INFORMATION BROCHURE

Student Academic Management System (SAMS)

Higher Education Department, Government of Odisha

MASTER IN EDUCATION (M.Ed.) (2 Years)

FOR THE ACADEMIC YEAR 2026-27

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

Applicant Copy	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.
BSE, Odisha	Board of Secondary Education, Odisha
CAF	Common Application Form
CGPA	Cumulative Grade Point Average
CHSE (O)	Council of Higher Secondary Education, Odisha
CLC	College Leaving Certificate
DOB	Date of Birth
IB	Information Brochure
HED	Higher Education Department
HEIs	Higher Education Institutions (Universities & Colleges)
NCTE	National Council of Teacher Education
OTP	One Time Password
SAMS	Student Academic Management System
SF	Self-Financing
ULC	University Leaving Certificate
Sanjog Helpline Toll Free Number	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 Common Prospectus:

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 in taking admission into the **2-year M.Ed. courses** at the Higher Education Institutions participating under SAMS for the Academic Session 2026-27.

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 three rounds of selection**. Here 1st& 2nd round is online round and 3rd round will be Waiting list or Spot round. In the 2nd round, the de-reservation of seats will be carried out in absence of the eligible applicants of a specific category. In the last round (3rd round), if vacancy arises, a Waiting list admission round will be carried out.

v) In continuation of the previous academic year, counselling-based online admission through **Freeze & Slide** options shall be implemented in **AY 2026-27**. Applicants allotted a seat in 1st and 2nd round shall be required to exercise one of the following options,

<u>Freeze</u>: - 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.**

<u>Slide</u>: - 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 & 2nd round of the admission process can choose between the "Freeze" and "Slide" options based on their preference. However, in the 2nd round, they must select the "Freeze" option if they wish to proceed with admission. Failure to choose "Freeze" in the 2nd round will result in the cancellation of their seat allocation, and they will be excluded from the counselling-based online admission process. The 2nd round is the final round of online selection, while the 3rd 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 1st 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) **The applicants have to pay the admission fees in online mode (as paying the CAF fees) after being selected for any of the HEIs.**

xi) Applicants seeking admission into M.Ed. courses at the State Public Universities and Colleges those are participating in SAMS for the Academic Year 2026-27, must apply exclusively through the online mode. **There will be no OFFLINE mode for submission of CAF.**

xii) 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 by entering the OTP received in his/her registered mobile number within the approved timeline.**

xiii) During the editing of CAF, all the differential amounts will be collected online.

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

xvi) For this Academic Session, applicants wish to be considered for scholarship from the Higher Education Department may 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). Additionally, applicants are also required to provide the parental annual income in the required field.

xvii) **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 into the institutions participants under SAMS will be held **for 2 years M.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 seats and self-financing seats are as follows.

N.B.:- The Seat Strength reflected in the Information Brochure is subjected to change as per recognition order received from ERC, NCTE, New Delhi with respect to concerned Institutions.

Sl.#	Mode of the Course running	Total count of Institutions	Total Seats
1	Normal or Regular	5	250
2	Self-Financing	1	50
	Total		**300**

3. Eligibility:

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

- Candidates seeking admission to the M.Ed. Programme should have obtained at least 50% marks for General category and 45% for SC/ST/SEBC/PwD category or an equivalent grade in the following programmes :
  1. B.Ed./B.H.Ed.
  2. B.A., B.Ed. / B.Sc., B.Ed.
  3. Arts / Science Graduate with D.El.Ed. Degree (with 50% marks in each for General category and 45% in case of SC/ST/SEBC/PH category)
- The candidates who have appeared the final year Examination of B.Ed. / B.H.Ed./ B.A. B.Ed. / B.Sc. B.Ed. / ITEP are also eligible to apply. Their candidature for admission is subject to the required aggregate percentage of marks during the time of their admission, failing which his / her selection will be canceled.
- She/he must have passed Odia as MIL at the HSC (10th) level or any equivalent level / passed with Odia as a subject in any higher examination / passed Odia as a subject in the specific examination conducted by BSE, Odisha of HSC (10th) standard.

3.1 There is no age limit for the Course.

❖ ***Conversion Rule***

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

4. Reservation:

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

- Scheduled Caste (SC)- 16.25% reservation of total seats shall be reserved for SC applicants.
- Scheduled Tribe (ST)- 22.5% reservation of total seats shall be reserved for ST applicants
- **Socially Economically Backward Class (SEBC**)-11.25% reservation of total seats shall be reserved for SEBC applicants.
- **Unreserved (UR**)- 50% reservation of total seats shall be reserved for UR applicants.

NOTE:-

- 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:-

- **Reservation of 5% of the total seats of a course is provided for Persons with Benchmark Disabilities (40% or above), including both temporary and permanent disabilities, 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 - Reservation of** 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

The applicants are hereby advised to follow the below mentioned processes to apply for admission into M.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 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 M.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.

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 1 preferences** and a **maximum of 6 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 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).
  - ✓ **PwD and Transgender candidates: No CAF fee** for the academic session 2026-27.
  - ✓ 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, Odisha. The entrance score of the appeared applicants will be shared by SSB to SAMS. Accordingly, SAMS will prepare the merit based allotment. 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) and appeared the entrance examination are allowed to enter their choice locking for all the 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 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.
- 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 2026-27, 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 consists of three rounds of selection**. Here 1st& 2nd round is online round and 3rd round will be Waiting list or Spot round.
- In the AY: 2026-27, counselling based online admission (Freeze & Slide) will also be implemented.
- **The "Error Correction" option will be provided in the 1st & 2nd rounds of selection process against 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/ error correction option. Further, the applicant will be freshly selected in the next round of selection process as per the merit list. Moreover, the amount deposited by such applicants in the earlier round shall be adjusted in the subsequent round of selection process. However, in the 3rd round (Waiting List), HEIs can allow the students after error correction, if comes above the cutoff mark.**
- **After the issuance of the closure letter for admission into the said course for the 2026-27 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 given A/C numbers 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 M.ED. Course will be verified 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-days period, their admission will be cancelled and the admission fees they have paid will be forfeited.
- 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 2026-27, **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 M.Ed. students (freshly admitted). **After the admission closure date, applicants who obtain the CLC will not be eligible for a refund of admission fees.**

Note: Intimation 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 Government working days between 06 A.M. to 10 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 shall be made on the basis of the Entrance Test results against the total sanctioned seats, excluding PwD seats as per PwD reservation norms. The remaining seats shall be allocated category-wise (social category).

b) Applicants who have not updated their graduation/Equivalent marks shall also be considered 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 social category.

e) The selected candidates shall be intimated through SMS to download the Intimation letter 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 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.

h) Total sanctioned seats (Excluding PwD seats) in each category shall be distributed as per reservation policy.

i) Institution-wise vacancy details will be made available in the Institution e-space and SAMS Teacher Education website ('Individual College Profile' section and 'Reports' section).

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) & (verify the correct D.O.B.)
- 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 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 2026-27.

9. Fees for Admission During Academic Session 2026-27

9.1 Fees for Teacher Education Colleges (Normal Seats)

Total Admission Fees (per Year)	
For 1st Year	**Rs. 6627.00 /-**
For 2nd Year	**Rs. 6166.00 /-**

9.2 Fees for Admission in a Self- Financing Seat:

The admission fee for the institution running in self-financing mode (i.e. Only Utkal University, Bhubaneswar having) for the 2-year M.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.

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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 (Annexure-III) 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-IV) 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 if found guilty of ragging and/or abetting ragging.

12. Modalities of OMR Based Entranced Test :

The State Selection Board, Odisha is authorized to decide the modalities or conduct the entrance examination for the Academic Session 2026-27.

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 .** 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** 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. { For PwD Candidates: 40 minutes extra time (@20 minutes per hour) will be allowed }.

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SYLLABUS For ENTRANCE TEST

Subject Area	Marks	No. of Items
Basics of Education	**20**	**20**
Understanding the learner & learning process	**20**	**20**
Curriculum and curriculum transaction	**20**	**20**
Contemporary issues in school Education	**20**	**20**
Assessing the learner; Planning and management of school	**20**	**20**
Total	***100***	***100***

Detailed Syllabus :

Subject	Detailed Content
Basics of Education	▪ Understanding Education: Education as a process, Aims of Education, Ideas of Educational thinkers (Gandhi, Tagore, Dewey, Rousseau). ▪ Education in socio cultural context of India: Role of education in social control & social charge. Education as an instrument for promoting national integration, Education for Democracy & Education for Globalization.

	▪ Education for National Development: Education and national development, Education as an investment for Human Resource and Economic development. ▪ Education Policy imperatives: Constitutional provisions, NPE(1986,1992), RCFTE 2009, NCF-2005.
Understanding the learner & learning process	▪ Understanding the child & Adolescent: Developmental tasks and role of teacher. ▪ Understanding differences between learners: Areas of differences, factors affecting differences. Understanding differently-abled learners. ▪ Methods of studying learner behavior- Test, Observation, Case study ▪ Understanding learning process:- Relevance and applicability of theoretical, Perspectives of learning – Skinner, Piaget, Vygotsky. ▪ Understanding higher mental processes of learning: Intelligence - Measurement of Intelligence, Creativity: Characteristics & process, Role of teacher in promoting creativity. ▪ Organizing learning – Paradigms for organizing learning, modes of learning, organizing learning in heterogeneous classrooms.
Curriculum and curriculum transaction	▪ Curriculum: Concept, types, bases of curriculum, principles & process of curriculum development. ▪ Understanding teaching: Major shift in teacher education as per NCF-2005, ▪ Teaching as a profession, professional ethics & accountability of teacher, ▪ Phases of teaching: Pre-active, interactive & post-active phase, teacher activities in different phases.
Contemporary issues in school Education	▪ Equality & Equity in Education: Nature & forms of inequalities, inclusive education, provision for addressing inequalities – SSA, RTE Act, RMSA. ▪ Quality in Education: Strategies for enhancement of quality in School Education, Functions of NCERT, NCTE, NUEPA, for quality improvement. Role of teacher for quality education. ▪ Education for conservation of Environment: Protection and

	conservation of environment. Strategies for sensitizing learners towards protection of environment and its conservation.
Assessing the learner; Planning and management of school	▪ Learning Assessment: CCE, Assessment of learning, Assessment for learning, Assessment as learning – its tool & techniques. ▪ Test construction: Characteristics of a good test. ▪ Statistics: Measures of variability, Correlation, Standard scores – Z score, T-score, percentile. ▪ School Development plan & management, management of material, financial and human resources. ▪ Monitoring and Action Research: Mechanism of monitoring, conducting, reporting action research & follow up. ▪ Classroom Management: Components of class room environment and its management, types of learning resources in the class room and their management

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

ANNEXURE-I:-

N°

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

ANNEXURE-II:-

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

GOVERNMENT OF ODISHA
HIGHER EDUCATION DEPARTMENT
***

No.: 32452 /HE, Dated: 03 /08/2022
HE-PTC-MISC-0015-2022

From

Saswat Mishra, IAS
Principal Secretary to Government

To

Vice-Chancellors of all State Public Universities (under HED)

Principals of all Government General Degree Colleges and Teacher Education Colleges (under HED)

Principals of all Aided and Un-aided Non-Government Colleges (under HED)

Sub: Ragging prevention measures in Universities and Colleges (under HE Department)

Madam/Sir,

(1) As the time for admission of new students into universities and colleges has come, all universities and colleges (under HE Department) are hereby directed to take up ragging prevention measures as per UGC notified 'Regulations on Curbing the Menace of Ragging in Higher Educational Institutions 2009'. UGC has amended this Regulation thrice in the meantime. This Regulation, with its amendments, is available in the UGC website. Letter of UGC dated 16.10.2020 is enclosed herewith at (Annexure-A) for your reference.

(2) As per the 2nd Amendment of the above-said UGC Regulations, it is compulsory for each student and his/her parent/guardian to submit an online undertaking each academic year in either of the two designated websites namely (www.antiragging.in) and (www.amanmovement.org). Procedure for filing online anti-ragging undertaking has been communicated by UGC vide its letter dated 27.10.2021 (Annexure-B). If it becomes difficult to file online undertaking, institutions shall obtain physical undertaking from students and their parents/guardians in the format given in Annexure C (1) and C (2). As this physical undertaking is not an affidavit, there is no necessity of getting this undertaking verified/signed by any Notary Public or Oath Commissioner.

(3) All institutions should distribute pamphlet/leaflet amongst students of all batches, once in a quarter, containing anti-ragging messages as well as

punitive actions that can be taken against students found involved in ragging. The pamphlet/leaflet should also contain National Anti-ragging Helpline number and e-mail Id and also the mobile number and e-mail Id of important functionaries of the institution including that of Hostel Warden, Hostel Superintendent, Head of Institution, Anti-ragging Squad Members, etc. These telephone numbers and e-mail Ids should also be conspicuously displayed, in shape of wall paintings or display board, at various places of the institution especially in hostels including private hostels situated outside the campus.

(4) Institutions should organize awareness programs/workshops on "Awareness on Ragging and Anti-Ragging Measures". Consciousness among students should be spread by conducting Dramas, Audio Visual Events, Nu-Skool, etc. Efforts should be made to create the ability in students to understand and share the feelings of one another. Emotional Quotient (EQ) is to be developed in them which will in turn help them to manage their own emotions in a positive way in their professional and personal life.

