



FEE REFUND POLICY

Udayanath Autonomous College of Science and Technology, Adaspur, Cuttack adopts **FEE REFUND POLICY** of the Govt. of Odisha, Department of Higher Education (kindly refer to Common Prospectus of **Student Academic Management System (SAMS)**) prepared as per the UGC Fee Refund Policy 2024-25.

PRINCIPAL
PRINCIPAL
U. N. (Auto) College of Sc. & Tech.
Adaspur, Cuttack



COMMON PROSPECTUS

Student Academic Management System

Higher Education Department,
Government of Odisha

DEGREE (+3)

Academic Session
2025-26



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



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**



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

Float: - If an applicant has accepted the allotted seat and also wishes a better Subject in their higher choice of subjects in the same HEI, s/he 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 HEIs, as they will not get the Intimation Letter and they will wait for the subsequent round of selection.

- 23) 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.
- 24) Minority students, who wish to enroll in Christ Degree College, Cuttack against 25% reserved seat are advised to submit an additional CAF Copy in offline mode at the destination HEI as the first selection merit list for admission into U.G. Courses will be prepared by the HEI in accordance with the 25% reservation within the sanctioned strength for each Major Subject
- 25) Similarly, Christian minority students who wish to enroll in Stewart Science College, Cuttack against 25% reserved seat are advised to submit an additional CAF Copy in offline mode at the destination HEI as the first selection merit list for admission into U.G. Courses will be prepared by the HEI in accordance with the 25% reservation within the sanctioned strength for each Major Subject
- 26) 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.
- 27) As per the guidelines of NEP-2020, students admitted into U.G. courses must create an APAAR ID/ABC ID by visiting <https://apaar.education.gov.in/>. The Academic Bank of Credits (ABC) ID and APAAR ID are the same and serve as a 12-digit digital identifier for students in India. This ID securely stores and manages a student's academic records, including degrees, diplomas, certificates, training details, and co-curricular achievements.
- 28) 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.
- 29) 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.
- 30) 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 issuance of letter for closure of e-admission for the Academic Session 2025-26, 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 those who will obtain the CLC.

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



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read the prospectus
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**Common Application
Form (CAF)**



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offence and punishable under law

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

FOR MORE DETAILS PLEASE CONTACT

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

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