

User Manual for Diploma (SAMS)

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1. Introduction

The ONLINE Application Form for all Diploma Courses is available in the website www.samsodisha.gov.in, which may be filled up correctly and should be submitted ONLINE on or before due date & time.

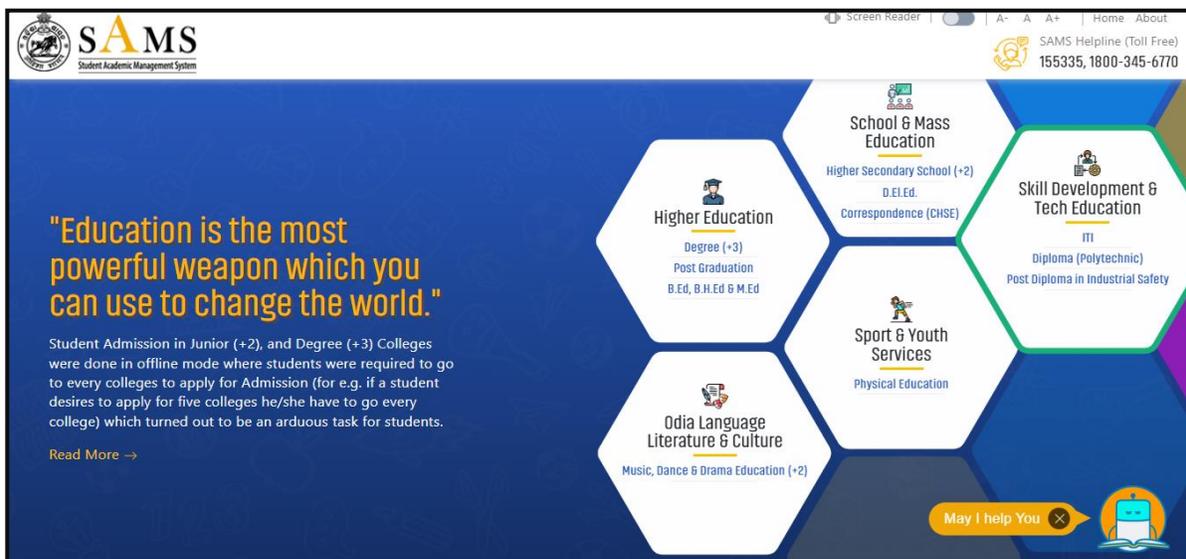
The barcode number and scanned copy of colored photograph & Signature (Size should be between 20- 100kb) are required during the submission of application form. The candidate/parent has to read carefully the information brochure and instructions to fill the Online Application Form for the Session-2022-23.

Purpose

This document is for helping the Diploma applicants to apply till the Application, Upload image, Upload Signature, Upload all reservation related documents at the provided place, Fees payment and take printout of the Application.

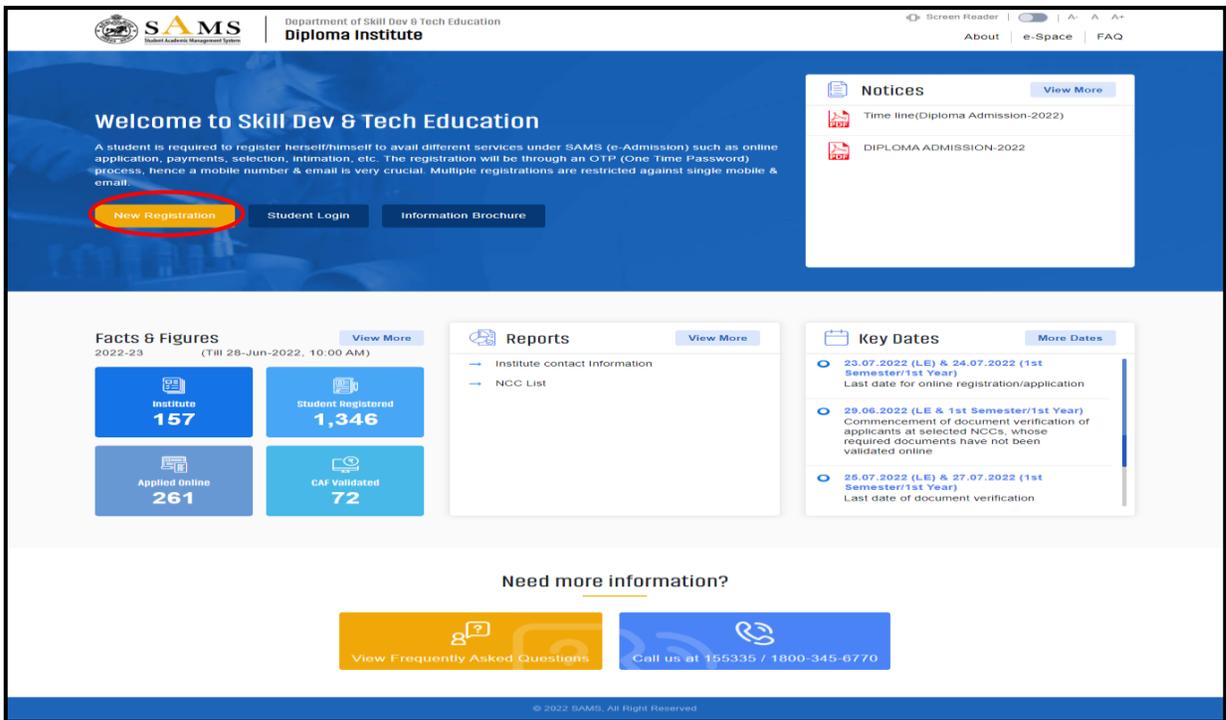
Getting Started

To start using the application, enter the URL: www.samsodisha.gov.in in the browser the homepage screen opens. In it, there is a link “[Diploma \(Polytechnic\)](#)” under Skill Dev & Tech Education.



(Figure 1.1 Homepage)

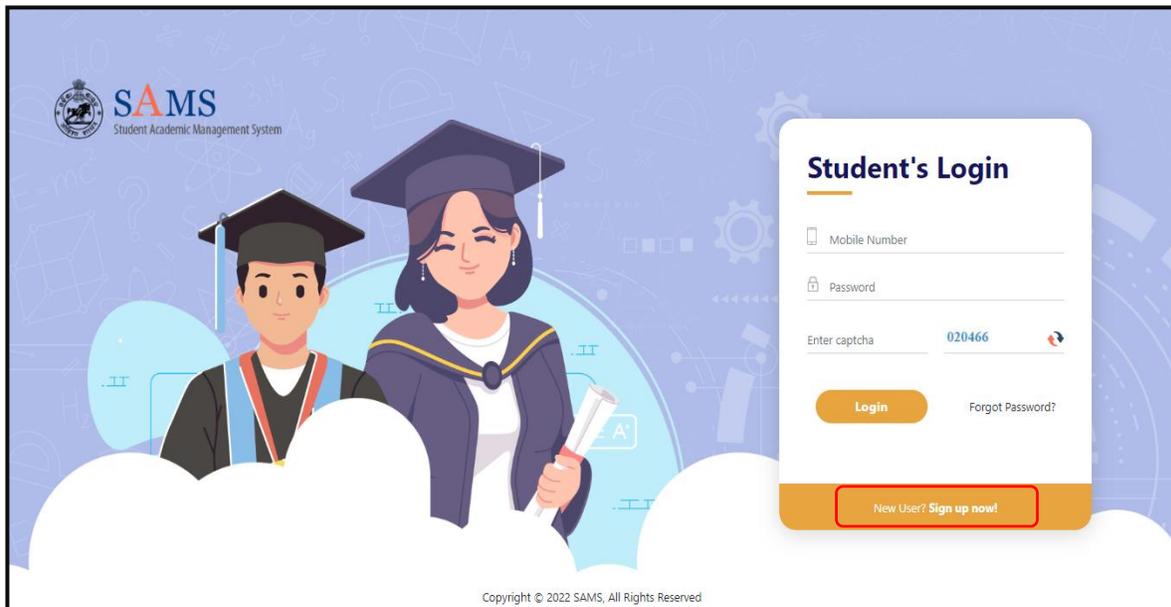
- On clicking the “[Diploma \(Polytechnic\)](#)” the following screen will be displayed.



