

COMMON PROSPECTUS



Student Academic Management System

Higher Education Department
Government of Odisha

**Common PG Entrance Test (CPET-2025) & Online Admission
Into Post-Graduate Course for State Public Universities
and Colleges (General/Non-Professional Courses)**

Academic Session
2025-26



Please
read the prospectus
carefully before filling the
**Common Application
Form (CAF)**



Ragging in any form in HEIs is an
offence and punishable under law

An applicant applying
in two or more CAFs is liable
for rejection

FOR MORE DETAILS PLEASE CONTACT

Sanjog Helpline (Toll Free) Number **155335** or **1800-345-6770**

Applicants are requested to visit SAMS website www.samsodisha.gov.in
time to time for latest updates

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Definitions & Acronyms

Applicant Copy	It contains the application barcode number and the information submitted by the applicant, to be retained by the applicant. (Barcode number is necessary for any future use.
BSE, Odisha	Board of Secondary Education, Odisha
CAF	Common Application Form
CGPA	Cumulative Grade Point Average
CHSE (O)	Council of Higher Secondary Education, Odisha
CLC	College Leaving Certificate
DOB	Date of Birth
CP	Common Prospectus
CPET-2025	Common PG Entrance Test-2025
HED	Higher Education Department
HEIs	Higher Education Institutions (Universities & Colleges)
OSHEC	Odisha State Higher Education Council
OTP	One Time Password
PPP	Public Private Partnership
SAMS	Student Academic Management System
SF	Self-Financing
ULC	University Leaving Certificate
Sanjog Helpline Toll Free Number	155335 OR 1800-345-6770: It is toll free helpline number which provides information to applicants / parents / general public on query related to PG Common Entrance Examination.

Highlights of the Common Prospectus

1. Please read the Common Prospectus (CP) carefully before filling the online Common Application Form (CAF).
2. CPET-2025 is mandatory for all aspirants seeking admission to universities and colleges in Odisha that offer P.G. courses and participated in the SAMS system for the 2025-26 academic session. For details on intake capacity, visit: (<https://pg.samsodisha.gov.in/UniversityWiseIntakeCapacity.aspx>/<https://pg.samsodisha.gov.in/InstituteWiseIntakeCapacity.aspx>)
3. For the academic session 2025-26, P.G. admissions will be based exclusively on the scores secured in the Common Postgraduate Entrance Test (CPET). The earlier year's practice of applying the 80:20 ratio (CPET marks: career marks) for preparing the statewide merit rank will be discontinued.
4. For the current academic session, the P.G. admission process will start early, regardless of the declaration of final results. However, admitted students must submit their graduation or equivalent certificate to their respective institutions within two months of admission date. If students fail to provide the required certificates within two months from the date of admission or their final marks do not meet the eligibility criteria specified in the Common Prospectus, their admission will be cancelled by the concerned University/College.
5. Before proceeding for the application process, the applicants are advised to go through the link <https://pg.samsodisha.gov.in/Eligibility.aspx> to check the P.G. subject wise eligibility criteria.
 - i. The conversion of Mark to Percentage (%): $(\text{Secured Mark} / \text{Maximum Mark}) \times 100$
 - ii. The conversion of CGPA to Percentage (%): $(\text{Secured CGPA} - 0.50) \times 10$; for $4 < \text{CGPA} \leq 10$
6. The applicants securing 45% or 5.0 CGPA in aggregate at the level of graduation (+3/equivalent) examination shall be eligible to apply for P.G. Courses. The eligibility criteria (45% or 5.0 CGPA) is also applicable for the candidates appearing the final year +3 degree examination in the Academic Season 2024-25.
7. Like last Academic Year, the counseling based online admission (Freeze, Slide & Float) will be done in online mode. The detail process of Counseling Based online Admission Process has been mentioned at "Preparation of Selection process" section of this document.
8. Applicants seeking admission into P.G. courses at the State Public Universities and Colleges those are participating in SAMS for the Academic Year 2025-26, must apply exclusively through the online mode. There will be no OFFLINE mode for submission of CAF.

9. The on-line CAF is available on the website www.samsodisha.gov.in and can be accessed at any place where Internet facility is available within the timeline. **Online submission of application does not automatically confirm the right to admission.**
10. Each applicant has to register and create his/her own username and password in the SAMS portal to fill up the CAF. The uniqueness of the mobile number and e-mail id will be maintained. Applicants are required to login into their Student Login to access all type of admission related information such as CAF Apply, Online Payment of CAF/Admission Fees, etc. **Additionally, applicants are advised not to change their mobile numbers and e-mail id till the completion of the entire course.**
11. During the current academic session, CAF details will be collected from the Applicants in two parts i.e.
- a) ***While applying CAF before Entrance:*** Initially, applicants will fill the CAF by providing personal details, address, educational qualification, and PG Admission Subject (Course Subject) to appear in the CPET-2025. An applicant can apply for multiple PG course subjects (limited to 05 subjects per candidate) as per his/her choice and eligibility while applying in the CAF for entrance examination-CPET-2025. This is required for preparing subject-wise state-wide provisional rank list. In case of multiple course subjects, additional fees per each additional subject must be paid. The CAF will indicate the total amount to be paid in such cases.
- b) ***Updating the CAF (filled previously) after publication of subject-wise state-wide merit list:*** After the publication of subject-wise state-wide provisional rank, the candidate will be given chance to fill up his/her choice of preference of Universities/Colleges/Subjects as per his/her rank in subject-wise state-wide merit list. During choice filling, last year's cut-off mark for the subject in a particular University/College will be shown. **A candidate is allowed to apply for minimum 5(Five) and maximum 10(Ten) options/choices. Provisional seat allotment will be made as per the secured entrance mark, choice of preferences, reservation and weightage details provided in the CAF.**

Example: The candidates submitting multiple options must provide the combination of subject and University/College, where he/she wants to get admitted in order of his/her preference. For example, if one candidate wants to apply for Public Administration in Utkal University, Political Science in Berhampur University and Political Science in F.M.(Autonomous) College, Balasore with first choice as Berhampur University- Political Science, second choice Utkal University- Public Administration and third choice F.M.(Autonomous) College, Balasore - Political Science. S/he must provide the combined option as per the following manner:-

Option 1: Political Science @ Berhampur University

Option 2: Public Administration @Utkal University

Option 3: Political Science @F.M (Autonomous) College, Balasore

N.B: One candidate can exercise his/her option for minimum 05 subjects and maximum 10 nos. of options for Subject + University/Colleges Combination.

12. After submitting the Common Application Form (CAF), if any mistakes encountered by the applicant or any changes required in the CAF, then s/he can edit the details **only for once** by entering the **OTP** received in his/her registered mobile number as per the approved timeline.
13. In the current academic session, Phase-I admission will be conducted initially. Based on the availability of vacant seats, the Higher Education Department may consider conducting Phase-II or SPOT admissions. The Choice of Preferences will be captured once in a Phase.
14. The Phase-I will consist of 4 rounds of selection. The reservation and weightage will be continued for 1st and 2nd rounds of selection. In the 3rd round, the de-reservation of seats will be carried out in case of absence of the eligible applicants of a specific category. The 4th round will be the last round for Phase-I, which will be a Waiting List admission process.
15. Applicants will not be allowed to edit their Preference of Choices after the timeline for editing the CAF, i.e., applicants cannot change the order of their choices OR add any more choices in OR delete any choices from the choice list after the timeline for choice filling/editing of CAF.
16. Applicants who got selected in his/her 1st Choice of Preference in a Phase are compulsorily required to take admission and will be not allowed to participate in the subsequent round of admissions and Phases. This means if an applicant has given a subject or HEI as his /her 1st choice and selected in that subject/HEI in the Phase-I admission process, then s/he will be not eligible to participate in further Phase/Round of admission process. Therefore, applicants are informed to give their choice of preference in the CAF carefully.
17. Applicants who will take admission during the Phase-I admission process in any subject and at any Higher Education Institutions (HEIs) will not be eligible to participate in the subsequent Phase/Round of admission processes. This implies that only those applicants who have not been admitted to any HEIs will be allowed to participate in the Phase-II/SPOT admission processes for P.G. courses.
18. Applicants who got a seat in a round are advised to do following options after publication round-wise selection:
 - Freeze**: - If an applicant is satisfied with the allotted seat i.e. **both the HEI and Subject, S/he can choose this option**. After selecting the “Freeze” option, applicants have to pay the admission fees for that seat allocated. The required fees will be shown in the screen and s/he has to pay the fees in online mode only. **The applicants who will choose the “Freeze” option can download the Intimation Letter and have to visit the selected HEIs to complete the admission formalities.**
 - Slide**: - If an applicant has accepted the allotted seat but also wants for a better Subject as well as HEI in his/her higher preferences, s/he can choose this option. After selecting the “Slide” option, applicants have to pay the admission fees for that seat allocated. The required fees will be shown in the

screen and s/he has to pay the fees in online mode only. However, such applicants need not have to visit the allocated HEIs, as they will not get the Intimation Letter and they will wait for the subsequent round of selection.

Float: - If an applicant accepts the allotted seat but prefers a higher-choice subject in the same HEI, S/he can select this option. After selecting the “Float” option, applicants have to pay the admission fees for that seat allocated. The required fees will be shown in the screen and s/he has to pay the fees in online mode only. However, such applicants need not have to visit the allocated HEIs, as they will not get the Intimation Letter and they have to wait for the subsequent round of selection.

19. Whenever a seat is allocated, applicants are compulsorily required to choose their option - Freeze, Float or Slide - carefully. If the applicant will not choose any of the options that implies the applicant is rejecting the offered/allocated seat and s/he will be out of the counselling process in the subsequent rounds of that Phase.
20. During this academic session, selection will be determined solely by CPET entrance marks. However, for applicants eligible for weightage, their entrance marks will be increased accordingly, ensuring that the total score (CPET Mark + Weightage Mark) does not exceed 100.
21. During the editing of CAF, all the differential amounts will be collected online at the time of admission. The differential amount will be mentioned in the CAF & Intimation for the knowledge of the applicant and respective HEI.

(By opening the correction window, if the candidate changes his/her option for the subjects, then there may be fluctuation in CAF fees. By doing so, if the CAF fee becomes less, then there will be no refund of CAF fees.)
22. The applicants will choose only one district as his/her examination Centre to appear in the CPET-2025 examination. Selection of Entrance Examination Center may be changed at last moment, if such situation arises.
23. The candidates, whose final U.G. results are awaiting (not published), can also apply on-line to appear the CPET-2025.
24. The candidate is expected to continuously visit the website: www.samsodisha.gov.in and www.dhe.odisha.gov.in for up-to-date information regarding admission modalities.
25. An applicant with Elective Papers (as specified in the Eligibility Criteria by Subject) which carries at least 24 credits at U.G. Level are eligible to apply for that subject to get admission into PG Courses. According to UGC guidelines (Choice Based Credit System), a minimum of 24 credits in Elective Papers are required for admission into postgraduate courses. If the Core/Elective papers indicate 'Any Graduate', then there is no need to check specific papers or 24 credits (e.g., Applied Psychology, Clinical Psychology, Home Science, MBA (Business Administration), Philosophy).

26. During Filling up the CAF, applicants should mention the names of their elective papers and their credits after selecting the exam subject. If the total credit will be less than 24 or not equal to 24, an alert message will pop-up stating **“You have appeared in two elective papers, each of 100 marks. As your credit is less than 24, you are not eligible to apply for this subject”**. If an applicant enters incorrect details (not having at least 24 credits but mentioned the same), **his/her candidature will be canceled during the admission and document verification process or even after the admission process.**
27. 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-day period, their admission will be cancelled and the admission fees they have paid will be forfeited. **For the current Academic Session: 2025-26, Since admissions will occur before result publication, the grace period is extended to 30 days to accommodate delays in CLC issuance.**
28. 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.**
29. As migration certificate is not required for admission, applicants can submit the same at the last institution, where s/he will finally take admission as per Higher Education Department Letter No.12991, dated.16.03.2021.
30. After the reconciliation date fixed by the Higher Education Department, 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 until the issuance of closure letter for the Academic Session 2025-26, **HEIs will refund the entire admission fees (excluding Rs. 1000/- as processing fees) to those students.** This policy is applicable only for the First year P.G students (freshly admitted). **After the admission closure date, applicants who obtain the CLC will not be eligible for a refund of admission fees.**
31. HEI-wise and Subject-wise admission fees is available on the SAMS portal for information of the applicants as well as the general public.
32. Both Temporary & Permanent type PwD applicants (40% & above) will get the reservation benefits in admission for the current Academic Session.
33. As per Higher Education Department Letter No. 5023 dated 05.02.2025, It has been clarified that all the academic fees except Mess charges have been waived 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 waiver of academic fees as well as hostel fees shall not be applicable.** The following fees are coming under the “Academic Fees”.
- i) Admission fees & re-admission fees
 - ii) Tuition fees

- iii) Magazine fees
- iv) Calendar fees
- v) Library fees
- vi) Reading and Common Room fees
- vii) Timetable fees
- viii) Proctor and work experience fees
- ix) Abstract of attendance fees
- x) All semester examination fees

34. For this Academic Session, applicants wish to be considered for scholarship from the Higher Education Department must upload the **Residence, Income & Caste Certificates** while filling up the CAF. Hence, they are advised to keep ready the required certificates in well advance before filling up the CAF. If the applicants fail to upload the certificates during filling up the CAF, another chance will be given to upload the certificates during updation of graduation marks/choice filling timeline. Additionally, applicants are also required to provide the exact parental annual income in the required field.
35. During filling up the CAF, the applicants are mandatorily required to provide their Aadhaar Number in the required field. Aside, APAAR ID will also be asked to be entered during filling up the CAF.
36. In the Academic Session 2025-26, SAMS has been integrated with Digi-Locker to facilitate seamless access to digital documents. Applicants can securely fetch and submit their academic certificates, mark sheets, and other required documents directly from Digi-Locker while filling up of the Common Application Form (CAF) & during the admission process.
37. If any documents provided by candidates are discovered to be forged at any point, it will result in cancellation of their admission and the revocation of any degree awarded by the respective university. Stringent legal action will be initiated against him/her and FIR shall be lodged against the candidate.

Clarification regarding 4 Years Integrated B.A. B.Ed. & B.Sc. B.Ed. applicants applying for M.A. in Education or other eligible subjects in CPET:

It is hereby clarified that:

- a) Four Years Integrated B.A. / B.Sc. B.Ed. has two parts i.e. one part contains SGPA and CGPA of B.Ed. component and another part contains the SGPA and CGPA of Bachelor Degree Component of a core subject (For example, Physics, Mathematics, History...)
- b) Therefore, such students can apply for M.A. /M.Sc. in their core subjects (M.Sc. in Physics/ Mathematics/ History.....), provided they have core papers in these subjects at 4 Years Integrated B.A. / B.Sc. B.Ed. level. They can do so by incorporating their 03 Years (Degree Component) total marks/SGPA/CGPA only as career mark (From Semester I to VI).
- c) If 4 Years Integrated B.A. /B.Sc. B.Ed. students want to apply for M.A. in Education, then their CAF will be rejected. They can apply only for M.Ed. (not covered under CPET). Only students having Education as Core Subject at Degree level are eligible for M.A. in Education.

1. Background:

The Odisha State Higher Education Council (OSHEC) in Higher Education Department, Government of Odisha started conducting the Common Entrance Test for admission into P.G. Courses at the State Public Universities and Colleges of the State since the academic session 2020-21 through Student Academic Management System (SAMS). However, from the Academic Session: 2023-24, the State Selection Board (SSB) Odisha, Higher Education Department is conducting the CPET examination.

Like the previous years, a common subject- wise state-wide provisional rank list will be prepared and published. After publication of the subject-wise state-wide provisional rank list, applicants are required to provide the choice of preferences (University/PG College + PG Admission Subject), where they want to take admission in PG Courses. Provisional allotment will be prepared through centralized selection process on the basis of the subject-wise state-wide provisional rank, choice of preferences, reservation and weightage details provided in the CAF. Reservation and weightage policy will be followed as per the Govt. of Odisha guideline. However, University/College will frame its own policy regarding hostel accommodation & hostel fees etc.

2. Objectives:

- To ensure single window system for reducing inconvenience of students in terms of travel and appearing entrance test separately at each University/College.
- To make the entire PG admission process transparent, thereby reducing the anxiety of applicants/parents regarding selection.
- To ensure uniform schedule across the state for declaration of Degree (+3) results.
- To reduce the work load of Universities and Colleges by developing several modules of administration using the database of admission process and thereby improve services to the applicants.
- To develop a subject-wise state-wide common rank list of applicants for admission in to Universities and Colleges of their choice.

3. e- Admission Procedure:

3.1 Application Process

- 3.1.1. The CAF will be available in www.samsodisha.gov.in for applying through online mode only. There will be one Common Application Form (CAF) and one Common Prospectus (CP) for admission into P.G. courses for any subject of all the listed HEIs of this State. The P.G. Admission will be conducted for the subjects as listed in (<https://pg.samsodisha.gov.in/Eligibility.aspx>).

3.1.2. The below mentioned category of courses are not included under SAMS for admission into P.G. Courses. Individual HEI will make their own admission as per the guidelines of their Institution as well. Therefore, candidates desired to take admission in the below mentioned courses are requested to visit the website of the concerned HEIs for more information.

- (a) Courses run in PPP mode
- (b) Post Graduate Diploma Certificates / Diploma Courses

3.2 Where to apply online?

Applicants can apply online at Cybercafé, Common Service Center, Internet Facility Center etc. or they can do it on their own.

3.3 How to apply online?

3.3.1 Applicants need to visit the website www.samsodisha.gov.in and download the user manual (<https://drive.google.com/file/d/1dIYkHY3V7lxwmtm853INAXQtJb8DCk4T/view?usp=drivesdk>) to know the step-by-step procedure to fill the CAF for CPET & P.G. Admission 2025.

3.3.2 An applicant is required to register to avail different services under CPET through the website www.samsodisha.gov.in. The registration is OTP based. Therefore, the applicants are required to provide his/her name, mobile number, e-mail ID and DOB during the registration process.

3.4 Fee Structure of Common Application Form (CAF)

3.4.1 Candidates desirous to appear for one or more subject(s) in CPET, need to fill up their choice of subject(s) in the CAF. The CAF fees in case of appearing multiple entrance subjects will be as follows:

- First or only subject: ₹. 500/- for General category Candidates and ₹. 300 for SC/ST category candidates.
- For every additional entrance subject: ₹. 200/- for both General and SC/ST category candidates.
- The CAF fees will not be collected from the applicants belongs to PwD category, Transgender, orphan, Child without Biological Parents, single Mother Family & the applicants staying at Child Care Institutions.
- A candidate can apply to appear in the entrance examination in maximum 05 subjects and also required to provide preferences for the Universities or Colleges of his/her preference. The Subject + HEI (University/Colleges) combination will define his/her option.
- **The CAF Fees will be collected in online mode only through the prescribed bank Gateways under SAMS.**

- The total CAF fees will be calculated as per the nos. of subjects applied by the applicant and will be printed on the application printout copy of the CAF. **No refund of CAF fees can be claimed at later date.**
- By opening the correction window for a short period, if the candidate changes his/her option for the subjects, then there may be fluctuation in CAF fees. By doing so, if the CAF fee becomes less, then there will be no refund of CAF fees and if the CAF fee becomes more, then the applicant have to pay the differential CAF fees.

3.5 Submission of CAF

- 3.4.2 Applicants are advised not to visit any place for submission of CAF. Online submission of CAF along with the successful online payment of CAF fees does not automatically confirm the right to admission. However, if any false information/Certificate is detected after admission, his/her admission will be cancelled and necessary action will be taken against him/her.

3.6 CAF Validation Process and Error Correction

Validation/verification of CAF will be done at the Destination College/University during admission.

- Mismatch in secured and maximum marks, complete mismatch of student's details etc.:*** In such cases, college/university has to verify their certificates and necessary documents meticulously and rectify the error by clicking on the “**Not Allow**” option in the HEI's e-Space, do the necessary error correction and then click on the “**Allow**” Button, if his/her marks are coming above the cut-off marks for that round of selection process.
- Only in case of Reservation/Weightage Category details mismatched Colleges/University has to verify their*** certificates and necessary documents meticulously and rectify the error by clicking on the “**Not Allow**” option in the HEI's e-Space, do the necessary error correction. These applications will be taken as a fresh applicant in the subsequent round of selection process, irrespective of marks the candidate has secured in his/her certificate.

4. Entrance and Admission Timeline:

The Common PG Entrance Test (CPET) and the admission through SAMS operates through a pre-fixed timeline for all its activities. It helps in creating awareness and transparency & timely completion of the activities. These dates are finalized by the Higher Education Department, Government of Odisha and will be published in the leading Newspapers, Social Media handles of HED as well as on the SAMS website.

5. Reservation:

<p>Scheduled Caste [SC] & Scheduled Tribe [ST]</p>	<p>a) SC-16.25% of the sanctioned strength of each course shall be reserved for SC applicants [G.O. 11710/HE, Dtd.: 01/06/2015]</p> <p>b) ST-22.5% of the sanctioned strength of each course shall be reserved for ST applicants [G.O. 11710/HE, Dtd.: 01/06/2015]</p> <p>c) The reserved seats are not interchangeable between SC & ST.</p> <p>d) SC/ST applicants selected for admission on their merit shall not be counted against reserved seats.</p> <p>e) However, any modification made by the Government in the reservation policy will be followed during admission.</p>
<p>Persons with Disabilities (PwD)</p>	<p>5% of sanctioned seats shall be reserved for PwD students with extent of disability not below 40% (Blind and Low Vision, Hard of Hearing, Locomotors Disability including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims and Muscular Dystrophy, Autism, Intellectual Disability, Specific Learning Disability and Mental Illness). [G.O. 10161/HE, Dtd.: 07/04/2018]</p> <p>N.B: Both Temporary & Permanent type PwD applicants (40% & above) will get the reservation benefits in admission from the Academic Session: 2025-26.</p>
<p>Ex-Serviceman [ESM]/Serving Defense Personnel [SDP]/Children of Martyrs [CoM]</p>	<p>1% of the sanctioned seats shall be reserved for Self/ Children/ Wife/ Husband/ of Ex-Serviceman, Serving Defence Personnel and Children of Martyrs. [G.O. 10161/HE, Dtd: 07/04/2018]. This reservation policy does not applicable for CAPF Units like the CRPF, BSF, CISF, ITBP, etc.</p>
<p>Socially and Educationally Backward Classes (SEBC)</p>	<p>11.25% of the sanctioned seats shall be reserved for applicants belonging to SEBC Category students vide Govt. of Odisha OM No. 25474, Dated: 19.05.2025.</p> <p>N.B: Applicants belonging to SEBC Category are advised to obtain SEBC certificate from competent authority for availing SEBC reservation benefits at time of admission.</p>

6. Weightage:

- Number of seats in each subject, filled up by the applicants with weightage (which has been mentioned hereunder for various categories of extra-academic achievements), shall not exceed 10% of the sanctioned strength. This 10% of seats shall be proportionately distributed among all categories of applicants. An applicant, who is selected with weightage and taken admission, shall continue to remain in this 10% bracket, even if the cut-off mark is reduced in subsequent selections. A Maximum 10% weightage mark shall be provided to an applicant. However, applicants who have represented the Country at International level shall be given direct admission.

6.1 NCC

- 6.1.1 Applicants holding **NCC- “B” OR “C” Certificates** shall be given weightage of additional **5%** of marks over and above the marks secured in the Common P.G. Entrance Test.
- 6.1.2 Applicants who have represented the State at the **All India level NCC Camps / Courses / Activities** shall be given weightage of additional **3%** of marks over and above the marks secured in the Common P.G. Entrance Test.

6.2 NSS

- 6.2.1 Applicants who have represented the Country at **International level** shall be given first priority during preparation of rank.
- 6.1.3 Applicants who have represented the state at **National Level Camp** shall be given Weightage of additional **5%** of marks over and above the marks secured in the Common P.G. Entrance Test.
- 6.1.4 Applicants who have represented the **Inter State Category Camp** shall be given Weightage of additional **3%** of marks over and above the marks secured in the Common P.G. Entrance Test.
- 6.1.5 Applicants who have got the **Best NSS Volunteer award** at university level shall be given Weightage of additional **2%** of mark over and above the marks secured in the Common P.G. Entrance Test.

6.3 Rover & Ranger

- 6.1.6 Rovers & Rangers possessing and producing the original **certificate signed by the President of India** shall be given weightage of additional **5%** of marks over and above the marks secured in the Common P.G. Entrance Test.
- 6.1.7 Rovers & Rangers possessing and producing the original **certificate signed by the Governor/ PATRON/ President of the State association** shall be given weightage of additional **2%** of marks over and above the marks secured in the Common P.G. Entrance Test.

N.B: Certificates for NCC/ NSS/ Rover & Ranger will be accepted if the applicant has participated / awarded at the level of Graduation (+3 Degree/ Equivalent Examination) only.

6.4 Sports & Games

- 6.4.1 Applicants who have represented the country at **International level** shall be given first priority during preparation of rank.
- 6.1.8 Applicants who have represented the state at **National level** shall be given weightage of additional **10%** of marks over and above the marks secured in the Common P.G. Entrance Test.
- 6.1.9 Applicants who have represented his/her University/College at **Inter-University Sports Meet /Inter-College Sports Competition** shall be given weightage of additional **5%** of marks over and above the marks secured in the Common P.G. Entrance Test.

6.4.2 As per Sports Department Letter No.15536 dated 07.09.2022, applicants having **International & State/National level Sports Certificate** should not visit the Sports Department for any type of countersign. Instead, they must obtain the Sports Weightage Certificate exclusively in online mode through the Sports Department's official website.

6.4.3 Such Applicants are advised to visit the website <https://portal.sportsodisha.gov.in/Citizen/Landing> and apply for Sports Weightage Certificate. **The certificate generated online with Photo & QR CODE is only valid.**

6.4.4 The online generated QR based Sports Certificate is valid only for the year in which the certificate is issued even s/he has utilized the certificate or not.

7. Principles for preparation of Subject-wise State-wide provisional rank:

7.1 Preparation of subject-wise state-wide provisional rank

7.1.1 The subject wise minimum eligibility for the CPET-2025 is available in the SAMS website. Please click on the link (<https://pg.samsodisha.gov.in/Eligibility.aspx>) to get the list. Those who have appeared in the Final Year/Semester Degree Examination-2025 can also apply and appear in the entrance test. However, they must upload their marks/CGPA by logging into the SAMS Student Portal as per the approved timeline published by Higher Education Department.

7.1.2 **If two applicants secured the same CPET entrance marks in a particular subject, their marks from the +2/equivalent examination will be considered for ranking. If these marks are also identical, the applicant born earlier will be ranked higher based on their date of birth (DOB). In case both applicants share the same DOB, their names will be arranged in alphabetical order, with priority given to the name that appears first (e.g., "Aditya" will rank higher than "Bijay" since "A" comes before "B").**

7.1.3 **During the current academic session, there will be no weightage for career marks in Matriculation and Intermediate (+2) level and also no weightage for Distinction and Honors in Under Graduate (+3) level.**

7.1.4 The entrance examination will consist of multiple-choice type questions with 1 mark for each correct answer and 0.25(negative 0.25) for a wrong answer. The answers will have to be marked on OMR sheets as per instructions given in the sheet. Each paper will be of 80-minute duration with 100 multiple choice questions. The question will consists as per the CBCS UG model syllabus 2019. In multi-disciplinary subjects where one dedicated Undergraduate course is not available, the questions will be from the UG curricula relevant to the subject applied for, with distribution of questions decided by relative importance of each.

7.1.5 Applicants are instructed to go through previous year questions available in the SAMS website to acquaint with the pattern of question.

7.2 Preparation of provisional allotment list:

❖ After the subject-wise state-wide provisional ranks are published, candidates can choose their preferred Universities, Colleges and Subjects based on their rank in the merit list of the entrance subject (or related P.G. subjects).

- ❖ Provisional allotment will be prepared through centralized selection process on the basis of the subject-wise, state-wide provisional rank, choice of preferences as provided by the candidate, reservation and weightage details provided in the CAF.

Example: Suppose one student scores 80 marks and ranks 1st in Applied Physics, and another scores 85 marks and ranks 1st in Physics. If both apply for the Applied Physics course at the same institution, then candidates listed in the Physics merit list will be given preference for admission.

That means, admission to a subject depends only on the rank secured in the entrance subject, not on the rank secured in the Allied Subjects.

- ❖ Like last year, seat allotment will be done on the basis of choice of preference instead subject wise allotment.
- ❖ If two applicants secured the same CPET entrance marks in a particular subject, their marks from the +2/equivalent examination will be considered for ranking. If these marks are also identical, the applicant born earlier will be ranked higher based on their date of birth (DOB). In case both applicants share the same DOB, their names will be arranged in alphabetical order, with priority given to the name that appears first (e.g., "Aditya" will rank higher than "Bijay" since "A" comes before "B").
- ❖ Reservation policy of Government of Odisha will be strictly followed in preparing the provisional allotment list.
- ❖ Persons with Disabilities selected on their merit without relaxed standards, along with other candidates shall not be adjusted against the reserved share of vacancies. The reserve vacancies shall be filled up separately from amongst the eligible candidates with disabilities, which will thus comprise persons with disabilities who are lower in merit than the last candidate in general merit list but otherwise found suitable as an applicant, if necessary, by relaxed standard available for persons with disabilities. Same procedure is also followed in case of the SC and ST candidates.

7.3 Preparation of Admission Process:

During the academic session 2025-26, **Counseling Based Online Admission Process** will be implemented for P.G. admission. The detail process is as follows;

- The Preference of Choices will be captured once in a Phase. A phase may include a maximum of four rounds of selection process.
- Applicants who got selected and taken admission in his/her 1st Preference of Choices in Phase-I admission process or who will take admission during the Phase-I admission (in any of the rounds) in any subject and at any Higher Education Institutions (HEIs) will not be eligible to participate in the subsequent Phase/Rounds of admission processes.
- Applicants who got a seat in round are advised to do following options after publication round-wise selection:
 - Freeze:** - If an applicant is satisfied with the allotted seat i.e. **both the HEI and the Subject, they can choose this option.** After selecting the "Freeze" option, applicants have to pay the admission fees for that seat allocated. The required fees will be shown in the screen and s/he has to

pay the fees in online mode only and such applicants are required to visit the allocated HEI to complete the admission formalities.

- ii) **Float:** -If an applicant have accepted the allotted seat and also wishes a better Subject in their higher preferences for same HEI, they can choose this option. After selecting the “Float” option, applicants have to pay the admission fees for that seat allocated. The required fees will be shown in the screen and s/he has to pay the fees in online mode only. However, such applicants need not have to visit the allocated HEI and wait for the subsequent round of selection.
 - iii) **Slide:** - If an applicant have accepted the allotted seat but also wants for a better Subject as well as HEI in their higher preferences, they can choose this option. After selecting the “Slide” option, applicants have to pay the admission fees for that seat allocated. The required fees will be shown in the screen and s/he has to pay the fees in online mode only. However, such applicants need not have to visit the allocated HEI and wait for the subsequent round of selection.
- d) After selecting any of the options mentioned in 7.3 (c) as per their interest, candidates will have to pay the admission fees in online mode as shown in the screen.
 - e) After got selected in first round, if a candidate opted for slide option, then in the subsequent rounds the options like "Float" & "Freeze" will be shown to the candidate.
 - f) If an applicant has allotted with a seat in a round other than 1st round, then the applicant compulsorily accept the seat by opting slide/Float/freeze along with the payment to remain in the admission process.
 - g) In every round, candidate must opt one option out of the displayed options to change/alter. If the applicant don't opt any option then the previous option will continue till last round or allotment in 1st option.
 - h) Once the applicant opted for “Freeze” option, then s/he has to pay the displayed admission fees in online mode and report at the HEI for completion of admission formalities.
 - i) An applicant once paid the displayed admission fees by selecting slide/float option, then s/he need not required to pay the differential amount in the each round till final round or opting for freeze option.
 - j) Applicants got selected in 1st option or opted “Freeze” are compulsorily required to take admission in that particular round, otherwise their candidature will be cancelled and the same seat will be allotted to another eligible candidate.

