

Government of Odisha
Higher Education Department

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No.: 38812 /HE, Dated: 26 /11/2020
HE-PTC-SAMS-0003-2018

From

Mihir Kumar Das, OES (I)
Officer-in-Charge
Performance Tracking Cell

To

The Chairperson, P.G. Council of All State Public Universities
The Controller of Examinations of All State Public Universities
The Principals, All Degree Colleges

Sub: Standard Operating Procedure (SOP) and Dateline for Post Graduate Admission - 2020-21

Madam/Sir,

In inviting a reference to the subject cited above, I am directed to enclose herewith the Standard Operating Procedure (SOP) and Dateline for Post Graduate Admission- 2020-21 for making smooth admission of students into various Post Graduate Courses of Universities and Colleges.

Yours faithfully,

MB
26-11-2020
Officer-in-Charge

Memo No. 38813 /HE/ Dated: 26 /11/2020

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

MB
Officer-in-Charge

Memo No. 38814 /HE/ Dated: 26 /11/2020

Copy forwarded to P.S. to Commissioner-cum-Secretary to Govt., H.E. Department for kind information of Commissioner-cum-Secretary.

MB
Officer-in-Charge

Memo No. 38815 /HE/ Dated: 26 /11/2020

Copy forwarded to the Vice-Chairperson, OSHEC, Odisha Text Book Bureau, Vani Vihar, Bhubaneswar for kind information.

MB
Officer-in-Charge

Memo No. 38816 /HE/ Dated: 26 /11/2020

Copy forwarded to the General Manager, OCAC, Bhubaneswar for kind information and with a request to upload it in the SAMS Website.

MB
Officer-in-Charge

Standard Operating Procedure for PG Admission-2020

1. “**State level Provisional Merit List**” was published at website: www.samsodisha.gov.in for public view on 21-11-2020.
2. **Merit based University/College- wise selection for each subject** will be published on **05-Dec-2020**.
3. Students can view their selection status at student login and accordingly Intimation Letter will be self-generated by them and a printout shall be kept by them.
4. The admission process will consist of 03 rounds. After 3rd Round, if seats remain vacant, then SPOT Admission may be considered. Detailed round-wise date-line is enclosed herewith.
5. As per the selection list, students are required to visit the concerned University/College with necessary documents in original and their photocopies (with 05 Photographs) for necessary verification and completion of admission process. Certificates/documents in support of the social category, PwD status and weightage must be verified by the Universities/Colleges at the time of admission along with Common Application Form (CAF) details.
6. Admission and other fees shall be deposited in offline mode i.e. at cash collection counter at the time of admission.
7. University/College needs to update the status of admitted students in their e-Space created under SAMS after end of each admission round.
8. “Slide-Up Option Form” will be enabled in the student’s login for submitting OTP based consent for participating in the slide-up process for next round. If an applicant does not opt for slide-up in his/her “Student Login”, s/he will not be considered for slide up to his/her higher option institutions.
9. University /College can deny admission to a student for a particular round under some specific situations, such as mismatch in marks, reservation claims, and false weightage claims etc. and gross mismatch of student’s details, etc. In such cases, Universities /Colleges have to verify their certificates and necessary documents meticulously and rectify the error by clicking ‘**ERROR CORRECTION**’ button and submit the application online. These applications may be considered for subsequent rounds of selection.
10. However, if the correction in career marks, weightage etc. of a student remain within the cut off mark of that subject for that institution, then there is no need of “ERROR CORRECTION” and s/he shall be allowed to take admission in that particular round. Necessary rectification will be done at a later stage.
11. Universities/Colleges must display the arrangement of admission prominently at the entrance and in different entry points to provide information to Students/Parents.
12. All COVID-19 guidelines shall be adhered to including sanitization, social distancing, etc.

Dateline for PG admission

Sl#	Items	Timeline
a.	Publication of University/College-wise Selection List of First Selection	5-Dec-2020 (11:00 AM)
b.	Reporting ,document verification, payment and admission of students at selected Universities/Colleges	9-Dec-2020 to 11-Dec-2020 (10.00 AM to 5:00 PM each day)
c.	Submission of slide up consent online by students those who have taken admission as per First Selection List	9-Dec-2020 (10.00 AM) to 12-Dec-2020 (Up to 6:00 PM)
d.	Online admission updation of students selected in First Selection by Universities/Colleges	By 12-Dec-2020 (2:00 PM)
e.	Publication of University/College-wise Selection List of Second Selection	17-Dec-2020 (11:00 AM)
f.	Reporting ,document verification, payment and admission of students at selected Universities/Colleges	18-Dec-2020 to 20-Dec-2020 (10.00 AM to 5:00 PM each day)
g.	Submission of slide up consent online by students those who have taken admission as per Second Selection list	19-Dec-2020 (10.00AM) to 22-Dec-2020 (Up to 6:00 PM)
h.	Online admission updation of students selected in Second Selection by Universities/Colleges	By 22-Dec-2020 (2:00 PM)
i.	Publication of University/College-wise Selection List of Third Selection	26-Dec-2020 (11:00 AM)
j.	Reporting ,document verification, payment and admission of students at selected Universities/Colleges	28-Dec-2020 to 29-Dec-2020 (10.00 AM to 5:00 PM each day)
k.	Online admission updation of students selected in Third Selection by Universities/Colleges	By 30-Dec-2020 (Up to 2:00 PM)

For more details, please contact Sanjog Helpline (Toll Free) Number 155335, 1800-345-6770.