

**GOVERNMENT OF ODISHA
HIGHER EDUCATION DEPARTMENT**

No.: 55055 /HE, Dated: 13 /10/2025
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 Colleges coming under Higher Education Department)

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

Sub: Guidelines & timeline for SPOT admission into U.G, P.G, 2 Years B.Ed./ M.Ed., 3 Years LL.B. and 3 Years Integrated B.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 SPOT admission into U.G, P.G, 2 Years B.Ed./ M.Ed., 3 Years LL.B and 3 Years Integrated B.Ed.- M.Ed. Courses under SAMS for the remaining vacant 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 or Phase-II admission process due to various reasons.
- b) Applicants, who were previously applied in Phase-I or Phase-II admission process, but not selected due to various reasons.
- c) Applicants, who were previously selected but not taken admission in Phase-I or Phase-II admission process due to various reasons.

2. Applicants who have already admitted to any subject in any Higher Education Institution during the Phase-I or Phase-II admission process shall not be eligible to participate in the SPOT admission process.

3. The eligibility for the aforementioned courses are provided in the Common Prospectus available on the SAMS portal. Accordingly, the applicants are advised to fill-up the Common Application Form by visiting the SAMS portal as per the timeline mentioned below.

4. In this SPOT admission process, applicants seeking admission into P.G. and 2-year B.Ed. /M.Ed. Courses must have appeared in the Common PG Entrance Test (CPET-2025) and the B.Ed. /M.Ed. Entrance Examination respectively and must have obtained a valid rank.

(P. T.O.)

5. The selection of the applicants will be done purely on merit basis for all the courses. There will be no reservation and weightage for this SPOT admission process. However, for 2 years B.Ed. /M.Ed. Courses, stream of the applicants should be followed strictly as they have appeared in the entrance examination.
6. In this SPOT round, applicants may choose a minimum of one (1) and up to a maximum of three (3) options (HEI + Subject) from the available seats for admission into the above-mentioned courses.
7. Before applying, applicants may check the availability of seats in their preferred subjects and HEIs through the "Individual College Profile" option on the SAMS portal for each course.
8. During the CAF application period, applicants may edit or update their CAF to correct any errors, within the last date of the CAF submission. However, at the time of physical reporting, they must present the latest CAF downloaded from their login.
9. Applicants who have already paid their CAF Fees during the Phase-I or Phase-II admission process need not have to pay the CAF Fees again while applying for this SPOT 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 / II admission process and fill up a fresh Common Application Form (CAF) with the relevant information and can get the CAF Fee exemption.
10. Applicants who have not applied during the Phase-I or Phase-II 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.* However, as mentioned in Point No. 4, new applicants are **not eligible** to apply for 2-year P.G. and 2-year B.Ed./M.Ed. courses, as appearing in the respective entrance examinations (CPET-2025 or B.Ed./M.Ed. Entrance) and securing a valid rank is mandatory.
11. The 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 SPOT Round.
12. As per the timeline, the rank-wise merit list of the applicants will be made available in the HEI's e-Space as well as in the Student's login.
13. In this SPOT round admission process, no Intimation Letter will be generated. If required by the Institutions, the applicants can show their waiting Rank available on their student's login.
14. After reporting of the applicants, 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.

(P. T. O.)

15. 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) in order to avoid any future legal complicacies.
16. All the applicants participating in this SPOT admission process have to pay the admission fees directly at their selected Institutions in online mode preferably (Net Banking/ Bank Challan/ NEFT/ UPI etc.).
17. The "Error Correction" button shall be provided against each selected applicants in the HEI's e-space. 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.
18. The HEIs are requested to fill up the remaining vacant seats by calling the reported applicants rank wise till the last date of admission updation.
19. After the completion of the SPOT admission process, if seats remain vacant in the 2-year P.G. courses, the Universities may conduct a separate entrance examination at their level to fill these seats for the NON-CPET applicants.

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

Yours faithfully,


13.10.2025
Deputy Director

Memo No. 55056 /HE, Dated: 13 /10/2025

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


13.10.2025
Deputy Director

Memo No. 55057 /HE, Dated: 13 /10/2025

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


13.10.2025
Deputy Director

Memo No. 55058 /HE, Dated: 13 /10/2025

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


13.10.2025
Deputy Director

(P.T.O.)

Memo No. 55059 /HE, Dated: 13 /10/2025

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


13.10.2025
Deputy Director

Memo No. 55060 /HE, Dated: 13 /10/2025

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


13.10.2025
Deputy Director

Memo No. 55061 /HE, Dated: 13 /10/2025

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.


13.10.2025
Deputy Director



Government of Odisha

Higher Education Department

Timeline for SPOT Admission into U.G, P.G, 2 Years B.Ed./ M.Ed., 3 Years LL.B. and 3 Years Integrated B.Ed.- M.Ed. Courses in the Higher Education Institutions participating under SAMS for the Academic Session: 2025-26

Sl#	Activities	Timeline
1	Availability of online Common Application Form (CAF) in the website www.samsodisha.gov.in	15-Oct-2025 (11:00 AM)
2	Last date of applying the online CAF through SAMS portal	22-Oct-2025 (11:45 PM)
3	Publication of Rank wise list of applicants in HEI's e-Space as well as in the Student's Login	27-Oct-2025 (04:00 PM)
4	Physical Reporting of the applicants for submission of CAF along with relevant documents in their respective HEIs for participating in the SPOT 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.	28-Oct-2025 (10:00 AM to 05:00 PM)
5	Publication of merit list by the HEIs, among the reported applicants and publish the same at their Notice Board/Website & communicate to the selected applicants via phone call/ SMS.	29-Oct-2025 (02:00 PM)
6	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 selected applicants in HEI's e-space.	30-Oct-2025 (10:00 AM) to 31-Oct-2025 (05:00 PM)
7	Last date for admission updation by the HEIs in their respective e-space	31-Oct-2025 (11:45 PM)

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


13.10.2025
Deputy Director
PTC Section