

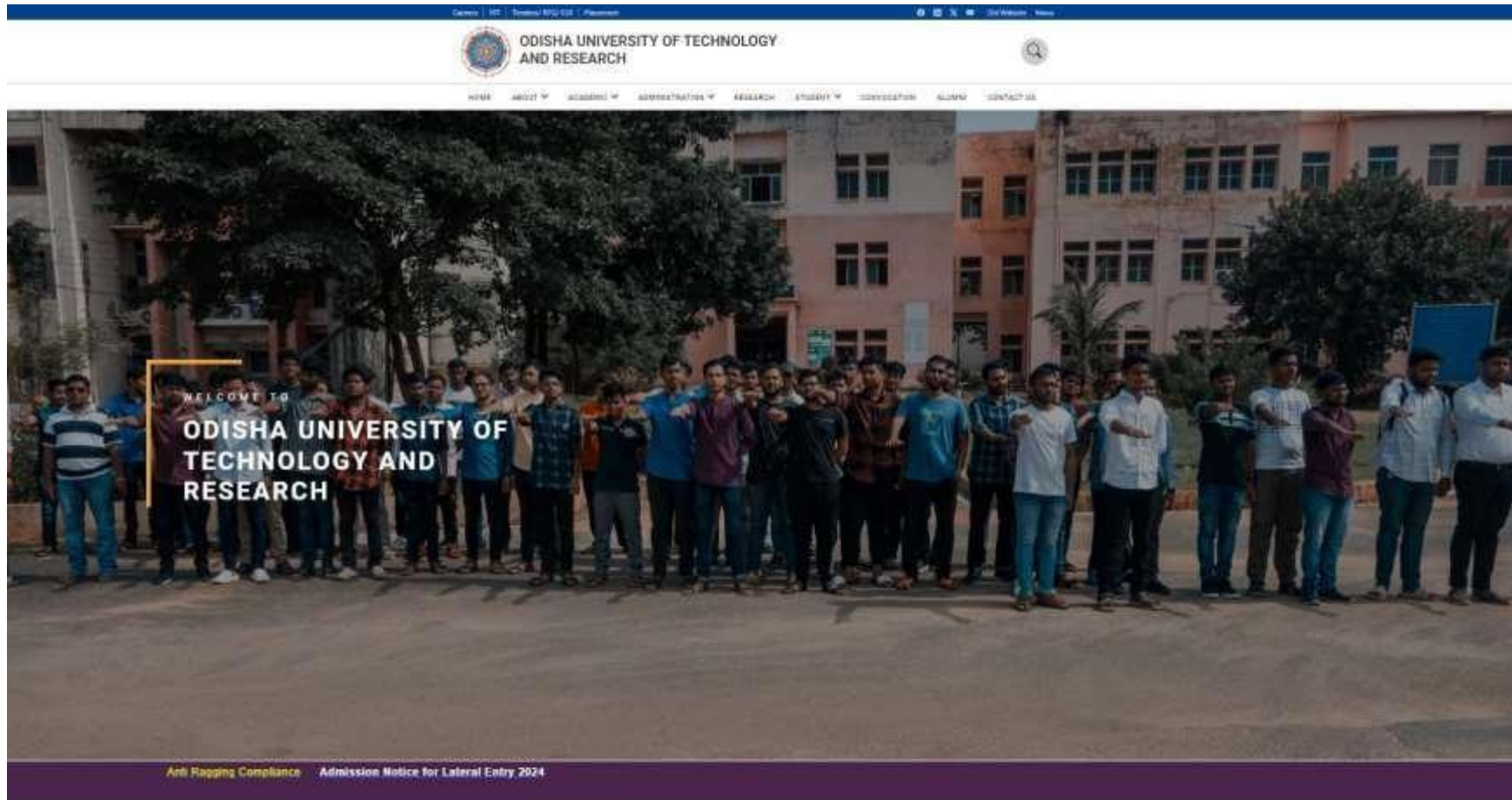


WELCOME
TO
FRESHER'S

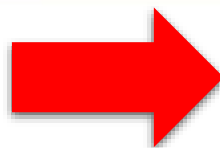
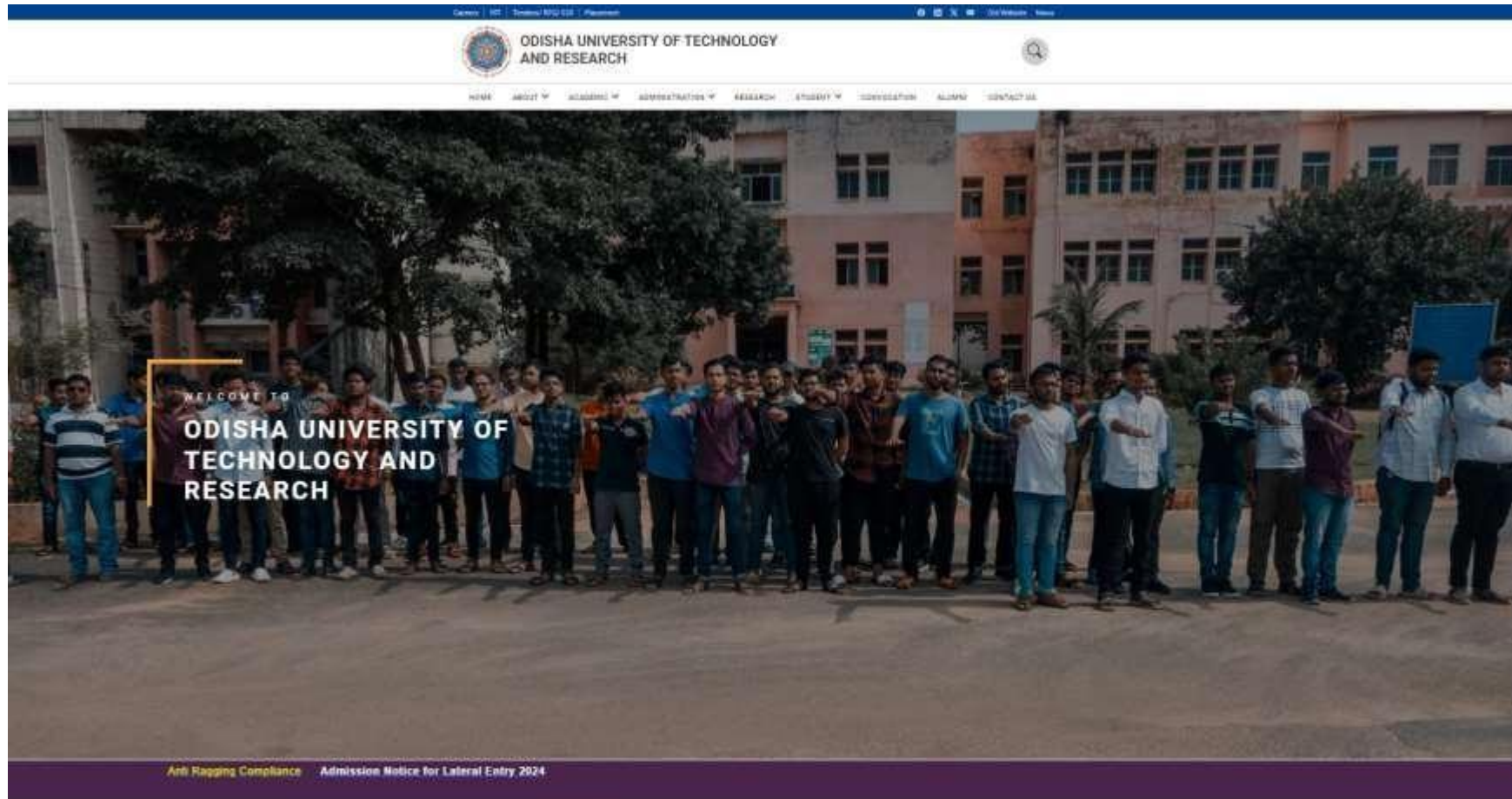
SOP

