



SAMS

Student Academic Management System

**User Manual for the applicants to choose the Freeze, Float,
Slide option for admission into P.G. Courses for the
Academic Year 2025-26**

**HIGHER EDUCATION DEPARTMENT
LOKASEVA BHAWAN
BHUBANESWAR-751001**

Process to be followed for downloading the Intimation Letter by selecting the “Freeze” option and choosing the “Slide” & “Float” option for upper choice of Institutions/subjects:

- After publication of the provisional merit List, three nos. of options as Freeze, Slide and Float will be shown to the selected applicants. Such applicants have to choose any one of the options as shown in their screen and must have to pay the admission fees to remain in the admission process.
- 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 but not required to visit the selected Institution as they will not get the Intimation Letter.
- The applicants who have downloaded the Intimation Letter by selecting the “Freeze” option are bound to take admission in their selected HEIs; otherwise, S/he will be out of the Phase-I admissions process.
- The following steps may be followed by the applicants to choose the Freeze /Slide & Float option:

Step 1:

- Please visit the website <https://www.samsodisha.gov.in/> and click on the “Post-Graduation” button under “Higher Education”. (Fig- 1)

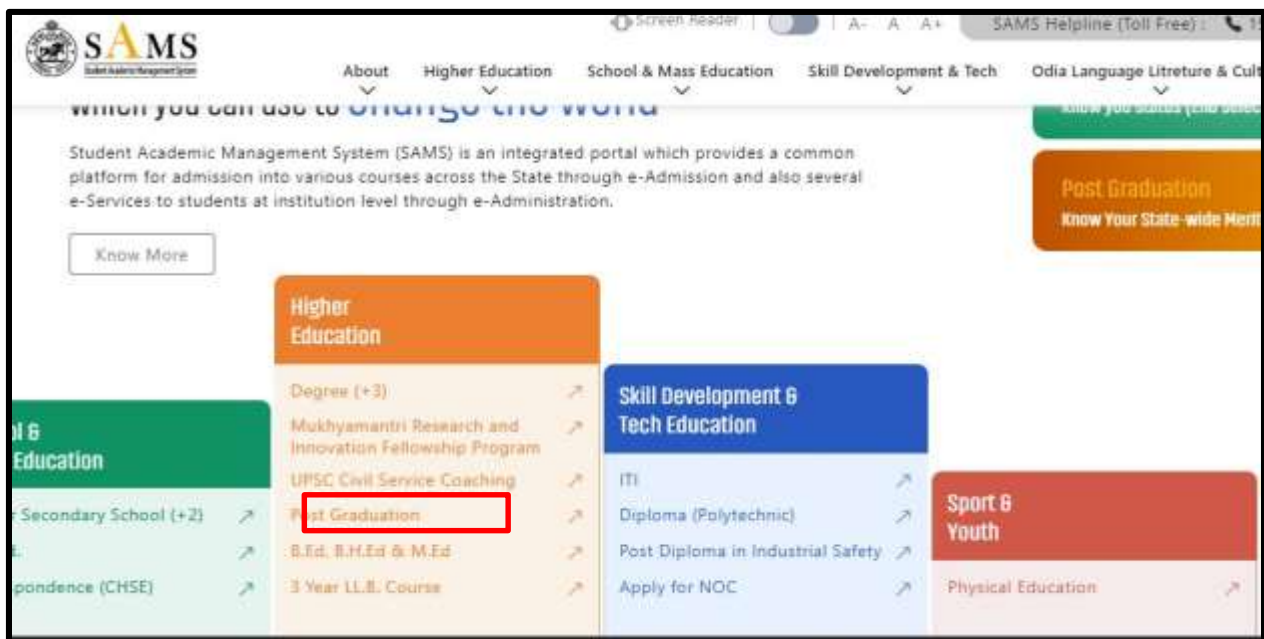


Figure 1 SAMS Home Page

Step 2:

- After choosing the “Post-Graduation” option, the below mentioned screen will be displayed. (Fig-2)

