



COMMON PROSPECTUS

STUDENT ACADEMIC MANAGEMENT SYSTEM

Higher Education Department,
Government of Odisha



DEGREE (+3)

Please read the prospectus carefully
before filling the
COMMON APPLICATION FORM (CAF)

Applicants applying in two or more CAFs are liable to be rejected

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 @ SAMS Resource Center

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Definitions & Acronyms

Applicant Copy	This form is the replica of the CAF submitted at the college. It contains the Money Receipt-cum-Index Number and to be retained by the applicant. Use of MRIN is necessary for any future communication relating to admission. A sample of applicant copy is given in Annexure-5.
Applied College	The college at which, the applicant submits her/his application form for admission is said to be the applied college.
BSE, Odisha	Board of Secondary Education, Odisha
CAF	Common Application Form
CHSE	Council of Higher Secondary Education, Odisha
CLC	College Leaving Certificate
College Copy	Copy of CAF which is to be submitted at the applied college (Annexure-4 of CP)
Internet Facility Center	It is a facility centre, opened within the college premises where students/parents/guardians can apply online and take print outs of college copy and Applicant copy as well.
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)
DHE	Department of Higher Education
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.
MRIN	Money-Receipt-Cum-Index Number. This number is recorded on both the applicants copy as well as the college copy of CAF, when an applicant submits both the copies, along with relevant documents and fees at the counter of SAMS Resource Center. This number holds the key for any future queries/references made by the applicant.
RoI	Return of Intermediate
SAMS	Student Academic Management System
SAMS Degree College	A Degree College which is implementing admission through SAMS i.e. e-Admission.
SAMS Resource Center	A Degree college where the filled in CAF will be received at the counter. 1 st & 2 nd Selection admissions will also be done here. The list of these colleges is available in the website www.dheodisha.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.

Important Notes

- 1) Sanskrit Shastri colleges are brought into the SAMS fold from the Academic Session 2016-17. So, admission, return of intermediate & examination form fill-up will be done.
- 2) e-Admission (**ON-LINE ADMISSION INTO +3CLASSES**) is compulsory in all +3(Degree) Colleges including Sanskrit Shastri Colleges in the State of Odisha for the Academic Session 2016-17.
- 3) The on-line **Common Application Form** is available on the website www.dheodisha.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 passed outs of CHSE, Odisha need not enter their marks. They have to enter their examination roll numbers only. Once the roll number is entered their marks will be reflected on the screen. They have to verify the correctness and if they find any discrepancy in the automatically entered marks, they can manually make necessary correction.
- 5) An applicant can exercise a maximum of **TEN** options in a CAF. If an applicant submits more than one CAF at SRC, then any one of the CAFs will be rejected automatically. **Only the computer (Net) generated CAF with Barcode shall be accepted. In no case, a DTP or Typed CAF shall be accepted.**
- 6) **Mere applying on-line CAF in the Internet will not be sufficient for e-Admission.** An applicant has to take print out of **“College Copy” & “Applicant Copy”** of the filled in CAF and both the copies of CAF with relevant documents along with required fees are to be deposited at the nearest SAMS Degree Resource Centre.
- 7) For the academic session 2016-17, the application fees for the first option has been changed. So, for first option, applicant has to pay **Rs.120/-** and for other options **Rs.50/-** for each. In this way, if an applicant has given **10 options** then s/he has to pay **[120 + (9X50) = 570]**. The fees amount will be printed at the top of the College Copy as well as on the Applicants copy of the CAF.
- 8) 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.** *Annexure-7 option to stop the sliding up process has been removed from the academic session 2016-17. So applicants are requested to be careful while giving their order of option during online application.*
- 9) Intimation letter to the selected applicants will be transmitted through five modes **(i)** SMS *(if mobile number is provided in CAF)* **(ii)** Email *(if e-mail ID is provided in CAF)* **(iii)** Website www.dheodisha.gov.in **(iv)** College Notice Board (Applied College & Selected College) **(v)** Toll Free Number (155335**OR** 1800-345-6770). **Intimation will not be sent through post.**
- 10) The normal admission will be closed in four stages **(i)** First Selection Admission **(ii)** Second Selection **(iii)** Third Selection Admission **(iv)** Admission after Supplementary/Instant results publication.

RAGGING IN ANY FORM IS AN OFFENCE AND IS PUNISHABLE UNDER LAW

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 +2 and +3 classes of Arts, Commerce and Science streams along with Vocational & 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 & Degree/Autonomous Colleges (including Self-Financed Colleges) of the state have come to the SAMS fold and finally all Vocational & Sanskrit college brought to the SAMS fold from the session 2016-17 and it has been approved by the Government of Odisha.

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 have to apply **ONLINE** for a maximum of **TEN** options (College + Stream+ Honours)through www.dheodisha.gov.in (by filling up required personal and academic information, choices of different colleges and streams in order of preference and others), take print outs of the computer generated application form (**College Copy & Applicant Copy**) and travel to the nearest **SAMS (Degree) Resource Center** (List available in the website www.dheodisha.gov.in)to submit the application. The college authority would keep the College Copy of the application form along with the relevant documents and return the Applicant copy with a Money Receipt-cum-Index Number 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 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

Basing upon the successful completion of e-Admission process it has been decided to continue the implementation of e-Admission in all Junior and Degree Colleges including Vocational (only Junior) & Sanskrit

Colleges during this academic session of 2016-17. The list of Junior Colleges, Degree / Autonomous, Vocational & Sanskrit Colleges, available streams and subjects are published in the official website [www.dheodisha.gov.in] of Higher Education Department.

2 Features of SAMS

2.1 Common Prospectus (CP)

Common Prospectus is a booklet, which outlines the details of e-Admission process, relevant information of different Degree Colleges and other procedures. The CP is available in the official website of the Higher Education Department, Government of Odisha www.dheodisha.gov.in in downloadable format to take printouts.

- a) The first part of CP has features of e-Admission like General Guidelines, Selection Principles, Reservation & Weightage matters. The booklet which you are reading now is the first part of CP.
- b) The second part of CP describes individual college profiles, like Seat Availability, Subject Availability, Elective Combinations, College Admission “Cut-off” marks of last 2-years for various streams, Hostel Seat Availability, Total fees required for admission, etc. The second part of the CP is available in the website under “College Profile” link.
- c) Printed copy of the CP is not available from the academic session 2013-14. Only its English version is available in the website www.dheodisha.gov.in. Applicants may download it from the website and print the same for their use.

