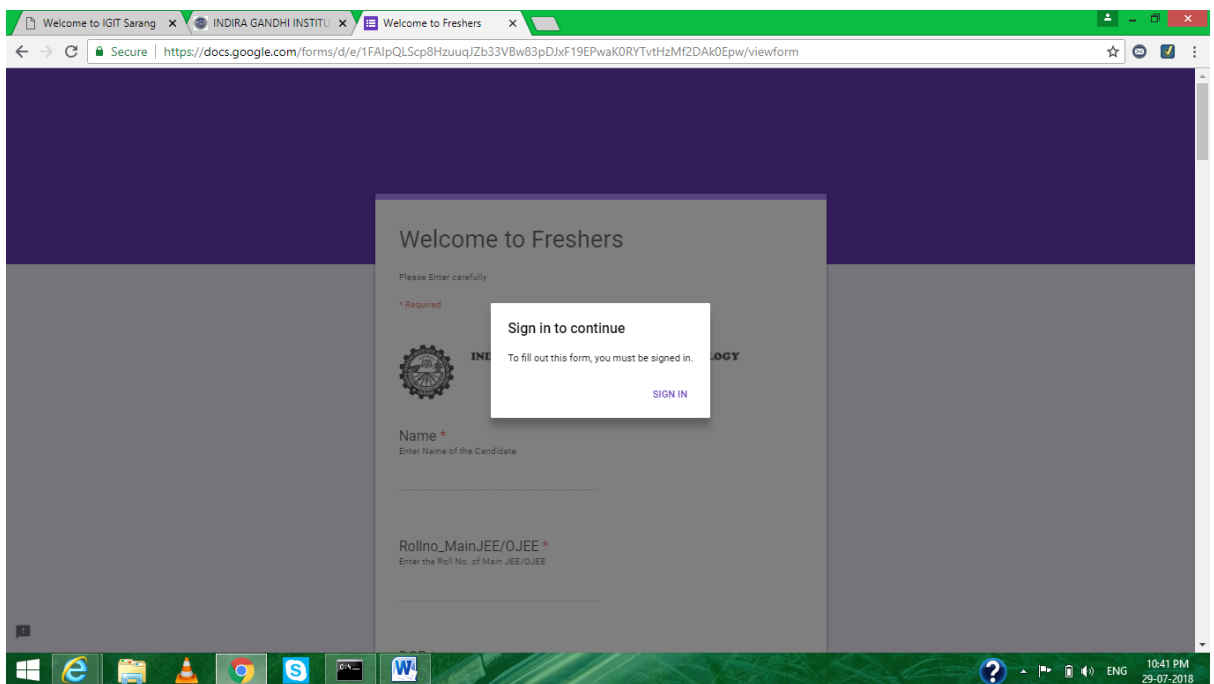**INDIRA GANDHI INSTITUTE OF TECHNOLOGY (IGIT)**

An Autonomous Institute of Govt. of Odisha

<u>**INSTRUCTION TO FILL THE DATA**</u>
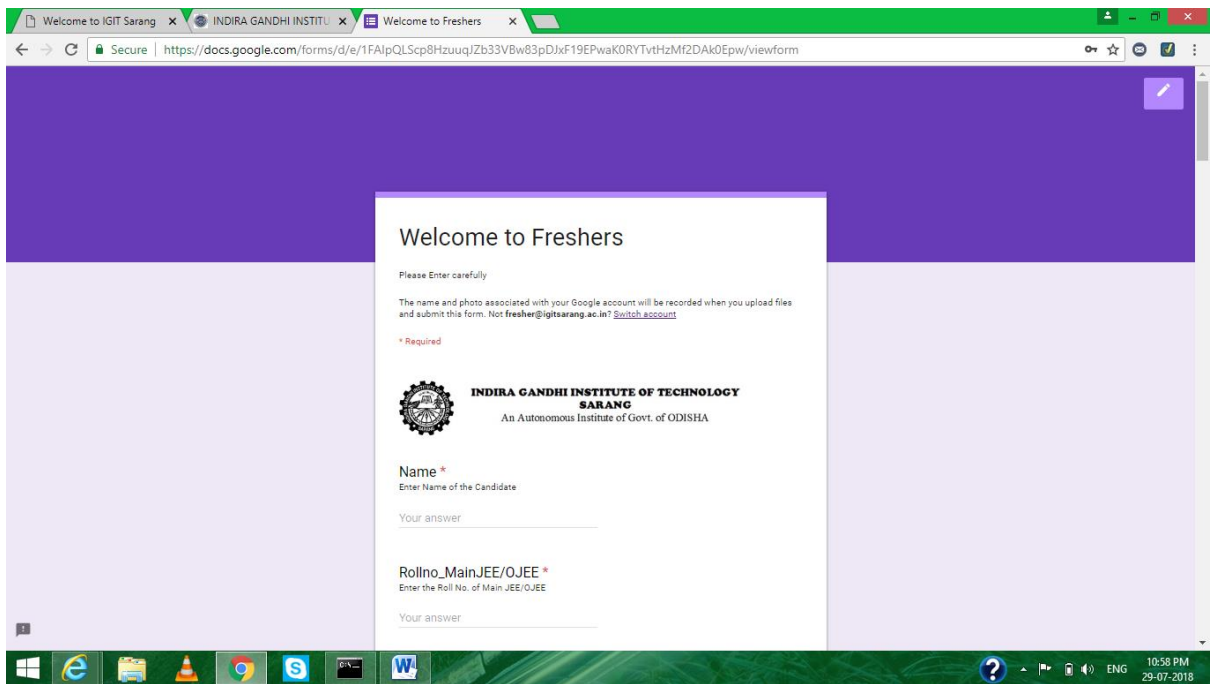
If you have Gmail Account/ID
  Then fill the your data in Data Form1
Otherwise
  Fill the data in Data Form2

