



Common Prospectus

Student Academic Management System

Department of School & Mass Education
Government of Odisha

Higher
Secondary
(Class - XI)



Academic
Session 2021-22



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

Ragging in any form is an
offence and punishable under law

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Definitions & Acronyms

Applicant Copy	This form is the replica of the CAF to be retained by the applicant for future reference.
Applied HSS	The Higher Secondary School (HSS) which the applicant selects in her/his application form for admission
BSE, Odisha	Board of Secondary Education, Odisha
CAF	Common Application Form
CHSE	Council of Higher Secondary Education, Odisha
CP	Common Prospectus
Destination HSS	Where the applicant is selected to take admission (as mentioned in the Intimation letter)
DHSE	Directorate of Higher Secondary Education, Odisha.
Help Desk	Helpdesk consists of a group of teaching and non-teaching staffs of the School. It educates the applicants about different procedures of e-Admission.
HSS	Higher Secondary School
HSS LC	Higher Secondary School Leaving Certificate
HSS Profile	This profile gives information regarding the streams (Arts / Science / Commerce), Subjects, Sanctioned Strength in each Subject, Hostel Facilities, Admission Fees etc. of each Higher Secondary Schools
Internet Facility Center	It is a facility center, opened within the school premises where students/parents/guardians can apply online and take print outs of School copy and Applicant copy as well.
Junior Educational Institutions	Higher Secondary Schools (+2 Educational Institutions)
RoM	Return of Matriculate
SAMS	Student Academic Management System
SAMS Higher Secondary Schools	A Higher Secondary Schools which is implementing admission through SAMS i.e. e-Admission.
Sanjog Helpline Toll Free Number	155335 OR 1800-345-6770: It is toll free helpline number which provides information to applicants / parents / general public on query related to e-Admission.
Slide-up Request	Online Link in the Applicants login in SAMS Portal, where the applicant can exercise his/her option to slide up to upper choice of Higher Secondary school.
S&ME	School and Mass Education Department, Govt. of Odisha.
SLC	School Leaving Certificate

1 Executive Summary

1.1 What is SAMS?

Student Academic Management System, i.e. SAMS, is single window online program used to manage the admission, administration, registration, form fill-up etc. processes of the Higher Secondary Schools of the state. This online system is used by the students to take admission into Class XI of Arts, Commerce, Science, Vocational and Sanskrit Higher Secondary Schools of the state. The admission process thus carried out through internet and computers is called as e-Admission. At present, SAMS covers admission for various other departments, other than Higher Secondary Schools under Schools & Mass Education department: Degree, ITI, Diploma, Teacher Education, Physical Education. Other than e-Admission, SAMS also maintains the academic and financial records of all the students admitted into different educational institutions. The list of Higher Secondary Schools along with their last academic year admission cut-off marks and admission fees details is available in the official website www.samsodisha.gov.in.

1.2 Objectives

- Ensure single window e-Admission process
- Make the admission process economical
- Reducing the anxiety of applicants/parents by making the entire selection and admission process transparent.
- Reduce the work-load of Higher Secondary Schools through several administration modules, using the database for admission process and thereby improving services to the students.
- Increases accuracy and efficiency of all activities involved in the student's lifecycle.

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 using Computers and Internet.

1.3.2 e-Administration

e-Administration uses the admission database for the issue of HSS Identity Cards, Library Cards, record of fees collected from the students, allocation of subjects and sections, preparation of Long Roll Register and Return of Matriculates, Maintenance of student's attendance, Tabulation of HSS level examination marks, issue of HSS Leaving Certificates etc. This would improve efficiency, and save precious time of HSS authorities, ensuring dissemination of correct information and services to all stake holders.

2 e-Admission Procedure (for the students)

2.1 Application Process

The application for admission in to Class XI is invited online through "Common Application Form (CAF)". The CAF will be available in www.samsodisha.gov.in or www.sme.odisha.gov.in for applying online only. There will be one **Common Prospectus (CP)** and **Common Application Form (CAF)** for admission to any stream of any Higher Secondary Schools / Vocational/ Sanskrit Educational institutions in the State.

The CP is available online in SAMS portal in PDF format to download/print. An applicant must read it carefully before online submission of CAF.

