

**GOVERNMENT OF ODISHA
HIGHER EDUCATION DEPARTMENT**

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No.: 21042 /HE, Dated: 17/05/2023
HE-PTC-SAMS-0001-2023

From

Rajata Kumar Mansingh, OES-I
Deputy Director, PTC

To

The P.G. Council Chairman/ Principals
District Nodal Colleges & SAMS Resource Centers (Annexure-A)

Sub: Training Programme on e-admission to the Nodal Colleges & selected SAMS Resource Centers (SRC) for admission into U.G Courses under SAMS for the Academic Session 2023-24- Regarding

Madam/Sir,

With reference to the subject cited above, I am directed to inform you that, the following decisions have been taken for smooth and timely implementation of U.G Courses under SAMS for the Academic Session 2023-24.

- 1) A training Programme for the Nodal Colleges and some selected SRCs (list attached) is scheduled to be held on **23.05.2023 (Tuesday) & 24.05.2023 (Wednesday)** at the Auditorium of Rama Devi Women's University. The detailed training Programme is enclosed at "Annexure-A". You are, therefore, requested to please depute the Admission-in-charge & Data Entry Operator of your Institution dealing with the admission process for the above training Programme positively as per the Schedule.

The T.A/ D.A of the attendees shall be borne by the respective HEIs from the SAMS fund available with your Institution.

- 2) The training session shall begin at **10.00 AM & go until 02:00 PM** with reporting beginning at **09:00 AM** as per the schedule mentioned in Annexure-A.
- 3) The Nodal Colleges and the listed SAMS Resource Centers (SRC) are requested to conduct the training Programme jointly on e-Admission for all the remaining SAMS Resource Centers under their jurisdiction in the college premises preferably on **26.05.2023(Friday)** or **27.05.2023(Saturday)** and intimate the undersigned after completion of the training. The expenses incurred for this may be met out of the SAMS fund available with the Nodal Colleges.

The Guidelines for admission into U.G. Courses along with the Manual Book on Reservation & Weightage criteria is attached herewith for your kind reference.

This is for your kind information and necessary action.

Yours faithfully,


17.05.2023
Deputy Director

(P.T.O)


Memo No. 21043 /HE, Dated, 17/05/2023

Copy forwarded to P.S to Principal Secretary, Higher Education Department for kind information of Principal Secretary.


17.05.2023
Deputy Director

Memo No. 21044 /HE, Dated, 17/05/2023

Copy forwarded to the Registrar, Rama Devi Women's University, Bhubaneswar for kind information with a request to spare the Auditorium from 09.00 AM to 05.00 PM on 23.05.2023(Tuesday) & 24.05.2023(Wednesday).


17.05.2023
Deputy Director

Memo No. 21045 /HE, Dated, 17/05/2023

Copy forwarded to the Joint Secretary to Government, PTC Section, Higher Education Department for kind information.


17.05.2023
Deputy Director

Memo No. 21046 /HE, Dated, 17/05/2023

Copy forwarded to the General Manager, OCAC for kind information and with a request to ask the Service Provider, SAMS to conduct the training as per the Schedule.


17.05.2023
Deputy Director

Tuesday | May 23, 2023

10:00 AM to 2:00 PM

Sl. No.	District Name	Name of the ICH	Nodal College / SRC
1	Angul	Government (Autonomous) College, Angul	Nodal College
2	Angul	Talcher (Autonomous) College, Talcher	SRC
3	Balasore	Fakir Mohan (Autonomous) College, Balasore	Nodal College
4	Balasore	Subarna Rekha (Degree) Mahavidyalaya, Baliapal	SRC
5	Balasore	Jaleswar Women's (Degree) College, Jaleswar	SRC
6	Balasore	Upendra Nath (Degree) College, Soro	SRC
7	Balasore	Rural (Degree) Institute of Higher Studies, Bhogarai	SRC
8	Baragarh	Panchayat (Degree) College, Baragarh	Nodal College
9	Baragarh	Attabira (Degree) College, Attabira	SRC
10	Bhadrak	Bhadrak (Autonomous) College, Bhadrak	Nodal College
11	Bhadrak	Chandbali (Degree) College, Chandbali	SRC
12	Bolangir	Rajendra University, Bolangir	Nodal College
13	Bolangir	Jawaharlal (Degree) College, Patnagarh	SRC
14	Bolangir	D.A.V. (Autonomous) College, Titilagarh	SRC
15	Boudh	Boudh Panchayat (Degree) College, Boudh	Nodal College
16	Cuttack	Shailabala Women's (Autonomous) College, Cuttack	Nodal College
17	Cuttack	Choudwar (Degree) College, Choudwar	SRC
18	Cuttack	Banki (Autonomous) College, Banki	SRC
19	Cuttack	Mohan Subudhi (Degree) College, Baramba	SRC
20	Cuttack	Brahmanajharilo (Degree) Mahavidyalaya, Brahmanajharilo	SRC
21	Cuttack	Jatiya Kabi Bira Kishore Government (Degree) College, Cuttack	SRC
22	Cuttack	Udayanath (Autonomous) College of Science & Technology, Adaspur	SRC
23	Cuttack	Mahanga Womens (Degree) College, Pallisahi	SRC
24	Cuttack	Narasinghpur (Degree) College, Narasinghpur	SRC
25	Cuttack	Salepur (Autonomous) College, Salepur	SRC
26	Deogarh	Deogarh (Degree) College, Deogarh	Nodal College
27	Deogarh	Reamal (Degree) College, Reamal	SRC

Tuesday | May 23, 2023

10:00 AM to 2:00 PM

S. No.	District Name	Name of the HEIs	Nodal College / SRC
28	Dhenkanal	Dhenkanal (Autonomous) College, Dhenkanal	Nodal College
29	Dhenkanal	Baji Rout Memorial (Degree) College, Bhuban	SRC
30	Dhenkanal	Hindol (Degree) College, Khajurikota	SRC
31	Dhenkanal	Parjang (Degree) Mahavidyalaya, Parjang	SRC
32	Gajapati	Sri Krishna Chandra Gajapati (Autonomous) College, Paralakhemundi	Nodal College
33	Gajapati	Sriram (Degree) College, Kasinagar	SRC
34	Ganjam	Sashi Bhusan Rath Government (Autonomous) Women's College, Berhampur	Nodal College
35	Ganjam	Aska Science (Degree) College, Aska	SRC
36	Ganjam	Kabi Samrat Upendra Bhanja (Degree) College, Bhanjanagar	SRC
37	Ganjam	Government Science (Degree) College, Chhatrapur	SRC
38	Jagatsinghpur	Swami Vivekananda Memorial (Autonomous) College, Jagatsinghpur	Nodal College
39	Jagatsinghpur	Paradeep (Degree) College, Paradeep	SRC
40	Jajpur	Narasingh Choudhury (Autonomous) College, Jajpur	Nodal College
41	Jajpur	Baba Bhairabananda (Autonomous) Mahavidyalaya, Chandikhol	SRC
42	Jajpur	Vyasa Nagar (Autonomous) College, Jajpur Road	SRC
43	Jharsuguda	Laxmi Narayan (Degree) College, Jharsuguda	Nodal College
44	Jharsuguda	Panchayat Samiti (Degree) College, Laikera	SRC
45	Kalahandi	Kalahandi University, Kalahandi	Nodal College
46	Kalahandi	Maharani Kasturika Modini Devi (Degree) Mahavidyalaya, Kalampur	SRC
47	Kalahandi	Madanpur Rampur (Degree) College, Madanpur Rampur	SRC
48	Kandhamal	Government (Autonomous) College, Phulbani	Nodal College
49	Kandhamal	Adivasi Degree College, Balliguda	SRC
50	Kandhamal	Kalinga (Degree) Mahavidyalaya, G. Udayagiri	SRC


