

**GOVERNMENT OF ODISHA
HIGHER EDUCATION DEPARTMENT**

No.: 26534 /HE, Dated: 11 /07/2024
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: Revised timeline and guideline for waiting list (4th Round) admission process for Phase-I admission into U.G. Courses (+3 1st Yr.) for the Academic Session 2024-25- Regarding

Madam/ Sir,

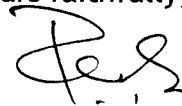
In inviting a reference to the subject cited above, I am directed to inform you that the admission into U.G. Phase-I (4th round-waiting list admission process) under SAMS for the session 2024-2025 will be held as per the guidelines mentioned below:

- 1) As mentioned in the Common Prospectus (CP), 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 and download their intimation letter and report to their destination HEIs for document verification and admission updation. Similarly, the 4th round will be the last round for Phase-I admission, which will be a Waiting List admission process.
- 2) Applicants who have already been admitted/ selected but not admitted/ not selected during Phase-I (1st, 2nd or 3rd Selection) are also eligible for the Waiting list admission process for their upper choice of preferences (except the applicants who have got their 1st preference of choices).
- 3) If an applicant who have already been admitted in any of the HEIs during Phase-I (1st, 2nd or 3rd 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 institution for verification and admission.
- 4) In this waiting list round, applicants may be selected in one or more HEIs as per their preference. However, the applicants are not required to report to the selected HEIs physically. The applicants have to login into their exiting students login and should report in online mode.
- 5) A checkbox will be displayed next to each institution/Hons subject for which the applicants have been opted during filling up their CAF. 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.

- 6) After applicants select their desired HEIs by ticking the checkbox, their choices will be reflected in the HEI's e-Space as per the timeline. HEIs can view the merit wise list of wait-listed applicants for each Hons subject along with their Common Application Forms (CAF).
- 7) The Higher Education Institutions 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.
- 8) *The HEIs are instructed to inform the selected applicants (from the reported waitlisted 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 complicacies).*
- 9) The selection of the applicants will be done purely on the merit basis. There will be no reservation and weightage for this waiting list admission process.
- 10) 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.
- 11) 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.
- 12) The applicants who will be selected from 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.).
- 13) As in the earlier rounds, the "Error Correction" button shall be provided against each 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 the applicant to take admission, if his/her marks are coming above the cut-off marks.

Therefore, you are requested to follow the above-mentioned guidelines during Phase-I (4th round) admission process. The revised timeline for Phase-I admission process has already been uploaded in SAMS Degree Portal.

Yours faithfully,




11.07.2024
Deputy Director

(P. T. O.)

Memo No. 26535 /HE, Dated: 11 /07/2024

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


11.07.2024
Deputy Director

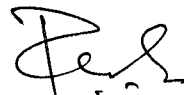
Memo No. 26536 /HE, Dated: 11 /07/2024

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


11.07.2024
Deputy Director

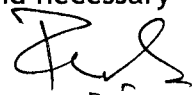
Memo No. 26537 /HE, Dated: 11 /07/2024

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


11.07.2024
Deputy Director

Memo No. 26538 /HE, Dated: 11 /07/2024

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


11.07.2024
Deputy Director