2.2 Common Application Form (CAF)

The CAF has been so designed that, an applicant can apply to any of the Degree, Autonomous & Sanskrit Colleges of the State in one form. An applicant has to fill it up ONLINE by logging on to the website of Higher Education Department, Government of Odisha www.dheodisha.gov.in. An applicant can exercise up to ten choices of college + stream + Honours in order of preferences where one would like to study.

Furthermore, If an applicant passed appearing qualifying examination of CHSE , Odisha recently, s/he needs to input her/his Examination Roll Number, Parents’ Names at the right place after selecting “Name of the Board/Council” and “Year of Passing” and wait till the marks are shown to him/her on the CAF. Again if s/he agrees with the marks shown in the screen, then s/he has to confirm it by clicking on ‘Yes’ button or else ‘No’ button just to allow self to enter the actual marks at **point # 9. a.** of the CAF. However, other information like Correspondence and Permanent Address, Reservation and weightage details etc. are to be entered in the appropriate box of the CAF. The sample copies of online CAF & Instructions to fill it up are given in **Annexure-1.**

Note: Applicants being passed from other than qualifying examination from CHSE, Odisha have to fill in all necessary fields of their own.

From the past experience, it is seen that about 60-70% of applicants who get selected for admission to their first option college/stream had given only one option in last three years. This shows that cut-off marks of last 3 years are very crucial to take decision in choosing your options of stream and college.

2.3 Online Application

As mentioned earlier, an applicant has to fill in the relevant information in the CAF on computer screen and submit it on-line. Mere applying online CAF in the Internet will not be sufficient for e-Admission. Then s/he has to take print outs of “College Copy” and “Applicant Copy” of the filled in CAF. The applicant and her/his parents or guardian must put their signatures at the appropriate places of the college copy. Then the applicant shall deposit both the copies of CAF and relevant documents and fees at the nearest SAMS (Degree) Resource Centre College. The receiving official at the SRC shall verify the documents and return the “Applicant Copy” to the applicant with a “Money Receipt-Cum-Index Number” written on it.

2.4 Selection Process

After the applicants submit their college copies, those shall be validated at the **SAMS (Degree) Resource Center** by team of validators. Once the validation is complete, the software shall process all applications and finalize the selection list for each of the colleges as per the merit and choice of the applicants. The selection list (First, Second & Third) shall be published on the pre-determined date.

The selection list and the intimation letters for selected applicants shall be made available in the website. Besides, an applicant can download and print her/his intimation letter directly from the website after receiving a notification on her/his mobile number (if provided in the CAF) and take admission at the particular college on the date mentioned there in.

There will not be any further SC/ST Extension seat admission, as done earlier because of increase in per cent age of reservation for ST&SC (vide notification. 11710/HE, dated: 01/06/2015). Spot Admission is removed from the Session 2016-17.

2.5 Intimation Procedure

Intimation will be sent to the selected applicants in different modes outlined in the following table during various phases of Admission.

Mode of Intimation	1 st Selection	2 nd Selection	3 rd Selection
SMS	√	√	√
Email	√	√	√
Website	√	√	√
College Notice Board	√	√	√
Toll Free (155335OR 1800-345-6770) Sanjog Helpline	√	√	√

2.6 Admission / Slide-up

For these three steps of admission **(a) First Selection Admission (b) Second Selection Admission (c) Third Selection Admission** the merit lists in respect of each Degree/Autonomous & Sanskrit College shall be provided by the SAMS Steering Committee in the e-Space of respective colleges. The SRC should download these lists immediately, take printouts and notify them in the respective college notice boards.

The selected applicants have to take admission directly at the Destination College / SAMS (Degree) Resource Center on scheduled date and time mentioned in the intimation letter. Degree/ Autonomous/ Sanskrit Colleges, which don't have internet facilities, have been tagged to nearby SAMS Resource Centers. Those colleges can update their admission details at the SRC colleges. Self-Financing Degree Colleges shall not be tagged to any SRCs. They will set up their own SAMS Lab and do the admission and update the relevant information in the e-Space. **However, these Self Financing Degree Colleges shall not receive or validate the CAFs.**

The selected applicants have to take admission directly at the Destination College on the scheduled date and time mentioned in the intimation letter.

If the selected applicant does not take admission, her/ his name shall be removed from the system for future admission during this session. **Therefore, it is mandatory for the selected applicants to take admission in order to remain in the system.** If an applicant is selected against her/ his lower option, s/he must take admission in the respective college, so that her/his case may be considered for sliding up during subsequent selection process. If such applicants do not take admission, their cases for sliding up (selection against higher options on the basis of merit-cum-seat availability) shall not be considered.

Annexure-7 option to stop the sliding up process has been removed from the academic session 2016-17. So applicants are requested to be careful while giving their order of option during online application.

2.7 Predetermined Dates

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 Higher Education Department, Government of Odisha.

Sl#	Activities	Date Line
1.	Availability of Online Common Application Form [CAF] in the Higher Education Department website www.dheodisha.gov.in	20-June-2016
2.	Availability of Offline/ Manual CAF at nearest SAMS Resource Centre [SRC] College [List available in www.dheodisha.gov.in]	20-June-2016
3.	Last date for applying online CAF through www.dheodisha.gov.in	04-July-2016 (12:00 Midnight)
4.	Last date for applying Offline/Manual CAF at any SRC along with supporting documents & fees	05-July-2016 (05:00 PM)
5.	Last date of submission of Online applied CAF at any SRC long with supporting documents & fees	05-July-2016 (05:00 PM)
6.	Last date for Online CAF validation & digitization of offline/ manual CAF by SRCs in e-Space	09-July-2016 (05:00 PM)
7.	Publication of FIRST Selection Merit List	13-July-2016 (11:00 AM)
8.	Admission of First Selection Applicants	15 th to 20 th July 2016
9.	First selection admission data updation in e-Space by the colleges in their e-Space	22-July-2016 (05:00 PM)
10.	Publication of SECOND Selection Merit List	25-July-2016 (11:00 AM)
11.	Admission of Second Selection Applicants	27 th to 29 th July 2016
12.	Second selection admission data updation e-Space by the colleges in their e-Space	01-August-2016 (05:00 PM)
13.	Publication of THIRD Selection Merit List	03-August-2016 (11:00 AM)
14.	Admission of Third Selection Applicants	5 th to 6 th August 2016
15.	Third selection admission data updation e-Space by the colleges in their e-Space	8-August-2016 (05:00 PM)
16.	Classes start for (+3)1st year students	11-August-2016
17.	2 nd Phase Admission	After 10 days from the date of Instant/ Supplementary results publication.

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

2.8 Changes for 2016-17 vis-a-vis 2015-16 Session

Following changes have been introduced since the academic session 2015-16 and will also continue for the session 2016-17 after deliberation in the SAMS Steering Committee and Government Approval.

