

COMMON PROSPECTUS

Student Academic Management System

Higher Education Department,
Government of Odisha



DEGREE (+3)

Academic Session
2024-25



Please
read the prospectus
carefully before filling the
**Common Application
Form (CAF)**



Ragging in any form in HEIs is an offence and
punishable under law

An applicant applying in two or more CAFs is liable for rejection.

FOR MORE DETAILS PLEASE CONTACT

Sanjog Helpline (Toll Free) Number **155335** or **1800-345-6770**

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Definitions & Acronyms

HEIs	Higher Education Institutions (All Universities/Colleges)
HEI Copy	Copy of CAF which is to be submitted at the applied college (Annexure-1 of CP)
MRIN	Money-Receipt-Cum-Index Number holds the key for any future queries/references made by the applicant.
BSE, Odisha	Board of Secondary Education, Odisha
CBSE	Central Board of Secondary Education
ICSE	Indian Council of Secondary Education
CAF	Common Application Form
CHSE (O)	Council of Higher Secondary Education, Odisha
CLC	College Leaving Certificate
Individual College Profile	This profile gives information regarding the streams (Arts / Science / Commerce/Sanskrit/LAW/4Yr Integd. B.Ed.), Subjects, Sanctioned Strength in each Subject, Hostel Facilities, Admission Fees, etc. of each HEI.
CP	Common Prospectus
Destination HEI	Where the applicant is selected to take admission (as mentioned in the Intimation Letter)
Internet Facility Center	It is a facility center, opened within the college premises where students/parents/guardians can apply online and take printouts of filled application form
HED	Higher Education Department
S&Y Deptt.	Sports and Youth Services Department
Help Desk	Helpdesk consists of a group of teaching and non-teaching staff of the college. It educates the applicants about different procedures of e-Admission.
RoI	Return of Intermediate
SAMS	Student Academic Management System
SRC	SAMS Resource Center
SAMS Resource Center	The list of these colleges is available on the website www.samsodisha.gov.in
Sanjog Helpline Toll-Free Number	155335 OR 1800-345-6770: It is a toll-free helpline number that provides information to applicants/parents/general public on queries related to e-Admission.
HEIs	Higher Education Institutions (All Universities/Colleges)

Highlights of the Common Prospectus: 2024-25

- 1) Online admission into 1st year degree (+3) classes (e-Admission) is compulsory for U.G. courses in the Universities and +3 (Degree) Colleges including Sanskrit (Shastri) Colleges coming under Higher Education Department, Government of Odisha for the Academic Session 2024-25.
- 2) **The Following HEIs as well as Courses have been included under SAMS for admission into UG Courses for the Academic Session: 2024-25.**
 - i) **4 Year B.A. B.Ed. / B.Sc. B.Ed. courses running at the following HEIs are included in the SAMS e- Admission process.**
 - (a) Gangadhar Meher University, Sambalpur (100 Seats)
 - (b) Utkal University, Bhubaneswar (50 Seats for B.A. B.Ed.)
 - (c) Ravenshaw University, Cuttack (100 Seats)
 - N.B: In the last Academic Session: 2023-24, the following HEIs have already been included under SAMS for **4 Year B.A. B.Ed. / B.Sc. B.Ed. courses.**
 - a) Fakir Mohan Autonomous College, Balasore
 - b) Maharaja Purna Chandra Autonomous College, Mayurbhanj
 - c) Samanta Chandra Sekhar Autonomous College, Puri
 - ii) Admission to the **B.Sc. ITM program with intake capacity of 128 seats at Ravenshaw University, Cuttack** and the **B.Sc. IST program with intake capacity of 48 seats at Gangadhar University, Sambalpur** will be conducted through the SAMS U.G. (Degree) portal.
 - iii) Admission into the **3-year BBA and BCA programs at Government and Aided HEIs (excluding those running in PPP mode)** has been included in the SAMS U.G. portal. Applicants can visit the eligibility criteria section of this CP to view the requirements for enrollment in these programs.
 - iv) Admission into **5 years Integrated MBA (IMBA)** with intake capacity of 60 seats and **5 years Integrated MCA (IMCA)** with intake capacity of 60 seats at **Utkal University** will be conducted through the SAMS U.G. (Degree) portal.
 - v) Admission into **5 years Integrated B.A (LLB) course** with intake capacity of 120 seats at **Madhusudan Law University, Cuttack** will also be conducted through the SAMS U.G. (Degree) portal.
- 3) **From the Last Academic Session 2023-24, the B.A. (Law) Stream of National Law University, Cuttack with intake capacity of 10 seat for each subject (Total 5 subjects with intake capacity of 50 seats) has been included in the SAMS e-Admission process.**
 - a) Applicant passing **Higher Secondary (+2) or equivalent examination in Science, Commerce & Arts** are eligible for **B.A. (Law) Course in National Law University, Cuttack.**
 - b) 25% seats from the intake seat strength shall be reserved for domicile applicants.
 - c) Selection will be done on basis of percentage of mark secured (merit basis) at the level of Higher Secondary (+2) or equivalent examination.

- 4) Applicants applying in two or more CAFs are liable to be rejected.
- 5) In the current Academic Session, there will be 3 nos. of Phases for admission into U.G. Courses. That will be Phase-I, Phase-II & Phase-III. The Choice of Preferences will be captured once in a Phase.
- 6) From academic session-2024-25, Department has withheld the process of "Validation at SAMS Resource Centers (SRCs)" prior to admission. The applicants are advised not to visit any SRCs for validation of their CAF until admission.
- 7) The Phase-I will consist of 4 rounds of selection. The reservation and weightage will be continued for 1st and 2nd rounds of selection. In the 3rd round, the de-reservation of seats will be carried out in absence of the eligible applicants of a specific category. The 4th round will be the last round for Phase-I, which will be a Waiting List Admission Round.
- 8) The online Common Application Form (CAF) will be available on the website 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.
- 9) 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 into their Student Login to access all type of admission related information such as CAF Apply, Online Payment of CAF/Admission Fees, etc. Additionally, applicants are advised not to change their mobile numbers and mail id till the completion of the entire course.
- 10) The CHSE, Odisha students who have been passed out between the Academic Years 2013 and 2024 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.** Further, applicants are advised to provide the Applicant Name as mentioned in their CHSE Result at the time of registration.
- 11) For CBSE/ICSE/Other Boards students have to fill up all the entries in the CAF as per their 12th 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. The pop-up window will 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.*
- 12) An applicant can exercise minimum 5 and maximum 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.

- 13) After submitting the Common Application Form (CAF), if any mistakes encountered by the applicant or any changes required in the CAF, s/he can **edit the details once by entering the OTP received in his/her registered mobile number** within the approved timeline.
- 14) Selection of options/choice for the HEIs as well as subjects is of utmost importance. Therefore, applicants are advised to think properly regarding their preference college and 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.
- 15) **After the closure of admission process for the Academic Year 2024-25, applicants will be not allowed to change their Honours subject. Therefore, applicants are advised to select their Honours subject carefully.**
- 16) **Applicants have to pay the CAF fees & Admission fees in online mode only.** ONLINE payment is compulsory to deposit the CAF Fees & admission fees through the prescribed bank gateways. e-Challan Facility and offline payment option will be not available.
- 17) 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 (Both Temporary & Permanent with above 40% Disability) / Child without Biological parents/ Green Passage Scheme/ Staying at CCI/ TG (Third Gender / Transgender) applicants are exempted from paying the CAF Fees. If any applicant during filling CAF has mentioned as “PwD (Both Temporary & Permanent with above 40% Disability) / Child without Biological parents/ Green Passage Scheme/ Staying at CCI/ TG Category”, but during verification of document, it is found that the particular applicant is not coming under “PwD (Both Temporary & Permanent with above 40% Disability) / Child without Biological parents/ Green Passage Scheme/ Staying at CCI/ TG Category”, then error correction will be done in the CAF as per the guidelines and the CAF fees will be included in the admission fees.*
- 18) Selection status will be transmitted through Five modes i.e.
- SMS (available in CAF)
 - E-mail (available in CAF)
 - WhatsApp Notification (available in CAF)
 - Website (www.samsodisha.gov.in/www.dhe.odisha.gov.in) Applicant’s login
 - HEI Notice Board (Destination HEI’s SAMS e-Space).
- 19) Only computer (Internet) generated CAF with Barcode number shall be accepted. DTP or typed or other forms of CAF shall not be allowed.
- 20) HEI-wise and Subject-wise seat strength & their admission fees are available on the SAMS website for information of general public and the applicants.

21) Like the last Academic Year, the **counseling based online admission (Freeze, Slide & Float)** will be done in online mode. The detail process of Counseling Based Admission Process has been given at “**e-Admission Procedure**” and “**Principle of Selection**” section.

22) During the 2024-25 academic session, applicants will be notified about their eligibility for various scholarship schemes, including the Laptop Scheme, e-Medhabruti, Vyasakabi Fakir Mohan Bhasabruti, Gopabandhu Sikhya Sahayata Yojana etc. on the basis of provided data in the CAF. It is recommended that all applicants fill out the CAF with the necessary information such as Income Certificate, Residence Certificate (even though it is not mandatory) and Income Slab appropriately.

23) Applicants who got a seat in a round are advised to do the following options after publication round-wise selection:

Freeze: - If an applicant is satisfied with the allotted seat i.e. **both the HEI and Subject, S/he can choose this option.** After selecting the “Freeze” option, applicants have to pay the admission fees for that seat allocated. The required fees will be shown in the screen and s/he has to pay the fees in online mode only. **The applicants who will choose the “Freeze” option can download the Intimation Letter and have to visit the selected HEIs to complete the admission formalities.**

Slide: - If an applicant has accepted the allotted seat but also wants for a **better Subject as well as HEI in his/her higher preferences**, s/he can choose this option. After selecting the “Slide” option, applicants have to pay the admission fees for that seat allocated. The required fees will be shown in the screen and s/he has to pay the fees in online mode only. **However, such applicants need not have to visit the allocated HEIs, as they will not get the Intimation Letter and they will wait for the subsequent round of selection.**

Float: - If an applicant has accepted the allotted seat and also wishes a **better Subject in their higher choice of subjects in the same HEI**, s/he can choose this option. After selecting the “Float” option, applicants have to pay the admission fees for that seat allocated. The required fees will be shown in the screen and s/he has to pay the fees in online mode only. **However, such applicants need not have to visit the allocated HEIs, as they will not get the Intimation Letter and they will wait for the subsequent round of selection.**

24) Whenever a seat is allocated, applicants are compulsorily required to choose their option - Freeze, Float or Slide - carefully. If the applicant will not choose any of the options that implies the applicant is rejecting the offered/allocated seat and s/he will be out of the counselling process in the subsequent rounds of that Phase.

