

ଓଡ଼ିଶା ବୈଷୟିକ ଓ ଗବେଷଣା ବିଶ୍ୱବିଦ୍ୟାଳୟ ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH

Ghatikia, Bhubaneswar - 751 029

INSTRUCTIONS FOR ADMISSION OF FRESHERS 2024-25 (2nd Year Lateral Entry – B. Tech. Programmes)

Odisha University of Technology and Research, Bhubaneswar extends a hearty welcome to the candidates allotted by OJEE-2024 for admission in to 2nd Year Lateral Entry B. Tech. 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 also available in this link:
 - Step 3: Fill up 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 single transaction (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 are 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-2024) 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. 5 & 6 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:

[2nd Year Lateral Entry B. Tech. Programmes]

(* Fee Structure shown in this table = Total Fees of the programmes – Fees deposited at OJEE-2024)

SI.	Name of the Programmes	(*) Balance fees payable by candidates			
No.		(in Rs.)			
		General	SC / ST	TFW	PC
1	Regular Bachelor of Technology Programmes				
	(i) B. Tech. in Civil Engineering				
	(ii) B. Tech. in Electrical Engineering				
	(iii) B. Tech. in Electronics & Instrumentation				
	Engineering				
	(iv) B. Tech. in Electronics & Communication				
	Engineering	35,400	40,400	23,400	28,400
	(v) B. Tech. in Mechanical Engineering				
	(vi) B. Tech. in Mechanical Engineering (Artificial				
	Intelligence and Robotics)				
	(vii) B. Tech. in Textile Engineering				
2	Self-Sustaining Programmes				
	(i) B. Tech. in Biotechnology				
	(ii) B. Tech. in Computer Science & Engineering	80,000	85,000	35,000	40,000
	(iii) B. Tech. in Computer Science & Engineering				
	(Artificial Intelligence & Machine Learning)				
	(iv) B. Tech. in Information Technology				

2. The schedule for reporting and verification/deposit of documents are as follows.

Venue of Reporting: A-201 (Conference Hall), 1st Floor

3. Admission Schedule for Lateral Entry (LE) B. Tech. Prgrammes (Admission to 2nd Year)

Date	Time	Programmes
		(i) LE-Civil Engineering
		(ii) LE-Biotechnology
		(iii) LE-Textile Engineering
	10:00 AM – 01:00 PM	(iv) LE-Computer Science and Engineering
		(v) LE-Computer Science and Engineering (Artificial
		Intelligence & Machine Learning)
29/07/2024		(vi) LE-Information Technology
		(vii) LE-Mechanical Engineering
		(viii) LE-Mechanical Engineering (Artificial Intelligence
	00:00 DM 05:00 DM	&Robotics)
	02:00 PM – 05:00 PM	(ix) LE-Electrical Engineering
		(x) LE-Electronics and Instrumentation Engineering
		(xi) LE-Electronics and Communication Engineering

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

SI.	Set – I (Self-attested photocopies of	Set - II (original certificates to be produced for	
No.	certificates/documents, original CLC/TC and 2	verification at the time of reporting and it will be	
	passport size photographs)	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-2024 with		
	allotment ID (Downloaded after (LE-B.		
	Tech. Programmes)		
ii.	OUTR – Admission fee deposit receipt as per branch		
	and the category of the students		
	(Gen/SC/ST/TFW/PC) (Sl. No. 1 above)		
iii.	Photocopies of 10th Pass Certificate	Original 10th Mark Sheet and Pass Certificate	
iv.	Photocopies of Diploma Grade Sheets and	Original Diploma Grade Sheets and Pass	
	Certificates	Certificate	
٧.	Photocopies of Caste Certificate/PWD Certificate (for	Original Caste Certificate/PWD Certificate (for	
	SC/ST)	SC/ST)	
vi.	Photocopies of Nativity/Residential Certificate (in	Original Nativity/Residential Certificate (in case of	
	case of SC/ST/Girls/PC candidates/EWS/SGS/TFW)	SC/ST/Girls/PC candidates)	
vii.	Photocopies of Income Certificate for TFW student	Original current year Income Certificate (only for	
	for current financial year (only for candidates taken	candidates taken admission under TFW category)	
	admission under TFW category)		
ix.	Photocopies of Green Card (only for candidates	Original Green Card (only for candidates taken	
	taken admission under Green Card category)	admission under Green Card category)	
Χ.	Photocopies of the EWS Certificate (only for	Original EWS Certificate	
	candidates taking admission under EWS category)		
xi.	Copy of the Aadhaar Card of the Candidate	Aadhaar Card	
xii.	Original CLC/TC and Conduct Certificate		
xiii.	TWO passport size photographs		
xiv.	Original Affidavits in the prescribed format		
	(Annexure – I & II) in non-judicial stamp paper of		
	Rs.10/- each. The formats are attached below.		

