

**GOVERNMENT OF ODISHA
HIGHER EDUCATION DEPARTMENT**

No.: 40718 /HE, Dated: 27 /07/2026

HE-PTC-SAMS-0003-2018

From

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

To

The Chairperson, P.G. Council (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 & remaining timeline for admission into Phase-I 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 Government of Odisha, as a landmark welfare initiative, has introduced the "**Gyanodaya Scheme**" to provide free education to students admitted to Undergraduate (U.G.) and Postgraduate (P.G.) programmes offered in the Regular Mode in State Public Universities, Government Colleges, and Non-Government Aided Colleges participating under SAMS, with effect from the Academic Session 2026 -27.

Accordingly, all the HEIs participating under SAMS should follow the below mentioned guidelines scrupulously during admission into P.G. courses for the academic session 2026 -27.

- 1) It is to inform all the HEIs that for the academic session 2026 -27, P.G. admissions will be based exclusively on the marks secured in the Common PG Entrance Test (CPET) like the previous academic session.
- 2) **The Phase-I admission will consist of 3 rounds of selection.** The reservation and weightage will be continued for the 1st round of selection. In the 2nd round, the de-reservation of seats will be carried out in case of absence of the eligible applicants of a specific category. The 3rd round will be the last round for Phase-I, which will be a Waiting List/SPOT admission process.
- 3) An applicant with **Elective Papers which carries at least 24 credits at U.G. Level are eligible to apply for that subject to get admission into P.G. Courses.** If an applicant enters incorrect details (not having at least 24 credits but mentioned the same), his/her candidature will be canceled during the admission and document verification process or even after the admission is completed. However, for the subjects where the eligibility criteria are specified as "Any Graduate", verification of specific Core/ Elective Papers or the requirement of 24 credits shall not be applicable. (e.g., Applied Psychology, Clinical Psychology, Home Science, MBA (Business Administration), Philosophy etc.)

- 4) As in the previous academic session, the Phase-I P.G. admission process shall commence early, irrespective of the declaration of final results; however, candidates admitted under Phase-I must submit their graduation or equivalent certificate to the concerned institution within **one month(30 days)** from the date of admission, failing which, or in case the final marks do not meet the eligibility criteria prescribed in the Common Prospectus, their admission shall be **cancelled** and the vacant seats shall be allotted to other **eligible applicants** as per merit; **this relaxation of one month(30 days) for submission of certificates shall be applicable only for the Phase-I admissions** and shall **not be permitted** in Phase-II or any subsequent admission phase/round, where submission of all required certificates at the time of admission shall be mandatory.
- 5) **Programme Categories:** During choice filling, the applicant shall first select **one** of the following three programme categories through OTP verification. The portal shall then display only the Institutions and Subjects relevant to the selected category and as appeared by the applicant in CPET -2026:
- Regular Mode Programmes (No Fees):** Only Institutions and Subjects offered under Regular Mode, where no admission fee is payable under the Government's Gyanodaya Scheme, shall be displayed.
 - 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.
 - Both Regular and Self-Financing Mode Programmes (Both No Fees & Fees Payable Seats):** 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.

- 6) Similar to the previous academic session, the Counseling Based Online Admission Process (**Freeze, Slide & Float**) will be followed for admission into P.G. Courses for the current academic session 2026-27. The detailed process of Counseling Based Admission Process has been mentioned in the Common Prospectus.
- 7) After publication of the provisional allotment List, three nos. of options as **Freeze, Slide and Float** will be shown to the selected applicants. The applicants must choose any of the options shown in their screen and have to pay the admission fees (where applicable) to remain in the admission process. **The applicants who will choose the "Freeze" option can only download the Intimation Letter and have to visit the destination HEI to complete the admission process. The applicants who will choose the "Slide" & "Float" option have to pay the admission fees (where applicable) for the selected HEIs but not required to visit the Institution as they will not get the Intimation Letter.**

- 8) Whenever a seat is allotted, applicants are compulsorily required to choose their option **"Freeze, Float or Slide"** carefully. **If the applicant will not choose any of the options or will not pay the admission fees (where applicable) for their selected HEIs, that implies the applicant is rejecting the offered/allocated seat and s/he will be out of the counselling process for the subsequent rounds of this Phase.**
- 9) However, in the current Academic Session, a new option namely **"Alter"** has been introduced to try for the HEI in his/her lower preference, which shall be applicable only during the **1st Round of Phase-I Admission**. **If an applicant is allotted for a seat in his/her first preferred HEI or Subject but does not wish to take admission in the allotted seat, he/she may opt for the "Alter" option instead of "Freeze"**. By completing OTP-based verification, the applicant will be permitted to modify the preferences already submitted in the Common Application Form (CAF). Thereafter, the applicant shall be treated as a fresh applicant in the subsequent selection round, and the previously allotted seat shall automatically stand cancelled.
- 10) Such applicants have to choose either the "Freeze" option or "Alter" option. Once the applicant has chosen any of the options by undergoing the OTP verification process that **cannot be reversed**. Hence, applicants are informed to think twice before opting for the aforementioned choices.
- 11) If an applicant mistakenly chooses any of the options (Freeze, Slide or Float), s/he can revert his/her choice **once only through an OTP verification process**. This facility will be available in the student's login only in the 1st round selection process. However, this facility is not available for the applicants who have got their 1st choice of preferences. As mentioned above, they have to choose either Freeze or Alter option.
- 12) Applicants can choose the "Freeze", "Float" or "Slide" options only during the **1st Round of the Admission Process**. The **2nd Round shall be the final round of the selection** process. Accordingly, applicants who had opted for the **"Slide"** or **"Float"** option in the 1st Round shall be shown only with the **"Freeze"** option against their allotted seat in the 2nd Round. All such applicants shall be required to click on the **"Freeze"** option and thereafter select **"Pay Now"** to pay the **differential or total admission fees (where applicable)** and as displayed on the portal. After successful payment, they will download the Intimation Letter and report to the allotted HEI within the stipulated timeline for document verification and updation of admission details in the SAMS portal.

Guideline for 3rd round-waiting list/Spot admission process:

- 1) As mentioned above, the 3rd round of Phase-I admission will be a waiting list/SPOT admission process. Applicants, who have already been admitted during Phase-I (1st or 2nd round Selection) are also eligible to participate for the Waiting list/SPOT admission process for their remaining upper choice of Institutions **(except the applicants who have got their 1st preference of choices and already admitted)**. Further, the applicants who have secured admission in their 1st

preference of choices during the Phase-I admission, will be debarred to change the College or Subject in the subsequent phase of admission process.

- 2) If an applicant has already been admitted to any of the HEIs during Phase-I (1st or 2nd round Selection) and gets selected in waiting list/SPOT admission process, they must obtain the CLC physically from their last admitted HEIs. They need to submit the CLC and other relevant documents to the selected institutions for verification and admission.
- 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 (if applicable) options will be taken in account while preparation of waiting list applicants.
- 5) 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.
- 6) 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.
- 7) The "Error Correction" button shall be provided against each selected applicants in the HEI's e-space. The error correction must be authenticated by the Admission-in-Charge during admission process. 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.
- 8) The selection of the applicants will be done purely on the merit basis. However, applicants with Physically Disability (PwD) will be given first priority irrespective of the marks in all categories limited to the reservation percentage (i.e. 5% of the sanctioned strength).
- 9) On the first day of admission, preference should be given to the selected candidates. If any of the selected candidates do not take admission on that day, HEIs may invite candidates from the waiting list for admission on the second day.
- 10) Applicants selected from the waiting list have to pay the differential or total admission fees (as applicable) directly to the respective HEIs through online payment methods such as Net Banking, Bank Challan, NEFT, UPI, etc.

The exact amount payable will be displayed against each applicant's name in the HEI's e-Space. **HEIs are strictly instructed to collect only the amount shown in the e-space and not to charge any excess fees.**

General Instructions:

- 1) The Error Correction is very important and crucial part of admission process. The HEIs are requested to instruct the admission team to follow all the procedures as mentioned confirming errorless reporting of applicant's CAF discrepancies in daily basis. This will ensure applicants chance to get a seat in the next round of selection.
- 2) The Higher Education Institutions may deny admission only under specific circumstances, such as discrepancies in the secured marks or maximum marks (at the level of Graduation) entered in the CAF, mismatch in reservation category or weightage details, significant inconsistencies in the applicant's personal information, or any other material discrepancy detected during document verification.

In such cases, the HEIs shall meticulously verify the applicant's certificates and supporting documents and initiate the necessary corrections through the "Not Allowed" and "Error Correction" options available in the SAMS portal. Wherever any discrepancy is detected in the CAF, the HEI may process the required correction by selecting the "Not Allowed" option and submitting the case online for approval.

Except during the Waiting List / Spot Admission processes, HEIs shall not allow admission of any applicant whose corrected marks or eligibility details place him/her above the prescribed cut-off marks for the respective category and subject.

- 3) Similar to the previous academic session, "Not Reported" option shall be made available in the HEI's e-Space along with "Allowed" & "Not Allowed" options. 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.
- 4) If any changes occur in the error correction, these applications will be taken as fresh applications for subsequent rounds of selection irrespective of the marks secured by the candidates.
- 5) 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. Similarly, if an applicant will not be able to report at the time of admission for various reasons, his/her parents/ guardians/ representatives may be allowed for verification and admission by producing valid Id proof.
- 6) Applicant has to produce all original documents for verification only at the selected HEIs as mentioned in the Intimation Letter. No original documents are to be deposited with College/University authority except CLC. Only at the last institution, s/he will submit the Migration Certificate as per Higher Education Department Letter No.12991, dated.16.03.2021.

- 7) The Government of Odisha has approved the implementation of 11.25% reservation for candidates belonging to the Socially and Educationally Backward Classes (SEBC) in admissions in the Higher Education Institutions under the administrative control of the Higher Education Department, starting from the academic year 2025-26. Accordingly, during the admission process, the HEIs are instructed to verify the valid SEBC certificate submitted by applicants under the SEBC category.
- 8) Data-updation along with generation of Roll Number of admitted students must be done in college e-space every day in order to know the status of admitted students on daily basis. The work must be completed as per timeline fixed by the Higher Education Department.
- 9) As per Higher Education Department Letter No. 36286 dated 23.08.2023, It has been clarified that applicants who have paid the admission fees but are unable to provide the College Leaving Certificate (CLC) during the time of admission **may be granted a grace period of 15 days to submit the original CLC along with an undertaking (only during the Phase-I admission Process)**. However, if the applicants fail to produce the CLC within this 15-day period, their admission will be cancelled and the admission fees they have paid will be forfeited.
- 10) As per Higher Education Department Letter No. 5023 dated 05.02.2024, It has been clarified that all the academic fees except Mess charges have been waived in respect of the students with disabilities of 40% or more admitted in regular courses at the State Public Universities/ Government & Aided Colleges coming under this Department. However, the students admitted in self-financing courses, the waiver of academic fees as well as hostel fees shall not be applicable.
- 11) Both Temporary & Permanent type PwD applicants (40% & above) will get the reservation benefits in admission for the Academic Session: 2026-27.
- 12) 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 offence 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.
- 13) During the admission process, HEIs shall disseminate important admission-related notices, schedules, and updates through their official social media handles and other communication channels. Students are advised to regularly follow the official social media handles of the Higher Education Department and their respective HEIs for timely updates. The official social media handles and communication links of the Department and the institution shall also be prominently displayed at the admission venue for the information of students.
- 14) During the admission process, all HEIs are requested to encourage newly admitted students to create their profiles in the Higher Education Management System (HIMS) Portal.

15) During the admission process, HEIs may obtain an undertaking from all admitted students affirming their commitment to maintaining a **drug-free, alcohol-free and tobacco-free campus environment**.

16) During the admission process, HEIs shall ensure that adequate information regarding **Alumni Connect initiatives, Gender Sensitization measures and student support mechanisms** is prominently displayed at the admission venue. The names and contact details of the members of the **Internal Committee (IC)**, along with information relating to prevention of sexual harassment and gender equity, shall be displayed conspicuously so that newly admitted students are aware of the institutional support systems and grievance redressal mechanisms available to them.

17) In respect of HEIs where Government-sponsored Free Wi-Fi facilities have been provided, the institutions shall prominently display the Wi-Fi access details, including the user ID, login credentials, usage guidelines, and other relevant information, at the admission venue. Newly admitted students shall be sensitized about the availability of the facility and guided on the procedure for accessing the campus Wi-Fi network for academic and educational purposes.

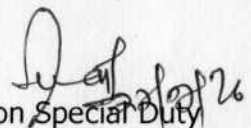
18) During the admission process, HEIs shall verify and ensure that the e-mail ID and mobile number furnished by the applicant belong to him/her and are functional. In cases where the registered e-mail ID or mobile number does not belong to the student, the HEI shall advise the student to update the same with his/her own valid contact details to facilitate future academic communication, authentication, and access to various student-centric services and portals.

19) Please read the instructions carefully mentioned on the Common Prospectus for P.G. Admission, which is available on the SAMS website.

20) **For any kind of mistake relating to validation, verification and updation of Student data during the admission process, the concerned HEI will be held responsible as it will be viewed seriously. Show cause notice will be issued for any deviation in the admission process and proper action will be taken as deemed fit.**

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

Yours faithfully,


Officer on Special Duty

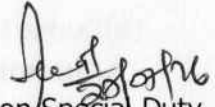
Memo No. 40719 /HE, Dated: 27 /07/2026

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


Officer on Special Duty

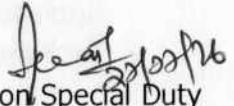
Memo No. 40720 /HE, Dated: 27 /07/2026

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


27/07/26
Officer on Special Duty

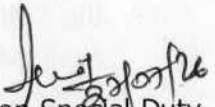
Memo No. 40721 /HE, Dated: 27 /07/2026

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


27/07/26
Officer on Special Duty

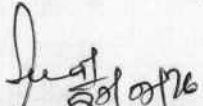
Memo No. 40722 /HE, Dated: 27 /07/2026

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


27/07/26
Officer on Special Duty

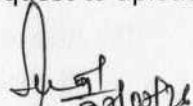
Memo No. 40723 /HE, Dated: 27 /07/2026

Copy forwarded to the General Manager, OCAC for kind information and necessary action.


27/07/26
Officer on Special Duty

Memo No. 40724 /HE, Dated: 27 /07/2026

Copy forwarded to IT Section Higher Education Department with a request to upload this Letter in Department Website.


27/07/26
Officer on Special Duty



Government of Odisha

Higher Education Department

Remaining Timeline for e-Admission into P.G. Courses under SAMS in the State Public Universities and Colleges for the Academic Session: 2026-27

The remaining timeline for e-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. The Common Prospectus (CP) for the said Course is available on the SAMS Portal. Kindly refer the CP for the below mentioned activities.

Sl#	Activities	Timeline
1	Updation of Graduation/Equivalent marks and Choice Locking of Institutions by the eligible applicants	27-July-2026 (03.00 PM) to 02-Aug-2026 (11.45 PM)
Round -I Selection & Admission Allotment		
2	Publication of Provisional Allotment of Seats (For First Round Selection)	07-Aug-2026 (04:00 PM)
3	Selection of Freeze/ Slide / Float Option and Online payment(where applicable) of admission fees by students through SAMS [Student's Account] portal	07-Aug-2026 (06:00 PM) to 11-Aug-2026 (04:00 PM)
4	Reporting of applicant at allotted institutions for taking admission (for First Round Selection)	08-Aug-2026 (10:00 AM) to 11-Aug-2026 (05:00 PM) (Except Holiday)
5	Data updation of admitted students in the e-space (for First Round Admission) by the respective Institutions	08-Aug-2026 (10:00 AM) to 11-Aug-2026 (09:00 PM)
Round -II Selection & Admission Allotment		
6	Publication of Provisional Allotment of Seats (for Second/Final Round Selection)	17-Aug-2026 (04:00 PM)
7	Selection of Freeze Option and Online payment(where applicable) of admission fees by students through SAMS [Student's Account] portal	17-Aug-2026 (06:00 PM) to 20-Aug-2026 (04:00 PM)
8	Reporting of applicant at allotted institutions for taking admission (for Second Round Selection)	18-Aug-2026 (10:00 AM) to 20-Aug-2026 (05:00 PM)
9	Data updation of admitted students in the e-space (for Second Round Admission) by the respective Institutions	18-Aug-2026 (10:00 AM) to 20-Aug-2026 (09:00 PM)

Round -III Waiting/Spot Selection Round

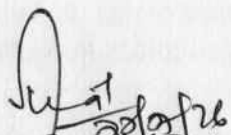
10	Publication of the list of waitlisted applicants (for the remaining upper choice HEIs Waiting Rank Wise) in HEI's e-Space as well as in the student's login as per the actual vacancy as on 20 -Aug -2026	25-Aug-2026 (02:00 PM)
11	Physical Reporting of interested waitlisted applicants for submission 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	28-Aug-2026 (11:00 AM) to 29-Aug-2026 (04:00 PM)
12	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 / e-mail / whatsapp etc.	31-Aug-2026 (02:00 PM)
13	Reporting of the waitlisted 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.) & Admission updation of the waitlisted applicants in the e-space of the HEIs	01-Sept-2026 (10:00 AM) to 02-Sept-2026 (05:00 PM)

Commencement of Classes & Subsequent Phases

14	Commencement of 1st Year Classes (P.G. Courses)	21-Aug-2026 (Friday)
15	Publication of Phase-II Admission Process	Subject to Vacancy

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

N.B.: To enroll into the P.G. Courses, the applicants must have completed their graduation/ equivalent courses from an UGC recognized university.


Officer on Special Duty
PTC Section