



**SAMS**

Student Academic Management System

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

**HIGHER EDUCATION DEPARTMENT**

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## 1. OVERVIEW

The e-Admission into the Degree colleges is taken up by the applicants who must have cleared their 12<sup>th</sup> board or +2 exams from a recognized board. Should have studied mandatory subjects like Arts, Commerce, Physics, Chemistry, Biology and Mathematics in Class 12<sup>th</sup> board or +2. The system is completely automated and is managed only through online. For completing all the formalities, the applicants should possess a valid mail id and an active mobile number with proper internet facility for receiving all the notifications with respect to admission process. Based on the marks secured in each subject, one can opt admission into the individual colleges by providing the details of the subject wise marks, documents supporting the category to which the applicant belongs followed by payment of the requisite fees.

A student is required to register herself/himself to avail different services under SAMS (e-Admission) such as online application, payments, selection, intimation, etc. The registration will be through an OTP (One Time Password) process, hence a mobile number & email ID is very crucial. Multiple registrations are restricted against single mobile & email ID.

The **ONLINE** Application Form for all Junior colleges is available in the website [www.samsodisha.gov.in](http://www.samsodisha.gov.in), which may be filled up correctly and should be submitted **ONLINE** on or before due date & time.

There is no option available for applying offline for the admission. Before filling up the application form, the applicant should keep ready the scanned copy of the colored photograph. The applicant/parent has to read carefully the information brochure and instructions before filling the Degree Online Application Form.

## 2. HOW TO GET STARTED

To start using the application for the admission of the applicants into various Degree colleges, enter the URL: <http://samsodisha.gov.in/> in the browser to land onto the following welcome screen as shown in **Figure 1**:

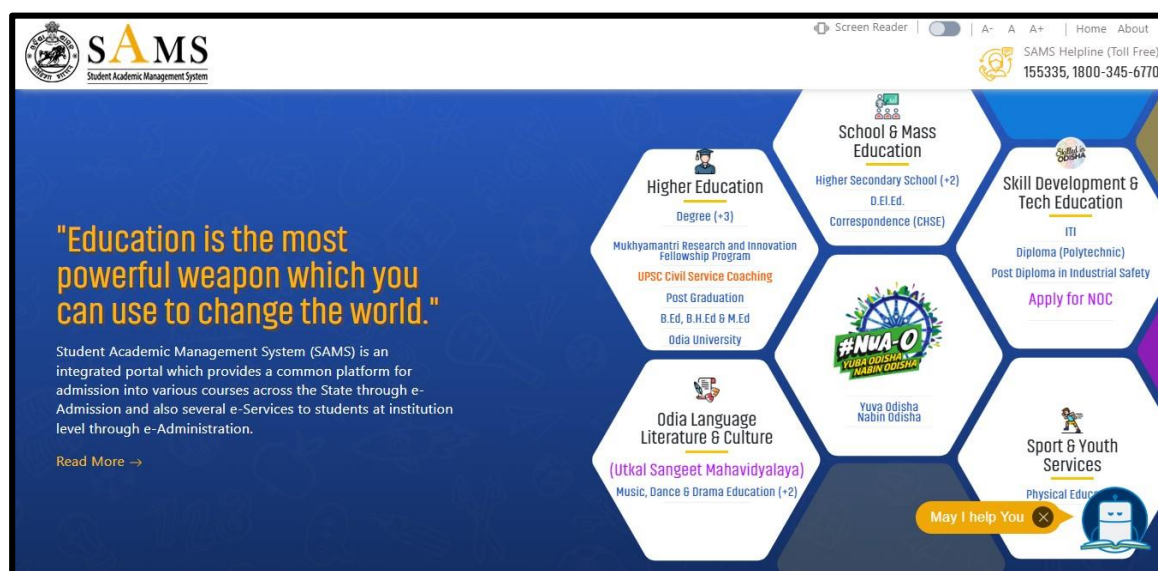


Figure 1 SAMS Welcome Screen

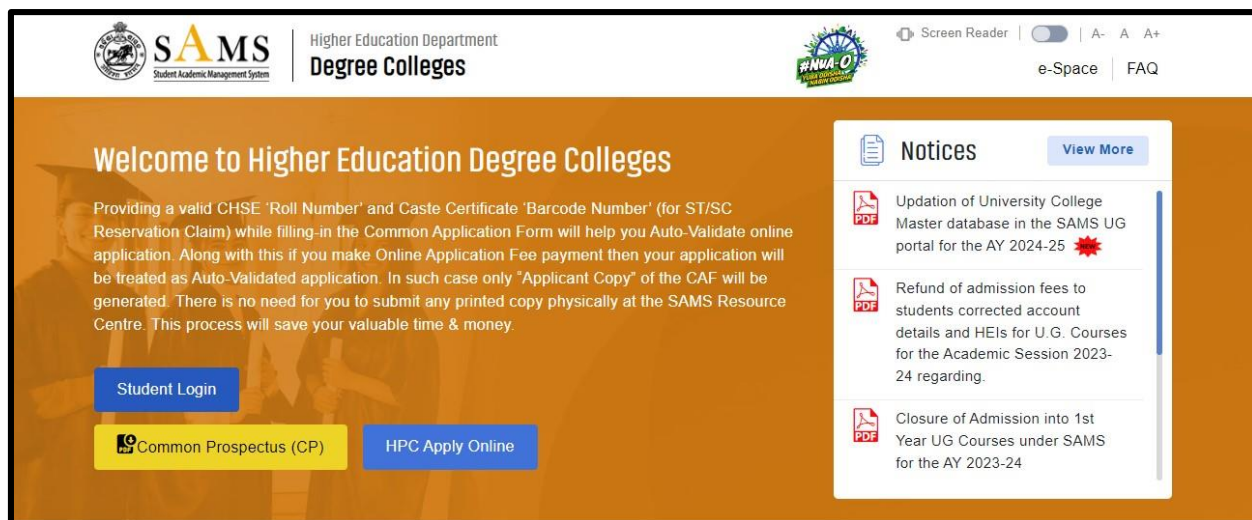


Figure 2 SAMS Degree Portal

Referring to Fig. 2, click the “Student Login”

### 2.1 EXISTING USER (SIGN-IN)

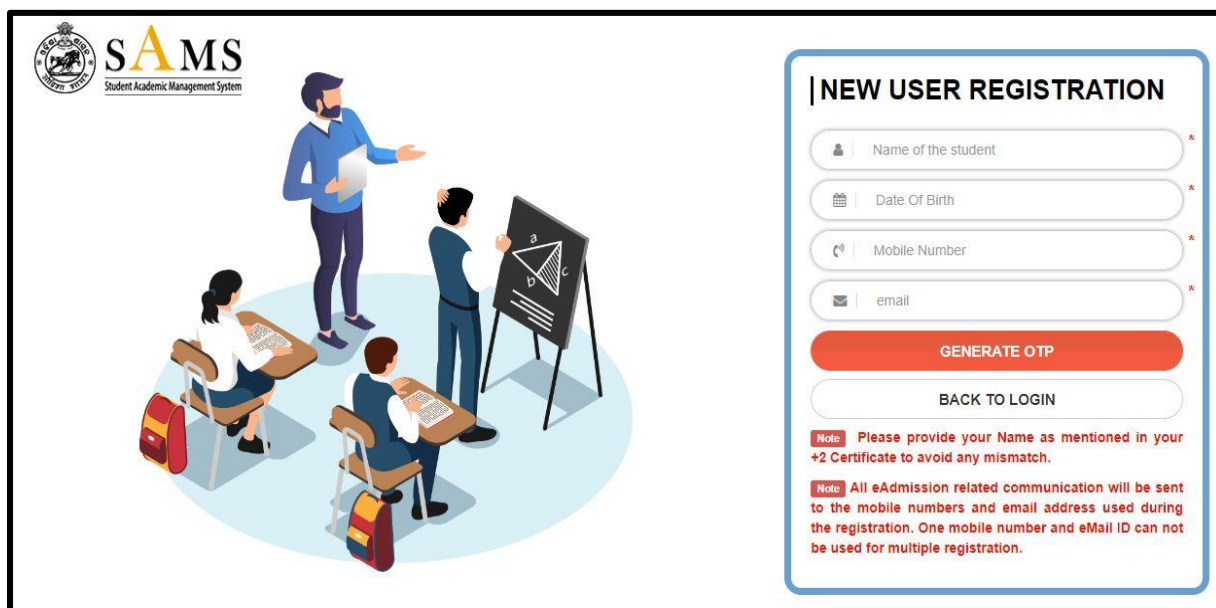
By choosing the Degree Application option in Fig. 2, you will be able to access the login screen for both **New Student Login** and **Existing Student Login** as shown in Fig. 2-2. If you are an existing user, then login to the system using your mobile number and password and follow the steps mentioned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

