

**GOVERNMENT OF ODISHA
HIGHER EDUCATION DEPARTMENT**

No.: 45825 /HE, Dated: 22 /08/2025
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 Degree Colleges coming under Higher Education Department)

Sub: Guidelines & timeline for Phase-II admission into U.G. 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 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. Applicants who have already been admitted in Phase-I admission are also eligible to apply in the Phase-II admission process. If an applicant has taken admission in any of the HEIs in Phase-I and got selected in Phase-II, then s/he has to obtain the CLC physically from the last admitted HEIs.

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.

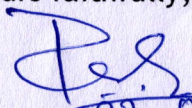
4. Applicants who have not applied during the Phase-I admission process will have to create their individual username and password in SAMS portal and fill up the CAF with the relevant information. ***These fresh applicants will have to pay the CAF Fees.***

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. The selection of the applicants will be done purely on the merit basis. There will be no reservation and weightage for this Phase-II admission process.
7. There will be no Freeze/ Slide/ Float option available for this 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 online mode preferably (Net Banking/ Bank Challan/ NEFT/ UPI etc.).
8. In addition to the 1st round selection list, a waiting list shall be provided in the HEI's e-Space as well as the waiting rank in the student's login. In case the applicants (selected in 1st round selection) do not turn up for admission within the stipulated timeline and if vacancy exists after the completion of 1st round admission process, the HEIs can publish the selection list out of the reported waitlisted candidates on merit basis and complete the admission process as per the scheduled timeline.
9. 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/ Spot round admission process.
10. The waitlisted applicants are required to report physically at the respected HEIs for verification of documents as per the approved timeline. The interested applicants must appear in person; however, a representative with valid id proof may also be permitted to report on their behalf. Applicants who fail to report within the stipulated timeframe will not be considered for admission during the waiting List/ Spot Round.
11. Further, HEIs will verify the details of the reported applicants and prepare the merit list as per the vacancy. The HEIs are requested to publish the merit list in their notice board/website and complete the admission process within the stipulated timeline. The selected applicant's higher preference Subject options will be taken in account while preparation of waiting list applicants.
12. 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.
13. The HEIs will prepare and publish two merit lists on their notice board or website: one for selected applicants and another for waitlisted applicants. For example, if an HEI has five vacancies in a Major subject, they will keep five (5) applicants in the selection list and place twenty Five (25) applicants on the waiting list. The ratio of waitlisted applicants can be decided at the level of HEIs.

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/her to take admission, if his/her marks are coming above the cut-off marks.
15. If an applicant has already been admitted in any of the HEIs during the 1st Round of the Phase-II admission process and gets selected in waiting list/SPOT round of admission, 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.
16. If an applicant has paid the admission fees during the 1st Round of the Phase-II admission process at a particular HEI and is subsequently selected in the Waiting List/Spot Round at another HEI, the previously admitted HEI must refund the full admission fees (with a deduction of Rs.500/- as the processing fees) to the applicant at the time of issuing the College Leaving Certificate (CLC). This ensures that the applicant does not face any issues with payment during the waiting list/Spot round admission process.
17. The HEIs are hereby informed not to collect any type of other fees from the applicants (except the processing fees) during issuance of CLC, handing over the Cancelled CLC of +2/equivalent 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.
18. During the Waiting List/SPOT round admission process, if an applicant is selected and admitted to a different Major subject within the same institution and the fee structure remains the same, the HEI shall not collect the fees again. The amount already paid during the 1st round of the Phase-II admission process should be duly adjusted.
19. 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.

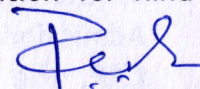
Yours faithfully,


52.08.2025
Deputy Director

(P.T.O.)

Memo No. 45826 /HE, Dated: 22 /08/2025

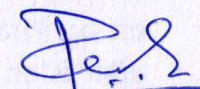
Copy submitted to the P.S. to Hon'ble Minister, Higher Education for kind information of Hon'ble Minister, Higher Education.