- 6. **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.
- 7. **Class Start:** University timing is 09:00 AM to 05:00 PM from August 01, 2024. The Time Table will be notified through University's official website: www.outr.ac.in.
- 8. If a candidate fails to submit the required document for found that he/she has not submitted copy of genuine document, his/her admission will be cancelled.

Sd/-Dean, Academic Affairs

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.

Faculty Advisors / Counsellor / Mentors for 2nd Year (LE) B. Tech. Programmes

SI. No.	Name of the Programs	Name of the Faculty Members	Mobile No.	E-mail ID
1	Biotechnology	Dr. Suraja Kumar Nayak	9437155632	surajnayak3@gmail.com
2	Civil Engineering	Ms. Pramodini Sahu	7381016151	pramodinice@outr.ac.in
	Ü	Ms. Rosalin Dalai	9437585643	rosalin.iitk@gmail.com
3	Computer	Mr. Tapas Kumar	9861611672	tkchoudhurycse@outr.ac.in
	Science and	Choudhury		
	Engineering			
	Computer	Dr. Manoranjan Panda	9437205692	mpanda@outr.ac.in
	Science and			
	Engineering			
4	(AI & ML) Electrical	Mrs. Samikshya Mishra	8908028823	samikshya.mishra3@gmail.com
1	Engineering	iviis. Sairiiksiiya iviisiiia	0900020023	samksnya.mismas@gman.com
5	Electronics &	Ms. Karmila Soren	8895068628	soren.karmila@gmail.com
	Instrumentation	The real real real real real real real rea	00000000	ga
	Engineering			
	Electronics &	Ms. Abhyarthana Bisoyi	9437885898	ieabisoyi@outr.ac.in
	Communication			
	Engineering			
6	Information	Mr. Debi Prasad Mishra	9438435574	dpmishrait@outr.ac.in
	Technology			
7	Mechanical	Mr. Bishnu Narayan	7735430820	bnm@outr.ac.in
	Engineering	Mahapatra	0000040070	
	Mechanical	Ms. Smitanjali Behera	8908943376	sbeherame@cet.edu.in
	Engineering (AI&R)			
8	Textile	Mr. Pradeep Kumar Rout	8018820505	bibhun@gmail.com
	Engineering	ivii. I radoop Ramai Rodi	0010020000	biblian eginan.com
	gooming		I .	

AFFIDAVIT BY THE STUDENT

i
with JEE Roll No./ registration number) S/o D/o Mr./Mrs./Ms
 I have, in particular, perused clause 4 of the Regulations and am aware as to wha 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.
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 ofyear.
Signature of deponent Verification
Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidaviis false and nothing has been concealed or misstated therein.
Verified at (Place) (Day) o
Signature of deponent
Solemnly affirmed and signed in my presence on this the (Day) or
(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

parent/guardian) father/mother/guardian of
(full name of student with JEE Roll No./ registration number), having been admitted to
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
 My ward will not indulge in any behavior or act that may be constituted as ragging under clause 4 of the Regulations.
 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 ofyear.
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
(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.

(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)



