



**WELCOME**

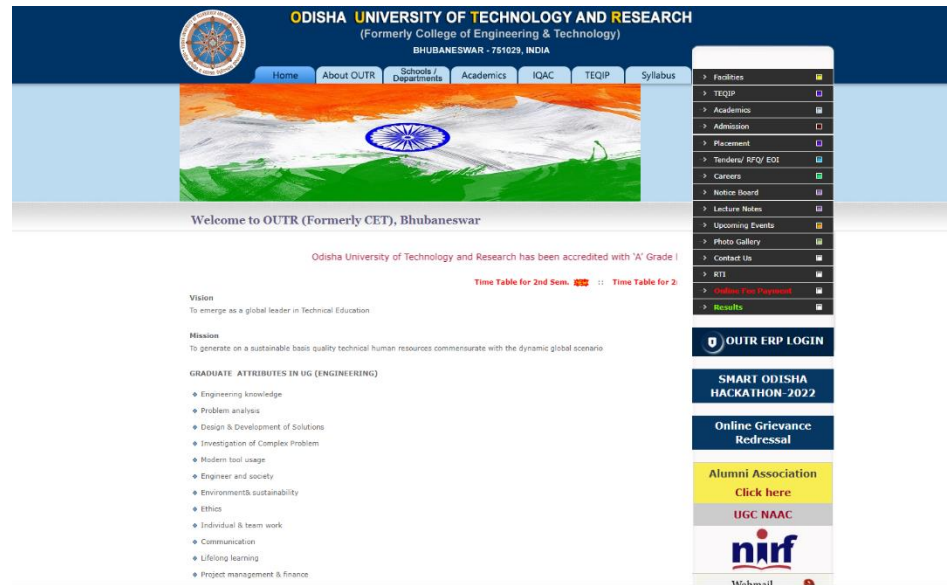
**TO**

**FRESHER'S**

**SOP**

**SOP to fill up the information and make the payment, details as given below.**

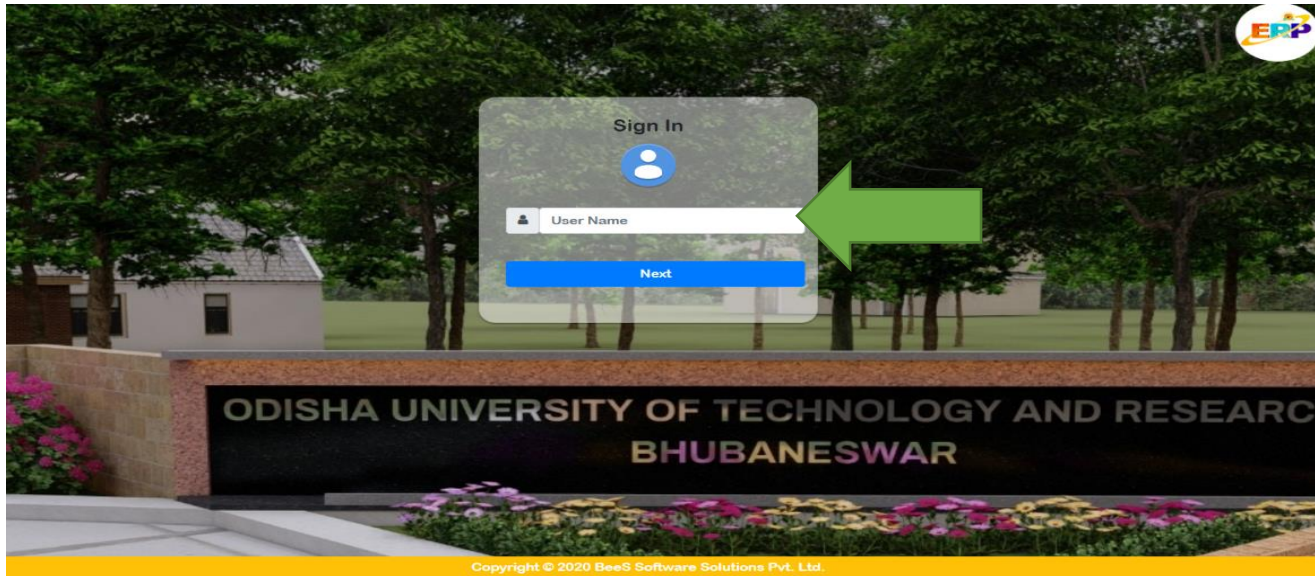
1. Browse the URL in browser (google chrome or mozilla firefox) i.e. [www.outr.ac.in](http://www.outr.ac.in) .
2. The web page now opened as given below.



