SAMS
Student Academic Management System

User Manual for How to fill up the Common Application Form (CAF) for admission into P.G. Courses for the Academic Session 2024-25

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1. OVERVIEW

If an applicant desires to take admission in the P.G. Courses in the State Public Universities and Colleges participating under SAMS, they must submit an online application form to appear in the Common PG Entrance Test (CPET-2024). At first, the applicants have to visit the SAMS website to complete the registration process. Further, they will be allowed to fill up the Common Application Form (CAF). The applicants are hereby advised to keep their mobile number & email id active in order to receive any communications regarding CPET-2024 and to get the admission related notices. After the entrance examination, the subject-wise state wide provisional merit list will be published based on the Entrance Mark & Career Mark. Based on their position and probability (can be assessed by visiting the last year cut-off Marks), applicants will have to opt for their choice of preferences. The selection of the applicants will be done through a centralized selection process. Both the CAF fees & the Admission fees for admission into P.G. courses will be collected in online mode from the applicants through SAMS Portal within the stipulated time period.

Please read the Common Prospectus (CP) carefully (available in the SAMS P.G. website) before filling up the online Common Application Form (CAF).

2. HOW TO GET STARTED

To start using the application and to complete the registration along with filling up of the Common Application Form (CAF), applicants have to enter the URL: https://pg.samsodisha.gov.in/ .
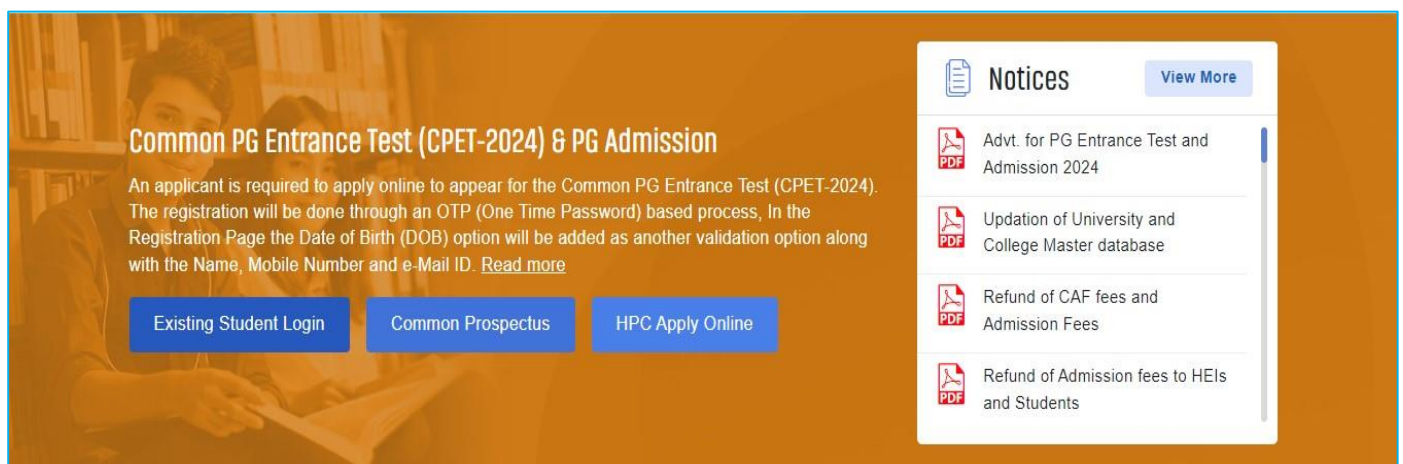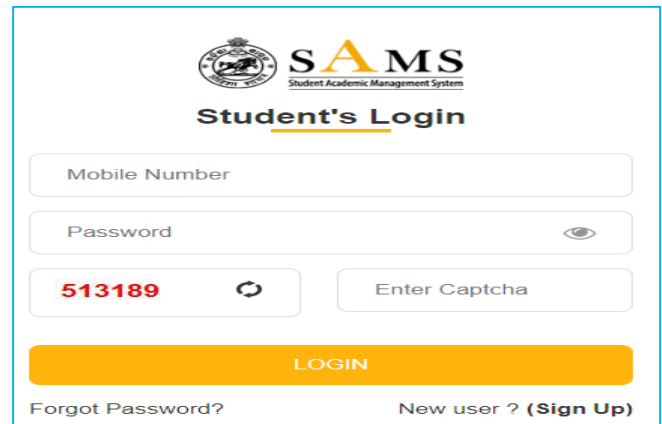

