



SAMS

Student Academic Management System

**User Manual How to fill up the Common Application Form
(CAF) admission into UG Courses for the Academic Session
2024-25**

HIGHER EDUCATION DEPARTMENT

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1. OVERVIEW

The e-Admission into the Degree colleges is taken up by the applicants who must have cleared their 12th board or +2 exams from a recognized board. Should have studied mandatory subjects like Arts, Commerce, Physics, Chemistry, Biology and Mathematics in Class 12th board or +2. The system is completely automated and is managed only through online. For completing all the formalities, the applicants should possess a valid mail id and an active mobile number with proper internet facility for receiving all the notifications with respect to admission process. Based on the marks secured in each subject, one can opt admission into the individual colleges by providing the details of the subject wise marks, documents supporting the category to which the applicant belongs followed by payment of the requisite fees.

A student is required to register herself/himself to avail different services under SAMS (e-Admission) such as online application, payments, selection, intimation, etc. The registration will be through an OTP (One Time Password) process, hence a mobile number & email ID is very crucial. Multiple registrations are restricted against single mobile & email ID.

The **ONLINE** Application Form for all Junior colleges is available in the website www.samsodisha.gov.in, which may be filled up correctly and should be submitted **ONLINE** on or before due date & time.

There is no option available for applying offline for the admission. Before filling up the application form, the applicant should keep ready the scanned copy of the colored photograph. The applicant/parent has to read carefully the information brochure and instructions before filling the Degree Online Application Form.

2. HOW TO GET STARTED

To start using the application for the admission of the applicants into various Degree colleges, enter the URL: <http://samsodisha.gov.in/> in the browser to land onto the following welcome screen as shown in **Figure 1**:



Figure 1 SAMS Welcome Screen



Figure 2 SAMS Degree Portal

Referring to Fig. 2, click the “Student Login”

2.1 EXISTING USER (SIGN-IN)

By choosing the Degree Application option in Fig. 2, you will be able to access the login screen for both **New Student Login** and **Existing Student Login** as shown in Fig. 2-2. If you are an existing user, then login to the system using your mobile number and password and follow the steps mentioned below for sign in-

- Select Year as 1st.
- Enter the registered **Mobile Number** of the student in the textbox given.
- Enter the login **Password** of the user in the space provided followed.
- For security reasons, enter the **Captcha** displayed.
- Click the **SIGN IN (Existing User)** button to enter the student area and access the permitted feature

Figure 3 SIGN IN (Existing User) Screen

Please Note: All the communication during e-Admission will be made through the mobile number and email address used during registration through SAMS portal. **One mobile number or email address are restricted for multiple registrations.**

2.2 NEW USER (SIGN-UP)



NEW USER REGISTRATION

Name of the student

Date of Birth

Mobile Number

Email

GENERATE OTP

BACK TO LOGIN

Note: Please provide your Name as mentioned in your +2 Certificate to avoid any mismatch.

Note: All admission related communication will be sent to the mobile numbers and email address used during the registration. One mobile number and email ID can not be used for multiple registration.

Figure 4 SIGN UP Screen

In case you are new to the system and have not yet registered, then you can sign up into the portal for the first time having an active mobile number. For doing so, click the **SIGN-UP** Option in **Fig. 3**, and follow the steps mentioned in the below (as shown in **Fig. 4**):

- Enter the Name of the Student same as mentioned in your certificate (as in 12th Standard) in the textbox.
- Enter Date of Birth (as per the 12th Standard) in the textbox.
- Enter the 10-Digit valid Mobile Number for communication /receiving SMS alert.
- Provide a valid and active **Email Id** for communication/receiving the notifications.
- Click the “**Generate OTP**” button to send the OTP to the mobile number given for registration.

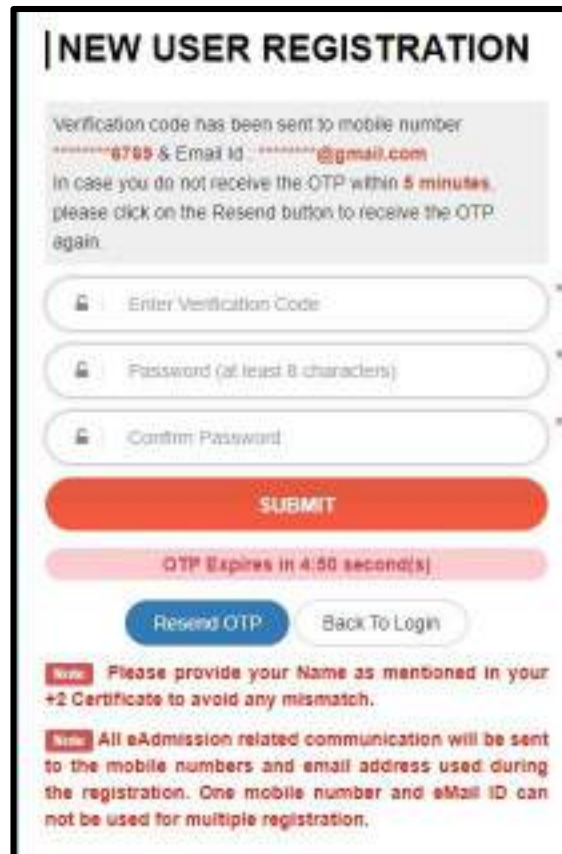
Please Note: *This mobile number may either belong to you or to any of your family member that is accessible to you.*

You will receive a verification code/OTP in your Mobile number and Email id provided for confirming if the mobile number and mail address provided are in active state or not. Check the mobile number and email id if the OTP is not received within 5 minutes, then click the **Resend** button to send the OTP again.

Doing so, you will be taken to the verification page where you have to use the received OTP to verify authenticity followed by choosing new password as part of your log in credential.

To validate your **Sign-Up** process, refer to **Fig. 5**:

- Enter the OTP you have received in the **Verification Code** textbox given.
- Enter the **Password** that includes Upper case, lower case, numbers and special characters of at least 8 characters length in the textbox.
- Re-enter the Password for **confirmation**.
- Click the **Submit** button.



| NEW USER REGISTRATION

Verification code has been sent to mobile number *****6789 & Email Id *****@gmail.com
 In case you do not receive the OTP within 5 minutes, please click on the Resend button to receive the OTP again.

Enter Verification Code

Password (at least 8 characters)

Confirm Password

SUBMIT

OTP Expires in 4:50 second(s)

Resend OTP Back To Login

Note Please provide your Name as mentioned in your +2 Certificate to avoid any mismatch.

Note All eAdmission related communication will be sent to the mobile numbers and email address used during the registration. One mobile number and email ID can not be used for multiple registration.

Figure 5 New User Registration Screen

- On successful registration, an on-screen message will be shown as shown in **Fig. 6** and you will receive a confirmation email/message on your registered email Id and mobile number respectively.
- Also, you will get a notification of your registered mobile number and password in your email ID.

