

Rayagada Autonomous College

GENERAL RULES OF THE COLLEGE ADMISSION

Admission into +2 1st year and +3 1st year classes is done through SAMS.

1. **What is SAMS ?**

Admission into +2 lyr. (Arts/Science/Commerce) and +3 lyr.(Arts/Science/Commerce) is done through a new system called SAMS. SAMS stands for Students Academic Management System. In this system, students are admitted on-line into +2 and +3 lyr. classes of Arts, Commerce and Science streams. This admission process, which is carried out through internet and computers is called as e- Admission. Besides e-Admission, SAMS also maintains the academic and financial records of each student admitted into different colleges.

This initiative was started during the academic session 2009-10 in 60 Junior College. Rayagada Junior College was among them. This was expanded to 169 Junior Colleges (+2) and 53 degree College (+3) which also includes Rayagada Autonomous College during the session 2010-11 and to all Junior Colleges (including +2 Self Financed Colleges) and 162 degree Colleges (+3) during the session 2011-12. Then in the next session (2012-13) all Junior and Degree/Autonomous Colleges (including Self Financed Colleges) of the state came to the SAMS fold. And in the ongoing session 2013-14 also all Junior & Degree/Autonomous Colleges (including Self Financed Colleges) of the state have been brought under the fold of SAMS by the government.

2. **Objectives**

The objectives of SAMS are to :

- ✓ Ensure single window for admission through e-Admission process
- ✓ Make the admission process economical
- ✓ To make the entire admission process transparent, thereby reducing the anxiety of applicants/parents regarding selection
- ✓ Reduce the work load of college by developing several modules of administration using the database of admission process and thereby improve service to the students.

3. **Components of SAMS**

There are two components of SAMS: e-Admission & E-Administration;

3.1 **e-Admission**

e-Admission aims at successful use of Information Technology to make the admission process simple, economical, fast and transparent. The process is accomplished by the use of Computers and Internet.

3.2 e-Administration

e-Administration uses the admission database for issue of College 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 students attendance, Tabulation of college level examination marks, issue of College Leaving Certificate etc. This would improve efficiency, save precious time of college authorities and ensure dissemination of correct information and service to all its stake holders.

3.3 Colleges under SAMS 2013-14

Basing upon the successful completion of e-Admission process during the session 2009-10, 2010-11, 2011-12 and 2012-13 it has been decided to implement the same in all Junior College and Degree Colleges including Self Financing (Junior & Degree) Colleges during this academic session of 2013-14. The list of Junior Colleges, available streams and subjects are published in the official website of Higher Education Department (www.dheorissa.in).

4 Features of SAMS

4.1 Common Prospectus (CP)

Common Prospectus is a booklet, which outlines the details of e-Admission process, relevant information of different Junior Colleges and other procedures. The CP is available in the official website of the Department of Higher Education, Government of Odisha www.dheoriss.in in downloadable format to take printouts.

- A. The first part of CP will have features of e-Admission like General Guidelines, Selection Principles, Reservation & Weightage matters, etc.*
- B. The Second part of CP describes individual college profiles, like Seat Availability, Subject Availability, Elective Combinations, College Admission "Cut-off marks of last 2- years for various streams. Hostel Seat Availability. Total fees required for admission, etc. The second part of the CP is available in the website under "College Profile" link.*
- C. No printed copy of the CP would be available for the current academic session 2013-14. Only its English version would be available in the website www.dheorissa.in. Applicants may download it from the internet and print the same for their use.*

4.2 Common Application Form (CAF)

The CAF has been so designed that, an applicant can apply to any of the 1353 Junior Colleges of the State in one form. An applicant has to fill it up ON-LINE by logging into the website of Higher Education Department, Government of Odisha www.dheorissa.in. An applicant can exercise up to six choices of college & stream in order of preferences where one would like to study.

Furthermore, if an applicant passed from a high school that is coming under Board of Secondary Education (BSE), Odisha in the Annual High School Certificate (HSC) Examination 2013 only, then he/she needs to input his/her Examination Roll Number at the right place after selecting "Name of the Board" and "Year of passing" and wait till the marks are shown to him/her on the CAF. Again if he/she agrees with the shown marks, then he/she has to confirm it by clicking on 'YES' button or else on 'NO' button just to allow self to enter the actual marks t **point # 9.a.** of the CAF. However, other information like Parents' names, Correspondence and Permanent Address, Reservation and Weightage details etc. are to be entered in the appropriate box of the on line form.

