

# COMMON PROSPECTUS



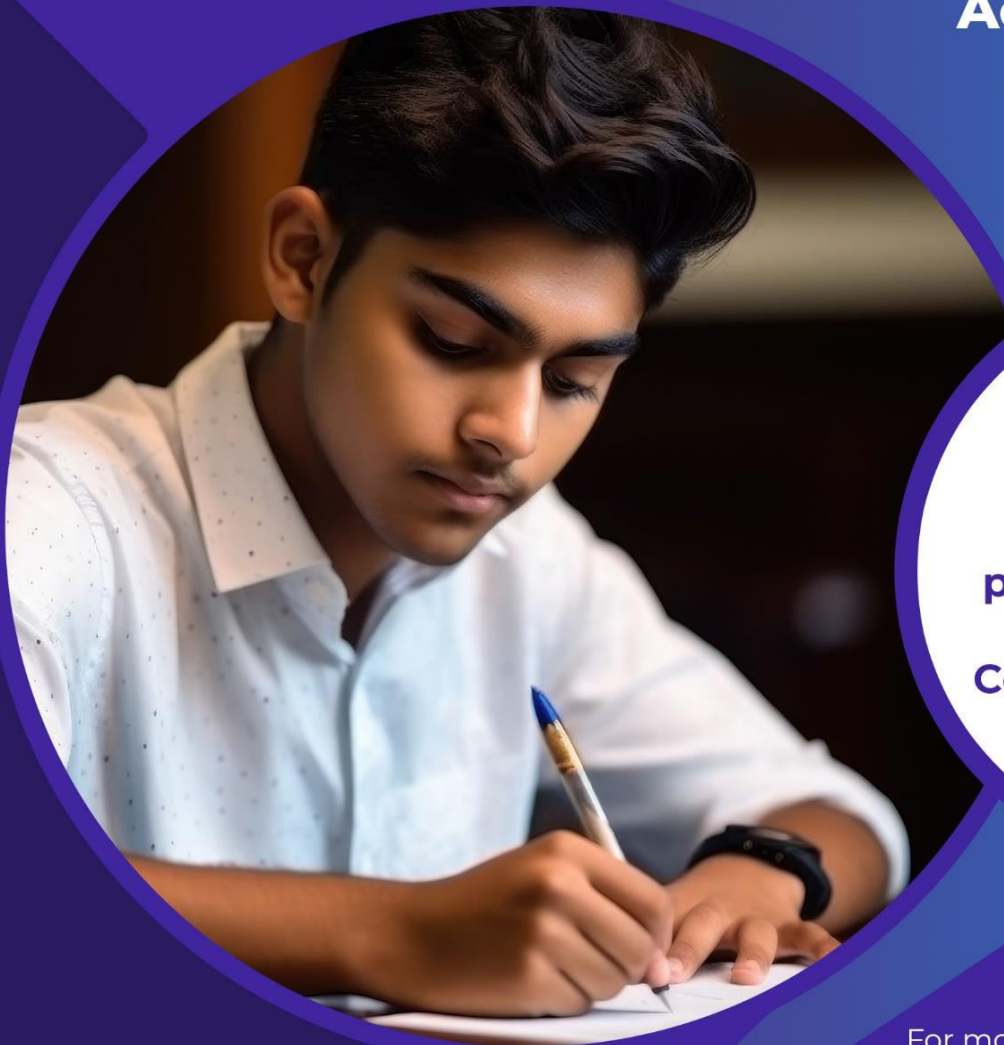
Student Academic Management System

Higher Education Department, Government of Odisha

Common PG Entrance Test (CPET-2024) &  
Online Admission Into Post-Graduate Courses  
for State Public Universities and Colleges  
(General/Non-Professional Courses)



Academic Session  
**2024-25**



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

\* Ragging in any form is an offence  
and punishable under law

For more details please contact:  
**Sanjog Helpline (Toll Free)**  
Number 155335 or 1800-345-6770

Applicants are requested to visit SAMS website  
time to time for latest updates

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## Definitions & Acronyms

<b>Applicant Copy</b>	It contains the application barcode number and the information submitted by the applicant, to be retained by the applicant. (Barcode number is necessary for any future use. A sample copy of CAF is given in <i>Annexure-I</i> .)
<b>BSE, Odisha</b>	Board of Secondary Education, Odisha
<b>CAF</b>	Common Application Form
<b>CGPA</b>	Cumulative Grade Point Average
<b>CHSE (O)</b>	Council of Higher Secondary Education, Odisha
<b>CLC</b>	College Leaving Certificate
<b>DOB</b>	Date of Birth
<b>CP</b>	Common Prospectus
<b>CPET-2024</b>	Common PG Entrance Test-2024
<b>HED</b>	Higher Education Department
<b>HEIs</b>	Higher Education Institutions (Universities & Colleges)
<b>OSHEC</b>	Odisha State Higher Education Council
<b>OTP</b>	One Time Password
<b>PPP</b>	Public Private Partnership
<b>SAMS</b>	Student Academic Management System
<b>SF</b>	Self-Financing
<b>ULC</b>	University Leaving Certificate
<b>Sanjog Helpline Toll Free Number</b>	155335 OR 1800-345-6770: It is toll free helpline number which provides information to applicants / parents / general public on query related to PG Common Entrance Examination.

