



Common Prospectus

Student Academic Management System

Department of School and Mass Education
Government of Odisha

Higher Secondary (Class-XI)

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

SAMS
Student Academic Management System

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Definitions & Acronyms

Annexure-7	Annexure – 7 (Not to Slide-Up) is an option conferred to a student who took admission in a lower preferred choice to cease his/her admission to higher preferred choice in subsequent selection process.
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 Higher Secondary 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 Higher Secondary 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 Higher Secondary 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, incase 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 online 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/College Copy	Copy of CAF which is to be submitted at the applied Higher Secondary 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?

Students Academic Management System, i.e. SAMS, is an online program used to manage the admission, administration, registration, form fill-up etc. processes of the Higher Secondary Schools of the state. This online system is used by the students to take admission into Class XI of Arts, Commerce, Science, Vocational and Sanskrit Higher Secondary Schools of the state. The admission process thus carried out through internet and computers is called as eAdmission. At present, SAMS covers admission for various other departments, other than Higher Secondary Schools under School & Mass Education Department: Degree, ITI, Diploma, Teacher Education, Physical Education. Other than e-Admission, SAMS also maintains the academic and financial records of all the students admitted into different educational institutions. The list of Higher Secondary Schools (Erstwhile Jr Colleges) is available in the official website www.samsodisha.gov.in.

1.2 Objectives

- Ensure single window system for admission through the e-Admission process
- Make the admission process economical
- Reducing the anxiety of applicants/parents by making the entire selection and admission process transparent.
- Reduce the work load of school /college through several administration modules, using the database for admission process and thereby improving services to the students.
- Increases accuracy and efficiency of all activities involved in the student's lifecycle.

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 using Computers and Internet.

- a) An eligible applicant will have to apply ONLINE through www.samsodisha.gov.in or www.sme.odisha.gov.in (by filling up required personal and academic information, choice of different educational institutions and streams in the order of preference and other details). She/he can validate the marks secured at the Examination of BSE, Odisha, validate documents online if she/he claims any reservations, make online application fee payment and keep the print copy of the application along with the online Money Receipt-cum-Index number for future reference.
- b) If the applicant has not passed out from BSE, Odisha, claims for reservation but the documents are not auto-verified online, she/he has to submit the documents online, take printouts of the computer generated application form (Higher Secondary School (HSS) Copy & Applicant Copy) and submit the documents at the nearest SAMS Resource Center (List available in the website www.samsodisha.gov.in or www.sme.odisha.gov.in). The SRC authority would keep the HSS 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 the issue of Higher Secondary School 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 Higher Secondary School level examination marks, issue of Higher Secondary School Leaving Certificates etc. This would improve efficiency, and save precious time of Higher Secondary School authorities, ensuring dissemination of correct information and services to all stake holders.

2 Changes in Process

- a) Applicants profile registration on the SAMS website for availing user id & password by the applicant, before applying on the online application for (Common Application Form (CAF)).
- b) Online auto-verification of caste certificate will complete validation of documents during CAF submission.
- c) There will be no offline Common Application Form fees payment for the academic session 2019-20. The only CAF payment mode will be online payment on SAMS.

- d) Submission of Annexure – 7 is important as it will decide whether the applicant want to take part in the slide-up process. Submission of Annexure-7 by eligible candidate is made online only, and can be done by the applicant in his/her registered login on SAMS. The process will be authenticated through OTP sent to the registered mobile number.

Submission of annexure – 7 will be enabled in the e-Space of applicant, only after the completion of the admission of the applicant at the Higher Secondary School. Additional time of 1 day will be provided to the students post completion of the e-Admission in each phase, before the start of subsequent selection process. *Applicant are advised to read the instruction and dateline carefully while submitting Annexure-7.* Default choice (when the applicant doesn't submit Annexure-7) will remain as 'No'

- e) Facility will be given during the online application submission to show the 3rd and 4th optional subject seat strength along with the last year cut off marks, for the applicant to review and select the subject on the CAF. It is to bring to the notice of the applicant that merely selecting the subject as 3rd or 4th elective will not imply natural allocation. The allocation of 3rd and 4th optional will be done by the Higher Secondary School concerned on the basis of merit. The applicant should select the HSS carefully after verifying the cut-off marks of elective subjects. If any one is deprived of getting his/her subject of choice, the SAMS Society or the Government will not be held responsible since, the allocation of 3rd or 4th optional is done strictly based on merit.
- f) Declaration of the Aadhar Card details while filling the Common Application Form (CAF) will help the applicant to avail the benefits of different kinds of scholarship. Hence the applicants are required to update the Aadhaar Number field provided in the CAF.

