



COMMON PROSPECTUS

Student Academic Management System

Higher Education Department,
Government of Odisha

DEGREE (+3)

Academic Session 2021-22

Ragging
in any form is an
offence and punishable
under law

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

For more details please contact

Sanjog Helpline [Toll Free] Number 155335 or 1800-345-6770
e-Admission Heldesk @SAMS Resource Centre

COVID-19 guidelines must be
followed while admitting
the students in the colleges

Table of Contents

1. Important notes on e-Admission	3
2. Auto-validation Process and Procedure	4
3. Slide up Condition	5
How to submit Slide-Up Form online?	5
Procedure to deal with Slide-up cases	6
4. Executive Summary	6
4.1 What is SAMS?	6
4.2 Objective	7
4.3 Components of SAMS	7
4.3.1 e-Admission	7
4.3.2 e-Administration	7
4.3.3 Colleges under SAMS	7
4.4 Predetermined Dates	8
5. e-Admission Procedure	9
5.1 Application Process	9
5.2 Where to apply Online?	9
5.3 How to apply Online?	9
5.3.1 Registration Process	9
5.3.2 Important note for, A Child without Biological or Adoptive parents	10
5.3.3 Online Caste (ST&SC) Certificate Verification Process	10
5.3.4 How to add more Options?	10
5.3.5 How to modify information in a CAF?	11
5.3.6 Printing of CAF	11
5.4 Application fees structure:	11
5.4.1 Return/Refund of CAF Fess and Admission Fees	11
5.5 Submission of CAF (In case of Not Auto-validated)	11
5.6 CAF Validation Process & Error Correction	11
5.7 Do's / Don'ts	11
6. Principles of Selection	12
7. Intimation	13
8. Admission Procedure	13
8.1 Check List for Admission	13
9. Reservation	14
10. Weightage	14
10.1 NCC	14
10.2 NSS	15
10.3 Rover & Ranger	15
10.4 Sports & Games	15
11. Certificates & Documents	15

Definitions & Acronyms

Applicant Copy	It contains the application barcode number and the information submitted by the applicant, to be retained by the applicant. Barcode number is necessary for any future use. A sample copy of CAF is given in Annexure-I .
BSE, Odisha	Board of Secondary Education, Odisha
CBSE	Central Board of Secondary Education
ICSE	Indian Council of Secondary Education
CAF	Common Application Form
CHSE (O)	Council of Higher Secondary Education, Odisha
CLC	College Leaving Certificate
Individual 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)
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 filled application form
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.
RoI	Return of Intermediate
SAMS	Student Academic Management System
SAMS Resource Center	The list of these colleges is available in the website www.samsodisha.gov.in
Slide up Option Form	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 candidate/student can exercise his/her option online, whether to go for slide up into upper choice college or to stay in the presently admitted college.
Sanjog Helpline Toll Free Number	155335 OR 1800-345-6770: It is a toll free help line number which provides information to applicants / parents / general public on query related to e-Admission.

1. Important notes on e-Admission

- 1) **ON-LINE ADMISSION INTO 1ST YEAR DEGREE (+3) CLASSES (E-ADMISSION)** is compulsory for all +3(Degree) Colleges including Sanskrit (Shastri) Colleges under Higher Education Department of Government of Odisha for the Academic Session 2021-22.
- 2) The normal Admission shall be limited to single phase through only online mode during the session 2021-22. ***This phase includes 3 rounds of selection i.e. 1st Round, 2nd Round followed by spot admission.*** All kinds of selection list will be published in the SAMS website.
- 3) The on-line **Common Application Form (CAF)** is available on the website 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) Each applicant has to register and create their own username and password in the SAMS portal prior to filling the degree online application. **Uniqueness of the mobile number and e-mail id will be maintained.** Applicant can get the information like Print CAF, Downloading of Intimation Slip, Slide-up Option form, Selection College Details etc.
- 5) The CHSE (O) students passed out between the academic year 2013 and 2021 need not require entering the examination mark details. The information will automatically populate in the CAF, once they enter 'Examination Name', 'Year of Passing', 'Exam Type' and 'Roll Number'. 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.
- 6) For CBSE/ICSE/ other boards, students have to enter the examination details like "Examination Name", "Year of Passing", Exam Type", and Roll Number" manually in the CAF.
- 7) An applicant can exercise a maximum of **TWENTY** options in a CAF and minimum of **FIVE**. Applicants can change their options (College + Stream + Honours/ Pass) in their respective CAF's before making payment of CAF fees. These must be clearly indicated in the CAF.
- 8) Selection of option 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 application form. They should consult their parents, teachers and friends in this respect.
- 9) Only computer (Internet) generated CAF with Barcode shall be accepted. DTP or typed or other form of CAF shall not be accepted.
- 10) ONLINE payment is compulsory to deposit the CAF and admission Fees through the prescribed gateways (State Bank of India and UCO Bank). Students can also opt for the **e-Challan facility** during online payment to pay their CAF fees and Admission Fees. No offline payment option will be available.
- 11) For any problem relating to ONLINE payment, please send queries to epay.sams@gmail.com.
- 12) Option wise fees will not be collected. The application fee is Rs.275/- for General candidate and Rs.175/- for SC/ ST candidate. The fees amount will be printed at the top of the College Copy as well as on the Applicant's copy of the CAF. **No refund can be claimed after submitting the CAF. The PWD and TG (Third Gender / Transgender) candidates are exempted from paying the CAF Fees.**

