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NO: 7168
(SAMS-V-05/2019)

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DATE: 06/06/2019

From

Shri Sundarlal Seal, IAS
Director

To

All Principals,
Higher Secondary Schools / Junior Colleges

Sub: Project Students Academic Management System (SAMS) Class XI e-Admission guideline for the Session 2019-20.

Madam / Sir,

In inviting a reference to the subject cited above, I am to say that the following processes have been defined by the order of Govt. for smooth implementation of SAMS eAdmission for the Academic Session 2019-20.

1. Higher Secondary School Online Admission will start from 06, June 2019. Please refer to the timeline displayed on www.samsodisha.gov.in for more information.
2. Each applicant has to register online by providing unique mobile number and e-mail Id in the SAMS portal for applying to Higher Secondary Schools of the State. The applicant data will be maintained in the SAMS database for future reference.
3. The applicant will get all the required information i.e. changes in dateline, intimation, Annexue-7 update, Slide up etc. from their SAMS Login and also through SMS.
4. The Common Application Form (CAF) fee will be collected online only from the Academic Session 2019-20. No offline payment option will be available. All collected CAF Fee amount will be deposited in the SAMS Society, SME, Odisha Bank Account, in the name of SAMS Society.
5. CAF Fee for different category of applicants will be as below:
 - a. General category applicants will be ₹ 300/- per CAF
 - b. ST/SC category applicants will be ₹ 200/- per 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
6. If the student has paid more than once through SBI "Internet Banking / Card Payment" then the applicant must lodge a complaint with the Bank through Complaint Management System online on the bank website. Students are also suggested to put a mail to agmacp.lhobhu@sbi.co.in with the details of Transaction ID, Transaction Date, Transaction Time and 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.

7. When a duplicate CAF is being applied by the applicant, a message will be shown to the applicant on the application form that another application has already been applied against the applicants roll no, and if the applicant wants to apply online again then he/she has to submit the application hardcopy at the nearest SRC, along with a handwritten application, explaining the reason for duplicate CAF submission, and photo id card. Clear information regarding the submission of the handwritten application at the SRC for duplicate CAF. All SRC's of the State are instructed to verify the documents and photo-id proof carefully while dealing with duplicate CAF's.
8. All Higher Secondary Schools throughout the State are instructed to verify and provide their Admission Fees, Hostel Strength, & Hostel Fee information in their respective e-space. They are also required to verify and update the Principal's name & contact number, Admission – in – Charge name & contact number, Data-Entry-Operator name & contact number in their SAMS eSpace Login.
9. All SAMS Resource Centres (SRC) throughout the State are instructed to update their SRC Bank Account Name, Account Number, IFSC Code, Address, Account Holder Name, Closing Balance as on 31st March 2019, and upload Passbook Photocopy in the Manage Banks link under SAMS eSpace Monitoring Tool feature between 07/06/2019 and 12/06/19 affirmatively. All SRC's need to be very cautious while updating such information.
10. 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
 - c. For those applicants who don't submit the Annexure-7, the default status will be 'NO' and they will be considered for Slide-up.
11. If transfer certificate has been issued online to a student during the admission period for taking admission in another Higher Secondary School then the total admission fees, after deducting Rs. 100/- (towards admission process fee), has to be returned to Student by the Higher Secondary School.
12. After getting selected, the applicant will have to download the intimation from her/his SAMS Portal login. The applicant will have to report at the Higher Secondary School/ SRC as per the date and time along with all required documents mentioned in the admission intimation. Once the admission updation will be done at the selected Higher Secondary School, the 'Annexure-7' link will be enabled in the Student's login.

13. Slide-up will imply auto-admission in the destination Higher Secondary School. The students are required to report at the slided-up Higher Secondary School and submit relevant documents along with fees to complete the admission.
14. All Higher Secondary Schools shall take necessary steps to display the modalities / process of e-Admission with proper Advertisements in their respective Notice Boards for the respective Students and their Parents. They are instructed to print this letter and display in their noticeboard.
15. Admission shall be limited to single phase through only online mode during the Session 2019-20. This phase includes 3 rounds of selection i.e. 1st, 2nd and Spot Admission. The selection list will be published in the SAMS website.
16. Facility has been provided in the Online Common Application Form (CAF) to show the 3rd and 4th optional subject seat strength along with the last year cut off marks, for the applicant to refer to and select the subject on the CAF. Merely by selecting the subject as 3rd or 4th elective will not imply natural allocation of the subject after admission. The allocation of 3rd and 4th optional will be done by the Higher Secondary School on the basis of merit. The applicant should select the HSS carefully after verifying the cut-off marks of elective subjects. If anyone 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.
17. It has been noticed that some applicants visit the SRC's and submit manually filled-in (offline) CAF for digitization along with photocopy of relevant documents and fees in cash. The SRC's are hereby instructed to ask such applicants to visit the SAMS Lab, wait till the manually filled in CAF has been digitized and complete the payment online through the SRC login.
18. In case an applicant applies under SC/ST category, has made a payment of ₹ 200/-, but failed to support her/his claim with valid documents at the SRC. The SRC will receive the documents from the applicant and at the time of validation will change the category from SC/ST to General. For such cases, the remaining amount of ₹ 100/- will reflect on the intimation letter as "CAF Fee for change of Category" and will be collected at the time of admission. The Higher Secondary Schools will collect such payment subsequently will be notified through a letter to submit the money with SAMS Society, SME, Odisha.
19. All Higher Secondary Schools are requested to take necessary steps for advance preparation in terms of identification of Validation Team Members, SAMS Lab. Helpdesk at your Higher Secondary Schools and Internet Facility Centre in the SAMS Resource Centres, Power Supply etc. for smooth and timely implementation of SAMS for the session 2019-20.

Therefore, you are requested to take necessary steps for the college profile updation and validation as per the timeline given above.

Yours Faithfully,

Director

Memo No.: 7169 /DHSE, D-04.06.2019

Copy forwarded to the P.S. to Principal Secretary to Govt., S & ME Department for kind information of Principal Secretary.

Director

Memo No.: 7170 /DHSE, D-04.06.2019

Copy forwarded to the P.S. to Principal Secretary to Govt., E & IT Department for kind information & necessary action of Principal Secretary.

Director

Memo No.: 7171 /DHSE, D-04.06.2019

Copy forwarded to General Manager, OCAC, Acharya Vihar, Bhubaneswar for kind information & necessary action.

Director