



User manual For Filling Of Online Application For “No Objection Certificate (NOC)”



Table of Contents

1. Introduction.....	2
2. Registration	3
3. Login	4
4. Forgot Password	5
5. Dashboard	6
6. Institute Info.....	6
Basic Info	6
Land Info	7
Room/Building Info	8
Programme/AICTE Info	9
Lab Info.....	9
Faculty Info	10
Finance Info.....	11
Other Info	11
Document Info	12
Save and Preview	13
7. Apply (Diploma/UG/PG)	14
8. Helpdesk.....	17

1. Introduction

The ONLINE Application Form to apply **No Objection Certificate (NOC)** for all the Institutions coming under **SCTE&VT** and **BPUT** is available in the website www.samsodisha.gov.in, which may be filled up correctly and should be submitted ONLINE on or before the due date & time.

It is hereby requested that all the institutions read carefully this **USER MANUAL** and the Instructions therein to fill out the Application Form to apply NOC for the Session 2024-25.

Purpose

This document is for helping the Institutions fill up the Application Form, upload different types of documents, Submit of Application Form and take printouts of the Application. No collection of Application Fees shall be done for this Academic Session (2024-25).

Getting Started

To start using the application, type the URL: www.samsodisha.gov.in in the Internet Browser and click on the “Enter” key to open the below homepage. In the Homepage, there is a link “Apply for NOC” under **Skill Development & Tech Education** hexagonal box.

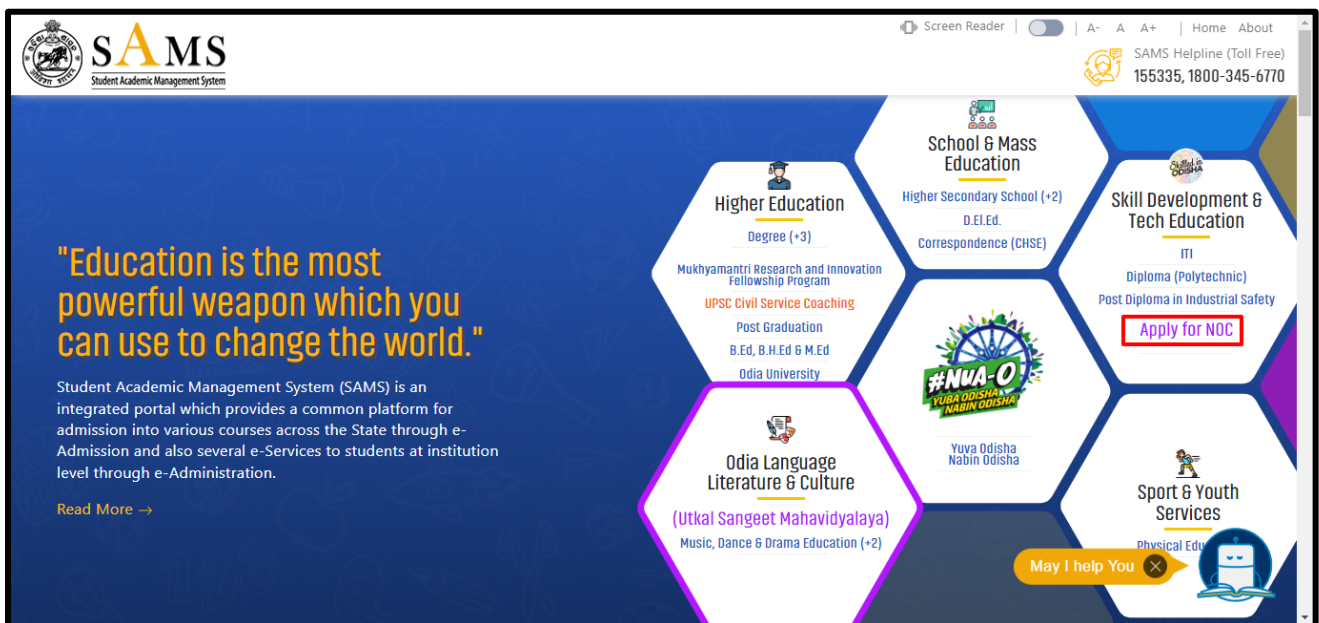


Figure 1 Home Page

- On clicking the “Apply Online NOC” the following screen (Figure 2) will be displayed.

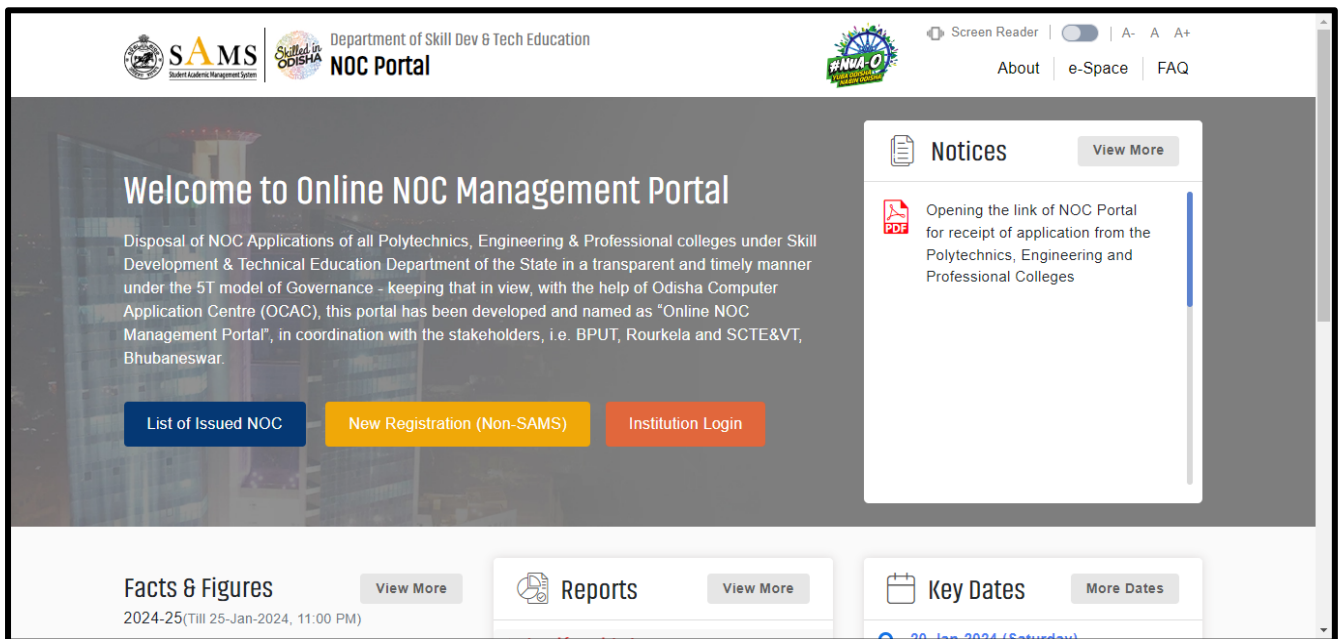


Figure 2 Online NOC Landing Page

2. Registration

Here all the Non-SAMS Institution has to register himself/herself for applying the Online NOC. After clicking on the “**New Registration (Non-SAMS)**” as displayed in the Figure 2, the following screen (Figure 3) will be displayed.