- Annexure-7 has been removed from this session. Hence one applicant has to take TC if s/he slide-up to her/his higher options in subsequent sections.
- Annexure-8 would not be given at the time of admission which will be filled-up online by students using their user id & password after the admission session closed for a particular session.

- c) CAF fees for the first option have been changed. So, for first option, applicant has to pay **Rs.120/-** and for other options **Rs.50/-** for each. In this way, if an applicant has given **10 options** then s/he has to pay **[120 + (9X50) = 570]**.

3 e-Admission Procedure

3.1 Application Process

The CAF will be available in www.dheodisha.gov.in for applying online and at any Degree SRCs for applying in offline/manual mode. 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 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.

3.2 Where to apply Online?

As the CAF is available in the Higher Education Department website www.dheodisha.gov.in, it can be accessed in the Cybercafé, Common Service Center, Internet Facility Center operated in Degree SAMS Resource Centers and at any place where Internet facility is available.

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

3.3 How to apply Online?

Please read the Instruction in **Annexure-1** of CP (First Part) before applying on-line.

Then go the Higher Education Department website www.dheodisha.gov.in and click on the online CAF in its home page. You may also go through the video instruction regarding filling up of the CAF before you start the process of filling in. Now fill-up the CAF online on the computer screen. Upload your recent passport size colour photograph in the space provided for the same. Uploading of photograph is mandatory.

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 / Cursor' to your state, say 'Odisha' & click on the same to fill in the box.

3.3.1 How to add more Options?

The provision of "Options" is given in the last part of the online application form. An applicant can apply for a maximum of ten Options in the CAF. In order to add more than option, applicant has to click on "**Add More Option**" button. Then s/he has to select the desired college/stream from the drop down list and click on it. After adding all the options, s/he has to click on the "Submit" button.

Please note that, applicants submitting in two or more Common Application Form (CAF) are liable to be rejected. The sample online CAF & instruction to fill it up has been given in **Annexure-1** of CP.

Note: If an applicant submits more than one CAF at SRC, then any one of the CAF will be rejected automatically. 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.

3.3.2 How to modify information in a CAF?

Before confirming the application, 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’ & ‘Password’ through online CAF cannot edit/modify the same. If they intend to do so, then they are suggested to apply another fresh application following the same procedure. Moreover, the CAF College Copy & Applicant Copy may be reprinted using the ‘Reference Number’ & ‘Roll Number’.

3.3.3 Printing of CAF

Click on **“Print CAF”** button to view the CAF to be printed. Then click to get both **“College 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 **“College Copy”** before submitting the same along with the copies of the documents indicated at the end of the **“College Copy”** of the CAF at any of the SAMS (Degree) Resource Centers.

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

3.4 Fee Structure of Application

As per the number of options applied in CAF, the applicant will pay the required fees at the college counter while submitting the application. For first option, applicant has to pay **Rs.120/-** and for other options **Rs.50/-** for each. In this way, if an applicant has given **10 options** then s/he has to pay **[120 + (9X50) = 570]**. The fees amount will be printed at the top of the College Copy as well as on the Applicants copy of the CAF. **There are no postal intimation charges.**

3.5 Submission of CAF

- a) The applicant has to submit the **College Copy** with the only documents as reflected on the 2nd page of the College Copy under **“Documents to be submitted”** & fees 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 website www.dheodisha.gov.in by the concerned college authorities.
- d) The applicant, who applies manually through Offline CAF, shall submit the CAF copy along with requisite supporting documents and application fees at the nearest SAMS (Degree) Resource Center. The concerned SAMS (Degree) Resource Center will receive the Offline / Manual CAF and return the applicant his/her **Applicant Copy** acknowledged with MRIN and keep the **College Copy** (for tagging & validation) after applying online on behalf of the applicant
- e) Outside State Applicants (OSA) can send the CAF by post to any one SAMS Resource Center along with the required option fees in the shape of **Bank Draft** only in favour the Principal of the concerned SRC College. 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)”**. CAF without the Bank Draft shall not be entertained. **NB: Only merit, but no reservation will be considered for Other State Applicants.**
- f) Applicants, who have passed the Higher Secondary (+2) Examination from CHSE, Odisha, shall attach the photocopies of Original Mark Sheet-Cum-Provisional Certificate or the downloaded mark sheet from the internet with the college copy of the CAF.

- g) Applicants, passed from other equivalent Council, shall have to attach the photocopy of their original Higher Secondary (+2) mark sheet or downloaded mark sheet from the internet duly attested by the Principal of the institution.

3.6 Check list for submission of CAF

- a) Computer (Net) generated “College Copy” – duly signed by applicant and parent/guardian
- b) Computer (Net) generated “Applicant Copy”
- c) Self-attested copies of Higher Secondary (+2) Mark Sheet & Pass Certificate of CHSE, Odisha or other equivalent Boards / Councils. The list of equivalent Boards / Councils as communicated by Secretary, CHSE, Odisha is given at **Annexure-2**.
- d) Self- attested true copy of the compartmental Higher Secondary (+2) 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 colour passport size photograph to be affixed in the CAF (College Copy).
- h) Certified true copy of Resident/Nativity Certificate for Odia Students Living in Neighbouring State (OLNS)

3.7 CAF Validation Process

- a) Applicant cannot change any data in the CAF after submission of “College 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 college 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 College Copy & Applicant Copy of CAF are given at **Annexure-4 & Annexure-5** respectively.

3.8 Dos / Don'ts

- a) Mere applying online CAF in the Internet will not be sufficient for e-Admission.
- b) After applying on-line, the applicant has to take print outs of “College Copy” & “Applicant Copy” and submit them at any of the nearest SAMS Resource Center along with the requisite documents & fees for consideration for admission.
- c) Applicant should fill up options e.g. college, Honours & stream in order of preference very carefully.
- d) 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.
- e) Applicant has to write “submitted by me” and sign in all the supporting documents submitted along with the “College Copy” of the CAF.
- f) Please don't submit your ‘College Copy’ in more than one college. Give all your options (College+Stream+Honours) in one CAF in order of preference.

