature of the Parent/Guardian

Name:

Address:

Telephone / Mobile No.:

### List of Annexures

Annexure-I	<a href="#">Copy of Common Application Form</a>
Annexure-II	<a href="#">Equivalent Board List</a>
Annexure-III	<a href="#">Sample of Intimation Letter</a>
Annexure-IV	<a href="#">Notification of SC &amp; ST</a>
Annexure-V	<a href="#">Notification PwD, ESM, NCC, NSS, Rover and Ranger</a>
Annexure-VI	<a href="#">Authentication of Sport Certificates</a>
Annexure-VII	<a href="#">Countersigning of Certificates by Sports person</a>
Annexure-VIII	<a href="#">Information regarding the Collection of Admission Fees</a>
Annexure-IX	<a href="#">Ragging Prevention measures in Universities and Colleges</a>