

Standard Operating Procedure for PG Admission - 2021 issued by the Odisha State Higher Education Council for the greater interest of the Students/Parents/University and College Authorities

(Major points from Common Prospectus for PG Admission, available on the SAMS website)

1. **Publication of Provisional Allotment of Seats (for First Round Selection)** will be published on 22-Oct-2021 (06:00 PM).
2. Applicant can view her/his allotment details at student login. If allotment has been made for more than one preference, then the applicant must choose only one option carefully to pay the Admission Fees. On clicking one option, other options will be disabled. No further editing is possible in any circumstances.
3. Intimation letter will be generated after successful payment of the Admission Fees by the applicant. As per the intimation letter, applicant has to report the institution for admission as per the given date with relevant documents.
4. University/College needs to update the admission status of the admitted students in their SAMS e-Space as per the scheduled dateline.
5. Slide-up Option Form will be enabled in students' login for submitting OTP based consent for participating in the slide-up process in the second round. If an applicant does not opt for slide-up process, s/he will not be considered for slide up to his/her preferences in the same subject.
6. University/College needn't take admission of a student, if they found discrepancy in marks, reservation & weightage, etc. In such cases, University/College has to verify their certificates and necessary documents meticulously and rectify the error by clicking "Error Correction" button and submit application online. These applications will be considered for subsequent selection.
7. However, if the correction only in career marks remain within the cutoff mark of that subject & category 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. Inform all such type of cases immediately to cpetodisha@gmail.com for correction.
8. College Leaving Certificate (CLC) / University Leaving Certificate (ULC) shall now be issued online from the academic session 2021-22. The online issued CLC/ULC is valid for all purposes and supersede all prior communication towards issuance of offline CLC.
9. In addition to this, Slide up CLC will be issued to slide up in same subject or cross over subject students. This slide up CLC will be considered for taking admission.
10. Only at the last institution, s/he will submit the Migration Certificate as per the HE Deptt. letter no:12991, dated.16/03/2021

11. In preparation of allotment list, Economics & Applied & Analytical Economics will be considered as single course and allotment will be done accordingly. Similarly, Life Science, Life Science-Botany & Life Science-Zoology will be treated as a single subject.
12. Excluding the students coming under point no.13, if any student's preference doesn't match the PG eligibility criteria mentioned in SAMS website, then such preferences of the student will not be considered in preparation of allotment list.
13. Seats kept for reserved will not be de-reserved in absence of eligible students. It will be de-reserved after due concurrence of Higher Education Department.
14. University/College must display the arrangements of admission prominently at the entrance and in different entry points to provide information to Students/Parents.
15. All COVID-19 guidelines shall be adhered to including sanitization, social distancing etc.
16. Read the instructions carefully available on the Common Prospectus for PG Admission, which is available on the SAMS website.