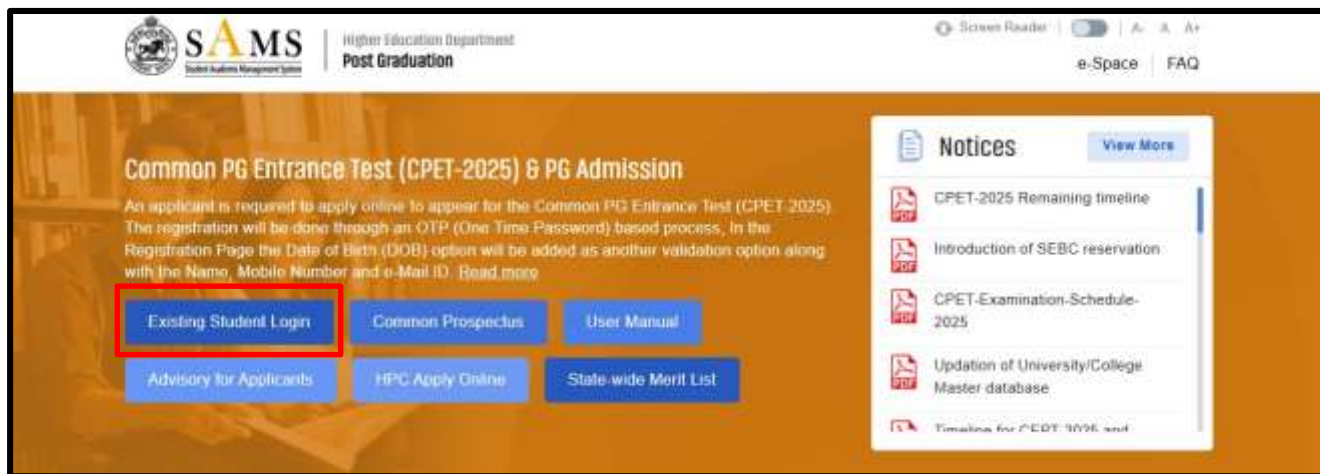


Figure 2 Post-Graduation Portal Page

- To login in existing student account created under SAMS; Click on “Existing Student Login” and use your SAMS username and password to login.
- In case, the applicant has forgotten his/her password, then s/he can use the “Forgot Password” link to reset his/her password through an OTP verification process. (Please refer Fig.3)

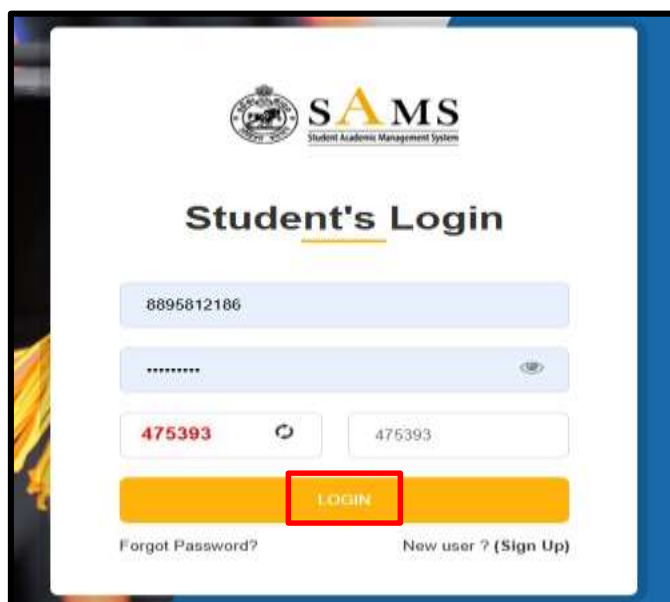


Figure 3 Student Login Screen

Step 3:

- After successful login, applicants can view the dashboard and some other menus present in the lift side of their screen. To select Freeze/Float/Slide option, they have to click on the “Intimation Letter” option present in the left side menu of the dashboard. (Please refer Fig. 4)

SL#	University/College	PG Subject	Status	Differential CAF Fees (if any)	Admission Fees	Preferential Status	Action
1	Beverly Hills University, Cuttack	Sociology	Selected	0.00	0.00	-	
2	Utkal University, Vanikata, Bhubaneswar	Sociology	Selected	0.00	0.00	-	
3	Bali Jagadishu Rajyodha (Autonomous College, Bhubaneswar)	Sociology	Selected	0.00	0.00	-	
4	Rama Devi Women's University, Bhubaneswar	Sociology	Closed	0.00	0.00	-	
5	Utkal University, Vanikata, Bhubaneswar	MSW (Master of Social Work)	Closed	0.00	0.00	-	
6	Bali Jagadishu Rajyodha (Autonomous College, Bhubaneswar)	MSW (Master of Social Work)	Selected	0.00	33854.00	-	Freeze Float Slide
7	Jayadevi Women's Autonomous College, Cuttack	Sociology	Closed	0.00	0.00	-	
8	Sambalpur University, Jodi Villa, Sambalpur	Sociology	Closed	0.00	0.00	-	
9	Bangadhar Meher University, Amut Villa, Sambalpur	Sociology	Closed	0.00	0.00	-	

Figure 4 Intimation Letter Screen

Step 3:

- After clicking on the “Intimation Letter”, a popup will be shown as an “Importance Notice” mentioning the rules for the “Freeze/Slide & Float” options. Applicants are advised to read the notice carefully. To proceed further, s/he has to click on the “Close” button. (Please refer Fig. 5)

Important Notice (Please read the below instructions carefully before choosen Freeze/Float/Slide)

Freeze If you are satisfied with the allotted seat i.e. both the Institution and the PG Subject, you can choose this option. After selecting this option you will not be able to participate in further selection process(Remaining Rounds). In this situation, you have to pay the admission fees as shown in the screen and required to visit the destination HEI(College/University) with all the required documents mentioned in the Intimation Letter to complete the admission process. Otherwise, you will be debarred from the admission process and the allotted seat will be allocated to another eligible applicant in subsequent round.

ଫ୍ରିଜ୍ ଯଦି ଆପଣ ଚୟନ ହୋଇଥିବା ଆସନ ଅର୍ଥାତ୍ ଉଭୟ ଶିକ୍ଷାନୁଷ୍ଠାନ ଏବଂ PG Subject ବିଷୟରେ ସନ୍ତୁଷ୍ଟ ଅଟେ ତେବେ ଆପଣ ଏହି ବିକଳ୍ପ ଚୟନ କରିପାରିବେ। ଏହି ବିକଳ୍ପ ଚୟନ କରିବା ପରେ ଆପଣ ନାନେ ଆଉ ଚରବର୍ତ୍ତୀ ଚୟନ ପ୍ରକ୍ରିୟାରେ ଭାଗ ନେଇ ପାରିବେ ନାହିଁ। ଏହି ପରିସ୍ଥିତିରେ, ଆପଣଙ୍କୁ ଭିତରେ ଦେଖାଯାଇଥିବା ଆବେଦନ ଫି ଦେବାକୁ ପଡିବ ଏବଂ ଆବେଦନ ପ୍ରକ୍ରିୟାକୁ ସମ୍ପୂର୍ଣ୍ଣ କରିବା ପାଇଁ ଇଣ୍ଟିମେସନ୍ ଲେଟର (Intimation Letter) ରେ ଉଲ୍ଲେଖ ଥିବା ସମସ୍ତ ଆବଶ୍ୟକୀୟ ଦସ୍ତାବିଜ ସହିତ ଚୟନ (Selection) ହୋଇଥିବା ଶିକ୍ଷାନୁଷ୍ଠାନକୁ ଦୂରରେ ଯାଇ ଆବେଦନ ପ୍ରକ୍ରିୟା ସମାପନ କରିବାକୁ ପଡିବ, ନଚେତ୍ ଆପଣ ଆବେଦନ ପ୍ରକ୍ରିୟାରୁ ବାଦ ପଡିବେ ଏବଂ ଚରବର୍ତ୍ତୀ ଚୟନ ପ୍ରକ୍ରିୟାରେ ଆପଣଙ୍କ ସ୍ଥାନ ଅନ୍ୟ ଏକ ଯୋଗ୍ୟ ପ୍ରାର୍ଥୀଙ୍କୁ ଆବଦ୍ଧନ କରିପାରିବ।

Float If you have accepted the allotted seat and also wishes a better PG Subject in your higher preferences for same Institution only, you can choose this option. In this situation, you have to pay the admission fees as shown in the screen but not required to visit the selected Institution because you will not get an Intimation Letter.

ଫ୍ଲୋଟ୍ ଯଦି ଆପଣ ଚୟନ ହୋଇଥିବା ଆସନ/ବିଷୟକୁ ଗ୍ରହଣ କରୁଛନ୍ତି ଏବଂ ଚରବର୍ତ୍ତୀ ଚୟନ ପ୍ରକ୍ରିୟାରେ କେବଳ ବର୍ତ୍ତମାନ ମିଳିଥିବା ଶିକ୍ଷାନୁଷ୍ଠାନର ଉଚ୍ଚ ପଦ୍ଧତିର PG Subject ବିଷୟରେ ଚୟନ ହେବାକୁ ଚାହୁଁଛନ୍ତି, ତେବେ ଆପଣ Float(ଫ୍ଲୋଟ୍) ବିକଳ୍ପ ଚୟନ କରିପାରିବେ। ଏହି ପରିସ୍ଥିତିରେ, ଆପଣଙ୍କୁ ଭିତରେ ଦେଖାଯାଇଥିବା ଆବେଦନ ଫି ଦେବାକୁ ପଡିବ କିନ୍ତୁ ଚୟନ (Selection) ହୋଇଥିବା ଶିକ୍ଷାନୁଷ୍ଠାନକୁ ଦୂରରେ ଯିବାର କୌଣସି ଆବଶ୍ୟକତା ନାହିଁ ଏବଂ ଆପଣଙ୍କୁ ଏହି ଚୟନ ପ୍ରକ୍ରିୟାରେ ଇଣ୍ଟିମେସନ୍ ଲେଟର (Intimation Letter) ମିଳିବ ନାହିଁ।


Slide If you have accepted the allotted seat but also wants for a better PG Subject as well as better Institution as per your higher preference, you can choose this option. In this situation, you have to pay the admission fees as shown in the screen but not required to visit the selected Institution because you will not get an Intimation Letter.

ସ୍ଲାଇଡ୍ ଯଦି ଆପଣ ଚୟନ ହୋଇଥିବା ଆସନ/ବିଷୟକୁ ଗ୍ରହଣ କରୁଛନ୍ତି ଏବଂ ଚରବର୍ତ୍ତୀ ଚୟନ ପ୍ରକ୍ରିୟାରେ ଉଚ୍ଚ ପ୍ରଦାନ କରିଥିବା ଉଚ୍ଚ ବିକଳ୍ପ ଭିତରେ (ଉଚ୍ଚତମ ବିଷୟ ଏବଂ ଶିକ୍ଷାନୁଷ୍ଠାନ) ଚୟନ ହେବାକୁ ଚାହୁଁଛନ୍ତି, ତେବେ ଆପଣ Slide (ସ୍ଲାଇଡ୍) ବିକଳ୍ପ ଚୟନ କରିପାରିବେ। ଏହା ନିମନ୍ତେ ଆପଣଙ୍କୁ ଭିତରେ ଦେଖାଯାଇଥିବା ଆବେଦନ ଫି ଦେବାକୁ ପଡିବ କିନ୍ତୁ ଚୟନ (Selection) ହୋଇଥିବା ଶିକ୍ଷାନୁଷ୍ଠାନକୁ ଦୂରରେ ଯିବାର କୌଣସି ଆବଶ୍ୟକତା ନାହିଁ ଏବଂ ଆପଣଙ୍କୁ ଏହି ଚୟନ ପ୍ରକ୍ରିୟାରେ ଇଣ୍ଟିମେସନ୍ ଲେଟର (Intimation Letter) ମିଳିବ ନାହିଁ।

Close

Figure 5 Important Notice Screen

- Then, the name of the Institution that has been allotted to the applicant will be displayed with the option(s) as shown below:
 - Freeze,
 - Float
 - Slide



CURRENT SELECTION: 1ST SELECTION
 YOU HAVE CHOSEN : OPTION

SL#	UNIVERSITY/COLLEGE	PG SUBJECT	STATUS	DIFFERENTIAL CAF FEES (IF ANY)	ADMISSION FEES	PREFERENTIAL STATUS	ACTION
1	Khallikote Unitary University, Berhampur	Odia	Not Selected	0	3439.00	NA	
2	Khallikote Unitary University, Berhampur	History	Selected	0	3439.00	NA	<input type="button" value="Freeze"/> <input type="button" value="Float"/>

Figure 6 Allotted HEIs Screen

Step 4:

- Applicants, who are satisfied with the allotted HEIs or got the No.1 choice of Preference, need to click on the “Freeze” option as shown in Fig. 6
- After clicking on the “Freeze” option, a pop-up will be shown as an important notice in the applicant’s screen as shown in Fig. 7.


×

Freeze If you are satisfied with the allotted seat i.e. both the Institution and the PG Subject, you can choose this option. After selecting this option you will not be able to participate in further selection process. In this situation, you have to pay the admission fees as shown in the screen and required to visit the destination HEI with all the required documents mentioned in the Intimation Letter to complete the admission process.

(ଫ୍ରିଜ୍) ଯଦି ଆପଣ ଚୟନ ହୋଇଥିବା ଆସନ ଥିବା ଉଭୟ ଶିକ୍ଷାନୁଷ୍ଠାନ ଏବଂ PG Subject ବିଷୟରେ ସନ୍ତୁଷ୍ଟ ଥିବେ ଆପଣ ଏହି ବିକଳ୍ପ ଚୟନ କରିପାରିବେ । ଏହି ବିକଳ୍ପ ଚୟନ କରିବା ପରେ ଆପଣ ମାନେ ଆଉ ପରବର୍ତ୍ତୀ ଚୟନ ପ୍ରକ୍ରିୟାରେ ଭାଗ ନେଇ ପାରିବେ ନାହିଁ । ଏହି ପରିସ୍ଥିତିରେ, ଆପଣଙ୍କୁ ଭିତରେ ଦେଖାଯାଉଥିବା ଆବେଦନ ଫି ଦେବାକୁ ପଡିବ ଏବଂ ଆବେଦନ ପ୍ରକ୍ରିୟାକୁ ସମ୍ପୂର୍ଣ୍ଣ କରିବା ପାଇଁ ଇଣ୍ଟିମେସନ୍ ଲେଟର (Intimation Letter) ରେ ଉଲ୍ଲେଖ ଥିବା ସମସ୍ତ ଆବଶ୍ୟକୀୟ ଦସ୍ତାବିଜ ସହିତ ଚୟନ ହୋଇଥିବା ଶିକ୍ଷାନୁଷ୍ଠାନ କୁ ଯାଇ ନାମଲେଖା କାର୍ଯ୍ୟ ସମ୍ପାଦନ କରିବାକୁ ପଡିବ, ନଚେତ ଆପଣ ଆବେଦନ ପ୍ରକ୍ରିୟାକୁ ବାଦ ପଡିବେ ଏବଂ ପରବର୍ତ୍ତୀ ଚୟନ ପ୍ରକ୍ରିୟାରେ ଆପଣଙ୍କ ସାତ ଚିତ୍ତ ଅନ୍ୟ ଏକ ଯୋଗ୍ୟ ପ୍ରାର୍ଥୀ କୁ ଆବେଦନ କରିପାରିବ ।



Are you sure to proceed?

Figure 7 Notice for Freeze Screen

- Applicants have to read thoroughly the “Freeze Guidelines” and have to click on the “Generate OTP” button as shown in Fig. 7 to generate the OTP or click on the “Cancel” button to return back to the Selection list.
- After entering the OTP, applicants are required to pay the Admission Fees for the allotted HEIs in online mode only through the provided Bank gateways.
- Only after the successful payment of admission fees, applicants can download the “Intimation Letter” and have to report at the selected HEIs for taking admission.

Step 5:

- Applicants who are satisfied with the selected HEIs allotted to them but desires a better Subject in the same HEI for their higher preference of choices, will have to click on the “Float” option as shown in Fig. 6.
- After clicking on the “Float” option, a pop-up will be shown as an important notice in the applicant’s screen as shown in Fig. 8.

