

DIPLOMA ADMISSION-2017

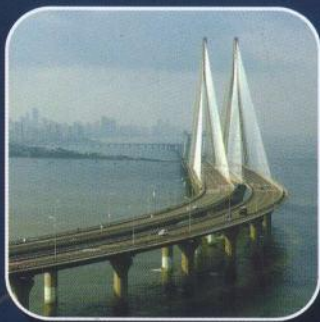
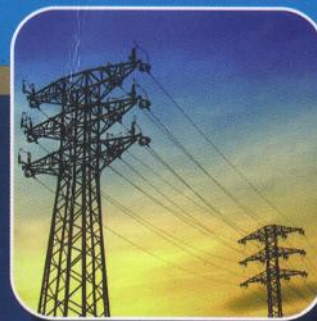
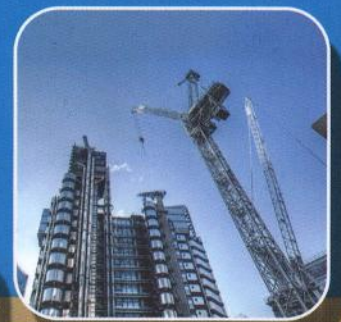
INFORMATION BROCHURE

FOR ADMISSION TO
FIRST SEMESTER/FIRST YEAR DIPLOMA IN
ENGINEERING / TECHNOLOGY / ARCHITECTURE /
NON-ENGINEERING/FILM & T.V. COURSES

**LATERAL ADMISSION TO 2ND YEAR (3RD SEMESTER)
DIPLOMA IN ENGINEERING/TECHNOLOGY**

UNDER 1ST SHIFT, 2ND SHIFT AND PART-TIME PROGRAMME
IN

GOVT. & PRIVATE ENGG. SCHOOLS/
POLYTECHNICS/PRIVATE ENGINEERING
COLLEGES OF ODISHA



Directorate of Technical Education & Training, Odisha

Killamaidan, Buxibazar, Cuttack - 753001

Phone : 0671-2305655 / Fax : 0671-2301961

Help Line : 0671-2411600/2411601/2411602/2411603/2411604

Website : www.diplomaadmissionodisha.nic.in

Email : dacdtetodisha@gmail.com / ccrdiploma@gmail.com

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IMPORTANT NOTES

Candidates desirous of admission to various Diploma courses during the Academic Year 2017-18 have to apply through ONLINE mode ONLY. There will be no OFFLINE mode for submission of Application Form.

1. This Information Brochure is for admission to Diploma Engineering / Diploma Engineering (Lateral Entry) / Diploma Non-Engineering/Diploma in Film & TV courses and courses under Part-Time programme for the Academic Year 2017-18 only. Its contents are subject to change without prior notice.
2. Admissions to 1st semester Diploma Engineering Courses and 3rd semester Diploma Engineering (Lateral Entry) shall be made according to the merit rank drawn on the basis of the marks obtained by a candidate in the qualifying examination through web based e-counseling.
3. Admissions to Non-Engineering, Film & TV and courses under Part-Time programme shall be made according to the merit rank drawn on the basis of marks obtained by a candidate in the qualifying examination through computerized Central Counseling. However, additional weightage will be given for drawing the merit list for Film & TV Courses as per the Guidelines.
4. Application fee for applying the on-line application form.
For admission to various Diploma Courses for the Academic year 2017-18, the candidate has to apply through ONLINE mode only and make payment of application fee (Non-Refundable) amounting to (i) Rs.200/- (Rupees Two Hundred) for SC/ST/PC/FEMALE candidates, (ii) Rs.250/- (Rupees Two Hundred and fifty) for Male candidates only through ATM-cum-Debit Card/ Credit Card/ Net Banking/ e-Challan at any Branch of AXIS Bank.
5. Original certificates, mark sheets and other documents will be verified at the time of document verification with respect to eligibility, category and reservation claimed by the candidate.
6. The claim of admission will be rejected if a candidate does not appear personally and submit the certificates, mark sheets, other necessary documents at the time of document verification.
7. The admission shall be cancelled at any time if certificates / mark sheets/ any other documents are found to be forged or manipulated.
8. A candidate will not be considered for admission, if he/she fails to substantiate his/her claim with respect to Reservation, Category, Residence, Date of Birth, Qualification etc. with original documents at the time of document verification and counseling.
9. Submission of application does not automatically confirm right of admission to Diploma Courses.
10. The details of the Counseling Procedure shall be available in local News Paper and in our official website (www.diplomaadmissionodisha.nic.in) before commencement of the counseling schedule.
11. The candidates are advised to remember the Application Number, User ID and Pass Word for future correspondence.

Note: The Courts at Cuttack alone shall have the jurisdiction to settle and decide all matters and disputes related to Diploma Admission-2017

1.4 CURRICULAR DEVELOPMENT ACTIVITIES:

Constant endeavour is being made to update the syllabus as per the need of the Industry and advancement of the technology. Seminar and co-curricular activities are regularly conducted among the students for an all round development of future technicians. It ensures a fundamental and common approach to equip future technicians to face the emerging challenges of Industries in particular & Society in general and at the same time provides uniform basic knowledge and skill competencies relevant to service Industries, Engineering and Technology with vertical and horizontal mobility of the students for their professional growth.

Special emphasis is being given for development of communication skills and personality. Communication Skill Laboratories have been set up in all Govt. Polytechnics. With a view to inculcate the habit of team spirit, emphasis is being given for Sports and allied activities like NCC, NSS, Short-Term educational tours, sports at institute level, facilities for Volleyball/Football/Cricket/Athletics etc.

