

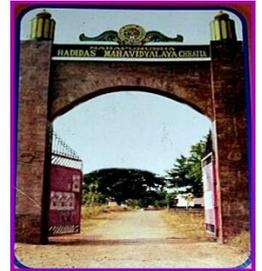


**SAMS**

Student Academic Management System



**A**  
**PROFILE**  
**SUBMITTED TO NAAC**



**ON THE DAY OF PEER TEAM VISIT**  
**19<sup>th</sup>& 20<sup>th</sup> DECEMBER, 2016**



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## INTRODUCTION TO SAMS

SAMS stands for **S**tudents **A**cademic **M**anagement **S**ystem. In this system, students are taking admission online into +2 and +3 classes of Arts, Commerce and Science streams along with Vocational & Sanskrit Colleges. 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** Colleges, expanded to **169 Junior** Colleges (+2) and **53 Degree** Colleges (+3) 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**. From the session **2012-13** all **Junior & Degree/Autonomous Colleges** (including Self-Financed Colleges) of the state have come to the SAMS fold and finally all Vocational & Sanskrit college brought to the SAMS fold from the session **2016-17** and it has been approved by the **Government of Odisha**.

## OBJECTIVE

**The objectives of SAMS are to;**

- Ensure single window system 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 services to the students.

## COMPONENTS OF SAMS

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

### **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 by the use of Computers and Internet. An eligible applicant have to apply **ONLINE** for a maximum of **TEN** options (College + Stream+ Honours) through [www.dheodisha.gov.in](http://www.dheodisha.gov.in) (by filling up required personal and academic information, choices of different colleges and streams in order of preference and others), take print outs of the computer generated application form (**College Copy & Applicant Copy**) and travel to the nearest **SAMS (Degree) Resource Centre** (List available in the website [www.dheodisha.gov.in](http://www.dheodisha.gov.in)) to submit the application. The college authority would keep the College Copy of the application form along with the relevant documents and return the Applicant copy with a Money Receipt-cum-Index Number to the applicant.

## **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 Intermediate, Maintenance of students attendance, Tabulation of college level examination marks, issue of College Leaving Certificates etc. This would improve efficiency, saves precious time of college authorities and ensures dissemination of correct information and services to all its stake holders.

## **Colleges under SAMS**

Basing upon the successful completion of e-Admission process it has been decided to continue the implementation of e-Admission in all Junior and Degree Colleges including two junior Colleges during this academic session of 2016-17. The list of Junior Colleges, Degree / Autonomous, Vocational & Sanskrit Colleges, available streams and subjects are published in the official website [[www.dheodisha.gov.in](http://www.dheodisha.gov.in)] of Higher Education Department.

## **FEATURES OF SAMS**

### **Common Prospectus (CP)**

Common Prospectus is a booklet, which outlines the details of e-Admission process, relevant information of different Degree Colleges and other procedures. The CP is available in the official website of the Higher Education Department, Government of Odisha [www.dheodisha.gov.in](http://www.dheodisha.gov.in) in downloadable format to take printouts.

- a) The first part of CP has features of e-Admission like General Guidelines, Selection Principles, Reservation & Weightage matters. The booklet which you are reading now is the first part of CP.
- 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) Printed copy of the CP is not available from the academic session 2013-14. Only its English version is available in the website [www.dheodisha.gov.in](http://www.dheodisha.gov.in). Applicants may download it from the website and print the same for their use.

### **Common Application Form (CAF)**

The CAF has been so designed that, an applicant can apply to any of the Degree, Autonomous & Sanskrit Colleges of the State in one form. An applicant has to fill it up ONLINE by logging on to the website of Higher Education Department, Government of Odisha [www.dheodisha.gov.in](http://www.dheodisha.gov.in). An applicant can exercise up to ten choices of college + stream +Honours in order of preferences where one would like to study. Furthermore, If an applicant passed appearing

qualifying examination of CHSE , Odisha recently, s/he needs to input her/his Examination Roll Number, Parents' Names at the right place after selecting "Name of the Board/Council" and "Year of Passing" and wait till the marks are shown to him/her on the CAF. Again if s/he agrees with the marks shown in the screen, then s/he has to confirm it by clicking on 'Yes' button or else 'No' button just to allow self to enter the actual marks at **point # 9. a.** of the CAF. However, other information like Correspondence and Permanent Address, Reservation and weightage details etc. are to be entered in the appropriate box of the CAF. The sample copies of online CAF & Instructions to fill it up are given in **Annexure-1.**

*Note: Applicants being passed from other than qualifying examination from CHSE, Odisha have to fill in all necessary fields of their own.*

From the past experience, it is seen that about 60-70% of applicants who get selected for admission to their first option college/stream had given only one option in last three years. This shows that cut-off marks of last 3 years are very crucial to take decision in choosing your options of stream and college.

