

डॉ. विनोद कुमार सिंह  
कुल सचिव  
Dr. Vinod Kumar Singh  
Registrar

लखनऊ विश्वविद्यालय  
लखनऊ-228007 (उ.प्र.) भारत  
University of Lucknow  
Lucknow-228007 (U.P.) India

Ref. No. R/953/21  
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### कार्यालय-ज्ञाप

सत्र 2020-21 के सम सेमेस्टर के वे विद्यार्थी जिन्होंने किसी भी कारण से अभी तक अपनी फीस नहीं जमा किया है। विभिन्न छात्रों द्वारा किये गये अनुरोध पर मा० कुलपति जी के आदेशानुसार छात्रहित में एक अवसर प्रदान करते हुये ऐसे छात्र/छात्राओं को निदेशित किया जाता है कि वे निम्नांकित विश्वविद्यालय प्राधिकारियों से (अपनी कक्षा के अनुसार) संपर्क कर, उनसे पिछले सत्र के शुल्क भुगतान करने की, पूर्व की भांति, ऑनलाइन अनुमति प्राप्त कर दिनांक 30 सितम्बर 2021 तक बिना बिलम्ब शुल्क के अपनी सेमेस्टर फीस यूडीआरसी पोर्टल पर लॉगिन कर जमा कर दें :-

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

जिन विद्यार्थियों को विषम सेमेस्टर में पदोन्नत किया गया है, उन्हें दिनांक 31 अक्टूबर, 2021 तक यूडीआरसी पोर्टल पर अपनी फीस का भुगतान ऑनलाइन करना होगा।

बीएससी पाठ्यक्रम के विद्यार्थी (जीव विज्ञान समूह), बी.एससी. (गणित समूह) और बी.ए. जिन्हें चौथे सेमेस्टर में पदोन्नत किया गया है, और वे सेमेस्टर 5 और 6 में वे विषय विकल्प का चयन करना चाहते हैं तो उन्हें अपने विद्यार्थी आईडी का प्रयोग करके अपने यूडीआरसी पोर्टल पर लॉगिन करना होगा। यूडीआरसी पोर्टल के विद्यार्थी लॉगिन टैब पर विस्तृत दिशानिर्देश उपलब्ध हैं।

(डॉ० विनोद कुमार सिंह)  
कुलसचिव

संख्या :

दिनांक :

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित :-

1. सचिव कुलपति को मा० कुलपति महोदय के सूचनार्थ।
2. समस्त संकायाध्यक्ष/विभागाध्यक्ष/निदेशक/समन्वयक/प्रभारी, ल०वि०वि०।
3. डीन समन्वयक, प्रवेश, ल०वि०वि०।
4. इंचार्ज, वेबसाइट को इस आशय से प्रेषित कि लखनऊ विश्वविद्यालय की वेबसाइट पर अपलोड करने का कष्ट करें।
5. वित्त अधिकारी, ल०वि०वि०।
6. परीक्षा नियंत्रक, ल०वि०वि०।
7. निदेशक, आई०पी०पी०आर०, लखनऊ विश्वविद्यालय, लखनऊ।
8. समस्त उप कुलसचिव/सहायक कुलसचिव, ल०वि०वि०।

कुलसचिव



## 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 |

### **Subject Options for students of B.Sc. (Biology group), B.Sc. (Mathematics Group) and B.A. who have been promoted in Fourth Semester**

Students of B.Sc. (Biology group), B.Sc. (Mathematics Group) and B.A. who have been promoted in Fourth Semester have to login to their UDRC portal using their student ID and submit the subject options they want to pursue in the third year. They have to choose two out of three subjects.

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 previous semester mark sheets. Thereafter the Dean's office would verify their choice online. The final allotment will be done by the Dean as per available seats. Deans have right to change the subject opted by the student if required, through option available on their login. After verification by the Dean, the link for submitting the fee would be activated on the student login. The students can then pay their fee online through the modes available on the UDRC portal. ***In case of any error in choice they have to contact the respective dean's office for correction.***



### 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 |

### 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. 40000.00.
- Students whose fee is below this limit want to avail the bank draft facility they have to contact the authorities who allow their 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 |

- 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.

**UNIVERSITY OF LUCKNOW  
LUCKNOW  
UNIVERSITY DATA RESOURCE CENTRE  
Guidelines for Fee Payment**



**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 9:00 AM to 6:00 PM on working days only)*

|                   |            |
|-------------------|------------|
| 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