17.05.2023
Deputy Director, PTC
Higher Education, Department

	District	Name of the HEI	Nodal College / SRC
51	Kendrapara	Kendrapara (Autonomous) College, Kendrapara	Nodal College
52	Kendrapara	Olaver (Degree) College, Olaver	SRC
53	Kendrapara	Birupa (Degree) College, Indipur	SRC
54	Kendrapara	Sri Sri Jagannath (Degree) Mahavidyalaya, Rajnagar	SRC
55	Keonjhar	Dharamidhar (Autonomous) College, Keonjhar	Nodal College
56	Keonjhar	Anandapur (Degree) College, Anandapur	SRC
57	Keonjhar	Rimuli (Degree) College, Rimuli	SRC
58	Keonjhar	Tarini Thakurani (Degree) Mahavidyalaya, Ghatagaon	SRC
59	Keonjhar	Charigarh (Degree) Mahavidyalaya, Telkoi	SRC
60	Khurda	Buxi Jagabandhu Bidyadhar (Autonomous) College, Bhubaneswar	Nodal College
61	Khurda	Sishu Ananta (Degree) Mahavidyalaya, Balipatna	SRC
62	Khurda	Balugaon (Degree) College, Balugaon	SRC
63	Khurda	Godavarish (Degree) Mahavidyalaya, Banapur	SRC
64	Khurda	Rajdhani (Degree) College, Bhubaneswar	SRC
65	Khurda	Rama Devi Women's University, Bhubaneswar	SRC
66	Khurda	Maharishi (Degree) College of Natural Law, Bhubaneswar	SRC
67	Khurda	Sri Jayadev (Degree) College of Education & Technology, Naharkanta	SRC
68	Khurda	Sri Satya Sai (Degree) College for Women, Pokhripur	SRC
69	Khurda	Kamala Nehru Women's (Degree) College, Bhubaneswar	SRC
70	Khurda	Basic Science & Humanities (Degree) College, Bhubaneswar	SRC
71	Khurda	Women's (Degree) College, Khurda	SRC
72	Khurda	Prananath (Autonomous) College, Khurda	SRC
73	Koraput	Vikram Dev (Autonomous) College, Jeypore	Nodal College
74	Koraput	Laxmipur (Degree) College, Laxmipur	SRC
75	Koraput	Sunabeda Women's (Degree) College, Koraput	SRC
76	Malkangiri	Malkangiri (Degree) College, Malkangiri	Nodal College
77	Malkangiri	Biju Patnaik (Degree) College of Education, Govindapali	SRC
78	Mayurbhanj	Maharaja Purna Chandra (Autonomous) College, Takatpur	Nodal College

Wednesday | May 24, 2023

10:00 AM to 2:00 PM

Sl. No.	District Name	Name of the HEIs	Nodal College / SRC
79	Mayurbhanj	Karanjia (Autonomous) College, Karanjia	SRC
80	Mayurbhanj	Rairangpur (Degree) College, Rairangpur	SRC
81	Nawarangpur	Nabarangpur (Degree) College, Nabarangpur	Nodal College
82	Nayagarh	Nayagarh (Autonomous) College, Nayagarh	Nodal College
83	Nayagarh	Raghunath Samabaya (Degree) Mahavidyalaya, Odagaon	SRC
84	Nuapada	Khariar (Autonomous) College, Khariar	Nodal College
85	Nuapada	National (Degree) College, Nuapada	SRC
86	Puri	Samanta Chandra Sekhar (Autonomous) College, Puri	Nodal College
87	Puri	Astaranga (Degree) College, Astaranga	SRC
88	Puri	Konark Bhagabati (Degree) College, Konark	SRC
89	Puri	Kandakhai (Degree) College of Science & Education, Kandakhai	SRC
90	Rayagada	Rayagada (Autonomous) College, Rayagada	Nodal College
91	Rayagada	Science (Degree) College, Gudari	SRC
92	Sambalpur	Government Women's (Degree) College, Sambalpur	Nodal College
93	Sambalpur	Basudev Godabari (Degree) College, Kesaibahal	SRC
94	Sambalpur	Kuchinda (Degree) College, Kuchinda	SRC
95	Sambalpur	Burla N.A.C. (Degree) College, Burla	SRC
96	Sonepur	Sonepur (Degree) College, Sonepur	Nodal College
97	Sonepur	Shreeram (Degree) College, S. Rampur	SRC
98	Sundargarh	Government (Autonomous) College, Rourkela	Nodal College
99	Sundargarh	Bonaigarh (Degree) College, Bonaigarh	SRC
100	Sundargarh	Government (Degree) College, Sundergarh	SRC


 17.05.2023
 Deputy Director, SRC
 Higher Education, Department



SAMS

Student Academic Management System

**Important Guidelines to be followed for Admission
into U.G. Courses for the Academic Session 2023-24**

**HIGHER EDUCATION DEPARTMENT
LOKASEBA BHAWAN
BHUBANESWAR-751001**

Important points to be followed in the e- Admission 2023-24:

- 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 2023-24.
- 2) During this academic session, the process of "Validation at SAMS Resource Centers (SRC)" will be reintroduced.
- 3) Applicants applying in two or more CAFs are liable to be rejected.
- 4) This year, e-Admission process consists of multiple phase's admission. Each phase shall consist of multiple rounds of selections such as 1st selection, 2nd selection, 3rd selection, and so on. The selection list for all the rounds will be published on the SAMS website.
- 5) The online Common Application Form (CAF) will be available on the website 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-up the online CAF.
- 6) Each applicant has to register and create his/her own username and password in the SAMS portal to fill up the CAF. The uniqueness of the mobile number and e-mail id will be maintained. Applicants are required to login their Student Login to access all type of admission related information such as CAF Apply, Online Payment of CAF/Admission Fees, etc. Therefore, applicants are advised not to change their mobile numbers and mail id till the completion of courses.
- 7) The CHSE, Odisha students who had passed out between the Academic Years 2013 and 2023 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'. The data which are auto populated will be in non-editable format. If any mistakes encountered that will be corrected at that time of validation of CAF at SRC centers. Further, applicants are advised to provide the Applicant Name as mentioned in their CHSE Result at the time of registration. In case of mismatch between Registration Name and Result Data, then applicant is advised to visit his/her nearest SRC for necessary correction.
- 8) For CBSE/ICSE/Other Boards students have to fill up all the entries in the CAF as per their 12th or equivalent result.

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.

- 9) An applicant can exercise as much as options/choices in their CAF. Applicants can change their options (HEI + Stream + Honours/Pass) in their respective CAF within the timeline till final submission of CAF. These must be clearly indicated in the CAF.
- 10) After submitting the Common Application Form (CAF), if any mistakes are encountered by the applicant, then s/he can correct those mistakes at the nearest SRC Center.
- 11) Selection of options/choice for the HEIs 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.
- a. HEIs preferences entered by the applicants will be continued throughout a particular phase. No new options will be allowed for those applicants in the next round of the selection process in a particular Phase.
- 12) There will be no facility to change the Honours Subject after closure of admission process of Academic Year 2023-24. Hence, applicants are requested to choose their Honours subject carefully.
- 13) Applicants have to pay the CAF fees & Admission 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). e-Challan Facility and offline payment option will be not available.
- 14) Further, 4 Year B.A. B.Ed. / B.Sc. B.Ed. of following HEIs are also included in the SAMS e- Admission process from the Academic Session 2023-24.
- a) Fakir Mohan Autonomous College, Balasore
b) Maharaja Purna Chandra Autonomous College, Mayurbhanj
c) Samanta Chandra Sekhar Autonomous College, Puri
- 15) 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" 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 SRC Validation, if it is found that the particular applicant is not coming under PwD / TG category, then SRC Centre will correct the CAF as per the guidelines and the CAF fees will be included in the admission fees.

- 16) In this Academic Session 2023-24, the collection of admission fees will be done in online mode by SAMS.

17) During the academic session 2023-24, Counseling Based Online Admission Process will be implemented for U.G. admission.

Submission of CAF

- a) The applicant has to submit the HEI Copy with the documents as mentioned under "Documents to be submitted" at the SAMS (Degree) Resource Centers. In addition, s/he has to produce the Applicant Copy at the CAF Receiving Counter to get back the same acknowledged with MRIN on it.
- b) This MRIN shall be the KEY to all further queries for an applicant regarding e-Admission.
- c) The MRIN will be generated from the CAF Receipt Register (to be maintained manually by the SRC) and given to the student and will be updated in the SAMS e-Space by the concerned college authorities.
- d) Outside State Applicants can send their CAF by post to any one SAMS Resource Center. The duly filled in CAF should reach the college on or before "Last date of submission of online applied CAF at any of the SAMS Resource Centers (SRC)".

N.B.: Only merit and no caste-reservation will be considered for Other State Applicants.

- e) If a candidate submits a second CAF along with a hand written application for this purpose, then the latest CAF will become valid.
- f) Applicants have to write "Submitted by me" and sign in all the supporting documents submitted at the time of CAF submission at SRC.

Auto-Validation Process

- a) Candidates who have passed from CHSE, Odisha and are not seeking any reservation, weightage etc., and paid the CAF Fees online, their CAFs will be automatically validated and need not submit the HEI copy at the SRCs.
- b) Similarly, SC/ST students passed from CHSE, Odisha and obtained caste certificate through e-District portal and paid the CAF Fees online, their CAFs will be automatically validated and need not submit the HEI copy at the SRC.
- c) If any discrepancy identified in the auto-validated CAF, then applicant required to visit any nearest SRC for further validation.

CAF Tagging and Validation Process

- a) Applicant cannot change any data in the CAF after submission of "HEI Copy" & getting acknowledged "Applicant Copy" of CAF at the SRC counter. The information furnished in the hard copy of CAF shall be verified as per the photocopy of the documents, submitted along with the HEI copy.
- b) The e-Admission Validation Team Member at SAMS Resource Center will validate the submitted CAF online by comparing the information with the relevant documents like mark sheets, reservation & weightage certificates, etc. If an applicant has claimed any benefit of reservation or weightage without relevant document, her/his case will be validated without claim.
- c) For benefit of applicants, a sample of filled in HEI Copy & Applicant Copy of CAF are given at Annexure-1 & Annexure-2 respectively.
- d) To identify the application status, all applications will be categorized under following four categories: Validated Applications, Pending Applications, Modified Applications, Rejected Applications

On the last date of validation, pending applications will get validated, modified or rejected as per merit. All applications for which receipt has been issued has to be accounted online.

- e) During validation, if a Validation Team Member (VTM) notices multiple submission of CAF with same details, then the VTM will ask for a handwritten application from the applicants to validate the submitted CAF and rejection of all earlier Validated CAFs.
- f) Single barcode cannot be tagged at multiple SRCs.

Admission Procedure

- 1) Selected applicants have to produce the Intimation Letter before the admission committee at the Destination HEI on the date and time as declared by the Higher Education Department.
- 2) Applicant has to produce all original documents for verification only at the Destination HEI. No original documents are to be deposited with the college authority.
- 3) During the current academic session, the following processes have been introduced by the Higher Education Department to smoothen the admission process:
 - a. **Float** - If an applicant have accepted the allotted seat and also wishes a better Honors in their higher preferences for same HEI, they can choose this option.

- b. **Slide** - If an applicant have accepted the allotted seat but also wants for a better Honors as well as HEI in their higher preferences, they can choose this option.
 - c. **Freeze** - If an applicant is satisfied with the allotted seat i.e. both the HEI and the Honors, they can choose this option.
- 4) After selecting any of the options mentioned in point No.3 as per their interest, candidates will have to pay the admission fees shown on the screen.
 - 5) After getting selected in the first round, if a candidate opted for the Slide option, then in the subsequent rounds the options like "Float" & "Freeze" will show.
 - 6) If an applicant has been allotted a seat in a round other than 1st round, then the applicant compulsorily accepts the seat by opting for Slide/Float/freeze along with the payment to remain in the admission process.
 - 7) In every round, the candidate must opt for one option out of the displayed options to change/remain in the process. If the applicant doesn't opt for any option, then the previous option will continue till the last round or allotment in 1st option.
 - 8) If you are allotted a seat in a round other than 1st round, then the applicant compulsorily accepts the seat by opting for Slide/Float/Freeze along with the payment to remain in the admission process. Once the applicant opted for freeze, then s/he has to pay the displayed admission fees and report at the HEI for completion of admission formalities.
 - 9) An applicant once paid the displayed admission fees by selecting Slide/Float then s/he need not be required to pay the differential amount in each round till the final round or opt for freeze.
 - 10) Applicants who got selected in 1st option or opted for "Freeze" are compulsorily required to take admission in that particular round, otherwise, their candidature will be cancelled and the same seat will be allotted to another eligible candidate.
 - 11) At the time of admission, if any discrepancies found in the CAF by the destination college, 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.
 - 12) 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.*

13) During the time of admission "Not Reported" option shall be made available in the HEI's e-Space. Now only the "Allowed", "Not Allowed" options are showing in their e-Space. So that applicant who will not report at the selected institution, that particular HEI may select the "Not Reported" option against his/her Name/Barcode.

14) Applicants have to produce all original documents for verification only at the Destination HEI. The list of such documents is mentioned below.

Principles of Selection

1. Eligibility:

a. 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.

b. Applicants passed out from the Diploma courses (after 10th only) are eligible to apply in U.G. Courses. They have to enter their total marks (appeared & secured) in the 1st year (1st Sem & 2nd Sem) only. They are not eligible to apply for Biological Science Stream

c. Applicants passed out from the Diploma courses after ITI Course (Lateral Entry Students) are not eligible to take admission in U.G. Courses.