2.2 How to apply Online?

Applicants are requested to follow steps mentioned below to apply online:

- a) Go to SAMS website www.samsodisha.gov.in
- b) Click on the **Higher Secondary School (+2)** link under **School & Mass Education** banner
- c) Click on "New Student Registration" button
- d) Enter Name of the Student, Mobile Number & Email ID (optional) in the box provided
- e) Click on the "Generate OTP" button
- f) A six-digit OTP, which will be valid for 5 minutes, will be sent to the mobile number provided
- g) Applicant is required to enter the OTP number in the box showing in the computer screen
- h) Applicant is required to give own password & reconfirm the same in the box showing in the computer screen
- i) Password must have at least one Upper Case (Capital letter), one Lower Case (Small letter), one Digit & a Special Character (@, \$, %, etc...) in it, e.g. Abcd@7618
- j) Then login to the SAMS Application using the user-name (registered mobile number) & password given during online registration.
- k) Once inside, click on the 'Application Form' link in the left menu, to access the online common application form (CAF).
- l) If an applicant has passed out from BSE, Odisha the examination Roll No is to be entered after selecting "Name of the Board", "Year of Passing" and "Exam Type" and for the marks to show up on the CAF. If the applicant agrees with the marks shown in the screen, then s/he has to confirm by clicking on 'Yes' button or else on the 'No' button to allow to modify the marks in the CAF. Other board students will have to furnish the details on the CAF.
- m) For online verification of the Caste certificate, put the Caste Certificate Barcode Number issued from Odisha e-District Application. Fill in all the details in the CAF and click on Apply button to submit the application. For details, **please refer point 10.3.**
- n) This will take you to the next page where you will be required to make CAF fees payment Online. Online payment will take you to the payment gateway where using the options such as Debit Card, Credit Card, Net Banking and UPI etc.
- o) In order to make the CAF fee payment more convenient, a payment gateway namely "Billdesk" has been incorporated in addition to SBI ePay.
- p) **If the applicant have paid through billdesk payment gateway, then any grievance shall be communicated through kolkatabilldesk@gmail.com.**
- q) If the applicants have paid more than once through SBI/other than SBI "Internet Banking / Card Payment" then the applicant must lodge a complaint with the Bank through **Complaint Management System (Login Apply for refund)** online. Students are also suggested to put a mail to agmacp.lhobhu@sbi.co.in with the details of **Transaction ID, Transaction Date, Transaction Time, and Transaction Order No** for the refund of excess payment if any. After they apply, the money will be refunded within 15-20 days' time based on the correctness of the data provided. There is no provision in SBI Gateway for automatic credit of money when the transaction is failed.

2.3 Where to apply Online?

Applicants can apply online at home (through own computer/mobile), Cybercafé, Common Service Center, Internet Facility Center operated in SAMS Resource Centers etc. **They are requested to strictly follow COVID-19 guidelines issued by the Government.**

In Common Services Centers (Jana Seva Kendras of OCAC) or Internet Facility, an applicant has to pay ₹ 10/- for Internet Charges & ₹ 5/- per page of printout (of B/W A4 Size) for completing the online application & for taking printout.

2.4 How to add more Options?

An applicant has to choose **minimum five** (05) nos. and **maximum of ten** (10) nos. of higher secondary school as preferences of choice in her/his CAF. In order to add more than one preference, applicant has to click on **“Add More”** button to select the desired schools/stream from the drop-down list. After adding all the options, s/he must click on the **“Submit”** button.

Note: A notification will flash on the screen when an applicant choose a Higher Secondary School whose previous year cut-off mark is more than the secured mark of the applicant. Flash message: “Your chosen HSS has higher cut-off mark in previous year eAdmission than your secured mark”

Applicants can't apply more than one Common Application Form (CAF) using the same registration id. The sample online CAF & instruction to fill it up is given in **Annexure-1**.

Note: When the applicant clicks on the “Submit” 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 “Back to Modify” button.

2.5 How to modify information in a CAF?

Before final submission of the application by pressing “confirm” button, applicant can modify any provided information by clicking **“Back to Modify”** button. But applicants after getting confirmation accompanied with Congratulations message and ‘Reference Number’ cannot edit/modify the same. If they intend to do so, then they are suggested to register their concern with the HELPDESK.

2.6 Printing of CAF

Click on **“Print CAF”** button to view the CAF to be printed. Only **“Applicant Copy”** of the filled in (i.e. completed) CAF will be printed. Verification and Validation of all filled-in CAF's and admission related documents will be done during the time of admission only at the selected / admission HSS.

Note: Only the Computer (Internet) generated CAF shall be accepted for verification at the time of admission. In no case, a DTP or Typed CAF shall be accepted.

2.7 e-Admission for Special Category HSS

Following steps are to be followed for the Higher Secondary Schools under the special reservation category.

- a) Specially designed Common Application Form (CAF) will be used to apply for the special reservation category which will be made available in the website www.samsodisha.gov.in

- b) Applicants will download the CAF & fill the same manually to submit in those Higher Secondary Schools.
- c) After receiving all the CAF, Selection procedure should be initiated by the respective HSS to prepare the merit list.
- d) Merit list of applicants received under special reservation category will be prepared by the respective Higher Secondary Schools (HSS). These HSS will ensure that the intimation reaches the selected applicants before admission.
- e) All the CAF of selected applicants must be entered in the e-Space by the respective Higher Secondary Schools using their user id & password and making CAF Online payment, as per the scheduled admission date.
- f) Admission update will not be allowed, if the Common Application Form received under special reservation category is not entered (and online payment not done) in the e-Space within the timeline.
- g) Balance seats after first phase e-Admission (First Selection, Second Section & Spot Admission) under special reservation category will be de-reserved and made available for general students for subsequent phases of online admission.

