

**GOVERNMENT OF ODISHA
HIGHER EDUCATION DEPARTMENT**

No.: 30505 /HE, Dated: 11 /06/2025
HE-PTC-SAMS-0001-2023

From

Rajata Kumar Mansingh, OES-I
Deputy Director, PTC

To

The Chairman P.G Council (All State Public Universities (imparting U.G. Courses) coming under Higher Education Department)

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

**Sub: Guideline & timeline for Phase-I admission into U.G. Courses (+3 1st Yr.)
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 following instructions should be followed scrupulously during admission into Phase-I U.G. courses for the session 2025-2026.

- 1) As per NEP structure, during filling up the Common Application Form (CAF), applicants have chosen their course type based on availability at their preferred institutions: (i) Single Major with two Minors (ii) Double Major or (iii) Three Minors. However, the selection will be done only for the Major-I subjects based on the applicants' preferred choices.
- 2) The allotment of Seats will be based on the student's subject preferences as indicated in the Common Application Form (CAF): the opted Major for Single Major, Major-I for Double Major and General for Three Minors. Additionally, a merit-based list of the minor subjects selected by applicants will be made available in the HEI's e-Space. However, these minor subject choices may be modified during the admission by counselling process at the HEI level, based on student requests and availability of seats.
- 3) After completion of the Phase-I admission process, a provision will be made available to HEI's e-space within the "Post Admission Module" to enter the total number of Minor subject seats offered, along with the corresponding number of students admitted.
- 4) Similar to the Minor subjects, all other courses (such as MDC, AEC, SEC, VAC, etc.) will be allocated on merit basis to the admitted student's preferences and the counselling process conducted at the HEI level.
- 5) In the current academic session, for this Phase-I admission, the admission fees for U.G. courses will be collected from the students in online mode through SAMS portal like the previous academic session.

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- 6) The Phase-I admission will consists of 4 rounds of selection. **The 4th round will be the last round for Phase-I, which will be a Waiting List admission process.**
- 7) Similar to the previous academic session, the Counseling Based Online Admission Process (**Freeze, Slide & Float**) will be followed for the current academic session 2025-26. The detail process of Counseling Based Admission Process has been mentioned in the Common Prospectus.
- 8) After publication of the provisional allotment List, three nos. of options as **Freeze, Slide and Float** 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. **The applicants who will choose the "Freeze" option can only download the Intimation Letter and have to visit the destination HEI to complete the admission process. The applicants who will choose the "Slide" & "Float" option have to pay the admission fees for the selected HEIs but not required to visit the Institution as they will not get the Intimation Letter.**
- 9) If an applicant mistakenly chooses any of the options (Freeze, Slide or Float), s/he can revert his/her choice **once only through an OTP verification process.** This facility will be available in the student's login until the 2nd round of the selection process.
- 10) Applicants can choose the "Freeze", "Float" or "Slide" options until the 2nd round of the admission process. The 3rd round will be the final round and all the applicants who previously chose the "Slide" or "Float" 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.
- 11) Applicants who will be selected for their 1st choice of preferences are bound to take admission and will not be allowed to participate in the subsequent rounds of Phase-I admission process. **If an applicant has been selected for his/her 1st choice of Institution/subject but does not choose the Freeze option and does not pay the admission fees, s/he will be out of the Phase-I admission process.**
- 12) The Government of Odisha has approved the implementation of 11.25% reservation for candidates belonging to the Socially and Educationally Backward Classes (SEBC) in admissions to Undergraduate (U.G.) courses in Higher Education Institutions (HEIs) under the administrative control of the Higher Education Department, starting from the academic year 2025-26.
- 13) Accordingly, during the admission process, the HEIs are instructed to verify the valid SEBC certificate submitted by applicants under the SEBC category.

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Guideline for 4th Round (Waiting list/Spot) Admission Process:

- 1) As mentioned above, the 4th round of Phase-I admission will be a waiting list admission process. Applicants who have already been admitted during Phase-I (1st, 2nd or 3rd round Selection) are also eligible to participate for the Waiting list admission process for their remaining upper choice of Institutions/Major Subjects (except the applicants who have got their 1st preference of choices).
- 2) In the 4th round (waiting list admission process), a list of all the waitlisted applicants opted for an Institution shall be provided in the HEI's e-Space as well as in the SAMS Degree website. The applicants can also see the list of HEIs they have been selected by login into their student's e-space. In this waiting list round, applicants may be selected in one or more than HEIs as per their preference.
- 3) Like the previous Academic Session, in this waiting list round, applicants are not required to report to the selected HEIs physically to submit their CAF to participate in this waiting list round. They have to login to their exiting student's login to check the list of HEI(s) for which they are eligible (their remaining upper choice Institutions) and can report in online mode.
- 4) A checkbox will be displayed next to each institution/major subject for which the applicants will be eligible. Applicants must tick the checkbox 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 applicants select their desired HEIs by ticking the checkbox, their choices will be reflected in the HEI's e-Space. HEIs can view the list of applicants for each Major subject along with their Common Application Forms (CAF). The HEIs will then prepare the merit list based on their vacancies and complete the admission process as per the scheduled timeline. The selection of the applicants will be done purely on the merit basis.
- 6) The HEIs will verify and publish the merit list on the College/University Notice Board as well as update it in their SAMS e-Space. HEIs may release two merit lists: one for selected applicants and another for waitlisted (1:50 ratio) applicants, based on the number of vacant seats.
- 7) *The HEIs are instructed to inform the selected applicants (from the reported waitlisted applicants) 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 complicacies).*
- 8) If an applicant have already been admitted in any of the HEIs during Phase-I (1st, 2nd or 3rd round Selection) and gets selected in waiting list admission process, they must obtain the CLC physically from their last admitted HEIs. They need to submit the CLC and other relevant documents at the selected institutions for verification and admission.
- 9) On the first day of admission in this round, preference should be given to the selected candidates. If any of the selected candidates do not take admission on that day, HEIs may invite candidates from the waiting list for admission on the second

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day. Students must appear in person; however, a representative with valid ID proof may also be permitted to attend on their behalf.

- 10) Applicants selected from the waiting list have to pay the differential or total admission fees directly to the respective HEIs through online payment methods such as Net Banking, Bank Challan, NEFT, UPI, etc. The exact amount payable will be displayed against each applicant's name in the HEI's e-Space. HEIs are strictly instructed to collect only the amount shown in the e-space and not to charge any excess fees.

General Guidelines to be followed by the HEIs:

- 1) The Error Correction is a very important and crucial part of admission process. The head of the Institutions are requested to instruct their admission team to follow all the procedures as mentioned confirming errorless reporting of applicant's CAF discrepancies on daily basis. This will ensure applicants chance to get a seat in the next round of selection.
- 2) 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.
- 3) The Institutions can deny the admission under some specific situations only i.e. mismatch in secured and maximum marks, reservation category details, weightage details and complete mismatch of student's details etc. In such cases, the HEIs have to verify their certificates and necessary documents meticulously and rectify the error by clicking on the "Not Allowed" and "Error Correction" button and submit the application online. 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.
- 4) If any changes occur in the error correction, these applications will be taken as fresh applications for subsequent rounds of selection irrespective of the mark secured by the candidates.
- 5) Similar to the previous academic session, "Not Reported" option shall be made available in the HEI's e-Space along with "Allowed" & "Not Allowed" options. If one applicant does not report at his/her selected Institution that HEI may choose the "Not Reported" option next to his/her Name/Barcode.
- 6) Data-updation along with generation of Roll Number of admitted students must be done in college 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 Higher Education Department. It is to mention that if the Destination College will not update the data in time, the slide/float option will not be enabled for the admitted students.
- 7) If the student fails to bring the Intimation letter with him/her at the time of admission, then the concerned College should help him/her to download and provide the same. Similarly, if an applicant will not be able to report at the time of

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admission for various reasons, his/her parents/ guardians/ representatives may be allowed for verification and admission by producing valid Id proof.

- 8) 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-day period, their admission will be cancelled and the admission fees they have paid will be forfeited.
- 9) The HEIs are hereby instructed not to collect any fees from the applicants at the time of issuing the College Leaving Certificate (CLC). They must also ensure that the cancelled +2/equivalent CLC and any other required documents are returned to the applicant without delay.
- 10) 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 waver of academic fees as well as hostel fees shall not be applicable.
- 11) Both Temporary & Permanent type PwD applicants (40% & above) will get the reservation benefits in admission for the Academic Session: 2025-26.
- 12) 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.

Information regarding Launching of AEDP Courses:

- 1) The Higher Education Department, in collaboration with the Board of Practical Training (BOPT), has launched the Apprenticeship Embedded Degree Programmes (AEDPs) to enhance skill development and employability. These courses have been developed in partnership with industry representatives to ensure relevance and practical exposure.
- 2) In the first phase, the programme has been implemented in selected institutions across the state. It integrates on-the-job training through apprenticeships with academic learning. Initially, the programme will be launched in the Commerce and Home Science departments.
- 3) For the current Academic Session: 2025-26, in the Commerce department, 25% of the total sanctioned strength will be kept reserved for the AEDP programme. Similarly, for the Home Science subject, an additional 50% seats over and above the sanctioned strength will be permitted under the AEDP programme. Permission in this regard to be approved separately. The list of HEIs offering AEDP courses is reflecting on the important Announcement section of the SAMS U.G. portal.