- Select Year as 1<sup>st</sup>.
- Enter the registered **Mobile Number** of the student in the textbox given.
- Enter the login **Password** of the user in the space provided followed.
- For security reasons, enter the **Captcha** displayed.
- Click the **SIGN IN (Existing User)** button to enter the student area and access the permitted feature

Figure 3 SIGN IN (Existing User) Screen

**Please Note:** All the communication during e-Admission will be made through the mobile number and email address used during registration through SAMS portal. **One mobile number or email address are restricted for multiple registrations.**

## 2.2 NEW USER (SIGN-UP)



**SAMS**  
Student Academic Management System

### NEW USER REGISTRATION

Name of the student \*

Date Of Birth \*

Mobile Number \*

email \*

**GENERATE OTP**

**BACK TO LOGIN**

**Note:** Please provide your Name as mentioned in your +2 Certificate to avoid any mismatch.

**Note:** All eAdmission related communication will be sent to the mobile numbers and email address used during the registration. One mobile number and eMail ID can not be used for multiple registration.

Figure 4 SIGN UP Screen

In case you are new to the system and have not yet registered, then you can sign up into the portal for the first time having an active mobile number. For doing so, click the **SIGN-UP** Option in Fig. 3, and follow the steps mentioned in the below (as shown in Fig. 4):

- Enter the Name of the Student same as mentioned in your certificate (as in 12<sup>th</sup> Standard) in the textbox.
- Enter Date of Birth (as per the 12<sup>th</sup> 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.
- Click the “**Generate OTP**” button to send the OTP to the mobile number given for registration.

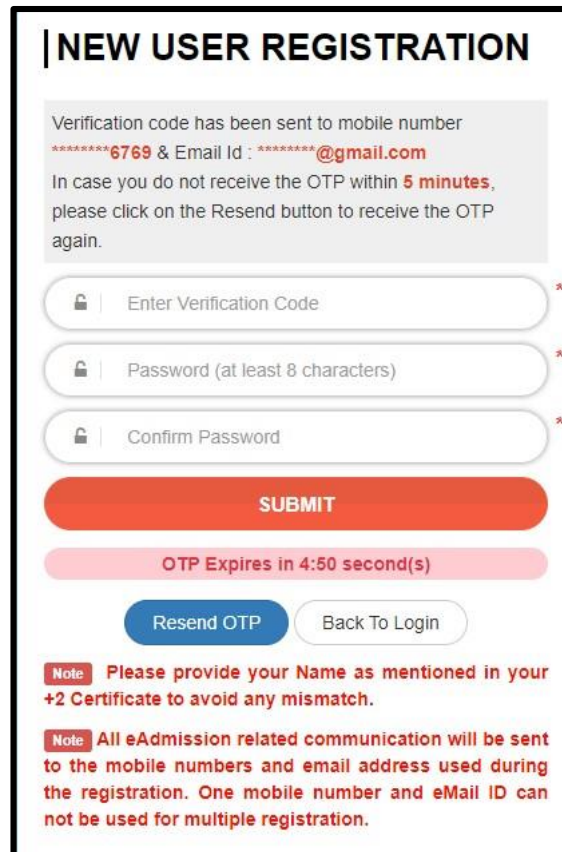
**Please Note:** This mobile number may either belong to you or to any of your family member that is accessible to you.

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, then click the **Resend** button to send the OTP again.

Doing so, 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 log in credential.

To validate your **Sign-Up** process, refer to Fig. 5:

- 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.



**| NEW USER REGISTRATION**

Verification code has been sent to mobile number  
 \*\*\*\*\*6769 & Email Id : \*\*\*\*\*@gmail.com

In case you do not receive the OTP within **5 minutes**,  
 please click on the Resend button to receive the OTP  
 again.

Enter Verification Code

Password (at least 8 characters)

Confirm Password

**SUBMIT**

OTP Expires in 4:50 second(s)

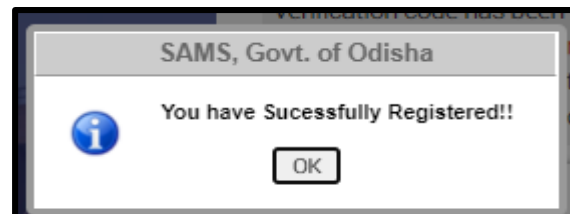
Resend OTP Back To Login

**Note** Please provide your Name as mentioned in your  
 +2 Certificate to avoid any mismatch.

**Note** All eAdmission related communication will be sent  
 to the mobile numbers and email address used during  
 the registration. One mobile number and eMail ID can  
 not be used for multiple registration.

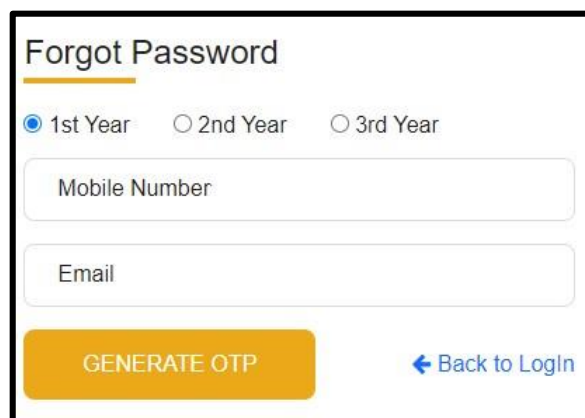
**Figure 5** New User Registration Screen

- On successful registration, an on-screen message will be shown as shown in **Fig. 6** 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 registered mobile number and password in your email ID.



**Figure 6** Success Message Screen

## 2.3 FORGOT PASSWORD



**Forgot Password**

☒ 1st Year ☐ 2nd Year ☐ 3rd Year

Mobile Number

Email

**GENERATE OTP** [← Back to Login](#)

**Figure 7** Forgot Password Screen



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

- a) Click on the **Forgot Password?** link (Refer Fig. 3)

**To generate OTP:**

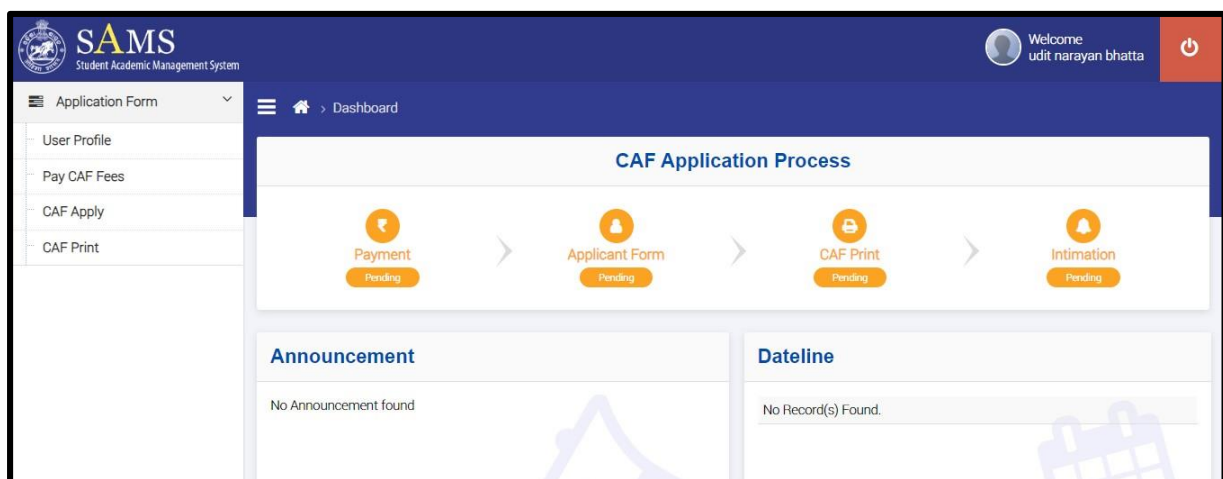
- b) Enter your registered **Mobile Number** in the specified box
- c) Enter your registered **email ID** in the specified box
- d) Click on **Generate OTP** button
- e) Check for the OTP received on your mobile and email ID.

