



# कुलसचिव कार्यालय

## लखनऊ विश्वविद्यालय, लखनऊ-226007

संदर्भ संख्या : .....

दिनांक : .....

### कार्यालय ज्ञाप

सत्र 2020-21 में प्रवेशित सभी अभ्यर्थियों का डेटा लखनऊ विश्वविद्यालय के यू0डी0आर0सी0 पोर्टल पर उपलब्ध है, जहां से अभ्यर्थी अपने अनुक्रमांक/विद्यार्थी आई0डी0 की सहायता से अपना पासवर्ड बना सकते हैं। पंजीकरण/पासवर्ड बनाने की प्रक्रिया भी यू0डी0आर0सी0 पोर्टल पर उपलब्ध है। प्रथम सेमेस्टर में प्रवेश पाये सभी विद्यार्थियों को एतद्वारा सूचित किया जाता है कि वे यू0डी0आर0सी0 पोर्टल पर अपना लागिन बना लें। उनके व्यक्तिगत विवरण में यदि किसी संशोधन की आवश्यकता हो तो उसे भी कर सकते हैं।


(डा० विनोद कुमार सिंह)  
कुलसचिव

संख्या R/174/21

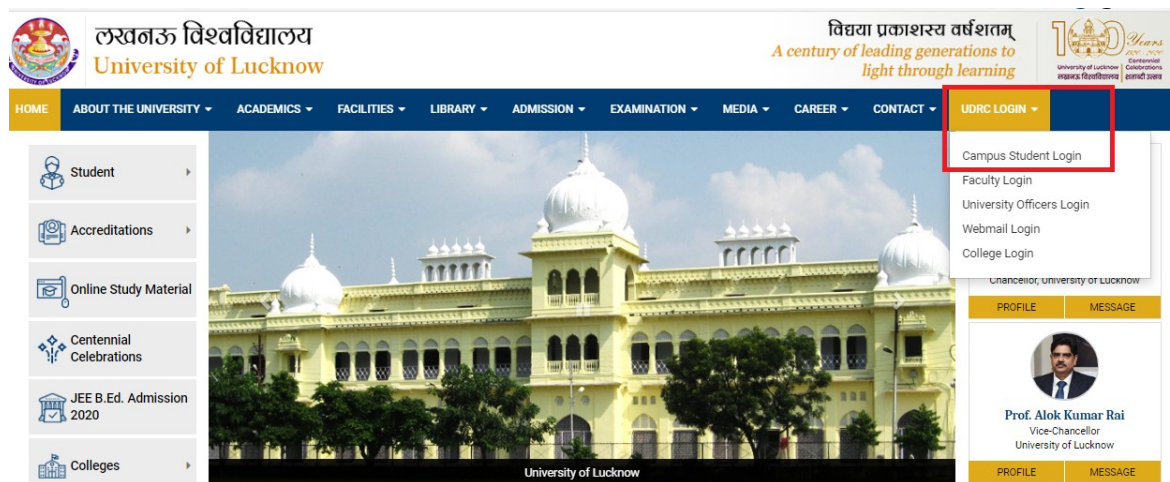
दिनांक 10/03/2021

प्रतिलिपि: निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित :-

1. निजी सचिव कुलपति, को मा० कुलपति जी, के अवलोकनार्थ।
2. निदेशक, आई०पी०पी०आर, ल०वि०वि०, लखनऊ।
3. प्रभारी यू०डी०आर०सी०, ल०वि०वि०।
4. अधिष्ठाता छात्र कल्याण, ल०वि०वि०।
5. सहायक कुलसचिव, प्रवेश, ल०वि०वि०।

  
कुलसचिव

The students admitted to the University of Lucknow Campus in the session 2017 – 18 onwards have to register in the portal of the University Data Resource Centre and complete their information. They have to access the Student Login link under UDRC which is available on the home page of the University of Lucknow website.



The steps involved are as follows

### Step 1 Registration:

- Students have to register using their University roll number issued at the time of admission. They will receive a verification code on their mobile number entered by them at the time of form filling.
  - In case the mobile number of the student is changed they can submit an application along with a copy of their ID card or copy of their allotment letter to get it updated
    - UG students have to submit application in the office of the respective Dean of Faculties
    - PG students have to submit application in the office of the respective Head of the Department/Director of Institutes.

### Step 2 Password Creation

- Students have to create their own password by entering the verification code. The password should contain minimum 8 characters with at least one capital, one small and one number.

### **Step 3 Data Verification and editing**

On first login, Check the data displayed on your profile carefully.

- Some fields are non-editable (cannot be edited by you). While for editable fields, a text box has been provided that can be updated if required.
- All the fields which are marked '\*' are mandatory and cannot be left blank.
- Check the data carefully before submitting it.
- After authentication this data will be further used for other activities.
- You will be allowed to edit your data once only.
- Once the data has been submitted, any further changes cannot be made in it.
- The edited data fields will be subjected to approval from University authorities.

### **Step 4 Instruction for Students if they have edited the data**

- Students studying in the Old Campus of the University
  - Take a printout of the changed Student data and submit the documents to Data Resource Centre (Computer Centre) of University of Lucknow.
- Students studying in the New Campus of the University
  - Take a printout of the changed Student data and submit the documents to Dr. Vineet Saxena in the Institute of Management Sciences, University of Lucknow.
- You have to submit necessary documentary proof for all the changes you have requested in the profile.
- The changes requested by you in the Profile are subject to verification by the University against the documentary proof.
- Once the changes have been verified by the University Data Resource Centre it will be visible in your Profile.
- For any other data that was not editable please submit an application to the In Charge University Data Resource Centre (Compute Centre) of University of Lucknow along with documentary proof of change.

## Fee Payment

Students who have been promoted to the next semester have to submit their self attested photo copies of all previous semester mark sheet and a photo copy of their identity card to the respective Authorities from where they would be allowed to pay fees online through their UDRC student login. Details of venue where the documents are to be submitted is given below

Class	Authority
UG Courses	Dean's office
PG Courses	Head of the Departments
Courses in Institutes	Director of the Institute

## Mode of Fee Payment

### Through Online Modes:

- Fee has to be submitted through online modes (Credit Card, Debit Card or Net Banking).
- In case of payment through Debit Card, please ensure that your card has proper limit for payment. Multiple cards cannot be used.

### Through Demand Draft:

- Option of demand draft is available to students of all programs where the fee is above Rs. 50000.00.
- However if any students are availing the bank loan facility they have apply to the Finance Officer, University of Lucknow in the Administrative Building.
- Drafts have to be made in favour of "Finance Officer, University of Lucknow" payable at Lucknow. This has to be submitted along with the Challan at any Branch of HDFC Bank.
- If payment is made through demand draft, the fee receipt will be available only after reconciliation of data with branch.  
In case of