3. Then click on “ **OUTR ERP LOGIN** ”



4. After click on **OUTR ERP LOGIN** the web page is opened for the ERP login as given below.



5. Enter your “ **User Name** ” and “ **Password** ”. Your username and password, both are same as your “**JEE Main/OJEE APPLICATION NO**” (12 DIGIT) then click on next button and the web page is opened as given below.

Odisha University of Technology and Research

WELCOME SHAKTI PRASAD SINGH ( 631230107573 )

Welcome to OUTR ERP - Campus Automation Software: Click on any of the Modules to Start

@ Office ▾ Academics ▾ Examination Cell ▾ Library ▾ Placements ▾ Utilities ▾

Your Latest Attendance is:

Notifications

Date & Time	Notifiedby	Subject	Narration	File	Status
-------------	------------	---------	-----------	------	--------

Today's Time Table

[View Full Time Table](#)

Subject Wise Attendance

Date wise Attendance

6. After login you are able to see your “ **Name and OJEE application number** ” at top right corner.

Odisha University of Technology and Research

WELCOME SHAKTI PRASAD SINGH ( 631230107573 )

Welcome to OUTR ERP - Campus Automation Software: Click on any of the Modules to St

@ Office Academics Examination Cell Library Placements Utilities

Your Latest Attendance is:

Notifications

Date & Time	Notifiedby	Subject	Narration	File	Status
-------------	------------	---------	-----------	------	--------

ToDay's Time Table

[View Full Time Table](#)

Subject Wise Attendance

Date wise Attendance

7. Then click on “ **Office** ” tab at top left.

Odisha University of Technology and Research

WELCOME SHAKTI PRASAD SINGH ( 631230107573 )

Welcome to OUTR ERP - Campus Automation Software: Click on any of the Modules to St

@ Office Academics Examination Cell Library Placements Utilities

Your Latest Attendance is:

Notifications

Date & Time	Notifiedby	Subject	Narration	File	Status
-------------	------------	---------	-----------	------	--------

ToDay's Time Table

[View Full Time Table](#)

Subject Wise Attendance

Date wise Attendance


## 8. Then Click on “ My Information Editing ”.

The screenshot shows the Odisha University of Technology and Research portal. At the top, there is a header with the university logo and name, and a welcome message for Shakti Prasad Singh. Below the header is a navigation bar with various modules: Office, Academics, Examination Cell, Library, Placements, and Utilities. The 'My Information - Editing' module is highlighted with a green arrow. Below the navigation bar, there is a section for 'Your Latest Attendance is:' followed by a 'Notifications' table with columns for Date & Time, Notifiedby, Subject, Narration, File, and Status. Below the table are buttons for 'ToDay's Time Table', 'View Full Time Table', 'Subject Wise Attendance', and 'Date wise Attendance'.

## 9. Then your My Information Editing page is opened like below, for fill-up the details about you.

The screenshot shows the 'My Information - Editing' page. At the top, there is a header with the university logo and name, and a welcome message for Shakti Prasad Singh. Below the header is a navigation bar with various modules: Office, Academics, Examination Cell, Library, Placements, and Utilities. The 'My Information - Editing' module is highlighted. Below the navigation bar, there is a section for 'My Information - Editing' with a breadcrumb trail: 'You are Here : @Office >> My Information - Editing'. There are 'Save' and 'Back' buttons. Below this is a form with various fields for personal and academic details. The form is divided into several sections: 'Allotment Details', 'Personal details', 'Photo & Signature', 'Biometric Details', and 'Qualified Previous Exam Details'. The 'Allotment Details' section includes fields for Batch, Admission Date, Autonomous Batch, Admission Category, Other Admission Type, Caste Category, Year of Join, Lateral Entry, Spot Admission, Admission Type, and Hostel Willingness. The 'Personal details' section includes fields for DOB, Gender, Father Name, Mother Name, Parent Annual Income, Blood Group, Mother Younger, Father Occupation, Mother Occupation, Nationality, and Religion. The 'Photo & Signature' section includes fields for Upload Photo and Upload Sign. The 'Biometric Details' section includes fields for Biometric1 and Biometric2. The 'Qualified Previous Exam Details' section includes fields for Test, Rank, Test Reg No., Study Duration, and Year.