At any point if you want to go back to Login page, Click "**Back to Login**" link. Refer Fig. 7.

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

### 3. DASHBOARD

On successful registration **Sign-In** with your registered mobile number and password, you will land onto the following SAMS Degree college admission dashboard, refer Fig. 8, 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 8** Common Application Form Dashboard Screen

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

#### 3.1 USER MANUAL

To start applying Common Application form (CAF) for U.G. Courses, applicants are advised to download and read user manual before filling up of CAF available in Student CAF Dashboard (as shown in Fig. 8).

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.

### 3.2 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. 9**. Further, a pop-up screen mentioning “**Do you want to fill your form using Digi-Locker**” will be shown. If, you have data/ information available on the Digi-locker 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.

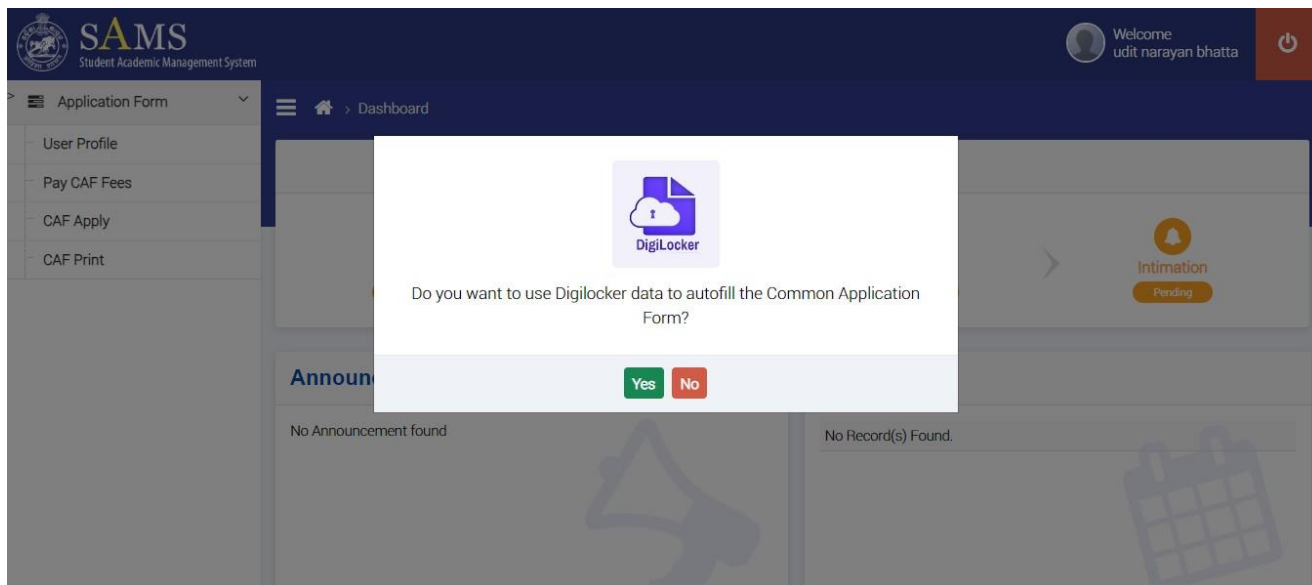


Figure 9 Dashboard

### 3.3 USER PROFILE

Applicants can change their **Applicant Name** and **Date of Birth** if found incorrect at time of registration using this option as shown in **Fig. 9**:

- Enter the correct name as per 10th Standard Certificate (if it is incorrect) in the textbox (**Refer Fig. 9**).
- Enter Date of Birth as per 10th Certificate (if incorrect) in the textbox.
- Click submit button to update the correct data in Common Application Form (**Refer Fig. 9**).

Figure 10 User Profile Screen



### 3.4 PAY CAF FEES

Before applying CAF, applicants have to deposit CAF fees through online mode (Refer Fig. 10):

The screenshot shows the 'Payment Information' page in the SAMS system. At the top, a message says 'Please click on 'Proceed to pay' to pay the CAF fees ₹ 275'. The form is divided into two sections: 'Personal Details' and 'Reservation Details'. In 'Personal Details', fields include Name (udit narayan bhatta), Mobile No. (9776676769), Date Of Birth (26-07-1995), Gender (SELECT), State of Domicile (1 - ODISHA), Child without biological/Adoptive parents? (Yes/No), Are you Orphan? (Yes/No), Staying at Child Care Institutions? (Yes/No), and Green Passage? (Yes/No). The 'Reservation Details' section includes radio buttons for Schedule Tribe (ST), Schedule Caste (SC), Other Backward Class (OBC), Socially and Educationally Backward Classes (SEBC), and General, along with a checkbox for Persons with Disabilities (PwD). A red box highlights the 'Submit' button at the bottom right.

Figure 11 Pay CAF Fees Screen

For paying the required CAF fees:

- Select “**Gender**” and State of “**Domicile**” from drop down in Personal Details as shown in Fig. 10.
- Select the appropriate “**Reservation Details**” and “**Person with Disabilities information**” and click “**Proceed to Pay**” button to go “**Payment Gateway Screen**” as shown in Fig. 11.

The screenshot shows the 'CAF Payment' page in the SAMS system. At the top, a message says 'Please Select your Payment Gateway'. Below this, there are three payment gateway options, each with a radio button: HDFC BANK, SBIePay, and UCO SmartPay. A 'Proceed' button is located at the bottom center of the page.

Figure 12 Payment Gateway Screen

You are provided with options to choose for 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.

» > CAF Payment

### Important Instructions for Online Payment

The fee being paid is only towards the application and does not in anyway guarantee issuance of Admit Card etc. The application fees once paid is non-refundable even if the application is rejected for any reason.

- Fee once paid will not be given refund. Candidate should go through the detailed Notification and ensure the eligibility before making payment.
- When a Candidate makes a double payment by mistake, refund can be considered only On bringing it to the notice of the department by mail within 7 days of making such payment. Any kind of request beyond 7 days period will not be entertained. The refund process via same source of payments made in such cases will be initiated in Three to Five working days after receiving the refund request in all eligible cases of refund. This clause is applicable only in case of multiple payments by a candidate for the notification.
- If, due to any reason department cancels notification and decides to refund the fee, the amount will be returned duly excluding the processing fee involved in making such payments.
- During the process of making payment by the candidate, by any chance the amount is deducted from the candidate and the same has not reached to the account, Then it will be automatically refunded by the Payment gateway provider on bringing the issue to me notice of Payment Gateway service provider.

☒ I accept Terms & conditions

SL#	Applicant Name	RollNo	Unique Ref. No.	Amounts	Action
1	PUJASHREE SUTAR	135CC222	21D000197	₹ 275/-	Online Payment

Figure 13 Payment Instruction 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 **Online Payment** option to pay the requisite amount for the admission into the college and stream selected. Refer Fig. 12.

Once the payment is done, you are redirected to application payment confirmation screen which can be printed for further use, refer Fig. 13:

SAMS Student Academic Management System

Welcome Ankit

Application Form

- CAF Apply
- CAF Payment
- CAF Print
- Payment History

SL#	Applicant Name	RollNo	Unique Ref. No.	Amounts	Action
1	SUNITA TUDU	157CD0074	21H0003764	₹ 300/-	Print

Figure 14 CAF Payment Screen

### 3.5 APPLICATION FORM/ CAF APPLY

After success payment of CAF Fees, click the CAF Apply link in Fig. 8, to fill in your details with respect to personal details, details of marks secured and educational institution last attended, etc.

