



कुलसचिव कार्यालय

लखनऊ विश्वविद्यालय, लखनऊ-226007

संदर्भ संख्या :
दिनांक :

कार्यालय-ज्ञाप

सत्र 2021-22 में प्रथम सेमेस्टर में प्रवेश पाये सभी विद्यार्थियों का डाटा लखनऊ विश्वविद्यालय के यू0डी0आर0सी0 पोर्टल पर उपलब्ध है, जहाँ से विद्यार्थियों को अपने अनुक्रमांक/विद्यार्थी आई0डी0 की सहायता से यू0डी0आर0सी0 पोर्टल पर अपना पासवर्ड बनाकर, अपनी विद्यार्थी प्रोफाइल को पूर्ण किया जाना होगा। पंजीकरण/पासवर्ड बनाने की प्रक्रिया भी यू0डी0आर0सी0 पोर्टल पर उपलब्ध है। यदि किसी विद्यार्थी को उसके व्यक्तिगत विवरण में किसी संशोधन की आवश्यकता हो तो उसे भी यू0डी0आर0सी0 पोर्टल पर संशोधित कर सकते हैं।

द्वितीय सेमेस्टर के सभी विद्यार्थी, अपना शुल्क यू0डी0आर0सी0 पोर्टल पर विश्वविद्यालय के निम्नांकित प्राधिकारियों से (अपनी कक्षा के अनुसार) सम्पर्क कर ऑनलाइन अनुमति प्राप्त कर, दिनांक 20.06.2022 तक बिना विलम्ब शुल्क के यू0डी0आर0सी0 पोर्टल पर जमा कर दे :-

क्रम संख्या	कक्षा	विश्वविद्यालय प्राधिकारी का कार्यालय
1.	स्नातक पाठ्यक्रम	सम्बन्धित संकाय के अधिष्ठाता का कार्यालय
2.	परास्नातक पाठ्यक्रम	सम्बन्धित विभागाध्यक्ष का कार्यालय
3.	संस्थानों में संचालित पाठ्यक्रम	सम्बन्धित संस्थान के निदेशक का कार्यालय

भवदीय

(डॉ० विनोद कुमार सिंह)
कुलसचिव

संख्या AD/10947-60 दिनांक : 07/06/2022

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित :-

1. निजी सचिव, कुलपति को मा० कुलपति जी के अवलोकनार्थ।
2. समस्त संकायाध्यक्ष/विभागाध्यक्ष/निदेशक/समन्वयक/प्रभारी, ल०वि०वि०।
3. अधिष्ठाता, छात्र कल्याण, ल०वि०वि०।
4. अधिष्ठाता, प्रवेश/समन्वयक, प्रवेश, ल०वि०वि०।
5. निदेशक, आई०पी०पी०आर०, ल०वि०वि० को इस अनुरोध के साथ प्रेषित कि कृपया समाचार पत्रों में प्रकाशित कराने का कष्ट करें।
6. निदेशक, नवीन परिसर, ल०वि०वि०।
7. इंचार्ज, वेबसाइट/कम्प्यूटर सेन्टर, ल०वि०वि० को इस आशय से प्रेषित कि विश्वविद्यालय की वेबसाइट पर अपलोड करने का कष्ट करें।
8. वित्त अधिकारी, ल०वि०वि०।
9. परीक्षा नियंत्रक, ल०वि०वि०।
10. समस्त सहा० कुलसचिव, ल०वि०वि०।

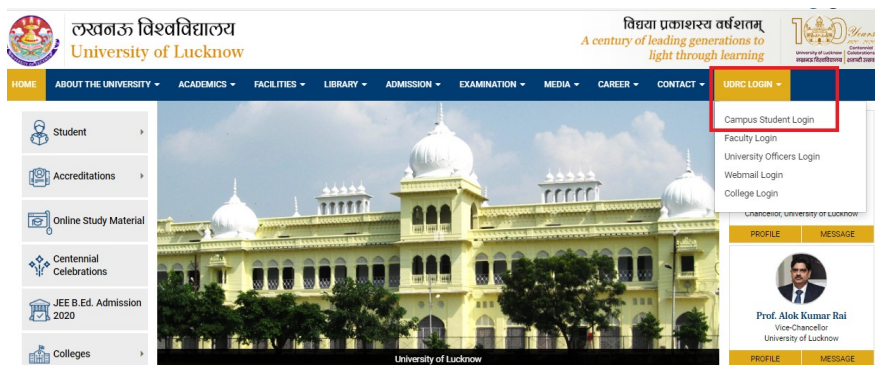
कुलसचिव

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. **For students admitted in session 2021 – 22 user name will be the thirteen digit roll number 211001XXXXXXX.**

Students have to register either on the University of Lucknow website or on the University of Lucknow mobile app which can be downloaded from Play Store or App Store.

