



Department of School
& Mass Education

COMMON PROSPECTUS

Academic Session 2018-19

SAMS

Student Academic Management System

HIGHER SECONDARY SCHOOL

(Erstwhile Junior College)



Please read the prospectus
carefully before filling the
Online Application Form

Ragging in any form
is an offence and
punishable under law

For more details please contact:
Sanjog Helpline (Toll Free) Number **155335** OR **1800-345-6770**
e-Admission Helpdesk at **SAMS Resource Center**

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Definitions & Acronyms

Applicant Copy	This form is the replica of the CAF submitted at the SAMS Resources Center (Junior). It contains the Money Receipt-cum-Index Number and to be retained by the applicant, in case of offline CAF submission. Whereas, Application reference number will be used for any future communication relating to admission. A sample of applicant copy is given in Annexure-5.
Applied HSS	The Higher Secondary School (HSS) at which, the applicant submits her/his application form for admission is said to be the applied School.
BSE, Odisha	Board of Secondary Education, Odisha
CAF	Common Application Form
CHSE	Council of Higher Secondary Education, Odisha
CLC	College Leaving Certificate
CP	Common Prospectus
Destination School	Where the applicant is selected to take admission (as mentioned in the Intimation letter)
DHSE	Directorate of Higher Secondary Education, Odisha.
Help Desk	Helpdesk consists of a group of teaching and non-teaching staffs of the School. It educates the applicants about different procedures of e-Admission.
HSS	Higher Secondary School
Internet Facility Center	It is a facility center, opened within the school premises where students / parents / guardians can apply online and take print outs of School copy and Applicant copy as well.
Junior Educational Institutions	Higher Secondary Schools (+2 Educational Institutions)
MRIN	Money-Receipt-Cum-Index Number. This number is recorded on both the applicants copy as well as the college copy of CAF, in case an applicant submits both the copies, along with relevant documents and fees at the counter of SAMS Resource Center.
RoM	Return of Matriculate
SAMS	Student Academic Management System
SAMS Higher Secondary Schools	A Higher Secondary Schools) which is implementing admission through SAMS i.e. e-Admission.
SAMS Resource Center	A Higher Secondary Schools where the filled in CAF will be received at the counter. The list of these educational institutions is available in the website www.samsodisha.gov.in
Sanjog Helpline Toll Free Number	155335 OR 1800-345-6770: It is toll free help line number which provides information to applicants / parents / general public on query related to e-Admission.
School Copy	Copy of CAF which is to be submitted at the applied school, if CAF is not verified online (Annexure-4 of CP)
School Profile	This profile gives information regarding the streams (Arts / Science / Commerce), Subjects, Sanctioned Strength in each Subject, Hostel Facilities, Admission Fees etc. of each Higher Secondary Schools
S&ME	School and Mass Education Department, Odisha.
SLC	School Leaving Certificate

1 Executive Summary

1.1 What is SAMS?

SAMS stands for **S**tudents **A**cademic **M**anagement **S**ystem. In this system, students take online admission into 11th and +3 classes of Arts, Commerce and Science streams along with Vocational & Sanskrit Educational institutions. This admission process, carried out through internet and computers is called as e-Admission. At present, SAMS covers additional courses in addition to the above i.e. it covers ITI, Diploma, Teacher Education, Physical Education of different departments. Besides e-Admission, SAMS also maintains the academic and financial records of each student admitted into the different educational institutions.

Basing upon the successful completion of e-Admission process, it is continue the implementation of e-Admission in all Higher Secondary School including Vocational & Sanskrit Educational institutions. SAMS also covers Degree / Autonomous, Vocational, Sanskrit, Teacher Education, Physical Education, Diploma & ITI Educational institutions. The lists of Schools / Colleges / Institutions are available in the official website www.samsodisha.gov.in

1.2 Objectives

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

1.3 Components of SAMS

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** through www.samsodisha.gov.in (by filling up required personal and academic information, choices of different educational institutions and streams in order of preference and others), s/he can validate the mark secured at the Examination of BSE, Odisha, validate documents online if s/he claims any reservations, make online application fee payment and keep the print copy of the application with online generated Money Receipt-cum-Index Number for future reference.

