

**GOVERNMENT OF ODISHA
HIGHER EDUCATION DEPARTMENT**

No.: 34006 /HE, Dated: 10 /08/2022
HE-PTC-SAMS-0005-2020

From

Dr. Rajesh Kumar Sahoo, OES
Deputy Director
Performance Tracking Cell

To

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

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

Sub: Guidelines for Phase-I & SPOT admission into U.G. Courses for the Academic Session 2022-23

Madam/Sir,

In inviting a reference to the subject cited above, I am directed to inform you that, following instructions should be followed scrupulously during admission into U.G. courses for the session 2022-2023.

- 1) You are requested to keep ready your SAMS lab, Internet, Printer, Computer etc. for the admission process for the session 2022-23.
- 2) In view of COVID-19 situation, Higher Education Department has removed the validation process prior to the admission. Students are advised not to visit any place for validation of their Common Application Form until admission.
- 3) Application will be auto-validated, if his/her examination mark is verified online along with reservation. In case CAF is not validated by the SAMS application, then also applicants are not required to visit any SRC or any HEI for validation. Validation of such non-validated CAFs will be verified at Destination HEI during admission.
- 4) First and Second Selection of Phase-I admission will be done as per reservation policy and weightage system.
- 5) If the applicant fails to bring the Intimation letter with him/her at the time of admission, then the concerned HEI should help him/her to download and provide the same.
- 6) At the time of admission, there shall be an attendance register for applicants. The admission team must ensure that during the time of reporting, the applicant must put his/her signature in the attendance register. If the applicant is unable



to be present physically due to Covid related issues or any specific ground, his/her parents or relative shall be allowed to do the admission work on behalf of the applicant. But, proper verification of identity of the applicant's parents or relative must be ensured. During the time of admission, if any discrepancies are noticed in the auto-validated/validated CAFs by the destination HEI, then the HEI will not allow the applicants to take admission. In such scenario, the Destination HEI has to click on "Not-allow" button and tick the appropriate box as mentioned in the list for error correction.

- 7) **Error Correction:** This is very important and crucial part of admission process. You are requested to instruct your admission team to follow all the procedures as mentioned confirming errorless reporting of applicant's CAF discrepancies in daily basis. This will ensure applicants chance to get a seat in the next round of selection. There should be an error correction register to maintain different types of errors arising during admission time. The format is mentioned below.

Sl. No.	Name of the applicant	Barcode No.	Nature of Error	Whether the error has been entered in e-space	Signature of the Admission-in-Charge after due entry in e-space by DEO
1	2	3	4	5	6

- 8) (a) The error correction must be authenticated by the Admission-in-Charge during admission process. If any discrepancy in updating error correction was noticed during admission period, and because of this discrepancy an applicant is debarred from taking admission, the Admission-in-Charge will be held responsible for this negligence.
- (b) HEIs 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, HEI has to verify their certificates and necessary documents meticulously and rectify the error by clicking "Error Correction" button and submit the application online.
- (c) There are two buttons showing (1- Allowed, 2- Error Correction). If you click on the Allowed button, it shows again two buttons (1-Yes, 2- No). If you press "Yes", it show IS THERE ANY CORRECTION NEEDED. If you choose yes, then type the cause in the box. If you choose "NO", then update the admission of the said applicants.
- (d) If any changes occur in error correction, then these applications will be taken as fresh applications for subsequent rounds of selection irrespective of the mark secured by the candidates.



- 9) If Destination HEI finds any duplicity in applicant name during admission, then Destination HEI has to check the applicant in person and ask the applicant to submit a hand written application along with their identity proof document for this purpose. Destination HEI has to upload both documents in the portal to cancel old admission and accept the latest one. This process can only be used once by an applicant.
- 10) Computation of marks in case of students passing from ICSE, CBSE & Other Boards:
Equivalent Marks = $\frac{X}{Y} \times 600$
- Where, X= Total Marks Secured (There will be no selection of best 4 or best 5)
- Y= Total full marks (if 4 subjects then Y=400, if 5 subjects=500 or Y may be 800/1000 as of other boards).
- e.g., if a candidate has secured 384 marks out of 500 marks for 5 subjects, then,
- Equivalent Marks= $\frac{384}{500} \times 600 = 460$ marks
- 11) The HEI authority has to check the following certificates at the time of admission:
- ✓ Original High School Certificate (HSC/CBSE/ICSE/any other Board for verification of date of birth)
 - ✓ Original Higher Secondary (+2) Mark Sheets-cum-Provisional Certificate (or equivalent Board)
 - ✓ Original Schedule Tribe / Schedule Caste certificates containing Barcode
 - ✓ Original Person With Disability (PwD) containing Barcode
 - ✓ Original Ex-Service Man certificate (ESM)
 - ✓ Original Service Defence Personnel (SDP)
 - ✓ Original Children of Martyrs (CoM)
 - ✓ Original NCC certificate
 - ✓ Original NSS certificate
 - ✓ Original Sports certificate (Kindly refer the letter no: 12471, Dated: 06-06-2014 & 14795, Dated: 24-07-2019 at the time of admission)
- 12) Data-updation along with generation of Roll Number of admitted students must be done in HEI e-space every day in order to know the status of admitted students on daily basis. The work must be completed as per timeline fixed by



the Government. It is to mention that if the Destination HEI will not update the data in time, the slide up option will not be enabled for the admitted student.

