

2018-19



COMMON PROSPECTUS

STUDENT ACADEMIC MANAGEMENT SYSTEM

Higher Education Department,
Government of Odisha



DEGREE (+3)

Please read the prospectus carefully
before filling the

COMMON APPLICATION FORM (CAF)

Applicants applying in two or more CAFs are liable to be rejected

Ragging in any form is an offence and punishable under law

For more details please contact

Sanjog Helpline (Toll Free) number 155335 or 1800-345-6770
e-Admission Helpdesk @ SAMS Resource Center

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Definitions&Acronyms

Applicant Copy	This form is the replica of the CAF submitted at the college. It contains the Money Receipt-cum-Index Number and to be retained by the applicant. Use of MRIN is necessary for any future communication relating to admission. A sample of applicant copy is given in Annexure-5.
Applied College	The college at which, the applicant submits her/his application form for admission is said to be the applied college.
BSE, Odisha	Board of Secondary Education, Odisha
CAF	Common Application Form
CHSE (O)	Council of Higher Secondary Education, Odisha
CLC	College Leaving Certificate
College Copy	Copy of CAF which is to be submitted at the applied college (Annexure-4 of CP)
College Profile	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.
CP	Common Prospectus
Destination College	Where the applicant is selected to take admission (as mentioned in the Intimation letter)
EBC	Economically Backward Caste
Internet Facility Center	It is a facility center, opened within the college premises where students/parents/guardians can apply online and take print outs of college copy and Applicant copy as well.
HED	Higher Education Department
Help Desk	Helpdesk consists of a group of teaching and non-teaching staffs of the college. It educates the applicants about different procedures of e-Admission.
MRIN	Money-Receipt-Cum-Index Number. This number is recorded on both the applicants copy as well as the college copy of CAF, when an applicant submits both the copies, along with relevant documents and fees at the counter of SAMS Resource Center. This number holds the key for any future queries/references made by the applicant.
RoI	Return of Intermediate

PWD	Persons with Disabilities
SAMS	Student Academic Management System
SAMS Degree College	A Degree College which is implementing admission through SAMS i.e. e-Admission.
SAMS Resource Center	A Degree college where the filled in CAF will be received at the counter. The list of these colleges is available in the website www.dheodisha.gov.in / www.samsodisha.gov.in
Sanjog Helpline Toll Free Number	155335 OR 1800-345-6770: It is toll free help line number which provides information to applicants / parents / general public on query related to e-Admission.

Important Notes

- 1) e-Admission(**ON-LINE ADMISSION INTO +3CLASSES**) is compulsory in all +3(Degree)/Autonomous Colleges including Sanskrit (Shastri)Colleges in the State of Odisha for the Academic Session 2018-19.
- 2) The normal admission shall be limited to 1st and 2nd round of a single phase and only through online/ Offline mode during the session 2018-19 and the balance seat will be filled up by spot selection at the College level through off-line mode of admission at the College level.
- 3) The on-line **Common Application Form** is available on the website www.dheodisha.gov.in or www.samsodisha.gov.in and can be accessed at any place where Internet facility is available. Please read the Common Prospectus carefully before filling the online Common Application Form.
- 4) The CHSE pass out students need not enter their marks. They have to enter their examination roll numbers only. Once the roll number is entered, their marks will be reflected on the screen. They have to verify the correctness and if they find any discrepancy in the automatically entered marks, they can manually make necessary correction, if required.
- 5) Candidates who have passed from CHSE, Odisha and are not seeking any reservation, weightage etc., and opting for online payment (through Debit/Credit/Net Banking) of CAF Fees, their CAFs will be automatically validated and need not submit the College copy at the SRCs. Similarly, SC/ST students passed from CHSE, Odisha and obtained caste certificate through e-District portal and also opting for online payment (through Debit/Credit/Net Banking) of CAF Fees, their CAFs will be automatically validated and need not submit the College copy at the SRCs.
- 6) An applicant can exercise a maximum of **TWENTY** options in a CAF and minimum of **FIVE**.
- 7) If an applicant submits another CAF at SRC, then the second CAF should be accompanied with a hand written application for this purpose. Then only, the latest CAF will be the valid one. **Only the computer (Net) generated CAF with Barcode shall be accepted. In no case, a DTP or Typed CAF shall be accepted.**
- 8) Those who are not making ONLINE payment, they will have to go to the SRC along with computer generated College copy & applicant copy & relevant documents and deposit the form & Fees at SRC and get the MRIN.
- 9) Option wise fees will not be collected. General candidates will pay Rs.300/- per application and SC/ ST candidates will pay Rs.200/- per application. The fees amount will be printed at the top of the College Copy as well as on the Applicants copy of the CAF. **No refund can be claimed at later date.** The PWD and Third Gender (Transgender) candidates are exempted from paying the CAF Fees.
- 10) For any problem relating to ONLINE payment, please send queries to **epay.sams@gmail.com**
- 11) The candidate has to deposit the College copy of CAF with required documents at SRC in the following cases:
 - 10.1 When a candidate applies and pays ONLINE but the candidate comes from the Boards other than CHSE, Odisha such as CBSE, ICSE and any other Boards recognized by CHSE, Odisha
 - 10.2 When a candidate applies and pays ONLINE but the candidate caste certificate (ST/ST) is not validated through e-District portal or any other reservations/weightage is claimed by the candidates:

All manual credentials/Certificates have to be validated in a SRC. The candidate has to deposit the printed CAF (after Completion of Online Application) along with the ONLINE Payment receipt and other certificates at the SRC.

10.3 Student is auto validated but has to pay the CAF Fees OFFLINE at SRC.

- 12)** If the selected applicant does not take admission, her/ his name shall be removed from the system for slide-up process during this session. **Therefore, it is mandatory for the selected applicants to take admission in order to remain in the system. There is a provision of AUTOMATIC Admission of slide-up candidates in the slide-up Colleges. No “Annexure-7” option is available to avoid Slide-up. The Candidates have to complete the admission formalities at that Slide-up Colleges only.**
- 13)** Intimation letter to the selected applicants will be transmitted through five modes **(i)** SMS (if mobile number is provided in CAF) **(ii)** Email (if e-mail ID is provided in CAF) **(iii)** Website (www.dheodisha.gov.in) / www.samsodisha.gov.in **(iv)** College Notice Board (Applied College & Selected College) **(v)** Toll Free Number (155335OR 1800-345-6770). **Intimation letter will not be sent through post.**

14) Students are eligible for Scholarships as mentioned below:

A. **e-Medhabruti:** The Government of Odisha in Higher Education Department is awarding Rs.5,000 scholarship per year as Degree Merit (+3) for encouragement to the meritorious students (No reservation) for prosecuting their higher studies. The scholarship shall be awarded to 1500 boys & 1500 girls.

Eligibility criteria are as mentioned below:

- a) The combined income of parents shall not be beyond Rs.6.00 lakh per annum.
- b) Student has scored minimum 60% mark in the +2 final exam.

B. Post-Matric scholarship:

- a. The Government of Odisha in ST & SC Development Department is awarding all ST & SC students coming within the annual family income upto Rs.2.5lakh, Post-Matric Scholarship for prosecuting higher studies. The scholarship includes course fees as per the prescribed limit, other compulsory non-refundable fees and maintenance allowance as per the prescribed rates.

Eligibility criteria are mentioned below:

- b. EBC/ OBC students whose parental income is up to 1 lakh are eligible for a fixed number of seats to be decided by the Govt. Such EBC/ OBC students should have minimum mark of 50% in +2 exam. Students allotted hostel will be eligible for maintenance allowance.
- c. Income Certificate is not compulsory for e-admission process for all +3(Degree) colleges. The income certificate is only for availing the benefits of e-Medhabruti scholarship after admission process is completed. In case, the students are unable to submit the income certificate with the CAF, the same can be submitted at the admitted college” within 15 days from the date of admission.

N.B.: For both A & B above, the students shall submit the income and resident certificate from the Revenue Officer not below the rank of the Tahasildar / Additional Tahasildar to claim scholarship.

1 Executive Summary

1.1 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 internet and computers is called as e-Admission. Besides e-Admission, SAMS also maintains the academic and financial records of each student admitted into different colleges.

