



# SAMS

Student Academic Management System

**User Manual for the applicants to choose Freeze, Float & Slide option for admission into U.G. (+3) Courses for the Academic Year 2025-26**

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## Downloading Intimation Letter and Selection of Slide and Float:

- The following steps may be followed by the applicants to opt for Freeze, Slide or Float option after getting selected in any of his/her options.

### Step 1:

- Click on the “Student Login” using registered Mobile number and Password to fill your Login credentials (refer to Fig. 1)

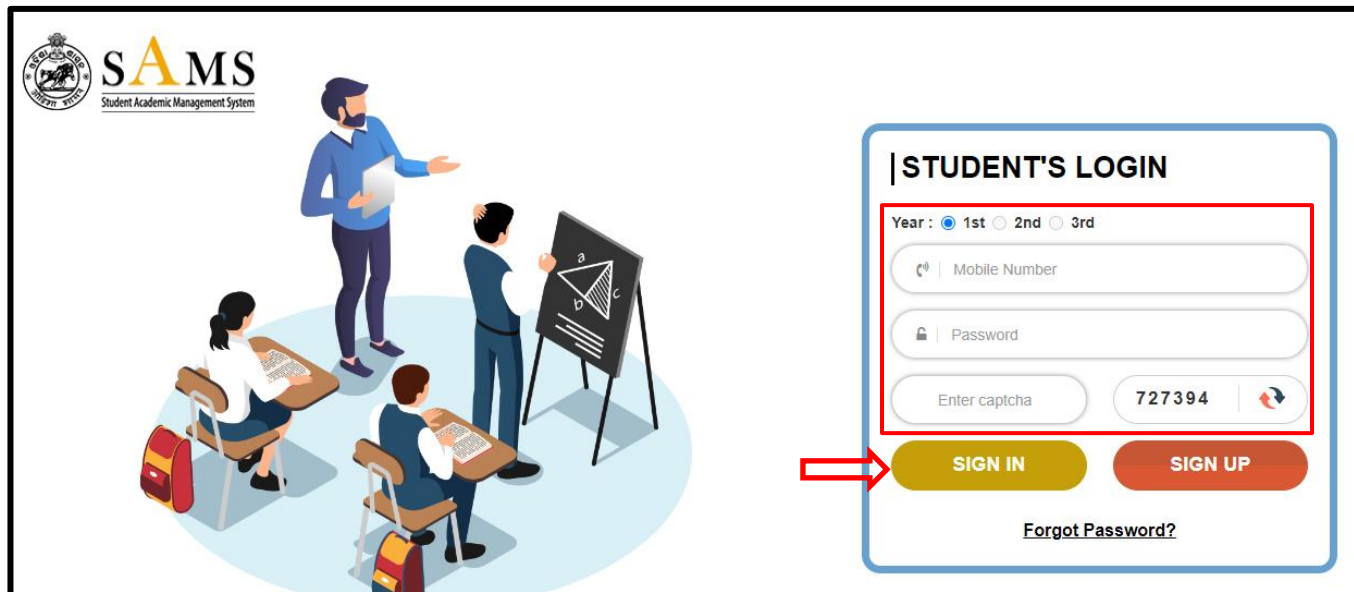


Figure 1 Student Login Screen

### Step 2:

- After successful Sign-in to the student’s login, applicants have to select the “Intimation Letter” option shown in the left side menu of the student’s dashboard.(refer to Fig. 2)

