GOVERNMENT OF ODISHA
HIGHER EDUCATION DEPARTMENT
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No.: _31222_ /HE, Dated: _09_ /08/2024

HE-PTC-TE-0002-2023

From

Rajata Kumar Mansingh, OES-I

Deputy Director, PTC

To

The P.G. Council Chairman (All State Public Universities having 2 Years B.Ed./M.Ed. under Higher Education Department)

The Principals (All Government Teacher Education Institutions coming under Higher Education Department)

Sub: Guidelines & remaining timeline for admission into Phase-I, 2 Year B.Ed., B.H.Ed., M.Ed. courses under SAMS for the Academic Session 2024-25- Regarding

Madam/ Sir,

In inviting a reference to the subject cited above, I am directed to inform you that the admission into Phase-I, 2 Years B.Ed., B.H.Ed. & M.Ed. courses under SAMS will be held as per the guidelines mentioned below.

1) The Higher Education Institutions participating under SAMS are requested to keep ready your SAMS lab, Internet, Printer, Computer etc. for the admission process for the session 2024-25.

2) The selection of applicants for admission into two Years B.Ed./B.H.Ed./M.Ed. courses for the current academic session will be done as per the Entrance test score.

3) As mentioned in the Information Brochure, in the current Academic Session, there will be 2 nos. of Phases for admission into B.Ed./B.H.Ed./M.Ed. Courses.

4) The Phase-I will consists of 4 rounds of selection. In the 4th round, the de-reservation of seats will be carried out in absence of the eligible applicants of a specific category.

5) From this Academic session the applicants have to pay the admission fees in online mode as s/he has paid the CAF Fees.

6) After Publication of allotment of seats. The applicants have to pay the admission fees online and download the intimation letter for admission into the selected institution within the timeline.

7) If an applicant wants to slide up for his/her upper preference, then s/he has to give a "Slide up Consent".

Slide up Consent: - Applicants who got selected in any of the HEIs, are bound to take admission in the selected HEIs. After taking admission, the "slide up" option shall be enabled in the applicant's login as per the timeline and the interested applicants can give their Consent for participating in the subsequent rounds for their upper choice

Institutions. The slide-up option will not be available for the applicants, who will be selected in their 1st choice/preference HEIs.

(**N.B: If an applicant give his/her consent for the next round using the 'Slide-Up' option and is not selected, their consent will carry over for the subsequent rounds. If the applicant is selected and taken admission, they will have to provide their consent again for 'Slide Up', if interested.**)

8) Applicants who are selected in any round for their 1st choice of preferences in a phase are bound to take admission and are not allowed to participate in the subsequent rounds of Phase-I admission process. **If an applicant is selected for his/her 1st choice of institution but does not pay the admission fees online within the timeline, s/he will be out of the Phase-I admission process.**

9) During the admission updation against each selected applicants 5 nos. of options will be shown in the HEIs e-space. The admission team member will choose any of the option from the drop-down menu. Those are 1) Admitted 2) Absent 3) Rejected 4) Observations 5) Error Correction.

10) Like the previous academic session, "Not Reported" option shall be made available in the HEI's e-Space. 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.

11) If any changes occur during the error correction, the applications will be taken as fresh applications for subsequent rounds of selection.

12) **The error correction option can be chosen, in case of**
    a) **Mismatch in Reservation Category (i.e. PwD & ESM)**
    b) **Mismatch in Social Category (i.e. General, SEBC, SC & ST)**

In such cases, HEIs have to verify the applicant's certificates and necessary documents meticulously and rectify the error by clicking on the "Error Correction" button and submit the application online.

13) The Error Correction is a 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.

14) Applicant has to produce all original documents for verification only at the selected HEIs as mentioned in the Intimation Letter. No original documents except CLC, are to be deposited with College/University authority.

15) It is to clarify that "**as migration certificate is not mandatory for admission, students can submit at the last Institution, where the student wants to continue his/her study after the closure of admission process**". The admission-in-charge are requested not

to insist the students to submit their migration certificate until they have been finally admitted to their desired HEIs.

16) Data-updation along with generation of Roll Number of admitted students must be done in HEI's 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 Government.

17) 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. However, if the applicants fail to produce the CLC within this 15-days period, their admission will be cancelled and the admission fees they have paid will be forfeited.

18) 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 waved 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 waver of academic fees as well as hostel fees shall not be applicable.

19) Both Temporary & Permanent type PwD applicants (40% & above) will get the reservation benefits in admission from the Academic Session: 2024-25.

20) The CLC will be issued online to keep the admission and vacancy data automatically up-to-date on the SAMS portal. As per Higher Education Department Letter No. 14667 dated 18.04.2024 it has been clarified that the CLCs issued after the closure of admission period can only be surrendered within 15 days of their date of issuance.

21) After the reconciliation date, if a student cancels his/her admission or obtains CLC to enroll in a higher choice HEI from SAMS HEIs to SAMS or Non-SAMS HEIs or for any reason until the closure of e-admission date for the Academic Session 2024-25, HEIs will refund the entire admission fees (excluding Rs. 500/- as processing fees) to those students. This policy is applicable only for the First year B.Ed./B.H.Ed./M.Ed. (2 Year) Course students (freshly admitted). Beyond the closure date, the refund of admission fees cannot be claimed by the applicants.

Waiting List Admission Process:-

22) After the completion of the 4th round admission process, if any vacancy arises, a list of waitlisted applicants in 1:50 ratio (50 times the vacancy as of 22.09.2023) will be provided in the HEI's e-space as well as in the students' login.

23) Applicants who were not selected after the completion of the 4th round of the selection process will be considered for this waiting list round.

24) The rank wise waitlisted applicant's details will be shown in the HEI's e-space and in the students' login as per the timeline.

25) In this waiting list round, applicants may be selected in one or more HEIs as per their preference. However, s/he has to report at one of the Institution to take admission.

26) The waiting list provided in the HEIs' e-space is based on the rank obtained by the applicant in the entrance examination.

27) As per the timeline, the HEIs will publish the merit list according to the vacancies and inform the applicants via call, SMS, WhatsApp or email to confirm the admission and complete the document verification process.

28) The HEIs will complete the admission process within the timeline and update the same in their e-space by clicking on the "Admit" button against the selected applicants.

29) In the 4th Round and Waiting List round, the "Error Correction" button shall also be provided against each selected applicant in the HEI's e-space. 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 to take admission, if his/her marks are coming above the cut-off marks.

30) The HEIs will be held responsible for any kind of mistakes, if found in violation of admission process 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.

31) Please read the instructions carefully available on the Information Brochure for Admission into B.Ed./B.H.Ed./M.Ed. (2 Year) Course, which is available on the SAMS website.

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

Yours faithfully,

09.08.2024
Deputy Director

Memo No. 31223 /HE, Dated: 09 /08/2024
Copy submitted to the P.S. to Commissioner-Cum- Secretary, Higher Education Department for kind knowledge of Commissioner-Cum- Secretary.
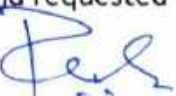
Deputy Director 09.08.2024

Memo No. 31224 /HE, Dated: 09 /08/2024
Copy forwarded to the Joint Secretary to Government, PTC Section for kind information.

Deputy Director 09.08.2024

Memo No. 31225 /HE, Dated: 09 /08/2024
Copy forwarded to the General Manager, OCAC for kind information and requested to take steps for uploading this letter in the SAMS website.

Deputy Director 09.08.2024

Memo No. 31226 /HE, Dated: 09 /08/2024
Copy forwarded to the Branch Officer, Teacher Education & Training section for kind information

Deputy Director 09.08.2024

Memo No. 31227 /HE, Dated: 09 /08/2024
Copy forwarded to All RDEs (Bhubaneswar/ Sambalpur/ Berhampur/ Balasore/ Jeypore) for kind information and necessary action.

Deputy Director 2024

Government of Odisha
Higher Education Department

Remaining Timeline for admisison into 2 Year B.Ed., B.H.Ed., M.Ed. courses for the Academic Session 2024-25 under SAMS

Timeline for Phase-I, 2 Year B.Ed., B.H.Ed., M.Ed. courses e-Admission for the year 2024-25 under "Student Academic Management System (SAMS)" is given below. Any change in the timeline will be published on the website https://te.samsodisha.gov.in/ . The applicants are request to read the Information Brochure carefully.

Sl#	Activities	Timeline
1	Publication of Entrance Test Score on SAMS TE Portal	09.08.2024 (Friday) (06:00 PM)
2	Publication of Provisional Allotment of Seats (For First Round Selection)	12.08.2024 (Monday) (02:00 PM)
3	Online payment of admission fees by the selected students through SAMS [Student's login] portal	12.08.2024 (Monday) (04:00 PM) to 16.08.2024 (Friday) (11:45 PM)
4	Reporting of applicants at allotted institutions for taking admission (for First Round Selection)	13.08.2024 (Tuesday) (10:00 AM) to 14.08.2024 (Wednesday) (05:00 PM) & 16.08.2024 (Friday) (10:00 AM) to 17.08.2024 (Saturday) (05:00 PM)
5	Data updation of admitted students in the e-space (for First Round Admission) by the respective Institutions	13.08.2024 (Tuesday) (10:00 AM) to 17.08.2024 (Saturday) (11:45 PM)
6	Updation of Slide-Up online by the students taken admission in First Round of selection	13.08.2024 (Tuesday) (02:00 AM) to 18.08.2024 (Sunday) (11:45 PM)
7	Publication of Provisional Allotment of Seats (for Second Round Selection)	24.08.2024 (Saturday) (02:00 PM)
8	Online payment of admission fees by the selected students through SAMS [Student's login] portal	24.08.2024 (Saturday) (04:00 PM) to 28.08.2024 (Wednesday) (11:45 PM)

9	Reporting of applicant at allotted institutions for taking admission (for Second Round Selection)	27.08.2024 (Tuesday) (10:00 AM) to 29.08.2024 (Thursday) (05:00 PM)
10	Data updation of admitted students in the e-space (for Second Round Admission) by the respective Institutions	27.08.2024 (Tuesday) (10:00 AM) to 29.08.2024 (Thursday) (11:45 PM)
11	Updation of Slide-Up online by the students taken admission in Second Round of Selection	27.08.2024 (Tuesday) (02:00 PM) to 30.08.2024 (Friday) (11:45 PM)
12	Publication of Provisional Allotment of Seats (For Third Round Selection)	05.09.2024 (Thursday) (02:00 PM)
13	Online payment of admission fees by the selected students through SAMS [Student's login] portal	05.09.2024 (Thursday) (04:00 PM) to 09.09.2024 (Monday) (11:45 PM)
14	Reporting of the applicant at allotted institutions for taking admission (for Third Round Selection)	06.09.2024 (Friday) (10.00 AM to 05:00 PM) & 09.09.2024 (Monday) (10:00 AM) to 10.09.2024 (Tuesday) (05:00 PM)
15	Data updation of admitted students in the e-space (for Third Round of Selection) by the respective Institutions	06.09.2024 (Friday) (10:00 AM) to 10.09.2024 (Tuesday) (11:45 PM)
16	Updation of Slide-Up Option online by the students taken admission in Third Round of Selection	06.09.2024 (Friday) (02:00 PM) to 11.09.2024 (Wednesday) (11:45 PM)
17	Publication of Provisional Allotment of Seats (For Fourth Round Selection)	17.09.2024 (Tuesday) (02:00 PM)
18	Online payment of admission fees by the selected students through SAMS (Student's login) portal (for Fourth Round Selection)	17.09.2024 (Tuesday) (04:00 PM) to 20.09.2024 (Friday) (11:45 PM)

19	Reporting of applicants at allotted institutions for taking admission (for **Fourth Round Selection**)	18.09.2024 (Wednesday) (10:00 AM) to 21.09.2024 (Saturday) (05:00 PM)
20	Data updation of admitted students in the e-space (for **Fourth Round Selection**) by the respective Institutions	18.09.2024 (Wednesday) (10:00 AM) to 21.09.2024 (Saturday) (11:45 PM)
21	Publication of rank wise waiting list in (**1:50 Ratio**) among the remaining applicants as per the actual vacancy as on 22.09.2024 in HEI's e-space as well as in the Student's login	25.09.2024 (Wednesday) (10:00 AM)
22	Publication of list of selected as well as waitlisted applicants by the HEI's at their Notice Board/ Website and also communicate them via Call/SMS by the HEIs.	25.09.2024 (Wednesday) (04:00 PM)
23	Reporting of waitlisted applicants to take admission in one of the selected HEIs, where the admission fees will be deposited directly at the HEIs (Directly to HEI via any mode i.e. UPI/NEFT/Net Banking etc.)	26.09.2024 (Thursday) (10:00 AM) to 28.09.2024 (Saturday) (05:00 PM)
24	Admission updation of the selected waitlisted students data by the HEIs in their e-space	26.09.2024 (Thursday) (10:00 AM) to 28.09.2024 (Saturday) (11:45 PM)
25	Commencement of 1st year classes for B.Ed., B.H.Ed., M.Ed. for the AY: 2024-25	23.09.2024 (Monday)

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

Deputy Director
PTC Section