This initiative was started during the academic session 2009-10 in 60 Junior Colleges, expanded to 169 Junior Colleges (+2) and 53 Degree Colleges (+3) during the session 2010-11 and to all Junior Colleges (including +2 Self-Financed Colleges) and 162 Degree Colleges (+3) during the session 2011-12. From the session 2012-13 all Junior & Degree/Autonomous Colleges (including Self-Financed Colleges) of the state have come to the SAMS fold and finally all Vocational & Sanskrit college brought to the SAMS fold from the session 2016-17. From the Session 2017-18 all ITI are included and from 2018-19 all Govt./Private ITI, Sports and Diploma institutions are included under SAMS e-Admission and it has been approved by the Government of Odisha.

After the separation of +2 and +3 Colleges, Schools & Mass Education Department has taken over the e-Admission process of +2(Higher Secondary) classes from 2018-19, while Higher Education Department will look after the admission into Degree/Autonomous including Sanskrit (Shastri) Colleges.

1.2 Objective

The objectives of SAMS are to;

- Ensure single window system for admission through 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 work load of college by developing several modules of administration using the database of admission process and thereby improve services to the students.

1.3 Components of SAMS

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

1.3.1 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 Internet.

- 1.3.1.1 Admission will be completed in two rounds i.e., First Selection & Second Selection (1st slide-up) for the applicants applied online. After that, admission will be done for the balance seats through offline CAF (Common Application Forms). The cut off mark for offline admission will be three (3) marks below the cut-off mark of second round for that category (Gen/ ST/SC). In case SC/ST students are not available, such seats can be allotted to general students as per General Cut-off mark (i.e. 2nd Selection General Cut-off minus 3marks)
- 1.3.1.2 Each student will have to give minimum of 5 choices during CAF entry. This is to ensure that the student is not left without any selection.
- 1.3.1.3 Facility for a student selected in lower preference of choice, to opt out from sliding up process through Annexure-7 is removed from the session 2018-19.
- 1.3.1.4 Online payment of CAF fees will be introduced from the session 2018-19. Offline payment option at SRC as per previous practice will continue in case student prefers it.
- 1.3.1.5 General category students who do not claim any reservation / weightage (NCC, NSS etc.) can be validated online without SRC (SAMS Recourse Centre) authentication if they also pay fees online. They need not submit a physical copy of CAF in any SRC. Similar is the case for SC/ ST candidates whose certificate is issued through e-District software. Such online validated CAF will not be tagged to any SRC. Any updation relating to error reporting for those CAFs will be done by Higher Education Department through PTC.
- 1.3.1.6 The applicant who's CAF does not require any validation by SRC but have to deposit CAF fees offline; they will deposit the fees at SRC with a copy of the CAF.
- 1.3.1.7 Those applicants who make the payment online but claim some weightage (NCC, NSS etc), their CAF will be validated by the SRCs.
- 1.3.1.8 An applicant has to provide unique mobile number during CAF entry to ensure fool-proof delivery of SMS related to admission, slide up etc. Uniqueness of the mobile number will be maintained in the SAMS database for that particular session.
- 1.3.1.9 There will be no CAF fees for PwD and 3rd gender (Transgender) applicants.
- 1.3.1.10 All queries related to SAMS admission will be addressed by the Sanjog helpline. The helpline will be functional daily from 6.00 AM to 10.00 PM including Saturdays/ Sundays/ Govt. holidays.
- 1.3.1.11 After the completion of admission process, any transfer due to exigencies are allowed only if the student mark is above the second round cut off mark for his/ her category (Gen/ SC/ ST) in the destination college.

1.3.2 e-Administration

e-Administration uses the admission database for issue of College Identity Cards & Library Cards, record of fees collected from the students, 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, saves precious time of college authorities and ensures dissemination of correct information and services to all its stake holders.

1.3.3 Colleges under SAMS

All Degree/ Autonomous, Self-financing, Sanskrit (Sashtri) colleges are included under e-Admission process during the session 2018-19. The list of these Colleges, available streams and subjects are published in the official website [www.dheodisha.gov.in] of Higher Education Department.