Notes: If any applicant during filling of 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 category/ 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) Intimation letter to the selected applicants will be transmitted through five modes (i) SMS to the mobile number (available in CAF) (ii) E-mail to the e-mail ID (provided in CAF) (iii) Website (www.dhe.odisha.gov.in)/(www.samsodisha.gov.in) (iv) College Notice Board (Destination College e-Space) (v) Toll Free Number (155335 OR 1800-345-6770). **Intimation will not be sent through post.**
- 14) For Bihar/Ranchi/Jharkhand Board applicants, a Pop-up window will show when they will enter their roll number. Pop-up window will provide necessary guideline for writing Roll Number 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.
- 15) Students must enter bank account no. twice for double verification while filling up the CAF.

2. Auto-validation Process and Procedure

1. **In view of COVID-19 situation, Higher Education Department has removed the validation process prior to the admission. Students are advised not to visit any place for validation of their Common Application Form until admission.**
2. Application will be auto-validated under following cases:
Examination mark verified online along with online payment.
Examination mark verified online along with reservation and online payment.
3. In case, CAF is not validated by the SAMS software, then applicants are not required to visit any SRC or any college for validation. Validation of such non-validated CAFs will be verified at Destination College during admission.
4. At the time of admission, if any discrepancies are noticed in the auto-validated/validated 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 “**Not-allow**” button and tick the appropriate box as mentioned in the list.
5. Colleges can deny the 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, college has to verify their certificates and necessary documents meticulously and rectify the error by clicking “**Error Correction**” button and submit the application online. ***These applications will be taken as a fresh application in the subsequent rounds of selection, irrespective of marks the candidate has secured.***
6. If Destination College finds any duplicity in applicant’s name during admission, then Destination College has to check the applicant in person and ask the applicant to submit a hand written application along with their identity proof document for this purpose. Destination College has to upload both documents in the portal to cancel old admission and accept the latest one. This process can only be used once by an applicant.
7. If the selected applicant does not take admission in the college where she/he has been selected to take admission by SAMS, her/ his name shall be removed from the system for future admission or slide-up during this session. ***Therefore, it is mandatory for the selected applicants to take admission in their selected college in order to remain in the admission process.***
8. After the admission period is over, the final settlement of accounts for the slide up students will be made at the Higher Education Department level and the amount will be refunded online to student’s account **(which is mentioned at the time of filling of CAF and not to the account from which CAF Fees/Admission Fess is deducted)** directly.
9. In this regard, bank information will be collected online from students during online application.

10. The decision taken on reservation and weightage **vide Notification No. 10161/HE/07-04-2018 for OLNS (Odia Living in Neighboring States) and OSA (Outside State Applicants)** will hold good for this year also.
11. If transfer certificate has been issued online to a student during the admission period for taking admission in other Institutes for higher studies (Institutes, not under Higher Education Department) or for any reasons, then the total admission fees by deducting Rs.100/- will be returned to students' account via online.
12. The candidates shall visit the website: www.samsodisha.gov.in and www.dhe.odisha.gov.in for up to date information regarding degree admission.

3. Slide up Condition

- a) **There will be no auto-slide up. It means after taking admission in a particular college (lower option) in first round of selection , s/he will not automatically switch over to higher option college as mentioned in CAF, s/he has to give the consent in the form of 'slide-up' in online mode. It can be done in the following manner.**
- b) After taking admission in the college allotted during first round of selection, "**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 next round of selection.
- c) If a student wants to participate in slide up process then s/he has to login to the SAMS account to submit her/his consent within the specified timeline. If a student does not confirm by login to the registered account, s/he will not be considered for slide up to higher option and remain in the college where s/he has taken admission (option allotted in the earlier selection process).