10. Now you have to fill-up the details and upload the certificate “ TAB ” wise one by one. “Admission Details, Communication Details, Qualification Details, Certificate Details, Identity Details”. In the TAB “ \* ” marks are mandatory field and must be filled up.



**Odisha University of Technology and Research**

WELCOME SHAKTI PRASAD SINGH ( 631230107573 )

**My Information - Editing** Save Back

You are Here : @Office >> My Information - Editing

Reg No:\* 63123010    Admin No: 63123010    Roll No: 63123010    Name:\* SHAKTI PRASAD SINGH    Program:\* M.Par    Branch:\* Planni    SubBranch:    Sem:\* 1st Semester

↓ ↓ ↓ ↓ ↓ ↓

[Admission Details](#)   [Communication Details](#)   [Qualification Details](#)   [Certificate Details](#)   [Certificate Upload](#)   [Identity Details](#)

Allotment Details		Personal details		Photo & Signature	Biometric Details
Batch:* 2023 - 2024	Year of Join:* 2023	DOB:* 15/08/2000	Gender:* Male	Choose File    No file chosen  <span>Upload Photo*</span> Upload <small>Photo With jpeg Format And Size 30KB With Pixel 200x260</small>	Biometric1
Admission Date:* 15/08/2023	Lateral Entry: No	Father Name:* Father	Father Occupation:		Biometric2
Autonomous Batch: No	Spot Admission: No	Mother Name:*	Mother Occupation:		
Admission Category: -SELECT-	Admission Type: Regular	Parent Annual Income:	Nationality:* -SELECT-		
Other Admission Type:	Hostel Willingness:*	Blood Group:*	Religion:*		

# 11. First click on “Admission Details\*” Tab. Now fill-up the details in this tab:-

- a. In “Allotment Details”, “ Hostel Willingness ” if you are interested to stay in the hostel of OUTR then click on “YES” otherwise “No”.
- b. “Caste Category\*” Chose from drop and down menu, as per your caste.
- c. In “Personal Details”, Check your “Date of Birth\*, Gender\*” if wrong correct it. Fil-up the “Father Name\*, Father Occupation, Mother Name\*, Mother Occupation, Parent Annual Income, Nationality\*(From drop and down) menu, Blood Group\* (From drop and down) menu, Religion\*(From drop and down) menu, Mother Tounge\*(From drop and down) menu.
- d. In “Photo & Signature”, Now “Upload Photo” the **Resent Passport size scan photo (Which was used for Examination, Identity Card and if any other requirement during study period at OUTR)** and “scan signature” (Which was used for Identity Card and if any other requirement during study period at OUTR). Both should be “within 30KB and Pixel size should be 200 X 260, in JPG or JPEG file only”
- e. **no need to fill-up the “Biometric details”**

The screenshot displays a four-column form interface. The first column, 'Allotment Details', contains dropdown menus for Batch (2023 - 2024), Admission Date (15/08/2023), Autonomous Batch (No), Admission Category (-SELECT-), Other Admission Type (-SELECT-), Year of Join (2023), Lateral Entry (No), Spot Admission (No), Admission Type (Regular), and Hostel Willingness (No). A green arrow points to the Caste Category dropdown (-SELECT-). The second column, 'Personal details', includes text boxes for DOB (15/08/2020), Father Name (Father), Mother Name, Parent Annual Income, Blood Group (-SELECT-), and Mother Tounge (-SELECT-). It also features dropdown menus for Gender (Male), Father Occupation, Mother Occupation, Nationality (-SELECT-), and Religion (-SELECT-). Green arrows point to each of these fields. The third column, 'Photo & Signature', has two 'Choose File' buttons and two 'Upload' buttons: 'Upload Photo\*' (with instructions: 'With jpeg Format And Size 30KB With Pixel 200x260') and 'Upload Sign\*' (with instructions: 'Upload Sign With jpeg Format And Size 30KB With Pixel 200x260'). Green arrows point to these buttons. The fourth column, 'Biometric Details', shows two empty boxes labeled 'Biometric1' and 'Biometric2'. The bottom section, 'Qualified Previous Exam Details', includes dropdowns for Test (JEE) and Rank (0), and text boxes for Test Reg No (0) and Study Duration (2023 to 2025), with a 'Refresh Year' button. The final section, 'Dayscholar or Hostel', has a 'Student status' dropdown set to 'Dayscholar'. Green arrows indicate the flow of information and the specific fields mentioned in the instructions.