Figure 1 SAMS Welcome Screen

Referring to **Fig. – 1**, click on the **"Existing Student Login"** button to login into the portal by the registered candidate.

2.1   EXISTING STUDENT LOGIN

Choosing the **Existing Student Login** option in **Fig. 1**, you will be able to access the login screen as shown in **Fig. 2**. If you are an existing user, then login to the system using your mobile number and password and follow the steps mentioned below for sign in.

- Enter your registered **Mobile Number** in the textbox given.
- Enter your login Password in the space provided
- For security reasons, enter the Captcha displayed.
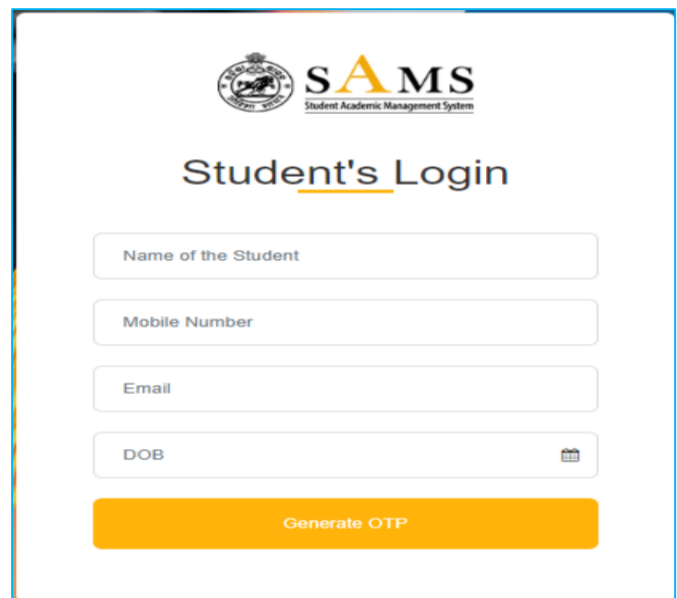- Click the LOGIN button to enter the student area and access the permitted features.

Figure 2 Student's Login Screen

Please Note: *One mobile number or email address are restricted for multiple registrations*.

2.2   NEW STUDENT REGISTRATION

In case you are new to the system and have not yet registered, you can sign up into the portal for the first time having an active mobile number. For doing so, click the **New Student Registration** option in **Fig. 3**, and follow the steps mentioned below:

- Enter the Name of the Student same as mentioned in your certificate (As in 12th standard) in the textbox.
- Enter the 10 digit valid Mobile Number for communication/receiving SMS alert.
- Provide a valid and active Email Id for communication/receiving the notifications.
- Provide the (Date of Birth) DOB as mentioned in Certificate
- Click the "Generate OTP" button to send the OTP to the mobile number given for registration.

Figure 3 SIGN UP Screen

Please Note: *This mobile number may either belong to you or to any of your family member that is accessible to you.*

You will receive a verification code/OTP in your Mobile number and Email id provided for confirming if the mobile number and mail address provided are in active state or not. Check the mobile number and email id. If the OTP is not received within 5 minutes, please click on the **Resend** button to send the OTP again.

Further, you will be taken to the verification page where you have to use the received OTP to verify authenticity followed by choosing new password as part of your login credential.

To validate your sign up process, refer to **Fig. 4:**

- ➤ Enter the OTP you have received in the Verification Code textbox given.
- ➤ Enter the Password that includes Upper case, lower case, numbers and special characters of at least 8 characters length in the textbox.
- ➤ Re-enter the Password for confirmation.
- ➤ Click the Submit button.

Figure 4 New User Registration Screen

On successful registration, a Pop-up message will be shown and you will receive a confirmation email/message on your registered email Id and mobile number respectively.

Also you will get a notification of your login credential in your Mobile Number and in the email ID as well.

Figure 5 Registration Successfully Screen

2.3   FORGOT PASSWORD

In case you have forgotten your password, please follow the steps below to retrieve the password.

- ➤ Click on the **Forgot Password?** link (Refer **Fig. 2-6**)

Generate OTP:

- ➤ Enter your registered **Mobile Number** in the specified box
- ➤ Enter your registered Email ID in the specified box
- ➤ Click on Generate OTP button
- ➤ Check for the OTP received on your mobile and email ID.

At any point if you want to go back to Login page, Click "**Back to Login**" link.

Figure 6 Forgot Password Screen

A verification code will be sent to the respective mobile number and mail id.

3. DASHBOARD

On successful **login**, you will land onto the dashboard shown below, refer Fig. 7, displaying the list of important menus in the left column along with the important announcements and Dateline for the online activities with respect to admission.

Figure 7 Dashboard

Referring to the datelines, you can proceed for applying into the respective stream sticking to the timeline.

The dashboard will give you the status of your application step- by-step.

Before filling up the application form, you need to go through the important instructions given to be followed and the list of necessary documents required for your referral.

3.1   APPLICATION FORM/ CAF APPLY

To fill up the Common Application Form (CAF), click on the "**Application Form**" link shown in the dashboard, i.e. **Fig. 8**. Further, a pop up screen mentioning **"Do you want to fill your form using Digilocker"** will be shown. If, you have data/ information available on the Digilocker portal, then click on "YES" button, otherwise click on "NO" and proceed to fill in your details with respect to personal details, and educational institution last attended etc.
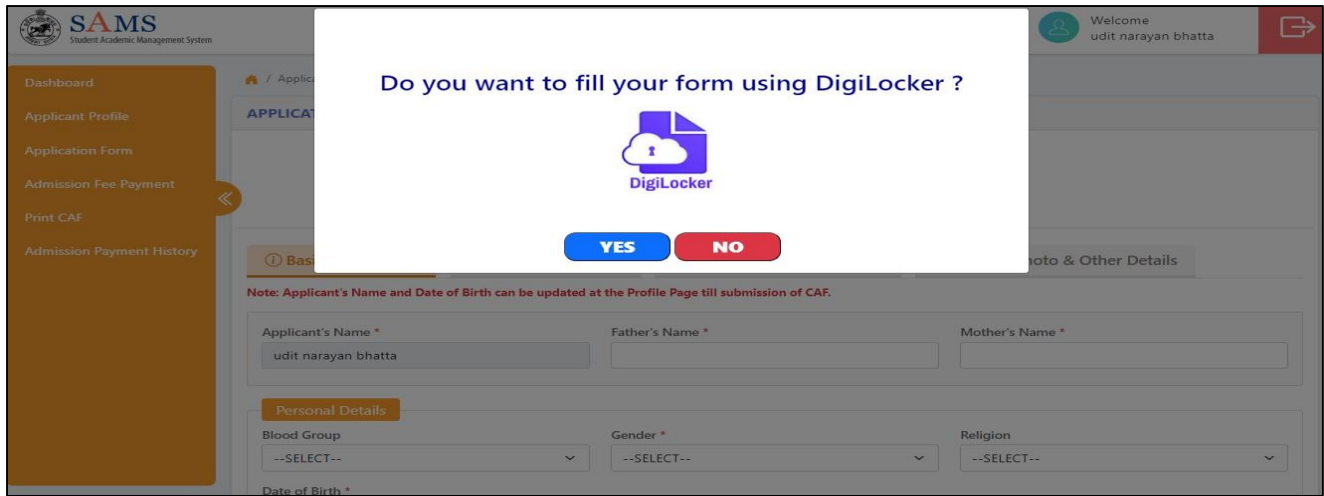
Figure 8 Dashboard

