

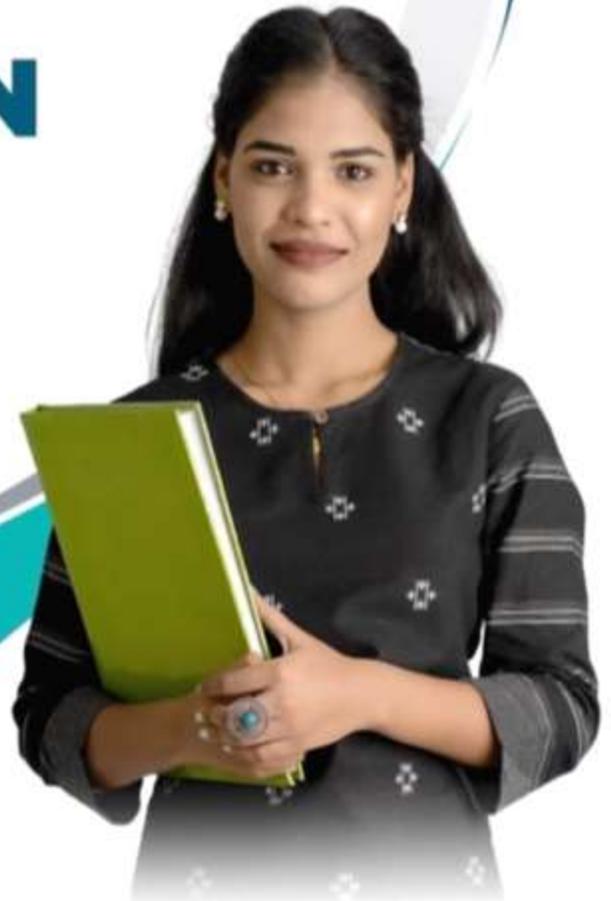


USER MANUAL

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

Table of Contents

1. OVERVIEW	3
2. HOW TO GET STARTED.....	3
2.1 EXISTING STUDENT LOGIN	4
2.2 NEW STUDENT REGISTRATION.....	5
2.3 FORGOT PASSWORD.....	6
3. DASHBOARD	6
3.1 APPLICATION FORM.....	8
3.1.1 CANDIDATE PERSONAL DETAILS	9
3.1.2 PRESENT ADDRESS.....	10
3.1.3 PERMANENT ADDRESS.....	11
3.1.4 ODIA QUALIFICATION.....	11
3.1.5 Income Details of Parents and Other Information	11
3.1.6 STREAM	12
3.1.7 EDUCATIONAL QUALIFICATION & BANK DETAILS.....	12
3.1.8 Confirm/Back to Modify Screen	14
3.2 UPLOAD DOCUMENTS and UPLOAD PHOTO/SIGNATURE	14
3.3 FEES PAYMENT	15
3.4 Check Payment Status	16
3.5 PRINT CAF	16
4. Incase of B.H.Ed. and M.ED. application Form	16

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: www.samsodisha.gov.in. Please Refer Fig. 1.

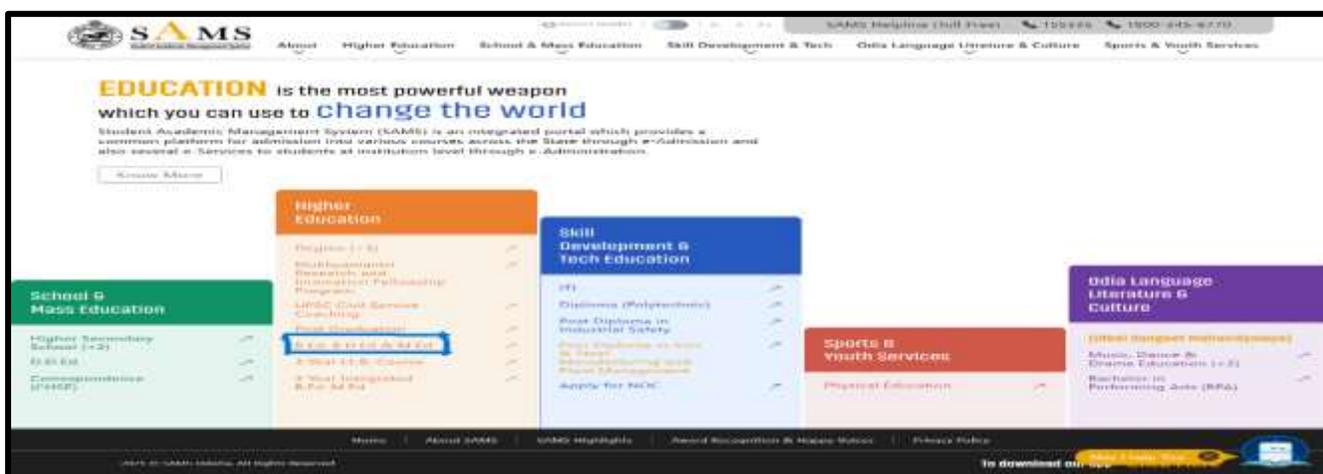


Figure 1 Welcome Screen

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.

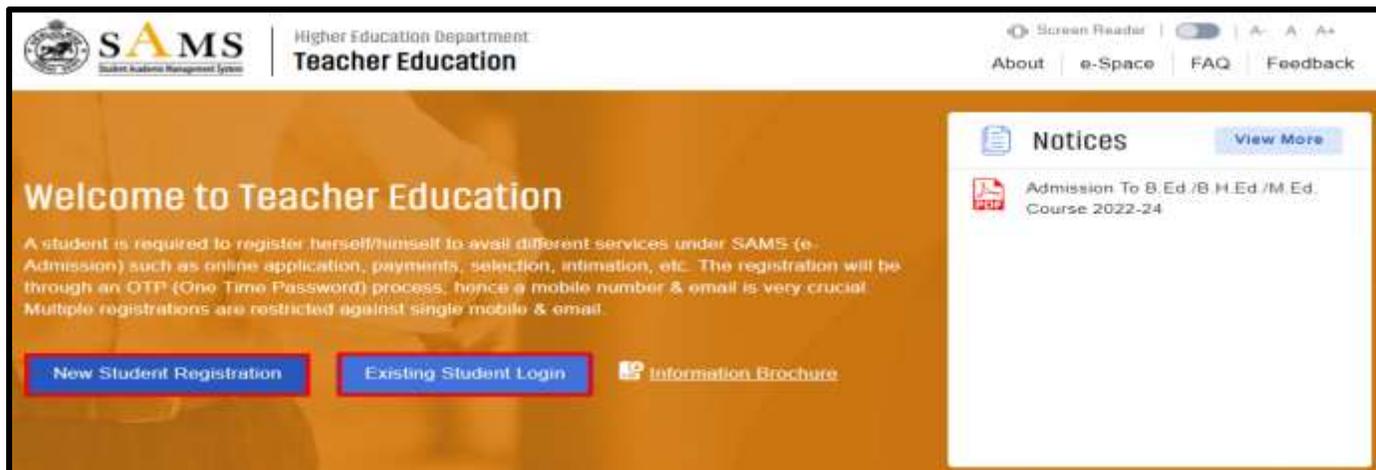


Figure 2- Home Page

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.

The image shows the 'Student's Login' screen. At the top is the SAMS logo and the text 'Student Academic Management System'. Below the logo is the title 'Student's Login'. There are four input fields: 'Mobile Number', 'Password', and 'Enter Captcha'. The 'Enter Captcha' field contains the number '269814' and a refresh icon. Below the input fields is a large blue button labeled 'LOGIN (Sign in)'. At the bottom, there is a link that says 'Forgot Password?'.

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:



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.



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:

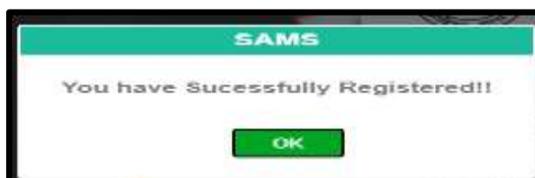


Figure 6 Success Message Screen

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.

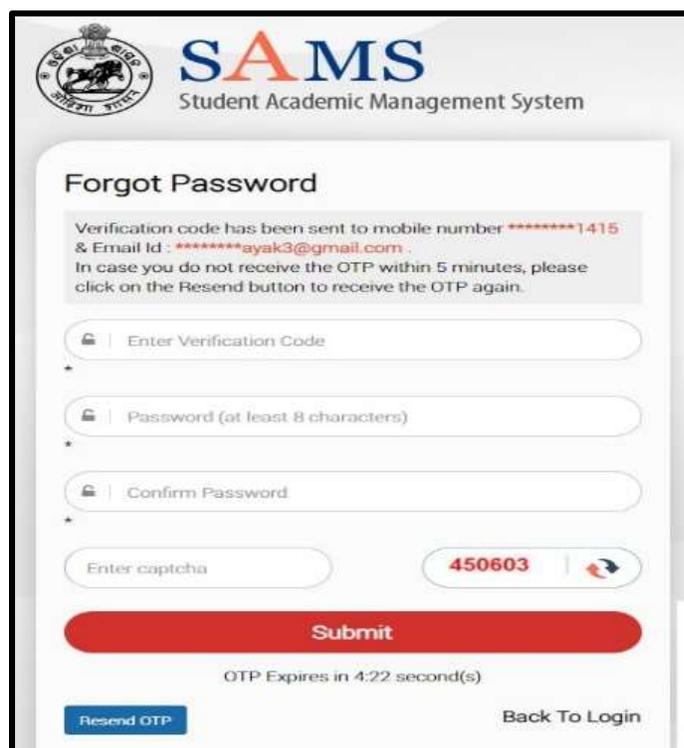


Figure 8 Forgot Password Screen

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-

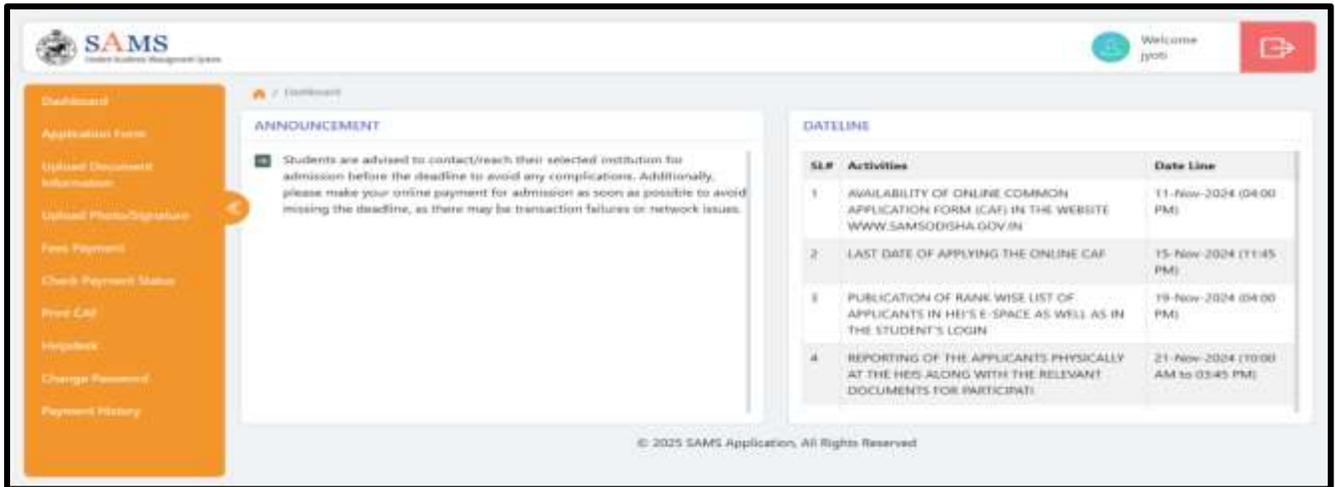


Figure 9 Dashboard

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 message ***“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.

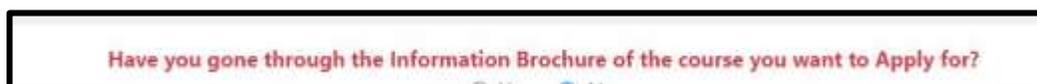


Figure 11 Alert Message

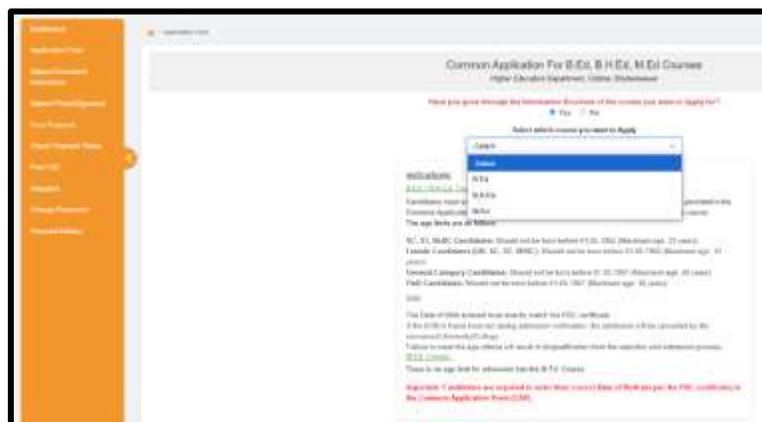


Figure 12 Application Form (type of course applied screen)

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.

The screenshot shows the 'B.ED. Application Form' interface. It includes a left-hand navigation menu with options like 'Home', 'Registration', 'Application Form', 'Fee Payment', 'Result', 'Admission', 'Cancellation', 'Re-Application', and 'Help'. The main form area is divided into several sections:

- Section 1:** Personal details including Name, Address, and Contact Information.
- Section 2:** Academic details including School, Class, and Roll Number.
- Section 3:** Declaration and Acknowledgment section with checkboxes for 'I have read and understood the instructions...' and 'I have read and understood the terms and conditions...'. A red warning message is present here: 'Please read the instructions carefully and fill the form correctly. If you have any queries, please contact the helpdesk at 011-26101111 or visit the website at www.sams.gov.in.' Below this is a table of B.ED. Courses.
- Section 4:** Fee payment details including 'Application Fee' and 'Substitution Fee'.
- Section 5:** Declaration section with checkboxes for 'I have read and understood the instructions...' and 'I have read and understood the terms and conditions...'. A red warning message is present here: 'Please read the instructions carefully and fill the form correctly. If you have any queries, please contact the helpdesk at 011-26101111 or visit the website at www.sams.gov.in.'

 At the bottom, there are buttons for 'Save', 'Cancel', and 'Submit'. A footer note states: 'SAMS is not responsible for any loss of data or information. The user is responsible for the accuracy of the data entered. The user is responsible for the accuracy of the data entered. The user is responsible for the accuracy of the data entered.'

S.No.	Substitution	Substitution Fee	Year of Passing	Roll No.	Mark	Year	Substitution Fee	Substitution Fee	Substitution Fee
1	B.ED.	10000	2018	123456	85	2018	10000	10000	10000

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**:

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-

Figure 15 Present Address Screen

Figure 19 Income Details of Parents

Figure 20 Other Information

3.1.6 STREAM

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

Figure 21 Stream Screen

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:

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 23 Alert Message



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.

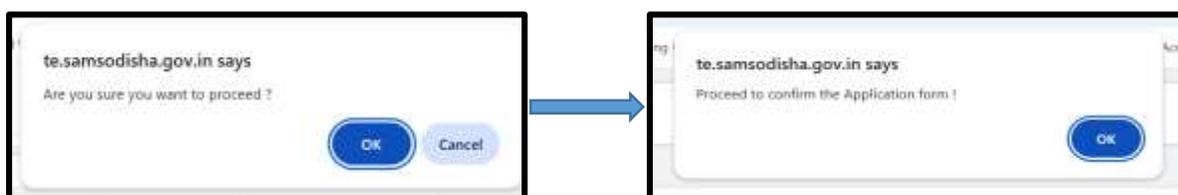


Figure 25 CAF Proceed Screen

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).