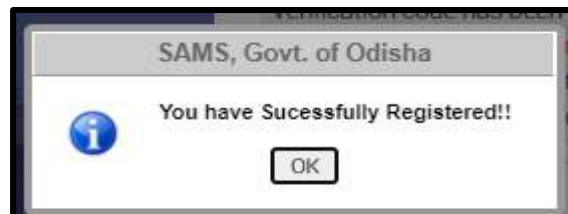


Figure 6 Success Message Screen

2.3 FORGOT PASSWORD



Forgot Password

1st Year 2nd Year 3rd Year

Mobile Number

Email

GENERATE OTP [← Back to Login](#)

Figure 7 Forgot Password Screen

In case you have forgotten your password, then follow the steps below to retrieve the password.

- a) Click on the **Forgot Password?** link (Refer **Fig. 3**)

To generate OTP:

- b) Enter your registered **Mobile Number** in the specified box
- c) Enter your registered **email ID** in the specified box
- d) Click on **Generate OTP** button
- e) Check for the OTP received on your mobile and email ID.

At any point if you want to go back to Login page, Click "**Back to Login**" link. Refer **Fig. 7**.

A verification code will be sent to the respective mobile number and mail id.

3. DASHBOARD

On successful registration **Sign-In** with your registered mobile number and password, you will land onto the following SAMS Degree college admission dashboard, refer **Fig. 8**, displaying the list of important menus in the left column along with the important announcements and Dateline for the online activities with respect to admission:

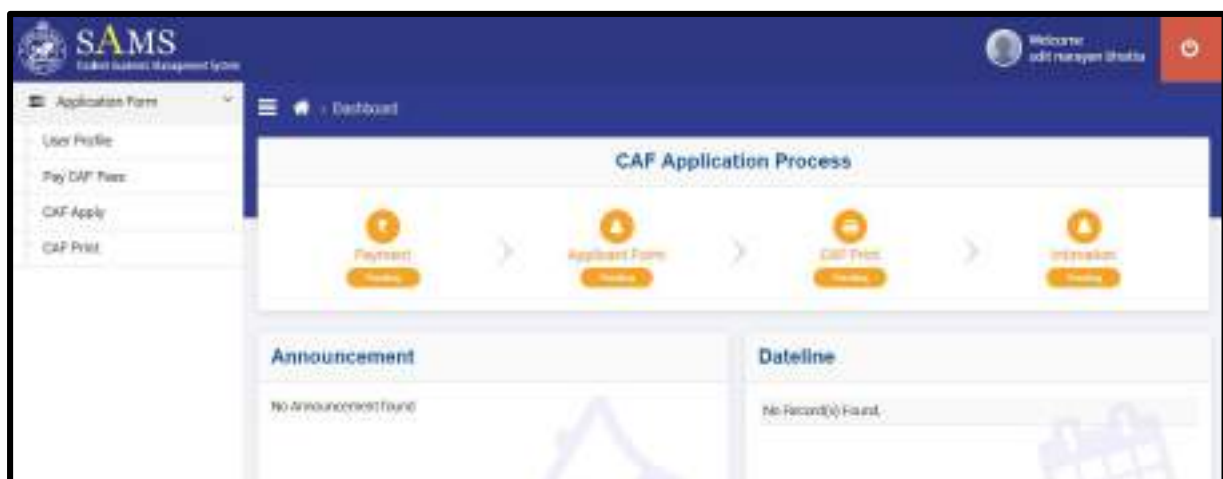


Figure 8 Common Application Form Dashboard Screen

Referring to the datelines, you can proceed for applying into the respective stream sticking to the timeline.

3.1 USER MANUAL

To start applying Common Application form (CAF) for U.G. Courses, applicants are advised to download and read user manual before filling up of CAF available in Student CAF Dashboard (as shown in **Fig. 8**).

The dashboard will give you the status of your application step- by-step.

Before filling up the application form, you need to go through the important instructions given to be followed and the list of necessary documents required for your referral.

3.2 Application Form/ CAF Apply

To fill up the Common Application Form (CAF), click on the “**Application Form**” link shown in the dashboard, i.e. **Fig. 9**. Further, a pop-up screen mentioning “**Do you want to fill your form using Digi-Locker**” will be shown. If, you have data/ information available on the Digi-locker portal, then click on “**YES**” button, otherwise click on “**NO**” and proceed to fill in your details with respect to personal details, and educational institution last attended etc.

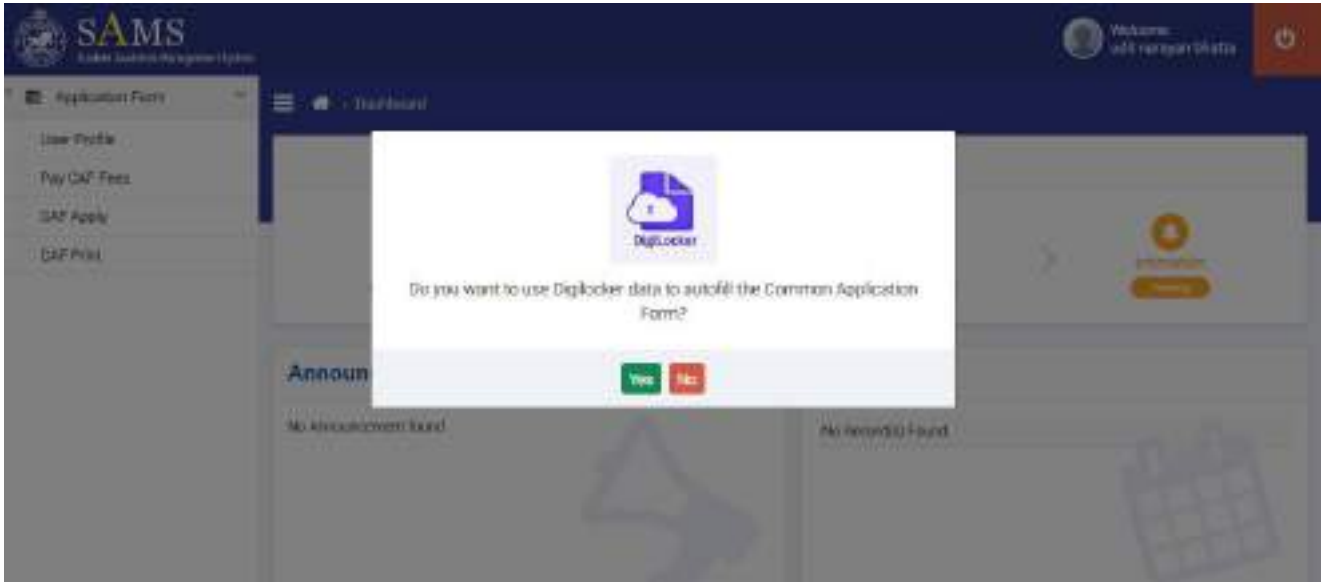


Figure 9 Dashboard

3.3 USER PROFILE

Applicants can change their **Applicant Name** and **Date of Birth** if found incorrect at time of registration using this option as shown in **Fig. 9**:

- Enter the correct name as per 10th Standard Certificate (if it is incorrect) in the textbox (**Refer Fig. 9**).
- Enter Date of Birth as per 10th Certificate (if incorrect) in the textbox.
- Click submit button to update the correct data in Common Application Form (**Refer Fig. 9**).



