

**GOVERNMENT OF ODISHA
HIGHER EDUCATION DEPARTMENT**

No.: 31191 /HE, Dated: 09 /08/2024
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 Colleges coming under
Higher Education Department)

**Sub: Guidelines & timeline for admission into Phase-II U.G. Courses under SAMS
for the Academic Session 2024-25- Regarding**

Madam/ Sir,

In inviting a reference to the subject cited above, I am directed to inform you that the U.G. Phase-II admission under SAMS for the remaining seats will be held as per the guidelines mentioned below.

1. The following categories of applicants are eligible to apply:

- a) Applicants, who have not applied during the Phase-I admission process due to various reasons.
- b) Applicants, who were previously applied in Phase-I admission process, but not selected due to various reasons.
- c) Applicants, who were previously selected but not taken admission in Phase-I admission process due to various reasons.

2. As mentioned in the Common Prospectus: 2024-25, the Applicants who have already been admitted in any Hon's subject at any of the Higher Education Institutions during the Phase-I admission process are not eligible to participate in the Phase-II admission process.

3. Applicants who have already paid their CAF Fees during the Phase-I admission process need not have to pay the CAF Fees again while applying for the Phase-II admission process. These applicants will have to login in the SAMS Portal with their registered existing user name and password used during the Phase-I admission process and fill up a fresh Common Application Form (CAF) with the relevant information and can get the CAF Fee exemption.

4. Applicants who have not applied during the Phase-I admission process will have to create their individual username and password in SAMS portal and fill up the CAF with the relevant information. *These fresh applicants will have to pay the CAF Fees.*

5. All the applicants participating in the Phase-II admission process have to pay the admission fees freshly. If s/he had paid the admission fees earlier in Phase-I admission process but did not take admission for any reason, the amount will be refunded to the account number they have provided in the CAF within due course.
6. There will be no SAMS Resource Center (SRC) validation for this Phase-II admission process prior to admission. The applicants are advised not to visit any SRCs for validation/correction of their CAF until admission.
7. The selection of the applicants will be done purely on a merit basis. There will be no reservation and weightage for this Phase-II admission process.
8. There will be no “Freeze/ Slide/ Float” option available for the Phase-II admission process. After publication of 1st round selection, the selected applicants can download the Intimation Letter from their login and have to pay the total admission fees directly at their selected Institutions in any mode preferably (Net Banking/ Bank Challan/ NEFT/ UPI etc.).
9. In addition to the merit list, a waiting list (actual vacancy as on 27.08.2024) shall be provided in the HEI’s e-Space as well as in the SAMS Degree website. In case the applicants (selected in 1st round selection) do not turn up for admission within the stipulated timeline, Universities/ Colleges can publish the selection/waiting list on merit basis and complete their admission process as per the scheduled timeline.
10. After the publication of the 1st round selection, the upper choice Institutions of an applicant along with not selected applicants will be considered for the waiting list round.
11. The HEIs are hereby instructed to inform the selected applicants via phone call/SMS/Whats-app/e-mail (Maintain proper register as a proof of communication to the selected/waitlisted applicants in order to avoid any future legal complications).
12. The HEIs will prepare and publish two lists on their notice board or website: one for selected applicants and one for waitlisted applicants. For example, if an HEI has five vacancies in an honors subject, they will select five (5) applicants and place ten (10) applicants on the waiting list. The ratio of waitlisted applicants can be decided at the level of HEIs.
13. The HEIs will verify the documents and publish the merit list at their Notice Board / website and update the admission in their SAMS e-Space.
14. The “Error Correction” button shall be provided against each selected applicants in the HEI’s e-space. The error correction must be authenticated by the Admission-in-Charge during admission process. If any discrepancy found in the CAF, the HEIs can do the necessary error correction by choosing the “Not Allowed” option and can allow him to take admission, if his/her marks are coming above the cut-off marks.

15. The HEIs are hereby informed not to collect any type of extra fees from the applicants during issuance of CLC and other required documents. Moreover, HEIs are also informed to accept the Migration certificate of the last attended institution (not the institution where the applicant was admitted in Phase-I) for taking admission in Phase-II admission process.

16. Applicants selected from the waiting list will have to deposit the total admission fees directly at the selected HEIs. HEIs are required to collect the admission fees in any mode preferably (Net Banking/ Bank Challan/ NEFT/ UPI etc.)

N.B: Furthermore, if an applicant is selected in the 1st round of the Phase-II admission process and later gets selected again through the waiting list admission process, the initially admitted institution will refund the total amount to the applicant, along with the CLC. This ensures that the applicant does not face any issues with payment during the waiting list admission process.

17. During the waiting list admission process, if an applicant is admitted to another Hon's subject at the same institution and the fees are the same, the HEI should not collect the payment again. The amount paid during the 1st round of the Phase-II admission process should be adjusted accordingly.