3 Principles of Selection

- a) **Eligibility:** The minimum eligibility for admission into Higher Secondary Classes (Class XI) shall be a pass in High School Certificate (HSC) Examination of the Board of Secondary Education (BSE), Odisha or its equivalent. The list of Equivalent Boards is given at <https://cutt.ly/3QywiZp>
- b) Admission into various Streams & Educational institutions shall be done strictly on the **basis of merit list**.
- c) Marks secured at the 10th Board Examination out of the Total Marks, Weightage & Reservation (if applicable) will be taken into consideration in preparing the merit list. **For Reservation & Weightage please refer items 10.4 & 10.5 of the CP.**
- d) In case of candidates passing the HSC/HS/equivalent examination compartmentally, average of marks secured in the subject/s concerned at both the examinations shall be taken into consideration to determine the aggregate marks.
- e) For applicants who have secured equal marks in the 10th Board examination and have opted for same Higher Secondary School & stream, their merit will be decided on the basis of marks in English/Social Studies for Arts and Mathematics/Science for Science & Commerce Streams. (Govt. Order No.: 57823, Dated: 24.10.2000).
e.g.: If there are two applicants who have opted for one Higher Secondary School and one stream and have same marks in HSC examination, then if it is for Arts stream, then the applicant who has more marks in English/second language will get preference. If such marks of both applicants are also same, then marks in Social Studies will determine the selection. For Science & Commerce Stream, Mathematics & Science marks will be the deciding factor in similar sequence.
- f) Any applicant, if selected, will be given only one confirmed seat according to her/his choice of preferences in CAF in the intimation letter.
- g) Status of the higher choices of preference in the CAF will also be intimated (Please see Intimation Letter).

4 Intimation

- a) A sample intimation letter has been shown at **Annexure-2** of this CP. It can be downloaded by individual applicant (login) from the website www.samsodisha.gov.in or www.sme.odisha.gov.in.

- b) Elective Subject 3rd or 4th Elective Subject won't be indicated in the intimation letter of selected applicants. The destination higher secondary school will allocate the Elective Subject (s) 3rd or 4th Elective Subject as per the merit list, options of applicants in the CAF and the availability of seats as there are limited 4th elective subjects
- c) Intimation letter for e-Admission will be communicated through following four modes:
- SMS (if mobile telephone number is provided in the CAF)
 - Student e-space (www.samsodisha.gov.in)
 - Destination Higher Secondary School e-space

5 CAF Validation Process (during Admission)

Verification and Validation of the filled in CAF and the admission related documents will be done at the time of admission in the selected HSS only. Applicants who have been selected for admission will download their "Intimation Letter" from their SAMS e-Space Login and will look up for the selected HSS along with date/time of admission in it. Applicant thereafter is required to visit the selected HSS on the date and time mentioned in the intimation carrying the Applicant copy (CAF) and the documents required for admission (as listed in intimation letter). **The document verification and validation will be done during admission only.**

The Admission in Charge/ Team Member at the Admission HSS will validate the Applicant CAF copy deposited by the applicant during the time of admission by comparing the information on it with the relevant original documents like marksheets, reservation & weightage certificates, etc. **If an applicant has claimed any benefit on the basis of secured marks, board, reservation or weightage without relevant document, her/his admission will be restricted (not allowed) and suitable recommendation (remarks "admission update – not allowed".) will be submitted online on SAMS for consideration in the next round of selection.**

6 Admission Procedure

- a) Selected applicants have to produce the Intimation Letter (or Applicant Copy, in case s/he does not possess the Intimation letter) before the admission committee at the Destination Higher Secondary School on the date and time mentioned in their intimation letter.
- b) **Applicant must produce all original documents for verification** at the Destination Higher Secondary School. They have to pay the requisite admission fees in the appropriate mode (Bank Draft/SB Collect/Cash as mentioned in the Higher Secondary School Profile) at the destination Higher Secondary School counter. **No original document is to be deposited with higher secondary school authority except SLC, Conduct and Migration Certificate.**
- c) S/he has to produce original HSC Marksheet, certificate in support of reservation and weightage (mandatory) along with photocopy at the time of admission.
- d) If there is any mismatch in mark, reservation & weightage in CAF and original documents s/he has to be debarred from admission.
- e) S/he has to submit three color passport size photographs at the time of admission.
- f) **In the event of their slide up/transfer to another Higher Secondary School in during admission cycle, the higher secondary school authority shall refund the entire fees taken, after deducting ₹100/- (Govt. Order No.: 13626, Dated: 25.11.2020).**
- g) Submission of migration certificate is mandatory at the time of admission. If the student is unable to submit relevant certificate/documents at the time of admission then he/she has to submit a self-attested undertaking stating that the student will submit the relevant certificate **within 30 days** from the day of admission, failing of which his/her admission will be canceled at the Higher Secondary School.
- h) In case, a duplicate candidate name is found during admission then the actual student has to submit a self-declaration along-with identity proof at the Admission HSS to prove identity.

