

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

- 1) Online admission into 1st year degree (+3) classes (e-Admission) is compulsory for U.G. courses in Universities and +3 (Degree) Colleges including Sanskrit (Shastri) Colleges coming under Higher Education Department, Government of Odisha for the Academic Session 2023-24.
- 2) During this academic session, the process of "Validation at SAMS Resource Centers (SRC)" will be reintroduced.
- 3) Applicants applying in two or more CAFs are liable to be rejected.
- 4) This year, e-Admission process consists of multiple phase's admission. Each phase shall consist of multiple rounds of selections such as 1st selection, 2nd selection, 3rd selection, and so on. The selection list for all the rounds will be published on the SAMS website.
- 5) The online Common Application Form (CAF) will be available on the website [www.samsodisha.gov.in](http://www.samsodisha.gov.in) and can be accessed at any place where an internet facility is available. Please read the Common Prospectus (CP) carefully before filling-up the online CAF.
- 6) Each applicant has to register and create his/her own username and password in the SAMS portal to fill up the CAF. The uniqueness of the mobile number and e-mail id will be maintained. Applicants are required to login their Student Login to access all type of admission related information such as CAF Apply, Online Payment of CAF/Admission Fees, etc. Therefore, applicants are advised not to change their mobile numbers and mail id till the completion of courses.
- 7) The CHSE, Odisha students who had passed out between the Academic Years 2013 and 2023 should not enter the examination mark details. The information will automatically populate in the CAF after entering 'Examination Name', 'Year of Passing', 'Exam Type', and 'Roll Number'. The data which are auto populated will be in non-editable format. If any mistakes encountered that will be corrected at that time of validation of CAF at SRC centers. Further, applicants are advised to provide the Applicant Name as mentioned in their CHSE Result at the time of registration. In case of mismatch between Registration Name and Result Data, then applicant is advised to visit his/her nearest SRC for necessary correction.
- 8) For CBSE/ICSE/Other Boards students have to fill up all the entries in the CAF as per their 12<sup>th</sup> or equivalent result.

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



9) An applicant can exercise as much as options/choices in their CAF. Applicants can change their options (HEI + Stream + Honours/Pass) in their respective CAF within the timeline till final submission of CAF. These must be clearly indicated in the CAF.

10) After submitting the Common Application Form (CAF), if any mistakes are encountered by the applicant, then s/he can correct those mistakes at the nearest SRC Center.

11) Selection of options/choice for the HEIs as well as subjects is of utmost importance. Therefore, applicants are requested to think properly regarding their preference college and preference subject before filling up the CAF. They should consult their parents, teachers, and friends in this respect.

a. HEIs preferences entered by the applicants will be continued throughout a particular phase. No new options will be allowed for those applicants in the next round of the selection process in a particular Phase.

12) There will be no facility to change the Honours Subject after closure of admission process of Academic Year 2023-24. Hence, applicants are requested to choose their Honours subject carefully.

13) Applicants have to pay the CAF fees & Admission fees in online mode only. ONLINE payment is compulsory to deposit the CAF Fees through the prescribed gateways (State Bank of India and UCO Bank). e-Challan Facility and offline payment option will be not available.

14) Further, 4 Year B.A. B.Ed. / B.Sc. B.Ed. of following HEIs are also included in the SAMS e- Admission process from the Academic Session 2023-24.

- a) Fakir Mohan Autonomous College, Balasore
- b) Maharaja Purna Chandra Autonomous College, Mayurbhanj
- c) Samanta Chandra Sekhar Autonomous College, Puri

15) The CAF fees for General Applicants is Rs. 275/- and for SC/ST Applicants is Rs. 175/-. The amount of CAF fees will be printed at the top of the "Applicant Copy" of the CAF. No refund can be claimed after submitting the CAF.

**NOTE:** PwD and TG (Third Gender / Transgender) applicants are exempted from paying the CAF Fees. If any applicant during filling CAF has mentioned as 'PwD / TG category', but during the time of SRC Validation, if it is found that the particular applicant is not coming under PwD / TG category, then SRC Centre will correct the CAF as per the guidelines and the CAF fees will be included in the admission fees.