(Figure 1.2 SAMS Diploma Landing Page)

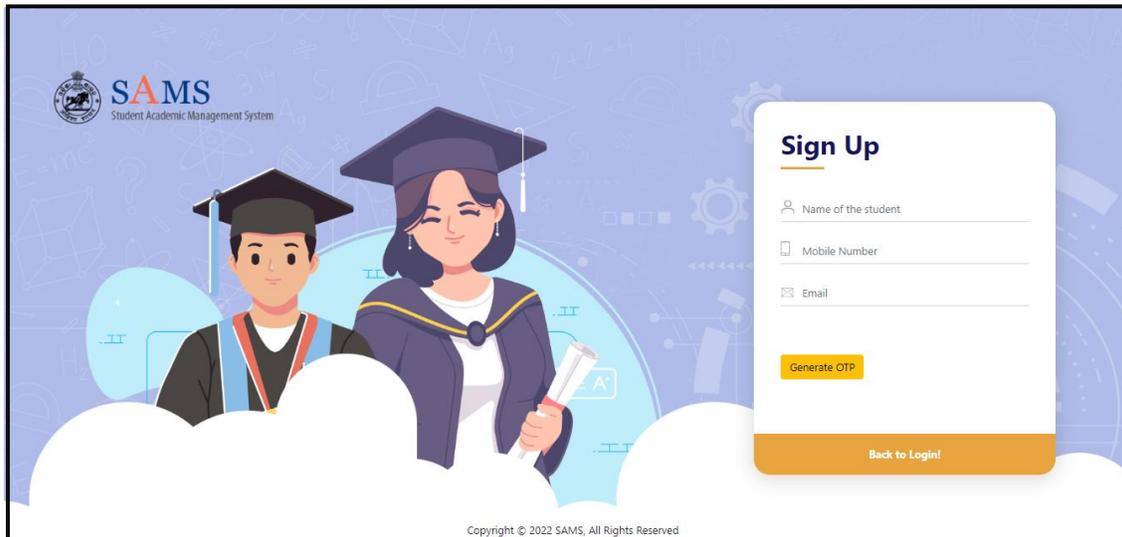
2. Registration

Here the applicant has to register himself/herself for access. After clicking on the “New Registration” encircled in the Fig.1.2, the following screen (Fig.2.1) will be displayed.



(Figure 2.1 Registration)

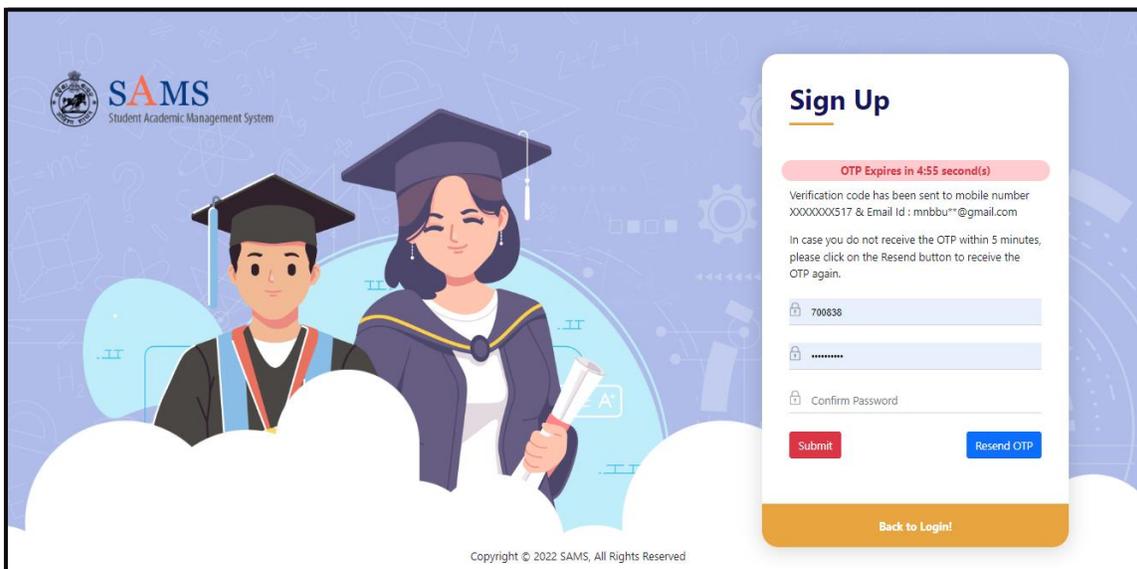
New User (SIGN UP)



The screenshot shows the SAMS (Student Academic Management System) Sign Up page. On the left, there is an illustration of two graduates in caps and gowns. The right side features a white registration form with the following fields: 'Name of the student', 'Mobile Number', and 'Email'. Below these fields is a yellow 'Generate OTP' button. At the bottom of the form is a 'Back to Login!' link. The SAMS logo is in the top left corner, and a copyright notice 'Copyright © 2022 SAMS, All Rights Reserved' is at the bottom center.

(Figure 2.2 Registration Details)

- As displayed on screen enter the name of the candidate (As in HSC/10th standard).
- Enter your 10 digit mobile number and e Mail ID in given box.
- Click on the “Generate OTP”, promptly you will receive a six digit verification code (OTP) on your mobile phone intended to be registered.
- The screen will be displayed as underneath.



This screenshot shows the SAMS Sign Up page after the OTP generation step. A pink banner at the top of the form indicates 'OTP Expires in 4:55 second(s)'. Below this, a message states: 'Verification code has been sent to mobile number XXXXXX517 & Email Id : mnbbu**@gmail.com'. A sub-message reads: 'In case you do not receive the OTP within 5 minutes, please click on the Resend button to receive the OTP again.' The form now includes three input fields: '700838' (the received OTP), a password field with masked characters, and a 'Confirm Password' field. There are two buttons: a red 'Submit' button and a blue 'Resend OTP' button. The 'Back to Login!' link remains at the bottom. The SAMS logo and copyright notice are also present.

(Figure 2.3 Password setup through OTP)

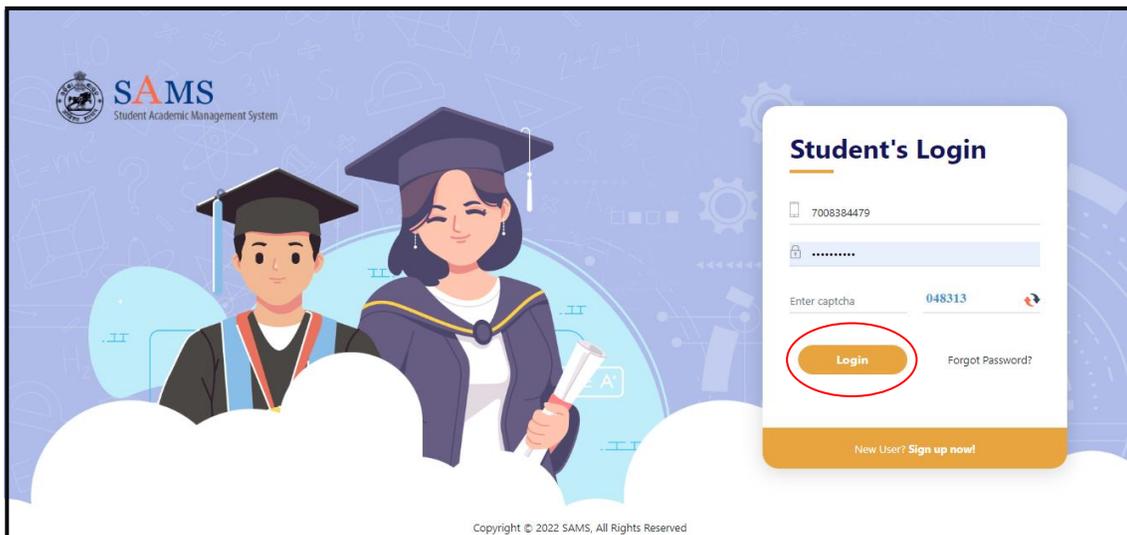
- Here you need to enter the OTP (as received on your mobile phone intended to be registered) in the given box.
- Then enter your password and confirm your password as displayed screen.
- Click on the submit button, automatically a pop-up will be displayed that “you have successfully registered” as the screen will be displayed as underneath.