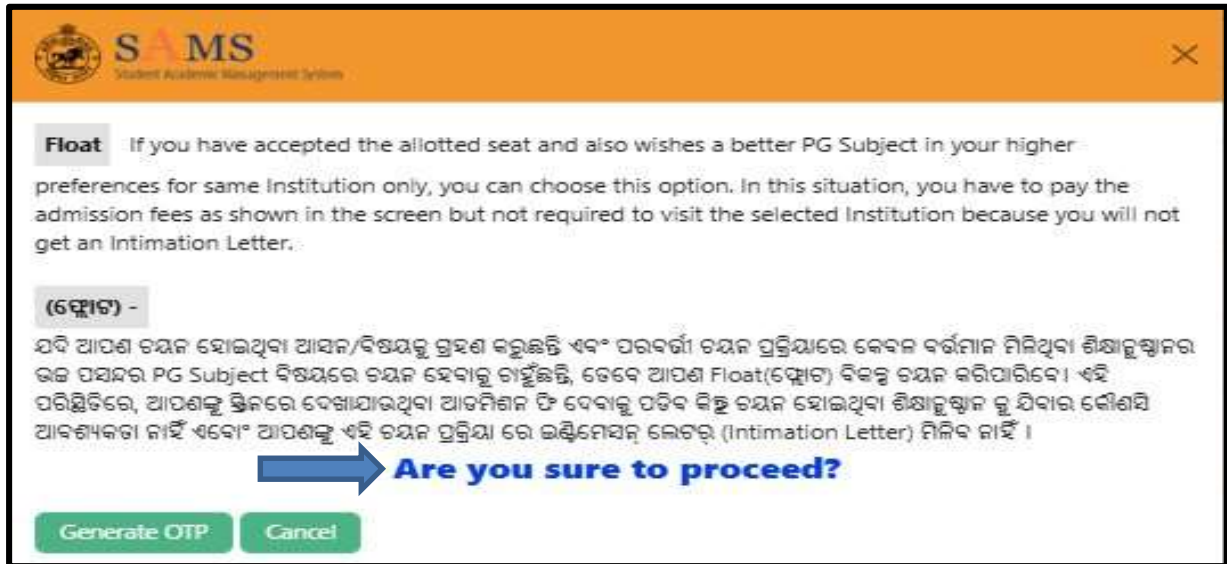


Figure 8 Float Notice Screen

- Applicants have to read thoroughly the “Float Notice” and have to click on the “Generate OTP” button as shown in Fig. 8 to generate the OTP or click on the “Cancel” button to return back to the Selection list.
- After entering the OTP, applicants are required to pay the admission fees for the allotted HEIs in online mode only through the provided Bank gateways.
- After successful payment of admission fees, applicants will be eligible for participating in “Float” option and have to wait for further round of selection process.
- Applicants selecting the “Float” option, will not get the “Intimation Letter” and need not have to report at the selected HEIs.

Step 6:

- Applicants who are not satisfied with the allotted HEI/subject and desires their higher preference of choices will have to click on the “Slide” option as shown in Fig. 6.
- After clicking on the “Slide” option, a pop-up will be shown as an important notice in the applicant’s screen as shown in Fig. 9

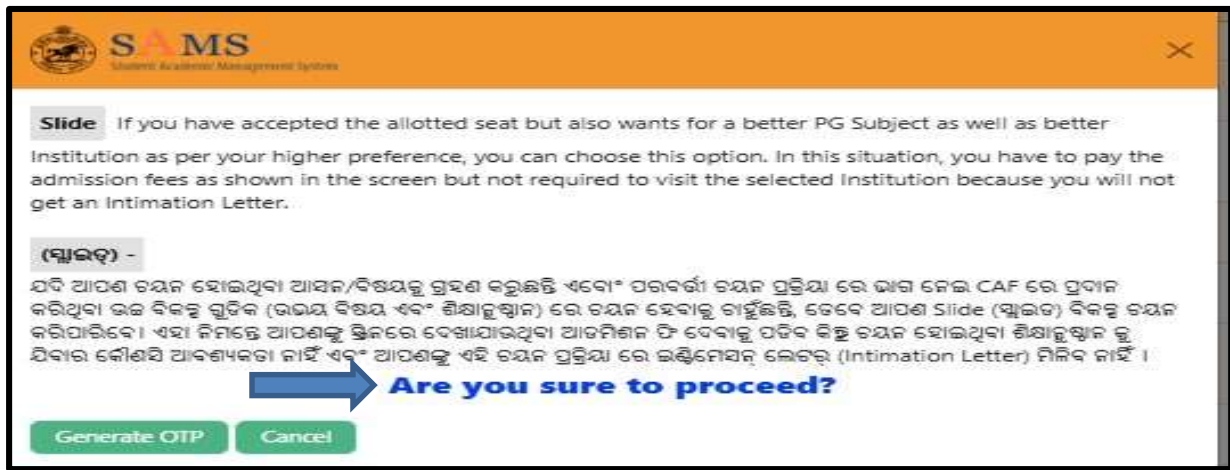


Figure 9 Slide Notice Screen

- Applicants have to read thoroughly the “Slide Notice” and have to click on the “Generate OTP” button as shown in Fig. 9 to generate the OTP or click on the “Cancel” button to return back to the Selection list.
- After entering the OTP, applicants are required to pay the admission fees for the allotted HEIs in online mode only through the provided Bank gateways.
- After successful payment of admission fees, applicants will be eligible for participating in “Slide” option and have to wait for further round of selection process.
- Applicants selecting the “Slide” option, will not get the “Intimation Letter” and need not have to report at the selected HEIs.