WELCOME

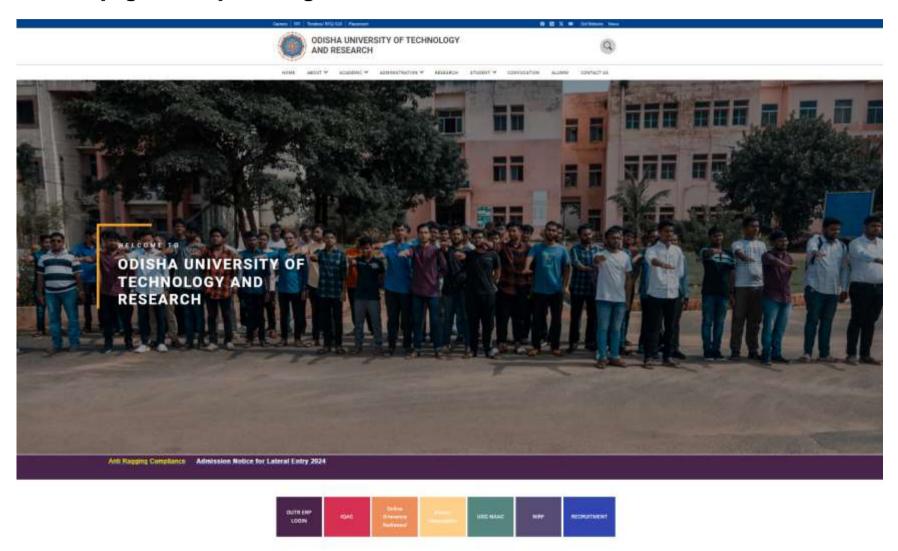
TO

FRESHER'S

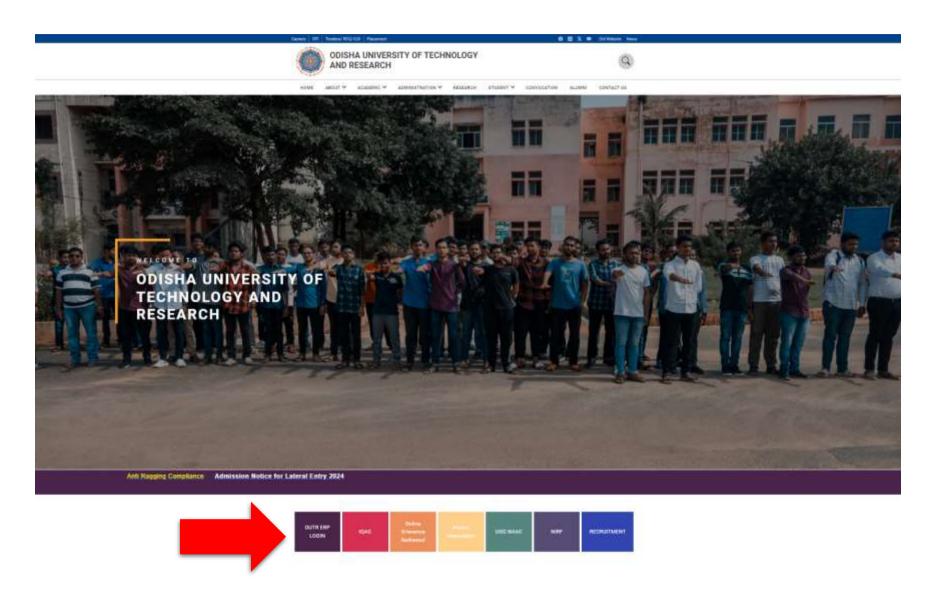
SOP

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

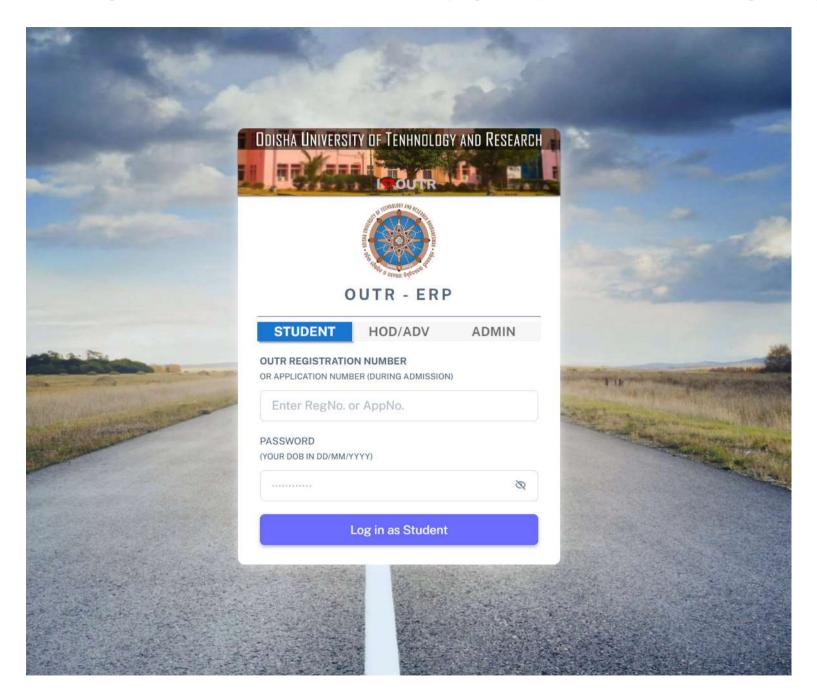
- 1. Browse the URL in browser (Google Chrome or Mozilla Firefox) i.e. " <u>www.outr.ac.in" .</u>
- 2. The web page now opens as given below.



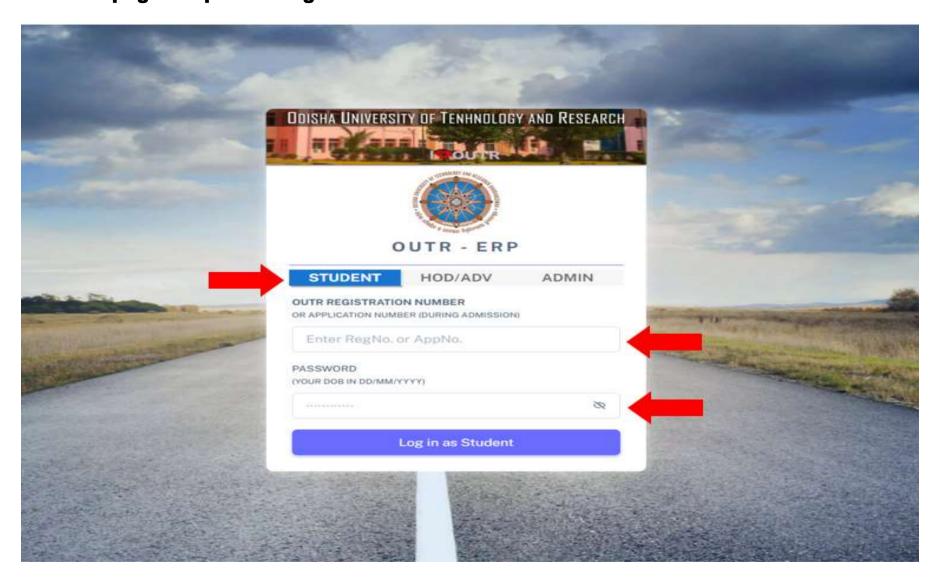
3. Then click on "OUTR ERP LOGIN"



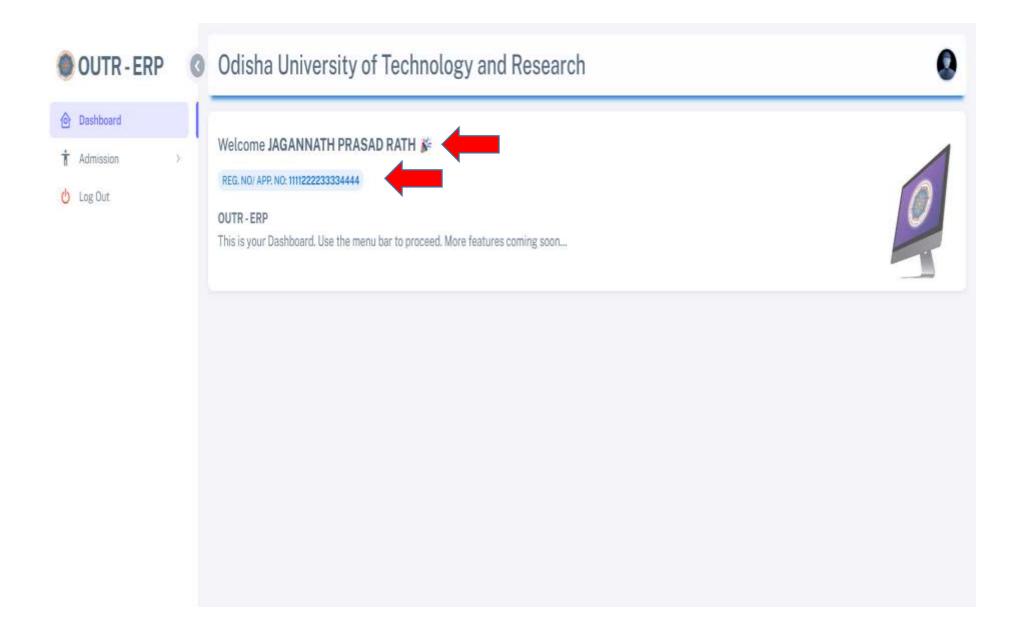
4. After clicking on "OUTR ERP LOGIN" the web page is opened for the ERP login as given below.



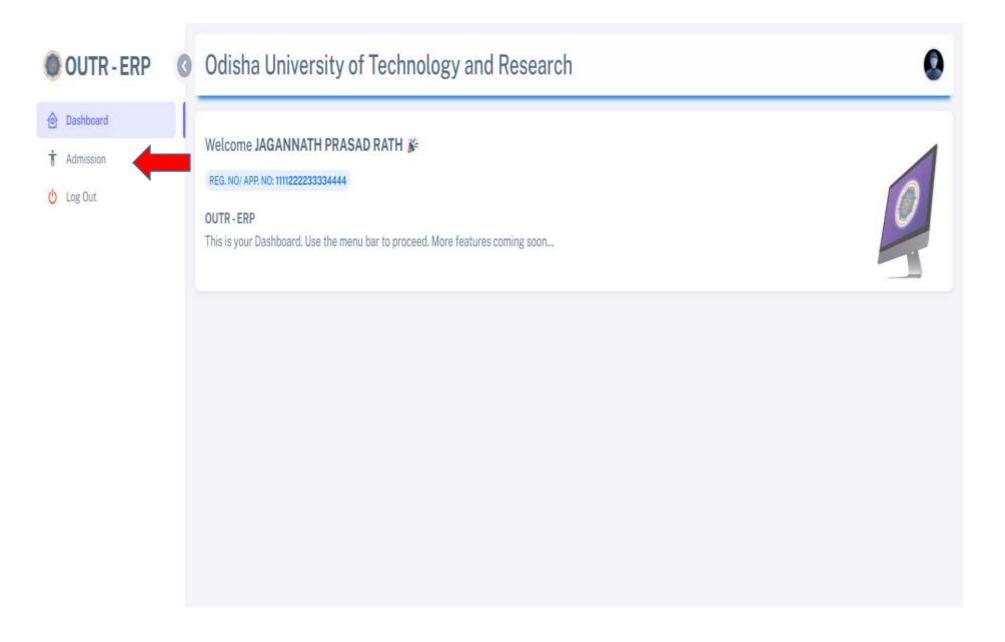
5. Enter your "User Name" and "Password". Your username and password, both are same as your "JEE Main/OJEE APPLICATION NO" (12 DIGIT) then click on "Log in as Student" and the web page is opened as given below.