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

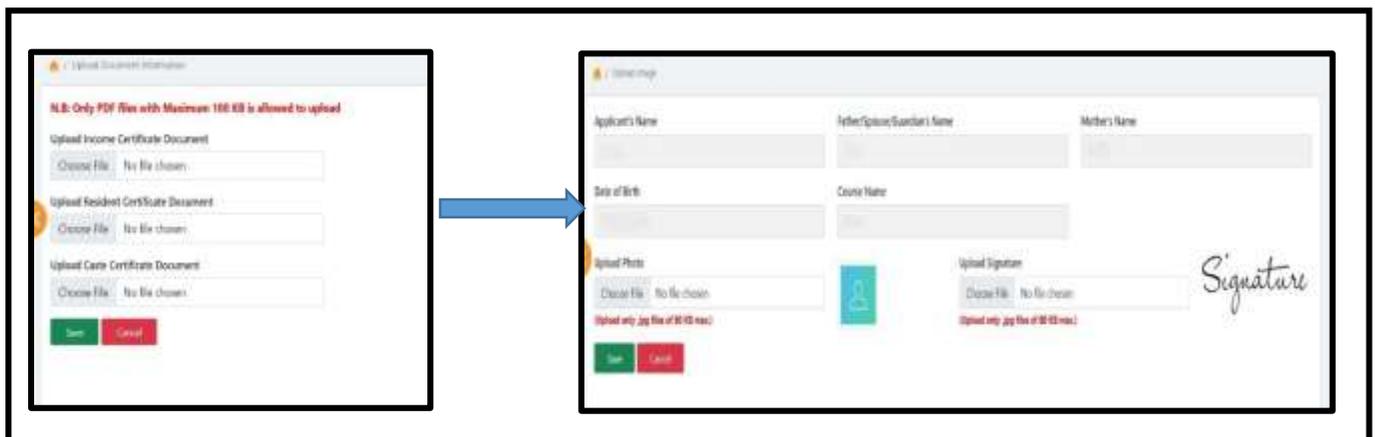


Figure 28 Upload Documents and Photo/Signature Screen

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.

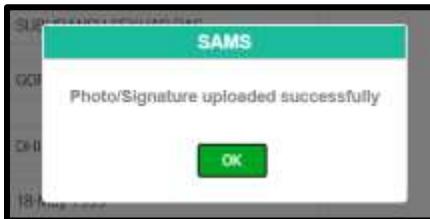


Figure 29 Success Message Screen

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**:

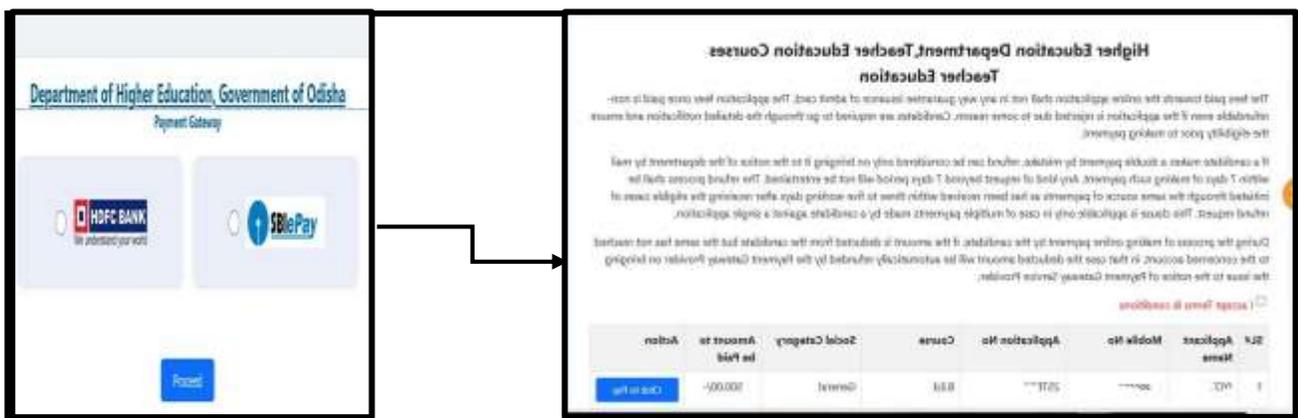


Figure 30 Payment Instruction Screen

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



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:



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.

