GOVERNMENT OF ODISHA
HIGHER EDUCATION DEPARTMENT
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No.: _____*25670*_____/HE, **Dated:** ___*17*/06/2023

HE-PTC-SAMS-0001-2023

From

Rajata Kumar Mansingh, OES-I
Deputy Director, PTC

To

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

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

Sub: Guideline & timeline for Phase-I admission into U.G. Courses (+3 1st Yr.) for the Academic Session 2023-24- Regarding

Madam/ Sir,

In inviting a reference to the subject cited above, I am directed to inform you that, the following instructions should be followed scrupulously during admission into U.G. courses for the session 2023-2024.

1) You are requested to keep your SAMS lab, Internet, Printer, Computer etc. ready for the session 2023-24 admission process.

2) During this academic session, this Department has reintroduced the process of "Validation at SAMS Resource Centers (SRC)" prior to the admission. After submitting the Common Application Form (CAF), if any mistakes are encountered by the applicant, s/he can correct those mistakes by visiting their nearest SAMS Resource Centers.

3) Applicants whose CAFs are automatically validated by the system, are not required to visit any SRCs to have their CAFs validated. However, if the applicant found mistakes in the "Auto-Validated" CAF as well, they can visit their nearest SRCs to get those mistakes corrected.

4) Applicants whose CAFs are not automatically validated by the system are mandatory to visit the nearest SRC to validate the same. Without SRC Validation their application form will not be taken into consideration for the selection process. Whether the CAF is Auto-validated or not, will be mentioned in the printout of the CAF.

5) In this academic session, admission fees for admission into U.G. courses will be collected from the students in online mode through the SAMS portal during the e-admission period.

6) A CAF receipt register must be present at the SAMS Resource Centers in order to capture the applicants' CAF submission information. The format of the Register is given below. The admission team must ensure that during the time of reporting, the applicant must put his/her signature in the CAF receipt register. If the applicant is unable to be present physically due to any specific reasons, his/her parents or relatives shall be allowed to do the admission work on behalf of the applicant. But, proper verification of the identity of the applicant's parents or relative must be ensured.

Sl. No.	Date	Barcode No.	Money Receipt-Cum- Index No	Name of the applicant	Signature of the Applicant
1	2	3	4	5	6

7) During the academic session 2023-24, Counseling Based Online Admission Process will be implemented for U.G. admission. The detail process of the Counseling Based Admission Process has been mentioned in the Common Prospectus.

8) During the time of admission, if any discrepancies are noticed in the auto-validated/SRC-validated CAFs by the destination HEIs, then the Institution will not allow the applicants to take admission. In such a scenario, the Destination College has to click on the "Not-allow" button and tick the appropriate box as mentioned in the list for error correction.

9) Error Correction: This is a very important and crucial part of the admission process. You are requested to instruct your admission team to follow all the procedures as mentioned confirming errorless reporting of applicant's CAF discrepancies on a daily basis. This will ensure applicants chance to get a seat in the next round of selection.

10) The error correction must be authenticated by the Admission-in-Charge during the admission process. If any discrepancy in updating error correction was noticed and because of this discrepancy an applicant is debarred from taking admission, the Admission-in-Charge will be held responsible for this negligence.

11) Colleges can deny admission under some specific situations only i.e. mismatch in secured and maximum marks, reservation category details, weightage details, and complete mismatch of student's details etc. In such cases, the college has to verify their certificates and necessary documents meticulously and rectify the error by clicking on the "Error Correction" button and submit the application online.

12) This Academic Session, the "Not Reported" option shall be made available in the HEI's e-Space. Earlier, only "Allowed" & "Not Allowed" options were showing in their e-Space. If one applicant does not report at his/her selected Institution that HEI may choose the "**Not Reported**" option next to his/her Name/Barcode.

13) If any changes occur in the error correction, then these applications will be taken as fresh applications for subsequent rounds of selection irrespective of the mark secured by the candidates.

14) Please refer to the Common Prospectus (CP) for the computation of marks for students who passed from the ICSE, CBSE, and other Boards as well as for students who passed compartmentally.

15) If the student fails to bring the Intimation letter with him/her at the time of admission, then the concerned College should help him/her to download and provide the same.

16) The college authority has to check the following certificates at the time of admission:

   ✓ Original High School Certificate (HSC/CBSE/ICSE/any other Board for verification of date of birth

   ✓ Original Higher Secondary (+2) Mark Sheets-cum-Provisional Certificate (or equivalent Board)

   ✓ Original Schedule Tribe / Schedule Caste certificates containing Barcode

   ✓ Original Person With Disability (PwD) containing Barcode

   ✓ Original Ex-Service Man certificate (ESM)

   ✓ Original Service Defence Personnel (SDP)

   ✓ Original Children of Martyrs (CoM)

   ✓ Original NCC/NSS certificate

   ✓ Original Sports weightage certificate (Kindly refer the letter no: 16797, Dated: 25-04-2023 at the time of admission)

17) Data-updation along with the generation of the Roll Number of admitted students must be done in the college e-space every day in order to know the status of admitted students on a daily basis. The work must be completed as per the timeline fixed by the Government. It is to mention that if the Destination College will not update the data in time, the slide/float option will not be enabled for the admitted student.

18) A printed undertaking is enclosed in the Common Prospectus (Annexure-C (1)) to be filled up and signed by the applicant that, S/he is aware of the law regarding prohibition of ragging as well as the punishment, and that S/he, if found guilty of the offense of ragging and/or abetting ragging, is liable to be punished appropriately. The applicant's parent or guardian is required to sign a similar undertaking (Annexure-C (2)) stating that they are aware of the applicable laws and willing to accept the consequences of any conviction for ragging and/or aiding in ragging on behalf of their child.

19) **The HEIs will be held responsible for any kind of mistakes, and if found in violation of the admission process will be viewed seriously.**
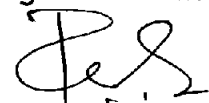
Therefore, you are requested to follow the above-mentioned guidelines during the Phase-I admission process. The timeline for Phase-I Admission is attached herewith for your reference (Annexure-A). Further, you are requested to complete the above mentioned activities on the stipulated date & time.
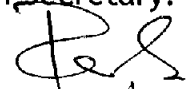
Yours faithfully,

17.06.2023

Deputy Director

Memo No._25671_/HE, Dated: ___17/06/2023
Copy forwarded to the P.S. to Hon'ble Minister, Higher Education Department for kind knowledge of Hon'ble Minister.
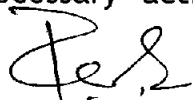
17.06.2023

Deputy Director

Memo No._25672_/HE, Dated: ___17/06/2023
Copy forwarded to the P.S. to Commissioner-Cum-Secretary, Higher Education Department for kind knowledge of Commissioner-Cum-Secretary.

17.06.2023

Deputy Director

Memo No._25673_/HE, Dated: ___17/06/2023
Copy forwarded to All RDEs (Bhubaneswar /Sambalpur/ Berhampur/Balasore/ Jeypore) for kind information and necessary action.

17.06.2023

Deputy Director

Memo No._25674_/HE, Dated: ___17/06/2023
Copy forwarded to the General Manager, OCAC for kind information and necessary action.

17.06.2023

Deputy Director
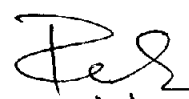
Government of Odisha
Higher Education Department

Timeline for e-Admission into U.G. Courses under SAMS in the Higher Education Institutions for the Academic Session 2023-24

Sl#	Activities	Timeline
1	Availability of online Common Application Form (CAF) on the website www.samsodisha.gov.in	19-June-2023 (02:00 PM)
2	Last date for applying online CAF through www.samsodisha.gov.in	04-July-2023 (11:45 PM)
3	Validation and Correction of Common Application Form (CAF) at SAMS Resource Centers (SRCs)	21-June-2023 (11:00 AM) to 07-July-2023 (07:00 PM) (Except Holidays)
4	Publication of Provisional Allotment of Seats (For First Round Selection)	14-July-2023 (02:00 PM)
5	Selection of **Slide /Freeze/ Float Option** and **Online payment** of admission fees by the selected students through SAMS [**Student's Account**] portal	14-July-2023 (07:00 PM) to 18-July-2023 (11:45 PM)
6	Reporting of the applicants at allotted Institutions for taking admission **(for First Round Selection)**	15-July-2023 (09:00 AM) & 17-July-2023 (09:00 AM) to 19-July-2023 (till 05:00 PM)
7	Data updation of admitted students in the e-space by the respective Institutions **(for First Round Admission)**	15-July-2023 (09:00 AM) & 17-July-2023 (09:00 AM) to 19-July-2023 (till 07:00 PM)
8	Publication of Provisional Allotment of Seats **(for Second Round Selection)**	27-July-2023 (02:00 PM)
9	Selection of **Slide/ Freeze/ Float Option** and **Online payment** of admission fees by the selected students through SAMS [**Student's Account**] portal	27-July-2023 (07:00 PM) to 01-Aug-2023 (11:45 PM)

10	Reporting of applicants at allotted institutions for taking admission (for Second Round Selection)	29-July-2023 (09:00 AM) & 31-July-2023 to 02-Aug-2023 (05:00 PM)
11	Data updation of admitted students in the e-space by the respective Institutions (for Second Round Admission)	29-July-2023 (09:00 AM) & 31-July-2023 to 02-Aug-2023 (till 07:00 PM)
12	Publication of Provisional Allotment of Seats (for Third Round Selection)	09 -Aug-2023 (02:00 PM)
13	Selection of Slide/ Freeze/ Float Option and Online payment of admission fees by the selected students through SAMS [Student's Account] portal	09-Aug-2023 (07:00 PM) to 13-Aug-2023 (11:45 PM)
14	Reporting of applicants at allotted institutions for taking admission (for Third Round Selection)	10-Aug-2023 (09:00 AM) to 12-Aug-2023 (05:00 PM) & 14-Aug-2023 (05:00 PM)
15	Data updation of admitted students in the e-space by the respective Institutions (for Third Round Admission)	10-Aug-2023 (09:00 AM) to 12-Aug-2023 (05:00 PM) & 14-Aug-2023 (07:00 PM)
16	Publication of Provisional Allotment of Seats (for Fourth Round Selection)	21-Aug-2023 (02:00 PM)
17	Selection of Slide/ Freeze/ Float Option and Online payment of admission fees by the selected students through SAMS [Student's Account] portal	21-Aug-2023 (07:00 PM) to 24-Aug-2023 (11:45 PM)
18	Reporting of applicants at allotted institutions for taking admission (for Fourth Round Selection)	22-Aug-2023 (09:00 AM) to 25-Aug-2023 (05:00 PM)
19	Data updation of admitted students in the e-space by the respective Institutions (for Fourth Round Admission)	22-Aug-2023 (09:00 AM) to 25-Aug-2023 (07:00 PM)
20	Publication of Provisional Allotment of Seats (for Fifth Round Selection)	01-Sep-2023 (02:00 PM)
21	Selection of Slide/ Freeze/ Float Option and Online payment of admission fees by the selected students through SAMS [Student's Account] portal	01-Sep-2023 (07:00 PM) to 04-Sep-2023 (11:45 PM)

22	Reporting of applicants at allotted institutions for taking admission **(for Fifth Round Selection)**	02-Sep-2023 (09:00 AM) & 04-Sep-2023 (09:00 AM) to 05-Sep-2023 (05:00 PM)
23	Data updation of admitted students in the e-space by the respective Institutions **(for Fifth Round Admission)**	02-Sep-2023 (09:00 AM) to 05-Sep-2023 (07:00 PM)
24	Publication of Provisional Allotment of Seats **(for Sixth Round Selection)**	13-Sep-2023 (02:00 PM)
25	**Online payment of admission fees by** the selected students through SAMS **[Student's Account]** portal	13-Sep-2023 (07:00 PM) to 16-Sep-2023 (11:45 PM)
26	Reporting of applicants at allotted institutions for taking admission **(for Sixth Round Selection)**	14-Sep-2023 (09:00 AM) to 16-Sep-2023 (05:00 PM) & 18-Sep-2023 (till 05:00 PM)
27	Data updation of admitted students in the e-space by the respective Institutions **(for Sixth Round Admission)**	14-Sep-2023 (09:00 AM) to 18-Sep-2023 (07:00 PM)

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

17·06·2023
Deputy Director
PTC Section