



# INFORMATION BROCHURE

**Student Academic Management System (SAMS)**

Higher Education Department, Government of Odisha

## **BACHELOR IN EDUCATION (B.Ed.) (2 Years)**

**FOR THE ACADEMIC YEAR 2025-26**

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

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

FOR MORE DETAILS PLEASE CONTACT  
Sanjog Helpline (TollFree) Number  
**155335 or 1800-345-6770**



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### **Definitions & Acronyms**

<b>Applicant Copy</b>	It contains the application barcode number and the information submitted by the applicant, to be retained by the applicant. (Barcode number is necessary for any future use.
<b>BSE, Odisha</b>	Board of Secondary Education, Odisha
<b>CAF</b>	Common Application Form
<b>CGPA</b>	Cumulative Grade Point Average
<b>CHSE (O)</b>	Council of Higher Secondary Education, Odisha
<b>CLC</b>	College Leaving Certificate
<b>DOB</b>	Date of Birth
<b>IB</b>	Information Brochure
<b>HED</b>	Higher Education Department
<b>HEIs</b>	Higher Education Institutions (Universities & Colleges)
<b>NCTE</b>	National Council of Teacher Education
<b>OTP</b>	One Time Password
<b>SAMS</b>	Student Academic Management System
<b>SF</b>	Self-Financing
<b>ULC</b>	University Leaving Certificate
<b>Sanjog Helpline Toll Free Number</b>	155335 OR 1800-345-6770: It is toll free helpline number which provides information to applicants / parents / general public on query related to B.Ed,B.H.Ed & M.Ed Entrance Examination.

## 1. Highlights of the Information Brochure:

- i) Please read the **Information Brochure** carefully before filling the online Common Application Form (CAF).
- ii) An Entrance Examination is compulsory for all the aspirants interested to take admission into the **2 years B.Ed. course** at the Higher Education Institutions participating under SAMS for the Academic Session 2025-26.
- iii) In the current academic session, Phase-I admission will be conducted initially. Based on the availability of vacant seats, the Higher Education Department may consider conducting Phase-II or SPOT admissions.
- iv) The Phase-I will consists of 4 rounds of selection. In the 3rd round, the de-reservation of seats will be carried out in absence of the eligible applicants of a specific category. In the last round (4<sup>th</sup> round), if vacancy arises, a Waiting list admission round will be carried out.
- v) From the AY: 2025-26, counselling based online admission (Freeze & Slide) will be implemented. Applicants who got a seat in a round are advised to do the following options.

**Freeze:** - If an applicant is satisfied with the allotted HEI, S/he can choose this option. After selecting the “Freeze” option, applicants have to pay the admission fees for that seat allocated. The required fees will be shown in the screen and s/he has to pay the fees in online mode only. **The applicants who will choose the “Freeze” option can download the Intimation Letter and have to visit the selected HEIs to complete the admission formalities.**

**Slide:** - If an applicant has accepted the allotted seat but also wants for a better HEI for his/her higher preferences, s/he can choose this option. After selecting the “Slide” option, applicants have to pay the admission fees for that seat allocated. The required fees will be shown in the screen and s/he has to pay the fees in online mode only. **However, such applicants need not have to visit the allocated HEIs, as they will not get the Intimation Letter and they will wait for the subsequent round of selection.**

- vi) Applicants who secure a seat in the 1st or 2nd round of the admission process can choose between the "Freeze" and "Slide" options based on their preference. However, in the 3rd round, they must select the "Freeze" option if they wish to proceed with admission. Failure to choose "Freeze" in the 3rd round will result in the cancellation of their seat allocation, and

they will be excluded from the counselling-based online admission process. The 3rd round is the final round of online selection, while the 4th round will be conducted as a waiting list admission process, which will be conducted for the applicant's remaining higher choice of preferences.

- vii) Applicants who get selected in his/ her 1<sup>st</sup> choice of preferences in a round, s/he will be not eligible for participating in Slide process. S/he must click on the Freeze option and pay the amount and download the intimation letter to take admission in the respective Institution
- viii) Whenever a seat is allocated, applicants are compulsorily required to choose their option - Freeze or Slide - carefully. If the applicant will not choose any of the options and not paying the requisite fees that implies the applicant is rejecting the offered/allocated seat and s/he will be out of the counselling process in the subsequent rounds of that Phase.
- ix) Applicants are advised to fill the choices properly. Accordingly, Selection and allotment of HEIs will be done.
- x) Applicants seeking admission into B.Ed. courses at the State Public Universities and Colleges those are participating in SAMS for the Academic Year 2025-26, must apply exclusively through the online mode. **There will be no OFFLINE mode for submission of CAF.**
- xi) After submitting the Common Application Form (CAF), if any mistakes encountered by the applicant or any changes required in the CAF, then s/he can edit the details once by entering the OTP received in his/her registered mobile number within the approved timeline.
- xii) The applicants have to pay the admission fees in online mode (as paying the CAF fees) after being selected for any of the HEIs.
- xiii) During the editing of CAF, all the differential amounts will be collected online at the time of admission. The differential amount will be mentioned in the CAF & Intimation for the knowledge of the applicant and respective HEI.
- xiv) **The candidates, whose final U.G. results are awaited (not published), can also apply on-line in the CAF to appear the Entrance Examination. But they must upload their marks and provide their preference of HEIs (Choice Locking) by logging into the "Existing Students Login" prior to fixed timeline published in the advertisement.**
- xv) As per Higher Education Department Letter No. 5023 dated 05.02.2024 ([ANNEXURE-I :-](#)), It has been clarified that all the academic fees except Mess

charges have been waived in respect of the students with disabilities of 40% or more admitted in **regular seats**. However, the **students admitted in self-financing seats, the waiver of academic fees as well as hostel fees shall not be applicable.**

