



COMMON PROSPECTUS

SAMS

Student Academic Management System

School & Mass Education Department
Government of Odisha



TE&SCERT ADMISSION 2018-19



**D.El.Ed./ B.Ed./
B.H.Ed./ B.PEd./
M.Ed./ M.Phil.**

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:

Directorate of Teacher Education and State Council for Educational
Research and Training, Odisha, Bhubaneswar (TE & SCERT)

Help Line Number: 155335 **OR** 1800-345-6770

Website: www.samsodisha.gov.in, www.sme.odisha.gov.in **OR** www.scertodisha.nic.in

Email: scertadmission2016@gmail.com

Contents

Important Notes.....	4
1. Executive Summary.....	5
1.1 What is SAMS?	5
1.2 Objectives.....	5
1.3 Component of SAMS?	5
2. e-Admission Procedure	6
2.1 Common Prospectus (CP)	6
2.2 Where to apply Online?	6
2.3 How to apply Online	6
2.4 Common Application Form (CAF)	6
2.5 How to add more Options?.....	7
2.6 How to modify information in a CAF?.....	7
2.7 Fee Structure of Application	7
2.8 Printing of CAF	7
2.9 Intimation Procedure	8
2.10 Important information regarding Auto Slide up& Admission.....	8
3. Principles of Selection	8
3.1 Admission.....	9
3.2 Predetermined Dates.....	9
4. STEP-BY-STEP GUIDELINE FOR FILLING ONLINE APPLICATION	10
4.1 Register to apply online application	10
4.2 Process to fill Application Form	10
4.3 Candidate Details	11
4.4 Present Address	11
4.5 Permanent Address.....	12
4.6 Stream (For B.Ed. Only).....	12
4.7 Educational Qualification	12
4.8 Upload Images	13
4.9 Fees Payments	13
4.10 Printing of CAF	13
4.11 Choice Locking.....	13

Definitions & Acronyms

SAMS	Student Academic Management System
CAF	Common Application Form
CP	Common Prospectus
TE&SCERT, Odisha	Directorate of Teacher Education and State Council of Educational Research and Training, Odisha, Bhubaneswar
SME	Department of School & Mass Education
Courses Name	D.El.Ed./ B.Ed./B.H.Ed./B.P.Ed./M.Ed./M.Phil.
Detailing Courses Name	Diploma in Elementary Education (D.El.Ed.) (CT) /Bachelor in Education (B.Ed.)/Bachelor in Hindi Education (B.H.Ed.)/Bachelor in Physical Education (B.P.Ed.)/Master in Education (M.Ed.)/Master of Philosophy in Education (M.Phil) .
Availability of Online CAF	The Online CAF will be available for apply at website: www.samsodisha.gov.in , www.sme.odisha.gov.in or www.scertodisha.nic.in
Sanjog Helpline Toll Free Number	155335 OR 1800-345-6770 are the toll free help line number which provides information on query of the candidates / parents / general public related to e-Admission.

Important Notes

- The courses that come under Teacher Education courses are: D.El.Ed./B.H.Ed./B.Ed./B.P.Ed./M.Ed./M.Phil. This has been brought into the SAMS fold from the Academic Session 2018-2019. e-Admission is compulsory in all Institutions, who is providing teacher education courses Odisha from the Academic Session 2018-19.
- The online Common Application Form is available in the website www.samsodisha.gov.in, www.sme.odisha.gov.in or www.scertodisha.nic.in and can be accessed at any place where Internet facility is available. Please read the Common Prospectus carefully before filling the online Common Application Form.
- The candidate can apply multiple choices during “Choice Filling” after publication of “Provisional Merit List”.
- If a candidate doesn't appear personally and fails to submit relevant documents at the time of document verification. Then, his/her candidature will summarily be rejected.
- Deploy Sample Test Paper/Mock Trial at given website/link www.scertodisha.nic.in at least 15 days prior to the scheduled date of examination to allow the eligible candidates to practice on the “Sample Online Test/Mock Trial”. The mock test should be a replica of the examination. The service provider should inform in advance about the schedule of Mock Test so that the candidates can be sent SMS/Email alert in advance.
- Intimation will not be sent through the post.
- Intimation letter / Placement Letter to the selected candidates will be transmitted through five modes **(i)** SMS (if mobile number is provided in CAF) **(ii)** Email (if e-mail ID is provided in CAF) **(iii)** Website www.samsodisha.gov.in, www.sme.odisha.gov.in or www.scertodisha.nic.in **(iv)** Institution Notice Board **(v)** Toll Free Number (155335 OR 1800-345-6770) **(vii)** Candidate log-in. The candidates can take the print out copy of the intimation letter for further activities.
- The list of all institutions is available on the website under the report screen.
- The Result, Scoring Key and OMR Sheet will be available in the individual candidate log-in ID in the Website.
- Institution wise intake capacity / admission / vacancy position / courses details will be available in the website- www.samsodisha.gov.in, www.sme.odisha.gov.in or www.scertodisha.nic.in for public view.