- g) Applicant will have to agree to the terms and conditions by clicking on the "I Agree" check box on the CAF.

- h) Admission intimation of the applicant will be available in the applicant / destination Higher Secondary School SAMS login. Applicants are required to login to SAMS to view it.

- i) While filing the CAF, if an applicant's BSE mark's (BSE, Odisha) is auto-verified, caste certificate is auto-validated, is not claiming any weightage and paid CAF fees online, then the applicant need not go to any SAMS Resource Centre to submit the application. The applicant once selected for admission, has to report at the Higher Secondary School/ SAMS Resource Center with the "Applicant Copy" of the CAF and required documents. In the above case, the CAF "School Copy" will not be generated at the completion of the

application. The barcode number in the "Applicant Copy" is the reference number for status verification & intimation download.

- j) The process of auto-rejection of the CAF (auto-validated CAF) adopted last year has been changed. When a duplicate CAF is applied, a message should be shown to the applicant on the application form, that *“Another application has already been applied against the applicants Roll No. Applying for another CAF would require rejection of the first CAF. This is to be done at an SRC in the presence of the applicant by providing a Hand-written application explaining the reason of applying a duplicate CAF along with photocopy of Identification card of the Applicant.”*

The SRC's are strictly instructed to properly validate the duplicate CAF's by verifying the authenticity of the applicant. They are allowed to receive the handwritten application from the applicant only after verifying the photo on ID proof against the photo on the CAF.

- k) The applicant must give minimum five choices / options (Higher Secondary School +Stream) of their preference upto a maximum of ten choices.
- l) From Academic Session 2019-20, submission of migration certificate is mandatory at the time of admission. If the applicant is unable to submit migration certificate at the time of admission then he/she has to submit an undertaking in the form of an affidavit duly signed by the Executive Magistrate stating that the applicant will submit the migration certificate within 30 days from the day of admission, failing of which his/her admission will stand canceled at the Higher Secondary School.

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 ID (optional) in the box provided
- e) Click on the "Generate OTP" button
- f) A six-digit OTP, which will be valid for 5 minutes, will be sent to the mobile number provided
- g) Applicant is required to enter the OTP number in the box showing in the computer screen
- h) Applicant is required to give own password & reconfirm the same in the box showing in the computer screen
- i) Password must have at least one Upper Case, one Lower Case, one Digit & a Special Character in it, e.g. Abcd@7618
- j) Then login to the SAMS Application using the user name (registered mobile number) & password given during online registration

Note:

- i) Applicants are advised not to change the registered Self Mobile number and Parent's mobile number provided during form fill-up or else they may miss important & urgent messages to be sent to them during the process of form fill-up up to final admission
- ii) For violation of above order, if any problem arises during the admission process SAMS Society/ Government will not be held responsible.

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), a box will appear in the screen.
- c) Here the applicant has to enter the "bar Code" number written on the caste certificate generated from the Odisha e-District software.
- d) If the name of the applicant doesn't match to the name written in the caste certificate, the application won't be auto-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) For those applicants whose caste (ST/SC) certificate is not verified online, they are required to submit the original caste certificate hardcopy along with "School copy" at the SRC, as per previous practice.