## 12. Now we complete the “Admission Details” tab and its look like below image.

Reg No:*	Admin No:	Roll No:	Name:*	Program:*	Branch:*	<input type="checkbox"/> SubBranch:	Sem:*
63123010757:	63123010757:	63123010757:	SHAKTI PRASAD SINGH	M.Plan	Planning		1st Semester

Admission Details	Communication Details	Qualification Details	Certificate Details	Certificate Upload	Identity Details
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### Allotment Details

Batch:*	Year of Join:*
2023 - 2024	2023
Admission Date:*	Lateral Entry:
15/08/2023	No
Autonomous Batch:	Spot Admission:
No	No
Admission Category:	Admission Type:
-SELECT-	Regular
Other Admission Type:	Hostel Willingness:*
-SELECT-	No
Caste Category:*	
GEN	



### Personal details

DOB:*	Gender:*
12/06/1990	Male
Father Name:*	Father Occupation:
Raghu Prasad Singh	Farmer
Mother Name:*	Mother Occupation:
Hiramani Chand	House Wife
Parent Annual Income:	Nationality:*
1800000	Indian
Blood Group:*	Religion:*
B+	Hinduism
Mother Tongue:*	
ODIA	



### Qualified Previous Exam Details

Test:	Test Reg No:
JEE	0
Rank:	Study Duration
0	2023 - 2025
	<a href="#">Refresh Year</a>

### Photo & Signature


<a href="#">Choose File</a> No file chosen
<a href="#">Upload Photo*</a> <a href="#">Upload Photo With</a>
<small>jpeg Format And Size 30KB With Pixel 200x260</small>

<a href="#">Choose File</a> No file chosen
<a href="#">Upload Sign*</a> <a href="#">Upload Sign With jpeg</a>
<small>Format And Size 30KB With Pixel 200x260</small>
<b>Dayscholar or Hostel</b>
Student status:
Dayscholar

### Biometric Details

	Biometric1
	Biometric2



**13. Now fill-up the second tab “Communication Details” do as given below.**

- a. In “Phone & Email Details” fill-up the “Land Line” number if available, “Parent Mobile No\*” must be given, “Student Whatsapp Mobile No\*” must be given, “Parent Email” if available, “Student Email\*” must be given, “Student alt Email\*” if available now its complete
- b. In “Correspondence Address” fill-up the “Door No\*, Street\*, Area (Village)\*, Block\*, State\*, District\*, Pin\*” all fields are mandatory fields so it must be filled up. if you want click on “Merge Correspondence Address” otherwise ignore this.
- c. In “Permanent Address” if your “Correspondence Address” is same as “Permanent Address” then click on box “same as Correspondence Address ” and after clicking its automatically pull from Correspondence Address. If not fill-up the “Door No\*, Street\*, Area (Village)\*, Block\*, State\*, District\*, Pin\*” all fields are mandatory fields so it must be filled up. if you want click on “Merge Correspondence Address” other wise ignore this.

Reg No:\* 631230107573 Admin No: 631230107573 Roll No: 631230107573 Name:\* SHAKTI PRASAD SINGH Program:\* M.Plan Branch:\* Planning SubBranch: Sem:\* 1st Semester

Admission Details **Communication Details** Qualification Details Certificate Details Certificate Upload Identity Details

**Phone & Email Details**

LandLine: Parent Mobile No:\*  
Student Whatsapp Mobile No:\* Parent Email:  
Student Email:\* Student Alt Email:  
Distance To College:

**Correspondence Address**

Door No:\* Street:\*  
Area (Village):\* Block:\*  
State:\* District:\*  
Pin:\* Merge Correspondence Address

**Permanent Address**

Same as Correspondence Address

Door No:\* Street:\*  
Area (Village):\* Block:\*  
State:\* District:\*  
Pin:\* Merge Permanent Address

14. Now the **“Communication Details”** tab is completed and its look as shown below:

Reg No.\* 631230107573 Admin No. 631230107573 Roll No. 631230107573 Name.\* SHAKTI PRASAD SINGH Program.\* M.Plan Branch.\* Planning SubBranch: Sem.\* 1st Semester