## Highlights of the Common Prospectus

1. Please read the Common Prospectus (CP) carefully before filling the online Common Application Form (CAF).
2. CPET-2024 is compulsory for all the aspirants interested to take admission in the listed P.G. courses in the mentioned Universities and Colleges offering P.G. courses (<https://pg.samsodisha.gov.in/UniversityWiseIntakeCapacity.aspx>/<https://pg.samsodisha.gov.in/InstituteWiseIntakeCapacity.aspx>) in the State of Odisha for the Academic Session 2024-25.
3. The **M.A. program at Odia University, Puri** and the **Acharya (P.G) courses of Shree Jagannath Sanskrit University** have been included under SAMS for P.G. admission from the current Academic Session 2024-25.
4. Before proceeding for the application process, the applicants are advised to go through the link <https://pg.samsodisha.gov.in/Eligibility.aspx> to check the P.G. subject wise eligibility criteria.
  - i. The conversion of Mark to Percentage (%):  $(\text{Secured Mark} / \text{Maximum Mark}) \times 100$
  - ii. The conversion of CGPA to Percentage (%):  $(\text{Secured CGPA} - 0.50) \times 10$ ; for  $4 < \text{CGPA} \leq 10$
5. Referring to the point no.3, applicants securing 45% or 5.0 CGPA in aggregate shall be eligible to apply for PG Courses. The eligibility criteria (45% or 5.0 CGPA) is also applicable for the candidates appearing in the +3 degree examination for the Academic Season 2024-25.
6. Like last Academic Year, the **counseling based online admission (Freeze, Slide & Float)** will be done in online mode.
7. Applicants seeking admission into P.G. courses at the State Public Universities and Colleges those are participating in SAMS for the Academic Year 2024-25, must apply exclusively through the online mode. **There will be no OFFLINE mode for submission of CAF.**
8. The on-line CAF is available on the website [www.samsodisha.gov.in](http://www.samsodisha.gov.in) and can be accessed at any place where Internet facility is available within the timeline. **Submission of application does not automatically confirm the right to admission.**
9. During the current academic session, CAF details will be collected from the Applicants in two parts i.e.
  - a) **While applying CAF before Entrance:** Initially, applicants will fill the CAF by providing personal details, address, educational qualification, and PG Admission Subject (Course Subject) for CPET-2024. An applicant can apply for multiple PG course subjects (limited to 05 subjects per candidate) as per his/her choice and eligibility while applying in the CAF for entrance examination-CPET-2024. This is

required for preparing subject-wise state-wide provisional rank list. In case of multiple course subjects, additional fees per each additional subject must be paid. The CAF will indicate the total amount to be paid in such cases.

- b) **Updating the CAF (filled previously) after publication of subject-wise state-wide merit list:** After the publication of subject-wise state-wide provisional rank, the candidate will be given chance to fill up his/her choice of preference of Universities/Colleges/Subjects as per his/her rank in subject-wise state-wide merit list. During choice filling, last year's cut-off mark for each student in a particular University/College will be shown. **A candidate is permitted to apply in minimum 5(Five) and maximum 10(Ten) options.** Provisional seat allotment will be done as per the choice of preferences, reservation and weightage details provided in the CAF.

**Example:** The candidates submitting multiple options must provide the combination of subject and University/College, where he/she wants to get admitted in order of his/her preference. For example, if one candidate wants to apply for Public Administration in Utkal University, Political Science in Berhampur University and Political Science in F.M.(Autonomous) College, Balasore with first choice as Berhampur University- Political Science, second choice Utkal University- Public Administration and third choice F.M.(Autonomous) College, Balasore - Political Science. S/he must provide the combined option as per the following manner-:

Option 1: Political Science @ Berhampur University

Option 2: Public Administration @Utkal University

Option 3: Political Science @F.M (Autonomous) College, Balasore

These must be clearly indicated in the CAF.

**N.B: One candidate can exercise his/her option for minimum 05 subjects and maximum 10 nos. of options for Subject + University/Colleges Combination.**

10. After submitting the Common Application Form (CAF), if any mistakes encountered by the applicant or any changes required in the CAF, then s/he can edit the details **only for once** by entering the **OTP** received in his/her registered mobile number within the approved timeline.
11. **In the current Academic Session, there will be 3 nos. of Phases for admission into P.G. Courses. That will be Phase-I, Phase-II & Phase-III. The Choice of Preferences will be captured once in a Phase.**
12. The Phase-I will consists of 4 rounds of selection. The reservation and weightage will be continued for 1<sup>st</sup> and 2<sup>nd</sup> rounds of selection. In the 3<sup>rd</sup> round, the de-reservation of seats will be carried out in case of absence of the eligible applicants of a specific category. The 4<sup>th</sup> round will be the last round for Phase-I, which will be a SPOT admission.
13. **Applicants will not be allowed to edit their Preference of Choices after the timeline for editing the CAF, 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 timeline for choice filling.