Figure 9 Application Form Screen

1. Basic Information

Under the Basic Information, your name will be auto-captured from the Registration Page. You have to enter your Father's name and mother's name in the text box as shown in **Fig. 10:**

Figure 10 Basic Information Screen

2. Personal Details

Provide your **Personal details** in the respective fields that includes your **Blood Group**, **Gender and Religion**. Your **Date of Birth** will also be auto-captured from the Registration Page. (**Fig. 11)**

Figure 11 Personal Details Screen

3. Identification Details

Under the identification details, you have to enter your **"Aadhaar Number"** which is a mandatory field. Aside, you have an **"Apaar ID",** then enter the same in the required field (**Fig. 12**). Furthermore, you have to select the name of the state where you reside from the **State of Domicile** drop down menu.

Figure 12 Identification Details Screen

4. Address for Correspondence

In the **Address for Correspondence** section;

Figure 9 Identification Details Screen

- ➢ Select the name of your State, District and Block/ULB from the respective drop down menu.
- ➢ Enter the details of your address i.e. the Plot/Flat/Building/Village in the given space.
- ➢ Enter the **Pin Code** of your address in the textbox.
- ➢ Your **Mobile No. and e-Mail id** will be auto- captured from the Registration Page.
- ➢ Enter your **WhatSapp** No., if Available (it is Optional)
- ➢ Enter any Alternate No., if available (it is optional).
- ➢ Enter the Barcode Number or the Misc. case Number of your Residence Certificate and you have to upload the Certificate which will be in PDF format with maximum 100 kb of size.
- ➢ You have to choose the name of the Issuing Authority of the "Residence Certificate" from the drop down and also enter the issuing date as mentioned on the certificate.

After providing the required information, click on the **Save & Next** button. Here you will get an alert message whether you are sure to proceed or not, refer **Fig. 13**-

Figure 10 Alert message Screen

Click **OK** to proceed to the next screen, i.e. **Additional Details** or Click the **Cancel** button to go back.

Figure 11 Additional Details Screen

In the **Reservation Details** column-

➢ Choose the radio button to provide your Social category, i.e. Schedule Caste, Schedule Tribe, Other Backward Class, Socially and Educationally Backward Class and un-reserved.
➢ If you belongs to PwD Category, then select the checkbox for **Persons with Disabilities**.
- Under Persons with Disability, Select **Temporary Disability** or **Permanent Disability.**
- Under **Temporary Disability**, Select Type of Disability, Percentage of Disability & UDID No. Please note that, applicants with less than 40% of temporary Disability will not get any advantage of the reservation.
- Under **Permanent Disability**, Select Type of Disability & Also put Disability Percentage & UDID No.
➢ If you belongs to ESM category, please choose one of them from the radio button.

In the **Weightage Details** section-

➢ Choose the options provided in NCC, NSS Camp, Rover & Ranger, Sports & Games column to which you belong.
- Under NCC, select NCC (B/C) or All India level NCC Camps/Courses/Activities.
- Under NSS Camp: Select University Level, State Level, National Level and International Level.
- Under Rover & Ranger: Select Rajya Puraskar (RP) or President Recognition (PR).
- Under Sports & Games: Select Inter-University, State level, National level or International level.

Click the **Save & Next** button and you will get an alert message whether you are sure to proceed or not, refer **Fig. 15**.

Figure 12 Alert message Screen

Click OK to proceed to the next screen, i.e. **Educational Qualification**;

Figure 13 Education Info.