If the student has not passed out from BSE, Odisha/ claims for any reservation but documents are not verified online/ Choose the offline payment at SRCs then, s/he has to submit the documents then, take printouts of the computer generated application form (**School Copy & Applicant Copy**) and submit the application at the nearest **SAMS Resource Center** (List available in the website www.samsodisha.gov.in). The college authority would keep the School Copy of the application form along with the relevant documents and return the Applicant copy along with a Money Receipt-cum-Index Number (MRIN) to the applicant.

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 Matriculates, Maintenance of student's attendance, Tabulation of college level examination marks, issue of College Leaving Certificates etc. This would improve efficiency, save precious time of college authorities and ensure dissemination of correct information and services to all stake holders.

2 Changes in Process

- a) Registration of applicants in the SAMS website for availing user id & password before online submission of Common Application Form (CAF), is mandatory
- b) Online verification of caste certificate is introduced (optional) from this session
- c) Application fees can be made online but payment at SRC is also available as per the previous year.
- d) Submission of Annexure-7 by eligible candidate will be through online only by an applicant, which can be done with user name & password and will be authenticated through OTP to the registered mobile number.
- e) From the academic session 2018-19 slide-up implies automatically issue of CLC and admission will be done automatically into the destination (slide-up) Higher Secondary School through software. So, the slide-up student will have to only submit the required admission fees and required documents at the (slide-up) Higher Secondary School.
- f) Applicant will have to agree to the terms and conditions by clicking on the "I Agree" check box of e-Admission process mentioned in the Common Prospectus (CP).
- g) Intimation will be available in the student / destination college login, not in the open link of the website
- h) If an applicant confirm her/his mark (BSE, Odisha) showing onscreen, caste certificate is auto validated with the barcode, not claiming any weightage and paying CAF fees online, then s/he need not go to any SAMS Resource Centre to submit the application. S/he will only come for admission, if s/he selected. In this case the "School Copy" will not be generated in the application. So, the barcode number in the "Applicant Copy" is the reference number for status verification & intimation download.
- i) Changes in the reservation & weightage rules as per the Government **Notification No. 10161/HE, dated: 07.04.2018**
- j) The applicant must give minimum **FIVE** choices/options (Higher Secondary School + Stream) of their preferences up to maximum **TEN** choices.

2.1 Registration Process

- a) Go to SAMS website www.samsodisha.gov.in
- b) Click on the Higher Secondary School link under School & Mass Education banner
- c) Click on "New Student Registration" button
- d) Enter Name of the Student, Mobile Number & Email (optional) in the box provided
- e) Click on the "Generate OTP" button
- f) A six digit OTP will be sent to the mobile number provided, which will be valid for 5 minutes
- g) Then enter the OTP number in the box showing in the computer screen
- h) Give your own password & reconfirm the same in the box showing in the computer screen

- i) Password must be with at least one Upper Case, Lower Case, Digit & Special Character in it e.g. Abcd@7618
- j) Then login to the SAMS Application using the user name (mobile number) & password given during online registration

2.2 Online Caste (ST&SC) Certificate Verification Process

- a) Online verification of the caste (ST & SC) certificate can only be done, if the certificate is generated from the Odisha e-District software
- b) After selecting the caste ST or SC in the Common Application Form (CAF), then a box will appear in the screen
- c) Here the applicant has to enter the "Barcode" number written in the certificate which is generated from the Odisha e-District software
- d) If the name of the applicant will not match to the name written in the caste certificate, then it won't be validated online
- e) The Caste Certificate issued in favour of the applicants without barcode number, will be validated at the SAMS Resource Centre (Higher Secondary School).
- f) The applicant's caste (ST/SC) certificate not verified online will have to submit the caste certificate along with the "Scholl Copy" as per the previous year practice.