14. Like last Academic Year, seat allotment will be done on the basis of choice of preference instead of subject wise allotment.
15. Applicants who got selected in his/her 1st Choice of Preference in a Phase are compulsorily required to take admission and will be not allowed to participate in the subsequent round of admissions and Phases. This means if an applicant has given a subject or HEI as his /her 1<sup>st</sup> choice and selected in that subject/HEI in the Phase-I admission process, then s/he will be not eligible to participate in Phase-II & Phase-III admission process. Therefore, applicants are informed to fill their CAF carefully.
16. Applicants who will take admission during the Phase-I admission process in any subject and at any Higher Education Institutions (HEIs) will not be eligible to participate in the Phase-II and Phase-III admission processes. This implies that only those applicants who have not been admitted to any HEIs will be allowed to participate in the Phase-II and Phase-III admission processes for Postgraduate (P.G.) courses.
17. Applicants who got a seat in a round are advised to do following options after publication round-wise selection:

**Float:** - 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.**

**Freeze:** - 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.**

18. 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.
19. Similar to the previous year, career marks will be computed out of a total of 20. Candidates achieving **60% or higher will be classified in the first division**, while those **scoring between 50% and below 60% will fall into the second division**. Applicants obtaining less than 50% will not receive any career marks or weightage.
- a) Passed Graduation in 1<sup>st</sup> Div. Honors with Marks - Secured CPET Mark + (10 + (Secured %/10))
- b) Passed Graduation in 2<sup>nd</sup> Div. Honors with Marks - Secured CPET Mark + (5 + (Secured %/10))
- c) Passed Graduation in 1<sup>st</sup> Div. Honors with CGPA - Secured CPET Mark + (10 + Secured CGPA)
- d) Passed Graduation in 2<sup>nd</sup> Div. Honors with CGPA - Secured CPET Mark + (5 + Secured CGPA)
20. During the editing of CAF, all the differential amounts will be collected online at the time of admission. The differential amount will be mentioned in the CAF & Intimation for the knowledge of the applicant and respective HEI.
- (By opening the correction window, if the candidate changes his/her option for the subjects, then there may be fluctuation in CAF fees. By doing so, if the CAF fee becomes less, then there will be no refund of CAF fees.)
21. The applicants will choose only one examination Zone to appear in the CPET examination. Selection of Entrance Examination Center may be changed at last moment, if such situation arises.
22. The candidates, whose final U.G. results are awaited (not published), can also apply on-line in the CAF to appear CPET-2024. But they must upload their marks by logging into the “Existing Students Login” prior to fixed timeline published in the advertisement.
23. The candidate is expected to continuously visit the website: [www.samsodisha.gov.in](http://www.samsodisha.gov.in) and [www.dhe.odisha.gov.in](http://www.dhe.odisha.gov.in) for up-to-date information regarding admission modalities.
24. An applicant with Elective Papers which carries at least 24 credits at U.G. Level are eligible to apply for that subject to get admission into PG Courses. According to UGC guidelines (Choice Based Credit System), a minimum of 24 credits in Elective Papers are required for admission into postgraduate courses.
25. During Filling up the CAF, applicants should include the names of their elective papers and their credits in the CAF after selecting the exam subject. If the total credit is less than 24 or not equal to 24, an alert message will pop-up stating “**You have appeared in two elective papers, each of 100 marks. As your credit is less than 24, you are not eligible to apply for this subject**”. If an applicant enters incorrect details (not having at least 24 credits but mentioned the same), **his/her candidature will be canceled during the admission and document verification process or even after the admission process.**

26. 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.
27. 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.**
28. As migration certificate is not required for admission, applicants can submit the same at the last institution, where s/he will finally take admission as per Higher Education Department Letter No.12991, dated.16.03.2021.
29. 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. 1000/- as processing fees) to those students.** This policy is applicable only for the First year P.G students (freshly admitted). Beyond the closure date, the refund of admission fees cannot be claimed by the applicants.
30. HEI-wise and Subject-wise admission fees is available on the SAMS website for information of general public and the applicants.
31. Both Temporary & Permanent type PwD applicants (40% & above) will get the reservation benefits in admission from the Academic Session: 2024-25.
32. 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 waved 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.** The following fees are coming under the “Academic Fees”.
- i) Admission fees & re-admission fees
  - ii) Tuition fees
  - iii) Magazine fees
  - iv) Calendar fees
  - v) Library fees
  - vi) Reading and Common Room fees
  - vii) Timetable fees
  - viii) Proctor and work experience fees
  - ix) Abstract of attendance fees
  - x) All semester examination fees
33. This Academic Year, applicants are required to upload the Residence, Income & Caste Certificates while filling up the CAF. This is a mandatory requirement to upload the required certificates. If the applicants fail to upload the certificates during filling up the CAF, another chance will be given to upload the certificates during updation of



graduation/ equivalent marks, which will be mandatory. Without uploading the required certificates, they will be not able to submit the application.

34. Additionally, applicants are also required to provide the parental annual income in the required field.
35. 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.
36. If any documents provided by candidates are discovered to be forged at any point, it will result in cancellation of their admission and the revocation of any degree awarded by the respective university. Stringent legal action will be initiated against him/her and FIR shall be lodged against the candidate.