Admission Details **Communication Details** Qualification Details Certificate Details Certificate Upload Identity Details

**Phone & Email Details**

LandLine: Parent Mobile No.\* 2312345678  
Student Whatsapp Mobile No.\* 2321234567 Parent Email: hhgdf@gmail.com  
Student Email.\* bshjb@gmail.com Student Alt Email:  
Distance To College:

**Correspondence Address**

Door No.\* D 102 Street.\* Bhubaneswar  
Area (Village).\* Nayapalli Block.\* Khurda  
State.\* Odisha District.\* Khordha  
Pin.\* 751029 Merge Correspondence Address

**Permanent Address**

Same as Correspondence Address

Door No.\* D 102 Street.\* Bhubaneswar  
Area (Village).\* Nayapalli Block.\* Khurda  
State.\* Odisha District.\* Khordha  
Pin.\* 751029 Merge Permanent Address

15. AFTER FILL-UP THE TWO TAB **“Admission Details”** & **“Communication Details”** CLICK ON SAVE BUTTON IN RIGHT TOP TO SAVE THE DATA FILLED UP AS SHOWN BELOW. If all data are filled correctly as per requirement then you able to see a **RED COLOUR** message on top that **“Record Saved”** or else an error message will be shown accordingly modify the data in the said field and then save till the **“Record Saved”** message shown.

Odisha University of Technology and Research WELCOME SHAKTI PRASAD SINGH ( 631230107573 )

Welcome to OTR ERP - Campus Automation Software: Click on any of t

My Information - Editing Record Saved Save Back

You are Here : @Office >> My Information - Editing

Reg No.\* 631230107573 Admin No. 631230107573 Roll No. 631230107573 Name.\* SHAKTI PRASAD SINGH Program.\* M.Plan Branch.\* Planning SubBranch: Sem.\* 1st Semester

Admission Details **Communication Details** Qualification Details Certificate Details Certificate Upload Identity Details

**Phone & Email Details**

LandLine: Parent Mobile No.\* 8976543456  
Student Whatsapp Mobile No.\* 6756453423 Parent Email: sajkbjc@gmail.com  
Student Email.\* dhfdjsh@gmail.com Student Alt Email: cjsjd@gmail.com  
Distance To College:

**Correspondence Address**

Door No.\* 1 Street.\* Odisha University of Techno  
Area (Village).\* BBSR Block.\* Basta  
State.\* Odisha District.\* Koraput  
Pin.\* 757055 Merge Correspondence Address

**Permanent Address**

Same as Correspondence Address

Door No.\* 1 Street.\* Odisha University of Techno  
Area (Village).\* BBSR Block.\* Basta  
State.\* Odisha District.\* Koraput  
Pin.\* 757055 Merge Permanent Address

**16. Now fill-up the third tab “Qualification Details”,do as given below.**

- a. In “Qualification Name” select from drop down menu, write the “Institution” name, write the “Institution address” , Select the “Medium” from drop down menu, write the “Percentage”, write the “Division” & select the pass out “Year” from drop down menu and click on “ADD” button too add the details and after adding you able to see at down box **AS PER YOUR QUALIFICATION DETAILS.**

Reg No:\* 631230107573 Admin No: 631230107573 Roll No: 631230107573 Name:\* SHAKTI PRASAD SINGH Program:\* M.Plan Branch:\* Planning SubBranch: Sem:\* 1st Semester

Admission Details Communication Details **Qualification Details** Certificate Details Certificate Upload Identity Details

Qualification Name: -SELECT- Institution: Institution Address: Medium: -SELECT- Percentage: Division: Year: 2023 **ADD**

Select	Delete	Qualification	Institution	Institution Address	Medium	Perc	Division	Year
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**17. Now the “Qualification Details” tab is completed and its look as shown below:**

Reg No:\* 631230107573 Admin No: 631230107573 Roll No: 631230107573 Name:\* SHAKTI PRASAD SINGH Program:\* M.Plan Branch:\* Planning SubBranch: Sem:\* 1st Semester

Admission Details Communication Details **Qualification Details** Certificate Details Certificate Upload Identity Details

Qualification Name: -SELECT- Institution: Institution Address: Medium: -SELECT- Percentage: Division: Year: 2023 **ADD**