Institutions which are coming under SAMS i.e. Polytechnics Institutions are not required to do the New Registration. They may directly login with their existing SAMS Code and Password to apply NOC.

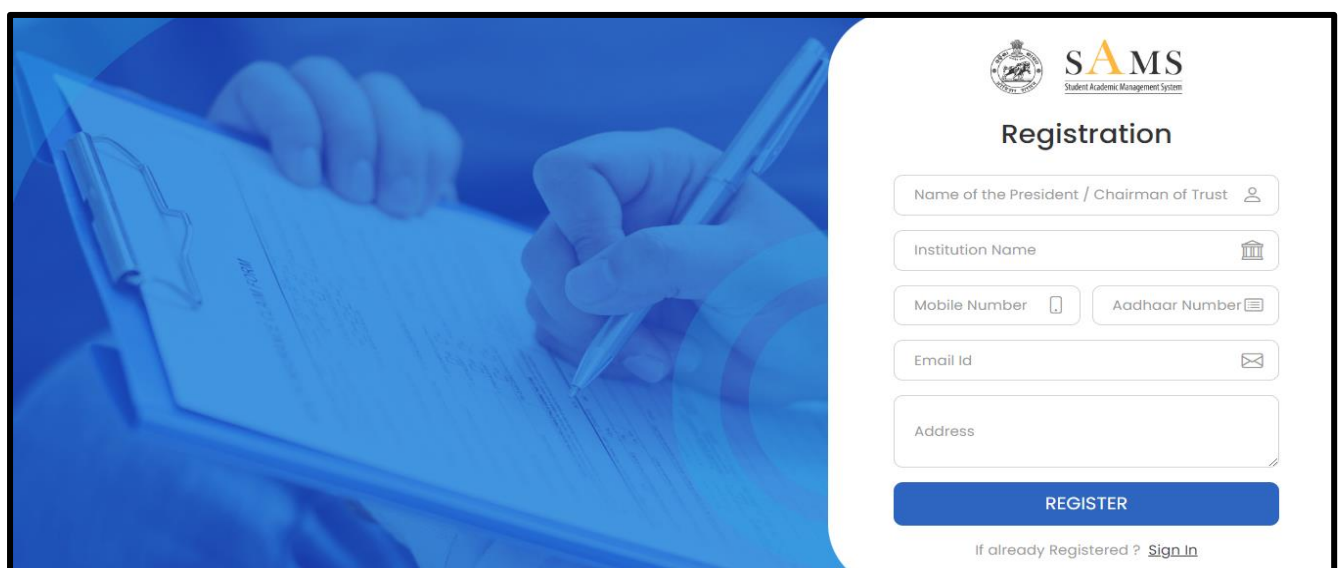


Figure 3 Registration Screen

New User (Registration)

- As displayed on screen enter the Name of the President / Chairman of Trust.
- Enter your Name of the Institution, a 10-digit valid Mobile No., the Aadhaar Number of the President / Chairman, Email ID and address.
- After that click on the REGISTER button as displayed in Figure 3 and then Username and system generated Password will be sent to the registered Mobile Number and Email ID

3. Login

To login into the account, the Institutions are required to click on “Institution Login” and use the Username and Password received on the registered Mobile Number and Email Id. After clicking on the “Institution Login” as displayed in the Figure 2, the following screen (Figure 4) will be displayed.

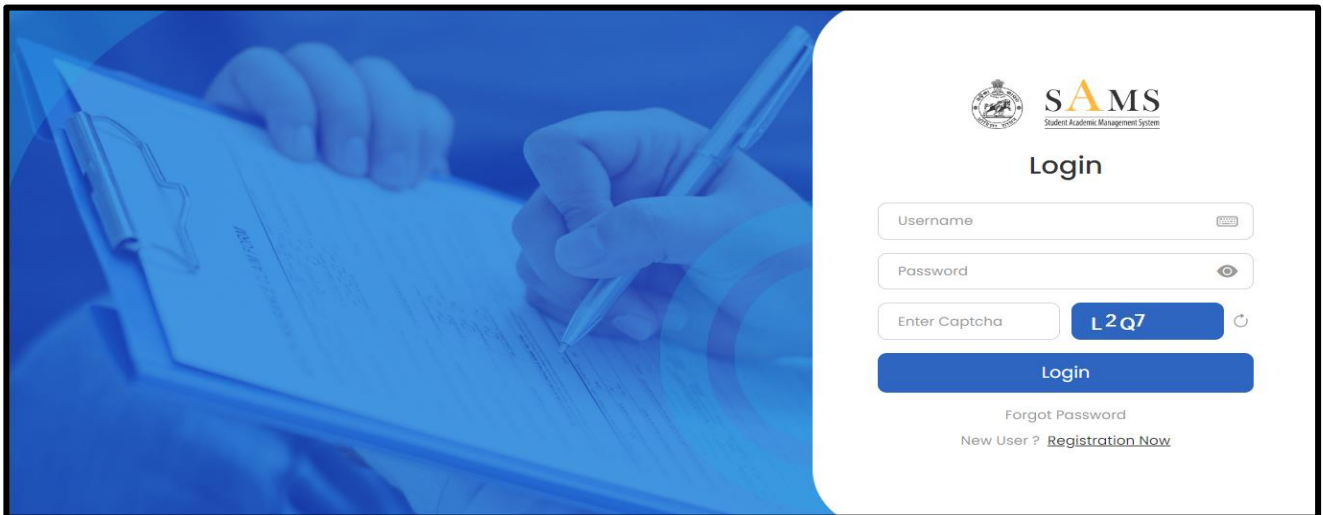


Figure 4 Login Screen

- After entering the Username, Password and Captcha as displayed on the screen, click on Login button and then the below screen (Figure 5) will be displayed.

