ଓଡ଼ିଶା ବୈଷୟିକ ଓ ଗବେଷଣା ବିଶ୍ୱବିଦ୍ୟାଳୟ
Odisha University of Technology and Research
Bhubaneswar-751029

Ref. No. 906 /OUTR   Date:- 31.08.2023

<u>INSTRUCTIONS FOR ADMISSION OF FRESHERS 2023-24</u>
<u>(1st-year M. Tech, M. Plan, MCA & MBA Programmes)</u>

Odisha University of Technology and Research, Bhubaneswar extends a hearty welcome to the candidates allotted by OJEE-2023 for admission into 1st year M. Tech, M. Plan, MCA & MBA Programmes. Important information with respect to admission are given below:

A. The candidates are **to follow 3 steps** for this admission process:

Step 1: Read these instructions and prepare accordingly.

Step 2: Follow the ERP SOP (standard operating procedures) to know how to fill up of the personal information and make admission fee payment through ERP portal required for admission process. This is available in our University website: www.outr.ac.in.

Step 3: Fill up of the personal information in the ERP portal for admission (available in our University website: www.outr.ac.in.) and make admission fee payment through ERP only in <u>single transaction</u> (No part-payment or in installment is allowed) before verification/reporting date as per the schedule date of admission (at page nos. 2& 3) as detailed below.: (**Cash Deposit is NOT allowed**.)

B. **Help Desk**: If you face any difficulty in filling up of the personal information and fee payment through ERP portal, then contact the respective programme Advisors for help. The list of programme-wise Faculty Advisors is given (at page no. 4) in this notice.

C. **Late Payment Fees**: The branch-wise and category-wise balance admission fee (i.e. total fees of the programme - fees paid at OJEE 2023) to be paid by the freshers is given at page no. 2. **Payment of fees after due date will not be considered. If the admission fee will not be paid in due time as above, it may be treated as a non-reporting case and the admission will be cancelled.**

D. **Documents for Verification/production**: The list of photocopies of the documents/certificates required for submission and original certificates required for verification are given at page nos. 3&4. Accordingly prepare these documents in order.

E. **Affidavits**: Two formats of the Affidavits are given at page nos. 7 & 8 of this notice. All the candidates are required to execute these two affidavits and submit the same during their schedule date of verification for admission positively.

1. **Admission Fees* to be paid by the Freshers** :

   1st year M. Tech, M. Plan, MCA & MBA Programmes
   (* Fee structure shown in this table below = Total fees of the programmes - fees deposited at OJEE-2023)

Sl. No.	Name of the Programs	(*) Balance fees payable (in Rs.)			
		General	SC / ST	TFW	PC
1	**Regular M.Tech./ M.Plan./ MCA/ M.Sc. Programmes** a) M.Tech. in Power Systems Engg. b) M.Tech. in Power Electronics and Drives c) M.Tech. in Energy System and Management d) M.Tech. in Electronics and Communications Engg. e) M.Tech. in Instrumentation and Control Engg. f) M.Tech. in VLSI Design and Embedded System g) M.Tech. in Geotechnical Engg. h) M.Tech. in Water Resources Engg. i) M.Tech. in Thermal Engg. j) M.Tech. in Mechanical Systems Design k) M.Tech. in Mechatronics and Machine Learning l) M.Tech. in Biotechnology m) M.Tech. in Textile and Chemical Processing n) M.Tech. in Textile Engg. o) M.Plan. in Urban and Regional Planning p) MCA	33,900/-	38,900/-	21,900/-	26,900/-
2	**Self-Sustaining Programmes (SSP)** a) M. Tech. in Computer Science and Engg. b) M. Tech. in Information Technology c) M. Tech. in Information Technology (PT) d) M. Tech. in Instrumentation and Control Engg. (PT) e) M. Tech. in Structural Engg. f) M. Tech. in Water Resources Engg. (PT) g) M. Tech. in Industrial Engineering and Management h) MBA	78,500/-	83,500/-	33,500/-	38,500/-

2. The schedule and venue for reporting and verification/deposit of documents are as follows:
   Admission Schedule: 07.09.2023, Venue: **Students' Activity Centre (SAC) of the University**

Date	Time	Programmes
07.09.2023	**09.30am - 10.30am**	M.Tech. in Power Systems Engg. M.Tech. in Power Electronics and Drives M.Tech. in Energy System and Management M.Tech. in Geotechnical Engg.
	10.30am - 11.30am	M.Tech. in Water Resources Engg. M. Tech. in Structural Engg. M. Tech. in Water Resources Engg. (PT)
	11.30am - 12.30pm	M.Tech. in Thermal Engg. M.Tech. in Mechanical Systems Design* M.Tech. in Mechatronics and Machine Learning M. Tech. in Industrial Engineering and Management
	12.30pm - 01.30pm	M. Tech. in Computer Science and Engg. M. Tech. in Information Technology M. Tech. in Information Technology (PT) M.Tech. in Electronics and Communications Engg. M.Tech. in Instrumentation and Control Engg. M.Tech. in VLSI Design and Embedded System M. Tech. in Instrumentation and Control Engg. (PT)
	02.30pm - 03.30pm	M.Plan. in Urban and Regional Planning M.Tech. in Biotechnology M.Tech. in Textile and Chemical Processing M.Tech. in Textile Engg MCA
	03.30pm - 04.30pm	MBA

*N.B.: (M.Tech. in Design and Dynamics has been renamed as M.Tech. in Mechanical System Design)

3. The Candidates are to produce ONE set of document for verification at the time of reporting for admission as follows:

Sl. No.	Set – I (self-attested photocopies copies of certificates/documents, original CLC and 2-passport size photographs)	Set-II (original certificates to be produced for verification at the time of reporting and it will be returned after verification)
	Document CHECK LIST (signed by the candidate and documents are to be arranged in this order)	-
i	Copy of the Final Allotment Letter of OJEE-2023 with allotment ID (Downloaded after 02.09.2023).	-
ii	Copy of the JEE-Main 2023 Rank Card	-
iii	OUTR - Admission fee deposit receipt as per branch and the category of the students (Gen/SC/ST/TFW/PC) (Sl. No-1 above)	-
iv	Photocopies of 10th Certificate and Mark-sheet	Original 10th Certificates and Mark-sheet
v	Photocopies of +2/ Diploma Certificate and Mark-sheets	Original +2/ Diploma Certificate and Mark-sheets
vi	Photocopies of Degree Certificate and Mark-sheets	Original Degree Certificate and Mark-sheets
vii	Photocopies of Caste certificate/ PWD Certificate (for SC/ST)	Original Caste certificate/ PWD Certificate (for SC/ST)
viii	Photocopies of Nativity/ Residential Certificate (in case of SC/ ST/ Girls/ PC/ EWS/ SGS/ TFW candidates)	Original Nativity/ Residential Certificate (in case of in case of SC/ ST/ Girls/ PC/ EWS/ SGS/ TFW candidates)
ix	Photocopies of Income Certificate for TFW student for current financial year (only for candidates taken admission under TFW category)	Original current year Income Certificate (only for candidates taken admission under TFW category)
x	Photocopies of Green Card (only for candidates taken admission under Green card category)	Original Green Card (only for candidates taken admission under Green card category)
xi	Photocopies Copy of the EWS Certificate (only for candidates taking admission under EWS category)	Original EWS certificate (only for candidates taking admission under EWS category)
xii	Photocopy of the Aadhaar Card of the Candidate	Original Aadhaar Card of the Candidate
xiii	**Original** CLC/ TC and Conduct Certificate	-
xiv	TWO recent passport size color photographs	-
xv	**Original Affidavits** in the prescribed format (Annexure - I & II) in non-judicial stamp paper of Rs 10/- each. The format are attached below.	-
xvi	Undertaking for non-employment	-

4. **Hostel Admission**: Students desirous of staying the hostel shall apply in the ERP portal. Selection of hostel allotment will be made based on the (i) student's present address, (ii) OJEE rank and (iii) the actual available seats.

5. **Class Start**: University timing is 9:00 AM to 5.00 PM. The Time-Table will be notified through University's official website: www.outr.ac.in.

6. If a candidate fails to submit the required document or found that he/she has not submitted copy of genuine document, his/her admission will be cancelled.

