

**GOVERNMENT OF ODISHA
HIGHER EDUCATION DEPARTMENT**

No.: 39950 /HE, Dated: 01/10/2021
HE-PTC-SAMS-0005-2020

From

Dr. Rajesh Kumar Sahoo, OES
Deputy Director
Performance Tracking Cell

To

The Principals (All Government/ Non-Government Degree Colleges
coming under Higher Education Department)

Sub: Guidelines & dateline for SPOT admission for 1st Phase in Degree Colleges
(+3 1st Yr.) for the session 2021-22

Madam/ Sir,

In inviting a reference to the subject cited above, I am directed to inform you that the SPOT admission under SAMS will be held as per the guidelines mentioned below:

- 1) Applicants, who have registered and submitted their CAF during 1st Phase in between 20/08/2021 to 04/09/2021, are eligible to apply for SPOT admission.
- 2) These applicants have to login with their existing username & password to provide new options (College + Subject) irrespective of the options mentioned earlier in the CAF. An applicant can provide maximum 5 options.
- 3) Vacancy position will be available subject wise, category wise at www.samsodisha.gov.in. Colleges will also notify the number of seats lying vacant, if any, in the subject(s) in the College Notice Board/College websites (subject wise, category wise). They will match it with the admission record of their colleges for double verification. If it is noticed that the figure varies, then the less one is to be displayed in the college Notice Board/website till the discrepancy is settled. Colleges should write a mail to ptc.section@gmail.com by citing the discrepancy details. After verification, if the number increases, then that shall be notified immediately in the Notice Board.
- 4) There will be no weightage; but reservation will continue for all reserved category applicants.
- 5) Selection of the applicants will be done purely on the mark basis subject to the provision of reservations.
- 6) Applicants are required to submit a handwritten application as per the format enclosed (Annexure-A), along with the edited CAF and a photocopy of self-



attested Mark Sheet, Caste Certificate, PwD Certificate & other documents, addressing to the Principal of the college where vacancy exists.

- 7) Colleges are required to maintain a register as per the format given below to receive the applicants CAF physically at college level. Before entering details of the applicant coming for submission of handwritten Annexure-A form in the register, it is requested to verify whether the applicant's name is in the list provided to the respective college in their e-Space.

SPOT Admission 2021-22						
College Name:						
Subject	Name	Barcode	Nos. of CAFs submitted	Signature of the Applicant	Date	Receiving Officer
1	2	3	4	5	6	7

N.B:- If one applicant has applied for more than one subjects in one College, then s/he has to provide that much numbers of CAFs at College level.

- 8) Selection list will be prepared as per the CAFs received at colleges. If during preparation of selection list, if any error in CAF is found then that can be verified and corrected as per the actual record. Later on, the corrected Data can be updated in SAMS. The college concerned will be held responsible for occurrence of any discrepancy in future.
- 9) Colleges will display the list of selected applicants' name on college Notice Board as per the timeline fixed by the HE Department.
- 10) Colleges will tag selected applicants' data in the college e-Space positively as per the timeline.
- 11) Applicants will know their selection from applicants' login and from e-Space of Higher Education Institutions. If a selected applicant got multiple choices/options, S/he has to choose only one selected option for taking admission. Once the applicant selects one option from the multiple options, the other options will be immediately disabled. No further editing is possible. Admission Payment Fees option will be enabled against selected applicants only.
- 12) All selected applicants are required to pay the admission fees to generate and download the intimation letter along with CLC. If an applicant gets selected for more than one college or one college with different subjects, then it is his/her responsibility to take decision as to where s/he wants to take admission. An applicant is allowed to pay and take admission against one option only.
- 13) It is mandatory for the applicants to take admission in their selected college after download of 'Intimation Letter'.
- 14) The timeline for SPOT Admission is given below.

