



Directorate of
Teacher Education
& SCERT



SAMS
Student Academic Management System

Student's User Manual

Helpline (Toll Free)
155335/1800-345-6770

Definitions & Acronyms

SAMS	Student Academic Management System
CAF	Common Application Form
CP	Common Prospectus
DTE&SCERT, Odisha	Directorate of Teacher Education and State Council of Educational Research and Training, Odisha, Bhubaneswar
SME	Department of School & Mass Education
Courses Name	D.El.Ed.
Detailing Courses Name	Diploma in Elementary Education (D.El.Ed.)
Availability of Online CAF	The Online CAF will be available for applying at website: www.samsodisha.gov.in
Sanjog Helpline Toll- Free Number	155335 OR 1800-345-6770 are the toll-free helpline number which provides information on the query of the candidates/parents / general public related to e-Admission.

e-Admission:

e-Admission aims at the successful use of Information Technology to make the admission process simple, economical, fast and transparent. This process is accomplished by the use of Computers and the Internet.

An eligible candidate has to apply ONLINE through www.samsodisha.gov.in (by filling up required personal and academic information, choices of different educational institutions in order of preference) s/he can validate the mark secured at the Examination of BSE, Odisha, validate documents online if s/he claims any reservations and pay the application fee online and keep the print copy of the application form for future reference.

Application process

Applicants are advised to read the eligibility criteria of Information Brochure minutely. The ONLINE Application Form for D.El.Ed. Course, 2023-2025 is available in the website <https://scert.samsodisha.gov.in/BEDWeb.aspx> which may be filled up correctly and should be submitted ONLINE on or before the due date & time.

Prior to beginning of the application filling process, the candidate should have a scanned copy of their photo (in jpg format, size less than 80KB) and signature (in jpg format, size less than 80KB) on hand. A candidate must complete following five steps to complete his or her application.

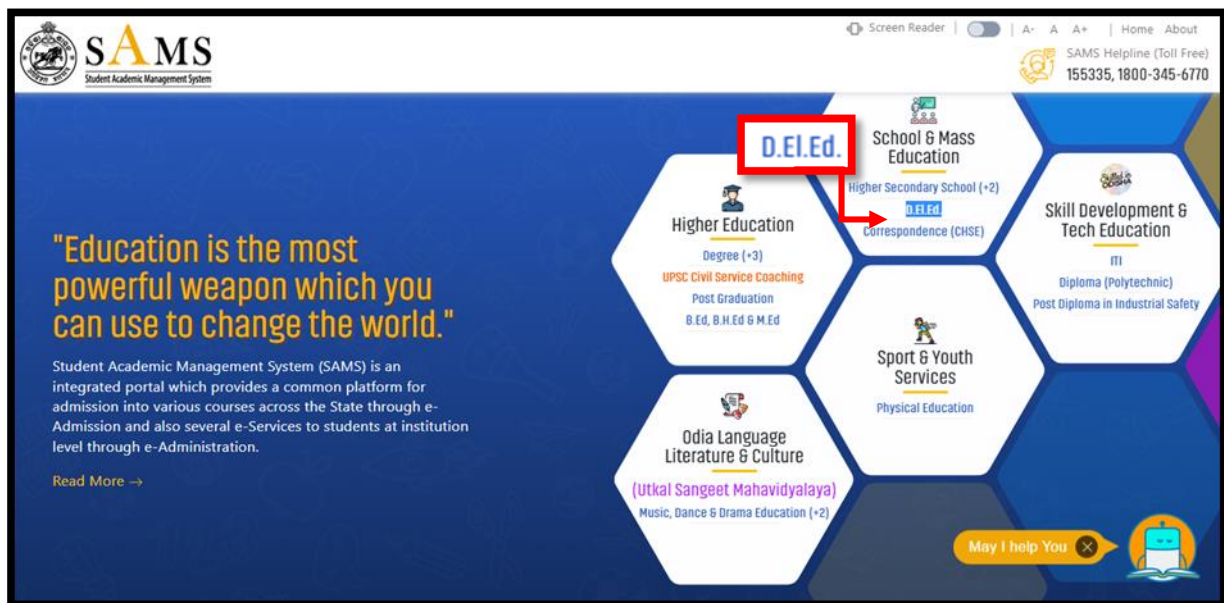
- ✓ Online Registration
- ✓ Filling of CAF Info
- ✓ Uploading Images and Signature,
- ✓ Fees Payment, and
- ✓ Printing CAF
- ✓ Choice Locking

To save the filled data, candidates can use the "**Save as Draft**" button. Once the applicant has confirmed the submitted data, the details cannot be changed.