1.5 WELFARE AND MOTIVATIONAL SCHEMES:

The following scholarships/ assistance are being awarded to the students reading in Diploma Institutes as per their eligibility criteria.

- ~ Merit-cum-pbverty scholarships for 10% students in every discipline in every Govt. institute.
- ~ Post-metric scholarships & other financial assistance sanctioned by Govt. from time to time for ST/ SC/OBC/ SEBC/ Minority Community students in all institutions
- ~ Financial assistance to complete the study, if the parents/ financial guardian of the student dies during study period .
- ~ One time scholarship of Rs.6000/- to eligible Topper students of semester examinations.
- ~ Tuition Fee Waiver Scheme for admission to 5% supernumerary seats in all institutes for the sons and daughters of parents whose annual income from all sources is less than Rs.6.00 Lakh or the amount fixed by Govt. from time to time.
- ~ National Scholarship! Junior Scholarship basing on HSC Marks.
- ~ Financial Assistance under "VI DYARTH SURAKSHYA" group Insurance scheme.

The admission to all Diploma level programmes in the State (All intakes of Govt. Engineering Schools, Odisha Quota in outside State Polytechnics decided by MHRD and all seats of Private Engineering Schools & Polytechnics) are made through Diploma Admission Committee.

1.6 ABBREVIATIONS AND TERMS USED

"AICTE"	means "All India Council for Technical Education"
"Allotted Seat"	means "Seat allotted during counseling"
"BPFTIO"	means "BijuPatnaik Film & Television Institute of Odisha"
"BSE"	means "Board of Secondary Education, Odisha"
"CBSE"	means "Central Board of Secondary Education"
"DAC"	means "Diploma Admission Committee"
"CHSE"	means "Council of High- Secondary Education, Odisha"
"Department"	means "Skill Development & Technical Education Department, Govt. of Odisha, Bhubaneswar"

CHAPTER - 2

2.1 GENERAL INFORMATION

- 1) The **ONLINE** Application Form for all Diploma Courses is available in the website (www.diplomaadmissionodisha.nic.in), which may be filled up correctly and should be submitted **ONLINE** on or before due date & time.
- 2) Any candidate who has been disqualified or debarred by the University or Board or any other Statutory Board shall not be eligible for admission to the Engineering Schools/ Polytechnics of Odisha State for the period he/ she has been debarred.
- 3) Canvassing in any form is strictly prohibited. Further, if any candidate, person or official engages himself/ herself in any unlawful Act or indulges in any kind of unfair means in the admission process, he/she shall be liable to prosecution under relevant law / Indian Penal Code.
- 4) The Principal of the concerned Polytechnic/ Institute shall satisfy himself regarding the authenticity of all documents/certificates submitted by the candidates for the purpose of their admission in the Engineering Schools/ Polytechnics, which shall be verified by the institution from the issuing authority. The Principal/ Authority of the verifying institution shall be held solely responsible for any ineligible/ irregular admission made in the Engineering Schools / Polytechnics.
- 5) If a candidate is admitted on the basis of the information submitted by him/ her, which is found to be incorrect/ false later on, his/ her admission shall be cancelled and all fees/ dues paid by him/ her shall be forfeited. The DTE&T, Odisha/ Institute may also take further action, as deemed fit, against the candidate and his/ her guardian in accordance with provisions of law.
- 6) Fulfilling eligibility for Diploma Engineering/ Diploma Engineering (Lateral Entry)/ Non-Engineering/ Film & TV courses and courses under Part Time programme with respect to qualification shall be proved by the candidate at the time of document verification and counseling. The candidate shall seek admission at his/her own risk and cost and if he/ she is found ineligible at any time, his/ her entire dues shall be forfeited and his/her admission shall be cancelled for which he/she shall have no claim, whatsoever.
- 7) Candidates seeking admission in private unaided institutions are advised to ensure that they are lawfully admitted failing which, they shall not be authenticated by the, DTE&T and shall not be registered by the State Council for Technical Education & Vocational Training (SCTE&VT), Bhubaneswar and they themselves shall be responsible for any such lapse.
- 8) The decision of the DTE&T, Odisha in all matters relating to the admission shall be final and binding.
- 9) All disputes pertaining to counseling and selection for making admissions to all Diploma Courses for the session 2017-18 are subject to the jurisdiction of Courts at Cuttack only. The DTE&T, Odisha shall be the legal authority in whose name the State may sue or may be sued for this purpose. No suit, prosecution or other legal proceedings shall lie against the State of Odisha or any Officer of the State Govt, or the Counseling Agency or SCET&VT, Odisha for anything which is done in good faith or intended to be done for the purpose of ,Diploma Admission and Counseling .
- 10) Always quote your Application Form No & User Id while making correspondence regarding admission to Diploma Courses.

CHAPTER- 3

3.1.A. ELIGIBILITY CRITERIA FOR ADMISSION TO 1ST SEMESTER DIPLOMA IN ENGINEERING/ TECHNOLOGY

Sl. No	COURSE	DURATION	ENTRY QUALIFICATION	AGE AS ON 1.7.2017.
1	1 st semester diploma courses (All Engineering except Mining & Drilling)	3 years	Pass in HSC examination conducted by BSE, OdishaJ 10 th standard examination declared equivalent by BSE, Odisha and obtained at least 35 % marks in aggregate, securing 30% marks in each subject at the qualifying examination With English, Math & Science subjects.	Lower age 14 years and Upper age - No bar
2	1 st semester diploma courses (Mining & Drilling Engineering)	3 years	Pass in HSC examination conducted by BSE, OdishaJ 10 th standard examination declared equivalent by BSE, Odisha and obtained at least 35 % marks in aggregate securing 30% marks in each subject at the qualifying examination with English, Math & Science subjects.	Lower age 16 years and Upper age - No bar
3	Diploma courses under Part-Time Programme	4 years	<p>Pass in HSC examination conducted by BSE, OdishaJ 10th standard examination declared equivalent by BSE, Odisha and obtained at least 35 % marks in aggregate securing 30% marks in each subject at the qualifying examination with English, Math & Science subjects and two year ITI after 10th standard.</p> <p style="text-align: center;">OR</p> <p>Pass in HSC examination conducted by BSE, OdishaJ 10th standard examination declared equivalent by BSE, Odisha and obtained at least 35 % marks in aggregate securing 30% marks in each subject at the qualifying examination with English, Math & Science subjects and minimum of Two years full time work experience in a registered firm / Company / Industry / Educational and / Government, Autonomous Organizations in the relevant field in which admission is sought.</p>	Lower age is 16 years for Mining & Drilling Engg., 14 years for other and Upper age : No bar

3.1.B. ELIGIBILITY CRITERIA FOR ADMISSION TO 1ST SEMESTER/ 1ST Year DIPLOMA IN NON- ENGINEERING

Sl. No	COURSE	DURATION	ENTRY QUALIFICATION	AGE AS ON 1.7.2017.
1	Modern Office Management (MOM).	3 years	Pass in 10+2 Examination from CHSE, Odisha or its equivalent examination in Science/ Arts/ Commerce recognized by CHSE securing 30% marks in each subject at the qualifying examination.	Lower age 16 years and Upper age - No bar
2	Hotel Management & Catering Technology (HM&CT)	3 years	Pass in +2 Examination from CHSE, Odisha or its Equivalent examination with Science/ Arts/ Commerce and obtained at least 35% marks in aggregate securing 30% marks in each subject at the qualifying examination	Lower age 16 years and Upper age - No bar
3	Pharmacy	2 years	Pass in +2 Science Examination from CHSE, Odisha or its equivalent examination and obtained at least 35% marks in aggregate with Physics, Chemistry, Biology or Mathematics as approved by PCI securing 30% marks in each subject at the qualifying examination.	-do-
4	Beauty Culture	2 Years	Pass in HSC examination conducted by BSE, Odisha/ 10 th standard examination declared equivalent by BSE, Odisha and obtained at least 35 % marks in aggregate, securing 30% marks in each subject at the qualifying examination with English, Math & Science subjects.	Lower age 14 years and Upper age - No bar

3.1.C. ELIGIBILITY FOR ADMISSION TO 3RD SEMESTER DIPLOMA IN ENGINEERING/ TECHNOLOGY UNDER LATERAL ENTRY

1	Third semester diploma courses (Lateral admission for eligible branches only)	2 years	Pass in +2 Science Examination from CHSE, Odisha or its equivalent examination with PCM / +2 Vocational (2 years course) in any Engineering Trades / 2 years ITI in Engineering Trade/COE Trade with pass in HSC examination conducted by BSE, Odisha/ 10 th standard examination declared equivalent by BSE, Odisha securing 30% marks in each subject at the qualifying examination.	Lower age 14 years and Upper age - No bar
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3.1.0. ELIGIBILITY FOR ADMISSION TO 1ST SEMESTER DIPLOMA IN FILM & TV COURSES OF BPFTIO, CUTTACK

Sl. No	COURSE	DURATION	ENTRY QUALIFICATION	AGE AS ON 1.6.2017.
1	Cinematography	3 Years	10+2 Science from any State Board/ICSE/CBSE or equivalent declared by CHSE, Odisha with	16 to 28 years as on 1.6.2017.
2	Sound & TV Engg.	3 Years	minimum 35% marks in aggregate.	Upper age limit is relaxed by 3 years for SC/ST candidates
3	Film & Video Editing	3 Years	10+2 Science/Arts/Commerce from any State Board/ ICSE/CBSE or equivalent declared by CHSE, Odisha with minimum 35% marks in aggregate.	

- 3.1. E. The outside state candidates who have prosecuted their study for the qualifying examination in an Institution having approval from the Competent Authority are allowed for admission under Lateral Entry. A separate merit list shall be drawn for such outside state candidates and they will be allowed for admission in the remaining vacant seats, if any, after the state merit list is fully exhausted through web based e-counseling conducted by the Diploma Admission Committee.

N.B.

- A. *The list of 10th standard / HSC examinations of other Boards, declared equivalent by BSE, Odisha is available in its website i.e. www.bseorissa.in*
- B. *In case of compartmental pass, the marks secured in first chance examination shall be considered for calculating the minimum percentage marks. at the qualifying examination.*
- 1) ITI / +2 Vocational (2 years course) pass out students in any Engineering Trades are eligible for admission to 80% seats of Lateral Entry in any discipline of Diploma Engineering Programme. For the rest 20% seats, +2 Science Pass out with PCM are eligible under Lateral Entry in Diploma Engineering programme (vide G.O. No. IXTTI-8/2009/4624/1, dt.26.03.2010)
 - 2) Seats remaining vacant in either of the aforesaid category will be filled up from other category and vice-versa as the case may be.
 - 3) +2 Science with PCM / +2 Vocational (2 years course) pass out students in any Engineering Trades and HSC / 10th standard examination declared equivalent by BSE, Odisha Pass with 2 years ITI pass certificate shall be admitted against 20% supernumerary seats under Lateral Entry in Govt. / Private Institutions.
 - 4) In case of under Matric, 2 years ITI Engineering Trade courses, the candidates should have passed HSC conducted by BSE, Odisha/ 10th standard examination declared equivalent by BSE, Odisha at the time of the application for admission to Diploma courses under Lateral Entry.
 - 5) Regarding COE Trade, the candidate should have passed one year BBT & 6 months Advanced Module. He/she has to produce the completion certificate of Specialized Module issued from the concerned Principal.
 - 6) The ITI candidates having Computer Operator and Programming Assistant (+2 entry level qualifications) are eligible for admission to only Computer Science & Engineering and Information Technology branch under lateral entry.
 - 7) No admission will be done under Lateral Entry in Architecture Assistantship, all non-engineering and Film & TV courses and Part-Time Programme.
- C.
1. *To avail reservation, the candidate must be permanent resident of Odisha, however, the children/ ward of all India Civil Service Officers serving in the State can avail the reservation in all category except ST, SC.*
 2. *For admission to 3rd Semester Diploma Course under Lateral Entry, the candidate must be a permanent resident of Odisha. However the outside state candidates are allowed for admission to 3rd semester Diploma courses under lateral entry subject to fulfilling the criteria mentioned above at 3.1 E.*
 3. *The Govt. of Odisha/ Diploma Admission Committee, 2017 will not be responsible for any regulation of service/ employment where different requirement of age & other eligibility criteria exists. The candidate should take admission at his/ her own risk as regard to age & other-eligibility criteria regarding regulation of service.*
 4. *Some seats in Diploma Courses outside the State are allotted by MHRD/ A/CTE for Odisha State Candidates. Minimum eligibility criteria and age limits as applicable in the concerned States/Institutes will be followed for admission to those seats. The candidates are advised to visit their website before participating in the admission process. The allotted seats in different states during 2016-17 are reflected at Chapter-6 as an indicator. However the latest allotted seats during 2017-18 will be reflected in our' website: www.diplomaadmissionodisha.nic.in before commencement of counseling.*

CHAPTER - 5

HOW TO APPLY DIPLOMA ADMISSION-2017 THROUGH ONLINE MODE

Before applying, candidates are advised to read the eligibility criteria at Chapter-3 of Information Brochure carefully. A candidate can apply for Diploma Admission-2017 through ONLINE mode only. If a candidate does not fill the category option to which he/she belongs, then he/she will be deemed to be a 'GENERAL' category candidate.

1. To apply ONLINE application form for Diploma Admission-2017, the applicant has to visit website www.diplomaadmissionodisha.nic.in. Please use Internet Explorer 9;0 browser or above while applying ONLINE.
2. Download "Information Brochure for Diploma Admission-2017" available in the Home page.
3. Read the Information Brochure carefully before filling and submitting ONLINE application form.
4. You must keep ready the soft copy of your scanned PHOTO (in jpg format size below 100KB), SIGNATURE (in jpg format size below 30KB) before filling the ONLINE application form.
5. A Candidate has to complete three steps for completion of his/her application i.e. Registration, Upload images and Fee payment. A Candidate may logout after registration and again login to upload images and fee payment.
6. At the bottom of the Home page there is a tab Apply for Diploma Admission 2017. By clicking the tab you will go to the next page where there are options for NEW CANDIDATE REGISTRATION TAB & ONLY REGISTERED CANDIDATES SIGN IN TAB~
7. For applying online follow the steps listed below

Click on "APPLY" tab available at the bottom of the NEW CANDIDATE REGISTRATION TAB, you will find the next page containing the instructions for filling the online application form. The Candidate is advised to read the instructions carefully and click the tab at the bottom "CLICK HERE TO PROCEED"

STEP 1: REGISTRATION

PERSONAL DETAILS

- a) Candidate's Name (As in HSC/10th standard)
- b) Father's / Legal guardian's Name (As in HSC/10th standard)
- c) Date-of birth- (Enter Date of Birth (DD/MM/YYYY format) as per HSC / 10th Standard Certificate)
- d) GENDER : Choose Gender
 - Male
 - Female
- e) DOMICILE: Choose Domicile option (only one option can be chosen, please refer clause 7.1 in information brochure for clarification. This option is available for Indian resident applicants.)
 - S (Odisha State applicants)
 - Z (Outside Odisha State applicants)
 - L (Odias living in outlying ODIA speaking tract)

f) CATEGORY: Choose Category (only one option can be chosen; Please refer clause 7.2 (vii to viii) in information brochure for clarification. This option is available for "S" domicile applicants.

- SC (Scheduled Caste applicants)
- ST (Scheduled Tribe applicants)
- GE (applicants other than SC and ST category)

g) SUB CATEGORY: Choose Sub Category (more than one option can be chosen. Please refer clause 7.2 (ix to xiii) in information brochure for clarification. This option is available for "S" domicile applicants)

- GC (Children of Green Card Holder)
- PC (Physically Challenged)
- ES (Children/Wards of Ex-servicemen)
- SP (Sports)
- NC (National Cadet Corps)

h) Choose "YES" if eligible for TFW Scheme

TUITION FEE WAIVER (TFW) Scheme

- a. The scheme shall be mandatory for all Institutions approved by the AICTE.
- b. 5% of the sanctioned intake per course shall be available for these admissions. These seats shall be supernumerary in nature. These supernumerary seats will be available only to such courses in an Institute, where a minimum of 30% of sanctioned seats are filled up.
- c. Sons and daughters of parents whose annual income from all sources is less than Rupees 6.0 Lakh or the amount fixed by the Government from time to time, shall only be eligible for seats under this scheme. The candidate has to submit a certificate as appended in Form-VIII at the time of document verification at NCE.
- d. The waiver is limited to the Tuition Fee as notified
- e. The scheme is only for "S" Domicile candidates who are permanent residents of Odisha.

N.B.: Candidates admitted under TFW scheme shall not be allowed to change their Branch/Institution to which they are originally admitted.