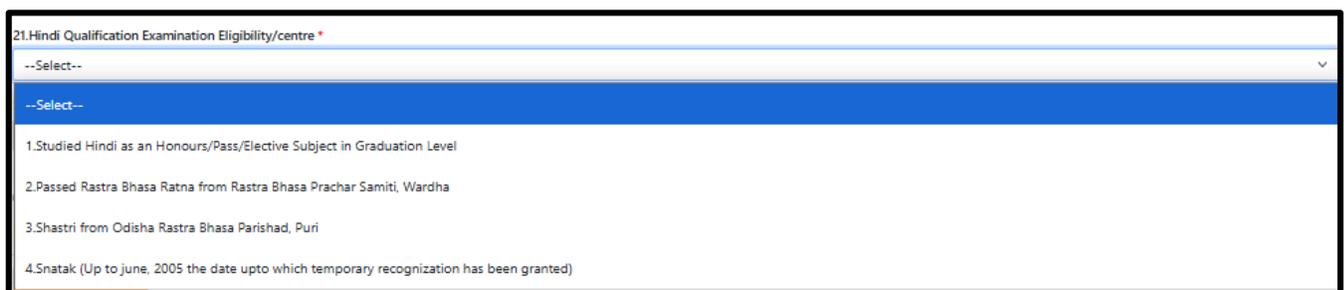


Figure 33 B.H.Ed.: Hindi Qualification Examination Eligibility/center Screen

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.

Educational Qualification

Maximum Mark and Obtained Mark Should be inclusive of All Subjects Excluding 4th Optional whenever applicable.
Please Enter PG Exam Details if you have secured less than the required percentage in Graduation.

Sl#	Examination Passed *	College/University Name *	Year Of Passing *	Roll No	Mark Type *	Max Mark/CGPA *	Obtained Mark/CGPA *	Percentage *
1	-Select-	--SELECT-- Enter University Name	--Select--		-Select-			
2	-Select-	--SELECT--	--Select--		-Sele-			

Exam

- Select-
- Select-
- B.Ed/B.P.Ed
- BA, BEd
- B.Sc. BEd
- D.Ed

Note - Used to enter accurate details, including their own bank account number. Providing correct information will help ensure a smooth process for future transactions during the course.

Figure 34 M.Ed.: Educational Qualification Screen

Table of Figures

Figure 1 Welcome Screen	3
Figure 2- Home Page	4
Figure 3 -LOGIN (SIGN IN) Screen.....	4
Figure 4- New User Registration Screen	5
Figure 5 Verification Screen	5
Figure 6 Success Message Screen.....	5
Figure 7 Forgot Password Screen.....	6
Figure 8 Forgot Password Screen.....	6
Figure 9 Dashboard	7
Figure 10 DigiLocker Screen	7
Figure 11 Alert Message	8
Figure 12 Application Form (type of course applied screen)	8
Figure 13 Application Form.....	9
Figure 14 Candidate Personal Details Screen	10
Figure 15 Present Address Screen.....	10
Figure 16 Permanent Address Screen.....	11
Figure 17 Odia Qualification Screen	11
Figure 18 Alert Message Screen	11
Figure 19 Income Details of Parents	12
Figure 20 Other Information	12
Figure 21 Stream Screen.....	12
Figure 22 Educational Qualification Screen	12
Figure 23 Alert Message	13
Figure 24 Confirmation Screen.....	13
Figure 25 CAF Proceed Screen	13
Figure 26 Confirm/Back to Modify Screen	14
Figure 27 Success Message	14
Figure 28 Upload Documents and Photo/Signature Screen.....	14
Figure 29 Success Message Screen	15
Figure 30 Payment Instruction Screen	15
Figure 31 Check Payment Status Screen.....	16
Figure 32 Print CAF Screen	16
Figure 33 B.H.Ed.: Hindi Qualification Examination Eligibility/center Screen.....	16
Figure 34 M.Ed.: Educational Qualification Screen.....	17