- 25) Minority students who wish to enroll in Christ Degree College, Cuttack against 25% reserved seat are advised to submit an additional CAF Copy in offline mode at the destination HEI as the first selection merit list for admission into U.G. Courses will be prepared by the HEI in accordance with the 25% reservation within the sanctioned strength for each Honours.
- 26) During filling up the CAF, the applicants are mandatorily required to provide their Aadhaar Number in the required field. Aside, APAAR ID will also be asked to be entered during filling up the CAF.
- 27) After taking admission, the students are mandatorily required to create an Apaar Id/ ABC ID by visiting <https://apaar.education.gov.in/>. The Academic Bank of Credits (ABC) ID and APAAR ID are the same thing. The APAAR/ABC ID is a 12-digit digital document that acts as a student's unique identifier in India. It stores and manages a student's academic information, including: Degrees, Diplomas, Certificates, Training details, and Co-curricular achievements.
- 28) As per Higher Education Department Letter No. 36286 dated 23.08.2023, It has been clarified that applicants who have paid the admission fees but are unable to provide the College Leaving Certificate (CLC) during the time of admission may be granted a grace period of 15 days to submit the original CLC along with an undertaking. However, if the applicants fail to produce the CLC within this 15-day period, their admission will be cancelled and the admission fees they have paid will be forfeited.
- 29) The CLC will be issued online to keep the admission and vacancy data automatically up-to-date on the SAMS portal. **As per Higher Education Department Letter No. 14667 dated 18.04.2024 it has been clarified that the CLCs issued after the closure of admission period can only be surrendered within 15 days of their date of issuance.**
- 30) After the reconciliation process, if a student cancels his/her admission or obtains CLC to enroll in a higher choice HEI from SAMS HEIs to SAMS or Non-SAMS HEIs until the closure of e-admission for the Academic Session 2024-25, **HEIs will refund the entire admission fees (excluding Rs. 500/- as processing fees) to those students.** This policy is applicable only for the First year U.G students (freshly admitted). Beyond the closure date, the refund of admission fees cannot be claimed by the applicants.
- 31) As per Higher Education Department Letter No. 5023 dated 05.02.2024, It has been clarified that all the academic fees except Mess charges have been waived in respect of the students with disabilities of 40% or more admitted in **regular courses at the State Public Universities/ Government & Aided Colleges coming under this Department.** However, the students admitted in self-financing courses, the waiver of academic fees as well as hostel fees shall not be applicable.
- 32) From this Academic Session: 2024-25, both Temporary & Permanent type PwD applicants (40% & above) will get the reservation benefits in admission. **In addition to the current PwD reservation, the allotment of seats for PwD applicants for each subject should not be more than 10% of the intake capacity.**

33) From this Academic Session, Sports certificates obtained at the level of Schools (10th or below) should not be eligible to get any weightage marks for admission into U.G. Courses. Applicants, who have obtained the Sports Certificate at the level of Higher Secondary (+2)/Equivalent shall only be given a weightage mark for admission into U.G. Courses.

1. Executive Summary

1.1 What is SAMS?

SAMS stands for **S**tudents **A**cademic **M**anagement **S**ystem. In this system, students are taking admission online into +3 classes of Arts, Commerce, and Science streams along with Sanskrit Colleges. This admission process, which is carried out through the internet and computers is called e-Admission. Besides e-Admission, SAMS also maintains the academic and financial records of each student admitted into different colleges.

1.2 Objective

The objectives of SAMS are to:

- Ensure a single-window system for admission through the e-Admission process
- Make the admission process economical
- To make the entire admission process transparent, thereby reducing the anxiety of applicants/parents regarding selection
- Reduce the workload of HEIs by developing several modules of administration using the database of admission processes and thereby improving services to the students.

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 by the use of Computers and the Internet.

An eligible applicant will have to apply as much as options (HEI + Stream + Honours) through www.samsodisha.gov.in (by filling up required personal and academic information, choices of different colleges and streams in order of preference, and others) and take printouts of the computer-generated application form for future reference.

1.3.2 e-Administration

e-Administration uses the admission database for the issue of College Identity Cards & Library Cards, allocation of subjects and sections, preparation of Long Roll Register and Return of Intermediate, maintenance of student's attendance,

tabulation of college-level examination marks, issue of College Leaving Certificates, etc. This would improve efficiency, save precious time for college authorities, and ensure the dissemination of correct information and services to all its stakeholders.

1.3.3 HEIs under SAMS

The list of HEIs participating in SAMS admission process is available in the departmental website [www.samsodisha.gov.in].

1.4 Predetermined Dates

SAMS operates through pre-fixed dates for all its admission related activities. It helps in creating awareness and transparency and timely completion of activities. These dates have been finalized by the Higher Education Department, Government of Odisha.

2. e-Admission Procedure

2.1 Application Process

The CAF will be available at www.samsodisha.gov.in for applying online only. There will be one Common Application Form (CAF) for admission to any stream of any HEIs in the State. There shall be one Common Prospectus (CP) for all the HEIs imparting U.G. Courses including Sanskrit Colleges.

N.B: The CP will be available online in PDF format. An applicant can download the same and take a printout for making an informed choice while filling-up the CAF online.

2.2 Where to Apply Online?

Students can apply the CAF online at Home, Cybercafe, Common Service Centers, Internet Facility Center available in HEIs (if available), etc.

2.3 How to apply Online?

The applicant shall register her/himself in the portal before applying to the online CAF. Applicants need to follow the below-mentioned processes to register in the SAMS portal. An applicant has to fill up the relevant information in the CAF and submit it on-line. **During the validation process of Common Application Forms (CAFs), applicants who have passed from a Board/Council other than CHSE, Odisha are required to provide the total marks obtained out of the maximum marks indicated on their mark sheet. It is important to note that no consideration should be given to factors such as the best subject combination, deduction of extra optional marks, or any other adjustments while evaluating the CAFs.**

2.3.1 Registration Process

Step-1: Go to SAMS website www.samsodisha.gov.in.

Step-2: Click on the Degree (+3) link available under the Higher Education option.

Step-3: Click on the "New Student Registration" button.

- Step-4:** Enter the Name of the Student, Mobile Number, Mail id and Date of Birth in the box provided.
- Step-5:** Click on the "Generate OTP" button.
- Step-6:** A six-digit OTP will be sent to the mobile number provided, which will be valid for 5 minutes.
- Step-7:** Then enter the OTP number in the box showing on the computer screen.
- Step-8:** Create your own password and reconfirm the same in the box showing on the computer screen.
- Step-9:** Password must have at least one Upper Case, Lower Case, Digit, and Special Character in it e.g. Abcd@1234.

After registration on the SAMS website (www.samsodisha.gov.in), an SAMS e-Space/Student Login will be created for that particular applicant in the SAMS application software. In order to login into the applicant's e-Space, click on the "Existing Student Login" using the user name (mobile number) and password created during online registration. Following links will be available for the applicant during the application stage:

- Common Application Form
- Intimation Letter
- Admission Schedule
- Online Payment (CAF fees)
- Online Payment (Admission fees)

NOTE: Use the 'TAB' Key on the keyboard to move from one box to the next one of CAF. Wherever any box has a 'Select Field', you have to click on 'Select' and you will get a list of data relating to that field. You have to click on the 'Data field' relevant to you and then move to the next field. For Example, for the 'State' box, once you click on 'Select' in the box, the list of states will be displayed. You have to move the 'Mouse / Curser' to your state, say 'Odisha', and click on the same to fill in the box.

Keep the following documents handy for your reference at the time of filling the CAF:

- Original Higher Secondary (+2) Mark Sheets-cum-Provisional Certificate (or Equivalent Board)
- Original Schedule Tribe/ Schedule Caste Certificate
- Original Person with Disability (PwD) Certificate
- Original Ex-Serviceman Certificate (ESM)
- Original Service Defense Personnel Certificate (SDP)
- Original Children of Martyrs Certificate (CoM)
- Original NCC Certificate
- Original NSS Certificate
- Original Sports Weightage Certificate issued online
- Bank Passbook (For Account Number/ IFSC Code / Bank Name / Branch Name)

2.3.2 Important note for a Child without Biological or Adoptive parents

In order to ascertain the number of applicants who are without biological or adoptive parents and if the child is residing in a child care institute or under the foster care of a guardian or with any fit person whose annual income, from all sources, does not exceed for Rs.1.00 lakh. An option is given in the Common Application Form (CAF). Applicants from such categories are intimated to enable this option.

2.3.3 Online Caste Certificate Verification Process for SC & ST Applicants

- Online verification of the caste (ST & SC) certificate can only be done, if the certificate is generated from the Odisha e-District portal.
- After selecting the caste ST or SC in the Common Application Form (CAF), then a box will appear on the screen.
- Here, the applicant has to enter the “Barcode / Misc. Case No.” written in the certificate which is generated from the Odisha e-District portal.
- If the name of the applicant will not match the name written on the caste certificate, then it won't be validated online.
- The Caste Certificate issued in favor of the applicants without a barcode number will be validated at the time of admission at the level of HEIs.

2.3.4 Online Verification using Digi-Locker Facility

- During the 2024-25 academic session, after successful login, applicants who select the “Application Form” button will see a pop-up asking, “Do you want to use Digi-Locker data to auto-fill the Common Application Form?”
- By selecting “Yes” the applicant's demographic data, along with their income and residence certificate (if available), will be automatically retrieved from Digi-Locker and entered into the Common Application Form in a non-editable format.
- By selecting “No” applicants will need to fill out the form manually without fetching any data from Digi-Locker.

2.3.5 How to add more Options

In order to add preferences, the applicant has to click on the “**SECOND OPTION, THIRD OPTION, FOURTH OPTION, FIFTH OPTION and so on**” button to select the desired option [HEI + Stream + Subject] from the drop-down list. After adding all the options, s/he has to click on the “PREVIEW” button.

NOTE: When the applicant clicks on the “PREVIEW” 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 “EDIT” button.

2.3.6 How to modify information in a CAF?

Edit option to be provided in the CAF to edit the applicant details till the final submission of CAF: -

- Data of CHSE, Odisha Board applicants will be auto-fill up when applicants enter their CHSE Roll Number, which will be in non-editable format.
- Other board applicants will have to enter all their fields manually.
- Before final submission, the applicants will have to go through 3 level alert messages in a pop-up manner as
 - **Do you want to submit the application?**
 - **Are you sure to submit the application?**
 - **Once submitted, you are not allowed to edit the information.**

2.3.7 Printing of CAF

1. Click on “Print CAF” button to view the CAF to be printed. Then click to get “Applicant Copy” (As per Annexure-1).

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

2.3.8 Submission of CAF

The applicant from “***State and Outside State***” has to submit the CAF Copy with the documents as mentioned under “***Documents to be submitted***” at the time of admission only for verification.

2.4 Common Application Form Fees

Applicants can exercise as much as options in the CAF for the academic session 2024-25. Option wise fees will not be collected. General applicants will have to pay Rs. 275/- per application and SC/ST applicants will have to pay Rs. 175/- per application. No fees shall be collected from PWD and Transgender applicants. ***Provided that the SC/ST applicants should submit their caste certificate during admission from the e-District Portal at the destination college to get the rebate or else they have to pay the differential amount.*** No refund can be claimed at a later date. (CAF Fees will be deposited in online mode only).

2.5 Admission fees

For the academic session 2024-25, the admission fees for admission into U.G. courses will be collected online from students through SAMS Portal during the e-Admission period, within the timeline to be notified by Department of Higher Education. The non-payment of admission fees within the timeline will lead to cancellation of their selection.

N.B.- Applicants are advised to pay all Admission fees through UPI mode.

2.6 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.
- 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.
- c) If any discrepancy identified in the auto-validated CAF, then applicant required to visit the allotted HEIs for error correction at time of admission.
- d) At the time of admission, if any discrepancies are noticed in the auto-validated/validated CAFs by the destination college, then the college will not allow the students to take admission. In such scenarios, destination colleges have to click on “**Not-allow**” button and tick the appropriate box as mentioned in the list.
- e) Colleges can deny the admission under some specific situations only i.e. mismatch in secured and maximum marks, reservation category details, weightage details and complete mismatch of student’s details etc. In such cases, college has to verify their certificates and necessary documents meticulously and rectify the error by clicking “Error Correction” button and submit the application online. These applications will be taken as a fresh application in the subsequent rounds of selection, irrespective of marks the candidate has secured.

2.7 Do’s / Don’ts

- a) Applicants should enter the correct options while filling up the Common Application Form (CAF) e.g., Choice of his/her HEIs, Stream, and Honours in order of preference very carefully.
- b) For any doubt, applicants are requested to take help from the nearest college Help Desk or Sanjog Helpline Toll-Free (155335 OR 1800-345-6770) Number.
- c) Don’t change your mobile number, e-mail id & Bank Account number till the completion of course.

3. 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 3.3 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 the 1st round, then s/he has to compulsorily accept the seat by opting for any of the options (**Slide/Float/Freeze**) along with the payment of admission fees 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) 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.

3.1 List of Documents

- a) Original Certificates (As per Intimation Letter)
- b) Three passport size color photographs.
- c) **Following Original Documents are to be retained by the HEI Authority:**
 - School/College Leaving Certificate issued by the Institution last attended
 - Conduct Certificate issued by the Institution last attended
 - Migration Certificate, if any
- d) **Following Original Documents are to be returned by the HEI Authority to the applicant after the admission process is over:**
 - 10th Board Certificate for verification of date of birth
 - Mark sheet of the Higher Secondary (+2) Examination
 - Pass Certificate of the same examination
 - Certificate in respect of Reservation, if any
 - Certificate in respect of Weightage, if any

NOTE: The certificates downloaded from Digi-Locker shall be accepted during the period of admission but the applicant will have to produce the original certificates after getting these from the respective boards for verification by college authority.