2.3 Online Annexure-7 Process

1. When the applicant does not want to participate in the slide up process, after taking admission in a Lower "Choice of Preference" option Higher Secondary School, she/he has to give her/his consent by login to their own SAMS Login portal.
 - a. By clicking on YES, the student will lock admission at the currently admitted Higher Secondary School, and shows that she/he is not interested in Slide-up to your higher 'Choice of Preference' option
 - b. By clicking on NO, the applicant agrees to participate in the upcoming SLIDE-UP process
2. Selection will be made on auto slide-up process. To stop auto slide-up, students are required to submit the "Annexure-7" in their own login portal after 1st selection admission. After exercising the option, no further changes could sought for.
 - a) Annexure -7 will be enabled for the applicant only after the completion of the admission of the applicant at the Higher Secondary School/ SAMS Resource Center. *Please go through the detailed instruction and timeline before filing the Annexure - 7.*
 - b) The applicant is required to login to the SAMS Application using the registered user details given during online registration process.
 - c) In the left side menu, the Annexure-7 link will appear in the SAMS e-Space of the applicant. Click on the Annexure-7 link and read the instruction carefully.
 - d) The applicant will be required to submit the Annexure-7 to exclude self from the slide-up process in the subsequent selection, by clicking on "Yes". The applicant may choose to be a part of the slide-up process in the subsequent selection by choosing "No", The default selection will always remain 'No'.
 - e) An OTP (six digit), which will be valid for 5 minutes only, will be sent to the applicants registered mobile number.
 - f) The applicant is required to enter the OTP in the box provided.
 - g) The software will then confirm the acceptance of the request for submission of Annexure-7.

2.4 Regarding Slide up:

- a) Slide-up process is adopted during admissions to allow students to get selection into higher 'choice of preference' 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 2.3 above.

- c) For those who availed slide-up ('No' option in Annexure -7), they will be auto-issued SLC and their admission will also be done automatically into the destination (slide-up) Higher Secondary School by SAMS. *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 she/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) After slide-up, the intimation letter will contain SLC. 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 SLC is generated and *at the same time their admission is updated in the destination (slide-up) Higher Secondary School.*

2.5 Student e-Space on SAMS

- a) After registration in the SAMS website (www.samsodisha.gov.in), an e-Space will be created for the applicant (student) in the SAMS application software
- b) For logging in to the Student e-Space, click on "Existing Student Login" link and login using the registered user name (mobile number) & password.
- c) Following links will be available for the student during application stage:
 - Common Application Form
 - Annexure-7 (Active only after Admission)
 - Intimation Letter
 - Admission Schedule
 - Online Payment (CAF Fees)
- 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 "HSS Copy" & "Applicant Copy" of the filled-in CAF, and submit both the copies along with relevant documents at the any SRC for consideration & validation, if
 - i. 10th Board examination is not verified online
 - ii. Caste (ST/SC) certificate is not verified online
 - iii. Applicant claiming reservation other than ST/SC
 - iv. 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 Higher Secondary School preferences for admission. In the preference list, 'Preferences-1' will be treated as the student's highest preference and soon. If a student is selected in lower preference in the first round then, she/he may have the chance to get selected into higher preference option in the

subsequent round. If she/he wants to continue in the Higher Secondary School; where s/he has already taken admission then, she/he has to update the “Annexure-7” in their respective login to stop auto slide-up process. Please refer Section 2.3 above.

- e) Before selection of the subject during application process the applicants are suggested to check availability of 4th /3rd Elective Subjects in the concerned Higher Secondary Schools as there are limited seats, which are to be allocated by the HSS purely on the basis of merit. As per the previous practice, the 3rd and 4th elective subjects will be allotted to the students at the Higher Secondary Schools Level strictly on the basis of merit only. Applicants are advised to check previous year cut-off mark of the HSS before applying for CAF.
- f) 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.**
- g) 3rd or 4th Elective Subject won't be indicated in the intimation letter of selected applicants. The destination Higher Secondary School / Erstwhile Jr. college will allocate the 3rd or 4th Elective Subject as per the merit list, options of applicants in the CAF and the availability of seats.
- h) Admission will be completed in three steps: i.e. First Selection, Second Selection & Spot Admission for the applicants who have applied online. After second selection, the seats will be de-reserved for the spot admission.
- i) 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 & fill 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 and making CAF Online payment, as per the schedule before the preparation of the merit list.
- d) Merit list of applicants received under special reservation category will be prepared by the respective Higher Secondary Schools (HSS). These HSS will ensure that the intimation reaches 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 (and online payment not done) 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 de-reserved and made available for general students for subsequent phases of online admission.

3.2 Application Fees

- a) ₹ 300/- per CAF for the General category applicants.
- b) ₹ 200/- per CAF for ST/SC applicants (provide authentic documents for verification & validation at SRC). If the SC/ ST applicants fail to show the authentic documents, they will make online payment of Rs.300/- in their CAF.

