



Form No. _____

COUNCIL OF HIGHER SECONDARY EDUCATION, ODISHA

C-2, PRAJNAPITHA, SAMANTAPUR, BHUBANESWAR-751013

Website : www.chseodisha.nic.in Telephone No. 0674-2300099Paste your Stamp Size
Photograph here**APPLICATION FORM FOR ADMISSION
INTO +2 CORRESPONDENCE COURSE****FOR OFFICE USE ONLY**

Signature of the Applicant

Admitted in +2 : 1 st year Arts/Commerce	Academic Session : _____
Registration No. _____	Date of Admission _____
Receipt No. /Bank Reference No. _____	Date : _____

D.A.

S.O.

Admission In charge

APPLICATION TO BE FILLED BY THE APPLICANT IN CAPITAL LETTERS ONLY

- Stream to which Admission is sought : ARTS / COMMERCE
- Name of the Applicant : (In Capital Letter) _____
- Father's Name : _____
- Mother's Name : _____
- (a) Date of Birth : / / (b) Sex : Male / Female
(c) Nationality : Indian /Others (d) Category : SC/ST/OBC/PH/GEN
- Name of the Institution last attended : _____
(Year of Leaving : _____)
- Subjects to be selected / opted (Put Tick Mark against subject selected)
Compulsory: (a) English (b) MIL (Odia/Alternative English /Sanskrit/Hindi/Bengali/Urdu/Telugu)
(i) Elective Subject for Arts (Any Four) : (1) Economics (2) Education (3) History (4) Logic
(5) Optional Language (Hindi/Odia/Sanskrit)
(6) Political Science (7) Sociology
(ii) Elective Subject for Commerce: (1) Accounting (2) Business Studies & Management
(3) Business Mathematics & Statistics
4th Elective Subject in Commerce: A student shall have to offer any one of the following groups.

Group 1st Year**2nd Year**

Group-I	Commercial Banking	Insurance
Group-II	Fundamentals of Entrepreneurship	Cost Accounting
Group-III	Salesmanship	Business Economics
Group-IV	Fundamentals of Company Accounts	Fundamentals of Management Accounting
Group-V	Commercial Geography	Rural Development

8. Educational Qualification :

Examination passed	Board /Council	Name of the School/College	Year of Passing	Subjects opted	Total Marks	Marks secured	Percentage of Marks secured
High School Certificate/ Equivalent Course							

Eligibility : A candidates must have passed 10th standard of Secondary Examination (High School) or any other equivalent examination for Admission into +2 1st year Correspondence course of CHSE(O), Bhubaneswar.

9. (a) Permanent Address with Pin Code: _____

(b) **Address for communication** : Vill / Street : _____

P.O. : _____ Via : _____

P.S. : _____ Dist : _____ Pin : _____

(c) Telephone No. / Mobile No. _____

(d) e-mail address : _____

10. **Details of fees paid** : (a) Amount paid : _____ (Rupees _____)

(b) Receipt No./Bank Reference No. _____ Date : _____

Documents to be submitted along with application form :

1. Fee Receipt / e-receipt
2. Original SLC / CLC
3. Original and Xerox copy of H.S.C. certificate (*Original certificate to be returned after verification*)
4. Self attested Xerox copy of Mark sheet (*Original certificate to be returned after verification*)
5. Original migration certificate (*Other than Board of Secondary Education, Odisha*)
6. Three self addressed envelops (Rs.5/- stamped each)
7. Stamp size photographs 5 nos.
8. The students other than B.S.E. Odisha have to deposit Rs.20/- extra towards migration fees.

DECLARATION

The Particulars furnished by me in this application form are true to the best of my knowledge & belief. I hereby agree to abide by Odisha Higher Secondary Act & Regulation, 1982.

Place : _____

Date : _____

Signature of the Applicant

N.B. : The fees received by Council is non refundable in case of aforesaid documents submitted by the candidate for admission are found forged or fake during scrutiny of the form at the time of admission.



COUNCIL OF HIGHER SECONDARY EDUCATION, ODISHA

C-2, PRAJNAPITHA, SAMANTAPUR, BHUBANESWAR-751013

Website : www.chseodisha.nic.in Telephone No.0674-230099

PROSPECTUS

(+2 CORRESPONDENCE COURSE)

Distance Education mode

Introduction :

The Council of Higher Secondary Education, Odisha was established in accordance with the Odisha Higher Secondary Education Act and Regulation 1982 having been assented by the Governor on the 23rd October 1982.