- Yes (if eligible)
- No (if not eligible)

i) NATIONALITY: Choose Indian / NRI option (only one option can be chosen)

- Indian (For Indian Resident)
- NRI (For Non Resident Indian)

COURSE APPLY DETAILS

j) COURSE : Course (Select available option, as per your entry qualification)

- 01 - Diploma in Engineering Only
- 02 - Diploma in Non-Engineering Only
- 03 - Diploma in Engineering (Lateral only)
- 04 - Both Diploma in Engineering and Diploma in Non-Engineering
- 05 - Both Diploma in Engineering and Diploma in Engineering (Lateral)
- 06 - Diploma in Film & TV Courses Only

CHAPTER-7

RULES FOR ADMISSION

7.1 DOMICILE:

Odisha State Candidates (S - Domicile)

For admission to Engineering Schools/ Polytechnics under State Domicile, a candidate has to satisfy at least one of the following criteria.

- i) The Candidate must have passed H.S.C/ 10th examination declared equivalent by BSE, Odisha from any of the recognized institution in the State.
- ii) Parents of the candidate must be permanent residents of Odisha. To claim benefit under this class, candidate shall furnish a permanent resident certificate from a Revenue Officer not below the Rank of Addl. Tahasildar of the area where his/her parents have permanent residence in Form-V.
- iii) Sons/ daughters/ spouse of the permanent employees of the Government of Odisha/ Government of India/ Government of Odisha undertakings/ Government of India undertaking serving in the State of Odisha at the time of application are also included under the category. To claim this benefit under this S-Domicile, candidate has to submit a certificate from the Employer of his/her parents/spouse in the prescribed form in Form-IV.
- iv) The reservation facility will be made available to the children / wards of All India Civil Service Officers serving in the State at par with the natives of Odisha except the reservations being extended to ST, SC and 5 Bets of Government Professional/Technical Institutions in the State.

NB: A candidate coming under 'S' domicile, but not permanent resident of Odisha is not eligible to claim reservation. However, the children/ ward of all India Civil Service Officers serving in the State can avail the reservation in all categories except ST&SC.

Outside State Candidates (Z ...;Domicile)

(A) Any candidate who does not satisfy any of the criteria for the 'S' Domicile will be treated as outside State Candidate (Z). 15% seats are reserved for 'Z' candidates in 1st Semester of Private Polytechnics /Engineering Schools only.

(B) 'Z' domicile candidates are also eligible to take admission under Lateral entry provided they have prosecuted their study for the qualifying examination in an institute having approval from the competent authority after exhaustion of state merit list.

(C) 'Z' candidates have to submit Residential Certificate from the competent authority of their State Odias living in outlying Odia speaking tracts (L - Domicile)

0.5% seats are reserved for Odia students living in the outlying Odia speaking tracts in 1st Semester/ year only.

7.2 RESERVATION OF SEATS UNDER STATE DOMICILE:

There are some seats as mentioned below reserved for SC/ST/Son & Daughter of Green Cardholders / ES/ PC/ Women / SP/ NCC category wise as per Govt. directives from time to time.

1.	For SC	16.25%
2.	For ST	22.50%
3.	For Children of Green Card Holder	5%
4.	For Children/Wards of Ex-Servicemen	2%
5.	For Physically Challenged	3%
6.	For Women students in all Coed polytechnics Engineering Schools in each category	30%
7.	The sports candidate representing the state during last two years	0.5%
8.	Candidate passing NCC(A or B or C certificate examination)	1%

N.B. : (1) In case of change in percentage/ condition of reservation of seats mentioned above on the basis of order/ instruction of competent authority, it will be intimated to the candidates before commencement of counseling and admission shall be made accordingly. (2) In case of BPFTIO Courses, the candidate may refer to brochure at Chapter-10.

Reservations are available for candidates of Odisha State only. Any candidate claiming admission under these reserved categories has to produce the permanent resident certificate from the Competent Authority in Form-V. *However the children/ ward of all India Civil Service Officers serving in the State can avail the reservation in all categories except ST, SC.*

- i. The reservations are applicable for all seats in Government Engineering Schools/ Polytechnics except some seats at IGIT, ITT, OSME and 80% seats of Private Engineering Schools /Polytechnics with the provision of 5% intake to be filled up by NRIs.
- ii. No reservation of seats is available against the seats located outside the State by MHRD/ AICTE.
- iii. Reservation of seats at IGIT, Sarang& OSME, Keonjhar :24 seats (i.e. CV11-0S. Electrical-08 &Mechanical-08) at IGIT, Sarang& 16 seats in Mining Engineering at OSME, Keonjhar are reserved for the children of Coal Mines workers. Such candidates may apply directly to the CHIEF PERSONNEL MANAGER, MAHANADI COAL FIELDS LTD., JAGRUTI BIHAR, PO-UCE BURLA, SAMBALPUR-768 018 for selection. The sponsored candidates of MCI need not apply to DAC-2017. Any changes made in regard to reservation of seats in the Institutions shall be notified at the time of counseling.
- iv. Reservation of seats in Textile Tech. in ITT, Choudwar: 5 seats in Textile Technology at ITT, Choudwar are reserved for the Weavers' Community, sponsored by Director of Textile, Odisha. Candidate with requisite qualification desirous of selection under this provision may apply directly to the Director of Textiles, Odisha, Bhubaneswar. Any changes made in regard to reservation of seats in the Institutions shall be notified at the time of counseling.
- v. Women & Physically Challenged candidates are not eligible for admission to Mining Engineering & Drilling Engineering Courses.
- vi. The Selected Candidates other than Physically Challenged shall have to produce a Medical Fitness Certificate from a Government Doctor not below the rank of Asst. Surgeon to the effect that the candidate is fit to prosecute studies in Engineering Schools & Polytechnics in Form-VII. However Government of Odisha / DAC will not be responsible if a candidate faces difficulty during the course of study or during employment on medical ground. A candidate intending to take admission in HMCT will have to furnish a separate medical, fitness certificate in Form-VI.
- vii. Candidates belonging to SC/ST (by birth not by marriage or adoption) reserved category shall furnish original Caste Certificate in the proforma in Form-I from the competent authority at the time of document verification.

