

SOP for Diploma Spot Admission 2022 (For 1st Sem. /Yr. & 3rd Sem. Lateral Entry)-Tagging Declaration at Annexure-I is mandatory.

Activity dateline:

- Registration of 1st Sem./Yr . candidates:12.10.2022 to 17.10.2022
- Registration of Lateral Entry candidates:12.10.2022 to 21.10.2022
- Verification of the documents (All Fresh registration as well as previously registered but not validated CAFs) uploaded by the candidates for taking admission must be completed within scheduled dateline at the NCCs (14.10.2022 to 19.10.2022 for 1st Sem/Year and 14.10.2022 to 26.10.2022 for LE). Candidates are not allowed to take admission in absence of valid documents.
- Validation of 1st Sem./Yr. candidates at the NCC: 14.10.2022 to 19.10.2022
- Validation of Lateral Entry candidates at the NCC: 14.10.2022 to 26.10.2022
- Candidates are advised to carry their valid mobile phone with registered mobile number to complete the OTP based tagging process
- Reporting of candidates with all necessary original documents, preparation of merit list & admission of eligible applicants on merit
- Applicants are mandatorily required to submit Annexure-I.

Govt. Institutions:

- a) OTP based Tagging for 1st Sem./Yr -20.10.2022 to 22.10.2022 (upto 22.10.22 11 AM)
- b) Publication of 1st Sem./Yr. Merit List:22.10.2022 - 02:00PM
- c) Counseling & System based allotment of branch on merit of 1st Sem./Yr. - 22.10.2022-02.00PM to 22.10.2022-11.59PM
- d) OTP based Tagging for Lateral Entry-27.10.2022 to 29.10.2022 (upto 29.10.2022 11AM)
- e) Publication of Lateral Entry Merit List : 29.10.2022-02:00PM
- f) Counseling & System based allotment of branch on merit of Lateral Entry- 29.10.2022-02.00PM to 29.10.2022-11.59 PM

Private Institutions:

- a) 1st Semester :Last date for OTP based Tagging & Admission: 20.10.2022 to 22.10.2022 (upto 22.10.2022 11.59PM)
- b) 3rd Semester L.E: Last date for OTP based Tagging & Admission: 27.10.2022 to 29.10.2022 (upto 29.10.2022 11.59PM)
- c) Only after validation of the CAF at nearby NCC, a candidate is eligible for tagging. However, a candidate with auto-validated CAF and valid documents can directly be tagged.

Applicants to be considered for Spot Admission

- 1- Fresh eligible registered and validated applicants;
- 2- Registered but not validated in the earlier phases
(The applicant has to validate his CAF at the NCC in the scheduled date line from 14.10.22 to 19.10.22 for 1st Semester/Year and from 14.10.22 to 26.10.22 for LE));
- 3- Validated but not filled choices in the earlier phases;
- 4- Filled choices but not allotted seat in the earlier phases;
- 5- Allotted but not deposited admission fees in the earlier phases;
- 6- Allotted (Final Round) and deposited Part admission fee but not reported in the allotted institute for admission in the earlier phases.

Getting Started for Spot Admission – for Institute

- Open your browser, type the URL: www.samsodisha.gov.in and select the Diploma available under “**Skill Development & Tech Education**” from the screen.
- Then, click on the “**e Space**” link to open the log in page.
- Provide institution username and password to login.

Steps for “validation”

- To validate the document, NCC needs to provide the Barcode no. of the applicant in the given box, then click on “Show” Button, It will show the details of applicant for verification.
- Then, click on “validate button” and you will be redirected to “Document Verification Page” for verification of documents already uploaded or upload new document. After completion of document verification, NCCs are advised to click on “Save” button to complete the validation process of a CAF.
- Print of the CAF can be taken by clicking on the barcode number displayed at “**View**” screen.

The screenshot shows the 'CAF Validation' page on the Samsodisha portal. The page is divided into several sections for data entry:

- Barcode No.:** 22F0021464
- Applicant Details:** Includes fields for Exam Name (10th), Board/Council Name (Central Board of Secondary Education), Board Exam Name (Secondary School Examinations), Year of Passing (2021), Exam Type (Annual), Roll Number (12142204), and personal details like Name, Father's Name, Mother's Name, Religion (Hindu), Gender (Male), and Date of Birth (30-Nov-2007).
- Address for Correspondence:** Includes State (Odisha), District (Sundargarh), Block/VLB (Rourkela), and Pin Code (769003).
- Mark Secured in each subject in 10th Examination:** A table showing marks for English, Science, Social Science, Comp. Information & Technology, Mathematics, and H.E.L. Matheli.
- Domicile:** Fields for State of Origin, Permanent Resident status, and Resident Certificate Barcode Number/Misc. CCN.
- Reservation Details:** Fields for Scheduled Caste (SC), Scheduled Tribe (ST), and Others.
- Other Information:** Fields for Nationality (Indian), Annual Income (Up to 2.5 lakhs), and Income Certificate Barcode Number/Misc. CCN.

The form includes a 'Validate' button at the bottom right.