2.3 Online Annexure-7 Process

- a) Login to the SAMS Application "Existing Student Login" using the user name (mobile number) & password given during online registration
- b) In the left side menu, the Annexure-7 link will appear in the SAMS e-Space of the student
- c) Click on the Annexure-7 and select weather you want agree to submit the Annexure-7 to stop yourself for the slide-up in the second selection process
- d) Then OTP (six digits) will be sent to your registered mobile number which will valid for 5 minutes only.
- e) Enter the same OTP in the box provided
- f) Then software will confirm the acceptance your request for submission of Annexure-7

2.4 Student e-Space

- a) 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
- b) For login to the Student e-Space, click on the "Existing Student Login" using the user name (mobile number) & password given during online registration
- c) Following links will be available for the student during application stage
 - Common Application Form
 - Annexure-7
 - Intimation Letter
 - Admission Schedule
 - Online Payment

- d) After admission, other links such as attendance, timetable, different academic services, registration card, online examination form-fill, etc will be available.

3 Important Notes

- a) e-Admission (**ON-LINE ADMISSION INTO CLASS-XI**) is compulsory for admission into all Higher Secondary Schools (Erstwhile Junior College) including Self Finance, Vocational & Sanskrit Higher Secondary Schools in the State of Odisha from the Academic Session 2018-19.
- b) An applicant needs to take print out of the “School Copy” & “Applicant Copy” of the filled-in CAF, and submit both the copies along with relevant documents / fees at the any SRC for consideration & validation, if
- 10th board examination is not verified online
 - Caste (ST/SC) certificate is not verified online
 - Applicant choose "Pay at SRC" option for application fees
 - Applicant claiming reservation other than ST/SC
 - Applicant claiming any weightage
- c) Only the online (Internet) generated CAF with Barcode shall be accepted. In no case, a DTP or Typed-in CAF shall be accepted.
- d) Students are required to be careful while choosing their school preferences for admission. In the preference list, ‘Preferences-1’ will be treated as the student’s highest preference and so on. If a student is selected in lower preference in the first round then, s/he may have the chance to get selected into higher preference option in the subsequent round. If s/he wants to continue in the school; where s/he has already taken admission then, s/he has to update the “Annexure-7” in their respective login to stop auto slide-up process. **Please refer Section 2.3 above.**
- e) Intimation to the selected applicants will be communicated through online mode only. For details, please refer **Section 8**, below. **Intimation will not be sent through post.**
- f) Elective Subject or 4th Elective Subject won’t be indicated in the intimation letter of selected applicants. The destination college will allocate the Elective Subject (s) or 4th Elective Subject as per the merit list, options of applicants in the CAF and the availability of seats.
- g) Admission will be completed in three steps in first phase i.e. First Selection, Second Selection & Spot Admission for the applicant applied online. After second selection, the seats will be de-reserved for the spot admission.
- h) Spot admission list will be published three times of the balance seats after the second selection admission.

3.1 e-Admission for Special Category HSS

Following steps are to be followed for the Higher Secondary Schools under the special reservation category.

- a) Specially designed Common Application Form (CAF) will be used to apply for the special reservation category which will be made available in the website www.samsodisha.gov.in
- b) Applicants will download the CAF & filled the same manually to submit in those Higher Secondary Schools.

- c) All the CAF received must be entered in the e-Space by the respective Higher Secondary Schools using their user id & password as per the schedule before the merit list prepared.
- d) Merit list of applicants received under special reservation category will be prepared by the respective Higher Secondary Schools and ensure the intimation reached to the selected applicants before admission.
- e) Admission update will not be allowed, if the Common Application Form received under special reservation category is not entered in the e-Space within the timeline.
- f) Balance seats after first phase e-Admission (First Selection, Second Section & Spot Admission) under special reservation category will be deserved and made available for general students for subsequent phases of online admission.
- g) **The Ekalabya Model Schools run by ST & SC Development Department will not come under e-Admission from the session 2018-19 as their affiliation has been changed from CHSE to CBSE.**