SAMS Student Academic Management System

Welcome Rajkeshore Panda

Application Form

- User Manual
- User Profile
- Pay CAF Fees
- CAF Payment
- CAF Apply
- CAF Print
- Intimation Letter

### CAF Instructions for the session 2023-24

Before filling the application form please read the instructions carefully. Keep the following documents ready for your referral.

1. Original High School Certificate (HSC/CBSE/ICSE/any other Board for verification of date of birth)
2. Original Higher Secondary (+2) Mark Sheets-cum-Provisional Certificate (or equivalent Board)
3. Original Schedule Tribe / Schedule Caste certificates with barcode
4. Original Person With Disability certificates (PwD) with barcode
5. Original Ex-Serviceman certificate (ESM)
6. Original Service Defence Personnel certificates (SDP)
7. Original Children of Martyrs certificates (CoM)
8. Original NCC certificate
9. Original NSS certificate
10. Original Sports certificate

ଆବେଦନ ପୂର୍ବକ ନିମ୍ନଲିଖିତ ସମସ୍ତ ଦସ୍ତାବିଜ ଉପସ୍ଥାପନ କରିବାକୁ ପଡ଼ିବ । ଆବେଦନ କରିବା ପାଇଁ ନିମ୍ନଲିଖିତ ଦସ୍ତାବିଜ ସ୍ପଷ୍ଟ ଗ୍ରହଣ କରନ୍ତୁ ।

୧. ମୂଳ ଉଚ୍ଚ ବିଦ୍ୟାଳୟ ସାଫ୍ଟିକେଟ୍ (HSC/ CBSE/ ICSE/ କୌଣସି ଅନ୍ୟ ବୋର୍ଡ୍) ।
୨. ମୂଳ ଉଚ୍ଚ ମାଧ୍ୟମିକ (+୨) ମାର୍କସିଟ୍-କମ୍-ପ୍ରୋଭିସନାଲ ସାଫ୍ଟିକେଟ୍ (କିମ୍ବା ସମତୁଲ୍ୟ ବୋର୍ଡ୍) ।
୩. ସାମ୍ବାଦିକତା କ୍ଷେତ୍ରର ମୂଳ ଅନୁସୂଚିତ ଜାତି/ସାମ୍ବାଦିକତା ସାଫ୍ଟିକେଟ୍ (କିମ୍ବା ସମତୁଲ୍ୟ ବୋର୍ଡ୍) ।
୪. ସାମ୍ବାଦିକତା କ୍ଷେତ୍ରର ମୂଳ ଅନୁସୂଚିତ ଜାତି/ସାମ୍ବାଦିକତା ସାଫ୍ଟିକେଟ୍ ।
୫. ମୂଳ ସେବା ସୁରକ୍ଷା ନିର୍ବାହୀଙ୍କ ସାଫ୍ଟିକେଟ୍ (ESM) ।
୬. ମୂଳ ସେବା ସୁରକ୍ଷା ନିର୍ବାହୀଙ୍କ ସାଫ୍ଟିକେଟ୍ (SDP) ।
୭. ସମ୍ବନ୍ଧିତ ମାର୍ତ୍ତ୍ୟଙ୍କ ସାଫ୍ଟିକେଟ୍ (CoM) ।
୮. ମୂଳ NCC ପ୍ରମାଣପତ୍ର ।
୯. ମୂଳ NSS ପ୍ରମାଣପତ୍ର ।
୧୦. ଉପରୋକ୍ତ ଅନୁସୂଚିତ କୌଣସି ଏକ ସାମ୍ବାଦିକତା କ୍ଷେତ୍ରର ମୂଳ ପ୍ରମାଣପତ୍ର ।

Close

**Figure 15 CAF Instruction Screen**

Before filling in the application form, you need to go through the instructions given to be followed and the list of necessary documents required for your referral, (as shown in Fig. 14).

Click the **Close** button to proceed for filling the application-

**SAMS** Student Academic Management System

Welcome **udit narayan bhatta**

**Common Application Form**  
For Admission to Degree Colleges (2024-25)  
Department of Higher Education, Government of Odisha

**+3**

Personal Info. Address & Income Info. Reservation & Weightage Info. Option Info.

(\*) Mark indicates mandatory field

**Personal Details**

Name of the Council from which you have passed the +2/Equivalent exam, Year of Exam & Roll Number (as in admit card)

Name of the Examination Council \* Year of Passing \* Exam Type \*  
SELECT SELECT ☒ Annual ☐ Supple/Inst

Roll Number \* Applicant's Name \* Gender \* Blood Group \*  
 UDIT NARAYAN BHATTIA MALE SELECT

Father's Name \* Mother's Name \* Religion \* Date of Birth \*  
 SELECT 26 JULY 1995

Nationality \* Mother Tongue \* Aadhaar No. \* Guardian Mobile No. \*  
 INDIAN ODIA

Child without biological/Adoptive parents \* Are you Orphan? \* Staying at Child Care Institutions \* Green Passage \*  
☐ Yes ☒ No ☐ Yes ☒ No ☐ Yes ☒ No ☐ Yes ☒ No

In order to ascertain the number of candidates who is without biological or adoptive parents and the child is residing in child care institution or under foster care of guardian or any fit person whose annual income from all sources does not exceed for Rs. 1.00lakh.(Orphan Candidate).

Apaar No

**Details of Mark Secured in +2 or Equivalent Examination**

**Note** MIL Mark is not mandatory. Total Mark Secured, is the mark secured in all subjects of +2/Equivalent Exam. \*

☐ Arts ☐ Science ☐ Commerce ☐ Vocational ☐ Diploma ☐ Upashastri

Maximum Mark Total Mark Secured English MIL Chemistry Mathematics Biology

Have you studied Odia at HSC/+2 Level or Higher (or Passed Odia as a special Exam from BSE Odisha in 10th Standard)? ☐ Yes ☒ No

Have you passed +2/Equivalent Council Exam Compartmentally / Instant ? ☐ No ☐ Yes

**Record of educational institution last attended**

Name of the School/College \* Location of the School/College \* District \*  
 7327015540

Year of Joining \* Year of Leaving \*  
 YEAR YEAR

**NEXT**

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**Figure 16 CAF Apply Screen**

### 3.5.1 PERSONAL DETAILS

You can fill-in your personal details to apply for admission into degree colleges for the current year in the respective fields under the **Personal Details** section, refer Fig. 16

**Personal Details**

Name of the Council from which you have passed the +2/Equivalent exam, Year of Exam & Roll Number (as in admit card)

Name of the Examination Council \*

Year of Passing \*

Exam Type \* ☒ Annual ☐ Supple/Inst

Roll Number \*

Applicant's Name \*

Gender \*

Blood Group

Father's Name \*

Mother's Name \*

Religion \*

Date of Birth \*

Nationality \*

Mother Tongue \*

Aadhaar No. \*

Guardian Mobile No. \*

Child without biological/Adoptive parents\* ☐ Yes ☒ No


Are you Orphan? \* ☐ Yes ☒ No

Staying at Child Care Institutions\* ☐ Yes ☒ No

Green Passage \* ☐ Yes ☒ No

In order to ascertain the number of candidates who is without biological or adoptive parents and the child is residing in child care institution or under foster care of guardian or any fit person whose annual income from all sources does not exceed for Rs. 1.00lakh.(Orphan Candidate).

Apaar No


 Upload Photo \*

**Figure 17 Personal Details Screen**

- The **Name of the Examination Council** for the last attended exam gets auto populated. You can select the name of the examination board as per your preference from the drop-down menu.
- Select the **Year of Passing** the exam from the drop-down menu.
- Choose the **Exam Type** you have appeared, i.e. either Annual or Supplementary.
- Enter your **Roll No.** in the textbox given as mentioned in your admit card.
- Your information including **Applicant Name**, your **Father's Name**, **Mother's Name**, **Nationality**, **Mother Tongue** and **Marks** secured in the respective subjects will be automatically populated in the respective fields in the application form for CHSE(O) applicants. Other Board applicant shall fill the details manually in the respective textbox.
- Select your **Religion**, **Date of Birth**, **Gender** and the **Blood Group** you possess from the respective menus.
- Enter your 12-Digit valid **Aadhaar number** as issued by Govt. of India followed by entering the **Guardian Mobile No.** in the space provided for communication.
- Aside, you have an **"APAAR No."**, Applicant has to enter the **"APAAR No."** in the required field. (which is a non-mandatory field)
- If the child is without **"Biological or Adoptive Parents"** click **"Yes"** continue or click **"No"** to continue **Refer Fig.16.**
- Click the Upload Photo option wherein you can select the photograph either in JPG, BMP or PNG format **Refer Fig. 17.**

**Upload a picture of yourself**

No file chosen



- You can upload a JPG, JPEG, BMP or PNG file. (Do not upload pictures containing celebrities, nudity, artwork or copyrighted images.)
- Upload image size is less than 2MB.

