

संख्या .....  
दिनांक.....

सेवा में,

समस्त प्राचार्य/प्राचार्या सहयुक्त महाविद्यालय, लखनऊ विश्वविद्यालय, लखनऊ (जनपद-लखनऊ,  
रायबरेली, सीतापुर, लखीमपुर खीरी, हरदोई)  
लखनऊ विश्वविद्यालय, लखनऊ।

विषय:-अन्तर्राष्ट्रीय योग दिवस (दिनांक 21.06.2025) पर विश्व कीर्तिमान स्थापित किये जाने हेतु "एक साथ सूर्य  
नमस्कार योग मुद्रा" कार्यक्रम प्रातः 08.00 बजे से कराये जाने के सम्बन्ध में।

महोदय/महोदया,

कृपया उपर्युक्त विषयक श्रीराज्यपाल सचिवालय, उत्तर प्रदेश के पत्रांक ई-4299/32-जीएस/ 2025  
दिनांक 18 जून, 2025 का संदर्भ ग्रहण करने का कष्ट करें, जोकि माननीय कुलाधिपति महोदया की प्रेरणा एवं  
निर्देश के अनुपालन में अन्तर्राष्ट्रीय योग दिवस (दिनांक 21.06.2025) के अवसर राजभवन सहित समस्त राज्य  
विश्वविद्यालयों/संस्थानों एवं उनसे सम्बद्ध समस्त महाविद्यालयों में "एक साथ सूर्य नमस्कार योग मुद्रा" कार्यक्रम  
प्रातः 08.00 बजे से 8.10 बजे तक आयोजित कर कार्यक्रम की जियो टैग फोटो ग्राफस एवं अधिकतम 30 सेकेण्ड  
का वीडियो, महाविद्यालयों से प्राप्त आख्या साफ्ट कापी में पैन ड्राइव पर तथा कार्यक्रम के सम्बन्ध में आख्या व  
प्रतिभाग करने वाले समस्त प्रतिभागियों की संख्या से उपलब्ध कराये जाने के निर्देश प्रदान किये गये हैं।

अतः अन्तर्राष्ट्रीय योग दिवस (दिनांक 21.06.2025) पर विश्व कीर्तिमान स्थापित किये जाने हेतु "एक  
साथ सूर्य नमस्कार योग मुद्रा" कार्यक्रम के उपरांत लखनऊ विश्वविद्यालय की वेबसाइट पर निम्नानुसार जियो  
टैग फोटो ग्राफस एवं अधिकतम 30 सेकेण्ड का वीडियो अपलोड करने का कष्ट करें:-

College Login



Transactions (Drop Down)



International Yoga Day



Fill the required information and Upload 02 JPG image and 30 Seconds video

भवदीय,

(विद्यानन्द त्रिपाठी)  
कुलसचिव

संख्या- R/616/25

दिनांक- 20.6.25

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित :-

1. निजी सचिव कुलपति, मा0 कुलपति जी के सूचनार्थ।
2. वैयक्तिक सहायक प्रतिकुलपति, प्रतिकुलपति जी के सूचनार्थ।
3. वित्त अधिकारी, ल0वि0।
4. अधिष्ठाता, महाविद्यालय विकास परिषद्, ल0वि0।
5. निदेशक, आई0पी0पी0आर0, ल0वि0।
6. परीक्षा नियंत्रक, ल0वि0।
7. इंचार्ज वेबसाइट को इस आशय से प्रेषित कि महाविद्यालयों के लिंक पर प्रेषित करने का कष्ट करें।

NB  
20.6.25  
कुलसचिव



# **User Manual of International Yoga Day**

**Developed for  
University of Lucknow**



**Dated- 20.06.2025**

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## **1. Introduction**

### **1.1. Overview of the Web Application**

The software has been developed for the International Yoga Day module of University of Lucknow. The module is intended to be used by the authorized users to view, count and submit the participant's details for the International Yoga Day. This portal enables user to login and view the required details to execute the international yoga day through the web portal of University of Lucknow and furnish the related details after login.