**Clarification regarding 4 Years Integrated B.A. B.Ed. & B.Sc. B.Ed. applicants applying for M.A. in Education or other eligible subjects in CPET:**

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***It is hereby clarified that:***

- a) Four Years Integrated B.A. / B.Sc. B.Ed. has two parts i.e. one part contains SGPA and CGPA of B.Ed. component and another part contains the SGPA and CGPA of Bachelor Degree Component of a core subject ( For example, Physics, Mathematics, History... )
- b) Therefore, such students can apply for M.A. /M.Sc. in their core subjects (M.Sc. in Physics/ Mathematics/ History.....), provided they have core papers in these subjects at 4 Years Integrated B.A. / B.Sc. B.Ed. level. They can do so by incorporating their 03 Years (Degree Component) total marks/SGPA/CGPA only as career mark (From Semester I to VI).
- c) If 4 Years Integrated B.A. /B.Sc. B.Ed. students want to apply for M.A. in Education, then their CAF will be rejected. They can apply only for M.Ed. (not covered under CPET). Only students having Education as Core Subject at Degree level are eligible for M.A. in Education.

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## 1. Background:

The Odisha State Higher Education Council (OSHEC) in Higher Education Department, Government of Odisha conducted the Common Entrance Test for admission into the PG Courses at the State Public Universities and Colleges of the State since the academic session 2020-21 through Student Academic Management System (SAMS). However, from last Academic Session: 2023-24, the State Selection Board (SSB) Odisha, Higher Education Department is conducting the CPET examination.

Like the previous years, a common subject- wise state-wide provisional rank list will be prepared and published. After publication of the subject-wise state-wide provisional rank list, applicants are required to provide the choice of preferences (University/PG College + PG Admission Subject), where they want to take admission in PG Courses. Provisional allotment will be prepared through centralized selection process on the basis of the subject-wise state-wide provisional rank, choice of preferences, reservation and weightage details provided in the CAF. Reservation and weightage policy will be followed as per the Govt. of Odisha guideline. However, University/College will frame its own policy regarding hostel accommodation & hostel fees etc.

## 2. Objectives:

- To ensure single window system for reducing inconvenience of students in terms of travel and appearing entrance test separately at each University/College.
- To make the entire PG admission process transparent, thereby reducing the anxiety of applicants/parents regarding selection.
- To ensure uniform schedule across the state for declaration of Degree (+3) results.
- To reduce the work load of Universities and Colleges by developing several modules of administration using the database of admission process and thereby improve services to the applicants.
- To develop a subject-wise state-wide common rank list of applicants for admission in to Universities and Colleges of their choice.

## 3. e- Admission Procedure:

### 3.1 Application Process

- 3.1.1. The CAF will be available in [www.samsodisha.gov.in](http://www.samsodisha.gov.in) for applying through online mode only. There will be one Common Application Form (CAF) and one Common Prospectus (CP) for admission into P.G. courses for any subject of all the listed HEIs of this State. The P.G. Admission will be conducted for the subjects as listed in (<https://pg.samsodisha.gov.in/Eligibility.aspx>).

3.1.2. The below mentioned category of courses are not included under SAMS for admission into P.G. Courses. Individual HEI will make their own admission as per the guidelines of their Institution as well. Therefore, candidates desired to take admission in the below mentioned courses are requested to visit the website of the concerned HEIs for more information.

(a) Courses run in PPP mode

(b) Post Graduate Diploma Certificates / Diploma Courses

### 3.2 Where to apply online?

Applicants can apply online at Cybercafé, Common Service Center, Internet Facility Center etc. or they can do it on their own.

### 3.3 How to apply online?

3.3.1 Applicants need to visit the website [www.samsodisha.gov.in](http://www.samsodisha.gov.in) and download the user manual to know the step-by-step procedure to fill the CAF for CPET & P.G. Admission 2024.

3.3.2 An applicant is required to register to avail different services under CPET through the website [www.samsodisha.gov.in](http://www.samsodisha.gov.in). The registration is OTP based. Therefore, the applicants are required to provide his/her name, mobile number, e-mail ID and DOB during the registration process.

### 3.4 Fee Structure of Common Application Form (CAF)

3.4.1 Candidates desirous to appear for one or more subject(s) in CPET, need to fill up their choice of subject(s) in the CAF. The CAF fees in case of appearing multiple entrance subjects will be as follows:

- First or only subject: ₹. 500/- for General category Candidates and ₹. 300 for SC/ST category candidates.
- For every additional entrance subject: ₹. 200/- for both General and SC/ST category candidates.
- The CAF fees will not be collected from the applicants belongs to PwD category, Transgender, orphan, Child without Biological Parents & the applicants staying at Child Care Institutions.
- A candidate can apply to appear in the entrance examination in maximum 05 subjects and also required to provide preferences for the Universities or Colleges of his/her preference. The Subject + HEI (University/Colleges) combination will define his/her option.
- **The CAF Fees will be deposited in online mode only.**
- The total CAF fees will be calculated as per the nos. of subjects applied by the applicant and will be printed on the application printout copy of the CAF. **No refund of CAF fees can be claimed at later date.**

- By opening the correction window for a short period, if the candidate changes his/her option for the subjects, then there may be fluctuation in CAF fees. By doing so, if the CAF fee becomes less, then there will be no refund of CAF fees and if the CAF fee becomes more, then the applicant have to pay the differential CAF fees.

