



SAMS

Student Academic Management System

Manual Book for Reservation & Weightage to consider
for Admission into U.G. Courses for the Academic
Session 2023-24

**HIGHER EDUCATION DEPARTMENT
LOKASEBA BHAWAN
BHUBANESWAR-751001**

Important points related to Reservation & Weightage policy to be followed in the e- Admission 2023-24:

1. Online admission (e-Admission) into 1st year degree (+3) Courses is compulsory for admission into Universities imparting U.G. Courses and +3 (Degree) Colleges including Sanskrit (Shastri) Colleges coming under Higher Education Department, Government of Odisha for the Academic Session 2023-24.
2. The Reservation and Weightage policy of Government of Odisha will be strictly followed in the selection process to take admission into U.G. Courses.
3. The different types of Reservation/Weightage system and their details are as follows.

Reservation

1. Scheduled Caste (SC) :-

- a. Total **16.25%** of the sanctioned strength of each course shall be reserved for SC applicants.
- b. Applicants can visit the website <https://edistrict.odisha.gov.in/> and apply for Scheduled Caste Certificate. The certificate generated online with BARCODE and photograph is only valid.
- c. The online generated SC Certificate issued by the Revenue Officers not below the rank of Tahsildar / Additional Tahsildar will only be taken into consideration.
- d. SC certificate **issued from other State** is not valid to get a reserved seat for admission in Odisha.
- e. A sample copy of SC Certificate is attached herewith. Please refer **Fig-1**.

2. Scheduled Tribe (ST) :-

- a. Total **22.5%** of the sanctioned strength of each course shall be reserved for ST applicants.
- b. Applicants can visit the website <https://edistrict.odisha.gov.in/> and apply for Scheduled Tribe Certificate. The certificate generated online with BARCODE and photograph is only valid.
- c. The ST Certificate issued by the revenue officers not below the rank of Tahsildar / Additional Tahsildar will only be taken into consideration.
- d. ST certificate **issued from other State** is not valid to get a reserved seat for admission.
- e. **For ST applicants, his/her father's caste certificate may be taken into consideration in case of non-availability of a Caste certificate in favor of the applicant.** Land passbook authenticated by the Tahsildar / Additional Tahsildar may also be taken as a proof of caste in absence of ST certificate.
- f. A sample copy of ST Certificate is attached herewith. Please refer **Fig-2**.

3. Persons with Disability (PwD) :-

- a. Total 5% of the sanctioned seats (total sanction strength of a HEI) shall be reserved for PwD applicants with extent of disability not below than 40%.
- b. Two types of Disability certificates are there. 1) Permanent, 2) Temporary. Applicant with “Permanent Disability” with extent of disability not below than 40% are eligible to get the reservation.

N.B:- Applicants with “Temporary Disability” even extent of disability is more than 40% are not eligible to get any reservation of seats.

- c. As per SSEPD Department Notification No.5823 dated 29.07.2022, after 31st August 2022, disability certificate will not be issued in manual mode.
- d. The disability certificates shall be issued only through **Unique Disability Identity (UDID) card portal**.
- e. Applicants can visit the website <https://www.swavlambancard.gov.in/> and apply for Disability Certificate. The certificate generated online with BARCODE and photograph is only valid.
- f. A sample copy of Disability Certificate issued from UDID portal is attached herewith. Please check **Fig-3**.

4. EX- Serviceman(ESM) / Serving Defense Personnel(SDP) / Children of Martyrs(CoM) :-

- a. Total 1% of the sanctioned seats (total sanction strength of a HEI) shall be reserved for self/ Children/ Wife/ Husband of Ex-Serviceman, Serving Defense Personnel and Children of Martyrs.
- b. **Ex-Service Man (ESM) Certificate** will be issued from **Zilla Sainik Board / Rajya Sainik Board** shall be taken into consideration. Please refer **Fig-4 & Fig-4.1**.
- c. **Service Defense Personnel (SDP) (Army/ Navy/ Air Force) Certificate** issued from the **Commanding Officer of the Unit** shall be taken into consideration. Please check **Fig-5**.
- d. **Children of Martyrs (CoM) certificate** issued from the concerned **District Collector** shall be taken into consideration.
- e. **Certificates of Central Armed Police Forces such as CISF/CRPF/ITBP/Paramilitary Forces etc. shall not be taken into consideration to get a reserved seat.**

Weightage

1. NCC :-

- a. Applicants holding “**B**” Certificate only, shall be given weightage of an additional **5%** of marks over and above the aggregate marks secured at the Higher Secondary (+2) or Equivalent examination. Please refer **Fig-6**.
- b. Applicants holding “**A**” & “**C**” Certificates shall not be given any weightage for admission into U.G. (Degree/+3) Courses.
- c. Applicants who have represented the State or the Central School/Sainik School at All India level NCC Camps / Courses / Activities shall be given weightage of an additional **3%** of marks over and above the aggregate marks secured at the Higher Secondary (+2) or Equivalent examination. Please refer **Fig-6.1/ Fig-6.1.1**

2. NSS :-

- a. Applicants, who have represented the Country at the **International level** shall be given direct admission.
- b. Applicants, who have represented the **state and National Level Camp** shall be given a Weightage of an additional **5%** of marks over and above the aggregate marks secured at the CHSE/Equivalent examination.
- c. Applicants, who have represented the **inter-State Category Camp** shall be given a Weightage of an additional **3%** of marks over and above the aggregate marks secured at the CHSE/Equivalent examination.
- d. Applicants, who got the **best NSS Volunteer award at Council/ Board level** shall be given a Weightage of an additional **2%** of marks over and above the aggregate marks secured in the CHSE/Equivalent examination.
- e. The sample copy of NSS Certificates are attached. Please refer **Fig-7, 7.1 & 7.2**.

3. Rover & Ranger :-




- a. Rover & Ranger possessing and producing the original certificate signed by the **President of India** shall be given weightage of an **additional 5%** of marks over and above the aggregate marks secured at the Higher Secondary (+2)/Equivalent examination.
- b. Rover & Ranger possessing and producing the original certificate signed by the **Governor/ PATRON/ President of the State Association** shall be given weightage of an additional **2%** of marks over and above the aggregate marks secured at the Higher Secondary (+2)/Equivalent examination.
- c. The sample copy of Rover & Ranger Certificate is attached herewith. Please refer **Fig-8**.

4. Sports & Games :-

- a. Applicants who have represented the country at the **international level** and having a **weightage Certificate issued by Sports Department** shall be given direct admission.
- b. Applicants who have represented the **state at the national level** shall be given weightage of an additional **10%** of marks over and above the aggregate marks secured at the Higher Secondary (+2)/Equivalent examination.
- c. As per Sports Department Letter No.15536 dated 07.09.2022, applicants having International & State level Sports Certificate should not visit the Sports Department for any type of countersign.
- d. The Sports Weightage certificates shall be issued only through **Sports Department website**.
- e. Applicants are advised to visit the website **<https://portal.sportsodisha.gov.in/Citizen/Landing>** and apply for Sports Weightage Certificate. The certificate generated online with Photo & QR CODE is valid.
- f. The validity of the online generated QR based Sports Certificate is valid only for the year in which the certificate is issued.
- g. The sample copy of Sports Weightage Certificate issued from Sports Department portal is attached herewith. Please check **Fig-9**.
- h. Applicants who have represented the school at the **inter-State School Sports Meet level** shall be given a weightage of an additional **5%** of marks over and above the aggregate marks secured at the Higher Secondary (+2)/Equivalent examination. These category of applicants i .e: having a Sports certificate of **inter-State School Sports Meet / SGFI / National School Games** should be countersigned by the Director, Secondary Education(coming under **School & Mass Education Department**) Odisha.
- i. The sample copy of Sports Certificates countersigned by the Director, Secondary Education is attached herewith. Please check **Fig-9.1**.




Sample copy of the Reservation & Weightage Certificates:

Fig No. 1:- Scheduled Caste (SC) Certificate

	
<p>FORM No. I (See Rule 3) GOVERNMENT OF ODISHA Office of the Tahasildar Satyabadi Miscellaneous Certificate Case No E-SCO/2021/369195 SCHEDULED CASTE CERTIFICATE</p>	
<p>This is to certify that Miss RASHMI SETHI daughter of Smt LAXMIPRIYA SETHY and Shri NITYANANDA SETHY, of village/town Suanlo P.S SATYABADI in the district PURI in the state of Odisha belongs to Dhoba caste which is recognized as Scheduled Caste under the constitution (scheduled Caste / Scheduled Tribe) order 1950 as amended by the scheduled Caste and Scheduled Tribe List (Modification) order 1956 and Scheduled Caste and Scheduled Tribe Order (Amendment) Act, 1976.</p> <p>Miss RASHMI SETHI and her family ordinarily reside(s) in village/town Suanlo of PURI district in the state of Odisha.</p>	
	<p>Digitally signed by MISHRA MOUSUMI Date 2021.11.12 02:36:04 +05:30 Signature of the Revenue Officer 12/11/2021</p>
<p>**** This is a Digitally Signed Document And Does Not Require Signature ****</p>	
<p>NOTE</p> <p>(i) It is a digitally signed electronically generated certificate and therefore needs no ink-signed signature. (ii) This Certificate is issued as per section 4, 5, & 6 of Information Technology Act 2000 and its subsequent amendments in 2008 and as per Revenue & Disaster Management Department Notification number IMU-13/10-4251/R&DM. (iii) For any Query or Verification, Agency /Department / Office may visit https://edistrict.odisha.gov.in (iv) Tampering of this Certificate will attract penal action.</p>	
<p>Reference No: E-SCO/2021/369195 To View: https://edistrict.odisha.gov.in/vfKtb/ACC96E1A Token No: ACC96E1A</p>	

(Fig-1)

Fig No. 2:- Scheduled Tribe (ST) Certificate

	
FORM NO. I <i>(See Rule 3)</i>	
GOVERNMENT OF ODISHA Office of the Tahasildar Rayagad Miscellaneous Certificate Case No E-STO/2022/445980 SCHEDULED TRIBE CERTIFICATE	
<p>This is to certify that Shri CHATURBHUJA DALABEHERA son of Smt SUNAMANI DALABEHERA and Shri KUSHANATHA DALABEHERA of village/town LAILAI P.S RAYAGADA in the GAJAPATI district in the state of Odisha belongs to Savar caste which is recognized as Scheduled Tribe under the constitution (scheduled Caste / Scheduled Tribe) order 1950 as amended by the scheduled Caste and Scheduled Tribe List (Modification) order 1956 and Scheduled Caste and Scheduled Tribe Order (Amendment) Act, 1976.</p> <p>Shri CHATURBHUJA DALABEHERA and his family ordinarily reside(s) in village/town LAILAI P.S RAYAGADA Tahasil Rayagad in the district of GAJAPATI in the state of Odisha.</p>	
	<p>Digitally signed by CHITARANJAN DAS Date 2022.07.28 02:12:31 +05:30 Signature of the Revenue Officer 28/07/2022</p>
**** This is a Digitally Signed Document And Does Not Require Signature ****	
<p>NOTE</p> <p>(i) It is a digitally signed electronically generated certificate and therefore needs no ink-signed signature. (ii) This Certificate is issued as per section 4, 5, & 6 of Information Technology Act 2000 and its subsequent amendments in 2008 and as per Revenue & Disaster Management Department Notification number IMU-13/10-4251/R&DM. (iii) For any Query or Verification, Agency /Department / Office may visit https://edistrict.odisha.gov.in (iv) Tampering of this Certificate will attract penal action.</p>	
Reference No: E-STO/2022/445980 To View: https://edistrict.odisha.gov.in/t/DUX7c/E517D615 Token No: E517D615	

(Fig-2)

Fig No. 3:- Disability Certificate



Department of Empowerment of Persons with Disabilities,
Ministry of Social Justice and Empowerment, Government of India

Disability Certificate Issuing Medical Authority, Sambalpur, Odisha



Certificate No.: OD0310620020061323

Date: 21/10/2009

This is to certify that I/We have carefully examined Shri **Papun Singh** Son of Shri **Bidyadhar Singh** Date of Birth **16/07/2002** Age **17 Year(s)** Male, Registration No. **2103/00000/1909/0434128** resident of House No. **Godrapada, Bhojpur, Jamankira - 768107** Sub District **Jamankira** District **Sambalpur** State / UTs **Odisha** Whose photograph is affixed above, and I/We satisfied that:

(A) He is a case of Locomotor Disability
(B) The diagnosis in his case is **BILATERAL FLAT FOOT**

(C) He has **40%**(in figure) **Forty** percent(in words) Permanent in relation to his (part of body) as per guidelines (to be specified).

The applicant have been submitted the following document(s) as proof of residence

Nature of Document(s): Aadhaar card

Signature / Thumb impression of the Person With Disability

Signatory of notified Medical Authority Member



Issuing Medical Authority, Sambalpur, Odisha

This Card/Certificate is meant to certify the disability of the person and is not an instrument for ID/Address Proof for any purpose.

(Fig-3)

Fig No. 4:- ESM Certificate (Type-1)



**GOVERNMENT OF ODISHA
RAJYA SAINIK BOARD, ODISHA
BHUBANESWAR-751015**

BONAFIDE CERTIFICATE

Certified that No. 14813440-K Rank Ex-Sep Name Ajay Kumar Maharana
resident of Village Jagannathpur P.O. Jagannathpur Distt.
Puri (Odisha) is a bonafide Ex-Serviceman of the Indian Army/ Navy/Air
Force. He had served in the Indian Army/Navy/Air Force from 29.08.1995 to
31.08.2018. He has been issued with Ex-Serviceman Identity Card bearing
Machine No. OR1-02/013883.

Shri/Kumari/Smt Smriti Samikshya Moharana is the dependent son/daughter/
Wife of the above named Ex-Serviceman. He/She is eligible for admission in
Educational/Technical institutions in seats reserved for the children of Defence/
Ex-service personnel.

This certificate is issued for the purpose of admission in +3 Science

Place : Bhubaneswar




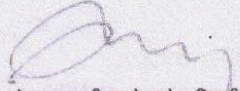
Dated : 09 Sep 2022





Secretary
Rajya Sainik Board, Odisha
Bhubaneswar
Secretary
Rajya Sainik Board
Odisha, Bhubaneswar

(Fig-4)

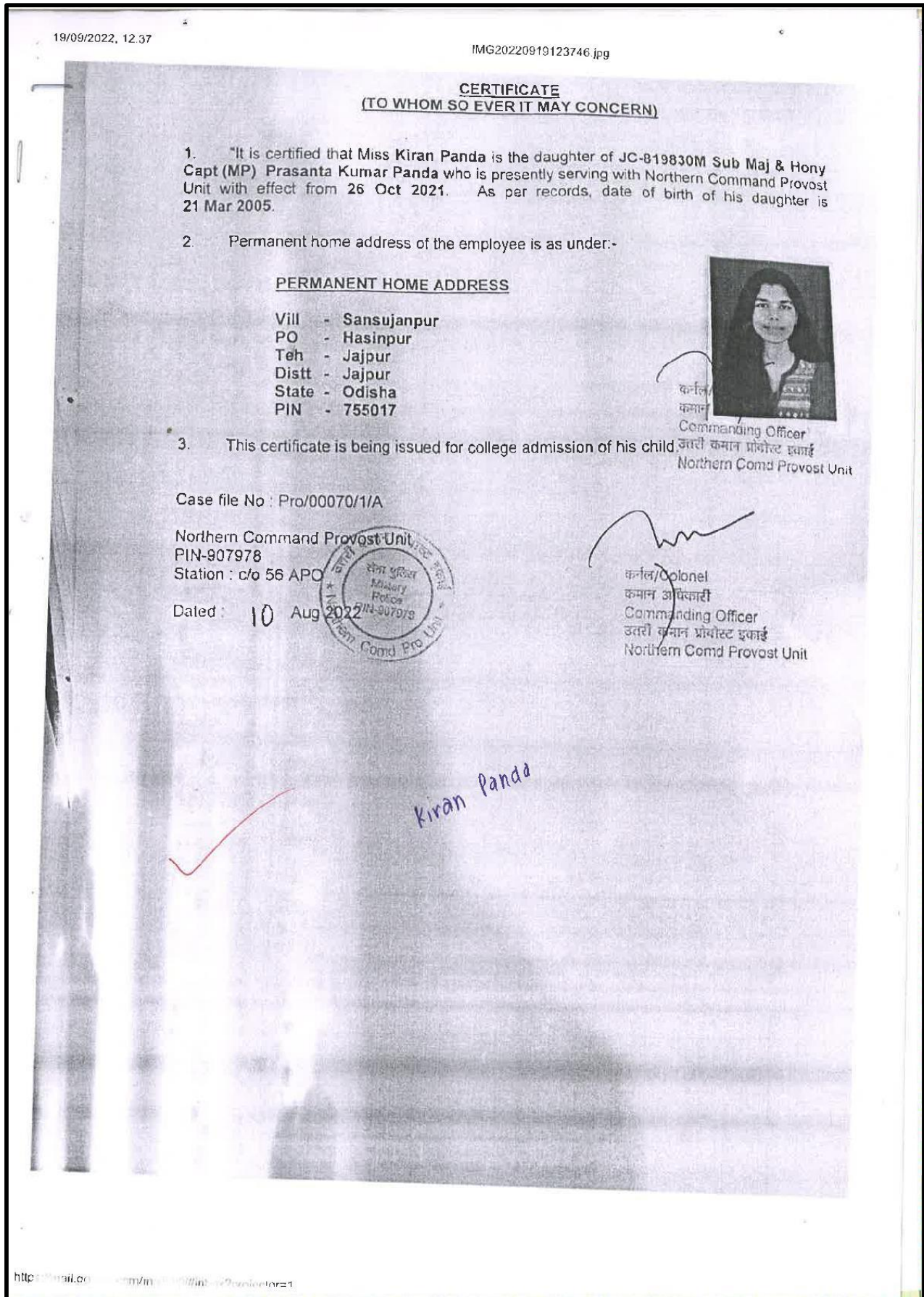
Fig No. 4.1:- ESM Certificate (Type-2)

सेवा/Service Number 14625394-H	क्रम संख्या/Serial No. № 6256583
नाम/Name Bhagaban Samantaray	 भारत INDIA
सेवानिवृत्ति के समय रैंक Ex NK	
रेटिमेंट/कोर/काका ENE	
रेगु/कोर/ब्रान्च DRIVER MT	
जन्मतिथि/Date of Birth 05.07.1975	 संरक्षण के तहत
पिता का नाम/Father's Name Sankar Samantaray	
पता/Address VII- Bakahisahi Po- Jagannathpur, via-Koras Dist-Puri, Odisha	
विमुक्ति की तारीख/Date of Discharge 31-01-2012	
पेंशन/Pension प्रकार और विकलांगता प्रतिशत Rs. 6985/- -NIL-	मुख्यालय मोहर जारी करने वाले अधिकारी का हस्ताक्षर
Type & Percentage of Disability 06-03-2012, ZSB	H.Q. STAMP Sign. of the Issuing Officer
तारीख एवं स्थान Date & Place of Issue Cuttack.	

<p>पहचान चिह्न/Identification Mark A scar mark on near the LT eye</p> <p>नाप अंगुठे का निशान/LHTI</p> <p>धारक के हस्ताक्षर Signature of the Holder</p> <p>Identity card NO-ORI-02-013510</p> <p>06 03 2012</p> <p>मुख्यालय मोहर H.Q. STAMP</p> <p>जारी करने वाले अधिकारी का हस्ताक्षर Signature of the Issuing Officer</p>	<p>पहचान पत्र - भूतपूर्व सैनिक IDENTITY CARD - EX-SERVICEMEN</p> <p></p> <p>यह कार्ड अहस्तांतरणीय है और मांगने पर प्रस्तुत किया जाएगा। This card is not transferable and is to be produced on demand.</p> <p>पाने वाला इसे केन्द्रीय सैनिक बोर्ड, रक्षा मंत्रालय, पश्चिम खण्ड-4, आर के पुरम, नई दिल्ली-110 066 को बिना टिकट लगा पत्र पेटी में डाल दें या पास के सैनिक यूनिट या थाने में जमा करा दें। Finder drop this in letter box postage free to Kendriya Sainik Board, Ministry of Defence, West Block-IV, RK Puram, New Delhi-110 066 or handover to the nearest Military Unit or Police Station.</p>
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(Fig-4.1)

Fig No. 5:- SDP Certificate



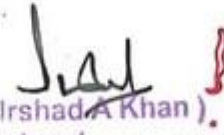
(Fig-5)


Fig No. 6:- NCC-B Certificate

**प्रमाणपत्र
CERTIFICATE**

सं. No.	12/61289	रैंक Rank	CDT
नाम Name	UDHAYAKUMAR J	सुपुत्र/सुपुत्री Son/Daughter of	JAYARAJA KUMAR
यूनिट Unit	11(TN) SIG COY NCC SALEM-16	जन्म तिथि Date of Birth	17 FEB 1995
राष्ट्रीय कैडेट कोर निदेशालय NCC Directorate	(TN, P & AN) CHENNAI		

प्रमाणित किया जाता है कि ऊपर लिखित कैडेट ने रक्षा मंत्रालय, भारत सरकार के प्राधिकार के अधीन सन् 20.....में हुई प्रमाणपत्र.....परीक्षा पास कर ली है।
This is to certify that the above mentioned Cadet has passed the Certificate B Examination held in 20.13.....
under the authority of Ministry of Defence, Government of India. GRADE A

क्र.सं. Ser. No.	ARMY / 2013/1017	 (Irshad A Khan) Colonel उप-महानिदेशक, राष्ट्रीय कैडेट कोर Dy. Director General, National Cadet Corps NCC Group HQ, Coimbatore
स्थान Place	COIMBATORE	
दिनांक Date	18 JUL 2013	



(Fig-6)

Fig No. 6.1:- NCC-Camp Certificate



ANNUAL TRAINING CAMP (PM RALLY) - 2019 MAGNIFICENT FIVE

5 ODISHA NCC, SAMBALPUR
CERTIFICATE

This is to certify that No. OD/17/JDA/62/314 Rank C.D.T
 Name JAY SHIV SHANKAR BAGHEL Son/Daughter of
 Shri RATI RANJAN BAGHEL Institution VIKASH RES.
SCHOOL, BARBARH of Unit 5(D) P.N.C., SAMBALPUR
 attended ANNUAL TRAINING CAMP (PM RALLY) - 2019, FROM 10 JAN 2019 - 19TH JAN 2019
 AT MAHUL PALI, SAMBALPUR

Place : Mahulpali, Sambalpur
 Date : 19th Jan 2019

[Signature]
 Lt Col
 Camp Commandant

(Fig-6.1)



राष्ट्रीय कैडेट कोर
NATIONAL CADET CORPS
(NAVAL WING.)

CERTIFICATE
ANNUAL TRAINING CAMP

This is to certify that No. ORI/10/1521/13 Rank Cadet
 Name Shantanu Kumar Das Unit 2(B) Naval Unit
 of B.M.B.H.S. School/College
 attended Annual Training Camp held at P.C.P.L.H.S.
 from 12.11.13 to 21.11.13
 General Remarks.....
 Place Charanpura
 Date 21.11.13

[Signature]
 (A Atul Prakash)
 Camp Commandant

राष्ट्रीय कैडेट कोर
NATIONAL CADET CORPS
(NAVAL WING.)


प्रमाण - पत्र
CERTIFICATE
वार्षिक, प्रशिक्षण शिविर
ANNUAL TRAINING CAMP


स. No. ORI/10/1521/13 रैंक Rank Cadet नाम Name Shantanu Kumar Das
 युनिट Unit 2(B) N.U. Bdk राष्ट्रीय कैडेट कोर निर्देशालय NCC Directorate ODISHA
 of B.M.B.H.S. Bdk स्कूल/कलेज School/College
 जहाँ वार्षिक प्रशिक्षण शिविर लगा attended Annual Training Camp held at P.N.M.A. College
 से from 07.02.14 तक to 16.02.14
 सामान्य टिप्पणियाँ General Remarks.....
 स्थान Place - Palis Boda
 तारीख Date 16.02.14

[Signature]
 (A Atul Prakash)
 Commandant
 Camp Commandant
 ATC, Palisbindha

(Fig-6.1.1)

Fig No. 7:- NSS Certificate


सत्यमेव जयते
भारत सरकार
Government of India
युवा कार्यक्रम और खेल मंत्रालय
MINISTRY OF YOUTH AFFAIRS & SPORTS


प्रमाण पत्र
Certificate

प्रमाणित किया जाता है / Certified that

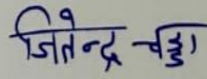
श्री / कुमारी / Mr./Ms. Sandeep Kumar Barik

सुपुत्र / सुपुत्री / Son/Daughter of Anuj Kumar Barik

स्वयंसेवक / कार्यक्रम अधिकारी / Volunteer/Programme Officer of Laxmikanta Degree College, Bangripasi

राज्य / संघ / State/UT Odisha ने 1 से 31 जनवरी 2022 तक राष्ट्रीय सेवा योजना

गणतंत्र दिवस परेड शिविर, नई दिल्ली में सराहनीय रूप से भाग लिया / has commendably participated in
N.S.S Republic Day Parade Camp, New Delhi from 1st to 31st January 2022.


जितेन्द्र चड्ढा / Jeetendar Chadha
निदेशक, एन एस एस.
Director, N.S.S

(Fig-7)

Fig No. 7.1:- NSS Certificate



(Fig-7.1)

Fig No. 7.2:- NSS Certificate






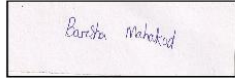
(Fig-7.2)

Fig No. 8:- Rover & Ranger Certificate



(Fig-8)

Fig No. 9:- Sports Certificate (Weightage Certificate)

				
Id no: <u>W20220900100</u>	GOVERNMENT OF ODISHA SPORTS & YOUTH SERVICES DEPARTMENT C-1, Nayapalli, Bhubaneswar - 751012			
<i>Weightage Certificate</i> (Under Sportsperson Welfare Scheme)				
It is ascertained that Sri/Kurn/Smt <u>BARSHA MAHAKUD</u> S.O./D.O./W.O <u>BHAGABAN MAHAKUD</u> At : <u>JODA</u> Post : <u>JODA</u> Dist : <u>KEONJHAR</u> has represented the state of Odisha in <u>FOOTBALL</u> discipline in the following Sports & Games.				
Sl No.	Name of Sports & Games	Place	Date of Achievement	Year
1	GIRLS SUB JUNIOR NATIONAL FOOTBALL CHAMPIONSHIP	BARABATI CUTTACK	12-SEP-2022	2022
This document is valid for the current academic session in which it is issued in favour of the applicant to avail weightage for admission into Educational Institutions. Eligibility for weightage for his/ her admission into Educational Institutions may be considered as per the guidelines issued by the competent authority of the Educational Institution concerned. Original Sports Certificate shall be produced by the applicant before the concerned authority for admission purpose failing which this certificate shall not be treated as a valid one.				
Date : <u>SEP 24, 2022</u>	Issued by Commissioner cum Secretary to Government Sports & Youth Services Odisha			
This is an electronically generated certificate, need no ink signature				

(Fig-9)

Fig No. 9.1:- Sports Certificate (Countersigned Certificate)



(Fig-9.1)