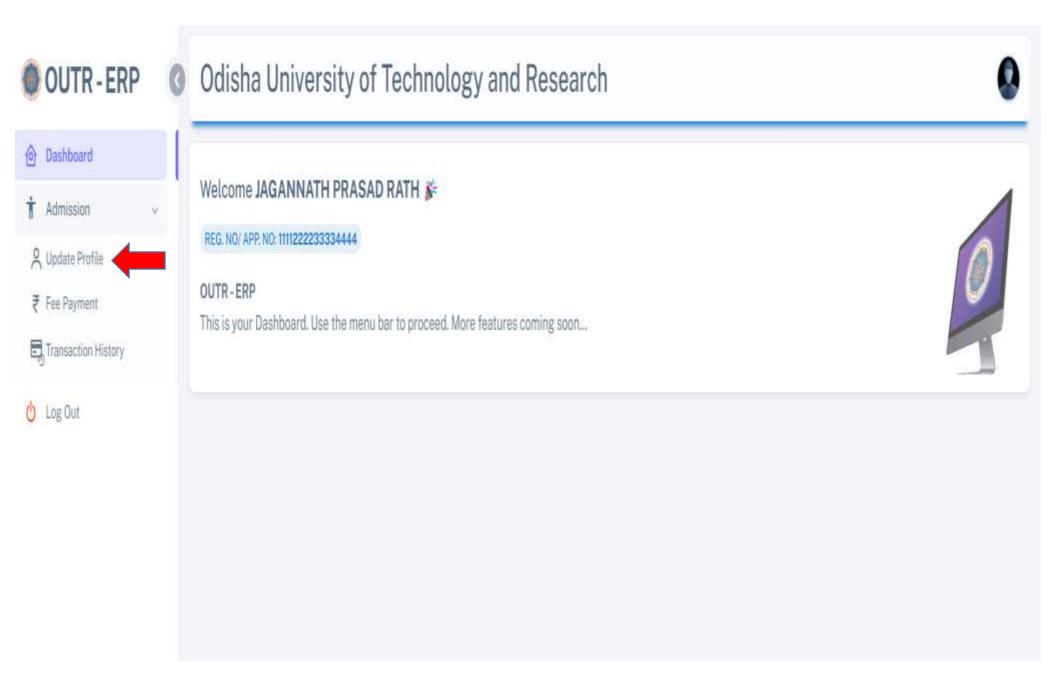
6. After login you are able to see your "Name and OJEE application number" at top Left.



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

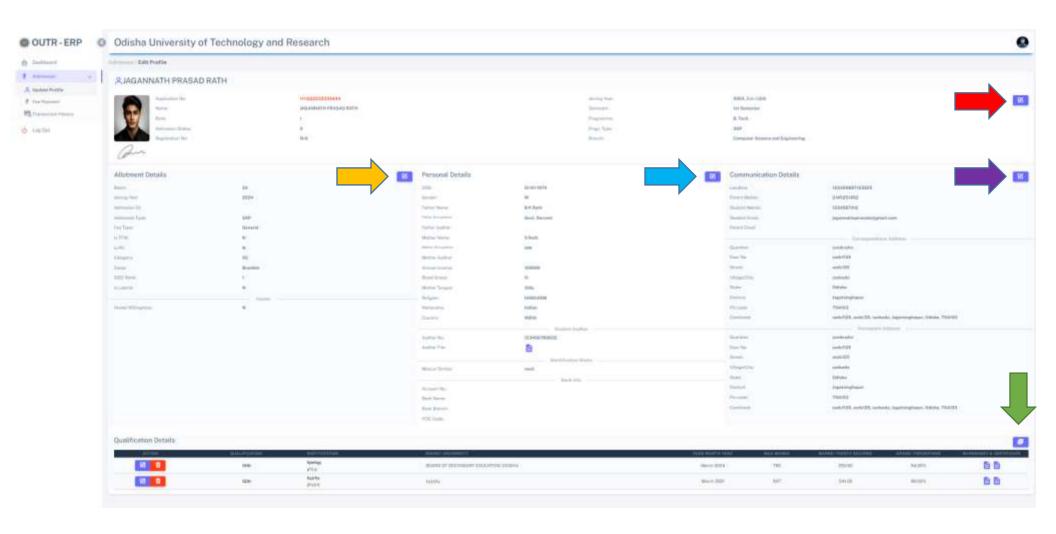


8. Then Click on "Update Profile".

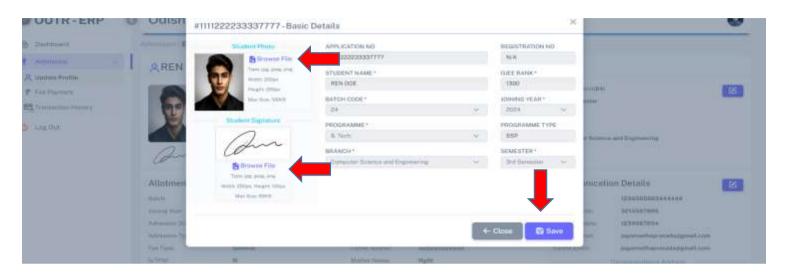


9. Now you have to fill up the details and upload the "Scanned Photograph, Signature & Aadhar card" and fill up the "Allotment Details, Personal Details, Communication Details & Qualification Details (Also Upload the scanned copy of the Mark sheet and Certificates)" one by one clicking on edit & add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