Selected HSS has to upload the documents on the SAMS portal in order to cancel previous admission and accept the latest one.

- i) **All are requested to strictly adhere appropriate COVID-19 guidelines issued by Government from time to time.**

7 Check List for Admission

- a) Original Certificates for e.g. **Marksheet, SLC, Conduct Certificate, Migration Certificate, Reservation and Weightage certificates** (as mentioned in the Intimation Letter)
- b) Total fees for admission
- c) Three passport size color photographs
- d) Following Original Documents are to be retained by the HSS Authority:
 - School Leaving Certificate issued by the Institution last attended.
 - Conduct Certificate issued by the Institution last attended.
 - Migration certificate (mandatory at the time of admission). If the student is unable to submit at the time of admission then he/she has to submit a self-attested undertaking stating that the student will submit the migration certificate within 30 days from the day of admission
- e) Following Original Documents are to be returned by the HSS Authority to the applicant after the admission process is over.
 - Mark sheet of the 10th Board Examination
 - Pass Certificate of the same examination
 - Certificate in respect of Reservation, if any
 - Certificate in respect of Weightage, if any
- f) CHSE guideline vide no. EG-I-333/15-16/2834, dtd: 20/05/2016 may be also followed for document verification at the time of admission.

8 Regarding Slide up Request:

- a) Slide-up request process is adopted during admission period to allow students to get selected into higher 'Choice of preference' HSS during second selection (only) merit list creation.
- b) If an applicant has been selected and admitted in her/ his lower 'Choice of preference' HSS (in first selection), her/his case will be considered for sliding-up to a higher option during second selection merit list if vacancies arises.
- c) Slide up Request form will be enabled in the applicant's SAMS e-Space login only after the updation of the admission of the applicant at the selected Higher Secondary School. In the left side menu, the Slide up Request link will appear in the SAMS e-Space of the applicant. Click on the Slide up Request link and submit.
- d) For those who availed slide-up they will be considered for selection into higher 'Choice of preference' HSS on the basis of vacancies and merit. If selected, they will be issued auto SLC and their admission has to be done at the higher 'Choice of preference' (slide-up) Higher Secondary School online on SAMS after submitting the required admission fees and documents. All details of the applicant will be completely removed from the previous admitted HSS.
- e) Slide up Request once submitted cannot be revoked. Next round selection will consider this request for Slide up. Applicants are required to be careful while applying for Slide up.
- f) **Default status of "Slide up Request" for any applicant is considered as NO.**

9 Procedure to deal with Slide up admission in subsequent selection

If a candidate who has taken admission on basis of 1st round of selection gets selected for her/his higher choices in subsequent Selection (slide up), two situations may arise:

- a) Applicant's Destination Higher Secondary School in 2nd Selection is different from the 1st selection Higher Secondary School.
- b) The stream may be changed at the same destination Higher Secondary School.

For situation (a) The applicant shall take admission at the next selection Destination Higher Secondary School on payment of the entire admission fees of this Higher Secondary School and surrendering the SLC/CLC from the intimation letter.

For situation (b) For change of Stream in the 2nd selection (due to up-gradation/ slide up), there would be no need for the applicant to approach the Higher Secondary School for any endorsement. This would be done at the Higher Secondary School level subsequently.

Note: Students must be returned their entire admission fees (excluding ₹ 100/- as processing fees) along with other documents viz. cancelled original School Leaving Certificate/ and original Migration Certificate to take transfer / fresh admission in any other Higher Secondary School (SAMS or non-SAMS) within the normal period of e-Admission scheduled by Directorate Higher Secondary Education, Odisha.