(Figure 2.4 Registration Successful)

Student's LOG IN

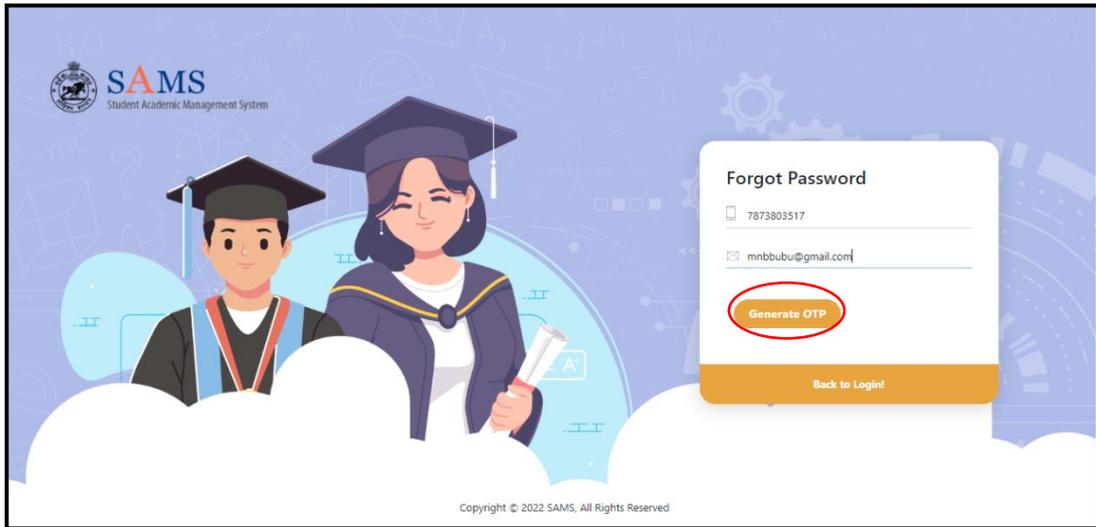
- The applicants need to enter the registered mobile number and your specified password.
- Click on the “LOG IN (Existing User)”.
- It will be displayed as underneath screen.
- In case you forgotten password, click on “Forgot Password” and reset a password.



(Figure 2.5 LOG IN)

Forgot Password

- In case you have forgotten the login password, then click the Forgot Password link, This will redirect you to Fig. 8 wherein on entering the Mobile Number and Email id (as registered), click the Generate OTP option as highlighted.



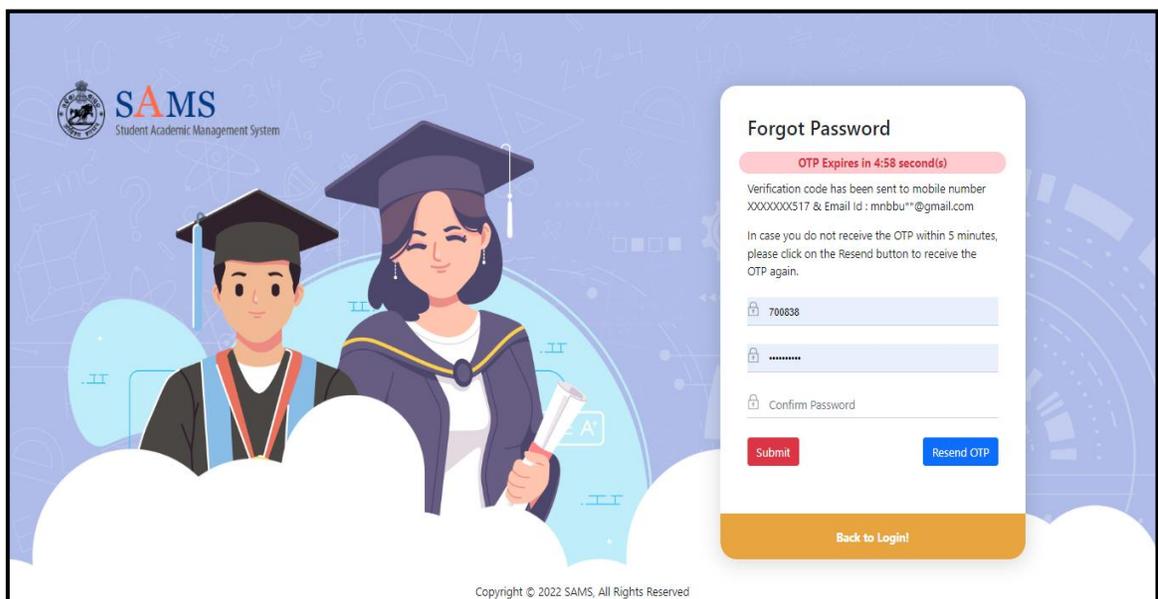
(Figure 2.6 Forget Password)

A verification code will be sent to the respective mobile number and mail id. **Referring to Figure. 2.7**

Enter the Verification Code received in the textbox.

- 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.
- Enter the Captcha displayed for security reasons.
- Click the Submit button.

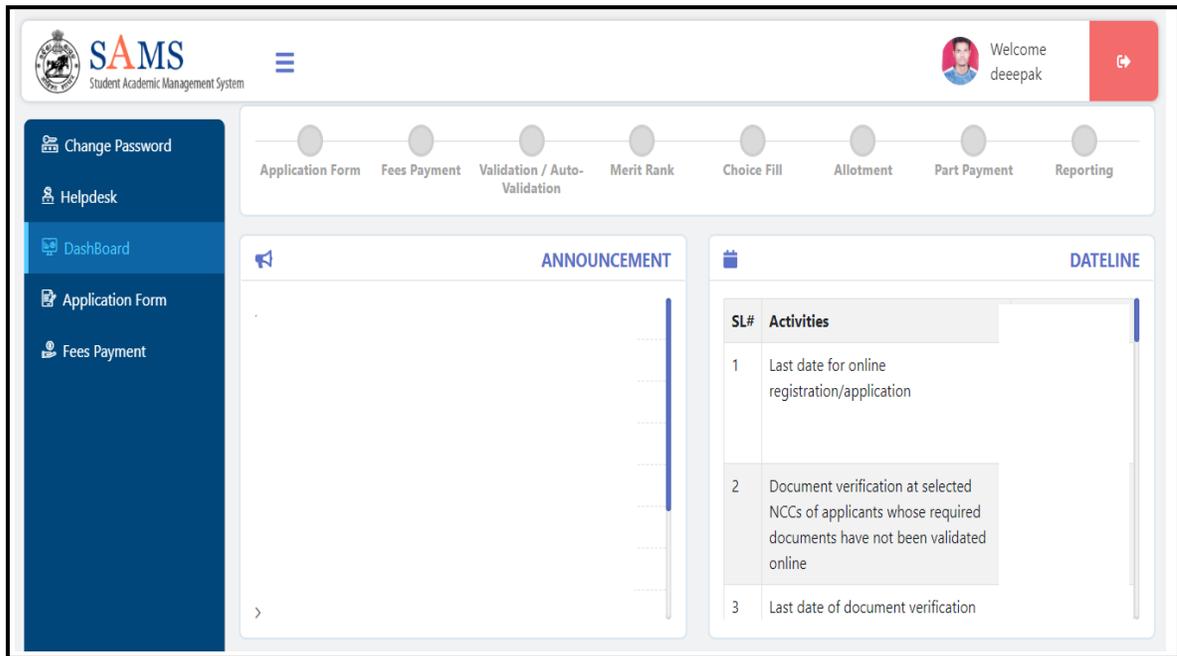
Thus, the password is changed successfully and the new password is activated which can be used for login purpose



(Figure 2.7 Forget Password)

3. Dash Board

- On successful Sign In with your registered mobile number and password, you land onto the following SAMS DIPLOMA dashboard, refer Fig. 3.1, 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 3.1 Dash Board)

4. Application form

The applicant needs to click on “**Application form**” which redirects him / her to the Common Application Form for Admission into Diploma Courses (2022-23).

4.1 Academic Details

The user needs to fill up all the details about self in this section.

ACADEMIC DETAILS

Course Details (ପାଠ୍ୟପୁସ୍ତକ ବିବରଣୀ)
1 - Diploma in Engineering Only

Exam Name (ପରୀକ୍ଷାର ନାମ) *
10th

Board /Council Name (ବୋର୍ଡର ନାମ) *
1 - Board of Secondary Education , Od

Board Exam Name (ବୋର୍ଡର ପରୀକ୍ଷା ନାମ) *
High School Certificate Examination

Year of Passing (ଉତ୍ତୀର୍ଣ୍ଣ ବର୍ଷ) *
2020

Exam Type (ପରୀକ୍ଷାର ପ୍ରକାର) *
 Annual Supplementary

Roll Number (ରୋଲ ନମ୍ବର) *
fdvfbfgb

Mark Secured in 10th Examination (ଦର୍ଶନ ଶ୍ରେଣୀ ପରୀକ୍ଷାରେ ପ୍ରାପ୍ତ ନମ୍ବର)

Total mark secured in all subjects (ସମସ୍ତ ବିଷୟରେ ପ୍ରାପ୍ତ ସମୁଦାୟ ନମ୍ବର)

Maximum Mark (ଅଧିକତମ ନମ୍ବର) 400 Secured Mark (ପ୍ରାପ୍ତ ନମ୍ବର) 200 % 50

Have you passed Compartmentally ? (ଆପଣ କମ୍ପାର୍ଟମେଣ୍ଟାଲରେ ପାସ୍ କରିଛନ୍ତି କି?)
 Yes (ହଁ) No (ନା)

Subjectwise Mark(s) (ବିଭିନ୍ନ ବିଷୟରେ ନମ୍ବର)

Subject (ବିଷୟ) Maximum Mark (ଅଧିକତମ ନମ୍ବର) Secured Mark (ପ୍ରାପ୍ତ ନମ୍ବର) % Have you passed the subject Compartmentally ? (ଆପଣ ବିଷୟ କମ୍ପାର୍ଟମେଣ୍ଟାଲରେ ପାସ୍ କରିଛନ୍ତି କି?)
--Select-- Yes (ହଁ) No (ନା) Add More

Note : If you are not getting your appeared subject name in the list provide under "Subject", then please send a request mail to ccrdiploma2022@gmail.com by attaching the scan copy of marks sheet along with your registered mobile no. for communication.

SL#	Subject	Maximum Mark	Secured Mark	Compartmental	Mark Secured in first attempt	Percentage	Delete
1	English	100	50	No	--	50.00	
2	Mathematics	100	50	No	--	50.00	
3	Science	100	50	No	--	50.00	
4	Dynamic Of Retailing	100	50	No	--	50.00	

Save & Next

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(Figure 4.1 Academic Details)

- Select the course name from the dropdown “Course details”.
 - Here you can select the name of the course either as Diploma in Engineering Only, Diploma in Non-Engineering only, Diploma in Engineering (Lateral only).
 - The candidate chooses the course according to their eligibility and choices from the drop down menu.
- Select “Exam Name” from the drop down menu.
- Select the “Board/Council Name” under which the applicant has appeared for the exam.
- Select the “Year of Passing” the examination from the board followed by choosing the “Exam Type” either as “Annual” or “Supplementary”.
- Enter the “Roll Number” of the applicant.

N.B.: Candidates passed from BSE (O) and CHSE (O) on or after 2014 are not required to provide the examination mark details.

Mark Secured in each subject in 10th Examination

- Enter your “Maximum Mark” of the examination followed by the total “Secured Mark”. It is applicable to students belonging to other states other than Odisha (BSE or CHSC) board. Or students passes BSE / CHSC prior to 2014.
- If you have passed examination compartmentally, then select “Yes” and provide the mark secured in the first attempt.
- Then enter the Subject wise Mark(s) by Select subject name, provide the Maximum Mark & Secured Mark, and compartmental status, i.e. either Yes or No.
- Click the Add More button for additional subject details.
- Doing so, the names of the subjects and the secured marks will be shown as per the below screenshot.
- The subject details displayed can be removed from the list on single click on the Delete button.

Mark Secured in 10th Examination (ଦିକ୍ଷିତା ପରୀକ୍ଷାରେ ପ୍ରାପ୍ତ ନମ୍ବର)

Total mark secured in all subjects (ସମସ୍ତ ବିଷୟରେ ପ୍ରାପ୍ତ ସମୁଦାୟ ନମ୍ବର)

Maximum Mark (ଅଧିକତମ ନମ୍ବର) Secured Mark (ପ୍ରାପ୍ତ ନମ୍ବର) % Have you passed Compartmentally? (ଆପଣ କମ୍ପାର୍ଟମେଣ୍ଟାଲରେ ପାସ୍ କରିଛନ୍ତି କି?)

 Yes (ହଁ) No (ନା)

Subjectwise Mark(s) (ବିଭିନ୍ନ ବିଷୟରେ ନମ୍ବର)

Subject (ବିଷୟ) Maximum Mark (ଅଧିକତମ ନମ୍ବର) Secured Mark (ପ୍ରାପ୍ତ ନମ୍ବର) % Have you passed the subject Compartmentally? (ଆପଣ ବିଷୟଟି କମ୍ପାର୍ଟମେଣ୍ଟାଲରେ ପାସ୍ କରିଛନ୍ତି କି?)

--Select-- Yes (ହଁ) No (ନା)

Note : If you are not getting your appeared subject name in the list provide under "Subject" , then please send a request mail to ccrdiploma2022@gmail.com by attaching the scan copy of marks sheet along with your registered mobile no. for communication.

SL#	Subject	Maximum Mark	Secured Mark	Compartmental	Mark Secured in first attempt	Percentage	Delete
1	English	100	50	No	--	50.00	<input type="button" value="Delete"/>
2	Mathematics	100	50	No	--	50.00	<input type="button" value="Delete"/>
3	Science	100	50	No	--	50.00	<input type="button" value="Delete"/>
4	Dynamic Of Retailing	100	50	No	--	50.00	<input type="button" value="Delete"/>

(Figure 4.2 Mark Details)

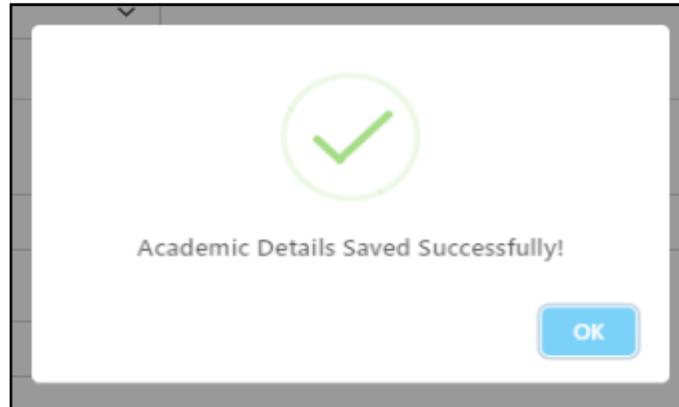
For saving the Academic Details, click the “Save and Next” , Referring to Fig. 4.2



Are you sure want to Save Academic Details?

(Figure 4.3)

Choosing the “Yes” option and then **Ok** option, your Academic Details will Saved Successfully, and you will be redirected to the “**Personal Information**” Screen.



(Figure 4.4)

4.2 Personal Information

SAMS Student Academic Management System

Welcome deepak

Application Form / Personal Information

Academic Details ✓ Personal Information ✓ Domicile & Reservation Details ✓ Upload Document ✓

PERSONAL INFORMATION Upload only jpg/jpeg file between (20 KB to 100 KB) for both Photo & Signature

Applicant's Name (ଆବେଦନକାରୀଙ୍କ ନାମ) * sajjad hussain

Father's Name (ପିତାଙ୍କ ନାମ) * shahadat hussain

Mother's Name (ମାତାଙ୍କ ନାମ) * tgergt

Gender (ଲିଙ୍ଗ) * MALE

Date of Birth (ତାରିଖ) * 01-Jul-2008

Aadhaar (ଆଧାର) / EID Number (ଇ.ଆଇ.ଡି ନମ୍ବର) * XXXXXXXX7142

Blood Group (ରକ୍ତର ଗର୍ଭ): A+

Religion (ଧର୍ମ) * HINDU

Do you belong to Building & Other Construction Workers (BOC) beneficiary? (ଆପଣ କଣ BOC ହିତାଧିକାରୀ ଅଟନ୍ତୁ କି?) * Yes (ହଁ) No (ନା)

Address for Correspondence (ଯୋଗାଯୋଗର ଠିକଣା)

State (ରାଜ୍ୟ) * 1 - ODISHA

District (ଜିଲ୍ଲା) * DEOGARH

Block/ULB (ବ୍ଲକ୍ / ଗ୍ରାମିକ) * Reamal

House No., Street/ Village, Post Office, Police Station Name(ଘର ନମ୍ବର, ଯାହା/ଗ୍ରାମ, ପୋଷ୍ଟ ଅଫିସ୍, ପୋଲିସ୍ ଷ୍ଟେସନ୍ ନାମ) * fvetteyrb

Pin Code (ପିନ୍ କୋଡ୍)

Mobile No. (ମୋବାଇଲ୍ ନମ୍ବର) 7381409493

WhatsApp Mobile No.(ସ୍ୱାସ୍ଥ୍ୟ ନମ୍ବର) Same as Mobile No. 7381409493

E-Mail (ଇମେଲ୍ ଆଇଡି)

I am providing my WhatsApp number to receive notification from SAMS. [WhatsApp](#)

Previous **Save & Next**

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(Figure 4.5 Personal Information)

- Enter the “Applicant’s Full Name” in the textbox given.
- Provide the applicant’s “Father Name” and “Mother Name”.
- Choose your “Blood Group” from the dropdown. It is optional.
- Provide your “Date of Birth” from the calendar.
- Enter the “AADHAR/EID Number” in the given box.
- Choose your “Gender”?
- If you belong to “Building & Other Construction Workers (BOC) beneficiary”. If ‘Yes’ then provide the “BOC Registration Number” in the given box.
- The fields denoted by “*” marks are mandatory to be filled in.

Upload Photo& Signature

The applicant has to upload a recent photograph & signature for identification.

- The applicant has to load his recent passport size photo of 20 kb to 100 kb in jpg or jpeg format only.
- Click the “**Upload Photo**” button and “**Upload Signature**” to upload the applicant photograph and Signature within 20-100 KB size each. The photograph& signature should be in jpg/.jpeg format.

Address for Correspondence

The screenshot shows a web form titled "Address for Correspondence (ସରକାରୀ/ସ୍ୱାଧୀନ ଠିକଣା)". The form contains the following fields and values:

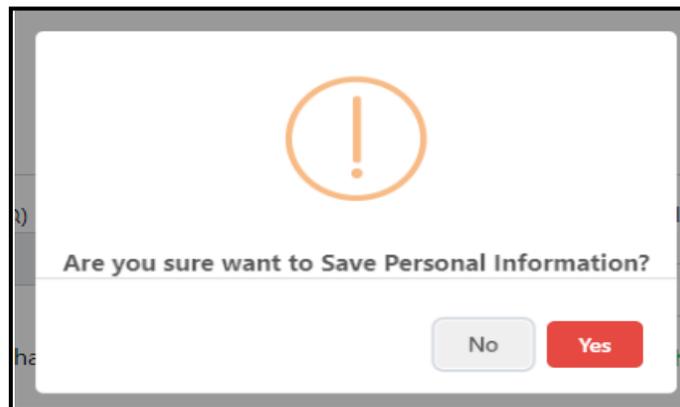
- State (ମାତୃସ୍ଥାନ): 1 - ODISHA
- District (ଜିଲ୍ଲା): BALASORE
- Block/ULB (ବ୍ଲକ୍ / ୟୁଏଲ୍‌ବି): Ballapal
- House No., Street/ Village, Post Office, Police Station Name(ପଠନ ଠିକଣା, ଘର/ଗ୍ରାମ, ପୋଷ୍ଟାଫିସ୍, ପୋଲିସ୍ ଷ୍ଟେସନ୍ ନାମ): Plot no 56/467, nayapalli, Bhubaneswar
- Pin Code (ପିନ୍ କୋଡ୍): 756114
- Mobile No. (ମୋବାଇଲ୍ ନମ୍ବର): 7873803517
- WhatsApp Mobile No.(ସ୍ୱାତନ୍ତ୍ରୀୟ ମୋବାଇଲ୍ ନମ୍ବର) (Same as Mobile No.): 7873803517
- E-Mail (ଇମେଲ୍ ଆଇଡି): mnbububu@gmail.com

At the bottom of the form, there is a checkbox labeled "I am providing my WhatsApp number to receive notification from SAMS." which is checked, and a WhatsApp logo. Below the checkbox are two buttons: "Previous" and "Save & Next".

(Figure 4.6 Address for correspondence)

- Select the name of the State from the drop down menu to which the applicant belongs followed by choosing the name of the District and the Block name.
- Enter the details of Addressee with “House No- Street/ Village, Post Office & Police Station Name”.
- Enter the PIN code of the area.
- The Mobile Number and e-Mail ID will be displayed automatically same as registered.
- Enter the “WhatsApp Mobile Number” if it is available, (It is optional).

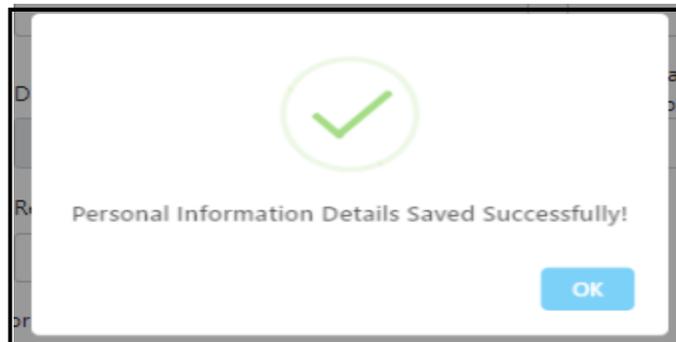
For saving the **Personal Information**, click the “**Save and Next**” ,



(Figure 4.6)

For saving the **Personal Information**, click the “**Save and Next**” Referring to Fig. 4.5.

Choosing the “**Yes**” option and then “**Ok**” option, your Academic Details will Saved Successfully, and you will be redirected to the “**Domicile & Resevation Details**” Screen



(Figure 4.7)

4.3 Domicile & Reservation Details

Domicile

Application Form / Domicile & Reservation Details

Academic Details Personal Information **Domicile & Reservation Details** Upload Document

DOMICILE & RESERVATION DETAILS

Domicile (ବାସସ୍ଥାନ)

Are you Odisha State Applicant (S) (ଆପଣ ଓଡ଼ିଶା ରାଜ୍ୟର ଦରଖାସ୍ତକାରୀ ଅଟନ୍ତି କି?)
 Yes (ହଁ) No (ନା)

Are you Outside Odisha State Applicant (Z)? (ଆପଣ କଣ ଓଡ଼ିଶା ରାଜ୍ୟ ବାହାର ଦରଖାସ୍ତକାରୀ ଅଟନ୍ତି କି?)
 Yes (ହଁ) No (ନା)

Are you Odia Living in outlying Odia Speaking Tracts (L)? (ଆପଣ ବାହାରେ ରହୁଥିବା ଓଡ଼ିଆ କି?)
 Yes (ହଁ) No (ନା)

(Figure 4.8 Domicile)

- Choose either Yes or No to select if “you are an applicant of Odisha State” which is category ‘S’
 - **If yes**, then select the S-Domicile category. Please provide the information from the dropdown followed by the name of the place from the menu.
- Choose either Yes or No to select the option if the applicant is Outside the State of Odisha, i.e. the Z category.
 - **If yes**, select the State name from the dropdown”.
- Similarly, choose either Yes or No if Odia Living applicant is staying in outlying Odia Speaking tracts (L)”?
 - **If yes**, then select the State name from the dropdown.

Reservation Details

Reservation Details (Reservation is applicable only for "S" domicile Applicants) (ଆରକ୍ଷଣର ବିବରଣୀ (ଆରକ୍ଷଣ କେବଳ "S" ଅଧିକାରୀ ଆବେଦନକାରୀଙ୍କ ପାଇଁ ଲାଗୁ))

Caste Category (ଜାତି ବର୍ଗ)
 Scheduled Caste (ଅନୁସୂଚିତ ଜାତି)
 Scheduled Tribe (ଅନୁସୂଚିତ ଜନଜାତି) Others

Caste Certificate Barcode Number/Misc. CCN (ଜାତି ପ୍ରମାଣ ପତ୍ରର ବାରକୋଡ ନମ୍ବର/ମିଶ୍ରି. ସିସିଏନ)*

Green Card (GC) (ଗ୍ରୀନ କାର୍ଡ) Physically Challenged (PC) (ଭିକ୍ଷଣୀ)
 Children/Wards of Ex-servicemen (ES) (ବେସର ନିବୃତ୍ତ ସାମରିକ କର୍ମଚାରୀଙ୍କ ସନ୍ତାନ) Sports (କ୍ଷେତ୍ର)

National Cadet Corps (NC) (ଜାତୀୟ କ୍ୟାଡେଟ କର୍ପ୍ସ) Orphan (ଅନାଥ)
 A B C
 Not Applicable (NA) (ପ୍ରଯୁଜ୍ୟ ନୁହେଁ)

(Figure 4.9 Reservation details)

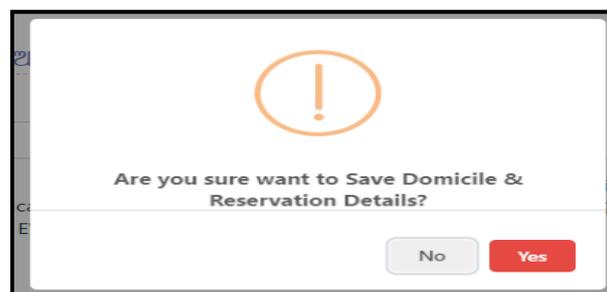
- Choose the correct option to which you belong to, i.e. either Scheduled Caste, Scheduled Tribe or Others and accordingly put the Barcode Number of your certificate, if you are belonging to SC or ST Category, then the application will be verified online by green tick.
- Select the checkbox, if you belong to any reservation category “Green Card (GC), Physically Challenged (PC), Children/Wards of Ex-servicemen (ES), Sports, and National Cadet Corps (NC), Orphan etc.

Other Information

(Figure 4.10 Other Information)

- Select “Nationality of the applicant, i.e. either INDIAN or NRI & “Annual Income” from the drop down list.
- If the Annual Income is less than **Rs. 8 lakh**, then Choose the option either YES or NO if you want to avail for TFW Scheme or not.
- **If the Annual Income is less than Rs. 8 lakh and the applicant is not covered under this scheme of reservation for SC/ST, click “Yes” or “No” in “Do you belong to Economically Weaker Sections (EWS) category?”.**
- If yes, then provide the Income certificate Barcode number in the textbox given.
- **If you lost both parents during COVID pandemic and issued “PM CARES Certificate”, Click “Yes” or “No” in “Do you come under PM Care for children scheme 2021?”**

For saving the **Domicile & Reservation Details**, click the **“Save and Next”**,



(Figure 4.11)

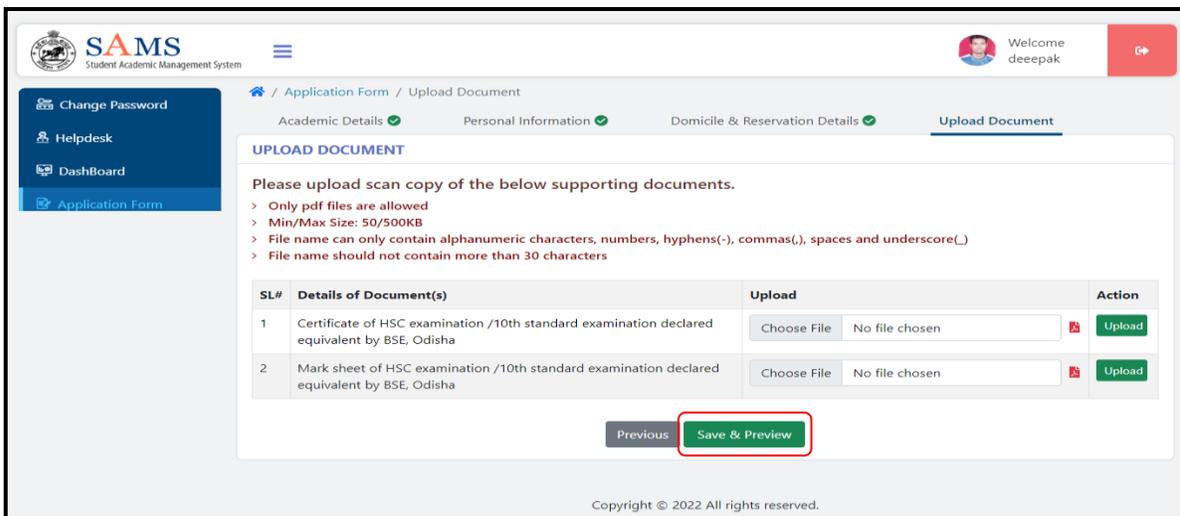
Choosing the “Yes” option and then “Ok” option, your Academic Details will Saved Successfully, and you will be redirected to the “Upload Document” Screen



(Figure 4.12)

4.4 Upload Document

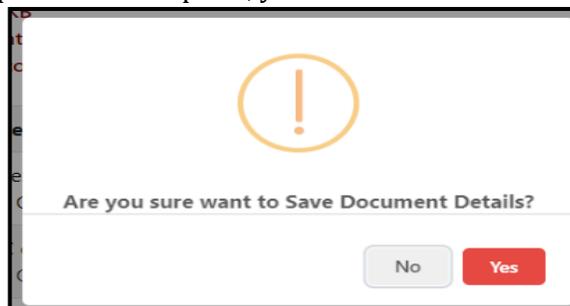
- Based on the selection of the reservation category, applicant’s need to upload the legible scanned PDF copies. File size must be in between 50Kb to 500Kb.
- After successful submission, screen will be redirected to payment page.



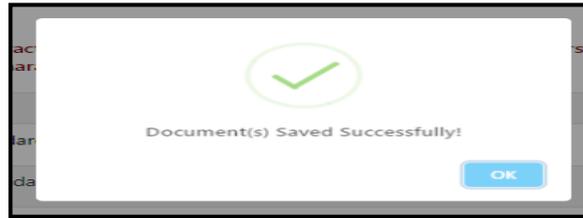
(Figure 4.13 Upload Document)

For saving the “Upload Document”, click the “Save and Preview”, Ref. to Fig. 4.13.

Choosing the “Yes” option and Ok option, you will be redirected to the CAF Preview Screen



(Figure 4.14)



(Figure 4.15)

CAF Preview



SAMS
Student Academic Management System



Welcome
derezepak

Change Password

Helpdesk

Dashboard

Application Form

Fees Payment

/ Preview Page

ACADEMIC DETAILS

Course Details (ପାଠ୍ୟପୁସ୍ତକ ବିବରଣ)

Diploma in Engineering Only

10th

Exam Name (ପରୀକ୍ଷା ନାମ)	Board / Council Name (ବୋର୍ଡ ନାମ)	Board Exam Name (ବୋର୍ଡ ପରୀକ୍ଷା ନାମ)
10th	BSE, Odisha	High School Certificate Examination
Year of Passing (ଗୋଟିଏ ବର୍ଷ)	Exam Type (ପରୀକ୍ଷା ପ୍ରକାର)	Roll Number (ବୋଲ ନମ୍ବର)
2020	Annual	fdvfbtgh

Mark Secured in 10th Examination (ଦଶମ ଶ୍ରେଣୀ ପରୀକ୍ଷାରେ ପ୍ରାପ୍ତ ମାର୍କ)

Total mark secured in all subjects (ସମସ୍ତ ବିଷୟରେ ମୋଟ ମାର୍କ)

Maximum Mark (ଅଧିକତମ ମାର୍କ)	Secured Mark (ପ୍ରାପ୍ତ ମାର୍କ)	%	Have you passed Compartmentally ? (ଅନ୍ୟ ବିଭାଗରେ ପରୀକ୍ଷା ଦେଇ କେଉଁ ଫଳ ମିଳିଛି ?)
400	200	50.00	No

Subjectwise Mark(s) (ବିଷୟ ବିଶେଷରେ ମାର୍କ)

SL#	Subject	Maximum Mark	Secured Mark	Compartmental	Mark Secured in first attempt	Percentage
1	English	100	50	No	--	50.00
2	Mathematics	100	50	No	--	50.00
3	Science	100	50	No	--	50.00
4	Dynamic Of Retailing	100	50	No	--	50.00

[Click here to edit Academic Details](#)

PERSONAL INFORMATION

Personal Details (ବ୍ୟକ୍ତିଗତ ବିବରଣ)

Applicant's Name (ଅର୍ଜିତର ନାମ)	Father's Name (ପିତାଙ୍କ ନାମ)	Mother's Name (ମାତାଙ୍କ ନାମ)	
rajad hussain	shahadat hussain	tgertg	
Gender (ଲିଙ୍ଗ)	Date of Birth (ଜନ୍ମ ତାରିଖ)	✓ Aadhaar (ଆଧାର) / ID Number (ବି.ଆ.ନ.ଓ ନମ୍ବର)	
MALE	01-Jul-2000	XXXXXXXX7142	
Blood Group (ରକ୍ତ ଗ୍ରୁପ୍)	Religion (ଧର୍ମ)	Do you belong to Building & Other Construction Workers (BOC) beneficiary? (BOC ବର୍ଗ BOC ଅଧିକାରୀଙ୍କ ଅଧିକାରୀ କି?)	
A-	HINDU	No	

Address for Correspondence (ଯୋଗାଯୋଗ ପାଇଁ ଠିକଣା)

State (ରାଜ୍ୟ)	District (ଜିଲ୍ଲା)	Block/ULB (ବ୍ଲକ୍ / ଉଲ୍ବ)
Odisha	Deogarh	Deogarh
House No., Street/ Village, Post Office, Police Station Name (ଗୃହ ନମ୍ବର, ଷ୍ଟ୍ରିଟ୍/ଗ୍ରାମ, ପୋଷ୍ଟ ଅଫିସ୍, ପୋଲିସ୍ ଷ୍ଟେସନ୍ ନାମ)	Pin Code (ପିନ୍ କୋଡ୍)	
fvettayrb		
Mobile No. (ମୋବାଇଲ୍ ନମ୍ବର)	WhatsApp Mobile No.	E-Mail (ଇମେଲ୍ ଆଇଡି)
7381409493	7381409493	NA

[Click here to edit Personal Information Details](#)

DOMICILE & RESERVATION DETAILS

Domicile (ନିବାସ)

Are you Odisha State Applicant (S) (ଅପରାଧୀ ତୁମେ ଓଡିଶା ରାଜ୍ୟବାସୀଙ୍କ ଅଧିକାରୀ କି?)

Yes

Are you Outside Odisha State Applicant (Z)? (ଅପରାଧୀ ତୁମେ ଓଡିଶା ରାଜ୍ୟ ବାହାର ରାଜ୍ୟବାସୀଙ୍କ ଅଧିକାରୀ କି?)

No

Are you Odia Living in outlying Odia Speaking Tracts (L)? (ଅପରାଧୀ ତୁମେ ଓଡିଶା ଗୋଟିଏ ଗୋଟିଏ ଗୋଟିଏ କ୍ଷେତ୍ରରେ ରହୁଛନ୍ତି କି?)

No

Reservation Details

Caste Category (କାସ୍ଟ କାଟିଗୋରି)	Caste Certificate Barcode Number/Misc. CCN (କାସ୍ଟ ସମ୍ପର୍କିତ ବିଭିନ୍ନ ବିଭାଗର ନମ୍ବର/ସି.ସି.ଏନ)		
Others	--		
Green Card (GC) (ଗ୍ରୀନ୍ କାର୍ଡ)	Children/Wards of Ex-servicemen (ES) (ଇକ୍ସ-ସର୍ଭିସମେନ୍ ଶିଶୁ/ପୁଅ)	Physically Challenged (PC) (ଫିଜିକାଲି ଚ୍ୟାଲେଞ୍ଜଡ)	Sports (ଖେଳ)
No	No	No	No
National Cadet Corps (NC) (ନାସନାଲ କାଡେଟ କର୍ପ୍ସ)	Orphan (ଅଧିକାରୀ)		
NA	No		

Other Information (ଅନ୍ୟାନ୍ୟ ବିବରଣ)

Nationality (ଜାତୀୟତା)	Annual Income (ସାମ୍ବେଦନ ଧରଣ)	TFW Scheme (TFW କାର୍ଯ୍ୟ)
Indian	Upto 2.5 lakh	No
Do you belong to Economically Weaker Sections (EWS) category? (ଅପରାଧୀ ତୁମେ EWS ବିଭାଗର ଅଧିକାରୀ କି?)	Do you come under PM Care for children Sections (PM Care) 2021 ?- 2026 PM Care ବିଭାଗର ଅଧିକାରୀ ଅଧିକାରୀ କି?	
No	No	

[Click here to edit Domicile & Reservation Details](#)

UPLOAD DOCUMENT

SL#	Details of Document(s)	View Document
1	Certificate of HSC examination /10th standard examination declared equivalent by BSE, Odisha	
2	Mark sheet of HSC examination /10th standard examination declared equivalent by BSE, Odisha	

[Click here to edit Document\(s\) Details](#)

I do hereby declare that all information furnished in this application are true, complete and correct to the best of my knowledge and belief. I understand that if any of the information given by me is proven to be false, incomplete or incorrect, then I shall be solely responsible as per applicable law.

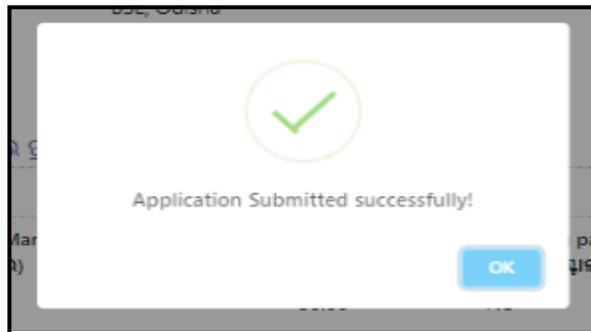
[Submit Application](#)

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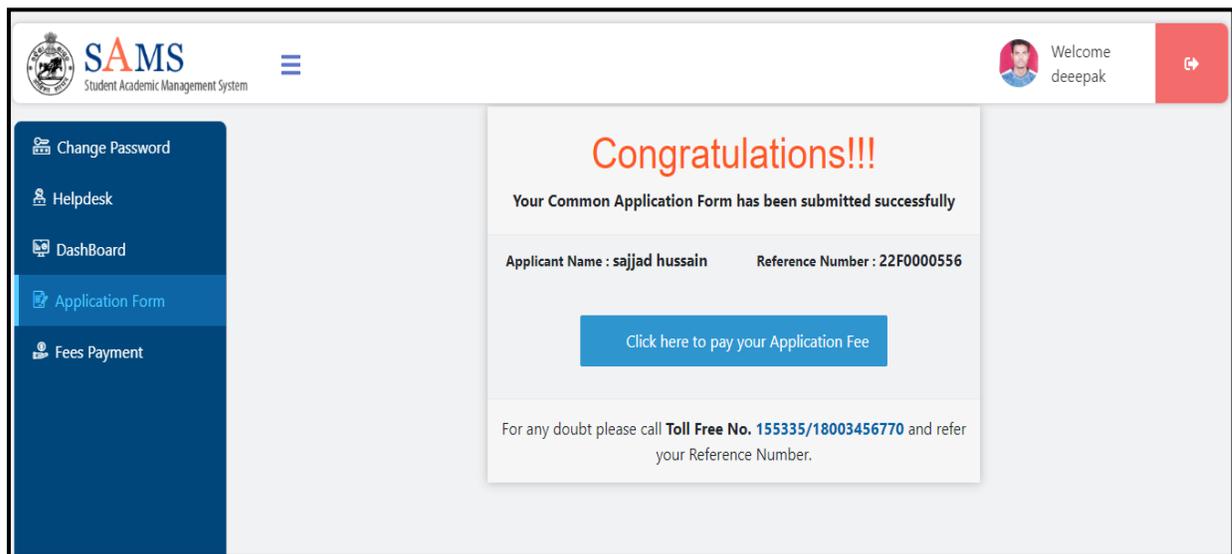
(Figure 4.16 CAF Preview)

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- You can modify your application by clicking “Click here to edit Academic details”, “Click here to edit Personal Information details”, “Click here to edit Domicile & Reservation Details” and “Click here to edit Documents details”.
- Click the “**Submit Application**” button to submit the online application form for Diploma admission into various streams.
- It will say once you confirm you will not be able to modify again. You need to click “Yes” to confirm.



(Figure 4.17 Successful Message)



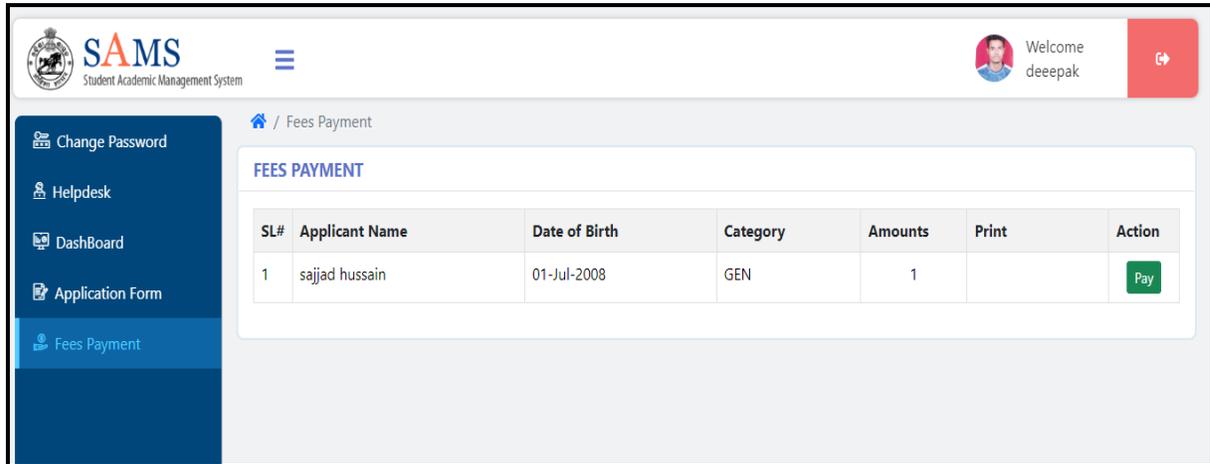
(Figure 4.18)

Thus, you have submitted the application successfully generating the reference number for future reference.

- Once the application is confirmed, the user is redirected to “**Fee Payment**” screen.

5. Fees Payment

The Fees Payment link when clicked, the applicant name and details as registered are displayed.

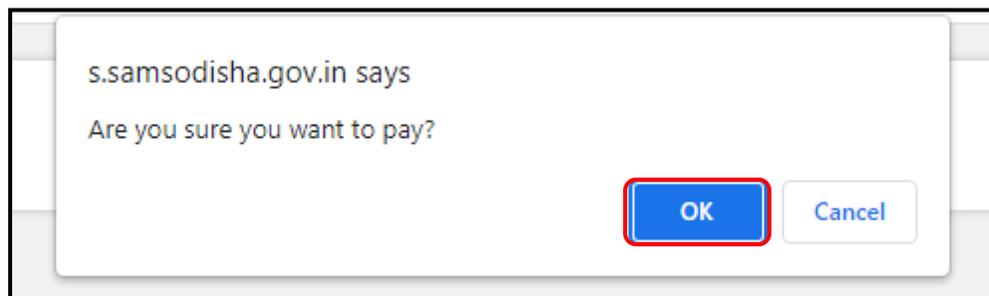


The screenshot shows the SAMS (Student Academic Management System) interface. The top navigation bar includes the SAMS logo, a user profile for 'Welcome deepak', and a red button with a right arrow. The left sidebar contains menu items: Change Password, Helpdesk, Dashboard, Application Form, and Fees Payment (highlighted). The main content area is titled 'FEES PAYMENT' and contains a table with the following data:

SL#	Applicant Name	Date of Birth	Category	Amounts	Print	Action
1	sajjad hussain	01-Jul-2008	GEN	1		<input type="button" value="Pay"/>

(Figure 5.1 Fees Payment)

- The amount to be paid for the selected stream is calculated.
- Click the pay button to proceed on for payment.



(Figure 5.2 Confirm Message)

- Confirm by pressing "OK" to proceed.

(Figure 5.3 Payment Details)

- You are redirected towards the payment gateway where you are required to choose the payment option, *i.e.* either through Credit Card, Debit Card, Debit +ATM Pin, through Internet Banking, UPI Payment.
- Choosing the desired option, fill in the card and bank details in the respective fields and Make Payment.

[Print](#)

The applicant, after the payment can take the print out of the Application for further use in this link.

SL#	Applicant Name	Date of Birth	Category	Amounts	Print	Action
1	sajjad hussain	01-Jul-2008	GEN	1	CAF Receipt	

(Figure 5.4 Print Application)

- On clicking the "Print" button the application can be printed

Mode of Payment	Payment Status	Amount Paid	Transaction No.
		0.00	

Enclosures (Certified True Copy of the following documents must be enclosed along with the CAF)

Sl#	Documents
1	Certificate of HSC examination /10th standard examination declared equivalent by BSE, Odisha
2	Mark sheet of HSC examination /10th standard examination declared equivalent by BSE, Odisha

Other Information

Nationality: Indian Annual Income: Upto 2.5 lakh
TFW Scheme: No
Do you belong to Economically Weaker Sections (EWS) category? No
Do you come under PM Care for children scheme 2021? No

Reservation Details (Reservation is applicable only for "S" domicile Applicants)

Category: Other
Green Card (GC): NA Physically Challenged(PC): NA Children/Wards of Ex-servicemen (ES): NA
Sports: NA National Cadet Corps (NC): NA Orphan: NA

Domicile

Are you Odisha State Applicant (S)? Yes
Are you Outside Odisha State Applicant (Z)? No
Are you Odia Living in outlying Odia Speaking Tracts (L)? No

SL#	Subject	Maximum Mark	Secured Mark	Compartmental	Mark Secured in first attempt	Percentage
1	English	100	50	No	--	50.00
2	Mathematics	100	50	No	--	50.00
3	Science	100	50	No	--	50.00
4	Dynamic Of Retailing	100	50	No	--	50.00

Have you passed the Examination Compartmentally? No Mark Secured In First Attempt --

Maximum Mark: 400.00 Secured Mark: 200.00

Exam Type: Annual Year of Passing: 2020 Roll Number: fdvfbg

Board Exam Name: High School Certificate Examination

Exam Name: 10th Board /Council Name: BSE, Odisha

10th Examination Details

E-Mail: NA

Pin Code: NA Mobile: 7381409493 WhatsApp Mobile No.: 7381409493

House No., Street/ Village, Post Office Name: fveteyrb

State: Odisha District: Deogarh Block/ULB: Reamal

Address for Correspondence

Do you belong to Building & Other Construction Workers (BOC) beneficiary? No BOC Registration No. NA

Aadhaar Number: XXXXXXXX7142

Religion: HINDU Date of Birth: 01-Jul-2008

Blood Group: A+ Gender: MALE

Mother's Name: tgertg

Father's Name: shahadat hussain

Applicant's Name: sajjad hussain

Course Details: Diploma in Engineering Only

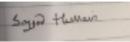
Applicant Details

Your Application is not Validated. Please visit nearest NCC to validate your CAF on or before scheduled date.

Common Application Form
For Admission to Diploma (2022-23)
Directorate of Technical Education & Training, Odisha
Saturday, 25-Jun-2022 3:55:20 PM

Barcode: 22F0000556



(Figure 5.5 Printed Application Form)

6. Helpdesk

- This module is available at **“Student Login”** meant for applicant
- Any difficulties faced during filling of CAF and in the merit list may be clarified by using this module.

The screenshot shows the 'New Ticket' form in the SAMS system. The form is titled 'New Ticket' and has a 'Ticket Status' tab. The fields are as follows:

- Category*: School Living Certificate
- Sub Category*: Function date
- Date Of Complaint*: 25-Jun-2022
- Error Report Details*: Showing error when I submitting my CAF (Maximum 412 characters are allowed)
- Contact No*: 7381409493
- Upload Image*: Choose File | asdfghjkl.pdf (200KB/ Allow only .Pdf files) Upload file upto

Buttons: Submit, Reset

(Figure 6.1 Register Query/Raise a Ticket)

The screenshot shows the 'View Ticket' page in the SAMS system. It includes a search bar with the following fields:

- Ticket Type: --Select--
- From Date: [Calendar icon]
- To Date: [Calendar icon]
- Search button

Below the search bar is a table of registered tickets:

SL#	Complaint No.	Registered Mobile No	Subject	Description	Ticket By	Ticket Status	Logged Date	History
1	00000000000067	7978532021	Tripathy-Test	Aautomatedtesta	Bikash Badhei	Open	20-Nov-2020	History
2	00000000000066	7978532021	Tripathy-Test	Aautotest	Bikash Badhei	Open	20-Nov-2020	History
3	00000000000033	7978532021	Tripathy-Test	Anewtest	Bikash Badhei	Open	04-Nov-2020	History

(Figure 6.2 View Registered Ticket Details)

The screenshot shows the 'View Ticket' page with a 'Ticket History' modal window open. The modal contains the following table:

SI#	User Name	Remark	Status	Action Date
1	Administrator	its fixed please check now.	Close	25-Jun-2022

The modal also has a 'Close' button at the bottom right.

(Figure 6.3 View Ticket History)