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 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.



ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH

OUTR

OUTR - ERP

STUDENT HOD/ADV ADMIN

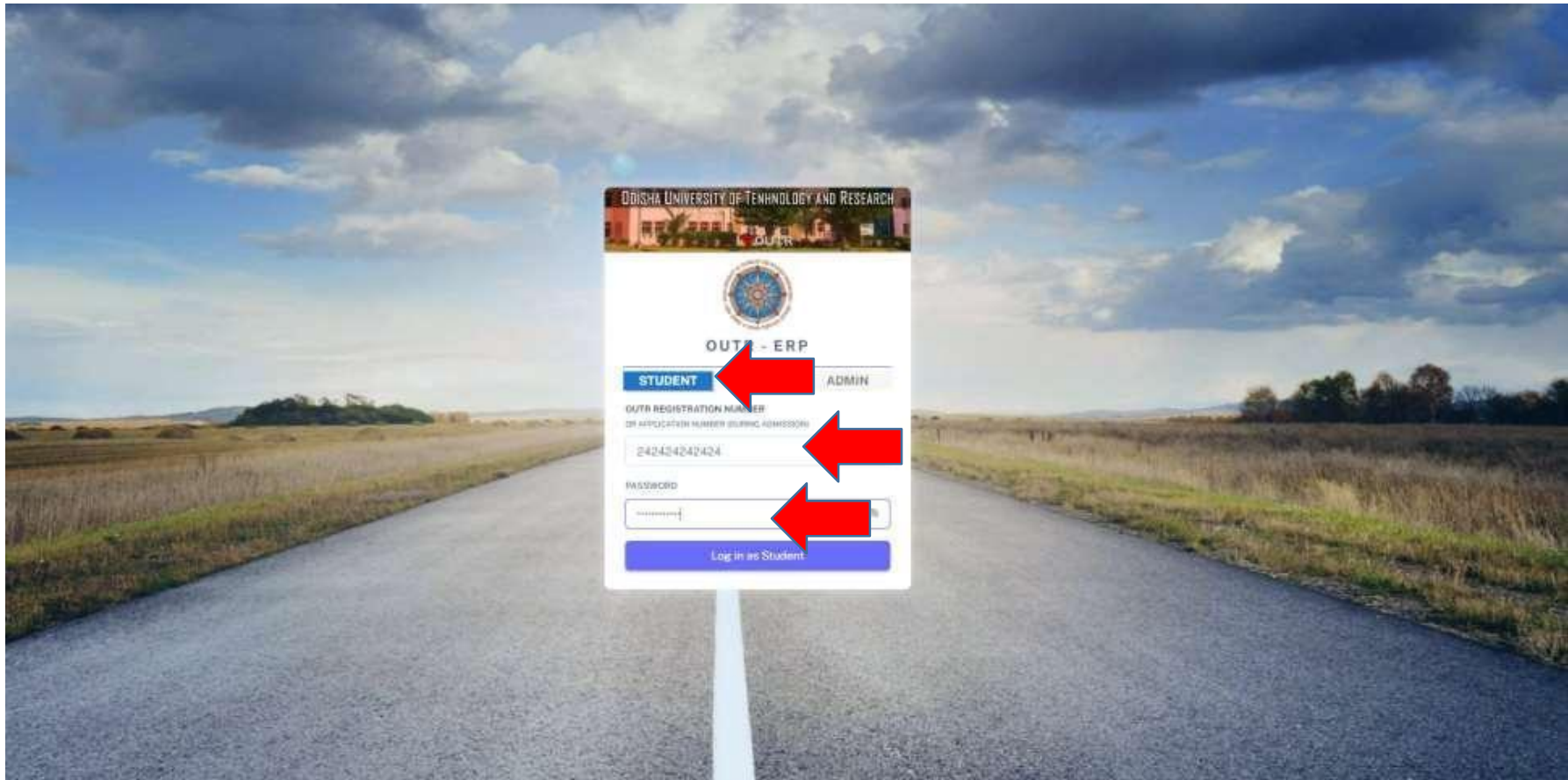
OUTR REGISTRATION NUMBER
OR APPLICATION NUMBER DURING ADMISSION

242424242424