10 Important Notes

- a) e-Admission (**ON-LINE ADMISSION INTO CLASS-XI**) is compulsory for admission into all Higher Secondary Schools affiliated to CHSE (O) including Self Finance, Vocational & Sanskrit Higher Secondary Schools in the State of Odisha for the Academic Session 2021-22.
- b) Students are required to be careful while choosing their Higher Secondary school as preferences for admission. In the preference list, 'Preference-1' will be treated as the student's highest preference and so on. If a student is selected in lower preference in the first round then, s/he may have the chance to get selected into higher preference option in the subsequent round. If s/he wishes to be selected to the higher "Choice of Preference" option, s/he may opt for the "Slide up Request" option after taking admission.
- c) Before selection of the subject during application process applicant is suggested to check availability of 3rd/4th Elective Subjects in the concerned Higher Secondary Schools as there may be limited seats for those subjects. **The 3rd and 4th elective subjects will be allotted to the students at the Higher Secondary Schools level on the basis of merit only.** It is advised to students to check previous year cut-off mark in the HSS before applying the CAF.
- d) Intimation letter to the selected applicants will be communicated through online mode only. For details please refer to **Section 4. Intimation letter will not be sent through post.**
- e) 3rd or 4th Elective Subject won't be indicated in the intimation letter of selected applicants. The destination Higher Secondary School will allocate the 3rd or 4th Elective Subject as per the merit list, options of applicants in the CAF and the availability of seats.
- f) Admission will be completed in three steps: i.e. First Selection, Second Selection & Spot Admission for the applicants who have applied online. **After second selection, the seats will be de-reserved for the spot admission.**
- g) Spot admission list will be published five times of the balance seats after the second selection admission.

10.1 Student e-Space on SAMS

- a) After registration in the SAMS website (www.samsodisha.gov.in), an e-Space will be created for the applicant (student) in the SAMS application software.
- b) For logging in to the Student e-Space, click on "Existing Student Login" link and login using the registered user name (mobile number) & password.
- c) Following links will be available for the student during application stage:
 - Common Application Form
 - Slide up Request (Active only after Admission is done)
 - Intimation Letter
 - Admission Schedule
 - Online Payment (CAF Fees)
 - Apply for transfer admission (Will be activated during the time of transfer admission process)

10.2 Application Fees

- a) ₹200/- per CAF for General category applicants
- b) ₹100/- per CAF for ST/SC applicants (provide authentic documents for verification & validation during the time of admission at HSS). If the ST/SC applicants fail to show the authentic documents, they will have to make payment of ₹200/- in their admission HSS.
- c) ₹0.0/- per CAF for Persons with Disabilities (PwD) of more than 40% disability, Transgender and Orphan applicants (**Authentic document has to be submitted at the time of admission**).
- d) No refunds can be claimed at a later date.

10.3 Online Caste (ST&SC) Certificate Verification Process

- a) Online verification of the caste (ST & SC) certificate can only be done if the certificate is generated from the Odisha e-District software.
- b) After selecting the caste ST or SC in the Common Application Form (CAF), a box will appear in the screen.
- c) Here the applicant has to enter the "bar Code/ misc. case no." number written on the caste certificate generated from the Odisha e-District portal.
- d) If the name of the applicant doesn't match to the name written in the caste certificate, the application won't be auto-validated online.
- e) The Caste Certificate issued in favor of the applicants without barcode number, will be validated at the selected Higher Secondary School during validation. For those applicants whose caste (ST/SC) certificate is not verified online, they are required to submit the hardcopy of caste certificate along with "Applicant copy" during admission for verification.

10.4 Reservation

Scheduled Caste [SC] & Scheduled Tribe [ST] [G.O. 11710/HE, Dtd.: 01/06/2015]	<ol style="list-style-type: none">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] of each course.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] of each course.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.
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	<p>e) However, any modification made by the Government in the reservation policy will be followed during admission.</p> <p>f) Seats under reserved category will ordinarily be de-reserved if no students of that category are available for selection for that higher secondary school.</p>
Physically Handicapped [PH]/Orthopedically Handicapped [OH]	5% of sanctioned seats shall be reserved for PH / OH Students (Extent of handicap not below 40%).
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-Service Man, Serving Defense Personnel & the Children of Martyrs.

Notes:

- a) In case there are no applicants in any of the reserved category, the seats will be de-reserved and filled up by the general category applicants at the time of SPOT selection admission.
- b) SC/ST applicants selected for admission on merit basis shall not be counted against reserved seats. They shall be treated as general category applicants for admission, but their social category will remain unchanged.

10.5 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 cut-off mark is reduced in subsequent selections.

10.6 NCC

- a) Applicants holding '**A' Certificate** shall be given weightage of additional **5%** of marks over and above the aggregate marks secured at the HSC or Equivalent examination.
- b) Applicants who have represented the State or the Central School/Sainik School at the All India level NCC Camps / Courses / Activities NCC (C) shall be given weightage of additional **3%** of marks over and above the aggregate marks secured at the HSC or Equivalent examination.

10.7 Scouts & Guides

- a) Scouts and Guides 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 HSC/Equivalent examination.
- b) Scouts and Guides possessing and producing the original certificate signed by the Governor of the State shall be given weightage of additional **2%** of marks over and above the aggregate marks secured at the HSC/Equivalent examination.

10.8 Sports & Games

- a) Applicants who have represented the country at international level shall be given direct admission.
- b) Applicants who have represented the state at national level shall be given weightage of additional **10%** of marks over and above the aggregate marks secured at the HSC/Equivalent examination.