4 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 & Honours shall be done strictly on the **basis of merit**.
- c) Marks secured at the Higher Secondary (+2) 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 6 & 7 of the CP.**

- d) 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.
- e) For applicants who have secured equal marks in the Higher Secondary (+2) examination and have opted for same college & stream, their merit will be decided on the basis of marks English / MIL for Arts & Commerce Streams and English/Chemistry for Science Stream. (Govt. Order No.: 57823, Dated: 24.10.2000).
E.g.: 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.
- 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 after 1st selection.
- g) 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).
- h) There will be 2 Phases of admission. In First Phase **(i)** First Selection Admission **(ii)** Second Selection **(iii)** Third Selection Admission and in 2nd phase **(iv)** Admission after Supplementary/Instant results publication.
Note:-Honours Subject & Hostel seats will be indicated in the intimation letter of selected applicants.
- i) If any student admitted against any lower choice of preference but gets higher choice during 2nd selection, then he/she can take transfer to the college of his/her higher choice without forfeiting the deposited college fees except Rs.100/- towards processing fee. The balance amount after deducting Rs.100/- is to be given directly to the applicant or guardian on the day when he/she is taking CLC in shape of Cash / Bank Draft / Cheque by the college authorities which grant CLC

4.1 Intimation

- a) A sample intimation letter has been shown at **Annexure-3** of this CP. It can be downloaded by individual applicants from the website of Higher Education Department.
- 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 (if mobile telephone number is provided in the CAF)
 - Email (if e-mail address is 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
 - Notice board of Applied College (where applications are submitted) and Destination College (where applicant is selected to take admission)

5 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 College on the date and time mentioned there in.
- b) Applicant has to produce all original documents for verification at the Destination College. S/he has to pay the requisite admission fees in the right mode (Bank Draft OR Cash as mentioned in the College Profile) at the destination college counter.
- c) S/he has to submit three colour passport size photographs at the time of admission.

- d) Those who want to continue in the first 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 in shape of account payee Bank Draft (Refundable). In the event of their transfer to another college in 2nd selection the college authority shall refund the Bank Draft to the candidates.
- e) Elective Subjects will be allotted **after the 3rd selection of the First Phase Admission** at the final Destination College as per the preferences given in the CAF and as per merit of applicant & availability of seats.
- f) Admission(2nd Phase) after Publication of Supplementary / Instant Results by CHSE (Odisha)

Who are eligible?

- Students who have passed in the supplementary / instant examination conducted by CHSE, Odisha
- Students who could not apply online in Phase-I
- Students who had applied but did not get selected OR selected but could not able to take admission in any college in Phase-I

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.
 - 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

5.2 Procedure to deal with transfer cases

If a candidate who has taken admission on basis of 1st selection gets selected for her/his higher choices in subsequent Selection, two situations may arise:

- a) Applicant's Destination College in 2nd Selection is different from the 1st selection colleges
- 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 entire admission fees of this college and surrendering the CLC from the 1st selection destination college.

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 college for any endorsement. This would be done at the college level subsequently.

Note: Students must be returned their entire admission fees (excluding Rs. 100/- as processing fees) with online generated College Leaving Certificate and other documents viz. cancelled original School Leaving Certificate/Cancelled College Leaving Certificate and original Migration Certificate to take transfer / 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]	<p>a) SC-16.25% of the sanctioned strength shall be reserved for SC applicants [G.O. 11710/HE, Dtd.: 01/06/2015]</p> <p>b) ST-22.5% of the sanctioned strength shall be reserved for ST applicants [G.O. 11710/HE, Dtd.: 01/06/2015]</p> <p>c) The reserved seats are not interchangeable between SC & ST.</p> <p>d) SC/ST applicants selected for admission on their merit shall not be counted against reserved seats.</p> <p>e) However any modification made by the Government in the reservation policy will be followed during admission.</p> <p>f) Reserved seats lying vacant after 1st Selection and 2nd Selection admission shall ordinarily be de-reserved.</p>
Physically Handicapped [PH]/Orthopedically Handicapped [OH]	3% of sanctioned seats shall be reserved for PH / OH Students (Extent of handicap not below 40%).
Ex-Serviceman [ESM]	1% of the sanctioned seats shall be reserved for Self / Children / Wife / Husband of Ex-Serviceman.
Serving Defense Personnel [SDP]	1% of the sanctioned seats shall be reserved for Self/ Children/ Wife/ Husband of serving defense personnel. (G.O. No. 55588/HE, Dt. 16.10.2000)
Children of Martyrs [CoM]	2% of sanctioned seats shall be reserved for the children of martyrs.
Odia Living in Neighbouring States [OLNS]	<p>Admission on merit from Odia students living in neighbouring states shall be reserved up to 5% (1% for any particular state) of the sanctioned strength. For the purpose of admission, an applicant will be considered as OLNS, if s/he has passed the Higher secondary (+2) examination or equivalent examination from any College situated in the neighbouring state of Odisha. (Andhra Pradesh, Telangana, Chhattisgarh, Jharkhand, Bihar & West Bengal)</p> <p><u>Note: The applicants applying under this category must have opted Odia as a subject (either as MIL or as Language) in the CAF to be in status of OLNS.</u></p>

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.

7.1 NCC

- Applicants holding B Certificate shall be given weightage of additional **10%** of marks over and above the aggregate marks secured at the Higher Secondary (+2) or Equivalent examination.
- 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 **5%** of marks over and above the aggregate marks secured at the Higher Secondary (+2) or Equivalent examination.

7.2 NSS

- Applicants who have represented the country at International Level Camp shall be given **direct admission**.

- b) Applicants who have represented the state at National Level Camp shall be given Weightage of additional **7%** 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 **5%** 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 **3%** 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 **10%** 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 of the State shall be given weightage of additional **5%** 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.

7.5 Admission of candidates from Outside State Applicants (OSA)

- a) The number of students admitted from outside Odisha to any class shall not exceed five percent (**5%**) of the total number of sanctioned seat of the class, subject to a maximum of one percent (**1%**) of the total seat for the candidates of a given State / Union Territory of India.
- b) For the purpose of admission, an applicant will be deemed to be from outside the State of Odisha if s/he has passed the Higher Secondary (+2) / Equivalent examination from any school situated outside State of Odisha.

Note: Only merit, but no reservation will be considered for Other State Applicants.

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 ones 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 will be admissible.
- b) College/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) NSS certificate from the State Programme Coordinator.
- j) Migration certificate for the applicants passing from other Boards other than CHSE, Odisha
- k) Permanent resident/nativity certificate (for OLNS candidates)
- l) 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
- m) Ranger & Rovers certificate from the appropriate authority.

9 Important Notes

9.1 Reservation

- a) 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.
- b) No seats shall remain reserved for any category beyond the normal date of admission.
- c) SC/ST 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.

9.2 Weightage

- a) No weightage shall be given in any category if the achievement has not been made within two years before the last date of CAF submission at the Applied College / SRC.
- b) Not more than 10% of seats in each stream shall be filled up on the basis of weightage.
- c) An applicant can claim weightage to a maximum of 10% over the total mark secured.
- d) Weightage is only for the purpose of admission. It will not be considered for any other preferential treatment such as allotment of subject/hostel.
- e) An applicant, who is selected under weightage category and has taken admission, shall continue to remain under weightage category even if cut-off mark is reduced in subsequent selections.