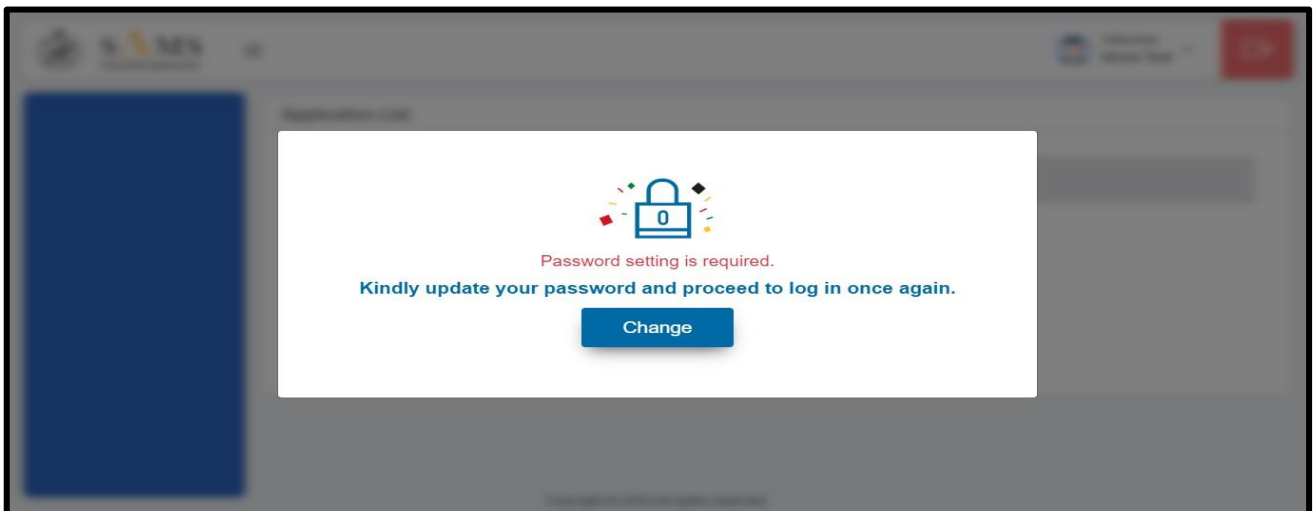


Figure 5 Update Password Screen

- Click on Change to generate new password of your choice.

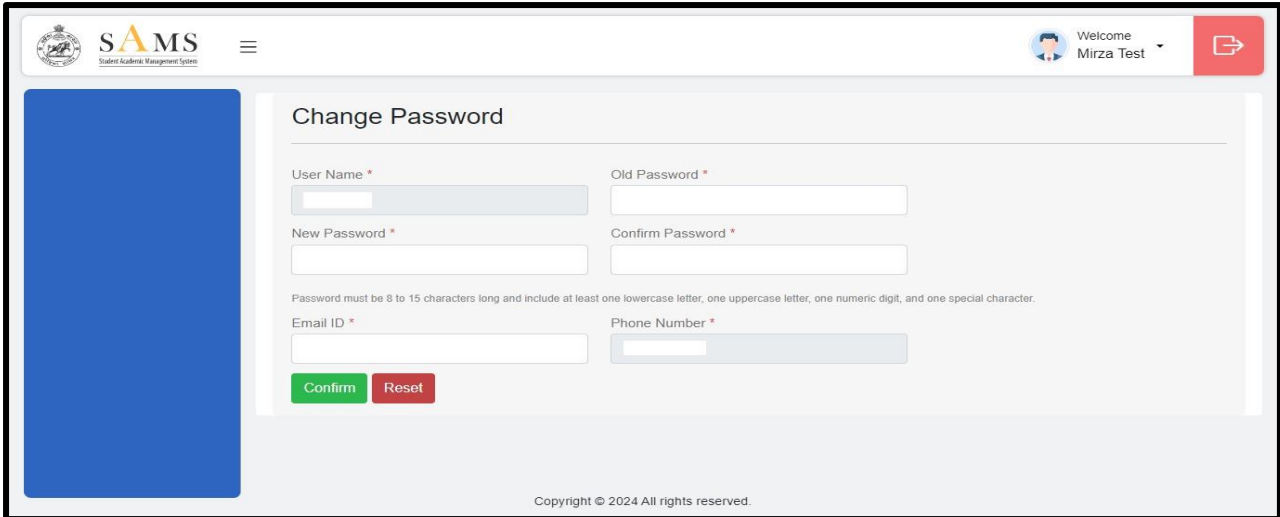


Figure 6 Change Password Screen

- Enter the Old Password, New Password of your choice, Confirm Password and then click on Confirm button as displayed in Figure 6.
- After that you need to again login to your account using your Username and New Password which you have already generated of your choice.

4. Forgot Password

In case you have forgotten the login password, then click on the “Forgot Password” as displayed in Figure 4, this will redirect you to Forgot Password screen as displayed in Figure 7. Enter the registered Email ID and Captcha as displayed in the screen. Then click on the **SUBMIT** button.

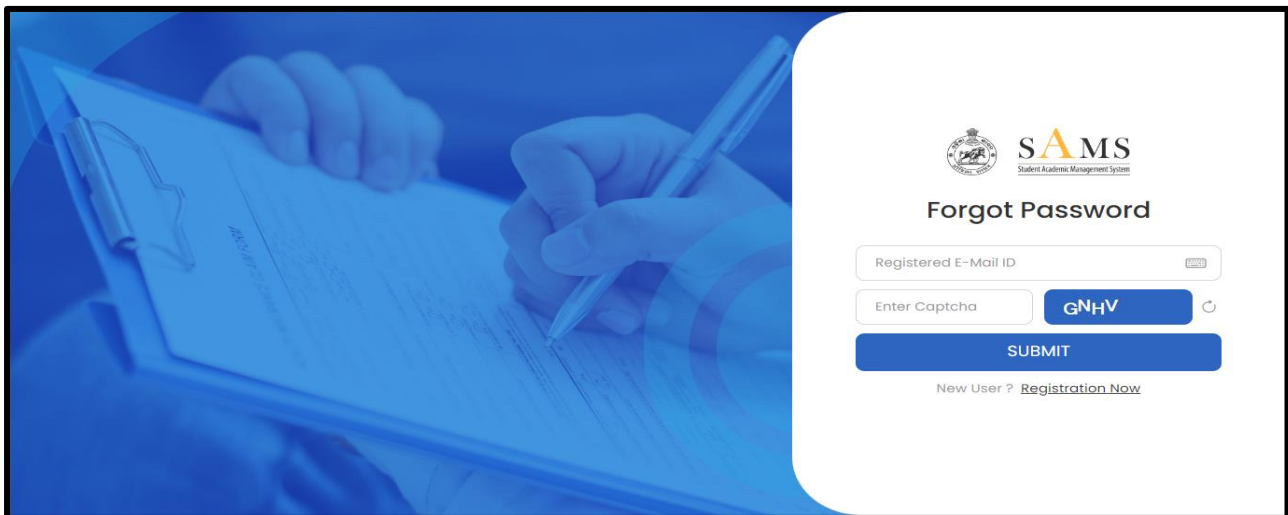


Figure 7 Forgot Password Screen

- After clicking of Submit button, a system-generated link will be sent to your registered email ID.
- On clicking that link it will be redirected to the Set New Password screen as displayed in Figure 8.



Figure 8 Set New Password Screen

- Enter the New Password of your choice and then enter the Confirm Password and after that click on Reset Password button.
- Then after login using your username and password to fill the application form

5. Dashboard

After login into your profile, Dashboard screen will be displayed as shown in Figure 9. After that click on the Institute Info to fill the application Form.

