

**GOVERNMENT OF ODISHA
HIGHER EDUCATION DEPARTMENT**

No.: 40729 /HE, Dated: 31/07 /2025
HE-PTC-TE-0002-2023

From

Rajata Kumar Mansingh, OES-I
Deputy Director, PTC

To

The P.G. Council Chairman (All State Public Universities having 2 Years B.Ed./M.Ed. courses & coming under Higher Education Department)

The Principals (All Government Teacher Education Institutions coming under Higher Education Department)

Sub: Guidelines & revised timeline for Phase-I admission into 2 Year B.Ed., B.H.Ed., M.Ed. courses under SAMS for the Academic Session 2025-26- Regarding

Madam/ Sir,

In inviting a reference to the subject cited above, I am directed to inform you that the Phase-I admission into 2 Years B.Ed., B.H.Ed. & M.Ed. courses under SAMS will be held as per the guidelines mentioned below.

- 1) Like Previous year, the selection of applicants for admission into 2 Years B.Ed. /B.H.Ed. /M.Ed. courses for the current academic session will be done as per the Entrance test score.
- 2) The Phase-I admission will consists of 4 rounds of selection. The reservation and weightage will be continued for 1st and 2nd rounds of selection. In the 3rd round, the de-reservation of seats will be carried out in absence of the eligible applicants of a specific category. In the last round (4th round), if vacancy arises, a Waiting list/Spot admission round will be carried out.
- 3) Since the final results of the qualifying examination have already been declared, students are advised to complete the admission process by submitting the required documents as specified in the Information Brochure and Intimation Letter. Accordingly, the two-month grace period for submission of the graduation or equivalent certificate, as mentioned in the Information Brochure, stands withdrawn.
- 4) Like the Previous Academic Session, the counselling based online admission (Freeze & Slide) will be followed this year. After publication of the provisional allotment List, two nos. of options as **Freeze & Slide** will be shown to the selected applicants. The applicants must choose any of the options as shown in their screen and have to pay the admission fees to remain in the admission process.

Freeze: - If an applicant is satisfied with the allotted HEI, S/he can choose this option. After selecting the "Freeze" option, applicants have to pay the admission fees for that seat allocated. The required fees will be shown in the screen and s/he has to pay the fees in online mode only. The applicants who will choose the "Freeze"

option can download the Intimation Letter and have to visit the selected HEIs to complete the admission formalities.

Slide: - If an applicant has accepted the allotted seat but also desired for a better HEI as per his/her higher preferences, s/he can choose this option. After selecting the "Slide" option, **applicants must have to pay the admission fees for that seat allocated.** The required fees will be shown in the screen and s/he has to pay the fees in online mode only. **However, such applicants need not have to visit the allocated HEIs, as they will not get the Intimation Letter and they will wait for the subsequent round of selection process.**

- 5) If an applicant mistakenly chooses any of the options (Freeze or Slide), s/he can revert his/her choice **once only through an OTP verification process (One time in that Round).** This facility will be available in the student's login until the 2nd round of the selection process.
- 6) Applicants selected in their 1st choice of preferences are bound to take admission and are not allowed to participate in the subsequent rounds of Phase-I admission process. **If an applicant will be selected in his/her 1st choice of institution but does not pay the admission fees online within the timeline by choosing the freeze option, s/he will be out of the Phase-I admission process.**
- 7) As mentioned in the Information Brochure, the 3rd round will be the final round and all the applicants who have previously chosen the "Slide" options will be automatically switched to "Freeze. All such applicants have to click on "Pay Now" option for the differential/total admission fees (as shown in the screen), download their intimation letter and report to their destination HEIs for document verification and admission updation within timeline.
- 8) Like the previous academic session, "Not Reported" option shall be made available in the HEI's e-Space. If one applicant does not report at his/her selected Institution with the admission timeline, that HEI may choose the "Not Reported" option next to his/her Name/Barcode.
- 9) During the admission updation against each selected applicants 4 nos. of options will be shown in the HEIs e-space. The admission team member will choose any of the options from the drop-down menu. Those are 1) Admitted 2) Absent 3) Rejected & 4) Error Correction.
- 10) If any changes occur during the error correction, the applicants will be taken as fresh applicants for subsequent rounds of selection.
- 11) **The error correction option can be chosen, in case of**
 - a) **Mismatch in Reservation Category (i.e. PwD & ESM)**
 - b) **Mismatch in Social Category (i.e. General, SEBC, SC & ST)**
 - c) **Applicant's Percentage of disability is less than 40% but chosen as permanent/Temporary Disability**

In such cases, HEIs have to verify the applicant's certificates and necessary documents meticulously and rectify the error by clicking on the "Error Correction" button and submit the application online.