- viii. Scheduled Caste / Tribe persons who have migrated from the State of Origin to some other state for the purpose of seeking education, employment etc. will be deemed to be Scheduled Caste / Tribe of the State of his origin and will be entitled to derive benefits from the state of origin and not from the State to which he has migrated (Vide Govt. of India letter No. BC/16084, 1.82-SC and BCS/dated 22.02.1985).
- ix. Candidates applying under Green Card reservation shall submit original Green Card at the time of document verification. The Green, card must have been issued by Family Welfare Department, Government of Odisha and should not have been used more than once prior to claiming admission under this reservation.
- x. Candidates applying under Ex-Servicemen reservation shall have to furnish original certificate in the prescribed format in **Form-II** at the time of document verification. **The admission under Ex-Serviceman category shall be strictly on merit basis.**
- xi. In case of Physically Challenged candidates, the candidates with disability 40% or above in consonance with section 39 of Persons with Disability (equal opportunities, protections of rights and full participation) Act 1995 are eligible to be considered under PC category for admission to Diploma Courses. The Medical Standard of PC candidates will be decided by a Medical Board specifically constituted with Senior Professors of SCB Medical College and Chairman DAC-2017 or his representative under the chairmanship of Principal, SCB Medical College or his nominee. The candidate should not therefore submit any Medical Certificate to this effect during document verification at NCE.
- xii. Candidates applying under sports reservation shall submit original sports certificate issued/ countersigned by Director of Sports and Youth Services, Odisha or any competent authority as declared by Government from time to time at the time of document verification. Such candidates must have represented the state in the sports events at the national level within two years time prior to the year of admission vide G.O. No. 81376 dt.11.12.1996, Govt. of Odisha and letter No.24875 dt.13.1.13 and approved by Government from time to time.

SPORTS EVENTS (Admissible)

Archery	Hand Ball	Weight Lifting	Tae-Know-Do
Athletics	Hockey	Wrestling	Tennikoit
Badminton	Judo	Ball- Badminton	Yatching
Basket Ball	Kabadi	Chess Karate-	Throw Ball
Boxing	Kho-Kho	Do Power	Base-Ball
Cricket	Swimming	Lifting Rifle	Body- Building
Cycling	Table Tennis	Shooting	Yoga
Foot Ball	Lawn Tennis	Roller Skating	
Gymnastics	Volley Ball	Soft-Ball	

- xiii. Candidates applying under NCC reservation must submit original NCC A or B or C certificate from competent authority at the time of document verification.
- xiv. Candidate applying under Z category shall have to submit the original HSC/ 10th standard certificate along with mark sheet of the institute located in their State which is declared equivalent by the Board of Secondary Education, Odisha, Cuttack and Resident Certificate of their State at the time of document verification.

- xv. Candidates applying under I category shall have to submit original certificate in the prescribed Form-III (Part-I & II) at the time of document verification.
- xvi. As per RESOLUTION No.5267/etet, dt.19.12.2012, 30% of the seats in all categories (except outside state and Odias living in the outlying Odia speaking tracts) will be kept reserved for Women candidates in all Govt. and Private Diploma co- education Institutes w.e.f the academic session 2013-14.
- xvii. The procedure for refund o.f fees will be as per AICTE guide lines / instructions issued by Govt. from time to time.
- xviii. Admission under Tuition Fee Waiver (TFW) Scheme
- The scheme shall be mandatory for all Institution approved by the AICTE.
 - 5% of the sanctioned intake per course shall be available for these admissions. These seats shall be supernumerary in nature. These supernumerary seats will be available only to such courses in an institute, where a minimum of 30% of sanctioned seats are filled up.
 - Sons and daughters of parents whose annual income is less than Rupees 6.0 lakh or the amount from all sources fixed by Govt. shall only be eligible for seats under this scheme.
 - The waiver is limited to the Tuition Fee as notified, by Government.
 - This scheme is only for '5' Domicile candidates who are permanent residents of Odisha .
- xix. 5% of seats within sanctioned intake is reserved for admission of sons and daughters of Non-Resident Indians (NRIs). In the event of non availability of candidates- under NRI, the seats meant for them shall be filled up by the general candidates as per the MCTE guidelines issued in this regard..

N.B.: In respect of any other matter relating to admission, the decision of the DAC-2017 shall be final.

7.3 FEE STRUCTURE

GOVERNMENT AND PRIVATE INSTITUTIONS:

- i.(a) 1st YEAR: Admission fee for Government Institutions & Textile Technology branch at ITT, Choudwar is Rs.800/- per year and for private Institutions & OTHER branches at ITT, Choudwar (Self Financing scheme) is Rs.26600/- per year. Similarly for admission fee under Tuition Fee Waiver (TFW) scheme, SC & ST category is Rs.3300/- per year for Govt. Institutions & Textile Technology branch at ITT, Choudwar. For Private Institutions & OTHER branches at ITT, Choudwar (Self Financing scheme) the fee under TFW scheme is Rs.6600/- per year.

The above Fee Structure is subject to revision at any time on Government approval.