- ➢ Choose either Passed or Appeared for the **Graduation Examination** to have enrolled into.
- ➢ Select the +2/equivalent Stream, you have passed.
  In the Educational Qualification section-
- ➢ Select Graduation / Equivalent Stream/YoP/Mark Type/Board/University/Roll No. /Max Mark/Secure Mark.
- ➢ You should include the names of the elective papers and their credits in the CAF after selecting the exam subject. If the total credit is less than 24 or not equal to 24, **you are not eligible to apply for this subject.** If an applicant knowingly 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**
- ➢ Select the name of the Subject to be taken in Graduation as per your preference.
- ➢ Select the name of the Subjects to be opted by you for PG Entrance Examination to take Admission followed by clicking the **ADD** button.

Please Note: *For changing the Core/Hons/Major the PG Subject must be deleted before entering the correct one from the list displayed*.

➢ Select only one examination Zone from the drop down list as per your preference, which you wish to appear the CPET Entrance examination.

Click the Next button to proceed to **Upload Photo & Bank Details** screen, refer **Fig. 14**

Figure 14 Upload Photo Screen

a) Referring to **Fig. 14**, click the **Upload Photo** option and upload your recent passport size photograph as per the desired size and format in the given space.
b) Enter your Bank details. It will be better, if you will give the Bank Account number issued in your name. Please don't close the Account number till completion of the entire course.
c) As you have entered earlier in case of "Residence Certificate", similarly you have to enter the Barcode Number or the Misc. case Number of your Income Certificate and you have to upload the Certificate which will be in PDF format with maximum 100 kb of size.
d) You have to choose the name of the Issuing Authority of the "Income Certificate" from the drop down and also enter the issuing date as mentioned on the certificate.
e) Further, you have to enter the required information related to scholarship under the "Other Information" option.

Click the **Next** button to complete the photo uploading process.

On doing so, your data entered will be saved successfully displaying the following confirmation message, refer **Fig. 15**:

Figure 15 Success Message Screen

Click OK to confirm that the record is saved successfully and you are redirected to the Confirm CAF screen as shown in **Fig. 16**:

Figure 16 Confirm CAF Screen

After verifying the details of the application form filled-in the respective fields, select the check-box if you agree by the terms and conditions given.

For modifying the CAF details, if any, click the **Back to modify** button. Further, it will redirects you to the CAF page where the necessary modifications can be done.

Click the Submit button to proceed further to the application payment screen-

The system prompts an alert message if you are sure to Confirm the CAF or not. Click OK to confirm the application submission else click Cancel to discard.

Figure 17 Confirm CAF Message
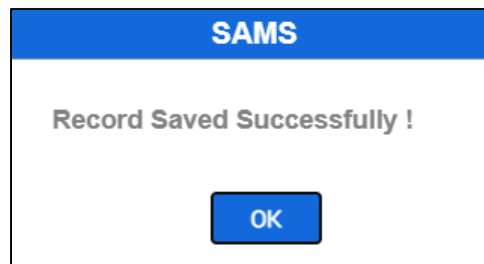
Figure 18 Success Message

On confirming to submit the application, the record is submitted successfully, refer **Fig. 18**. Click **OK.**

Once the application submission is confirmed, you will be redirected to the **Fees Payment** screen, refer Fig. 19. **Without payment, your application will not be treated as valid and you will not be able to take the Print out of the Common Application Form (CAF).**
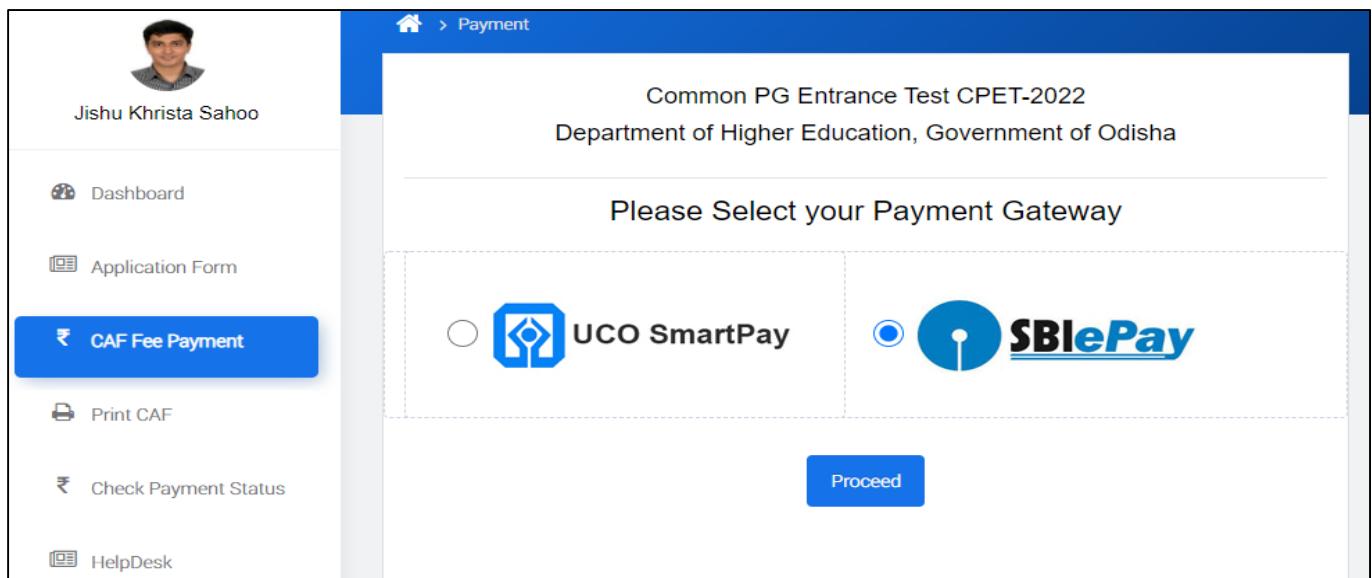
Figure 19 Payment Options Screen

You are provided with options to choose the **Payment Gateway** available to proceed with the payment process.

Choosing the right option, click the **Proceed** button to make the payment for the application.

Figure 20 Payment Instructions Screen

Going through the instructions enlisted, select the checkbox if you agree to accept the terms and conditions for making the payment and click the **Click to Pay** option to pay the requisite amount for the admission into the college and stream selected. Refer **Fig. 20**.

Figure 21 Payment Gateway Screen

Referring to **Fig. 21**,

From the various payment modes given, choose for the type through which the application fee payment is to be done, i.e. Credit Card, Debit Card and Internet Banking.
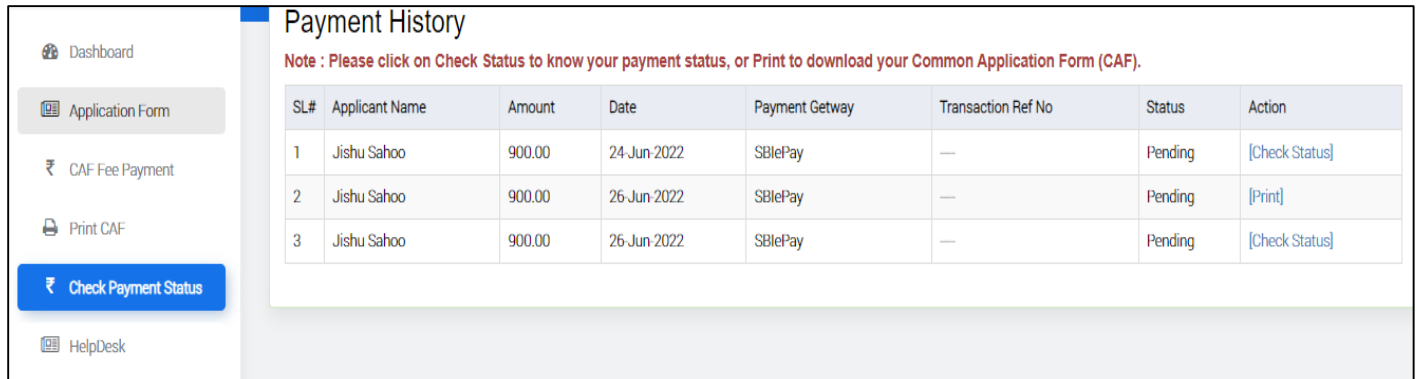
Here, going for payment through Debit card, fill in the card details in the respective fields along with the name of the **Card holder**.

Click the **Pay Now** button for final payment of the requisite fees.

Once the payment is done, you are redirected to Check Payment Status, refer **Fig. 22**.

3.3 CHECK PAYMENT STATUS

Once the application fee is paid successfully, you are redirected to the **Check Payment Status** screen that displays the details of the applicant and the amount paid along with the status-
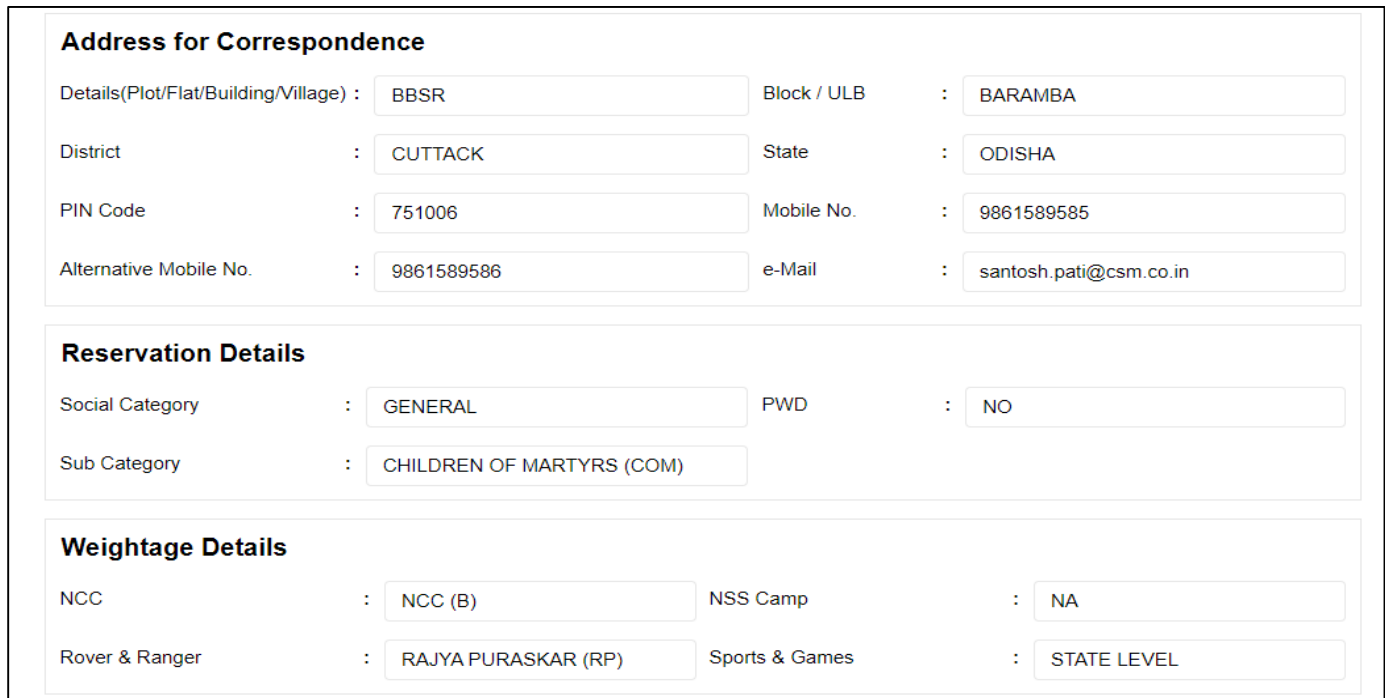

Payment History

Note : Please click on Check Status to know your payment status, or Print to download your Common Application Form (CAF).