- 13) *Unlike previous years, online admission fees for admission into U.G. courses will not be collected from students through SAMS portal during e-admission period. Only after the completion of e-admission period, students will be required to deposit admission fees in offline mode in the HEIs where they will finally take admission within the mentioned time period by Department. Admission Fees should be mentioned in the Intimation Letter. The detailed timeline shall be shared by this Department.*
- 14) In order to prevent ragging in HEIs, a printed undertaking as enclosed in the Common Prospectus (Annexure-C (1)) to be filled-up and sign by the student 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 student (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.

Guideline for SPOT Admission

- i) Applicants, who have registered and submitted their CAF during 1st Phase of admission are eligible to apply for SPOT admission for the remaining number of seats.
- ii) These applicants have to login with their existing username & password to provide new options (HEI + Subject) irrespective of the options mentioned earlier in the CAF. An applicant can provide maximum 5 options.
- iii) Vacancy position will be available subject wise, category wise at www.samsodisha.gov.in. HEIs will also notify the number of seats lying vacant, if any, in the subject(s) in the HEI Notice Board/HEI websites (subject wise, category wise). They will match it with the admission record of their HEIs for double verification. If it is noticed that the figure varies, then the less one is to be displayed in the HEI Notice Board/website till the discrepancy is settled. HEIs should write a mail to ptc.section@gmail.com by citing the discrepancy details. After verification, if the number increases, then that shall be notified immediately in the Notice Board.
- iv) Selection of the applicants will be done purely on the mark basis after de-reservation of seats. However, PwD students will be given preference irrespective of their category.
- v) Applicants are required to submit a handwritten application as per the format enclosed (Annexure-A), along with the edited CAF and a photocopy of self-attested Mark Sheet, PwD Certificate, etc. addressing to the Principal of the HEI.



- vi) HEIs are required to maintain a register as per the format given below to receive the applicants CAF physically at HEI level. Before entering details of the applicant coming for submission of handwritten Annexure-A form in the register, it is requested to verify whether the applicant's name is in the list provided to the respective HEI in their e-Space.

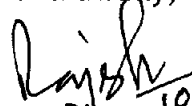
SPOT Admission 2022-23						
HEI Name:						
Subject	Name	Barcode	Nos. of CAFs submitted	Signature of the Applicant	Date	Signature of Receiving Officer
1	2	3	4	5	6	7

N.B:- If one applicant has applied for more than one subjects in one HEI, then s/he has to provide that much numbers of CAFs at HEI level.

- vii) Selection list will be prepared as per the CAFs received at HEIs. If during preparation of selection list, if any error in CAF is found then that can be verified and corrected as per the actual record. Later on, the corrected Data can be updated in SAMS. The HEI concerned will be held responsible for occurrence of any discrepancy in future.
- viii) HEIs will display the list of selected applicants' name on HEI Notice Board as per the timeline fixed by the HE Department.
- ix) HEIs will tag selected applicants' data in the HEI e-Space positively as per the timeline.
- x) Applicants will know their selection from applicants' login and from e-Space of HEI. If a selected applicant got multiple choices/options, S/he has to choose only one selected option for taking admission. Once the applicant selects one option from the multiple options, the other options will be immediately disabled. No further editing is possible. Admission Payment Fees option will be enabled against selected applicants only.
- xi) All selected applicants are required to pay the admission fees to generate and download the intimation letter along with CLC. If an applicant gets selected for more than one HEI or one HEI with different subjects, then it is his/her responsibility to take decision as to where s/he wants to take admission. An applicant is allowed to pay and take admission against one option only.
- xii) It is mandatory for the applicants to take admission in their selected HEI after download of 'Intimation Letter'.

Therefore, you are requested to follow the above-mentioned guidelines during Phase-I & SPOT admission process. Therefore, you are requested to complete the above mentioned activities in the stipulated date & time.

Yours faithfully,


Deputy Director 10/08/22

Memo No. 34007 /HE, Dated: 10 /08/2022

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


Deputy Director
10/8/22

Memo No. 34008 /HE, Dated: 10 /08/2022

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


Deputy Director


Memo No. 34009 /HE, Dated: 10 /08/2022

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


Deputy Director

Memo No. 34010 /HE, Dated: 10 /08/2022

Copy forwarded to the General Manager, OCAC with a request to upload the guidelines in SAMS portal.


Deputy Director



SAMS | e-Admission (SPOT)
Department of Higher Education
Government of Odisha

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To

The Principal

Madam/Sir,

I, _____ bearing barcode number _____ (photocopy of the CAF enclosed) have taken/not taken admission at _____ (Name of the College) in _____ (Honours/Core)/Pass/anywhere. Now, I am interested to take admission in the Honours (Core) subject /Pass subject “_____” in your College. I have secured _____ marks out of total marks _____ at Higher Secondary (+2) Examination (Photocopy of the mark sheet enclosed).

My registered contact no. is _____ and e-mail Id. is _____.

Full Signature of the Applicant

Date :

Place :

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.: