

**GOVERNMENT OF ODISHA
HIGHER EDUCATION DEPARTMENT**

No.: 34953 /HE, Dated: 3 /07/2025
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 P.G. Courses) coming under Higher Education Department)

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

Sub: Revised Guideline for Phase-I (Waiting List/SPOT) round admission into P.G. Courses for the Academic Session 2025-26- Regarding

Ref: This Department Letter No. 30519 dated 11.06.2025

Madam/ Sir,

In inviting a reference to the subject cited above, I am directed to inform you that it has come to the notice of this Department that, during the ongoing Phase-I P.G. admission process, some applicants who had appeared the CPET Entrance Examination but failed to lock their choices of preferred institutions within the stipulated timeline. As a result, they were not considered for selection in any of the Higher Education Institutions (HEIs) during Phase-I (1st, 2nd and 3rd round) of the admission process. Additionally, some students have approached this Department stating that they had either incorrectly mentioned the sequence of their choice of Institutions or inadvertently omitted some preferred institutions while filling up the CAF.

Now, after careful consideration, the Government has been pleased to allow the applicants who have appeared the CPET Entrance Examination to re-edit their CAF in order to freshly lock their choices of preferred Higher Education Institutions (HEIs) and to enter their graduation marks, if not submitted earlier. This facility will be made available after the completion of the 3rd round admission process and the updated choices will be taken into account during the 4th (Waiting List/Spot) round selection process.


Accordingly, the point No. 2 to 6 of the "guidelines for 4th (waiting List/ Spot) round admission process" mentioned in Letter No. 30519 dated 11.06.2025 stands revised as follows. All other points shall remain unchanged.

- 1) The CAF editing facility shall be enabled for the applicants who have appeared in the CPET Entrance Examination: 2025 only. Applicants must log in using their existing User Name and Password to access and freshly lock their Choices. They are not required to pay the CAF fee again for this revision.
- 2) Applicants who have already been admitted/ Selected but not admitted / not selected at all during Phase-I (1st, 2nd or 3rd round) Selection process are eligible to participate for this Waiting list/Spot admission process. They are allowed to revise their choice of Institutions.

- 3) In this Waiting List/Spot admission process, applicants can select **minimum one and maximum ten nos. of institution options** as they wish based on their preferences. The choices previously submitted by them will be removed and applicants must provide a fresh choice of preferences in order to participate in this 4th (Waiting List/Spot) round of admission process.
- 4) In the 4th round (Waiting List/Spot Admission process), a list of all the applicants who have opted for an Institution shall be made available in the respective HEI's e-Space as well as on the SAMS P.G. portal. Applicants can also view their rank against their preferred HEIs by logging into their student's e-space. During this round, applicants may be selected in one or more Institutions based on their preferences.
- 5) After submission of the CAF, the choices opted by the applicants will be reflected in the HEI's e-Space. HEIs can view the list of applicants for each 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 merit basis.

Therefore, you are requested to follow the above-mentioned guidelines during Phase-I (Waiting List/SPOT) admission process. The timeline for this process is attached herewith for your reference (Annexure-A). Further, you are requested to complete the above mentioned activities in the stipulated date & time.

Yours faithfully,


03.07.2025
Deputy Director

Memo No. 34954 /HE, Dated: 03 /07/2025

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


03.07.2025
Deputy Director

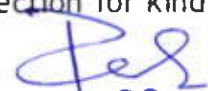
Memo No. 34955 /HE, Dated: 03 /07/2025

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


03.07.2025
Deputy Director

Memo No. 34956 /HE, Dated: 03 /07/2025

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


03.07.2025
Deputy Director

Memo No. 34957 /HE, Dated: 03 /07/2025

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


03.07.2025
Deputy Director

Memo No. 34958 /HE, Dated: 03 /07/2025

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


03.07.2025
Deputy Director



Government of Odisha Higher Education Department

Timeline for Waiting List admission into P.G. Courses under SAMS in the Higher Education Institutions for the Academic Session 2025-26

The timeline for Waiting List/Spot admission into P.G. Courses for the session 2025-26 in the State Public Universities and Colleges participating in project 'Student Academic Management System (SAMS)' is given below. Any changes in the dateline will be published in the newspapers as well as in the website www.samsodisha.gov.in. Kindly refer the Common Prospectus (CP)/ Guidelines available in the SAMS portal to know about the activities.

Sl#	Activities	Timeline
1	Availability of online Common Application Form (CAF) in the student's login for providing minimum 01(one) and maximum 10 (ten) fresh options to participate in the Phase-I 4 th Round (waiting list/Spot) Admission process (The earlier Submitted options will be removed)	14-July-2025 (02:00 PM) to 17-July-2025 (11:45 PM)
2	Publication of merit wise waiting list at the HEIs e-space as well as the waiting rank in the Student's login	21-July-2025 (02:00 PM)
3	Publication of selected and waitlisted applicant's list by the HEIs at their Notice Board/ Website. Further, the HEIs will communicate to the applicants via phone call/SMS	22-July-2025 (02:00 PM)
4	Reporting of selected 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.)	23-July-2025 (10:00 AM to 02:00 PM)
5	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.)	24-July-2025 (10:00 AM to 02:00 PM)
6	Admission Updation of the selected waitlisted student's data by the HEIs in their e-Space	23-July-2025 (10:00 AM) to 25-July-2025 (07:00 PM)
7	Commencement of 1st Year Classes (P.G. Courses)	10-July-2025 (Thursday)

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


02.07.2025
Deputy Director
PTC Section