2. For Regular Pass-out Students:

Admission into various Streams, HEIs, 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 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.

3. 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)

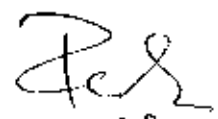
y = Total full marks (if 4 subjects then Y=400, if 5 subjects=500 or Y may be 800/1000 as of other boards).

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

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

4. 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. However, if concerned subject secured mark also become same then applicant born earlier will be considered.
5. Status of the selected college in the CAF will also be intimated in the intimation letter.
6. Honours/Core/Pass Subject wise selection will be done through online mode. The reservation Act of the Government of Odisha will be strictly followed in the selection.
7. 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.
8. The applicants selected against the quota for PwD shall be placed in the appropriate category of SC, ST and General.
9. Once the selected applicant took admission in his/her preferred HEI, then HEI will allow him/her enrollment by updating in their e-Space. List of such admitted students will be reflected as "Admitted Students" in HEIs e-Space.
10. Unlike previous year (2022-23), Admission fees for admission into U.G courses will be collected from students through SAMS portal during e- admission period. The selected Students have to pay the requisite admission fees within the timeline notified by Higher Education Department.
11. The Preference of Choices will be captured once in a Phase.
12. Applicants, who got selected and taken admission in his/her 1st Preference of Choice in Phase, will not be allowed to participate in the subsequent round of admissions and Phases.
13. Candidates selected in one Honours and choose the Freeze option but not taken admission, then his/her name will not be considered for subsequent phases.

14. Candidates selected in one Honours and choose **Float** option, then his/her subsequent selection will be run for upper option of the same HEIs. Rest of the upper option will be closed.
15. Candidates selected in one Honours and choose **Float** option, but not selected in subsequent phase, then his/her first selected honors will be considered in last Selection.
16. Candidates selected in one Honours and choose **Float** option, and selected in the best fit option but not taken admission, then his/her name will not be allowed to participate in the subsequent round of admissions and Phases.
17. Candidates selected in one Honours and Choose **Slide** option, then his/her upper option will be only considered and applicant can't claim his/her lower preference even vacancy exists in these HEIs.
18. Candidates selected in one Honours and choose **Slide** option, but not selected in subsequent phase, then his/her first selected subject will be considered in last Selection.
19. After getting selected in the first round, if a candidate opted for the **Slide** option, then in the subsequent rounds the options like "**Float**" & "**Freeze**" will show.
20. In **Float/Slide** cases once you are allotted a seat in the further rounds, you'll lose the seat which was allotted previously.
21. After selecting any of the options mentioned above as per their interest, applicants will have to pay the admission fees shown in the screen in their SAMS e-Space.
22. In between a round, if an applicant has got 1st Choice or opted the "**Freeze**" option, then s/he has to pay the differential admission fees online to get the Intimation Letter and visit the selected HEIs for admission related activities.
23. Applicants will not be allowed to edit their Preference of Choices after the dateline for choice filling, i.e., applicants cannot change the order of their choices OR add any more choices in OR delete any choices from the choice list after the dateline for choice filling.
24. Whenever a seat is allocated, applicants are compulsorily to choose their option - **FREEZE, FLOAT** or **SLIDE** - carefully. Not choosing an option means you are rejecting the offered seat and you will be out of the counselling process in the subsequent rounds.
25. The reconciliation of transaction and refund of the differential fees will only be initiated after the closure of the application process gets over for the sessions 2023-24.



17.05.2023

Deputy Director, PTC
Higher Education, Department



SAMS

Student Academic Management System

Manual Book for Reservation & Weightage to consider
for Admission into U.G. Courses for the Academic
Session 2023-24

HIGHER EDUCATION DEPARTMENT
LOKASEBA BHAWAN
BHUBANESWAR-751001

Important points related to Reservation & Weightage policy to be followed in the e- Admission 2023-24:

1. Online admission (e-Admission) into 1st year degree (+3) Courses is compulsory for admission into Universities imparting U.G. Courses and +3 (Degree) Colleges including Sanskrit (Shastri) Colleges coming under Higher Education Department, Government of Odisha for the Academic Session 2023-24.
2. The Reservation and Weightage policy of Government of Odisha will be strictly followed in the selection process to take admission into U.G. Courses.
3. The different types of Reservation/Weightage system and their details are as follows.

Reservation

1. Scheduled Caste (SC) :-

- a. Total 16.25% of the sanctioned strength of each course shall be reserved for SC applicants.
- b. Applicants can visit the website <https://edistrict.odisha.gov.in/> and apply for Scheduled Caste Certificate. The certificate generated online with BARCODE and photograph is only valid.
- c. The online generated SC Certificate issued by the Revenue Officers not below the rank of Tahsildar / Additional Tahsildar will only be taken into consideration.
- d. SC certificate issued from other State is not valid to get a reserved seat for admission in Odisha.
- e. A sample copy of SC Certificate is attached herewith. Please refer Fig-1.

2. Scheduled Tribe (ST) :-

- a. Total 22.5% of the sanctioned strength of each course shall be reserved for ST applicants.
- b. Applicants can visit the website <https://edistrict.odisha.gov.in/> and apply for Scheduled Tribe Certificate. The certificate generated online with BARCODE and photograph is only valid.
- c. The ST Certificate issued by the revenue officers not below the rank of Tahsildar / Additional Tahsildar will only be taken into consideration.
- d. ST certificate issued from other State is not valid to get a reserved seat for admission.
- e. 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 a proof of caste in absence of ST certificate.
- f. A sample copy of ST Certificate is attached herewith. Please refer Fig-2.

3. Persons with Disability (PwD) :-

- a. Total 5% of the sanctioned seats (total sanction strength of a HEI) shall be reserved for PwD applicants with extent of disability not below than 40%.
- b. Two types of Disability certificates are there. 1) Permanent, 2) Temporary. Applicant with "Permanent Disability" with extent of disability not below than 40% are eligible to get the reservation.
N.B:- Applicants with "Temporary Disability" even extent of disability is more than 40% are not eligible to get any reservation of seats.
- c. As per SSEPD Department Notification No.5823 dated 29.07.2022, after 31st August 2022, disability certificate will not be issued in manual mode.
- d. The disability certificates shall be issued only through Unique Disability Identity (UDID) card portal.
- e. Applicants can visit the website <https://www.swavlambancard.gov.in/> and apply for Disability Certificate. The certificate generated online with BARCODE and photograph is only valid.
- f. A sample copy of Disability Certificate issued from UDID portal is attached herewith. Please check Fig-3.

4. EX- Serviceman(ESM) / Serving Defense Personnel(SDP) / Children of Martyrs(CoM) :-

- a. Total 1% of the sanctioned seats (total sanction strength of a HEI) shall be reserved for self/ Children/ Wife/ Husband of Ex-Serviceman, Serving Defense Personnel and Children of Martyrs.
- b. Ex-Service Man (ESM) Certificate will be issued from Zilla Sainik Board / Rajya Sainik Board shall be taken into consideration. Please refer Fig-4 & Fig-4.1.
- c. Service Defense Personnel (SDP) (Army/ Navy/ Air Force) Certificate issued from the Commanding Officer of the Unit shall be taken into consideration. Please check Fig-5.
- d. Children of Martyrs (CoM) certificate issued from the concerned District Collector shall be taken into consideration.
- e. Certificates of Central Armed Police Forces such as CISF/CRPF/ITBP/Paramilitary Forces etc. shall not be taken into consideration to get a reserved seat.

