

**GOVERNMENT OF ODISHA  
HIGHER EDUCATION DEPARTMENT**

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No.: 34947 /HE, Dated: 03 /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 U.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 U.G. Courses (+3 1st Yr.) for the Academic Session 2025-26- Regarding

Ref: This Department Letter No. 30505 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 U.G. admission process, some applicants did not update their +2/equivalent marks during the CAF editing window, as a result, they were not considered for selection in any of the Higher Education Institutions (HEIs). 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 all the applicants who have applied for the Phase-I admission process to re-edit their CAF in order to **update their +2/equivalent marks and to add their choice of Institutions/Subjects freshly**. 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.1 to 5 of "guidelines for 4<sup>th</sup> (waiting List/ Spot) round admission process" mentioned in Letter No. 30505 dated 11.06.2025 stands revised as follows. All other points shall remain unchanged.

- 1) The CAF editing facility shall be enabled only for the applicants who have already submitted their application under the Phase-I admission process. Applicants must log in using their existing User Name and Password to access and edit their CAF. 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 in any of the institutions are eligible to participate for this Waiting list/Spot admission process. They are allowed to revise their choice of Institutions as well as their preferred Major subjects.

- 3) In this Waiting List/Spot admission process, applicants can select minimum one and maximum as many 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.
- 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 U.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 Major subjects 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. 34948 /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. 34949 /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. 34950 /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. 34951 /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. 34952 /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 U.G. Courses under SAMS in the Higher Education Institutions for the Academic Session 2025-26

The timeline for waiting list/Spot round admission in all (+3) Degree Colleges including Self Financing (Degree) / Sanskrit (Shastri) Colleges participating under Student Academic Management System (SAMS) is given below. Any changes in the timeline will be published in the newspapers as well as in the website [www.samsodisha.gov.in](http://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 as many fresh options to participate in the Phase-I 4 <sup>th</sup> Round (waiting list/Spot) Admission process (The earlier Submitted options will be removed)	07-July-2025 (02:00 PM) to 10-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	12-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	14-July-2025 (02:00 PM)
4	Reporting of selected applicants to take admission in one of the selected HEIs, where the total or differential admission fees will be deposited directly at the HEIs in online mode (Net Banking/ Bank Challan/NEFT/UPI etc.)	15-July-2025 (10:00 AM to 02:00 PM)
5	Reporting of waitlisted applicants to take admission in one of the selected HEIs as per the vacancy, where total/differential admission fees will be deposited directly at the HEIs in online mode (Net Banking/ Bank Challan/NEFT/UPI etc.)	16-July-2025 (10:00 AM to 02:00 PM)
6	Admission Updation of the student's data by the HEIs in their e-Space	15-July-2025 & 16-July-2025 (10:00 AM to 07:00 PM)
7	Commencement of classes (Degree 1 <sup>st</sup> Year)	10 <sup>th</sup> July, 2025 (Thursday)

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

  
03.07.2025  
Deputy Director  
PTC Section