3.2 Regarding Slide up

- a) Slide-up process is adopted during admissions to allow students to get selection into higher 'preference of choice' options during second selection (only) merit list creation.
- b) If an applicant wants to stop slide-up, s/he is required to do it through online process only. Please refer **Section 2.2** above
- c) From the academic session 2018-19 slide-up will imply automatically issue of CLC and admission will also be done automatically into the destination (slide-up) Higher Secondary School through software. **So, the applicant will have to only submit the required admission fees and documents at the (slide-up) Higher Secondary School.**
- d) If an applicant has been selected against her/ his lower option (in first selection), and s/he has taken admission into the respective Higher Secondary School, her/his case will be considered for sliding-up to a higher option during second selection merit list.
- e) *On slide-up, the intimation letter will contain CLC. There is no requirement of signature of Principal of the relieving educational institution in the intimation letter.*
- f) *The seats become vacant automatically once intimation letter with CLC is generated and **at the same time their admission is updated in the destination (slide-up) Higher Secondary School.***

3.3 Application Fees

- a) Rs.300/- per CAF for the applicants other than ST/SC
- b) Rs.200/- per CAF for ST/SC applicants
- c) *SC/ ST candidate should submit their caste certificate along with the filled in application at the SRC counter to get the rebate or else they will have to pay Rs.300/-.*
- d) No refund can be claimed at later date.

4 e-Admission Dateline

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

Sl#	Items	Timeline
a)	Availability of online application form in the website www.samsodisha.gov.in	01-Jun-2018 (11:00 am)
b)	Last date of applying online CAF through www.samsodisha.gov.in	17-Jun-2018 (11:45 pm)
c)	Last date for submission of print copy of online applied CAF at any SAMS Resource Center (Higher Secondary School) along with supporting documents and fees (if not paid online)	18-Jun-2018 (05:00 pm)
d)	Last date for submission of manually filled (offline) CAF at any SAMS Resource Center (Higher Secondary School) along with Supporting documents & fees	18-Jun-2018 (05:00 pm)
e)	Last date for digitization of Manually filled-in CAF and validation in e-Space by SAMS Resource Centers (Higher Secondary School)	19-Jun-2018 (05:00 pm)
f)	Publication of merit List of First Selection	23-Jun-2018 (11:00 am)
g)	Admission of the students selected in First Selection	25-Jun-2018 to 28-Jun-2018 (05:00 pm)
h)	Admission data updation of the student who took admission in the first selection by Higher Secondary Schools in the e-Space	29-Jun-2018 (05:00 pm)
i)	Publication of merit list of the Second Selection	03-Jul-2018 (11:00 am)
j)	Admission of the students Selected in Second Selection	04-Jul-2018 to 06-Jul-2018 (05:00 pm)
k)	Admission data updation of the student who took admission in the second selection by Higher Secondary Schools in the e-Space	07-Jul-2018 (05:00 pm)
l)	Publication of the Spot Selection merit list three times to the balance sheet after second merit list admission	11-Jul-2018 (11:00 am)
m)	Registration of students for spot admission in the respective Higher Secondary Schools	13-Jul-2018 (2:00 pm)
n)	Publication of final list of spot admission out of the students registered at respective Higher Secondary School	13-Jul-2018 (03:00 pm)
o)	Admission of the students selected in Spot Selection	15-Jul-2018 to 17-Jul-2018
p)	Admission data updation of the student who took admission in the spot selection by Higher Secondary Schools in the e-Space	18-Jul-2018 (05:00 pm)
q)	Classes start for the 1 st year students	19-Jul-2018

For more details, please contact Sanjog Helpline (Toll Free) Number 155335, 1800-345-6770.

Changes to the dateline (if occurs) will be notified in the newspapers & website as well.

5 e-Admission Procedure

5.1 Application Process

The CAF & CP will be available in www.samsodisha.gov.in for applying online only. There will be one CAF & CP for any stream of any Higher Secondary Schools (erstwhile Junior College) / Vocational / Sanskrit Educational institutions in the State. The CP will be available online to download in PDF format. An applicant can download the same and take a printout for making an informed choice while filling in CAF on-line.