1.4 Predetermined Dates

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

Sl#	Activities	Date Line
1	Availability of Online Common Application Form (CAF) in the H.E. Department website www.dheodisha.gov.in/ www.samsodisha.gov.in	12 th -June-2018 (12:00 AM)
2	Availability of Offline/Manual CAF at nearest SAMS Resource [SRC] Centre [List at www.dheodisha.gov.in/ www.samsodisha.gov.in	12 th -June-2018 (10:00 AM)
3	Last date of applying online CAF through www.dheodisha.gov.in/ www.samsodisha.gov.in	26 th -June-2018 (12:00 Midnight)
4	Last date for submitting Offline/Manual CAF at any SRCs along with supporting documents & fees	27 th -June-2018 (05:00 PM)
5	Last date for submitting print copy of Online CAF at any SRCs along with supporting documents & fees	27 th -June-2018 (05:00 PM)
6	Last date for Online CAF validation & digitization of Offline CAF in e-Space by SRCs	29 th -June-2018 (05:00 PM)
7	Publication of 1st Round selection merit list	03 rd -July-2018 (11:00 AM)
8	Admission of the applicants selected in 1st Round & admission data updation by the colleges in their e-Space	04 th July to 07 th July-2018 (05:00 PM)
9	Publication of the 2nd selection and slide-up cases	11 th -July-2018 (11:00 AM)
10	Admission of the applicants selected in 2nd Round & slide-up cases & data updation in e-Space	12 th to 13 th July-2018 (05:00 PM)
11	Classes start for (+3) 1 st year students	16 th -July-2018
12	Submission of Off-line CAF for balance seats at College level <i>(The Cut-off mark for off-line admission will be three (3) marks below the cut-off mark of second round for that categories (Gen/ST/SC). In case SC/ST students are not available, such seats can be allotted to general students as per general cut-off mark (i.e. 2nd selection General cut-off minus 3marks)</i>	16 th to 18 th July-2018 (5:00 PM)
13	Publication of the off-line selected applicants merit list	19 th July 2018 (02:00PM)
14	Admission of the selected applicants & data updation	Completed by 21 th July 2018 (05:00PM)

**Any changes to the above dates will be published in the local newspaper &
www.dheodisha.gov.in/www.samsodisha.gov.in**

2 e-Admission Procedure

2.1 Application Process

The CAF will be available in www.dheodisha.gov.in/ 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 is available online in PDF format. An applicant can download the same and go through it thoroughly before filling in CAF on-line.

2.2 Where to apply Online?

Students can apply online at Cybercafé, Common Service Center, Internet Facility Center operated in Degree SAMS Resource Centers etc.

In Common Services Centers (Jana Seva Kendras of OCAC) or Internet Facility Center situated in all SAMS Resource Centers an applicant has to pay Rs. 10/- for Internet Charges & Rs. 5/- per page of print out (of B/W A4 Size) for completing the online application & for taking print out.

2.3 How to apply Online?

- i. Go to website www.dheodisha.gov.in/ www.samsodisha.gov.in
- ii. Click on apply online (CAF), then fill-up the CAF online on the computer screen.
- iii. Upload your recent passport size color photograph in the space provided for the same. Uploading of photograph is mandatory.

Note: Use 'TAB' Key of the Keyboard to move from one box to 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 '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' & click on the same to fill in the box.

2.3.1 How to modify information in a CAF?

After save and submission of the application on-line, an applicant can modify any provided information by clicking "**Back to Modify**" button. But applicants after getting confirmation accompanied with 'Reference Number' through online, CAF cannot be edited/modified. If they intend to do so, then they are suggested to apply another fresh application following the same procedure (If not paid ONLINE). Moreover, the CAF College Copy & Applicant Copy can be reprinted using the 'Reference Number' & 'Roll Number'.

2.3.2 Printing of CAF

Click on "**Print CAF**" button to view the CAF to be printed. Then click to get both "**College Copy**" & "**Applicant Copy**".

The applicant and her/his parent/guardian have to sign in the "**College Copy**" before submitting the same along with the copies of the documents indicated at the end of the "College Copy" of the CAF and the ONLINE payment receipt (If Paid ONLINE) at any of the SAMS (Degree) Resource Centers.

Note: Only the Computer (Net) generated CAF along with the ONLINE Payment Receipt (If Paid ONLINE) shall be accepted. In no case, a DTP or Typed CAF shall be accepted.