- c) ₹ 0.0/- per CAF for Persons with Disabilities (PwD) of more than 40% disability, Transgender and Orphan applicants.
- d) No refunds can be claimed at a 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.

SI #	Items	Timeline
a)	Availability of Online Common Application Form (CAF) in the website. www.samsodisha.gov.in	06-Jun-2019 (11:00 am)
b)	Last date of applying online CAF through www.samsodisha.gov.in	20-Jun-2019 (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.	21-Jun-2019 (05:00 pm)
d)	Last date for submitting manually filled in (offline) CAF at any SAMS Resource Center (Higher Secondary School) along with supporting documents.	21-Jun-2019 (05:00 pm)
e)	Last date for digitization of manually filled in CAF and validation in e-Space by any SAMS Resource Center (Higher Secondary School)	22-Jun-2019 (05:00 pm)
f)	Publication of merit list of First Selection	26-Jun-2019 (11:00 am)
g)	Admission of the Students selected in <u>First Selection</u>	28-Jun-2019 to 2-Jul-2019 (05:00 pm)
h)	Updation of Annexure – 7 online by students taken admission in First Selection	28-Jun-2019 to 3-Jul-2019 (05:00 pm)
i)	Admission data updation of students who took admission in the First Selection by Higher Secondary Schools in the e-Space	3-Jul-2019 (05:00 pm)
j)	Publication of the merit list of Second Selection	8-Jul-2019 (11:00 am)
k)	Admission of the Students selected in <u>Second Selection</u>	9-Jul-2019 to 11-Jul-2019 (05:00 pm)
l)	Updation of Annexure – 7 online by students taken admission in Second Selection	9-Jul-2019 to 12-Jul-2019 (05:00 pm)
m)	Admission data updation of students who took admission in the Second Selection by Higher Secondary Schools in the e-Space	12-Jul-2019 (05:00 pm)
n)	Publication of the Spot Selection merit list three time to the balance seat after second merit list admission	16-Jul-2019 (11:00 am)
o)	Registration of students for <u>Spot Admission</u> in the respective Higher Secondary School	18-Jul-2019 (02:00 pm)
p)	Publication of final list of <u>Spot Admission</u> out of the list of students registered at respective Higher Secondary Schools	18-Jul-2019 (05:00 pm)
q)	Admission of students selected in Spot Selection	20-Jul-2019 to 22-Jul-2019
r)	Admission data updation of the students who took admission in the <u>Spot Selection</u> by the Higher Secondary Schools in the e-Space	23-Jul-2019 (05:00 pm)
s)	Classes start for Class XI (1st year) students	24-July-2019

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

5 e-Admission Procedure (for the students)

5.1 Application Process

The CAF will be available in www.samsodisha.gov.in or www.sme.odisha.gov.in for applying online only. There will be one Common Application Form (CAF) for admission to any stream of any Higher Secondary Schools (Junior College)/ Vocational/ Sanskrit Educational institutions in the State. There shall be one Common Prospectus (CP) for all Higher Secondary Schools & Self Financing Educational institutions including Vocational & Sanskrit educational institutions.

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 How to apply Online?

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

- a) Go to website www.samsodisha.gov.in or www.sme.odisha.gov.in. Then click on 'Higher Secondary School (Junior)' and 'Student Registration' in its home page.
- b) Provide your Name, Mobile Number, Email ID and click on 'Generate OTP'.
- c) Use the OTP received on the given Mobile number to register on the website.
- d) Accept the 'Terms & Conditions' to complete creation of your profile.
- e) Create a password with at least one Upper case, Lower Case, Digit & Special Character in it e.g. Abcd@7618
- f) Login into the application using the Mobile Number as User ID, and the newly created password.
- g) Once inside, click on the 'Application Form' link available in the left menu, to access the online Common Application Form (CAF)
- 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" (i.e. Regular, Ex-Regular, Supplementary) for the marks to show up on the CAF. If the applicant agrees with the marks shown in the screen, then she/ he has to confirm by clicking on 'Yes' button or else has to click on the 'No' button to allow to modification of the marks in the CAF. Other board students will have to furnish the details on the CAF.
- i) For online verification of the Caste certificate, put the Caste Certificate Barcode Number issued from Odisha e-District Application. Fill in all the details in the CAF and click on Apply button to submit the application.
- j) This will take you to the next page where you will be required to make CAF fees payment Online. Online payment will take you to the payment gateway where using the options such as Debit Card, Credit Card, Net Banking etc.
- k) If the applicants have paid more than once through SBI "Internet Banking / Card Payment" then the applicant must lodge a complaint with the Bank through Complaint Management System (Login Apply for refund) online. Students are also suggested to put a mail to agmacp.lhobhu@sbi.co.in with the details of Transaction ID, Transaction Date, Transaction Time, Transaction Order No for the refund of excess payment if any. After they apply, the money will be refunded within 15-20 days time based on the correctness of the data provided. There is no provision in SBI Gateway for automatic credit of money when the transaction is failed.