Figure 10 User Profile Screen

3.4 PAY CAF FEES

Before applying CAF, applicants have to deposit CAF fees through online mode (Refer Fig. 10):

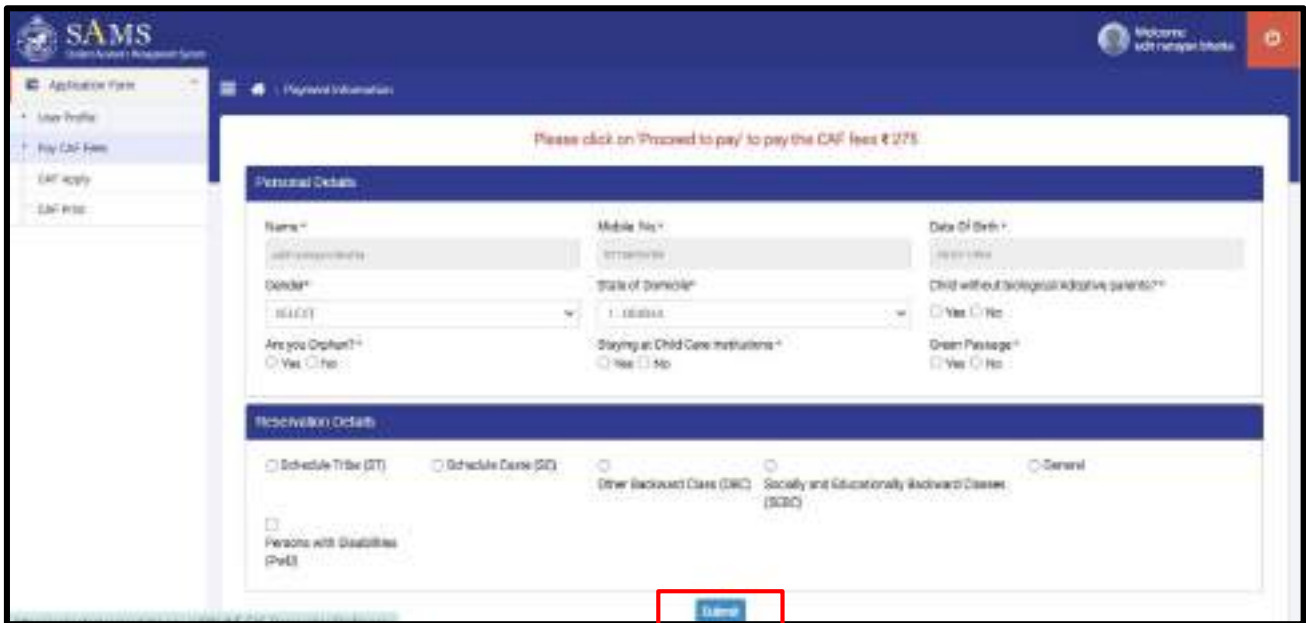


Figure 11 Pay CAF Fees Screen

For paying the required CAF fees:

- Select “**Gender**” and State of “**Domicile**” from drop down in Personal Details as shown in Fig. 10.
- Select the appropriate “**Reservation Details**” and “**Person with Disabilities information**” and click “**Proceed to Pay**” button to go “**Payment Gateway Screen**” as shown in Fig. 11.

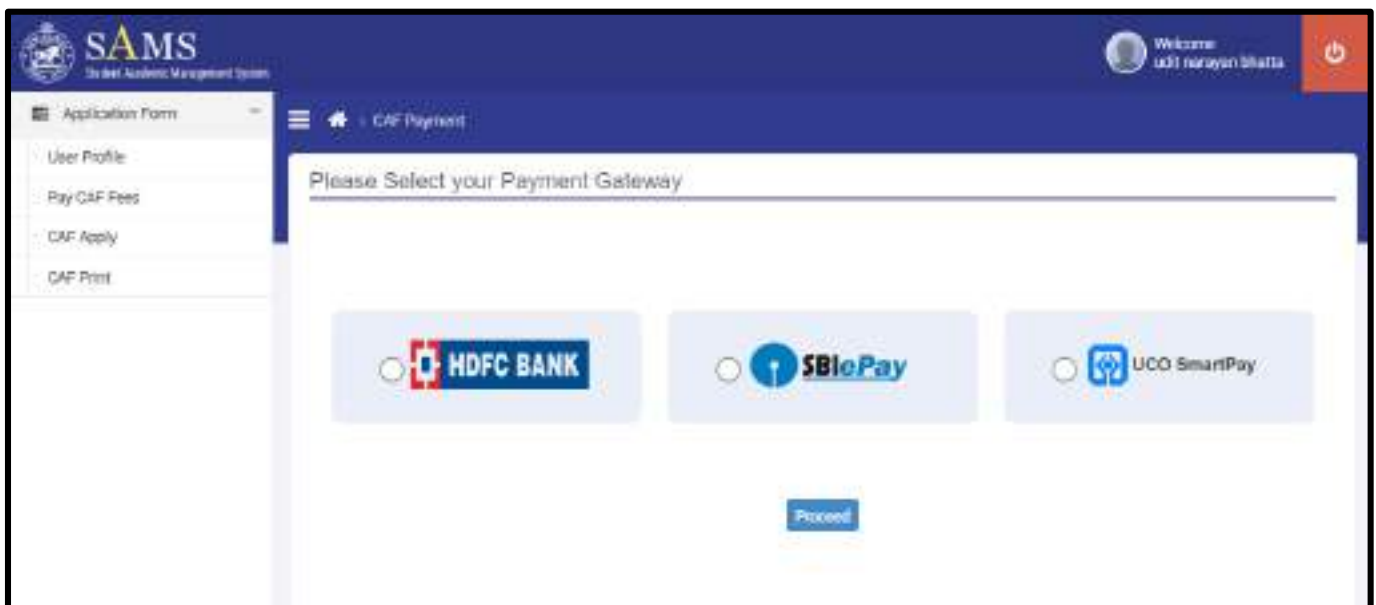


Figure 12 Payment Gateway Screen

You are provided with options to choose for the **Payment Gateway** available to proceed with the payment process.

Choosing the right option, click the **Proceed** button to make the payment for the application.