Step 7:

- Applicants, who have chosen any of the option(s) wrongly and wanted to change their option(s) -Freeze/ Slide/ Float to reverse his/her choices, they can do it **only for once** by clicking on the “Click here to edit your Previous Choices (only for once)” as shown in Fig. 10.



Figure 10 Edit your previous choice Screen

- After clicking on “Click here to edit your Previous Choices (only for once)” option, his/her choice will be reversed and the applicant can provide his/her option(s) - Freeze/ Slide/ Float once again as per his/her choices. Accordingly, s/he will get a confirmation message as “You have successfully reversed your preference for selection as shown in Fig. 11.

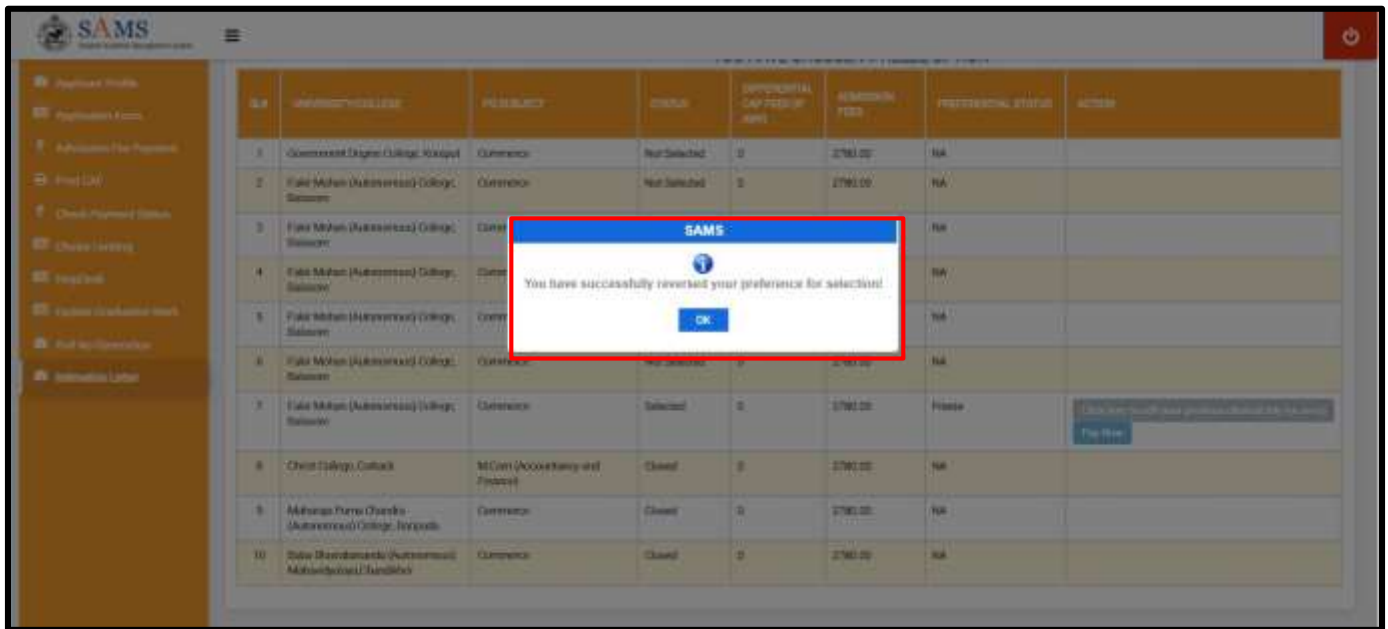


Figure 11 Confirmation Message Screen

- Please read the instructions carefully available on the Common Prospectus for P.G. Courses, which is available on the SAMS website.

List of Figure

Figure 1 SAMS Home Page	2
Figure 2 Post-Graduation Portal Page	3
Figure 3 Student Login Screen.....	3
Figure 4 Intimation Letter Screen	4
Figure 5 Important Notice Screen.....	4
Figure 6 Allotted HEIs Screen.....	5
Figure 7 Notice for Freeze Screen.....	5
Figure 8 Float Notice Screen.....	6
Figure 9 Slide Notice Screen	7
Figure 10 Edit your previous choice Screen.....	7
Figure 11 Confirmation Message Screen	8