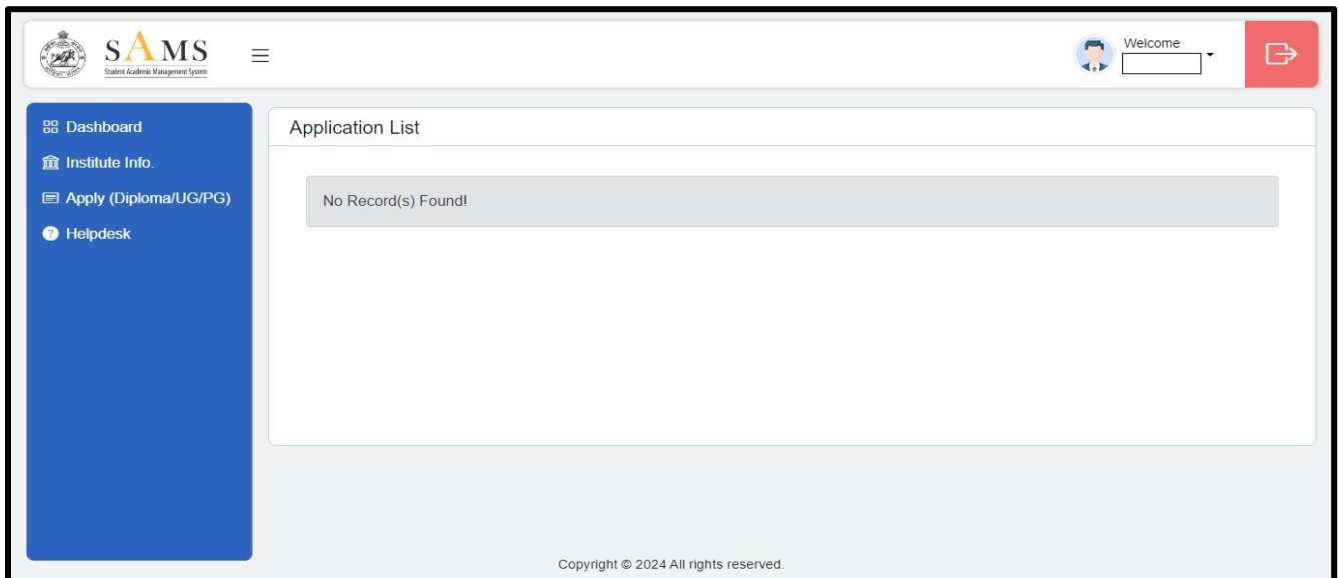


Figure 9 Dashboard Screen

6. Institute Info

After clicking on Institute Info, the below screen will be displayed as shown in Figure 10.

Basic Info

- The name of the Institution will be auto-fetched from the registration page.
- All the mandatory fields are marked with an asterisk (*) mark. Fill up those fields.
- If you fill few of the information and want to fill up the application form later then simply click on Save as Draft, so that the filled-up information will remain there.

Basic Info

Name of the Institution * Address *

District * Block * Pincode * State *

Whether Governing Body formed Yes No

Whether Sponsoring Body has been registered under the Society Reg. Act. 1860 / Trust Act 1882 / Company Act 1956 Yes No

Postal Address of the regd. office of Sponsoring Body in which correspondence shall be made

District * Block * Location *

NIRF Rank of the college/institution in its respective category NIRF Rank Document

Programme & Level accredited by National Board of Accreditation Programme & Level accredited by National Board of Accreditation Document

Name of the block/ Notified Area/ Municipality in which the college is located? NAAC CGPA score of the college/institution NAAC CGPA score Document

No of Programme details must match with Programme & Level accredited by National Board of Accreditation!

Programme Details

Level *	Programme *	Course *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 10 Basic Info

- After filling up all the information click on **Save and Next** button as shown in Figure 9 which will redirect you to the next step i.e. Land Info.

Land Info

- After filling up the Basic Info step, Land Info will be displayed as shown in Figure 11.

Land Info

Whether the college has its own Land * Yes No

Land Registered in the name of * Land Situated at *

Total Area of Land (in Acres) * Number of Pieces * Distance between Farthest Pieces *

Ownership or Government / Private Lease * Land Use Certificate Issued * Land Use Certificate Issuing Authority *

Latitude and Longitude *

Land Particulars in Details

Registration No. * Registration Date *

Is ROR Issued * Yes No

Khasra / Plot / Survey No. * Area *

Whether any River / Canals / Rail Tracks / Highways / High Tension line or any other such entity hampering continuity of land is passing through the Site of the institute * Yes No

Whether any other institution (AICTE approved / not under AICTE) are being run / proposed to be run in the same patch of land shown for the present institution * Yes No

Whether any other programmes such as BBA / BCA / B.Sc. / M.Sc. / PGDM etc. are being run in the premises (Land and building) of the present institution * Yes No

SI	Registration No.	Registration Date	ROR Issued	Khata No.	Khasra / Plot / Survey No.	Area	Is Hampering Continuity of Land	Safety Details	Certificate	Is Other Institute Present	Is Other Programme Present	Other Programme Details

Figure 11 Land Info

- Similarly, like the Basic Info step, here also all the mandatory fields are marked with an asterisk (*) mark. Fill up those fields.
- If you fill in some of the information and want to fill out the application form later simply click on Save as Draft so that the filled-up information will remain there.
- After filling up all the information click on the Save and Next button as shown in Figure 11 which will redirect you to the next step i.e. Room/Building Info.

Room/Building Info

- After filling up the Land Info step, Room/Building Info will be displayed as shown in Figure 12.

The screenshot shows the SAMS (State Academic Monitoring System) interface for the 'Room/Building Info' step. The form is organized into several sections, each with mandatory fields indicated by an asterisk (*):

- Basic Info:** Level, Programme, Building No., Building Name, Room Type, Room No., Carpet Area (Sqm).
- Building Information Details:** Building Carpet Area, Is it approved from Competent Authority? (Yes/No), Total No. of Rooms.
- Instructional Area Details:** Instructional Area, Total No. required as per AICTE/BJPUT / SCTEVT Norms, Total No. available, Remarks.
- Instructional Area (Common Facilities) Details:** Instructional Area, Building Number, Building Name, Room Type, Room No., Carpet Area (Sqm), Remarks.
- Laboratory Details:** Whether laboratories and workshop possess relevant equipment as per syllabus of Affiliating University? (Yes/No), Whether equipment procured are at the Operational stage? (Yes/No), Availability of Vouchers and Payment receipts indicating proof of Purchase? (Yes/No).
- Administrative Area Details:** Administrative Area, Building Number, Building Name, Room Type, Room No., Carpet Area (Sqm), Remarks.
- Amenities Area Details:** Amenities Area, Building Number, Building Name, Room Type, Room No., Carpet Area (Sqm), Remarks.
- Computational Details:** Items, Total No. of Items.
- Library Details:** Items, Total No. of Items.

At the bottom of the form, there are three buttons: 'Back', 'Save as Draft', and 'Save and Next'. The 'Save and Next' button is highlighted in green. The footer of the page reads 'Copyright © 2024 All rights reserved'.

Figure 12 Room/Building Info

- Similarly, as in the previous step, here also all the mandatory fields are marked with an asterisk (*) mark. Fill up those fields.
- Save as Draft, facility is available in this step as well.

- After filling up all the mandatory information click on the Save and Next button as shown in Figure 12 which will redirect you to the next step i.e. Programme/AICTE Info.

