



ଓଡ଼ିଶା ବୈଷୟିକ ଓ ଗବେଷଣା ବିଶ୍ୱବିଦ୍ୟାଳୟ
ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH
Ghatikia, Bhubaneswar – 751 029

Ref. No.: 2390 /ACD/OUTR

Dated: 12/09/2024

INSTRUCTIONS FOR B.Tech. SPOT ADMISSION 2024-25
(1stYear B. Tech., B. Arch., B. Plan, Int. M. Sc. Programs)

Odisha University of Technology and Research, Bhubaneswar extends a hearty welcome to the candidates allotted by OJEE-2024 for admission in to **1st Year B. Tech., B. Arch., B. Plan, Int. M. Sc. Programs** after 1st and 2nd round of Spot Admission. 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. 5 & 6) 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 No. 4. Accordingly prepare these documents in order.

E. **Affidavits:** Two formats of the Affidavits are given at Page Nos. 8&9 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.

01. **Admission Fees* to be paid by the Freshers:**[1st Year B. Tech., B. Arch., B. Plan, Int. M. Sc. Programs]
 (* Fee Structure shown in this table = Total Fees of the programs – Fees deposited at OJEE-2024)

Sl. No.	Name of the Programs	(*) Balance fees payable by candidates (in Rs.)	
		General/ SC / ST	TFW
1	Bachelor of Technology (Regular) Programs (i) B. Tech. in Civil Engineering (ii) B. Tech. in Metallurgical and Materials Engineering (iii) B. Tech. in Textile Engineering	25,400	13,400
2	Bachelor of Technology (Self-Sustaining) Programs (i) B. Tech. in Biotechnology	70,000	25,000
3	Bachelor of Architecture	25,400	13,400
4	Bachelor of Planning	25,400	13,400
5	Integrated M. Sc. Programs (i) Int. M. Sc. in Chemistry (ii) Int. M. Sc. in Mathematics & Computing (iii) Int. M. Sc. in Physics	25,400	13,400

NOTE: It may so happen that fees in the different heads (including Tuition Fee) may be increased by the concerned authorities then in such a case, students are required to pay the enhanced fee in addition to above mentioned fees.

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

Venue of Reporting: **Conference Hall (A-201)**

04. **Reporting / Admission Schedule for admission in to 1st Year B. Tech., B. Arch., B. Plan & Int. M. Sc. Programs**

Date / Day	Time	Program
14/09/2024 (Saturday)	08:30 AM	B. Architecture B. Planning Int. M. Sc. in Chemistry Int. M. Sc. in Mathematics & Computing Int. M. Sc. in Physics B. Tech. in Civil Engineering B. Tech. in Metallurgical and Materials Engineering B. Tech. in Textile Engineering B. Tech. in Biotechnology

06. The Candidates are to submit ONE set of self-attested documents (**Set-I**) and original certificates (**Set-II**) for verification at the time of reporting for admission as follows.

Sl. No.	Set – I (Self-attested photocopies of certificates/documents, original CLC/TC 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-2024 with allotment ID	
ii.	OUTR – Admission fee deposit receipt as per branch and the category of the students (Gen/SC/ST/TFW) (Sl. No. 1 above)	
iii.	Photocopies of 10 th Mark/Grade Sheet and Pass Certificate	Original 10 th Mark/Grade Sheet and Pass Certificate
iv.	Photocopies of +2 Science / Diploma Mark/Grade Sheets and Certificate	Original +2 Science / Diploma Mark/Grade Sheets and Pass Certificate
v.	Photocopies of Qualifying Bachelors Degree or equivalent Mark/Grade Sheets and Certificates	Original Qualifying Bachelors Degree or equivalent Mark/Grade Sheets and Certificates
vi.	Photocopies of Caste Certificate/PC Certificate (if admission is made under SC/ST/PC category)	Original Caste Certificate/PWD Certificate (only if admission is made under SC/ST/PC category)
vii.	Photocopies of Nativity/Residential Certificate (in case admission made under SC/ST/Girls/PC/EWS/SGS/TFW category)	Original Nativity/Residential Certificate (in case admission made under SC/ST/Girls/PC/EWS/SGS/TFW category)
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 of the EWS Certificate (only for candidates taking admission under EWS category)	Original EWS Certificate
xii.	Copy of the Aadhaar Card of the Candidate	Aadhaar Card
xiii.	Original CLC/TC and Conduct Certificate	--
xiv.	TWO passport size photographs	--
xv.	Original Affidavits in the prescribed format (Annexure – I & II) in non-judicial stamp paper of Rs.10/- each. The formats are attached below.	--

