



INDIRA GANDHI INSTITUTE OF TECHNOLOGY
SARANG, DHENKANAL-759146
(An Autonomous Institute of Govt. of Odisha)

Instruction to Register & fill up the Data Sheet through Institute ERP

1. Click the link available in the Institute website www.igitsarang.ac.in under fresher's Reporting. (<https://igit.icrp.in/academic/>)
2. Go to New Registration.
3. Select Course and fill up the Data.
4. Keep the scanned copy of the individual documents (.jpg/PDF) within 1 MB.
5. Keep the photo both parent/guardian (.jpg) within 1 MB.
6. Upload the documents and submit. On submission student will receive email containing ID & Password. Take print out of the filled in data form.
7. Login again in the same link by using the login and password to make payment online through SBI MOPS before 24 hours of the date of reporting.
8. Printout of the payment receipt by login again.
9. Submit the printout of the filled in data form, payment receipt at the time of reporting in the Institute.
10. Regarding submission to Anti-Ragging undertaking (online) may be done in the Institute after reporting. However, candidates are required to submit Anti-Ragging affidavit (format available) in the Institute website on the date of reporting.

Documents to be submitted

- I Xerox Copy of mark sheets and pass certificates,
- II 03 nos of colour passport photograph, one passport size photograph of parent,
- III Original CLC/SLC and conduct,
- IV Income certificate (TFW category),
- V Caste certificate (SC/ST Category) Green card (G.C category), EWS certificate (EWS category)
- VI OJEE final allotment letter,
- VII JEE Main Rank Card/OJEE Rank Card
- VIII Aadhar Card
- IX Fee deposit receipt 03 copies
- X Printout of the filled in data sheet

For any query related to Registration, payment etc please feel free to contact.

1. Mr. Amarendra Jena- 8249521055
2. Mr. Narayan Sahoo- 7008305744
3. Mr. Rajesh Kumar Pradhan- 9778804137

Sd/-
Deputy Registrar