4. 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. The list of Equivalent Boards is given in **Annexure-2** of the CP.
- b. For admission into UG Courses, stream wise eligibility criteria is as follows:
 - i. A student passing Higher Secondary (+2) Examination under CHSE, Odisha or Equivalent Board/Council from science stream can apply again for Science, Arts and Commerce Stream in Degree Courses.
 - ii. A student passing Higher Secondary (+2) Examination under CHSE, Odisha or Equivalent Board/Council from Arts stream can only apply for Arts & Commerce Stream.
 - iii. A student passed out from Commerce stream can apply for Commerce & Arts Stream.
- c. Applicants passed out from the Diploma courses (after 10th only) are eligible to apply in U.G. Courses. They have to enter their total marks (appeared & secured) in the 1st year (1st Sem & 2nd Sem) only. They are not eligible to apply for Biological Science Stream (**Please Refer Annexure-7**).
- d. 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 Reservation and Weightage, please refer to point No. 7, 8 & 9 of this CP.**

3. **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. **(Refer Annexure-4)**

4. **Computation of marks for Other Boards/Councils:**

For the applicants who have passed the +2/ equivalent examination from boards other than CHSE, the marks will be calculated based on each subject listed on the mark sheet, i.e. **Secured Marks of all the subjects listed on the mark sheet divided by Total marks of the subjects listed on the mark sheet.**

5. 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.
6. Status of the selected college in the CAF will also be intimated in the intimation letter **(Please refer to Annexure-3)**.
7. 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.
8. 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.
9. The applicants selected against the quota for PwD shall be placed in the appropriate category of SC, ST and General.
10. 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**.

11. Unlike previous year (2023-24), 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.
12. The Preference of Choices will be captured once in a Phase.
13. **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.**
14. 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.
15. 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.
16. 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.
17. 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.
18. 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.
19. 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.
20. 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.
21. **In Float/Slide cases once you are allotted a seat in the further rounds, you'll lose the seat which was allotted previously.**
22. 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.
23. 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.
24. 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.
25. 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.

26. 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 2024-25.

27. For Domicile students, the below mentioned documents are required.

- a) Should have passed +2/ Equivalent examination from Odisha State.
- b) Should have a Resident Certificate issued from not below the rank of Tehsildar/ Addl. Tehsildar.

28. Intake capacity of the below mentioned HEIs included for admission into U.G. Courses for 4 Year B.A. B.Ed./ B.Sc. B.Ed. Streams for the AY-2024-25:

SL#	Name of HEIs	B.A. B.Ed.	B.Sc. B. Ed.
1	Gangadhar University	50	50
2	Utkal University	50	0
3	Ravenshaw University	50	50

29. Applicants, who have passed the Higher Secondary (+2)/ Equivalent Exam/ Vocational (+2) in Science & Arts streams are only eligible to apply for 4-Year B.Ed. Courses.

30. Applicants, passed from Higher Secondary (+2)/Equivalent Exam/Vocational (+2) in Science stream can apply for both B.Sc. B.Ed. & B.A. B.Ed. separately. However, applicants passed from Higher Secondary (+2)/Equivalent Exam/ Vocational (+2) in Arts stream are eligible to apply for B.A. B.Ed. course only.

31. Applicants passing from **3-Year Diploma** are allowed only to apply for **B.A. B.Ed./B.Sc. B.Ed. in Arts/Physical Science (Physics, Chemistry, Mathematics)**. Selection will be done on basis of percentage of mark secured in 1st and 2nd Semester only (merit basis).

32. Selection of the all the other applicants (excluding Diploma Applicants) will be made on the basis of percentage of mark (on merit basis) obtained in Higher Secondary (+2)/ Equivalent Exam/ Vocational (+2).

33. S/he must have passed Odia (MIL) as a subject up to H.S.C level or in any such equivalent examination.

34. For admission into **B.Sc. IST (Gangadhar University)** and **B.Sc. ITM (Ravenshaw University)**, Applicants, who have passed the **Higher Secondary (+2)/ Equivalent Exam/ Vocational (+2) in Science Stream with Mathematics and applicant passing 3-Year Diploma are eligible to apply for B.Sc. IST and B.Sc. ITM Courses.**

35. Applicants, who have passed the *Higher Secondary (+2)/ Equivalent Exam/ Vocational (+2) in Science, Commerce, Arts streams with minimum 40% are eligible to apply form Integrated MBA in Utkal University.*
36. Applicants, who have passed the *Higher Secondary (+2)/ Equivalent Exam/ Vocational (+2) in Science, Commerce & Arts with Mathematics streams with minimum 40% are eligible to apply form Integrated MCA in Utkal University.*
37. Applicants, who have passed the *Higher Secondary (+2)/ Equivalent Exam/ Vocational (+2) in Science, Commerce and Arts streams with minimum 40% are eligible to apply for BBA Course.*
38. Applicants, who have passed the *Higher Secondary (+2) or Equivalent Exam/ Vocational (+2) in Science, Commerce and Arts with Mathematics streams securing minimum 40% are eligible to apply for BCA Course.*
39. *Applicants are advised to give their preference of choice as per the eligibility. Any mismatch found at the level of physical verification is liable for cancellation of admission.*
40. Admission into **Integrated B.A. LLB (5 Years) in Madhusudan Law University, Cuttack** with intake capacity of 120 Seats has been included in SAMS U.G. Degree from academic session 2024-25.
41. To enroll into the 5-year Integrated B.A. LLB course at Madhusudan Law University, Cuttack, applicants must have passed the Higher Secondary (+2) or an equivalent/vocational (+2) examination in Science, Commerce, or Arts streams. Additionally, general (Unreserved) category applicants must secure at least 45% of the total marks in aggregate, while SC/ST category applicants must secure at least 40% of the total marks in aggregate for admission in to the said course.

5. Intimation

- a) A sample intimation letter has been shown in **Annexure-3** of this CP. It can be downloaded by individual applicant e-Space from the website www.samsodisha.gov.in.
- b) Elective Subjects won't be indicated in the intimation letter of selected applicants. The destination college will allocate the Elective Subject (s) as per the merit list, options of applicants in the CAF, and the availability of seats.
- c) Hostel seats will be intimated to the students through intimation
- d) Intimation for e-Admission will be communicated through the following five modes:
 - SMS to the mobile number provided in the CAF
 - Email id provided in the CAF
 - WhatsApp to the mobile number
 - An applicant can get the information by dialing Sanjog Helpline Toll-Free (155335 OR 1800-345-6770) Number by giving their CAF Barcode Number on all Government working days between 06 A.M. to 10 P.M.

- A selected applicant can download the intimation letter by login into his/her applicant's login by visiting the SAMS portal.
- Notice board of Destination HEI (where the applicant is selected to take admission)

NOTE: If a student is selected for Higher Choice (HEI or subject or both) through the Slide process, then s/he will not be allowed to remain in the lower choice HEI.

Very Important: Applicants are advised to give his/her own regular Bank Account Number while filling Common Application Form.

6. Reservation

Scheduled Caste [SC] & Scheduled Tribe [ST]	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], see Annexure-5 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], see Annexure-5 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. However, any modification made by the Government in the reservation policy will be followed during admission.
Persons with Disability (PwD)	5% of sanctioned seats shall be reserved for PwD students with the extent of disability not below 40% (Blind and Low Vision, Hard of Hearing, Locomotors Disability including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims and Muscular Dystrophy, Autism, Intellectual Disability, Specific Learning Disability, and Mental Illness). [G.O. 10161/HE, Dtd.: 07/04/2018] (Annexure-6) subject to maximum of 10% of sanctioned seat strength in that subject. N.B: Both Temporary & Permanent type PwD applicants (40% & above) will get the reservation benefits in admission from the Academic Session: 2024-25. However, the allotment of

	seats for each subject will not be more than 10% of the intake capacity of the concerned Institution.
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-Serviceman, Serving Defense Personnel and Children of Martyrs. [G.O. 10161/HE, Dtd.: 07/04/2018], see Annexure-6 . <i>This reservation policy does not applicable to CAPF Units like the CRPF, BSF, CISF, ITBP, etc.</i>

7. 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 the cut-off mark is reduced in subsequent selections. A maximum 10% weightage mark shall be provided to an applicant.

7.1 NCC

- Applicants holding **“B” Certificate** only, shall be given weightage of an additional 5% of marks over and above the aggregate marks secured at the Higher Secondary (+2) or Equivalent examination.
- Applicants holding **“A” & “C” Certificates** shall not be given any weightage to admission into U.G. (Degree/+3) Courses.
- Applicants who have represented the State or the Central School/Sainik School at the All-India level NCC Camps / Courses / Activities shall be given weightage of an additional 3% of marks over and above the aggregate marks secured at the Higher Secondary (+2) or Equivalent examination.

7.2 NSS

- a. Applicants who have represented the Country at the International level shall be given direct admission.
- b. Applicants who have represented the state and National Level Camp shall be given a Weightage of an additional 5% of marks over and above the aggregate marks secured at the CHSE/Equivalent examination.
- c. Applicants who have represented the Inter-State Category Camp shall be given a Weightage of an additional 3% of marks over and above the aggregate marks secured at the CHSE/Equivalent examination.
- d. Applicants who have got the best NSS Volunteer award at Council/ Board level shall be given a Weightage of an additional 2% of marks over and above the aggregate marks secured in the CHSE/Equivalent examination.

7.3 Rover & Ranger

- a. Rover & Ranger possessing and producing the original certificate signed by the President of India shall be given weightage of an additional 5% of marks over and above the aggregate marks secured at the Higher Secondary (+2)/Equivalent examination.
- b. Rover & Ranger possessing and producing the original certificate signed by the Governor/ PATRON/ President of the State Association shall be given weightage of an additional 2% of marks over and above the aggregate marks secured at the Higher Secondary (+2)/Equivalent examination.

7.4 Sports & Games

- a. Applicants who have represented the country at the International level and having a weightage Certificate issued by Sports Department shall be allotted to his/her 1st Preference.
- b. Applicants who have represented the state at the national level shall be given weightage of an additional 10% of marks over and above the aggregate marks secured at the Higher Secondary (+2)/Equivalent examination.
- c. As per Letter No.15536, dated. 07.09.2022 issued by Sports and Youth Services Department, Govt. Of, the applicants having International & State level Sports Certificate **should not visit the S&Y Deptt. for any type of countersign.**
- d. The Sports Weightage certificates shall be issued online only through S&Y Deptt. website.
- e. Applicants can claim for the Sports Certificates issued online only. Applicants are advised to visit the website <https://portal.sportsodisha.gov.in/Citizen/Landing> and apply to get the

online generated certificates having Photo & QR CODE. The certificate generated online with Photo & QR CODE is only valid.

- f. The validity of the online generated QR based Sports Certificate is valid only for one academic year from date of issuance.
- g. Applicants who have represented the school at the **Inter-State School Sports Meet (at 11th or 12th level)** shall be given a weightage of an additional 5% of marks over and above the aggregate marks secured at the Higher Secondary (+2)/Equivalent examination. These categories of applicants i.e.: having a Sports certificate of **Inter-State School Sports Meet / SGFI / National School Games** should be countersigned by the Director, Secondary Education (coming under School & Mass Education Department) Odisha.
- h. From this Academic Session, Sports certificates obtained at the level of Schools (10th or below) should not be eligible to get any weightage marks for admission into U.G. Courses. Applicants, who have obtained the Sports Certificate at the level of Higher Secondary (+2)/Equivalent shall only be given a weightage mark for admission into U.G. Courses.

N.B: The validity of the Sports Certificate is only for one Academic Year from date of issuance.

Certificates for NCC/ NSS / Rover & Ranger will be accepted if the student has participated at Higher secondary (+2/ or Equivalent Examination) only.