5.2 Where to Apply Online?

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

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

2.2. How to Apply Online?

Applicants are requested to follow the below steps to apply online:

- a) Open the internet browser (preferably Google Chrome)
- b) Go to SAMS Website www.samsodisha.gov.in
- c) Then click on '**Higher Secondary School (Junior)**' which will take you another web page
- d) Here, click on the '**New Student, Register Now**' button in its home page.
- e) Follow the registration process describe under **Section 2.1**, above.
- f) Then login to the SAMS Application using the user name (mobile number) & password given during online registration
- g) Click on the 'Application Form' link in the left menu, to access the Common Application Form
- h) If an applicant has passed out from BSE, Odisha the Examination Roll No is to be entered after selecting "Name of the Board", "Year of Passing" and "Exam Type" and for the marks to show on screen. If the applicant agrees with the marks shown in the screen, then s/he has to confirm by clicking on 'Yes' button or else on the 'No' button to allow to modify the marks in the CAF. Other board students will have to furnish the details as per their mark sheet.
- i) For online verification of the Caste certificate, put the Caste Certificate Barcode Number issued from Odisha e-District Application. For more details, please refer **Section 2.2** above.
- j) The applicant must give minimum **FIVE** choices/options (Higher Secondary School + Stream) of their preferences up to maximum **TEN** choices.
- k) Fill in all the details in the CAF and click on Apply button to submit the application.
- l) This will take you to the next page where there will be two options i.e. **(a) Pay Online or (b) Pay at SRC**, to make the CAF fees payment
 - i) **Pay Online** will take you to the payment gateway where using the options such as Debit Card, Credit Card, Net Banking etc. available you can make the Online Application fee payment.
 - ii) **Pay at SRC** is as per the previous year practice to give application fees at any SAMS Resource Center along with the "School Copy".
- m) If an applicant confirm her/his mark (BSE, Odisha) showing onscreen, caste certificate is auto validated with the barcode, not claiming any weightage and paying CAF fees online, then s/he need not go to any SAMS Resource Centre to submit the application. S/he will only come for admission, if s/he selected. In this case the "School Copy" will not be generated in the application. So, the barcode number in the "Applicant Copy" is the reference number for status verification & intimation download. Others will have to visit the nearest SRC to submit the "Applicant Copy" & "School Copy" CAF Copy and complete the Application process.

5.3 How to Add More Options?

An applicant has to choose minimum five (05) nos. and maximum of ten (10) nos. of preferences in her/his CAF. In order to add more than one preference, applicant has to click on “**Add More**” button to select the desired schools/stream from the drop-down list. After adding all the options, s/he has to click on the “Submit” button.

Applicants can't apply more than one CAF. The sample online CAF & instruction to fill it up is given in **Annexure-1**.

Note: When the applicant clicks on the “Submit” button, the filled in CAF would be displayed on the computer screen. If any erroneous entry is detected, then it can be corrected by clicking on the “Back to Modify” button.

5.4 How to Modify CAF?

Before final submission of the application by pressing “confirm” button, an applicant can modify any provided information by clicking “**Back to Modify**” button. But applicants after getting confirmation accompanied with Congratulations message and ‘Reference Number’. After confirmation of the online CAF, applicant cannot edit/modify the same. If they intend to do so, then they are suggested to register their concern with the **SAMS Helpdesk at any SRC** or call to the Toll Free Number **155335 or 1800-345-6770**.

5.5 Printing of CAF

Click on “**Print CAF**” button to view the CAF to be printed. Only “Applicant Copy” will be printed in case of application verified through online. Other than this print out copy will contain one “**School Copy**” (Two pages as at **Annexure-4**) & “**Applicant Copy**” (One page as at **Annexure-5**).

Then, the applicant has to affix her/his recent colour passport size photograph (self-attested) on the CAF College Copy. The applicant and her/his parent/guardian have to sign in the “**School Copy**” before submitting the same along with the copies of the documents indicated at the end of the “School Copy” of the CAF at any of the SAMS Resource Centers.

