University Data Resource Centre
University of Lucknow, Lucknow

Guidelines for entering data of all admitted and readmitted students for session 2018 – 19 in Associated/Affiliated Colleges

Data of ALL Students Admitted or Readmitted during session 2018 - 19 has to be entered on the UDRC portal.

Last Date for data submission by colleges   September 29, 2018
Last Date for login creation by students   October 5, 2018

Student Data required before entering details
- Name
- Father Name
- Mother Name
- Mobile Number
  - **This should be unique for each admitted student as College Student login information would be sent to this mobile.**
- Email ID
- Roll Number (for readmission only)
- Enrolment Number (for readmission only)

On Login click Data. There are two options
- **Student Data (Procedure 1)**
  - For entering data of all admitted students directly on the portal.

- **Student Data Excel (Procedure 2)**
  - For preparing excel file and uploading the data.
  - This step would require the verification of subject for each admitted or readmitted student.

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PROCEDURE 1
For entering the data of all admitted and readmitted students directly on the portal

Step 1: Select Course Type
- Undergraduate
- Postgraduate

Step 2: Select Course
BA, B.Sc. B.Com. M.A., M.Sc. M.Com …..etc

Step 3: Select Session
- 2018 – 19

Step 4: Select Admission Type
- Regular
- Readmission
  - If readmission is selected the roll number and enrolment number of the student has to be entered.

Step 5: Select Semester
- Select semester I

Step 6: Select the subject combination in which the students have been admitted.
- The subjects available will be the ones you have entered while entering the seat matrix.
- Restriction regarding the allotment of one subject from one group will be imposed.
- This has to be reset after details of all students of that particular combinations have been entered.

Step 7: Enter details of admitted students
- Enter the student data. All fields are compulsory..
- Click on **Submit** to add the data
- List of students verified can be viewed by clicking **View Student List** button on the Top right hand cornet of the page.
- After entering the details of students admitted in the particular subject combinations click reset on the choose subject link and enter next subject combination.

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PROCEDURE 2
For entering the data of all admitted and readmitted students by uploading the excel file

Step 1: Excel File Download and entry
- Download the excel format for upload through the link provided.
- Enter the details of all students as per the format
- Separate files have to be prepared for each course type, Course and admission type
  - For Example separate files would be needed for
    - UG. BA Regular admission
    - UG BA Readmission
    - UG B.Com Regular admission
    - UG B.Com Readmission
    - PG MA Regular Admission
    - PG M.Sc. Regular Admission
    - And all other programs

Step 2: Excel File Upload
- Select the following
  - Course Type
  - Course
  - Session
  - Admission Type
  - Semester
- Select the file to be uploaded

Step 3: Subject Allotment and Data Verification
- After the file has been uploaded subjects have to be allotted and student data has to be verified. These two will be done simultaneously.
- Choose subject as per requirement of the program
  - This has to be done individually for each student.
- For Readmitted student the University roll number and enrolment number has to be entered.
- Click on **Submit** to verify and add student data
- List of students verified can be viewed by clicking **View Student List** button on the Top right hand cornet of the page.

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Creation of College Student Login
- All students would be issued an individual **Unique University ID** which would be used to create **individual college student login**.
- The students would have to enter their **Unique University ID**. A verification code would be sent on their mobile number entered by the college.
  - After verification they can create their own password.
- Through this login they would be able to enter all the relevant data required by the University.

Submission of Enrolment fees and Examination fees
- The colleges would have to submit the enrolment fees of all admitted students and examination fees of all admitted and readmitted students to the University. Information about the procedure would be intimated later.