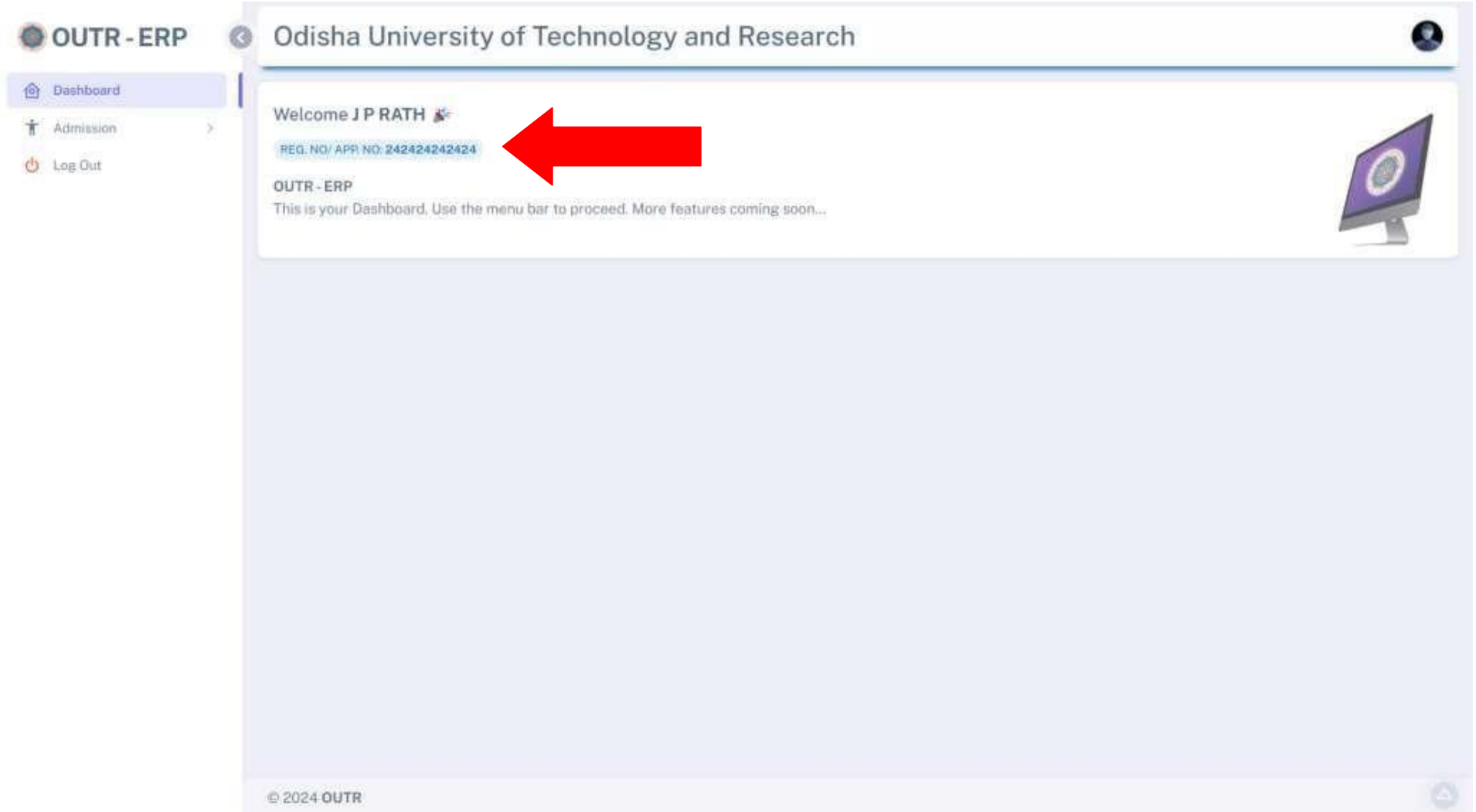
PASSWORD

Log in as Student

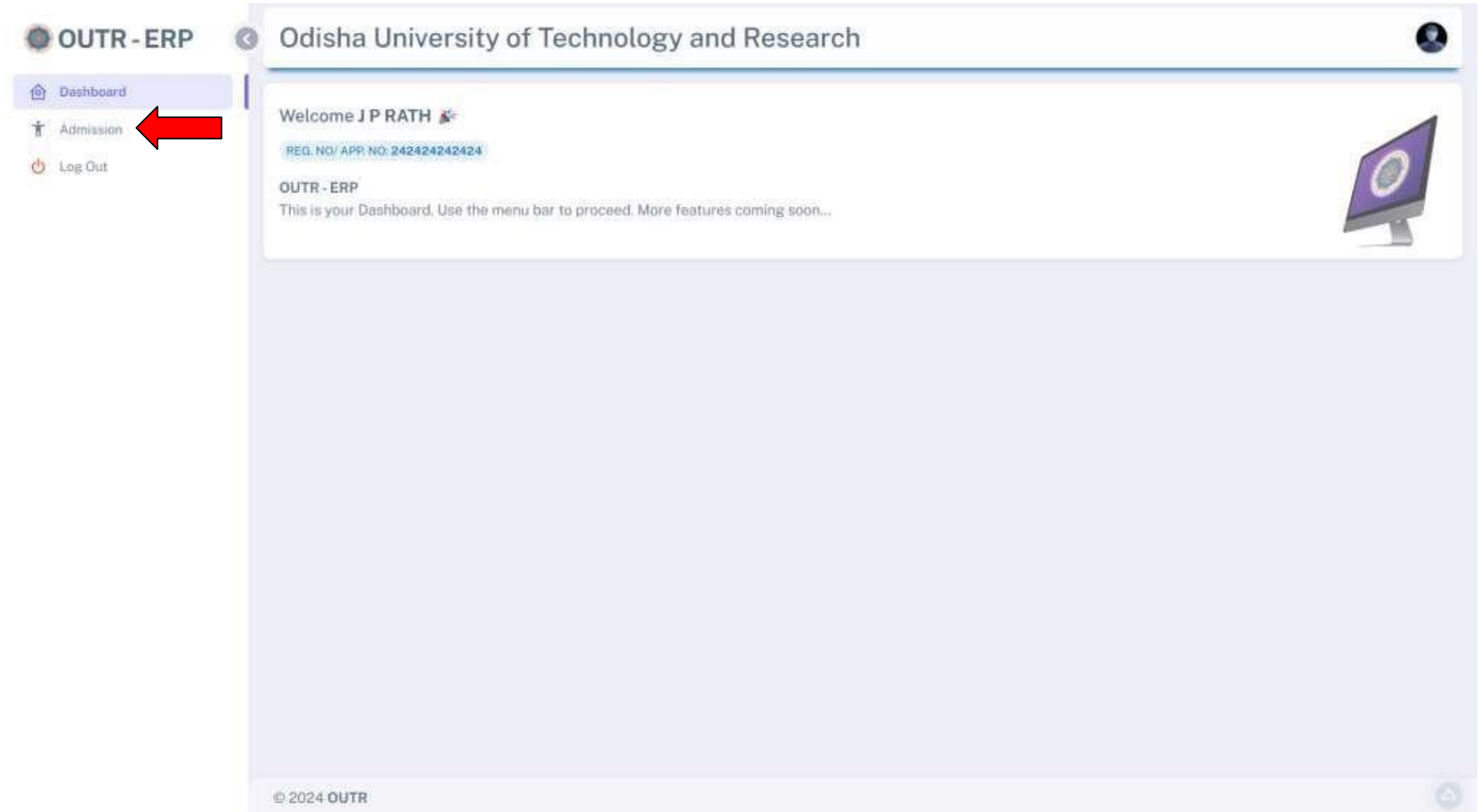
5. Enter your “ **User Name** ” and “ **Password** ”. Your username and password, both are same as your “**JEE Main/OJEE APPLICATION NO**” then click on “**Log in as Student**” and the web page is opened as given below.