Note: Only the Computer (Internet) generated CAF shall be accepted. In no case, a DTP or Typed CAF shall be accepted.

5.6 Submission of CAF

- a) The applicant has to submit the **School Copy** along with the documents as reflected on the 2nd page of the School Copy under “Documents to be Submitted” & Fees (Pay Online or Pay at SRC) at the SAMS Resource Center. 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) The MRIN will be generated from the CAF Receipt Register (to be maintained manually by the SRC), given to the student and will be updated in the website www.samsodisha.gov.in by the concerned SAMS Resource Center authorities.
- c) Outside State Applicants can send the CAF by post to any one SAMS Resource Center. Such applicants can Pay Online or Pay at SRC (required fees in the shape of **Bank Draft** only) in favor the Principal of the concerned SRC. The duly filled in CAF should reach the SRC on or

before “Last date of submission of online applied CAF at any of the SRC”. CAF without the payment shall not be entertained.

- d) Applicants, who have passed the 10th Board Examination from BSE, Odisha, shall attach the photocopies of the Mark Sheet-Cum-Provisional Certificate or the downloaded mark sheet from the internet with the college copy of the CAF in case of not verified online.
- e) Applicants, passed from **other equivalent Boards**, shall have to attach the photocopy of their 10th Board mark sheet or downloaded mark sheet from the internet **duly attested by the Principal** of the institution.

5.7 Checklist for CAF

Following are the check list of the CAF in case it is not verified fully online.

- a) Computer generated “School Copy” – duly signed by applicant and parent/guardian
- b) Computer generated “Applicant Copy”
- c) Self-attested copies of 10th Board Mark Sheet & Pass Certificate of BSE, Odisha or other equivalent Boards. The list of equivalent Boards as communicated by Secretary, BSE, Odisha is given at **Annexure-2**.
- d) Self-attested true copy of the compartmental HSC mark sheet (only for the applicants passed compartmentally)
- e) Self-attested true copies of the certificates in support of reservation from appropriate authority
- f) Self-attested true copies of the certificates for claiming weightage from appropriate authority
- g) **ONE** self-signed (on the front side) recent color passport size photograph to be affixed in the CAF (College Copy).

6 CAF Validation Process

6.1 For CAF Validated Online

Student confirms her/his application with below mentioned scenarios then s/he need not submit "School Copy" of the CAF at any SRC. System will automatically validate such CAF.

- a) If an applicant (pass out from BSE, Odisha) confirms her/his mark online.
- b) If an applicant's caste (ST/SC) issued through e-District Odisha portal is verified successfully online.
- c) If s/he Pay Online the CAF fees
- d) S/he will only come for admission, if s/he got selected.

6.2 For CAF not Validated Online

- a) After submitting online CAF by pressing “Confirm” button, student has to submit hard copy at the SRC. Applicant cannot change any data in the CAF after submission of “School 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 school 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 kept pending till closure of application submission and if no hand copy of the claims is submitted at the SRC, the CAF will be validated without claim.**

7 Principles of Selection

- a) **Eligibility:** The minimum eligibility for admission into Higher Secondary Classes (1st Year) shall be a pass in High School Certificate (HSC) Examination of the Board of Secondary Education (BSE), Odisha or its equivalent. The list of Equivalent Boards is given at **Annexure-2** of the CP.
- b) Admission into various streams & educational institutions shall be done strictly on the **basis of merit list.**
- c) Marks secured at the 10th Board Examination out of the Total Marks, Weightage & Reservation (if applicable) will be taken into consideration in preparing the merit list. **For Reservation & Weightage please refer items 10 & 11 of the CP.**
- d) In case of candidates passing the HSC/HS/equivalent examination compartmentally, average of marks secured in the subject/s concerned at both the examinations shall be taken into consideration to determine the aggregate.
- e) For applicants who have secured equal marks in the 10th Board examination and have opted for same Higher Secondary School (Erstwhile Junior College) & stream, their merit will be decided on the basis of marks in English/Social Studies for Arts and Mathematics/Science for Science & Commerce Streams. (Govt. Order No.: 57823, Dated: 24.10.2000).
e.g.: If there are two applicants who have opted for one Higher Secondary School (Junior College) and one stream and have same marks in HSC examination, then if it is for Arts stream, then the applicant who has more marks in English/Second Language will get preference. If such marks of both applicants are also same, then marks in Social Studies will determine the selection. For Science & Commerce Stream, Mathematics & Science marks will be the deciding factor in similar sequence.
- f) Any applicant, if selected, will be given only one confirmed seat according to her/his choice of preferences in CAF in the intimation letter.
- g) Status of the higher choices of preference in the CAF will also be intimated (Please see Intimation Letter).