**Note:** The photo you specify here will be used across CAF, ID Card, Library Card etc.

**Figure 18 Upload Photo Screen**

- On choosing the appropriate photograph, click the **Upload** button to save the photo.
- Click **Ok** button to upload the photo against your profile.

**Please Note:** The photo you specify here will be used across CAF, ID Card, Library Card, etc.

The details of the marks secured in the 12<sup>th</sup> board examination will be displayed for the respective subjects.

- If marks of subject auto populated is incorrect as per the 12<sup>th</sup> CHSE(O) result, then you need to visit your nearest SAMS Resource Center (SRC) to correct the marks.

### 3.5.2 DETAILS OF MARKS SECURED IN +2 COUNCIL/ EQUIVALENT EXAM

**Details of Mark Secured in +2 or Equivalent Examination**

**Note** MIL Mark is not mandatory. Total Mark Secured, is the mark secured in all subjects of +2/Equivalent Exam. \*

☐ Arts 
 ☐ Science 
 ☐ Commerce 
 ☐ Vocational 
 ☐ Diploma 
 ☐ Upashastri

Maximum Mark	Total Mark Secured	English	MIL	Chemistry	Mathematics	Biology
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Have you studied Odia at HSC/+2 Level or Higher (or Passed Odia as a special Exam from BSE Odisha in 10th Standard)? ☐ Yes ☒ No

Have you passed +2/Equivalent Council Exam Compartmentally / Instant ? ☐ No ☐ Yes

**Figure 19 Details of Mark Secured in +2 or Equivalent Examination Screen**

- If your roll no. is auto-validated by the system in case you choose the Yes option for agreeing that the data provided are correct, then the details of the maximum marks, total marks secured, subject wise mark details will be auto-populated in the respective fields in **Fig. 18**.
- Other Board applicant whose data doesn't not auto populate has to select the appropriate "Stream" and enter the maximum marks and secured marks manually.
- If you have passed the **+2 Council Exam Compartmentally/Instant**, Enter the subject wise Fail mark for the previous exam along with the Pass mark in the Compartmental exam in the respective sections Refer **Fig. 19**

**Details of Mark Secured in +2 or Equivalent Examination**

**Note:** MIL Mark is not mandatory. Total Mark Secured, is the mark secured in all subjects of +2/Equivalent Exam. \*

☐ Arts 
 ☒ Science 
 ☐ Commerce 
 ☐ Vocational 
 ☐ Diploma 
 ☐ Upashastri

Maximum Mark	Total Mark Secured	English	MIL	Chemistry	Mathematics	Biology
600	545	78	87	77	66	69

Have you studied Odia at HSC/+2 Level or Higher (or Passed Odia as a special Exam from BSE Odisha in 10th Standard)? ☒ Yes ☐ No

Have you passed +2/Equivalent Council Exam Compartmentally / Instant ? ☒ No ☐ Yes

**Figure 20** Compartmental Marks Screen

### 3.5.3 RECORD OF EDUCATIONAL INSTITUTION LAST ATTENDED

**Record of educational institution last attended**

Name of the School/College \*  
 Location of the School/College \*  
 District \*

Year of Joining \*  
 Year of Leaving \*

**NEXT**

**Figure 21** Record of Educational Institution Last Attended

The detailed record of the educational institution that you have attended last can be selected in this section Refer **Fig. 20**:

- The **Name of the School** last attended is in the respective field.
- Enter the **Location of the School** last attended in the given textbox followed by selecting the name of the **District** where the school is located.
- Select the **Year of Joining** the school last attended from the drop-down menu.

Click the **Next** button to proceed further to the next screen, i.e., the Address, Income & Bank Account Information Section.



### 3.5.4 ADDRESS, INCOME & BANK INFORMATION

**SAMS**  
Student Academic Management System

Welcome  
udit narayan bhatta

Application Form

Common Application Form  
For Admission to Degree Colleges (2024-25)  
Department of Higher Education, Government of Odisha

+3

Personal Info. Address & Income Info. Reservation & Weightage Info. Option Info.

(\*) Mark indicates mandatory field

**Permanent Address**

State \*  
1 - ODISHA

District \*  
SELECT

Block / ULB \*  
SELECT

Pin Code

House No., Street/Village, Post Office, Police Station Name \*

Mobile No. \*  
9776676769

e-Mail \*  
NEWUDITOFFICIAL66@GMAIL.COM

Upload Resident Document  
BROWSE

Residence Certificate No.  
Example  
Barcode - 0123456789101012  
Miscellaneous Case No - E-INC/0124/12345

Issuing Authority  
SELECT

Issued Date

☐ I am providing my WhatsApp Number to receive notifications from SAMS

Whatsapp No. \* ( ☐ Same as mobile No. )

**Income Details of Parents**

Father's Occupation \*  
SELECT

Mother's Occupation \*  
SELECT

Annual Income of Parents (Together) in (₹) \*  
SELECT

Income Certificate No.  
Example  
Certificate No - E-INC/2021/218818

Exact Annual Income (₹) \*

Upload Document  
BROWSE

Do you parents are paying Income Tax?  
☐ Yes ☒ No

To Whom the Certificate Issued

Issuing Authority  
SELECT

Issued Date

**Bank Information**

Account Number \*

Confirm Account Number \*

Name of Account Holder \*

IFSC Number \*

Bank Details \*

Branch Details \*

**Other Information**

Special Category \*  
SELECT

Does parents have a KALIA beneficiary? \*  
☐ Yes ☐ No

Does parent hold a Labour card? \*  
☐ Yes ☐ No

Future Career Option Desired by Applicant \*  
SELECT

Are you willing to participate in skilling courses under NASSCOM/Infosys Springboard? \*  
☐ Yes ☐ No

PREVIOUS NEXT

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**Figure 22** Address, Income & Bank Information Screen

In the **Permanent Address** column-

- The name of the **State** remains default for the location you have registered.
- Select the name of the **District** from the drop-down menu to which you belong.
- Select the name of the **Block/ULB** where you stay.
- Enter the **House No., Street/Village, Post Office and Police Station Name** in the given space.

- Enter the location **Pin Code** in the textbox.
- For communication enter your **WhatsApp Mobile No., Mobile No.** and **e-Mail** address **Fig. 21.**

In the **Income Details for Parents** section-

- Select the occupation of your **Father** and **Mother** from the respective drop-down menus.
- Select the income slab from the list in which together your **Parents annual income** can be included.

In the **Bank Information** section-

- Enter your valid **Account Number** existing in the bank for transaction purpose.
- Re-enter the **Account Number** to confirm.
- Enter Name of the **Account Holder**
- Enter the **IFSC Code** of your bank account. Doing so, the **Bank and Branch Details** gets auto-filled in the respective fields refer **Fig. 21.**

In Other Information Section:

- Enter whether you belong to special category or not
- Enter whether any of your family member is enrolled in “**KAALIA Scheme**”
- Are you having Labour Card
- Enter what you aspire to belong in “**Future Career Option**”

Click the **Next** button as shown in Fig. 21 to select the “**Reservations and Weightage Info**” Section.