Weightage

1. NCC :-

- a. Applicants holding "B" Certificate only, shall be given weightage of an additional 5% of marks over and above the aggregate marks secured at the Higher Secondary (+2) or Equivalent examination. Please refer Fig-6.
- b. Applicants holding "A" & "C" Certificates shall not be given any weightage for admission into U.G. (Degree/+3) Courses.
- c. Applicants who have represented the State or the Central School/Sainik School at 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. Please refer Fig-6.1/ Fig-6.1.1

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 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.
- e. The sample copy of NSS Certificates are attached. Please refer Fig-7, 7.1 & 7.2.

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.
- c. The sample copy of Rover & Ranger Certificate is attached herewith. Please refer Fig-8.

4. Sports & Games :-

- a. Applicants who have represented the country at the **international level** and having a **weightage Certificate issued by Sports Department** 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. As per Sports Department Letter No.15536 dated 07.09.2022, applicants having International & State level Sports Certificate should not visit the Sports Department for any type of countersign.
- d. The Sports Weightage certificates shall be issued only through **Sports Department website**.
- e. Applicants are advised to visit the website <https://portal.sportsodisha.gov.in/Citizen/Landing> and apply for Sports Weightage Certificate. The certificate generated online with Photo & QR CODE is valid.
- f. The validity of the online generated QR based Sports Certificate is valid only for the year in which the certificate is issued.
- g. The sample copy of Sports Weightage Certificate issued from Sports Department portal is attached herewith. Please check Fig-9.
- h. 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. These category of applicants i .e: having a Sports certificate of **inter-State School Sports Meet / SGFI / National School Games** should be countersigned by the Director, Secondary Education(coming under School & Mass Education Department) Odisha.
- i. The sample copy of Sports Certificates countersigned by the Director, Secondary Education is attached herewith. Please check Fig-9.1.




Sample copy of the Reservation & Weightage Certificates:

Fig No. 1:- Scheduled Caste (SC) Certificate

	
<p>FORM No. 1 (See Rule 3) GOVERNMENT OF ODISHA Office of the Tahasildar Satyabadi Miscellaneous Certificate Case No E-6CO/2021/369195 SCHEDULED CASTE CERTIFICATE</p>	
<p>This is to certify that Miss RASHMI SETHI daughter of Smt LAXMIPRIYA SETHY and Smt NITYANANDA SETHY, of village/town Suania P.S SATYABADI in the district PURI in the state of Odisha belongs to Dhoba caste which is recognized as Scheduled Caste under the constitution (Scheduled Caste / Scheduled Tribe) order 1950 as amended by the scheduled Caste and Scheduled Tribe List (Modification) order 1956 and Scheduled Caste and Scheduled Tribe Order (Amendment) Act, 1976.</p>	
<p>Miss RASHMI SETHI and her family ordinarily reside(s) in villagetown Suania of PURI district in the state of Odisha.</p>	
	<p>Digitally signed by SHYAMA MOHANTY Date: 2021.11.12 12:32:06+05:30 Signature of the Revenue Officer 12/11/2021</p>
<p>*** This is a Digitally Signed Document And Does Not Require Signature ***</p>	
<p>NOTE (i) It is a digitally signed electronically generated certificate and therefore needs no ink-signed signature. (ii) This Certificate is issued as per section 4, 5, & 6 of Information Technology Act 2008 and its subsequent amendments in 2008 and as per Revenue & Disaster Management Department Notification number (ML-13/10-4251/R&DM). (iii) For any Query or Verification, Agency / Department / Office may visit https://eodict.odisha.gov.in (iv) Tampering of this Certificate will attract penal action.</p>	
<p>Reference No: E-6CO/2021/369195 To View: https://eodict.odisha.gov.in/verify/ACC96E1A Token No: ACC96E1A</p>	

(Fig-1)

Fig No. 2:- Scheduled Tribe (ST) Certificate

	
FORM NO. 1 (Ser Rule 2) GOVERNMENT OF ODISHA Office of the Tahasildar Rayagad Miscellaneous Certificate Case No. E-STO/2022/445980 SCHEDULED TRIBE CERTIFICATE	
<p>This is to certify that Shri CHATURBHUJA DALABENERA son of Smt SUNAMAN DALABENERA and Shri KUSMANATHA DALABENERA of village/town LALAI P.S RAYAGADA in the GAJAPATI district in the state of Odisha belongs to Savar caste which is recognized as Scheduled Tribe under the constitution (scheduled Caste / Scheduled Tribe) order 1950 as amended by the scheduled Caste and Scheduled Tribe List (Modification) order 1956 and Scheduled Caste and Scheduled Tribe Order (Amendment) Act, 1976.</p> <p>Shri CHATURBHUJA DALABENERA and his family ordinarily reside(s) in village/town LALAI P.S RAYAGADA Tahasil Rayagad in the district of GAJAPATI in the state of Odisha.</p>	
	<p>Digitally signed by SHRI CHATURBHUJA DALABENERA Date: 2022.07.28 12:17:51 +05:30 Signature of the Revenue Officer 28/07/2022</p>
<p>*** This is a Digitally Signed Document And Does Not Require Signature ***</p>	
<p>NOTE</p> <p>(i) It is a digitally signed electronically generated certificate and therefore needs no ink signed signature. (ii) This Certificate is issued as per section 4, 5, & 6 of Information Technology Act 2008 and its subsequent amendments in 2008 and as per Revenue & Disaster Management Department Notification number IMU-13/10-4251/R&DM. (iii) For any Query or Verification, Agency / Department / Office may visit http://e-governance.odisha.gov.in (iv) Tampering of this Certificate will attract penal action</p>	
<p>Reference No. E-STO/2022/445980 p Show: http://e-governance.odisha.gov.in/01287n/55175615 Token No. ES170815</p>	

(Fig-2)

Fig No. 3:- Disability Certificate



Department of Empowerment of Persons with Disabilities,
Ministry of Social Justice and Empowerment, Government of India

Disability Certificate Issuing Medical Authority, Sambalpur, Odisha



Certificate No.: OD0310620020061323

Date: 21/10/2009

This is to certify that I/We have carefully examined Shri **Papun Singh** Son of Shri **Bidyadhar Singh** Date of Birth **16/07/2002** Age **17 Year(s)** Male, Registration No. **2103/0000/1909/0434128** resident of House No. **Godrapada, Bhojpur, Jamankira - 768107** Sub District **Jamankira** District **Sambalpur** State / UTs **Odisha** Whose photograph is affixed above, and I/We satisfied that:

- (A) He is a case of Locomotor Disability
(B) The diagnosis in his case is **BILATERAL FLAT FOOT**

(C) He has **40%**(in figure) **Forty** percent(in words) Permanent in relation to his (part of body) as per guidelines (to be specified).

The applicant have been submitted the following document(s) as proof of residence

Nature of Document(s): Aadhaar card

Signature / Thumb impression of the Person With Disability

Signatory of notified Medical Authority Member




Issuing Medical Authority, Sambalpur, Odisha

This Card/Certificate is meant to certify the disability of the person and is not an instrument for ID/Address Proof for any purpose.