2.4 Fee Structure of Application

There will be 20 options in Degree CAF. A candidate can apply in different permutation and combination (college ,stream and subject).But he/she will have to apply minimum of 5 options. Option wise fees will not be collected. General candidates will pay Rs. 300/- per application and SC/ST candidates will pay Rs. 200/- per application.*No fee will be collected from PWD and Transgender candidates.*

Provided that the SC/ST candidates should submit their caste certificate ,while submitting CAF at the college counter to get the rebate or else they will pay Rs. 300/-. No refund can be claimed at later date.

***** For any failure in ONLINE transaction, please send your queries to epay.sams@gmail.com *****

2.5 Submission of CAF

- a) The applicant has to submit the **College Copy** with the documents as reflected on the 2nd page of the College Copy under “Documents to be submitted” & fees at the SAMS (Degree) Resource Centers. In addition, s/he has to produce the **Applicant Copy** at the CAF Receiving Counter to get back the same acknowledged with MRIN on it.
- b) This MRIN/Automatic MRIN shall be the KEY to all further queries for an applicant regarding e-Admission.
- c) The MRIN will be generated from the CAF Receipt Register (to be maintained manually by the SRC) and given to the student and will be updated in the website www.dheodisha.gov.in/ www.samsodisha.gov.in by the concerned college authorities.
- d) The Automatic MRIN no will be generated automatically while applying CAF ONLINE with ONLINE payment , which is printed on the candidate’s copy of the CAF. In this case, there is no need to submit anything at the SRCs.
- e) Outside State Applicants can send the CAF by post to any one SAMS Resource Center along with the required option fees in the shape of **Bank Draft** only in favour the Principal of the concerned SRC College. The duly filled in CAF should reach the college on or before “Last date of submission of online applied CAF at any of the SAMS Resource Centers (SRC)”. CAF without the Bank Draft shall not be entertained. **Only merit and no reservation will be considered for Other State Applicants. MRIN will be sent through SMS on the valid mobile number.**
- f) Applicants, passed from **other equivalent Council/Board**, shall have to attach the photocopy of their original Higher Secondary (+2) mark sheet or downloaded mark sheet from the internet **duly self-attested by the candidate.**

2.6 Check list for submission of CAF at SRC

- a) Computer (Net) generated “College Copy” – duly signed by applicant and parent/guardian
- b) Computer (Net) generated “Applicant Copy”
- c) Computer (Net) generated “ONLINE Payment Slip” if paid the CAF Fee ONLINE.
- d) Self-attested copies of Higher Secondary (+2) Mark Sheet & Pass Certificate of CHSE, Odisha or other equivalent Boards/ Councils. The list of equivalent Boards / Councils as communicated by Secretary, CHSE, Odisha is given at **Annexure-2.**
- e) Self-attested copy of the compartmental Higher Secondary (+2) mark sheet (only for the applicants passed compartmentally).
- f) Self- attested copy of the certificates in support of reservation from appropriate authority.
- g) Self-attested copies of the certificates for claiming weightage from appropriate authority.

- h) **ONE** self-signed (on the front side) recent colour passport size photograph to be affixed in the CAF (In case, College Copy not submitted online).

2.7 CAF Validation Process

- a) Applicant cannot change any data in the CAF after submission of “College Copy” & getting acknowledged “Applicant Copy” of CAF at the SRC counter or in case if automatic validation (If the candidate does not claim for any reservation/weightage). The information furnished in the hard copy of CAF shall be verified as per the photocopy of the documents, submitted along with the college copy.
- b) The e-Admission Validation Team Member at SAMS Resource Center will validate the submitted CAF online by comparing the information with the relevant documents like mark sheets, reservation & weightage certificates, etc. **If an applicant has claimed any benefit of reservation or weightage without relevant document, her/his case will be validated without claim.**

2.8 Dos / Don'ts

- a) Candidates from CHSE, Odisha, who are not claiming any reservation/weightage if any and paying CAF Fees ONLINE, those CAFs will be validated automatically. There is no need to visit any SRCs for any validation or selections.
- b) Except the above case(a), the applicant has to take print outs of “College Copy” & “Applicant Copy” and submit them at any of the nearest SAMS Resource Center along with the requisite documents & fees for consideration for admission.
- c) Applicant should fill up options e.g. college, Honours & stream in order of preference very carefully. Because, once considered for slide up, the candidate will be auto-admitted in upper choice slide-up college.
- d) For any doubt, applicants are requested to take help of nearest college Help Desk or Sanjog Helpline Toll Free (**155335 OR 1800-345-6770**) Number.
- e) Applicant has to write “submitted by me” and sign in all the supporting documents submitted along with the “College Copy” of the CAF.
- f) Please don't submit your ‘College Copy’ in more than one college. Give all your options (College +Stream + Honours) in one CAF in order of preference.