Sd/-
Dean, Post Graduate Studies and Research

Memo No. 907 /OUTR   Dated: 31.08.2023

Copy to All HOSs / HoDs/ PICs/Registrar/CoF/CoE/ Account Section/ Library for information and necessary action.

Sd/-
Dean, Post Graduate Studies and Research

Additional Information are given below:
For any difficulty in filling the information in the ERP system, then help from the Faculty Advisors may be taken. The programme-wise names of Faculty Advisors are given.

First Year – Faculty Advisors/Counsellor/Mentors:

Sl. No.	Name of the Department	Name of the Faculty Member (s)	Mobile No.	Email ID
1	Biotechnology	Dr. Suraja Kumar Nayak	9437155632	surajnayak3@gmail.com
2	Civil Engineering	Ms. Pramodini Sahu	7381016151	pramodinice@outr.ac.in
		Ms. Rosalin Dalai	9437585643	rosalin.iitk@gmail.com
3	Computer Science and Engineering	Mrs. Sanjukta Mohanty	7894590307	smohantycse@cet.edu.in
		Mr. Tapas Ku. Choudhury	9861611672	tkchoudhurycse@outr.ac.in
		Mrs. Krishansree Das	6371435492	Krishnasreedas1234@gmail.com
		Dr. Manoranjan Panda	9437205692	mpanda@outr.ac.in
4	Electrical Engineering	Mrs. Minakhi Behera	8895638889	mbeheraee@outr.ac.in
		Mrs. Samikshya Mishra	8908028823	samikshya.mishra3@gmail.com
		Mr. Neelakantha Guru	9658342905	neelakanthaguru@outr.ac.in
		Mr. Rudra Narayan Pradhan	9937113432	rudranarayan@outr.ac.in
5	Electronics & Instrumentation Engg.	Ms. Karmila Soren	8895068628	soren.karmila@gmail.com
		Mr. SrutiSagar Pattnaik	9178204324	srutisagar.pattanaik@gmail.com
		Ms. AbhyarthanaBisoyi	9437885898	ieabisoyi@outr.ac.in
		Dr. Lopamudra Das	9437537127	lopamudrag2001@yahoo.com
6	Information Technology	Dr. S.K.Dash	9040990892	skdash@outr.ac.in
		Dr. S.P.Mohanty	7008965600	msthitapragyan@gmail.com
7	Mechanical Engineering	Prof. Smruti Rekha Sen	9035646820	drsmrutirekhasen@gmail.com
		Prof. Puspa Ranjan Swain	9776336508	pranjanswain236@gmail.com
		Prof. Rururaj Pradhan	9439364303	rururaj.mech@gmail.com
		Prof. Pradip Kumar Sahu	9439778779	pradipsahu2@gmail.com
8	Textile Engg.	Mr. Suramya Mishra	9778721931	suramya.iihtbgh@gmail.com
9	Planning	Mr. Santosh Kumar	7321832554	skumarplanning@cet.edu.in
10	Chemistry	Dr. M. Behera	9445817042	madhusmita.chem@gmail.com
11	Mathematics	Dr. Damayanti Nayak	9439245345	damayanti.nayak83@gmail.com
12	Physics	Mrs. Anita Panda	9438123824	anitapanda46@gmail.com
13	MCA	Dr. D. Gountia	9437229338	dgountia@outr.ac.in

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Odisha University of Technology and Research
Bhubaneswar-751029

CHECK LIST (FOR FRESHERS FOR ADMISSION 2023-24

Programme of admission: OJEE Rank:

Name of the Candidate:

Mobile Number of Candidate:

Father's/ Guardian Name with Mobile number:

Category of admission: (Gen/SC / ST/ Girls / PC / TFW/ Ex-service/Green card/EWS/others)

OJEE /JEE Main - 2023 Application Number:

Sl. No.	Name of the Certificates/Documents	Mark tick √ if attached & mark *x* if not attached)
1	Copy of the Final Allotment Letter of OJEE-2023	
2	Copy of the JEE-main 2023 Rank Card	
3	OUTR - Admission fee deposit receipt as per branch and the category of the students (Gen/SC/ST/TFW/PC) (Sl. No-1 above)	
4	Photocopies of 10th mark-sheet and certificate	
5	Photocopies of +2/ Diploma mark-sheet and certificate	
5	Photocopies of Degree mark-sheet and certificate	
6	Photocopies of Caste certificate/PWD Certificate (for SC/ST/PC candidates)	
7	Photocopies of Nativity/ Residential Certificate (in case of SC/ST/Girls/PC candidates)	
8	Photocopies of Income Certificate for TFW student for the current financial year (if candidate has taken admission under TFW category)	
9	Photocopies of EWS certificate for the current financial year (if candidate has taken admission under EWS category)	
10	Photocopies of Green Card (if admission taken under Green card category)	
11	Copy of the Aadhaar Card	
12	**Original** CLC and conduct certificate	
13	TWO passport size photographs	
14	**TWO Original Affidavits** in the prescribed format (Annexure - I & II) in non-judicial stamp paper of Rs 10/- each.	

Date: **Signature of Candidate**

Signature of Verification Officer with Name

AFFIDAVIT BY THE STUDENT

I.. (Full name of student with JEE Roll No./ registration number) S/o D/o Mr./Mrs./Ms... having been admitted to .... (Name of the Institution) have received a copy of the AICTE Regulations on Curbing the Menace of Ragging, 2009 (hereinafter called the 'Regulations') carefully read and fully understood the provisions contained in the said Regulations.

1) I have, in particular, perused clause 4 of the Regulations and am aware as to what constitutes ragging.

2) I have also, in particular, perused clause 8 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

3) I hereby solemnly aver and undertake that

a) I will not indulge in any behavior or act that may be constituted as ragging under clause 4 of the Regulations.

b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 4 of the Regulations.

4) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 8 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

5) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this.................................... day of.................................. month of ....year.

Signature of deponent Verification

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at (Place) .... on this the .... (Day) of .... (Month)..(Year)

Signature of deponent

Solemnly affirmed and signed in my presence on this the... (Day) of ....
(Month).................................... (Year) after reading the contents of this affidavit.

OATH COMMISSIONER

(The Affidavit form duly prepared in a non-judicial stamp paper of Rs.10/- and signed by 1st class Magistrate or Notary should be submitted by all the students on the day of reporting)

AFFIDAVIT BY PARENT / GUARDIAN

I Mr./Mrs./Ms... (Full name of parent/guardian) father/mother/guardian of .... (full name of student with JEE Roll No./ registration number), having been admitted to... (Name of the Institution) have received a copy of the AICTE Regulations on Curbing the Menace of Ragging, 2009 (hereinafter called the 'Regulations') carefully read and fully understood the provisions contained in the said Regulations.

I have, in particular, perused clause 4 of the Regulations and am aware as to what constitutes ragging.

1) I have also, in particular, perused clause 8 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

2) I hereby solemnly aver and undertake that

a. My ward will not indulge in any behavior or act that may be constituted as ragging under clause 4 of the Regulations.

b. My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 4 of the Regulations.

3) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 8 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.

4) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this.................................... day of................................. month of...................................year.

Signature of deponent

Name:...
Address:..
Telephone/ Mobile:.....................................

Verification

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at (Place) .... on this the .... (Day) of .... (Month).. (Year)

Signature of deponent

Solemnly affirmed and signed in my presence on this the... (Day) of........................

(Month).................................... (Year) after reading the contents of this affidavit.

OATH COMMISSIONER

(The Affidavit form duly prepared in a non-judicial stamp paper of Rs.10/- and signed by 1st class Magistrate or Notary should be submitted by all the students on the day of reporting)

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Odisha University of Technology and Research
Bhubaneswar-751029

DECLARATION FOR NON-EMPLOYMENT

I, Mr./ Ms./ Mrs……………………………………………… Son/ Daughter/ Wife of ………………………………………………… Village ………………………………… P.O ………………...…… P.S ……………………. Dist ……………………………………. PIN ………………………... State ………………………………………, a regular student of 1st Semester M.Tech./ M.Plan./ MCA/ M.Sc./ MBA (tick the appropriate one) of OUTR, Bhubaneswar admitted in the academic session _____, do hereby declare that, I am presently not employed in any Govt./ Public Sector/ Private Organization, anywhere, inside or outside the state of Odisha.