- xvi) This Academic Year, the applicants are required to upload the **Residence, Income & Caste Certificates** while filling up the CAF. Hence, applicants are advised to keep the required certificates ready in well advance before filling up the CAF. If the applicants fail to upload the certificates during filling up the CAF, another chance will be given to upload the certificates during input of Choice preferences and graduation/ equivalent marks (for applicants who have appeared for their final exams).
- xvii) In the Current Academic Session, the Applicants are also required to provide the parental annual income in the required field.
- xviii) **Applicants are advised not to change their bank account details, email-id, mobile number provided in CAF till the completion of course. Because, the Higher Education Department will refund the amount (if required) to the mentioned A/C numbers in CAF only.**

## **2. Name of the Institutions and Intake Capacity:**

Admission to the institutions participating under SAMS will be conducted for the **2 years B.Ed. courses** according to the intake capacity listed below. The institutions are offering the said courses in regular and self-financing mode. The list of the institutions that offering normal/regular seats and self-financing seats are as follows.

<b>Sl.No</b>	<b>Name of the Institutions(Normal Seats)</b>	<b>Intake</b>
<b>1.</b>	Radha Nath Institute of Advanced Studies in Education (RN IASE), Cuttack	150
<b>2.</b>	Dr. Parsuram Mishra Institute of Advanced Studies in Education (Dr PM IASE), Sambalpur	100
<b>3.</b>	Dibakar Pattanaik Institute of Advanced studies in Education (DP IASE), Berhampur	100
<b>4.</b>	Nabakrushna Choudhury College of Teacher Education (NKC CTE), Angul	150

5.	Nalini Devi Women's College of Teacher Education, Bhubaneswar(Only women Candidates)	150
6.	College of Teacher Education, Balasore	100
7.	College of Teacher Education, Bolangir	100
8.	Utkalamani Gopabandhu College of Teacher Education (UG CTE), Baripada	100
9.	Kabi Samrat Upendra Bhanja College of Teacher Education (KSUB CTE), Bhanjanagar	100
10.	DAV College of Teacher Education (DAV CTE), Koraput	100
11.	College of Teacher Education (CTE), Bhawanipatna	100
12.	Anandpur Anchalika Training College (AATC),Fakirpur	100
13.	Government Teachers Training College, Phulbani	100
14.	College of Teacher Education (CTE), Rourkela	100
15.	Government B.Ed. Training College, Kalinga, kandhamal	100
<b>Total</b>		<b>1650</b>
<b>Name of the Institutions (Self-Financing Seats)</b>		
1.	B.J.B. (A) College, Bhubaneswar	50
2.	Bhadrak (A) College, Bhadrak	50
3.	Dharanidhar University, Keonjhar	50
4.	Rajdhani College, Bhubaneswar	50
5.	Vikram Dev University, Jeypore	50
6.	S.C.S. (A) College, Puri	50
7.	Government College, Sundargarh	50
8.	Khallikote Unitary University, Berhampur	50
9.	Panchayat College, Baragarh	50
10.	S.B. Women's (A) College, Cuttack	50
11.	Rajendra University, Bolangir	50
12.	Maa Manikeshwari University,Bhawanipatna	50
13.	Beramphur University, Berhampur	50
14.	Rama Devi Women's University, Bhubaneswar	50

15.	Utkal University, Bhubaneswar	50
<b>Total</b>		<b>750</b>
<b>Grand Total</b>		<b>2400</b>

### 3. Eligibility:

The candidate must fulfill all the eligibility criteria for admission into the 2 years B.Ed. Courses is as mentioned below:

- Candidates with at least 50% marks in aggregate either in Bachelor's Degree and/or in the Master's Degree in Sciences/Social Sciences/Humanities (45% in case of SEBC/SC/ST/PwD), Bachelor's in Engineering or Technology (B.Tech.) or any other qualification equivalent thereto with Specialization in Science ( Physics/ Chemistry/ Biology ) and Mathematics (As per AICTE Syllabus) with 55% marks and 50% marks in aggregate for SEBC/SC/ST/PwD candidates, are eligible to apply for admission to the course.
- The candidates who have appeared in their final year graduation examination (Graduation (both Arts/Commerce, Science) and B.Tech/ Others equivalent) are also eligible to apply. Their candidature for admission is subject to the required aggregate percentages of marks at the Graduation level during the time of their admission failing which their claim for admission shall be forfeited.
- She/he must have passed Odia as MIL up to HSC or any equivalent level or have passed Odia as a subject in the specific examination conducted by BSE, Odisha of HSC standard or passed with Odia as a subject in any higher examination.