(Fig-3)

Fig No. 4:- ESM Certificate (Type-1)



GOVERNMENT OF ODISHA
RAJYA SAINIK BOARD, ODISHA
BHUBANESWAR-751015

BONAFIDE CERTIFICATE

Certified that No. 14813440-K Rank Ex-Sep Name Ajjayakumar Mahapatra
resident of Village Jaganmathpur P.O. Jaganmathpur Distt.
Puri (Odisha) is a bonafide Ex-Serviceman of the Indian Army/ Navy/Air
Force. He had served in the Indian Army/ Navy/Air Force from 29.08.1995 to
31.08.2018. He has been issued with Ex-Serviceman Identity Card bearing
Machine No. OR102/013883.

Sri/Kumari/Smt Smiti Samikshya ^{Apharanga} is the dependent son/daughter/
Wife of the above named Ex-Serviceman. He/She is eligible for admission in
Educational/Technical institutions in seats reserved for the children of Defence/
Ex-service personnel.

This certificate is issued for the purpose of admission in 13 Science

Place : Bhubaneswar

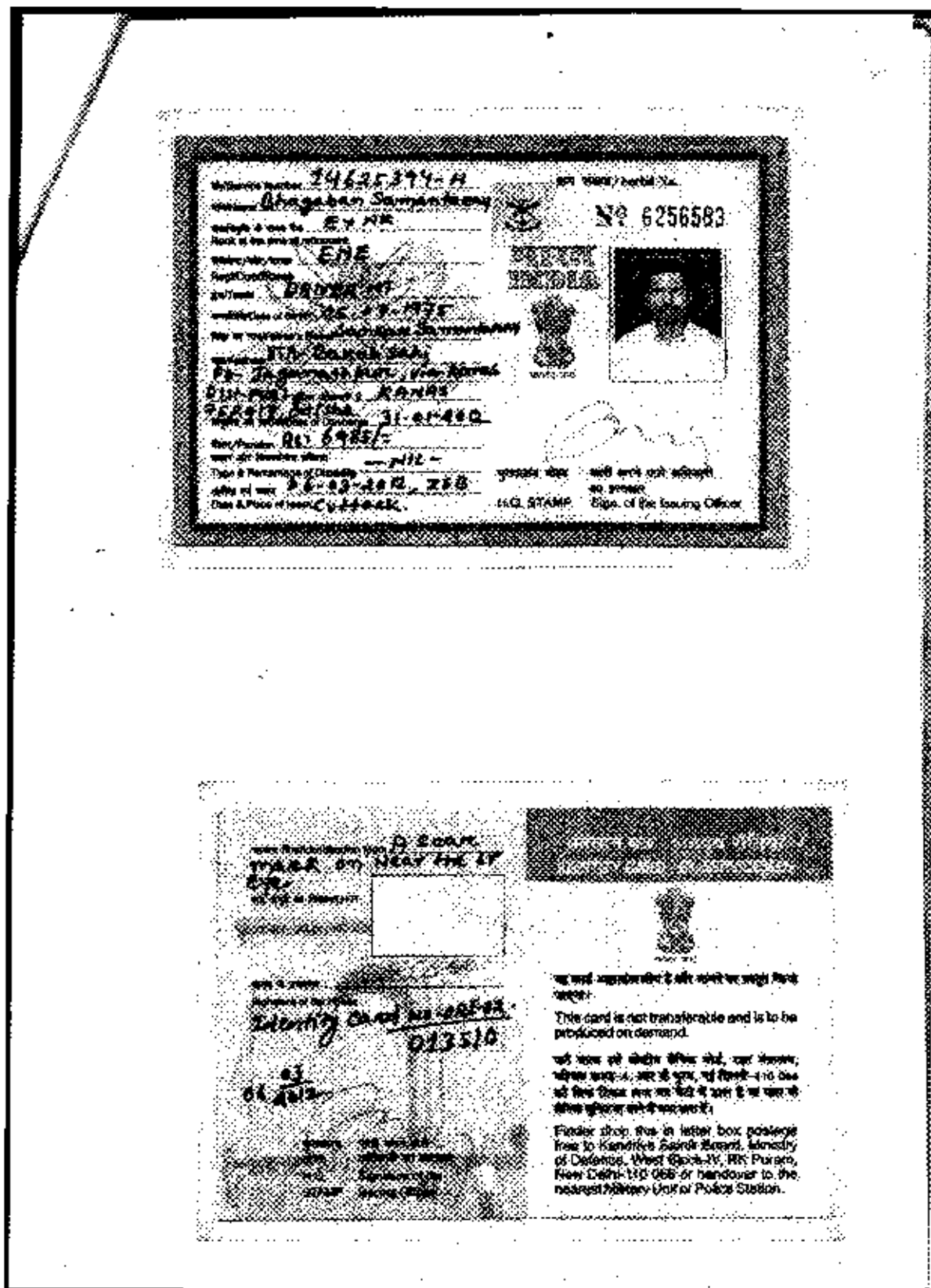
Dated : 09 Sep 2022




Secretary
Rajya Sainik Board, Odisha
Bhubaneswar
Secretary
Rajya Sainik Board
Odisha, Bhubaneswar

(Fig-4)

Fig No. 4.1:- ESM Certificate (Type-2)



(Fig-4.1)

Fig No. 5:- SDP Certificate

14/08/2022, 12:37
IMG20220810123746.jpg

**CERTIFICATE
(TO WHOM SO EVER IT MAY CONCERN)**

1. It is certified that Miss Kiran Panda is the daughter of JC-818830M Sub Maj & Hon'y Capt (MP) Prasanta Kumar Panda who is presently serving with Northern Command Provost Unit with effect from 26 Oct 2021. As per records, date of birth of his daughter is 21 Mar 2005.

2. Permanent home address of the employee is as under:

PERMANENT HOME ADDRESS

Vill - Senaujanpur
PO - Hasinpur
Teh - Jajpur
Distt - Jajpur
State - Odisha
PIN - 755017



3. This certificate is being issued for college admission of his child.

Case file No. Pro/00070/1/A
Northern Command Provost Unit
PIN-807978
Station - 2/6 56 APC
Dated: 10 Aug 2022

Kiran Panda


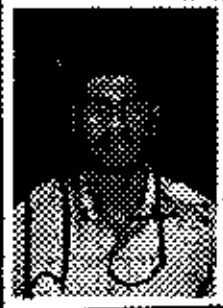
[Signature]
Companying Officer
Northern Command Provost Unit

[Signature]
Companying Officer
Northern Command Provost Unit



(Fig-5)

Fig No. 6:- NCC-B Certificate

प्रमाणपत्र
CERTIFICATE


क्र. No. <u>12/61289</u>	रैंक Rank <u>CDT</u>
नाम Name <u>UDHAYAKUMAR</u>	सुपुत्र/सुपुत्री Son/Daughter of <u>JAYARAJA KUMAR</u>
युनिट Unit <u>111TH BATTALION</u>	जन्म तिथि Date of Birth <u>13 FEB 1995</u>

राष्ट्रीय कैडेट कोर दिशालय
 NCC Directorate (111, P. BANGALORE)

प्रमाणित किया जाता है कि ऊपर लिखित कैडेट ने रक्षा मंत्रालय, भारत सरकार के प्राधिकार के अधीन/सन् 20..... में हुई प्रमाणपत्र..... परीक्षा प्राप्त कर ली है।
 This is to certify that the above mentioned Cadet has passed the Certificate B Examination held in 2013.....
 under the authority of Ministry of Defence, Government of India.