1. If you have ***GMAIL*** account, click ***here (Data Entry Form1)***. It will display **SIGN IN** form as follow.
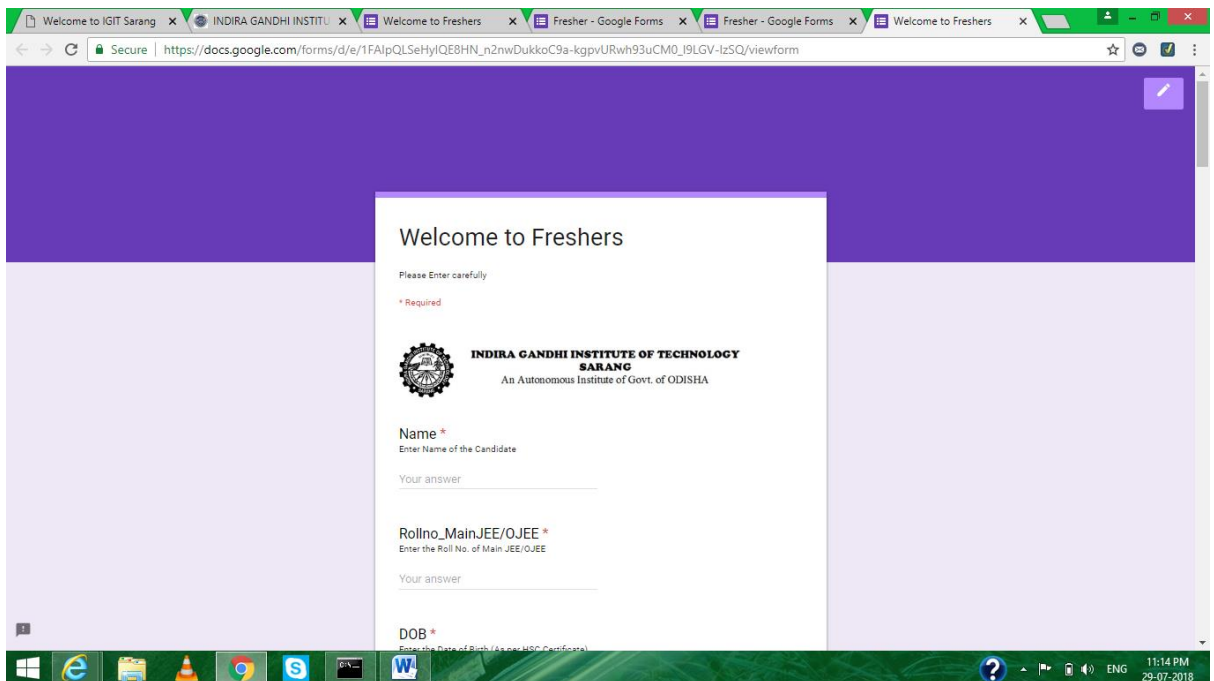

 Now, click on SIGN IN button.

Then using your username and password of ***GMAIL*** account, you can enter into the form as follow.

Now you can enter the data into ***Data Entry Form1*** and finally submit it by click on the **SUBMIT** button after enter all the data. Finally, it will send one copy to your Mail account.

If you don't have any ***Gmail*** account then you can enter the data using ***Data Entry Form2***. You can click on the ***Data Entry Form2***, it will displayed the following screen.

2.

Now you can enter the data and submit the form using **SUBMIT** button, after enter all the data. Finally, it will send one copy to your Mail account.

Then send your photo and your parents' photos to the mentioned Mail ID (***fresher@igitsarang.ac.in***). In the mail you must mentioned your name and JEE MAIN Roll Number in the subject section of Mail page.

Before sending the Photos, you can prepare and save the file as following instructions.

Scan your Photo and your parents' photos and save these photos as per following names of the image file.

a. Your photo name may be mentioned your Main JEE/ OJEE Roll Number like:

1012542.jpeg if your Main JEE/ OJEE Roll Number 1012542.

b. Your Father's photo name may be mentioned your Main JEE/ OJEE Roll Number and prefix with Father like:

Father_ 1012542.jpeg if your Main JEE/ OJEE Roll Number 1012542.

c. Your Mother's photo name may be mentioned your Main JEE/ OJEE Roll Number and prefix with Mother like:

Mother_1012542.jpeg if your Main JEE/ OJEE Roll Number 1012542.

If you have any difficulty/problem, please send query to Mail ID **fresher@igitsarang.ac.in**. You must mention your Main JEE/ OJEE Roll Number with your Name in the subject section of Mail ID.

Close all the form before leaving the System OR after Enter the Data and Your Job is over…