*3.1 There is no age limit for the course.*

#### ❖ Conversion Rule

- The conversion of Mark to Percentage (%):  $(\text{Secured Mark} / \text{Maximum Mark}) \times 100$
- Conversion of CGPA to percentage :-  $(\text{Secured CGPA} - 0.5) \times 100 = \%$   
 ➤ {Ex- CGPA =9.8, i.e.  $(9.8 - 0.5) \times 100 = 93\%$  }

### 4. Reservation:

The Reservation Policy formed by Government of Odisha will be followed during the admission process.

- **Scheduled Caste (SC)-16.25%** of total seats shall be reserved for SC applicants.



- **Scheduled Tribe (ST)-22.5%** of total seats shall be reserved for ST applicants.
- **Socially Economically Backward Class (SEBC)-11.25%** of total seats shall be reserved for SEBC applicants.
- **Unreserved (UR) - 50%** of total seats shall be reserved for UR applicants.
  - The Caste Certificate shall be considered by virtue of birth only (Caste by marriage or adoption will not be considered).
  - The candidates must be permanent residents of Odisha.

#### **4.1 Reservation for PWD Category:-**

- **PwD:- 5%** of total seats for person with benchmark (40% or above) i.e. for temporary & permanent disability irrespective of social category and stream.
- All candidates with benchmark disabilities are required to submit UDID (Unique ID for Persons with Disabilities) disability certificate issued online in their favour vide <http://www.swavlambancard.gov.in/> along with application for availing reservation under PwD quota.
- As per SSEPD Department Notification No.5823 dated 29.07.2022, after 31st August 2022, disability certificate will not be issued in manual mode.
- The students with benchmark disabilities shall be allowed compensatory time of 20 minutes per hour during the entrance test.
- The students with benchmark disabilities admitted to the Course will pursue their studies within the existing facilities available in the institution until special provisions are being made for them.
- Candidates with benchmark (temporary & permanent) disabilities with not less than 40% disability will be allowed for admission to the course under PWD Category.

#### **4.2 Reservation for ESM Category**

- **ESM:- 1%** of the sanctioned seats shall be reserved for Son/ unmarried daughter/ Wife/self of Ex-Serviceman, Serving Defense Personnel and Children of Martyrs. [G.O. 10161/HE, Dtd.: 07/04/2018]
  - The person who is retired from Defence service (**Army, Navy and Air force**) is to be considered as Ex-serviceman except Central Armed Police Force (CAPF) like CRPF, CISF, BSF, SSB, ITBP etc.
  - This reservation policy does not applicable to CAPF Units like the CRPF, BSF, CISF, ITBP etc.

- The son/unmarried daughter/spouse of the Ex-serviceman including self are eligible to apply on submission of Certificate issued by the **Rajya Sainik Board, Nageswar Tangi, Bhubaneswar, Odisha,** or **Zilla Sainik Board** in favour of his/her parents/spouse at the time of filling up of the Online Application Form. The certificate must reflect the name of ex-serviceman, the date of entry and retirement to/from the defence service, his relationship with the candidate, seal and signature of the concerned authority.
- Children of Martyrs (CoM) certificate issued from the Collector & District Magistrate.
- Service Defense Personnel- SDP (Army/Navy/Air Force) Certificate issued from the Commanding Officer of the unit.

## 5. HOW TO APPLY Online

The applicants are hereby advised to follow the below mentioned processes to apply for admission into B.Ed. Courses on the SAMS portal. An applicant has to fill up the relevant information in the CAF and submit it on-line.

- i) Go to SAMS website [www.samsodisha.gov.in](http://www.samsodisha.gov.in) and click on the “B.Ed., B.H.Ed., and M.Ed.” link available under the Higher Education Department.
- ii) Click on the "New Student Registration" button. Enter the Name of the Student, Mobile Number, Mail id and Date of Birth in the box provided.
- iii) Click on the "Generate OTP" button. A six-digit OTP will be sent to the mobile number provided, which will be valid for 5 minutes. Further, enter the OTP number in the box showing on the computer screen.
- iv) Create your own password and reconfirm the same in the box showing on the computer screen. The password must have at least one Upper Case, Lower Case, Digit, and Special Character in it e.g. Abcd@1234.
- v) After Successful registration, the applicants have to provide their login credential (User Name & Password) to enter into their Student’s login.
- vi) Applicants can check the Eligibility Criteria for applying into B.Ed. Course before filling up the CAF. For details, Please refer Point No. 3: ([Eligibility:](#))
- vii) In the current Academic Session, after successful login, applicants who select the “Application Form” button will see a pop-up asking, “Do you want to use Digi-Locker data to auto-fill the Common Application Form?”

