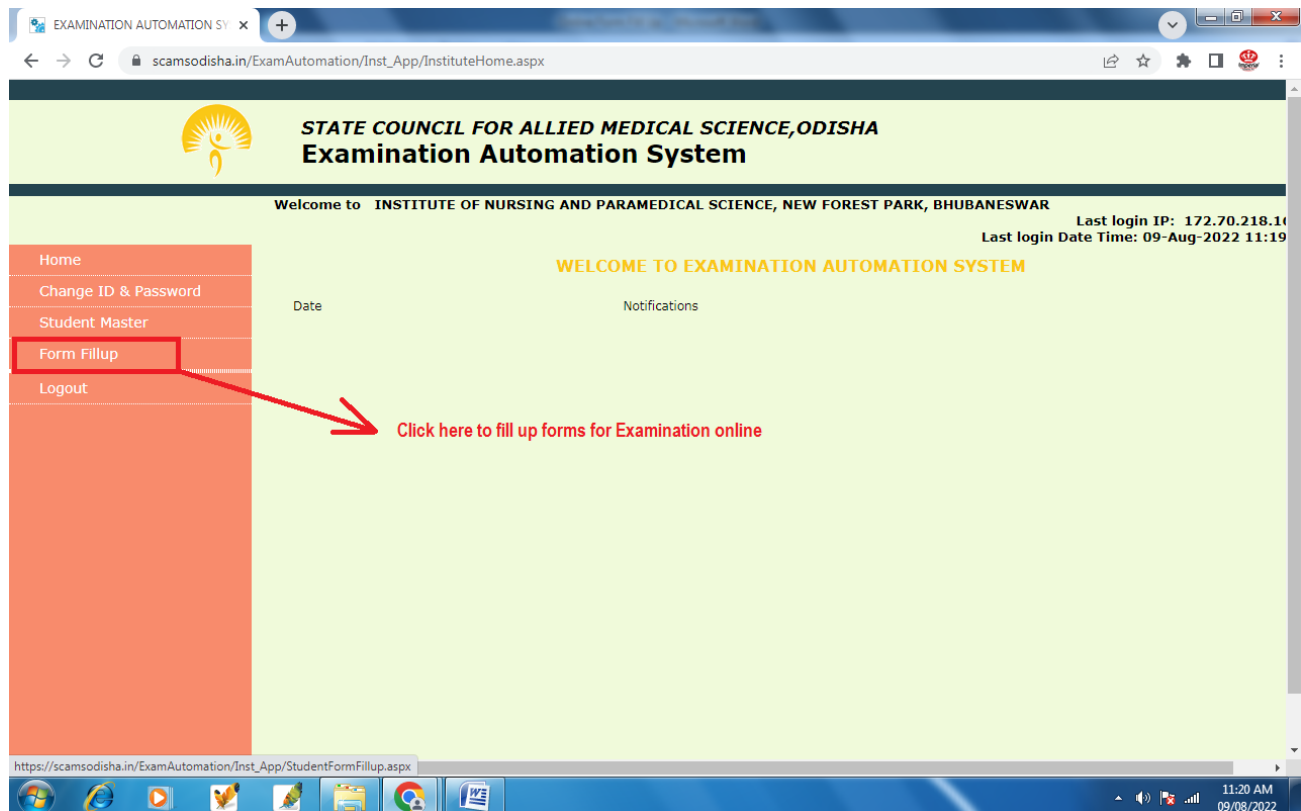


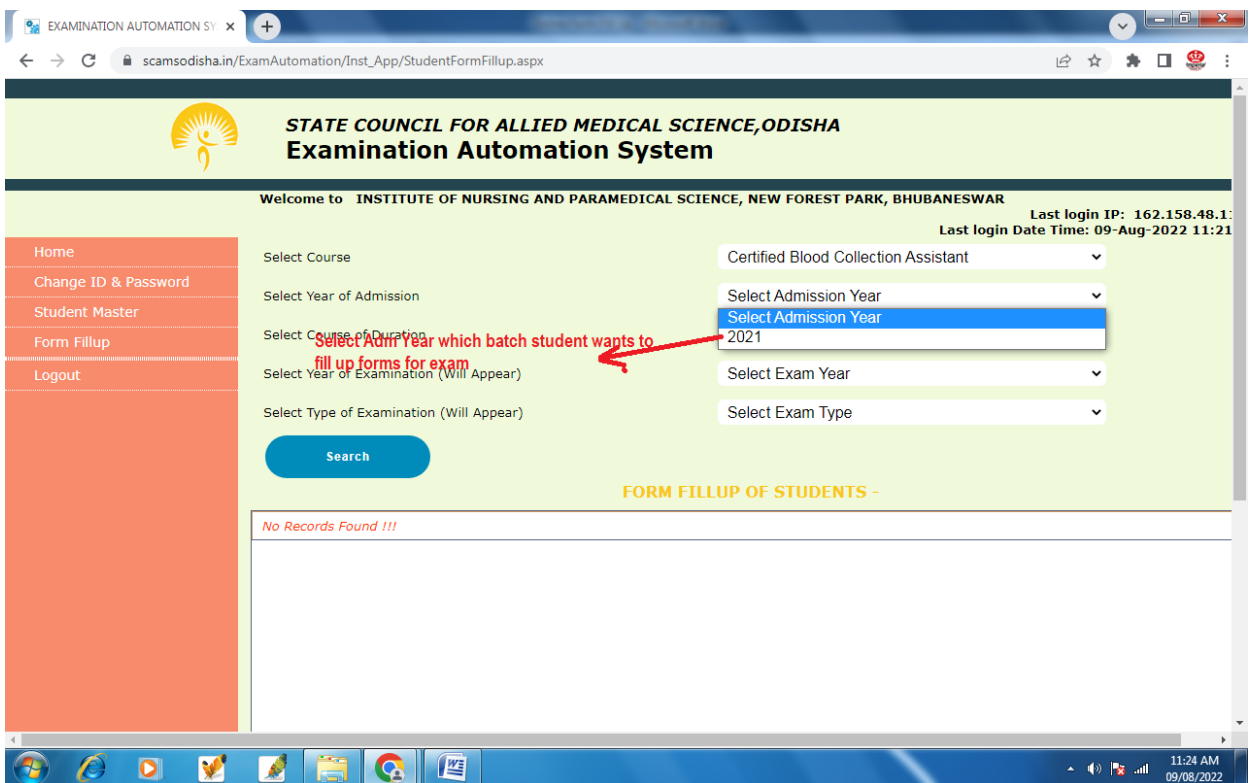
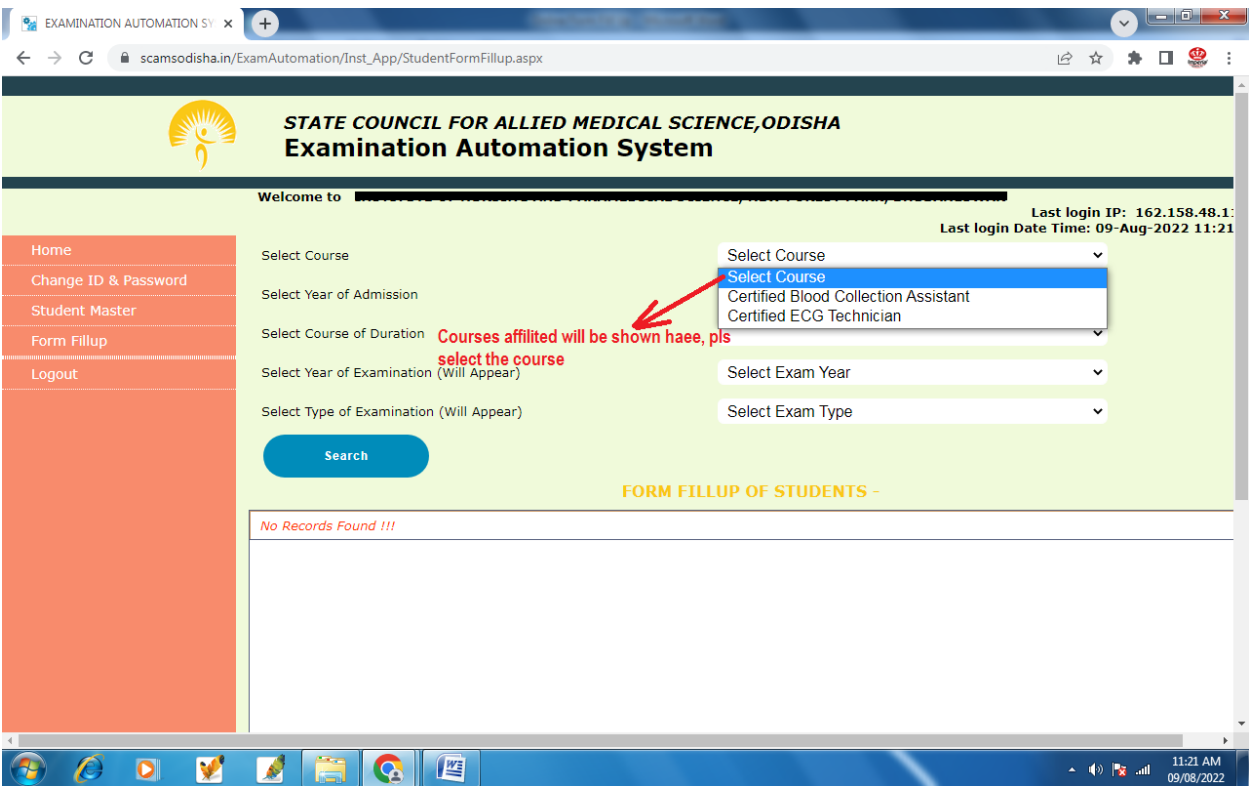
# INSTRUCTION MANUAL FOR ONLINE FORM FILL UP OF STUDENTS

By this time, All the Institutions must have completed filling up of all the preliminary information like Completing the Student Master data along with Student Photograph and Signature upload. Since all Student Master Data including Photograph and Signature are required in Admit Cards, if any Institute has not completed the process, to avoid the last minute rush , they are again advised to complete all the pre formalities like Completing the student master data at the earliest. As already the schedule for Online Form fill up has started. **If any Institute, still lags behind in doing these pre formalities and will face any problem due to last time rush, then Board will not held responsible for this. And no excuses for extension of time will be allowed. It is a repeat gentle reminder to all the Institutions that, they should complete all the pre formalities as soon as possible to fill up the forms of their students in due course of time , also to avoid submission of forms after due date.**

**Also, it is again clarified that, without completion of pre formalities, if any Institution fills up the forms for examination of students online, then automatically the system will withheld the results of that Institution mentioning "INSUFFICIENT DATA" and in that cases, post submission of data will not be accepted in the system and the concerned Institution may suffer due to their negligence and Board will not held responsible for that. Intentional delays and mistakes can not be treated as their privileged and non adherence to the rules and instructions will not be treated as excuses and no requests will be entertained at Board office. If this kind of unpleasant situation occurs, then the concerned Institution will held responsible for this.**

**So, before filling up the online examination forms, pre formalities data as mentioned above (Completion of Student Master data) should be completed. Else, if it is yet to complete, it has to be completed first and then start filling the forms online.**





To fill up the forms online of the students, click on the link from the left side menu bar (**FORM FILL UP**) and the above page will appear. Just like the pre formalities, this section will also display you the top Panel Drop Downs from which you have to select the Year of Admission, Select Course Duration , either the student admitted in 6 months course/ 01 year course or 02 years course, select the academic Year , which examination the student want to appear (means 1<sup>st</sup> Year / 2<sup>nd</sup> year) as the case may be and for 6 months and 01 year course this will not be shown. Year of Examination which will be the current year / fixed by system. Then select the Examination Type (Annual/ Supplementary the candidate / candidates is / are going to appear).

EXAMINATION AUTOMATION SY x

scamsodisha.in/ExamAutomation/Inst\_App/StudentFormFillup.aspx

STATE COUNCIL FOR ALLIED MEDICAL SCIENCE, ODISHA  
Examination Automation System

Welcome to INSTITUTE OF NURSING AND PARAMEDICAL SCIENCE, NEW FOREST PARK, BHUBANESWAR

Last login IP: 162.158.48.1  
Last login Date Time: 09-Aug-2022 11:21

Home  
Change ID & Password  
Student Master  
Form Fillup  
Logout

Select Course: Certified Blood Collection Assistant  
Select Year of Admission: 2021  
Select Course of Duration: 6 MONTHS  
Select Year of Examination (Will Appear): 2022  
Select Type of Examination (Will Appear): Annual

Search

Then Click Here to see Student details

Both these 2 options will be fixed by Board, only to Select

FORM FILLUP OF STUDENTS -

SLNO	Student ID	Roll No	Student Name	Select All Papers	1st Year Paper-I
1	211411300066		SOMYA RANJAN PANDA	<input type="checkbox"/>	<input type="checkbox"/>

Student admitted in that year will be displayed here for form fill up for Exam

If the Course contains more than 01 papers and the candidate want to appear all papers, then click here to Select all papers

Else, u can select Individual papers

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After clicking the year of examination for that admission batch, data like shown above figure will appear in which you can find out the details of Student IDs being admitted in that admission year will appear. Here, again, a gentle reminder to all the Institutions that, if any student name is missing here from the list, put this matter immediately to the notice of Board without filling up the forms and after necessary corrections to the student master and filling up the preliminary data, then fill up the forms of all students of that admission year.

While you will be shown the student ID details in the left side, next to it, you will be shown the Name of the candidates. Next to the name, there is a section **Select All Papers** and next to that, you will find the details of **Individual Papers** for that year. If all students of that admission year will have to appear all papers (it is a common condition in most of the cases that all students will appear all papers in Annual examination, except some special cases), then select All Papers present in the top row. After selecting the **Select All Papers (Not the Header chk box, but the Chk box below that header against each Name)**, you will find all the papers will be checked (means a tick mark in all boxes). Else, you can also select the Chk box against individual student IDs and in this case all individual papers against that student ID will be selected. If you want to select some particular papers of any particular student ID, then the same can be selected. But in this case, the All Paper chk box should not be selected.

**If wrongly, you have selected a paper and want to cancel the selection, then again select the Tick mark, so that it will be deselected again. But after Selection of the Paper if once you have submitted / Saved the form fill up data, it will not be changed / edited again.**

Just like this way, you can go on filling up off the examination forms of each year as well as each admission year. If any students will appear any back papers, then his / her admission year to be selected and forms to be filled up for those particular papers of that back year only and this has to be done separately.

SLNO	Student ID	Roll No	Student Name	Select All Papers	1st Year Paper-I
1	211411300066		SOMYA RANJAN PANDA	<input type="checkbox"/>	<input type="checkbox"/>

After selecting the Papers need to be filled up for appearing the examination, Come to the lower part and Click Save & Print button. The details selected will be saved. Once the data are saved, it will not be edited / changed / canceled again. So be meticulous while submitting the form fill up data. You can fill up forms in different times before the last date, like if any student is left out and comes later (before due date) same can be done, means form fill up can be done in different tranches before last date/ due date. But once filled up, cant be edited.

Save and Print      Exit

Once the form fill up subjects / papers are selected, then after scrolling down, you can find a Button to **Save & Print** these form fill up data and after clicking on that button you can save the form fill up data and take the print outs of the Forms. This print out of the Form fill up summary data need to be submitted to Board along with fees before the last date of form fill up as mentioned in the Form fill up Notification.

**N.B:- It may happen that, Sometimes, since the Exam Automation portal is new in some system, most of the Pop-ups are blocked. After clicking on the Link **Save & Print** , the Form Fill up data will be redirected to the Print page which will be viewed in a **Pop-up page**. And if the Pop-up is blocked in any system, it can not be viewed.**

**So, to avoid such problems, pls allow the pop ups to get the printout/converted pdf copy of the form fill up report.**

**\*\* The Exit button in the Form Fill up Page is not Functional now. So don't click on Exit Button.**

**\*\* Once the Last date of Form Fill is over, the link will no more be shown in your Control panel.**

**\*\*After form fill up is over, Save the report (after clicking Save and Print) in .pdf format and mail it along the payment slip with a cover letter to Board in their email ID.**

**N.B:- How to allow pop-ups, please see the following instructions.**

EXAMINATION AUTOMATION SY x +

Not secure | https://osbp.in/Inst\_app/StudentFormFillup.aspx

Pop-up blocked

OSBP- Odisha State Board of Pharmacy  
Examination Automation System

Welcome to AKASH INSTITUTE OF PHARMACEUTICAL EDUCATION & TEC

Home  
Change ID & Password  
Student Master  
Form Fillup  
Logout

Select Course: DPHARM  
Select Year of Admission: 2019  
Select Syllabus: OLD  
Select Academic Year (Presently Continuing)/Exam to appear: 2nd Year  
Select Year of Examination (Will Appear): 2022  
Select Type of Examination (Will Appear): Annual

Search

After selecting the papers and clicking on Save & Print, in some systems the Print page may not come due to Pop-up Blocker, and if such cases exists, then Click as shown above

Then Select Always Allow Pop-ups

\*\* Alternatively, You can Keep Pressing Ctrl Key from Key Board and Then Click Save and Print, it will not be blocked

FORM FILLUP OF STUDENTS - DPHARM 2nd Year

Student ID	Candidate Name	<input type="checkbox"/> Select All Papers	Paper-I	Paper-II	Paper-III
41940505551	BIBHU PRAKASH PALAI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41940505552	RAJESH KUMAR SAHOO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41940505553	DEBENDRA BEHERA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41940505554	SOUMYA PRAKASH PALAI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41940505555	HIMANSHU MOHANTY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41940505556	BRAJA RANJAN DASH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41940505557	MAHUA MAJUMDAR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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If any Institutions are facing any doubts / confusions in the form fill up of their students or facing some technical problems or any errors, either they can mail details of the problem with screen shot (by pressing Print Screen button from key board and pasting (Ctrl + V) in a word file and saving it and attaching in email to Board or can whatsapp in that group created to resolve technical issues.