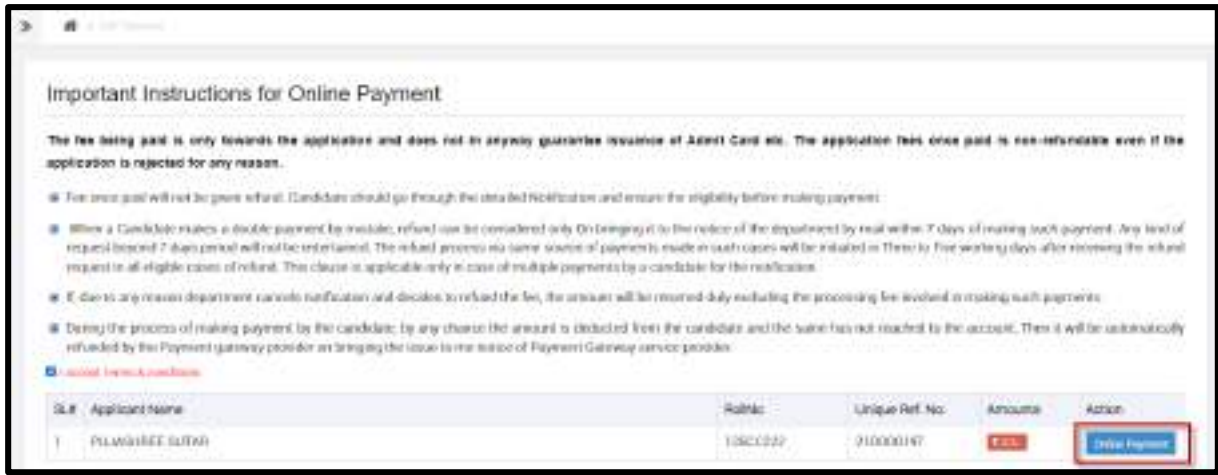


Figure 13 Payment Instruction Screen

Going through the instructions enlisted, select the checkbox if you agree to accept the terms and conditions for making the payment and click the **Online Payment** option to pay the requisite amount for the admission into the college and stream selected. Refer Fig. 12.

Once the payment is done, you are redirected to application payment confirmation screen which can be printed for further use, refer Fig. 13:

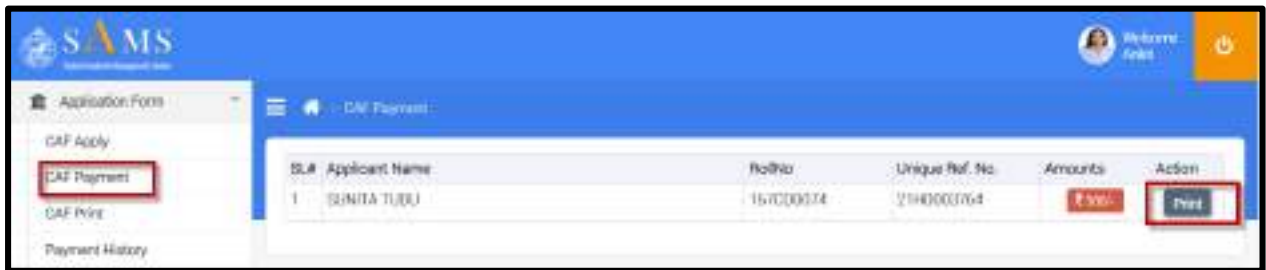


Figure 14 CAF Payment Screen

3.5 APPLICATION FORM/ CAF APPLY

After success payment of CAF Fees, click the CAF Apply link in Fig. 8, to fill in your details with respect to personal details, details of marks secured and educational institution last attended, etc.



Figure 15 CAF Instruction Screen

Before filling in the application form, you need to go through the instructions given to be followed and the list of necessary documents required for your referral, (as shown in Fig. 14).

Click the **Close** button to proceed for filling the application-

Figure 16 CAF Apply Screen

3.5.1 PERSONAL DETAILS

You can fill-in your personal details to apply for admission into degree colleges for the current year in the respective fields under the **Personal Details** section, refer Fig. 16

Personal Details

Name of the Council from which you have passed the +2/Equivalent exam/ Year of Exam & Roll Number (as in admit card)

Name of the Examination Council*

Year of Passing*

Exam Type* Annual Supplementary

Roll Number*

Applicant's Name*

Gender*

Blood Group

Father's Name*

Mother's Name*

Religion*

Date of Birth*

Nationality*

Mother Tongue*

Aadhaar No.*

Guardian Mobile No.*

Child without biological/Adoptive parents* Yes No

Are you Orphan?* Yes No

Staying at Child Care Institutions* Yes No

Green Passage* Yes No

In order to ascertain the number of candidates who is without biological or adoptive parents and the child is residing in child care institution or under foster care of guardian or any fit person whose annual income from all sources does not exceed for Rs. 1,00,000 (One Lakh Only).

Apaar No

Figure 17 Personal Details Screen

- The **Name of the Examination Council** for the last attended exam gets auto populated. You can select the name of the examination board as per your preference from the drop-down menu.
- Select the **Year of Passing** the exam from the drop-down menu.
- Choose the **Exam Type** you have appeared, i.e. either Annual or Supplementary.
- Enter your **Roll No.** in the textbox given as mentioned in your admit card.
- Your information including **Applicant Name**, your **Father's Name**, **Mother's Name**, **Nationality**, **Mother Tongue** and **Marks** secured in the respective subjects will be automatically populated in the respective fields in the application form for CHSE(O) applicants. Other Board applicant shall fill the details manually in the respective textbox.
- Select your **Religion**, **Date of Birth**, **Gender** and the **Blood Group** you possess from the respective menus.
- Enter your 12-Digit valid **Aadhaar number** as issued by Govt. of India followed by entering the **Guardian Mobile No.** in the space provided for communication.
- Aside, you have an “**APAAR No.**”, Applicant has to enter the “**APAAR No.**” in the required field. (which is a non-mandatory field)
- If the child is without “**Biological or Adoptive Parents**” click “**Yes**” continue or click “**No**” to continue Refer Fig. 16.
- Click the Upload Photo option wherein you can select the photograph either in JPG, BMP or PNG format Refer Fig. 17.

Figure 18 Upload Photo Screen

- On choosing the appropriate photograph, click the **Upload** button to save the photo.
- Click **Ok** button to upload the photo against your profile.

Please Note: The photo you specify here will be used across CAF, ID Card, Library Card, etc.

The details of the marks secured in the 12th board examination will be displayed for the respective subjects.

- If marks of subject auto populated is incorrect as per the 12th CHSE(O) result, then you need to visit your nearest SAMS Resource Center (SRC) to correct the marks.

