

Standard Operating Procedure for PG Admission - 2022 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 15-Sep-2022 (04:00 PM) for provisional admission.
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. On clicking one option, other options will be disabled. No further editing is possible in any circumstances.
3. As per the intimation letter, applicant has to report the institution for admission as per the given date with relevant documents as per intimation letter.
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 higher preference(s) of 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. College Leaving Certificate (CLC) / University Leaving Certificate (ULC) shall now be issued online from the academic session 2022-23. The online issued CLC/ULC is valid for all purposes and supersede all prior communication towards issuance of offline CLC.
8. 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.
9. Only at the last institution, s/he will submit the Migration Certificate as per the HE Deptt. letter no:12991, dated.16/03/2021.
10. Admission fees will be collected in offline mode by the Institution, where s/he finally gets admitted within a cut-off date to be notified by the Higher Education Department. After payment of admission fees, admission of the student will be considered as the final admission. The non-payment of admission fees within the cut-off date (to be notified by the HED) will lead to cancellation of his/her admission.
11. Admission fees to different courses for different categories of students must be available in the Institution's website for the knowledge of the students/parents/other stakeholders before 15th September, 2022.
12. University/College must display the arrangements of admission prominently at the entrance and in different entry points to provide information to Students/Parents.
13. All COVID-19 guidelines shall be adhered to including sanitization, social distancing etc.
14. Read the instructions carefully available on the Common Prospectus for PG Admission, which is available on the SAMS website.