How to submit Slide-Up Form online?

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

- Slide up Form will be enabled for the students only after the completion of his/her admission. Go through the detailed instruction and timeline before filing the Slide up Option Form.
- Login to the SAMS Application "Existing Student Login" using the user name (mobile number) and password given during online registration.
- In the left side menu, the Slide up Option Form link will appear in the SAMS e-Space of the student.
- Click on the Slide Up Option Form, read the instruction carefully then and select whether you agree to submit the Slide Up Option Form to participate yourself in the slide-up process in the next selection process. Applicant has to provide their consent before each selection to participate in the next selection process. This facility can be availed till exhaust of options. If an applicant isn't participating in a single selection process, then s/he will not be eligible for further selection process.

There are three steps for the applicant to confirm her/his slide-up process.

- **FIRST CONFORMATION:**-Screen will be shown for the applicant that [do you agree to participate in slide-up to go to the upper college (college name)] if, **yes**, Press **OK** button. If, **No**, Press the **cancel** button to quit the process.
- **SECOND CONFORMATION:**-Again same message will be shown like the first conformation.
- **THIRD CONFORMATION:** - If you agree, then OTP (six digits) will be sent to your registered mobile number (*available in the CAF*) which will be valid for 10 minutes only. Enter the same OTP in the box provided.

Then software will confirm the acceptance of your request for submission of Slide up Form.

- d) Students selected in slide up process will be informed through SMS/e-mail.

Note: If a student is selected for Higher Choice (College or subject or both) through Slide up process, then he or she will not be allowed to remain in the lower choice College.

Procedure to deal with Slide-up cases

Students got selected in slide up process will be informed through **SMS/e-mail**

If a candidate who has taken admission on basis of 1st selection gets selected for her/his choices in subsequent Selection, 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) The applicant shall take admission at the upper choice selection Destination College on payment of the differential admission fees online and by depositing the CLC generated automatically through SAMS(due to slide up)from the 1st round destination college(where she/he has already been admitted).

For situation (b) For change of Stream in the 2nd round (due to slide up/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. If required, then student has to pay differential admission fees online.

Note: Student will pay only differential amount with online generated College Leaving Certificate (CLC) and other documents viz. original School Leaving Certificate/Cancelled College Leaving Certificate and original Migration Certificate to take transfer / Slide-up / fresh admission in any other college (SAMS or non-SAMS) within the normal period of e-Admission scheduled by H.E. Department.

Very Important: The candidate should not change their Phone no and Bank account no. with IFSC code mentioned in the CAF till the completion of admission process.

4. Executive Summary

4.1 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 first started during the academic session 2009-10 in 60 Junior Colleges, then 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 and Degree/Autonomous Colleges (including Self-Financed Colleges) of the state have come to the SAMS fold and finally all Vocational and Sanskrit colleges where brought to the SAMS fold from the session 2016-17. From the Session 2017-18 all Govt. ITIs were included; from 2018-19 all Government/ Private ITI and Diploma institutions and Teacher Education institutions; from 2018-19 all Govt. Physical Education institutions were 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 looks after the admission into Degree/Autonomous Colleges including Sanskrit (Shastri) Colleges.

4.2 Objective

The objectives of SAMS is 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 improving services to the students.

4.3 Components of SAMS

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

4.3.1 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.

An eligible applicant will have to apply **ONLINE** for a maximum of **TWENTY** options and minimum of **FIVE** (College+ Stream+ Honours) through www.dheodisha.gov.in / www.samsodisha.gov.in (by filling up required personal and academic information, choices of different colleges and streams in order of preference and others), pay the application fees online, then take print outs of the computer generated application form for future reference. By viewing the COVID-19 situation, HE Department has stopped the validation process prior to the admission. Students are advised not to visit any place for validation of their applications until admission.

4.3.2 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.

4.3.3 Colleges under SAMS

All Degree/ Autonomous, Self-financing, Sanskrit (Shastri) colleges are included under e-Admission process during the session 2021-22. Also UG admission of the newly created universities i.e Kalahandi University, Bhawanipatna, Rajendra University, Bolangir and Ramadevi University, Bhubaneswar are now included under SAMS e-Admission process from the session 2021-22. The list of these Colleges, available streams and subjects are published in the official website [www.samsodisha.gov.in] of Higher Education Department.

4.4 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.

Sl#	Items	Timeline
a)	Availability of the Online Common Application Form (CAF) in the Higher Education Department official website www.dhe.odisha.gov.in / www.samsodisha.gov.in	20th -Aug-2021 (11:00 AM)
b)	Last date for applying online CAF through www.dheodisha.gov.in / www.samsodisha.gov.in	04th -Sep-2021 (11:45 PM)
c)	Publication of First Selection Merit List	9th -Sep-2021 (11:00 AM)
d)	Online deposit of admission fees by the Students through SAMS [Student's Account] portal.	9th Sept-2021 (02:00 pm) to 14th Sep 2021 (11:45 pm)
e)	Reporting of Applicants at allotted institutions for taking admission For First Selection Merit List .	11th to 15th Sep. 2021 (05:00 PM) (except 12th Sept. 2021)
f)	Updation of Slide-Up Option form online by the admitted students during First Round of Admission .	11th-Sep-2021 to 16th Sep-2021 (11:45PM)
g)	Data updation of admitted students including error reporting in the e-space (For First Round Admission) by the respective institutions.	11th to 16th Sep 2021 (07:00 PM)
h)	Publication of Second Selection Merit List .	21st -Sep-2021 (11:00 AM)
i)	Online deposit of admission fees by Students through SAMS [Student's account] portal	21st Sep 2021 (02:00PM) to 24th Sep 2021 (11:45 PM)
j)	Reporting of Applicants at allotted Institutions for taking admission For Second Selection Merit List .	22nd to 25th Sep 2021 (05:00 PM)
k)	Final data updation of admitted students including error reporting in the e-space (For Second Round Admission) by the respective institution.	22nd to 27th Sep 2021 (07:00 PM)
For filling up of the vacant seats, guidelines will be issued latter on by the Higher Education Department		Date will be noted accordingly by HE Dept.
<p style="text-align: center;">For more details please contact e-Admission Helpline (Toll free) Number 155335/ 1800-345-6770</p>		

5. e-Admission Procedure

5.1 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 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 on-line.

5.2 Where to apply Online?

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

5.3 How to apply Online?

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

5.3.1 Registration Process

- Go to SAMS website www.samsodisha.gov.in .
- Click on the Degree (+3) link under Higher Education banner.
- Click on "New Student Registration" button.
- Enter Name of the Student, Mobile Number and mail id in the box provided.
- Click on the "Generate OTP" button.
- A six digit OTP will be sent to the mobile number provided, which will be valid for 5 minutes.
- Then enter the OTP number in the box showing in the computer screen.
- Give your own password and reconfirm the same in the box showing in the computer screen.
- Password must be at least one Upper Case, Lower Case Digit and Special Character in it e.g. Abcd@7618.
- Then login to the SAMS Application using the user name (mobile number) & password given during online registration.
- After registration in the SAMS website (www.samsodisha.gov.in), an e-Space will be created for that particular student/applicant in the SAMS application software.
- For login to the Student e-Space, click on the "Existing Student Login" using the user name (mobile number) and password given during online registration.
- Following links will be available for the student during application stage
 - Common Application Form
 - Slide Up Option Form
 - Intimation Letter
 - Admission Schedule
 - Online Payment

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' 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 Certificate
- Original NSS Certificate
- Original Sports Certificate
- Bank Passbook (For Account Number/ IFSC code / Bank Name / Branch Name)

5.3.2 Important note for, a Child without Biological or Adoptive parents

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

5.3.3 Online Caste (ST&SC) Certificate Verification Process

- Online verification of the caste (ST&SC) certificate can only be done, if the certificate is generated from the Odisha e-District software.
- 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" number written in the certificate which is generated from the Odisha e-District software.
- If the name of the applicant will not match to the name written in the caste certificate, then it won't be validated online
- The Caste Certificate issued in favor of the applicants without barcode number, will be validated at the Degree Colleges'.
- The applicant's caste (ST/SC) certificate not verified online will have to submit the caste certificate along with "College Copy" as per previous year practice.

5.3.4 How to add more Options?

An applicant has to choose minimum five (05) nos. and maximum of ten (10) nos. of preferences in her/his CAF. In order to add more than one preference, applicant has to click on "**Add More**" 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 "Submit" button.

Applicants can apply more than one Common Application Form (CAF). The sample copy of online CAF is given in **Annexure-1**.

Note: When the applicant clicks on the "Submit" 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 "**Back to Modify**" button.

5.3.5 How to modify information in a CAF?

An applicant can modify the provided information by login to their SAMS student e-Space till online submission of the CAF. After submission of data online, applicants can modify the options only until deposit of CAF fees online. After successful payment, CAF can't be modified.