- viii) By selecting “yes,” the applicant's demographic data, along with their income and residence certificate (if available), will be automatically retrieved from Digi-Locker and entered into the Common Application Form in a non-editable format.
- ix) By selecting “No,” applicants will need to fill out the form manually without fetching any data from Digi-Locker.
- x) During filling up the CAF, the applicants are mandatorily required to provide their Aadhaar Number in the required field. Aside, APAAR ID will also be asked to be entered during filling up the CAF.
- xi) Applicants are required to select the **D.O.B., Social Category & Stream** carefully. Also, they are instructed to select the “District for Centre of examination” carefully.
- xii) During the current academic session, applicants will be notified about their eligibility for various scholarship schemes on the basis of provided data in the CAF. It is recommended that all the applicants should fill out the CAF with the necessary information such as Residence/Income details and required to upload the certificates, even though it is not mandatory.
- xiii) Applicants who have not uploaded their different certificates while filling out the CAF, will have a chance to upload the same during the **choice locking updation period**, as per the specified timeline.
- xiv) After submitting the application, applicants have to pay the requisite CAF fees through online. After successful payment, applicants can click on the “Print CAF” button available on the left side menu of the dashboard to take the printout of the Common Application form and keep with them for future reference.
- xv) Candidates can provide a **minimum of 5 preferences** and a **maximum of 30 preferences** when selecting their desired institutions.

## **6. Regulation for Admission:**

### **6.1 Application Form:-**

- Candidates who have appeared in their final year examination and whose results are awaited may also apply. However, they must update their graduation marks on the portal as per the date specified in the timeline.

- Only online Common Application Forms (CAF) with a valid **Barcode Number** shall be accepted. **DTP-typed or handwritten CAFs** will **not** be accepted under any circumstances.
- The **Barcode Number** of the CAF will consist of **13 digits**, formatted as:  
"Last two digits of the academic year" + "TE" + "9-digit unique number"  
(*Example: 25TE.....*).
- The CAF fee structure is as follows:
  - ✓ **General and SEBC category candidates:** ₹500.00 (Rupees Five Hundred only).
  - ✓ **SC and ST category candidates:** ₹300.00 (Rupees Three Hundred only).
  - ✓ The CAF fees will not be collected from the applicants belonging to the **PwD category, Transgender, Orphan, Child without Biological Parents, Single Mother Family**, the applicants staying at **Child Care Institutions, Green Passage Scheme, HIV/AIDS-Affected Family** (either father, mother or both).

**Note:** Payment must be made online through the **SAMS** portal using the prescribed bank gateways. **Offline payment options are not available.**

- Candidates must select the name of the district in which they wish to appear for the entrance test.
- The entrance examination will be conducted by the State Selection Board (SSB), Odisha. The entrance score of the appeared applicants will be shared by SSB to SAMS. The entrance score will be published on the SAMS portal. (<https://te.samsodisha.gov.in/>).
- All the applicants who have submitted the common application form (CAF) are allowed to enter their choice locking for Higher Education Institutions (HEIs) as per the approved timeline.
- After submitting the CAF, if any mistakes are identified or corrections are required, the applicant can edit the details once only by entering the OTP received on their registered mobile number, within the specified timeline.
- During the editing of the CAF, if the candidate changes his/her Social Category/ Reservation criteria, then there may be fluctuation in CAF fees. By doing so, if the CAF fee becomes less, then there will be no refund of CAF fees.

- During the editing of CAF, all the differential amounts will be collected online at the time of admission. The differential amount will be mentioned in the Intimation letter for the knowledge of the applicant and respective HEI.
- After paying the CAF fee and the admission fee, applicants must check the "Payment History" section in their student login to verify the payment status.
  - ✓ If the status shows "Success", the payment is confirmed.
  - ✓ If the status shows "Failed", "Booked", "Abort", or any status other than "Success", applicants should wait to see if the transaction is completed or retry the payment.
  - ✓ If duplicate payments are made and received by SAMS, the Higher Education Department will refund the excess amount to the bank account provided in the CAF after the completion of the admission process.
  - ✓ If the payment is unsuccessful, the amount will be automatically returned by the concerned bank to the transaction account.
- Candidates who have applied with **appearing graduation status** must update their **graduation marks** and complete **choice locking** within the timeline.
- Candidates must print the **latest edited version of the CAF** at the time of admission.

## 6.2 E-Admission procedure:-

- Provisional allotment will be prepared through centralized selection process on Entrance Mark.
- Admission-related notices can be viewed by the applicants by visiting the SAMS website time to time.
- **From this academic session 2025-26, the applicants have to pay the admission fees in online mode within the approved timeline. After successful Payment, the applicants have to download the intimation letter and produce the same along with required documents during the time of admission process.**
- In the current Academic Session, Phase-1 admission will be conducted initially. Based on the availability of vacant seats, the higher education department may consider conducting Phase-II or Spot admissions later only for left out students.
- The Phase-I will consist of four rounds of selection. In the 3<sup>rd</sup> round (3<sup>rd</sup> round), the de-reservation of seats will be carried out in absence of the eligible applicants

of a specific category. In the last round ( 4<sup>th</sup> round), if vacancy arises, a Waiting List admission round will be carried out.

- From the AY: 2025-26, counselling based online admission (Freeze & Slide) will be implemented.
- Applicants who will select in 1<sup>st</sup> and 2<sup>nd</sup> and 3<sup>rd</sup> round admission process, have to follow the below mentioned process for admission.

**Freeze:** - If an applicant is satisfied with the allotted HEI, S/he can choose this option. After selecting the “Freeze” option, applicants have to pay the admission fees for that seat allocated. The required fees will be shown in the screen and s/he has to pay the fees in online mode only. The applicants who will choose the “Freeze” option can download the Intimation Letter and have to visit the selected HEIs to complete the admission formalities.