### **Online Application**

As mentioned earlier, an applicant has to fill in the relevant information in the CAF on computer screen and submit it on-line. Mere applying online CAF in the Internet will not be sufficient for e-Admission. Then s/he has to take print outs of "**College Copy**" and "**Applicant Copy**" of the filled in CAF. The applicant and her/his 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 (Degree) Resource Centre College. 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.

### **Selection Process**

After the applicants submit their college copies, those shall be validated at the **SAMS (Degree) Resource Centre** by team of valuers. Once the validation is complete, the software shall process all applications and finalize the selection list for each of the colleges as per the merit and choice of the applicants. The selection list (First, Second & Third) 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, an applicant can download and print her/his intimation letter directly from the website after receiving a notification on her/his mobile number (if provided in the CAF) and take admission at the particular college on the date mentioned there in. There will not be any further SC/ST Extension seat admission, as done earlier because of increase in per cent age of reservation for ST&SC (vide notification. 11710/HE, dated: 01/06/2015). Spot Admission is removed from the Session 2016-17.

## Intimation Procedure

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

### Mode of Intimation 1<sup>st</sup> Selection 2<sup>nd</sup> Selection 3<sup>rd</sup> Selection

1. SMS
2. Email
3. Website ✓ ✓ ✓
4. College Notice Board ✓ ✓ ✓
5. Toll Free (155335OR 1800-345-6770) Sanjog Helpline ✓ ✓ ✓

## Admission / Slide-up

For these three steps of admission **(a) First Selection Admission (b) Second Selection Admission Third Selection Admission** the merit lists in respect of each Degree/Autonomous & Sanskrit 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 (Degree) Resource Center on scheduled date and time mentioned in the intimation letter. Degree/ Autonomous/ Sanskrit 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 colleges. Self-Financing Degree 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 Degree 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.*

If the selected applicant does not take admission, her/ his name shall be removed from the system for future admission during this session. **Therefore, it is mandatory for the selected applicants to take admission in order to remain in the system.** If an applicant is selected against her/ his lower option, s/he must take admission in the respective college, so that her/his case may be considered for sliding up during subsequent selection process. If such applicants do not take admission, their cases for sliding up (selection against higher options on the basis of merit-cum-seat availability) shall not be considered.

## 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 by the Higher Education Department, Government of Odisha.

### Activities Date Line

1. Availability of Online Common Application Form [CAF] in the Higher Education Department website [www.dheodisha.gov.in](http://www.dheodisha.gov.in) 20-June-2016
2. Availability of Offline/ Manual CAF at nearest SAMS Resource Centre [SRC] College [List available in [www.dheodisha.gov.in](http://www.dheodisha.gov.in)] 20-June-2016
3. Last date for applying online CAF through [www.dheodisha.gov.in](http://www.dheodisha.gov.in) 04-July-2016 (12:00 Midnight)
4. Last date for applying Offline/Manual CAF at any SRC along with supporting documents & fees 05-July-2016 (05:00 PM)
5. Last date of submission of Online applied CAF at any SRC long with supporting documents & fees 05-July-2016 (05:00 PM)
6. Last date for Online CAF validation & digitization of offline/ manual CAF by SRCs in e-Space 09-July-2016 (05:00 PM)
7. Publication of **FIRST** Selection Merit List 13-July-2016 (11:00 AM)
8. Admission of First Selection Applicants 15<sup>th</sup> to 20<sup>th</sup> July 2016
9. First selection admission data updation in e-Space by the colleges in their e-Space 22-July-2016 (05:00 PM)
10. Publication of **SECOND** Selection Merit List 25-July-2016 (11:00 AM)
11. Admission of Second Selection Applicants 27<sup>th</sup> to 29<sup>th</sup> July 2016
12. Second selection admission data updation e-Space by the colleges in their e-Space 01-August-2016 (05:00 PM)
13. Publication of **THIRD** Selection Merit List 03-August-2016 (11:00 AM)
14. Admission of Third Selection Applicants 5<sup>th</sup> to 6<sup>th</sup> August 2016
15. Third selection admission data updation e-Space by the colleges in their e-Space 8-August-2016 (05:00 PM)
16. Classes start for (+3)1st year students 11-August-2016
17. 2<sup>nd</sup> Phase Admission After 10 days from the date of Instant/ Supplementary results publication. *Changes to the dateline (if occurs) will be notified in the newspapers & website as well.*

## Changes for 2016-17 vis-a-vis 2015-16 Session

Following changes have been introduced since the academic session 2015-16 and will also continue for the session 2016-17 after deliberation in the SAMS Steering Committee and Government Approval.