Along with, the other details, village participants count, teaching staff count and non-teaching staff count, all will be available to the respective users for its further processes.

The concerned departmental users can also track the status of the entire execution of services from their login and will get SMS & Email alerts at all necessary steps.

### **1.2. Scope of the User Manual**

This user manual provides step-by-step guidance on how the authorized users will use the software to view, count and submit the participants' details for International Yoga Day.

### **1.3. Intended Audience of the Application**

Officials from the University of Lucknow will be the intended audience of this application.

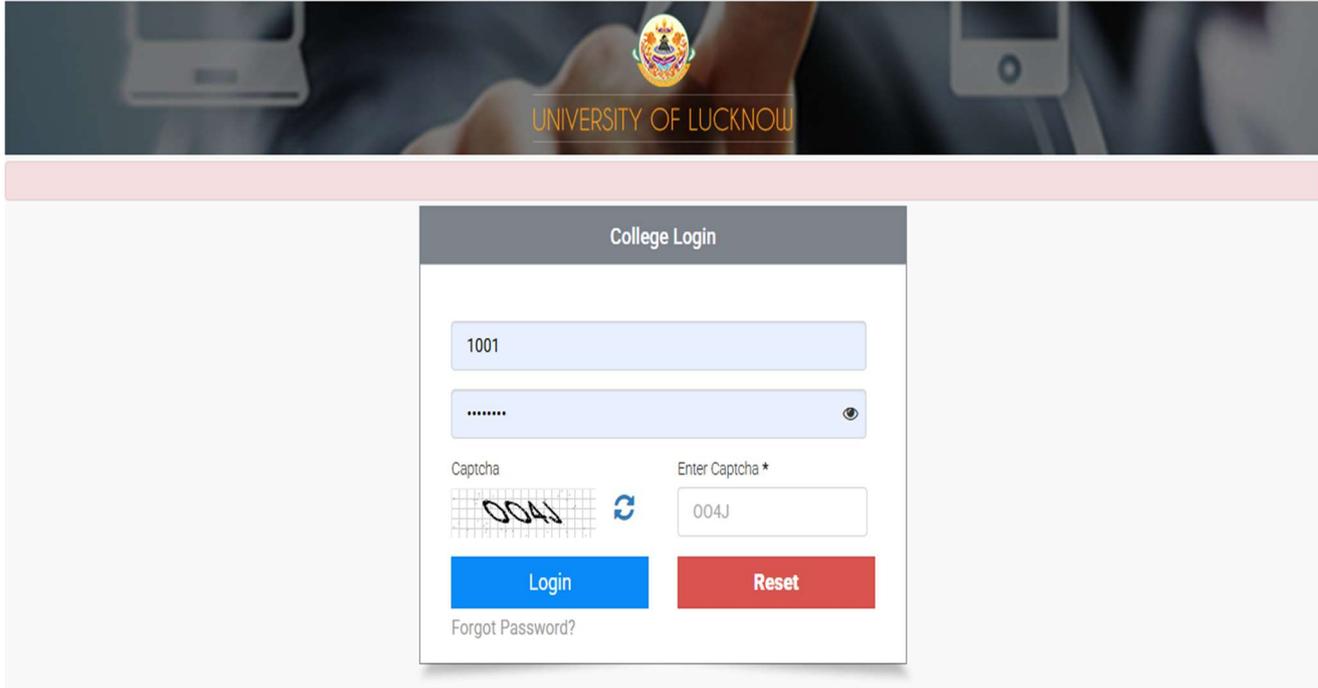
### **1.4. Application Convention**

The application has the following conventions:

- a. Fields which have \* sign indicate mandatory fields.
- b. Error messages will be displayed in the pop-up box.
- c. Success messages will be displayed in the pop-up box.
- d. All the menu links will be displayed in the side menu.