Further, I do hereby undertake that, I shall not engage myself in any type of such employment scheme as declared above and/or any other admission process, during the tenure of my studentship at OUTR, Bhubaneswar.

I also undertake that, the above declaration submitted by me, is true to the best of my knowledge and belief. In case of any violation of the aforesaid declaration, my admission will be cancelled and my name will be struck-off from the Institution.

Signature of the student with date
JEE Enrolment No.:
Programme: M.Tech./M.Plan/MCA/M.Sc./MBA
                    (Tick the appropriate one)
Discipline/ Specialization:
Phone/ Mobile No.:
E. Mail Id:

Signature of Parent/ Guardian
with date
Phone/ Mob. No.:

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 .

2. The web page now opened as given below.
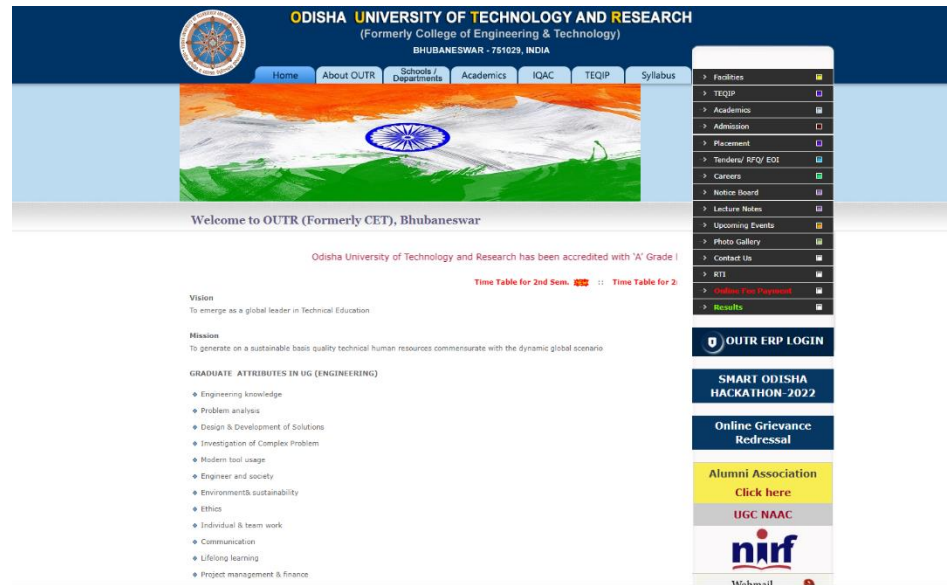
3. Then click on " OUTR ERP LOGIN "

4. After click on OUTR ERP LOGIN the web page is opened for the ERP login as given below.
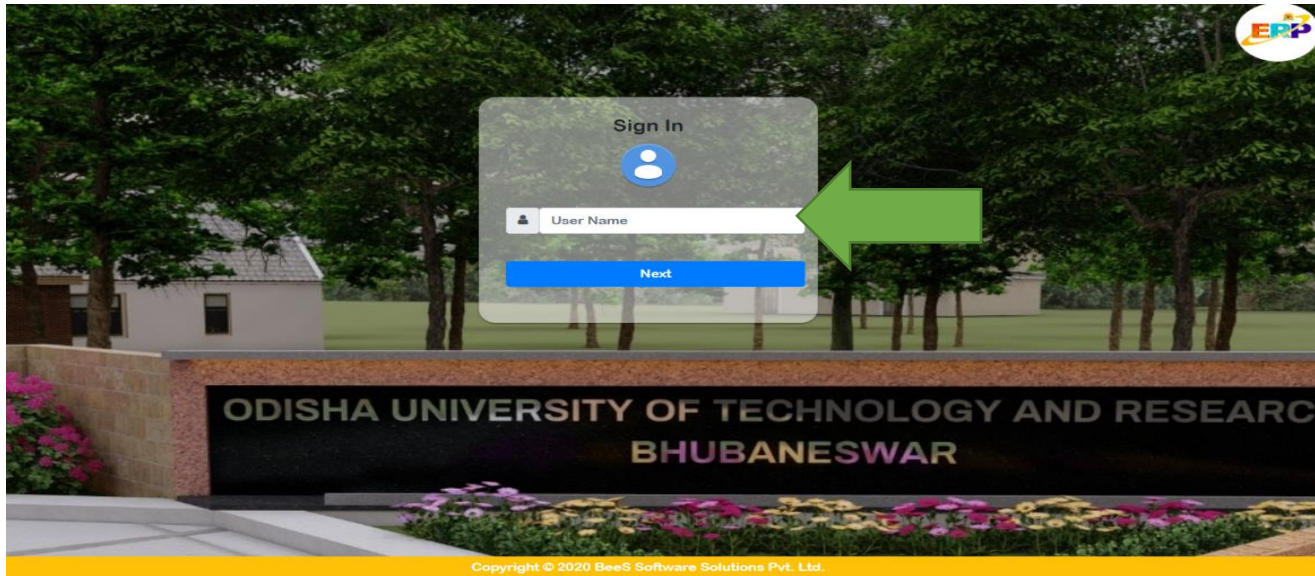
5. Enter your " User Name " and " Password ". Your username and password, both are same as your "JEE Main/OJEE APPLICATION NO" (12 DIGIT) then click on next button and the web page is opened as given below.