Correspondence Course wing of CHSE, Odisha was constituted in pursuance of Govt. of Odisha Memo No. 4918/HE dated 11.02.2010 since 2010-2011.

Eligibility : A candidate must have passed 10th standard Secondary Examination or any other equivalent examination approved by the CHSE(O) for admission into +2 Correspondence Course of CHSE(O), Bhubaneswar.

Study materials : Students enrolled under Correspondence Course will be supplied with free study materials and personal contact programme for doubt clearing classes will be held periodically. The main concept of Correspondence system is to educate the students through distance education mode. This provides opportunity to the service-holders for learning at +2 level.

Sale of application forms and admission period :

Sale of application forms and admission period will be started from the 16th May every year and will continue for 15th July. The cost of the form shall not be charged separately. The forms are available through website : chseodisha.nic.in

Subjects in Arts/Commerce Stream :

Compulsory: (a) English
(b) MIL (Odia/Alternative English /Sanskrit/Hindi/Bengali/Urdu/Telugu)

(i) Elective Subject for Arts (Any Four) :

(1) Economics (2) Education (3) History
(4) Logic (6) Optional Language Sanskrit/Odia/Hindi
(5) Political Science (7) Sociology

(ii) Elective Subject for Commerce :

(1) Accounting (2) Business Studies & Management
(3) Business Mathematics & Statistics

4th Elective Subject : A student shall have to offer any one of the following groups.

Group	1 st Year	2 nd Year
Group-I	Commercial Banking	Insurance
Group-II	Fundamentals of Entrepreneurship	Cost Accounting
Group-III	Salesmanship	Business Economics
Group-IV	Fundamentals of Company Accounts	Fundamentals of Management Accounting
Group-V	Commercial Geography	Rural Development

(iii) Marks Distribution (in Arts and Commerce) :

First Year		Second Year	
Subject	Full Marks	Subject	Full Marks
English	100	English	100
MIL	100	MIL	100
Four Elective Subjects	400 (If Education Subject – Theory 70 Marks and Practical 30 Marks)	Four Elective Subjects	400 (If Education Subject – Theory 70 Marks and Practical 30 Marks)
Total	600	Total	600

Duration of the course – Two Academic Years

Examination System : The Correspondence Course students will appear Higher Secondary Examination (+2 Annual Examination) like general stream students. Their syllabus will be same as that of General stream in Arts / Commerce students of CHSE, Odisha.

Guidelines for students under correspondence course :

1. The admission forms will be available at the Main office CHSE, Odisha, Bhubaneswar and Zonal Offices of CHSE at Baripada, Sambalpur and Berhampur.
2. Application for admission will not be received after due date.
3. Application will not be entertained unless it is properly filled in by the candidate.
4. If employed, no objection certificate from the employer must be submitted.
5. Any fees deposited once shall **not** be refunded or adjusted under any circumstances.
6. **Admission into 2nd year Course** after completion of 1st year of study is mandatory as per the provision under regulation and the re-admission to 2nd year course will be held during the month of June/July every year. (One who fails to take admission in the 2nd year after completion of 1st year has to take admission in the 2nd year within 5 years from the date of admission into 1st year course paying Rs.500/- late fee).
7. It is the responsibility of the student to keep contact with Distance Education (Correspondence wing or the office of the Council/ Zonal Offices of CHSE, Odisha to avoid postal missing of information if any or visit website of the CHSE(O) for detail information.
8. Practical examination in Education would be conducted at the allotted examination centre as per programme of the Council.
9. Identity Card will be issued to the students on completion of admission process. (Duplicate Identity Card will be issued on payment of Rs.50/- (Rupees Fifty only). The student has to submit in the reason for the loss / damage).
10. (a) Students are to appear in the Examination Centre / College allotted by the CHSE(O), Bhubaneswar.
(b) Students have to make their own accommodation at the time of examination.
11. The students have to follow the syllabus meant for general stream students in Arts & Commerce for the said year of the examination as per CHSE(O) syllabus.
12. Admission of students will be made by contacting main office and zonal offices of CHSE.
13. Merit is the only consideration for admission.
14. Postal Admission /Re-admission is strictly prohibited.

Documents to be submitted along with application form for admission :

1. Fee Receipt / e-receipt
2. Original SLC / CLC
3. Original and Xerox copy of H.S.C. certificate (*Original certificate to be returned after verification*)
4. Self attested Xerox copy of Mark sheet (*Original certificate to be returned after verification*)
5. Original migration certificate (*Other than Board of Secondary Education, Odisha*)
6. Three self addressed envelopes (stamped)
7. Stamp size photographs 5 nos.
8. The students other than B.S.E. Odisha have to deposit Rs.20/- towards migration fees.