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



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

### Submission of CAF

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

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

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

### Auto-Validation Process

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



### CAF Tagging and Validation Process

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

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

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

### Admission Procedure

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



- b. **Slide** - If an applicant have accepted the allotted seat but also wants for a better Honors as well as HEI in their higher preferences, they can choose this option.
- c. **Freeze** - If an applicant is satisfied with the allotted seat i.e. both the HEI and the Honors, they can choose this option.
- 4) After selecting any of the options mentioned in point No.3 as per their interest, candidates will have to pay the admission fees shown on the screen.
  - 5) After getting selected in the first round, if a candidate opted for the Slide option, then in the subsequent rounds the options like "Float" & "Freeze" will show.
  - 6) If an applicant has been allotted a seat in a round other than 1st round, then the applicant compulsorily accepts the seat by opting for Slide/Float/Freeze along with the payment to remain in the admission process.
  - 7) In every round, the candidate must opt for one option out of the displayed options to change/remain in the process. If the applicant doesn't opt for any option, then the previous option will continue till the last round or allotment in 1st option.
  - 8) If you are allotted a seat in a round other than 1st round, then the applicant compulsorily accepts the seat by opting for Slide/Float/Freeze along with the payment to remain in the admission process. Once the applicant opted for freeze, then s/he has to pay the displayed admission fees and report at the HEI for completion of admission formalities.
  - 9) An applicant once paid the displayed admission fees by selecting Slide/Float then s/he need not be required to pay the differential amount in each round till the final round or opt for freeze.
  - 10) Applicants who got selected in 1st option or opted for "Freeze" are compulsorily required to take admission in that particular round, otherwise, their candidature will be cancelled and the same seat will be allotted to another eligible candidate.
  - 11) At the time of admission, if any discrepancies found in the CAF by the destination college, the college will not allow the students to take admission. In such scenarios, destination colleges have to click on the "Not-Allowed" button and tick the appropriate box as mentioned in the list.
  - 12) HEIs shall not allow admission under specific situations such as mismatch in secured and maximum marks, reservation category details, weightage details, complete mismatch of student's details, etc. In such cases, HEIs have to verify their certificates and necessary documents meticulously and rectify the error by clicking the "Error Correction" button in online mode. These applications will be taken as fresh applications for the subsequent rounds of selections.



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

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

### Principles of Selection

#### 1. Eligibility:

a. An applicant must have passed Higher Secondary (+2) Examination under the Council of Higher Secondary Education, Odisha or equivalent boards/councils to become eligible for applying admission into degree courses.

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

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

#### 2. For Regular Pass-out Students:

Admission into various Streams, HEIs, and Honours shall be done strictly on the basis of merit. Marks secured at the Higher Secondary (+2) Examination out of the Total Marks, Weightage, and Reservation (if applicable) will be taken into consideration for preparing the merit list.

#### For Compartmentally Pass-out Students:

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

#### 3. Computation of marks for Other Boards/Councils:

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

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

Where, x = Total Marks Secured (There will be no selection of best 4 or best 5)

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



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

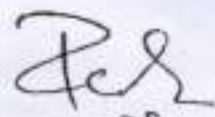
$$\text{Equivalent Marks} = \frac{384}{500} \times 600 = 460 \text{ marks}$$

4. If there are two applicants who have opted for the same college and same stream (Honours/Pass) and have secured the same marks in the +2 Council/Board Examination, then for the Arts & Commerce stream, the applicant who has secured more marks in English will get the first preference. If the English marks of both applicants are also the same, then marks in MIL will determine the selection. For Science Stream, English followed by Chemistry marks will be a deciding factor in a similar sequence. However, if concerned subject secured mark also become same then applicant born earlier will be considered.
5. Status of the selected college in the CAF will also be intimated in the intimation letter.
6. Honours/Core/Pass Subject wise selection will be done through online mode. The reservation Act of the Government of Odisha will be strictly followed in the selection.
7. If a Persons with Disabilities (PwD) applicant is selected on the basis of his/her merit without any reservation standard along with other applicants, s/he shall not be adjusted against the reserved share of vacancies. The reserve vacancies shall be filled up separately among other eligible PwD applicants.
8. The applicants selected against the quota for PwD shall be placed in the appropriate category of SC, ST and General.
9. Once the selected applicant took admission in his/her preferred HEI, then HEI will allow him/her enrollment by updating in their e-Space. List of such admitted students will be reflected as "Admitted Students" in HEIs e-Space.
10. Unlike previous year (2022-23), Admission fees for admission into U.G courses will be collected from students through SAMS portal during e- admission period. The selected Students have to pay the requisite admission fees within the timeline notified by Higher Education Department.
11. The Preference of Choices will be captured once in a Phase.
12. Applicants, who got selected and taken admission in his/her 1st Preference of Choice in Phase, will not be allowed to participate in the subsequent round of admissions and Phases.
13. Candidates selected in one Honours and choose the Freeze option but not taken admission, then his/her name will not be considered for subsequent phases.



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

\*\*\*\*\*



17.05.2023

Deputy Director, PTC  
Higher Education, Department