3.5.2 DETAILS OF MARKS SECURED IN +2 COUNCIL/ EQUIVALENT EXAM

Figure 19 Details of Mark Secured in +2 or Equivalent Examination Screen

- If your roll no. is auto-validated by the system in case you choose the Yes option for agreeing that the data provided are correct, then the details of the maximum marks, total marks secured, subject wise mark details will be auto-populated in the respective fields in **Fig. 18**.
- Other Board applicant whose data doesn't not auto populate has to select the appropriate "Stream" and enter the maximum marks and secured marks manually.
- If you have passed the **+2 Council Exam Compartmentally/Instant**, Enter the subject wise Fail mark for the previous exam along with the Pass mark in the Compartmental exam in the respective sections Refer **Fig. 19**

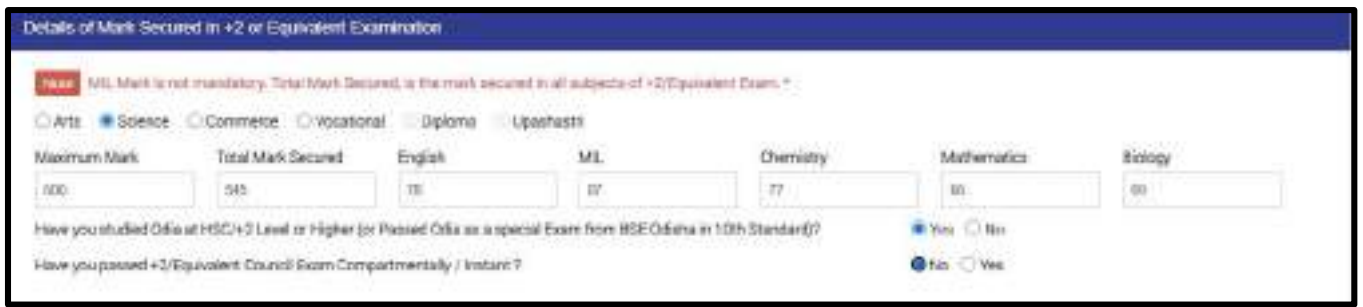


Figure 20 Compartmental Marks Screen

3.5.3 RECORD OF EDUCATIONAL INSTITUTION LAST ATTENDED

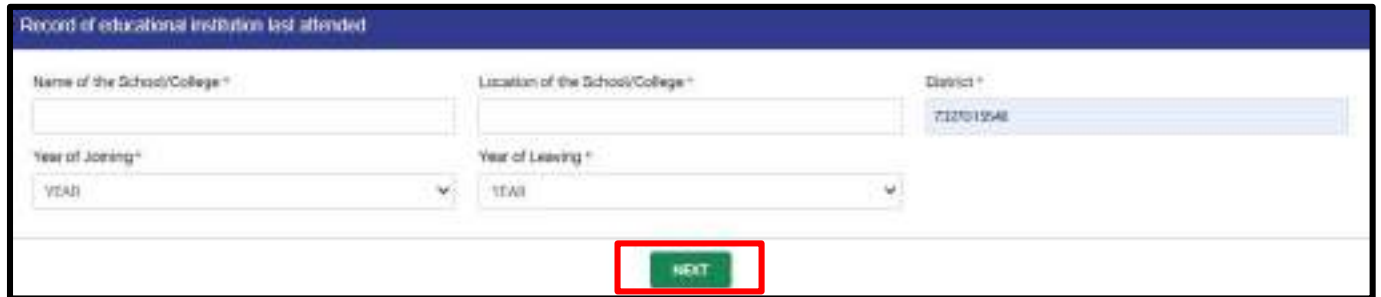


Figure 21 Record of Educational Institution Last Attended

The detailed record of the educational institution that you have attended last can be selected in this section Refer **Fig. 20**:

- The **Name of the School** last attended is in the respective field.
- Enter the **Location of the School** last attended in the given textbox followed by selecting the name of the **District** where the school is located.
- Select the **Year of Joining** the school last attended from the drop-down menu.

Click the **Next** button to proceed further to the next screen, i.e., the Address, Income & Bank Account Information Section.

3.5.4 ADDRESS, INCOME & BANK INFORMATION

The screenshot displays the 'Common Application Form' for the Department of Higher Education, Government of Odisha. The form is divided into four main sections: Permanent Address, Income Details of Parents, Bank Information, and Other Information. The 'Permanent Address' section includes fields for State, District, Block/ULB, House No., Street/Village, Post Office, and Police Station Name. It also features a 'Residence Certificate No.' field, an 'Issued Date' field, and a checkbox for WhatsApp notifications. The 'Income Details of Parents' section includes fields for Father's and Mother's Occupations, Annual Income of Parents, and Income Certificate No. It also has a checkbox for parental income tax and an 'Issued Date' field. The 'Bank Information' section includes fields for Account Number, Bank Name, Branch Name, and Branch Details. The 'Other Information' section includes a 'Special Category' dropdown, checkboxes for JAWA beneficiary and labourer status, and a checkbox for PwD status. At the bottom, there are 'PREVIOUS' and 'NEXT' buttons, with the 'NEXT' button highlighted by a red box.

Figure 22 Address, Income & Bank Information Screen

In the **Permanent Address** column-

- The name of the **State** remains default for the location you have registered.
- Select the name of the **District** from the drop-down menu to which you belong.
- Select the name of the **Block/ULB** where you stay.
- Enter the **House No., Street/Village, Post Office and Police Station Name** in the given space.

- Enter the location **Pin Code** in the textbox.
- For communication enter your **WhatsApp Mobile No., Mobile No.** and **e-Mail** address **Fig. 21.**

In the **Income Details for Parents** section-

- Select the occupation of your **Father** and **Mother** from the respective drop-down menus.
- Select the income slab from the list in which together your **Parents annual income** can be included.

In the **Bank Information** section-

- Enter your valid **Account Number** existing in the bank for transaction purpose.
- Re-enter the **Account Number** to confirm.
- Enter Name of the **Account Holder**
- Enter the **IFSC Code** of your bank account. Doing so, the **Bank and Branch Details** gets auto-filled in the respective fields refer **Fig. 21.**

In Other Information Section:

- Enter whether you belong to special category or not
- Enter whether any of your family member is enrolled in “**KAALIA Scheme**”
- Are you having Labour Card
- Enter what you aspire to belong in “**Future Career Option**”

Click the **Next** button as shown in Fig. 21 to select the “**Reservations and Weightage Info**” Section.

3.5.5 RESERVATION AND WEIGHATGE INFORMATION

In the **Reservation Details** column-

- Choose the radio button for the category of class to which you belong, i.e. Schedule Class, Schedule Tribe, Other Backward Class, Socially and Educationally Backward Class and General, etc.
- -If the applicant belongs to Schedule Cast or Schedule tribe then S/he has to provide the **Barcode or Miscellaneous Case No.**
- If the applicant belongs to PwD then S/he will have to tick on PwD check box. New option will display as “Nature of Disabilities” and the option under the same will be as follows: Permanent Disability and Temporary Disability (if temporary disability then the person will not be considered under the PwD category)
 - -If Permanent Disability then as per the PwD act of 2016, the 19 categories are shown in the drop-down list in the **Fig. 22** the applicant have to select one of the categories and mention the % of disability, if the applicant is below 40% then the applicant will not be treated under the PwD category.
 - -After that the applicant have to mention the UDID no. in the text field in form of alphanumeric and upload the document.

- If the applicant belongs to ESM/ CoM/ SDP, S/he has to select any one category using the Radio Button and then the applicant has to select the Type of Command under the following drop-down list as shown in **Fig. 22**.