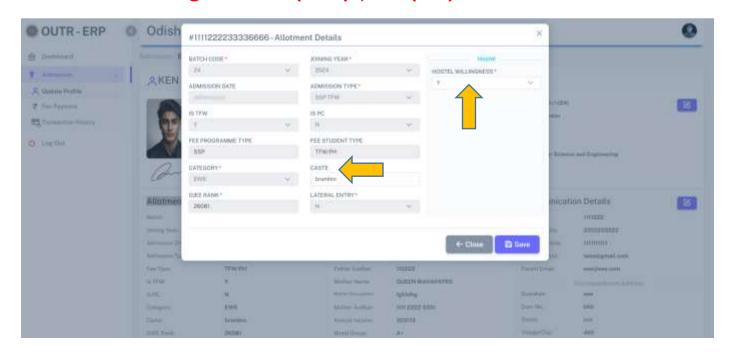
In the TAB " * " marks are mandatory field and must be filled up.



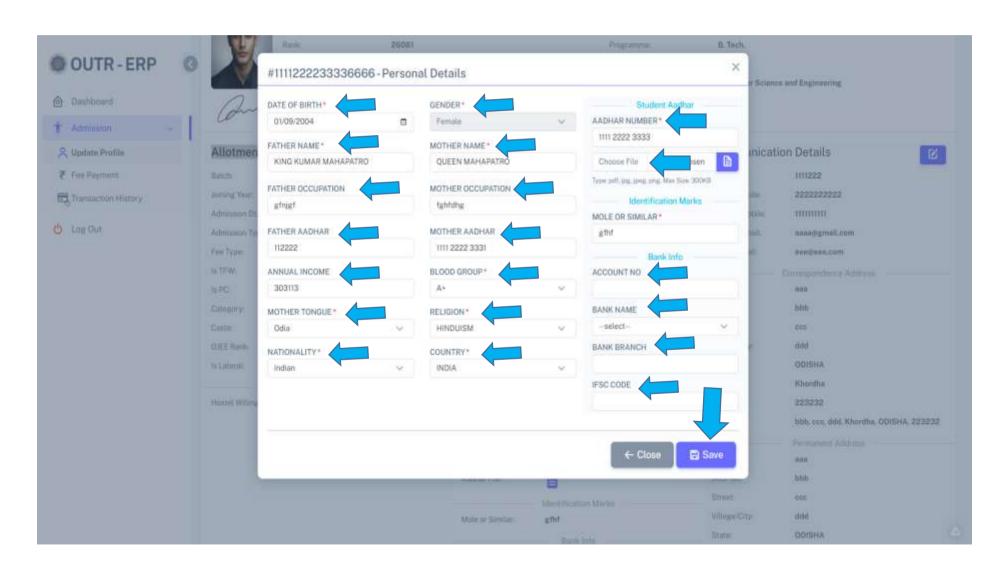
a. In "Basic Details () "must be upload the Scanned "Photo and Signature" through clicking on "Browse File" THEN CLICK ON "SAVE" BUTTON.



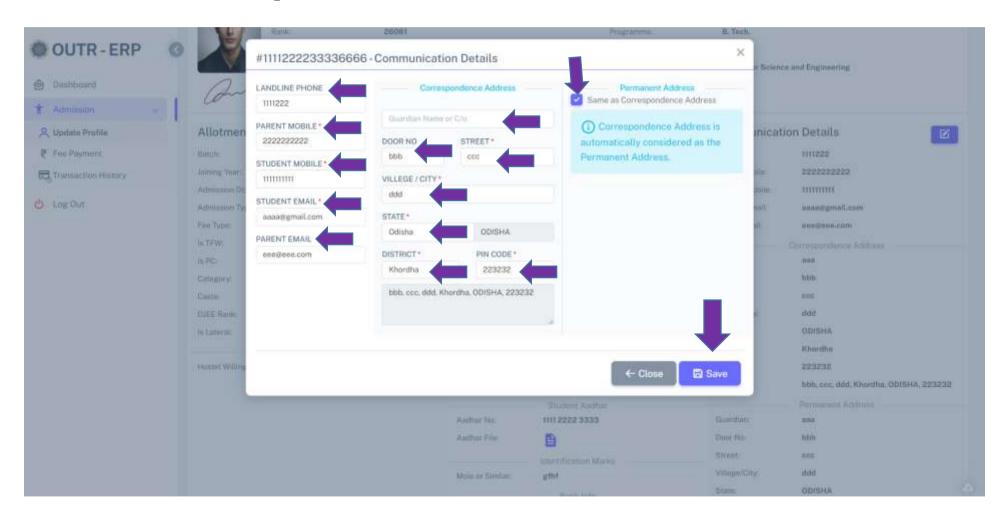
b. In "Allotment Details ()" must be fill up the "CASTE" & choose the drop/ down menu for " Hostel Willingness" "Y(YES)", "N (NO)" THEN CLICK ON "SAVE" BUTTON.



