

**GOVERNMENT OF ODISHA
HIGHER EDUCATION DEPARTMENT**

No.: 49910 /HE, Dated: 11 /09/2026
HE-PTC-SAMS-0003-2018

From

Sharat Kumar Majhi, OES-I
Officer on Special Duty, PTC

To

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

The Principals (All Government/ Non-Government Colleges (with P.G. teaching facility) coming under Higher Education Department)

Sub: Guidelines & timeline for Phase-II admission into P.G. Courses under SAMS for the Academic Session 2026-27- Regarding

Madam/ Sir,

In inviting a reference to the subject cited above, I am directed to inform you that the Phase-II admission into P.G. Courses 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 appeared in the Common PG Entrance Test (CPET) -2026, but were not selected in the Phase-I admission process.
- b) Applicants, who have appeared in the CPET-2026 and were selected in the Phase-I admission process but could not take admission due to various reasons.
- c) Applicants, who have appeared in the CPET-2026, but not exercised the choice of preferences within the stipulated timeline in the Phase-I admission process.

2. Applicants who have already been admitted in Phase-I admission process 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 appeared in CPET-2026 shall log in to the SAMS Portal using the same registered username and password created during the Phase-I admission process and shall freshly exercise their preferences (Choice Locking) for HEIs for participation in the Phase-II admission process.

4. 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.

5. As per the Gyanodaya Scheme, during filling up the CAF, the applicants can select one of the following three programme categories through an OTP verification. The portal shall then display only the Institutions and Subjects relevant to the selected category:

- a. **Regular Mode Programmes (No Admission Fee):** only Institutions and Subjects offered under Regular Mode, where no admission fee is payable under the Government's Fee Waiver Scheme, shall be displayed.
- b. **Self-Financing Mode Programmes (Admission Fee Payable by the students):** only Institutions and Subjects offered under Self-Financing Mode, where admission fees are payable by the student, shall be displayed.
- c. **Regular and Self-Financing Mode Programmes (Both No Admission Fees & Admission Fees Payable):** Institutions and Subjects under both categories shall be displayed, and the applicant may select preferences from both.

IMPORTANT: If an applicant changes the selected programme category after adding preferences, all previously selected Institutions and Subjects under the earlier category shall be automatically removed, and preferences must be filled afresh under the new category. The portal shall display a confirmatory warning before such deletion.

Further, applicants opting for **Regular Mode Programmes** shall be required to provide **OTP-based consent**, which shall be deemed to constitute their acceptance of the following undertaking:

I hereby undertake that:

- i) *I shall attend classes regularly in physical mode as per the academic schedule of the Institution and maintain a minimum of 75% classroom attendance in each quarter of the academic session to remain eligible for the fee waiver under the Gyanodaya Scheme.*
- ii) *I shall record my daily attendance through the prescribed biometric and/or digital attendance system of the Institution.*
- iii) *I understand and agree that if I fail to maintain the prescribed minimum 75% attendance, I shall become liable to pay the applicable admission fee to the institution directly.*
- iv) *I further understand and agree that if I have opted for "Both No admission Fees (Regular Mode) & Admission fees payable (Self-Financing Mode)" programme category and allotted a Self-Financing Mode seat, I shall pay the applicable admission fee prescribed for such programme before admission.*

6. All applicants selected for admission to Self-Financing Mode programmes in the Phase-II admission process shall be required to pay the applicable admission fee freshly at the HEI where they are allotted a seat. Applicants selected for Regular Mode programmes shall not be required to pay any admission fee, subject to fulfilment of the prescribed eligibility conditions under the Gyanodaya Scheme.

7. Applicants who were already admitted during Phase-I and are subsequently allotted a seat in Phase-II shall also be governed by the above provision. Any admission fee paid by such applicants to the HEI in which they were admitted during Phase-I,

wherever applicable, shall be refunded after completion of the reconciliation process.

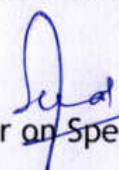
8. If an applicant has already taken admission in an HEI during the Phase-I admission process and is subsequently selected for admission to another HEI in Phase-II, the applicant shall obtain the College Leaving Certificate (CLC) physically from the HEI where admission was taken earlier and submit the same to the newly selected HEI.
9. No grace period shall be allowed to the applicants admitted in Phase-I admission process for submission of the CLC with an undertaking, as the admission of the applicant cannot be updated in the newly selected HEI's e-space until the CLC is withdrawn from the previously admitted HEI. However, applicants whose admission status is "Not Admitted" in the SAMS portal may be allowed to take admission in the newly allotted HEI by submitting an undertaking to produce the CLC within 7 days from the date of admission.
10. The Phase-II admission process shall consist of two rounds, comprising one selection round followed by one **Waiting List/SPOT** round. This Phase-II admission process shall be conducted to fill the remaining vacant seats. Accordingly, the selection of the applicants will be done purely on the merit basis. No social category-wise reservation & weightage shall be applicable during the Phase-II admission process.
11. 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 requisite admission fees, wherever applicable, directly at their selected Institutions in online mode preferably (Net Banking/ Bank Challan/DD/ NEFT/ UPI etc.) and report at the institution to complete the admission related activities.
12. In addition to the 1st round selection list, a waiting list (as per the vacancy as on 21.09.2026) 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.
13. 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. Accordingly, applicants who have been admitted against their 1st choice of preference in the 1st round of Phase-II admission process shall not be eligible to participate in the SPOT Round.
14. 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.