Programme/AICTE Info

- After filling up the Room/Building Info step, Programme/AICTE Info will be displayed as shown in Figure 13.

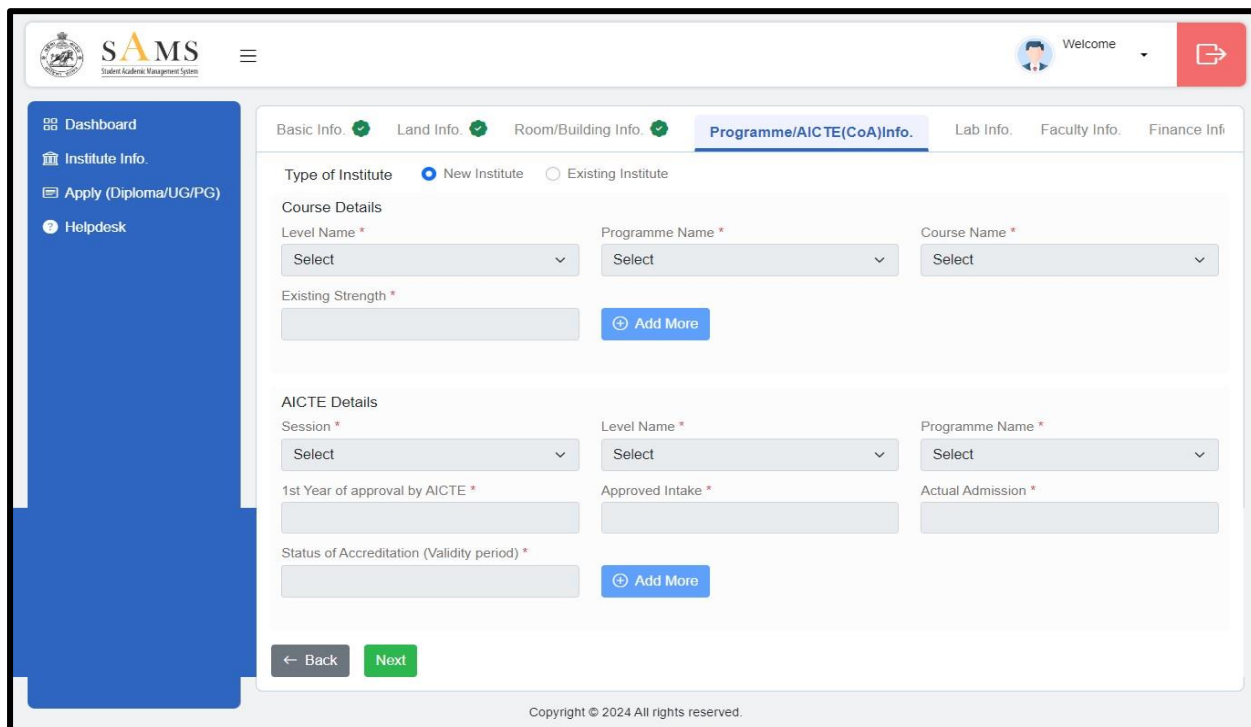


Figure 13 Programme/AICTE Info

- Similarly, as in the previous step, here also all the mandatory fields are marked with an asterisk (*) mark. Fill up those fields.
- If you are the New Institute then no need to provide the Course and AICTE information.
- If you are an Existing Institution then you need to provide the information related to Course and AICTE. If you have multiple Course or AICTE details, then you can fill in the details by clicking the Add More button as shown in Figure 13.
- After filling up all the mandatory information click on the Save and Next button as shown in Figure 13 which will redirect you to the next step i.e. Lab Info.

Lab Info

- After filling up the Programme/AICTE Info step, Lab Info will be displayed as shown in Figure 14.
- Similarly, as in the previous step, here also all the mandatory fields are marked with an asterisk (*) mark. Fill up those fields.

The screenshot shows the 'Lab Info' step in the SAMS system. The left sidebar contains 'Dashboard', 'Institute Info', 'Apply (Diploma/UG/PG)', and 'Helpdesk'. The top navigation bar shows 'Basic Info', 'Land Info', 'Room/Building Info', 'Programme/AICTE(CoA)Info', 'Lab Info', 'Faculty Info', and 'Finance'. The 'Lab Info' form has the following fields: 'Name of the laboratory *', 'Area (in sq. ft.) *', 'Equipment's & Consumables sufficient for Lab *' (radio buttons for Yes/No, with Yes selected), and 'No. of Computers in working condition *'. There is an 'Add More' button and navigation buttons for 'Back' and 'Save and Next'.

Figure 14 Lab Info

- After filling up all the mandatory information click on **Save and Next** button as shown in Figure 14 which will redirect you to the next step i.e. Faculty Info.

Faculty Info

- After filling up the Lab Info step, Faculty Info will be displayed as shown in Figure 15.

The screenshot shows the 'Faculty Info' step in the SAMS system. The left sidebar is the same as in Figure 14. The top navigation bar shows 'Basic Info', 'Land Info', 'Room/Building Info', 'Programme/AICTE(CoA)Info', 'Lab Info', 'Faculty Info', and 'Final'. The 'Faculty Info' form has the following fields: 'Name*', 'Designation *' (dropdown), 'Do you have Aicte Id? *' (radio buttons for Yes/No), 'Date of Birth *' (calendar icon), 'Aadhaar Number *', 'Qualification with field of Specialization *', 'Name of the Level *' (dropdown), 'Name of the Programme *' (dropdown), 'Name of the Course *' (dropdown), 'Subject *', 'Experience (in Years) *', 'Appointment Type *' (dropdown), 'Date of Appointment *' (calendar icon), and an 'Add' button. Below these are several policy-related questions with radio buttons: 'Whether the Institution is maintaining Cadre Ratio *', 'Whether the Institution is maintaining faculty / student ratio as per AICTE Norms *', 'Whether Salary for all the faculty members are paid as per Sixth / Seventh Pay Commission *', 'Whether the payment of salaries are through NEFT/RTGs/Online *', 'Whether constitution is as per Regulations 2021 for Redressal of Grievance of Faculty / Staff Member *', 'Whether the payment of salaries are through NEFT/RTGs/Online *', 'Whether constitution is as per Regulations 2021 for Redressal of Grievance of Faculty / Staff Member *', 'Number of complaints received by GRC *', 'Original Occupancy Certificate / Form-D / Structural Stability Certificate available *', and 'Whether Hostel facilities are available for accommodating student of FN / OCI Category *'. There are two 'Browse' buttons for file uploads: 'Attach a copy of Notification of constitution of above committee*' and 'Attach the copy of minutes*'. Navigation buttons at the bottom include 'Back', 'Save as Draft', and 'Save and Next'.

Figure 15 Faculty Info

- Similarly, as in the previous step, here also all the mandatory fields are marked with an asterisk (*) mark. Fill up those fields.
- In this step, you may provide multiple faculty details by clicking the Add option as shown in Figure 15.
- After filling up all the mandatory information click on the Save and Next button as shown in Figure 15 which will redirect you to the next step i.e. Finance Info.