- 12) The Error Correction is a very important and crucial part of admission process. The HEIs are requested to instruct the admission team to follow all the procedures as mentioned confirming errorless reporting of applicant's CAF discrepancies in daily basis. This will ensure applicants chance to get a seat in the next round of selection.
- 13) The error correction must be authenticated by the Admission-in-Charge during admission process. If any discrepancy in updating error correction was noticed and because of this discrepancy an applicant is debarred from taking admission, the Admission-in-Charge will be held responsible for this negligence.
- 14) Applicant has to produce all original documents for verification only at the selected HEIs as mentioned in the Intimation Letter. No original documents except CLC, are to be deposited with College/University authority.
- 15) It is to clarify that "as migration certificate is not mandatory for admission, students can submit it at the last Institution, where the student wants to continue his/her study **after the closure of admission process**. The admission-in-charge are requested not to insist the students to submit their migration certificate until they have been finally admitted to their desired HEIs.
- 16) Data-updation along with generation of Roll Number of admitted students must be done in HEI's e-space every day in order to know the status of admitted students on daily basis. The work must be completed as per timeline fixed by the Government.
- 17) If an applicant will not be able to report at the time of admission for document verification due to various reasons, his/her parents/ guardians/representative may be allowed for verification and admission by producing a valid Id proof.
- 18) If an applicant has applied for multiple courses among B.Ed., B.H.Ed., and M.Ed., and has taken admission in any one of them, the remaining applications for the other courses will be automatically cancelled for that phase of admission.
- 19) Please read the instructions carefully mentioned on the Information Brochure for 2 year B.Ed. / B.H.Ed. /M.Ed. Admission, which is available on the SAMS TE Portal.

Guideline for 4th round-waiting list/ SPOT admission process:

- 1) After the completion of the 3rd round admission process, if vacancy arises, the 4th round waiting list/SPOT admission process will be carried out as per the attached timeline.
- 2) Applicants who have already been admitted, selected but not admitted or not selected at all during Phase-I (1st, 2nd, or 3rd Selection) are eligible to participate in the waiting list admission process for their remaining higher preference choices (except the applicants who have got their 1st preference of choices).
- 3) If an applicant has already been admitted in any of the HEIs during Phase-I (1st, 2nd or 3rd Selection) and gets selected in waiting list admission process, s/he must obtain the CLC physically from his/her last admitted HEIs. Such applicants need to submit the CLC and other relevant documents at the selected institution for verification and

admission. The HEIs are informed not to collect any fees from the students during issuance of the CLC in the waiting List/Spot admission process.

- 4) A checkbox will be displayed next to each institution (for the remaining upper choice Institutions) for which the applicants have already been opted during choice locking period. Applicants must tick the checkbox(s) for their desired HEIs and click on the submit button, which will be an OTP based process. They can choose one or more HEIs to participate in the waiting list admission process.
- 5) After the applicants select their desired HEIs by ticking the checkbox, their choices will be reflected in the HEI's e-Space as mentioned in the timeline. HEIs can view the merit wise list of waitlisted applicants for stream wise along with their Common Application Forms (CAF).
- 6) The Higher Education Institutions will prepare and publish two lists on their notice board or website: one for selected applicants and another for waitlisted applicants (in 1:50 ratio). Further, if still the vacancy arises, the HEIs can prepare another waiting list for the remaining waitlisted applicants and can fill up the remaining seats within the timeline.
For example: if a HEI has one vacancy (check stream wise (i.e. Science/Arts)), they will select one (1) applicant and place (50) applicants in the waiting list.
- 7) The HEIs are instructed to inform the selected/waitlisted applicants (Waiting Rank Wise) via phone call/ SMS/ Whatsapp/ e-mail (Maintain proper register as a proof of communication to the selected/waitlisted applicants in order to avoid any future legal complications).
- 8) In this 4th round waiting list/ SPOT admission process, the selection of the applicants will be done purely on the merit basis. There will be no reservation for this waiting list admission process.
- 9) If the applicants have already paid the admission fees during 1st, 2nd or 3rd round selection process, they have to only pay the differential amount of admission fees in 4th round admission process. The freshly selected applicants will have to pay the total admission fees.
- 10) The total or differential amount of admission fees will be displayed in the HEI's e-space (admission update list) for each applicant. Therefore, HEIs are instructed not to collect any additional fees beyond the amount shown against each applicant.
- 11) The applicants who will be selected in the waiting list, have to deposit the differential/total admission fees directly at the HEIs in online mode. (Net Banking/ Bank Challan/NEFT/UPI etc.).
- 12) As in the earlier rounds, the "Error Correction" button shall be provided against each applicant in the HEI's e-space in the 4th round 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 the applicant to take admission, if his/her marks are coming above the cut-off marks.