In the **Weightage Details** section-

- Choose the options provided in NCC, NSS Camp, Rover & Ranger, Sports & Games column to which you belong mention in the **Fig. 22**.
 - Under NCC, select NCC (B) or NCC (Camp Course), International Level, National Level, State Level, Best NSS Volunteer Award.
 - Under NSS Camp: International Level, National Level, State Level, and Best NSS Volunteer Award.
 - Under Rover & Ranger: Select Rajya Puraskar (RP) or President Recognition (PR).
 - Under Sports & Games: Select International, National or State.

The screenshot shows the 'Reservation & Weightage Info' step of the application process. The page title is 'Common Application Form For Admission to Degree Colleges (2024-25)' with a '+3' badge. A progress bar indicates the current step. The 'Reservation Details' section includes options for Schedule Type (ST), Schedule Class (SC), Other Reserved Class (ORC), and Socially and Educationally Backward Classes (SEBC). It also has a section for 'Persons with Disabilities (PWD)' with fields for Nature of Disability, % of Disability, LICID No., and Type of Disability. Below that are options for Ex-Servicemen (ESM), Children of Martyrs (CoM), and Serving Defence Personnel (SDP). The 'Weightage Details' section contains four columns of checkboxes for NCC, NSS Camp, Rover & Ranger, and Sports & Games. At the bottom, there are 'PREVIOUS' and 'NEXT' buttons, with the 'NEXT' button highlighted in a red box.

Figure 23 Reservation, Weightage Information Screen

Click the **Next** button as shown in **Fig. 22**.

Moving on further to choose the options for subjects into various courses like **+3 Arts, Science, Commerce, B.A. Law, Integrated 4-Years B.A. B.Ed./B.Sc. B.Ed. in Government, Aided, Private and Self-Financing colleges**, you are redirected to the **Option Info** screen wherein you are given the option to choose for the subject names from the respective menus.

3.5.6 OPTION INFORMATION

Figure 24 Adding HEIs Option Information Screen

Referring to Fig. 23,

- Choose the appropriate radio button for the HEIs type into which you are interested to enroll yourself, i.e., either Govt./Aided/Private, Self-Financing, or Sanskrit.
- Select the name of the **District** from the drop-down menu wherein you are interested to take admission.
- Depending on the location, select the College Name from the drop-down list followed by choosing the name of the Stream for which admission is desired.
- Selecting the Stream for which admission is desired, the previous year cut off marks for the 1st selection for the category selected is auto-displayed.
- You need to select the subject from the list of subject options given.
- Choose either **Yes** or **No** if you are interested to reside in **hostel** or not.
- After the applicant will choose **Yes**, Information related to the hostel: like availability of hostel, seat strength as per the category will be mention as shown in the **Fig. 23**.

Once you are done with the 1st option HEIs/Subject, click the 2nd Option button to select for the HEIs/Subject.

Here, you can select a minimum of 5 options and a maximum of any number of options for the admission.

3.5.7 PREVIEW SCREEN



Common Application Form

For Admission to Degree Colleges (2024-25),
Government of Odisha

+3

★ Please Verify the Caf Details and Proceed to Submit the Caf information

Personal Details

Name of the Council from which you have passed the +2/Equivalent exam, Year of Exam & Roll Number (as in admit card)

Name of the Examination Council : 3 - CENTRAL BOARD OF SECONDARY EDUCATION, NEW DELHI

Year of Passing : 2024

Exam Type : Annual

Roll Number : 54654

Applicant's Name : RAJKISHORE PARIDA

Gender : MALE

Blood Group : AB+

Father's Name : RABINDRA

Mother's Name : RANJANA

Religion : HINDUISM

Date of Birth : 13-SEPTEMBER-1992

Nationality : INDIAN

Mother Tongue : ODIA

Aadhaar No. : 874816081704

Guardian Mobile No. : 7327015540

Child without biological/adoptive parents : Yes

Orphan : Yes

Staying at Child Care Institutions : Yes

Green Passage : No

Apaar No. :



RAJKISHORE PARIDA

In order to ascertain the number of candidates who is without biological or adoptive parents and the child is residing in child care institution or under foster care of guardian or any fit person whose annual income from all sources does not exceed for Rs. 1.00lakh (Orphan Candidate).

Details of Mark Secured in +2 or equivalent Examination

Note: MIL Mark is not mandatory. Total Mark Secured, is the mark secured in all subjects of +2 or equivalent Exam.

Note: Subject wise mark is captured and used only for tie breaker Case.

Arts Science Commerce Vocational Diploma Upashastri

Maximum Mark	Total Mark Secured	English	MIL	Chemistry	Mathematics	Biology
600	600	100	100	100	100	100

Have you studied Odia at HSC/+2 Level or Higher (or Passed Odia as a special Exam from BSE Odisha in 10th Standard)? : Yes

Have you passed +2/Equivalent Council Exam Compartmentally / Instant ? : No

Record Of Educational Institution Last Attended

Name of the School/College : DAV PUBLIC SCHOOL

Location of the School/College : JHARSUGUDA

District : JHARSUGUDA

Year of Joining : 2023

Permanent Address

State	: 1 - ODISHA	District	: JHARSUGUDA
Block	: LAKHANPUR	House No., Street/Village, Post Office, Police Station Name	: SARANDAMAL
Pin Code	: 768211	WhatsApp Mobile No	: 8339814091
Mobile No	: 8339814091	e-Mail	: ABC.PARIDA012@GMAIL.COM
Residence Certificate Barcode	:	Issuing Authority	:
Issued Date	:		

Income Details of Parents

Father's Occupation	Mother's Occupation	Annual Income of Parents (Together) in (₹)
RETIRED / PROFESSIONAL	HOME MAKER	0 - 1,50,000
Exact Annual Income	Income Certificate Barcode	Does your parents are paying Income Tax?
120000		No
To Whom the Certificate Issued	Issuing Authority	Issued Date

Bank Information

Account Number	: 55861011	Name of Account Holder	: RAJKISHORE
IFSC Number	: SBIN0008704	Bank Details	: STATE BANK OF INDIA
Branch Details	: BANDHABAHAL		

Other Information

Special Category	: None of the above		
Does parents have a KALIA beneficiary?	: No	Does parent hold a Labour card?	: No
Future Career Option Desired by Applicant	: UpSkill	Are you willing to participate in skilling courses under NASSCOM/Infosys Springboard?	: Yes

Reservation Details

Schedule Tribe (ST)/Schedule Caste (SC)/Other Backward Class (OBC)/Socially and Educationally Backward Class (SEBC)/General	: General
Persons with Disabilities (PwD)	: No

Reservation Details

Schedule Tribe (ST)/Schedule Caste (SC)/Other Backward Class (OBC)/Socially and Educationally Backward Class (SEBC)/General : General

Persons with Disabilities (PwD) : No

Ex-Service Man (ESM)/Children of Martyrs (CoM)/Serving Defence Personnel (SDP)/None : None