- (b) 2nd/3rd YEAR: The admission fee shall be collected at the institute level by deducting the caution money i.e. Rs.500/-, student welfare fee Rs.300/- and any One Time Fee as fixed in 1st year.
- ii. Besides this, the migration fee @ Rs.25/- shall be charged for the new entrant, if he/she is from other Boards/ Council and Rs.50/- shall be charged from each candidate towards verification of their IOthpass/ HSC or its equivalent pass certificate. Besides, for examinations etc. fees as charged by the State Council for Technical Education & Vocational Training, BBSR shall have to be paid by the candidates at the Institution.

HOSTEL FACILITIES (Government Institutions) : Limited hostel facilities are provided subject to vacancy to the Boys in Co-educational Govt. Engineering Schools/ Polytechnics and Women students in UGIE, Rourkela, BOSE, Cuttack., UCPEs Berhampur, JES Jharsuguda, O.S.M.E, Keonjhar, ITT, Choudwar, IGIT, Sarang, UGMIT, Rayagada. Besides, limited seats in Women's hostels are also available in all Govt. Polytechnics. The Hostel Fees @ Rs.3000/- (Rupees Three thousand) per annum will be collected which may be changed as per the Orders of the Government from time to time.

7.4 MERIT LIST:

a) S-Domicile:

Separate merit list for all applicants shall be drawn on the basis of marks secured by a candidate in the qualifying examination.

- i. One "General Merit List" for all candidates seeking admission to Diploma Engineering/Technology courses.
- ii. In addition, separate Merit lists will also be drawn for candidates qualifying under each of the reservation category.
- iii. Similarly a merit list will be drawn for lateral admission category for $m / +2$ Vocational candidates.
- iv. A merit list will be drawn for Lateral Admission for +2 Science with PCM as stated above. v.

Separate merit list of all qualifying candidates for Non-Engineering courses shall be drawn.

- vi. Separate merit list of all qualifying candidates for Film & TV courses shall be drawn by giving additional weightage as mentioned in Chapter-10.

b) Z- Domicile:

- i. Separate merit list will be drawn for outside State Candidates to take admission in pt semester diploma Engineering / Non- Engineering courses. 15% seats are reserved for "Z-Domicile" candidates effective from 2010-11 as approved vide G.O. No.IXTTI-8/2.009/ 4624/1, Dt.26.03.2010, which is applicable to Private Polytechnics/ Engineering Schools only.
- ii. The " Z" domicile candidates who have prosecuted their study for the qualifying examination in an Institution having approval from the competent authority are allowed for admission to 3rd Semester LE courses. A separate merit list shall be drawn for such 'Z-Domicile' candidates and they will be allowed to take admission in the remaining vacant seats, if any, after the state merit list is fully exhausted.

cj : L- Domicile:

- i. Separate merit list for admission to 1st semester Engineering/ Non-Engineering courses will be drawn for L candidates for admission to seats reserved for them. However they will also be included in the merit list of Z candidates.
- ii. The L domicile candidates having the eligibility criteria mentioned above at b) (ii) will be included in the merit list of Z candidates for admission to 3rd semester LE courses.

7.5 Procedure for preparing the merit list (% of Marks rounded up to 2 decimal points)

- i) 1st Semester Diploma in Engg./ Technology, Non-Engg. (Beauty Culture only) and Part Time:

For candidates having equal marks in qualifying examination, the candidates with higher percentage of marks in Mathematics will be placed at higher rank. If the candidates have same percentage of marks in Mathematics, the candidates having higher percentage of marks in Science will be placed at higher rank. If the candidates have the same percentage of marks in Science, then the candidates having higher percentage of marks in English will be placed at higher rank. For candidates having same percentage of marks in English, the senior in age will be placed at higher rank.

- ii) 15th Semester/ Year Diploma in Non-Engineering (Except Beauty Culture):

For candidates having equal marks in qualifying examination, the candidates with higher percentage of marks in English will be placed at higher rank. For candidates having same percentage of marks in English, the senior in age will be placed at higher rank.

iii) 3rd Semester (IE) Diploma in Engineering:

For Two (02) years ITI passed candidates: a) For candidates having equal marks in the qualifying examination, the candidate securing higher percentage of marks in Trade Theory will be placed at higher rank. b) For the candidates having same percentage of marks in Trade Theory, the senior in age will be placed at higher rank.

For (+2) Vocational (2 years) in Engineering Trade passed candidates : a) For candidates having equal marks in the qualifying examination, the candidate securing higher percentage of marks in Physics, Chemistry & Mathematics or Basic Science Foundation Course will be placed at higher rank. b) For the candidates having same percentage of marks in Physics, Chemistry & Mathematics or Basic Science Foundation Course, the senior in age will be placed at higher rank.

For (+2) Science with PCM passed candidates: a) For candidates having equal marks in the qualifying examination, the candidate securing higher percentage of marks in Physics will be placed at higher rank. b) For the candidates having same percentage of marks in Physics, the candidate securing higher percentage of marks in Chemistry will be placed at higher rank. c) For the candidates having same percentage of marks in Chemistry, the candidate securing higher percentage of marks in Mathematics will be placed at higher rank. d) For the candidates having same percentage of marks in Mathematics, the senior in age will be placed at higher rank.

For ITI (COPA) passed candidates: For candidates having equal marks in the qualifying examination COPA (Computer Operator and Programming Assistant), the candidate securing higher percentage of marks in Trade Theory will be placed at higher rank. For the candidates having same percentage of marks in Trade Theory, the senior in age will be placed at higher rank.

7.6 Change of Branch and Transfer

This will be regulated as per the Government instructions issued from time to time.