8 Intimation

- a) A sample intimation letter has been shown at **Annexure-3** of this CP. It can be downloaded by individual applicant after login to the website www.samsodisha.gov.in.
- b) Intimation to the selected applicants will be communicated through following five modes only. **Intimation will not be sent through post.**
- SMS (registered mobile & parent's mobile number provided in CAF)
 - Email (If provided at the time of registration)
 - Student e-Space (www.samsodisha.gov.in)

- iv) Destination Higher Secondary School e-Space
 - v) Notice Board (Applied School & Selected School)
 - vi) Toll Free Number (155335 **OR** 1800-345-6770)
- c) Elective Subject or 4th Elective Subject won't be indicated in the intimation letter of selected applicants. The destination college will allocate the Elective Subject (s) or 4th Elective Subject as per the merit list, options of applicants in the CAF and the availability of seats.

9 Admission Procedure

- a) Selected applicants have to produce the Intimation Letter (or Applicant Copy, in case s/he does not possess the Intimation letter) before the admission committee at the destination Higher Secondary School (Erstwhile Junior College) on the date and time mentioned there in.
- b) Applicant has to produce all original documents for verification at the Destination Higher Secondary School. They have to pay the requisite admission fees in the appropriate mode (Bank Draft OR Cash as mentioned in the Higher Secondary School). **No original document is to be deposited with authority except SLC/CLC.**
- c) S/he has to submit three color passport size photographs at the time of admission.
- d) Those who want to continue in the first Higher Secondary School (Junior College) allotted to them in the first selection are required to pay the admission fees Bank Draft/ Cheque/ Cash. But those who opt for next selection can take admission by depositing Rs 100/- in cash (Non-Refundable) and rest of the amount as an account payee Bank Draft (Refundable).
- e) In the event of their transfer to another Higher Secondary School (Junior College) in during admission cycle, the college authority must refund the entire admission fees submitted in the shape of Bank Draft.

9.1 Check List for Admission

- f) Original Certificates (As per mentioned in the Intimation Letter)
- g) Total fees for admission (as mentioned against each college in the 2nd part of CP).
- h) Three passport size color photographs
- i) Following Original Documents are to be retained by the College Authority:
 - i) School/College Leaving Certificate issued by the Institution last attended.
 - ii) Conduct Certificate issued by the Institution last attended.
 - iii) Migration Certificate, if any
- j) Following Original Documents are to be returned by the College Authority to the applicant after the admission process is over.
 - i) Mark sheet of the 10th Board Examination
 - ii) Pass Certificate of the same examination
 - iii) Certificate in respect of Reservation, if any
 - iv) Certificate in respect of Weightage, if any
- a) CHSE guideline vide no. EG-I-333/15-16/2834, dtd: 20/05/2016 may be also followed for document verification at the time of admission.

9.2 Procedure to deal with transfer cases

If a candidate who has taken admission on basis of first selection gets selected for her/his higher choices in subsequent selection, two situations may arise:

- Applicant's destination Higher Secondary School in 2nd Selection is different from the 1st selection Higher Secondary School.
- The stream is changed at the same destination Higher Secondary School.

For situation (a) The applicant shall take admission at the next selection destination Higher Secondary School on payment of the entire admission fees of this Higher Secondary School and surrendering the SLC/CLC from the intimation letter.