N.B: Applicants being passed from other than Annual HSC Examination 2013 shall not avail the above facility. They have to fill in all necessary fields of their own.

From the past experience, it is seen that about 40 to 50% of applicants who get selected for admission to their first option college/stream had given only one option in last two years. This shows that cut-off marks of last three years are very crucial to take decision in choosing your options of streams and college.

4.3 On-Line Application

As mentioned earlier, an applicant has to fill the relevant information in the CAF on computer screen and submit it on-line. Mere applying on-line CAF in the Internet will not be sufficient for e-Admission. Then he/she has to take print out of "**College Copy**" and "**Applicant Copy**" of the filled in CAF. The applicant and his/her parents or guardian must put their signatures at the appropriate places of the college copy. Then the applicant shall deposit both the copies of CAF and relevant documents and fees at the nearest SAMS Resource Center. The receiving official at the SRC shall verify the documents and return the "Applicant Copy" to the applicant with a "**Money Receipt-Cum-Index Number**" written on it.

4.3 Selection Process

After the applicants submit their college copies, those shall be validated at the **SAMS Resource Center** by team of validators. Once the validation is complete, the software shall process all applications and finalize the 1st selection list for each of the colleges as per the merit and choice of the applicants. The selection list shall be published on the pre-determined date.

The selection list and the intimation letters for selected applicants shall be made available in the website. Besides, and applicant can download and print his/her intimation letter directly from the website after receiving a notification on his/her mobile number (if provided in the CAF, and take admission at the particular college on the date mentioned there in.

Based, upon the 1st selection admission data, the 2nd selection list shall be generated on-line. A selected applicant can get the intimation letter directly from the website, as mentioned earlier. After the 2nd selection admission is over, selection list of SC/ST Extension Seat Admission shall be generated. This list shall be generated only for those colleges, for which there are substantial number of SC/ST applicants, who fail to secure admission elsewhere.

The next phase of admission shall be Balance Seat Admission (for the residual seats and popularly known as **Spot Admission**). Merit lists for each Junior College, shall be posted on the website www.dheorissa.in. No. of applicants in these lists for each college shall be limited to a maximum of 5 times the number of seats remained vacant after the second selection admission.

4.4 Intimation Procedure

Intimation will be sent to the selected applicants in different modes outlines in the following table during various phases of Admission.

Sl #	Mode of Intimation	First Selection	Second Selection	SC/ST Extension Seat	Balance Seat(Spot)Admission
1	SMS	✓	✓	✓	X
2.	e-Mail	✓	✓	✓	X
3.	Website	✓	✓	✓	X
4.	College notice Board	✓	✓	✓	✓
5.	Toll Free (155335)Sanjog Helpline	✓	✓	✓	X

4.5 Admission/Slide-Up

For these four phases of admission **(a) First Selection Admission (b) Second Selection Admission (c) SC/ST Extension Seat Admission (d) Balance Seat (Spot) Admission** (for residual seats); the merit lists in respect of each Junior College shall be provided by the SAMS Steering Committee in the e-Space of respective colleges. The SRC should download these lists immediately, take printouts and notify them in the respective college notice boards.

The selected applicants have to take admission directly at the Destination College/SAMS Resource Center on scheduled date and time mentioned in the intimation letter. Junior Colleges, which don't have internet facilities, have been tagged to nearby SAMS Resource Centers. Those colleges can update their admission details at the SRC. Self Financing Junior Colleges shall not be tagged to any SRCs. They will set up their own SAMS Lab and do the admission and update the relevant information in the e-Space. **However, these Self Financing Junior Colleges shall not receive or validate the CAFs.**

The selected applicants have to take admission directly at the Destination College on the scheduled date and time mentioned in the intimation letter.

Students who take admission against lower option in the 1st selection and want to continue in that college, have to give an undertaking in a form (Annexure-7), so that their cases shall not be considered for sliding up during the 2nd selection. If they do not do so at the time of admission, it may be possible that their names would be slide up to their higher options and removed from the 1st selection college. In that case, it would become compulsory for them to take admission against their higher option Junior College/Stream. They cannot remain in the 1st selection Junior College which is their lower option if they did not give undertaking as per Annexure – 7.