## 2. College Login

To login into the web portal, go to the login page through the university portal or by entering the login URL <https://exam.lkouniv.ac.in/apps/Account> in the web browser; once redirected to the login page; page with the required login fields will appear, as shown below:



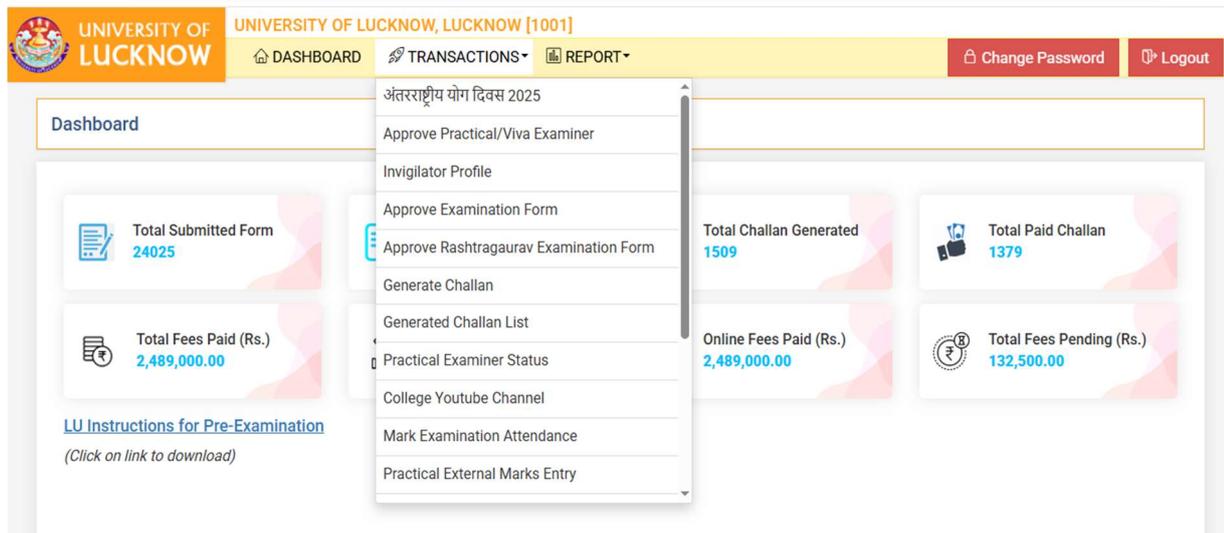
The screenshot shows the 'College Login' interface. At the top, there is a header with the University of Lucknow logo and name. Below this is a form titled 'College Login'. The form contains the following elements:

- A text input field for 'User ID' containing the value '1001'.
- A password input field with masked characters '.....' and an eye icon for toggling visibility.
- A 'Captcha' section with a grid of characters '004J' and a refresh icon.
- An 'Enter Captcha \*' input field containing the value '004J'.
- A blue 'Login' button.
- A red 'Reset' button.
- A link for 'Forgot Password?'.

- Enter **User ID**, **Password** and **Captcha** in the given fields and then click on **Login** button below.
- Click on **Reset** button to reset login details, if needed.

### 2.1. Dashboard

Once logged into the **Dashboard**; Dashboard page with required details will appear, as shown below:



The screenshot displays the 'Dashboard' page for the University of Lucknow. The top navigation bar includes the university logo, name, and user ID [1001]. Below the navigation bar, there are several key metrics and a dropdown menu.

**Key Metrics:**

- Total Submitted Form: 24025
- Total Fees Paid (Rs.): 2,489,000.00
- Total Challan Generated: 1509
- Total Paid Challan: 1379
- Online Fees Paid (Rs.): 2,489,000.00
- Total Fees Pending (Rs.): 132,500.00