**Slide:** - If an applicant has accepted the allotted seat but also wants for a better HEI (for his/her higher preferences), s/he can choose this option. After selecting the “Slide” option, applicants have to pay the admission fees for that seat allocated. The required fees will be shown in the screen and s/he has to pay the fees in online mode only. However, such applicants need not have to visit the allocated HEIs, as they will not get the Intimation Letter and they will wait for the subsequent round of selection.

- Applicants who get selected in his/ her 1<sup>st</sup> choice of preferences in a round, s/he will be not eligible for participating in Slide process. S/he must click on the Freeze option and pay the amount and download the intimation letter to take admission in the respective Institution.
- Applicants who secure a seat in the 1st or 2nd round of the admission process can choose between the "Freeze" and "Slide" options based on their preference. However, in the 3rd round, they must select the "Freeze" option if they wish to proceed with admission. Failure to choose "Freeze" in the 3rd round will result in the cancellation of their seat allocation, and they will be excluded from the counselling-based online admission process. The 3rd round is the final round of online selection, while the 4th round will be conducted as a waiting list admission process, which will be conducted for the applicant's remaining higher choice of preferences.
- The Error Correction tab will be provided in the 1st and 2nd and 3<sup>rd</sup> rounds for each selected applicant in the HEI's e-space. If any discrepancy is found in the CAF, the HEIs can make the necessary corrections by choosing the “Not

Allowed” option. The applicant will be freshly selected in the next round. The amount submitted will be considered in the next round. But in 3<sup>rd</sup> round HEIs can allow after error correction if comes under cutoff mark.

- After the issuance of the closure letter for admission into the said course for the 2025-26 academic session, the admission fees will not be refunded if any admitted candidate takes a CLC.
- Applicants are advised not to change their bank account details, email-id, mobile number provided in CAF till the completion of course. Because, the Higher Education Department will refund the amount (if required) to the mentioned A/C numbers in CAF only.
- After being selected for any of the HEIs, applicants have to pay the admission fees in online mode as shown in the screen. In the subsequent rounds, if the applicant has chosen the **slide** option and managed to get a seat s/he has to pay the differential fees only. If the amount will be less, than the differential fees will be refunded to the student’s bank account number provided in the CAF after the completion of the admission process. After successful payment applicants can download the Intimation letter.
- The institution-wise seat matrix for B.ED. Course is verified and approved by Teacher Education, Higher Education Department.
- As per Higher Education Department Letter no. 5023, dated 05.02.2024 ([ANNEXURE-I :-](#)) , it has been clarified that all academic fees, except mess charges, have been waived for students with disabilities of 40% or more who are admitted in normal seats. The students admitted in seats running in self-financing mode, the waver of academic fees as well as hostel fees shall not be applicable.
- The CLC will be issued online to keep the admission and vacancy data automatically up-to-date on the SAMS portal. As per Higher Education Department Letter No. 14667 dated 18.04.2024 ([ANNEXURE-II :-](#)) it has been clarified that the CLCs issued after the closure of admission period can only be surrendered within 15 days of their date of issuance.
- As per Higher Education Department **Letter No. 36286 dated 23.08.2023**, It has been clarified that applicants who have paid the admission fees but are unable to provide the College Leaving Certificate (CLC) during the time of admission may be granted a grace period of 15 days to submit the original CLC along with an

undertaking. However, if the applicants fail to produce the CLC within this 15-day period, their admission will be cancelled and the admission fees they have paid will be forfeited. **For the current Academic Session: 2025-26, Since admissions will occur before result publication, the grace period is extended to 30 days to accommodate delays in CLC issuance.**

- After the reconciliation date fixed by the Higher Education Department, if a student cancels his/her admission or obtains CLC to enroll in a higher choice HEI from SAMS HEIs to SAMS or Non-SAMS HEIs until the issuance of closure letter for the Academic Session 2025-26, **HEIs will refund the entire admission fees (excluding Rs. 500/- as processing fees) to those students.** This policy is applicable only for the First year B.Ed. students (freshly admitted). **After the admission closure date, applicants who obtain the CLC will not be eligible for a refund of admission fees.**
- **For the current academic session, the B.Ed. admission process will start early, regardless of the declaration of final results. However, admitted students must submit their graduation or equivalent certificate to their respective institutions within two months of admission date. If students fail to provide the required certificates within two months from the date of admission or their final marks do not meet the eligibility criteria specified in the Information Brochure, their admission will be cancelled by the concerned University/College. Further, those seat can be allotted to others eligible applicants.**

**Note: Intimation Letter for e-Admission will be communicated through the following modes:**

- a. SMS to the mobile number provided in the CAF
- b. Email id provided in the CAF
- c. Whatsapp number
- d. An applicant can get the information by dialing Sanjog Helpline Toll-Free(155335 OR 1800-345-6770) Number by giving their CAF Barcode Number on all days between 06.00 A.M. to 10.00 P.M.
- e. Applicant can download the intimation letter by login to his/her student login.
- f. Notice board of Destination HEI (where the applicant is selected to take admission)



## **7. Process of Selection and Allocation of Institution for Getting Admission:**

- a) Allocation of institutions on the basis of the result of the Entrance Test, both social category-wise and Stream wise ('Arts/Commerce' and 'Science').
- b) Applicants who have not updated their graduation/Equivalent marks shall also be considered for the selection process. However, their merit in the selection list shall be below the candidates who have updated their graduation marks in case the entrance test mark when is found to be a tie.
- c) The candidates are required to give their choice of preferences for the institutions in order of preference on the specified timeline.  
(The selection of institutions will be based on the order of preference provided by the candidates, in combination with their entrance test marks.).
- d) **Candidates will be selected as per their choice locking of institution depending upon his/her merit and availability of seats in their respective Stream and social category.**
- e) The selected candidates shall be intimated through SMS to download the Intimation letter by paying the admission fees for admission and the candidate will report to the institution for admission.
- f) During the admission, against each selected applicants 4 nos. of options will be shown in the HEIs e-space. The admission team member will choose any of the option from the drop-down menu. Those are 1) Admitted 2) Absent 3) Rejected 4) Error Correction.
- g) In the error correction option can be chosen, if
  - In case of mismatch in Reservation Category i.e PwD and ESM
  - In case of mismatch in Social Category.
  - Applicant's Percentage of disability is less than 40% but chosen the permanent Disability
- h) Applicants are advised to input the D.O.B (as per HSC/equivalence Certificate) correctly.
- i) In case of a tie, applicants with higher percentage of marks at the Graduation Level shall be taken into consideration. If the Graduation/Equivalent Mark is also found as a tie, the candidate who was born earlier will come first in the selection list.

- j) Total sanctioned seats (Excluding PwD seats) in each category shall be distributed among 'Arts' and 'Science' discipline candidates on 50:50 basis.
- k) Institution-wise vacancy details will be made available in the Institution's e-space and SAMS Teacher Education website (Individual College Profile).

## **8. Documents to be submitted at the time of Admission :**

- Downloaded Intimation Letter
- Recent Course Studied: CLC, in original
- Conduct Certificate, in original
- All relevant educational Certificates and Mark sheets, in original and photocopy.
- Certificate of Head of the school to the effect that he/she has passed Odia in HSC Level (in the cases who have not passed from Board of Secondary Education, Odisha without Odia as MIL).
- Residential Certificate issued by not the rank below Tahsildar / Additional Tahsildar.
- Caste Certificate in case of SC, ST and SEBC candidates, by virtue of birth, not by marriage/ adoption.
- UDID Disability Certificate issued Online in their favour in case of PwD candidates.
- Ex-serviceman Certificate in case of son / unmarried daughter / spouse of Ex-serviceman/self.
- Two recent stamp size coloured photographs.
- Applicant has to produce all original documents for verification only at the selected HEIs as mentioned in the Intimation Letter. No original documents are to be deposited with College/University authority except CLC.
- The documents produced by the candidates, if found forged at any time will lead to the cancellation of the admission and the degree awarded to the candidate by the concerned university. Stringent legal action will be initiated against him/her and FIR will be lodged against the candidate.

**N.B: Only after admission process completed at the last institution, s/he will submit the Migration Certificate (Reference HE Dept. Letter No.12991, dated.16/03/2021).**

**N.B: Xerox Copies of all certificates / mark sheets shall be counter signed by the candidates in full under the caption "Submitted by me".**

**N.B:** This is for information of all candidates that the admission fees (per year) will be collected through Online Mode for Academic session 2025-26.

## **9. Admission fees During Academic Session 2025-2026**

### **9.1 Admission Fees for Normal Seats**

<b>Total Admission Fees (per Year)</b>	
<i>For 1<sup>st</sup> Year</i>	<b>Rs. 5062.00 /-</b>
<i>For 2<sup>nd</sup> Year</i>	<b>Rs. 4618.00 /-</b>

### **9.2 Admission fees for Self-financing seats:-**

The admission fee for all 14 institutions running in self-financing mode for the 2-year B.Ed. courses is Rs. 45,000.00 per annum. HEIs are instructed not to charge any additional amount (i.e admission fee) beyond the specified fee.

However, for Utkal University, Bhubaneswar, the admission fee for the 2-year B.Ed. courses is Rs. 48,000.00 per annum.

## **10. Prohibition of Ragging in HEIs:**

As the time for admission of new students into universities and colleges has come, all universities and colleges (under HE Department) may be directed to take up ragging prevention measures as per UGC notified “Regulation on Curbing the Menace of Ragging in Higher Educational Institution 2009”. In this regard, Department of Higher Education Letter No. 32452 dtd. 03/08/2022 shall be referred.

## **11. What is Ragging?**

Any disorderly conduct whether by the words spoken or written or by an act which has the effect of teasing, bullying, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student. Ragging in all its forms shall be totally banned in the entire Higher Education

Institution, including its departments, constituent units, all its premises (academic, residential, hostel, sports, canteen, etc.) whether located within the campus or outside and in all means of transportation of student whether public or private. The institution shall take strict action against those found guilty of ragging and/or of abetting ragging. **Measures for prevention of Ragging at the Institutional level:**

A printed undertaking is enclose with this prospectus ([Annexure-III](#)) to be filled-up and sign by the applicant that, s/he is aware of the law regarding prohibition of ragging as well as the punishment, and that S/he, if found guilty of the offence of ragging and/or abetting ragging, is liable to be punished appropriately. The same undertaking is also to be signed by the parent/guardian of the applicant to the effect that S/he is also aware of the law in this regard and agrees to abide by the punishment meted out to his/her ward in case the latter is found guilty of ragging and/or abetting ragging.

