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

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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.

Step 1:

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

Fig 1.1

Step2:

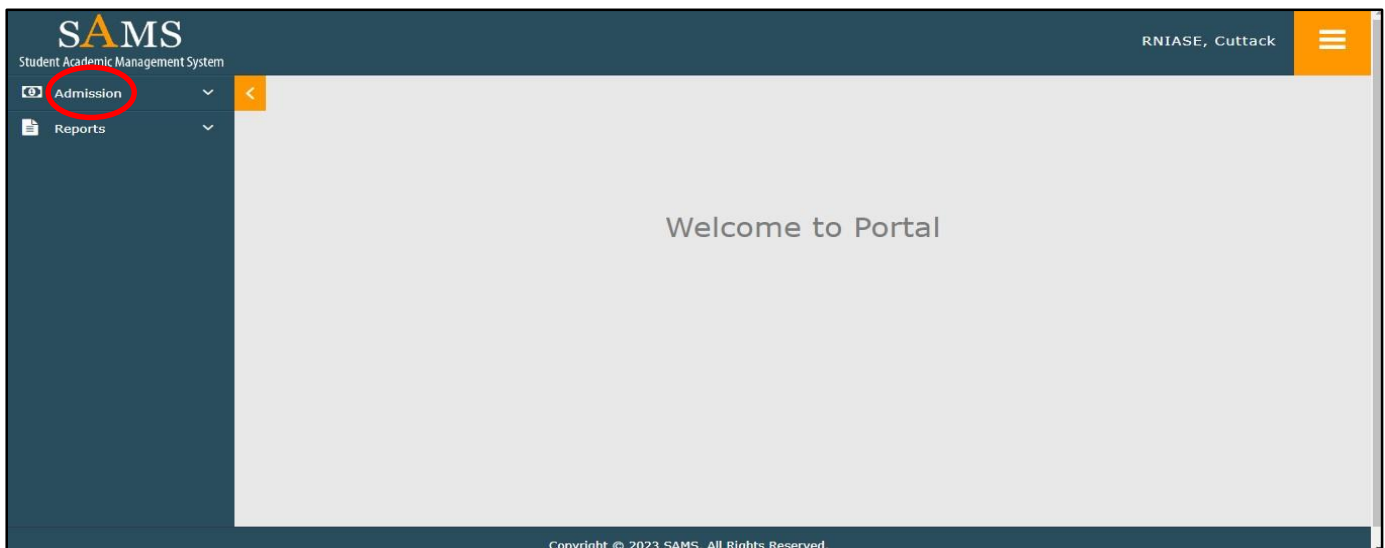- Click on the "Admission" tab as shown in Fig -1.2.

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.

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

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 .

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

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 .

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

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

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
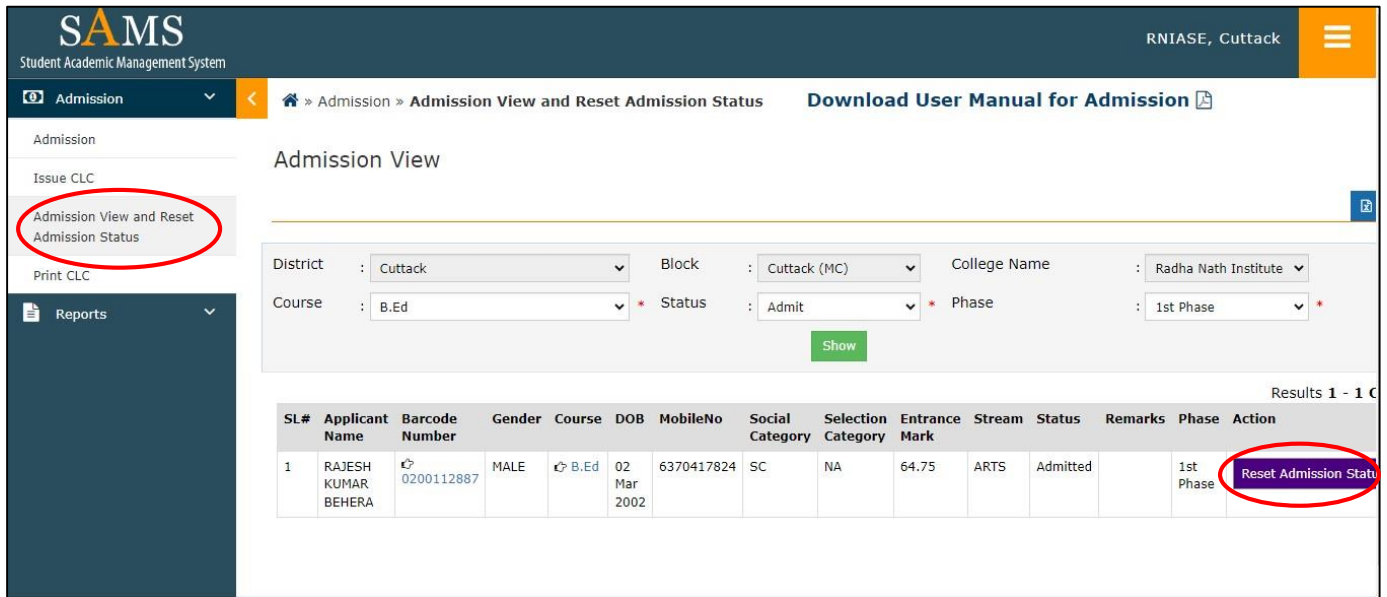

Fig 1.10

Step 12 :

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

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**

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 .

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

Fig 1.14

Fig 1.15

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.**

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".**

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			

Results 1 - 2 Of 2

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

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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RNIASE, Cuttack

Admission
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".

Fig 1.21