### 3.5 Submission of CAF

37. Applicants are advised not to visit any place for submission of CAF. Online submission of CAF along with the successful online payment of CAF fees does not automatically confirm the right to admission. However, if any false information/Certificate is detected after admission, his/her admission will be cancelled and necessary action will be taken against him/her.

### 3.6 CAF Validation Process and Error Correction

Validation/verification of CAF will be done at the Destination College/University during admission. College/University can deny the admission under some specific situations as given below.

***Mismatch in secured and maximum marks, reservation category details, weightage details and complete mismatch of student's details etc.:*** In such cases, college/university has to verify their certificates and necessary documents meticulously and rectify the error by clicking on the “**Not Allow**” option in the HEI's e-Space, do the necessary error correction 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.

## 4. Entrance and Admission Timeline:

The Common PG Entrance Examination and the admission through SAMS operates through a pre-fixed timeline for all its activities. It helps in creating awareness and transparency & timely completion of the activities. These dates are finalized by the Higher Education Department, Government of Odisha and will be published in the leading Newspapers as well as on the SAMS website.

## 5. Reservation:

<b>Scheduled Caste [SC] &amp; Scheduled Tribe [ST]</b>	<p>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]</p> <p>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]</p> <p>c) The reserved seats are not interchangeable between SC &amp; ST.</p> <p>d) SC/ST applicants selected for admission on their merit shall not be counted against reserved seats.</p> <p>e) However, any modification made by the Government in the reservation policy will be followed during admission.</p>
<b>Persons with Disabilities (PwD)</b>	<p>5% of sanctioned seats shall be reserved for PwD students with 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]</p> <p><b>N.B:</b> Both Temporary &amp; Permanent type PwD applicants (40% &amp; above) will get the reservation benefits in admission from the Academic Session: 2024-25. However, the <b>allotment of seats for each subject will not be more than 10% of the intake capacity of the concerned Institution.</b></p>
<b>Ex-Serviceman [ESM], Serving Defense Personnel [SDP], Children of Martyrs [CoM]</b>	<p>1% of the sanctioned seats shall be reserved for Self/ Children/ Wife/ Husband/ of Ex-Serviceman, Serving Defence Personnel and Children of Martyrs. [G.O. 10161/HE, Dtd: 07/04/2018]. This reservation policy does not applicable for CAPF Units like the CRPF, BSF, CISF, ITBP, etc.</p>

## 6. Weightage:

Number of seats in each subject, filled up by the applicants with weightage (which has been mentioned hereunder for various categories of extra-academic achievements), 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. Maximum 10% weightage mark shall be provided to an applicant. However, applicants who have represented the Country at International level shall be given direct admission.

## 6.1 NCC

- 6.1.1 Applicants holding “B” OR “C” Certificates shall be given weightage of additional 5% of marks over and above the aggregate marks secured at the Degree (+3) or Equivalent examination.
- 6.1.2 Applicants who have represented the State 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 Degree (+3) or Equivalent examination.

## 6.2 NSS

- 6.2.1 Applicants who have represented the Country at International level shall be given first priority during preparation of rank.
- 6.2.2 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 Degree / Equivalent examination.
- 6.2.3 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 Degree/Equivalent examination.
- 6.2.4 Applicants who have got the best NSS Volunteer award at university level shall be given Weightage of additional 2% of mark over and above the aggregate marks secured in Degree/Equivalent examination

## 6.3 Rover & Ranger

- 6.3.1 Rovers & Rangers 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 Degree (+3)/Equivalent examination.
- 6.3.2 Rovers & Rangers 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 Degree (+3)/Equivalent examination.

***N.B: Certificates for NSS/ Rover & Ranger will be accepted if the applicant has participated at Degree (+3 or Equivalent Examination) only.***

## 6.4 Sports & Games

- 6.4.1 Applicants who have represented the country at international level shall be given first priority during preparation of rank.
- 6.4.2 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 Degree (+3)/Equivalent examination.
- 6.4.3 Applicants who have represented the college at the Inter-College Sports Meet level shall be given weightage of additional 5% of marks over and above the aggregate marks secured at the Degree (+3)/Equivalent examination.

- 6.4.4 Applicants who have represented their university at Inter University Sports meets shall be given weightage of additional 5% of marks over and above the aggregate marks secured at the Degree (+3) /Equivalent examination.
- 6.4.5 As per Sports Department Letter No.15536 dated 07.09.2022, applicants having International & State/National level Sports Certificate should not visit the Sports Department for any type of countersign.
- 6.4.6 The Sports Weightage certificates shall be issued only through Sports Department website. Applicants are advised to visit the website <https://portal.sportsodisha.gov.in/Citizen/Landing> and apply for Sports Weightage Certificate. The certificate generated online with Photo & QR CODE is only valid.
- 6.4.7 The online generated QR based Sports Certificate is valid only for the year in which the certificate is issued even s/he has utilized the certificate or not.

