



**INDIRA GANDHI INSTITUTE OF TECHNOLOGY**  
**SARANG, DHENKANAL, ODISHA-759146**  
**ଇନ୍ଦିରା ଗାନ୍ଧୀ ବୈଷୟିକ ଅନୁଷ୍ଠାନ, ସରାଙ୍ଗ**  
**(An Autonomous Institute of Govt. of Odisha)**

Ref. No. IGIT/DIP/୧୩

Date: 03/07/2025

**NOTICE**

This is for the information of all the Diploma fresher's who have been allotted seats in the 1st Round in IGIT, Sarang, they may report at EDUSAT Centre w.e.f 03/07/2025 to 07/07/2025 with all relevant documents as per the timeline issued by SAMS (Diploma Admission 2025-26).

  
Co-ordinator Diploma, Stream

Copy to:

- 1) Notice Board for information of Student concerned.
- 2) Prof, G.Ghosh, Asst. Prof. Mechanical Engg., I/c website for information and necessary action.
- 3) Deputy Registrar for information and necessary action.
- 4) PA to Director for kind information of the Director.

## **Documents Required at the time of Admission**

- 1) Allotment Letter as per DAC Notification.
- 2) Xerox copy of 10<sup>th</sup> class Pass certificate and Mark sheet as the case may be.
- 3) Xerox copy of ITI/Plus two Pass certificate and Mark sheet as the case may be.
- 4) Original College Leaving, Conduct and Migration Certificate.
- 5) Pass Port Size Photo 04 Nos and 01 No Pass Port Size Photo of Parents.
- 6) Xerox copy of Residence certificate.
- 7) Caste/Income/EWS certificate in case of allotment under any reserve category for the current year.
- 8) Xerox copy of Aadhaar Card.
- 9) SBI Collect Payment receipt of 02 nos as per above Notice.

## DIPLOMA FRESH ADMISSION 2025-26

All the candidates who are selected during Phase-I, Round-I of Diploma Fresh Course 2025-26 will be able to download '**Intimation Letter**'. **Intimation Letter** is a preliminary confirmation about allotment of a seat under Diploma Fresh for the candidate (subject to verification at the Allotted Institution). All such candidates are having the following options after downloading of Intimation Letter:

- i. Those who are **exempted from payment** of admission fees, if selected with **Choice-1**, will be able to download the '**Provisional Seat Allotment Letter**' for reporting at the allotted Institutions. No reporting will be accepted without '**Provisional Seat Allotment Letter**'.
- ii. All **other candidates** allotted a seat with **Choice-1** will make part admission fee payment of Rs.300/- after which they will be able to generate / download the '**Provisional Seat Allotment Letter**' for reporting at the allotted Institutions.
- iii. **Candidates (other than SC/ST)** who have opted for TFW/EWS in the application form and have been allotted a seat with **Choice-1** may still have an opportunity to be allotted a seat under TFW/EWS in the final round. They may either '**Freeze**' the current allotment and download the '**Provisional Seat Allotment Letter**' for reporting, or **wait for upgradation in the next round**.
- iv. Candidates who are **exempted** from payment of fees, if allotted a seat **other than Choice-1**, will be having option to '**Freeze**' and report at the Institution. Once Freeze option is exercised, the option can't be changed. If the candidate desires for upgradation, then he/she will wait for next round allotment.
- v. Candidates who are allotted a seat **other than Choice-1** will make part admission fee of Rs.300/- and can either '**Freeze**' or can wait for upgradation in next round.

If Part-Admission fees is not deposited online within the scheduled period, the provisional allotment so made shall be cancelled (except for the exempted category candidates).

All the candidates who are reporting at the Institution are to submit the '**Provisional Seat Allotment Letter**' failing which no admission update can be made by Institutions. All other details including matters relating to verification, fees collection & necessary update at Institution level will be applicable as mentioned in the Information Brochure 2025.

\*\*\*\*\*