## **12.Modalities of Entrance Test:-**

The State Selection Board, Odisha is authorized to decide the modalities or Conduct the entrance examination for the Academic Session 2025-26.

### **General Instruction for the Examinees:**

- i. Examinees have to download the Admit Card from the Official Website of the State Selection Board: [www.ssbodisha.ac.in](http://www.ssbodisha.ac.in) . Detailed instructions in that regard shall be issued by the State Selection Board well in advance of the commencement of the Examination.
- ii. Examinees are required to remain in constant touch with the Official Website of the State Selection Board: [www.ssbodisha.ac.in](http://www.ssbodisha.ac.in) to get them updated on Examination Process.
- iii. However, if an changes required by the state selection board (SSB), Odisha, that will be informed to the applicant in well advanced.
- iv. In Entrance Exam, There shall be 100 Questions in total, each carrying 01 mark. While for each correct answer 01 mark will be awarded, for each incorrect answer, 0.25 mark will be deducted and **Zero mark** for unattempt questions. Time duration:- 02.00 Hrs.

..... \*\*\*\*\* .....

## **SYLLABUS for Entrance Test**

The test shall be conducted in two sections. Both the sections are compulsory. The subjects and distribution of marks in each section shall be as per the following:

**Section I** is compulsory for all the candidates (both Arts and Science group). It would consist of Language (English), General Awareness, Reasoning and Teaching Aptitude. This Section shall be of 40 marks. There will be 40 questions. Each question carries one (01) mark. All Questions shall be of multiple choice types.

**Section II** shall be of 60 marks. There are two sections. The candidates have to select any one section and shall have to answer all the questions of that particular section. Section A is meant for Arts Group. The candidates who select the Arts Group shall have to answer all the questions from General English, Odia, Geography, History and Political Science. The candidates selecting the Science Group in Section B shall have to answer all the questions from Physical Science, Bio-Science and Mathematics. Each question carries one mark. All the questions are of multiple choice types.

### **Syllabus for B.Ed. Arts Stream**

#### **Section: I**

**Full Marks: 40**

Language (English)	Comprehension, Vocabulary & Usage	10 Marks
General Awareness	Everyday science, Political system and happenings, General information, Educational committees and commissions, Educational policies and initiatives, Agencies working for education	10 Marks
Reasoning	Logical and Analytical Reasoning	10 Marks
Teaching Aptitude	Solving problem of educational context, managing classroom and learning, Learner and learning related issues, goals of education, role of various agencies and organization in management of education, issues related to teaching learning strategies.	10 Marks

**Section: II****Full Marks: 60**

Subjects	No. of Questions / Marks
General English	15
Odia	10
History and Political Science	20
Geography and Economics	15
Total	60

**Detailed Syllabus for Section II (Arts Stream):****(English, Odia, History and Political Science, Geography and Economics)****English:**

- Comprehension - Unseen text
- Word formation, derivation, antonyms and Synonyms
- Spelling and punctuation
- Grammar (Parts of speech, time and tense, change of voice, Direct and indirect speech and transformation of sentences)

**Odia:**

- Comprehension - Unseen text
- Odia Dhvani, Odia Vocabulary - Word formation and syntax, Spelling and Punctuation
- Grammar (Karaka, Bibhakti, Samasa)

**History and Political Science:**

- Rise of the British power in India
- Socio-religious Movements in 19th Century
- India's struggle for freedom
- French Revolution, 1st World War and 2nd World War
- Salient features of Indian constitution and Fundamental Rights
- Functions of Legislative Assembly, Parliament, High Court and Supreme Court

**Geography and Economics:**

- Latitude and Longitude
- Physical division of India

- Natural Resources
- Social and economic resources
- Conservation of forest and wild life
- Basic Features of India Economy

### **Syllabus for B.Ed. Science Stream**

#### **Section: I**

**Full Marks: 40**

Language (English)	Comprehension, Vocabulary & Usage	10 Marks
General Awareness	Everyday science, Political system and happenings, General information, Educational committees and commissions, Educational policies and initiatives, Agencies working for education	10 Marks
Reasoning	Logical and Analytical Reasoning	10 Marks
Teaching Aptitude	Solving problem of educational context, managing classroom and learning, Learner and learning related issues, goals of education, role of various agencies and organization in management of education, issuing related to teaching learning strategies.	10 Marks

#### **Section: II**

**Full Marks: 60**

Subjects	No. of Questions / Marks
Physical Science	20
Bio - Science	20
Mathematics	20
Total	60

### **Detailed Syllabus for Section II (Science Stream):** **(Physical Science, Bio-Science, Mathematics)**

#### **Physical Science:**

- Atomic structure - Atoms and molecules, classification of elements
- Chemical reactions and equations

