

# **USER MANUAL**

# TEACHER EDUCATION (B.Ed./ B.H.Ed./ M.Ed.)

Academic Session : 2025-26

# Government of Odisha Higher Education Department

For more details please contact: Sanjog Helpline (Toll free) Number 155335 OR 1800-345-6770

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# 1. OVERVIEW

If an applicant desires to take admission in the 2 year B.Ed. /B.H.Ed. /M.Ed. Courses in the HEIs participating under SAMS for the Academic Session 2025-26, they must submit an online application form to appear in the Entrance Test. At first, the applicants have to visit the SAMS website to complete the registration process. Further, they will be allowed to fill up the Common Application Form (CAF).

The applicants are hereby advised to keep their mobile number & email id active in order to receive any communications regarding Entrance Examination and admission related matters and to get the admission related notices. After the entrance examination, the applicants have to update their Graduation / Equivalent marks along with the Choice filling for all the HEIs as per their choice of preference. Further, the Course-wise state wide provisional merit list will be published based on the Entrance Mark. Based on their position and probability (can be assessed by visiting the last year cut-off Marks), applicants will have to opt for their choice of preferences. Both the CAF fees & the Admission fees for admission into B.Ed. /B.H.Ed. /M.Ed. Courses will be collected in online mode from the applicants through SAMS Portal within the stipulated time period.

# Please read the Information Brochure (CP) carefully (available in the SAMS B.Ed. /B.H.Ed. /M.Ed. website) before filling up the online Common Application Form (CAF).

# 2. HOW TO GET STARTED

To start using the application and to complete the registration along with filling up of the Common Application Form (CAF), applicants have to enter the URL: <u>www.samsodisha.gov.in.</u> Please Refer **Fig. 1**.



Figure 1 Welcome Screen

On clicking the **B.Ed**, **B.H.Ed**, **M.Ed**. option under Higher Education Department, as highlighted in Fig.1, you will be navigated to the home page of Teacher Education, Please refer **Fig. 2**.

SAMS Higher Education Department. Teacher Education	Green Reader        A A A*     About   e-Space   FAQ   Feedback
	Notices View More
Welcome to Teacher Education	Admission To 8.Ed /8 H.Ed /M Ed. Course 2022-24
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.	
New Student Registration Existing Student Login	

Figure 2- Home Page

Referring to **Fig. 2** click on the link "**Information Brochure**" to go through the information carefully.

# 2.1 EXISTING STUDENT LOGIN

With reference to Fig. 2, if you have already registered and signed up, then click on the **Existing Student Login** option. You will be navigated to the **Student's Login** Screen wherein you can log in to the system using your mobile number and password as shown in the **Fig. 3** below:

- Enter the registered Mobile Number in the textbox.
- Enter the login Password in the space provided (i.e. self-assigned)
- For security reasons, enter the Captcha displayed.
- Click the LOGIN (SIGN IN) button to enter the application and access it.

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Mobile Number			
Password			۲
Enter Captcha		269814	0

Figure 3 -LOGIN (SIGN IN) Screen

All the communication during e-admission will be made through the mobile number and email address provided during registration.

#### 2.2 NEW STUDENT REGISTRATION

In case you are new to the system and have not yet registered, then you can sign up into the application for the first time having an active mobile number. For doing so, click on the New Student Registration option in Fig. 2, which further redirects you to Fig. 4:

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New User Reg	istration
Name of the student	
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Figure 4- New User Registration Screen

- Enter the Name of the Student (As in PG/Degree/HSC/10th standard/ICSE/CBSE) in the textbox.
- Enter the 10 digit Mobile Number for receiving SMS alert.
- Provide your valid and active Email Id for receiving the notifications.
- Provide your DOB as per your HSC Certificate.
- Click the "Generate OTP" button to send the OTP to the valid mobile number registered for activation. (This mobile number may either belong to you or to any of your family member.)

You will receive a verification code in your Mobile number and the Email id provided for confirming if the mobile number and id provided are in active state or not. In case, the OTP is not received within 5 minutes, then click the **Resend** button to send the OTP again.

Referring to Fig.5-,

- Enter the Verification Code you have received in the textbox given.
- Enter the Password that includes alphanumeric, special characters along with upper case of at least 8 characters length in the textbox.
- Re-enter the Password for confirmation.
- Click on the **Submit** button.

	New User Registration
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#### Figure 5 Verification Screen

Completing the registration process, you will receive a message that you have successfully registered in your mobile number/the number that is accessible by you. Refer **Fig. 6**:



Figure 6 Success Message Screen

#### 2.3 FORGOT PASSWORD

In case you have forgotten the login password, then click the Forgot Password link in Fig.3. This will redirect you to Fig-7 wherein on entering the Mobile Number and Email id (as registered), click the Generate OTP option as highlighted.



Figure 7 Forgot Password Screen

#### Referring to Fig. 8:

• Enter the OTP received in the textbox.

{**Please Note:** If you don't receive the OTP within 5 minutes, then click the **Resend OTP** option to send the OTP again.}

- Enter the Password that includes alphanumeric, special characters along with upper case of at least 8 characters length in the textbox.
- Re-enter the Password for confirmation.
- Enter the Captcha displayed for security reasons & Click on the Submit button.

Thus, the new password is activated and can be now used for Login purpose.

Forgot Passwo	rd		
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Enter Verification	ode		
Password (at least	8 characters)		
Confirm Password			
Enter captcha		450603	•
	Submit		-

Figure 8 Forgot Password Screen

#### 3. DASHBOARD

On successful **Sign In** with your registered name and mobile number, you will be navigated to the following dashboard, refer Fig. 9, displaying the list of menus in the left column along with the important announcements and Dateline for the online activities with respect to admission-



Figure 9 Dashboard

Referring to the timelines, you can proceed for applying into the respective courses sticking to the timeline.

Fig 10:- Before viewing the details in the dashboard a popup screen will appear i.e. "Diglocker screen"

- Here if you click the "YES" button, you have to go through the process.
- Here if you click on "NO" then you will return to the application form to fill up.



Figure 10 DigiLocker Screen

If clicked on "Yes" bottom then the below steps to be followed: -

- i. Start
- ii. Registration & Login
  - \* Applicant successfully registers and logs into the student application.

#### iii. Prompt for Digi Locker Data Access

- After login, the applicant is presented with the option to allow access to their Digi Locker data.
- Display a prompt with "Do you allow access to your Digi Locker data?" and provide 'Yes' and 'No' options.

#### iv. Decision Point: Digi Locker Access

- ✤ If the applicant selects "Yes":
  - > Proceed to fetch demographic data from Digi Locker.

- > Display the demographic data in a non-editable format.
- Prompt the applicant with "Proceed with this demographic data?" with 'Yes' and 'No' options.
- ✤ If the applicant selects "No":
  - > Skip fetching and proceed to manual data entry (if required).

# v. Decision Point: Proceed with Demographic Data

- If the applicant selects "Yes" to proceed with the demographic data:
  - > Automatically fetch the demographic data from Digi Locker.
  - > Move to the next step (Auto Fetch Data).

# vi. Auto Fetch Data (if Yes selected)

- Initiate the process to fetch demography data from the applicant's Digi Locker.
- \* Automatically populate the common application form with the fetched data.

# vii. Validate BSE/CHSE Data For (Degree/B.Ed/M.Ed/B.H.Ed)

- Automatically validate existing Board of Secondary Education (BSE) or Council of Higher Secondary Education (CHSE) data.
- If validation is successful:
  - > Overwrite the demographic data with validated BSE/CHSE data. With a massage "There is a mismatch in your Digi Locker and BSE/CHSE data. BSE/CHSE result data will be considered for the admission propose."

# **3.1 APPLICATION FORM**

To start applying for BED course, click on the "Application Form" link as highlighted in Fig. 12, and choose the B.Ed. Course to fill the application. Before proceed choose Yes or No for a message shown in Fig. 11 that you need to gone through the knowledge on information brochure before filling up the application form.

Fig	ure 11 Alert Message
	<section-header><section-header></section-header></section-header>

Follow the steps mentioned below to proceed with the application for B.Ed. admission-

- Check The Instructions for the eligibility to the respective course.
- Next, Choose either Yes or No if you have gone through the Information Brochure for the course to be applied or not.
  - If yes, then select the name of the course from the drop down menu, i.e. either B.Ed., B.H.Ed., M.Ed.
- Select **B.Ed**.

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Figure 13 Application Form

# 3.1.1 CANDIDATE PERSONAL DETAILS

You can fill-up your details to apply for admission into B.Ed. courses for the current year in the respective fields under the **Candidate Personal Details** section, refer **Fig. 14**:

Course 8.Ed					
Applicant's Type +		10th Board *		10th Year Of Passing *	
Frants	÷	SELECT-+	~	Select-+	~
10th Exam Type *		10th Roll No *		Graduation Exam +	
Annual O Supplementary				Passed      Appeared	
Applicant's Name *		Mother's Name *		Father's Name *	
jyot					
Gender *		Date of Birth +		Email	
SELECT	~	30-2-10-2-10-2-1	63	xxxxxxxxxx @ gmail com	
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Choose your district of examination center *					
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Select	Ŷ	Select	Ŷ		
Do you want to avail the hostel facility 7 *					