22.08.2025

Deputy Director

Memo No. 45827 /HE, Dated: 22 /08/2025

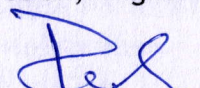
Copy submitted to the P.S. to Commissioner-Cum- Secretary, Higher Education Department for kind information of Commissioner-Cum- Secretary.


22.08.2025

Deputy Director

Memo No. 45828 /HE, Dated: 22 /08/2025

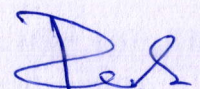
Copy submitted to the Joint Secretary to Government, PTC Section, Higher Education Department for kind information.


22.08.2025

Deputy Director

Memo No. 45829 /HE, Dated: 22 /08/2025

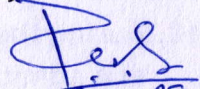
Copy forwarded to the General Manager, OCAC for kind information with a request to take steps for uploading this letter in the SAMS portal.


22.08.2025

Deputy Director

Memo No. 45830 /HE, Dated: 22 /08/2025

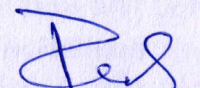
Copy forwarded to All RDEs (Bhubaneswar /Sambalpur/ Berhampur/ Balasore/Jepore) for kind information and necessary action.


22.08.2025

Deputy Director

Memo No. 45831 /HE, Dated: 22 /08/2025

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.


22.08.2025

Deputy Director



Government of Odisha

Higher Education Department

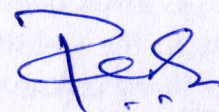
Timeline for Phase-II e-Admission into U.G. Courses under SAMS in the Higher Education Institutions for the Academic Session 2025-26

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	23-Aug-2025 (02:00 PM)
2	Last date for applying online Common Application Form (CAF) through www.samsodisha.gov.in	03-Sept-2025 (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	04-Sept-2025 (10.00 AM to 11:45 PM)
4	Publication of Provisional allotment of seats for 1st Round Selection along with the list of waitlisted applicants (for the remaining upper choice HEIs- Waiting Rank Wise) in HEI's e-Space as per the actual vacancy as on 04.09.2025	10-Sept-2025 (02:00 PM)
5	<u>For First(1st) Round Admission:</u> Reporting of selected applicants (with the downloaded intimation letter from their Login) and payment of admission fees at the allotted institutions, directly in online mode (Net Banking/ Bank Challan/ NEFT/ UPI etc.) for taking admission.	11-Sept-2025 (10:00 AM) to 13-Sept-2025 (05:00 PM)
6	Data updation of the admitted students in the e-space by the respective Institutions (for First Round Admission)	11-Sept-2025 (10:00 AM) to 13-Sept-2025 (11:45 PM)
7	Physical Reporting of interested waitlisted applicants for submission of CAF along with relevant documents in their respective HEIs for participating in the waiting list admission Round. The interested applicants must appear in person; however, a representative with valid ID proof may also be permitted to report on their behalf.	15-Sept-2025 (10.00 AM) to 16-Sept-2025 (05:00 PM)
8	Publication of merit list among the reported waitlisted applicants at their Notice Board/HEI Website & communicate to the selected applicants via phone call/ SMS.	17-Sept-2025 (02:00 PM)

9	Reporting of the waitlisted applicants for Validation of documents, Final Admission, Collection of Admission Fees directly by the HEIs in online mode (Net Banking/ Bank Challan/NEFT/UPI etc.) & Admission updation of the waitlisted applicants in their e-space	18-Sept-2025 (10.00 AM) to 22-Sept-2025 (05:00 PM) (Except Holiday)
For more details please contact: e-Admission Helpline (Toll Free) Number 155335 / 1800-345-6770		

N.B.: Please go through the detailed U.G. Phase-II Guidelines available in SAMS U.G Portal.


22.08.2025

Deputy Director
PTC Section