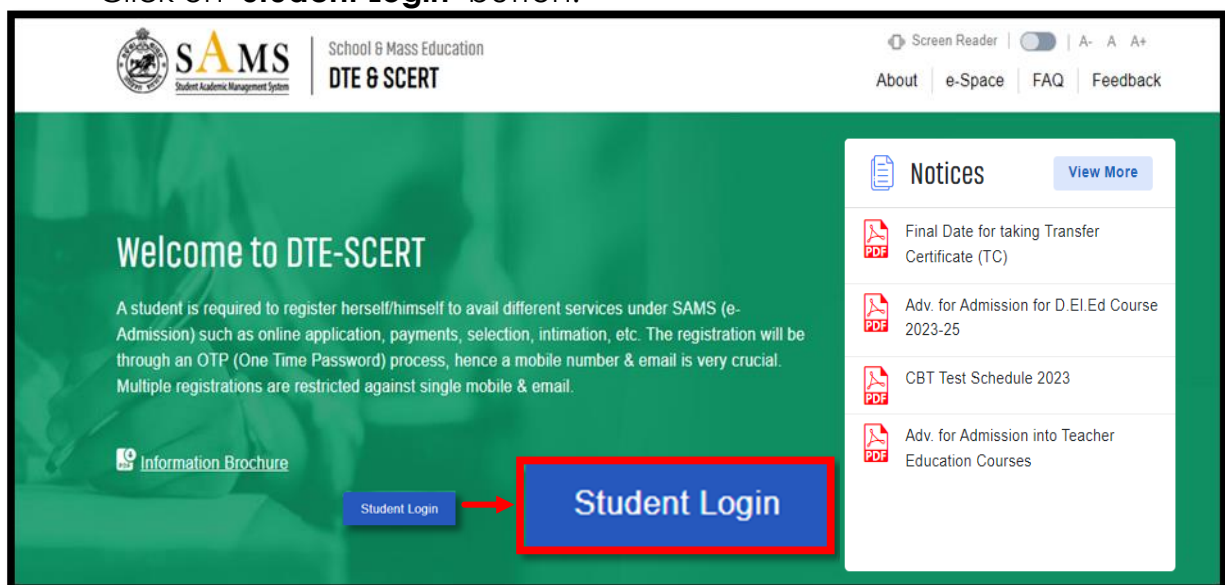
How to apply Online

Applicants are requested to follow steps mentioned below to apply online:

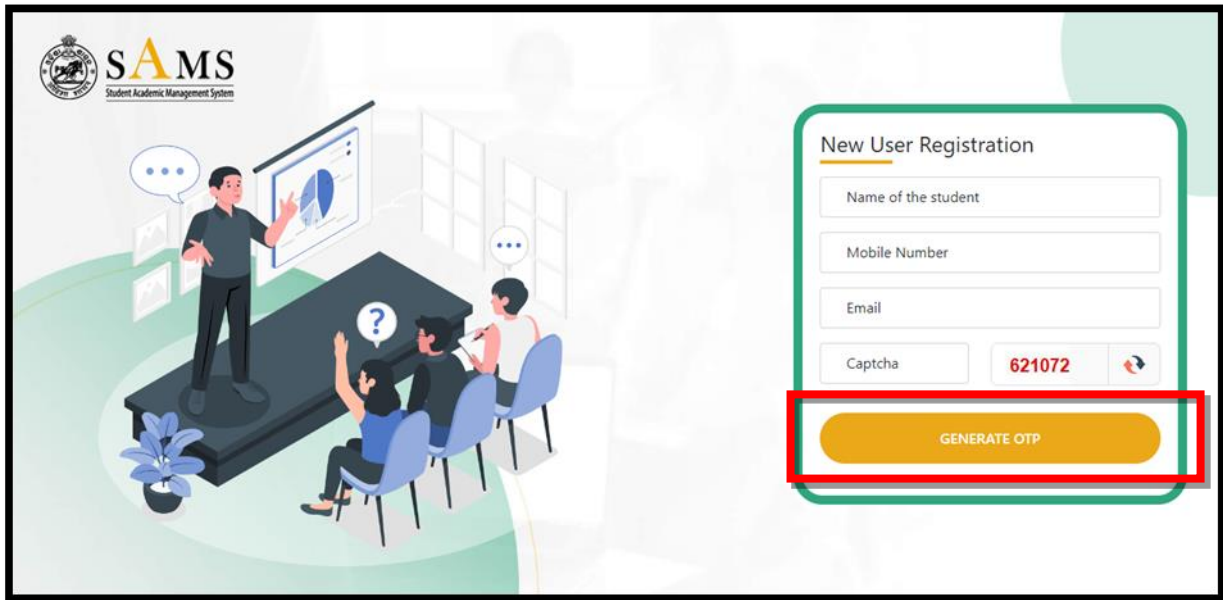
- Go to SAMS website i.e. www.samsodisha.gov.in
- Click on the "**D.El.Ed.**" link under School & Mass Education banner.



- Click on "Student Login" button.



- Click on "Student's Login" then "**Sign Up**" for New User Registration.
- Enter Name of the Student, Mobile Number & Email ID (optional) in the box provided.



SAMS
Student Academic Management System

New User Registration

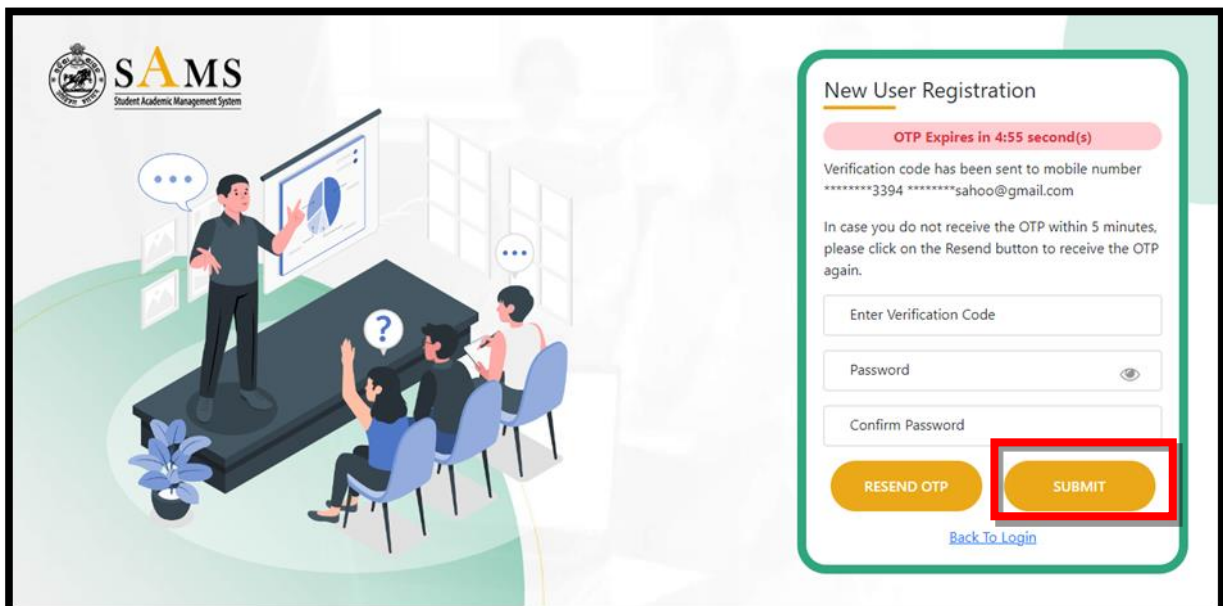
Name of the student

Mobile Number

Email

Captcha **621072**

GENERATE OTP



SAMS
Student Academic Management System

New User Registration

OTP Expires in 4:55 second(s)

Verification code has been sent to mobile number *****3394 *****sahoo@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

Confirm Password

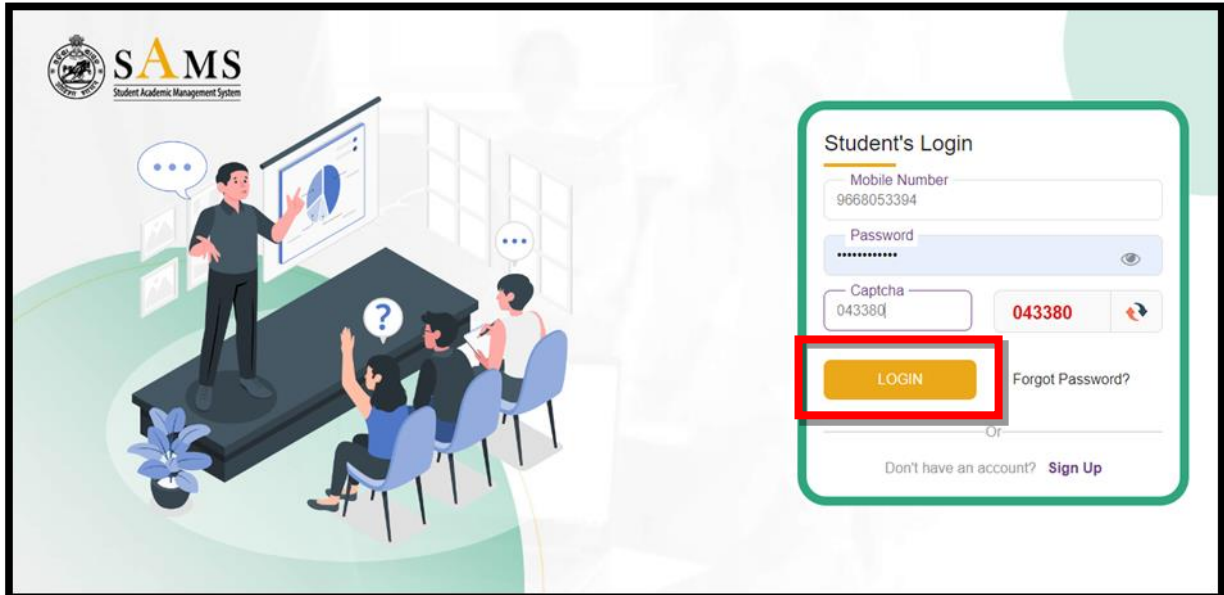
RESEND OTP **SUBMIT**

[Back To Login](#)

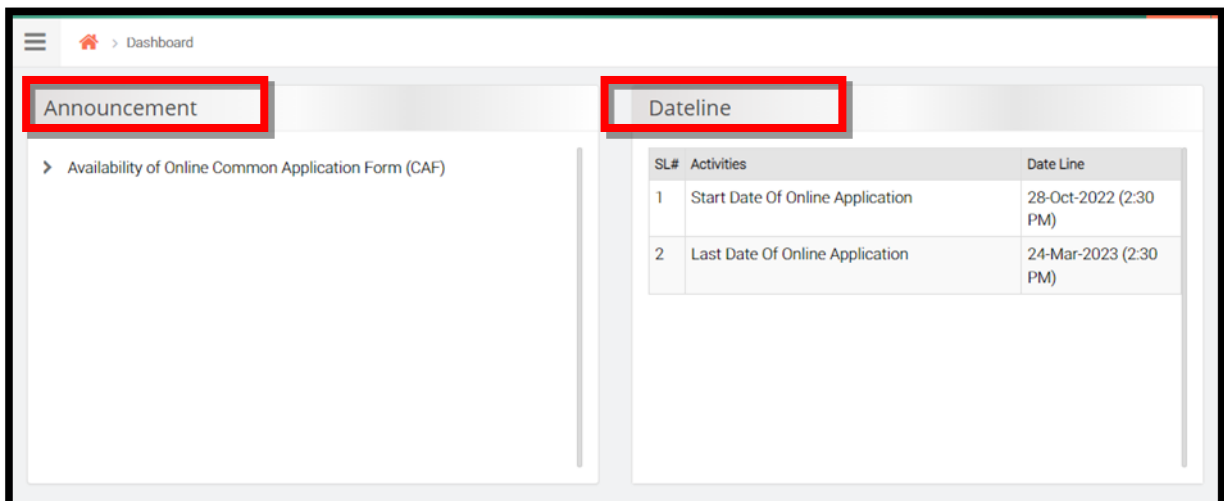
- Click on the "**Generate OTP**" button.
- A six-digit OTP, which will be valid for 5 minutes, will be sent to the mobile number provided by the applicant.
- Password must have at least one Upper Case (Capital letter), one Lower Case (Small letter), one Digit & a Special Character (@, \$, %, etc...) in it, e.g. Abcd@7618
- Then login to the SAMS Application using the user-name (registered mobile number) & password given during online registration.
- Applicant is required to enter the OTP number in the box showing in the computer screen.

- Applicant is required to give own password & re-confirm the same in the box showing in the computer screen.

Then applicant has to click on **“Back to Login”** for online Common Application Form (CAF) entry.



- Once inside, applicant able to see important SAMS e-Admission related announcement & dateline



After successful log in, applicant can able to see the following seven sections showing pending i.e.

- Dashboard
- Application Form
- Upload Photo/Signature

- Fees Payment
- Payment History
- Print CAF

Application Form

SAMS
Student Academic Management System

Welcome Durga Prasad

Dashboard

Application Form

Upload Photo/Signature

Fees Payment

Payment History

Print CAF

Common Application Form

D.El.Ed Course

Directorate of Teacher Education and SCERT, Odisha, Bhubaneswar

The candidate must make the necessary edits before submitting the final version of CAF.

Candidate Personal Details

1. Course	:	D.El.Ed		
2. Applicant's Type	:	Fresh	3. 10th Board	: -SELECT-
5. 10th Exam Type	:	Annual	4. 10th Year Of Passing	: -Select-
		Supplementary	6. Higher Secondary Exam	: Passed / Appeared
8. Applicant Name	:			
9. Mother's Name	:			
10. Father/Spouse/Guardian Name	:			
11. Gender	:	-SELECT-	7. 10th Roll No	:
			12. Date of Birth	:

Click on Application Form below message box to be displayed before fillip up the application form as “Knowledge on Information Brochure is must before filling up the application form. Have you gone through the Information Brochure of the D.El.Ed. Course you want to apply for? Click on “Yes” to proceed.

Knowledge on information brochure is must before filling up the application form.
Have you gone through the Information Brochure of the course you want to Apply for?

Yes


D.El.Ed Course
Directorate of Teacher Education and SCERT, Odisha, Bhubaneswar
Before final submit the candidate is required to make the necessary editing.

Candidate Personal Details

1. Course	: D.El.Ed	3. 10th Board	: -SELECT-	4. 10th Year Of Passing	: -Select-
2. Applicant's Type	: Fresh	5. 10th Exam Type	: <input type="radio"/> Annual <input type="radio"/> Supplementary	6. Higher Secondary	: <input type="radio"/> Passed <input type="radio"/> Appeared
8. Applicant Name					

After clicking the “**Yes**”, applicant can be able to see the incomplete Common Application Form having different sections i.e.

- Candidate Personal Details
- Present Address & Permanent Address
- Educational Qualification
- Bank Details



Common Application Form

D.El.Ed Course

Directorate of Teacher Education and SCERT, Odisha, Bhubaneswar

The candidate must make the necessary edits before submitting the final version of CAF.

Candidate Personal Details

1. Course	: D.El.Ed		
2. Applicant's Type	: Fresh	3. 10th Board	: BSE, Odisha
4. 10th Year Of Passing	: 2021	5. 10th Exam Type	: Annual
		6. Higher Secondary Exam	: Passed
		7. 10th Roll No	: 17TC178
8. Applicant Name			
9. Mother's Name			
10. Father/Spouse/Guardian Name			
11. Gender	: -SELECT-	12. Date of Birth	: 28-February-1996
13. Email	: aks9490@gmail.com	14. Aadhaar No	: 942096421478
15. Mobile No.	: 9668053394	15. Whatsapp no	: 9668053394
		<input checked="" type="checkbox"/> Same as Mobile No	
16. Alternate Mobile No	: 9668053395		
17. Social Category	: General	18. Reserve Category	: -Select-
19. Marital Status:	: Un Married	20. Quota	: State

- This section contains the following fields i.e.

1. Course (Default as D.El.Ed.)
2. Application Type (Default as Fresh)
3. Name of the 10th Examination Board
4. 10th Year of Passing
5. 10th Exam Type
6. Higher Secondary Exam
7. 10th Roll Number
8. Applicant's Name
9. Mother's Name
10. Father/Spouse/Guardian Name
11. Gender
12. Date of Birth
13. Email Address

14. Aadhaar Number
15. Mobile Number
16. WhatsApp Number
17. Alternate Mobile Number
18. Social Category
19. Reserve Category
20. Marital Status
21. Quota

1-If an applicant belong to BSE Board, Odisha	Then applicant has to choose “ Year of Passing ” and enter the 10th Board Exam Roll No. Automatically Applicant's Name, Father & Mother's Name, Gender, Date of Birth, Mark secured in 10th Board Examination will appear in the said section. Other details have to enter manually.
2-If an applicant belong to CBSE Board	For CBSE Board, 10 th pass out student, the total maximum mark is 500 instead of 600 . In this connection Maximum mark in Educational Qualification section defaulted as 500.
3-If an applicant belong to SC/ST Social Category	Then applicant has to enter Caste Certificate Barcode or Miscellaneous Case No. issued from Odisha e-District application.
4-If an applicant belong to PH Category	PH applicant need provide their below information: i. UDID Number ii. Scribe Required (Yes/No) iii. Type Of Disability a. Blindness & Low Vision b. Deaf and hard of hearing. c. Locomotor disability iv. Disability %
5-If an applicant belong to Ex-Serviceman reserve category	Then applicant have to certified from i. Rajya Sainik Board ii. Zilla Sainik Board
6- If an applicant belong to Sports Reserve Category	Then applicant have to choose one from below category: i. National ii. International

6-If an applicant belong to different type of quota	Then applicant has to choose only one out of below seven quota. i. State ii. BIET iii. Telugu iv. Urdu v. Santali vi. Christian Minority vii. Kandhamal
7- OOT Reservation	i. Only " State Quota " applicants are applicable for OOT Reservation ii. Permanent State should be other than Odisha for OOT applicants.
8- BIET Quota	Only SC/ST applicants can chose BIET Quota
9- Christian Community Quota	i. Christian minority Quota is only for General applicants. ii. Dalit Christian Quota is only for ST and SEBC applicants.

Present Address

Address Line-1 : Lane-A1, Bhandari Pokhari *
Address Line-2 : Baramunda *

Country : India *
State : Odisha *

District : KHURDA *
Pincode : 751006 *

Permanent Address ☒ Same as Present

Address Line-1 : Lane-A1, Bhandari Pokhari *
Address Line-2 : Baramunda *

Country : India *
State : Odisha *

District : KHURDA *
Pincode : 751006 *

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

Stream Name *
Arts/Commerce

- This section contains the following fields i.e.

Present & Permanent Address:

- Address Lane-1

2. Address Lane-2
3. Country
4. State
5. District
6. Pin Code
7. Have you passed Odia at HSC/+2 Level or Higher (or Passed as Odia as a special paper from BSE Odisha (Yes/No)
8. Stream Name (Arts / Commerce or Science)

Educational Qualification								
SL#	Examination Passed *	Board/council Name *	Year Of Passing *	Roll No *	Mark Type *	Max Mark/CGPA *	Obtained Mark/CGPA *	Percentage *
1	10th/HSC/Equivalent ▾	BSE, Odisha ▾	2017 ▾	001CB0205	MARK ▾	600	240	40.00
2	+2/12th/Equivalent ▾	CHSE, ODISHA ▾	2020 ▾	17TC178	CGPA ▾	10	8	76.00

Note: If an applicant has passed out from BSE, Odisha the examination Roll No is to be entered after selecting **“Name of the Board”**, **“Year of Passing”** and **“Exam Type”** and for the marks to show up on the CAF. If the applicant is not agrees with the marks shown in the screen, then s/he has to modify the auto fetch fields in the CAF. Other board students will have to furnish the details on the CAF.

- After that **“Bank Information”** details have to enter by the candidate.

Bank Details			
Account No	: Account No *	Confirm Account No	: Confirm Account No *
Account Holder Name	: *	IFSC No	: *
Branch Name	: *	Bank Name	: *
MICR Code	:		
<input checked="" type="checkbox"/> I do hereby declare that all information furnished in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect, or ineligibility being detected before or after the examination, or even after the admission at a later stage, I fully own the responsibility of my candidature for the course applied for, be treated as cancelled and I may be debarred/ any action as per Rules and Regulations may be initiated against me.			
<p>The candidate must make the necessary edits before submitting the final version of CAF.</p>			
<input type="button" value="Save as Draft"/>		<input type="button" value="Submit"/>	
<input type="button" value="Cancel"/>			

- Enter the Account Number (**Use your personal account No. In case of double payment the payment shall be refunded to the said account number in which it was paid**)
- IFSC Number
- Enter Bank Account Holder name
- After IFSC Number, automatically both Bank & Branch details appear in the prescribed box.
- Tick on declaration
- Then click on “**Submit**” button for further processing
- A “**Back to Modify**” button available in the footer page to preview of all entered data appears on the screen to verify whatever information put by the applicant i.e. correct or not.



Common Application Form

D.El.Ed Course

Directorate of Teacher Education and SCERT, Odisha, Bhubaneswar

Candidate Personal Details

1. Application No	:	0100013084	
2. Course	:	D.El.Ed	3. Applicant's Type
			:
4. Applicant Name	:	SUSAMA SWAIN	5. Mother's Name
			:
6. Father/Spouse/ Guardian	:	DOLAGOBINDA SWAIN	7. Gender
			:
8. Date of Birth	:	05-Mar-2001	9. Email
			:
10. Aadhar No	:	NA	11. Mobile No.
			:
12. Whatsapp No.	:	8093975501	
13. Alternate Mobile No	:	9668053394	14. Social Category
			:
15. Caste Certificate Barcode or Miscellaneous Case No.	:	NA	
16. Spl. Reserve Category	:	NA	17. Marital Status:
			:
17. Quota	:	State	

Present Address

Address Line-1	:	Kandhamal	Address Line-2	:	Bangiriposhi
Country	:	India	State	:	Odisha
District	:	Kandhamal	Pincode	:	762102

Permanent Address

Address Line-1	:	Kandhamal	Address Line-2	:	Bangiriposhi
Country	:	India	State	:	Odisha
District	:	Kandhamal	Pincode	:	762102

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

Yes

Stream

Stream Name

Arts

Educational Qualification

Sl#	Examination	College Board	Exam Type	Roll No	Year Of Passing	Mark Type	Maximum Mark	Mark Obtained	Percentage
1	10th	BSE, Odisha	Annual	001AD155	2014	Mark	600	309	51.50
2	+2	HPBE, Himanchal Pradesh	Annual	wedwe	2016	CGPA	10	8.00	76.00

Bank Details

Account No	Account Holder Name	IFSC No	MICR Code	Bank Name	Branch Name
12345	sdfdsfsd	PUNB0267900		PUNJAB NATIONAL BANK	Basna

☒

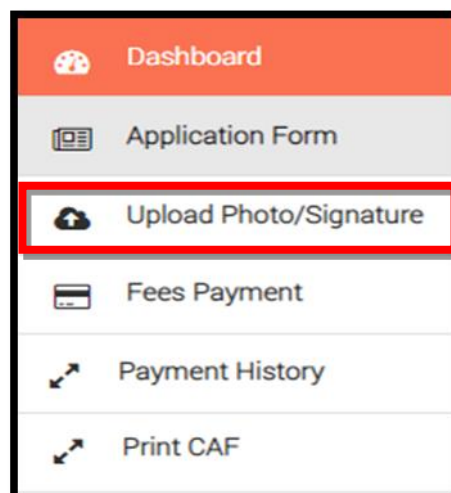
I do hereby declare that all information furnished in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect, or ineligibility being detected before or after the examination, or even after the admission at a later stage, I fully own the responsibility of my candidature for the course applied for, be treated as cancelled and I may be debarred/ any action as per Rules and Regulations may be initiated against me.

Confirm

Back to Modify

- All applicants must be careful while checking the preview of application, if any mistake found, then click “**Back to Modify**” button and rectify the wrong data entered.
- If found all correct, then click on “**Confirm**”.
- A Pop-up message will appear on the screen, asking for final confirmation with “**Ok**” & “**Cancel**” button.

Upload Photo/Signature



- After the confirmation of CAF, applicants then able to upload their relevant documents in jpg files of 80 KB max by clicking on “**Upload Photo/Signature**”

The screenshot displays a web form for an applicant. The fields are as follows:

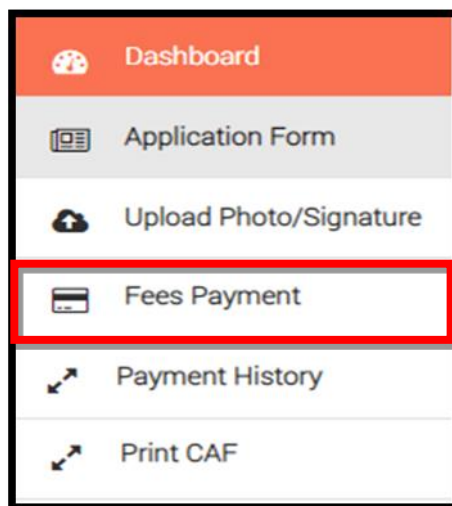
- Applicant Name :** SUSAMA SWAIN
- Father/Spouse/Guardian's Name :** DOLAGOBINDA SWAIN
- Mother's Name :** TULASEE SWAIN
- Date of Birth :** 15-Mar-1999
- Course Name :** D.El.Ed
- Upload Photo :** A file selection box with a "Choose File" button and the text "No file chosen". To the right is a small thumbnail of a man in a red shirt. Below this is the instruction "(Upload only .jpg files of 80 KB max.)".
- Upload Signature :** A file selection box with a "Choose File" button and the text "No file chosen". To the right is a small thumbnail of a handwritten signature. Below this is the instruction "(Upload only .jpg files of 80 KB max.)".

At the bottom right, there are two buttons: a green "Update" button and a red "Cancel" button. The "Update" button is highlighted with a red rectangular box.

- Then Click on “**Save**” button.

Fees Payment:

- The Payment Gateway option has been enabled for the applicant.
- Click on “**Fees Payment**” for CAF fee payment.



- 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 for the CAF Fee
- CAF Fee for General & SEBC applicants : **500.00**

For SC & ST applicants : **300.00**

- ✓ Put Tick mark (✓) on “**I accept Terms & conditions**”.
- ✓ Then click on “**Pay**” button as per the picture.

Directorate of Teacher Education and SCERT, Odisha, Bhubaneswar

The fees paid are for the Online Application only and in no way ensure that the Admit Card will be issued. Even if your application is denied for some reason, once you have paid your application fee, it cannot be refunded.

Once a fee has been paid, it cannot be refunded. Before making a payment, the applicant should carefully read the notification and confirm their eligibility. When a candidate pays more than one by mistake, the refund process will be initiated through the same source of payment within 05 to 07 working days. An applicant is only subject to this clause if he or she makes multiple payments for notification.

During the process of making online payment by the candidate, by chance the amount is deducted from the candidate and the same has not received in the account, then the amount will be automatically refunded by the Payment Gateway Provider on bringing the issue to the notice of Payment Gateway Service Provider.

☒ I accept Terms & conditions

SL#	Application Number	Applicant Name	Date of Birth	Category	Course	Amount	Action
1	23DE100045	sdfsd	27-Dec-1996	General	D.El.Ed	₹ 1.00/-	<input type="button" value="Pay"/>

- 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.

Directorate Of Teacher Education & SCERT

additional info

English

Payment Information

Credit Card

Debit Cards

Net Banking

Card Number

Expiry Date

Month

Year

CVV

576

I agree with the [Privacy Policy](#) by proceeding with this payment.

INR 500.00 (Total Amount Payable)

Make Payment **Cancel**

ORDER DETAILS

Order #: 16790332041322

Order Amount 500.00

Total Amount **INR 500.00**

- Through Axis Bank gateway an applicant can pay CAF fee through
 - ✓ Credit / Debit card
 - ✓ Debit card using ATM Pin
 - ✓ Internet Banking
 - ✓ Using QR Code
 - ✓ Using UPI
- If paying using Internet Banking, then you have charged with extra amount as "Processing fee" and "GST".
- If paying using your ATM Debit card, then you have charged with no extra amount.
- In case of Payment failure or pending applicant can check the status by clicking the option "**Payment History**"
- Here, going for payment through Debit card, fill up the card details in the respective fields along with the name of the Card holder.

SL#	Applicant Name	Application No	Amount
	SARASWATI PRADHAN	23DE100116	₹ 500/-

- Click the "Make Payment" button for final payment of the requisite fees. Once the payment is done, you will be able to check the CAF fee status. Then you need to click on "**Print CAF**" menu.
- If found CAF fee payment status "**Failed**", then applicant may click on the link "**Fees Payment**" for further fee payment process.

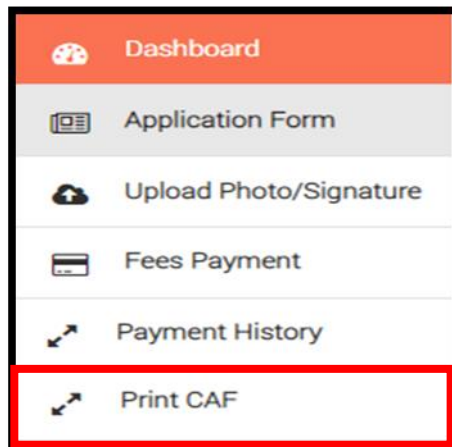
Payment History:

- If found CAF fee payment status "Failure", then applicant may click on the link "CAF Payment" for further fee payment process.
- Once the application fee is paid successfully, you are navigated to Check Payment Status screen to check for the payment history with that of the applicant details 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#	Barcode Number	Applicant Name	Amount	TransactionNo#	Transaction Date	Transaction Ref No	Status	Action
1	23DE100045	Saswat Dash	300	16801682714145431			Pending	[Check Status]
2	23DE100045	Saswat Dash	300	16801683234145523	30/03/2023-14:56:08	112836806279	Failure	[Check Status]
3	23DE100045	Saswat Dash	300	16801684124145652	30/03/2023-14:57:25	112836807820	Failure	[Check Status]
4	23DE100045	Saswat Dash	300	16801685074145827	30/03/2023-15:00:06	112836809450	Success	[Caf Print]

Print CAF:

- After successful CAF fee payment, applicant can download and print his/her completely filled up Common Application Form by clicking the "**CAF Print**" Option for future reference.



☰ > Print CAF

SL#	Application Number	Applicant Name	Father/Spouse/Guardian's Name	Mother's Name	Date of Birth	Category	Course	Print CAF
1	23DE100045	Saswat Dash	Ashok Dash	Deevee Dash	27-Dec-1996	General	D.El.Ed	Print

Note:

“Sanjog Helpline Toll Free Number” : **155335 / 1800-345-6770**: It is toll free helpline number which provides information to applicants / parents / general public on query related to e-Admission.
