

IMPORTANT POINTS: ADMISSION SESSION 2024-25

- During this academic session: 2024-25, this Department has withheld the process of "Validation at SAMS Resource Centers (SRC)" prior to admission. The applicants are advised not to visit any SRCs for validation of their CAF until admission (For UG Only).
- The Counseling Based Online Admission Process (Freeze, Slide & Float) will be followed for the current academic session 2024-25. The detailed process of Counseling Based Admission Process has been mentioned in the Common Prospectus. After publication of the provisional allotment List, three nos. of options as Freeze, Slide, and Float will be shown to the selected applicants. Such applicants have to choose any of the options as shown in their screen and have to pay the admission fees. The applicants who will choose the "Freeze" option can only download the Intimation Letter and have to visit the destination HEI to complete the admission process. The applicants who will choose the "Slide" & "Float" option have to pay the admission fees for the selected HEIs and not required to visit the Institution as they will not get the Intimation Letter.
- In the current academic session, admission fees for admission into U.G. & P.G. courses will be collected from the students in online mode through SAMS portal.
- In the current Academic Session, there will be 3 nos. of Phases for admission into U.G. & P.G. Courses. That will be Phase-1, Phase-2 & Phase-3.
- 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.
- Applicants can choose the "Freeze", "Float" or "Slide" options until the 2nd round of the admission process. The 3rd round will be the final round and all the applicants who previously chose the "Slide" or "Float" options will be automatically switched to "Freeze." After the publication of 3d round selection, applicants must download their intimation letter and report to their destination HEIs for document verification and admission.
- Applicants, who got selected his /her 1st Choice of Preferences in a Phase are compulsorily required to take admission, and will not be allowed to participate in the subsequent round of admissions and Phases.
- As mentioned above, the 4th round of Phase-I admission will be a waiting list admission process. Applicants who have already been admitted during Phase-I (1st, 2nd, or 3rd Selection) are also eligible for the Waiting list admission process (except the applicants who have got their 1% preference of choices).
- If an applicant, who has already been admitted in any of the HEIs during Phase-I (1st, 2nd or 3rd Selection), gets selected in the waiting list admission process, they must obtain the

CLC physically from their last admitted HEIs. They need to submit the CLC and other relevant documents at the selected institution for verification and admission.

- In the 4th round (waiting list admission process), a waiting list (30 times to the actual vacancy as on the date of completion of 3rd round) shall be provided in the HEI's e-Space as well as in the SAMS website. The applicants can also see the list of HEIs they have been selected by login into their student's e-space. In this waiting list round, applicants may be selected in more than HEIs as per their preference, but they will take admission in one HEI only.
- In this Academic Session, after publication of waiting list round, applicants are not required to report to the selected HEIs physically. The applicants have to login to their exiting students login to check the list of HEI(S) they have been selected and can report in online mode.
- A checkbox will be displayed next to each institution /Hons subject for which the applicants have been selected. Applicants must tick the checkbox for their desired HEIs and click on the submit button, which will be an OTP based process. They can choose one or more HEIs to participate in the waiting list admission process.
- After applicants select their desired HEIs by ticking the checkbox, their choices will be reflected in the HEI's e-Space. HEIs can view the list of applicants for each subject along with their Common Application Forms (CAF). The HEIs will then prepare the merit list based on their vacancies and complete the admission process as per the scheduled timeline. HEIs will inform the selected applicants (from the reported waitlisted applicants) via phone call or SMS. Further, they will verify the documents and publish the merit list in College/University Notice Board and update in their SAMS e-Space.
- The selection of the applicants will be done purely on the merit basis. There will be no reservation and weightage for this waiting list admission process.
- The applicants who will be selected from the waiting list, have to deposit the differential/total admission fees directly at the HEIs in online mode. (Net Banking/ Bank Challan/NEFT/UPI etc.). The differential or total amount will be displayed in the HEI's e-space for each applicant.
- The Institutions can deny the admission under some specific situations, e.g., mismatch in secured and maximum marks, reservation category details, weightage details and complete mismatch of student's details etc. In such cases, college will verify their certificates and necessary documents meticulously and rectify the error by clicking on the "Error Correction" button and submit the application online. This will ensure that applicants have a chance of getting a seat in the next round of selection.
- 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.

- 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 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.
- Both Temporary & Permanent type PwD applicants (40% above) will get the reservation benefits in admission from the Academic Session: 2024-25.
- 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.
- After the reconciliation process, 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 closure of e-admission 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 U.G students (freshly admitted). Beyond the closure date, the refund of admission fees cannot be claimed by the applicants (For UG Only).
- A printed undertaking is enclosed in the Common Prospectus [Annexure-C (1)] to be filled-up and signed by the applicant that, she/he is aware of the law regarding prohibition of ragging as well as the punishment, and that she/he, if found guilty of the offence of ragging and/or abetting ragging, is liable to be punished appropriately. The applicant's parent or guardian is required to sign a similar undertaking (Annexure-C (2)) stating that they are aware of the applicable laws and willing to accept the consequences of any conviction for ragging and/or aiding in ragging on behalf of their child.
- Please read carefully the instructions mentioned in the Common Prospectus for U.G. Admission, which is available on the SAMS website.