General Guidelines to be followed by the HEIs:

1. As per Higher Education Department Letter No. 36286 dated 23.08.2023, It has been clarified that applicants who have paid the admission fees but are unable to provide the College Leaving Certificate (CLC) during the time of admission may be granted a grace period of 15 days to submit the original CLC along with an undertaking. However, if the applicants fail to produce the CLC within this 15-days period, their admission will be cancelled and the admission fees they have paid will be forfeited.
2. As per Higher Education Department Letter No. 5023 dated 05.02.2024, It has been clarified that all the academic fees except Mess charges have been waved in respect of the students with disabilities of 40% or more admitted in regular courses at the State Public Universities/ Government & Aided Colleges coming under this Department. However, the students admitted in self-financing courses, the waiver of academic fees as well as hostel fees shall not be applicable.
3. Both Temporary & Permanent type PwD applicants (40% & above) will get the reservation benefits in admission for the Academic Session: 2025-26.
4. The CLC will be issued online to keep the admission and vacancy data automatically up-to-date on the SAMS portal. As per Higher Education Department Letter No. 14667 dated 18.04.2024 it has been clarified that the CLCs issued after the closure of admission period can only be surrendered within 15 days of their date of issuance.

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

Yours faithfully,


31.07.2025
Deputy Director

Memo No. 40730 /HE, Dated: 31/07 /2025

Copy submitted to the P.S. to Hon'ble Minister, Higher Education for kind information of Hon'ble Minister, Higher Education.


31.07.2025
Deputy Director

(P.T.O.)

Memo No. 40731 /HE, Dated: 31/07 /2025

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


31.07.2025
Deputy Director

Memo No. 40732 /HE, Dated: 31/07 /2025

Copy forwarded to the Joint Secretary to Government, PTC Section for kind information.


31.07.2025
Deputy Director

Memo No. 40733 /HE, Dated: 31/07 /2025

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


31.07.2025
Deputy Director

Memo No. 40734 /HE, Dated: 31/07 /2025

Copy forwarded to the OSD, Teacher Education & Training section for kind information.


31.07.2025
Deputy Director

Memo No. 40735 /HE, Dated: 31/07 /2025

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


31.07.2025
Deputy Director

Memo No. 40736 /HE, Dated: 31/07 /2025

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.


31.07.2025
Deputy Director



Government of Odisha Higher Education Department

Revised Remaining Timeline for admission into 2 Year B.Ed., B.H.Ed., M.Ed. courses for the Academic Session 2025-26 under SAMS

The revised remaining timeline for admission into 2 Year B.Ed., B.H.Ed., M.Ed. courses for the year 2025-26 under 'Student Academic Management System (SAMS)' is given below. Any change in the timeline will be published on the website <https://te.samsodisha.gov.in/>. The applicants are advised to read the Information Brochure carefully.