The applicants admitted on basis of weightage, shall be proportionately distributed among all categories of students.

9.3 General

- a) Self-attested true copies of documentary evidence must be attached with the College Copy of the CAF for the applicants claiming reservation and/or weightage.
- b) An applicant, whose parents are permanent residents of Odisha, has passed HSC or equivalent examination without Odia as a subject from outside Odisha may be considered to be from within Odisha. For this purpose s/he has to produce a permanent residence/nativity certificate from the District Magistrate/Tahasildar to the effect that her/his parents are resident of that district of Odisha.
- c) Vacancies arising out of transfer will be filled up by the same category of students.
- d) Incomplete CAF will be summarily rejected.
- e) Applicants applying through two or more CAF are also liable to be rejected.
- f) Only the Computer (Net) generated CAF shall be accepted. In no case, a DTP or Typed CAF shall be accepted.



Common Application Form

for Admission to Degree Colleges (2016-17)

Department of Higher Education, Government of Odisha

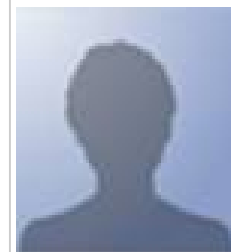
+3

* Mark indicates mandatory field

 English ଓଡ଼ିଆ

1. Name of the Council from which you have passed the +2 exam, Year of Exam & Roll Number (as in admit card)

Name of the Examination Council *	Year of Passing *	Exam Type *	Roll Number *
--SELECT--		<input type="radio"/> Annual <input type="radio"/> Supple/Inst	

[Click here to upload your photo](#) *


2 Applicant's Name *

3 Father's Name *

4 Mother's Name *

5 Personal Details

Blood Group	Gender *	Religion *	Date of Birth *	Aadhaar No.
--SELECT--	--SELECT--	--SELECT--	DAY ▼ MON ▼ YEAR ▼	

6. Address for Correspondence

a. State *	--SELECT--	b. District *	--SELECT--	c. Block / ULB *	--SELECT--
d. House No., Street/Village, Post Office, Police Station Name *				e. PIN Code	
f. Telephone No. Area Code - Phone No.		g. Mobile No.		h. e-Mail	

7. Reservation Details

a. <input type="radio"/> Schedule Tribe (ST) <input type="radio"/> Schedule Caste (SC) <input type="radio"/> Other Backward Class (OBC) <input type="radio"/> General <input checked="" type="radio"/> Others
b. <input type="checkbox"/> Physically/Orthopedically Handicapped (PH/OH)
c. <input type="radio"/> Ex-Service Man (ESM) <input type="radio"/> Children of Martyrs (CoM) <input type="radio"/> Serving Defence Personnel (SDP) <input checked="" type="radio"/> None
d. Are you an Outside State Applicant (OSA) ? <input checked="" type="radio"/> No <input type="radio"/> Yes
e. Are you an Oriya Living in Neighbouring State (OLNS) ? <input checked="" type="radio"/> No <input type="radio"/> Yes

8. Weightage Details

a. NCC <input type="checkbox"/> NCC B <input type="checkbox"/> NCC (CAMP/COURSE)	b. NSS Camp <input type="checkbox"/> University Level <input type="checkbox"/> State Level <input type="checkbox"/> National Level <input type="checkbox"/> International Level
c. Rover & Ranger <input type="checkbox"/> Rajya Puraskar (RP) <input type="checkbox"/> President Recognition (PR)	d. Sports & Games <input type="checkbox"/> State <input type="checkbox"/> National <input type="checkbox"/> International

* MIL Mark is not mandatory • Total Mark Secured, is the mark secured in all subjects of +2 Exam

9. Details of Mark Secured in +2 Council Examination *

a. <input type="radio"/> Arts <input checked="" type="radio"/> Science <input type="radio"/> Commerce <input type="radio"/> Vocational <input type="radio"/> Diploma	Maximum Mark	Total Mark Secured	English	MIL	Chemistry	Mathematics	Biology
b. Have you passed +2 Council Exam Compartmentally ?	<input checked="" type="radio"/> No <input type="radio"/> Yes						

You are required to select at least **ONE** and at most **TEN** options.

Choose your 1st Option

a. College Type *	<input type="radio"/> General <input type="radio"/> Sanskrit		
b. District Name *	-- SELECT -- ▼		
c. College Name *	-- SELECT -- ▼	d. Stream *	-- SELECT -- ▼
e. Stream Preference *	<input type="radio"/> Pass <input type="radio"/> Core/Honours		
f. Honours Name in order of preference	First Preference * -- SELECT -- ▼	Second Preference -- SELECT -- ▼	Third Preference -- SELECT -- ▼
g. Are you interested to reside in hostel ? *	<input type="radio"/> Yes <input type="radio"/> No		

Note:

Do not click **SUBMIT** button, if you want to select more options.

Click here for 2nd Option	Click here for 3rd Option	Click here for 4th Option
Click here for 5th Option	Click here for 6th Option	Click here for 7th Option
Click here for 8th Option	Click here for 9th Option	Click here for 10th Option

SUBMIT

Instruction for filling CAF

There are four types of input field in this on-line Common Application Form (CAF).

(1) Select Box **(2) Text Box** **(3) Radio Button &** **(4) Check Box**

1. Select Box

To fill up this input field the applicant has to click anywhere in the box by using 'Mouse'. Upon clicking the list of options will be show up on the computer screen. Then click on the option of your choice. This option will be filled in the box. Please move to the next item.

Following items in CAF will have 'Select Box'. Above procedure is to be used to fill these items.

(1.a) Name of the Examination Board, **(1.b)** Year of Passing, **(5.a)** Blood Group, **(5.b)** Sex, **(5.c)** Religion, **(10.a)** District Name, **(10.b)** College Name, **(10.c)** Stream Name, **(10.d)** Compulsory (MIL), **(10.e)** Elective Subject, **(10.f)** 4th Elective in order of preference

NB: BSE(O) annual result data will be automatically reflected on CAF

A screenshot of a dropdown menu with a blue header and a white body. The header contains "-- Select --" and a downward arrow. The body lists several options: "-- Select --", "Orissa - BSE, Cuttack", "New Delhi - CBSE, New Delhi", "New Delhi - CISCE, New Delhi", "Orissa - SJSU, Puri", and "Uttar Pradesh - BHS&IE, Allahbad". The "Orissa - BSE, Cuttack" option is highlighted in blue.

