UNIVERSITY OF LUCKNOW
LUCKNOW
UNIVERSITY DATA RESOURCE CENTRE
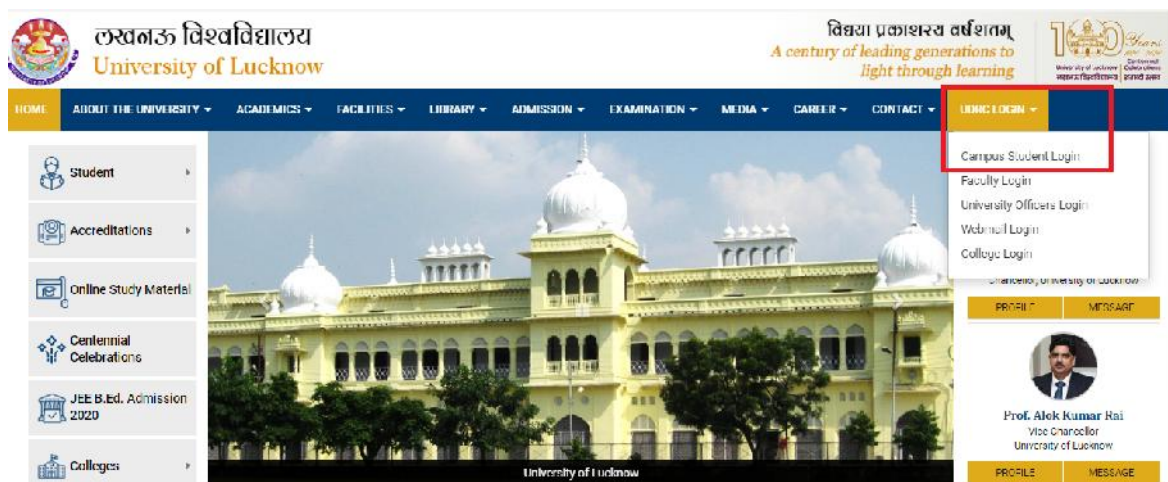Student Login Guidelines and Fee Payment Instructions

The students admitted to the LU 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 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 in the University Data Resource Centre.
    - Students studying in the Old Campus have to submit it at the Computer Centre, University of Lucknow
    - Students studying in the Old Campus have to submit to Dr. Vineet Saxena in the Institute of Management Sciences.

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.

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- 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
    - o 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
    - o 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, Lucknow University in the Administrative Building.

- Drafts have to be made in favour of "Finance Officer, Lucknow University" 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

- In case of any problem students can contact the personnel of the Computer Centre, University of Lucknow (Old Campus).

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- Students of the New Campus can contact Dr. Vineet Saxena in the Institute of Management Sciences, University of Lucknow (New Campus).

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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