8. PwD Applicant

- 8.1 Total 5% of the sanctioned seats (total sanction strength of a HEI) shall be reserved for PwD applicants with extent of disability not below than 40%.
- 8.2 Two types of Disability certificates are there. 1) Permanent, 2) Temporary. Applicant with “**Permanent Disability**” with extent of disability not below than 40% will get the opportunity for reservation.
N.B: - Applicants with “Temporary Disability” with percentage of disability more than 40% are eligible to get a reservation of seats.
- 8.3 As per SSEPD Department Notification No.5823 dated 29.07.2022, after 31st August 2022, disability certificate will not be issued in manual mode.
- 8.4 The disability certificates shall be issued only through **Unique Disability Identity (UDID) card portal**.
- 8.5 Applicants can visit the website <https://www.swavlambancard.gov.in/> and apply for Disability Certificate. The certificate generated online with BARCODE and photograph is only valid.

9. Certificates & Documents

An applicant has to submit the self-attested photocopies of the following documents/certificates with the Applicant Copy of the Common Application Form (CAF). The original certificates of these documents have to be presented before the Admission Committee at the time of Admission for verification. The authority may retain some of the Certificates in Original during admission as described earlier.

- a) Higher Secondary (+2) Mark Sheet-cum-Provisional Certificate or (equivalent board). If an applicant has not received the mark sheet from the board in time, **then the downloaded mark sheet from the Internet, duly endorsed by the leaving School/HEI Appropriate Authority will be admissible.**
- b) College/School leaving and Conduct certificates from the educational institution last attended.
- c) Schedule Tribe / Schedule Caste (**Domicile only in Odisha**) certificates from revenue officers not below the rank of Tahsildar / Additional Tahsildar. **For ST applicants, his/her father's caste certificate may be taken into consideration in case of non-availability of a Caste certificate in favor of the applicant.** Land passbook authenticated by the Tahsildar / Additional Tahsildar may also be taken as proof of caste in absence of a caste certificate.
NOTE: - (No caste certificate other than revenue officer not below the rank of Tahsildar / Additional Tahsildar shall be considered)
- d) PwD certificate from CDMO/SDMO/CMO of Capital Hospital (in case of Bhubaneswar) and (CMO RGH in case of Rourkela Municipal Corporation).
- e) Ex-Service Man certificate from Zilla Sainik Board/ Rajya 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) NSS certificate from the State Program Coordinator.
- j) Migration certificate for the applicants passing from other Boards other than CHSE, Odisha
- k) Certificates issued by **SGFI for National School Games**, countersigned by any designated officer of the Regional/State Officer of the Board concerned as per G.O. 14795/HE, dtd.24/07/2019 see **Annexure-8**.
- l) Certificate issue form dig locker is allowed during the verification.
- m) If the student is not able to provide any certificate for **“ST/SC/PWD/ESM/SDP/CoM”** then s/he will be treated as General applicant.

- n) If any discrepancy happen the respective college Principal will be held responsible.

10. Prohibition of Ragging in HEIs

As the time for admission of new students into universities and colleges has come, all universities and colleges (under HE Department) may be directed to take up ragging prevention measures as per UGC notified “Regulation on Curbing the Menace of Ragging in Higher Educational Institution 2009”. In this regard, Department of Higher Education Letter No. 32452 dt. 03/08/2022 shall be referred (Annexure-9).

10.1 What is Ragging?

Any disorderly conduct whether by the words spoken or written or by an act which has the effect of teasing, bullying, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student. Ragging in all its forms shall be totally banned in the entire Higher Education Institution, including its departments, constituent units, all its premises (academic, residential, hostel, sports, canteen, etc.) whether located within the campus or outside and in all means of transportation of student whether public or private. The institution shall take strict action against those found guilty of ragging and/or of abetting ragging.

10.2 Measures for prevention of Ragging at the Institutional level

A printed undertaking is enclosed with this prospectus (Annexure-C (1)) to be filled-up and sign by the applicant that, s/he is aware of the law regarding prohibition of ragging as well as the punishment, and that S/he, if found guilty of the offence of ragging and/or abetting ragging, is liable to be punished appropriately. The same undertaking is also to be signed by the parent/guardian of the applicant (Annexure-C (2)) to the effect that S/he is also aware of the law in this regard and agrees to abide by the punishment meted out to his/her ward in case the latter is found guilty of ragging and/or abetting ragging.

5/31/24, 3:08 PM

SAMS :: CAF PRINT



Common Application Form

For Admission to Degree Colleges (2024-25)

Department of Higher Education, Government of Odisha

Applicant Copy

Friday, May 31, 2024 03:08:10 PM

24D000053



+3

(PHASE-I)

Your CAF has not been validated . Please contact the HEI at the time of reporting for admission

1 +2 Council Details (As in admit Card)	Name of the Examination Board CENTRAL BOARD OF SECONDARY EDUCATION, NEW DELHI		
	Year of Passing 2024	Exam Type Annual	Roll Number 58789565
2 Applicant's Name	UDIT NARAYAN BHATTA		
3 Father's Name	RK PARIDA		
4 Mother's Name	R. PARIDA		
	Blood Group	Gender MALE	Religion HINDUSIM
			Date of Birth 26 Jul 1995
5 Personal Details	Nationality INDIAN	Mother Tongue ODIA	Aadhaar No. *****1704
			Parent Mobile No. 8339814091
	Child without biological or adoptive parents	No	Orphan Yes
	Staying at Child Care Institutions	No	Green Passage No
	Apaar No		



6. Permanent Address

a. State	ODISHA	b. District	JHARSUGUDA	c. Block / ULB	LAKHANPUR
d. Address	SARANDAMAL, PHATA			e. PIN Code	768211
f. Whatsapp No.	9776676769			g. Mobile No.	9776676769
h. e-Mail	newuditofficial.65@gmail.com				
J. Issuing Authority.				K. Issued Date.	

7. Reservation Details

a. Schedule Tribe	No	Schedule Caste	No	Other Backward Class	No	Socially and Educationally Backward Class	No	General	Yes
b. Persons with Disabilities	No								
c. Ex-Service Man	No	Serving Defence Personnel	No	Children of Martyrs	No				
Do you have odisha domicile(Resident) Certificate?				Yes					

8. Weightage Details

a. NCC				b. NSS Camp							
NCC-B Certificate	No	NCC (CAMP/COURSE/ACTIVITIES)	No	International Level	No	National Level	No	State Level(Issued by State NSS Cell)	No	Best NSS Volunteer Award	No
c. Rover & Ranger						d. Sports & Games					
President Recognition(PR)	No	Rajya Puraskar(RP)	No	International Level	No	National Level	No	State Level	No		

9. Details of Mark Secured in +2 or equivalent Examination

a. Stream

b. Mark secured in each subject in +2 or equivalent Examination

Maximum Mark	Total Mark Secured	English	MIL
600	548	96	98

c. Have you studied Odia at HSC/+2 Level or Higher (or Passed Odia as a special Exam from BSE Odisha in 10th Standard)?

d. Have you passed +2 or equivalent Exam Compartmentally / Instant?

10. Income Details of Parents

a. Father's Occupation b. Mother's Occupation c. Actual Income of the Parents (Together) in Rs.

d. Annual Income of the Parents (Together) in Rs.

e. Do your parents are paying Income Tax?

a. To Whom the Certificate Issued b. Issuing Authority c. Issued Date

11 Bank Information

a. Account Number b. IFSC Number

d. Bank Name e. Branch Name

f. Name of Account Holder

Other Information

a. Special Category

b. Does parents have a KALIA beneficiary? c. Does parent hold a Labour card?

d. Are you willing to participate in skilling courses under NASSCOM/Infosys Springboard? e. Future Career Option Desired by Applicant

12 Record of educational institution last attended

a. Name of the School/College b. Location of the School/College

c. District d. Year of Joining

e. Year of Leaving

13 Option(s)/Choice(s) Details

Option	College	Stream	Preference	Subject	Hostel Option	Admission Fee	Hostel Fee
1st	Government (Autonomous) College, Angul	Commerce	HONOURS	COMMERCE	NO	0	0.00
2nd	Anchalik Degree College, Paharsirigida	Arts	HONOURS	POLITICAL SCIENCE	NO	0	0.00
3rd	Bhadrak (Autonomous) College, Bhadrak	Commerce	HONOURS	COMMERCE	NO	0	0.00
4th	Rajendra University, Bolangir	Commerce	HONOURS	COMMERCE	NO	0	0.00
5th	Narasimha Choudhury (Autonomous) College, Jajpur	Commerce	HONOURS	COMMERCE	NO	0	0.00

14. You have been provisionally selected for the following schemes based on your eligibility for scholarships:

SINo	Scholarship Name
1	e-Medhabruti - U.G Merit
2	NUA-O Scholarship
3	NUA-O Scholarship - II

UNDERTAKING

I do hereby agree to abide by the rules of the College/Hostel. I undertake that should any indiscipline and disobedience instance of the rules laid down by the Government or any authority empowered by them in this regard or should conduct in the college is found not satisfactory, my name will automatically be removed from the college. I undertake that information furnished by me in this application is true and correct and I undertake that any wrong information furnished by me, detected afterwards will be treated as cognizable offence.

I further undertake that I will not involve in any ragging activities in the college and hostel premises. I understand that criminal case will be filed against me if indulge in ragging

I hereby fully endorse the undertaking made by our
child / ward

Submitted by me

Signature or thumb impression of parents/ guardian

Date Place

Date

Full Signature of Applicant

Place

Enclosures (The following documents would enclosed along with the CAF)

Sl.#	Documents
1	One (1) self signed (on the front side) recent color passport size photograph to be affixed in the CAF (College Copy).
2	Higher Secondary (+2) Mark Sheets-cum-Provisional Certificate (or equivalent Board). If an applicant has not received the mark sheet from the board in-time, then the downloaded mark sheet from Internet will be admissible.
3	Self signed (on the front side) color passport size photograph (1 Copy) to be affixed in the CAF.



COUNCIL OF HIGHER SECONDARY EDUCATION, ODISHA
C/2, PRAJNAPITHA, SAMANTAPUR, BHUBANESWAR-751013

NOTIFICATION

Bhubaneswar, dated the *11th Sep*, 2020.

No.Acd-07/2020/*3199*/CHSE.(O), This is for information of All concerned that Council of Higher Secondary Education, Odisha, Bhubaneswar have recognised the Examinations of the following Boards /Councils/Universities/Institutions as a equivalent to that of the Higher Secondary (+2) Examination conducted by this Council under (10+2) system as details bellow :

**BOARDS/COUNCILS/UNIVERSITIES (BOTH INDIANS, FOREIGN) WHOSE EXAMINATION HAS BEEN
 RECOGNISED AS EQUIVALENT TO THE HIGHER SECONDARY EXAMINATION CONDUCTED BY
 CHSE(O)**

Boards declared Equivalent by C.H.S.E., Odisha

	NAME OF THE BOARD/ COUNCIL/UNIVERSITY	EXAMINATION RECOGNISED AS EQUIVALENT TO H.S. EXAMINATION	CHSE (O), NOTIFICATION NO. & DATE
1	Board of Higher Secondary Examination, Tamilnadu, Madras	Higher Secondary Examination	4738/16.07.1985
2	Rastriya Sanskrit, Sansthan, Deemed University, 56-57, Institutional Area, Janakpuri, New Delhi-110058	Uttam Madhyama Prakasatri (UM/PS) course	4658/05.05.1987
3	Board of School Education, Haryana, Jhansi Road, Bhiwani-127021	Senior Secondary Certificate Examination	6343/04.05.1988
4	Gandhi University, Kottayam Kerala	Pre-Degree course	6343/04.05.1988
5	University of Kerala, Trivandrum	Pre-Degree course	6343/04.05.1988
6	Bansthali Bidyapitha, P.O.- Banasthali Bidyapitha, Rajasthan- 304022	Senior Secondary School Certificate Examination	6343/04.05.1988
7	West Bengal Council of Higher Secondary Education, Vidyasagar Vawan, 9/2 DJ, Block, Sector-II, Salt Lake, Kolkata-700091	Higher Secondary (+2) Course	6343/04.05.1988
8	State Board of O.H.I.O. (U.S.A.)	Higher Secondary +2 Course	9124/04.07.1989
9	Board of Secondary Education, Madhya Pradesh, Bhopal	Higher Secondary Examination	1305/1.3.1990
10	Andhra Pradesh Board of Intermediate Education, Nagarjuna Nagar, Vijawada , Hyderabad	Examination equivalent to +2 course under 10+2+3 System of Higher Secondary Education.	1305/1.3.1990

11	Assam Higher Secondary Education Council, Guwahati	Examination equivalent to +2 under 10+2+3 System of Education	1305/1.3.1990
12	Tamil Nadu Board of Higher Secondary Education, DPI Compound College Road, Chennai, 600006	Examination equivalent to +2 course under 10+2+3 system of Education	1305/1.3.1990
13	Haryana School of Education Board, Bhiwani-127021	Examination Equivalent +2 course under 10+2+3 system of Education	1305/1.3.1990
14	Karnataka Secondary Education Examination Board, 6 th Cross, Malleswaram, Bengaluru-560003	Examination Equivalent to +2 course under 10+2+3 system of Education	1305/1.3.1990
15	Central Board of Secondary Education, New Delhi	Examination equivalent to +2 course under 10+2+3 system of Education	1305/1.3.1990
16	Council for the Indian School Certificate Examination, Plot No. 35 & 36, M.B. Road, Sector-VI, Pushp Vihar, Saket, New Delhi	Examination equivalent to +2 course under 10+2+3 system of Education	1305/1.3.1990
17	Punjab School Education Board, Mohali	Examination equivalent to +2 course under 10+2+3 system of Education	1305/1.3.1990
18	Andhra University	Pre-University Examination (Two years Course)	18291/14.12.1990
19	London University (Northen Exams. Association)	General Certificate of Secondary Education of Manchesar, UK (the student who have passed the XXX	18291/14.12.1990
20	Andhra Pradesh Board of Secondary Education, Chappel Road, Numpalli, Hyderabad-500001	Examination equivalent to +2 course 10+2 System of Education	507/29.01.1990
21	Bihar Intermediate Education Council, Amprapali Bhawan Balley Road, patna-800001	Examination equivalent to +2 course under 10+2 system of Education	507/29.01.1990
22	Bihar School Examination Board Patna, Budha Marg-800001	Examination equivalent to +2 course under 10+2 system of Education	507/29.01.1990
23	Goa Board of Secondary and Higher Secondary Education, Alto Betion, Goa/403521	Examination equivalent to +2 course under 10+2 system of Education	507/29.01.1990
24	Gujurat Secondary Education Board, Sector-10-B, Near Old Sachibalaya, Gandhinagar-382043	Examination equivalent to +2 course under 10+2 system of Education	507/29.01.1990
25	H.P. Board of School Education Dharmasala, 176213, Himachal Pradesh	Examination equivalent to +2 course under 10+2 system of Education	507/29.01.1990

26	J & K Board of School Education Rehani Colony, Jammu-180005 (November to April)	Examination equivalent +2 course under 10+2 system of Education	507/29.01.1990
27	Karnataka Pre-University Education Board, Palace Road, Bangalore-560001	Examination equivalent to +2 course under 10+2 system of Education	507/29.01.1990
28	Kerala Board of Public Examination, Pareekha Bhawan, Poojapura, Thiruvananthapuram-695012, Kerala	Examination equivalent to +2 Course under 10+2 system of Education	507/29.01.1990
29	Maharashtra State Board of Secondary & Higher Secondary Education, S.R. No.-832-A, Final Plot No. 178, 179, Near Balchitrawani, Behind Agharkar Research Institute, Dhamburda, Shibaji Nagar, Pune-411004	Examination equivalent to +2 course under 10+2 system of Education	507/29.01.1990
30	Manipur Board of Secondary Education, Imphal-795001	Examination equivalent to +2 course under 10+2 system of Education	507/29.01.1990
31	Meghalaya Board of School Education West Garo Hills, Tura, Meghalaya-794001	-do-	507/29.01.1990
32	Mizoram Board of School Education, Post Box-07, Chaltlang, PO-Ramhlan, Aizawl-796012	Examination equivalent to +2 course under 10+2 system of Education	507/29.01.1990
33	J.N. Board of Secondary Education Dept. of Govt. Exams, Call Road, Madras-600006	Examination equivalent to +2 course under 10+2 system of Education	507/29.01.1990
34	Nagaland Board of School Education Post Box-613, Kohima-797001	Examination equivalent to +2 course under 10+2 system of Education	507/29.01.1990
35	Rajasthan Board of Secondary Education, Ajmeer-305001	Examination equivalent to +2 course under 10+2 system of Education	507/29.01.1990
36	Tripura Board of Secondary Education, PN Complex, Gurkha Basti, PO-Kunjaban, Agartala, Tripura West-799006	Examination equivalent to +2 course under 10+2 system of Education	507/29.01.1990
37	U.P. Board of High School & Intermediate Education, Allahabad-211001, Sarojini Naidu Magr	Examination equivalent of +2 course under 10+2 system of Education	507/29.01.1990
38	12 years Teaching Fujimigak Senior High School, 3-19-9 Sarajuka, Shibuya, Tokyo, Japan	10+2 Exams. Of BSE, Odisha Cuttack vide Reso. No. dt. 31.05.1993 of equivalent Committee	7413/26.08.1994

39	+2 Diploma course in Arts/Music/Dance/Drama/Bimbadhar, XXX	+2 performing Arts course of CHSE(O) Up-1994 Exams as per Reso. No. 3, dt. 31.05.1993	7413/26.08.1994
40	Jamia Milia Islamia, Jamia Nagar, New Delhi, 110025	Sr School Certificate General Course	2417/CHSE 18.02.2002
41	West Bengal Council of Higher Secondary Education, West Bengal	Vocational Stream	2417/CHSE 18.02.2002
42	Higher Secondary Education, Manipur, Imphal	Examination equivalent to +2 course under 10+2+3 system of Education	5737/03.05.2002
43	Jharkhanda Intermediate Council Education, Ranchi, Arts, Science & Commerce	Examination equivalent to +2 course under 10+2+3 system of Education	1222/03.02.2004
44	Higher Secondary Education Board, Sanathimi, Nepal	Examination equivalent to +2 course under 10+2+3 system of Education	1222/03.02.2004
45	Chhatisgarh Madhyimic Sikshya Mandal, Raipur	Examination equivalent to +2 course under 10+2+3 system of Education	1222/03.02.2004
46	Council of Higher Secondary Education, Odisha, Bhubaneswar	+2 Vocational Course	6657/14.08.2006 Arts (Voc.) & Comm. (Voc) 3022/19.06.2010 Science (Voc)
47	Sri Jagannath Sanskrit Vishwavidyalaya, Shreevihar, Puri	Upashastri	7155/29.07.2009
48	International Baccalunrate Diploma, Geneva, Switzerland.	Higher Secondary Course	7698/15.11.2013
49	The High School Graduate of North Hills Village High School, Bulacan Republic of Philliphines.	Higher Secondary Course	7698/15.11.2013
50	Diploma in Engineering (Three yr course) Having Phy, Chem, Math & Eng. Subjects conducted by SCTE & VT, Odisha	+2 Science stream conducted by CHSE, Odisha	3302/25.06.2014
51	National Institute of Open Schooling, Institutional Area, A-24/25, Sector-62, Noida, 201309, New Delhi	Senior Secondary School Examination, under 10+2+3 system of Education	4821/23.07.2015
52	Telengana State Board of Intermediate Education, Telengana, (Established on 04.12.2014)	Examination equivalent to +2 course under 10+2 system of Education	4846/24.07.2015
53	Ministry of Education Suva, Fiji	Fiji Year 12 Certificate Examination	5906/02.07.2016

54	Two years Diploma Examination conducted by SCRE&VT, Odisha (Provided students passed 1st yr Diploma Exam in Subject - English, Physics, Chemistry, Mathematics)	+2 Science stream conducted by CHSE, Odisha	2473/ 31.3.2017
55	Odisha State Board of Madrasa Education, Bhubaneswar (Mahir) Odisha	Mahir (two years Course)	4000/12.07.2019 (w.e.f. 2019-20)
56	Members of COBSE	Admitted on or before 24.9.2019	1425/ 2.3.2020 , 5708/24.9.19 , 4842/ 24.7.2015

Hujan Rath
11.09.2020
Secretary

Memo No. 3200 /CHSE. Dt. 11.09.2020/

Copy forwarded to the Addl. Secretary to Govt. Dept of School and Mass Education, Odisha, / Addl. Secretary to Govt. Dept of Higher Education Dept /Director, Higher Secondary Education, Odisha Bhubaneswar, for information.

Hujan Rath
11.09.2020
Secretary

Memo No. 3201 /CHSE. Dt. 11.09.2020/

Copy forwarded to the Registrar, Utkal University, Vanivihar, Bhubaneswar/ Registrar, Berhampur University, Bhanjavihar, Berhampur, Ganjam/ Sri Jagannath Sanskrit Biswavidyalaya, Shri Vihar, Puri

Hujan Rath
11.09.2020
Secretary

Memo No. 3202 /CHSE. Dt. 11.09.2020/

Copy forwarded to Controller of Examinations, CHSE, Odisha, Bhubaneswar for information.

Hujan Rath
11.09.2020
Secretary

Memo No. 3203 /CHSE. Dt. 11.09.2020/

Copy forwarded to Secretary, Board of Secondary Education, Odisha, Cuttack for information.

Hujan Rath
11.09.2020
Secretary

Memo No. 3204 /CHSE. Dt. 11.09.2020/

Copy forwarded to the NIC, Bhubaneswar for information with request to upload this notification in the CHSE website.

dh

Hujan Rath
11.09.2020
Secretary

COUNCIL OF HIGHER SECONDARY EDUCATION, ODISHA
PRAJNAPITHA, SAMANTAPUR, BHUBANESWAR -13

NOTIFICATION

Bhubaneswar, dated the 23rd July, 2015.

No. ACD-236/09/ 4821 /CHSE. / In pursuance of the Resolution No. 01 of the Equivalent Committee Meeting of the Council of Higher Secondary Education, Odisha, Bhubaneswar held on 21.07.2015 at 4.00 pm, it is notified that the Senior Secondary School Examination conducted by the National Institution of Open Schooling, New Delhi is equivalent to the Higher Secondary Examination conducted by the Council of Higher Secondary Education, Odisha, Bhubaneswar provided that the students should have five subjects (with minimum one Language Paper). This notification supersedes the previous notification No. 1063, dated 29.01.2015.

By order of the Chairman
Sd/- G. R. Mohanty
Secretary

Memo No. 4822 /CHSE. Dt. 23.07.2015.

Copy forwarded to the Principal Secretary to Govt. Dept. of Higher Education, Odisha/Director, Higher Education, Odisha/Regional Director, NIOS, Bhubaneswar/ Regional Officer, CBSE Regional Office, Bhubaneswar/Director, Vocational Education, Odisha, Bhubaneswar/Principal, Govt. Polytechnic (SCTE & VT), Bhubaneswar for information and necessary action.

Secretary 23/07/15

Memo No. 4823 /CHSE. Dt. 23.07.2015.

Copy forwarded to all Officers/P.S. to the Chairman/all Sections/Dy. Secretaries of Baripada/Berhampur/Sambalpur Zonal Offices of the CHSE. for information and necessary action.

Secretary 23/07/15

Memo No. 4824 /CHSE. Dt. 23.07.2015.

Copy forwarded to all affiliated/Recognise Institutions of CHSE. Odisha for information and necessary action.

Secretary 23/07/15

Memo No. 4825 /CHSE. Dt. 23.07.2015.

Copy forwarded to the Chairman, National Institution of Open Schooling, A-24/25, Institutional Area, Sector-62, Noida-201309 for information and necessary action.

Secretary 23/07/15

SKM/

Secretary

Annexure-1

HOW TO VALIDATE THE MARKS

• MIL Mark is not mandatory • Total Mark Secured, is the mark secured in all subjects of +2 Exam

9. Details of Mark Secured in +2 Council Examination

9.a.	☐ Arts ☒ Science ☐ Commerce ☐ Vocational	Fail English Chemistry Mathematics Biology Total Mark Secured Maximum Mark
9.b.	Have you passed +2 Council Exam Compartmentally? ☐ No ☒ Yes	
Name of the Subject		Fail Mark in Previous Exam Pass Mark in Compartmental Exam

- The individual subject marks shown in 9.a shall be **always out of 100**. This may be ensured by verifying with the mark sheet of the applicant, (e.g. if a student has indicated marks for a subject out of 150 or 75, it has to be normalized to 100 maximum mark by the validator) This individual marks will be taken into consideration at the time of tie-break during the selection process as per point no. 13.4 of the Common Prospectus.
- "Total Mark Secured"** is the mark secured in the Annual/Supplementary/Instant Examination of the candidate in the +2 Council / Board examination.
- "Maximum Mark"** is the total of the maximum marks of the individual subjects with which the student has passed the +2 Council / Board examinations.
- If a candidate has passed compartmentally**
 - The **"Total Mark Secured"** for a compartmental passed applicant shall be total of the first mark sheet which includes the fail marks of particular subjects in which the student had failed.
 - In item 9.b, the student has to indicate the details of compartmental examination **subject(s)**, the **"Fail Marks(s)"** of the main examination and **"Pass Mark(s)"** of the compartmental examination.
 - If an applicant has passed compartmental exam in any of the individual subjects mentioned at 9.a, then the marks secured by him/her in compartmental examinations is to be filled in at 9 a. for consideration during the tie break.
- Validators are requested not to do any calculation for averaging of marks(s) at their level apart from the guideline mentioned above. The software will take care of calculating the average marks (as per rules) and prepare the merit list accordingly.

page 3 of 3

Government of Odisha
Department of Higher Education

No. 11710 /HE : Bhubaneswar, the 1st June, 2015.
HE-FE-III-Admn.-64/14

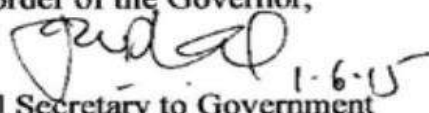
NOTIFICATION

In supersession of all the earlier orders or circulars issued by the Higher Education Department concerning the reservation of seats for admission of Scheduled Caste/ Scheduled Tribe students, the Government have been pleased to order for enhancement of reservation of seats for admission of all the Scheduled Caste and Scheduled Tribe students in all the Government and Aided institutions under the control and jurisdiction of Higher Education Department of the State, including the Universities, as follows:-

1. 22.5% of seats shall be reserved for Scheduled Tribe students.
2. 16.25% of seats shall be reserved for Scheduled Caste students.

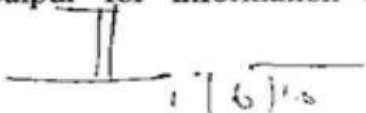
This shall come into force from the academic session 2015-16.

By order of the Governor,


Principal Secretary to Government
Date - 1-6-15

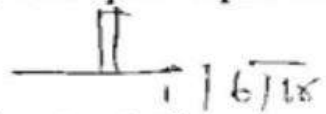
Memo No. 11711 (13) /HE

Copy forwarded to the Registrars of all Universities/ Principals of all Government & Non-Government Colleges/ Regional Directors of Education, Bhubaneswar/ Berhampur/ Sambalpur for information and necessary action.


Joint Secretary to Government
Date - 1-6-15

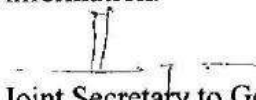
Memo No. 11712 /HE

Copy forwarded to the Director, Printing & Stationeries, Odisha Government Press, Cuttack for publication in the extraordinary Gazette of Government of Odisha and supply 100 spare copies to this Department.


Joint Secretary to Government

Memo No. 117/3 ⁽²⁰⁾ HE Dt. 1-6-15

Copy forwarded to all Collectors for kind information.


Joint Secretary to Govt

Memo No. 117/4 ⁽²⁾ HE Dt. 1-6-15

Copy forwarded to Principal Secretary to Govt., Home Department /
Principal Secretary to Government, S.C & S.C Development Department for
kind information.


Joint Secretary to Govt

Memo No. 117/5 ^(h) HE Dt. 1-6-15

Copy forwarded to Private Secretary to Principal Secretary to Govt, Higher
Education Department / Section -XVII/Section-I/Section-III Guard file for
information.


Joint Secretary to Govt

**Government of Odisha
Higher Education Department**

No: 10161 / HE: Bhubaneswar, the 34th / April / 2018
HE-PTC-SAMS-0006-2017

NOTIFICATION

In supersession of all the earlier orders or circulars issued regarding the reservation and weightage of seats for admission, the Government has been pleased to revise the reservation and weightage of seats for admission into all the Government and Aided institutions under the control and jurisdiction of Higher Education Department including the Universities, as follows:

1) Persons With Disabilities [PWD]:

5% of sanctioned seats shall be reserved for PWD Students with extent of disability not below 40% (blindness and low vision, hard of hearing, locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy, autism, intellectual disability, specific learning disability and mental illness)

2) 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-Serviceman, Serving Defense Personnel & the Children of Martyrs.

3) NCC:

- i. Applicants holding B Certificate shall be given weightage of additional **5%** of marks over and above the aggregate marks secured at the Higher Secondary (+2) or equivalent examination.
- ii. Applicants who have represented the State or the Central School/Sainik School at the All India level NCC Camps / Courses / Activities shall be given weightage of additional **3%** of marks over and above the aggregate marks secured at the Higher Secondary (+2) or Equivalent examinations.

4) NSS:

- i. Applicants who have represented the state at National Level Camp shall be given Weightage of additional **5%** of marks over and above the aggregate marks secured at the CHSE/Equivalent examination.
- ii. Applicants who have represented the inter State Category Camp shall be given Weightage of additional **3%** of marks over and above the aggregate marks secured at the CHSE/Equivalent examinations.
- iii. Applicants who have got the best NSS Volunteer award in University level shall be given weightage of additional **2%** of marks over and above the aggregate marks secured in CHSE/equivalent examination.

5) Rover & Ranger:

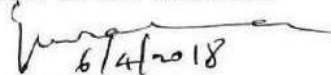
- i. Rover & Ranger possessing and producing the original certificate signed by the President of India shall be given weightage of additional **5%** of marks over and above the aggregate marks secured at the Higher Secondary (+2)/ Equivalent examination.
- ii. Rover & Ranger possessing and producing the original certificate signed by the Governor/ PATRON/ President of the State Association shall be given weightage of additional **2%** of marks over and above the aggregate marks secured at the Higher Secondary (+2)/Equivalent examination.

6) Reservation for Odias Living in Neighboring States (OLNS) and Outside State Applicants (OSA) is abolished from the academic session 2018-19.

7) Reservation/ weightage under other categories remain unchanged.

This shall come into force from the academic session 2018-19

By order of the Governor


6/4/2018
(G.V.V Sarma)

Additional Chief Secretary to Government

Memo No.: 10162 /**H.E.,Dated:** 07 /04/2018

Copy forwarded to the PS to Hon'ble Minister, School & Mass Education / Hon'ble Minister, Higher Education for kind knowledge of Hon'ble Minister S& ME and Hon'ble Minister Higher Education .

TBB
6/4/18

Joint Secretary to Govt.

Memo No.: 10163 /**H.E.,Dated:** 07 /04/2018

Copy forwarded to the Sr. PS to Additional Chief Secretary to Govt. Higher Education Department for kind knowledge of ACS, H.E. Deptt.

TBB

Joint Secretary to Govt.

Memo No.: 10164 /**H.E.,Dated:** 07 /04/2018

Copy forwarded to Additional Chief Secretary to Govt., Home Department/ Principal Secretary to govt., SC & ST Development Department for Kind information of Additional Chief Secretary to Govt., Home Department/ Principal Secretary to govt., SC & ST Development Department

TBB

Joint Secretary to Govt.

Memo No.: 10165 /**H.E.,Dated:** 07 /04/2018

Copy forwarded to the PS to Principal Secretary to Govt. School & Mass Education Department / Commissioner-Cum-Secretary to Govt. Skill Development & Technical Education Department for kind information of Principal Secretary, S& ME Deptt. / Commissioner-Cum-Secretary Skill Development & Technical Education.

TBB

Joint Secretary to Govt.

Memo No.: 10166 /**H.E.,Dated:** 07 /04/2018

Copy forwarded to the PS to All Secretaries to Govt. / Director, Higher Education Department for kind information.

TBB

Joint Secretary to Govt.

Memo No.: 10167 /**H.E.,Dated:** 07 /04/2018

Copy forwarded to the Registrars of all Universities/ Principals of all Government & Non-Government/ Regional Directors of Education (Bhubaneswar/ Berhampur/ Sambalpur) for information and necessary action.

TBB

Joint Secretary to Govt.

Memo No.: 10168 / **H.E., Dated:** 07 / **04/2018**

Copy forwarded to all Collectors for information.

TBB
6/4/18

Joint Secretary to Govt.

Memo No.: 10169 / **H.E., Dated:** 07 / **04/2018**

Copy forwarded to the Director, Printing & Stationeries Odisha Government Press, Cuttack for publication in the extraordinary notification of Government of Odisha and supply 100 spare copies to this Department.

TBB

Joint Secretary to Govt.

Memo No.: 10170 / **H.E., Dated:** 07 / **04/2018**

Copy forwarded to the General Manager, OCAC for kind information.

TBB

Joint Secretary to Govt.

Memo No.: 10171 / **H.E., Dated:** 07 / **04/2018**

Copy forwarded to the Section- XVII/ Section-I/ Section-III and Section-II Guard file for information.

TBB

Joint Secretary to Govt.

Government of Odisha
Department of Higher Education

No.: 15115 / H.E., Date: 5 / 07 / 2014
HE-FE-III-MISC-0008/2014

From

Sri Ajay Kumar Nayak, OAS (SAG)
Joint Secretary to Government

To

The Principals
438 Degree SAMS Resource Centers

Sub: Further Clarification on validation the CAFs submitted by the Diploma passed students from SCTE&VT, Odisha

Ref: H. E. Dept. Letter No. 14875, Dated: 03/07/2014

Madam/Sir,

In inviting a reference to the subject cited above, I am directed to say that the diploma students applied for +3 classes shall be validated as follows:

- (1) The student must have passed in all the semester examinations and been issued with the "Provisional Certificate cum Memorandum of Marks" clearly indicating semester wise marks.
- (2) While validating the marks, please take the marks secured (Column # 3) and total marks (Column # 2) of 1st and 2nd semester as given below:

Semester	Total Marks	Marks Secured	Marks Calculated for Division
1 st	A	X	X/2
2 nd	B	Y	Y/2
3 rd	Not Required	Not Required	Not Required
4 th	Not Required	Not Required	Not Required
5 th	Not Required	Not Required	Not Required
6 th	Not Required	Not Required	Not Required
Marks calculation method: (Total Marks= A+B), (Marks Secured= X+Y)			

- (3) Marks of subjects & semesters other than above mentioned points will not be considered for selection.
- (4) Please ignore the letter under reference.

This is for kind information & necessary immediate action of all concerned.

Yours faithfully,

Joint Secretary to Government

Memo No: 15116 / HE, Dated: 5 / 07 / 2014

Copy forwarded to the Commissioner-cum-Secretary, I.T. Department / Executive Director, OCAC / General Manager, OCAC / Director, Higher Education / Regional Director of Education (Bhubaneswar / Sambalpur / Berhampur) / The Chairman, CHSE (Q), Bhubaneswar for kind information and necessary action.

Joint Secretary to Government

Government of Odisha
Department of Higher Education

No.: 14221 /H.E., Date: 25/06/2014
HE-FE-III-POL-0008/2014(Pt.)

From

Sri Ajay Kumar Nayak, OAS (SAG)
Joint Secretary to Government

To

The Principal
437 Degree SAMS SRC Colleges

Sub: Equivalence of Diploma course with +2 Science & admission in Degree colleges: Reg.