- c) Applicants who have represented the school at the inter-State School Sports Meet level shall be given weightage of additional 5% of marks over and above the aggregate marks secured at the HSC/Equivalent examination.

10.9 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). Respective Original ones have to be presented before the Admission Committee at the time of Admission for verification. The authority may retain only SLC/CLC of the Certificates in Original during admission as described earlier.

- a) 10th Board Mark sheet and Pass Certificates in original.
- b) School Leaving & Conduct certificates from the educational institution last attended.
- c) Schedule Tribe / Schedule Caste certificates from revenue officer not below rank of Tahsildar / Additional Tahsildar. **For ST applicant, her/his father's caste certificate may be taken into consideration.** Land passbook authenticated by the Tahsildar / Additional Tahsildar may also be taken as a proof of caste in absence of caste certificate.
(No caste certificate other than revenue officer not below the rank of Tahsildar / Additional Tahsildar shall be considered)
- d) PH/OH certificate from CDMO/SDMO/CMO of Capital Hospital (in case of Bhubaneswar).
- e) Ex-Service Man certificate from Zilla 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) Migration certificate for the applicants passing from other Boards other than BSE, Odisha.
- j) **Sports certificate from the appropriate authority & counter signed by Commissioner-cum-Secretary, Sports & Youth Services, Government of Odisha or Director of Sports & Youth Services, Government of Odisha or Director, Secondary Education, Odisha as per G.O. 12471/HE, dtd: 06/06/2014.**
- k) Scouts & Guides certificate from the appropriate authority.
- l) Scanned copy of recent passport size photograph to upload on the CAF.

11 Changes implemented for the session 2021-22 in e-Admission

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- a) A notification will flash on the screen when an applicant choose a Higher Secondary School whose previous year cut-off mark is more than the secured mark of the applicant. Flash message: **“Your chosen HSS has higher cut-off mark in previous year eAdmission than your secured mark”**.
 - b) The applicants who have failed in Mathematics, cannot opt for Science and Commerce stream.
 - c) An additional payment gateway (Billdesk) is to be integrated with SAMS for CAF Fee payment management in order to avoid challenges faced earlier.
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12 e-Admission Dateline

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

Sl#	Activities	Date Lines
a)	Availability of online Common Application Form (CAF) in the website www.samsodisha.gov.in	12-Aug-2021 (11:00 AM)
b)	Last date of applying online CAF through www.samsodisha.gov.in	05-Sep-2021 (11.45 PM)
c)	Publication of merit List of First Selection	13-Sep-2021 (11.30 AM)
d)	Admission of the students selected in First Selection	14-Sep-2021 to 21-Sep-2021 (6:00 PM)
e)	Admission data updation and error reporting by Higher Secondary Schools in the e-Space	14-Sep-2021 to 22-Sep-2021 (5:00 PM)
f)	Updation of Slide-up Request form online by students taken admission in First Selection	14-Sep-2021 to 23-Sep-2021 (5:00 PM)
g)	Publication of merit list of the Second Selection	27-Sep-2021 (4.00 PM)
h)	Admission of the students selected in Second Selection	29-Sep-2021 to 01-Oct-2021 (5:00 PM)
i)	Last date for admission data updation of the student who took admission in the second selection by Higher Secondary Schools in the e-Space.	01-Oct-2021 (9.00 PM)
j)	Publication of the Spot Selection merit list three times to the balance sheet after second merit list admission	04-Oct-2021 (2.00 PM)
k)	Last date for registration of students for spot admission in the respective Higher Secondary Schools	04-Oct-2021 (3.00 PM) to 05-Oct-2021 (2.00 PM)
l)	Publication of final list of spot admission out of the students registered at respective Higher Secondary School.	05-Oct-2021 (5.00 PM)
m)	Admission of the students selected in Spot Selection	07-Oct-2021
n)	Admission data updation of the student who took admission in the spot selection by Higher Secondary Schools in the e-Space	08-Oct-2021 (6.00 PM)

Changes to the dateline (if occurs) will be notified in the newspapers & website as well

Annexure-1:

	<h1 style="margin: 0;">Common Application Form</h1>	XI																		
e-Admission in Special Category Higher Secondary School Department of School & Mass Education, Government of Odisha																				
Name of the HSS	<i>Saraswati Vidya Mandir Higher Secondary School, Nalco Nagar</i>																			
Money Receipt-cum-Index Number <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> </table> / <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> </table>															CAF Fees <table border="1" style="display: inline-table; border-collapse: collapse; width: 100px; height: 20px;"></table>	Date of Submission at College <table border="1" style="display: inline-table; border-collapse: collapse; width: 150px; height: 20px;"></table>	Signature of the Receiving Official _____			
Barcode Number (will be generated after entering this CAF into the e-Space software) <table border="1" style="display: inline-table; border-collapse: collapse; width: 150px; height: 20px;"></table>																				
1 10th Board Details <i>(As in admit card)</i>	a. Name of the Examination Board <table border="1" style="width: 150px; height: 20px;"></table>	b. Year of Passing <table border="1" style="width: 80px; height: 20px;"></table>	c. Roll Number <table border="1" style="width: 80px; height: 20px;"></table>	Affix your self attested (on the front) recent colour passport size photograph here																
2 Applicant's Name	<table border="1" style="width: 100%; height: 20px;"></table>																			
3 Father's Name	<table border="1" style="width: 100%; height: 20px;"></table>																			
4 Mother's Name	<table border="1" style="width: 100%; height: 20px;"></table>																			
5 Personal Details	a. Blood Group <table border="1" style="width: 80px; height: 20px;"></table>	b. Sex <table border="1" style="width: 80px; height: 20px;"></table>	c. Religion <table border="1" style="width: 80px; height: 20px;"></table>		d. Date of Birth <table border="1" style="width: 80px; height: 20px;"></table>															
	e. Nationality <table border="1" style="width: 80px; height: 20px;"></table>	f. Mother Tongue <table border="1" style="width: 80px; height: 20px;"></table>	g. Aadhaar Number <table border="1" style="width: 120px; height: 20px;"></table>	h. Parent's Mobile Number <table border="1" style="width: 120px; height: 20px;"></table>																
6 Permanent Address	a. STATE <table border="1" style="width: 150px; height: 20px;"></table>	b. DISTRICT <table border="1" style="width: 150px; height: 20px;"></table>	c. BLOCK/ULB <table border="1" style="width: 150px; height: 20px;"></table>																	
	d. House No., Street/Village, PO, Police Station Block, District, etc <table border="1" style="width: 300px; height: 20px;"></table>	e. PIN Code <table border="1" style="width: 80px; height: 20px;"></table>																		
	f. Telephone <table border="1" style="width: 80px; height: 20px;"></table>	g. Mobile <table border="1" style="width: 80px; height: 20px;"></table>	h. Email <table border="1" style="width: 120px; height: 20px;"></table>																	
7 Reservation Details	a. <input type="checkbox"/> Scheduled Tribe (ST) <input type="checkbox"/> Scheduled Caste (SC) <input type="checkbox"/> OBC <input type="checkbox"/> SEBC <input type="checkbox"/> General																			
	b. <input type="checkbox"/> Physically/Orthopedically Handicapped (PH/OH)																			
	c. <input type="checkbox"/> Ex-Service Man (ESM) <input type="checkbox"/> Serving Defense Personnel (SDP) <input type="checkbox"/> Children of Martyrs (CoM)																			
8 Weightage Details	a. NCC <table border="1" style="width: 100%; text-align: center;"> <tr><td style="width: 50%;">NCC (A)</td><td style="width: 50%;">NCC (C)</td></tr> </table>	NCC (A)	NCC (C)	b. Scout & Guide <table border="1" style="width: 100%; text-align: center;"> <tr><td style="width: 50%;">Rajya Puraskar (RP)</td><td style="width: 50%;">President Recognition (PR)</td></tr> </table>	Rajya Puraskar (RP)	President Recognition (PR)	c. Sports <table border="1" style="width: 100%; text-align: center;"> <tr><td style="width: 33%;">State</td><td style="width: 33%;">National</td><td style="width: 33%;">International</td></tr> </table>	State	National	International										
NCC (A)	NCC (C)																			
Rajya Puraskar (RP)	President Recognition (PR)																			
State	National	International																		
9 Details of marks secured in 10th Board Examination	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">a. Mark secured in subject specified in 10th Board Examination</th> <th style="width: 10%;">Maximum Marks</th> <th style="width: 10%;">Total Marks Secured</th> <th style="width: 15%;">English/SL</th> <th style="width: 15%;">Mathematics</th> <th style="width: 15%;">Science</th> <th style="width: 15%;">Social Science</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						a. Mark secured in subject specified in 10th Board Examination	Maximum Marks	Total Marks Secured	English/SL	Mathematics	Science	Social Science							
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	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">b. Have you passed 10th Board Exam Compartmentally?</th> <th style="width: 5%;">Yes</th> <th style="width: 5%;">No</th> <th style="width: 5%;">If yes</th> <th style="width: 20%;">Name of the Subject</th> <th style="width: 15%;">Mark secured in previous exam</th> <th style="width: 25%;">Mark secured in Compartmental exam</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						b. Have you passed 10th Board Exam Compartmentally?	Yes	No	If yes	Name of the Subject	Mark secured in previous exam	Mark secured in Compartmental exam							
b. Have you passed 10th Board Exam Compartmentally?	Yes	No	If yes	Name of the Subject	Mark secured in previous exam	Mark secured in Compartmental exam														
10 Income Details of Parents	a. Father's Occupation <table border="1" style="width: 150px; height: 20px;"></table>	b. Father's Occupation <table border="1" style="width: 150px; height: 20px;"></table>	c. Annual Income of the Parents (Together) in Rs. <table border="1" style="width: 150px; height: 20px;"></table>																	