18. The HEIs will be held responsible for any kind of mistakes, if found in violation of admission process will be viewed seriously. Show cause notice will be issued for any deviation in the admission process and proper action will be taken as deemed fit.

Therefore, you are requested to follow the above-mentioned guidelines during Phase-II admission process. The timeline for Phase-II admission process is attached at Annexure-I for your reference.

Yours faithfully,


09.08.2024
Deputy Director

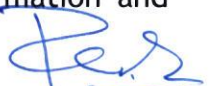
Memo No. 31192 /HE, Dated: 09 /08/2024

Copy submitted to the P.S. to Commissioner-Cum- Secretary, Higher Education Department for kind knowledge of Commissioner-Cum- Secretary.


09.08.2024
Deputy Director

Memo No. 31193 /HE, Dated: 09 /08/2024

Copy forwarded to the General Manager, OCAC for kind information and requested to take steps for uploading this letter in the SAMS website.


09.08.2024
Deputy Director

(P.T.O.)

Memo No. 31194 /HE, Dated: 09 /08/2024

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

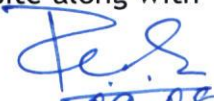


Deputy Director

09.08.2024

Memo No. 31195 /HE, Dated: 09 /08/2024

Copy forwarded to IT Section/ Social Media Cell, Higher Education
Department with a request to upload this Letter in Department Website along with
the social media handles.



Deputy Director

09.08.2024



Government of Odisha

Higher Education Department

Timeline for Phase-II e-Admission into U.G. Courses under SAMS in the Higher Education Institutions for the Academic Session 2024-25

Timeline for Phase-II e-Admission in all (+3) Degree HEIs including Self Financing (Degree) Colleges/ Sanskrit (Shastri) of the State under Student Academic Management System (SAMS) is given below. Any changes in the timeline will be published in the newspapers as well as in the website www.samsodisha.gov.in. Kindly refer the Common Prospectus (CP) before filling up the CAF.

Sl#	Activities	Timeline
1	Availability of online Common Application Form (CAF) on the website www.samsodisha.gov.in	12 -Aug-2024 (Monday) (04:00 PM)
2	Last date for applying online CAF through www.samsodisha.gov.in	26-Aug-2024 (Monday) (up to 11:45 PM)
3	Editing of CAF (if required) for the CAF submitted earlier. No fresh CAF will be allowed during this period	27-Aug-2024 (Tuesday) (10:00 AM)
4	Publication of Provisional allotment of seats for 1st Selection along with the list of waitlisted applicants (in their upper choice HEIs) in HEI's e-Space as per the actual vacancy	02-Sep-2024 (Monday) (04:00 PM)
5	Reporting of selected applicants (with the downloaded intimation letter) and payment of admission fees at the allotted institutions, directly in online mode (Net Banking/ Bank Challan/ NEFT/ UPI etc.) for taking admission. (for First Round Admission)	03-Sep-2024 (Tuesday) (10:00 AM) to 06-Sep-2024 (Friday) (05:00 PM)
6	Data updation of the admitted students in the e-space by the respective Institutions (for First Round Admission)	03-Sep-2024 (Tuesday) (10:00 AM) to 06-Sep-2024 (Friday) (07:00 PM)
7	Publication of merit wise list among the waitlisted applicants from the list of waitlisted applicants provided in HEI's e-space at their Notice Board/ Website and will also communicate to the applicants via Phone call/ SMS/ Whats-app	10-September-2024 (02:00 PM)
8	Reporting of selected applicants from waiting list to take admission in one of the selected HEIs, where the total/ differential admission fees will be deposited directly at the HEIs in online mode (Net Banking/ Bank Challan/ NEFT/ UPI etc.)	11-Sept-2024 (Tuesday) (10.00 AM) to 12-Sept-2024 (Thursday) (05:00 PM)

9	Admission Updation of the selected student's data by the HEIs in their e-Space	11-Sept-2024 (Tuesday) (10.00 AM) To 12-Sept-2024 (Thursday) (07:00 PM)
10	If vacancy still persist HEIs will Call/Whats-app from the remaining waitlisted applicants merit wise to take admission, where the total/differential admission fees will be deposited directly at the HEIs in online mode (Net Banking/ Bank Challan/ NEFT/ UPI etc.)	13-Sept-2024 (Tuesday) (10.00 AM) To 14-Sept-2024 (Thursday) (05:00 PM)
11	Admission Updation of the student's data by the HEIs in their e-Space	13-Sept-2024 (Tuesday) (10.00 AM) To 14-Sept-2024 (Thursday) (07:00 PM)
For more details please contact: e-Admission Helpline (Toll Free) Number 155335 / 1800-345-6770		


 09.08.2024
 Deputy Director
 PTC Section