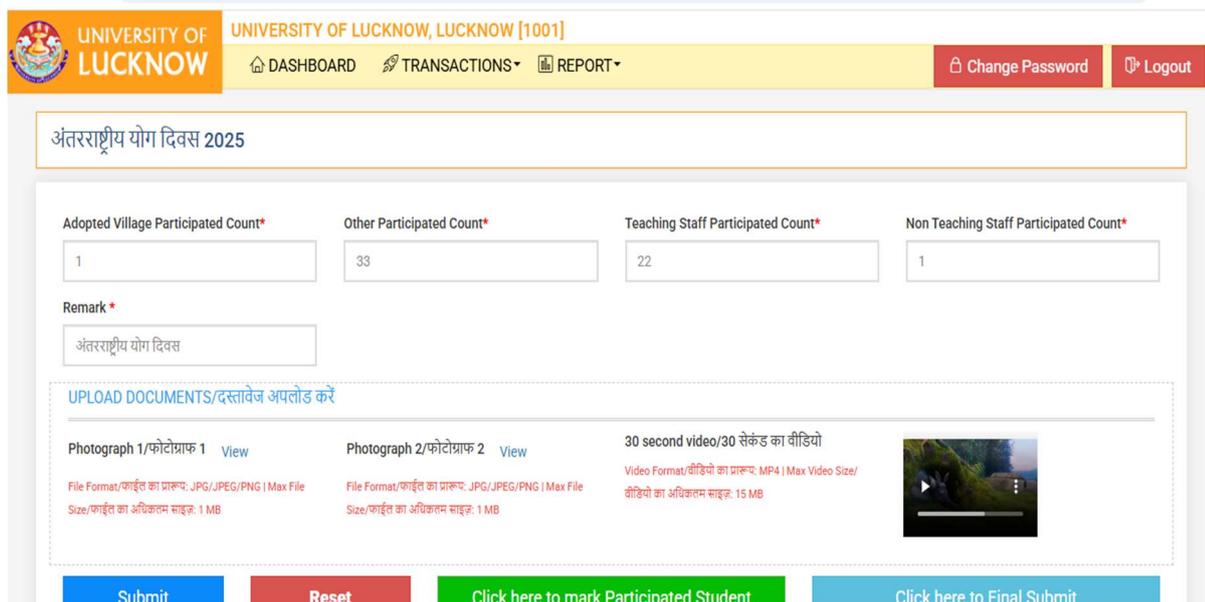
**Navigation and Actions:**

- Navigation: DASHBOARD, TRANSACTIONS, REPORT
- Actions: अंतरराष्ट्रीय योग दिवस 2025, Approve Practical/Viva Examiner, Invigilator Profile, Approve Examination Form, Approve Rashtragaurav Examination Form, Generate Challan, Generated Challan List, Practical Examiner Status, College Youtube Channel, Mark Examination Attendance, Practical External Marks Entry

**Additional Information:**

- LU Instructions for Pre-Examination (Click on link to download)
- Change Password, Logout

- Click on **Transaction** menu from the Dashboard page; a dropdown with **International Yoga Day** option will appear; click on it.
- Once clicked on **International Yoga Day**; a new page with required details will appear, as shown below:



UNIVERSITY OF LUCKNOW UNIVERSITY OF LUCKNOW, LUCKNOW [1001]