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

## 7. Principles for preparation of Subject-wise State-wide provisional rank:

### 7.1 Preparation of subject-wise state-wide provisional rank

- 7.1.1 The subject wise minimum eligibility for the CPET-2024 is available in the SAMS website. Please click on the link (<https://pg.samsodisha.gov.in/Eligibility.aspx>) to get the list. Those who have appeared in the Final Year/Semester Degree Examination-2024 can also apply and appear in the entrance test. However, they must upload their marks/CGPA by logging into the SAMS Student Portal as per the approved timeline published by Higher Education Department. **Failing in submission of final degree results before declaration of provisional rank will debar them from being part of the merit list.**
- 7.1.2 **During the current academic session, there will be no weightage for career marks in Matriculation and Intermediate (+2) level and also no weightage for Distinction and Honors in Under Graduate (+3) level.**
- 7.1.3 The CPET-2024 subject wise state provisional merit rank will be prepared by combining the career marks out of 20 and entrance marks out of 80.
- 7.1.4 Candidates who obtained 60% or 6.5 CGPA or higher are regarded as being in the first division, while those who secured in between 45% or 5.0 CGPA above and below 60% are regarded as being in the second division. **Their total career mark will be calculated out of 20.** The calculation process is mentioned below;

#### 7.1.4.1 Calculation with Marks:

Passed graduation in 1<sup>st</sup> Div. Honors with Marks - Secured CPET Mark + (10 + (Secured %/10))

Passed Graduation in 2<sup>nd</sup> Div. Honors with Marks - Secured CPET Mark + (5 + (Secured %/10))

#### 7.1.4.2 Calculation with CGPA:

Passed Graduation in 1<sup>st</sup> Div. Honors with CGPA - Secured CPET Mark + (10 + Secured CGPA)

Passed Graduation in 2<sup>nd</sup> Div. Honors with CGPA - Secured CPET Mark + (5 + Secured CGPA)

**7.1.5 Applicants secured less than the 50% at degree/equivalent examination will not avail any benefit of career mark and weightage marks.**

**7.1.6** The entrance examination will consist of multiple-choice type questions with 1 mark for correct answer and zero for a wrong answer (no negative marking). The answers will have to be marked on OMR sheets as per instructions given in the sheet. Each paper will be of 60-minute duration with 80 multiple choice questions. The question will consist as per the CBCS UG model syllabus 2019. In multi-disciplinary subjects where one dedicated Undergraduate course is not available, the questions will be from the UG curricula relevant to the subject applied for, with distribution of questions decided by relative importance of each.

**7.1.7** Applicants are instructed to go through previous year questions available in the SAMS website to acquaint with the pattern of question.

## **7.2 Preparation of provisional allotment list:**

- ❖ Provisional allotment will be prepared through centralized selection process on the basis of the subject-wise, state-wide provisional rank, choice of preferences as provided by the candidate, reservation and weightage details provided in the CAF.
- ❖ Like last year, seat allotment will be done on the basis of choice of preference instead subject wise allotment.
- ❖ In case of identical in (entrance + career), entrance mark will be taken for deciding merit. If entrance marks are also identical then career mark in graduation examination (+3) will be taken for deciding merit. If all these parameters are same, then the applicant born earlier (DOB) will get the higher rank.
- ❖ Reservation policy of Government of Odisha will be strictly followed in preparing the provisional allotment list.
- ❖ Persons with Disabilities selected on their merit without relaxed standards, along with other candidates shall not be adjusted against the reserved share of vacancies. The reserve vacancies shall be filled up separately from amongst the eligible candidates with disabilities, which will thus comprise persons with disabilities who are lower in merit than the last candidate in general merit list but otherwise found suitable as an applicant, if necessary, by relaxed standard available for persons with disabilities. Same procedure is also followed in case of the SC and ST candidates.

## **7.3 Preparation of Selection Process:**

During the academic session 2024-25, **Counseling Based Online Admission Process** will be implemented for P.G. admission. The detail process is as follows;

- a) The Preference of Choices will be captured once in a Phase. A phase will be consisted of Maximum of 4 rounds of admission.
- b) Applicants who got selected and taken admission in his/her 1st Preference of Choices in Phase-I admission process or who will take admission during the Phase-I admission (in any of the rounds) in any subject and at any Higher Education Institutions (HEIs) will not be eligible to participate in the Phase-II and Phase-III admission processes.