1. Executive Summary

1.1 What is SAMS?

SAMS stands for Students Academic Management System. In this system, students are taking admission online into +2 (junior), +3 (Degree), Physical Education, Industrial Training Institutions and Diploma. The admission process, which is carried out through internet and computers is called as e-Admission. The teacher education courses such as D.El.Ed./B.Ed./B.P.Ed./B.H.Ed./M.Ed./M.Phil have been brought to the SAMS fold from the session 2018-19.

1.2 Objectives

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 candidates/parents regarding selection.
- Reduce the workload of educational institutions by developing several modules of the administration using the database of admission process and thereby improve services to the students.

1.3 Component of SAMS?

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

1.3.1 e-Admission

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

An eligible candidate has to apply ONLINE through www.samsodisha.gov.in, www.sme.odisha.gov.in or www.scertodisha.nic.in (by filling up required personal and academic information, choices of different educational institutions and streams in order of preference and others) s/he can validate the mark secured at the Examination of BSE, Odisha, validate documents online if s/he claims any reservations and pay the application fee online and keep the print copy of the application form for future reference.

1.3.2 e-Administration

e-Administration uses the admission database for issue of institution 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 institution level examination marks, issue of institution Leaving

Certificates etc. This would improve efficiency, saves precious time of institution authorities and ensures dissemination of correct information and services to all its stake holders.

2. e-Admission Procedure

2.1 Common Prospectus (CP)

Common Prospectus is a booklet, which outlines the details of e-Admission process, relevant information of different **Courses** and CP (SAMS) is available in the website www.samsodisha.gov.in ,www.sme.odisha.gov.in or www.scertodisha.nic.in. The candidate may download it and print the same for use. The CP will be available online to download in PDF format.

- The first part of CP has features of e-Admission like general guidelines; the booklet which you are reading now is the first part of CP. **This is a step-by-step guideline for candidates while applying online application.**
- The second part of CP describes individual profiles, intake capacity, fees details etc. and is available on the website under “institution Profile” link on the website.
- The Third Part of the CP describes the selection, reservation and weightage criteria separately and the same is available course wise, on the website.

2.2 Where to apply Online?

Students can apply online at Cybercafe, Common Service Center, Internet Facility available places etc.

In Common Services Centers (Jana Seva Kendras of OCAC) a candidate has to pay Rs. 10/- for Internet Charges & Rs. 5/- per page of printout (of B/W A4 Size) for completing the online application & for taking printout.

2.3 How to apply Online

Go to website www.samsodisha.gov.in,www.sme.odisha.gov.in or www.scertodisha.nic.in

Then click on ‘Teacher Education’ and then click ‘Register for Online Application’ in its home page. You may also go through the video instruction regarding filling up of the CAF before you start the process of filling in. Now fill-up the CAF online on the computer screen. Upload your recent passport size color photograph in the space provided for the same. Uploading of photograph is mandatory.

