The Odisha Gazette

HIGHER EDUCATION DEPARTMENT

NOTIFICATION

The 7th April 2018

No. 10161—HE-PTC-SAMS-0006/2017-HE.—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 Defence Personnel (SDP), Children of martyrs (CoM) :**

   1% of the sanctioned seats shall be reserved for Self/Children/Wife/Husband of ex-serviceman, serving defence personnel and the Children of Martyrs.

3. **N.C.C. :**

   (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 Campus/Courses/Activities shall be given weightage of additional 3% of marks over and above the aggregate marks secured at the Higher Secondary (+2) of 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 examination.

(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 and Ranger :

(i) Rover and Ranger possessing and producing the original certificate signed by 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 and Ranger possessing and producing the original certificate signed by 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 Odia's Living in Neighbouring States (OLNS) and Outside State Applicants (OSA) is abolished from the Academic Session 2018-19.

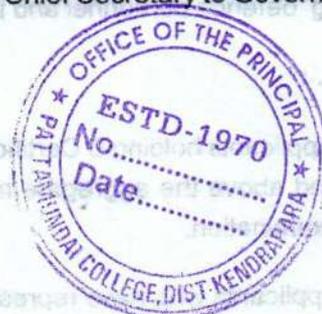**7. Reservation/weightage under other categories remain unchanged.**

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
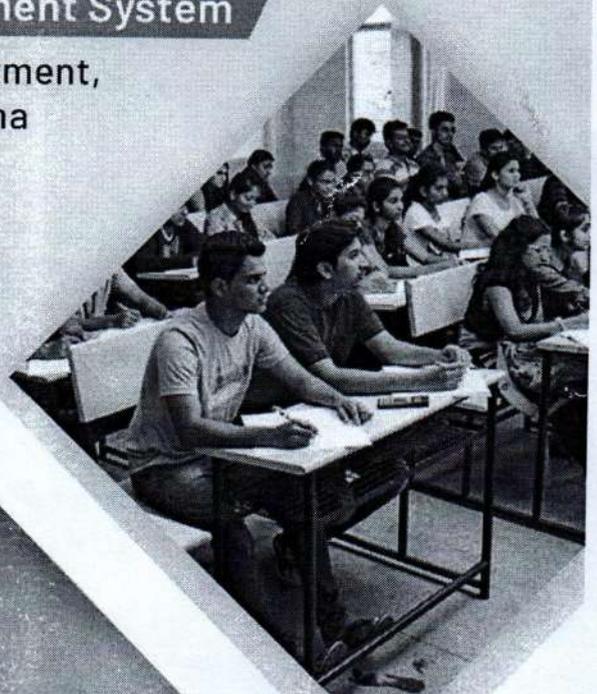
Principal
Pattamundai College
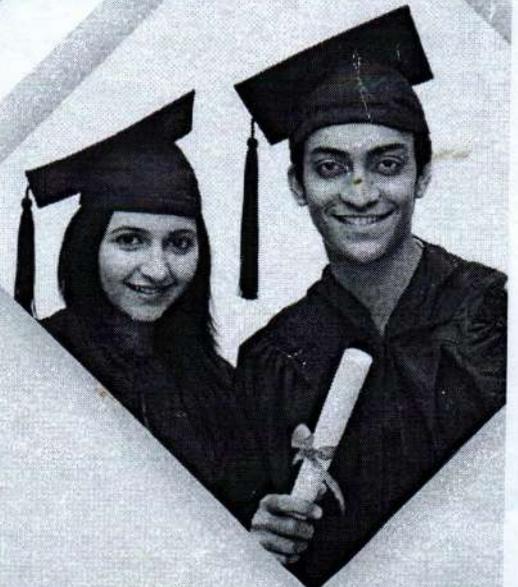
COMMON PROSPECTUS

Student Academic Management System

Higher Education Department, Government of Odisha

DEGREE (+3)

Academic Session 2020-21

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

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

For more details please contact

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

Ragging in any form is an offence and punishable under law

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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
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 application copy as well.
HED	Higher Education Department
Help Desk	Helpdesk consists of a group of teaching and non-teaching staffs of the college. It educates the applicants about different procedures of e-Admission.
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	A format, where a candidate/student can exercise his/her option, whether to go for slide up into upper choice college or to stay in the present college, where he/she has been admitted.
Sanjog Helpline Toll Free Number	155335 **OR** 1800-345-6770: It is toll free help line number which provides information to applicants / parents / general public on query related to e-Admission.

Changes implemented from the session 2020-21 with some 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 2020-21.