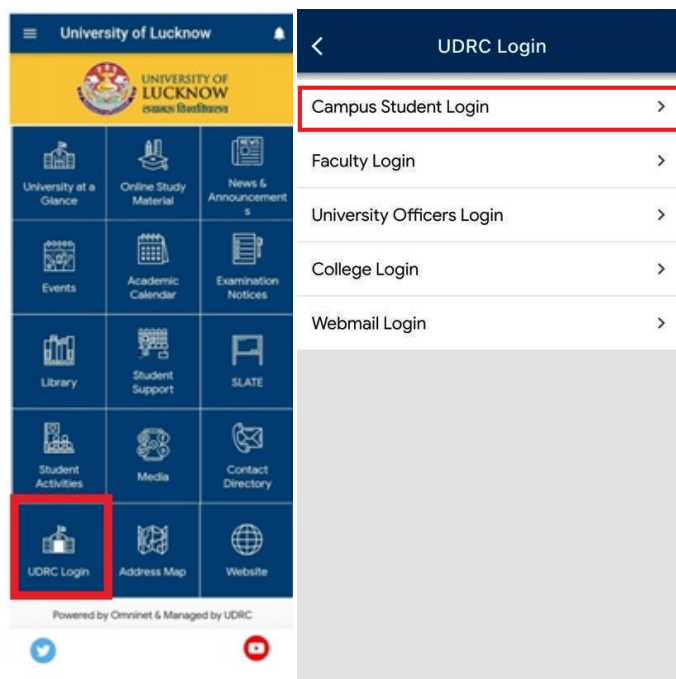
Creating profile on Website

Click on the **Campus Student Login** link under UDRC login menu on the home page of the University of Lucknow website.



Creating profile on Mobile App

Click the link for UDRC and select **Campus Student Login**



All students are advised to download the University of Lucknow app from Play Store or App Store

Technical Helpline: 0522-4150500 (From 10:00 AM to 5:00 PM on working days only)

The steps involved are as follows

Step 1 Registration:

- Students have to register using their University roll number issued at the time of admission. **For students admitted in session 2021 – 22 the number will be 211001XXXXXX.** A verification code would be sent to the 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.

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UNIVERSITY OF LUCKNOW LUCKNOW

UNIVERSITY DATA RESOURCE CENTRE



Guidelines for Student Login

- 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.

Mobile Number Updating

In case the mobile number of the students has changed this can be done by the authorities who allow the fee submission. Students have to contact the following

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

Assistance

- In case of any problem students can contact the personnel of the Computer Centre, University of Lucknow (Old Campus).
- Students of the New Campus can contact Dr. Vineet Saxena in the Institute of Management Sciences, University of Lucknow (New Campus).
- *(From 11:00 AM to 4:00 PM on working days only)*

Dr. Ravi Shanker Gupta	9450366236
Dr. Vineet Saxena	9415704024
Mr. R.S. Rathore	9415542891
Mr. Pawan Mishra	9415583922
Mr. R.D. Singh	9415794529

Prof. Anil Mishra

Director

University Data Resource Centre

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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 Demand draft this may take up to 15 working days after submission of the draft in the bank.

Assistance

All students are advised to download the University of Lucknow app from Play Store or App Store

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UNIVERSITY DATA RESOURCE CENTRE**



Guidelines for Fee Submission

- In case of any problem students can contact the personnel of the Computer Centre, University of Lucknow (Old Campus).
- Students of the New Campus can contact Dr. Vineet Saxena in the Institute of Management Sciences, University of Lucknow (New Campus).
- **(From 9:00 AM to 6:00 PM on working days only)**

Dr. Vineet Saxena	9415704024
Dr. Ravi Shanker Gupta	9450366236
Mr. R.S. Rathore	9415542891
Mr. R.D. Singh	9415794529

Prof. Anil Mishra
Director
University Data Resource Centre

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