Select	Delete	Qualification	Institution	Institution Address	Medium	Perc	Division	Year
Select	Delete	10th CBSE	GRT	Khurda Bhubaneswar	English	90	1	2019
Select	Delete	12th	UTU	Bhubaneswar	English	98	1	2021

18. Now in Fourth tab **“Certificate Details”** **NOTHING TO DO IN THIS TAB.**

19. Now fill-up the Fifth tab **“Certificate Upload”** and do as given below.

a. Now click on Certificate **“drop down menu”** and chose the certificate, then click on **“Chose File”** from your device to add the certificate and click on **“ADD”** button to add the certificate one by one after adding the certificate must be click on **“Save all Certificate”**.

The screenshot shows the 'Certificate Upload' tab of a web application. At the top, there are input fields for Reg No., Admin No., Roll No., Name, Program, Branch, SubBranch, and Sem. Below these are tabs for Admission Details, Communication Details, Qualification Details, Certificate Details, Certificate Upload, and Identity Details. The Certificate Upload tab is active. It contains a 'Certificate:' dropdown menu with 'B. TECH CERTIFICA' selected, a 'Browser:' section with a 'Choose File' button and 'No file' text, and a green 'ADD' button. Below this is a table with columns 'SNo', 'Certificate Name', and 'File Upload'. A yellow 'Save All Certificates' button is at the bottom. Green and orange arrows point to the dropdown menu, the 'Choose File' button, the 'ADD' button, and the 'Save All Certificates' button respectively.

20. Now we complete the **“Certificate Upload”** tab and its look like below image and showing message in **RED COLOUR** certificate uploaded successfully.

The screenshot shows the 'Certificate Upload' tab after successful completion. A red message 'Certificates Uploaded Successfully.' is displayed at the top right, with a green arrow pointing to it. The form fields and tabs are the same as in the previous screenshot. The 'Certificate:' dropdown now shows '+2 CERTIFICATE'. The table has three rows of data:

SNo	Certificate Name	File Upload
1	10TH CERTIFICATE	certificate.pdf
2	+2 MARKSHEET	certificate.pdf
3	+2 CERTIFICATE	certificate.pdf

The yellow 'Save All Certificates' button is still visible at the bottom.

**21. Now fill-up the Sixth tab “Identity Details” and do as given below.**

- a. In “Identification Marks” write the mark 1 & 2,**
- b. Give the “Bank Details” if you want.**
- c. In “Personal identity details” “AADHAR NO” must be given other fields are optional may or may not fill-up.**
- d. In “Fee Reimbursement-Reference Details” is for officials of OTR nothing to do.**
- e. IN “Aadhar Details of Parents” if you want.**

Reg No:* <input type="text" value="631230107573"/>	Admin No: <input type="text" value="631230107573"/>	Roll No: <input type="text" value="631230107573"/>	Name:* <input type="text" value="SHAKTI PRASAD SINGH"/>	Program:* <input type="text" value="M.Plan"/>	Branch:* <input type="text" value="Planning"/>	<input type="checkbox"/> SubBranch: <input type="text"/>	Sem:* <input type="text" value="1st Semester"/>
---	--	---	--	--	---	---	--

Admission Details	Communication Details	Qualification Details	Certificate Details	Certificate Upload	Identity Details
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**Identification Marks**

Identification Mark 1: <input type="text"/>	Identification Mark 2: <input type="text"/>
--	--

**Personal Identity Details**

Ration Card No: <input type="text"/>	Passport No: <input type="text"/>
Driving Licence No: <input type="text"/>	Aadhar No: <input type="text"/>
Voter ID : <input type="text"/>	PAN Card No: <input type="text"/>
Other Id Name: <input type="text"/>	Other Id No: <input type="text"/>

**Fee Reimbursement-Reference Details**

Fresh ID: <input type="text"/>	Ren.1 ID: <input type="text"/>
Ren.2 ID: <input type="text"/>	Ren.3 ID: <input type="text"/>
Ren Name: <input type="text"/>	

**Bank Details**

Bank Account No: <input type="text"/>	Bank Name: <input type="text" value="-SELECT-"/>
Bank Branch: <input type="text"/>	IFSC Code: <input type="text"/>

**Aadhar Details of Parents**

Father No: <input type="text"/>	Mother No: <input type="text"/>
------------------------------------	------------------------------------

22. After Fill-up all the tabs click on “Save” button, which was at right side top corner as shown below if all data are filled up correctly as per requirement then you able to see a **RED COLOUR** message on top that “Record Saved”. Then click on the “Back” button for back to home page.

