

**GOVERNMENT OF ODISHA
HIGHER EDUCATION DEPARTMENT**

No.: 2004 /HE, Dated: 10 /01/2025
PT2-HE-PTC-SAMS-0001-2023

From

Rajata Kumar Mansingh, OES-I
Deputy Director, PTC

To

The Chairman P.G Council (All State Public Universities coming under
Higher Education Department)

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

Sub: Refund of admission fees to the students taken CLC, who were admitted into U.G. & P.G. Courses under Student Academic Management System (SAMS) for the Academic Session: 2024-25

**Ref: i) This Department Letter No. 33691 dated 29.08.2024
ii) This Department Letter No. 46345 dated 19.11.2024**

Madam/Sir,

In inviting to the subject and reference cited above, I am directed to inform you that this Department is receiving several grievances of the students that the colleges are not refunding their admission fees who were admitted into U.G. and P.G. Courses for the AY: 2024-25 and later on taken CLC within the closure date.

This is to inform you that, this Department have made the reconciliation of admission fees for U.G. Courses till **09.08.2024** and for P.G. Courses till **07.10.2024**. The fees have already been refunded by this Department directly to the applicant's account number, who have taken CLC before the aforementioned dates and the rest amount have been transferred to the Higher Education Institutions.

Therefore, it is again requested to all the HEIs to;

1) U.G. Courses:

Refund the entire admission fees (excluding Rs. 500/- as processing fees) to those students who have taken CLC for any reason between **09.08.2024** to **07.01.2025**. The details of such students, along with their deposited amounts, are available in the college's login for reference. To access this information, navigate to: Reports → Admission Reports → College wise Admission Fees details → No. of Admission with Payment and click on the blue highlighted number.

2) P.G. Courses:

Refund the entire admission fees (excluding Rs. 1000/- as processing fees) to those students who have taken CLC for any reason between 07.10.2024 to 07.01.2025. The details of such students, along with their deposited amounts, are available in the college's login for reference. To access this information, navigate to: HEI Reconciliation → HEI Admission Reconciliation → Show Button → Total Amount and click on the blue highlighted number.

After 07.01.2025, students who take CLC for any reason will not be eligible for any refund from their admitted HEIs. In future, if any complaint on non-refund is proved against the HEIs, Government will be compelled to take Departmental action on that HEI as deemed fit.

This may be treated as MOST URGENT.

Yours faithfully,


10.01.2025
Deputy Director

Memo No. 2005 /HE, Dated: 10 /01/2025

Copy submitted to the P.S. to Commissioner-Cum- Secretary, Higher Education Department for kind information of Commissioner-Cum- Secretary.


10.01.2025
Deputy Director

Memo No. 2006 /HE, Dated: 10 /01/2025

Copy forwarded to the General Manager, OCAC for kind information with a request to take steps for uploading this letter in the SAMS U.G. & P.G. portal.


10.01.2025
Deputy Director

Memo No. 2007 /HE, Dated: 10 /01/2025

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


10.01.2025
Deputy Director



OFFICE OF THE PRINCIPAL
K. K. S. WOMEN'S COLLEGE, BALASORE
(NAAC ACCREDITED B++)

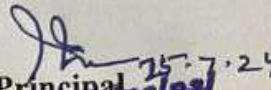
At: Manikhamb, P.O.-Motiganj, Dist.-BALASORE-756003
Ph. No. 06782-295558, e-mail id: kks_wc@yahoo.co.in Website: www.kksgovwc.org

No. 15/11

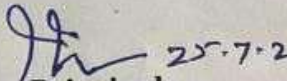
NOTICE

Date 25.07.24

As per guidelines formulated by Dept. of Higher Education, Govt. of Odisha and Students Academic Management System (SAMS), a full refund of admission fees shall be made to the students on account of all cancellation of admissions/ migrations of students up to 30.09.2024 with a deduction of not more than Rs. 1000/- as a processing fee up to 31.10.2024.


Principal
K.K.S. Women's College, Balasore
K.K.S. Women's College
Balasore

Memo No. 15/2 Date: 25.07.24
Copy to Students Notice Board/ Admission Section/ Accounts Section for information and necessary action.


Principal
K.K.S. Women's College, Balasore
K.K.S. Women's College
Balasore