3 Principles of Selection

- a) **Eligibility:** The minimum eligibility for admission to +3 or Degree classes shall be a pass in Higher Secondary (+2) Examination of the Council of Higher Secondary Education, Odisha or its equivalent. The list of Equivalent Boards is given at **Annexure-2** of the CP.
- b) Admission into various Streams, Colleges & Honours shall be done strictly on the **+2 marks**. Marks secured at the Higher Secondary (+2) Examination out of the Total Marks, Weightage & Reservation (if applicable) will be taken into consideration in preparing the merit list. **For Reservation & Weightage please refer items 5&6 of the CP.**
- c) In case of candidates passing the Higher Secondary (+2) /equivalent examination compartmentally, average of marks secured in the subjects/ concerned at both the examinations shall be taken into consideration to determine the aggregate.
- d) If there are two applicants who have opted for one college and one stream (Honours/Pass) and have same marks in +2 Council Examination, then if it is for Arts/Commerce streams, then the applicant who has more marks in English will get preference. If English marks of both applicants are also same, then marks in MIL will determine the selection. For Science Stream English/Chemistry marks will be deciding factor in similar sequence.

- e) Any applicant, if selected, will be given only one confirmed seat according to her/his choice of preferences in CAF in the intimation letter after 1st selection.
- f) Status of the higher choices of preference in the CAF will also be intimated.
- g) Admission shall be limited to single phase through online/ offline mode during the session 2018-19 in two rounds and after that admission will be done through offline mode at the College level. Merit list for each round of selection will be published till closing of admission as per pre-fixed time table, decided by the Higher Education Department for Degree admission.
- h) Subject wise Honours (Core) selection will be done through online mode in place of stream wise selection. Reservation Act of Government of Odisha will be strictly followed in the selection.
- i) Hostel seats will be allotted online. During allotment of hostel seats, all PWD students will get top priority followed by ST students from other districts and SC students of other districts in that order.
N.B: Name of the Honours and conformation of hostel seats will be clearly spelled out in the intimation letter.
- j) If any student admitted against any lower choice of preference but gets higher choice during 2nd selection, automatically CLC will be issued online & suo moto admitted to higher choice. He/she can take transfer to the college of his/her higher choice without forfeiting the deposited college fees except Rs.100/- towards processing fee. He or She will not be allowed to remain in the lower choice College. Therefore, selection of option for the Colleges as well as subjects is utmost importance. The balance amount after deducting Rs.100/- is to be given directly to the applicant or guardian on the day when he/she is taking CLC in shape of Cash / Bank Draft / Cheque by the college authorities which grant CLC. **Colleges violating or denying to refund the admission fee, the candidates may directly complain in writing to the Commissioner-cum-Secretary, Higher Education Department, Govt. of Odisha, State Secretariat, Bhubaneswar** with their email id and mobile number along with the application.

3.1 Intimation

- a) Intimation letter can be downloaded by individual applicant from the website of Higher Education Department.
- b) Hostel & Honours seats will be intimated to the students through intimation
- c) Intimation for e-Admission will be communicated through following five modes:
 - SMS (if mobile telephone number is provided in the CAF)
 - Email (if e-mail address is provided in the CAF)
 - An applicant can get the information by dialing Sanjog Helpline Toll Free (**155335 OR 1800-345-6770**) Number by giving their Money Receipt-Cum-Index Number on all Government working days between 06 A.M. to 10 P.M.
 - A selected applicant can download the intimation letter directly from the website www.dheodisha.gov.in / www.samsodisha.gov.in
 - Notice board of Applied College (where applications are submitted) and Destination College (where applicant is selected to take admission)

4 Admission Procedure

- a) Selected applicants have to produce the Intimation Letter (or Applicant Copy, in case s/he does not possess the Intimation letter) before the admission committee at the Destination College on the date and time mentioned there in.
- b) Applicant has to produce all original documents for verification only at the Destination College. S/he has to pay the requisite admission fees in the right mode (Bank Draft OR Cash as mentioned in the College Profile) at the destination college counter. No original is to be deposited with college authority.
- c) S/he has to submit three colour passport size photographs at the time of admission.

