



ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH

Techno Campus, Mahalaxmi Vihar, Ghatikia, Bhubaneswar-751029.

No. 3082 / ACAD

Dt. 18.07.2026

NOTICE FOR SOP OF ADMISSION INTO Ph.D. PROGRAM (2026-27)

In addition to the Notice No. 3072/ ACAD Dated 15.07.2026, the SOP (Standard Operating Procedure) of the merit list of successful candidates for admission into Ph.D. Program is attached below for the year 2026-27. The candidates are required to follow the procedures mentioned in the SOP prior to reporting on the said schedule

Schedule: Date: 22.07.2026, Time: 10.30 AM

Venue: A-201 (Conference Hall, OUTR, Bhubaneswar)

The candidates must make the payment accordingly within the scheduled date prior to reporting date so as to smoothen out the verification process. The SOP is attached with this Notice

Sd/-

Dean, PGS&R



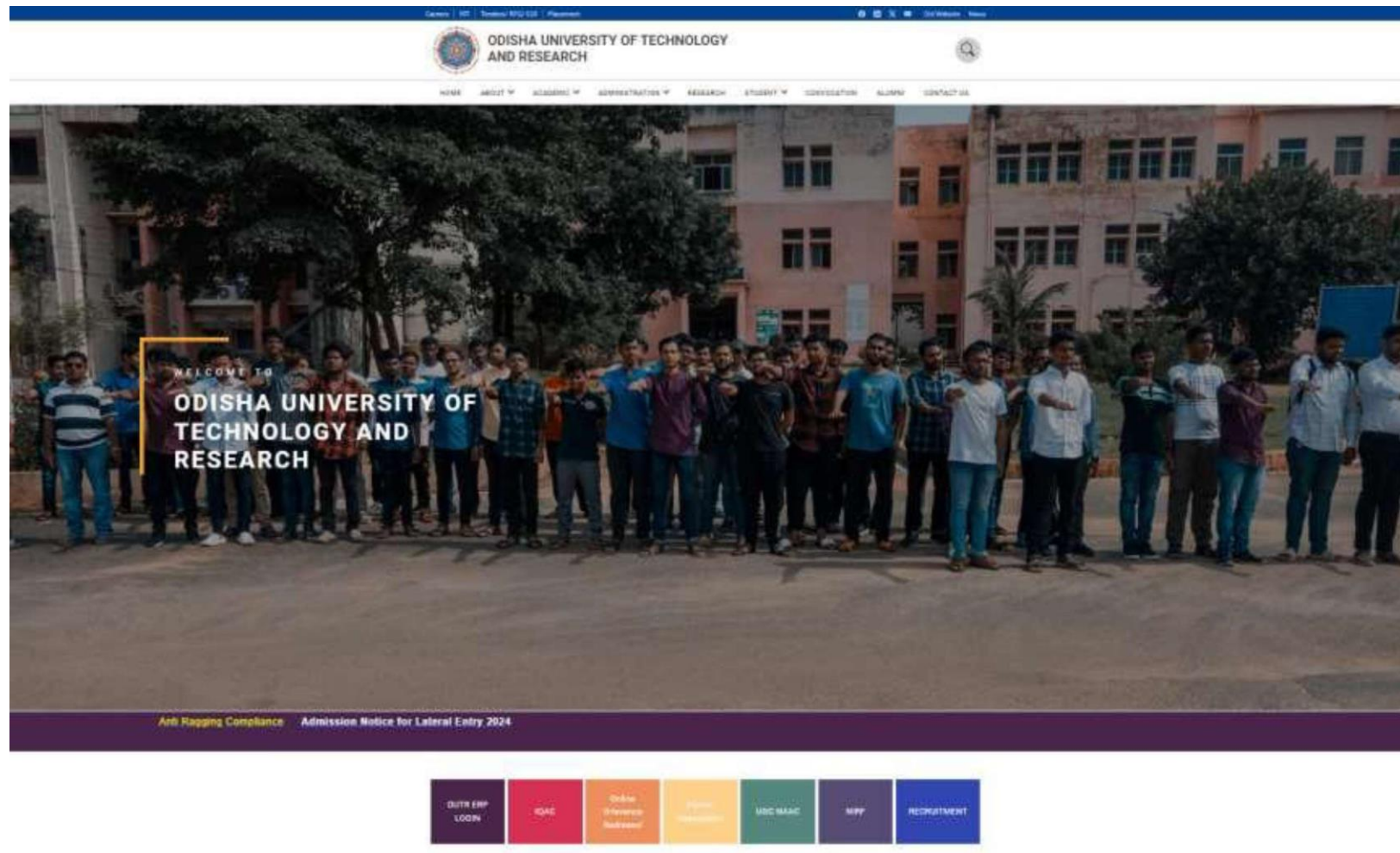
WELCOME TO

NEWLY ADMITTED PH.D. SCHOLARS

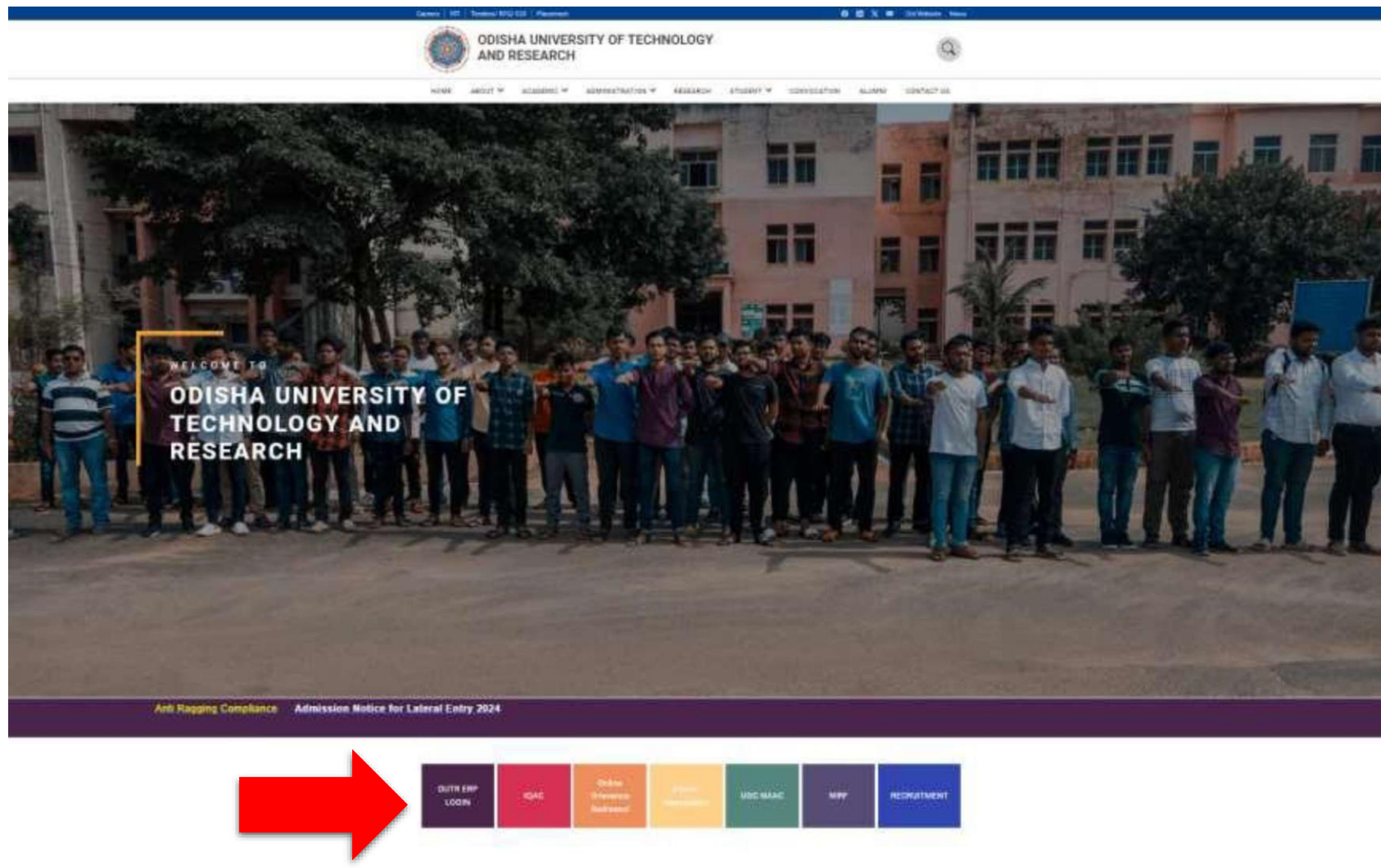
SOP

SOP TO FILL UP THE INFORMATION AND MAKE THE PAYMENT, DETAILS AS GIVEN BELOW.

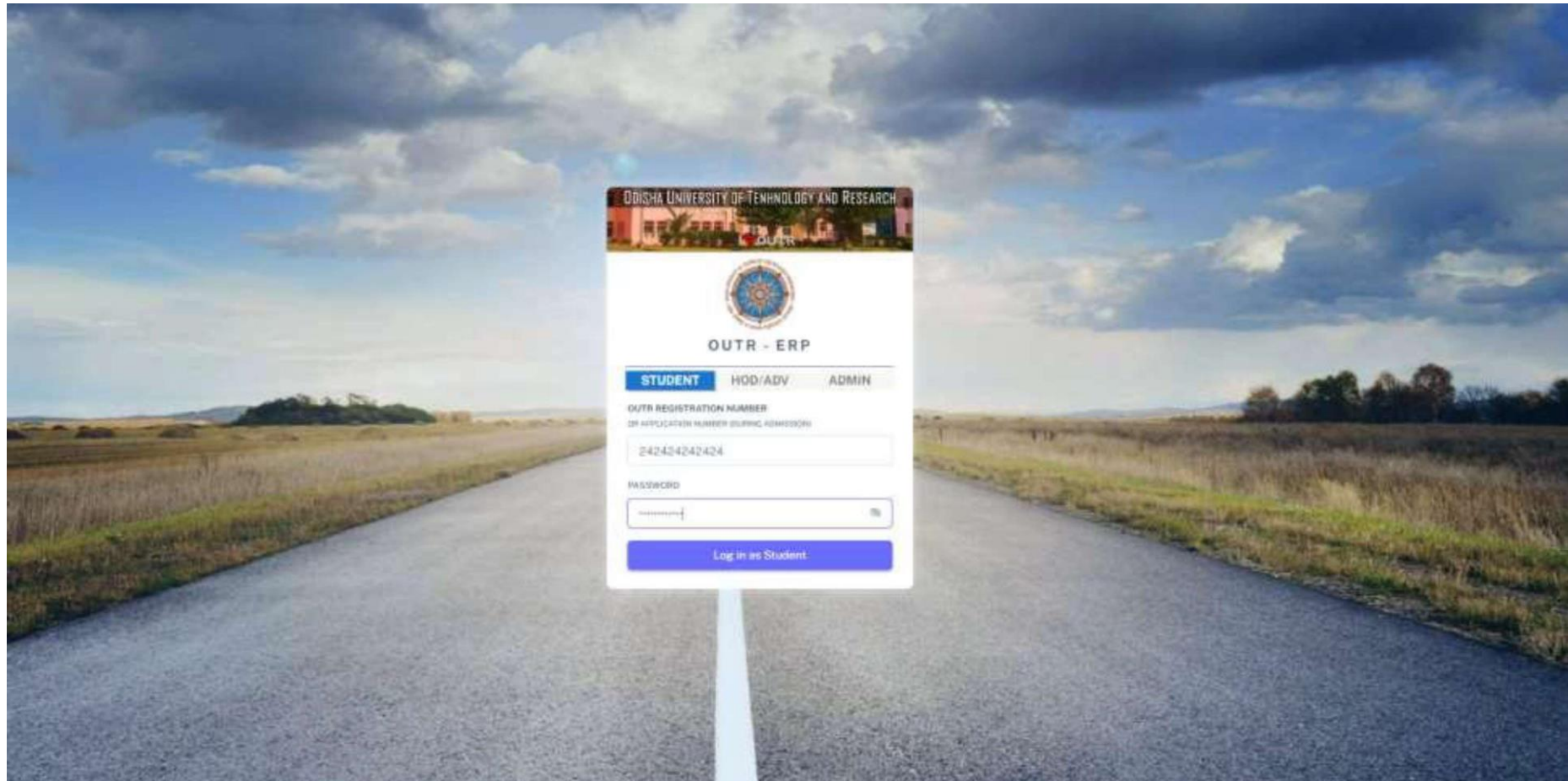
1. Browse the URL in browser (Google Chrome or Mozilla Firefox) i.e. “www.outr.ac.in”.
2. The web page now opens as given below.



3. Then click on “OUTR ERP LOGIN”



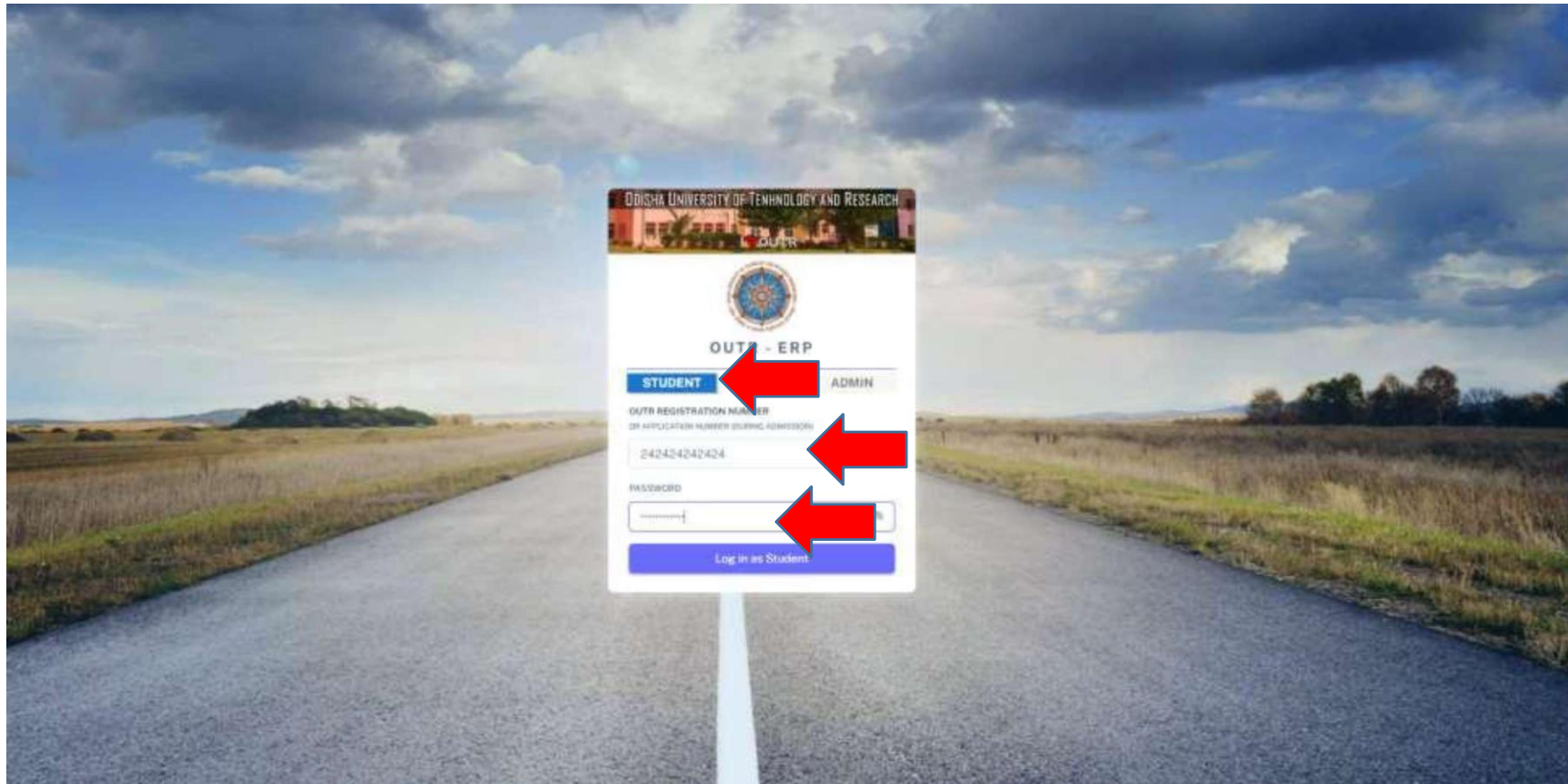
4. After clicking on "OUTR ERP LOGIN" the web page is opened for the ERP login as given below.



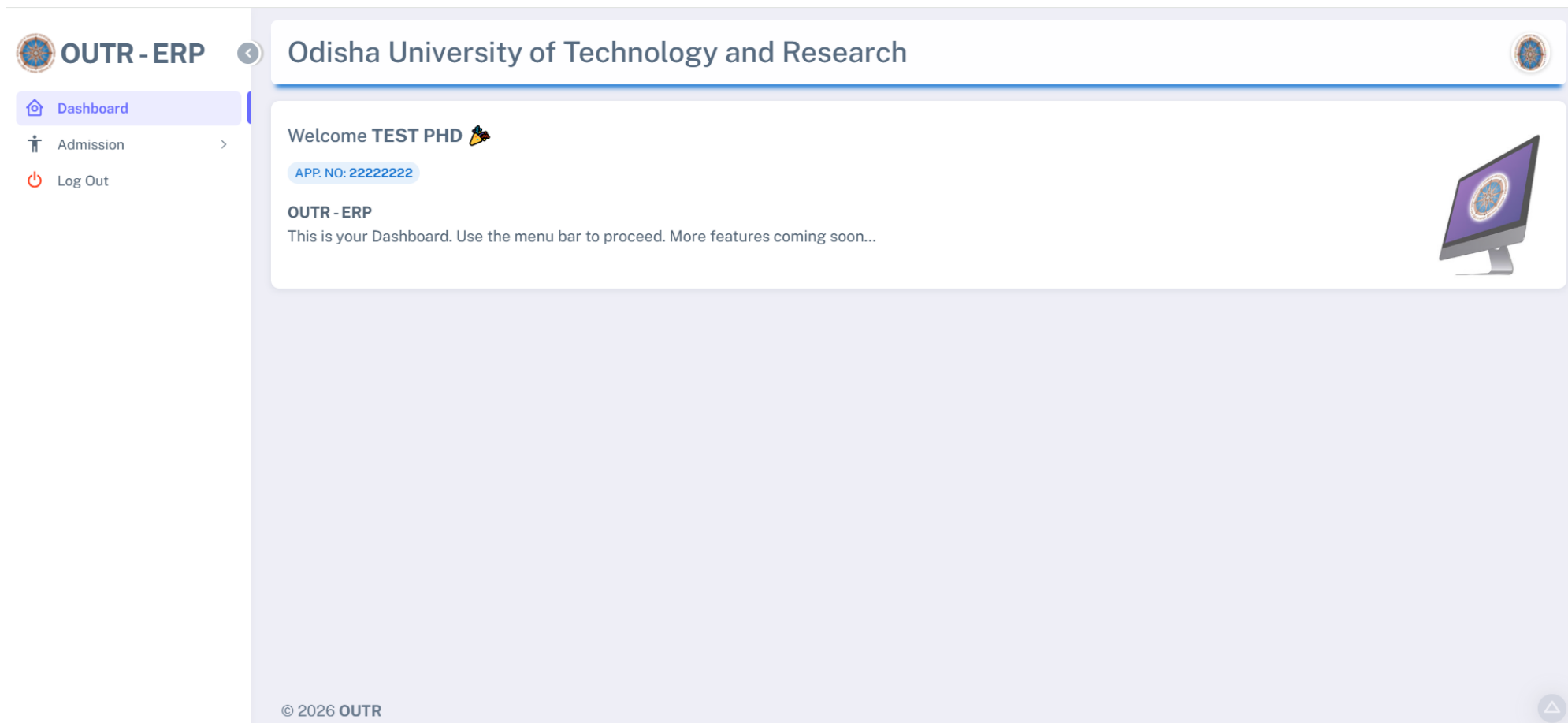
The screenshot shows a login interface for the OTR ERP system. The background is a landscape with a road and a cloudy sky. The login form is centered and contains the following elements:

- ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH** (header)
- OUTR** (logo)
- OUTR - ERP** (title)
- STUDENT** (selected role)
- HOD/ADV** (role)
- ADMIN** (role)
- OUTR REGISTRATION NUMBER** (label)
- ID# APPLICATION NUMBER DURING ADMISSION** (label)
- 2424242424** (input value)
- PASSWORD** (label)
- [password field]** (input field)
- Log in as Student** (button)

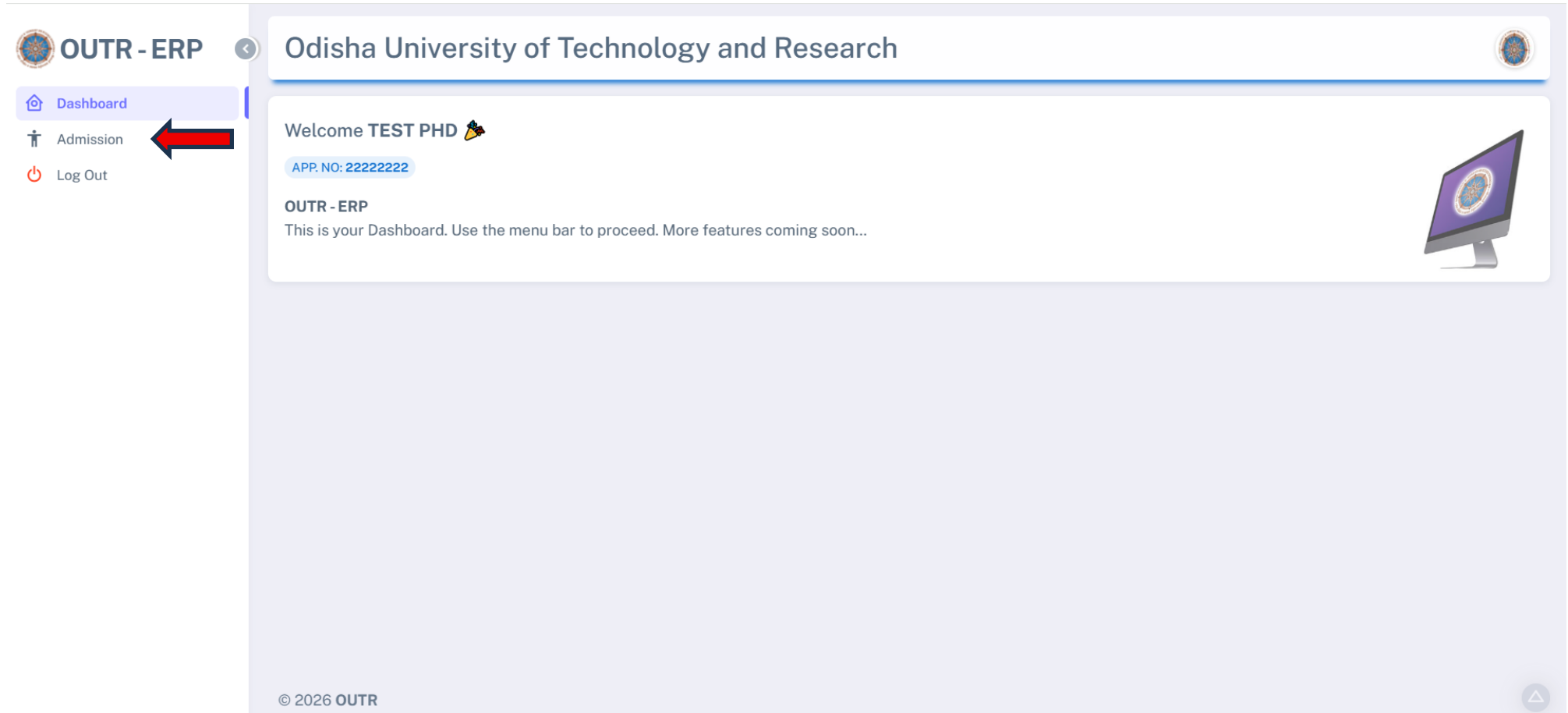
5. Enter your “**User Name**” and “**Password**”. Your username and password, both are same as your “**ALLOTTED ENROLMENT NUMBER**” then click on “**Log in as Student**” and the web page is opened as given below.



6. After login you are able to see your “ **Name and Allotted Enrolment number** ” at top Left.



7. Then click on “Admission ” tab at top left.



8. Then Click on “Update Profile”

OUTR - ERP < Odisha University of Technology and Research

Dashboard

Admission

Update Profile

Fee Payment

Transaction History

Miscellaneous Fees

Misc Transaction History

Log Out

Welcome **TEST PHD** 📢

APP. NO: 22222222

OUTR - ERP

This is your Dashboard. Use the menu bar to proceed. More features coming soon...

© 2026 OTR

9. After click on **“Update Profile”** you are able to see for **“STUDENT” E Mail Verification**. enter Email address and click on **“Send OTP”**, check the entered E-Mail address and enter the OTP and Click on **“Verify Email OTP”** Button to verify.

The screenshot displays the Odisha University of Technology and Research (OUTR) ERP interface. On the left, a sidebar menu includes options like Dashboard, Admission, Contact Verification, Update Profile, Fee Payment, Transaction History, Miscellaneous Fees, Misc Transaction History, and Log Out. The main header shows the university name and a user profile icon. The breadcrumb trail indicates the user is a Student in the Contact Verification section for ID 88888888. The central 'Email Verification' form contains a text input field labeled 'Student Email' and a 'Send OTP' button. Below the input field are two buttons: '← Exit' and 'Verify Email OTP'. Three arrows are overlaid on the image: a red arrow pointing down to the 'Send OTP' button, a black arrow pointing up to the 'Student Email' input field, and a blue arrow pointing up to the 'Verify Email OTP' button. The footer shows the copyright notice '© 2026 OUTR'.

OUTR - ERP

Odisha University of Technology and Research

Student / Contact Verification for 88888888

Email Verification

Student Email

Send OTP

← Exit

Verify Email OTP

© 2026 OUTR

10. Then Click on “Update Profile ”.

OUTR - ERP Odisha University of Technology and Research

Welcome **TEST PHD** 📢
APP. NO: 22222222

OUTR - ERP
This is your Dashboard. Use the menu bar to proceed. More features coming soon...

© 2026 OUTR

11. Now you have to fill up the details and upload the “Scanned Photograph & Signature” and fill up the “Allotment Details, Personal Details, Communication Details & Qualification Details (Also Upload the scanned copy of the Mark sheet and Certificates)” one by one clicking on edit & add button.

In the TAB “*” marks are mandatory field and must be filled up.

OUTR - ERP Odisha University of Technology and Research

Admission / Edit Profile

J P RATH

Registration No: N/A
Application No: 25242408424
Name: J P RATH
Rank: 838585
Admission Status: Pending

Joining Year: 2024, Batch: 2024, Semester: 1st Semester
Programme: M. Tech. (Part Time)
Engg. Type: SSP
Branch: Water Resources Engineering

Allotment Details

Batch:	24
Joining Year:	2024
Admission Dt:	
Admission Type:	SSP
Fee Type:	General
Is TFW:	N
Is PC:	N
Seat Category:	GEN
Category:	GEN
Caste:	Backward
OES Rank:	808585
Is Hostel:	N
Hostel Willingness:	Y
Hostel Allotment:	N
Hostel Name:	

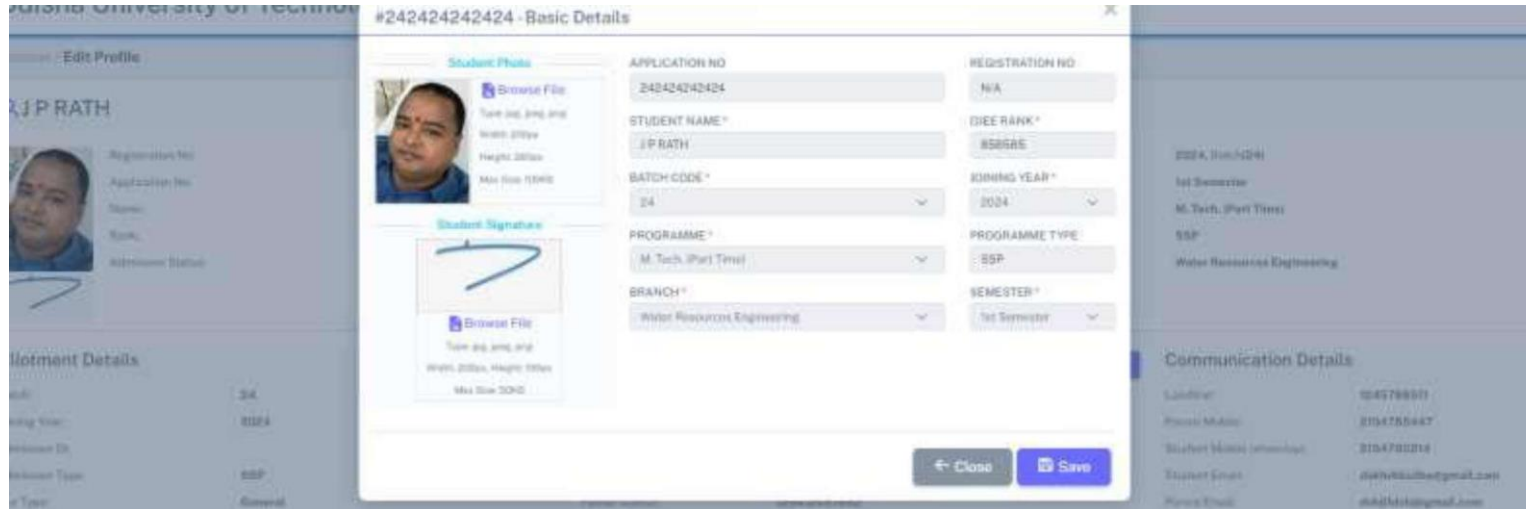
Personal Details

DOB:	04/05/1980
Gender:	M
Father Name:	B K RATH
Father Occupation:	Labr
Father Address:	125412457812
Mother Name:	S RATH
Mother Occupation:	HW
Mother Address:	124578521245
Sexual Interest:	0000000
Blood Group:	O-
Mother Tongue:	Odia
Religion:	HINDUISM
Nationality:	Indian
Country:	INDIA
Student Address:	Address No: 124578963214
Identification No:	123456789
Make or Serial:	123456789
Bank Info:	Account No: 12345678901234567890
Bank Name:	State Bank of India
Bank Branch:	123456789
IFSC Code:	123456789

Communication Details

Location:	124578901
Parent Mobile:	2054785447
Student Mobile (WhatsApp):	9154785234
Student Email:	123456789@gmail.com
Parent Email:	123456789@gmail.com
Correspondence Address:	Guardian: 123456789
Door No:	123
Street:	123
Village/City:	123456
State:	Odisha
District:	Angul
Pin code:	754102
Combined:	123, 123, 123, Angul, Odisha, 754102
Permanent Address:	Guardian: 123456789
Door No:	123
Street:	123
Village/City:	123456
State:	Odisha
District:	Angul
Pin code:	754102
Combined:	123, 123, 123, Angul, Odisha, 754102

- a. In “**Basic Details** ()” must be upload the Scanned “**Photo and Signature**” through clicking on “**Browse File**” THEN CLICK ON “**SAVE**” BUTTON.



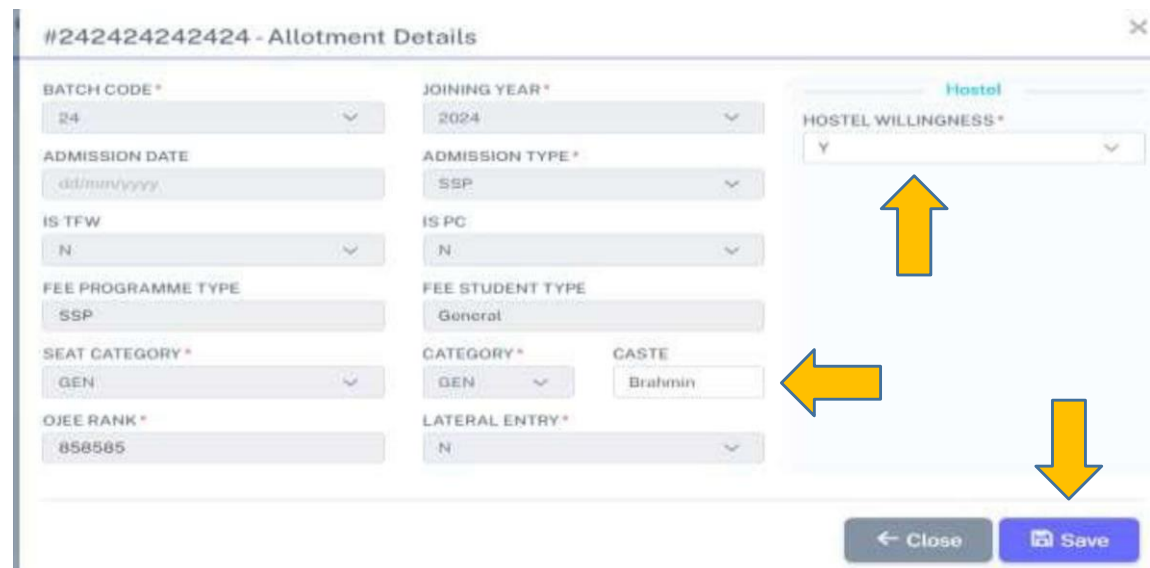
#2424242424 - Basic Details

APPLICATION NO: 2424242424
STUDENT NAME: J P RATH
BATCH CODE: 24
PROGRAMME: M. Tech. (Part Time)
BRANCH: Water Resources Engineering
REGISTRATION NO: N/A
JEE RANK: 858585
JOINING YEAR: 2024
PROGRAMME TYPE: SSP
SEMESTER: 1st Semester

Student Photo:  **Browse File**
Student Signature:  **Browse File**

Save

- b. In “**Allotment Details** ()” must be fill up the “**CASTE**” & choose the drop/ down menu for “**Hostel Willingness**” “**Y (YES)**”, “**N (NO)**” THEN CLICK ON “**SAVE**” BUTTON.



#2424242424 - Allotment Details

BATCH CODE: 24
ADMISSION DATE: dd/mm/yyyy
IS TFW: N
FEE PROGRAMME TYPE: SSP
SEAT CATEGORY: GEN
OJEE RANK: 858585
JOINING YEAR: 2024
ADMISSION TYPE: SSP
IS PC: N
FEE STUDENT TYPE: General
CATEGORY: GEN
CASTE: Brahmin
LATERAL ENTRY: N
HOSTEL WILLINGNESS: Y

Save

- c. In “Personal Details ()” Fill up the “ DATE OF BIRTH, FATHER NAME, MOTHER NAME, FATHER OCCUPATION, MOTHER OCCUPATION, FATHER AADHAR, MOTHER AADHAR, ANNUAL INCOME, BLOOD GROUP, MOTHER TOUNGUE, RELIGION, NATIONALITY, COUNTRY,” AND “Student AADHAR NUMBER {UPLOAD THE AADHAR CLICKING ON “Choose File”}, MOLE OR SIMILAR, & BANK DETAILS”. [“*” MARKS ARE MANDATORY FIELD] THEN CLICK ON “ **SAVE** ” BUTTON.

University of Technology #2424242424 - Personal Details

STUDENT DOB * 04/05/1980 GENDER * Male

FATHER NAME * B K Rath MOTHER NAME * S Rath

FATHER OCCUPATION Lord MOTHER OCCUPATION H W

FATHER AADHAR 125412457852 MOTHER AADHAR 124578521245

ANNUAL INCOME 10000000 BLOOD GROUP * O-

MOTHER TONGUE * Odia RELIGION * HINDUISM

NATIONALITY * Indian COUNTRY * INDIA

Student Aadhar AADHAR NUMBER * 124578963214

Identification Marks MOLE OR SIMILAR * cdsvcdfsfs

Bank Info ACCOUNT NO 12366547852123633

BANK NAME Allahabad Bank

BANK BRANCH vdfsdvfdvb

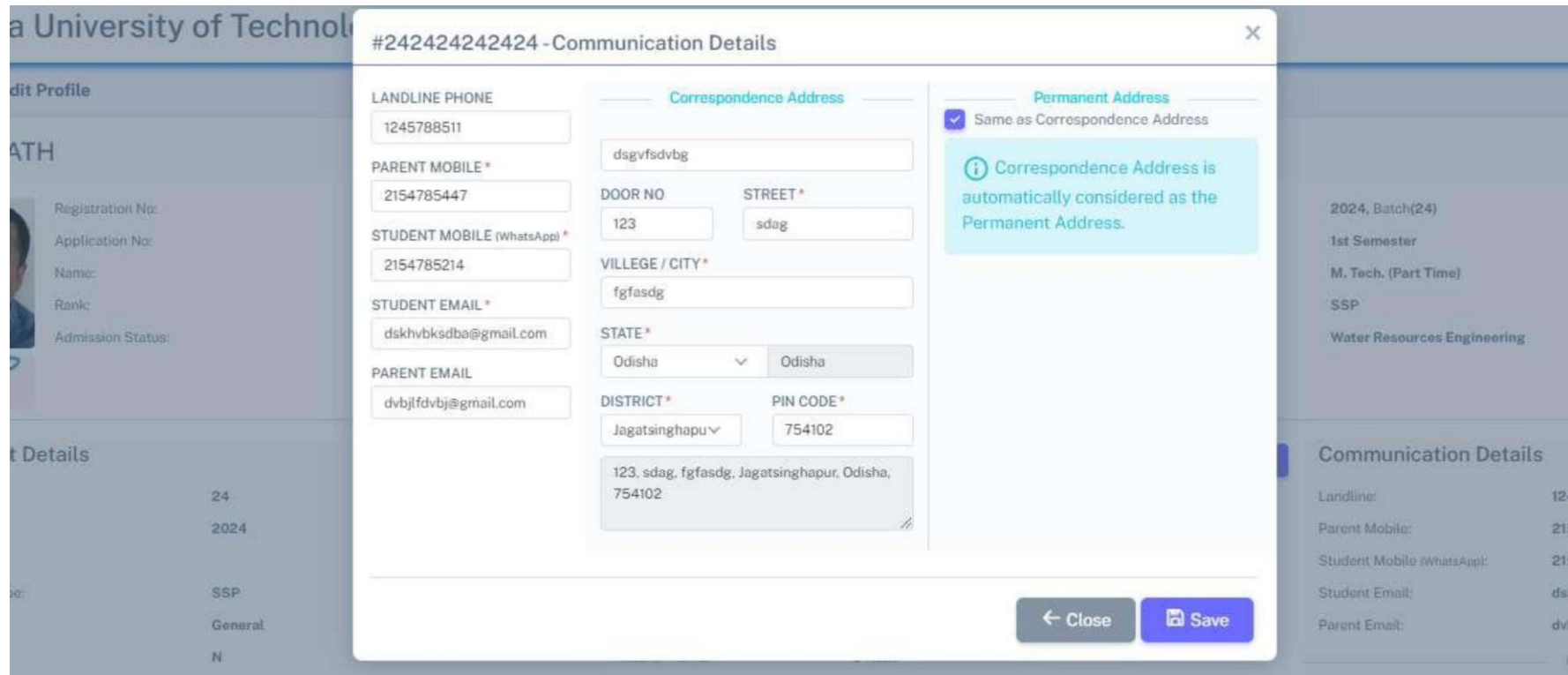
IFSC CODE sdgvdsadrgf

Close Save

2024, Batch(24)
1st Semester
M. Tech. (Part Time)
SSP
Water Resources Engineering

Communication Details
Landline: 1245788511
Parent Mobile: 2154785447
Student Mobile (WhatsApp): 2154785214
Student Email: dskhvbkedba
Parent Email: dvb|fdrvbj@g
Correspon
Guardian: dsgvfdvbg

- d. In “Communication Details ()” Fill up the “LANDLINE PHONE, PARENT MOBILE, STUDENT MOBILE (WHATSAPP), STUDENT EMAIL ALREADY GIVEN, PARENT EMAIL & IN “CORRESPONDENCE ADDRESS AND PERMANENT ADDRESS” “GUARDIAN NAME, DOOR NO, STREET, VILLAGE / CITY, STATE, DISTRICT, PIN CODE & ALSO ” [“*” MARKS ARE MANDATORY FIELD] THEN CLICK ON “SAVE ” BUTTON.



#242424242424 - Communication Details

LANDLINE PHONE
1245788511

PARENT MOBILE *
2154785447

STUDENT MOBILE (WhatsApp) *
2154785214

STUDENT EMAIL *
dskhvbksdba@gmail.com

PARENT EMAIL
dvbjlfdvbj@gmail.com

Correspondence Address

DOOR NO
123

STREET *
sdag

VILLAGE / CITY *
fgfasdg

STATE *
Odisha

DISTRICT *
Jagatsinghapu

PIN CODE *
754102

Permanent Address
☒ Same as Correspondence Address

Correspondence Address is automatically considered as the Permanent Address.

123, sdag, fgfasdg, Jagatsinghapur, Odisha, 754102

← Close Save

2024, Batch(24)
1st Semester
M. Tech. (Part Time)
SSP
Water Resources Engineering

Communication Details

Landline: 124
Parent Mobile: 215
Student Mobile (WhatsApp): 215
Student Email: dsk
Parent Email: dvj

NOW THE “UPDATE PROFILE PART IS SUCCESSFULLY COMPLETED”

12. In “Qualification Details(➡)” clicking on “ + ” sign fill up the “QUALIFICATION NAME FROM DROP DOWN MENU, INSTITUTION, INSTITUTION, BOARD/ UNIVERSITY, PASS MONTH, PASSYEAR, IF IN MARKSTOTAL MARKS, MARK SECURED, PERCENTAGE, IF IN “GRADE” GRADE POINTS, GRADE,” & UPLOAD THE DOCUMENTS “MARKSHEET AND CERTIFICATE”. ” [“*” MARKS ARE MANDATORY FIELD] THEN CLICK ON “ SAVE ” BUTTON. AFTER CLICK ON SAVE BUTTON, NOW YOU ARE ABLE TO SEEN THAT ADDED IN LINE BY LINE.
- {For Ph.D. Scholars - 10th Certificate, 12th mark Sheet till Last Graduation Marksheet are mandatory}

The screenshot displays the OUTR-ERP interface. On the left is a sidebar with navigation options: Dashboard, Admission, Update Profile, Fee Payment, Transaction History, and Log Out. The main area shows a modal window titled "#1111222233336666 - Add Qualification". This form contains several input fields: QUALIFICATION NAME* (a dropdown menu), INSTITUTION*, INSTITUTION ADDRESS*, BOARD/UNIVERSITY* (a dropdown menu), PASS MONTH* (a dropdown menu), PASS YEAR* (a dropdown menu), TOTAL MARKS* (a text input), MARK SECURED* (a text input), PERCENTAGE* (a text input with a percentage symbol), GRADE POINTS* (a text input), and GRADE* (a text input). There are also two file upload sections: MARKSHEET and CERTIFICATE, each with a "Choose File" button and a "No file chosen" status. A "Save" button is at the bottom right of the modal. Below the modal, a table titled "Qualification Details" shows a list of qualifications. The table has columns: ACTION, QUALIFICATION, INSTITUTION, BOARD/UNIVERSITY, PASS MONTH, PASS YEAR, TOTAL MARKS, MARKS SECURED, GRADE PERCENTAGE, and MARKSHEET & CERTIFICATE. The first row shows a qualification for "10th" at "trilgydyu" institution, "COUNCIL OF HIGHER SECONDARY EDUCATION, ODISHA", with a pass month of "February 2023", total marks of "1223", marks secured of "45.00", and a grade percentage of "45.00%". A red arrow points to the "Add" button (a plus sign in a blue circle) at the bottom right of the table.

ACTION	QUALIFICATION	INSTITUTION	BOARD/UNIVERSITY	PASS MONTH	PASS YEAR	TOTAL MARKS	MARKS SECURED	GRADE PERCENTAGE	MARKSHEET & CERTIFICATE
 	10th	trilgydyu	COUNCIL OF HIGHER SECONDARY EDUCATION, ODISHA	February	2023	1223	45.00	45.00%	 

13. Now click on **“Other Certificates”** (+) button and add the certificates. **Student Aadhar Card** is mandatory and also if you take admission through any **“Category or Sub Category** then that document must be uploaded, it's mandatory.

#242424242424 - Add Certificate

CERTIFICATE NAME*

--select--

--select--

Caste Certificate

Residence Certificate

Green Card

PH Certificate

EX Serviceman

Income Certificate

EWS Certificate

Student Aadhar Card

CERTIFICATE FILE*

Choose File No file chosen

Type: pdf, jpg, jpeg, png. Max Size: 800KB

Close Save

24

2024

SSP

General

N

N

GEN

GEN

Brahmin

858585

N

Hostel

Y

N

Blood Group:

Mother Tongue:

Religion:

Nationality:

Country:

Aadhar No:

S Rath

H W

124578521245

10000000

O-

Odia

HINDUISM

Indian

INDIA

Student Aadhar

124578963214

Landline:

Parent Mobile:

Student Mobile (w

Student Email:

Parent Email:

Guardian:

Door No:

Street:

Village/City:

State:

District:

Pin code:

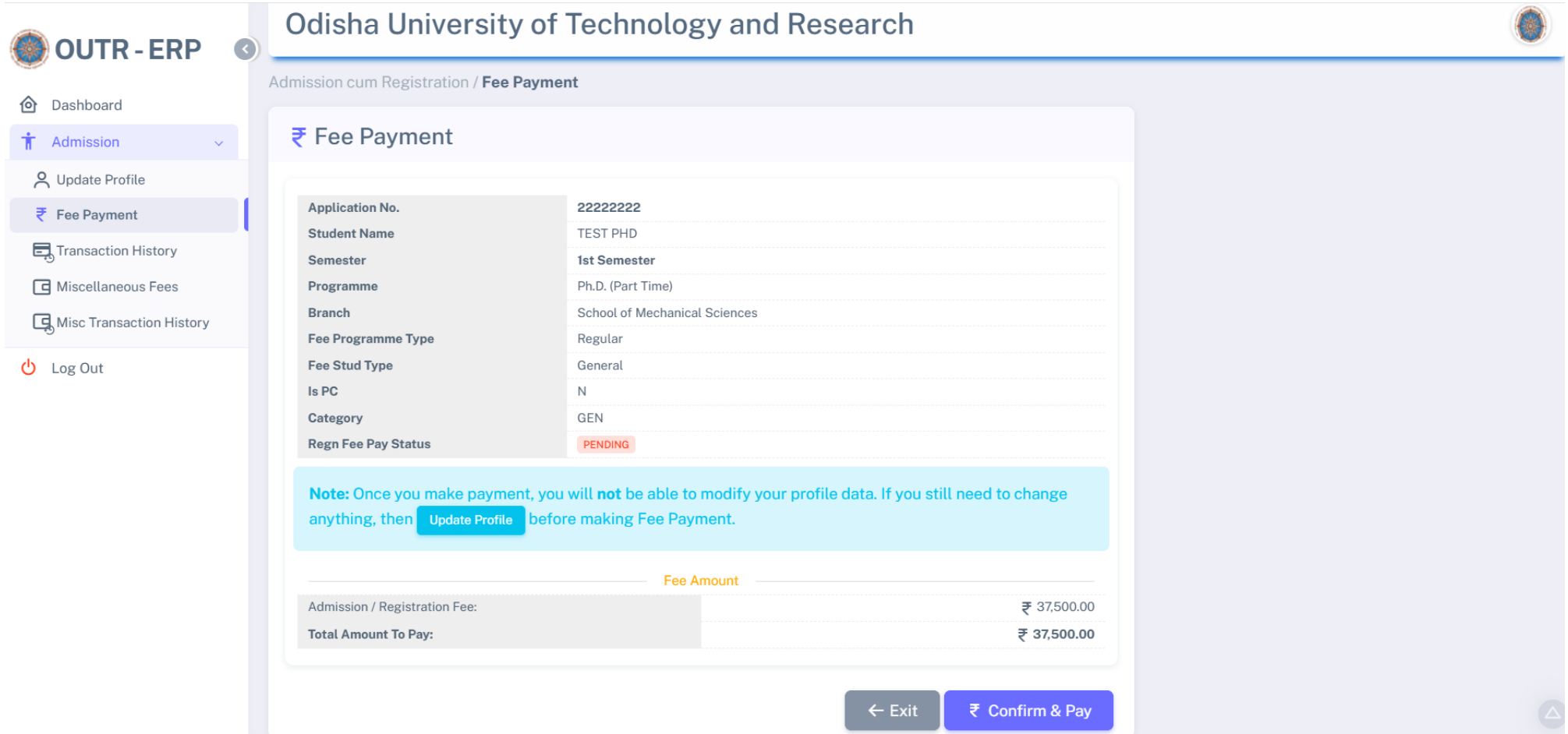
Combined:

Guardian:

Door No:

14. After completing “Update Profile & Uploading of the Certificates” now is the time for payment of the fee. Click on **Fee Payment** after clicking on Fee Payment now you can see the below screen, Which is shown some data about you and the FEE to be paid.