2) The normal Admission shall be limited to single phase through only online mode during the session 2020-21. *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 **C**ommon **A**pplication **F**orm (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) The CHSE (O) students passed out between the academic year 2013 and 2020 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.

5) 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

6) 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.

7) By viewing the 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 application until admission.

8) 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.

9) 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.

10) Only computer (Internet) generated CAF with Barcode shall be accepted. DTP or typed or other form of CAF shall not be accepted.

11) ONLINE payment is compulsory to deposit the CAF and admission Fees through the prescribed gateways. In addition to last year online facilities, 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.

12) For any problem relating to ONLINE payment, please send queries to epay.sams@gmail.com.

13) 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. 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 at a later date.** _**The PWD and TG (Third Gender / Transgender) candidates are exempted from paying the CAF Fees.**_

14) 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.

15) 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.**_

16) If the selected applicant does not take admission, 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 order to remain in the system.**_

17) If Destination College finds any duplicity in applicant 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.

18) By realizing the difficulties faced during last academic session, it is decided that **students are required to submit their consent for participating in the slide up process in their own login portal after 1st selection. There will be no auto-slide up.**

19) **Auto Slide up and Auto Admission has been withdrawn from the academic session 2020-21. Slide-up candidates have to visit their upper college option and complete the admission up-dation. Candidates will be intimated through SMS/EMAIL and also the status will be available in** www.dheodisha.gov.in/ www.samsodisha.gov.in.

20) 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. _**If an applicant does not confirm by login to "SAMS Student Login", s/he will not be considered for slide up to higher option.**_

21) 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.dheodisha.gov.in) / www.samsodisha.gov.in **(iv)** College Notice Board (Destination College) **(v)** Toll Free Number (155335 **OR** 1800-345-6770). **Intimation will not be sent through post.**

22) Maximum 10% weightage mark shall be provided to an applicant.

23) In case of slide up [From lower to higher college], Students have to pay/receive the differential amount as per the admission fees of selected colleges through online in order to confirm the seat for admission.

24) 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 on line to students' account **(which is mentioned at the time of filling of CAF and not to the account from which CAF Fee is deducted)** directly.

25) In this regard, bank information will be collected online from students during online application.

26) 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.

27) 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 online.

28) The candidates shall visit the website: **www.samsodisha.gov.in** and **www.dheodisha.gov.in** for up to date information regarding UG admission.

1. Executive Summary

1.1 What is SAMS?

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

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

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

1.2 Objective

The objectives of SAMS are to;

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

1.3 Components of SAMS

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

1.3.1 e-Admission

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

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.

1.3.2   e-Administration

e-Administration uses the admission database for issue of College Identity Cards & Library Cards, record of fees collected from the students, allocation of subjects and sections, Preparation of Long Roll Register and Return of Intermediate, Maintenance of students attendance, Tabulation of college level examination marks, issue of College Leaving Certificates etc. This would improve efficiency, saves precious time of college authorities and ensures dissemination of correct information and services to all its stake holders.

1.3.3   Colleges under SAMS

All Degree/ Autonomous, Self-financing, Sanskrit (Shastri) colleges are included under e-Admission process during the session 2020-20. The list of these Colleges, available streams and subjects are published in the official website [www.samsodisha.gov.in] of Higher Education Department.

1.4 Predetermined Dates

SAMS operates through pre fixed dates for all its activities. It helps in creating awareness and transparency 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 H.E. Dept. website www.dheodisha.gov.in / www.samsodisha.gov.in	08-Sep-2020 **(11:00 AM)**
b)	Last date for applying online CAF through www.dheodisha.gov.in / www.samsodisha.gov.in	22-Sep-2020 **(11:45 PM)**
c)	Publication of **First Selection Merit List**	28-Sep-2020 **(11:00 AM)**
d)	Online deposit of admission fees by Students through SAMS [Student] account	28th Sep to 1st Oct 2020 **(11:45 pm)**
e)	Admission and online updation of students' data selected in **First Selection Merit List**	29th to 02nd Oct 2020
f)	Final admission data updation in the e-Space of the student who took admission in the **First Selection Merit List**	3-Oct-2020 **(05:00 PM)**
g)	Updation of **Slide-Up Option Form** online by students taken admission in **First Selection Merit List**	29th to 03rd Oct 2020 **(11:45 PM)**
h)	Publication of **Second Selection Merit List**	08-Oct-2020 **(11:00 AM)**
i)	Online deposit of admission fees by Students through SAMS [Student] account	8th to 10th Oct 2020 **(11:45 pm)**
j)	Admission and online updation of students' data selected in **Second Selection Merit List**	9th to 12th Oct 2020 **(11:45 pm)**
k)	Final admission data updation in the e-Space of the students who took admission in the **Second Selection Merit List**	13-Oct-2020 **(05:00 PM)**
l)	**SPOT Selection**: Guidelines will be provided separately to all Colleges by Higher Education Department.	