Common Application Form

XI

e-Admission in Special Category Higher Secondary School
Department of School & Mass Education, Government of Odisha

Name of the HSS

Saraswati Vidya Mandir Higher Secondary School, Nalco Nagar

11 Bank Information

a. Account Number	<input type="text"/>	b. IFSC Number	<input type="text"/>	c. MICR Code	<input type="text"/>
c. Bank Name	<input type="text"/>	d. Branch Name	<input type="text"/>		

12 Record of educational institution last attended

a. School Name	<input type="text"/>	b. Location of the School	<input type="text"/>		
c. District	<input type="text"/>	d. Year of Joining	<input type="text"/>	e. Year of Leaving	<input type="text"/>

13 Option(s)/Choice(s) Details

First Option

a. Stream Name	<input type="text"/>			b. Compulsory (MIL)	<input type="text"/>						
c. Elective Subject	First Elective	Second Elective	Third Elective	d. 4th Elective in order of preference	<table border="1"> <tr> <td>First Choice</td> <td>Second Choice</td> <td>Third Choice</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>	First Choice	Second Choice	Third Choice	<input type="text"/>	<input type="text"/>	<input type="text"/>
First Choice	Second Choice	Third Choice									
<input type="text"/>	<input type="text"/>	<input type="text"/>									
e. Are you interested to reside in hostel	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No							

Second Option

a. Stream Name	<input type="text"/>			b. Compulsory (MIL)	<input type="text"/>						
c. Elective Subject	First Elective	Second Elective	Third Elective	d. 4th Elective in order of preference	<table border="1"> <tr> <td>First Choice</td> <td>Second Choice</td> <td>Third Choice</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>	First Choice	Second Choice	Third Choice	<input type="text"/>	<input type="text"/>	<input type="text"/>
First Choice	Second Choice	Third Choice									
<input type="text"/>	<input type="text"/>	<input type="text"/>									
e. Are you interested to reside in hostel	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No							

Third Option

a. Stream Name	<input type="text"/>			b. Compulsory (MIL)	<input type="text"/>						
c. Elective Subject	First Elective	Second Elective	Third Elective	d. 4th Elective in order of preference	<table border="1"> <tr> <td>First Choice</td> <td>Second Choice</td> <td>Third Choice</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>	First Choice	Second Choice	Third Choice	<input type="text"/>	<input type="text"/>	<input type="text"/>
First Choice	Second Choice	Third Choice									
<input type="text"/>	<input type="text"/>	<input type="text"/>									
e. Are you interested to reside in hostel	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No							

UNDERTAKING

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

I also agreeing to all the terms & conditions with regard to the e-Admission mentioned in the Common Prospectus

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

Submitted by me

Signature or thumb impression of parents/ guardian

Date _____ Place _____

Full Signature of Applicant

Date _____ Place _____

Annexure-2



Intimation Letter

for Admission to Higher Secondary School [Erstwhile Junior College]

Department of School & Mass Education, Government of Odisha



20J0000075

Admitted

To

ARPITA MOHANTY

SARAT CHANDRA MOHANTY

AT - ADDRESS, CUTTACK, PIN- 751002



[Autovalidated]

Congratulations !!!

You have been selected for admission into Higher Secondary Classes as per following details.

Confirmed Information

HSS Name	Stream	Choice in CAF	HSS Rank	Hostel Info
Kendrapara Higher Secondary School, Kendrapara	Science	Option- 2	173	No

You are requested to report to the Principal,
with following documents in **ORIGINAL** on

Kendrapara Higher Secondary School, Kendrapara
05-Jul-2019 , 09:00 AM

Requirement for Admission

1	Required fees for Admission.For details,Please contact the HSS where you have been selected.
2	Original Board Certificate of Higher Secondary or equivalent OR Original Board Mark Sheet-cum-Provisional Certificate of Higher Secondary or equivalent as the case may be.
3	Original School Leaving Certificate (SLC)/ College Leaving Certificate (CLC) from the institution last attended.
4	Original Conduct Certificate from the institution last attended.
5	Three (3) recent colour passport size photographs.
6	Applicant Copy (CAF).

Personal Information

Father's Name	Mother's Name	Date of Birth	Gender
ANJAN KUMAR MOHANTY	MADHUSMITA MOHANTY	26-Jan-2004	Female

Information relating to Qualifying Examination

Name of The Board	Roll No.	Year of Passing	Marks Secured	Maximum Marks
BSE, Odisha	011AA111	2019	471.00	600

Pending CAF Fees

Fees : ₹ 0 will be deposited at the time of admission.

For any clarification please contact @ SAMS Resource Center OR call Toll Free No.: 155335 or 1800-345-6770