SOP for 2nd phase Diploma Spot Admission

(1st Semester/1stYear)

"Tagging declaration as annexed at Annexure-I is mandatory."

Activity dateline:

- **Registration of fresh candidates: 12.11.2021 to 28.11.2021 (upto 06.00PM)**
- **Candidates are advised to carry their valid mobile phone with registered mobile number to complete the OTP based tagging process**
- **Reporting of candidates, preparation of merit list & admission of eligible applicants on merit**

Govt. Institutions:

a) Validation & OTP based Tagging -17.11.2021 to 29.11.2021 (upto 6PM)

b) Publication of Merit List: 30.11.2021-11:00AM

c) Counselling & System based allotment of branch on merit-30.11.2021-11.30AM to 30.11.2021-7:00PM

d) Verification of the documents uploaded by the candidates while taking admission. Candidates are not allowed to take admission in absence of valid documents which must be completed within stipulated dateline.

Private Institutions:

a) Document verification and validation at selected NCCs of applicants: 17-11-2021 to 30-11-2021 (04:00 PM)

b) OTP based Tagging of validated and auto validated CAFs & Admission: 17.11.2021 to 30.11.2021 (up to 8:00PM)

c) Only after validation of the CAF at nearby NCC, a candidate is eligible for tagging. However, a candidate with auto-validated CAF and valid documents can directly be tagged.

Applicants to be considered for 2nd Phase Diploma Spot Admission-2021

1- Fresh eligible registered applicants;

2- Registered but not validated in the earlier phase;

3- Validated but not filled choices in the earlier phase;

4- Filled choices but not allotted seat in the earlier phase;

5- Allotted but not deposited admission fees in the earlier phase;

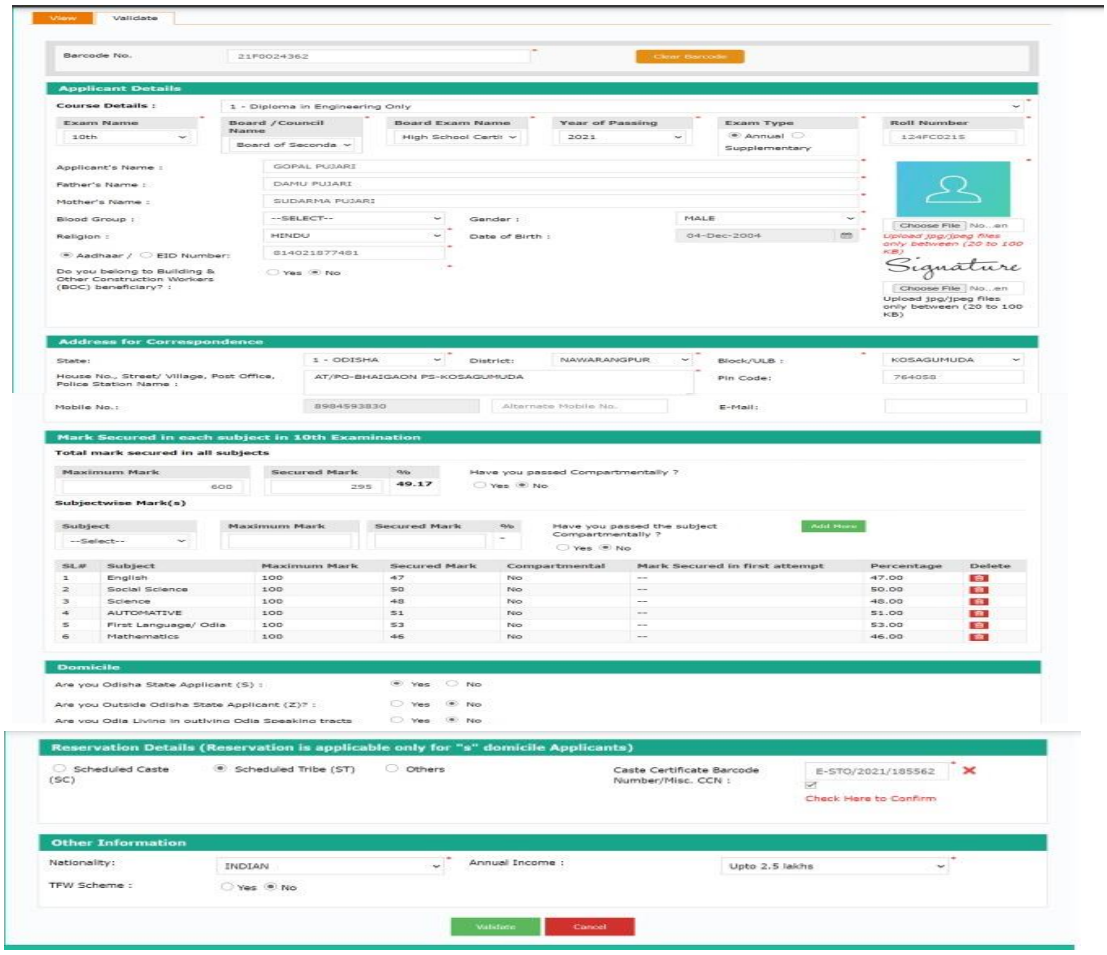
6- Allotted but not reported for admission in the earlier phase.