Fee Structure :

First Year : Amount Rs.3160/- (Rupees Three thousand one hundred sixty) only towards Admission & Registration Fees and Rs.20/- extra for other than B.S.E., Odisha pass outs.

Second Year :: Amount Rs.2160/- Re-admission fees

Examination fees will be collected as applicable for general stream students of CHSE(O)

Payments of all fees shall be made in shape of e-receipt through SBI COLLECT.

SECRETARY



COUNCIL OF HIGHER SECONDARY EDUCATION, ODISHA
C/2, PRAJNAPITHA, SAMANTAPUR, BHUBANESWAR-13

RE-ADMISSION FORM

(+2 2nd YEAR CORRESPONDENCE COURSE)

1. Name of the candidate (in Block Letters) : _____
2. Mother's Name : _____
3. Father's Name : _____
4. Registration No. : _____
5. Course Admitted : Arts / Commerce
6. Subject opted by the candidate

Compulsory: (a) English
(b) MIL (Odia/Alternative English /Sanskrit/Hindi/Bengali/Urdu/Telugu)

Elective Subject for Arts (Any Four) :

- (1) Economics (2) Education (3) History (4) Logic
(5) Political Science (6) Sanskrit/Odia/Hindi (7) Sociology

Elective Subject for Commerce :

- (1) Accounting (2) Business Studies & Management
(3) Business Mathematics & Statistics

4th Elective Subject : A student shall have to offer **any one** of the following groups.

<u>Group</u>	<u>1st Year</u>	<u>2nd Year</u>
Group-I	Commercial Banking	Insurance
Group-II	Fundamentals of Entrepreneurship	Cost Accounting
Group-III	Salesmanship	Business Economics
Group-IV	Fundamentals of Company Accounts	Fundamentals of Management Accounting
Group-V	Commercial Geography	Rural Development

Re-admission Fees deposited : Rs. _____ (Rupees _____)

Vide Receipt No./e-Receipt No. _____ Dt. _____

7. Certified that I shall follow the rules of examination conducted by the Council till the end of all papers of Annual H.S. Examination 201____.

Signature of the Applicant

N.B. : Each candidate while seeking re-admission into 2nd year Arts/Commerce prior to form fill up is required to submit e-receipt and Identity Card-cum- Registration Receipt (Original & Xeroxcopy).

COUNCIL OF HIGHER SECONDARY EDUCATION, ODISHA

C-2, PRAJNAPITHA, SAMANTAPUR, BHUBANESWAR-751013

Website : www.chseodisha.nic.in Telephone No.0674-2300099

No.DE-I/05/2013/_____5054_____/CHSE(O) Dt. 30.05.2016

**ADMISSION NOTICE IN +2 CORRESPONDENCE COURSE
FOR THE ACADEMIC SESSION, 2016-2017**

It is informed for all the students/candidates concerned of the state that Council of Higher Secondary Education, Odisha, Bhubaneswar is inviting application forms for admission/re-admission into **Correspondence Course** in three Zonal Offices at BARHAMPUR/ BARIPADA/ SAMBALPUR AND CENTRAL OFFICE, BHUBANESWAR in Arts & Commerce streams for the academic session, 2016-2017. The application form and Prospectus can be had /can be downloaded from the CHSE , ODISHA **website:- www.chseodisha.nic.in** .. Details of the admission/ re-admission and Fees are stated below.

ADMISSION & RE-ADMISSION / FEES	DATE(S) /AMOUNT
Admission :-	
1. Admission into 1st Year Course without Fine	: 1st June 2016 to 30th July 2016
2. Admission into 1st Year Course with Fine Of Rs.100/- (one hundred)	: 1st Aug 2016 to 31 Aug 2016
3. Admission Fee	: Rs.3,160/-(Rupees Three Thousand One Hundred Sixty)only
4. Fee for Other Board students than BSE(O), Cuttack	: Rs.20.00 Extra
Re-Admission :-	
1. Re-admission into 2 nd Year Course without Fine	: 20th June 2016 to 16th Aug 2016
2. Re-admission into 2 nd Year Course with Fine of Rs.100/-(One hundred)	: 17th Aug. 2016 to 30th Sept. 2016
3. Re-admission Fees	: Rs. 2160/- (Two thousand one hundred sixty)only

ELIGIBILITY FOR ADMISSION

Any candidate passing HSC Examination conducted by BSE,Odisha, cuttack or equivalent examination or employed person with such qualification is eligible to take admission in to Correspondence Course in Arts/ Commerce.