- l) If the student have paid more than once through “Internet Banking / Card payment” of the bank other than SBI then the applicant must lodge a complaint at their concerned Bank. Students are also suggested to put a mail to agmacp.lhobhu@sbi.co.in with the details of Transaction ID, Transaction Date, Transaction Time, Transaction Order No for the refund of excess payment if any. After they apply, the money will be refunded as per the guideline of concerned Bank.
- m) An applicant who has done the online verification of the Marksheet (i.e. belongs to BSE board), has completed the online verification of caste certificate (if required) and not claiming weightage, will only see the Applicant Copy of the CAF which he/she can save for future reference. Others will have to visit the nearest/ tagged SRC to submit the Applicant & Higher Secondary School CAF Copy and complete the Application process.

5.3 Where to apply Online?

Applicants 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.

5.4 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 Higher Secondary Schools/ stream from the drop-down list. After adding all the options, s/he must click on the “Submit” button.

Applicants can't apply more than one Common Application Form (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.

5.5 How to modify information in a 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 HELPDESK.

5.6 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. “Higher Secondary 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 “Higher

Secondary School 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 Resource Centers.

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

5.7 Submission of CAF (Incase not verified online)

- a) The applicant has to submit the Higher Secondary School Copy along with the documents as reflected on the 2nd page of the College Copy under “Documents to be submitted” 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 or www.sme.odisha.gov.in by the concerned college authorities.
- c) Outside State Applicants can send the 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)”. 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 Original 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 original 10th Board marksheet or downloaded mark sheet from the internet duly attested by the Principal of the institution.

5.8 Checklist for submission of CAF in case it is not verified online.

- a) **Computer** generated “HSS 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 (HSS Copy).

6 CAF Validation Process

6.1 For CAF validated through online

Student confirms her/his application with below mentioned scenarios then s/he need not submit "HSS 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 she/he Pays Online the CAF fees
- d) She/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 “HSS 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 along with HSS 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 marksheets, 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 (Class XI) 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 6 & 7 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 marks.
- 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 (Erstwhile 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 (on the 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 from the website www.samsodisha.gov.in or www.sme.odisha.gov.in.

- b) Elective Subject 3rd or 4th Elective Subject won't be indicated in the intimation letter of selected applicants. The destination HSS will allocate the Elective Subject (s) 3rd or 4th Elective Subject as per the merit list, options provided by the applicant in the CAF and the availability of seats (*as there are limited 4th elective Subjects*).
- c) 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)
 - Student e-space (www.samsodisha.gov.in)
 - Destination Higher Secondary School e-space
 - Notice board (Applied HSS and Selected HSS)
 - Toll Free Number (155335 or 1800-345-6770)

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 their 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 OR SB Collect OR as mentioned in the Higher Secondary School profile) at the destination Higher Secondary School counter. No original document is to be deposited with the HSS authority except SLC.
- 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 (Erstwhile Junior College) allotted to them in the first selection, are required to pay the admission fees through Bank Draft/ Cheque/SB Collect/ Cash. But those who opt for next selection can take admission by depositing Rs 100/- (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 in during admission cycle, the HSS authority shall refund the entire fees taken, after deducting Rs.100/-.
- f) For this Academic Session submission of migration certificate is mandatory at the time of admission. If the student is unable to submit at the time of admission then he/she has to submit an undertaking affidavit signed by the executive magistrate stating that the student will submit the migration certificate within 30 days from the day of admission, failing of which his/her admission will be canceled at the Higher Secondary School.