2.4 Common Application Form (CAF)

The CAF has been so designed that, an candidate can apply to any courses of Teacher Education i.e. D.El.Ed / B.Ed. / B.P.Ed. / B.H.Ed./ M.Ed. / M.Phil through online form. An candidate has to fill it up ONLINE by logging on to the website www.sme.odisha.gov.in,www.samsodisha.gov.in or www.scertodisha.nic.in.

Furthermore, If the candidate has passed qualifying examination of BSE, Odisha recently, s/he needs to input her/his Examination Roll Number, Parents' Names at the right place after selecting "Name of the Board", "Year of Passing" and "Examination Type." 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. However, other information like address, reservation, weightage, etc. are to be entered in the appropriate box of the CAF.

Note: candidates being passed from other than qualifying examination from other than BSE& CHSE Board, Odisha have to fill in all necessary fields of their own.

2.5 How to add more Options?

The provision of "Options" is given separately in the student's login. A candidate can select more than one Option in the CAF. In order to add more than one option, the candidate has to click on "Add More" button and so on to select the desired institution from the drop down list and click on it. After adding all the options, s/he has to click on the "Submit" button. Candidate can select more than one Institution during 'Choice Locking'.

Candidate can't apply more than one Common Application Form CAF.

Note: When the candidate clicks on the "Submit" button, the filled in CAF would be displayed on the computer screen. If any erroneous entry is detected, then it can be corrected by clicking on the "Back to Modify" button.

2.6 How to modify information in a CAF?

Before final submission of the application by pressing "confirm" button, a candidate can modify any provided information by clicking "Back to Modify" button. But candidates after getting confirmation accompanied with 'Congratulations' message and 'Reference Number', cannot edit/modify the same. If they intend to do so, then they are suggested to register their request at HELPDESK.

2.7 Fee Structure of Application

General and SEBC candidates will pay Rs.500/- as application fee per application and SC/ ST candidates will pay Rs.300/- per application.

The candidate can pay their application fees through online payment gateway i.e. Debit Card, Credit Card, Net Banking & e-Challan. When a candidate select Debit / Credit /Net Banking then he will pay the fees instantly and can take print out of the application form instantly. In case of e-Challan, s/he has to wait till confirmation of transaction details for taking print out the application.

2.8 Printing of CAF

Click on "Print CAF" button to view the CAF to be printed. Candidates need to keep the printout of the application form for their reference and submission of the same during their admission.

Note: Only the Computer (Internet) generated CAF shall be accepted. In no case, a DTP or Typed CAF shall be accepted.

2.9 Intimation Procedure

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

Mode of Intimation	Examination	1 st Selection	2 nd Selection
SMS	√	√	√
Email	√	√	√
Information available in the website www.sme.odisha.gov.in , www.samsodisha.gov.in or www.scertodisha.nic.in .	√	√	√
Institution Notice Board	√	√	√
Sanjog Helpline Toll Free Number (155335or1800-345-6770)	√	√	√
Candidates login	√	√	√

2.10 Important information regarding Auto Slide up & Admission

If the selected candidate 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 candidate to take admission in order to remain in the system. If the candidate is selected against her/ his lower option, s/he must take admission in the respective institution, so that her/his case may be considered for sliding up during subsequent rounds. If such candidates 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.

On sliding up, intimation letter will also contain CLC. There is no requirement of signature of the principal of relieved educational institutions in the intimation letter (Only in slide up cases). The seats become vacant automatically once the intimation letter with CLC is generated and at the same time his/her admission is updated into the destination (selected) school/institution, the students have to only submit the required admission fees and the documents at the destination school/institution.

3. Principles of Selection

- **Eligibility:** The minimum eligibility criteria / Reservation/ Weightage for admission into different Teacher Education are available in the brochures separately in the website - www.sme.odisha.gov.in, www.samsodisha.gov.in or www.scertodisha.nic.in.
- After closing of online application, TE&SCERT will conduct Entrance Examination for all the candidates and prepare a merit list. Course wise, category wise and subject wise (wherever applicable)


- All selected candidates can apply their “Choice locking”. After “Choice locking” date is over. Selection process will be started. List will be published on the website and intimated through SMS, eMail & candidate login.