4.6(A) *An applicant can exercise for a maximum of **SIX** options in a CAF. If an applicant submits more than one CAF at SRC, then any one of the CAFs will be rejected automatically. Only the Computer (Net) generated CAF with Barcode shall be accepted. In no case, a DTP or Typed CAF shall be accepted.*

Students who take admission against lower option in the 1st selection and want to continue in that college, have to give an undertaking in a form (Annexure-7), so that their cases shall not be considered for sliding up during the 2nd selection. If they do not do so at the time of admission, it may be possible that their names would be slide up to their higher options and removed from the 1st selection college.

The normal admission will be closed in five stages (i) First Selection Admission (ii) Second Selection (iii) SC/ST Extension Admission (iv) Balance Seat (Spot) Admission (for residual seats) (v) Admission after Supplementary/Instant results Publication.

RAGGING IN ANY FORM IS AN OFFENCE AND IS PUNISHABLE UNDER LAW.

4.7 Predetermined Dates

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 keeping in view publication of High School Certificate Examination conducted by BSE (Odisha), CBSE (New Delhi) & ICSE (New Delhi).

4.8 Changes for 2013-14 vis-à-vis 2012-13 Session

Following changes have been introduced for 2013-14 session after deliberation in the SAMS Steering Committee and Government Approval.

- *The passed outs of BSE, Odisha need not enter their marks. They have to enter their examination roll numbers. Once the roll number is entered their marks will be reflected on the Screen. They have to verify the correctness and if they find any discrepancy in the automatically entered marks, they can manually make necessary correction.*
- *Applicants after confirming their applications through online CAF **cannot edit/modify** the same. If they intend to do so, then they are suggested to apply another fresh application following the same procedure.*
- *There will be 2nd selection for the academic session 2013-14.*

4.9. Expansion of SAMS

e-Admission has been made compulsory in all Junior Colleges including Self Financing (Junior) Colleges in the State from the Academic Session 2011-12. Council of Higher Secondary Education, Odisha will accept the Return of Matriculates (RoM) only through SAMS e-Admission data base.

N.B: The colleges coming under ST & SC Development Department, Public Sector Undertaking, Railway Authority will do their Admission through off-line mode. However, they have to follow the e-Admission dateline and the procedures along with other rules & regulations of e-Admission. After completion of admissions they will update the admission data in the e-Space as per the date & time fixed. After updating the admission data the on-line RoM will be generated for CHSE, Odisha. The list of these offline colleges is given at Annexure-11.

5.0. Fee Structure of Application

As per the number of options applied in CAF, the applicant will pay the required fees at the college counter while submitting the application. For first option, applicant has to pay Rs.100/- and for other options Rs.50/- for each. In this way, if an applicant has given 6 options then s/he has to pay [Rs.100+(5x50) = 350]. The fees amount will be printed at the top of the College copy as well as on the Applicants copy of the CAF.

1.1. Application by Outside State Applicants (OSA)

*Outside State Applicants (OSA) can send the CAF by post to any one SAMS Resource Center along with the required option fees in the shape of **Bank Draft** only in favour of the Principal of the concerned SRC (College). The duly filled in CAF should reach the college on or before "Last date of submission of online applied CAF at any of 477 SAMS Resource Centers (SRC)". CAF without the Bank Draft shall not be entertained.*

5.1. Procedure to deal with transfer cases

If a candidate who has taken admission on basis of 1st selection gets selected for his/her higher choices in SC/ST Extension Seat Selection, two situations may arise:

- (a) Applicant's Destination College in SC/ST Extension Seat Selection is different from the 1st selection colleges.*
- (b) The stream is changed at the same destination college.*

For Situation (a) *the applicant shall take admission at the SC/ST Extension seat selection destination college on payment of the entire admission fees of this college and surrendering the CLC from the 1st selection destination college.*

For situation (b) *for change of stream in the SC/ST extension selection (due to up gradation), there would be no need for the applicant to approach the college for any endorsement. This would be done at the college level subsequently.*

5.2. Reservation-

Schedule Caste(SC) & Schedule Tribe(ST)

SC 8% of the sanctioned strength shall be reserved for SC applications.

ST-12% of the sanctioned strength shall be reserved for ST applicants

The reserved seats are not interchangeable between SC & ST.

SC/ST applicants selected for admission on their merit shall not be counted against reserved seats.

Additional seats for SC/ST students to the extent of 8% for SC & ST 10% for ST will be provided under the following conditions.