SUBMISSION OF FORMS & DOCUMENTS

Each student is required to down load from CHSE website or collect forms & prospectus etc from any of the office branch – Berhampur/Sambalpur/Baripada/Bhubaneswar and will deposit the filled in application form , E- Receipt(SBI Collect) and the required documents etc related to admission in the office mentioned as per the guidelines in the Prospectus within the scheduled date(s) mentioned in order to retain **Registration Receipt** . Similarly the re-admission form duly filled in by the candidate along with the E-Receipt, Original and Xerox copy of Regn. Receipt shall be submitted in the concerned Zonal Office or Main Office as per the scheduled date mentioned. Postal admission or re-admission is not allowed.

IN-TAKE CAPACITY FOR ADMISSION BY THE INSTITUTIONS

The principals of Colleges/Higher secondary schools are requested to forward students within 50% of their affiliated strength for admission in the CHSE,Odisha Correspondence course.

DEPOSIT OF FEES FOR ADMISSION/ RE-ADMISSION

- 1) Any student desirous for admission/re-admission in Correspondence Course can deposit the Fees through **SBI COLLECT** and submit the E-Receipt and filled in application form along with the enclosures as per the guidelines of Prospectus in the concerned Zone
- 2) The Institutions/ colleges affiliated to the CHSE,Odisha can forward the list of the students to the Council for admission into Correspondence Course.
- 3) For details, visit our Website:- **www.chseodisha.nic.in**

By Order of the Chairman

Secretary

Memo No. _____/CHSE(O)Dt. _____

Copy forwarded to Private Secretary to Principal Secretary ,H.E.Deptt., Govt.of Odisha,BBSR for favour of information and necessary action.

Secretary

Memo No. _____/CHSE(O)Dt. _____

Copy forwarded to the Joint Secy.,Govt.of Odisha, HE.Deptt.,Bhubaneswar for information.

Secretary

Memo No. _____/CHSE(O)Dt. _____

Copy forward to the Principal/ Headmaster, All Affiliated Institutions of the Council for information and necessary action .Prospectus and Application Form for admission / re-admission are available in the **www.chseodisha.nic.in** Website for information..

Secretary

Memo No. _____/CHSE(O)Dt. _____

Copy forwarded to All Officers/All Sections/Dy.Secretaries of three Zonal Offices /Notice Board for information and necessary action.

Secretary

COUNCIL OF HIGHER SECONDARY EDUCATION, ODISHA

C/2, SAMANTAPUR; PRAGYANPITHA; BHUBANESWAR-13

No.DE-I- /14/ _____/CHSE(O)Dt. _____

To

All the Students admitted into First Year Correspondence Course during the session, 2015-16.

Sub:- Re-admission into 2nd Year Correspondence Course for the session, 2016-17.

You are hereby informed to deposit the requisite fee through SBI Collect (Procedure given in the back page) for re-admission and submit the filled in application form, e-receipt and Identity Card-cum-Registration Receipt (Original & Xerox copy) in respective Zonal Offices, i.e. Berhampur/ Baripada/ Sambalpur or Central Office, Bhubaneswar, where you had taken admission last year as per the scheduled programme stated below.

Sl No.	Course for re-admission	Date(s) & Amount of Fees
1.	Arts/Commerce Without Fine	: 20 th June 2016 to 16th August 2016 - Rs. 2160/-
2.	Re-admission into 2 nd Year Course with Fine	: 17th Aug. 2016 to 30th Sept. 2016 - Rs.2260/-

Secretary

Memo No. _____/CHSE(O)Dt. _____

Copy forwarded to All Officers/All Sections/Dy. Secretaries of three Zonal Offices /Notice Board for information and necessary action.

Secretary

RE-ADMISSION FORM

(+2 2nd YEAR CORRESPONDENCE COURSE)

1. Name of the candidate (in Block Letters) : _____
2. Mother's Name : _____
3. Father's Name: _____
4. Registration No. : _____
5. Course Admitted : Arts / Commerce
6. Subject opted by the candidate
Compulsory: (a) English
(b) MIL (Odia/Alternative English /Sanskrit/Hindi/Bengali/Urdu/Telugu)

Elective Subject for Arts (Any Four) :

- (1) Economics (2) Education (3) History (4) Logic
(5) Political Science (6) Sanskrit/Odia/Hindi (7) Sociology

Elective Subject for Commerce :

- (1) Accounting (2) Business Studies & Management
(3) Business Mathematics & Statistics

4th Elective Subject : A student shall have to offer **any one** of the following groups.