(5) An active and effective Anti-ragging Squad is perhaps the most effective way of prevention of ragging. An Anti-ragging Squad, comprising of 3 to 4 teachers, shall be constituted by the Head of the Institution for maintaining vigil, oversight and patrolling function. The Squad shall remain mobile, alert and active at all times. The telephone number of the Squad members should be intimated to students of all batches through pamphlet/leaflet and display board/wall painting. The Squad should make surprise visit to hostels and other places vulnerable to incidents of ragging, including private hostels and such other vulnerable places outside the institution campus. The Squad shall conduct enquiry into any incident of ragging referred to it by the Head of the institution or any teaching or non-teaching employee of the institution or any student/parent/guardian or by any other person; and submit its enquiry report along with recommendations to the Head of the Institution. While conducting enquiry, the Squad must follow fair and transparent procedure. Students accused of ragging should be given adequate opportunity to defend themselves. On receipt of enquiry report of the Anti-ragging Squad, the Head of the Institution shall take appropriate action as per the provisions of the UGC Regulations.

The Squad shall also conduct discreet random survey amongst fresh students every fortnight during the first three months of the academic year to verify and cross-check whether the institution is indeed free of ragging or not.

(6) Notwithstanding the obligations and responsibilities of members of Anti-ragging Squad, Anti-ragging Committee and the Head of the Institution, it shall be the general collective responsibility of all teachers and staff/employees of the institution, whether regular or temporary, to prevent or to act promptly against occurrence of ragging or any incidence of ragging which comes to their notice.

(7) No institution shall condone any reported incidence of ragging in any form. Action against students found guilty of ragging and/or abetting ragging must be taken in accordance with the provisions of the UGC Regulations. For every established case of ragging and/or abetment of ragging, the institution shall file First Information Report (FIR) with the Local Police Authorities under the appropriate penal provisions of Indian Penal Code (IPC). Without waiting for the outcome of such FIR, the institution shall also take action against the students found guilty of ragging or abetment of ragging by imposing suitable punishment as mentioned in Para-9.1(b) of the UGC Regulations.

(8) Ragging is a criminal offence and is also a dehumanising and abominable act. Institutions must sincerely endeavour towards ensuring a ragging free campus to eliminate the scourge of ragging. Incidents/Allegations of ragging should not be ignored and swept under the carpet to present "All is well" message. In established cases of ragging, institutions must not try to patch up between the student(s) found guilty of ragging and the victim(s) of ragging. Such laxity towards ragging will do more harm than good to the institution in long-term.

(9) Members of State-level Anti-ragging Committee, District-level Anti-ragging Committees and HE Department-level Anti-ragging Committee may make random and surprise visits to Universities and Colleges to check whether desired anti-ragging measures are put in place or not.

Yours faithfully

03/08/2022

Principal Secretary to Government

(P.T.O)

Memo No.: 32453 /H.E., Dated: 03 /08/2022

Copy forwarded to the P.S. to Hon'ble Minister, Higher Education Dept. for kind knowledge of the Hon'ble Minister.

03/08

Principal Secretary to Government

Memo No.: 32454 /H.E., Dated: 03 /08/2022

Copy forwarded to the Principal Secretary to Government, Skill Development and Technical Education Department, Odisha (Nodal Department for monitoring Anti-Ragging measures in the State) for kind information.

Principal Secretary to Government

Memo No.: 32455 /H.E., Dated: 03 /08/2022

Copy forwarded to the Vice-Chairperson, OSHEC, Pustak Bhawan, Suka Vihar, Bhubaneswar for kind information.

Principal Secretary to Government

Memo No.: 32456 /H.E., Dated: 03 /08/2022

Copy forwarded to RDEs (BBSR/Balasore/Berhampur/Jeypore/Sambalpur) for information.

Principal Secretary to Government

Annexure - C (1)

ANTI-RAGGING UNDERTAKING

1) I _____ *(full name of the 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 Education 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 undertake that
   a. I will not indulge in any behavior 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 the Student

Name:

Address:

Telephone / Mobile No.:

Annexure - C (2)

ANTI-RAGGING UNDERTAKING

1) I Mr./Mrs./Ms. _____ *(full name of the parent/guardian)* father/mother/guardian of _____ *(full name of the student with admission/registration/enrolment number)*, having been admitted to _____ *(name of the institution)*, have received a copy of the UGC Regulations on curbing the Menace of Ragging in Higher Education 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 my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4) I hereby undertake that
    a. My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
    b. My ward 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, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
6) I hereby declare that my ward has 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, the admission of my ward is liable to be cancelled.

Declared this _____ day of _____ month of _____ year.

Signature of the Parent/Guardian

Name:

Address:

Telephone / Mobile No.:

Annexure-IV

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 quality 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 of misstated therein.

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

Signature of deponent