07. **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.
08. **Class Start:** University timing is 09:00 AM to 05:00 PM from **September 17, 2024**. The Time Table is available on University's official website: www.outr.ac.in.
09. 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.

**Additional
Information
is give below:**

**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 program-wise names of Faculty Advisors are given.

1st Year Faculty Advisors / Counselor / Mentors for
B. Tech., B. Arch., B. Plan, Int. M. Sc. Programs

Sl. No.	Name of the Programs	Name of the Faculty Members	Mobile No.	E-mail ID
01	Biotechnology	Dr.Suraja Kumar Nayak	9437155632	surajnayak3@gmail.com
02	Civil Engineering	Ms. SwetalinaNath	9437925418	swetalinace@outr.ac.in
		Ms. Benazeer Sultana	9078135389	benazeerce@outr.ac.in
03	Metallurgical and Materials Engineering	Prof. Santosh Moharana	7978040882	santha_ruby@yahoo.com
		Prof.Biswajit Mohanty	7873947224	rocky.b.m28338@gmail.com
08	Textile Engineering	Mr. Pradeep Rout	8018820505	bibhun@gmail.com
09	B. Architecture	Ms. SrabaniUpadhyaya	8112144363	buzenybizz@gmail.com
10	B. Planning	Mr. Bhabani Shankar Sa	8249242624	bhabaniplanning@outr.ac.in
11	Int. M. Sc. (Chemistry)	Dr.Rojalin Pradhan	9777352323	rojirojaln23@gmail.com
12	Int. M. Sc. (Mathematics & Computing)	Dr.JyotsnaraniPattnaik	9437647740	jyotsnaspattnaik@gmail.com
13	Int. M. Sc. (Physics)	Dr.SamitaPattanayak	9439853851	samitaphy@gmail.com



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ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH
Ghatikia, Bhubaneswar – 751 029

CHECK LIST

(FOR ADMISSION OF FRESHERS – 2024-25)

Programme of Admission:

(B. Tech. /B. Arch. /B. Plan/ Int. M.Sc. / M. Tech. / M. Plan / MBA/MCA)

Branch/Specialisation:

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 – 2024 Application Number:

Sl. No.	Name of the Certificates / Documents (these documents are to arranged in the following order and submit it during verification)	Mark (✓) if attached and Mark (✗) if not attached)
01	Copy of the Final Allotment Letter of OJEE-2024	
02	Copy of the JEEMain 2024 Rank Card	
03	OUTR – Admission Fee deposit receipt as per branch and the category of the students (Gen/SC/ST/TFW/PC) (Sl. No. 1 above)	
04	Photocopies of 10 th Mark Sheet and Certificate	
05	Photocopies of +2 Sc. / Diploma Mark Sheet and Certificate	
06	Photocopies of Qualifying Bachelors Degree or equivalent Mark Sheet and Certificate (for admission in to M. Tech./M. Plan/MCA/MBA Candidates only)	
07	Photocopies of Caste Certificate / PC Certificate (for candidates taken admission under SC/ST/PC category)	
08	Photocopies of Nativity / Residential Certificate (for candidates taken admission under SC/ST/Girls/PC/Any Quotacategory)	
09	Photocopies of Income Certificate for TFW student for the current financial year (if candidate has taken admission under TFW category)	
10	Photocopies of EWS Certificate for the current financial year (if candidate has taken admission under EWS category)	
11	Photocopies of Green Card (if admission taken under Green Card category)	
12	Copy of Aadhaar Card	
13	Original TC/CLC and Conduct Certificate	
14	Two passport size photographs	
15	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 Verifying 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.

- 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 my ward in case he/she 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. 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.
- 4) 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.
- 5) 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:

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)