Getting Started for Spot Admission – for Institute

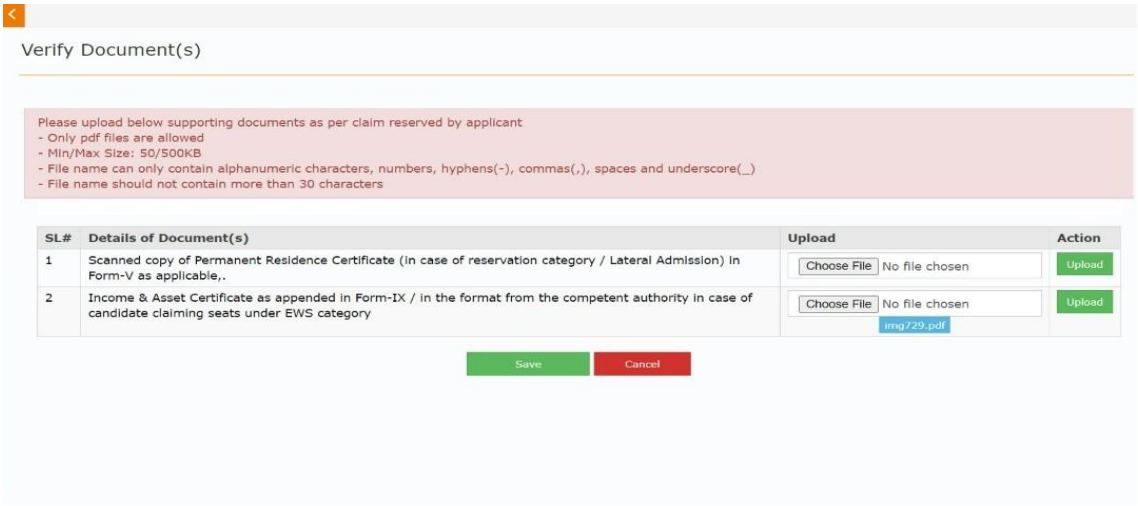
- Open your browser, type the URL: www.samsodisha.gov.in and select the
- Diploma available under "**Skill Development & Technical Education**" from the screen.
- Then, click on the "**e-Space**" link to open the login page.
- Provide institution username and password to login.

Steps for "validation"

- To validate the document, NCC needs to provide the Barcode no. of the applicant in the given box, then click on "Show" Button, It will show the details of applicant for verification.
- Then, click on "validate button" and you will be redirected to "Document Verification Page" for verification of documents already uploaded or upload new document. After completion of document verification, NCCs are advised to click on "Save" button to complete the validation process of a CAF.
- Print of the CAF can be taken by clicking on the barcode number displayed at "**View**" screen.



