



# COMMON PROSPECTUS

## Student Academic Management System

Higher Education Department, Government of Odisha

### DEGREE (+3)

Academic Session 2022-23



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

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

#### FOR MORE DETAILS PLEASE CONTACT

Sanjog Helpline (Toll Free) Number  
**155335 or 1800-345-6770**

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

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## Definitions & Acronyms

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

## 1. Important notes on e-Admission

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

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

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

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

## 2. Executive Summary

### 2.1 What is SAMS?

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

### 2.2 Objective

The objectives of SAMS are to;

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

### 2.3 Components of SAMS

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

#### 2.3.1 e-Admission

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

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

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

#### 2.3.2 e-Administration

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

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

### 2.3.3 HEIs under SAMS

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

## 2.4 Predetermined Dates

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

## 3. Principles of Selection

### a) Eligibility:

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

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

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

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

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

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

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

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

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



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

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

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

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

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



## 4. e-Admission Procedure

### 4.1 Application Process

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

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

### 4.2 Where to Apply Online?

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

### 4.3 How to apply Online?

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

#### 4.3.1 Registration Process

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

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

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

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

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

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

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

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

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

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

- Common Application Form

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

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

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

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

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

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

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

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

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

#### 4.3.4 How to add more Options

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

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

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

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

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

#### 4.3.6 Printing of CAF

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

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

#### 4.4 Common Application Form Fees

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

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

#### **4.5 Admission fees**

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

#### **4.6 CAF Validation Process & Error Correction**

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

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

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

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

## 5. Admission Procedure

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

### 5.1 List of Documents

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

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

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

## 6. Intimation

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

## 7. Slide-up Condition

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

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

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

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

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

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

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

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



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

## 8. Reservation

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

## 9. Weightage

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

### 9.1 NCC

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

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

### **9.2 NSS**

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

### **9.3 Rover & Ranger**

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

### **9.4 Sports & Games**

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

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

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

## **10. PH/OH (PwD) Applicant**

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

## **11. Certificates & Documents**

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

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

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

## 12. Prohibition of Ragging in HEIs

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

### 12.1 What is Ragging?

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

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

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

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