Figure 14 Candidate Personal Details Screen

- > The "**Course**" type remains default as selected.
- > The Applicant's Type remains **fresh** as per the application type.
- Select your '10th board' from the drop-down list, i.e. from which State you have passed your 10th board examination.
- > Select the 'Year of passing' from the dropdown list.
- > Choose the **Exam Type** you have appeared, i.e. either Annual or Supplementary.
- > Enter your **Roll No.** in the textbox given as mentioned in your admit card.
- > Choose the Graduation Exam type, either Passed or Appeared.
- > Enter your 12 digit valid **Aadhaar number** as issued by Govt. of India. (This field remains mandatory).
- > Enter your APAAR ID (This field remains completely optional).
- > Enter your Whatsapp, Alternate Mobile No. for communication. (This is optional)
- Select the class to which you belong from the Social category drop down menu, i.e. either SC, ST, General or SEBC.
- > Select the **Special Reserve Category** of class of the society to which you belong.
- > Select your 'Marital Status' from the list given, i.e. either Married or Unmarried

#### 3.1.2 PRESENT ADDRESS

For adding your permanent address follow the steps-

Address Line-1 *				Address Line 2.1			
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infia	Ψ.	-Select-	÷	-Select-	~	-Select-	4
Pincode *							

Figure 15 Present Address Screen

- Enter your Address Line-1 and 2 in the respective space given.
- The name of the Country, State and Pin code is auto-populated.
- Select the name of the District to which you belong.

# 3.1.3 PERMANENT ADDRESS

In the Permanent Address section, refer Fig. 16:

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Figure 16 Permanent Address Screen

If the Present Address is same as that of Permanent address, then select the checkbox for the same, else fill in the address details in the respective fields.

# 3.1.40DIA QUALIFICATION

Choose either Yes or No if you have studied Odia at HSC/+2 Level or Higher level, refer Fig. 17:

Have you studied Odia as a subject at HSC or equivalent Level or Higher or Passed Odia in the special Exam conducted by BSE Odisha of HSC Standard? *	Odin Qualification	
162 W 162	Have you studied Odia as a subject at HSC or equivalent Level or Higher or Passed Odia in the special Exam conducted by BSE Odisha of HSC Standard? *	

Figure 17 Odia Qualification Screen

If you choose No, then the system prompts an alert message that you are not eligible to Apply for B.Ed./B.H.Ed./M.Ed. Course. Refer **Fig. 18** 



Figure 18 Alert Message Screen

Choose Yes in Fig. 17 to proceed with filling the application.

# 3.1.5 Income Details of Parents and Other Information

- Fill up the Income Details of Parents as shown in Fig 19:-
- Input the Other Information as shown in Fig 20:-

Father's Occupation*	Mother's Occupation-		windar niconse of the parents(together) in its.	
SELECT		×.	SELECT	~
Actual Annual Income (In Rs)*	Income Certificate Barcode	Example Sarcode - E-INC/	0123456709101012 or Miscellaneous Case No 0124/12345	
	Income issuing Authority		Date of income Certificate issuance	
to whom the Certificate is issued	income tayang Harmony		once of medine certificate tapanne.	
to whom the Certificate is issued	Figure 19 Income De	≍ etails of Parent	tsasing Date	
Other Information	Figure 19 Income De	etails of Parent	tsaaing Date	
Other Information	Do your parents qualify as benef	etails of Parent	Tsealing Date ts Do your parents hold a Labour card? <sup>4</sup>	

#### 3.1.6 STREAM

Select the name of the Stream from the drop down menu into which admission is desired, refer **Fig.21**:

Stream			
Stream Name *			
Science/BTech			×



#### 3.1.7 EDUCATIONAL QUALIFICATION & BANK DETAILS

Enter the details of your educational qualification for UG & PG examinations appeared and passed in the respective sections, refer **Fig. 22**:

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Figure 22 Educational Qualification Screen

- Select the name of all the Examinations passed from the respective drop down menus.
- Select the name of the College Board from where you have passed the respective exam.
- Select the Year of Passing the examination.
- Enter your Roll No. for the respective academics followed by the Maximum marks and the Marks obtained.
- The Percentage of marks is auto-calculated.
- Upload the Documents (.pdf 100kb) for Income Certificate, Residential Certificate & Caste Certificate.
- Enter Account Number, Confirm the Account Number, Account holder Name, IFSC code, Branch Name, Bank Name, and MICR Code.

Select the checkbox if you agree by the terms and conditions given for the admission.

If you wish to save the application in the draft mode and do further modifications later on, then click the Save as Draft button.

Click the Submit button for final submission of the application form.

On submitting, the system gives a confirmation message that the application is saved successfully. **Refer Fig. 23**:



Figure 24 Confirmation Screen

On verifying the data entered into the respective sections, click the Confirm button in Fig. 25 to confirm that the data provided are true in all respects.