- c) Applicants who got a seat in round are advised to do following options after publication round-wise selection:
- i) **Float:** -If an applicant have accepted the allotted seat and also wishes a **better Subject in their higher preferences for same HEI**, they 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 HEI and wait for the subsequent round of selection.**
  - ii) **Slide:** - If an applicant have accepted the allotted seat but also wants for a **better Subject as well as HEI in their higher preferences**, they 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 HEI and wait for the subsequent round of selection.**
  - iii) **Freeze:** - If an applicant is satisfied with the allotted seat i.e. **both the HEI and the Subject, they 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 and **such applicants are required to visit the allocated HEI to complete the admission formalities.**
- d) After selecting any of the options mentioned in 7.3 (c) as per their interest, candidates will have to pay the admission fees shown in the screen.
- e) After got selected in first round, if a candidate opted for slide option, then in the subsequent rounds the options like “**Float**” & “**Freeze**” will be shown to the candidate.
- f) If an applicant has allotted with a seat in a round other than 1st round, then the applicant compulsorily accept the seat by opting slide/Float/freeze along with the payment to remain in the admission process.
- g) In every round, candidate must opt one option out of the displayed options to change/remain in the process. If the applicant don't opt any option then the previous option will continue till last round or allotment in 1st option.
- h) Once the applicant opted for “**freeze**” option, then s/he has to pay the displayed admission fees and report at the HEI for completion of admission formalities.
- i) An applicant once paid the displayed admission fees by selecting slide/float option, then s/he need not required to pay the differential amount in the each round till final round or opting for freeze.
- j) Applicants got selected in 1<sup>st</sup> option or opted “**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.

## 8. Payment of CAF Fees and Admission Fees:

Applicants will compulsorily deposit their CAF Fees and Admission Fees in online mode only through prescribed gateways. On successful transaction, intimation letter will be generated for applicants selected in 1<sup>st</sup> Option or opted “Freeze” in

each round except the last round. These applicants name will be displayed at the destination institute for admission updation. Therefore, it is the applicants' responsibility to complete their payment due in time.

## 9. Admission Procedure:

- ❖ Applicant has to produce all original documents for verification only at the Destination College/University as mentioned in the Intimation Letter. No original documents are to be deposited with College/University authority except CLC. Original Migration Certificate is to be deposited only at the last Institution (Refer HE Dept. Letter No. 12991, dated 16/03/21).
- ❖ In between a round, if an applicant have got 1st Choice or opted “Freeze” option, s/he has to pay the differential admission fees online to get the Intimation Letter.
- ❖ **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.**
- ❖ During the time of admission “**Not Reported**” option shall be made available in the HEI’s e-Space along with the “**Allowed**”, “**Not Allowed**” and “**Rejected**” option. The applicants who will not report at the selected institution on the admission date, the HEI may select “**Not Reported**” option against his/her Name/Barcode.

### 9.1 Check List for Admission:

- (a) Original Certificates (As per the Intimation Letter)
- (b) Three(03) passport size colour photographs
- (c) Residence Certificate
- (d) Income Certificate
- (e) Caste Certificate, If required
- (f) Following Original Documents are to be retained by the College/University Authority:
  - College Leaving Certificate issued by the Institution last attended
  - Conduct Certificate issued by the Institution last attended
  - Migration Certificate (will be retained by the last admitted Institution)
- (g) Following Original Documents are to be returned by the College/University Authority to the applicant after the admission process is over.
  - Mark sheet and Pass Certificate of the Matriculation/10<sup>th</sup> Board Examination
  - Mark sheet and Pass Certificate of the Higher Secondary (+2) Examination
  - Mark sheet and Pass Certificate of Degree (+3) Examination
  - Certificate in respect of Reservation, if any
  - Certificate in respect of Weightage, if any

## 10. Examination Centers:

The State Selection Board, Odisha is authorized to decide the modalities or conduct of examination and the remuneration structure for the Academic Session 2024-25.

## 11. 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 dtd. 03/08/2022 shall be referred.

## 12. 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.

### Measures for prevention of Ragging at the Institutional level:

A printed undertaking is enclose 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 if found guilty of ragging and/or abetting ragging.

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**Clarification On validation the CAFs submitted by the Diploma passed  
Students from SCTE&VT, Odisha**

**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 1<sup>st</sup> and 2<sup>nd</sup> semester as given below:

Semester	Total Marks	Marks Secured	Marks Calculated for Division
1 <sup>st</sup>	A	X	X/2
2 <sup>nd</sup>	B	Y	Y/2
3 <sup>rd</sup>	Not Required	Not Required	Not Required
4 <sup>th</sup>	Not Required	Not Required	Not Required
5 <sup>th</sup>	Not Required	Not Required	Not Required
6 <sup>th</sup>	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

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# Clarification on the certificates of Sportsperson for admission into HEIs

**GOVERNMENT OF ODISHA  
DEPARTMENT OF HIGHER EDUCATION**

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**RESOLUTION**

Bhubaneswar, Dated the *20<sup>th</sup>* May, 2016

No.HE-FE-I(A)-MISC-0008/2016 *12007* /HE. The college students those who represent their Universities in different sports events in All India/ Zonal/ Inter University competitions organized by Association of Indian Universities are entitled to get extra weightage for their sports achievement at the time of admission into educational/ technical institutions. The guidelines for grant of weightage to such sports persons for admission have already been outlined in Sports & Youth Services Department Resolution No 2859/SYS, dated 21.11.2003. In the existing practice such students are approaching the Director, Sports & Youth Services, Odisha to countersign the certificates. The Director, Sports & Youth Services, however, in absence of necessary information relating to participation in such events faces difficulties in countersigning the certificates and as a result concerned students suffer in running from pillar to post to get their certificates countersigned.