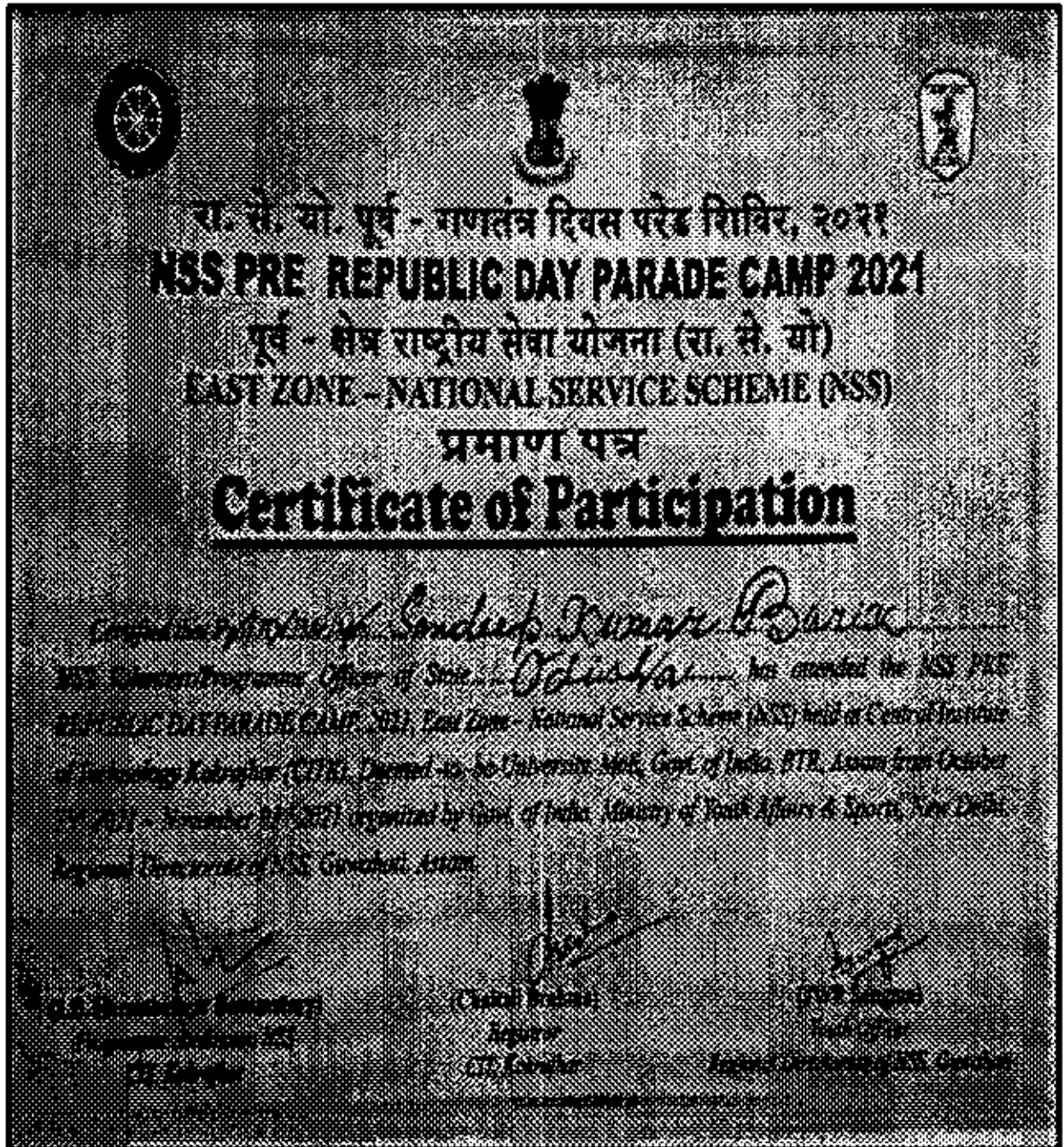
स्थान Place COIMBATORE
 दिनांक Date 18 JUL 2013

(Ishad A Khan)
 Dy. Director General, National Cadet Corps
 NCC Group 111, Coimbatore



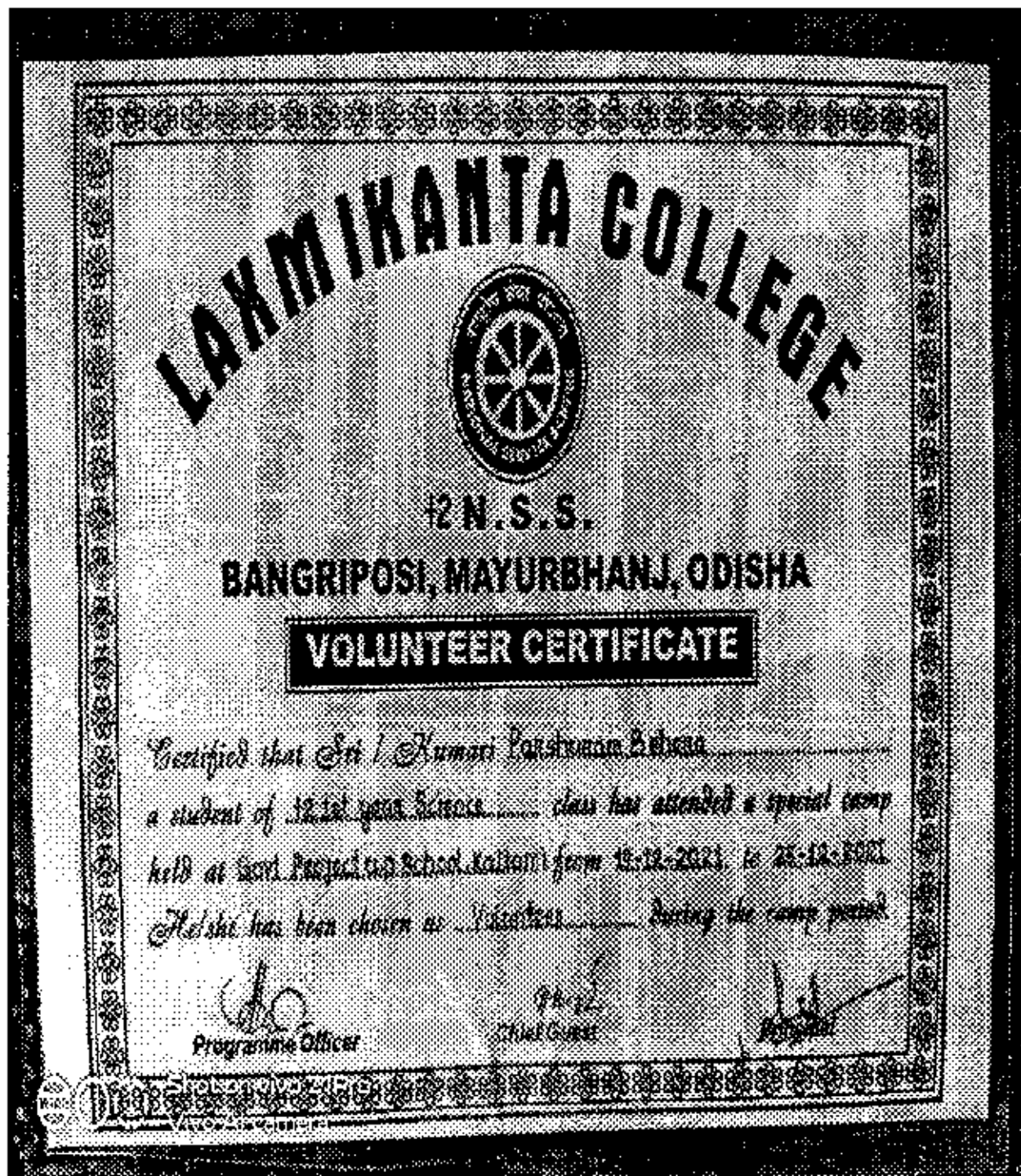
(Fig-6)