Do you have odisha domicile Certificate? : Yes

Weightage Details

NCC <input type="checkbox"/> NCC-B Certificate <input type="checkbox"/> NCC (Camp/Courses/Activities)	NSS Camp <input type="checkbox"/> International Level <input type="checkbox"/> National Level <input type="checkbox"/> State Level(Issued by State NSS Cell) <input type="checkbox"/> Best NSS Volunteer Award	Rover & Ranger <input type="checkbox"/> President Recognition (PR) <input type="checkbox"/> Rajya Puraskar (RP)	Sports & Games <input type="checkbox"/> International Level <input type="checkbox"/> National Level <input type="checkbox"/> State Level
--	---	--	--

Option(s)/Choice(s) Details

Option Sl.No	College	Stream	Preference	Subject	Hostel Option
1st	+3 KASHI BISWANATH MAHAVIDYALAYA, PAIKASAHII	ARTS	HONOURS	POLITICAL SCIENCE	No
2nd	BALANGI (DEGREE) MAHAVIDYALAYA, SUNAHAT	PHYSICAL SCIENCE	HONOURS	PHYSICS	No
3rd	FAKIR MOHAN (AUTONOMOUS) COLLEGE, BALASORE	PHYSICAL SCIENCE	HONOURS	B.SC. B.ED. (MATHEMATICS)	No
4th	MAHARAJA PURNA CHANDRA (AUTONOMOUS) COLLEGE, TAKATPUR	ARTS	HONOURS	B.A. B.ED. (ECONOMICS)	No
5th	SAMANTA CHANDRA SEKHAR (AUTONOMOUS) COLLEGE, PURI	PHYSICAL SCIENCE	HONOURS	B.SC. B.ED. (MATHEMATICS)	No

You have been provisionally selected for the following schemes based on your eligibility for scholarships:

e-Medhabruti - U.G Merit
NUA-O Scholarship
NUA-O Scholarship - II

Edit
SAVE & PROCEED

Figure 25 CAF Preview

Click on the preview where applicant could see their entire CAF before submitting the CAF if they find any issue they could click on the “EDIT” button to edit any fields or they could click “SAVE & PROCEED” as shown in the Fig. 24.

The system prompts an alert message to click OK for submitting the application, else click CANCEL to modify the application.

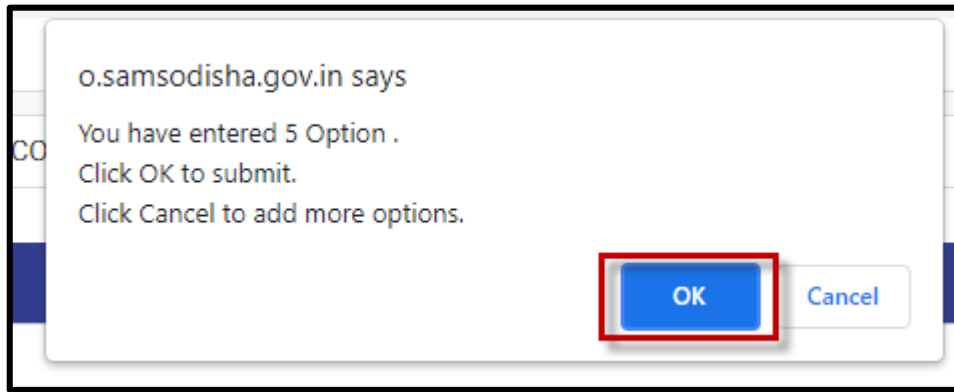


Figure 26 Alert Message Screen

Clicking OK, the system will again ask you whether to submit your CAF information or not, refer **Fig. 25**.

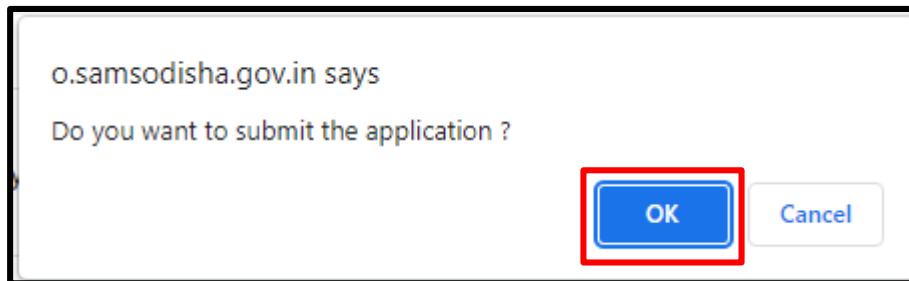


Figure 27 Alert Message Screen

If you are sure to submit the application, then click the "OK" button as highlighted in **Fig. 25**. After clicking ok system prompts a final alert message once submitted, you are not allowed to edit any information as shown in **Fig. 26**.

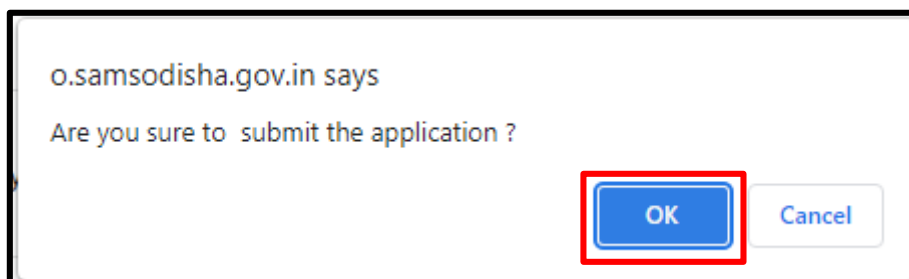


Figure 28 Alert Message Screen

3.5.8 CAF PRINT

Once the application fee is complete in all respects and submitted along with the fee paid, you can now generate a printout of the same choosing the Print option, refer **Fig. 28**.

Common Application Form
For Admission to Degree-Colleges (2024-25)
Department of Higher Education, Government of Odisha
Applicant Copy
Monday, 11 Jun 2024 10:27:34 AM

240000055
+3
(PHASE-1)

Your CAF has not been validated. Please contact the HET at the time of reporting for admission.

1. +2 Group Details
Name of the Examination Board: CENTRAL BOARD OF SECONDARY EDUCATION, NEW DELHI
Year of Passing: 2024
Exam Type: Annual
Roll Number: 84884

2. Applicant's Name: RAJESHWE PARDA
3. Father's Name: PANDERA
4. Mother's Name: RAJESHI

5. Personal Details
Date of Birth: 11 Jun 1992
Sex: MALE
Religion: HINDUISM
Nationality: INDIA
Mother Tongue: Odia
Parent/Mother No: 742710048
Child without siblings or orphans: No
Orphan of Child Care Institution: No
Aptid No: [Blank]

6. Permanent Address
a. State: ODISHA
b. District: JHARSUGUDA
c. Block/ILE: LAKHANPUR
d. Address: GUNJANMAL
e. PIN Code: 768211
f. Village No: 808814031
g. Address No: 808814031
h. e-Mail: abc.parda123@gmail.com
i. Issuing Authority: [Blank]
j. Issued Date: [Blank]

7. Reservation Details
a. Schedule Caste: No
b. Schedule Caste: No
c. Women Backward Class: No
d. Socially and Economically Backward Class: No
e. General: No
f. Persons with Disabilities: No
g. Ex-Govt. Emp: No
h. Serving Defense Personnel: No
i. Children of Martyrs: No
Do you have valid reservation certificate? No

8. Weightage Details
a. NEET: No
b. NEET (COMBINED UG/BT/MBBS): No
c. International Level: No
d. National Level: No
e. State Level (Set by State Board): No
f. EoM MS (M.A./B.A./B.Ed): No
g. Board & Parent of Sports & Games: No
h. Parental Occupation (P): No
i. Parental Occupation (P): No
j. International Level: No
k. National Level: No
l. State Level: No

9. Details of Marks Secured in +2 or equivalent Examination
a. Stream: Science
b. Marks secured in each subject in +2 or equivalent Examination:

Maximum Mark	Total Mark Secured	English	PHL	Chemistry	Mathematics	Biology
400	400	100	100	100	100	100

c. Have you studied Odu or (SQA) Level or Higher in Passed Odu or a special Examination (SE) (Refer to ICB Website)?
d. Have you studied +2 or equivalent Exam (Continuously / Intermitt)?

