

10/12/2021  
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08/09/2021

Most urgent

**Government of Odisha**  
**Department of Higher Education**

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No.: 36445 /H.E., Date: 08 /09/2021  
**HE-PTC-SAMS-0005-2020**

From

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

To

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

**Sub: Instruction to Colleges for admission into U.G. Courses for the session 2021-2022**

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 2021-2022.

- 1) You are requested to keep ready your SAMS lab, Internet, Printer, Computer etc. for the admission process for the session 2021-22.
- 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 under following cases:
  - Examination mark verified online along with online payment.
  - Examination mark verified online along with reservation and online payment
- 4) In case CAF is not validated by the SAMS software, then also applicants are not required to visit any SRC or any college for validation. Validation of such non-validated CAFs will be verified at Destination College during admission.
- 5) 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 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 college, then the college will not allow the applicants to take admission. In such scenario, the Destination College has to click on "Not-allow" button and tick the appropriate box as mentioned in the list for error correction.

- 6) **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

- 7) (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) 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.

(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.

8) If Destination College finds any duplicity in applicant name during admission, then Destination College 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 College 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.

9) **Computation of marks in case of students passing from ICSE, CBSE & Other Boards:**

$$\text{Equivalent Marks} = \frac{X}{Y} \times 600$$

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,

$$\text{Equivalent Marks} = \frac{384}{500} \times 600 = 460 \text{ marks}$$

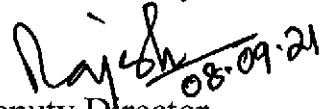
10) The college authority has to check the following certificates at the time of admission:

- ✓ 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)

- 11) Data-updation of admitted students must be done in college 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 College will not update the data in time, the slide up option will not be enabled for the admitted student.
- 12) After taking admission in the 1st phase, slide-up option will be activated for students interested to take admission in colleges higher up in their option list. Regarding slide-up option, the guidelines as mentioned in the **Common Prospectus** shall be followed.

Therefore, you are requested to follow these instructions for smooth conduct of admission process for the session 2021-2022.

Yours faithfully,

  
Deputy Director

**Memo No.:** 36446 /H.E., **Dated:** 08/09/2021

Copy forwarded to the P.S. to Principal Secretary, H.E. Department for kind information of Principal Secretary.

  
Deputy Director


**Memo No.:** 36447 /H.E., **Dated:** 08/09/2021

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

  
Deputy Director

**Memo No.:** 36448 /H.E., **Dated:** 08/09/2021

Copy forwarded to the General Manager, OCAC with a request to put this letter in the college e-Space for their easy access at the time of admission.

  
Deputy Director