Fig No. 7.1:- NSS Certificate



(Fig-7.1)

Fig No. 7.2:- NSS Certificate



(Fig-7.2)

Fig No. 8:- Rover & Ranger Certificate

THE BHARAT SCOUTS & GUIDES

JAGAN SETHI

Sr. Smt./Smt. **KAILASH CHANDRA SETHI**

State **ORISSA**


*As a ROVER you have prepared yourself
for service to God, Country and your fellow being.
This award of **RAJYA PURASKAR**
is milestone in your journey pursuit in the service
of mankind. I congratulate you and wish you
Godspeed in your progress.*

No. **023/21**
Date **18 JAN 2022**


Ganesh Chandra
CHIEF PATRON
HEADQUARTERS OF BSISRA

(Fig-8)

Fig No. 9:- Sports Certificate (Weightage Certificate)




Id no: W20220900100



GOVERNMENT OF ODISHA
SPORTS & YOUTH SERVICES DEPARTMENT
C-1, Nayapalli, Bhubaneswar - 751032

Weightage Certificate
(Under Sports person Welfare Scheme)



Barsha Mahakud

It is ascertained that Sri/Kurn/Smt BARSHA MAHAKUD S.O./D.O./W.O
BHAGABAN MAHAKUD At : JODA Post : JODA Dist : KEONJHAR has
represented the state of Odisha in FOOTBALL discipline in the following Sports & Games.

Sl No.	Name of Sports & Games	Place	Date of Achievement	Year
1	GIRLS SUB JUNIOR NATIONAL FOOTBALL CHAMPIONSHIP	BARABATI CUTTACK	12-SEP-2022	2022

This document is valid for the current academic session in which it is issued in favour of the applicant to avail weightage for admission into Educational institutions. Eligibility for weightage for his/ her admission into Educational Institutions may be considered as per the guidelines issued by the competent authority of the Educational Institution concerned.

Original Sports Certificate shall be produced by the applicant before the concerned authority for admission purpose failing which this certificate shall not be treated as a valid one.

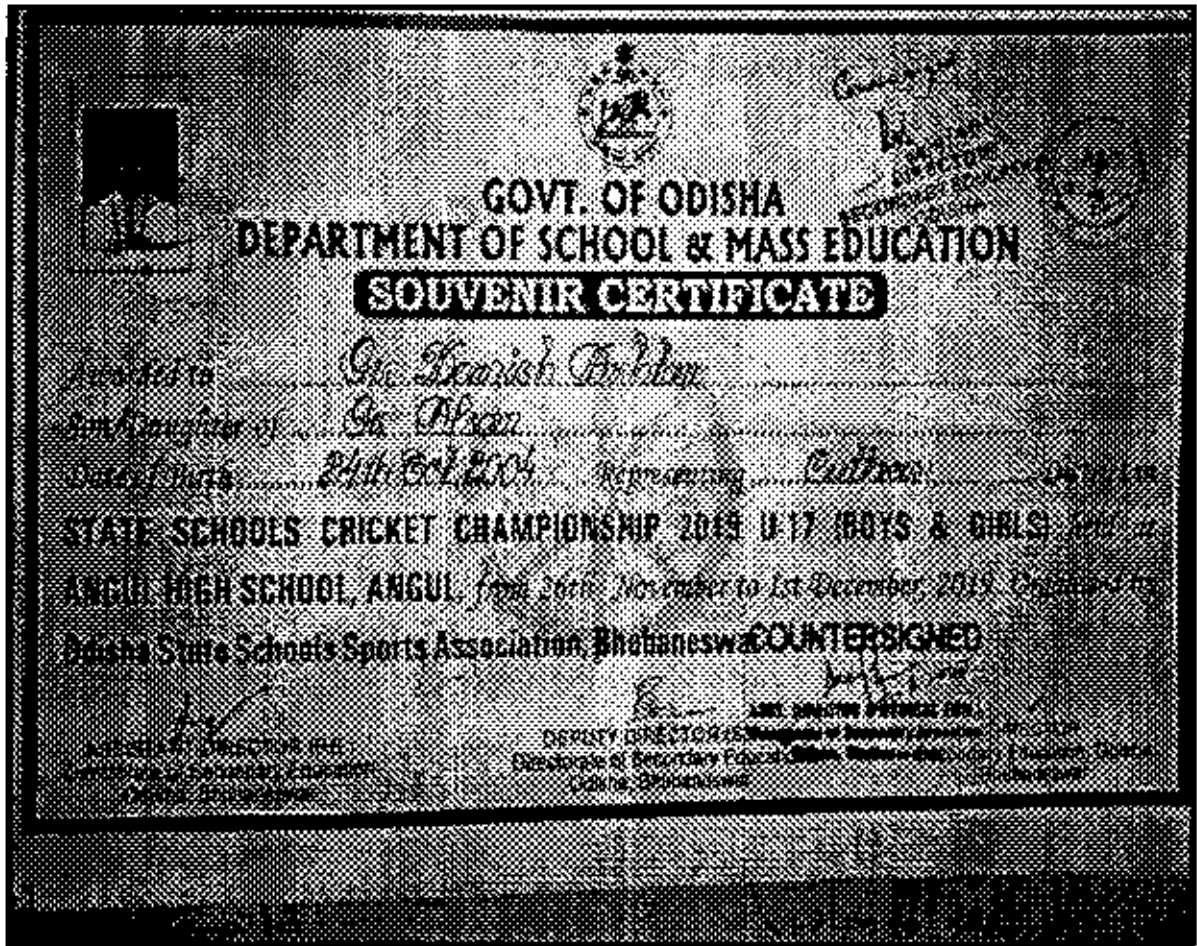
Date : SEP 24, 2022

Issued by
Commissioner cum Secretary to Government
Sports & Youth Services
Odisha

This is an electronically generated certificate, need no ink signature

(Fig-9)

Fig No. 9.1:- Sports Certificate (Countersigned Certificate)



(Fig-9.1)

Per
17.05.2023

Deputy Director, PTC
Higher Education, Department