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

Note: Students must be returned their entire admission fees (excluding Rs. 100/- as processing fees) with and other documents viz. cancelled original School Leaving Certificate/ and original Migration Certificate to take transfer / fresh admission in any other Higher Secondary School / Junior College (SAMS or non-SAMS) within the admission schedule for that particular session published by Directorate Higher Secondary Education, Odisha.

10 Reservation

<p>Scheduled Tribe [ST] & Scheduled Caste [SC] [G.O. 11710/HE, Dtd.: 01/06/2015]</p>	<ol style="list-style-type: none"> 22.5% of the sanctioned strength of each course shall be reserved for Scheduled Tribe (ST) applicants. 16.25% of the sanctioned strength of each course shall be reserved for Scheduled Caste (SC) applicants. The reserved seats are not interchangeable between ST & SC. ST/SC applicants selected for admission on their merit shall not be counted against reserved seats. However, any modification made by the Government in the reservation policy will be followed during admission. Seats under reserved category will ordinarily be de-reserved, if no students of that category are available for slide up for that college.
<p>Physically Handicapped [PH]/Orthopedically Handicapped [OH]</p>	<p>5% of sanctioned seats shall be reserved for PH / OH Students (Extent of handicap not below 40%).</p>
<p>Ex-Serviceman [ESM], Serving Defense Personnel [SDP], Children of Martyrs [Com]</p>	<p>1% of the sanctioned seats shall be reserved for Self / Children / Wife / Husband of Ex-Service Man, Serving Defense Personnel & the Children of Martyrs.</p>

Notes:

- In case there are no applicants in any of the reserved category, the seats will be de-reserved and filled up by the general category applicants.
- ST/SC applicants selected for admission on merit basis shall not be counted against reserved seats. They shall be treated as general category applicants for admission, but their social category will remain unchanged.

11 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.

11.1 NCC

- a) Applicants holding 'A' Certificate shall be given weightage of additional 5% of marks over and above the aggregate marks secured at the HSC or Equivalent examination.
- b) Applicants who have represented the State or the Central School / Sainik School at the All India level NCC Camps / Courses / Activities NCC (C) shall be given weightage of additional 3% of marks over and above the aggregate marks secured at the HSC or Equivalent examination.

11.2 Scouts & Guides

- a) Scouts and Guides 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 HSC/Equivalent examination.
- b) Scouts and Guides possessing and producing the original certificate signed by the Governor of the State shall be given weightage of additional 2% of marks over and above the aggregate marks secured at the HSC/Equivalent examination.

11.3 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 HSC/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 HSC/Equivalent examination.

12 Certificates & Documents

An applicant has to submit the self-attested photo copies of the following documents / certificates with the School/College Copy of the Common Application Form (CAF). Respective Original ones have to be presented before the Admission Committee at the time of Admission for verification. The authority may retain only CLC of the Certificates in Original during admission as described earlier.

- a) 10th Board Mark sheet and Pass Certificates in original
- b) School Leaving & Conduct certificates from the educational institution last attended.
- c) Schedule Tribe / Schedule Caste certificates from revenue officer not below rank of Tahsildar / Additional Tahsildar. **For 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) PH/OH certificate from CDMO/SDMO/CMO of Capital Hospital (in case of Bhubaneswar).
- e) Ex-Service Man certificate from Zilla Sainik Board
- f) Service Defense Personnel-SDP (Army/Navy/Air Force) Certificate from the Commanding Officer of the unit.
- g) Children of Martyrs (CoM) certificate from the District Collector.
- h) NCC certificate from the competent authority.
- i) Migration certificate for the applicants passing from other Boards other than BSE, Odisha.
- j) Sports certificate from the appropriate authority & counter signed by Commissioner-cum-Secretary, Sports & Youth Services, Government of Odisha or Director of Sports & Youth Services, Government of Odisha or Director, Secondary Education, Odisha as per G.O. 12471/HE, dtd: 06/06/2014.
- k) Scouts & Guides certificate from the appropriate authority.
- l) Scanned copy of recent passport size photograph to upload on the CAF