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.



D. In "Communication Details ()" Fill up the "LANDLINE PHONE, PARRENT MOBILE, STUDENT MOBILE (WHATSAPP), STUDENT EMAIL, 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.



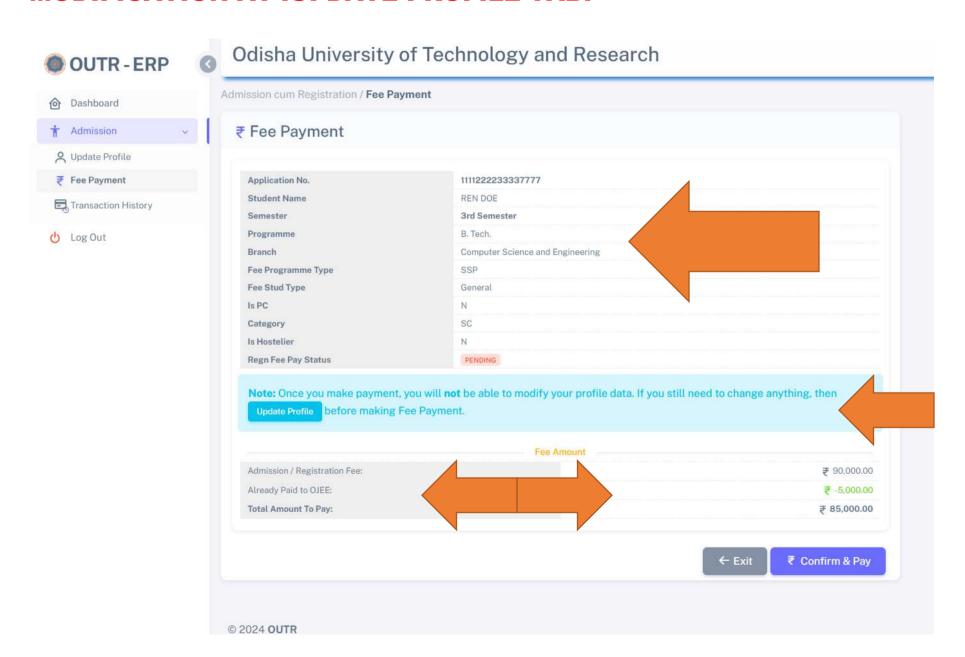
D. In "Qualification Details() "clicking on " + " sign fill up the "QUALIFICATION NAME FROM DROP DOWN MENU, INSTITUTION, INSTITUTION, BOARD/ UNIVERSITY, PASS MONTH, PASSYEAR, IF IN "MARKS" "TOTAL MARKS, MARK SECURED, PERCENTAGE, IF IN "GRADE" GRADE POINTS, , GRADE," & UPLOAD THE DOCUMENTS "MARKSHEET 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.



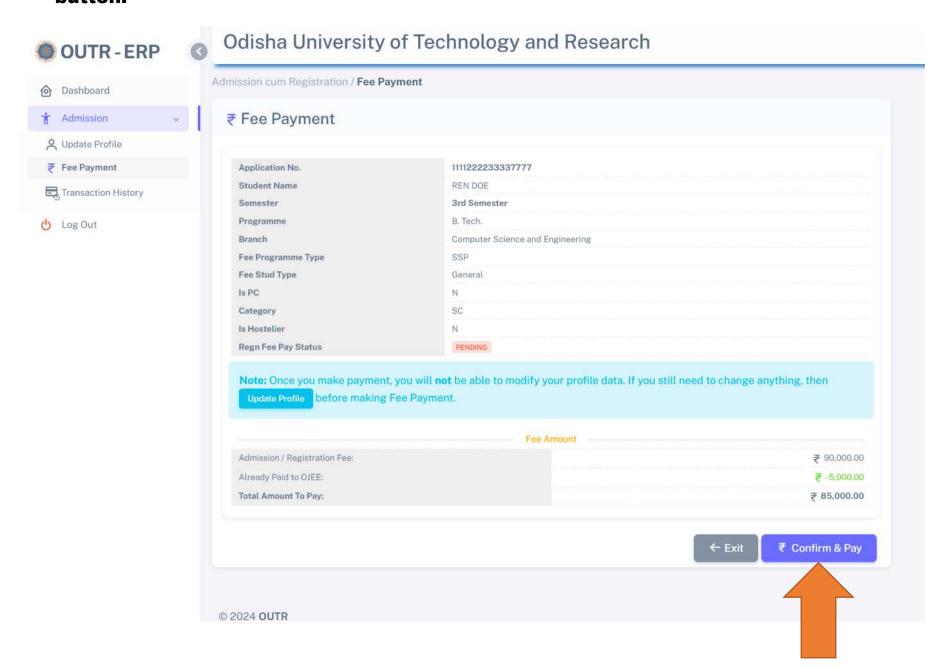
NOW THE "UPDATE PROFILE PART IS SUCESSFULLY COMPLETED"

