SAMS

Student Academic Management System

Training on e-Admission modalities for the AY: 2023-24

Directorate of Higher Secondary Education

Date: 27th May 2023
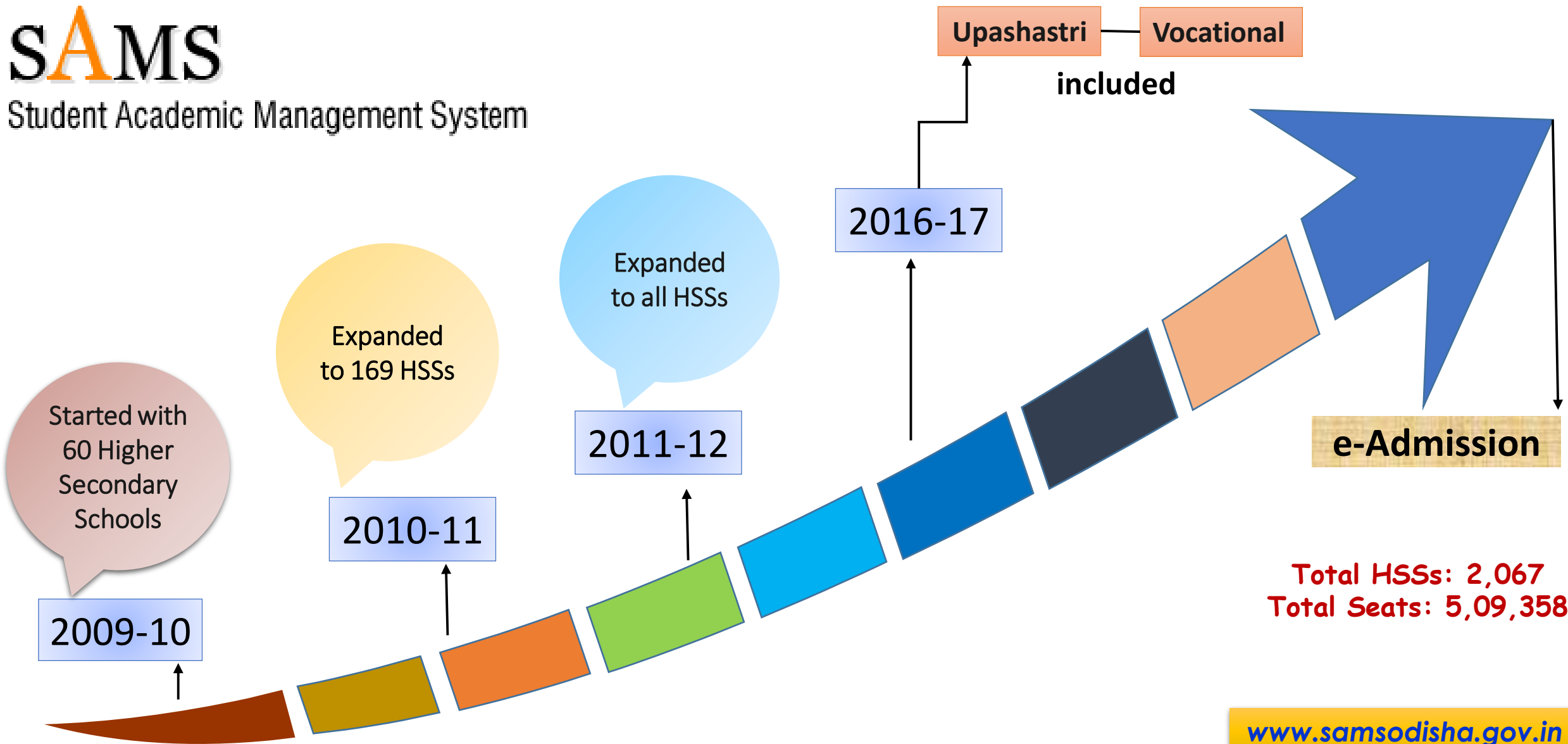**Time: 11:30 AM**

Journey of SAMS
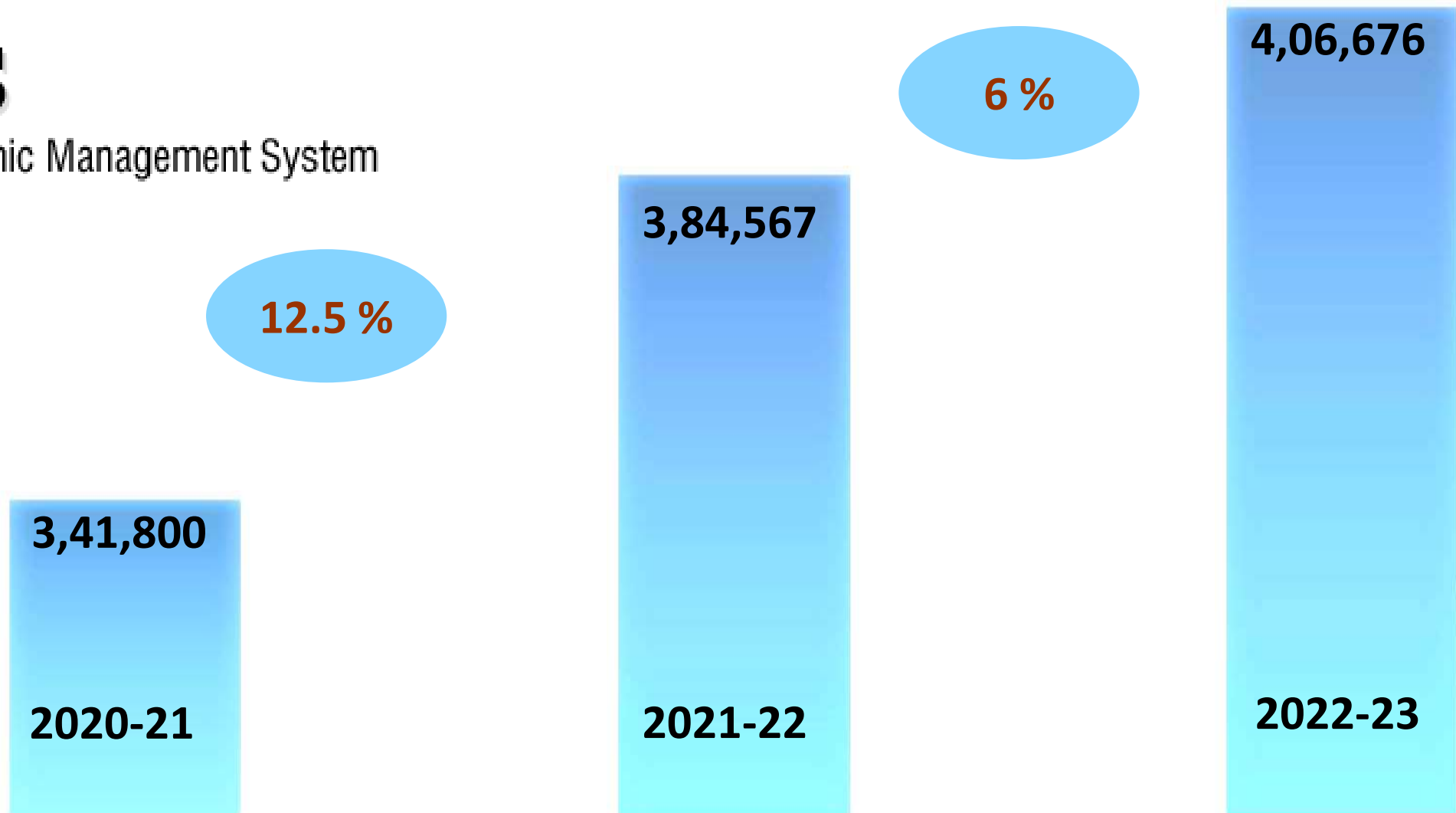
SAMS
Student Academic Management System

2009-10 — Started with 60 Higher Secondary Schools

2010-11 — Expanded to 169 HSSs

2011-12 — Expanded to all HSSs

2016-17 — Upashastri — Vocational included

e-Admission

Total HSSs: 2,067
Total Seats: 5,09,358

www.samsodisha.gov.in

Last 3 Academic Years Admission (+2) Statistics

sAMS
Student Academic Management System

6 %

4,06,676

3,84,567

12.5 %

3,41,800

2020-21

2021-22

2022-23

www.samsodisha.gov.in

Stream wise Strength Vs. Admission AY: 2022-23

Sl. No	Stream	Total HSS	Total Strength	Total Admission	Admission %
1	Arts		2,77,378	2,50,346	90%
2	Science		1,63,304	1,13,759	70%
3	Commerce	2,067	45,332	27,283	60%
4	Upashastri		13,332	9,413	71%
5	Vocational		10,012	5,875	59%
Total			5,09,358	4,06,676	80%

SAMS
Student Academic Management System

Proposal for 3-Phases of e-Admission for the Academic Year: 2023-24

e-Admission

After 7 days of declaration of Annual HSC Exam-2023 conducted by BSE(O) and its equivalents.

← 40 Days

1st Phase

2 Selection Admission
1 SPOT Admission

2nd Phase

10 Days →

After 5 days of declaration of BSE(O) supplementary exam results.

1 Selection Admission
1 SPOT Admission
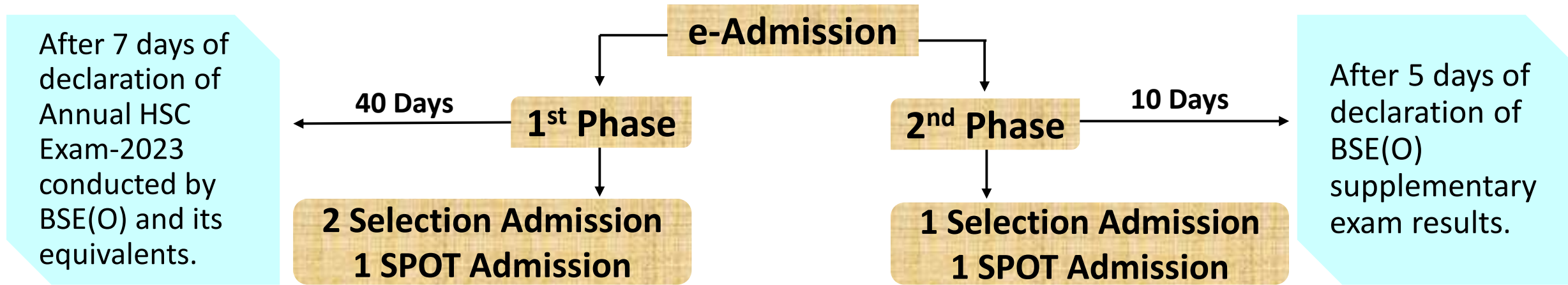
1. 3rd Phase (if required) will be implemented through 1 Selection admission process. A merit list along with waiting list will be published in respect of each HSS as per their vacancy. HSS may give admission out of the waiting list if vacancies still arises/remain unfilled.

Timeline for e-Admission Session 2023-24

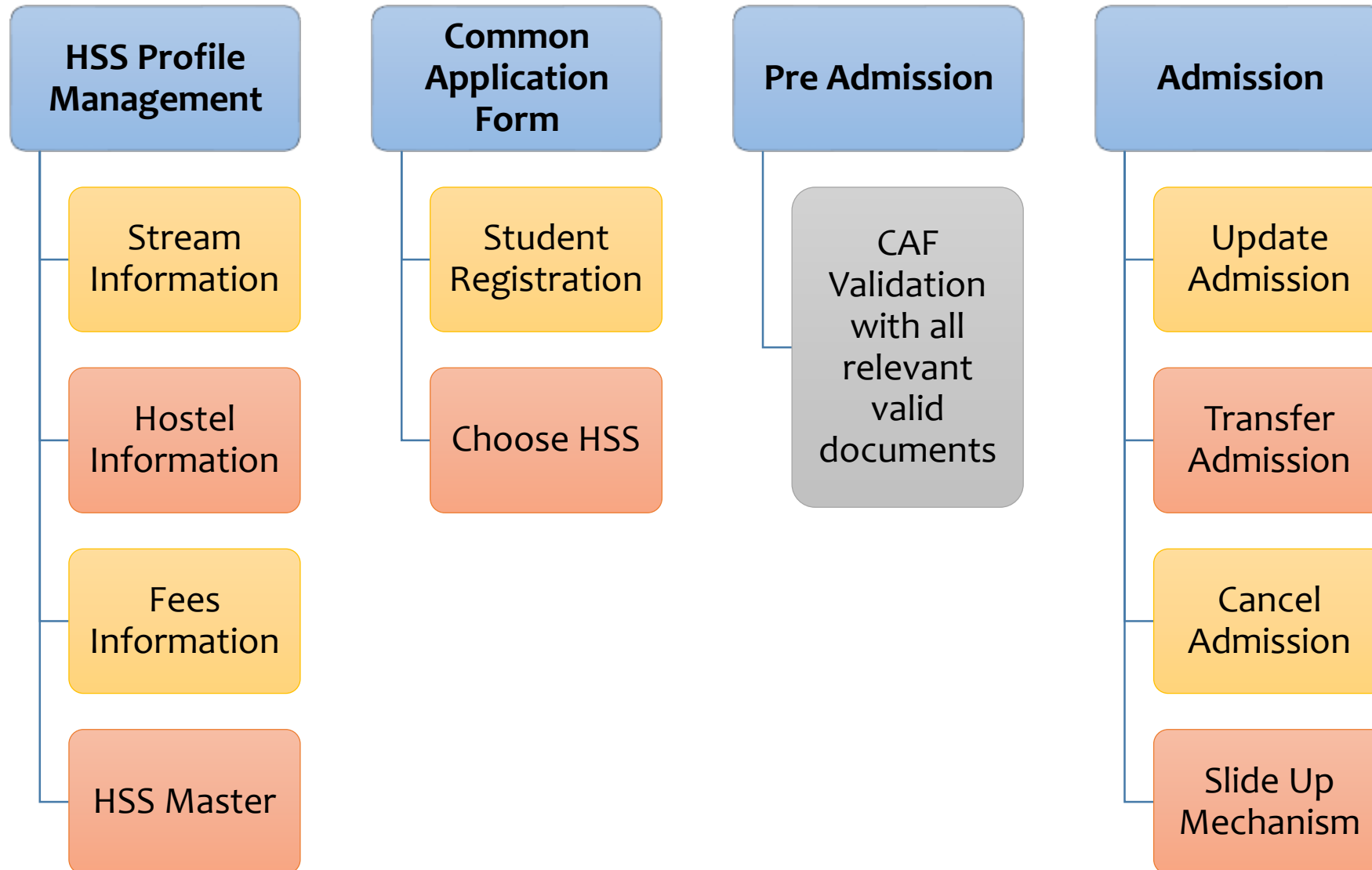| Activities	Dateline
Commencement of On-line Common Application Form (CAF) for admission into Class-XI in the SAMS Portal *(www.samsodisha.gov.in)*	**29.05.2023 (11.00 AM)**
Last date for submission of online Common Application Form (CAF) by the Applicant at Student Login *www.samsodisha.gov.in*	**20.06.2023 (11.45 PM)**
Publication of the **First Selection** Merit List and downloading of **Intimation Letter** in the Student Login	**28.06.2023 (11.45 AM)**
Reporting of **First Selection** applicants and admission updation at Higher Secondary Schools level	**29.06.2023 to 05.07.2023 (up to 06.00 PM)**
Admission Data updation of the First Selection Applicants and **Error Correction** by Higher Secondary Schools in the SAMS e-Space	**29.06.2023 to 06.07.2023 (up to 06.00 PM)**
Online submission of **Slide-up Request** by students who have taken admission in **First Selection**	**29.06.2023 to 07.07.2023 (up to 06.00 PM)**
Publication of Second Selection **Merit List** and downloading of **Intimation Letter** in the Student Login	**13.07.2023 (up to 03.00 PM)**
Reporting of Second Selection applicants and **admission updation** at Higher Secondary Schools level	**14.07.2023 to 17.07.2023 (up to 06.00 PM)**
Admission Data updation of the Second Selection Applicants and **Error Correction** by Higher Secondary Schools (HSS) in the SAMS e-Space	**14.07.2023 to 17.07.2023 (up to 09.00 PM)**
Opening of **Choice Locking (only Slide-up request opted & not selected candidates)** facility in the remaining higher option for SPOT admission	**19.07.2023 (11.00 AM)**

Timeline for e-Admission Session 2023-24

Activities	Dateline
Last date for submission of **Choice Locking** in the remaining higher options for SPOT admission	**19.07.2023 to 21.07.2023 (up to 11.45 PM)**
Publication of **SPOT Selection** and downloading of **Intimation Letter** in the Student Login	**26.07.2023 (11.00 AM)**
Reporting of First Selection applicants and admission updation at HSS level	**26.07.2023 (12.00 PM) to 27.07.2023 (06.00 PM)**
Commencement of Class-XI	**29.07.2023**

SAMS
Student Academic Management System

www.samsodisha.gov.in

e-Admission Activities

HSS Profile Management
- Stream Information
- Hostel Information
- Fees Information
- HSS Master

Common Application Form
- Student Registration
- Choose HSS

Pre Admission
- CAF Validation with all relevant valid documents

Admission
- Update Admission
- Transfer Admission
- Cancel Admission
- Slide Up Mechanism

SAMS | Unified portal for e-admission & e-administration

www.samsodisha.gov.in

e-Admission Procedure for the Applicant

➡ The admission process will remain same as per the session 2022-23

Application → **Tagging Validation** ❌ → **Admission**

➡ The fee will remain same as per the last Academic Year i.e.

Gen ₹200/-

ST/SC ₹100/-

P.w.D / Orphan ₹0.0/-

Reservation
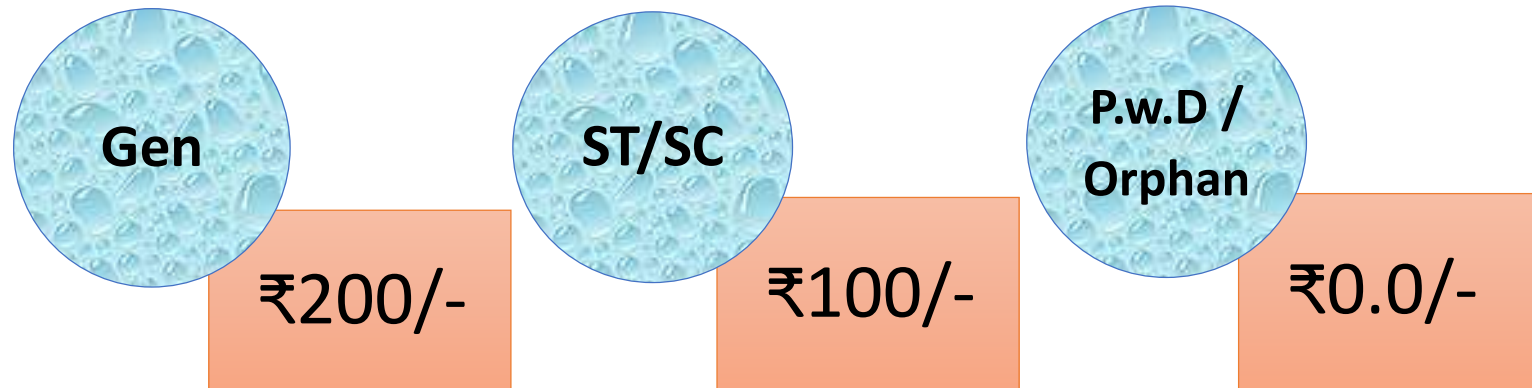
- **SC-16.25%** of the sanctioned strength of each course shall be reserved for SC applicants **[G.O. 11710/HE, Dt. 01/06/2015]** of each course. (**Sample Copy**)

- **ST-22.5%** of the sanctioned strength of each course shall be reserved for ST applicants **[G.O. 11710/HE, Dt. 01/06/2015]** of each course. (**Sample Copy**)

- **PwD-5%** of sanctioned seats shall be reserved for PH / OH Students (**Extent of handicap not below 40%**). The disability certificates shall be issued only through **Unique Disability Identity (UDID)** card portal website **https://www.swavlambancard.gov.in**. (**Sample Copy**)

- **ESM/SDP/CoM-1%** of the sanctioned seats shall be reserved for Self/Children/Wife/Husband of Ex-Service Man, Serving Defense Personnel & the Children of Martyrs. (**Sample Copy**)

Notes:

- *In case there are no applicants in any of the reserved category, the seats will be de-reserved and filled up by the general category applicants at the time of SPOT selection admission.*

- *SC/ST applicants selected for admission on merit basis shall not be counted against reserved seats. They shall be treated as general category applicants for admission, but their social category will remain unchanged.*

Weightage

1. NCC

➢ Applicants holding 'A' Certificate shall be given weightage of additional 5% of marks over and above the aggregate marks secured at the HSC or Equivalents examination.

➢ Applicants who have represented the State or the Central School/Sainik School at the All India level NCC Camps / Courses / Activities NCC (C) shall be given weightage of additional 3% of marks over and above the aggregate marks secured at the HSC or Equivalents examination. **(Sample Copy)**

2. Scouts & Guides

➢ Scouts and Guides possessing and producing the original certificate signed by the President of India shall be given weightage of additional **5%** of marks over and above the aggregate marks secured at the HSC/Equivalent examination.

➢ Scouts and Guides possessing and producing the original certificate signed by the Governor of the State shall be given weightage of additional **2%** of marks over and above the aggregate marks secured at the HSC/Equivalent examination.

2. Scouts & Guides

➢ Applicants who have represented the country at **international level** shall be given direct admission.
➢ Applicants who have represented the state at **national level** shall be given weightage of additional **10%** of marks over and above the aggregate marks secured at the HSC/Equivalent examination.
➢ Applicants who have represented the school at the **inter-State School Sports Meet** level shall be given weightage of additional **5%** of marks over and above the aggregate marks secured at the HSC/Equivalent examination. **(Sample Copy)**

e-Admission Procedure for the Applicant

e-Admission **(ON-LINE ADMISSION INTO CLASS-XI)** is compulsory for admission into all Higher Secondary Schools affiliated to CHSE (O) including Self Finance, Vocational & Sanskrit Higher Secondary Schools in the State of Odisha for the Academic Session 2022-23. It aims at successful use of Information Technology to make the admission process simple, economical, fast and transparent.

Supporting documents required for +2 e-Admission through CAF:

- Valid mobile number & email id
- 10th Provisional Certificate-cum-Mark sheet
- School leaving certificate & Conduct certificate from the institute last attended.
- Migration Certificate
- Income Certificate of parents
- Applicant scan color passport photograph
- Applicant Aadhaar number (Optional)
- Applicant Bank A/c information with IFSC code
- Blood Group
- Caste Certificate (If belongs to SC / ST Category)
- Resident Certificate
- PH Certificate / Other Special Category Certificate
- Apply Higher Secondary School information with subject

Other Reference Documents

www.samsodisha.gov.in

- ✓ Information Brochure
- ✓ Common Prospectus
- ✓ Key Dates
- ✓ Eligibility Criteria
- ✓ HSS wise Intake/Seat information
- ✓ Cut off mark
- ✓ Fee structure
- ✓ Cut off mark

Log-in to the SAMS Application, using the user-name (registered mobile number) & password given during online registration.

Step-1

SIGN UP

Priyadarsi Routray

8763413116

priyadarsiroutray@gmail.com

Generate OTP

BACK TO LOGIN

Note *:- All communication during the e-Admission will be made to the mobile number & email address used during the registration in this portal. One mobile number or email address can't be used for multiple registrations.*

© 2022 SAMS, All Right Reserved

Step-2

SIGN UP

OTP Expires in 4:43 second(s)

Verification code has been sent to mobile number : ********4072 & Email Id : ********.dhse@gmail.com

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

895569

••••••••

Confirm Password

Submit ── **Click**   Resend OTP

BACK TO LOGIN

Step-3

Student's Login

Select Class - ◉ XI ○ XII

9078414072

••••••••

946560   **946560**

SIGN IN   Forgot Password?

New User? **Sign Up**

SAMS — Student Academic Management System

Application Form(CAF) ⌄

- CAF Apply
- Payment
- Payment History
- CAF Print
- Personal Details
- Reservation & Weightage Details
- Educational Details

Common Application Form
(Admission to Higher Secondary School)
Department of School & Mass Education, Government of Odisha

XI

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

(*) Mark indicates mandatory field

Welcome
BIJAY PRASAD

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

- Application Form (CAF)
- Payment
- Payment History
- CAF Print
- Personal Details
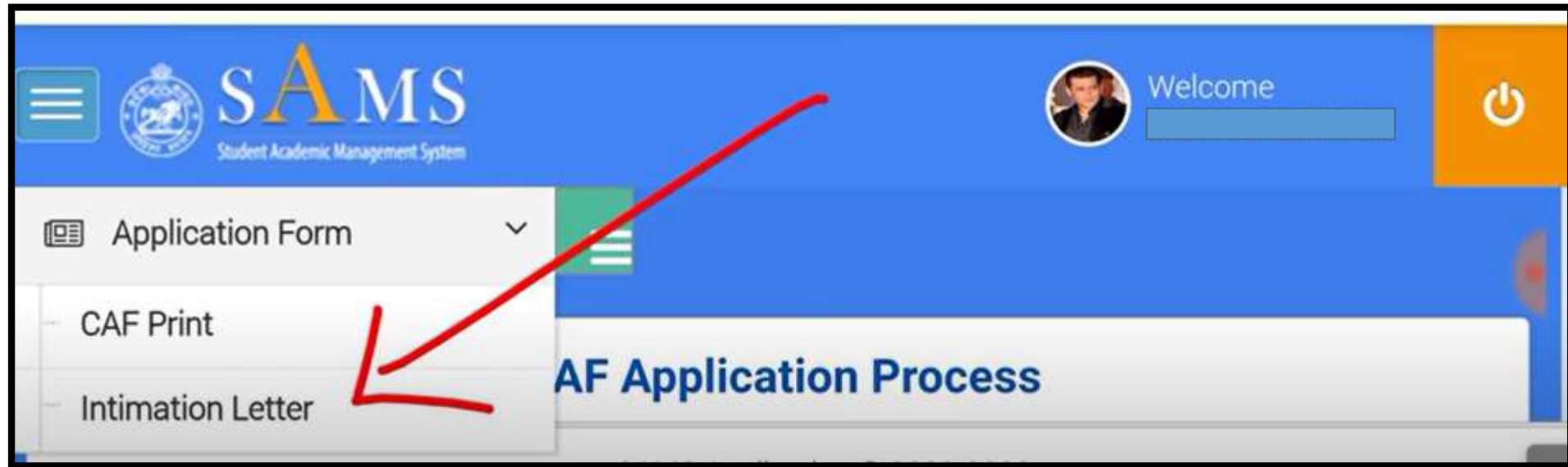- Reservation & Weightage Details
- Educational Details

Where to Apply Online:

Applicants can apply online at home (through own computer/laptop), Cybercafé, Common Service Center, Internet Facility Center etc.

"Payment Gateway" option has been enabled for the applicant.

✓ SBIePay   ✓ BillDesk

DOWNLOAD INTIMATION LETTER

SAMS
Student Academic Management System

Welcome

- Application Form
- CAF Print
- Intimation Letter

CAF Application Process

SAMS
Student Academic Management System

[Sample Intimation Letter](#)

HSS Profile Updation

HSS Log-in

✓ **HSS Profile**

DHSE (O) Letter with User Manual

1. Fees Information
2. Hostel Information
3. Additional HSS Information
4. Zilla Parishad Zone
5. Email Id of the HSS
6. Website of the HSS
7. UDISE Code

HSS Login

Authorised Login

System will be locked after 3 wrong attempt

Username

Password
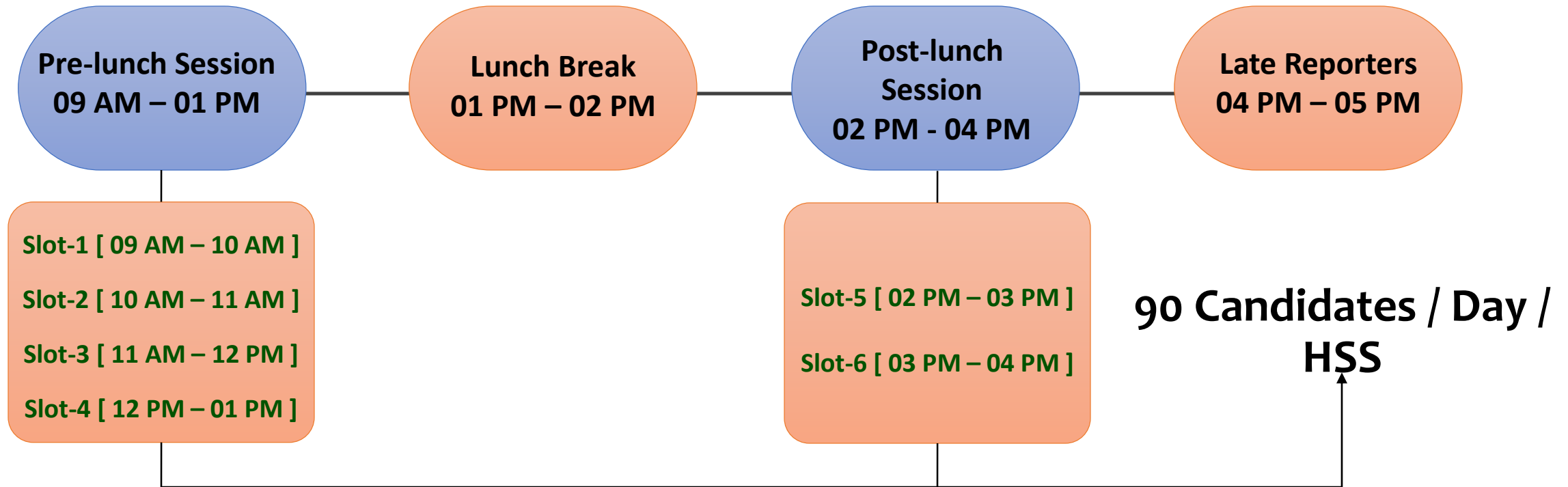
Enter Captcha   385448

Login   Forgot Password?

SAMS

Student Academic Management System

Timing of Higher Secondary School Admission Process for the AY: 2023-24

➡ The timing of admission process at HSSs will be from 9 AM to 5 PM.

**Pre-lunch Session
09 AM – 01 PM**

**Lunch Break
01 PM – 02 PM**

**Post-lunch Session
02 PM - 04 PM**

**Late Reporters
04 PM – 05 PM**

Slot-1 [09 AM – 10 AM]

Slot-2 [10 AM – 11 AM]

Slot-3 [11 AM – 12 PM]

Slot-4 [12 PM – 01 PM]

Slot-5 [02 PM – 03 PM]

Slot-6 [03 PM – 04 PM]

90 Candidates / Day / HSS

➡ 15 students per hour will be called for admission to avoid crowding. The reporting time will be reflected in their respective Intimation Letter. Proper COVID-19 behavior will be maintained at HSS level.

Admission Updation & Error Correction Process

```
HSS Log-in
    |
    v
✓ Admission
    |
    v
Admission Update
```

| Step-1 | Step-2 | Step-3 | Step-4 | Step-5 | Step-6 |
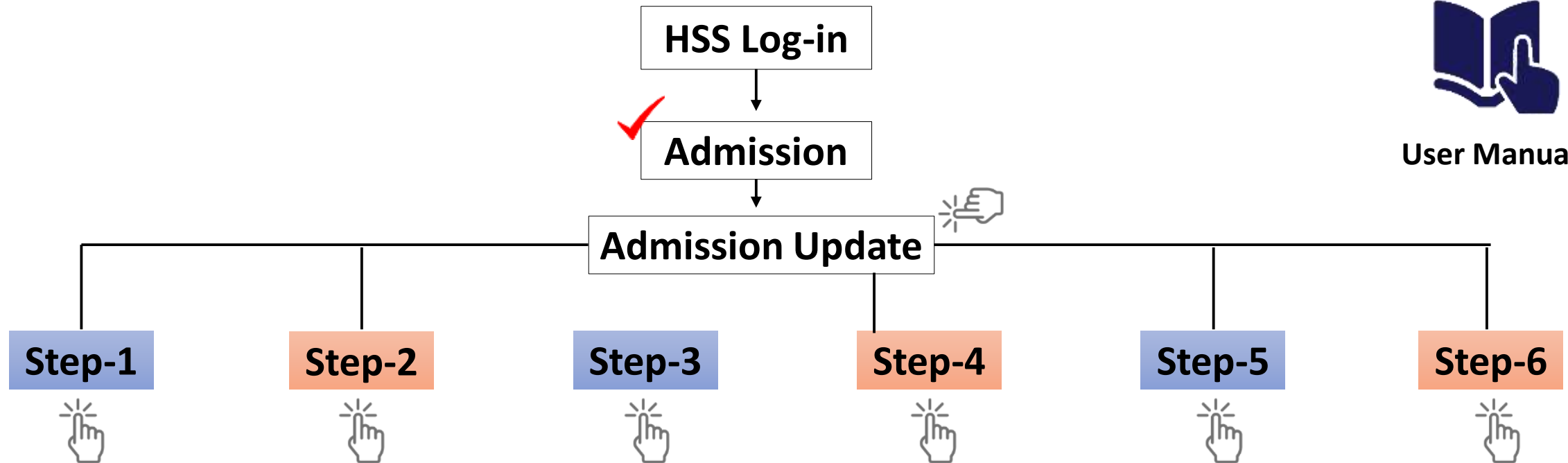
Note: In Error Correction page a logged-in user can make changes of the applicant like:

a. If the user choose **Mark option** then user can modify the marks of the applicant.

b. If the user choose **Reservation option** then user can modify the Reservation type like category, PH/OH etc.

c. If the user choose **Weightage option** then user can modify the weightage details.

d. If the user choose **Other option** then user can modify the **Board Name, Year of Passing, Roll Number** of the applicant.

Updation of Other Information in HSS Login

HSS Log-in

✓ **Other Information Update**

1. Roll No & MR Details	👆
2. Subject	👆
3. SLC & Date	👆
4. Photo	👆

HSS Log-in

✓ **CLC**

1. Issue HSSLC	👆
2. Surrender	👆
3. Print CLC (Passout Students Only)	👆
4. Print Sliding HSSLC	👆

HSS Log-in

↓

Admission

↓

✓ **Admission Cancel Report**

👆

SAMS
Student Academic Management System

MIS Reports Generated in HSS Login

HSS Log-in

↓

Reports

↓

✓ **Admission Reports**

1. Admission Schedule 👆	9. Merit List Subject Wise 👆
2. Merit list your HSS **(Phase-I / II / III)** 👆	10. EDIT Name / Address 👆
3. Admission Register 👆	11. Subject wise Admitted Student 👆
4. Admission List (Hostel) 👆	
5. PH/OH wise Admitted Student 👆	
6. Nos. of Student Admitted (Subject wise) 👆	
7. AHSE Result 2022 👆	
8. Instant Result 2022 👆	
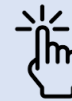
HSS Login

Authorised Login

System will be locked after 3 wrong attempt

Username

Password

Enter Captcha   385448

Login   Forgot Password?

SAMS
Student Academic Management System

New Proposal : Completion of SPOT Selection Admission through On-line mode

On-line SPOT Selection Admission: 2023-24

1. Candidates who opted for Slide-up request in 1st selection and not selected in the 1st & 2nd round will be considered for SPOT selection.

2. Desirous students may be logged in to the student log in created under SAMS to exercise their new preference of choices (not necessarily out of the preferred Higher Secondary Schools at the time of application) in the SPOT selection admission round during the stipulated timeline.

3. SPOT Selection merit list will be prepared centrally and Intimation Letter will be generated in the student login. The SPOT Selection merit list also will be available in the respective e-Space.

4. Selection information will be shared through **WhatsApp II SMS**.

Field to Capture the Data of a National Means-cum-Merit Scholarship (NMMS) Awardee

National
Means-
cum-Merit
Scholarship
Scheme

- Are you a NMMS Awardee: (Y/N)

- If, **Yes**: Then NMMS Roll No field must be enable (12 digit / only numeric) (**322** _ _ _ _ _ _ _ _ _)

- Here **"3"** represents the Exam code & **"22"** represents the State code. It is same for all the Roll Nos.

- Applicants have to fill up only the rest of the 9 digits.

1. National Means-cum-Merit Scholarship (NMMS) examination conducted every year to award scholarship to poor meritorious students of Class-VIII of Govt. and Govt. Aided school.

2. Selected students get Scholarship @12000/ per annum for four years i.e. from Class-IX to Class-XII to get scholarship money students have to register in Scholarship portal of Ministry of Education Government of India.

Are You NMMS
Awardee?*   ● ○
                  Yes No

NMMS Roll No *   NMMS Name *

322 - SHUBHAM SAMAL   210401040
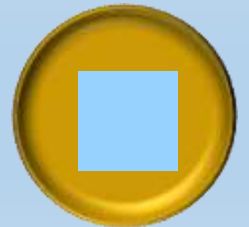
➡ **Queries Please...If Any**

SAMS
Student Academic Management System