SAM: Security and Management System

Guidelines for users [Student Portal]

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1) Open **sam.iitdh.ac.in**.
2) Log in using your **IIT Dharwad Gmail account**. The dashboard will open.
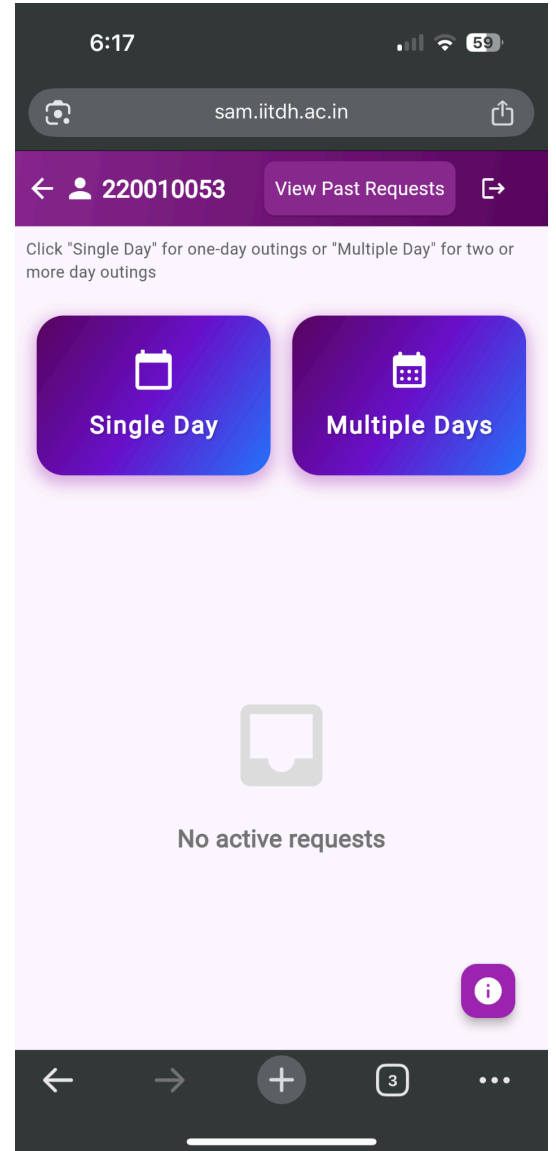
- If you want to go out of the institute for a single day,
1) Click on the **"Single Day"** button on the dashboard.
2) Verify your details. If the details are incorrect, drop an email at **sam.sw@iitdh.ac.in**, specifying the corrections needed.
3) Enter your correct 10-digit phone number and click **"Submit**."
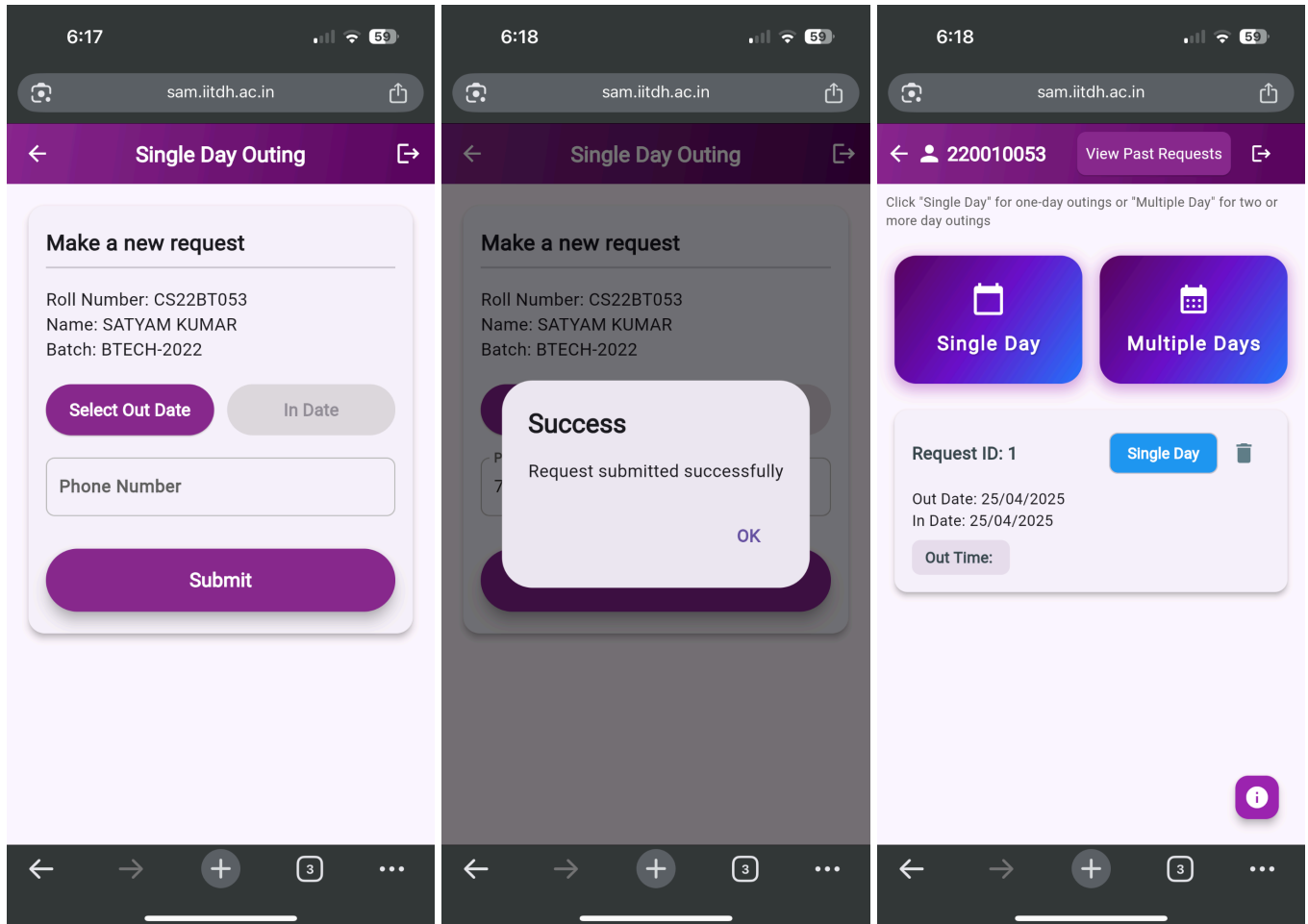
- If you are going on a multiple-day outing,
1) Click on the **"Multiple Days"** button on the dashboard.
2) Fill in the details about your destination.
3) Select the state you are visiting from the dropdown and provide a valid 10-digit phone number and an alternate phone number.
4) The alternate phone number must belong to your parents or guardians.