10 Check List for Admission

- a) Original Certificates (As per mentioned in the Intimation Letter)
- b) Total fees for admission (as mentioned against each college in the 2nd part of CP).
- c) Three passport size color photographs
- d) Following Original Documents are to be retained by the College Authority:
 - School Leaving Certificate issued by the Institution last attended.
 - Conduct Certificate issued by the Institution last attended.
 - migration certificate is mandatory at the time of admission. If the student is unable to submit at the time of admission, then he/she has to submit an undertaking affidavit duly signed by the Executive Magistrate stating that the student will submit the migration certificate within 30 days from the day of admission, failing which his/her admission will stand cancelled at the Higher Secondary School.
- e) Following Original Documents are to be returned by the HSS Authority to the applicant after the admission process is over.

- Mark sheet of the 10th Board Examination
 - Pass Certificate of the same examination
 - Certificate in respect of Reservation, if any
 - Certificate in respect of Weightage, if any
- f) 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.

11 Procedure to deal with transfer cases

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

- a) Applicant's Destination Higher Secondary School (Erstwhile Junior College) in 2nd Selection is different from the 1st selection Higher Secondary School (Erstwhile Junior College).
- b) The stream is changed at the same destination Higher Secondary School (Erstwhile Junior College).

For situation (a) The applicant shall take admission at the next selection destination Higher Secondary School (Erstwhile Junior College) on payment of the entire admission fees of this Higher Secondary School (Erstwhile Junior College) and surrendering the SLC 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 (Erstwhile Junior College) for any endorsement. This would be done at the Higher Secondary School (Erstwhile Junior College) level subsequently.

Note: The Higher Secondary School must return their entire admission fees (excluding Rs. 100/- as processing fees) with other documents viz. cancelled original School Leaving Certificate and original Migration Certificate to allow the applicant to take transfer / fresh admission in any other Higher Secondary School (SAMS) within the normal period of e-Admission scheduled by Directorate Higher Secondary Education, Odisha.

12 Reservation

<p>Scheduled Caste [SC] & Scheduled Tribe [ST] [G.O. 11710/HE, Dtd.: 01/06/2015]</p>	<ol style="list-style-type: none"> a) SC-16.25% of the sanctioned strength of each course shall be reserved for SC applicants [G.O. 11710/HE, Dtd.: 01/06/2015] of each course. b) ST-22.5% of the sanctioned strength of each course shall be reserved for ST applicants [G.O. 11710/HE, Dtd.: 01/06/2015] of each course. c) The reserved seats are not interchangeable between SC & ST. d) SC/ST applicants selected for admission on their merit shall not be counted against reserved seats. e) However, any modification made by the Government in the reservation policy will be followed during admission. f) Seats under reserved category will ordinarily be de-reserved if no students of that category are available for slide up for that college. <p>Note: Reservation for Scheduled Caste [SC] and Scheduled Tribe [ST] will be applicable as per the following:</p> <ol style="list-style-type: none"> i. Letter Number: 35/1/72 – RU (ACT V), dated: April 1975/ Vaisakha 1897 of Government of India, Ministry of Home Affairs. ii. The Orissa Caste Certificate (SC/ST) Rules, 1980. Para no. 4 & 6.
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Physically Handicapped [PH]/Orthopedically Handicapped [OH]	5% of sanctioned seats shall be reserved for PH / OH Students (Extent of handicap not below 40%).
Ex-Serviceman [ESM], Serving Defense Personnel [SDP], Children of Martyrs [Com]	1% of the sanctioned seats shall be reserved for Self / Children / Wife / Husband of Ex-Service Man, Serving Defense Personnel & the Children of Martyrs.

Notes:

- 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) 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.

13 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.

13.1 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.**

13.2 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.**

13.3 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.**

14 Certificates & Documents

An applicant has to submit the self-attested photo copies of the following documents / certificates with the Higher Secondary School 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 of Government of Odisha only 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. In cases where Migration Certification is not available during admission, the applicant will submit an affidavit duly signed by the Executive Magistrate stating that the applicant will submit the migration certificate within 30 days from the day of admission, failing of which his/her admission will stand canceled at the Higher Secondary School.
- 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.