10. After completion of "Update Profile" now the time for payment the fee. Click on "Fee Payment", after clicking on fee payment now you are able to see the below screen, Which is shown some data about you and the :FEE: to be paid.

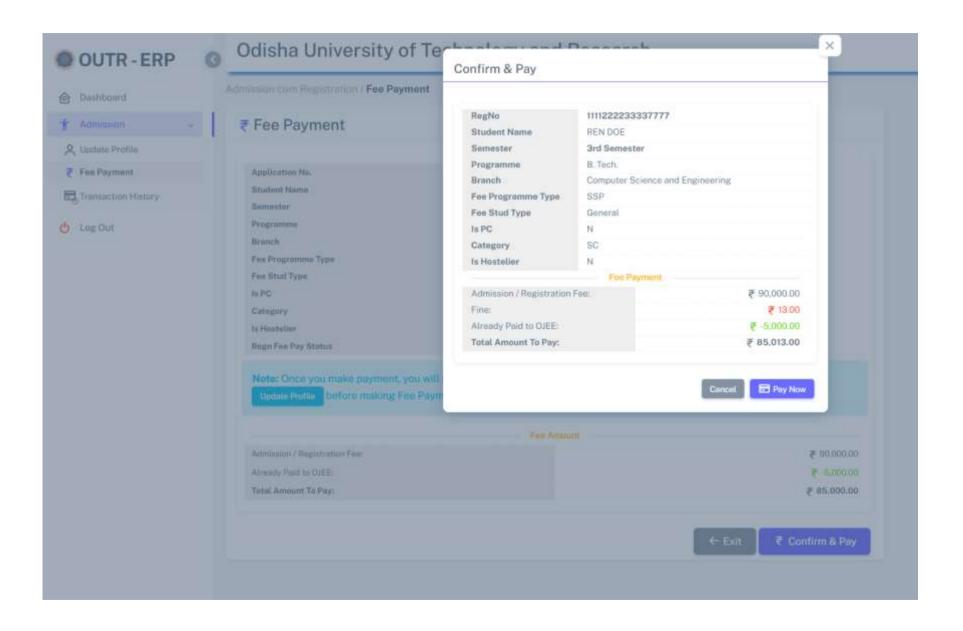
Note:- AFTER FEE PAYMENT YOU ARE NOT ABLE TO ANY CHANGE OR MODIFICATION AT :UPDATE PROFILE TAB:



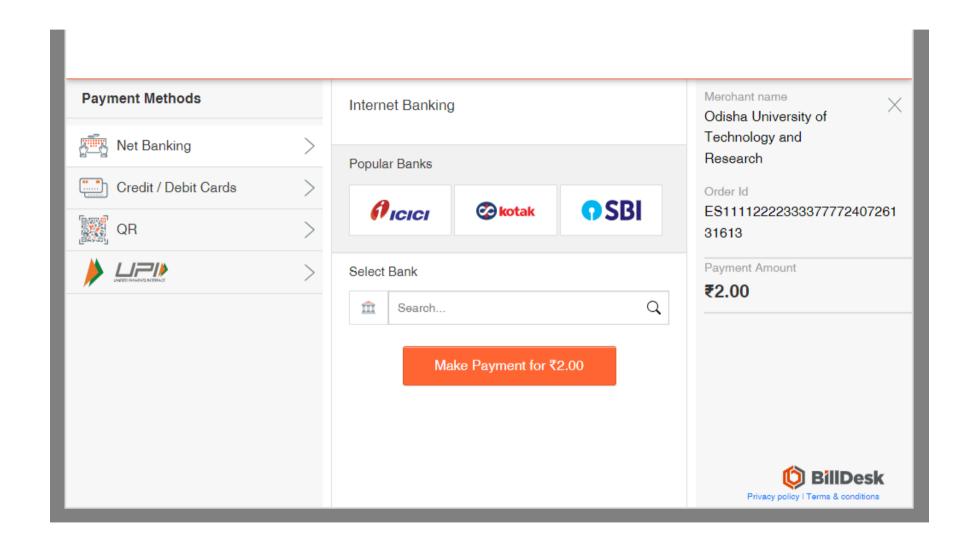
11. If your profile us updated and now you want pay the fee the click on "Confirm & Pay" button.



12. 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.



9. After clicking on Pay Now button, you are able to 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.



10. 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.



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