Welcome to OTR ERP - Campus Automation Software: Click on any of the Modules to Start with your OTR ERP Solutions

My Information - Editing

You are Here : @Office >> My Information - Editing

**Record Saved**

Save Back

Reg No:\* 631230107573 Admin No: 631230107573 Roll No: 631230107573 Name:\* SHAKTI PRASAD SINGH Program:\* M.Plan Branch:\* Planning SubBranch: Sem:\* 1st Semester

Admission Details Communication Details Qualification Details Certificate Details Certificate Upload Identity Details

Identification Marks Personal Identity Details Fee Reimbursement-Reference Details

Identification Mark 1 Identification Mark 2 Ration Card No: Passport No: Fresh ID: Ren 1 ID:

**NOW THE “My Information Editing” WORK IS SUCCESSFULLY COMPLETED, THEN MOVE FOR THE PAYMENT SECTION.**

23. Now we are in home page of ERP. Click on “Office”, then “Online Fee Payment”.

Odisha University of Technology and Research

WELCOME SHAKTI PRASAD SINGH ( 631230107573 )

Welcome to OUTR ERP - Campus Automation Software: Click on any of the Modules to Start with your OUTR ERP Sol

@ Office Academics Examination Cell Library Placements Utilities

My Information - Editing  
Online Fee Payment  
University Fee Receipt Generation

Your Latest Attendance is:

Date & Time	Notifiedby	Subject	Narration	File	Status
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Today's Time Table

[View Full Time Table](#)

Subject Wise Attendance

Date wise Attendance

24. After click on “Online Fee Payment” the web page will be redirected to another payment page where you able to see the Fees details as given below (Which was already given). Click on “ Make Payment” Button.

Odisha University of Technology and Research

College Fee - Online Fee Payment

You are Here : @Office >> College Fee- Online Fee Payment

Receipt Date: 19/08/2023 Total Due Amount Caste - GEN , Admn Type - Regular

Registration Fees: 1 Hostel Fees: 0 Fine: 0

Grand Total Fees: 1 Amount in Words: One Rupees

Make Payment

25. After click on “**Make Payment**” button “**Type the Characters you seen in the Picture Box\***”  
Then click on “**Go to Payment**”

Odisha University of Technology and Research

Welcome to OUTR ERP

College Fee - Online Fee Payment

You are Here : @Office >> College Fee - Online Fee Payment

Receipt Date: 19/08/2023 Total Due Amount Caste - GEN , Admn Type -

Registration Fees: 1 Hostel Fees: 0 Fine: 0

Grand Total Fees: 1 Amount in Words: One Rupees

Type the Characters you seen in the Picture Box\* AUaP93 AUaP93 Can't Read? Go to Payment

26. After click on “**Go to Payment**” button the web page will redirected to bank payment page as given below. You can pay through **Credit card, Debit Card and also Net Banking**. Fill-up the bank details and click on “**Make Payment**” button

Payment Methods

Credit / Debit Cards >

Net Banking >

Cards

VISA Mastercard RuPay

Card Number

Expiration Date MM/YY CVV/CVC

Card Holder Name

Merchant name Odisha University of Technology and Research

Order Id REGULAR287499

Payment Amount ₹1

Make Payment for ₹1

BillDesk Privacy policy | Terms & conditions



27. After click on **“Make Payment”** button the web page will redirected to OTP page as per your **BANK**. **“Enter OTP”** at OTP box and click on **“SUBMIT”** button.

**VISA**  Canara Bank

**Merchant Details**

Merchant Name	CETBHUBANESW
Date	Aug 19, 2023
Card Number	4687 XXXX XXXX 5909
Amount	₹1.00
Not your contact details?	<a href="#">Contact Customer Care</a>

**Enter OTP**

Successfully sent OTP to your registered mobile number X1XXXXXX8XX7  
Not your registered mobile number? [Refresh here.](#)

Enter OTP

[Resend OTP](#)

28. After click on **“SUBMIT”** button in few seconds, the page is like as given below if your payment is successful. Click on **“View Receipt”** to download the receipt.