Group	1st Year	2nd Year
Group-I	Commercial Banking	Insurance
Group-II	Fundamentals of Entrepreneurship	Cost Accounting
Group-III	Salesmanship	Business Economics
Group-IV	Fundamentals of Company Accounts	Fundamentals of Management Accounting
Group-V	Commercial Geography	Rural Development
Re-admission Fees deposited : Rs. _____ (Rupees _____)		
Vide Receipt No./e-Receipt No. _____ Dt. _____		

7. Certified that I shall follow the rules of examination conducted by the Council till the end of all papers of Annual H.S. Examination 201 ____.

Signature of the Applicant

N.B. : Each candidate while seeking re-admission into 2nd year Arts/Commerce prior to form fill up is required to submit e-receipt and Identity Card-cum- Registration Receipt (Original & Xerox copy).

Procedure for paying admission/re-admission fee in correspondence course

Dateline :

- Admission into 1st year Course without fine – 1st June 2016 to 30th July 2016
- Admission into 1st year Course with fine of Rs.100/- -1st August 2016 to 31st August 2016
- Re-admission into 2nd year Course without Fine – 20th June 2015 to 16th August 2016
- Re-admission into 2nd Year Course with Fine of Rs.100/- -17th August 2016 to 30th September 2016

Important Steps:

1. Visit <https://www.onlinesbi.com/prelogin/icollecthome.htm?corpID=371225> accept disclaimer clause and proceed direct from step (f) of “detailed steps”.
2. Select the desired payment category.
3. Fill in the details sought for.
4. Pay the correct amount as applicable for the course. The applicants are advised to be careful for this.
5. On successful payment print the e-Receipt (**mandatory**). Further, a copy of the same will be required to be submitted along with the application form.
6. In case of need quote your **SB Collect Reference Number (DU number)** available in the e-Receipt for any future correspondence with CHSE(Odisha).

Detailed steps

Fees can be deposited using [SBI ATM-cum-Debit Card, Net Banking facility of any Bank](#) besides visiting any SBI branch to deposit cash or cheque drawn on any SBI Branch
Please read the instructions carefully before remitting fees

- (a) Visit online banking website of SBI by typing <https://www.onlinesbi.com> in the address bar of the browser viz. internet explorer. Once the home page appears click on ‘State Bank Collect’ tab.
- (b) Accept the disclaimer clause and click on “Proceed”.
- (c) Select the State of Corporate/Institution as ‘Odisha’.
- (d) Select type of Corporate/Institution as ‘Educational Institutions’ and click on ‘Go’.
- (e) Now select Educational Institution Name as ‘Council of Higher Secondary Education, Odisha’ and click on ‘Submit’.
- (f) Select ‘Admission in Correspondence Course – 1st yr. Arts’, ‘Admission in Correspon. Course – 1st yr. Commerce’, ‘Re-admission in Correspondence Course – 2nd year’ as the case may be.
- (g) Fill in the challan with required information as asked for or select from the drop down options wherever available. **Take adequate care while filling in (a) Name (b) Date of Birth & (c) Mobile Number as asked for in the lower part of the screen.** This information is important to reprint the e-Receipt subsequent to any successful payment.
- (h) Once required data is filled in click on ‘Submit’.
- (i) The system will ask you to verify the details entered and confirm the transaction in the next page. Verify the details and click on ‘Confirm’.
- (j) The system will request you to select the desired payment mode from various options. Please note that the bank charges for various payment modes are also displayed which is to be borne by the remitter. **Carefully examine the charges displayed since the charges for different payment mode are different.** Select the desired payment mode.
- (k) Now the system will guide the remitter through the payment process. Once the payment is completed successfully one e-Receipt is generated containing a **Reference Number** in PDF format. Take a print out. You may also save this optionally for future reference. The e-Receipt can also be regenerated/reprinted afterwards from ‘Payment History’ link of ‘State Bank Collect’.

If ‘SBI Branch’ is selected as payment mode a Pre Acknowledgement Payment (PAP) form is generated which contains the relevant details for payment at Branch. The payer takes the print out of the PAP Form and visits any SBI branch for payment through **cash or cheque drawn on SBI Branch**. After the payment is successfully processed by the branch, the branch will give an acknowledgment of payment on the PAP Form. Now any time the payer may optionally return to ‘State Bank Collect’ link in the home page of www.onlinesbi.com for printing the e-receipt from the ‘Payment History’ link.