

**GOVERNMENT OF ODISHA  
HIGHER EDUCATION DEPARTMENT**

\*\*\*\*\*

No.: 47003 /HE, Dated: 18 /11/2021  
HE-PTC-SAMS-0005-2020

From

Dr. Rajesh Kumar Sahoo, OES  
Deputy Director  
Performance Tracking Cell

To

The Principals (All Government/ Non-Government Degree Colleges  
coming under Higher Education Department)

**Sub: Guidelines & dateline for Phase-II admission of Degree Colleges (+3 1<sup>st</sup> Yr.) for the session 2021-22**

Madam/Sir,

In inviting a reference to the subject cited above, I am directed to inform you that the Phase-II admission of Degree Colleges (+3 1<sup>st</sup> Year) under SAMS will be held as per the guidelines mentioned below:

1. **Following categories of applicants are eligible to apply:**
  - a) Applicants who were previously selected & taken admission, previously selected & not taken admission and not selected at all in Phase-I.
  - b) Applicants who have not applied during Phase-I due to various reasons.
2. **Common Application Form (CAF) Fees:**
  - a) Applicants as per point 1.(a) need not have to pay any CAF Fees as they have already paid during Phase-I. These applicants will have to login in SAMS Portal with their existing username and password to edit their existing CAF to provide fresh options (choices) for the institutions as well as they may edit their marks/reservation/weightage, if incorrect.
  - b) Applicants as per point 1.(b) will have to create their individual username and password in SAMS portal and fill up the CAF with the relevant information. During filling up of CAF, it is advised to check the marks secured/reservation criteria/weightage and bank account details. **These fresh applicants will have to pay CAF Fees.**
  - c) All applicants can fill minimum 5 and maximum of 20 options (choices).
3. **Method of Selection (First Selection):**
  - a) If desired numbers of applicants are available for both category-wise and subject-wise after due date of filling of CAF, then selection will be made as per merit (Marks Secured in +2 Examination and Weightage Mark taking together) following reservation policy.
  - b) If requisite number of applicants in different reservation categories are not available with respect to category-wise and subject-wise vacancies, then the selection of the applicants will be done purely on merit (Marks Secured in +2 Examination and Weightage Mark taking together) after de-reservation of seats.

*Rajesh*

- c) However applicants with Physically Disability (PwD) will be given first priority irrespective of the marks in all categories.
4. **No Slide-Up facility is available in this phase of admission.**
- a) If an applicant has taken admission in any HEI in Phase-I, and got selected in Phase-II s/he has to submit the downloaded Intimation letter along with system generated CLC and other relevant documents at the selected institutions for verification and taking admission.
- b) If the selected applicant does not take admission, his/her name will not be consider for the subsequent selection.
5. After completion of admission (first selection), if vacancies still persist, then the procedure for second selection shall be followed as per the first selection.
6. After completion of first and second selection, a list of waitlisted applicants (Five times the actual vacancy) shall be provided in HEIs login. The waitlisted applicants will be intimated accordingly (by SAMS Login as well as by SMS). Those applicants have to report at the respective HEIs for verification of documents. The HEIs will verify the details of the reported applicants and prepare the select list as per vacancy. The select list must be published in the HEIs notice board and updated in the HEIs e-Space as per the timeline.
7. Applicants will know their selection from applicants' login and from e-Space of Higher Education Institutions. If a selected applicant got multiple choices/options, S/he has to choose only one selected option for taking admission. Once the applicant selects one option from the multiple options, the other options will be immediately disabled. No further editing is possible. Admission Payment Fees option will be enabled against selected applicants only.
8. All selected applicants are required to pay the admission fees to generate and download the intimation letter along with CLC. If an applicant gets selected for more than one college or one college with different subjects, then it is his/her responsibility to take decision as to where s/he wants to take admission. An applicant is allowed to pay and take admission against one option only.
9. It is mandatory for the applicants to take admission in their selected college after download of 'Intimation Letter'.