5.3.6 Printing of CAF

Click on “**Print CAF**” button to view the CAF to be printed. Then click on print to get application print out copy.

Note: Only the Computer (Net) generated CAF shall be accepted. DTP or typed or other form of CAF shall not be accepted.

5.4 Application fees structure:

There will be 20 options in Degree CAF and minimum of 5 options for the academic session 2020-21. Option wise fees will not be collected. General candidates will pay Rs.275/- per application and SC/ST candidates will pay Rs.175/- per application. No fee will be collected from PWD and Transgender candidates. ***Provided that the SC/ST candidates should submit their caste certificate during admission from e-District Portal at the destination college to get the rebate or else they will pay differential amount.*** No refund can be claimed at later date. (CAF Fees will be deposited online only).

5.4.1 Return/Refund of CAF Fess and Admission Fees

- a) The candidate should not change their Phone no and Bank account no. with IFSC code mentioned in the CAF till the completion of admission process.
- b) If candidate is changing his/her phone no or bank details in between the process then the department is not responsible for refund/notification failure.
- c) If the candidate is not having the bank account no then he/she could mention their guardian's banks details in which, he/she wants to receive the refund amount.
- d) Don't mention the bank details of any cyber café/ unknown person in Common Application Form (CAF).

5.5 Submission of CAF (In case of Not Auto-validated)

By viewing the COVID-19 situation, Higher Education Department has stopped the validation process prior to the admission. Students are advised not to visit any place for validation of their application until admission.

5.6 CAF Validation Process & Error Correction

Validation will be occurred at Destination College during admission. Colleges can deny the 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, college has to verify their certificates and necessary documents meticulously and rectify the error by clicking “**Error Correction**” button and submit the application online. These applications will be taken as a fresh application in the subsequent rounds of selection, irrespective of marks the candidate has secured.

5.7 Do's / Don'ts

- a) Applicant should fill up options e.g. College, Honours and Stream 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 of nearest college Help Desk or Sanjog Helpline Toll Free (155335 OR 1800-345-6770) Number.
- d) Applicant has to write “submitted by me” and sign in all the supporting documents submitted at the time of admission.

6. 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 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 in preparing the merit list. **For Reservation and Weightage please refer items 6 & 7 of the CP.**
- c) (i) 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.
- (ii) 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 candidate has secured 384 marks out of 500 marks for 5 subjects, then,

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

- 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 (Please see **Annexure-3** which shows sample copy of Intimation Letter).
- g) Admission shall be limited to single phase through online mode during the session 2021-22 in two rounds and followed by spot admission. 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) Maximum 10% weightage mark shall be provided to an applicant.

- j) Hostel seats will be allotted online. During 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. *(N.B: Name of the Honours and confirmation of hostel seats will be clearly spelled out in the intimation letter.)*
- k) Persons with Disabilities (PwD) selected on their merit without relaxed standards, along with other candidates shall not be adjusted against the reserved share of vacancies. The reserve vacancies shall be filled up separately from amongst the eligible candidates with disabilities, which will thus comprise persons with disabilities who are lower in merit than the last candidate in merit list but otherwise found suitable for admission, if necessary, by relaxed standard available for persons with disabilities in addition to the SC and ST candidates.
- l) The candidates selected against the quota for OHPH shall be placed in the appropriate category of SC, ST and General.
- m) In case of slide up [From lower to higher option], students have to pay/receive the differential amount as per the admission fees of selected colleges through online mode in order to confirm the seat for admission. **S/he will not be allowed to remain in the lower choice College. Therefore, selection of option for the Colleges as well as subjects is of utmost importance.**

7. Intimation

- a) A sample intimation letter has been shown at **Annexure-3** of this CP. It can be downloaded by individual applicant e-Space from the website 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 following five modes:
 - SMS to the mobile number provided in the CAF
 - Email id 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 Destination College (where applicant is selected to take admission)

8. Admission Procedure

- a) Selected applicants have to pay the admission fee online, by login to her/his student login. After successful payment s/he can take the printout of the Intimation Letter.
- b) Applicant has to produce all original documents for verification only at the Destination College. **Original** documents are not to be deposited with the college authority except School leaving/ College leaving certificate; however, a set of photocopy of all the documents with self-attestation must be submitted at the time of admission. College authority will verify the original certificates and return the same to the applicant.
- c) S/he has to submit three color passport size photographs at the time of admission.
- d) **After successful admission, if a student wants to participate in slide up process, then s/he has to login the SAMS account to submit her/his consent within the specified timeline. If a student does not confirm by login to the registered account, s/he will not be considered for slide up to higher option and remain in the option allotted in the earlier selection process.**
- e) **He or She will not be allowed to remain in the admitted college, after being selected in slide up process.**