Therefore, you are requested to follow the above-mentioned guidelines during Phase-I U.G. admission process. The timeline for Phase-I admission is

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attached herewith for your reference (Annexure-A). Further, you are requested to complete the above mentioned activities in the stipulated date & time.

Yours faithfully,



11.06.2025

Deputy Director

Memo No. 30506 /HE, Dated: 11 /06/2025

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



11.06.2025

Deputy Director

Memo No. 30507 /HE, Dated: 11 /06/2025

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



11.06.2025

Deputy Director

Memo No. 30508 /HE, Dated: 11 /06/2025

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

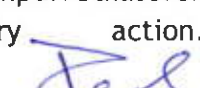


11.06.2025

Deputy Director

Memo No. 30509 /HE, Dated: 11 /06/2025

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



11.06.2025

Deputy Director

Memo No. 30510 /HE, Dated: 11 /06/2025

Copy forwarded to the General Manager, OCAC for kind information and necessary action.



11.06.2025

Deputy Director

Memo No. 30511 /HE, Dated: 11 /06/2025

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



11.06.2025

Deputy Director



Government of Odisha

Higher Education Department


Remaining timeline for e-Admission into U.G. Courses under SAMS in the Higher Education Institutions for the Academic Session 2025-26

The remaining timeline for e-Admission in all (+3) Degree Colleges including Self Financing (Degree) / Sanskrit (Shastri) Colleges participating 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) to know about the remaining activities.

Sl#	Activities	Timeline
1	Publication of Provisional Allotment of Seats (For First Round Selection)	12-Jun-2025 (11:00 AM)
2	Selection of Slide /Freeze/ Float Option and Online payment of admission fees by the selected students through SAMS [Student's Account] portal	12-Jun-2025 (12:00 PM) to 17-Jun-2025 (03:00 PM)
3	Reporting of the 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)	13-June-2025 & 16-June-2025 & 17-June-2025 (10:00 AM to 5:00 PM)
4	Data updation of admitted students in the e-space by the respective Institutions (for First Round Admission)	13-June-2025 (10:00 AM) to 17-June-2025 (07:00 PM)
5	Publication of Provisional Allotment of Seats (for Second Round Selection)	22-June-2025 (11:00 AM)
6	Selection of Slide/ Freeze/ Float Option and Online payment of admission fees by the selected students through SAMS [Student's Account] portal	22-June-2025 (12:00 PM) to 25-June-2025 (03:00 PM)
7	Reporting of applicants 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)	23-June-2025 (10:00 AM) to 25-June-2025 (05:00 PM)
8	Data updation of admitted students in the e-space by the respective Institutions (for Second Round Admission)	23-June-2025 (10:00 AM) to 25-June-2025 (07:00 PM)
9	Publication of Provisional Allotment of Seats (for Third/Final Round Selection)	01-July-2025 (11:00 AM)
10	Online payment of admission fees by the selected students through SAMS [Student's Account] portal	01-July-2025 (12:00 PM) to 04-July-2025 (03:00 PM)

11	Reporting of applicants at allotted institutions for taking admission (for Third/Final Round Selection) (All the selected applicants have to report mandatorily to take admission)	02-July-2025 (10:00 AM) to 04-July-2025 (05:00 PM)
12	Data updation of admitted students in the e-space by the respective Institutions (for Third/Final Round Admission)	02-July-2025 (10:00 AM) to 04-July-2025 (07:00 PM)
13	Reporting of applicants through [Student's Login] online mode <i>for their remaining upper choice options</i> (Student must choose the HEI/subject's name from the check box provided where S/he want to participate in Waiting list round)	07-July-2025 (02:00 PM) to 10-July-2025 (11:45 PM)
14	Publication of merit wise waiting list among the reported waitlisted applicants at HEIs e-space as well as in the Student's login	12-July-2025 (02:00 PM)
15	Publication of selected and waitlisted applicant's list by the HEIs at their Notice Board/ Website and will also communicate to the applicants via phone call/SMS	13-July-2025 (02:00 PM)
16	Reporting of selected applicants in the waiting list round to take admission in one of the selected HEIs, where the total or differential admission fees will be deposited directly at the HEIs in online mode (Net Banking/ Bank Challan/NEFT/UPI etc.)	14-July-2025 (10:00 AM to 02:00 PM)
17	Reporting of waitlisted applicants 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.)	15-July-2025 (10:00 AM to 02:00 PM)
18	Admission Updation of the student's data by the HEIs in their e-Space	14-July-2025 & 15-July-2025 (10:00 AM to 07:00 PM)
19	Commencement of classes (Degree 1 st Year)	10 th July, 2025 (Thursday)
20	Phase-II Admission Process shall be started	After publication of Instant/supplementary result of CHSE

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


11.06.2025
Deputy Director
PTC Section