### 3.5.5 RESERVATION AND WEIGHATGE INFORMATION

In the **Reservation Details** column-

- Choose the radio button for the category of class to which you belong, i.e. Schedule Class, Schedule Tribe, Other Backward Class, Socially and Educationally Backward Class and General, etc.
- -If the applicant belongs to Schedule Cast or Schedule tribe then S/he has to provide the **Barcode or Miscellaneous Case No.**
- If the applicant belongs to PwD then S/he will have to tick on PwD check box. New option will display as “Nature of Disabilities” and the option under the same will be as follows: Permanent Disability and Temporary Disability (if temporary disability then the person will not be considered under the PwD category)
  - -If Permanent Disability then as per the PwD act of 2016, the 19 categories are shown in the drop-down list in the **Fig. 22** the applicant have to select one of the categories and mention the % of disability, if the applicant is below 40% then the applicant will not be treated under the PwD category.
  - -After that the applicant have to mention the UDID no. in the text field in form of alphanumeric and upload the document.

- If the applicant belongs to ESM/ CoM/ SDP, S/he has to select any one category using the Radio Button and then the applicant has to select the Type of Command under the following drop-down list as shown in **Fig. 22**.

In the **Weightage Details** section-

- Choose the options provided in NCC, NSS Camp, Rover & Ranger, Sports & Games column to which you belong mention in the **Fig. 22**.
  - Under NCC, select NCC (B) or NCC (Camp Course), International Level, National Level, State Level, Best NSS Volunteer Award.
  - Under NSS Camp: International Level, National Level, State Level, and Best NSS Volunteer Award.
  - Under Rover & Ranger: Select Rajya Puraskar (RP) or President Recognition (PR).
  - Under Sports & Games: Select International, National or State.

**SAMS**  
Student Academic Management System

Welcome  
udit narayan bhatta

Application Form

Common Application Form  
For Admission to Degree Colleges (2024-25)  
Department of Higher Education, Government of Odisha

+3

Personal Details Address & Income Info. Reservation & Weightage Info. Option Info.

Mark indicates mandatory field

Reservation Details

Application Fees = Rs 0

☐ Schedule Tribe (ST) ☐ Schedule Caste (SC) ☐ Other Backward Class (OBC) ☐ Socially and Educationally Backward Classes (SEBC) ☒ General

☒ Persons with Disabilities (PwD)

Nature of Disability \*  % Of Disability \*  UDID No  Type Of Disability \*

☐ Ex-Service Man (ESM) ☐ Children of Martyrs (CoM) ☐ Serving Defence Personnel (SDP) ☒ None

Do you have odisha domicile(Resident) Certificate? \* ☐ Yes ☐ No

Weightage Details

NCC	NSS Camp	Rover & Ranger	Sports & Games
<input type="checkbox"/> NCC-B Certificate	<input type="checkbox"/> International Level	<input type="checkbox"/> President Recognition (PR)	<input type="checkbox"/> International Level
<input type="checkbox"/> NCC (Camp/Course/Activities)	<input type="checkbox"/> National Level	<input type="checkbox"/> Rajya Puraskar (RP)	<input type="checkbox"/> National Level
	<input type="checkbox"/> State Level(Issued by State NSS Cell)		<input type="checkbox"/> State Level
	<input type="checkbox"/> Best NSS Volunteer Award		

PREVIOUS NEXT

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**Figure 23** Reservation, Weightage Information Screen

Click the **Next** button as shown in **Fig. 22**.

Moving on further to choose the options for subjects into various courses like **+3 Arts, Science, Commerce, B.A. Law, Integrated 4-Years B.A. B.Ed./B.Sc. B.Ed. in Government, Aided, Private and Self-Financing colleges**, you are redirected to the **Option Info** screen wherein you are given the option to choose for the subject names from the respective menus.

### 3.5.6 OPTION INFORMATION

The screenshot displays the 'Common Application Form' for admission to degree colleges in Odisha for the year 2024-25. The user is logged in as 'udit narayan bhutta'. The application form is divided into four main sections: Personal Details, Address & Income Info., Reservation & Weightage Info., and Option Info. The 'Option Info.' section is currently active, showing a progress bar with four steps. The form includes a note: 'You are required to add a Minimum of 5 and Maximum any number of options.' The form fields are as follows:

- College Type: ☒ Govt. / ☐ Aided-488 / ☐ Aided-662 / ☐ Unaided / ☐ Sanskrit / ☐ BA-LAW / ☐ Integr. B.Ed.-4Yrs
- District Name:
- College Name:
- Stream:
- Subject:

At the bottom of the form, there is a '2ND OPTION' button and a 'PREVIOUS' button. A copyright notice at the bottom reads: 'Copyright © 2024 SAMS Application, All Rights Reserved'.

Figure 24 Adding HEIs Option Information Screen


Referring to Fig. 23,

- Choose the appropriate radio button for the HEIs type into which you are interested to enroll yourself, i.e., either Govt./Aided/Private, Self-Financing, or Sanskrit.
- Select the name of the **District** from the drop-down menu wherein you are interested to take admission.
- Depending on the location, select the College Name from the drop-down list followed by choosing the name of the Stream for which admission is desired.
- Selecting the Stream for which admission is desired, the previous year cut off marks for the 1<sup>st</sup> selection for the category selected is auto-displayed.
- You need to select the subject from the list of subject options given.
- Choose either **Yes** or **No** if you are interested to reside in **hostel** or not.
- After the applicant will choose **Yes**, Information related to the hostel: like availability of hostel, seat strength as per the category will be mention as shown in the Fig. 23.

Once you are done with the 1<sup>st</sup> option HEIs/Subject, click the 2<sup>nd</sup> Option button to select for the HEIs/Subject.

Here, you can select a minimum of 5 options and a maximum of any number of options for the admission.

## 3.5.7 PREVIEW SCREEN



## Common Application Form

For Admission to Degree Colleges (2024-25),  
Government of Odisha

★ Please Verify the Caf Details and Proceed to Submit the Caf information

+3

**Personal Details**

Name of the Council from which you have passed the +2/Equivalent exam, Year of Exam & Roll Number (as in admit card)

Name of the Examination Council : 3 - CENTRAL BOARD OF SECONDARY EDUCATION, NEW DELHI

Year of Passing : 2024      Exam Type : Annual

Roll Number : 54654      Applicant's Name : RAJKISHORE PARIDA

Gender : MALE      Blood Group : AB+

Father's Name : RABINDRA      Mother's Name : RANJANA

Religion : HINDUISM      Date of Birth : 13-SEPTEMBER-1992


Nationality : INDIAN      Mother Tongue : ODIA

Aadhaar No. : 874816081704      Guardian Mobile No. : 7327015540

Child without biological/adoptive parents : Yes      Orphan : Yes

Staying at Child Care Institutions : Yes      Green Passage : No

Apaar No. :



RAJKISHORE PARIDA

In order to ascertain the number of candidates who is without biological or adoptive parents and the child is residing in child care institution or under foster care of guardian or any fit person whose annual income from all sources does not exceed for Rs. 1.00lakh (Orphan Candidate).

**Details of Mark Secured in +2 or equivalent Examination**

**Note:** MIL Mark is not mandatory. Total Mark Secured, is the mark secured in all subjects of +2 or equivalent Exam.

**Note:** Subject wise mark is captured and used only for tie breaker Case.

☐ Arts   
 ☒ Science   
 ☐ Commerce   
 ☐ Vocational   
 ☐ Diploma   
 ☐ Upashastri

Maximum Mark	Total Mark Secured	English	MIL	Chemistry	Mathematics	Biology
600	600	100	100	100	100	100

Have you studied Odia at HSC/+2 Level or Higher (or Passed Odia as a special Exam from BSE Odisha in 10th Standard)? : Yes

Have you passed +2/Equivalent Council Exam Compartmentally / Instant? : No

**Record Of Educational Institution Last Attended**

Name of the School/College : DAV PUBLIC SCHOOL

District : JHARSUGUDA

Location of the School/College : JHARSUGUDA

Year of Joining : 2023

**Permanent Address**

State	: 1 - ODISHA	District	: JHARSUGUDA
Block	: LAKHANPUR	House No., Street/Village, Post Office, Police Station Name	: SARANDAMAL
Pin Code	: 768211	WhatsApp Mobile No	: 8339814091
Mobile No	: 8339814091	e-Mail	: ABC.PARIDA012@GMAIL.COM
Residence Certificate Barcode	:	Issuing Authority	:
Issued Date	:		