For more details please contact
e-Admission Helpline (Toll Free) Number 155335/1800-345-6770

2. e-Admission Procedure

2.1 Application Process

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

The CP 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.

2.2 Where to apply Online?

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

2.3 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.

2.3.1 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.

2.3.2 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 favour 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.

2.3.3 How to add more Options?

An applicant has to choose minimum five (05) nos. and maximum of ten (20) 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.

2.3.4 How to submit Slide Up Form online?

- **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.**
- **If you agree, then OTP (six digits) will be sent to your registered mobile number which will valid for 5 minutes only.**
- **Enter the same OTP in the box provided**
- **Then software will confirm the acceptance your request for submission of Slide Up Form.**
- *Students got selected in slide up process will be informed through SMS/e-mail. 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.*
- *If a student got selected for Higher Choice through Slide up process, then he or she will not be allowed to remain in the lower choice College. Therefore, selection of option for the Colleges as well as subjects is utmost importance.*

2.3.5 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.

2.3.6 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.

2.4 Fee Structure of Application

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.**)

2.5 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.

2.6 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.

2.7 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.

3. Principles of Selection

a) **Eligibility:** The minimum eligibility for admission to +3 or Degree classes shall be a pass in Higher Secondary (+2) Examination of the Council of Higher Secondary Education, Odisha or its equivalent. The list of Equivalent Boards is given at **Annexure-2** of the CP.

b) Admission into various Streams, Colleges 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:

$$\text{Percentage Calculation} = \frac{X}{Y} \times \textbf{600}$$

        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.

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 2020-21 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 in order to confirm the seat for admission. **He or She will not be allowed to remain in the lower choice College. Therefore, selection of option for the Colleges as well as subjects is of utmost importance.**

4. 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)

5. Admission Procedure

a) Selected applicants have to pay the admission 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. **No original** is to be deposited with college authority; however, a set of photocopy of all the documents with self-attestation must be submitted at the time of admission.

c) S/he has to submit three colour 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 lower choice College, after being selected in slide up process.**

5.1 Check List for Admission

a) Original Certificates (As per **Intimation Letter)**

b) **Total fees for admission (**as mentioned against each college in the 2nd part of CP).

c) Three passport size colour photographs

d) Following Original Documents are to be retained by the College Authority:
   - School/College Leaving Certificate issued by the Institution last attended.
   - Conduct Certificate issued by the Institution last attended.
   - Migration Certificate, if any

e) Following Original Documents are to be returned by the College Authority to the applicant after the admission process is over.
- 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

5.2 Procedure to deal with Slide-up cases

Students got selected in slide up process will be informed through SMS/e-mail. 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. He or She will not be allowed to remain in the lower choice College. Therefore, selection of option for the Colleges as well as subjects is utmost importance.

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 next selection Destination College on payment of the differential admission fees online of this college and surrendering the CLC from the 1st round destination college.

For situation (b) For change of Stream in the 2nd round (due to up-gradation), there would be no need for the applicant to approach the college for any endorsement. This would be done at the college level subsequently. If required, then student has to pay differential admission fees online.

Note: *Student will pay only differential amount with online generated College Leaving Certificate 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.*

6. Reservation

Scheduled Caste [SC] & Scheduled Tribe [ST]	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]
	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]
	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]
Ex-Serviceman [ESM], Serving Defense Personnel [SDP], Children of Martyrs [CoM]	**1%** of the sanctioned seats shall be reserved for Self/ Children/ Wife/ Husband/ of Ex-Serviceman, Serving Defence Personnel and Children of Martyrs. [G.O. 10161/HE, Dtd.: 07/04/2018]

7. 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.

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

7.2 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 University level shall be given Weightage of additional **2%** of mark over and above the aggregate marks secured in CHSE/Equivalent examination

7.3 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.

7.4 Sports & Games

a) Applicants who have represented the country at international level shall be given direct admission.

b) Applicants who have represented the state at national level shall be given weightage of additional **10%** of marks over and above the aggregate marks secured at the Higher Secondary (+2)/Equivalent examination.

c) Applicants who have represented the school at the inter-State School Sports Meet level shall be given weightage of additional **5%** of marks over and above the aggregate marks secured at the Higher Secondary (+2)/Equivalent examination.

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

8. 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 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.** 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).

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 Programme 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 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.

Principal
Pattamundai College