In order to remove such difficulties, Government after careful consideration have been pleased to declare the Director/ Secretary of the University Sports Council of the respective Universities of Odisha notified in terms section 3 of the Orissa University Act, 1989 as competent authority to countersign the Zonal/ All India/ Inter University sports competition certificates issued by the Association of Indian Universities.

**ORDER:** Ordered that the Resolution be published in an extra ordinary issue of Odisha Gazette for general information and copy thereof be forwarded to all concerned.

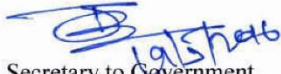
By order of the Governor



**Principal Secretary to Government**


Memo No. 12008 /HE., Dated 20-5-16

Copy forwarded to the Director, Printing, Stationary & Publication, Madhupatana, Cuttack-753010 for information and necessary action. He is requested to publish the resolution in an extra ordinary issue of Odisha Gazette for general information and supply 25 copies to this Department for official use.

  
Addl. Secretary to Government

Memo No. 12009 (16) /HE., Dated 20-5-16

Copy forwarded to Sports & Youth Services Department/Director of Higher Education, Odisha/ Director of Vocational Studies/Registrar all Universities for information and necessary action. He/she is requested to issue instructions to all Government and Private colleges under their administrative control for revision of their prospectus suitably.

  
Addl. Secretary to Government

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

\*\*\*\*\*

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,

*MDas*  
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

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

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.: 23283 /HE, Dated: 04 /06/2022  
**HE-PTC-MISC-0005-2020**

From

Saswat Mishra, IAS  
Principal Secretary to Government

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: Collection of admission fees from students for P.G. and U.G. Admission - New System from the session 2022-23 - regarding

Madam/Sir,

In inviting a reference to the subject cited above and unlike previous years, admission fees for admission into P.G. and U.G. courses will not be collected from students through SAMS portal during the e-admission period. Only after completion of e- admission process/period, students will be required to deposit admission fees in the HEIs where they will finally take admission, within a cut-off date to be notified by this Department later.

This is for your kind information and necessary action.

Yours faithfully,

  
04.06.2022

Principal Secretary to Government

Memo No. 23284 /HE, Dated: 04 /06/2022

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

  
04/06/22  
Deputy Director

Memo No. 23285 /HE, Dated: 04 /06/2022

Copy forwarded to the Vice- Chairperson, OSHEC, Odisha Text Book Bureau, A-11, Suka Vihar, Bhubaneshwar for kind information and necessary action.

  
04/06/22  
Deputy Director

P.T.O

Memo No. 23286 /HE, Dated: 04 /06/2022

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

  
Deputy Director 04/06/22

Memo No. 23287 /HE, Dated: 04 /06/2022

Copy forwarded to all Regional Directors of Education (Bhubaneswar/ Balasore/Berhampur/Sambalpur/Jeypore) for kind information.

  
Deputy Director 04/06/22

**GOVERNMENT OF ODISHA  
HIGHER EDUCATION DEPARTMENT**

\*\*\*\*\*

No.: 14667 /HE, Dated: 18 /04/2024  
HE-PTC-SAMS-0001-2023

From

Rajata Kumar Mansingh, OES-I  
Deputy Director, PTC

To

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

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

The Principals (All Government Teacher Education Institutions coming under Higher Education Department)

**Sub: General instruction on considering the surrender of College Leaving Certificate (CLC) for the students taken admission into U.G, P.G. & B.Ed. Courses under SAMS**

Madam/ Sir,

In inviting a reference to the subject cited above, I am directed to say that after closure of admission period, government is receiving numerous requests to surrender the issued CLCs of the students after so many days of the issuance. These requests are typically due to either errors in the issuance process by the Higher Education Institutions or students' desires to surrender their CLCs for various reasons during their course period for U.G., P.G. & B.Ed. Courses.

Therefore, it is hereby clarified that the CLCs issued after the closure of admission period can only be surrendered within 15 days of their date of issuance. After this time period, the government will not entertain any requests for surrender of CLC under any circumstances.

This is for your kind information and necessary action.

Yours faithfully,

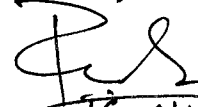


18.04.2024

Deputy Director

Memo No. 14668 /HE, Dated: 18 /04/2024

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



18.04.2024  
Deputy Director

(P. T. O.)

Memo No. 14669 /HE, Dated: 18 /04/2024

Copy forwarded to the Branch Officer, Teacher Education Section for kind information.



18.04.2024

Deputy Director

Memo No. 14670 /HE, Dated: 18 /04/2024

Copy forwarded to the Joint Secretary to Govt., PTC Section for kind information.



18.04.2024

Deputy Director

Memo No. 14671 /HE, Dated: 18 /04/2024

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

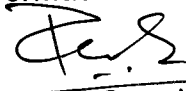


18.04.2024

Deputy Director

Memo No. 14672 /HE, Dated: 18 /04/2024

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



18.04.2024

Deputy Director