3.1 Admission

For these two phases of admission (a) First Selection Admission (b) Second Selection Admission; the merit lists in respect of each courses will be published on the website, institute shall be in the e-Space of respective Institutes. The all institutions should download these merit lists basis, take printouts and notify them in the respective Institutes login inner page and web site.

3.2 Predetermined Dates

SAMS operates through prefixed dates for all its activities. It helps in creating awareness and transparency & timely completion of activities. These dates have been finalized for online admission in the 84 institutions in the State through Student Academic Management System (SAMS) and available in the Website www.sme.odisha.gov.in, www.samsodisha.gov.in or www.scertodisha.nic.in.

		<h2 style="text-align: center;">Directorate of Teacher Education and SCERT, Odisha, Bhubaneswar</h2>	
<h3>Dateline for Online application for admission into all Government & Private Institution “Student Academic Management System”</h3>			
Sl. No.	Activities	Timeline	
1	Availability of online Common Application Form (CAF) at www.sme.odisha.gov.in , www.samsodisha.gov.in or www.scertodisha.nic.in	25-May-2018 (11.00 a.m.)	
2	Last date for applying online CAF	20-Jun-2018 (12.00 Midnight)	
3	Closing date of online fee payment.	20-Jun-2018 (12.00 Midnight)	
4	Closing date of offline fee payment	22-Jun-2018	
<p>For more details please contact e-Admission Helpline (Toll Free) Number 155335/18003456770</p>			
<p>Directorate of Teacher Education and SCERT, Odisha, Bhubaneswar</p>			

Note: Further activities will be published on the website for public information after fixation of dateline

4. STEP-BY-STEP GUIDELINE FOR FILLING ONLINE APPLICATION

e-Admission Procedure

4.1 Register to apply online application

- Before applying, candidates are advised to read the eligibility criteria of Information Brochure carefully. Go to the website www.sme.odisha.gov.in, www.samsodisha.gov.in or www.scertodisha.nic.in and click on the banner Student Academic Management System in its home page or www.samsodisha.gov.in and click on the TE&SCERT button in its home page, to enter into the e-Admission page of TE&SCERT. Now fill-up the CAF online on the computer screen.
- Download “Information Brochure for TE&SCERT-2018” available on the Home page to know the detailed information about TE&SCERT Admission-2018.
- Read the Information Brochure for TE&SCERT Admission-2018 carefully before filling & submitting online application form.
- You must keep ready the soft copy of your scanned PHOTO (in jpg/png/jpeg format size below 100KB), SIGNATURE (in jpg/png/jpeg format size below 30KB) before filling the ONLINE application form.
- A candidate has to complete three steps for completion of his/her application, i.e. Registration, Uploading images, Signature and Fee payment. Candidate can save the CAF in draft mode. A candidate may logout after registration and again login to upload images and fee payment.

4.2 Process to fill Application Form

- Click on Sign Up (New User), enter the name of the candidate, Mobile no and eMail Id, then generate OTP.
- An OTP will be sent to the provided mobile number. Candidate is required to validate by providing the OTP.
- The candidate can generate the password for logging into the system.
- Username (Mobile Number provided during registration)
- Password (Self assigned password during registration)
- Type the CAPTCHA and Click on login

