

**GOVERNMENT OF ODISHA
HIGHER EDUCATION DEPARTMENT**

No.: 49135 /HE, Dated: 10 /09/2026
PT3- HE-PTC-SAMS-0001-2023

From

Smt. Mousumi Nayak, OAS (S)
Joint Secretary to Government

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 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 U.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 did not apply during Phase-I;
- b) Applicants who applied during Phase-I but were not selected;
- c) Applicants who were selected during Phase-I but did not take admission; and
- d) Applicants who took admission during Phase-I.

2. 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. The applicants can provide minimum one and maximum any number of choices.

3. 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.*** The submitted CAF may be edited by the applicant up to the last date prescribed for CAF submission. No modification in the CAF shall be permitted after expiry of the prescribed timeline.

4. During filling up the CAF, applicants may select an HEI/subject even if there are currently no vacancies against that particular HEI/subject. In such cases, the system shall display an alert message stating: "Currently, there is no vacancy against the selected HEI/subject. However, if a vacancy arises subsequently, your selected preference will be considered for the selection process."

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 Major Subjects relevant to the selected category:

- a. **Regular Mode Programmes (No Admission Fee):** only Institutions and Major 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 Major 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 Major 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 Major 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 selected. Applicants selected for Regular Mode programmes shall not be required to pay the admission fees, subject to fulfilment of the prescribed eligibility conditions under the Gyanodaya Scheme. If an applicant had paid the admission fee during the Phase-I admission process but did not take admission for any reason, the amount paid earlier shall be refunded to the bank account furnished by the applicant in the CAF, within due course.

7. 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.
8. 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.
9. The applicant admitted in Phase-I admission process shall also be required to pay the admission fees freshly, wherever applicable. The admission fee, if any, paid earlier shall be refunded by the previously admitted HEI within due course, after completion of the reconciliation process.
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. 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.
13. The HEIs are hereby informed not to collect any type of extra fees from the applicants during issuance of CLC (except the processing fees of Rs.500/-) 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. The HEIs are also informed to return the cancelled CLC of last attended institution along with the online generated CLC to the students.

14. 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.

Guideline for Waiting List/SPOT admission process:

1. In addition to the 1st round selection list, a waiting list (in 1:30 ratio as per the vacancy as on 20.09.2026) 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.
2. 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.
3. To participate in the Waiting List/Spot Round admission process, waitlisted applicants shall be required to report physically at the respective HEIs for verification of their documents within the stipulated 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.
4. 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 considered while preparation of waiting list applicants.
5. 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.
6. 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.

7. 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.
8. The selected applicants 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.
9. The waitlisted applicants contacted by the concerned HEI have to report at the institution within the time as communicated by the HEIs, along with the physical CLC and all other required documents for verification and completion of admission.
10. On completion of document verification and admission of a waitlisted applicant, the concerned HEI shall update the applicant's admission details in e-Space within the prescribed timeline.
11. 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, the applicant shall obtain the CLC physically from their last admitted HEIs.
12. 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 admission fees (with a deduction of Rs.500/- as the processing fees) to the applicant at the time of issuing the College Leaving Certificate. This ensures that the applicant does not face any issues with payment during the SPOT round admission process.
13. During the **Waiting List/SPOT** round admission process, if an applicant is selected and admitted to a different subject within the same institution and the fee structure remains the same (for the self-financing subjects), the HEI shall not collect the fees again. The amount already paid earlier in the Phase-II admission process should be duly adjusted. If the fee structure of the newly allotted subject is higher or lower than the amount already paid, only the differential amount shall be collected from or refunded to the applicant, as applicable.

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,

Joint Secretary to Government

Memo No. 49136 /HE, Dated: 10 /09/2026

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


Joint Secretary to Govt.

Memo No. 49137 /HE, Dated: 10 /09/2026

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


Joint Secretary to Govt.

Memo No. 49138 /HE, Dated: 10 /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 U.G. portal.


Joint Secretary to Govt.

Memo No. 49139 /HE, Dated: 10 /09/2026

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


Joint Secretary to Govt.

Memo No. 49140 /HE, Dated: 10 /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.


Joint Secretary to Govt.



Government of Odisha Higher Education Department

Timeline for Phase-II admission into U.G. Courses under SAMS for the Academic Session 2026-27

The timeline for Phase-II admission into U.G. Courses for the Academic Session 2026-27 under the Student Academic Management System (SAMS) is given below. Any changes to the prescribed timeline will be published on the SAMS U.G Portal and through newspaper advertisements. Applicants are advised to carefully read the Phase-II Admission Guidelines along with the Common Prospectus (CP) available on the SAMS UG Portal before participating in the admission process.

Sl#	Activities	Timeline
1)	Availability of online Common Application Form(CAF) in the SAMS UG portal: https://www.samsodisha.gov.in/	10-Sep-2026 (04:00 PM)
2)	Last date of applying online CAF through https://www.samsodisha.gov.in/	20-Sep-2026 (11:45 PM)
N.B.: Once submitted, editing of Common Application Form (CAF) can be done till the last date of CAF submission.		
Round-I Selection & Admission Allotment		
3)	Publication of Provisional allotment of seats for 1st Round Selection along with the list of waitlisted applicants in HEI's e-Space as per the actual vacancy as on 20.09.2026 in the ratio of 1:30 (for the remaining upper choice HEIs- Waiting Rank Wise)	23-Sep-2026 (04:00 PM)
4)	Reporting of the selected applicants at the allotted institutions for taking admission by downloading the intimation letter through SAMS (Student's Login) portal & payment of admission fees directly at the level of HEIs	24-Sep-2026 (10:00 AM) to 26-Sep-2026 (05:00 PM)
5)	Verification of document & Data updation of selected students in the e-space by the respective institutions	24-Sep-2026 (10:00 AM) to 26-Sep-2026 (09:00 PM)
Spot Selection Round		
6)	Physical Reporting of the interested waitlisted applicants (from the waiting list published on 23.09.2026) for submission of CAF along with relevant documents in their respected desired 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.	28-Sep-2026 (10:00 AM) to 29-Sep-2026 (02:00 PM)

7)	Publication of merit list among the reported waitlisted applicants at the Notice Board / Website of the HEIs & 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**


Joint Secretary to Government
PTC Section, Higher Education Department