2. Text Box

For this type of input field, the applicant has to write or 'Type' in the required information by using 'Key Board'. For example Name in the side box has been filled by in typing.

Following items in CAF, will have 'Text Box'. Please follow the above procedure is to fill in these items.

A screenshot of a form with three text boxes. The first box is labeled "Applicant's Name" and contains "SAGARIKA KUMARI PANIGRAHY". The second box is labeled "Father's Name" and contains "BISHNU MOHAN PANIGRAHY". The third box is labeled "Mother's Name" and contains "SABITA MANJARI PANIGRAHY".

(1.c) Roll Number, **(2)** Applicant's Name, **(3)** Father's Name, **(4)** Mother's Name, **(5.d)** Date of Birth, **(6.d)** House No., Street/Village, Post Office, Police Station Name, **(6.e)** PIN Code, **(6.f)** Telephone, **(6.g)** Mobile, **(6.h)** e-mail, **(9.a)** Details of marks secured in 10th Board Examination, **(9.b)** Details of marks secured in 10th Board Compartmental Examination

3. Radio Button

For this type of input field, the applicant has to click on the appropriate circle by moving the mouse to the circle and then clicking. Here applicant can choose only one option out of the several ones given. For example; 'Yes' or 'No' as has given in the right side.

Following items in CAF is to be filled by the 'Radio Button' method.

A screenshot of two questions with radio buttons. The first question is "Category 3 Are you an outside State Applicant (OSA)?" with "Yes" and "No" options. The "No" option is selected. The second question is "Category 4 Are you Oriya Living in Neighbouring State (OLNS)?" with "Yes" and "No" options. The "Yes" option is selected.

(7.a) Scheduled Tribe (ST) / Scheduled Caste (SC) / Others, **(7.c)** Ex-Service Man (ESM) / Serving Defense Personnel (SDP) / Children of Martyrs (CoM), **(7.d)** Are you an Outside State Applicant (OSA)? (Yes/No), **(7.e)** Are you Oriya Living in Neighbouring State (OLNS)? (Yes/No), **(9.b)** Have you passed 10th Board Exam Compartmentally? (Yes/No), **(10.f)** If admitted, I propose to reside (In College Hostel / With Local Guardian / With Parents / In private Accommodation)

4. Check Box

For this type of input field the applicant has to click on the appropriate box by moving the mouse to the check box (Rectangle) and then clicking. Here, one can choose more than one record in this item e.g. NCC(A) & NCC (C) for item 8(a) of CAF (Please see side box)

Following items in CAF is to be filled by the 'Check Box' method.

A screenshot of a form titled "Weightage Details". It has a table with two columns: "a." and "NCC". The "a." column has a checked checkbox. The "NCC" column has two rows: "NCC (A)" and "NCC (C)". Both "NCC (A)" and "NCC (C)" have checked checkboxes.

(7.b) Physically/Orthopedically Handicapped (PH/OH), **(8.a)** NCC (A & C), **(8.b)** Scout & Guide [Rajya Puraskar (RP) & President Recognition (PR)], **(8.c)** Sports (State, National & International)

Annexure-2 (List of Equivalent Boards)

List of Board's Conducting +2 (Higher Secondary) Examinations which are declared equivalent to the Higher Secondary Certificate Examination conducted by the Council of Higher Secondary Education, Orissa

Sl#	State	Short Name	Equivalent Board
1	Andhra Pradesh	APBIE, Andhra Pradesh	Andhra Pradesh Board of Intermediate Education
2	Andhra Pradesh	Andhra University	Andhra University
3	Andhra Pradesh	APBSE, Andhra Pradesh	Andhra Pradesh Board of Secondary Education, Andhra Pradesh
4	Andhra Pradesh	BIE, Andhra Pradesh	Board of Intermediate Education, Hyderabad
5	Andhra Pradesh	Osmania University	Osmania University, Hyderabad
6	Assam	ABSE, Assam	Assam Board of Secondary Education, Assam
7	Assam	AHSEC, Assam	Assam Higher Secondary Education Council, Assam
8	Assam	Gouhati University	Gouhati University, Assam
9	Bihar	BIEC, Bihar	Bihar Intermediate Education Council, Bihar
10	Bihar	BSEB, Bihar	Bihar School Examination Board, Bihar
11	Chhatisgarh	CMSM, Chhatisgarh	Chhatisgarh Madhyamic Sikshya Mandal, Chhatisgarh
12	Chhatisgarh	Ch.BSE, Chhatisgarh	Chhatisgarh Board of Secondary Education, Chhatisgarh
13	Goa	GBS&HSE, Goa	Goa Board of Secondary & Higher Secondary Education, Goa
14	Gujarat	GSEB, Gujarat	Gujarat Secondary Education Board, Gujarat
15	Haryana	BSE, Haryana	Board of School Education, Haryana
16	Haryana	HSEB, Haryana	Haryana School Education Board, Haryana
17	Himanchal Pradesh	HPBE, HP	Himanchal Pradesh Board of School Education
18	Jammu & Kashmir	J&KSBSE, Jammu	J&K State Board of School Education, Jammu
19	Japan	FSHS, Japan	Fujimigake Senior High School, Japan
20	Jharkhand	JAC, Ranchi	Jharkhand Academic Council, Ranchi
21	Jharkhand	JICE, Jharkhand	Jharkhand Intermediate Council Education, Jharkhand
22	Karnataka	BPUE, Karnataka	Board of Pre-University Education, Karnataka
23	Karnataka	DPUEB, Karnataka	Department of Pre-University Education Board, Bangalore
24	Karnataka	Gullberga University	Gullberga University, Karnataka
25	Karnataka	KSEEB, Karnataka	Karnataka Secondary Education Examination Board
26	Kerala	BHSE, Kerala	Board of Higher Secondary Education, Kerala
27	Kerala	Gandhiji University	Gandhiji University, Kerala
28	Kerala	KBPE, Kerala	Kerala Board of Public Examination, Kerala
29	Kerala	University of Calicut	University of Calicut, Kerala
30	Kerala	University of Kerala	University of Kerala, Kerala
31	Madhya Pradesh	BSE, Madhya Pradesh	Board of Secondary Examination, Madhya Pradesh
32	Maharashtra	MSBS&HSE, Maharashtra	Maharashtra State Board of Secondary & Higher Secondary Education
33	Maharashtra	Marathwada University	Marathwada University, Maharashtra