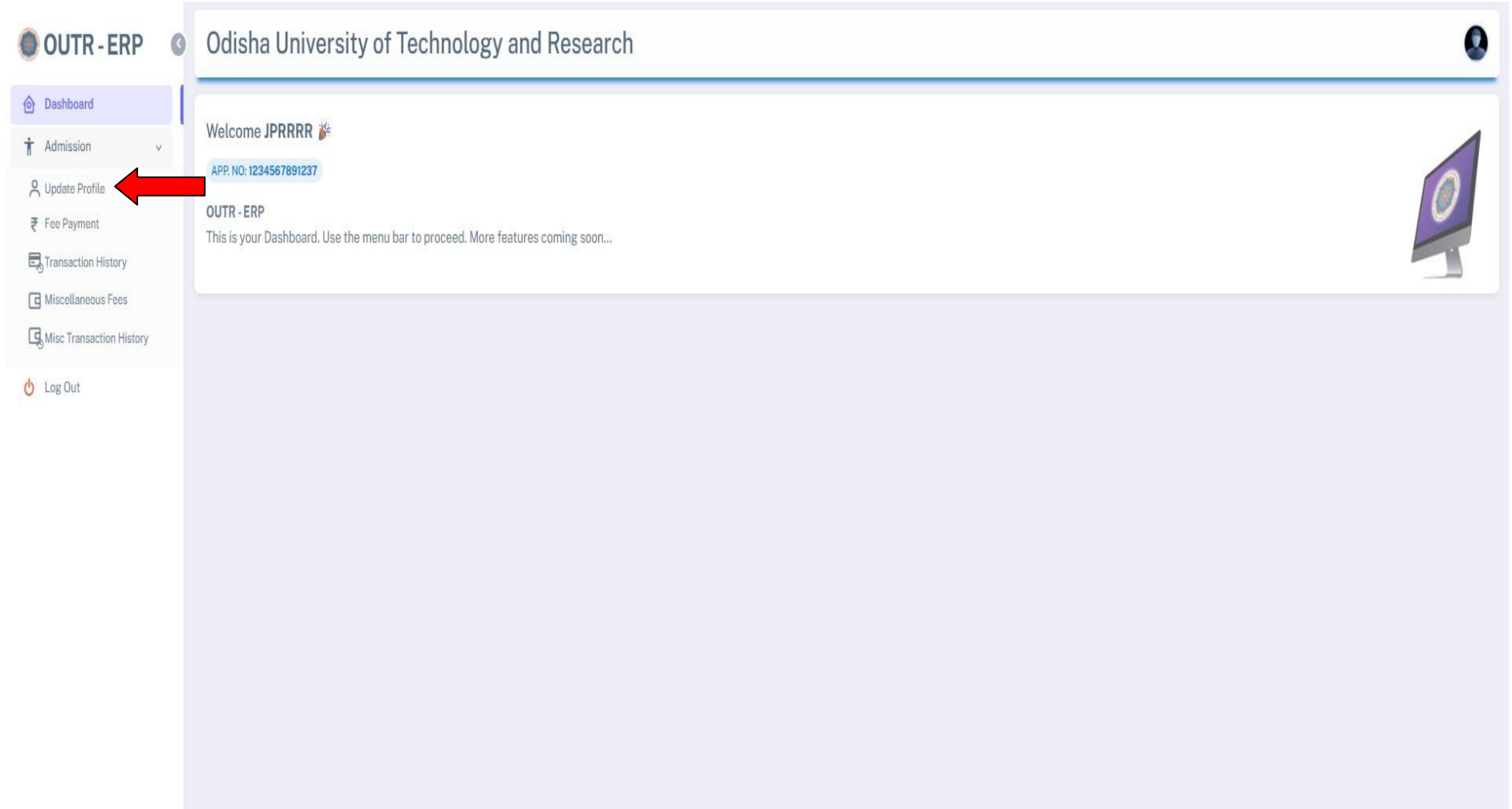
6. After login you are able to see your “ **Name and OJEE application number** ” at top Left.



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



8. Then Click on “Update Profile”



9. 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.

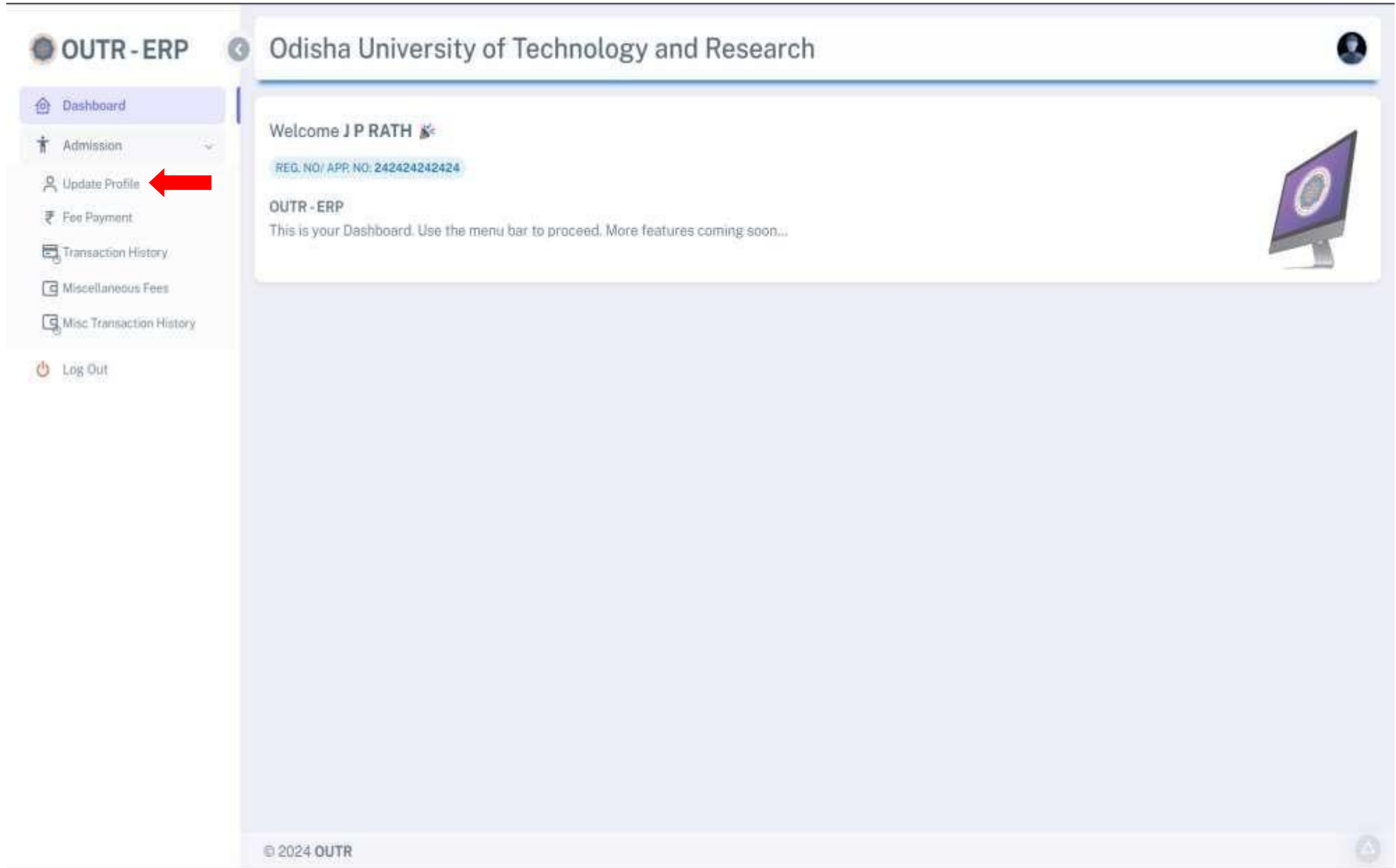
The screenshot displays the OTR-ERP interface for Odisha University of Technology and Research. The left sidebar contains a menu with options: Dashboard, Admission, Contact Verification (highlighted), Update Profile, Fee Payment, Transaction History, Miscellaneous Fees, Misc Transaction History, and Log Out. The main content area is titled 'Student / Contact Verification' and features a section for 'Email Verification'. This section includes a text input field labeled 'Student Email' and a 'Send OTP' button. Below the input field are two buttons: 'Exit' and 'Verify Email OTP'. A blue arrow points down to the 'Send OTP' button, and a green arrow points up to the 'Verify Email OTP' button. A black arrow points up to the 'Student Email' input field.

OUTR-ERP Odisha University of Technology and Research

Student / Contact Verification

☒ Email Verification

10. Then Click on “Update Profile”.



The screenshot displays the OTR-ERP dashboard for Odisha University of Technology and Research. On the left, a vertical sidebar contains a menu with the following items: Dashboard, Admission, Update Profile, Fee Payment, Transaction History, Miscellaneous Fees, Misc Transaction History, and Log Out. A red arrow points to the 'Update Profile' option. The main content area at the top right shows a header with the university's name and a user profile icon. Below this, a welcome message for 'J P RATH' is displayed, followed by a registration number 'REG. NO/ APP NO: 2424242424'. The text 'OUTR - ERP' and a brief dashboard description are also present. A computer monitor icon is visible on the right side of the dashboard. The footer at the bottom left indicates the copyright year '© 2024 OTR'.

OUTR - ERP

Odisha University of Technology and Research

Welcome J P RATH

REG. NO/ APP NO: 2424242424

OUTR - ERP

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

© 2024 OTR

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, Certificates & other related documents as per your category and requirements)” one by one.

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

OUTR - ERP

Dashboard

Admission

Update Profile

Fee Payment

Transaction History

Miscellaneous Fees

Misc Transaction History

Log Out

Odisha University of Technology and Research

Admission / Edit Profile

OUTR2

Registration No:

N/A

Application No:

OUTR2

Name:

22222

Rank:

Pending

Admission Status:

Joining Year:

2026, Batch(26)

Semester:

1st Semester

Programme:

B. Tech.

Progr. Type:

Regular

Branch:

Civil Engineering

Allotment Details

Batch: 26

Joining Year: 2026

Admission Dt:

Admission Type: Regular

Fee Type: General

Is TFW: N

Is PC: N

Seat Category: OPEN

Category: GENERAL

Caste:

OJEE Rank: 22222

Is Lateral: N

Hostel Willingness: Hostel

Hostel Allocated: N

Hostel Name:

Interested in Internal Sliding: Internal Sliding

Personal Details

DOB:

Gender: F

Father Name:

Father Occupation:

Father Aadhar:

Mother Name:

Mother Occupation:

Mother Aadhar:

Annual Income:

Blood Group:

Mother Tongue:

Religion:

Nationality:

Country:

Aadhar No:

Student Aadhar:

Identification Marks:

Mole or Similar:

Bank Info:

Account No:

Bank Name:

Bank Branch:

IFSC Code:

Communication Details

Parent Mobile:

Parent Alt No:

Parent Email:

Student Mobile (WhatsApp):

Student Alt No:

Student Email: jyotshar88@gmail.com

ABC ID:

Aadhaar Name: OUTR2

Aadhaar Linked Mobile No:

Correspondence Address:

Guardian:

Door No:

Locality:

Village/City:

State:

District:

Pin code:

Combined:

Permanent Address:

Guardian:

Door No:

Locality:

Village/City:

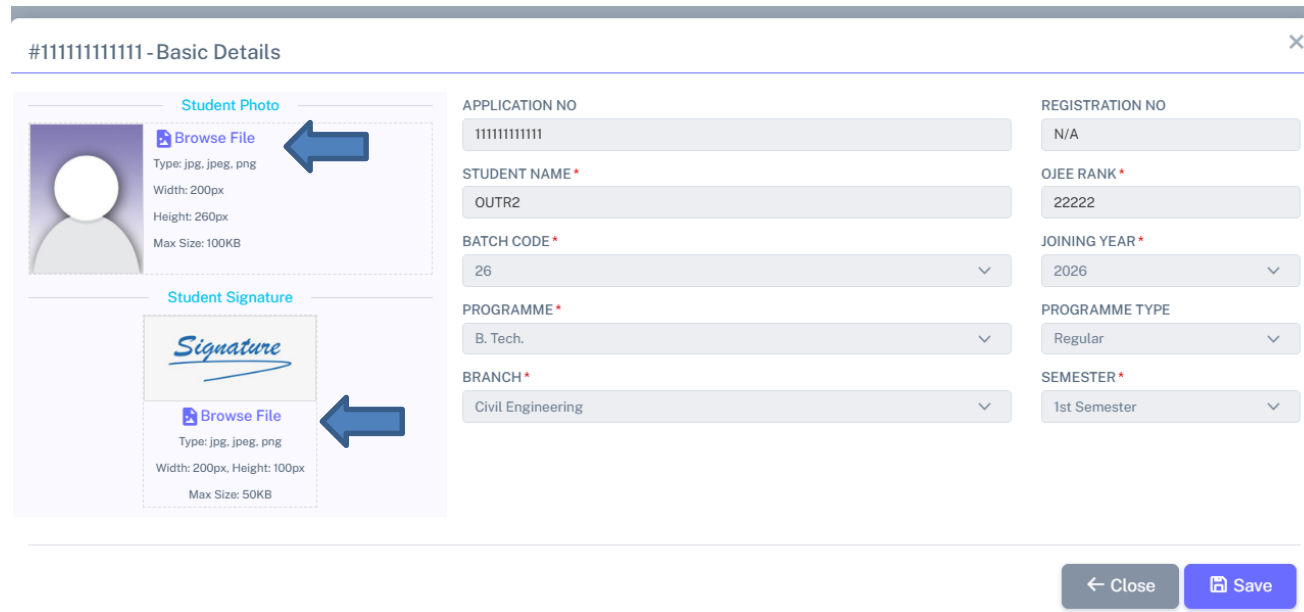
State:

District:

Pin code:

Combined:

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



#11111111111 - Basic Details

Student Photo

 **Browse File**

Type: jpg, jpeg, png
Width: 200px
Height: 260px
Max Size: 100KB

Student Signature

 **Browse File**

Type: jpg, jpeg, png
Width: 200px, Height: 100px
Max Size: 50KB

APPLICATION NO
11111111111

REGISTRATION NO
N/A

STUDENT NAME *
OUTR2

OJEE RANK *
22222

BATCH CODE *
26

JOINING YEAR *
2026

PROGRAMME *
B. Tech.

