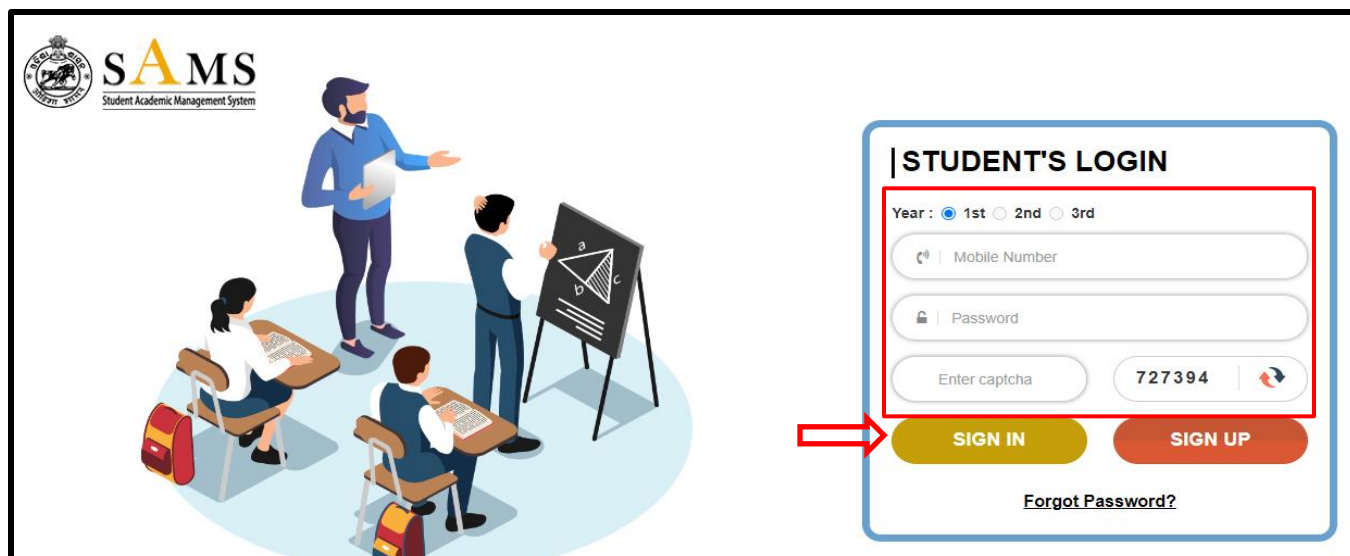# SAMS
Student Academic Management System

User Manual for the applicants selected in any of the HEIs & choose the Freeze, Float, Slide option for admission into U.G. (+3) Courses for the Academic Year 2023-24

HIGHER EDUCATION DEPARTMENT
LOKASEVA BHAWAN
BHUBANESWAR-751001

Step 1:

- Login to your **"Student Login"** using registered Mobile number and Password fill your Login credentials (refer to Fig. 1)
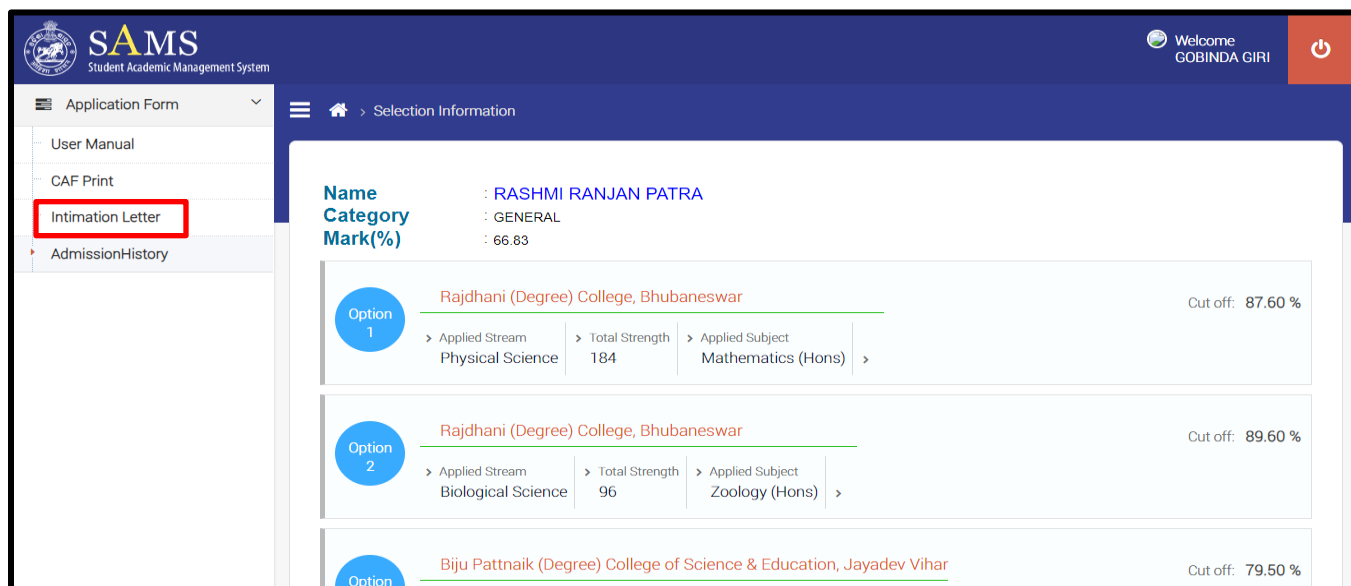
Figure 1 Student Login Screen

Step 2:

- After successful Sign-In to student login applicants have to click on the "Intimation Letter" option present in the left side menu of the dashboard. (refer to Fig.2)

Figure 2 Intimation Letter Screen

Step 3:

- After clicking on the "Intimation Letter", applicant will be able to view the name of the Institution that has been allotted to him/her with the Option(s) shown below:

  1. Freeze, 2. Float & 3. Slide

Figure 3 Allotted HEIs Screen

Step 4:

- Applicant who are satisfied by the allotted HEIs need to click on the **"Freeze"** button as shown in Fig. 3.

- After clicking on the **"Freeze"** button, a pop up button will be shown as an **"Important Notice"** as shown in Fig. 4

Figure 4 Notice for Freeze Screen

- Applicants are requested to read the notice thoroughly and has to select the Check Box provided as shown in Fig. 4 to generate OTP.

- After entering the OTP applicant need to pay the Admission Fees for the allotted HEIs in online mode.

- After successful payment of admission fees student can download the **"Intimation Letter"** and report to the selected HEIs for taking admission.

Step 5:

- Applicants who are satisfied with the allotted HEIs and also wishes a better Honours in the same HEIs only in his/her higher choice of Honours subject will have to click on the **"Float"** button as shown in Fig. 3.

- After selecting "Float" button, applicant will see an "important Notice" screen as shown in Fig.5.

Figure 5 Float Notice Screen

- Applicants are requested to read thoroughly the "Notice" and has to select the Check Box provided as shown in Fig. 5 to generate OTP.

- After entering the OTP applicant need to pay the admission fees as shown in the screen in online mode.

- After successful payment of admission fees applicant will be eligible for "Float" and he/she will wait for further round of selection.

- Applicant selecting "Float" will not get Intimation Letter and doesn't have to report at the selected HEIs.

Step 6:

- Applicants who are not satisfied with the allotted HEIs/Honours and want higher choice in his/her preference of choice will have to click on the **"Slide"** button as shown in Fig. 3.

- After selecting **"Slide"** button, applicant will see "important **Notice**" screen as shown in Fig.6.

Important Notice   ×

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

(ସ୍ଲାଇଡ) - ଯଦି ଆପଣ ଚୟନ ହୋଇଥିବା ଆସନ/ବିଷୟକୁ ଗ୍ରହଣ କରୁଛନ୍ତି ଏବଂ ପରବର୍ତ୍ତୀ ଚୟନ ପ୍ରକ୍ରିୟା ରେ ଭାଗ ନେଇ CAF ରେ ପ୍ରଦାନ କରିଥିବା ଉଚ୍ଚ ବିକଳ୍ପ ଗୁଡିକ (ଉଭୟ ବିଷୟ ଏବଂ ଶିକ୍ଷାନୁଷ୍ଠାନ) ରେ ଚୟନ ହେବାକୁ ଚାହୁଁଛନ୍ତି, ତେବେ ଆପଣ Slide (ସ୍ଲାଇଡ) ବିକଳ୍ପ ଚୟନ କରିପାରିବେ । ଏହା ନିମନ୍ତେ ଆପଣଙ୍କୁ ସ୍କ୍ରିନରେ ଦେଖାଯାଇଥିବା ଆଡମିଶନ ଫି ଦେବାକୁ ପଡିବ କିନ୍ତୁ ଚୟନ ହୋଇଥିବା ଶିକ୍ଷାନୁଷ୍ଠାନ କୁ ଯିବାର କୌଣସି ଆବଶ୍ୟକତା ନାହିଁ ଏବଂ ଆପଣଙ୍କୁ ଏହି ଚୟନ ପ୍ରକ୍ରିୟା ରେ ଇଣ୍ଟିମେସନ୍ ଲେଟର୍ (Intimation Letter) ମିଳିବ ନାହିଁ ।

☐ I have read and understand the process..
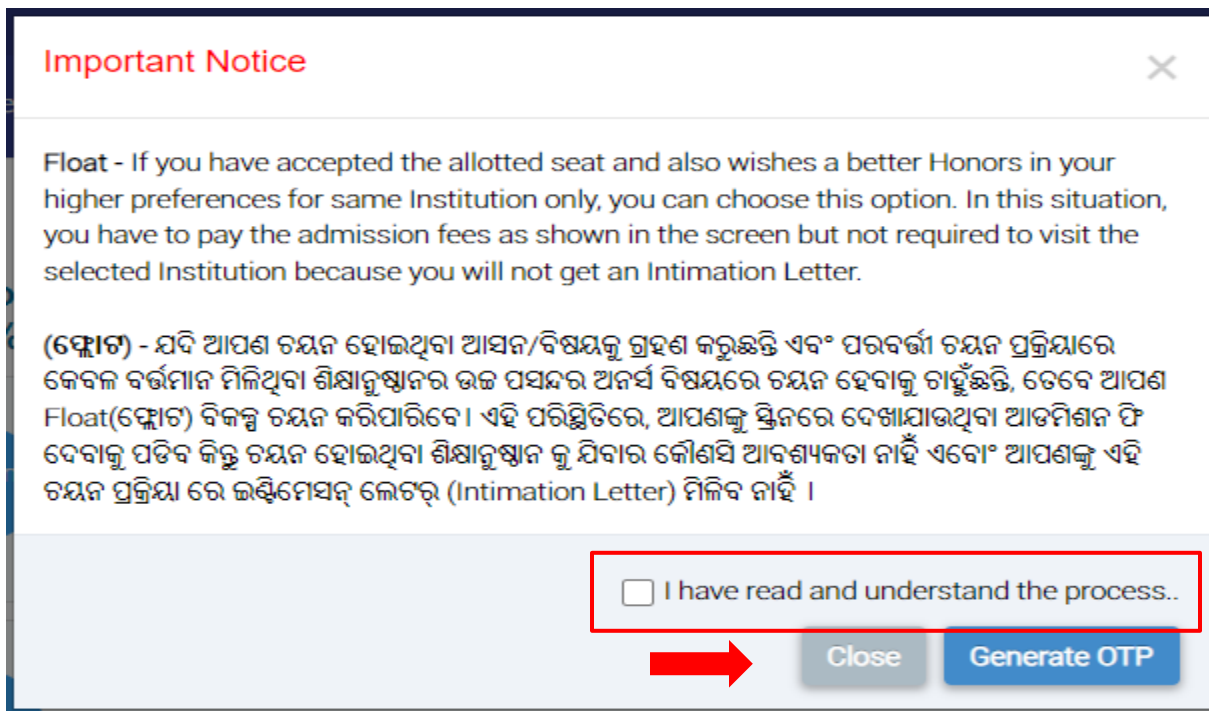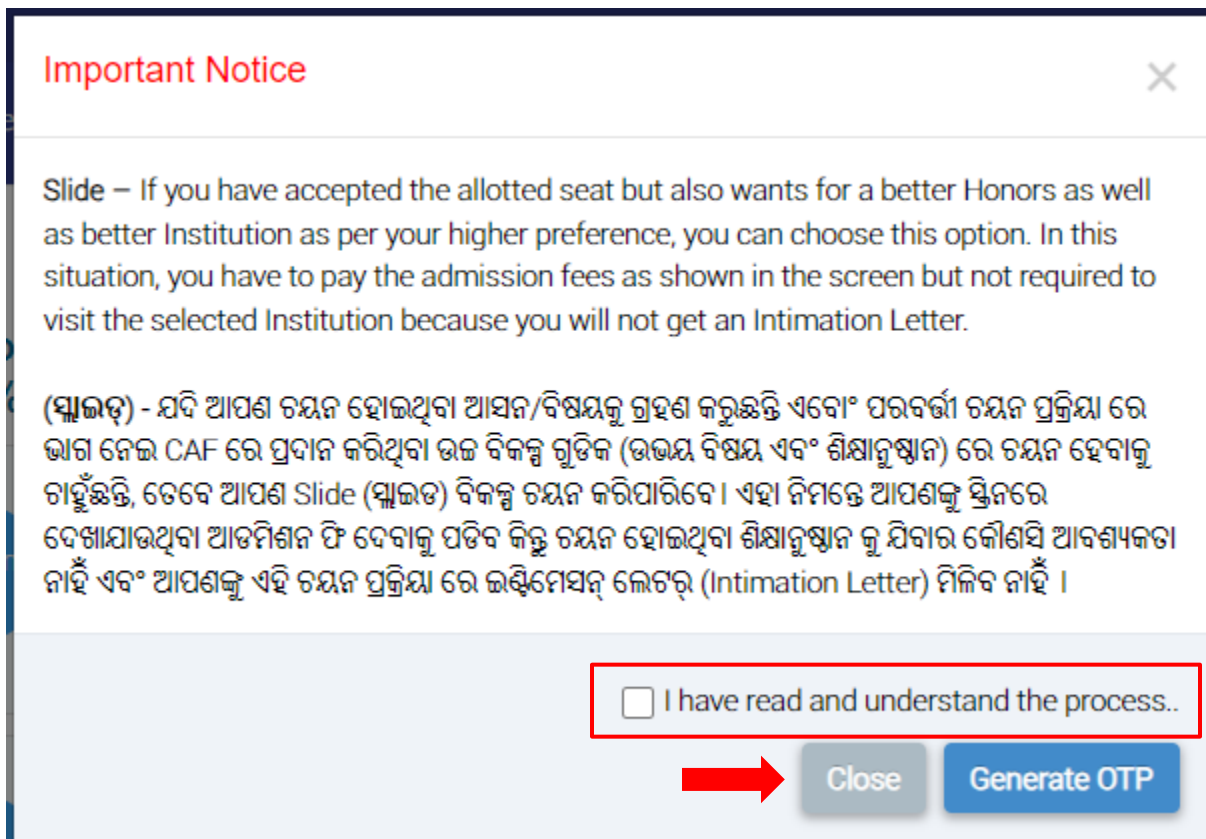
Close   Generate OTP

Figure 6 Slide Notice Screen

- Applicant are requested to read thoroughly the "Notice" and has to select the Check Box provided as shown in Fig. 6 to generate OTP.

- After entering the OTP applicant need to pay the admission fees as shown in the screen in online mode.

- After successful payment of admission fees applicant will be eligible for "Slide" and he/she have to wait for further round of selection.

- Applicants selecting the "Slide" option will not get an Intimation Letter and doesn't need to report at any of the HEIs.

List of Figure

****