[Screenshot-1]



[Screenshot-2]

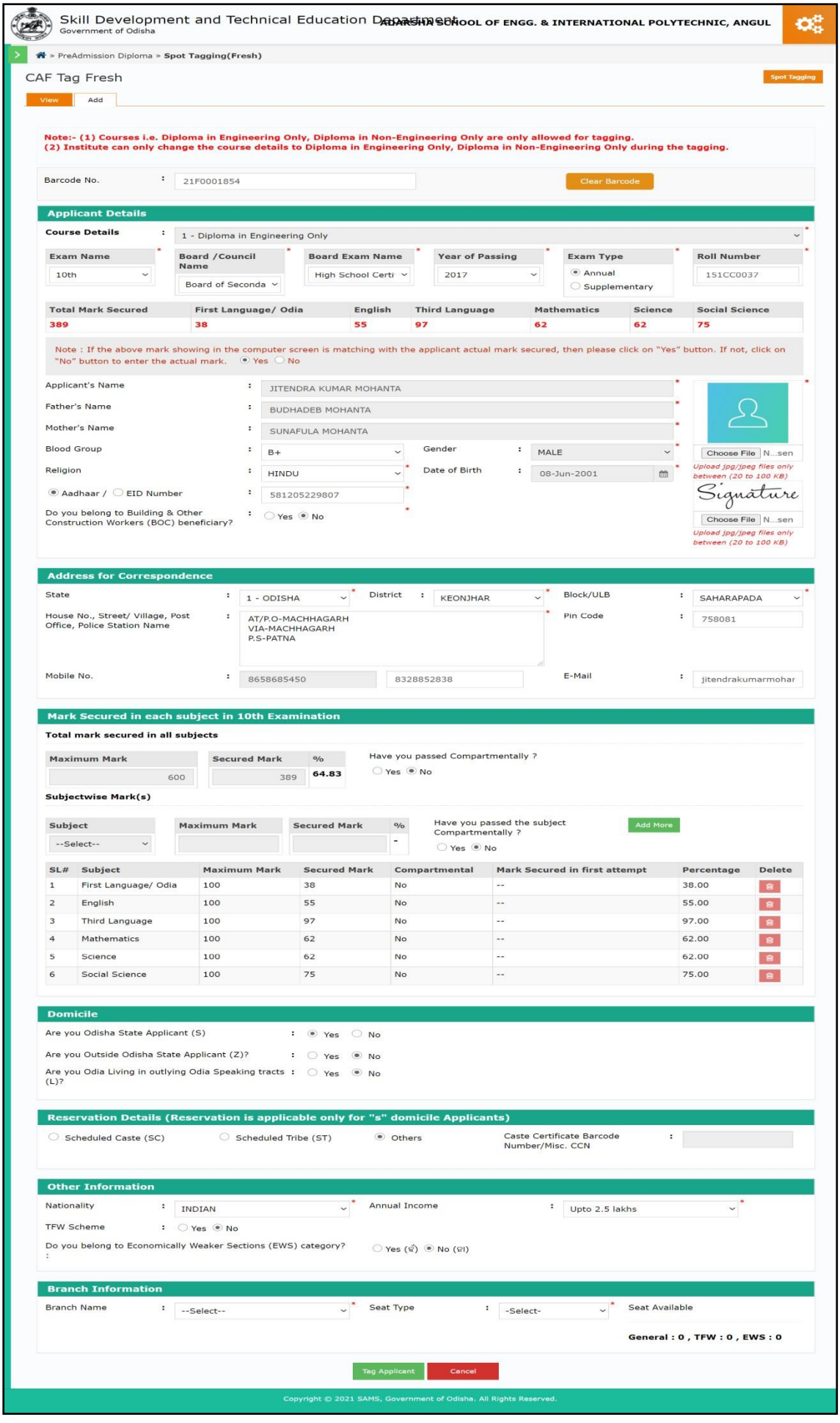
- Category, Course and domicile can't be changed without permission of the DTET, Odisha.

Steps for "Spot Tagging"

- Select "**Spot Admission (Diploma)**"from the left menu bar.
- Then, click on the "Spot Tagging (1st Sem./Yr.)" link to open the CAF tagging page to tag 1st Sem./Yr. applicant.
- Type the Bar code number in the given box and then click on the **Generate OTP** button. The underneath screen will be displayed.
- On clicking on "**Generate OTP"** button, an OTP will be sent to the particular student's registered mobile number. The In-charge person needs to ask the candidate to provide that OTP and then type the OTP at the given place and click on **Submit** button.