Sl#	Activities	Timeline
1)	Publication of Revised Entrance Test Score on SAMS TE Portal	01-Aug-2025 (Friday) (11.00 AM)
2)	<u>Students Activity:</u> Editing of 1) Choice locking for the institutions by the applicants in their student login, If required 2) Graduation/Equivalent marks	01-Aug-2025 (04.00 PM) (Friday) to 04-Aug-2025 (11.45 PM) (Monday)
3)	<u>1st Round</u> Publication of Provisional Allotment of Seats (For First Round Selection)	08-Aug-2025 (Friday) (02.00 PM)
4)	<u>Students Activity :</u> Selection of <u>Slide/Freeze</u> option and Online payment of admission fees by the selected students through SAMS (Student's login) portal	08-Aug-2025 (04.00 PM) (Friday) to 13-Aug-2024 (03.00 PM) (Wednesday)
5)	<u>Students Activity :</u> Reporting of applicants at allotted institutions for taking admission (for First Round Selection) (Applicants who have chosen the Freeze option will only be required to report for admission)	11-Aug-2025 (10.00 AM) (Monday) to 13-Aug-2025 (05.00 PM) (Wednesday)
6)	<u>Institution Activity :</u> Data updation of admitted students in the e-space (for First Round Admission) by the respective Institutions	11-Aug-2025 (10.00 AM) (Monday) to 13-Aug-2025 (11.45 PM) (Wednesday)
7)	<u>2nd Round</u> Publication of Provisional Allotment of Seats (for Second Round Selection)	19-Aug-2025 (Tuesday) (02.00 PM)
8)	<u>Students Activity :</u> Selection of <u>Slide/Freeze</u> option and <u>Online payment of admission fees</u> by the selected students through SAMS (Student's login) portal	19-Aug-2025 (04.00 PM) (Tuesday) to 22-Aug-2025 (03.00 PM) (Friday)

9)	Students Activity : <u>Reporting of applicant</u> at allotted institutions for taking admission (for Second Round Selection) (Applicants who have chosen the Freeze option will only be required to report for admission)	20-Aug-2025 (10.00 AM) (Wednesday) to 22-Aug-2025 (05.00 PM) (Friday)
10)	Institution Activity : Data updation of admitted students in the e-space (for Second Round Admission) by the respective Institutions	20-Aug-2025(10.00 AM) (Wednesday) to 22-Aug-2025 (11.45 PM) (Friday)
11)	<u>3rd (Final) Round</u> Publication of Provisional Allotment of Seats (For Third Round Selection)	26-Aug-2025 (Tuesday) (02.00 PM)
12)	Students Activity : <u>(Selection of FREEZE OPTION)</u> & Online payment of admission fees by the selected students through SAMS (Student's login) portal	26-Aug-2025 (04.00 PM) (Tuesday) to 01-Sep-2025 (03.00 PM) (Monday)
13)	Students Activity : Reporting of the applicant at allotted institutions for taking admission (for Third Round Selection)	29-Aug-2025 (10.00 AM) (Friday) to 01-Sep-2025 (05.00 PM) (Monday) (Except Holiday)
14)	Institution Activity : Data updation of admitted students in the e-space (for Third Round of Selection) by the respective Institutions	29-Aug-2025 (10.00 AM) (Friday) to 01-Sep-2025 (11.45 PM) (Monday)
15)	<u>4th Round (Waiting/Spot)</u> Students Activity: Availability of online Common Application Form (CAF) in the student's login for providing minimum 01(one) and maximum as many fresh options to participate in the Phase-I 4 th Round (waiting list/Spot) Admission process	03-Sep-2025 (11:00 AM) (Wednesday) to 05-Sep-2025 (11:45 PM) (Friday)
16)	Publication of merit wise list among the reported waitlisted applicants at HEIs e-space	08-Sep-2025 (02.00 PM) (Monday)
17)	Institution Activity : Publication of selected and waitlisted applicant's list by the HEIs at their Notice Board/ Website and the HEIs will also communicate to the applicants via phone call /SMS /whatsapp /e-mail etc.	09-Sep-2025 (02.00 PM) (Tuesday)
18)	Reporting of selected applicants of waitlisted round 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.)	10-Sep-2025 (10.00 AM) (Wednesday) & 11-Sep-2025 (05.00 PM) (Thursday)

19)	Reporting of waiting applicants in waitlisted round 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.)	12-Sep-2025 (10.00 AM) (Friday) to 13-Sep-2025 (05.00 PM) (Saturday)
20)	Admission Updation of the student's data by the HEIs in their e-Space	10-Sep-2025 (10.00 AM) (Wednesday) to 13-Sep-2025 (11.45 PM) (Saturday)
21)	Commencement of 1 st year classes for B.Ed., B.H.Ed. & M.Ed. for the AY: 2025-26	02-Sep-2025 (Tuesday)

**For more details please contact: e-Admission Helpline (Toll Free) Number
155335 / 1800-345-6770**


31.07.2025
Deputy Director
PTC Section