**Income Details of Parents**

Father's Occupation	Mother's Occupation	Annual Income of Parents (Together) in (₹)
RETIRED / PROFESSIONAL	HOME MAKER	0 - 1,50,000
Exact Annual Income	Income Certificate Barcode	Does your parents are paying Income Tax?
120000		No
To Whom the Certificate Issued	Issuing Authority	Issued Date

**Bank Information**

Account Number	: 55861011	Name of Account Holder	: RAJKISHORE
IFSC Number	: SBIN0008704	Bank Details	: STATE BANK OF INDIA
Branch Details	: BANDHABAHAL		

**Other Information**

Special Category	: None of the above		
Does parents have a KALIA beneficiary?	: No	Does parent hold a Labour card?	: No
Future Career Option Desired by Applicant	: UpSkill	Are you willing to participate in skilling courses under NASSCOM/Infosys Springboard?	: Yes

**Reservation Details**

Schedule Tribe (ST)/Schedule Caste (SC)/Other Backward Class (OBC)/Socially and Educationally Backward Class (SEBC)/General	: General
Persons with Disabilities (PwD)	: No



**Reservation Details**

Schedule Tribe (ST)/Schedule Caste (SC)/Other Backward Class (OBC)/Socially and Educationally Backward Class (SEBC)/General : General  
Persons with Disabilities (PwD) : No  
Ex-Service Man (ESM)/Children of Martyrs (CoM)/Serving Defence Personnel (SDP)/None : None  
Do you have odisha domicile Certificate? : Yes

**Weightage Details**

**NCC**  
☐ NCC-B Certificate  
☐ NCC (Camp/Course/Activities)

**NSS Camp**  
☐ International Level  
☐ National Level  
☐ State Level(Issued by State NSS Cell)  
☐ Best NSS Volunteer Award

**Rover & Ranger**  
☐ President Recognition (PR)  
☐ Rajya Puraskar (RP)

**Sports & Games**  
☐ International Level  
☐ National Level  
☐ State Level

**Option(s)/Choice(s) Details**

Option SL.No	College	Stream	Preference	Subject	Hostel Option
1st	+3 KASHI BISWANATH MAHAVIDYALAYA, PAIKASAHU	ARTS	HONOURS	POLITICAL SCIENCE	No
2nd	BALANGI (DEGREE) MAHAVIDYALAYA, SUNAHAT	PHYSICAL SCIENCE	HONOURS	PHYSICS	No
3rd	FAKIR MOHAN (AUTONOMOUS) COLLEGE, BALASORE	PHYSICAL SCIENCE	HONOURS	B.SC. B.ED. (MATHEMATICS)	No
4th	MAHARAJA PURNA CHANDRA (AUTONOMOUS) COLLEGE, TAKATPUR	ARTS	HONOURS	B.A. B.ED. (ECONOMICS)	No
5th	SAMANTA CHANDRA SEKHAR (AUTONOMOUS) COLLEGE, PURI	PHYSICAL SCIENCE	HONOURS	B.SC. B.ED. (MATHEMATICS)	No

**You have been provisionally selected for the following schemes based on your eligibility for scholarships:**

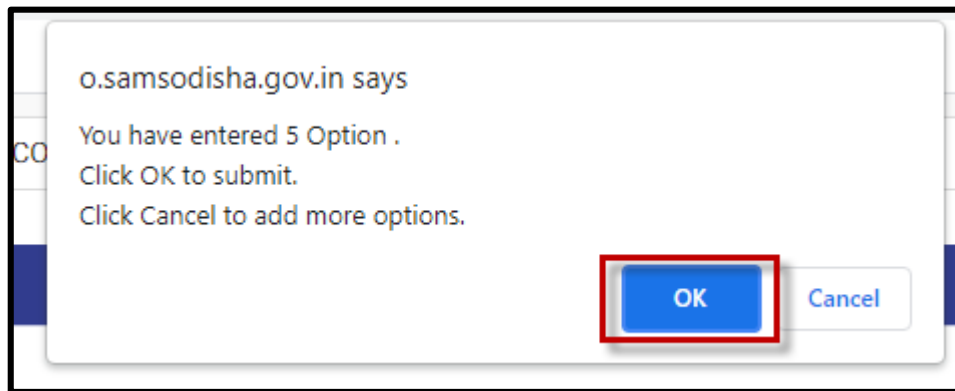
e-Medhabruti - U.G Merit  
NUA-O Scholarship  
NUA-O Scholarship - II

Edit SAVE & PROCEED

**Figure 25 CAF Preview**

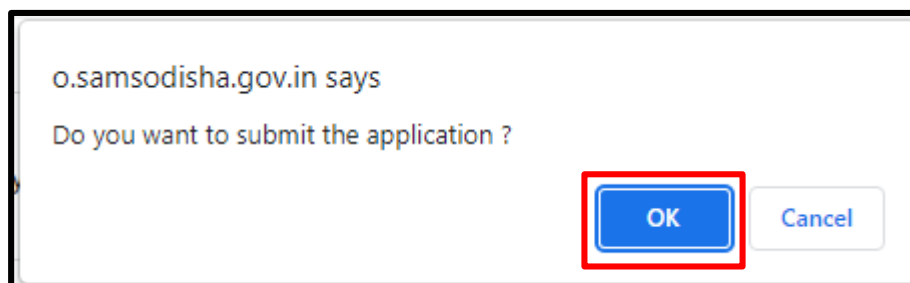
Click on the preview where applicant could see their entire CAF before submitting the CAF if they find any issue they could click on the “**EDIT**” button to edit any fields or they could click “**SAVE & PROCEED**” as shown in the **Fig. 24**.

The system prompts an alert message to click **OK** for submitting the application, else click **CANCEL** to modify the application.



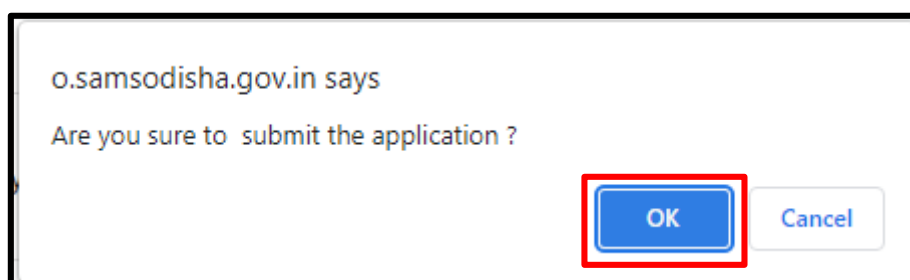
**Figure 26** Alert Message Screen

Clicking OK, the system will again ask you whether to submit your CAF information or not, refer Fig. 25.



**Figure 27** Alert Message Screen

If you are sure to submit the application, then click the “OK” button as highlighted in Fig. 25. After clicking ok system prompts a final alert message once submitted, you are not allowed to edit any information as shown in Fig. 26.



**Figure 28** Alert Message Screen

### 3.5.8 CAF PRINT

Once the application fee is complete in all respects and submitted along with the fee paid, you can now generate a printout of the same choosing the Print option, refer **Fig. 28**.