4.3 Candidate Details

- Showing on Dashboard page.
- Click candidate form (Select which course you want to Apply)
- Select Course Details – Select as per provided dropdown list.
- Candidate Type- Select ‘candidate Type’ from the drop down list (Fresh or In Service)
- Candidate Select B.Ed./B.H.Ed./ B.P.Ed./ showing in dropdown list (Fresh or In Service) butfor D.El.Ed. /M.Ed./M.Philcourses only apply in Freshcandidate.
- 10th Board-Select your ‘10th board’ from the drop down list.
- Year of passing –‘Year of passing’ will be auto filled/Select ‘Year of passing’ from dropdown list.
- Roll No - will be auto filled or Type your’ Roll No.’
- Name - Name will be auto filled/It can be modified for any discrepancy.
- Mother’s Name – Name will be auto filled/It can be modified for any discrepancy.
- Father/Spouse’s Name – Name will be auto filled/It can be modified for any discrepancy.
- Gender – Select ‘Gender’ from the provided list.
- Date of Birth – ‘Date of Birth’ will be auto filled/It can be modified for any discrepancy
- E-mail – Enter your ‘e-Mail ID’ “Optional”
- Aadhar No.-Enter your ‘Aadhar No’ “Optional”
- Mobile No. – Enter Your Mobile Number as it is mandatory. It will be used for all types of communications
- Alternative mobile No.- Enter Your Alternative Mobile Number.
- Social Category- Select ‘Social Category’ from the drop down list.
- Special Reserve Category-Select from the drop down list.
- Marital Status- Select the ‘Marital Status’ from the provided list.
- Quota – Select the ‘Quota’ from the provided drop down list.

4.4 Present Address

- Address Line-1-Type your full address
- Address Line-2-Type your full address.
- Country- Select ‘Country’ from the drop down list.

- State – Select ‘State’ from the drop down list.
- District – Select ‘District’ from the drop down list.
- Pin code – Type the Pin code.

4.5 Permanent Address

- Address Line-1-Type your full address.
- Address Line-2-Type your full address.
- Country- Select ‘Country’ from the drop down list.
- State – Select ‘State’ from the drop down list.
- District – Select ‘District’ from the drop down list.
- Pin code – Type the Pin code.

N.B.: Have you studied Odia at HSC Level (or Passed Odia as a special paper from BSE Odisha in 10th Standard) (Select ‘Yes’ or ‘No’ from the checklist)

4.6 Stream (For B.Ed. Only)

- Stream Name- Select from the drop down list.
- Hons/Preference Type- Select from the drop down list.
- Language Subject As in Graduation (Must not have studied less than 200 marks)-Select from the drop down list.

4.7 Educational Qualification

- Examination Passed - Select your ‘Examination Passed’ details.
- College Board - Select your ‘College Board’.
- Year of passing - Select your ‘Year of Passing’.
- Roll No.-Enter your ‘Roll No’.
- Maximum Mark - Enter your ‘maximum mark’.
- Obtained Mark - Enter your ‘secured mark’.
- Percentage – Percentage will be auto filled.

N.B.: I hereby declare that all information's furnished in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect, or ineligibility being detected before or after the examination, or even after the admission at a later stage, I fully own the Responsibility of my candidature for the course applied for, be treated as cancelled and I may be debarred/ any action as per Rules and Regulations may be initiated against me- Select 'Yes' or 'No' from the checklist.

Note: When the candidate clicks on the "Submit" button, the filled in CAF would be displayed on the computer screen. If any erroneous entry is detected, then it can be corrected by clicking on the "Back to Modify" button and submit this CAF.

4.8 Upload Images

- Upload scanned image of a recent color photograph of the candidate (100KB size)
- Upload scanned image of Full Signature of the candidate (30KB size)

4.9 Fees Payments

After completion of Upload Images and Signature You will find payment options and click the Pay button it will be redirected to **AXIS Bank** payment getaway through ATM-cum- Debit Card / Credit Card/ Net Banking of the banks available in the portal.

Once the payment is confirmed, all steps required for submission of application are completed. The candidate can take print out of the application form. Any application which is incomplete i.e. all three steps are not completed will be rejected and the candidate cannot take part in the admission process.

- Applications complete in all respects will be displayed for confirmation. The candidate can download his/her Application Form by clicking "Print Application Form" option.
- Any discrepancy in fee payment may be intimated to Sanjog Helpline Toll Free Number (155335 or 1800-345-6770)

4.10 Printing of CAF

- After successful payment, candidates can take print out of the application copy for future reference.

4.11 Choice Locking

- After publication of examination merit list "Choice Locking" option will be available on the candidate's login page.