Sl#	State	Short Name	Equivalent Board
34	Manipur	CHSE, Manipur	Council of Higher Secondary Education, Manipur
35	Manipur	MBSE, Manipur	Manipur Board of Secondary Education, Manipur
36	Meghalaya	MBSE, Meghalaya	Meghalaya Board of School Education, Meghalaya
37	Mizoram	MBSE, Mizoram	Mizoram Board of School Education, Mizoram
38	Nagaland	NBSE, Nagaland	Nagaland Board of School Education, Nagaland
39	Nepal	HSEE, Nepal	Higher Secondary Education Board, Nepal
40	New Delhi	CBSE, New Delhi	Central Board of Secondary Education, New Delhi
41	New Delhi	CISCE, New Delhi	Council for Indian School Certificate Examinations, New Delhi
42	New Delhi	JMI, New Delhi	Jamia Millia Islamia, New Delhi
43	New Delhi	NIOS, New Delhi	National Institute of Open Schooling, New Delhi (Conditionally)
44	New Delhi	RSS, New Delhi	Rastriya Sanskrit Sanstan, New Delhi
45	Odisha	BIVPA, Odisha	Bimbadhar Institute of Visual & Performing Art, Orissa
46	Odisha	CHSE, Odisha	Council of Higher Secondary Education, Odisha (HS Vocational Examination)
47	Odisha	SJSV, Odisha	Sri Jagannath Sanskrit Vishvavidyalaya, Orissa
48	Odisha	SCTE&VT	State Council for Technical Education & Vocational Training, Odisha
49	Philippines	NHVHS, Philippines	High School Graduate of North Hills Village High School Republic of Philippines
50	Punjab	PSEB, Punjab	Punjab School Education Board, Punjab
51	Rajasthan	Banasthali Bidyapitha	Banasthali Bidyapitha, Rajasthan
52	Rajasthan	BSE, Rajasthan	Board of Secondary Education, Rajasthan
53	Switzerland	IBD, Switzerland	International Baccalanrate Diploma, Switzerland
54	Tamil Nadu	BHSE, Tamilnadu	Board of Higher Secondary Examination, Tamilnadu
55	Tamil Nadu	TNBHSE, Tamil Nadu	Tamil Nadu Board of Higher Secondary Education, Tamil Nadu
56	Tamil Nadu	JNBSE, Madras	J N Board of Secondary Education, Madras
57	Tamilnadu	SBSE, Tamilnadu	State Board of School Examinations, Tamilnadu
58	Tripura	TBSE, Tripura	Tripura Board of Secondary Education, Tripura
59	UK	Londan University	Londan University, UK
60	USA	SBOHIO, USA	State Board of OHIO, USA
61	Uttar Pradesh	UPBHSIE. Uttar Pradesh	UP Board of High School & Intermediate Education, Uttar Pradesh
62	Uttarakhand	BSE, Uttarakhand	Board of School Education, Uttarakhand
63	Uttarakhanda	WSS, Masoori	Wood Stock School, Masoori
64	West Bengal	WBBME, West Bengal	West Bengal Board of Madrasah Education, West Bengal
65	West Bengal	WBBSE, West Bengal	West Bengal Board of Secondary Education, West Bengal
66	West Bengal	WBCHSE, West Bengal	West Bengal Council of Higher Secondary Education, West Bengal

Annexure-3 (Sample Copy of Intimation Letter)



Intimation Letter

for Admission in to (+3) Degree / Autonomous Colleges

Department of Higher Education, Government of Odisha

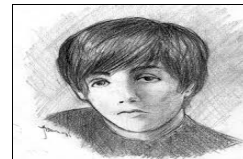


16D008542

First Selection

To

RAM MOHAN BEHERA
BAIRAGI CHARAN BEHERA
 1241, 5th Lane, Behera Sahi, Bhadrak, 756100
 Bhadrak, Odisha



19051203/0001

Congratulations!!!

You have been selected for admission into Higher Secondary classes as per following details.

College Name	Stream	Choice in CAF	Rank	Honours Info	Hostel Info
Anchalika (Degree) Mahavidyalaya, Gadia	Science	Option-04	15	Not Available	Not Available

Note

If the selected applicant does not take admission, her/his name shall be removed from the system for future admission during this session. Therefore, it is mandatory for the selected applicants to take admission in order to remain in the system. If an applicant is selected against her/ his lower option, s/he must take admission in the respective college, so that her/his case may be considered for sliding up during subsequent selection process.

Annexure-7 option to stop the sliding-up process has been REMOVED from the academic session 2016-17.

Status of Higher Option/s

Sl#	College Name	Stream	Waiting Rank			Choices in CAF
			General	Reservation	Weightage	
1	Bhadrak (Autonomous) College, Bhadrak	Science - Phy. Sc.	115	PH/OH-06 CoM: 11	Sports - 11	Option-01
3	Fakir Mohan (Autonomous) College, Balasore	Science - Phy. Sc.	126	PH/OH-04 CoM: 17	Sports - 09	Option-02

You are requested to report to the **Principal Maharaja Purna Chandra (Autonomous) College, Takatpur** with following documents in original on **15-Jul-2016 at 10:00 AM**

1	Cash/Bank Draft for fees required for admission mentioned against the college in CP for 'Admission'
2	Original Council Certificate or equivalent OR Original Council Mark Sheet-cum-Provisional Certificate or equivalent as the case may be.
3	Original School Leaving Certificate (SLC) / College Leaving Certificate (CLC)
3	Photocopy of 10th Board Certificate as a proof of date of birth.
4	Three recent passport size colour photographs.
5	Original Conduct Certificate from the institution last attended
6	Original PH/OH Certificate from CDMO of District/SDMO of Sub-Division/CMO of Capital Hospital
7	Original Migration Certificate for the applicant from West Bengal - WBBSE, Kolkata
8	Original Permanent Resident/Nativity Certificate for OSA/OLNS applicants.
9	Original Sports Certificate from the Competent Authorities and counter signed by Director, Sports
10	Original Mark Sheets-cum-Provisional Certificate (or equivalent Council) of Compartmental Exam.