10. Income Details of Parents
a. Father's Occupation: RETIRED PROFESSIONAL
b. Mother's Occupation: PMSC
c. Actual Income of the Parents (Together) in Rupees: 12000
d. Annual Income of the Parents (Together) in Rupees: 12000
e. Do your parents are self-employed?
f. Do All parents are employed?
g. Issuing Authority: [Blank]
h. Issued Date: [Blank]

T1 Basic Information

a. Account Number: 00000011 b. OTIE Number: 0000000000
c. Bank Name: STATE BANK OF INDIA e. Branch Name: BANGALORE
f. Name of Account Holder: RAJESH K

Other Information

a. Current Category: b. Date of Issue:
c. Does parent have a PAN (A certificate)? d. Does parent's father have a PAN?
e. Are you willing to participate in all government and public sector jobs? f. Future Career Option:

T2 Record of educational institution last attended

a. Name of the school/college: JAIN PUBLIC SCHOOLS b. Location of the school/college: BANGALORE
c. House: JAIN PUBLIC SCHOOLS d. Year of joining: 2011
e. Year of leaving: 2018

T3 COLLEGE COURSE DETAILS

Sl. No.	College	Stream	Professor	Subject	Grade/Option	Admission Fee	Board Fee
1st	K. J. Somaiya Institute of Management Studies	Arts	HIGHER	PHYSICAL SCIENCE	HO	0	0.00
2nd	Doorga (English) International School	Physical Science	HIGHER	PHYSICS	HO	0	0.00
3rd	Elite Maths International College, Bangalore	Physical Science	HIGHER	PHYSICS, ELECTRICITY & MAGNETISM	HO	0	0.00
4th	Maharaja Fateh Chandra (Autonomous) College, Talavara	Arts	HIGHER	BA (HONOURS) ECONOMICS	HO	0	0.00
5th	Ganesh Theerth Vidyalaya (Autonomous) College, HSI	Physical Science	HIGHER	PHYSICS, ELECTRICITY & MAGNETISM	HO	0	0.00

UNDERTAKING

I hereby agree to abide by the rules of the college/centre. I undertake that should any information and documentation received from the College/centre is any called/required by them in the legal or official context of the college/centre or subsequently, same will automatically be received for the college/centre and that I shall not be liable to the college/centre in the application to be used and used and undertake that any wrong information furnished by me at the time of admission will be treated as punishable offence.

I further undertake that I will not engage in any illegal activities in the college/centre and I understand that internet access will be monitored and monitored in college/centre. I hereby undertake the undertaking made by me.

Signature of Parent/Guardian of person applying: _____ Date: _____ Full Signature of applicant: _____

Declaration (To be signed by the parent/guardian of the applicant)

Sl. No.	Documents
1	One (1) self-passport size photograph to be affixed to the CAF (College Copy)
2	High School Certificate (HSC) or equivalent certificate (as required) (If an applicant has completed the study above the board to be mentioned in the application form)
3	Self-passport size photograph (copy) to be affixed to the CAF.

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Figure 28 CAF Print

Approving the undertaking mentioned in the CAF and verifying the details of the application as entered, the application copy needs to be signed by your parents/guardian, mentioning the date and place along with your full signature in the space mentioned.

3.5.9 DOWNLOAD INTIMATION

Once the college is allotted to the applicant, the applicant could download the intimation letter after login into his/her existing student login and download the intimation letter by clicking on the intimation letter tab as shown in the **Fig. 29** Download intimation. After downloading the Intimation Letter, applicant should report at his/her allotted HEI along with the supporting documents.

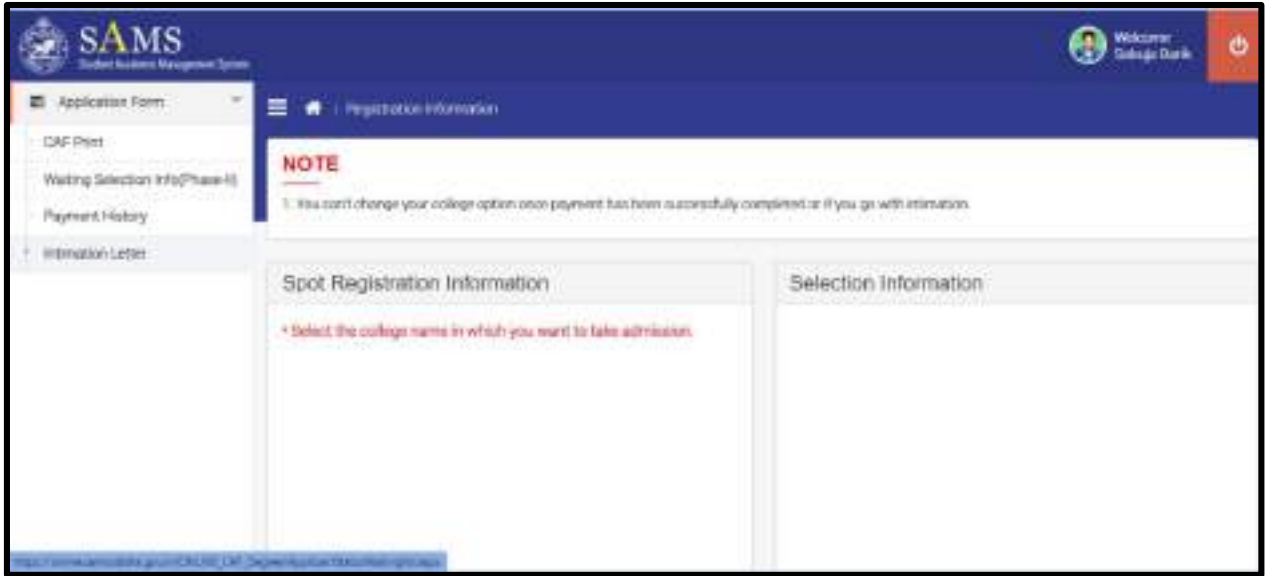


Figure 29 Download Intimation Screen

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