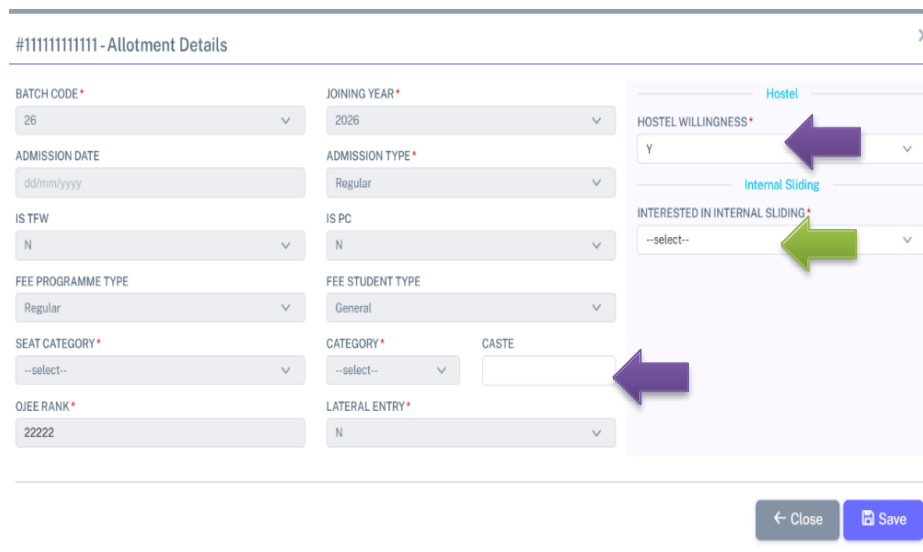
PROGRAMME TYPE
Regular

BRANCH *
Civil Engineering

SEMESTER *
1st Semester

← Close Save

b. In “Allotment Details ()” must be fill up the “**CASTE**” & choose the drop/ down menu, for “**Hostel Willingness**” “**Y(YES)**”, “**N (NO)**”, for “**Interested in Internal Sliding**” “**Y(YES)**”, “**N (NO)**” read the pop-up carefully and click on “**Agree**” or “**Cancel**” as per your choice”, THEN CLICK ON “**SAVE**” BUTTON.



#11111111111 - Allotment Details

BATCH CODE *
26

JOINING YEAR *
2026

ADMISSION DATE
dd/mm/yyyy

ADMISSION TYPE *
Regular

IS TFW
N

IS PC
N

FEE PROGRAMME TYPE
Regular

FEE STUDENT TYPE
General

SEAT CATEGORY *
--select--

CATEGORY *
--select--

CASTE
[Empty Field]

LATERAL ENTRY *
N

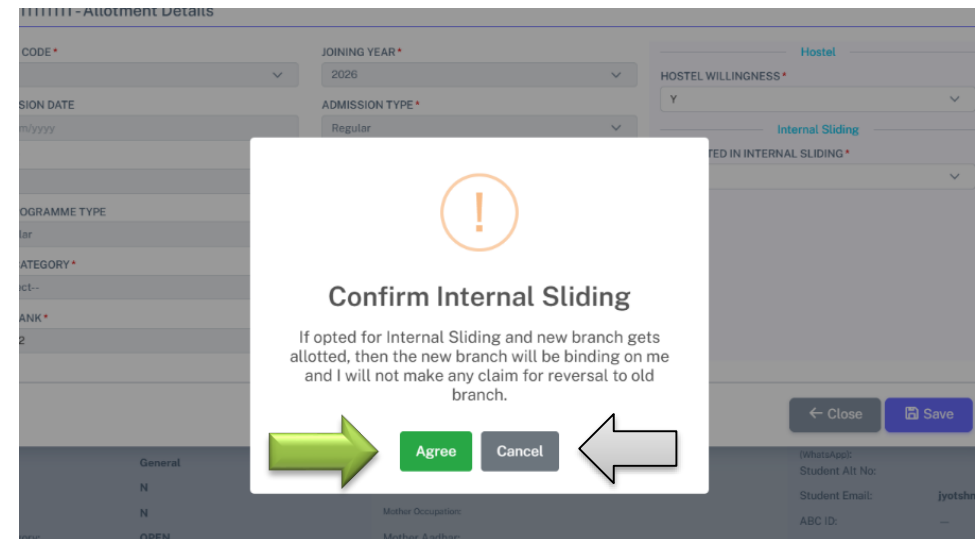
Hostel

HOSTEL WILLINGNESS *
Y

Internal Sliding

INTERESTED IN INTERNAL SLIDING *
--select--

← Close Save



#11111111111 - Allotment Details

CODE *
26

JOINING YEAR *
2026

ADMISSION DATE
dd/mm/yyyy

ADMISSION TYPE *
Regular

PROGRAMME TYPE
B. Tech.

SEAT CATEGORY *
--select--

OJEE RANK *
22222

PROGRAMME TYPE
Regular

BRANCH *
Civil Engineering

SEMESTER *
1st Semester

Hostel

HOSTEL WILLINGNESS *
Y

Internal Sliding

INTERESTED IN INTERNAL SLIDING *
--select--

Confirm Internal Sliding

If opted for Internal Sliding and new branch gets allotted, then the new branch will be binding on me and I will not make any claim for reversal to old branch.

← Close Save

Agree Cancel

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 “  ” BUTTON.**

University of Technology

Profile

Registration No:

Application No:

Name:

Rank:

Admission Status:

Details

24

2024

SSP

General

N

N

#242424242424 - Personal Details

STUDENT DOB *

04/05/1980

GENDER *

Male

Student Aadhar

AADHAR NUMBER *

124578963214

FATHER NAME *

B K Rath

MOTHER NAME *

S Rath

Identification Marks

MOLE OR SIMILAR *

cdsvcdsfvs

FATHER OCCUPATION

Lord

MOTHER OCCUPATION

H W

Bank Info

ACCOUNT NO

12366547852123633

FATHER AADHAR

125412457852

MOTHER AADHAR

124578521245

BANK NAME

Allahabad Bank

ANNUAL INCOME

10000000

BLOOD GROUP *

O-

BANK BRANCH

vdvsvdvdvb

MOTHER TONGUE *

Odia

RELIGION *

HINDUISM

IFSC CODE

sdgvsadrgf

NATIONALITY *

Indian

COUNTRY *

INDIA

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:

dskhvbksdbb

Parent Email:

dybjlfdvbj@g

Correspon

Guardian:

dsgvfdvbg

D. In “Communication Details ()” Fill up the “PARRENT MOBILE, PARRENT ALTERNATE MOBILE NO (IF), PARENT EMAIL, STUDENT MOBILE (AVAILABLE WITH WHATSAPP), STUDENT ALTERNATE MOBILE NO (IF), STUDENT AADHAR LINKED MOBILE NO & IN “CORRESPONDENCE ADDRESS AND PERMANENT ADDRESS” “GUARDIAN NAME, HOUSE NO/PLOT NO, LOCALITY, VILLAGE / CITY, STATE, DISTRICT, PIN CODE & ALSO ” [“*” MARKS ARE MANDATORY FIELD] THEN CLICK ON “ SAVE ” BUTTON.

#11111111111 - Communication Details ✕

PARENT MOBILE *

PARENT ALTERNATE NO

PARENT EMAIL

STUDENT MOBILE (WhatsApp) *

STUDENT ALTERNATE NO

STUDENT EMAIL *
jyotshnarp88@gmail.com

AADHAAR / ABC DETAILS

AADHAAR NUMBER
232323232323

AADHAAR NAME
OUTR2

ABC ID

AADHAAR LINKED MOBILE NO *

Correspondence Address

Guardian Name or C/o

HOUSE NO/PLOT NO

LOCALITY *

VILLAGE / CITY *

STATE *
Other

name of state

DISTRICT *

PIN CODE *

Permanent Address

☐ Same as Correspondence Address

Guardian Name or C/o

HOUSE NO/PLOT NO

LOCALITY *

VILLAGE / CITY *

STATE *
Other

name of state

DISTRICT *

PIN CODE *

← Close Save

NOW THE “UPDATE PROFILE PART IS SUCESSFULLY COMPLETED”

10. In “Qualification Details() ” clicking on “ + ” 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.

{For B Tech, B Plan, B Arch, Int. MSc - 10th Certificate and 12th mark Sheet are mandatory
For M Plan, M. Tech, MCA, MBA - 10th Certificate and 12th mark Sheet, Last Graduation Mark sheet and Certificate are Mandatory }

Qualification Details

Original 10th Mark Sheet and Pass Certificate	 *	   
Original +2 Sc. Mark Sheet and Pass Certificate (if candidate passed Diploma, required diploma original Mark Sheet and Pass Certificate)	*	   

#11111111111 - Add Qualification

QUALIFICATION NAME * Original 10th Mark Sheet and Pass Certificate *	PASS MONTH * --select--	PASS YEAR * --select--	Upload Documents If your Mark Sheet & Certificate are the same document, upload it in both the Marksheet & Certificate sections below. MARKSHEET Choose File No file chosen Type: pdf, jpg, jpeg, png, Max Size: 800KB CERTIFICATE Choose File No file chosen Type: pdf, jpg, jpeg, png, Max Size: 800KB
INSTITUTION *	☒ Marks	☐ Grade	
INSTITUTION ADDRESS *	TOTAL MARKS *	GRADE POINTS *	
BOARD/UNIVERSITY * --select--	MARK SECURED *	GRADE *	
Board/University Name	PERCENTAGE *		

← Close Save

11. 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.

Other Certificates

Original Aadhaar Card of the Candidate



Original Caste Certificate

(for candidates taking admission under SC/ST/SEBC category)



Original PC Certificate

(for candidates taking admission under PC category)



Original Nativity / Residential Certificate



Original Income Certificate for TFW student for the current financial year

(if candidate has taken admission under TFW category) **issued after 31.03.2026**



Original EWS Certificate for the current financial year

(if candidate has taken admission under EWS category) **issued after 31.03.2026**



Original Green Card

(if admission taken under Green Card category)



 View Checklist

12. 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:

OUTR - ERP Odisha University of Technology and Research

Admission cum Registration / Fee Payment

₹ Fee Payment

Application No.	242424242424
Student Name	J P RATH
Semester	1st Semester
Programme	M. Tech. (Part Time)
Branch	Water Resources Engineering
Fee Programme Type	SSP
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:	₹ 90,000.00
Already Paid to OJEE:	₹ -10,000.00
Total Amount To Pay:	₹ 80,000.00

[← Exit](#) [₹ Confirm & Pay](#)

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

 **OUTR - ERP**

[Dashboard](#)
[Admission](#) ▾
[Update Profile](#)
[₹ Fee Payment](#)
[Transaction History](#)
[Log Out](#)

Odisha University of Technology and Research

Admission cum Registration / **Fee Payment**

₹ Fee Payment

Application No.	1111222233337777
Student Name	REN DOE
Semester	3rd Semester
Programme	B. Tech.
Branch	Computer Science and Engineering
Fee Programme Type	SSP
Fee Stud Type	General
Is PC	N
Category	SC
Is Hostelier	N
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:	₹ 90,000.00
Already Paid to OJEE:	₹ -5,000.00
Total Amount To Pay:	₹ 85,000.00

[← Exit](#) [₹ Confirm & Pay](#)

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14. 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 OTR-ERP interface for Odisha University of Technology and Research. The main page is titled "Fee Payment" and shows a list of student details including Application No., Student Name, Semester, Programme, Branch, Fee Programme Type, Fee Stud Type, Is PC, Category, Is Hostelier, and Regn Fee Pay Status. A modal popup titled "Confirm & Pay" is overlaid on the page, displaying the same student details and a summary of fees.

Confirm & Pay

RegNo	1111222233337777
Student Name	REN DGE
Semester	3rd Semester
Programme	B. Tech.
Branch	Computer Science and Engineering
Fee Programme Type	SSP
Fee Stud Type	General
Is PC	N
Category	SC
Is Hostelier	N

Fee Payment

Admission / Registration Fee:	₹ 90,000.00
Fine:	₹ 13.00
Already Paid to OJEE:	₹ -5,000.00
Total Amount To Pay:	₹ 85,013.00

Note: Once you make payment, you will be redirected to the payment gateway.

[Update Profile](#) before making Fee Payment

[Cancel](#) [Pay Now](#)

Fee Amount

Admission / Registration Fee:	₹ 90,000.00
Already Paid to OJEE:	₹ -5,000.00
Total Amount To Pay:	₹ 85,000.00

[← Exit](#) [₹ Confirm & Pay](#)

9. After clicking on Pay Now button, you will see the below screen to complete the payment process & its showing to gateway to do the payment. You may chose any gateway between two to do the payment (Net banking, Debit Card, Credit Card, UPI, QR Code, etc.) as per your choice.

Admission cum Registration / Fee Payment

₹ Fee Payment

Application No.

Student Name

Semester

Programme

Branch

Fee Programme Type

Fee Stud Type

Is PC

Category

Regn Fee Pay Status

Computer Science and Engineering

SSP

General

N

GEN

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

Choose Payment Gateway

Please choose a payment gateway to proceed.