CHAPTER - 8

DOCUMENT VERIFICATION

8.1 ORIGINAL DOCUMENTS TO BE BROUGHT ON THE DAY OF REPORTING AT THE NODAL CENTRE FOR COUNSELLING (NCC):

(Refer other important information also)

Applicants shall have to report personally with downloaded application form and registration slip exactly at the time, date and venue as per the counseling programme to be notified. He/ She is also required to produce the following original documents as applicable at the time of reporting at the NCC.

- i. Pass certificate of High School Certificate (HSC) examination awarded by BSE, Odisha /10th standard examination certificate declared equivalent by BSE, Odisha in support of qualifying examination.
- ii. Mark sheet of HSC examination awarded by BSE, Odisha/10th standard examination declared equivalent by BSE, Odisha securing minimum marks as per the eligibility criteria. (Refer Chapter-3).
- iii. Caste Certificate (SC/ST) from competent authority issued in the proforma in Form-I / the prescribed format of the competent authority.
- iv. Sports Certificate issued/countersigned by the Director of Sports & Youth Services, Odisha or by the competent authority as declared by the Govt. from time to time (in case of candidates claiming reservation under Sports).
- v. NCC certificate (A, B or e) from appropriate authority (in case of candidates claiming reservation under NCC)
- vi. Green Card of parent issued by concerned CDMO (in case of candidates claiming seats under Green Card category).
- vii. Certificate in **Form-II** from the competent authority for reservation under Ex-Servicemen quota.
- viii. **Z-Domicile** candidates have to produce the following certificates :
 - a) Residential Certificate from the competent authority of their State.
 - b) Mark sheet of HSC examination /10th standard examination of the institute located -In their State, declared equivalent by BSE, Odisha securing minimum marks as per the eligibility criteria. (Refer Chapter-3).
- ix. L candidates have to produce the following certificates :
 - a) Residential Certificate from the Revenue Officer not below the Rank of Tahasildar that he/she belongs to outlying Oriya speaking tracts in **Form-III** [Part-I],
 - b) Mark sheet of M.E. or H.S:C examination in support of having Oriya as a subject at M.E. or H,SC examination in **Form-III** (Part-I)].
- x. Employers' certificate in Form-IV as applicable.
- xi. Permanent Residence Certificate (in case of reservation category / Lateral Admission) in Form-Vas applicable.
- xii. ITI Pass! +2 Science (PCM) / +2 Vocational pass certificate & mark sheet issued by SCTE&VT, Odisha/ CHSE/ 12h standard examination declared equivalent by CHSE, Odisha respectively.

CHAPTER - 8

DOCUMENT VERIFICATION

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- iii. Caste Certificate (SC/ST) from competent authority issued in the proforma in Form-I / the prescribed format of the competent authority.
- iv. Sports Certificate issued/countersigned by the Director of Sports & Youth Services, Odisha or by the competent authority as declared by the Govt. from time to time (in case of candidates claiming reservation under Sports).
- v. NCC certificate (A, B or C) from appropriate authority (in case of candidates claiming reservation under NCC)
- vi. Green Card of parent issued by concerned COMO (in case of candidates claiming seats under Green Card category).
- vii. Certificate in Form-II from the competent authority for reservation under Ex-Servicemen quota.
- viii. Z-Domicile candidates have to produce the following certificates :
 - a) Residential Certificate from the competent authority of their State.
 - b) Mark sheet of HSC examination /10th standard examination of the institute located in their State, declared equivalent by BSE, Odisha securing minimum marks as per the eligibility criteria. (Refer Chapter-3).
- ix. L candidates have to produce the following certificates :
 - a) Residential Certificate from the Revenue Officer not below the Rank of Tahasildar that he/she belongs to outlying Oriya speaking tracts in Form-III (Part-I).
 - b) Mark sheet of M.E. or H.S:C examination in support of having Oriya as a subject at M.E. or H,SC examination in Form-III (Part-II).
- x. Employers' certificate in Form-IV as applicable.
- xi. Permanent Residence Certificate (in case of reservation category / Lateral Admission) in Form-Vas applicable,.
- xii. ITI Pass/ +2 Science (PCM) / +2 Vocational pass certificate & mark sheet issued by SCTE&VT, Odisha/ CHSE/ 12h standard examination declared equivalent by CHSE, Odisha respectively.

- xiii. Annual Income Certificate as appended in Form-VIII / in the format from the competent authority in case of candidate claiming seats under TFW category not earlier than April, 2016.
 - xiv. Medical fitness certificate from Government Doctor not below the rank of Asst. Surgeon in Form-VII. A candidate intending to take admission in HMCT will have to furnish a separate medical fitness certificate in Form-VI.
 - xv. Sponsorship/ Working experience of minimum Two (02) years duration in Form-IX is required to be produced during document verification by the eligible candidates intending to take admission in the courses under Part-Time programme.
- 8.2 ORIGINAL DOCUMENTS TO BE SUBMITTED ON THE DAY OF REPORTING AT THE FINALLY ALLOTTED INSTITUTE.
- (i) Final downloaded Seat Allotment Letter from the website.
 - (ii) Fee deposit slip (institute copy) in respect of seat allotment.
 - (iii) Conduct Certificate and SLC / CLC from the institution last studied.
 - (iv) Recent passport size photographs duly attested.
 - (v) Migration Certificate in case of candidates passing IOthstandard examination from any Board other than Board of Secondary Education, Odisha.
- 8.3 All original certificates are subject to verification by issuing authorities. The candidate should be very careful in submitting the certificates during counseling. The head of the Institutes are being instructed to get all documents verified within Six (06) months, failing which the candidates will not be allowed to continue in 3RD 1STH Semester / 2nd year.