[Screenshot-3]

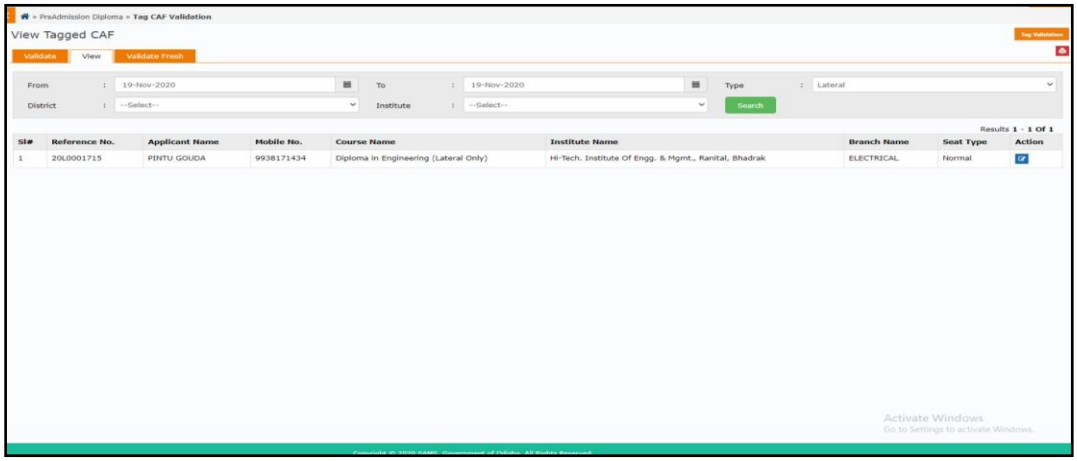
- On clicking on the "**Submit**" button, the details of the CAF will be displayed on the screen. Please refer to Screenshot-4**.**



[Screenshot-4]

Use of "View" Tab

- Click on "View" from tab menu.
- All Tagged candidate list will be displayed.



[Screenshot-5]

Steps for "Spot Admission" Govt. Institutions

- By clicking on the "**Spot Admission (Diploma)**" link, following links will be available
  - Merit List
  - Admission Update
- All validate tagged applicant will be displayed under "Merit List" menu. Selection of the merit list of applicants will be done purely mark basis.
- For admission, click on "Admission Update" link from left menu. Before clicking on the "Take Admission" button, the concerned authority needs to verify the online CAF with supporting documents for correctness.
- By clicking on "Take Admission" button admission process is completed for this candidate only.
- After successful admission, student's data will be reflected in the admission register for further use of college.

Steps for "Spot Admission" Pvt. Institutions

- By clicking on "Tag Applicant" button admission process is completed for this candidate only.
- All validated and auto-validated CAFs will be displayed in admission register right after successful tagging by the Institutions.

N.B: The institution shall ensure strict adherence to COVID guidelines issued by Government/local Authorities during the conduct of whole process.

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Annexure-I

DiplomaAdmission–2021

Declaration by the candidate forTagging in the process of Diploma Admission–2021

1. I fulfill the eligibility criteria as detailed at Chapter-**3** of Diplomae-Admission-2021InformationBrochure.

2. I am also submitting the following required documents in original along with a set of photocopies of such documents duly signed by measperChapter-**8.1** of the of Diploma e-Admission-2021 Information Brochure .

(I)..... (II).....

(III)..... (IV).....

(V)..... (VI) .....

(VII)..... (VIII) .....

3. I do hereby opt for tagging in the ongoing admission process of Diploma Admission-2021 in the following Institute, branch / Semester/Year at my own will without being biased.

i) Name of the Institution:_____

ii) Branch(1st Sem./Year)_____

Counter Signature by the Principal
with seal of the concerned Institution.

Name of the Principal
:Mobile No.:

Full signature of the candidate

Mobile Number_____

Bar code No._____

Date:_____