☐  HDFC Bank

☐  Canara Bank

Cancel

Odisha University of Technology and Research

Payment Methods

 Credit / Debit Cards >

 Net Banking >

 UPI logo >

 QR >

Cards

Card Number

Expiration Date

MM/YY

CVV/CVC

Card Holder Name

Make Payment for ₹2

Merchant Name

Odisha University of Techn

ology and Research

Order Id

ES789789789260802005244

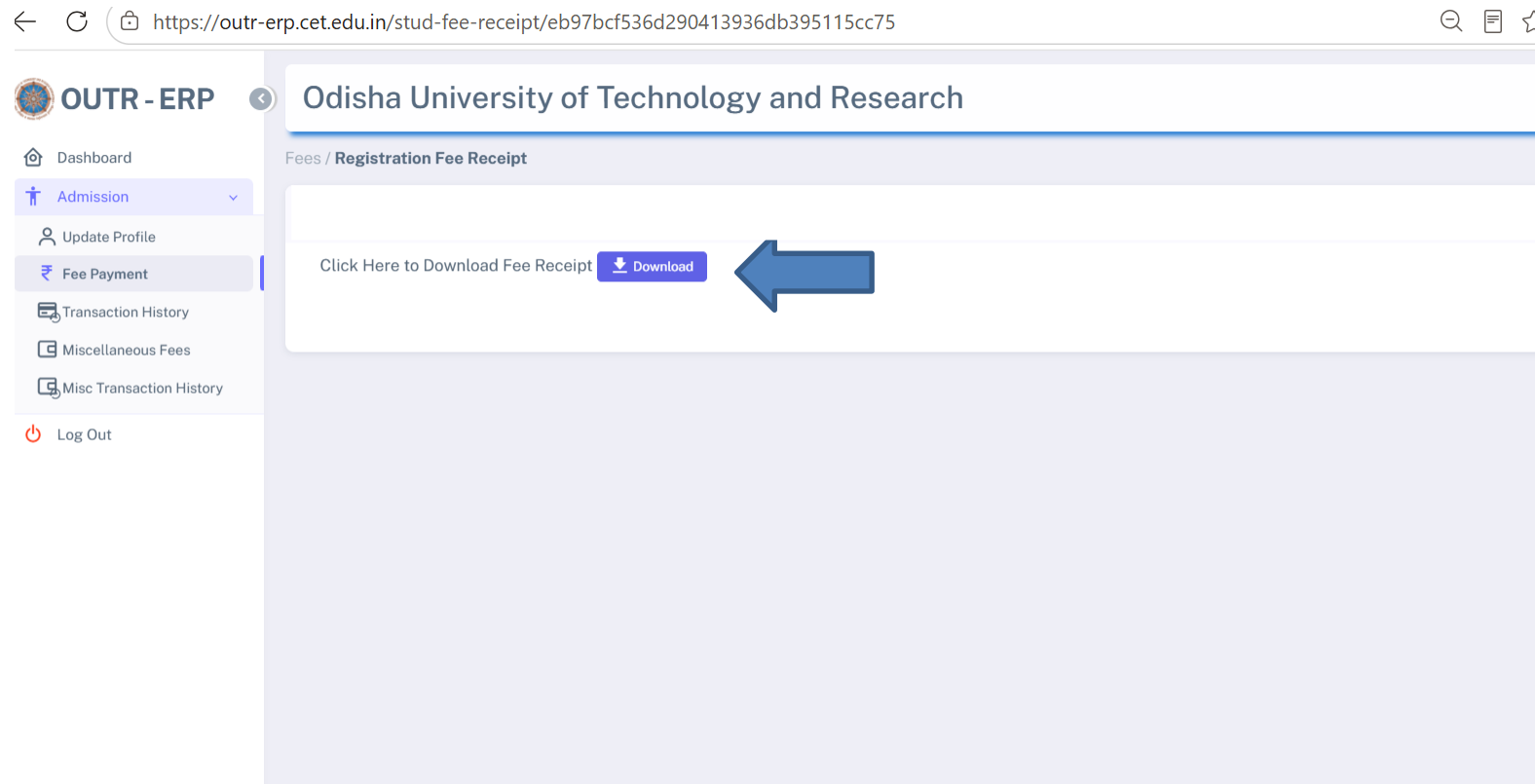
Payment Amount

₹2.00

 **BillDesk**

Privacy Policy | Terms & Conditions

10. After the successful payment now you are download the payment slip as given below and also it's shown on your “Transaction History”. You may take print for payment confirmation.



NB: MAY BE RECEIVED A PROFILE COPY, FEE RECEIPT, ADVISOR DETAILS, WhatsApp QR code & CHECKLIST AT YOUR VERIFIED E-MAIL ADDRESS IN FEW MINUTES/ HOUR.

NB: PRINT THE CHECKLIST ATTACHMENT RECEIVED VIA EMAIL, VERIFY ALL DETAILS, AND ARRANGE ALL PHYSICAL DOCUMENTS SYSTEMATICALLY ACCORDING TO THE PRINTED CHECKLIST BEFORE REPORTING FOR PHYSICAL VERIFICATION.



ଓଡିଶା ଟେକ୍ନୋଲୋଜି ଓ ଗବେଷଣା ବିଶ୍ୱବିଦ୍ୟାଳୟ
Odisha University of Technology and Research

TECHNO CAMPUS, GHATIKIA, BHUBANESWAR - 751 029



CHECK LIST

(FOR ADMISSION OF FRESHERS - 2026-27)

Programme of Admission: **B. Tech.**

JEE Main - 2026 Application Number: 111111111111

JEE Main Rank: 22222

Branch: Civil Engineering

Category of Allotment: OPEN

Allotment Sub Category SGS: Yes / No

Name of the Candidate: OUTR2

Mobile Number: 8765432123

Gender: Female

Date of Birth (dd/mmm/yyyy): 29/jul/2010

SECTION A: Documents to be Retained by the University

Sl. No.	Name of the Certificates / Documents	Mark (✓) if attached
01	Copy of the Final Allotment Letter of OJEE-2026 with allotment ID	
02	Original TC / CLC and Conduct Certificate	
03	Two Original Affidavits in the prescribed format (Annexure - I & II) on Non-judicial Stamp Paper of Rs.10/- each	

SECTION B: Original Documents Required for Verification (Mark (✓) by the candidate)

Sl. No.	Name of the Certificates / Documents (These documents are to be arranged in the following order)	Mark (✓) if attached
01	Original Aadhaar Card of the Candidate	✓
02	Original 10th Mark Sheet and Pass Certificate	✓
03	Original +2 Sc. Mark Sheet and Pass Certificate (if candidate passed Diploma, required diploma original Mark Sheet and Pass Certificate)	✓
04	Original Caste Certificate (for candidates taking admission under SC/ST/SEBC category)	
05	Original PC Certificate (for candidates taking admission under PC category)	
06	Original Nativity / Residential Certificate	
07	Original Income Certificate for TFW student for the current financial year (if candidate has taken admission under TFW category) issued after 31.03.2026	
08	Original EWS Certificate for the current financial year (if candidate has taken admission under EWS category) issued after 31.03.2026	
09	Original Green Card (if admission taken under Green Card category)	

Date: _____

Signature of Candidate

Signature of Verifying Officer with Name

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