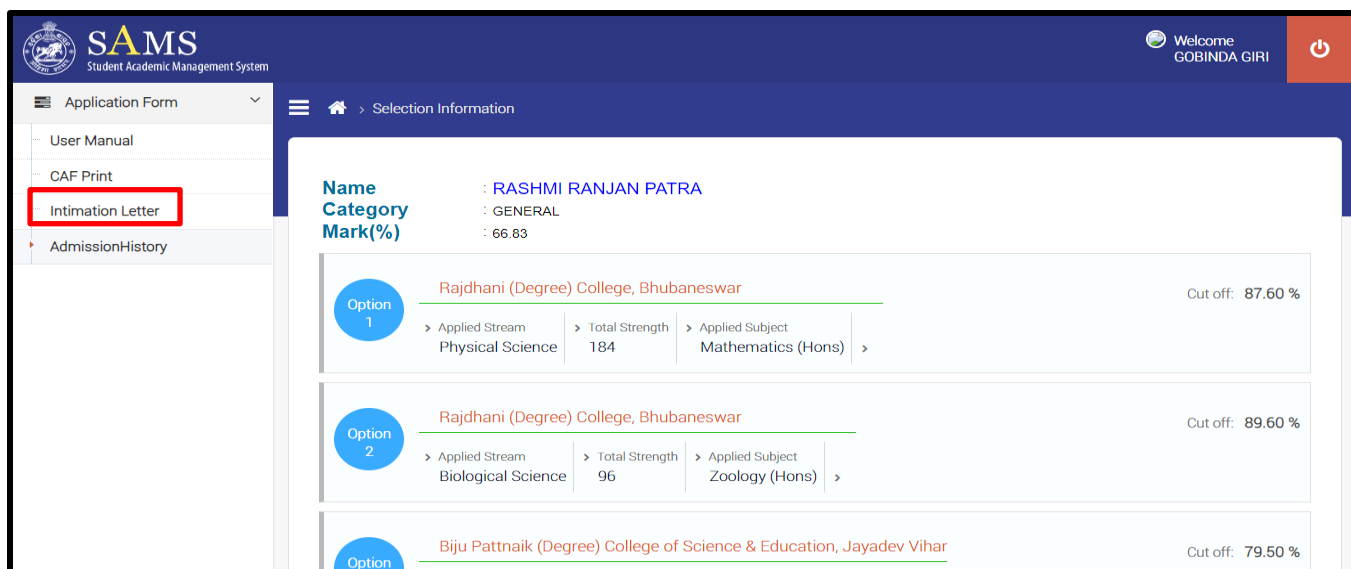


Figure 2 Intimation Letter Screen

### Step 3:

- After selecting the “Intimation Letter” option, applicants can see the name of the HEI, that has been allotted to them and can view the below mentioned 3 Options:
  1. Freeze
  2. Float
  3. Slide

The screenshot displays a list of four HEI options. Option 9 is highlighted in green and has three buttons: 'Freeze' (yellow), 'Float' (purple), and 'Slide' (blue), which are enclosed in a red box. Option 9 also has a 'Selected' button. Options 8, 10, and 11 have 'Applicant Status Closed' buttons. The table below summarizes the data for each option.

Option	HEI Name	Applied Stream	Total Strength	Applied Subject	Cut off	Status
Option 8	Raja Madhusudan Dev Degree College of Science & Education, Patia	Biological Science	64	Zoology (Hons)	71.67 %	
Option 9	Raja Madhusudan Dev Degree College of Science & Education, Patia	Physical Science	96	Mathematics (Hons)	64.83 %	Selected
Option 10	Sri Jayadev (Degree) College of Education & Technology, Naharkanta	Physical Science	144	Physics (Hons)	65.33 %	Applicant Status Closed
Option 11	Sri Jayadev (Degree) College of Education & Technology, Naharkanta	Biological Science	112	Zoology (Hons)	70.50 %	Applicant Status Closed

**Figure 3 Allotted HEIs Screen**

### Step 4:

- Applicants, who are satisfied with the allotted HEIs need to click on the “Freeze” button as shown in Fig. 3.
- After clicking the “Freeze” button, applicants can view an “Important Notice” screen as shown in Fig. 4.