8.1 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 color 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.
 - 10th 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
- f) A set of self-attested photocopies of all the above documents

9. Reservation

Scheduled Caste [SC] & Scheduled Tribe [ST]	<ul style="list-style-type: none"> 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 Annexure-4 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 Annexure-4 c) The reserved seats are not interchangeable between SC & ST. d) SC/ST applicants selected for admission on their merit shall not be counted against reserved seats. e) However any modification made by the Government in the reservation policy will be followed during admission.
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], see Annexure-4.1
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 and Children of Martyrs. [G.O. 10161/HE, Dtd.: 07/04/2018], see Annexure-4.1

10. 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 cut-off mark is reduced in subsequent selections. Maximum 10% weightage mark shall be provided to an applicant.

10.1 NCC

- a) 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.
- 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 additional **3%** of marks over and above the aggregate marks secured at the Higher Secondary (+2) or Equivalent examination.

10.2 NSS

- 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 Camp shall be given Weightage of 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 Weightage of 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 in Council/ Board level shall be given Weightage of additional **2%** of mark over and above the aggregate marks secured in CHSE/Equivalent examination

10.3 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.

10.4 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/ Rover & Ranger/ Sports certificates.

11. 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 certificates 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 and Conduct certificates from the educational institution last attended.
- c) Schedule Tribe / Schedule Caste (Domicile only in Odisha) certificates from revenue officer not below rank of Tahsildar / Additional Tahsildar. **For ST applicant, her/his father's caste certificate may be taken into consideration in case of non-availability of Caste certificate in favor of the applicant.** Land passbook authenticated by the Tahsildar / Additional Tahsildar may also be taken as a proof of caste in absence of caste certificate.
(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 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 see **Annexure-4.2** 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-4.3**.

Sample Copy of Common Application Form

Annexure-I




Common Application Form
For Admission to Degree Colleges (2021-22)
Department of Higher Education, Government of Odisha
Friday, Aug 6, 2021 10:47:51 AM

21D000949

**+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 CENTRAL BOARD OF SECONDARY EDUCATION, NEW DELHI			
2. Applicant's Name	Year of Passing 2018	Exam Type Annual	Roll Number 2222202156106	
3. Father's Name	BBPARIDA			
4. Mother's Name	SPARIDA			
5. Personal Details	Blood Group B+	Gender FEMALE	Religion HINDU	
	Nationality INDIAN	Mother Tongue HINDI	Aadhaar No. 496944795676	Parent Mobile No. 7003714288

6. Permanent Address			
a. State CHHATTISGARH	b. District OTHERS	c. Block / ULB OTHERS	
d. Address MAIN RD, BESIDE IDBI BANK, CIVIL LINES, RAIPUR, CHHATTISGARH	e. PIN Code 492001		
f. Whatsapp No. 7003714288	g. Mobile No. 7381032575		
h. e-Mail hitesh.rocks93@gmail.com			

7. Reservation Details			
a. Schedule Tribe	<input type="checkbox"/> No	Schedule Caste	<input type="checkbox"/> Yes
Other Backward Class	<input type="checkbox"/> No	Socially and Educationally Backward Class	<input type="checkbox"/> No
General	<input type="checkbox"/> No		
Cast Barcode	<input type="text" value=""/>	<input checked="" type="checkbox"/> Not Verified	<input type="checkbox"/> Child without biological or adoptive parents
b. Persons with Disabilities	<input type="checkbox"/> Yes	Orphan	<input type="checkbox"/> No
Ex-Service Man	<input type="checkbox"/> No	Serving Defence Personnel	<input type="checkbox"/> No
Children of Martyrs	<input type="checkbox"/> No		

8. Weightage Details			
a. NCC	b. NSS Camp		
NCC B	<input type="checkbox"/> No	NCC (CAMP/COURSE)	<input type="checkbox"/> No
University Level	<input type="checkbox"/> No	State Level	<input type="checkbox"/> No
National Level	<input type="checkbox"/> No	International Level	<input type="checkbox"/> No
c. Rover & Ranger	d. Sports & Games		
Rajya Puraskar(RP)	<input type="checkbox"/> No	President Recognition(PR)	<input type="checkbox"/> No
State	<input type="checkbox"/> No	National	<input type="checkbox"/> No
International	<input type="checkbox"/> No		

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

a. Stream

Science

b. Mark secured in each subject in +2 or equivalent Examination

Maximum Mark	Total Mark Secured	ML	English	Chemistry	Mathematics	Biology
500	400	50	100	100	50	100

c. Have you passed +2 or equivalent Exam Competently / Indist?

