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 (14.10.1022 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 to19.10.2022
- 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-27.10.2022to 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 to22.10.2022 (upto 22.10.2022 11.59PM)
- b) 3rd Semester L.E: Last date for OTP based Tagging & Admission: 27.10.2022 to29.10.2022 (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

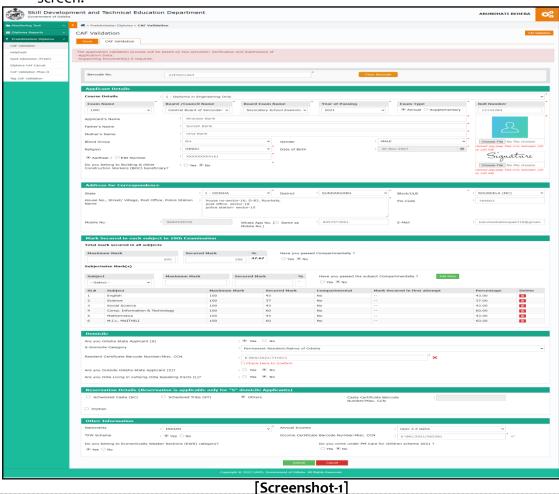
- 1- Fresh eligible registered and validated applicants;
- 2- Registered but not validated in the earlier phases
 (The applicant has to validate his CAF at the NCC in the scheduled date line from 14.10.22 to 19.10.22 for 1st Semester/Year and from 14.10.22 to 26.10.22 for LE));
- 3- Validated but not 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.

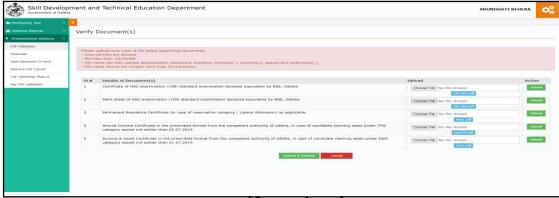
Getting Started for Spot Admission – for Institute

- 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.



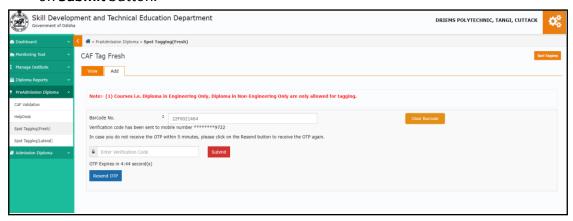


Screenshot-2

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

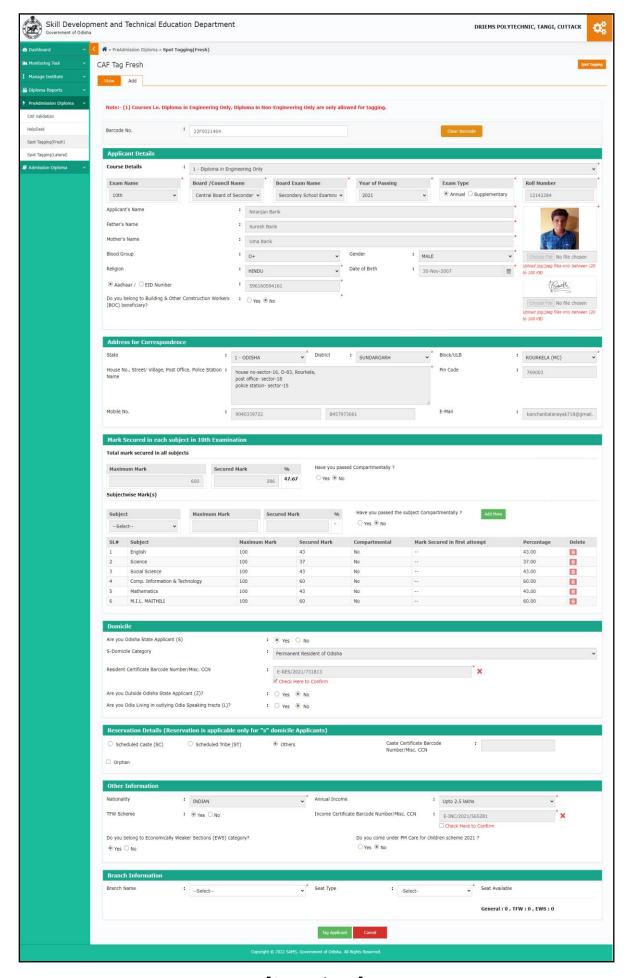
Steps for "Spot Tagging"

- 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.



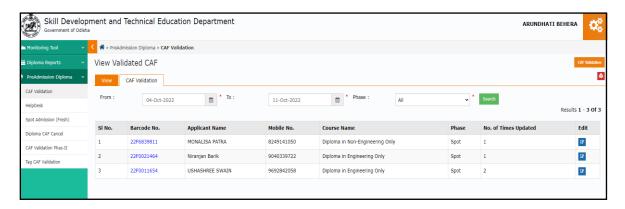
[Screenshot-3]

• 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.



[Screenshot-5]

Steps for "Spot Admission" Govt. Institutions

- By clicking on the "Spot Admission (Diploma)" link, following links will be available
 - Merit List
 - o 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

<u>Diploma Admission–2022</u> <u>Declaration by the candidate for Tagging in the process of Diploma Admission–2022</u>

1. 2.	I fulfill the eligibility criteria as detailed at Chapter-3 of Diploma e-Admission-2022 Information Brochure. 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 InformationBrochure.	
	(1)	
	(III)(IV)	
	(V)(VI)	
	(VII)(VIII)	
3.	I do here by opt for tagging in the ongoing admission process of Diploma Admission-2022in the following Institute, branch / Semester/Year at my own will without being biased.	
i)	Name of the Institution:	
ii)	Branch(3 rd Sem./1 st Sem./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: