



SAMS

Student Academic Management System

User Manual for Admission Updation & Issue CLC into B.Ed.
B.Ed., M.Ed. Courses for the Academic Year-2023-24

**HIGHER EDUCATION DEPARTMENT
LOKASEVA BHAWAN
BHUBANESWAR-751001**

Admission updation & Issue CLC process:

- Applicants will visit the selected Higher Education Institutions on the date and time mentioned in the “Intimation Letter” along with the copy of the Common Application Form (CAF) and the required documents (as mentioned in the intimation letter) for admission.
- The Admission-in-Charge and the entire admission team dealing with the admission process will validate the CAF of the applicant by comparing the information on it with the relevant original documents like mark sheets, reservation & certificates etc.
- The following steps may be followed by the admission team for admission, online Updation of the selected students.

SAMS Student Academic Management System

Higher Education Department
Teacher Education

Screen Reader | A- A A+

e-Space FAQ

Welcome to Teacher Education

A student is required to register herself/himself to avail different services under SAMS (e-Admission) such as online application, payments, selection, intimation, etc. The registration will be through an OTP (One Time Password) process, hence a mobile number & email is very crucial. Multiple registrations are restricted against single mobile & email.

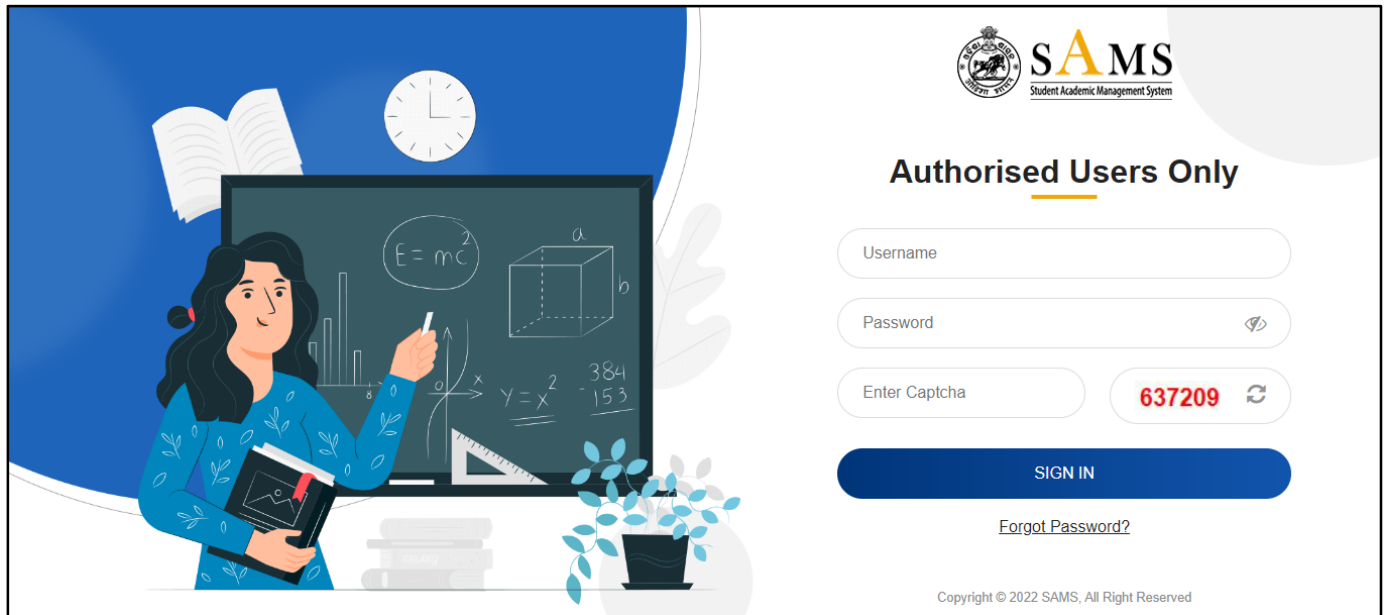
[Existing Student Login](#) [Information Brochure](#)

Notices [View More](#)

- letterNo.28115 Timeline for B.Ed., B.H.Ed., M.Ed. e-Admission for the year 2023-24
- Notice regarding Re-choice filling of Institutions and Recognition Withdrawal of seats by NCTE, New Delhi from the Academic session-2023-24
- Admission to B.Ed./B.H.Ed./M.Ed. course 2023-24
- Closure of admission to B.Ed.ed

Step 1:

- Log in to your Institute e-space and fill in your Login credentials. shown in Fig 1.1



The login page for the Student Academic Management System (SAMS) features a blue header with the SAMS logo and the text "Student Academic Management System". Below the header, the text "Authorised Users Only" is displayed. The login form includes fields for Username, Password, and Enter Captcha. The Captcha field shows the number 637209. A blue "SIGN IN" button is located below the form. A link for "Forgot Password?" is also present. The footer contains the copyright notice "Copyright © 2022 SAMS, All Right Reserved".

SAMS
Student Academic Management System

Authorised Users Only

Username

Password

Enter Captcha

637209

SIGN IN

[Forgot Password?](#)

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Fig 1.1

Step2:

- Click on the "Admission" tab as shown in Fig -1.2.

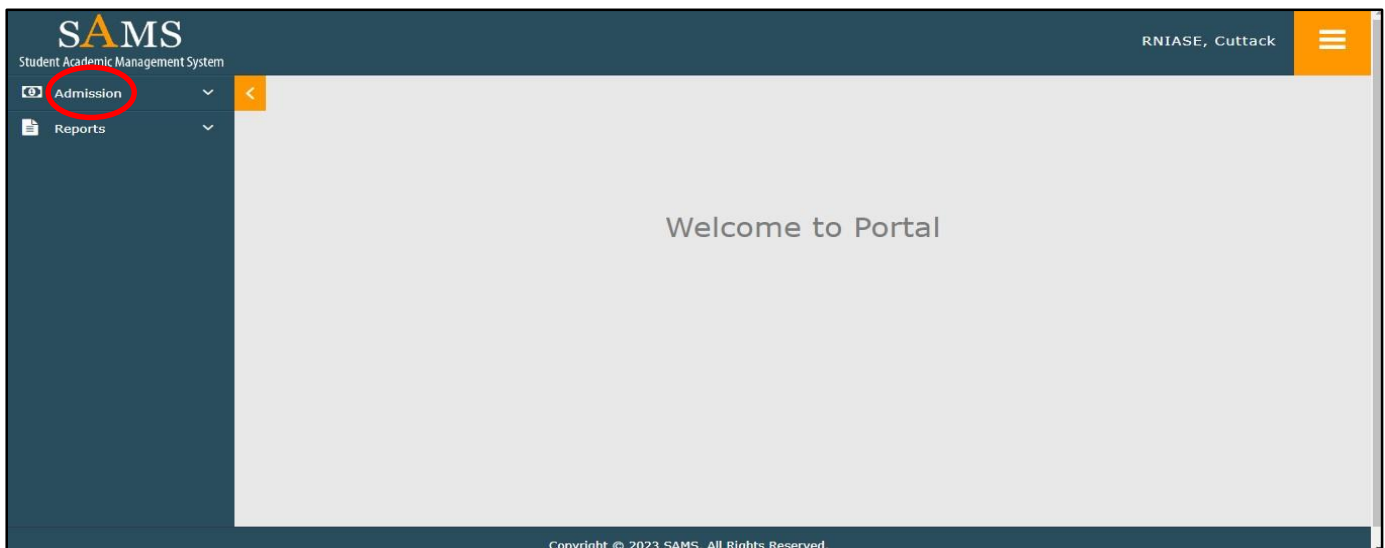


Fig 1.2

Step 3:

- Once you click on the "Admission" tab, you will be directed to the "Admission Update" screen, which is depicted in Figure-1.3.

The screenshot displays the SAMS (Student Academic Management System) interface. The top header shows the SAMS logo and 'Student Academic Management System'. The right side of the header indicates 'RNIASE, Cuttack'. The left sidebar contains a menu with 'Admission' selected, showing sub-options like 'Issue CLC', 'Admission View and Reset Admission Status', and 'Print CLC'. The main content area is titled 'Admission Update' and features a form with the following fields: District (Cuttack), Block (Cuttack (MC)), College Name (Radha Nath Institut), Academic Session (2023-2025), Course (-Select-), and Phase (--Select-). A green 'Show' button is located below the form fields. The footer of the page states 'Copyright © 2023 SAMS, All Rights Reserved.'

Fig 1.3

Step 4:

- To select a course, such as B.Ed., B.H.Ed., or M.Ed., and a specific phase, such as 1st, 2nd, 3rd, etc., refer to Figure 1.3 Then, click on the "show" button. Fig 1.4

This screenshot shows the same SAMS Admission Update screen as Figure 1.3, but with specific selections made in the form. The 'Course' dropdown is now set to 'B.Ed.' and the 'Phase' dropdown is set to '1st Phase'. The 'Show' button, which was green in Figure 1.3, is now orange and is highlighted with a red circle. The rest of the interface, including the sidebar and header, remains the same.

Fig 1.4

Step 5 :

- Once you click on the "show" button in Figure 1.4, you will be directed to the screen depicted in Figure 1.5 .

Admission Update

Add

Admission Update

District : Cuttack Block : Cuttack (MC) College Name : Radha Nath Institute o

Academic Session : 2023-2025 Course : B.Ed * Phase : 1st Phase *

Show

SL#	Applicant Name	Barcode Number	Course	DOB	Social Category	Selection Category	Entrance Mark	Stream	Action	Remark	Submit
1	PADMALOCHAN SOREN	0200147827	B.Ed	01 Mar 2000	ST	ST-24	40.25	SCIENCE	--Select--	--Select--	Submit
2	LIPSARANI BEHERA	0201687310	B.Ed	30 Apr 1998	SEBC	UR-19	61.25	SCIENCE	--Select--	--Select--	Submit
3	DEBASHIS SAHOO	0201709510	B.Ed	12 Jun 1995	SEBC	UR-16	68.50	ARTS	--Select--	--Select--	Submit
4	SUBRAT PANDA	0200172947	B.Ed	15 Apr 2001	GENERAL	UR-19	67.75	ARTS	--Select--	--Select--	Submit

Fig 1.5

Step7:

- To update the admission status of an applicant, select one of the options (Admit/Reject/Absent/Observation) from the "Action" drop-down menu, as displayed in Figure 1.6

Admission

Issue CLC

Admission View and Reset

Admission Status

Print CLC

Reports

Admission Update

Add

Admission Update

District : Cuttack Block : Cuttack (MC) College Name : Radha Nath Institute o

Academic Session : 2023-2025 Course : B.Ed * Phase : 1st Phase *

Show

SL#	Applicant Name	Barcode Number	Course	DOB	Social Category	Selection Category	Entrance Mark	Stream	Action	Remark	Submit
1	PADMALOCHAN SOREN	0200147827	B.Ed	01 Mar 2000	ST	ST-24	40.25	SCIENCE	--Select--	--Select--	Submit
2	LIPSARANI BEHERA	0201687310	B.Ed	30 Apr 1998	SEBC	UR-19	61.25	SCIENCE	--Select--	--Select--	Submit
3	DEBASHIS SAHOO	0201709510	B.Ed	12 Jun 1995	SEBC	UR-16	68.50	ARTS	--Select--	--Select--	Submit
4	SUBRAT PANDA	0200172947	B.Ed	15 Apr 2001	GENERAL	UR-19	67.75	ARTS	--Select--	--Select--	Submit

Fig 1.6

Step8:

- To admit a candidate, select the option "Admit" as depicted in Figure 1.6, and then proceed to click on the "Submit" button, as shown in Figure 1.7 .

The screenshot shows the 'Admission Update' form. The left sidebar contains links for Admission, Issue CLC, Admission View and Reset Admission Status, Print CLC, and Reports. The main form has fields for District (Cuttack), Block (Cuttack (MC)), College Name (Radha Nath Institute o), Academic Session (2023-2025), Course (B.Ed), and Phase (1st Phase). A green 'Show' button is below these fields. Below the form is a table with columns: SL#, Applicant Name, Barcode Number, Course, DOB, Social Category, Selection Category, Entrance Mark, Stream, Action, Remark, and Submit. The first row shows a candidate named PADMALOCHAN SOREN with a barcode of 0200147827, course B.Ed, DOB 01 Mar 2000, social category ST, selection category ST-24, entrance mark 40.25, and stream SCIENCE. The 'Action' dropdown is set to 'Admit'. The 'Remark' field is empty, and the 'Submit' button is circled in red.

SL#	Applicant Name	Barcode Number	Course	DOB	Social Category	Selection Category	Entrance Mark	Stream	Action	Remark	Submit
1	PADMALOCHAN SOREN	0200147827	B.Ed	01 Mar 2000	ST	ST-24	40.25	SCIENCE	Admit	--Select--	Submit

Fig 1.7

Step9:

- Reject a candidate you need to choose "Reject", appropriate reason for reject available in "Remark" drop down and click on the "Submit" button as depicted in Fig 1.8

The screenshot shows the 'Admission Update' form with the 'Action' dropdown set to 'Reject'. A dropdown menu is open for the 'Remark' field, showing various reasons for rejection: Not studied Odia (HSC or Higher level), Below percentages at Graduation / PG, Forged document, No caste certificate, No Ex-service man certificate, No PwD certificate/ Less than 45% disability, No mark sheet of qualifying examination(Graduation), and Others. The 'Submit' button is circled in red.

SL#	Applicant Name	Barcode Number	Course	DOB	Social Category	Selection Category	Entrance Mark	Stream	Action	Remark	Submit
1	PADMALOCHAN SOREN	0200147827	B.Ed	01 Mar 2000	ST	ST-24	40.25	SCIENCE	Reject	--Select--	Submit

Fig 1.8

Step 10:

- If a candidate remains absent on the date of reporting for admission, you need to choose “Absent” and click on the “Submit” button As shown in Fig 1.9

The screenshot shows the SAMS (Student Academic Management System) interface for RNIASE, Cuttack. The left sidebar contains navigation options: Admission, Issue CLC, Admission View and Reset, Admission Status, Print CLC, and Reports. The main area is titled 'Admission Update' and includes an 'Add' button. Below this, there are dropdown menus for District (Cuttack), Block (Cuttack (MC)), College Name (Radha Nath Institute o), Academic Session (2023-2025), Course (B.Ed), and Phase (1st Phase). A 'Show' button is present. Below the filters is a table with columns: SL#, Applicant Name, Barcode Number, Course, DOB, Social Category, Selection Category, Entrance Mark, Stream, Action, Remark, and Submit. The first row shows a candidate named PADMALOCHAN SOREN with a barcode of 0200147827, enrolled in B.Ed, born on 01 Mar 2000, with a selection category of ST-24 and an entrance mark of 40.25. The 'Action' dropdown is set to 'Absent', and the 'Remark' dropdown is set to '--Select--'. The 'Submit' button is circled in red.

SL#	Applicant Name	Barcode Number	Course	DOB	Social Category	Selection Category	Entrance Mark	Stream	Action	Remark	Submit
1	PADMALOCHAN SOREN	0200147827	B.Ed	01 Mar 2000	ST	ST-24	40.25	SCIENCE	Absent	--Select--	Submit

Fig 1.9

Step 11:

- Mark a candidate as observation, You need to choose “observation”, appropriate reason for observation available in “Remark” drop down and click on the “Submit” button As shown Fig 1.10

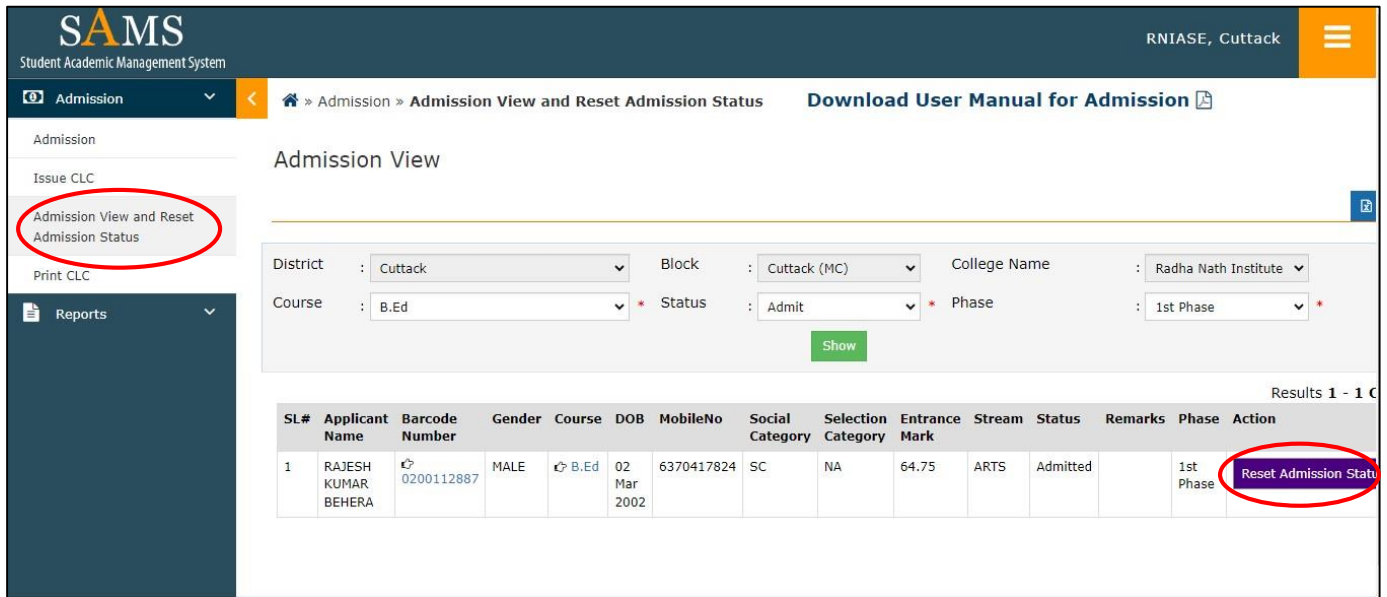
The screenshot shows the SAMS (Student Academic Management System) interface for RNIASE, Cuttack. The left sidebar contains navigation options: Admission, Issue CLC, Admission View and Reset, Admission Status, Print CLC, and Reports. The main area is titled 'Admission Update' and includes an 'Add' button. Below this, there are dropdown menus for District (Cuttack), Block (Cuttack (MC)), College Name (Radha Nath Institute o), Academic Session (2023-2025), Course (B.Ed), and Phase (1st Phase). A 'Show' button is present. Below the filters is a table with columns: SL#, Applicant Name, Barcode Number, Course, DOB, Social Category, Selection Category, Entrance Mark, Stream, Action, Remark, and Submit. The first row shows a candidate named PADMALOCHAN SOREN with a barcode of 0200147827, enrolled in B.Ed, born on 01 Mar 2000, with a selection category of ST-24 and an entrance mark of 40.25. The 'Action' dropdown is set to 'Observation', and the 'Remark' dropdown is set to '--Select--'. The 'Submit' button is circled in red. The second row shows a candidate named LIPSARANI BEHERA with a barcode of 0201687310, enrolled in B.Ed, born on 30 Apr, with a selection category of SEBC and an entrance mark of 61.25. The 'Action' dropdown is set to '--Select--', and the 'Remark' dropdown is set to 'Wrong entry of subject in Arts and Science Stream Defective Ex-serviceman certificate Graduation result not published'.

SL#	Applicant Name	Barcode Number	Course	DOB	Social Category	Selection Category	Entrance Mark	Stream	Action	Remark	Submit
1	PADMALOCHAN SOREN	0200147827	B.Ed	01 Mar 2000	ST	ST-24	40.25	SCIENCE	Observation	--Select--	Submit
2	LIPSARANI BEHERA	0201687310	B.Ed	30 Apr	SEBC	UR-19	61.25	SCIENCE	--Select--	Wrong entry of subject in Arts and Science Stream Defective Ex-serviceman certificate Graduation result not published	

Fig 1.10

Step 12 :

- Click on “Admission view and Reset Admission status” to view Admission update and modify admission status as shown in Fig 1.11



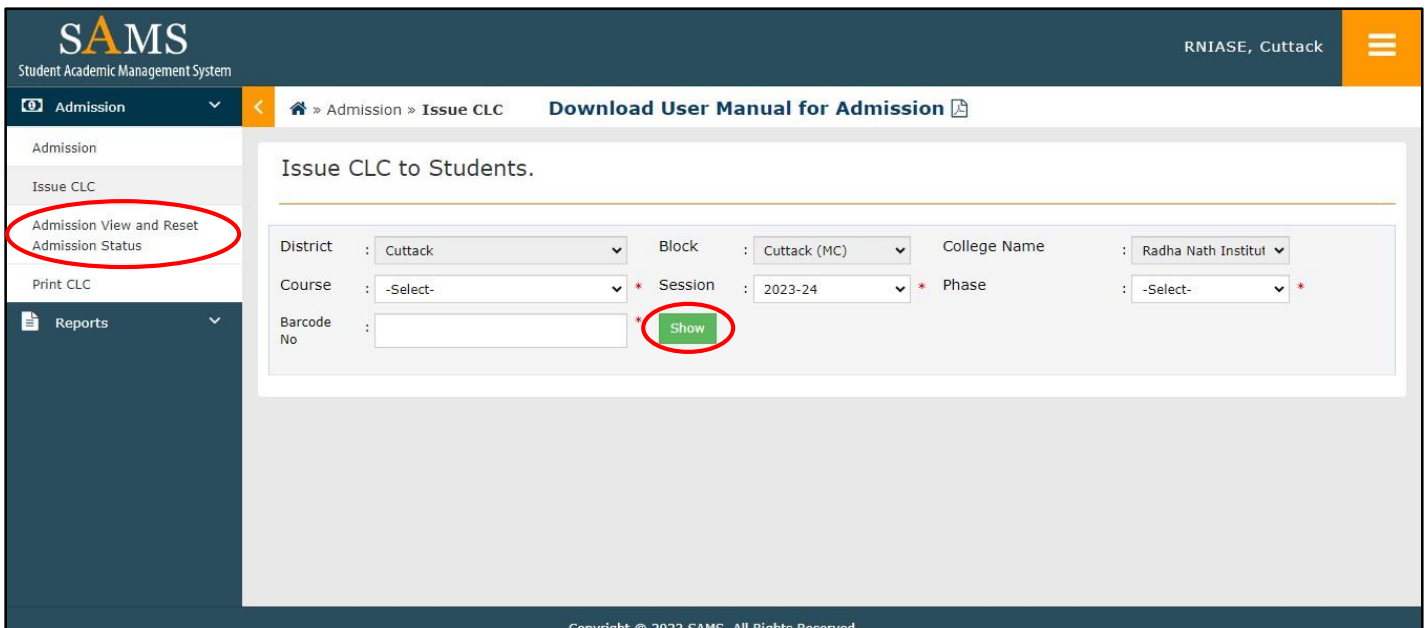
The screenshot shows the SAMS (Student Academic Management System) interface. The left sidebar contains a menu with 'Admission View and Reset Admission Status' highlighted. The main content area is titled 'Admission View' and displays a form with filters for District (Cuttack), Block (Cuttack (MC)), College Name (Radha Nath Institute), Course (B.Ed), Status (Admit), and Phase (1st Phase). A 'Show' button is present. Below the form is a table with columns: SL#, Applicant Name, Barcode Number, Gender, Course, DOB, MobileNo, Social Category, Selection Category, Entrance Mark, Stream, Status, Remarks, Phase, and Action. The first row shows a student named RAJESH KUMAR BEHERA with a barcode of 0200112887, enrolled in B.Ed, with a status of 'Admitted'. The 'Action' column for this row has a button labeled 'Reset Admission Status'.

SL#	Applicant Name	Barcode Number	Gender	Course	DOB	MobileNo	Social Category	Selection Category	Entrance Mark	Stream	Status	Remarks	Phase	Action
1	RAJESH KUMAR BEHERA	0200112887	MALE	B.Ed	02 Mar 2002	6370417824	SC	NA	64.75	ARTS	Admitted		1st Phase	Reset Admission Status

Fig 1.11

Step 13 :

- Candidates will be issued only system-generated CLC-cum-Conduct.To Issue CLC to a student Click on “Issue CLC” It will navigate you as depicted in Fig-1.12. Choose course, session and phase then Click on “Show” or Enter Barcode then click on “show” as depicted in Fig 1.12



The screenshot shows the SAMS (Student Academic Management System) interface for 'Issue CLC to Students'. The left sidebar contains a menu with 'Issue CLC' highlighted. The main content area is titled 'Issue CLC to Students.' and displays a form with filters for District (Cuttack), Block (Cuttack (MC)), College Name (Radha Nath Institut), Course (-Select-), Session (2023-24), and Phase (-Select-). A 'Show' button is present. Below the form is a 'Barcode No' field.

District	Block	College Name	Course	Session	Phase
Cuttack	Cuttack (MC)	Radha Nath Institut	-Select-	2023-24	-Select-

Fig 1.12

Step 14 :

- After click on “show” as shown in Fig 1.12 you will be navigated to screen shown in Fig 1.13 .

The screenshot shows the SAMS Student Academic Management System interface. The top header includes the SAMS logo, the text 'Student Academic Management System', and the user 'RNIASE, Cuttack'. The main navigation bar shows 'Admission' with a dropdown arrow. The breadcrumb trail is 'Home » Admission » Issue CLC'. A link 'Download User Manual for Admission' is available. The left sidebar contains 'Admission', 'Issue CLC', 'Admission View and Reset Admission Status', 'Print CLC', and 'Reports'. The main content area is titled 'College Leaving-cum-Conduct Certificate'. It contains the following fields: 'Barcode Number' (0200112887), 'Name of the Student' (RAJESH KUMAR BEHERA), 'Date of Leaving' (empty), 'Reason for Leaving' (dropdown menu), and 'Conduct' (dropdown menu). There are 'Issue & Print' and 'Back' buttons at the bottom. The footer states 'Copyright © 2023 SAMS, All Rights Reserved.'

Fig 1.13

Step 15 :

- Enter Date of Leaving, Reason for Leaving, Conduct then Click on “Issue and Print” as shown in Fig 1.14, 1.15, 1.16

The screenshot shows the SAMS Student Academic Management System interface, similar to Fig 1.13. The 'Date of Leaving' field is now populated with '05-Jun-2023'. A date picker calendar is open, showing the month of June 2023. The calendar has a header '« June 2023 »' and a table of dates. The 'Date of Leaving' field is circled in red. The 'Reason for Leaving' and 'Conduct' fields are still dropdown menus. The 'Issue & Print' and 'Back' buttons are at the bottom. The footer states 'Copyright © 2023 SAMS, All Rights Reserved.'

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

Fig 1.14

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Student Academic Management System

RNIASE, Cuttack

Admission

Admission

Issue CLC

Admission View and Reset Admission Status

Print CLC

Reports

Admission » Issue CLC

Download User Manual for Admission

College Leaving-cum-Conduct Certificate

Barcode Number

0200112887

Name of the Student

RAJESH KUMAR BEHERA

Date of Leaving

05-Jun-2023

Reason for Leaving

-- Select --

-- Select --

To Read Elsewhere

Discontinued Course

Admission to Another

Failed

Deceased

Forged Document/Certificate

Conduct

-- Select --

-- Select --

Good

Bad

Issue & Print

Back

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Fig 1.15

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Student Academic Management System

RNIASE, Cuttack

Admission

Admission

Issue CLC

Admission View and Reset Admission Status

Print CLC

Reports

Admission » Issue CLC

Download User Manual for Admission

College Leaving-cum-Conduct Certificate

Barcode Number

0200112887

Name of the Student

RAJESH KUMAR BEHERA

Date of Leaving

05-Jun-2023

Reason for Leaving

-- Select --

-- Select --

Good

Bad

Conduct

-- Select --

-- Select --

Good

Bad

Issue & Print

Back

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Fig 1.16

Step 16 :

- After clicking on “Issue and Print” shown in Fig 1.16 you will be navigated to screen as shown in Fig 1.17. Print CLC should be signed by the Principal and admission-in-charge along with the seal, then issue CLC to Students.

Academic Session 2023
[ORIGINAL]

0200112887

College Leaving-cum-Conduct Certificate
Radha Nath Institute of Advanced Studies in Education (RN IASE), Cuttack
Department of Higher Education, Government of Odisha

Name of the Student	RAJESH KUMAR BEHERA
Father's Name	RAMESH CHANDRA BEHERA
Mother's Name	MANASI BEHERA
Address	MARICHAPADA
Date of Birth	02-Mar-2002

Date of Admission	05-Jun-2023	Date of Leaving	05-Jun-2023
Course	B.Ed	Stream Name	Arts

Reason for Leaving : Admission to Another

This is to certify that Shri/Smt/Ms. **RAJESH KUMAR BEHERA** is a bonafied student of our college.

During study in this college his/her conduct has been found to be **Good**

Signature of Admission-in-Charge/
Academic Bursar

Signature of Principal/Issuing
Authority with SEAL

Fig 1.17

Step 17 :

- To view admitted candidates click on “Reports”>>Admission Register you will be navigated to screen as shown in Fig 1.18.Choose Course and Phase then click on “Show”.

SAMS
Student Academic Management System

RNIASE, Cuttack

Admission Register

Download User Manual for Admission

Export To Excel

District : Cuttack Block : Cuttack (MC) College Name : Radha Nath Institut

Course : B.Ed Phase : 1st Phase

Barcode : Show

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Fig 1.18

Step 18 :

- By clicking on the "show" button, you will be directed to the screen depicted in Figure 1.19.

Admission Register

Export To Excel

District : Cuttack

Block : Cuttack (MC)

College Name : Radha Nath Institut

Course : B.Ed

Phase : 1st Phase

Barcode :

Show

SL#	Applicant Name	Barcode	Gender	Course	DOB	MobileNo	Social Category	Original Rank	Seat Taken from	Entrance Mark	Stream	Type	Remarks	Phase
1	LIPSARANI BEHERA	0201687310	FEMALE	B.Ed	30 Apr 1998	8457857633	SEBC	NA	UR	61.25	SCIENCE	Admitted		1st Phase
2	PADMALOCHAN SOREN	0200147827	MALE	B.Ed	01 Mar 2000	9439928609	ST	NA	ST	40.25	SCIENCE	Admitted		1st Phase

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Fig 1.19

Step-19:

- Candidates will be issued only system-generated Class Roll Number. Issue Roll Number to a student Click on "Allot Roll Number" It will navigate you as depicted in Fig-1.20. Choose course, stream and session then Click on "Show" as depicted in Fig 1.20

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Student Academic Management System

RNIASE, Cuttack

Admission

Issue CLC

Admission View and Reset Admission Status

Print CLC

RollNoUpdate

Reports

» Admission » RollNoUpdate

Download User Manual for Admission

Welcome to Portal

Fig 1.20

Step-20:

- After click on “show” as shown in Fig 1.20 you will be navigated to screen as shown in Fig 1.21. Click on check box, enter “Money Receipt Number”, Allot “Roll Number”, Amount then click on “Submit”.

SAMS
Student Academic Management System

RNIASE, Cuttack

Admission » RollNoUpdate [Download User Manual for Admission](#)

Admission

Issue CLC

Admission View and Reset
Admission Status

Print CLC

RollNoUpdate

Reports

District : Cuttack Block : Cuttack (MC) College Name : Radha Nath Institut

Course : B.Ed * Stream : Arts/Commerce * Year : 2022-2023

Show

All Results 1 - 25 Of 26

SL#	Barcode Number	Applicant Name	Stream	Date of Admission	Money Receipt No.	Roll No. *	Amount
1	<input checked="" type="checkbox"/> 0200112887	RAJESH KUMAR BEHERA	Arts	28 Jun 2023	10	B.Ed22- 002	10.00

Fig 1.21