No

10. Income Details of Parents

a. Father's Occupation

GOVT SERVICE

b. Mother's Occupation

HOME MAKER

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

2,50,000 - 5,00,000

11 Bank Information

a. Account Number

331501501236

b. IFSC Number

icic0008061

d. Bank Name

ICICI BANK LIMITED

e. Branch Name

BHUBANESWAR

12 Record of educational institution last attended

a. Name of the School

HHEA

b. Location of the School

RAIPUR

c. District

RAIPUR

d. Year of Joining

2015

e. Year of Leaving

2018

13 Option(s)/Choice(s) Details

Option	College	Stream	Preference	Subject	Hostel Option
FIRST	Bud Jagabanthu Bidyadhar (Autonomous) College, Brubaneswar	Physical Science	HONOURS	PHYSICS	YES
SECOND	Biju Patnaik (Degree) College of Science & Education, Jayadev Vihar	Physical Science	HONOURS	PHYSICS	NO
THIRD	Dev Khandel Nityananda (Degree) College, French	Physical Science	HONOURS	PHYSICS	NO
FOURTH	Kesinga (Degree) Mahavidyalaya, Kesinga	Physical Science	HONOURS	PHYSICS	NO
FIFTH	Brjrajnagar (Degree) College, Brjrajnagar	Physical Science	HONOURS	PHYSICS	NO
SIXTH	Sangadhar Sahu Science Degree College, Hatola	Physical Science	HONOURS	PHYSICS	NO
SEVENTH	Gurukul Kalinga Degree College, Jagpur Town	Physical Science	HONOURS	PHYSICS	YES
EIGHTH	Oherkanal Evening (Degree) College, Oherkanal	Physical Science	HONOURS	PHYSICS	NO
NINETH	Dharmasala (Degree) Mahavidyalaya, Dharmasala	Physical Science	HONOURS	PHYSICS	YES
TENTH	Charampa (Degree) College, Charampa	Physical Science	HONOURS	PHYSICS	NO
ELEVENTH	Chet (Degree) College, Cutack	Physical Science	HONOURS	PHYSICS	YES
TWELVETH	Garjam (Degree) College, Garjam	Physical Science	HONOURS	PHYSICS	NO
THIRTEENTH	Biju Patnaik (Degree) College, Antel	Physical Science	HONOURS	PHYSICS	NO
FOURTEENTH	CNCS Academy of Science & Technology, Siali	Physical Science	HONOURS	PHYSICS	YES
FIFTEENTH	Government Women's (Degree) College, Puri	Physical Science	HONOURS	PHYSICS	YES
SIXTEENTH	Choudhary (Degree) College, Choudhary	Physical Science	HONOURS	PHYSICS	NO
SEVENTEENTH	Sachin Bhasan Rath Government (Autonomous) Women's College, Berhampur	Physical Science	HONOURS	MATHEMATICS	YES
EIGHTEENTH	Baliluda (Degree) College, Baliluda	Physical Science	HONOURS	PHYSICS	NO
NINETEENTH	Bhagya Degree College, Gyana Vihar	Physical Science	HONOURS	PHYSICS	NO
TWENTIETH	Renuka (Degree) College, Renuka	Physical Science	HONOURS	PHYSICS	YES

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, selected 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

Date _____ Place _____

Full Signature of Applicant

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 PHOH Certificate from CDMO of District/SOHO of Sub-Division/CMO of Capital Hospital.

**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 D.I. 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, DPJ 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 th 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	London University (Northern Exams. Association)	General Certificate of Secondary Education of Manchesar, 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, Amrapali Bhawan Ballei 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	Gujarat 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 Dhamasala, 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 Rehari 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, Pareeksha 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 Marg	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	Jharkhand 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, Sanathimi, Nepal	Examination equivalent to +2 course under 10+2+3 system of Education	1222/03.02.2004
45	Chhatisgarh Madhyimik Siksha 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	7355/29.07.2009
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	2478/ 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

Hujan Pattanai
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.

Hujan Pattanai
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

Hujan Pattanai
11.09.2020
Secretary

Memo No. 3202 /CHSE, Dt. 11.09.2020/

Copy forwarded to Controller of Examinations, CHSE, Odisha, Bhubaneswar for information.