- Motion - Laws of motion, concept of work, energy pressure and their measurement
- Electricity and magnetism: - Electric Circuit, Potential difference, magnetic Field, lines of force, electro-magnetic induction
- Heat, Light and Sound

### **Mathematics:**

- Number System, Ratio and Proportion
- Set theory, relations and functions
- Linear, Simultaneous and quadratic equations, polynomials
- Theory of Indices, Logarithm and Antilogarithm
- Trigonometric Ratios and Indices, Problems on height and distance
- Basic Geometrical Concepts and Geometry of plane figures

### **Biological Science:**

- Cell : Structure, Components and Functions
- Diversities in plants and animals
- Natural resources
- Environment - Eco-system, flow of energy, Bio-Geo Chemical cycle in nature, environmental degradation and pollution
- Basic Physiological function in plants and animals : Nutrition, Respiration, Excretion and Reproduction

### **Note:**

*All questions are **Multiple Choice Questions (MCQs)** and are subject to **negative marking**. Please answer carefully.*

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No

**GOVERNMENT OF ODISHA  
HIGHER EDUCATION DEPARTMENT**

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No.: 5023 /HE, Dated: 05 /02/2024  
HE-PTC-MISC-0003-2024

From

Smt. Mousumi Nayak, OAS(S)  
Joint Secretary to Government

To

The Chairman, P.G. Council, Berhampur University,

The Controller of Examination, Berhampur University

**Sub: Implementation of provisions for the disabled students**

**Madam / Sir,**

In pursuance to this Department Order No.34010 dated 13.12.2017, on the subject cited above, I am directed to intimate you that all academic fees except mess charges have been waived in respect of students with disabilities of 40% or more and the expenditure in this regard was to be met by the Aided Colleges from their own internal resources. Now, it has come to the notice of Government for some ambiguities with regard to Academic Fees.

After careful consideration, it has been decided to include the following fees under "Academic Fees" which shall be waived in respect of students with disabilities of 40% or more admitted in State Public Universities/ Government & Aided Colleges coming under this Department.

1. Admission fees and re-admission fees
2. Tuition Fees
3. Magazine Fees
4. Calendar Fees
5. Library Fees
6. Reading and Common Room Fees
7. Time Table Fees
8. Proctor and Work Experience Fees
9. Abstract of Attendance Fees
10. All semester examination fees

However, it is important to clarify that for the students admitted in self-financing Courses, where all the expenditures are met from the funds received from students (e.g. remuneration to teaching and non-teaching staff, guest faculties, lab maintenance & other logistics support etc.), the waiver of aforementioned academic fees as well as the hostel fees shall not be applicable.

This shall come into force with immediate effect.

Yours faithfully,

Joint Secretary to Government

(P.T.O)

Memo No. 5024 /HE, Dated: 05 /02/2024

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

  
Joint Secretary to Government

Memo No. 5025 /HE, Dated: 05 /02/2024

Copy forwarded to the P.S. to Principal Secretary to Government, SSEPD Department for kind information of the Principal Secretary.

  
Joint Secretary to Government

Memo No. 5026 /HE, Dated: 05 /02/2024

Copy forwarded to all Departments for information and necessary action.

  
Joint Secretary to Government

Memo No. 5027 /HE, Dated: 05 /02/2024

Copy forwarded to the Registrar, State Commissioner for Persons with Disabilities, Bhubaneswar for kind information and necessary action.

  
Joint Secretary to Government


Memo No. 5028 /HE, Dated: 05 /02/2024

Copy forwarded to All the Registrars / Controllers of Examinations of All State Public Universities / The Principals of all Govt. Colleges. / Non- Govt. Aided Colleges for kind information and necessary action.

  
Joint Secretary to Government


Memo No. 5029 /HE, Dated: 05 /02/2024

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

  
Joint Secretary to Government

Memo No. 5030 /HE, Dated: 05 /02/2024

Copy forwarded to UNE /GCET/NCET Section, Higher Education Department for kind information and necessary action.

  
Joint Secretary to Government

**GOVERNMENT OF ODISHA  
HIGHER EDUCATION DEPARTMENT**

\*\*\*\*\*

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

From

Rajata Kumar Mansingh, OES-I  
Deputy Director, PTC

To

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

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

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

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

Madam/ Sir,

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

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

This is for your kind information and necessary action.

Yours faithfully,

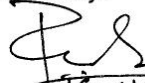


18.04.2024

Deputy Director

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

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




18.04.2024  
Deputy Director

(P. T. O.)

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

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



18.04.2024

Deputy Director

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

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



18.04.2024

Deputy Director

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

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

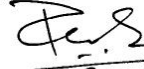


18.04.2024

Deputy Director

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

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



18.04.2024

Deputy Director

**AFFIDAVIT BY THE STUDENT ON ANTI-RAGGING**

I,.....(full name of student with admission/registration/enrolment number) S/o D/o Mr./Mrs./Ms....., having been admitted to .....(name of the institution)....., have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.

2). I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3). I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case. I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4). I hereby solemnly aver and undertake that

a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.

b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5). I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

6). I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this .....day of .....month of .....year.

\_\_\_\_\_  
**Signature of deponent**  
**Name:**

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at.....(place).....on this the .....(day).....of.....(month).....(year).....

\_\_\_\_\_  
**Signature of deponent**