Finance Info

- After filling up the Faculty Info step, Finance Info will be displayed as shown in Figure 16.

The screenshot shows the 'Finance Info' step in the SAMS system. The top navigation bar indicates progress for 'Basic Info', 'Land Info', 'Room/Building Info', 'Programme/AICTE(CoA)Info', 'Lab Info', and 'Faculty Info', with 'Finance Info' being the current step. The form contains several mandatory fields marked with an asterisk (*):

- Account Number *
- Name of the Account Holder *
- Bank Name *
- Bank Branch Name *
- Account Type (SB/CA/FDR) *
- Balance Amount as on Date of Submission (in Rs.) *

There is an 'Add More' button below the form fields. Below the form is a table with the following columns:

Sl No	Account Number	Name of the Account Holder	Bank Name	Bank Branch Name	Account Type (SB/CA/FDR)	Balance Amount as on Date of Submission (in Rs.)	Action

At the bottom of the form, there are 'Back' and 'Save and Next' buttons. The footer of the page reads 'Copyright © 2024 All rights reserved.'

Figure 16 Finance Info

- Similarly, as in the previous step, here also all the mandatory fields are marked with an asterisk (*) mark. Fill up those fields.
- In this step, you may provide multiple bank details by clicking the Add More option as shown in Figure 16.
- After filling up all the mandatory information click on the Save and Next button as shown in Figure 16 which will redirect you to the next step i.e. Other Info.

Other Info

- After filling up the Finance Info step, Other Info will be displayed as shown in Figure 17.

Figure 17 Other Info

- Similarly, as in the previous step, here also all the mandatory fields are marked with an asterisk (*) mark. Fill up those fields.
- In this step, you need to provide the information in Yes or No.
- After filling up all the mandatory information click on the Save and Next button as shown in Figure 17 which will redirect you to the next step i.e. Other Info.

Document Info

- After filling up the Other Info step, Documents Info will be displayed as shown in Figure 18.

Figure 18 Documents Info

- Similarly, as in the previous step, here also all the mandatory fields are marked with an asterisk (*) mark. Fill up those fields.
- In this step, you need to upload all the mandatory documents in pdf format whose

file size must not be greater than 2 MB.

- You may upload a Detailed Project Report (DPR) in PDF format whose file size must not be greater than 10 MB.
- Save as Draft facility is available in this step as well.
- After uploading all the documents click on Save and Preview button as shown in Figure 18 which will redirect you to the preview page.

Save and Preview

- After clicking on Save and Preview, a pop-up message will be displayed as shown in Figure 19 “Are you sure you want to Save?”.

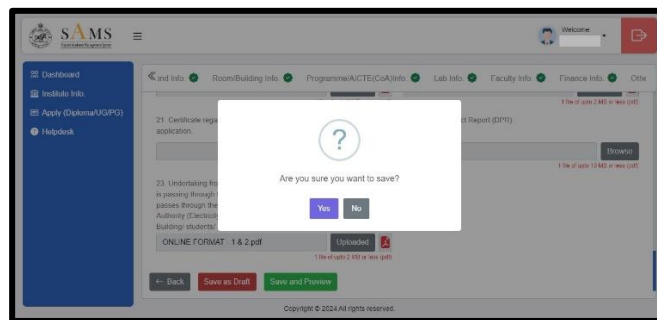


Figure 19 Save and Preview Pop-up

- On clicking the Yes option, another pop-up message will be displayed as shown in Figure 20 mentioning that Documents Saved Successfully.

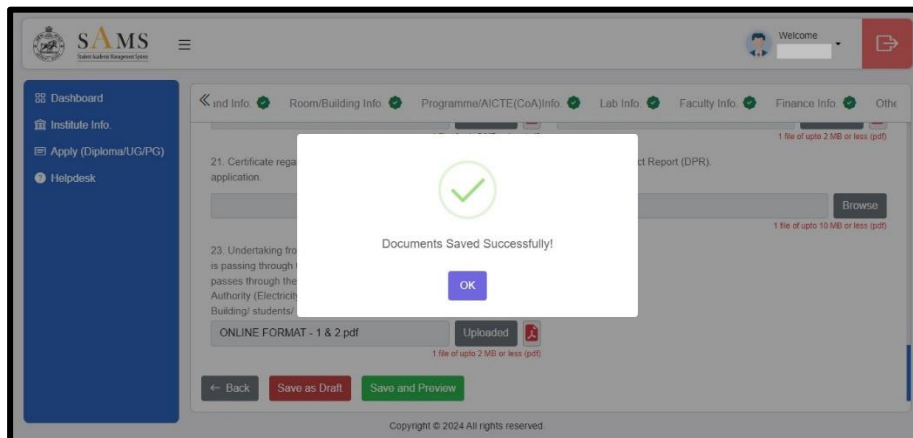


Figure 20 Documents Saved Successfully

- On clicking OK option, it will redirect you to the preview page as shown in Figure 21.

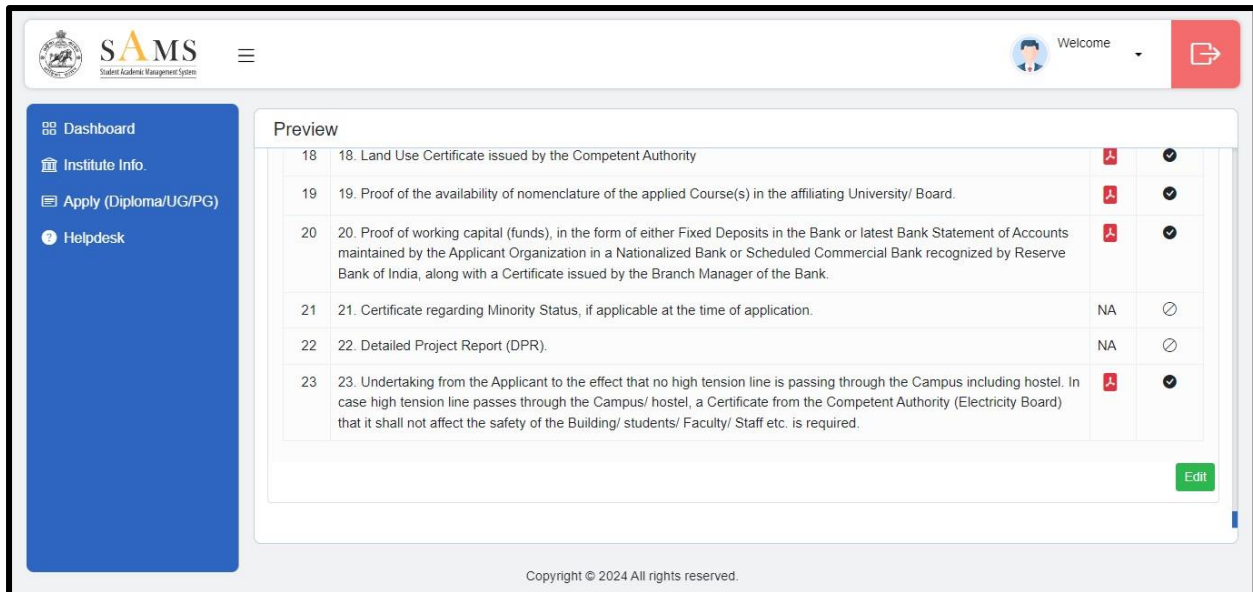


Figure 21 Preview

- In this page each and every information of all the step will be displayed which you have filled earlier, where you need to check all the information.
- If any of the information in any step is incorrect then there is an Edit option below every step. On clicking the Edit option it will redirect you to that particular step where you need to correct the information and click on Save and Next of that particular step.
- If all the provided information is correct then click on Apply (Diploma/UG/PG) available in the left menu as shown in Figure 21.