- a) Annexure-7 has been removed from this session. Hence one applicant has to take TC if s/he slide-up to her/his higher options in subsequent sections.
- b) Annexure-8 would not be given at the time of admission which will be filled-up online by students using their user id & password after the admission session closed for a particular session.
- c) CAF fees for the first option have been changed. So, for first option, applicant has to pay **Rs.120/-** and for other options **Rs.50/-** for each. In this way, if an applicant has given **10 options** then s/he has to pay  $[120 + (9 \times 50) = 570]$ .

## Check list for submission of CAF

- a) Computer (Net) generated “College Copy” – duly signed by applicant and parent/guardian
- b) Computer (Net) generated “Applicant Copy”
- c) Self-attested copies of Higher Secondary (+2) Mark Sheet & Pass Certificate of CHSE, Odisha or other equivalent Boards / Councils. The list of equivalent Boards / Councils as communicated by Secretary, CHSE, Odisha is given at **Annexure-2**.
- d) Self- attested true copy of the compartmental Higher Secondary (+2) mark sheet (only for the applicants passed compartmentally).
- e) Self- attested true copies of the certificates in support of **reservation** from appropriate authority.
- f) Self- attested true copies of the certificates for claiming **weightage** from appropriate authority.
- g) **ONE** self-signed (on the front side) recent colour passport size photograph to be affixed in the CAF (College Copy).
- h) Certified true copy of **Resident/Nativity Certificate** for Odia Students Living in Neighbouring State (OLNS)

## CAF Validation Process

- a) Applicant cannot change any data in the CAF after submission of “College Copy” & getting acknowledged “Applicant Copy” of CAF at the SRC counter. The information furnished in the hard copy of CAF shall be verified as per the photocopy of the documents, submitted along with the college copy.
- b) The e-Admission Validation Team Member at SAMS Resource Center will validate the submitted CAF online by comparing the information with the relevant documents like mark sheets, reservation & weightage certificates, etc. **If an applicant has claimed any benefit of reservation or weightage without relevant document, her/his case will be validated without claim.**
- c) For benefit of applicants, a sample of filled in College Copy & Applicant Copy of CAF are given at **Annexure-4 & Annexure-5** respectively.

## CAF Received & Validated

Sl.No.	Year	Total Nos. CAF Received	Total Nos. CAF Validated
1.	2016-17	436	436

## Cut-up Marks for Admission in +3 Wings

### Name of Stream                      Cut-off Marks(%)

**+3 Arts**                                      **35%**

## 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 College on the date and time mentioned there in.

b) Applicant has to produce all [original documents for verification](#) at the Destination College. S/he has to pay the requisite admission fees in the right mode (Bank Draft OR Cash as mentioned in the College Profile) at the destination college counter.

c) S/he has to submit three colour [passport size photographs](#) at the time of admission.

d) Those who want to continue in the first college allotted to them in the first selection are required to pay the admission fees Bank Draft/ Cheque/ Cash. But those who opt for next selection can take admission by depositing Rs 100/- in cash (Non-Refundable) and rest of the amount in shape of account payee Bank Draft (Refundable). In the event of their transfer to another college in 2<sup>nd</sup> selection the college authority shall refund the Bank Draft to the candidates.

e) Elective Subjects will be allotted **after the 3<sup>rd</sup> selection of the First Phase Admission** at the final Destination College as per the preferences given in the CAF and as per merit of applicant & availability of seats.

f) [Admission\(2<sup>nd</sup> Phase\)](#) after Publication of Supplementary / Instant Results by CHSE (Odisha)  
Who are eligible?

- *Students who have passed in the supplementary / instant examination conducted by CHSE, Odisha*
- *Students who could not apply online in Phase-I*
- *Students who had applied but did not get selected OR selected but could not able to take admission in any college in Phase-I*

## Check List for Admission

- Original Certificates (As per **Intimation Letter**)
- Total fees for admission** (as mentioned against each college in the 2<sup>nd</sup> part of CP).
- Three passport size colour photographs

d) Following Original Documents are to be retained by the College Authority:

- School/College Leaving Certificate issued by the Institution last attended.
- Conduct Certificate issued by the Institution last attended.
- Migration Certificate, if any

e) Following Original Documents are to be returned by the College Authority to the applicant after the admission process is over.

- Mark sheet of the Higher Secondary (+2) Examination
- Pass Certificate of the same examination
- Certificate in respect of Reservation, if any
- Certificate in respect of Weightage, if any

### **Procedure to deal with transfer cases**

If a candidate who has taken admission on basis of 1<sup>st</sup> selection gets selected for her/his higher choices in subsequent Selection, two situations may arise:

- a) Applicant's Destination College in 2<sup>nd</sup> Selection is different from the 1<sup>st</sup> selection colleges
- b) The stream is changed at the same destination college.