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

7. Then click on " Office " tab at top left.

8. Then Click on " My Information Editing ".

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

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.

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"**

12. **Now we complete the "Admission Details" tab and its look like below image.**

Reg No:*	Admin No:	Roll No:	Name:*		Program:*	Branch:*	☐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

Allotment Details

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 ▼

Hostel Willingness:*
No ▼

Caste Category:*
GEN ▼

Personal details

DOB:* 12/06/1990 📅

Father Name:*
Raghu Prasad Singh

Mother Name:*
Hiramani Chand

Parent Annual Income:
1800000

Blood Group:*
B+ ▼

Mother Tounge:*
ODIA ▼

Gender:*
Male ▼

Father Occupation:
Farmer

Mother Occupation:
House Wife

Nationality:*
Indian ▼

Religion:*
Hinduism ▼

Qualified Previous Exam Details

Test:
JEE ▼

Rank:
0

Test Reg No:
0

Study Duration
2023 — 2025 ▼

Refresh Year

Photo & Signature

Choose File No file chosen

Upload Photo* Upload Photo With jpeg Format And Size 30KB With Pixel 200x260

Choose File No file chosen

Upload Sign* Upload Sign With jpeg Format And Size 30KB With Pixel 200x260

Dayscholar or Hostel

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.

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

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.

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.**

17. Now the "Qualification Details" tab is completed and its look as shown below:

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".

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

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 OUTR** nothing to do.
   e. IN **"Aadhar Details of Parents"** **if you want.**

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

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

Identification Marks

Identification Mark 1:

Identification Mark 2:

Bank Details

Bank Account No:

Bank Name: -SELECT-

Bank Branch:

IFSC Code:

Personal Identity Details

Ration Card No:

Passport No:

Driving Licence No:

Aadhar No:

Voter ID :

PAN Card No:

Other Id Name:

Other Id No:

Fee Reimbursement-Reference Details

Fresh ID:

Ren.1 ID:

Ren.2 ID:

Ren.3 ID:

Ren Name:

Aadhar Details of Parents

Father No:

Mother No:

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.

NOW THE "My Information Editing" WORK IS SUCESSFULLY COMPLETED, THEN MOVE FOR THE PAYMENT SECTION.

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

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.

25. After click on " Make Payment" button "Type the Characters you seen in the Picture Box*" Then click on "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

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.

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.

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.

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

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

Registration No	: 631230107573		Date: 19/08/2023
Semester	: 1st Semester		
Student Name	: SHAKTI PRASAD SINGH		
Parent Name	: Raghu Prasad Singh		
Program	: M.PLAN		
Branch	: PLANNING		

Fee Particulars

SNo	Fee name	Amount
1	Registration Fee	1

Mode of Payment : ONLINE   TOTAL: 1

Trans_ID : ZHMP1335968174

Total In Words : One

Printed on 19/08/2023 @ 2:09 pm

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