Note:- AFTER FEE PAYMENT YOU ARE NOT ABLE TO MAKE ANY CHANGE OR MODIFICATION AT: UPDATE PROFILE TAB:



The screenshot displays the 'Fee Payment' interface within the OUTR-ERP system. The left sidebar contains navigation options: Dashboard, Admission, Update Profile, Fee Payment (selected), Transaction History, Miscellaneous Fees, and Misc Transaction History. The main content area is titled 'Admission cum Registration / Fee Payment' and features a 'Fee Payment' section with a table of student details. Below the table is a note about the inability to modify profile data after payment, followed by a table showing the fee amount of ₹ 37,500.00. At the bottom, there are buttons for 'Exit' and 'Confirm & Pay'.

Fee Payment	
Application No.	22222222
Student Name	TEST PHD
Semester	1st Semester
Programme	Ph.D. (Part Time)
Branch	School of Mechanical Sciences
Fee Programme Type	Regular
Fee Stud Type	General
Is PC	N
Category	GEN
Regn Fee Pay Status	PENDING

Note: Once you make payment, you will **not** be able to modify your profile data. If you still need to change anything, then [Update Profile](#) before making Fee Payment.

Fee Amount	
Admission / Registration Fee:	₹ 37,500.00
Total Amount To Pay:	₹ 37,500.00

[← Exit](#) [₹ Confirm & Pay](#)

15. If your profile updated and now you want to pay the fee click on “**Confirm & Pay**” button.

 **OUTR - ERP**

Odisha University of Technology and Research

Admission cum Registration / **Fee Payment**

Dashboard

Admission

Update Profile

Fee Payment

Transaction History

Miscellaneous Fees

Misc Transaction History

Log Out

₹ Fee Payment

Application No.	22222222
Student Name	TEST PHD
Semester	1st Semester
Programme	Ph.D. (Part Time)
Branch	School of Mechanical Sciences
Fee Programme Type	Regular
Fee Stud Type	General
Is PC	N
Category	GEN
Regn Fee Pay Status	PENDING

Note: Once you make payment, you will **not** be able to modify your profile data. If you still need to change anything, then [Update Profile](#) before making Fee Payment.

Fee Amount	
Admission / Registration Fee:	₹ 37,500.00
Total Amount To Pay:	₹ 37,500.00

← Exit

₹ Confirm & Pay

16. After clicking on confirm and pay button, you are able to see a popup for the payment like below image and click on “Pay Now” button for the payment.

The screenshot displays the Odisha University of Technology and Research (OUTR) ERP interface. A sidebar on the left contains navigation links: Dashboard, Admission, Update Profile, Fee Payment, Transaction History, Miscellaneous Fees, Misc Transaction History, and Log Out. The main content area is titled 'Odisha University of Technology and Research' and 'Admission cum Registration / Fee Payment'. A 'Fee Payment' section lists fields: Application No., Student Name, Semester, Programme, Branch, Fee Programme Type, Fee Stud Type, Is PC, Category, and Regn Fee Pay Status. A 'Confirm & Pay' popup is overlaid, showing student details and a fee summary. The popup includes a 'Cancel' button and a 'Pay Now' button. A note at the bottom of the popup states: 'Note: Once you make payment, you cannot update anything, then Update Profile'. A PDF viewer at the bottom shows 'SOP ERP (1).pdf - Adobe Acrobat Reader (64-bit)'. At the bottom of the screen, there are 'Exit' and 'Confirm & Pay' buttons.

Confirm & Pay	
RegNo	22222222
Student Name	TEST PHD
Semester	1st Semester
Programme	Ph.D. (Part Time)
Branch	School of Mechanical Sciences
Fee Programme Type	Regular
Fee Stud Type	General
Is PC	N
Category	GEN
Is Hostelier	N
Fee Payment	
Admission / Registration Fee:	₹ 37,500.00
Total Amount To Pay:	₹ 37,500.00

Note: Once you make payment, you cannot update anything, then Update Profile

SOP ERP (1).pdf - Adobe Acrobat Reader (64-bit)

Fee Amount	
Admission / Registration Fee:	₹ 37,500.00
Total Amount To Pay:	₹ 37,500.00

Exit Confirm & Pay

17. After clicking on Pay Now button, you will see the below screen to complete the payment process & you are able to do the online payment through “Net banking, Credit / Debit Cards, QR, UPI as per your choice.

Payment Methods	Internet Banking	Merchant name × Odisha University of Technology and Research
 Net Banking >	Popular Banks	Order Id ES11112222333377772407261 31613
 Credit / Debit Cards >	  	Payment Amount ₹2.00
 QR >	Select Bank	
 UPI >	 Search... 	
	Make Payment for ₹2.00	
		 Privacy policy Terms & conditions

18. After the successful payment now you are auto find the payment slip as given below and also it's shown on your "Transaction History". You may take print for payment confirmation.

The screenshot displays the OUTR - ERP interface. The left sidebar contains navigation links: Dashboard, Admission, Upload Profile, Fee Payment, Transaction History, and Log Out. The main content area is titled "Odisha University of Technology and Research" and "Admission/Registration Fee Receipt". A green banner at the top of the receipt area states "Payment Successful: ₹65000/- Success". Below this is the university's logo and name in Odia and English: "ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH, BHATRA SHUBAHESHWAR TSHQDR, ODISHA, INDIA". The receipt is titled "FEE RECEIPT" and contains the following details:

Registration No.	11102225937777	Date	26/07/2024
Semester	3rd Semester		
Student name	REN DOE		
Parent Name	offical		
Programme	B. Tech.		
Branch	Computer Science and Engineering		

SNo	Fee Name	Amount
1	Admission/Registration Fee	60000
2	Surice Fee to OES	5000
TOTAL		₹ 65000

Made of Payment: ONLINE
Trans ID: ZK52252799643
Total in Words: Eighty Five Thousand Rupees

Printed on 26/07/2024 at 00:21pm

At the bottom right, there are "Exit" and "Print" buttons. A large orange arrow points to the "Print" button.

MAY BE RECEIVED A PROFILE COPY & FEE RECEIPT AT YOUR VERIFIED E-MAIL ADDRESS & MOBILE NUMBER IN FEW MINUTES/ HOUR.

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

***THANKING YOU ***