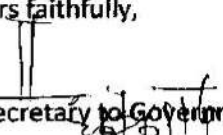
Ref: CHSE(O) Notification No : 7723, Dated : 16/11/2013

Madam/Sir,

In inviting a reference to the subject cited above, I am directed to say that as per the notification issued by the CHSE (O) on **16/11/2013**, the students who have passed Three (3) year Diploma course in Engineering having subjects Physics, Chemistry, Mathematics and English as foundation course conducted by SCTE & VT, Odisha (**State Council for Technical Education & Vocational Training, Odisha**) are eligible to take admission in 3 years Degree course offered by general Degree colleges, covered under Student Academic Management System (**SAMS**). Other terms and conditions are as per the guidelines mentioned in the Common Prospectus (CP) 2014-15. These students are not eligible to apply for Biological Science streams.

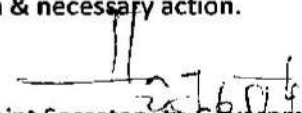
Therefore, you are requested to receive the applications from these students and validate them on or before the last date of admission.

Yours faithfully,


Joint Secretary to Government

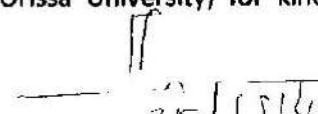
Memo No.: 14222(8) /H.E., Dated: 25/06/2014

Copy forwarded to Commissioner-cum-Secretary, I.T. Department / Executive Director, OCAC / General Manager, OCAC / Director, Higher Education/ Regional Directors of Education (Bhubaneswar/ Sambalpur / Berhampur)/ Chairman CHSE (O) / Principals, all SAMS Degree Colleges for kind information & necessary action.


Joint Secretary to Government

Memo No.: 14223(5) /H.E., Dated: 25/06/2014

Copy forwarded to the Registrar (Utkal University/ Berhampur University/ Sambalpur University/ Fakir Mohan University/ North Orissa University) for kind information & necessary action.


Joint Secretary to Government

**GOVERNMENT OF ODISHA
HIGHER EDUCATION DEPARTMENT**

No.: 16797 /HE, Dated: 25 /04/2023
HE-PTC-SAMS-0005-2020

From

Rajata Kumar Mansingh, OES-I
Deputy Director, PTC

To

The Chairman P.G Council (All State Public Universities coming under
Higher Education Department)

The Principals (All Government/ Non-Government Degree Colleges coming
under Higher Education Department)

**Sub: Validation of Certificates of the Sportspersons for admission into U.G &
P.G. Courses in Higher Education Institutions - Reg.**

**Ref: Letter No. 15536, Dated 07.09.2022 & Letter No.3676, Dated 23.02.2023
of Sports & Youth Services Department, Govt. of Odisha**

Madam/Sir,

In inviting a reference to the subject cited above, I am directed to inform you that Sports & Youth Services Department, Government of Odisha, after careful consideration, in its letter number referenced above has clarified that applicants having International & State level Sports Certificate need not have to visit the Sports Department for any type of countersign. The Sports Weightage certificate shall be issued online only through Sports Department's website. The online generated QR based Sports Certificate is valid for one Academic year, from which the certificate is issued.

However, in case of the Certificates issued by SGFI for National School Games should be countersigned by any of the designated officer of the Regional/State Office of the Educational Board concerned as per G.O. 14795/HE, dtd.24.07.2019.

This shall come into force from the Academic Session 2023-24.

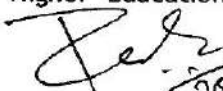
This must be treated as **MOST URGENT**.

Yours faithfully


25.04.2023
Deputy Director

Memo No. 16798 /HE, Dated: 25 /04/2023

Copy forwarded to the P.S. to Principal Secretary, Higher Education
Department for kind knowledge of Principal Secretary.


25.04.2023
Deputy Director

(P. T. O.)

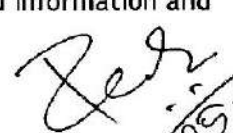
Memo No. 16799 /HE, Dated: 25/04/2023

Copy forwarded to All RDEs (Bhubaneswar /Sambalpur/
Berhampur/Balasore/ Jeypore) for kind information and necessary action.


25.04.2023
Deputy Director

Memo No. 16800 /HE, Dated: 25/04/2023

Copy forwarded to the General Manager, OCAC for kind information and
necessary action.


25.04.2023
Deputy Director



Government of Odisha
Sports & Youth Services Department
Kalinga Stadium, Nayapalli, Bhubaneswar-751012
e-mail: deptsportsodisha@gmail.com

SYS-SA-SA-0048-2015- 15536^(a) / September 7, 2022

From: Sailendra Kumar Jena, OAS (S)
Joint Secretary to Government

To: ✓ Director, Higher Education, Odisha/
Director, Higher Secondary Education, Odisha

Subject: Regarding provision for students seeking admission in higher educational institutions-reg.

Sir,

Some of the students along with their parents have approached this department to get their sports achievement documents counter-signed, for the purpose to avail reservation in educational institutions.

2. I am to clarify that there is no provision to countersign any document at this department.
3. As per the guidelines, students having achievements in sports competitions are issued weightage certificate on submission of application to this department in the prescribed manner. The previous arrangement to submit hard copy application has been stopped and the entire process of submission of application and issue of Weightage Certificate as per the guidelines has been digitised.
4. The digitally issued Weightage Certificate bears a QR code, a serial number, photo and signature of the applicant and the details of the issuing authority. The QR code may be scanned to ascertain the authenticity of the document. In case of any doubt, the authority concerned may contact this department quoting the name on the document and the serial number.

This clarification is issued for removal of difficulties faced by the students as well as the educational institutions at the time of admissions. Concerned authorities may kindly be instructed accordingly.

Yours faithfully,


Joint Secretary to Govt.

17199



Government of Odisha
Sports & Youth Services Department
Kalinga Stadium, Bhubaneswar-751012
E-Mail: deptsportsodisha@gmail.com

SYS-SA-SA-0048-2015- 3676 /Feb 23, 2023

From: Sailendra Kumar Jena, OAS
Joint Secretary to Government

To: ✓ The Deputy Director, PTC
Higher Education Department, Bhubaneswar

Subject: Validation of the Sports Certificates claimed by the students to get a Weightage seat for admission into U.G & PG Courses

Reference: Letter No.HE-PTC-SAMS-0005-2020/5772/HE/dt.09.02.2023.

Sir,

In reference to the above, I am to clarify that the weightage certificates issued on-line by the Sports & Youth Services Department is valid for the session for the year in which the same is issued. I am to reiterate that the department is issuing weightage certificate only through the online services.

The list of applicants in favour of whom the certificates already issued are made available in the website of the department, i.e., sportsodisha.gov.in, from time to time. An applicant can apply for weightage certificate in the website, through registering himself/ herself as a citizen user, followed by creating his/ her player profile.

The resolution No.4284SYS/dt.01.05.2017 is enclosed here with.

Yours faithfully,


Joint Secretary

Government of Odisha
Sports & Youth Services Department
C-1, Nayapalli, Bhubaneswar-75101

RESOLUTION

No. SYS-SA-SA-0024-2016 4284 SYS., Bhubaneswar Dated the 01/05/17

In supersession of all previous resolution/ notification issued by Sports & Youth Services Department relating to Issue of Sportsman Identity Card/ Weightage Certificate/ Sportspersons Pension etc, & after careful consideration Government has been pleased to approve following 39 sports disciplines as indicated below:-

(1) Athletic, (2) Chess, (3) Cricket, (4) Football, (5) Hockey, (6) Badminton, (7) Tennis, (8) Swimming, (9) Table Tennis, (10) Weightlifting, (11) Archery, (12) Basketball, (13) Body Building, (14) Boxing, (15) Handball, (16) Judo, (17) Karate-Do, (18) Kabaddi, (19) Kho-Kho, (20) Kayaking & Canoeing, (21) Power lifting, (22) Taekwondo, (23) Volleyball, (24) Wrestling, (25) Ball Badminton, (26) Baseball, (27) Cycling, (28) Gymnastics, (29) Netball, (30) Roller Skating, (31) Rowing & Sculling, (32) Sepak Takraw, (33) Softball, (34) Tennikoit, (35) Wushu, (36) Yachting (Sailing), (37) Rifle Shooting, (38) Rugby, (39) Sports for P.W.D

The above approved sports disciplines has been categorized into four categories i.e A, B, C & D category as indicated below except sports for PWD

Category-'A'	(1) Athletic, (2) Archery, (3) Cricket, (4) Football, (5) Hockey, (6) Weightlifting
Category-'B'	(1) Badminton, (2) Basketball (3) Boxing (4) Chess (5) Cycling (6) Gymnastics, (7) Judo (8) Kabaddi, (9) Kho-Kho, (10) Karate-Do, (11) Swimming (12) Tennis, (13) Table Tennis, (14) Taekwondo, (15) Volleyball, (16) Wrestling.
Category-'C'	(1) Baseball, (2) Kayaking & Canoeing, (3) Handball, (4) Rifle Shooting, (5) Rugby (6) Rowing & Sculling (7) Sepak Takraw, (8) Softball, (9) Wushu, (10) Yachting (Sailing),
Category-'D'	(1) Ball Badminton, (2) Body Building (3) Roller Skating (4) Netball (5) Tenni Koit (6) Power lifting

Various sports related benefits to sportspersons of different categories will be extended as given below.

SPORTS RELATED BENEFITS	ELIGIBILITY			
	Category A Sporting disciplines	Category B Sporting disciplines	Category C Sporting disciplines	Category D Sporting disciplines
WEIGHTAGE CERTIFICATE	EXCEPT CHESS Representing Odisha at least once in national event of any age category OR Representing India at least once in Olympic Games/ Asian Games or Championship/ Commonwealth Games or Championship World Cup or World Championship/ SAF Games in any age category	EXCEPT TENNIS Representing Odisha at least twice in national event of any age category OR Representing India at least once in Olympic Games/ Asian Games or Championship/ Commonwealth Games or Championship World Cup or World Championship/ SAF Games in any age category	Representing Odisha at least thrice in national event of any age category OR Representing India at least once in Olympic Games/ Asian Games or Championship/ Commonwealth Games or Championship World Cup or World Championship/ SAF Games in any age category	Representing Odisha at least thrice in national event of any age category OR Representing India at least once in Olympic Games/ Asian Games or Championship/ Commonwealth Games or Championship World Cup or World Championship/ SAF Games in any age category

	<u>CHESS</u> Same as above OR Top 10 players of Odisha in different age categories as per ELO Rating.	<u>TENNIS</u> Same as above OR Top 10 players of Odisha in different age categories as per AITA Rating.		
IDENTITY CARD	<u>EXCEPT CHESS</u> Representing Odisha at least once in Sr. National event OR Representing India at least once in Olympic Games/ Asian Games or Championship/ Commonwealth Games or Championship/ World Cup or World Championship in 18 + age category <u>CHESS</u> Same as above OR On achieving ELO Rating of 1800 or more.	<u>EXCEPT TENNIS</u> Representing Odisha at least twice in Sr. National event OR Representing India at least once in Olympic Games/ Asian Games or Championship/ Commonwealth Games or Championship World Cup or World Championship in 18 + age category <u>TENNIS</u> Same as above OR On securing a position within Top 20 in India as per AITA Rating.	Representing Odisha at least thrice in Sr. National event OR Representing India at least once in Olympic Games/ Asian Games or Championship/ Commonwealth Games or Championship/ World Cup or World Championship/ in 18 + age category	Not eligible for issue of Sportsman Identity Card
SPORTS PENSION	Representing Odisha at least once in Sr./Jr. /Youth category National event OR Representing India at least once in Olympic Games/ Asian Games or Championship/ Commonwealth Games or Championship /World Cup or Championship in Sr./Jr./Youth category.	Representing Odisha at least twice in Sr./Jr./Youth category National event. OR Representing India at least once in Olympic Games/ Asian Games or Championship/ Commonwealth Games or Championship /World Cup or Championship in Sr./Jr./Youth category.	Representing Odisha at least thrice in Sr./Jr./ Youth category National event. OR Representing India at least once in Olympic Games/ Asian Games or Championship/ Commonwealth Games or Championship /World Cup or Championship in Sr./Jr./ Youth category.	Representing Odisha at least thrice in Sr./Jr./ Youth category National event. OR Representing India at least once in Olympic Games/ Asian Games or Championship/ Commonwealth Games or Championship /World Cup or Championship in Sr./Jr./ Youth category.