**SAMS**  
Student Academic Management System

Application Form

User Profile

Pay CAF Fees

CAF Apply

CAF Print

CAF Print

Welcome Rajkishore Parida

**Common Application Form**  
For Admission to Degree Colleges (2024-25)  
Department of Higher Education, Government of Odisha  
**Applicant Copy**  
Monday, Jun 3, 2024 10:57:54 AM

24D000055  
  
+3  
(PHASE-1)  


**Your CAF has not been validated . Please contact the HEI at the time of reporting for admission**

1 +2 Council Details  
(As in admit Card)

Name of the Examination Board  
CENTRAL BOARD OF SECONDARY EDUCATION, NEW DELHI

Year of Passing  
2024

Exam Type  
Annual

Roll Number  
54654

2 Applicant's Name  
RAJKISHORE PARIDA

3 Father's Name  
RABINDRA

4 Mother's Name  
RANJANA

Blood Group  
AB+

Gender  
MALE

Religion  
HINDUSIM

Date of Birth  
13 Sep 1992

Nationality  
INDIAN

Mother Tongue  
ODIA

Aadhaar No.  
\*\*\*\*\*1704

Parent Mobile No.  
7327015540

5 Personal Details

Child without biological or adoptive parents  
Yes

Orphan  
Yes

Staying at Child Care Institutions  
No

Green Passage  
Yes

Apoor No

6. Permanent Address

a. State  
ODISHA

b. District  
JHARSUGUDA

c. Block / ULB  
LAKHANPUR

d. Address  
SARANDAMAL

e. PIN Code  
768211

f. Whatsapp No.  
8339814091

g. Mobile No.  
8339814091

h. e-Mail  
abc.parida012@gmail.com

J. Issuing Authority.

K. Issued Date.

7. Reservation Details

a. Schedule Tribe  
No

Schedule Caste  
No

Other Backward Class  
No

Socially and Educationally Backward Class  
No

General  
Yes

b. Persons with Disabilities  
No

c. Ex-Service Man  
No

Serving Defence Personnel  
No

Children of Martyrs  
No

Do you have odisha domicile(Resident) Certificate?  
Yes

8. Weightage Details

a. NCC

NCC-B Certificate  
No

NOC (CAMP/COURSE/ACTIVITIES)  
No

b. NSS Camp

International Level  
No

National Level  
No

State Level(Issued by State NSS Cell)  
No

Best NSS Volunteer Award  
No

c. Rover & Ranger

President Recognition(PRI)  
No

Rajya Puraskar(RP)  
No

d. Sports & Games

International Level  
No

National Level  
No

State Level  
No

9. Details of Mark Secured in +2 or equivalent Examination

a. Stream  
Science

b. Mark secured in each subject in +2 or equivalent Examination

Maximum Mark	Total Mark Secured	English	MIL	Chemistry	Mathematics	Biology
600	600	100	100	100	100	100

c. Have you studied Odia at HSC/+2 Level or Higher (or Passed Odia as a special Exam from BSE Odisha in 10th Standard)?  
Yes

d. Have you passed +2 or equivalent Exam Compartmentally / Instant?  
No

10. Income Details of Parents

a. Father's Occupation  
RETIRED / PROFESSIONAL

b. Mother's Occupation  
HOME MAKER

c. Actual Income of the Parents (Together)in Rs.  
120000

d. Annual Income of the Parents (Together)in Rs.  
0 - 1,50,000

e. Dose your parents are paying Income Tax?  
No

a. To Whom the Certificate Issued

b. Issuing Authority

c. Issued Date

11 Bank Information

a. Account Number

55861011

b. IFSC Number

SBIN0008704

d. Bank Name

STATE BANK OF INDIA

e. Branch Name

BANDHABAHAL

f. Name of Account Holder

RAJKISHORE

Other Information

a. Special Category

None of these

c. Does parent hold a Labour card?

No

d. Are you willing to participate in skilling courses under NASSCOM/Infosys Springboard?

Yes

e. Future Career Option Desired by Applicant

UpSkill

12 Record of educational institution last attended

a. Name of the School/College

DAV PUBLIC SCHOOL

b. Location of the School/College

JHARSUGUDA

c. District

JHARSUGUDA

d. Year of Joining

2023

e. Year of Leaving

2024

13 Option(s)/Choice(s) Details

Option	College	Stream	Preference	Subject	Hostel Option	Admission Fee	Hostel Fee
1st	+3 Kashi Biswanath Mahavidyalaya, Paikarahi	Arts	HONOURS	POLITICAL SCIENCE	NO	0	0.00
2nd	Balangi (Degree) Mahavidyalaya, Sunahat	Physical Science	HONOURS	PHYSICS	NO	0	0.00
3rd	Fakir Mohan (Autonomous) College, Balasore	Physical Science	HONOURS	B.SC. B.ED. (MATHEMATICS)	NO	0	0.00
4th	Maharaja Purma Chandra (Autonomous) College, Takatpur	Arts	HONOURS	B.A. B.ED. (ECONOMICS)	NO	0	0.00
5th	Samanta Chandra Sekhar (Autonomous) College, Puri	Physical Science	HONOURS	B.SC. B.ED. (MATHEMATICS)	NO	0	0.00

UNDERTAKING

I do hereby agree to abide by the rules of the College/Hostel. I undertake that should any indiscipline and disobedience instance of the rules laid down by the Government or any authority empowered by them in this regard or should conduct in the college is found not satisfactory, my name will automatically be removed from the college. I undertake that information furnished by me in this application is true and correct and I undertake that any wrong information furnished by me, detected afterwards will be treated as cognizable offence.

I further undertake that I will not involve in any ragging activities in the college and hostel premises. I understand that criminal case will be filed against me if indulge in ragging

I hereby fully endorse the undertaking made by our child / ward

Submitted by me

Signature or thumb impression of parents/ guardian

Date

Place

Date

Full Signature of Applicant

Place

Enclosures (The following documents would be enclosed along with the CAF)

Sl.#	Documents
1	One (1) self signed (on the front side) recent color passport size photograph to be affixed in the CAF (College Copy).
2	Higher Secondary (+2) Mark Sheets-cum-Provisional Certificate (or equivalent Board). If an applicant has not received the mark sheet from the board in-time, then the downloaded mark sheet from Internet will be admissible.
3	Self signed (on the front side) color passport size photograph (1 Copy) to be affixed in the CAF.

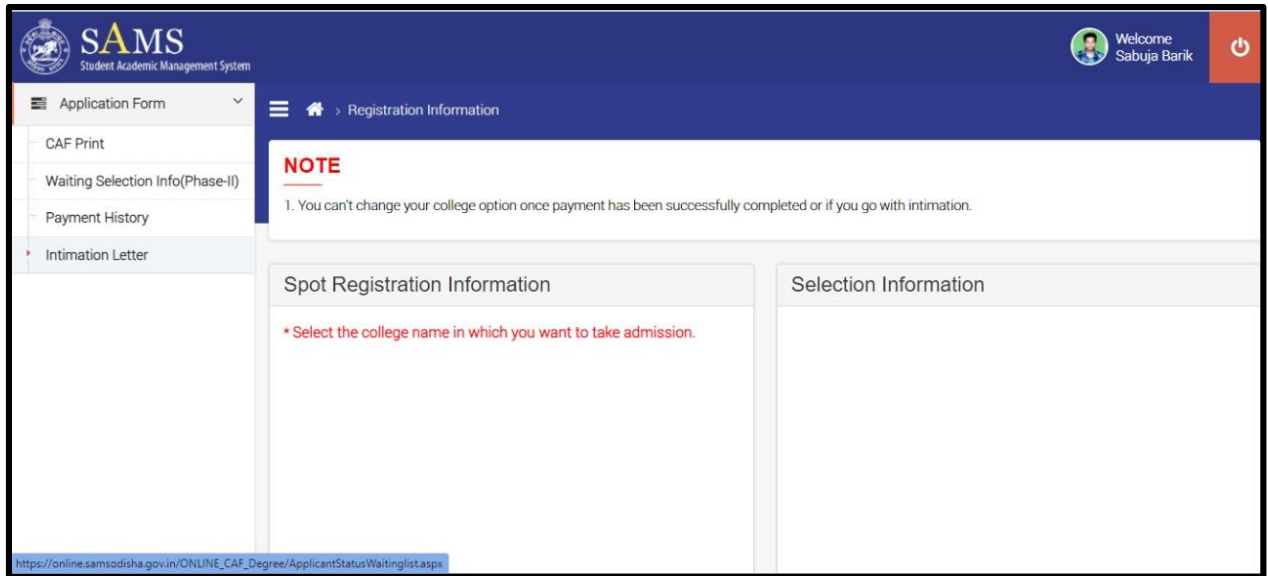
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**Figure 28 CAF Print**

Approving the undertaking mentioned in the CAF and verifying the details of the application as entered, the application copy needs to be signed by your parents/guardian, mentioning the date and place along with your full signature in the space mentioned.

### 3.5.9 DOWNLOAD INTIMATION

Once the college is allotted to the applicant, the applicant could download the intimation letter after login into his/her existing student login and download the intimation letter by clicking on the intimation letter tab as shown in the **Fig. 29** Download intimation. After downloading the Intimation Letter, applicant should report at his/her allotted HEI along with the supporting documents.



**Figure 29** Download Intimation Screen

\*\*\*\*\*

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