**Odisha University of Technology and Research**

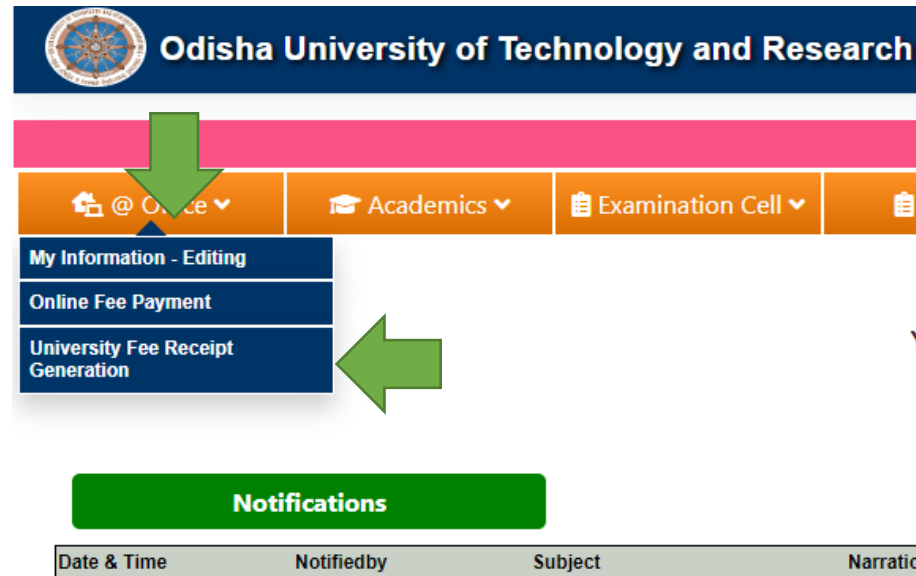
Transaction is successful. Payment of Rs: 1.00 towards Regular Fee is processed Successfully. Receipt No: 1785, TransactionId:ZHMP1335968174

Receipt Date:  [Total Due Amount](#)

Registration Fees:  Hostel Fees:  Fine:

Grand Total Fees:  Amount in Words:

29. The fee receipt can download from home page, for that click on “Office” and then click on “University Fee Receipt Generation” button as given below.




The screenshot shows the Odisha University of Technology and Research website. The header includes the university logo and name. Below the header is a navigation menu with options: @Office, Academics, Examination Cell, and a notification icon. The @Office menu is expanded, showing options: My Information - Editing, Online Fee Payment, and University Fee Receipt Generation. A green arrow points to the University Fee Receipt Generation option. Below the navigation menu is a green Notifications button and a table with columns: Date & Time, Notifiedby, Subject, and Narratio.


30. After click on “University Fee Receipt Generation”, button click on “Show” button as given below to download the receipt.



The screenshot shows the College Fee Receipt Generation page. The page title is "College Fee Receipt Generation". Below the title is the breadcrumb "You are Here : @Office >> College Fee Receipt Generation". There are two dropdown menus: "AcYear:\*" with the value "2023 - 2024" and "RecNo:\*" with the value "1785". To the right of these dropdowns is a blue "Show" button. A green arrow points to the "Show" button.

**31. Now the payment part also successfully completed receipt sample as given below. Take a print out of this copy and bring with you on reporting date at OUTR.**

**ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH**  
Techno Campus, Ghatikia, P.O. - Mahalaxmi Vihar  
BHUBANESWAR-751029 ODISHA, INDIA

FEE RECEIPT		
<b>Registration No</b> : 631230107573	<b>Date:</b> 19/08/2023	
<b>Semester</b> : 1st Semester		
<b>Student Name</b> : SHAKTI PRASAD SINGH		
<b>Parent Name</b> : Raghu Prasad Singh		
<b>Program</b> : M.PLAN		
<b>Branch</b> : PLANNING		
Fee Particulars		
SNo	Fee name	Amount
1	Registration Fee	1
<b>Mode of Payment : ONLINE</b>		<b>TOTAL:</b> 1
<b>Trans_ID : ZHMP1335968174</b>		
<b>Total In Words : One</b>		

Printed on 19/08/2023 @ 2:48 pm

**NOW YOU ARE REDAY TO REPORT AT OUTR  
ON DUE DATE AND TIME AS PER THE NOTICE**

**\*\*\*\*THANKING YOU \*\*\*\***