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Are you sure you want to proceed ?	Proceed to confirm the Application form !	Г
OK Cancel		H
		2

Figure 25 CAF Proceed Screen

Click the OK button, Proceed to Confirm /Back to Modify screen.

# 3.1.8 Confirm/Back to Modify Screen

Here Applicants can check the Scholarship details as per their information provided in CAF (i.e. Income details.....) refer Fig 26.

Applicants may click on link scholarship portal to register (If needed).

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	SL#	Department Name	Schularship, Scheme
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Figure 26 Confirm/Back to Modify Screen

Click on Confirm button to Confirm the application or Click on Back to Modify button for necessary changes If required. Refer Fig.26:



Figure 27 Success Message

Click on Ok on this Success Message for next process.

# 3.2 UPLOAD DOCUMENTS and UPLOAD PHOTO/SIGNATURE

On successfully submitting and confirming the application form, you are navigated to the **Upload Documents screen and then to Upload Photo/Signature** screen. Refer **Fig. 28** 

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#### Figure 28 Upload Documents and Photo/Signature Screen

Referring to **Fig. 28**, In Upload Documents Screen, applicants need to Upload Caste Certificate (If chosen), Income Certificate, Residence Certificate, which is not mandatory. The documents can be uploaded during Choice Locking / Mark Updation timeline. In Upload Photo Screen, follow the steps below to upload your photo and signature-

- Click the **Choose File** option to search and upload your photograph and Signature.
- Click the **Save** option to finally save your photograph and signature.

On Click to save the photograph and signature, the system prompts an alert message that the image/signature are uploaded successfully.



Figure 29 Success Message Screen

Click on OK.

If applicants want any modifications to the photo and signature uploaded or in Documents uploaded then clicking the **Edit** option on the respective applicants can upload the correct one.

# 3.3 FEES PAYMENT

The CAF submitted won't be validated by the panel, until and unless payment is done. On submitting the relevant Information, you are redirected to the **Fees Payment** screen.

You will find the two payment Gateway (HDFC Payment Gateway and SBI epay Payment Gateway).

Choosing the Payment Gateway (any one) of your choice, click the **Proceed** button to get steered to the CAF Payment instruction screen, refer **Fig. 30**:



Figure 30 Payment Instruction Screen

Going through the instructions enlisted, select the checkbox if you agree by the terms and conditions given for CAF payment and click the **Click to Pay** option to pay the requisite amount.

On making payment of requisite amount, the application is complete in all respects.

#### 3.4 Check Payment Status

Once the application fee is paid successfully, you are navigated to Check Payment Status screen to check Payment History with the applicant details and the amount paid status. Refer Fig. 31

Ð	Dashboard	$\equiv$	🖷 - Payment							
ß	Application Form									
•	Upload Photo/Signature									
			Payment History							
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Figure 31 Check Payment Status Screen

# 3.5 PRINT CAF

Once the payment process is completed, you are redirected to the Print CAF screen wherein the complete application form can be downloaded for personal reference as well as to submit at the college counter at the time of admission, Refer **Fig. 32**:

the finance of the		SP Front							
Administration France	SL#	Application Number	Applicant's Name	Father/Spouse/Guardian's Hame	Mother's Name	Date of Birth	Category	Course	Print CAF
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Free Promotion (1996)									
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Comparizonation									

Figure 32 Print CAF Screen

For the application number, applicant name and personal details displayed, click the Print button as highlighted to generate a printout of the application fees that is complete in all aspects.

# 4. Incase of B.H.Ed. and M.ED. application Form

# 4.1 B.H.Ed.

In the B.H.Ed. Course, select 'Hindi Qualification Examination Eligibility/Centre' from the dropdown. Refer Fig 33.

21.Hindi Qualification Examination Eligibility/centre *	
Select	~
Select	
1.Studied Hindi as an Honours/Pass/Elective Subject in Graduation Level	
2.Passed Rastra Bhasa Ratna from Rastra Bhasa Prachar Samiti, Wardha	
3.Shastri from Odisha Rastra Bhasa Parishad, Puri	
4.Snatak (Up to june, 2005 the date upto which temporary recognization has been granted)	

Figure 33 B.H.Ed.: Hindi Qualification Examination Eligibility/center Screen

# 4.2 M.Ed.

In the M.Ed. course, refer to the 'Educational Qualification' screen as per the eligibility criteria mentioned in the Information Brochure. Refer Fig 34.

	and contract contract	where it you have secured with	trans the	required percentage (	n Graduation.				
ŝL.#	Examination Passed *	College/university Name *	6	Year Of Passing *	Roll No	Mark Type *	Max Mark/CGPA +	Obtained Mark/CGPA *	Percentage
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Figure 34 M.Ed.: Educational Qualification Screen

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