**For situation (a)** The applicant shall take admission at the next selection Destination College on payment of the entire admission fees of this college and surrendering the CLC from the 1<sup>st</sup> selection destination college.

**For situation (b)** For change of Stream in the 2<sup>nd</sup> 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.

*Note: Students must be returned their entire admission fees (excluding Rs. 100/- as processing fees) with online generated College Leaving Certificate and other documents viz. cancelled original School Leaving Certificate/Cancelled College Leaving Certificate and original Migration Certificate to take transfer / fresh admission in any other college (SAMS or non-SAMS) within the normal period of e-Admission scheduled by [H.E. Department](#).*

## **Reservation**

### **Scheduled Caste [SC] & Scheduled Tribe [ST]**

- a) SC-**16.25%** of the sanctioned strength shall be reserved for SC applicants [G.O. 11710/HE, Dtd.: 01/06/2015]
- b) ST-**22.5%** of the sanctioned strength shall be reserved for ST applicants [G.O. 11710/HE, Dtd.: 01/06/2015]
- 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.
- e) However any modification made by the Government in the reservation policy will be followed during admission.
- f) Reserved seats lying vacant after 1<sup>st</sup> Selection and 2<sup>nd</sup> 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 Personnel [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 Neighbouring States [OLNS]**

Admission on merit from Odia students living in neighbouring 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 s/he has passed the Higher secondary (+2) examination or equivalent examination from any College situated in the neighbouring state of Odisha. (Andhra Pradesh, Telangana, Chhattisgarh, Jharkhand, Bihar & West Bengal)

**Note:** 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.

## **MEMBERS OF ADMISSION CELL**

Admission cell of the college is constituted each and every year by the principal of the college at the beginning of the academic year taking seniority, experience and different streams into consideration to conduct Admission Smoothly and systematically. The Cell constituted for the session 2016-2017 comprises of

Chairman:	<b>Prof Dr. Pradipta Kumar Das</b> Reader in Sanskrit -cum-Principal
Chief Admission in Charge:	<b>Prof. Sukanta Kumar Jena</b> Lecturer-in- Education
Cell Members:-	1. <b>Prof. Pravas Kumar Mohapatra</b> Lecturer-in – Economics 2. <b>Prof. Jogendra Nayak</b> Lecturer-in- Political Science 3. <b>Prof. Miss. Monalisha Mohanty</b> Lecturer –in- Psychology
DEO :	<b>Mr. Chaturbhuja Swain</b>
Supporting Staff :	<b>Mr. Binod Chandra Mohapatra</b>

## ACADEMIC SESSION 2016-2017

### STUDENT STRENGTH

Stream	Sanction Strength	Admission Strength	Male	Female	General	S. C	S. T	OBC	Minority
+3 Arts 1 <sup>st</sup> Year (2016-17)	282	258	80	178	135	27	02	35	02
+3 Arts 2 <sup>nd</sup> Year (2015-16)	307	298	103	195	104	40	03	148	03
+3 Arts 3 <sup>rd</sup> Year (2014-15)	307	293	121	172	254	36	01	-	02
<b>Total</b>	<b>896</b>	<b>849</b>	<b>284</b>	<b>545</b>	<b>493</b>	<b>105</b>	<b>06</b>	<b>182</b>	<b>07</b>

(The Admission strength does vary to the sanction strength due to increase of 20% (2014-15 & 2015-16 session) & 10% (2016-17 session) Extra seats at Govt. Level)

## PERSONAL DATA

### PERSONNEL DETAILS :

Name : **CHATURBHUJA SWAIN**  
Designation : **DEO**  
M.H.D.MAHAVIDYALAYA,CHHATIA  
Father's Name : Sitakanta Swain  
Date of Birth : 05.03.1992  
Community Status : OBC  
Religion : Hindu  
Nationality : Indian  
Sex : Male  
Marital Status : Unmarried  
Languages Know : (Oriya, Hindi & English)  
Present Address : At:- Jasorajpur ,Po- Samasarpur  
Via-Chhatia, Dist- Cuttack,Odisha-754023  
Mobile No. : 8908476005  
Permanent Address : Do

### TECHNICAL QUALIFICATION :

Sl. No.	Examination Passed	Name of Board / University	Year of Passing	Gradation
01.	PGDCA	IICM , Choudwar	2008	A+

### ADEMIC QUALIFICATION :

Sl. No.	Examination Passed	Name of the Board / University	Year of Passing
01.	H.S.C	Board of secondary Education, Odisha	2007
02.	+2 Arts	C.H.S.E ,Odisha	2010
03.	+3 Arts	Utkal University, Bhubaneswar, Odisha	2013