You are requested to follow the above-mentioned guidelines during Phase-II admission process. The timeline for Phase-II Admission is given below:

Sl#	Items	Timeline
1	Availability of online Common Application Form (CAF) in the website <a href="http://www.samsodisha.gov.in">www.samsodisha.gov.in</a>	23rd-Nov-2021 (11:00 AM)
2	Last date of applying online CAF through <a href="http://www.samsodisha.gov.in">www.samsodisha.gov.in</a>	28th-Nov-2020 (11:45 PM)
3	Publication of First Merit List in SAMS Portal	3rd-Dec-2021 (02:00 PM)

*Rajesh*

4	Online deposit of admission fees for First Merit list applicants and downloading of Intimation Letter by login to SAMS [Student] account	3rd-Dec-2021 (05:00 PM onwards) to 6th-Dec-2021 (11:45 PM)
5	Reporting of Applicants at allotted institutions for taking admission	4th-Dec-2021 to 7th-Dec-2021 (5:00 PM) (Except Sunday)
6	Error Correction and Data updation of admitted students of First merit list	4th-Dec-2021 to 7th-Dec-2021 (7:00 PM)
7	Publication of Second Merit List	10th-Dec-2021 (02:00 PM)
8	Online deposit of admission fees for Second Merit list applicants and downloading of Intimation Letter by login to SAMS [Student] account	10th-Dec-2021 (05:00 PM onwards) to 13th-Dec-2021 (11:45 PM)
9	Reporting of Second Merit list applicants at allotted institutions for taking admission	11th-Dec-2021 to 14th-Dec-2021 (05:00 PM) (Except Sunday)
10	Error Correction and Data updation of admitted students of Second Merit list	11th-Dec-2021 to 15th-Dec-2021 (05:00 PM)
11	Publication of vacant seats	17th-Dec-2021 (02:00 PM)
12	Publication of waitlisted applicants in HEIs e-Space (Five times the actual vacancy) for selecting and admitting them at HEIs level  <i>(NOTE: Waitlisted applicants will be intimated through SAMS Login as well as by SMS)</i>	18th-Dec-2021 (05:00 PM)
13	Reporting of waitlisted applicants in respective HEIs	18th-Dec-2021 (10:00 AM to 02:00 PM)
14	Selection and Publication of selected applicants name from the reported applicants in HEIs notice board and updation of the same in HEIs e-Space	18th-Dec-2021 (03:00 PM to 05:00 PM)
15	Reflecting the selected Applicant's option/s in the Applicant's login after updation made by the respective HEIs in their e-Space	20th-Dec-2021 (02:00 PM)
16	<b>Choice Locking:</b> If a selected Applicant got multiple choices/options, S/he has to choose only one selected option for taking Admission	20th-Dec-2021 (02:00 PM) to 22nd-Dec-2021 (05:00 PM)
17	Document verification & Admission of the selected Applicants	21st-Dec-2021 to 23rd-Dec-2021 (05:00 PM)
18	Final data updation in the e-space of respective HEIs	Upto 24th-Dec-2021 (05:00 PM)

Therefore, you are requested to complete the above mentioned activities in the stipulated date & time.

Yours faithfully,

  
18.11.21  
Deputy Director

**Memo No.** 47004 /HE, **Dated:** 18 /11/2021

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

*Rajesh*  
18.11.21  
Deputy Director

**Memo No.** 47005 /HE, **Dated:** 18 /11/2021

Copy forwarded to the P.S. to Principal Secretary, Higher Education Department for kind knowledge of Principal Secretary.

*Rajesh*  
18.11.21  
Deputy Director

**Memo No.** 47006 /HE, **Dated:** 18 /11/2021

Copy forwarded to All RDEs (Bhubaneswar/Sambalpur/Berhampur/Balasore/Jeypore) for kind information and necessary action.

*Rajesh*  
18.11.21  
Deputy Director

**Memo No.** 47007 /HE, **Dated:** 18 /11/2021

Copy forwarded to the General Manager, OCAC, Bhubaneswar for kind information and necessary intimation to the service provider.

*Rajesh*  
18.11.21  
Deputy Director

**Memo No.** 47008 /HE, **Dated:** 18 /11/2021

Copy forwarded to IT Section, Higher Education Department with a request to upload this Letter in Department Website.

*Rajesh*  
18.11.21  
Deputy Director