- d) Those who continue in their first choice college, allotted to them in the first selection are required to pay the admission fees Bank Draft/ Cheque/ Cash. But those who opt for next selection in Slide up mode, can take admission by depositing Rs 100/- in cash (Non-Refundable) and rest of the amount in shape of account payee Bank Draft (Refundable). In the event of their transfer to another college in 2nd selection, the college authority shall refund the Bank Draft to the candidates.

4.1 Check List for Admission

- a) Original Certificates (As per **Intimation Letter**)
- b) **Total fees for admission** (as mentioned against each college in the 2nd part of CP).
- c) Three passport size colour photographs
- d) 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
- e) Following Original Documents are to be returned by the College Authority to the applicant after the admission process is over.
- 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

4.2 Procedure to deal with slide up cases

If a candidate who has taken admission on the basis of 1st selection, gets selected for her/his higher choice in subsequent Selection through slide up means, two situations may arise:

- a) Applicant's Destination College in 2nd round is different from the 1st round college.
- b) The stream is changed at the same destination college.

For situation (a): Refer 3(j)

For situation (b): For change of Stream in the 2nd round (due to up-gradation), there would be no need for the applicant to approach the college for any endorsement. This would be done at the college level subsequently.

Note: Students must get their entire admission fees (excluding Rs. 100/- as processing fees) with online generated College Leaving Certificate and other documents viz. cancelled original School Leaving Certificate/Cancelled College Leaving Certificate and original Migration Certificate to take transfer / fresh admission in any other college (SAMS or non-SAMS) within the normal period of e-Admission scheduled by H.E. Department. Under no circumstances, the College can retain/deny to refund the admission fees.

5 Reservation

Scheduled Caste [SC] & Scheduled Tribe [ST]	<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]</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]</p> <p>c) The reserved seats are not interchangeable between SC & ST.</p> <p>d) SC/ST applicants selected for admission on their merit shall not be counted against reserved seats.</p>
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	<p>e) However any modification made by the Government in the reservation policy will be followed during admission.</p> <p>f) Seats under reserved category will be de-reserved after two rounds only if no students of that category are available for admission/sliding up for that college.</p>
Persons with Disability (PWD)	5% of sanctioned seats shall be reserved for PWD students with 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]
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 Defence Personnel and Children of Martyrs.[G.O. 10161/HE, Dtd.: 07/04/2018]

6 Weightage

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

6.1 NCC

- 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.
- 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 examination.

6.2 NSS

- Applicants who have represented the Country at International level shall be given direct admission.
- 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.
- 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 examination.
- Applicants who have got the best NSS Volunteer award in University level shall be given Weightage of additional **2%** of mark over and above the aggregate marks secured in CHSE/Equivalent examination

6.3 Rover & Ranger

- a) 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.
- b) 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.

6.4 Sports & Games

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

N.B: There will be no validity limit for NCC/ NSS/ Scouts/ Sports certificates.

7 Certificates & Documents

An applicant has to submit the self-attested photo copies of the following documents / certificates with the College Copy of the Common Application Form (CAF). Respective Original ones 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 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, duly endorsed by the leaving School/College Principal will be admissible.**
- b) College/School Leaving & Conduct certificates from the educational institution last attended.
- c) Schedule Tribe / Schedule Caste certificates from revenue officer not below rank of Tahsildar / Additional Tahsildar. **For SC/ST applicant, her/his father's caste certificate may be taken into consideration.** Land passbook authenticated by the Tahsildar / Additional Tahsildar may also be taken as a proof of caste in absence of caste certificate.
(Caste certificate by Revenue Officer below the rank of Tahsildar / Additional Tahsildar shall not be considered)
- d) PWD certificate from CDMO/SDMO/CMO of Capital Hospital (in case of Bhubaneswar).
- e) Ex-Service Man certificate from Zilla 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 Programme Coordinator.
- j) Migration certificate for the applicants passing from other Boards other than CHSE, Odisha
- k) Sports certificate from the appropriate authority & counter signed 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