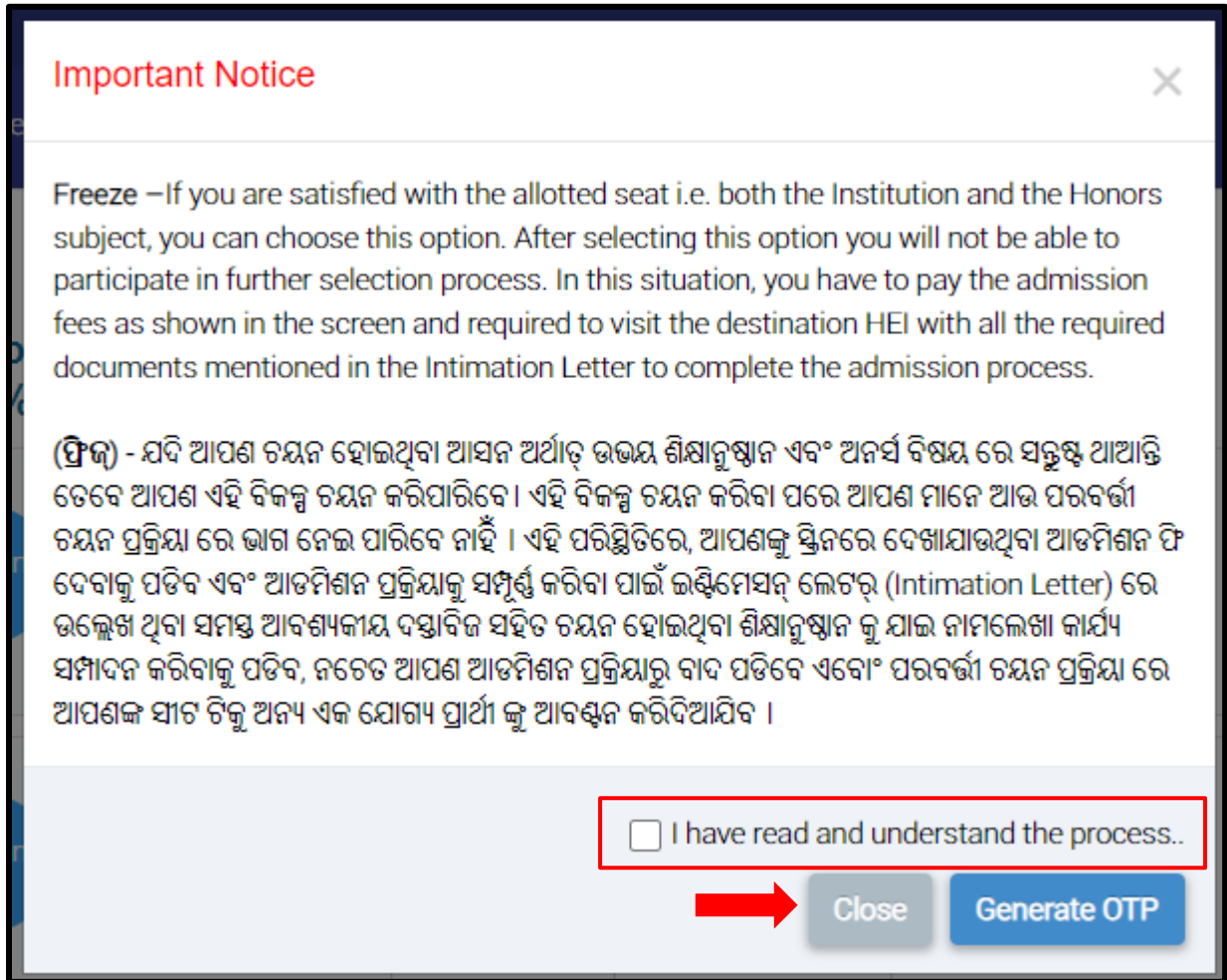
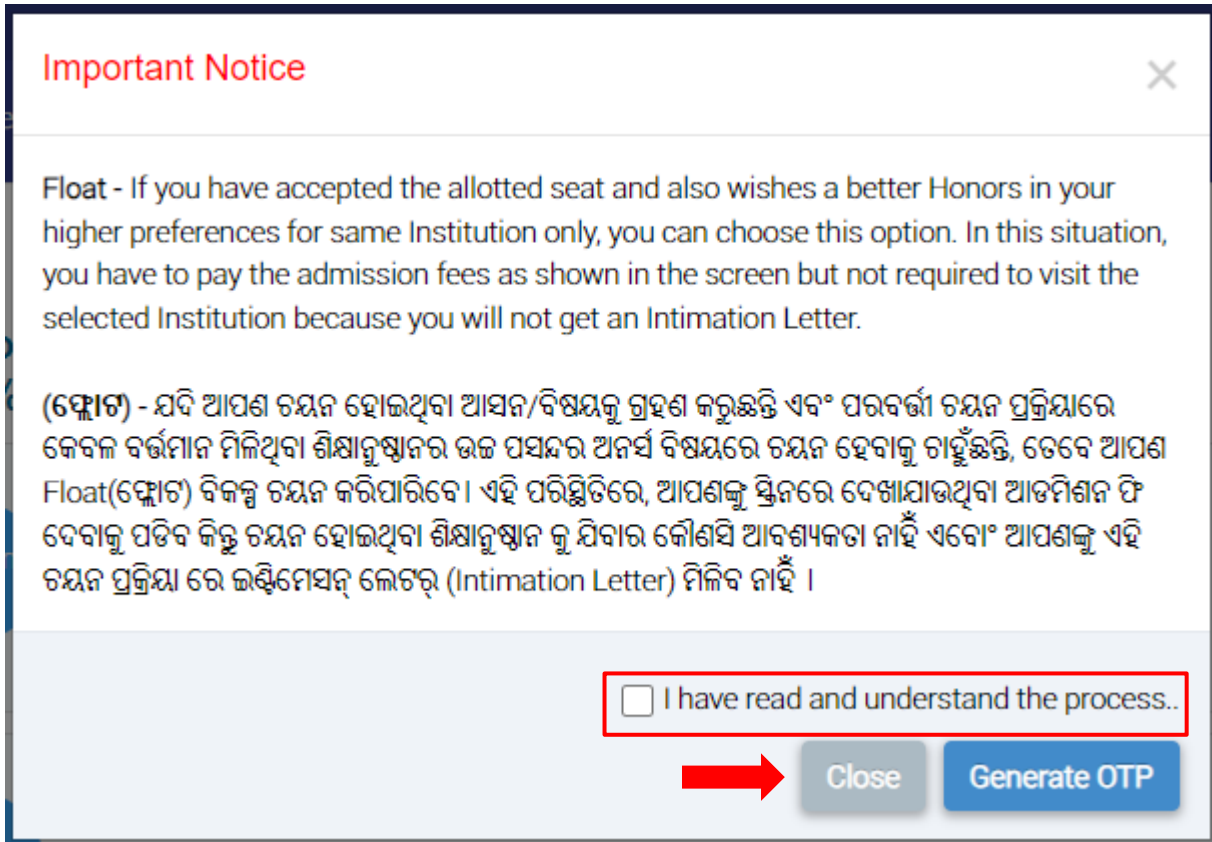


Figure 4 Notice for Freeze Screen

- Applicants have to read the important notice thoroughly and has to select the Check Box provided as shown in Fig. 4 to generate an OTP.
- After entering the OTP, applicants have to pay the Admission Fees as shown in his/her screen for that allotted HEIs in online mode.
- After successful payment of the admission fees applicant can download the “Intimation Letter” and report to the selected HEIs for taking admission.

### **Step 5:**

- Applicants who are satisfied with the allotted HEIs but wants a better Honours subject as per his/her higher choice for the same Institution will click the “Float” button as shown in Fig. 3.
- After selecting “Float” button in Fig. 3, applicant will see an “Important Notice” screen as shown in Fig.5.



**Figure 5 Float Notice Screen**

- Such applicants have to read the important notice thoroughly and has to select the Check Box provided as shown in Fig. 5 to generate an OTP.
- After entering the OTP, applicants have to pay the Admission Fees as shown in his/her screen for that allotted HEIs in online mode.
- After successful payment of the admission fees, that seat will be booked for him/her. However, s/he will not get the Intimation Letter and not required to report at the allotted HEI. S/he has to wait for further round of selection process.

### Step 6:

- Applicants who are not satisfied with the allotted HEIs as well as the Honours Subject and want the higher choice of his/her preferences will have to click on the “Slide” button as shown in Fig. 3.
- After selecting the “Slide” button, applicants will see an “Important Notice” screen as shown in Fig.6.

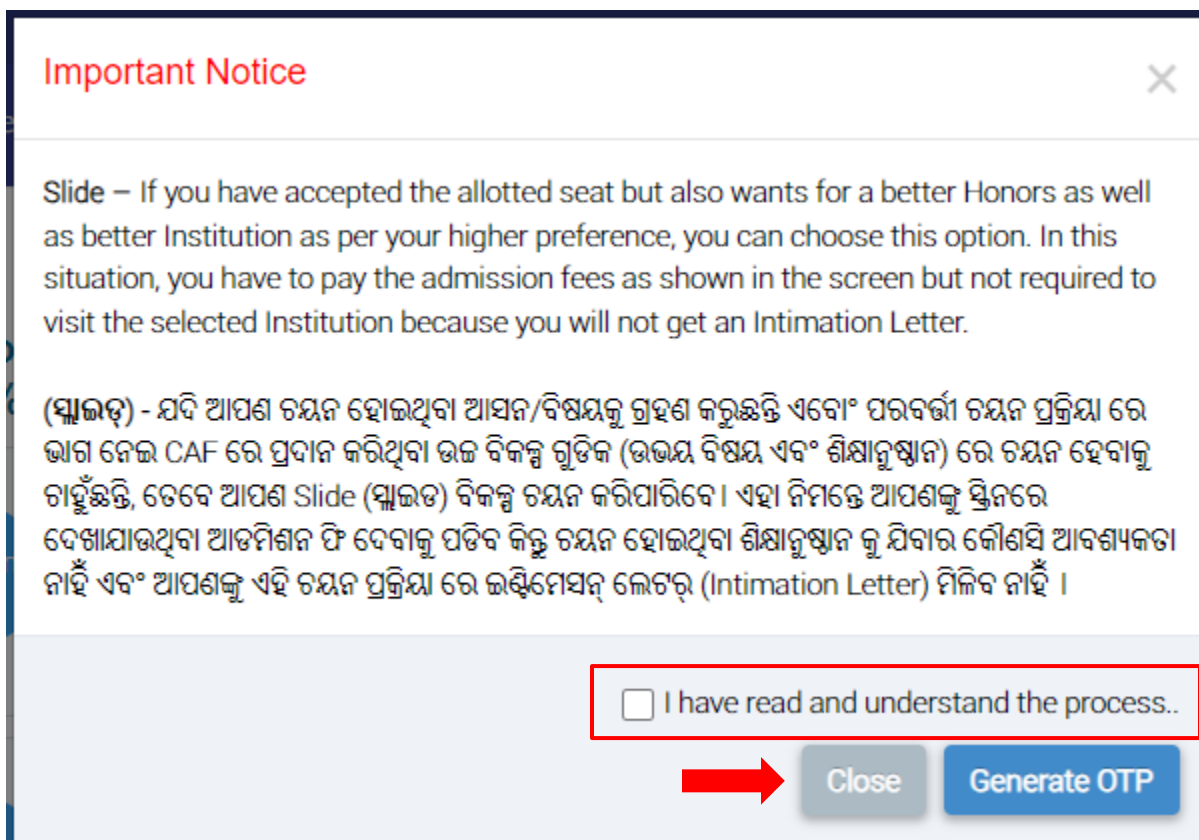


Figure 6 Slide Notice Screen

- Such applicants have to read the important notice thoroughly and has to select the Check Box provided as shown in Fig. 6 to generate an OTP.
- After entering the OTP, applicants have to pay the Admission Fees as shown in his/her screen for that allotted HEIs in online mode.
- After successful payment of the admission fees, that seat will be booked for him/her. However, s/he will not get the Intimation Letter and not required to report at the allotted HEI. S/he has to wait for further round of selection process.

## Reverting from Freeze/Float/Slide option

- Applicants who have already selected the Freeze/Float/Slide option can also revert their choices only once by choosing the “Click here to edit your previous choice (Only for once)” option through OTP validation process. (as shown in Fig. 7)
- This applicants are allowed to revert their option only for once.

The screenshot displays three admission options. Option 1 is Bhadrak (Autonomous) College, Bhadrak, with a cut-off of 82.33%. Option 2 is Bhadrak (Degree) Women's College, Bhadrak, with a cut-off of 73.00%. Option 3 is Charampa (Degree) College, Charampa, with a cut-off of 68.00% and is marked as 'Selected'. A red box highlights a button labeled 'Click here to edit your previous choice(Only for once)' located next to Option 3. The button is labeled 'Phase-I First Selection'.

Option	College	Applied Stream	Total Strength	Applied Subject	Cut off	Status
Option 1	Bhadrak (Autonomous) College, Bhadrak	Arts	384	Political Science	82.33 %	
Option 2	Bhadrak (Degree) Women's College, Bhadrak	Arts	256	Political Science	73.00 %	
Option 3	Charampa (Degree) College, Charampa	Arts	256	Political Science	68.00 %	Selected

Figure 7 Reverting from Freeze/Float/Slide

**N.B:** Once the admission updation has been done by the destination HEIs, the applicants chosen the “Freeze” option cannot be reverted. Therefore, applicants are intimated to choose their option carefully.

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