- You can have one active Single Day request and one active Multiple Days request at a time.
- A request is considered active from the time it is made until you return to the institute.

- After the Request is made, your requests will be displayed on the dashboard.
- When leaving the main gate, the guard will scan the **QR code/barcode** on the back of your ID card, verify your details, check your bags if necessary, and record your exit time.
- The same process will be followed when you re-enter the institute, and your in-time will be recorded.
- If you return late, the authorities will be notified.
- **Carrying your ID card is mandatory when moving in and out of the institute.**

- If any updates are not reflected on the dashboard, try logging out and logging in again. The **logout button** is at the top right of the dashboard screen.

Common Scenarios:

Case 1: What if I make a single-day or multiple-day request but do not go out on that date?
- If you do not go out on the requested day, you can delete the request using the delete (dustbin) button in the top-right corner of the request card.
- If not manually deleted, the request will be auto-deleted the next day.

Case 2: I made a multiple-day request from date A to date B, but my stay got extended to a later date C after date B for some reason. What shall I do?
- You can click the edit in date button at the bottom right corner of the multiple-day request card and choose the new In date. In date will be updated and displayed on the dashboard.
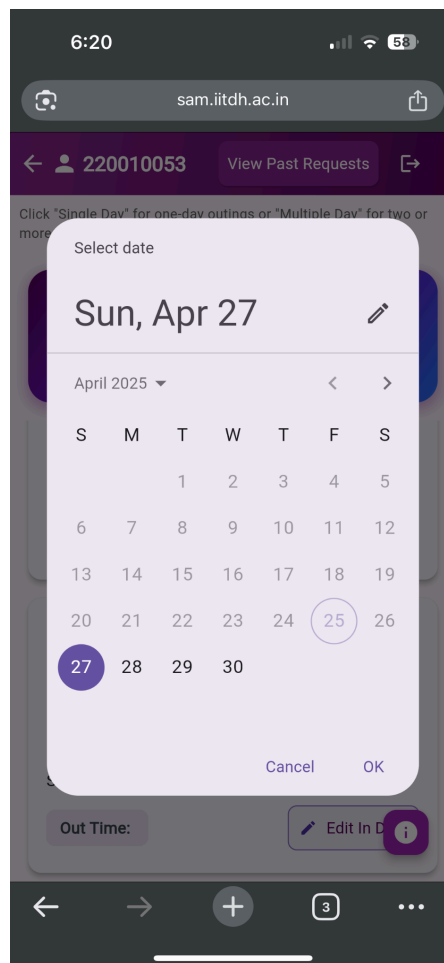
Case 3: I made a single-day outing request and went out, but due to some reason, I cannot return on the same day and want my leave to be extended. What can I do?
- Delete active multiple-day requests if any. You can click the edit in date button at the bottom right corner of the single day request card, fill in the details, and click on the "Save" button. Changes will be reflected on the dashboard.
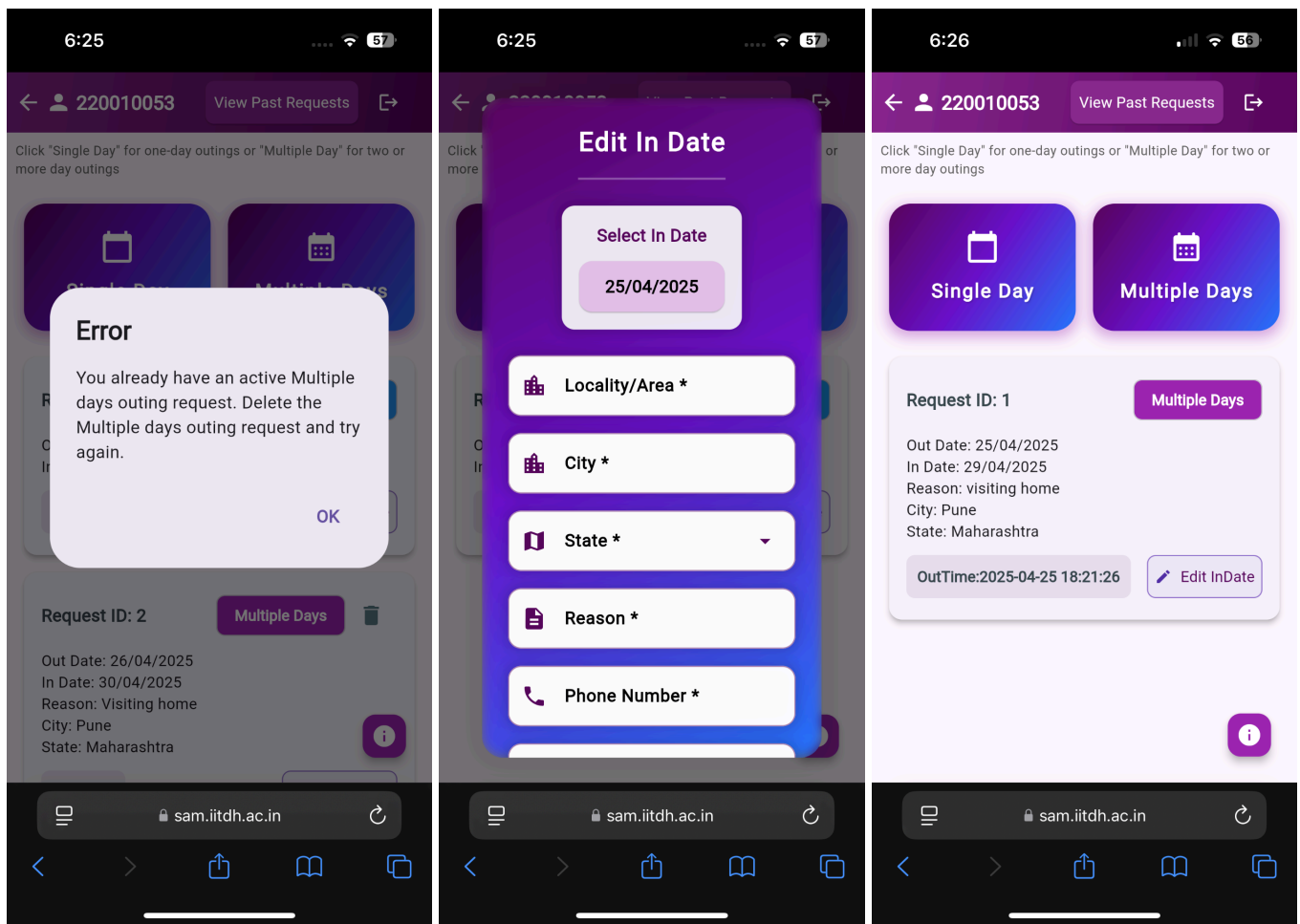
Case 4: I chose the incorrect dates or filled incorrect details while making a request. How to fix the details?

- Delete the incorrect request and submit a new one with the correct details.

About SAM:

SAM (Security and Management System) is a paperless outpass solution designed to streamline coordination between students, wardens, and guards, ensuring efficient record-keeping and enhancing student safety.

In case of any queries or feedback, drop an email at sam.sw@iitdh.ac.in
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Regards,
Team SAM
Satyam & Mukta.