Hujan Pattanai
11.09.2020
Secretary

Memo No. 3203 /CHSE, Dt. 11.09.2020/

Copy forwarded to Secretary, Board of Secondary Education, Odisha, Cuttack for information.

Hujan Pattanai
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.

dn

Hujan Pattanai
11.09.2020
Secretary

Sample Copy of Intimation Letter



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



20D452024

Phase-I Selection

To
LOVELIN PRADHAN
RANJAN KUMAR PRADHAN
PLOT NO-610, JHARAPADA, BUDHESWARI Bhubaneswar (MC)
Khurda, Odisha, Pin Code :-751006



Congratulations !!!

You have been selected for admission into Degree College as per following details,

Confirmed Information					
College Name	Stream	Choice in CAF	College Rank	Subject	Hostel Info
Buxi Jagabandhu Bidyadhar (Autonomous) College, Bhubaneswar	Arts	Option- 1	0	Sociology (Hons)	No

NB : It is mandatory for the selected applicants to report and take admission at the selected colleges as per the mentioned date and time, otherwise her/his name will be removed from the subsequent selection process from the academic session 2020-21.

You are requested to report to the Principal, with following documents in ORIGINAL on	Buxi Jagabandhu Bidyadhar (Autonomous) College, Bhubaneswar 24-Sept-2020 to 30-Sept-2020 (02:00 pm)
--	--

1	Original Board certificate and Mark sheet-- cum-Provisional certificate from the respective Council / Board.
2	Original College Leaving Certificate (CLC) / School Leaving Certificate (SLC) from the institution last attended.
3	Origin al Conduct Certificate from the institution last attended.
4	Three (3) recent colour passport size photographs.
5	Original PH/OH Certificate from CDMO/SDMO/CMO of Capital Hospital (in case of Bhubaneswar)
6	Original Migration Certificate for the applicant from other Boards -except CHSE, Orissa
7	Original High school Certificate from respective board,

Personal Information			
Father's Name	Mother's Name	Date of Birth	Gender
RANJAN KUMAR PRADHAN	ROJALIN PRADHAN	10 Apr 2000	Female

CAF Fees :

Information relating to Qualifying Examination

Name of The Board	Roll No.	Year of Passing	Marks Secured	Maximum Marks
CHSE, Odisha	403MA002	2019	255	600

Payment Details

Mode Of Payment	Payment Status	Amount paid	Transaction No
		₹	

For any clarification please contact @ SAMS Resource Center OR call Toll Free No. : 155335 or 1800-345-6770

No. 11710 /HE : Bhubaneswar, the 1st 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.

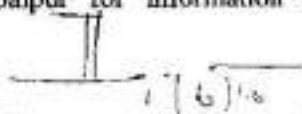
By order of the Governor,


Principal Secretary to Government

Date - 1-6-15

Memo No. 11711 (12) /HE

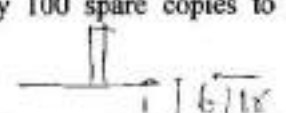
Copy forwarded to the Registrars of all Universities/ Principals of all Government & Non-Government Colleges/ Regional Directors of Education, Bhubaneswar/ Berhampur/ Sambalpur for information and necessary action.


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. 117/3 ⁽²⁾ HE Dt. 1-6-15

Copy forwarded to all Collectors for kind information.


Joint Secretary to Govt

Memo No. 117/4 ⁽²⁾ 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.


Joint Secretary to Govt

Memo No. 117/5 ⁽⁴⁾ 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.


Joint Secretary to Govt

Annexure-4.1

**Government of Odisha
Higher Education Department**

No: 10161 / HE: Bhubaneswar, the 24 / 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:

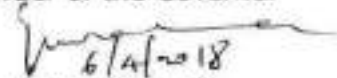
- i. Rover & Ranger possessing and producing the original certificate signed by the President of India shall be given weightage of additional **5%** of marks over and above the aggregate marks secured at the Higher Secondary (+2)/ Equivalent examination.
- ii. Rover & Ranger possessing and producing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



(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.

TBR
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.

TBR

Joint Secretary to Govt.

Memo No.: 10170 / **H.E., Dated:** 07 / **04/2018**

Copy forwarded to the General Manager, OCAC for kind information.

TBR

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.

TBR

Joint Secretary to Govt.

Government of Odisha
Department of Higher Education

Annexure-4.2

* * *

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, QCAC / 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

Annexure - 4.3

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-Financing/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,


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 
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 
Officer-in-Charge, PTC

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


Officer-in-Charge, PTC