Rajesh

Sl#	Activities	Timeline
1.	Complete Verification regarding the vacancy position in different subjects by the Colleges in College e-Space for verification at the level of SAMS	4-Oct-2021(11:00 AM) to 6-Oct-2021(11:00 AM)
2.	Final Publication of vacant seats in SAMS website, Institution e-space and Notice Board of Higher Education Institutions	8-Oct-2021(5:00 PM)
3.	Availability of Online Common Application Form (CAF) in the existing Applicant's login (bearing Barcode No. 21D.....) for filling new choices (Maximum 5 choices with respect to Colleges/Subjects) <i>(NOTE: Applicants, who have registered and submitted their CAF during 1st Phase admission process i.e. in between 20-Aug-2021 to 04-Sept-2021, are only eligible to apply for SPOT admission).</i>	9-Oct-2021 (9:00 AM) to 17-Oct-2021(11:45 PM)
4.	Submission of handwritten <i>Annexure Form-A</i> by the Applicants to HEIs along with the printed copy of the edited CAF(SPOT) , a photocopy of self-attested Mark Sheet, Caste Certificate, PwD Certificate & other documents, addressing to the Principal of the college as his/her choices College/Subjects.	16-OCT-2021, 18-OCT-2021, 19-OCT-2021, 20-OCT-2021,21-OCT-2021(10:00 AM-5:00 PM)
5.	Preparation & Publication of Select List in college notice board out of the reported candidates as per actual vacancy by respective colleges	23-Oct-2021(3:00 PM)
6.	Updation of selected Applicant's data in Institutions e-Space by the respective Higher Education Institutions.	23-Oct-2021 (5:00 PM)
7.	Reflecting the selected Applicant's option/s in the Applicant's login after updation made by the respective Higher Education Institutions in their e-Space.	24-Oct-2021 (2:00 PM)
8.	If a selected Applicant got multiple choices/options, S/he has to choose only one selected option for taking SPOT Admission. <i>(NOTE: Once the Applicant selects one option from the multiple options, the other options will be immediately disabled. No further editing is possible. Thus, Applicants before selecting options for taking admission S/he should think carefully).</i>	24-Oct-2021 (2:00 PM onwards) to 27-Oct-2021 (Up to 05:00 PM)
9.	Online deposit of admission fees for selected Applicants by login to SAMS [Applicant] account & downloading of Intimation Letter.	24-Oct-2021 (2:00 PM onwards) to 27-OCT-2021 (Up to 11:45 PM)
10.	Document verification & Admission of the selected Applicants.	27-Oct-2021 (10.00 AM) to 28-Oct-2021(Up to 5:00 PM)
11.	Admission data updation in the e-space of respective Higher Education Institutions.	27-Oct-2021 to 30- Oct-2021 (Up to 5:00 PM)

Rajesh


Therefore, you are requested to complete the above mentioned activities in the stipulated date & time.

Yours faithfully,


Deputy Director 01/10/21

Memo No. 39951 /HE, Dated: 01/10/2021

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


Deputy Director 01/10/21

Memo No. 39952 /HE, Dated: 01/10/2021

Copy forwarded to the P.S. to Principal Secretary, Higher Education Department for kind knowledge of Principal Secretary.


Deputy Director 01/10/21

Memo No. 39953 /HE, Dated: 01/10/2021

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


Deputy Director 01/10/21

Memo No. 39954 /HE, Dated: 01/10/2021

Copy forwarded to the General Manager, OCAC with a request to activate the necessary links to the colleges so that they can update the Applicants name in the college e-Space within the stipulated date and time.


Deputy Director 01/10/21

Memo No. 39955 /HE, Dated: 01/10/2021

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


Deputy Director 01/10/21

ANNEXURE-A



SAMS | e-Admission (SPOT)
Department of Higher Education
Government of Odisha

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To

The Principal

Madam/Sir,

I, _____ bearing barcode number _____ (photocopy of the CAF enclosed) have taken/not taken admission at _____ (Name of the College) in _____ (Honours/Core)/Pass/anywhere. Now, I am interested to take admission in the Honours (Core) subject /Pass subject “_____” in your College. I have secured _____ marks out of total marks _____ at Higher Secondary (+2) Examination (Photocopy of the mark sheet enclosed).”

My registered contact no. is _____ and e-mail Id. is _____.

Full Signature of the Applicant

Date :

Place :