[Screenshot-1]

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Verify Document(s)

Please upload scan copy of the below supporting documents:
 - Only pdf files are allowed
 - Min/Max Size: 50/500KB
 - File name can only contain alphanumeric characters, numbers, hyphen(-), comma(,), spaces and underscore(_)
 - File name should not contain more than 30 characters

Sl.#	Details of Document(s)	Upload	Action
1	Certificate of HSC examination /10th standard examination declared equivalent by BSE, Odisha	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
2	Mark sheet of HSC examination /10th standard examination declared equivalent by BSE, Odisha	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
3	Permanent Residence Certificate (in case of reservation category / Lateral Admission) as applicable.	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
4	Annual Income Certificate in the prescribed format from the competent authority of odisha, in case of candidate claiming seats under TFW category issued not earlier than 01.07.2019	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
5	Income & Asset Certificate in the prescribed format from the competent authority of odisha, in case of candidate claiming seats under EWS category issued not earlier than 01.07.2019	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>

[Screenshot-2]

- During the validation period in SPOT, all the fields are editable on the VTMs login except applicant's mobile number and email id.

Steps for “Spot Tagging”

- Select “**Spot Admission (Diploma)**” from the left menu bar.
- Then, click on the “**Spot Tagging (1st Sem./Yr.)**” link to open the CAF tagging page to tag 1st Sem./Yr. applicant.
- Type the Bar code number in the given box and then click on the **Generate OTP** button. The underneath screen will be displayed.
- On clicking on “**Generate OTP**” button, an OTP will be sent to the particular student's registered mobile number. The In-charge person needs to ask the candidate to provide that OTP and then type the OTP at the given place and click on **Submit** button.

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DIEMS POLYTECHNIC, TANGI, CUTTACK

CAF Tag Fresh

Note:- (1) Courses i.e. Diploma in Engineering Only, Diploma in Non-Engineering Only are only allowed for tagging.

Barcode No.

Verification code has been sent to mobile number *****9722

In case you do not receive the OTP within 5 minutes, please click on the Resend button to receive the OTP again.

OTP Expires in 4:44 second(s)

[Screenshot-3]

- On clicking on the “**Submit**” button, the details of the CAF will be displayed on the screen. Please refer to Screenshot-4.

Use of “View” Tab

- Click on “View” from tab menu.
- All Tagged candidate list will be displayed.

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Monitoring Tool > PreAdmission Diploma > CAF Validation

View Validated CAF

CAF Validation

From : 04-Oct-2022 To : 11-Oct-2022 Phase : All Search

Results 1 - 3 of 3

SI No.	Barcode No.	Applicant Name	Mobile No.	Course Name	Phase	No. of Times Updated	Edit
1	22F6839811	MONALISA PATRA	8249141050	Diploma in Non-Engineering Only	Spot	1	[Edit]
2	22F0021464	Niranjan Barik	9040339722	Diploma in Engineering Only	Spot	1	[Edit]
3	22F0011654	USHASHREE SWAIN	9692842058	Diploma in Engineering Only	Spot	2	[Edit]

[Screenshot-5]

Steps for “Spot Admission” Govt. Institutions

- By clicking on the “Spot Admission (Diploma)” link, following links will be available
 - Merit List
 - Admission Update
- All validate tagged applicant will be displayed under “Merit List” menu. Selection of the merit list of applicants will be done purely mark basis.
- For admission, click on “Admission Update” link from left menu. Before clicking on the “Take Admission” button, the concerned authority needs to verify the online CAF with supporting documents for correctness.
- By clicking on “Take Admission” button admission process is completed for this candidate only.
- After successful admission, student’s data will be reflected in the admission register for further use of college.

Steps for “Spot Admission” Pvt. Institutions

- By clicking on “Tag Applicant” button admission process is completed for this candidate only.
- All validated and auto-validated CAFs will be displayed in admission register right after successful tagging by the Institutions.

N.B: The institution shall ensure strict adherence to COVID guidelines issued by Government/local Authorities during the conduct of whole process.

Sd/-
DTE&T, Odisha
& Chairman,
Diploma Admission Committee

Diploma Admission-2022

Declaration by the candidate for Tagging in the process of Diploma Admission-2022

1. I fulfill the eligibility criteria as detailed at Chapter-3 of Diploma e-Admission-2022 Information Brochure.
2. I am also submitting the following required documents in original along with a set of photocopies of such documents duly signed by me as per Chapter-8.1 of the of Diploma e-Admission- 2022 Information Brochure .

(I).....(II).....

(III).....(IV).....

(V).....(VI).....

(VII).....(VIII).....

3. I do here by opt for tagging in the ongoing admission process of Diploma Admission- 2022 in the following Institute, branch / Semester/Year at my own will without being biased.

i) Name of the Institution:_____

ii) Branch(3rdSem./1stSem./Year)_____
(Strike out as applicable)

Counter Signature by the
Principal with seal of the
concerned Institution.

Name of the Principal
Mobile No.:

Full signature of the candidate

Mobile Number_____

Barcode No._____

Date:_____