Father's Name	Mother's Name	Bate of Birth	Mobile	Residence	Sex
BAIRAGI CHARAN BEHERA	MAMATA RANI BEHERA	1/1/1994	*****	*****	Male
Board Name	Reservation	Weightage	Mark Secured	Maximum Mark	
Council of Higher Secondary Education, Odisha	Sc	PH/OH	490	600	
Compartmental Mark	Subject	Fail Mark	Pass Mark		
	Physics	22	46		

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



Common Application Form

for Admission to Degree Colleges (2016-17)

Department of Higher Education, Government of Odisha

College Copy

Tuesday, Jun 21, 2016 06:07:49 PM


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+3

Money Receipt-cum-Index Number	College Code	/	Index No.	Signature of the Receiving Official
Fees (Rs.)	220.00	Date of Submission at College		

1	+2 Council Details (as in admit Card)	Name of the Examination Board	Year of Passing	Exam Type	Roll Number	 Affix your self attested (on the front) recent color passport size photographs here
		CHSE, ODISHA	2016	Annual	888AB888	
2	Applicant's Name	RAM MOHAN BEHERA				
3	Father's Name	BAIRAGI CHARAN BEHERA				
4	Mother's Name	MAMATA RANI BEHERA				
5	Personal Details	Blood Group	Gender	Religion	Date of Birth	Aadhaar No.
		O+	MALE	HINDU	01-Jan-1999	565489477086

6. Address for Correspondence							
a. State	ODISHA	b. District	BHADRAK	c. Block / ULB	BHADRAK		
d. Address	1241, 5TH LANE, BEHERA SAHI, BHADRAK			e. PIN Code	756100		
f. Telephone No.	06784	330055	g. Mobile No.	9090120120	h. e-Mail	ramohan@gmail.com	

7. Reservation Details									
a. Schedule Tribe (ST)	No	Schedule Caste (SC)	No	OBC	No	General	No	Others	Yes
b. Physically/Orthopedically Handicapped (PH/OH)	Yes	Ex-Service Man (ESM)	No	Serving Defence Personnel (SDP)	No	Children of Martyrs (CoM)	Yes		
c. Are you an Outside State Applicant (OSA)?	No								
g. Are you an Oriya Living in Neighbouring State (OLNS)?	No								

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

9. Details of Mark Secured in +2 Council Examination									
a. Stream		Science							
b. Mark secured in each subject in +2 Council Examination		Maximum Mark	Total Mark Secured	MIL	English	Chemistry	Mathematics	Biology	
		600	490	65	87	78	76	82	
c. Have you passed +2 Council Exam Compartmentally ?		Yes	Name of the Subject		Fail Mark in Previous Exam		Pass mark in Compartmental Exam		
			Physics		22		46		

10 Option(s)/Choice(s) Details

Option	College Name	Stream	Stream Preference	Honours Preference	Hostel Option
FIRST	Bhadrak (Autonomous) College, Bhadrak	Physical Science	HONOURS	PHYSICS,CHEMISTRY,MATHEMATICS	NO
SECOND	Fakir Mohan (Autonomous) College, Balasore	Physical Science	HONOURS	PHYSICS,CHEMISTRY,MATHEMATICS	YES
THIRD	Maharaja Purna Chandra (Autonomous) College, Takatpur	Biological Science	HONOURS	BOTANY,ZOOLOGY	NO

UNDERTAKING

I do hereby agree to abide by the rules of the College/Hostel. I undertake that should any indiscipline and disobedience instance of the rules laid down by the Government or any authority empowered by them in this regard or should conduct in the college is found not satisfactory, my name will automatically be removed from the college. I undertake that information furnished by me in this application is true and correct and i undertake that any wrong information furnished be me, detected afterwards will be treated as cognizable offence.

I further undertake that i will not involve in any ragging activities in the college and hostel premises. I understand that criminal case will be filed against me if indulge in ragging

**I hereby fully endorse the undertaking made
by our
child / ward**

Submitted by me

**Signature or thumb impression of parents/
guardian**

Full Signature of Applicant

Date _____ Place _____

Date _____ Place _____

Enclosures (The following documents would enclosed along with the CAF)

Sl.#	Documents
1	Photocopy of 10th Board Certificate.
2	Higher Secondary (+2) Mark Sheets-cum-Provisional Certificate (or equivalent Board). If an applicant has not received the mark sheet from the board in-time, then the downloaded mark sheet from Internet will be admissible.
3	Self signed (on the front side) color passport size photograph (1 Copy) to be affixed in the CAF.
4	Certified true copy of the PH/OH Certificate from CDMO of District/SDMO of Sub-Division/CMO of Capital Hospital.
5	Certified true copy of the CoM Certificate from District Collector.
6	Certified true copy of the +2 Mark Sheets-cum-Provisional Certificate (or equivalent Board) of compartmental Exam.
7	NSS certificate from competent certifying authority.

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Annexure-5 (Applicant Copy)



Common Application Form

for Admission to Degree Colleges (2016-17)

Department of Higher Education, Government of Odisha

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**+3****Applicant Copy**

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Money Receipt-cum-Index Number	College Code	/	Index No.
Fees (Rs.)	220.00	Date of Submission at College	Signature of the Receiving Official

1 +2 Council Details (as in admit Card)	CHSE, ODISHA	2016	Annual	888AB888
2 Applicant's Name	RAM MOHAN BEHERA			
3 Personal Details	O+	MALE	HINDU	01-Jan-1999 565489477086

4. Reservation Details
a. ST <input type="checkbox"/> No <input type="checkbox"/> SC <input type="checkbox"/> No <input type="checkbox"/> OBC <input type="checkbox"/> No <input type="checkbox"/> General <input type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> Yes <input type="checkbox"/> PH/OH <input type="checkbox"/> Yes <input type="checkbox"/> ESM <input type="checkbox"/> No <input type="checkbox"/> SDP <input type="checkbox"/> No <input type="checkbox"/> CoM <input type="checkbox"/> Yes <input type="checkbox"/>
b. Are you an Outside State Applicant (OSA)? <input type="checkbox"/> No <input type="checkbox"/>
c. Are you an Oriya Living in Neighbouring State (OLNS)? <input type="checkbox"/> No <input type="checkbox"/>

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

6. Details of Mark Secured in +2 Council Examination							
a. Stream	Science						
b. Mark secured in each subject in +2 Council Examination	Maximum Mark	Total Mark Secured	MIL	English	Chemistry	Mathematics	Biology
	600	490	65	87	78	76	82
c. Have you passed +2 Council Exam Compartmentally ?	<input type="checkbox"/> Yes <input type="checkbox"/>	Name of the Subject	Fail Mark in Previous Exam	Pass mark in Compartmental Exam			
		Physics	22	46			

7. Option(s)/Choice(s) Details					
Option	College Name	Stream	Stream Preference	Honours Preference	Hostel Option
FIRST	Bhadrak (Autonomous) College, Bhadrak	Physical Science	HONOURS	PHYSICS,CHEMISTRY,MATHEMATICS	NO
SECOND	Fakir Mohan (Autonomous) College, Balasore	Physical Science	HONOURS	PHYSICS,CHEMISTRY,MATHEMATICS	YES
THIRD	Maharaja Purna Chandra (Autonomous) College, Takatpur	Biological Science	HONOURS	BOTANY,ZOOLOGY	NO