7. Apply (Diploma/UG/PG)

- On clicking Apply (Diploma/UG/PG), it will redirect you to the Apply NOC page as shown in Figure 22.

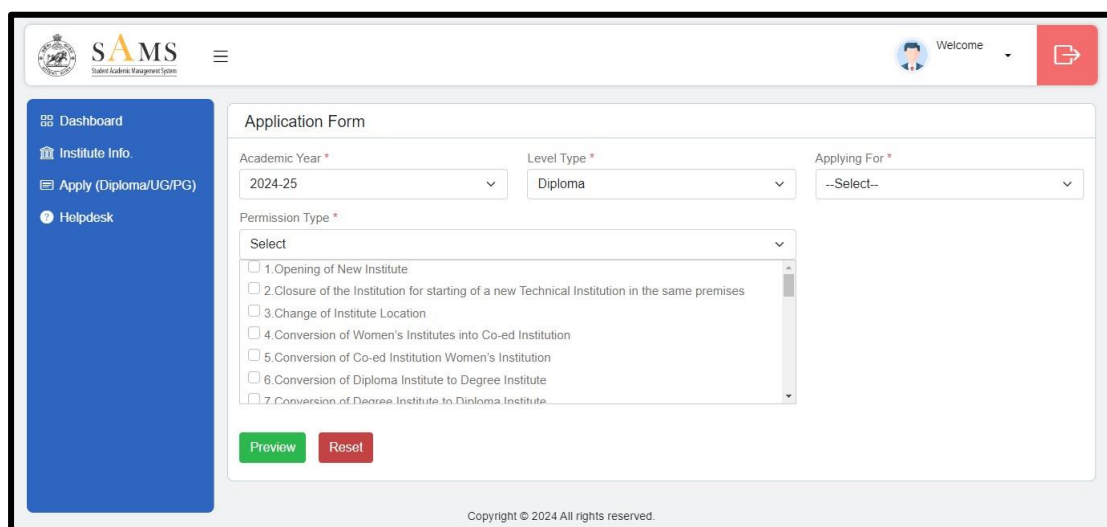


Figure 22 Apply NOC Screen

- Select Academic Year, Level Type and Applying for option.
- After that select Permission Type for which you need an NOC from the Government or Affiliating Board.
- If you want multiple NOC then you need to click on the multiple checkbox as shown in Figure 22.

The screenshot displays the SAMS (Student Academic Management System) application form. The interface includes a top navigation bar with the SAMS logo, a user profile icon labeled 'Welcome', and a red 'Logout' button. A blue sidebar on the left contains navigation links: 'Dashboard', 'Institute Info.', 'Apply (Diploma/UG/PG)', and 'Helpdesk'. The main content area is titled 'Application Form' and contains several dropdown menus: 'Academic Year *' (set to '2024-25'), 'Level Type *' (set to 'Diploma'), and 'Applying For *' (set to '--Select--'). Below these is a 'Permission Type *' section with a 'Select' dropdown menu. The menu is open, showing seven options with checkboxes:

- 1. Opening of New Institute
- 2. Closure of the Institution for starting of a new Technical Institution in the same premises
- 3. Change of Institute Location
- 4. Conversion of Women's Institutes into Co-ed Institution
- 5. Conversion of Co-ed Institution Women's Institution
- 6. Conversion of Diploma Institute to Degree Institute
- 7. Conversion of Degree Institute to Diploma Institute

 Two sections are visible below the list, corresponding to the selected options:

- 4. Conversion of Women's Institutes into Co-ed Institution:** Includes fields for 'Name of the Institute :', 'Proposed Name of the Institute *', and an empty text input box.
- 6. Conversion of Diploma Institute to Degree Institute:** Includes fields for 'Name of the Institute :', 'Proposed Name of the Institute *', and an empty text input box.

 At the bottom of the form are 'Preview' and 'Reset' buttons. A footer at the very bottom reads 'Copyright © 2024 All rights reserved.'

Figure 23 Apply Permission Type

- After clicking on any of the checkbox, some more dependent fields will be enabled where you need to provide the information as shown in Figure 23.
- After providing the Information, click on Preview button as shown in Figure 23.
- After clicking on Preview, it will redirect you to the preview screen where you can check your apply details along with your Institute Information which you have filled earlier.
- If all the information is correct then click on the CONFIRM button available in the bottom of the preview page as shown in Figure 24.

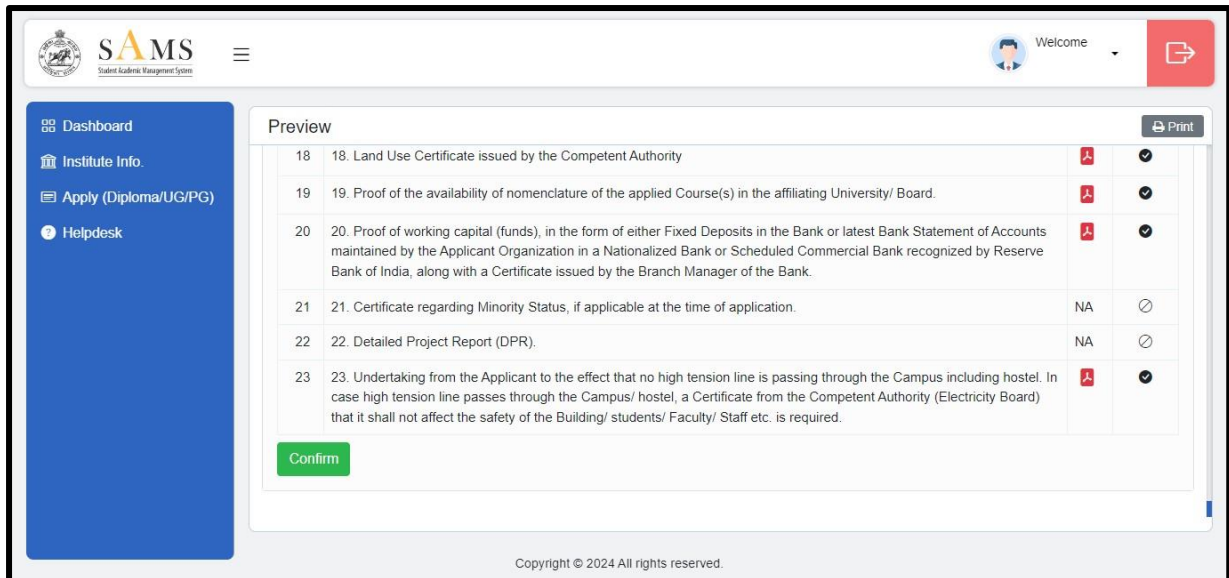


Figure 24 Preview Screen

- On clicking the **Confirm** button, a pop-up message with Yes and No option will be displayed that “**Are you sure you want to save?**”.
- On clicking **Yes** option in the pop-up message, another pop-up message with OK option will be displayed that Data Saved Successfully.
- On clicking **OK** option you will be redirected to the Dashboard as shown in Figure 25.