15. 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.
16. 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.
17. 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 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.
18. The HEI shall verify the documents and ensure that the applicant fulfils all prescribed eligibility conditions before allowing admission. No Intimation Letter shall be issued to applicants selected for admission in the **Waiting List/SPOT** Round admission process.
19. The applicants selected in **Waiting List/SPOT** Round shall pay the **requisite admission fees (wherever applicable)** directly to the allotted HEI through the online mode preferably (Net Banking/ Bank Challan/DD NEFT/ UPI etc. The HEI shall issue an appropriate receipt for the fees collected.
20. The 'Error Correction' option shall be available against each selected applicant in the HEI e-Space. If any discrepancy is noticed in the CAF, the HEI shall verify the applicant's original documents and make the necessary correction by choosing the "Not Allow" option available in the HEI's e-space. The HEI may permit the applicant to take admission only if, after correction, the applicant fulfils the prescribed eligibility criteria and his/her merit remains above the applicable cut-off marks.
21. 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.
22. 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.1000/- 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.

23. 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 +3/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.
24. If an Institution has cancelled a student's CLC (College Leaving Certificate) inadvertently, but the student is not taking admission in that Institution, the concerned Institution shall affix the seal and signature of the Principal/Head of Institution on the cancelled CLC and clearly mention "Re-Verified: Valid for further admission" on it. Such a re-verified CLC shall be accepted by the other Institutions for the student's further admission process. The student shall not be made to suffer or face any difficulty in securing further admission due to an inadvertent error committed by the previous Institution.
25. After issuance of the closure of admission letter for the academic session 2026-27, in case seats remain vacant in any P.G. course, the concerned University and its affiliated colleges may fill such vacant seats by conducting a separate entrance examination at their own level for Non-CPET applicants, subject to the applicable rules and eligibility conditions. The concerned HEIs shall subsequently update the details of the selected Non-CPET applicants in their respective SAMS e-Space. A separate link shall be enabled in the SAMS Portal for updating the details of such applicants.

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,


Officer on Special Duty 11/09/26

Memo No. 49911 /HE, Dated: 11 /09/2026

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


Officer on Special Duty 11/09/26

Memo No. 49912 /HE, Dated: 11 /09/2026

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


Officer on Special Duty 11/09/26

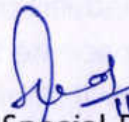
Memo No. 49913 /HE, Dated: 11 /09/2026

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


Officer on Special Duty 11/09/26

Memo No. 49914 /HE, Dated: 11 /09/2026

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


Officer on Special Duty 11/09/26

Memo No. 49915 /HE, Dated: 11 /09/2026

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


Officer on Special Duty 11/09/26

Memo No. 49916 /HE, Dated: 11 /09/2026

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.


Officer on Special Duty 11/09/26



Government of Odisha

Higher Education Department

Timeline for Phase-II e-Admission into P.G. Courses under SAMS in the Higher Education Institutions for the Academic Session 2026-27

The timeline for Phase-II admission into P.G. Courses for the session 2026-27 in the State Public Universities and Colleges participating under '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. Please 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 login for providing fresh options(Choice Locking) on the SAMS PG Portal: www.samsodisha.gov.in	12-Sept-2026 (04:00 PM)
2	Last date for choice locking of fresh options through www.samsodisha.gov.in	21-Sept-2026 (up to 11:45 PM)

N.B.: Once submitted, editing of Choice of Preferences can be done till the last date of Choice Locking submission.

3	For First(1st) Round Admission: 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 21.09.2026	24-Sept-2026 (04:00 PM)
4	Reporting of selected applicants (with the downloaded intimation letter from their Login) and payment of admission fees (where applicable) at the allotted institutions, directly in online mode (Net Banking/ Bank Challan/ NEFT/ UPI etc.) for taking admission	25-Sept-2026 (10:00 AM) to 28-Sept-2026 (05:00 PM) (Except Holiday)
5	Data updation of the admitted students in the e-space by the respective Institutions (for First Round Admission)	25-Sept-2026 (10:00 AM) to 28-Sept-2026 (11:45 PM)
6	Physical Reporting of the 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.	29-Sept-2026 (10.00 AM) to 30-Sept-2026 (02:00 PM)
7	Publication of merit list among the reported waitlisted applicants at their Notice Board/HEI Website & communicate to the selected applicants via phone call/ SMS.	01-Oct-2026 (02:00 PM)

8	Reporting of the selected applicants for Validation of documents, Final Admission, Collection of Admission Fees(where applicable) directly by the HEIs in online mode (Net Banking/ Bank Challan/NEFT/UPI etc.)	03-Oct-2026 (10:00 AM) to 05-Oct-2026 (05:00 PM) (Except Holiday)
9	Reporting of the waitlisted applicants(In case vacancies still remain), for Validation of documents, Admission, Collection of Admission Fees(where applicable) directly by the HEIs in online mode (Net Banking/ Bank Challan/NEFT/UPI etc.)	06-Oct-2026 (10:00 AM) to 07-Oct-2026 (05:00 PM)
10	Admission updation for both Selected & Waitlisted applicants in the e-space of the HEIs.	03-Oct-2026 (10:00 AM) to 07-Oct-2026 (09:00 PM)
For more details, please contact: e-Admission Helpline (Toll Free) Number 155335 / 1800-345-6770		


 Officer on Special Duty
 PTC Section
 Higher Education Department