Similarly the eligibility criteria for Sportspersons with Disabilities will be as given below.

Sports related benefit	Eligibility
WEIGHTAGE CERTIFICATE	Representing India at least once in any age category through the recognized national body, in any recognized international event duly organized by the concerned international body OR Medal holder in the recognized National Championship (any age group)
IDENTITY CARD	Representing India at least once in 18 + age category through the recognized national body, in any recognized international event duly organized by the concerned international body OR Medal holder in the recognized National Championship (Senior age category).
SPORTS PENSION	Representing India through the recognized national body at least once in Senior/ Junior/ Youth Category in any recognized international event duly organized by the concerned international body OR medal holder in any recognized National Championship in Senior/ Junior/ Youth Category.

By order of Governor

Memo No. 4285 /SYS, Bhubaneswar, dated: 01/05/17
 Copy forwarded to Director, Printing, Stationery & Publication, Odisha, Cuttack for information and necessary action. He is requested to publish the same in the next issue for Odisha Gazettee and send 100 nos. of copies to this Department.

Commissioner-cum-Secretary

Memo No. 4286 /SYS, Bhubaneswar, dated: 01/05/17
 Copy forwarded to Odisha Olympic Association, Barabati Stadium, Cuttack / All State Level Association for information and necessary action.

Director-cum-Addl. Secretary

Memo No. 4287 /SYS, Bhubaneswar, dated: 01/05/17
 Copy forwarded to Special Officer, Odisha Council of Sports, Cuttack for information and necessary action.

Director-cum-Addl. Secretary

Memo No. 4288 ⁽⁴⁷⁾ /SYS, Bhubaneswar, dated: 01/05/17
 Copy forwarded to Principal, Government College of Physical Education, Bhubaneswar/ Kulundi, Sambalpur/ All District Sports Officers/All Hostels In-charge for information and necessary action.

Director-cum-Addl. Secretary

Memo No. 4289 /SYS, Bhubaneswar, dated: 01/05/17
 Copy forwarded to I.T. Section of Sports & Youth Services Department for upload the same in the Departmental Portal/ Website for information of General Public.

Director-cum-Addl. Secretary

Director-cum-Addl. Secretary

**Government of Odisha
Higher Education Department**

Annexure - 4.3

No.: 14795 /H.E., Date: 24/07/2019
HE-PTC-SAMS-0002/2019

From

Dr. Mihir Kumar Das, OES (I)
Officer-In-Charge, PTC

To

The Principals,
All Degree/Autonomous/Self-Financed/Sanskrit (Shastri) Colleges

Sub: Countersigning of certificates of Sportspersons for admission into Educational Institutions.

Madam/Sir,

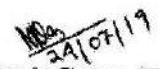
In inviting a reference to the subject cited above, I am directed to intimate you that Educational Institutions such as KVS, DAV, CBSE /ICSE Schools etc. send their sports teams to the National School Games (Conducted by SGFI) directly without routing through the State Schools Sports Association. Therefore, Sports & Youth Services Department, Govt. of Odisha, after careful consideration, in its Letter No : 2390/S&YS/dt.29-02-2016, has clarified that in such cases, suitable Officers of Regional/State Office of such Educational Boards may be the competent authority to countersign the certificates. (Director/Secretary of S&YS Dept. or Director of Secondary Education are not the countersigning authorities in this case.)

Therefore, in such cases, you are requested to accept the sports certificates (certificates issued by SGFI for National School Games), countersigned by any designated officer of the Regional/State Office of the Board concerned (For Example : for KVS, Deputy Commissioner or any designated officer of KVS, Bhubaneswar Region, Odisha), and allow the students to avail the weightage as mentioned in Common Prospectus 2019.

Certificates not issued by SGFI and/or certificates not pertaining to National School Games are not eligible for any weightage, even though counter-signed by designated authority of these Boards.

This is treated as "Most Urgent"

Yours faithfully,


24/07/19
Officer-in-Charge, PTC

P.T.O

Memo No.: 14796 /H.E., Dated: 24/07/2019

Copy forwarded to the P.S. to the Commissioner-cum-Secretary, Higher Education Department, for kind knowledge of the Commissioner-cum-Secretary, Higher Education Department.

Memo No.: 14797 /H.E., Dated: 24/07/2019

 Officer-in-Charge, PTC

Copy forwarded to the Director, Higher Education/ RDEs (Bhubaneswar, Berhampur, Sambalpur, Balasore, Jeypore) for kind information and necessary action.

Memo No.: 14798 /H.E., Dated: 24/07/2019

 Officer-in-Charge, PTC

Copy forwarded to the General Manager, OCAC, Bhubaneswar for kind information and necessary action.

 Officer-in-Charge, PTC

**GOVERNMENT OF ODISHA
HIGHER EDUCATION DEPARTMENT**

No.: 32452 /HE, Dated: 03 /08/2022
HE-PTC-MISC-0015-2022

From

Saswat Mishra, IAS
Principal Secretary to Government

To

Vice-Chancellors of all State Public Universities (under HED)

Principals of all Government General Degree Colleges and Teacher Education Colleges (under HED)

Principals of all Aided and Un-aided Non-Government Colleges (under HED)

Sub: Ragging prevention measures in Universities and Colleges (under HE Department)

Madam/Sir,

- (1) As the time for admission of new students into universities and colleges has come, all universities and colleges (under HE Department) are hereby directed to take up ragging prevention measures as per UGC notified 'Regulations on Curbing the Menace of Ragging in Higher Educational Institutions 2009'. UGC has amended this Regulation thrice in the meantime. This Regulation, with its amendments, is available in the UGC website. Letter of UGC dated 16.10.2020 is enclosed herewith at (Annexure-A) for your reference.
- (2) As per the 2nd Amendment of the above-said UGC Regulations, it is compulsory for each student and his/her parent/guardian to submit an online undertaking each academic year in either of the two designated websites namely (www.antiragging.in) and (www.amanmovement.org). Procedure for filing online anti-ragging undertaking has been communicated by UGC vide its letter dated 27.10.2021 (Annexure-B). If it becomes difficult to file online undertaking, institutions shall obtain physical undertaking from students and their parents/guardians in the format given in Annexure C (1) and C (2). As this physical undertaking is not an affidavit, there is no necessity of getting this undertaking verified/signed by any Notary Public or Oath Commissioner.
- (3) All institutions should distribute pamphlet/leaflet amongst students of all batches, once in a quarter, containing anti-ragging messages as well as

punitive actions that can be taken against students found involved in ragging. The pamphlet/leaflet should also contain National Anti-ragging Helpline number and e-mail Id and also the mobile number and e-mail Id of important functionaries of the institution including that of Hostel Warden, Hostel Superintendent, Head of Institution, Anti-ragging Squad Members, etc. These telephone numbers and e-mail Ids should also be conspicuously displayed, in shape of wall paintings or display board, at various places of the institution especially in hostels including private hostels situated outside the campus.

- (4) Institutions should organize awareness programs/workshops on "Awareness on Ragging and Anti-Ragging Measures". Consciousness among students should be spread by conducting Dramas, Audio Visual Events, Nu-Skool, etc. Efforts should be made to create the ability in students to understand and share the feelings of one another. Emotional Quotient (EQ) is to be developed in them which will in turn help them to manage their own emotions in a positive way in their professional and personal life.
- (5) An active and effective Anti-ragging Squad is perhaps the most effective way of prevention of ragging. An Anti-ragging Squad, comprising of 3 to 4 teachers, shall be constituted by the Head of the Institution for maintaining vigil, oversight and patrolling function. The Squad shall remain mobile, alert and active at all times. The telephone number of the Squad members should be intimated to students of all batches through pamphlet/leaflet and display board/wall painting. The Squad should make surprise visit to hostels and other places vulnerable to incidents of ragging, including private hostels and such other vulnerable places outside the institution campus. The Squad shall conduct enquiry into any incident of ragging referred to it by the Head of the institution or any teaching or non-teaching employee of the institution or any student/parent/guardian or by any other person; and submit its enquiry report along with recommendations to the Head of the Institution. While conducting enquiry, the Squad must follow fair and transparent procedure. Students accused of ragging should be given adequate opportunity to defend themselves. On receipt of enquiry report of the Anti-ragging Squad, the Head of the Institution shall take appropriate action as per the provisions of the UGC Regulations.

The Squad shall also conduct discreet random survey amongst fresh students every fortnight during the first three months of the academic year to verify and cross-check whether the institution is indeed free of ragging or not.

- (6) Notwithstanding the obligations and responsibilities of members of Anti-ragging Squad, Anti-ragging Committee and the Head of the Institution, it shall be the general collective responsibility of all teachers and staff/employees of the institution, whether regular or temporary, to prevent or to act promptly against occurrence of ragging or any incidence of ragging which comes to their notice.
- (7) No institution shall condone any reported incidence of ragging in any form. Action against students found guilty of ragging and/or abetting ragging must be taken in accordance with the provisions of the UGC Regulations. For every established case of ragging and/or abetment of ragging, the institution shall file First Information Report (FIR) with the Local Police Authorities under the appropriate penal provisions of Indian Penal Code (IPC). Without waiting for the outcome of such FIR, the institution shall also take action against the students found guilty of ragging or abetment of ragging by imposing suitable punishment as mentioned in Para-9.1(b) of the UGC Regulations.
- (8) Ragging is a criminal offence and is also a dehumanising and abominable act. Institutions must sincerely endeavour towards ensuring a ragging free campus to eliminate the scourge of ragging. Incidents/Allegations of ragging should not be ignored and swept under the carpet to present "All is well" message. In established cases of ragging, institutions must not try to patch up between the student(s) found guilty of ragging and the victim(s) of ragging. Such laxity towards ragging will do more harm than good to the institution in long-term.
- (9) Members of State-level Anti-ragging Committee, District-level Anti-ragging Committees and HE Department-level Anti-ragging Committee may make random and surprise visits to Universities and Colleges to check whether desired anti-ragging measures are put in place or not.

Yours faithfully


Principal Secretary to Government 03/08/2022

(P.T.O)

Memo No.: 32453 /H.E., Dated: 03 /08/2022

Copy forwarded to the P.S. to Hon'ble Minister, Higher Education Dept. for kind knowledge of the Hon'ble Minister.


Principal Secretary to Government

Memo No.: 32454 /H.E., Dated: 03 /08/2022

Copy forwarded to the Principal Secretary to Government, Skill Development and Technical Education Department, Odisha (Nodal Department for monitoring Anti-Ragging measures in the State) for kind information.


Principal Secretary to Government

Memo No.: 32455 /H.E., Dated: 03 /08/2022

Copy forwarded to the Vice-Chairperson, OSHEC, Pustak Bhawan, Suka Vihar, Bhubaneswar for kind information.


Principal Secretary to Government

Memo No.: 32456 /H.E., Dated: 03 /08/2022

Copy forwarded to RDEs (BBSR/Balasore/Berhampur/Jeypore/Sambalpur) for information.


Principal Secretary to Government

ANTI-RAGGING UNDERTAKING

- 1) I _____ (*full name of the student with admission/registration/enrolment number*) s/o / d/o Mr./Mrs./Ms. _____ having been admitted to (*name of the institution*), have received a copy of the UGC Regulations on curbing the Menace of Ragging in Higher Education Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.
- 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby undertake that
- a. I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
 - b. I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
- 6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this _____ day of _____ month of _____ year.

Signature of the Student

Name:

Address:

Telephone / Mobile No.:

ANTI-RAGGING UNDERTAKING

- 1) I Mr./Mrs./Ms. _____ (*full name of the parent/guardian*) father/mother/guardian of _____ (*full name of the student with admission/registration/enrolment number*), having been admitted to _____ (*name of the institution*), have received a copy of the UGC Regulations on curbing the Menace of Ragging in Higher Education Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.
- 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby undertake that
- a. My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
 - b. My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
- 6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this _____ day of _____ month of _____ year.

Signature of the Parent/Guardian

Name:

Address:

Telephone / Mobile No.:

