



**UNIVERSITY OF LUCKNOW
LUCKNOW
UNIVERSITY DATA RESOURCE CENTRE
Fee Submission Guidelines**

For Students in the Annual System

Students of B.Com., B.Sc. and B.A. who have been promoted from second year to third year in the annual system have to login to their UDRC portal using their student ID and submit the subject options they want to pursue in the third year.

- The students of B.Sc. and B.A. have to choose any two out of the three subjects.
- The students of B.Com have to choose the option for any one optional paper.

After submitting their option they have to take the print out of the counselling form generated on the portal, sign at the designated place and submit it in the respective Dean's office along with self attested photo copies of their first and second year mark sheets. Thereafter the Dean's office would verify their choice online and then the link for submitting the fee would be activated. The students can then pay their fee online through the modes available on the UDRC portal.

Important Dates

- Online Submission of Options June 28, 2019 . July 5, 2019
- Submission of Documents July 1 . 6, 2019
- Online Fee Submission July 7 . 25, 2019

For Students in the Semester System

Students who have been promoted from semester Two to Three and from Four to Five 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

Important Dates

- Submission of Documents July 1 . 6, 2019
- Online Fee Submission July 7 . 25, 2019

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).

Prof. Anil Mishra
Director
University Data Resource Centre



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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.