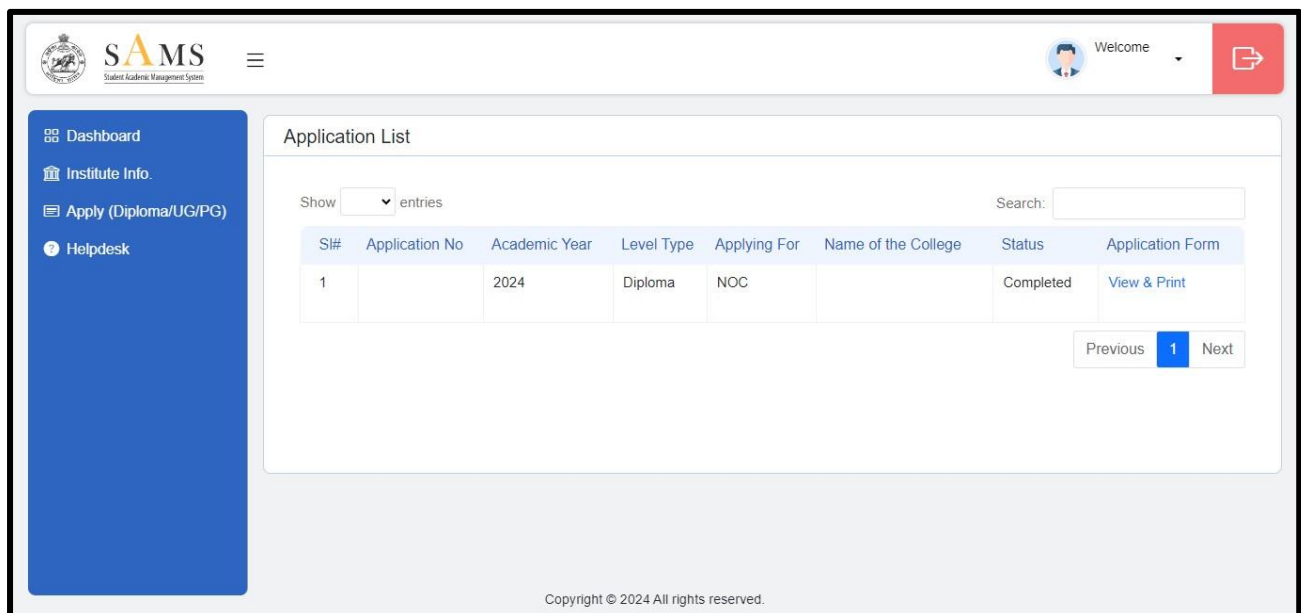
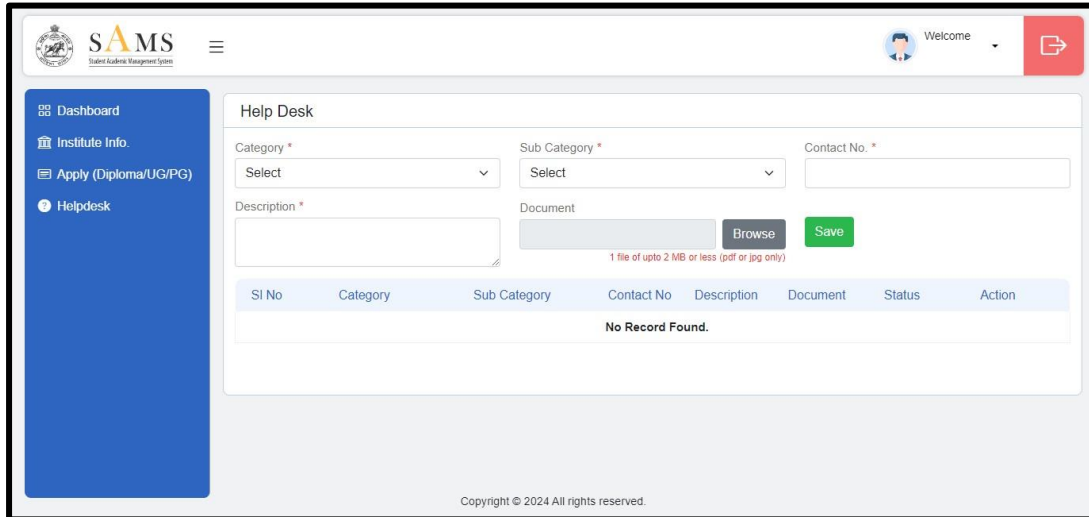


Figure 25 Dashboard

- The dashboard will now have the system-generated Application No. along with the Status and Application Form as shown in Figure 25.
- There is a View and Print option available under the Application Form column as shown in Figure 25. You may click on that and download or print the Application Form for future reference.

8. Helpdesk

- If you have any queries or are facing any issues while filling up the application form, then you may click on the Helpdesk menu available on the left side of your screen as shown in Figure 25.
- On clicking the Helpdesk, a new page will be displayed as shown in Figure 26.



Sl No	Category	Sub Category	Contact No	Description	Document	Status	Action
No Record Found.							

Figure 26 Helpdesk

- Select Category, Sub-Category, your Contact No., Description and upload Document (if any). After that click on SAVE option as shown in Figure 26.
- After that you may track your raised query by seeing the Status as shown in the Figure 26.

List of Figures

Figure 1 Home Page	2
Figure 2 Online NOC Landing Page	3
Figure 3 Registration Screen	3
Figure 4 Login Screen	4
Figure 5 Update Password Screen	4
Figure 6 Change Password Screen	5
Figure 7 Forgot Password Screen	5
Figure 8 Set New Password Screen	6
Figure 9 Dashboard Screen	6
Figure 10 Basic Info.....	7
Figure 11 Land Info	7
Figure 12 Room/Building Info	8
Figure 13 Programme/AICTE Info.....	9
Figure 14 Lab Info.....	10
Figure 15 Faculty Info	10
Figure 16 Finance Info	11
Figure 17 Other Info	12
Figure 18 Documents Info.....	12
Figure 19 Save and Preview Pop-up	13
Figure 20 Documents Saved Successfully	13
Figure 21 Preview.....	14
Figure 22 Apply NOC Screen.....	14
Figure 23 Apply Permission Type	15
Figure 24 Preview Screen.....	16
Figure 25 Dashboard.....	16
Figure 26 Helpdesk	17