(a) *Seat normally reserved for that category of students, i.e. SC or ST has been full utilized.*

(b) *Even after reserved seats have been fully utilized, student of either or both the categories who have secured 40% or more (Arts & Commerce) or 50% or more (for Science) in the qualifying examination have failed to secure admission to Arts/Commerce or Science stream respectively [G.O.No.36979 Dt.23/9/2004 of department of Higher Education]*

However any modification made by the Government in the reservation policy will be followed during admission.

Reserved seats lying vacant after 1st selection and SC/ST extension seat selection admission shall ordinarily be de-reserved.

Physically Handicapped [PH] Orthopedically Handicapped [OH] *3% of sanctioned seats shall be reserved for PH/OH students (Extent of handicap not below 40%).*

Ex-Serviceman [ESM] *1% of the sanctioned seats shall be reserved for Self/Children/Wife/Husband of Ex-Serviceman.*

Serving Defense Personal (SDP) *1% of the sanctioned seats shall be reserved for Self/Children/Wife/Husband of serving defense personnel. (G.O, No. 55588/HE, Dt.16.10.2000)*

Children of Martyrs [CoM] *2% of sanctioned seats shall be reserved for the children of Martyrs.*

Odia Living in Neighboring States (OLNS). *Admission on merit from odia students living in neighboring states shall be reserved up to 5% (1% for any particular state) of the sanctioned strength. For the purpose of admission, an applicant will be considered as OLNS, if She/he has passed the HSC examination or equivalent examination from any school situated in the neighboring state of(Odisha, Andhra Pradesh, Chhattisgarh, Jharkhand, Bihar & West Bengal)*

N.B- *The applicants applying under this category must have opted odia as a subject (either as MIL or as Language) in the CAF to be in status of OLNS.*

5.3 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.

N.C.C.

Applicants holding A certificate shall be given Weightage of additional 5% of marks over and above the aggregate marks secured at the HSC or Equivalents examination.

Applicants who have represented the State or the Central School/Sainik School at the All India level NCC Camps/courses/activities shall be given Weightage of additional 5% of marks over and the aggregate marks secured at the HSC or Equivalents examination.

Scouts & Guides

Scout and Guides possessing and producing the original certificate signed by the President of India shall be given Weightage of additional 10% of marks over and above the aggregate marks secured at the HSC/Equivalent examination.

Scout and Guides possessing and producing the original certificate signed by the Governor of the State shall be given Weightage of additional 5% of marks over and above the aggregate marks secured at the HSC/Equivalent examination.

Sports and Games

Applicants who have represented the country at international level shall be given direct admission.

Applicants who have represented the state at national level shall be given Weightage of additional 10% of marks over and above the aggregate marks at the HSC/Equivalent examination

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 mark secured at the HSC/Equivalent examination.

Admission of candidate from Outside State Applicants (OSA)

The number of students admitted from outside Odisha to any class shall not exceed five percent(5%) of the total number of sanctioned seat of the class, subject to a maximum of one percent(1%) of the total seat for the candidates of a given State/Union Territory of India. For the purpose of admission, an applicant will be deemed to be from outside the State of Odisha if he/she has passed the H.S.C./Equivalent examination from any school situated outside State of Odisha.

N.B: Only merit, but no reservation will be considered for other state applicants.

5.4. Certificates & Documents

An applicant has to submit the self attested photo copies of the following documents/certificates with the College 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 some of the Certificates in Original during admission as described earlier.

10th Board Mark sheet and Pass Certificates in original

School Leaving & Conduct certificates from the educational Institution last attended.

*Schedule Tribe/Schedule Caste certificates from revenue officer not below rank of Tahasildar/Additional Tahasildar. **For ST applicant, his/her father's caste certificate may be taken into consideration.** Land passbook authenticated by the Tahasildar/Additional Tahasildar 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 Tahasildar/Additional Tahasildar shall be considered.)

PH/OH certificate from CDMO/SDMO/CMO of Capital Hospital (in case of Bhubaneswar)
Ex Service Man certificate from Zilla Sainik Board.
Service Defence Personnel-SDP (Army/Navy/Air Force) certificate from the commanding officer of the unit.

Children of Martyrs (CoM) certificate from the District Collector.
NCC certificate from the competent Authority.
Migration certificate for the applicants passing from other Boards other than BSE, Odisha.
Permanent Resident/Nativity certificate (for OLNS candidates)
Sports Certificate from the appropriate authority & counter signed by Director of Sports, Odisha.
Scout & Guide certificate from the appropriate authority.