8. Payment of CAF Fees and Admission Fees:

Applicants will compulsorily deposit their CAF Fees and Admission Fees in online mode only through prescribed gateways. On successful transaction, intimation letter will be generated for applicants selected in 1st option or opted “Freeze” option in each round except the last round. These applicants name will be displayed at the destination institute for admission updation screen. Therefore, it is the applicants' responsibility to complete their payment due within the timeline issued by the Higher Education Department.

9. Admission Procedure:

- ❖ Applicant has to produce all original documents for verification only at the Destination College/University as mentioned in the Intimation Letter. No original documents are to be deposited with College/University authority except CLC. Original Migration Certificate is to be deposited only at the last Institution (Refer HE Dept. Letter No. 12991, dated 16/03/21).
- ❖ In between a round, if an applicant have got 1st Choice or opted “Freeze” option, s/he has to pay the differential admission fees online to get the Intimation Letter.
- ❖ **Whenever a seat is allocated, applicants are compulsorily to choose their option - Freeze, Float or Slide - carefully. Not choosing an option means you are rejecting the offered seat and you will be out of the counselling process in the subsequent rounds.**
- ❖ During the time of admission “**Not Reported**” option shall be made available in the HEI’s e-Space along with the “**Allowed**”, “**Not Allowed**” and “**Rejected**” option. The applicants who will not report at the selected institution on the admission date, the HEI may select “**Not Reported**” option against his/her Name/Barcode.

9.1 Check List for Admission:

- (a) Original Certificates (As per the Intimation Letter)
- (b) Three(03) passport size colour photographs
- (c) Residence Certificate
- (d) Income Certificate
- (e) Caste Certificate, If required
- (f) Following Original Documents are to be retained by the College/University Authority:
 - College Leaving Certificate issued by the Institution last attended
 - Conduct Certificate issued by the Institution last attended
 - Migration Certificate (will be retained by the last admitted Institution)
- (g) Following Original Documents are to be returned by the College/University Authority to the applicant after the admission process is over.
 - Mark sheet and Pass Certificate of the Matriculation/10th Board Examination
 - Mark sheet and Pass Certificate of the Higher Secondary (+2) Examination
 - Mark sheet and Pass Certificate of Degree (+3) Examination
 - Certificate in respect of Reservation, if any
 - Certificate in respect of Weightage, if any

10. Examination Centers:

- The State Selection Board, Odisha is authorized to decide the modalities or conduct of examination and the remuneration structure for the Academic Session 2025-26.
- The Entrance test shall be held in 30 Districts upon the number of candidates (subject wise) from the respective District. In case, sufficient numbers of candidates of a particular entrance subject are not available for any of the District (s), the candidates opting for those District will be accommodated at their nearest Districts.

11. Prohibition of Ragging in HEIs:

As the time for admission of new students into universities and colleges has come, all universities and colleges (under HE Department) may be directed to take up ragging prevention measures as per UGC notified “Regulation on Curbing the Menace of Ragging in Higher Educational Institution 2009”. In this regard, Department of Higher Education Letter No. 32452 dtd. 03/08/2022 shall be referred.

12. What is Ragging?

Any disorderly conduct whether by the words spoken or written or by an act which has the effect of teasing, bullying, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student. Ragging in all its forms shall be totally banned in the entire Higher Education Institution, including its departments, constituent units, all its premises (academic, residential, hostel, sports, canteen, etc.) whether located within the campus or outside and in all means of transportation of student whether public or private. The institution shall take strict action against those found guilty of ragging and/or of abetting ragging.

Measures for prevention of Ragging at the Institutional level:

A printed undertaking is enclose with this prospectus (Annexure-C (1)) to be filled-up and sign by the applicant that, s/he is aware of the law regarding prohibition of ragging as well as the punishment, and that S/he, if found guilty of the offence of ragging and/or abetting ragging, is liable to be punished appropriately. The same undertaking is also to be signed by the parent/guardian of the applicant (Annexure-C (2)) to the effect that S/he is also aware of the law in this regard and agrees to abide by the punishment meted out to his/her ward in case the latter if found guilty of ragging and/or abetting ragging.

AFFIDAVIT BY THE STUDENT ON ANTI-RAGGING

I,.....(full name of student with admission/registration/enrolment number) S/o D/o Mr./Mrs./Ms....., having been admitted to(name of the institution)....., have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.

2). I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3). I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case. I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4). I hereby solemnly aver and undertake that

a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.

b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5). I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

6). I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared thisday ofmonth of.....year.

Signature of deponent
Name:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at.....(place).....on this the(day).....of.....(month).....(year).....

Signature of deponent