SL#	Applicant Name	Amount	Date	Payment Getway	Transaction Ref No	Status	Action
1	Jishu Sahoo	900.00	24-Jun-2022	SBIePay	—	Pending	[Check Status]
2	Jishu Sahoo	900.00	26-Jun-2022	SBIePay	—	Pending	[Print]
3	Jishu Sahoo	900.00	26-Jun-2022	SBIePay	—	Pending	[Check Status]

Figure 22 Check Payment Status Screen

The detailed history of the application along with the amount paid and its status will be displayed.

By choosing the **Print** option (as highlighted in **Fig. 23**) for those applications for which the payment process is complete, will redirect you to the print screen of the whole application with applicant name, stream chosen, institute name and the status of the payment done.

Address for Correspondence

Details(Plot/Flat/Building/Village) :	BBSR	Block / ULB :	BARAMBA
District :	CUTTACK	State :	ODISHA
PIN Code :	751006	Mobile No. :	9861589585
Alternative Mobile No. :	9861589586	e-Mail :	santosh.pati@csm.co.in

Reservation Details

Social Category :	GENERAL	PWD :	NO
Sub Category :	CHILDREN OF MARTYRS (COM)		

Weightage Details

NCC :	NCC (B)	NSS Camp :	NA
Rover & Ranger :	RAJYA PURASKAR (RP)	Sports & Games :	STATE LEVEL

Graduation Examination : APPEARED

Have You Passed Graduation With Distinction ? : NO

Educational Qualification

Name Of The Examination	Stream / Class	Mark Type	Board / University	Year Of Passing	Roll No.	Max Marks / CGPA	Secured Marks / CGPA	% Secured
HIGH SCHOOL/10TH/EQUIVALENT	10TH	MARK	BSE, ODISHA	2016	001AA005	600	452	75.33
+2/EQUIVALENT	SCIENCE	MARK	CHSE, ODISHA	2018	303AA032	600	250	41.67
GRADUATION/EQUIVALENT	B.SC. (CS)	CGPA	BPUT, ROURKELA	2021				

Graduation Subject

Passed Graduation With ?   : NA

Subject   : B.SC. (CS)

Subject For PG Entrance Examination

SL#	Subject
1	M.SC (COMPUTER SCIENCE)
2	MBA (FINANCIAL MANAGEMENT)
3	MBA (RURAL MANAGEMENT)
4	MPH (MASTER IN PUBLIC HEALTH)
5	APPLIED PSYCHOLOGY

Payment Details

Payment Date	Payment Amount	Transaction Number	Payment Mode	Payment Through
29-Jul-2021	2.00	202121075161244	DC	SBIEPAY

Declaration
I solemnly affirm that the information furnished above is true and correct in all respect to the best of my knowledge and belief. I have not concealed any information. I undertake that if any information herein is found to be incorrect or false, I shall be liable for action as per rules in force.

Date:

Place: **Signature of Applicant**

7/31/2021 12:26:00 PM

Figure 23 CAF Print Screen

This print copy needs to be produced at the respective admission center with the consent of the applicants duly signed by the respective applicants.

N.B: This Academic Year, the applicants are required to upload the **Residence, Income & Caste Certificates** while filling up the CAF. Hence, applicants are advised to keep ready the required certificates in well advance before filling 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/ equivalent marks, which will be mandatory. Without uploading the required certificates, they will be not able to submit the application.

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Table of Figures

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