DASHBOARD TRANSACTIONS REPORT

Change Password Logout

अंतरराष्ट्रीय योग दिवस 2025

Adopted Village Participated Count\* 1

Other Participated Count\* 33

Teaching Staff Participated Count\* 22

Non Teaching Staff Participated Count\* 1

Remark \*  
अंतरराष्ट्रीय योग दिवस

UPLOAD DOCUMENTS/दस्तावेज अपलोड करें

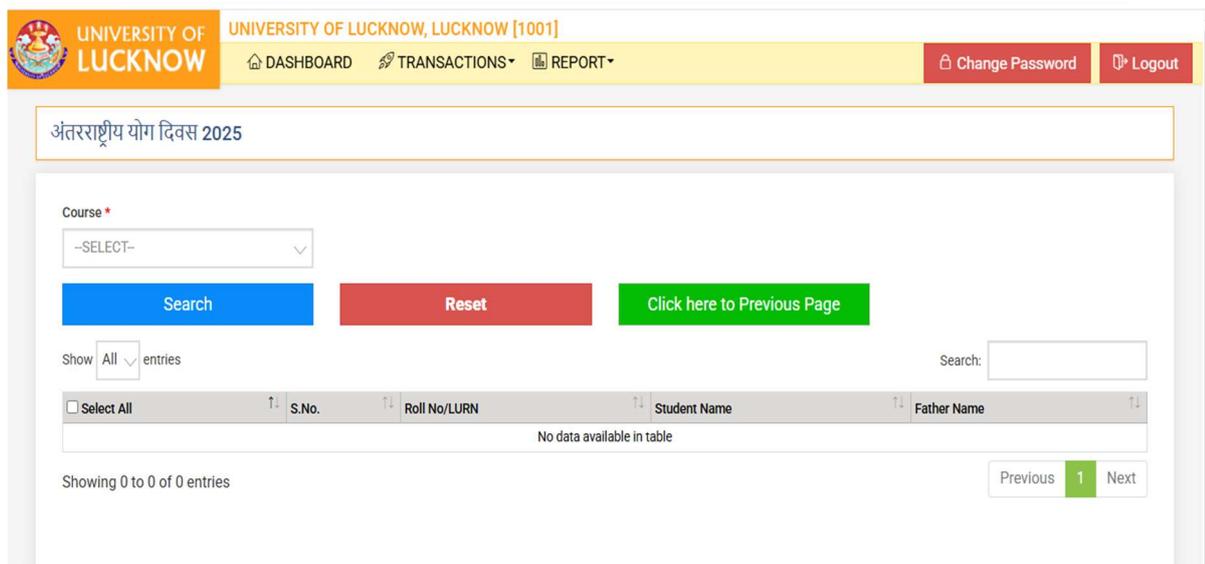
Photograph 1/फोटोग्राफ 1 View  
File Format/फाईल का प्रारूप: JPG/JPEG/PNG | Max File Size/फाईल का अधिकतम साइज़: 1 MB

Photograph 2/फोटोग्राफ 2 View  
File Format/फाईल का प्रारूप: JPG/JPEG/PNG | Max File Size/फाईल का अधिकतम साइज़: 1 MB

30 second video/30 सेकंड का वीडियो  
Video Format/वीडियो का प्रारूप: MP4 | Max Video Size/वीडियो का अधिकतम साइज़: 15 MB

Submit Reset Click here to mark Participated Student Click here to Final Submit

- Enter the required details in the given fields and upload **Photograph** and **Video** by clicking on **Choose File** button, respectively.
- Once the required details are uploaded, click on **Submit** button below to submit the entered details.
- Click on **Reset** button to reset details, if needed.
- Click on **Click here to Final Submit** button to final submit.
- Click on **Click here to Mark Participated Student** button to mark participated students. Once clicked, page with the required details will appear, as shown below:



UNIVERSITY OF LUCKNOW UNIVERSITY OF LUCKNOW, LUCKNOW [1001]

DASHBOARD TRANSACTIONS REPORT

Change Password Logout

अंतरराष्ट्रीय योग दिवस 2025

Course \*  
--SELECT--

Search Reset Click here to Previous Page

Show All entries Search:

Select All	S.No.	Roll No/LURN	Student Name	Father Name
No data available in table				

Showing 0 to 0 of 0 entries Previous 1 Next

- Select **Course** from dropdown and click on **Search** button below.
- Click on **Reset** button to reset details, if needed.

The screenshot shows the 'FINAL SUBMISSION' page on the University of Lucknow portal. At the top, there is a navigation bar with the university logo, name, and links for 'DASHBOARD', 'TRANSACTIONS', and 'REPORT'. There are also buttons for 'Change Password' and 'Logout'. Below the navigation bar, the page title is 'FINAL SUBMISSION'. A table lists five courses with their respective participated student counts. Below the table, there are four summary statistics: Total Student Participated Count (10), Adopted Village Participated Count (1), Other Participated Count (33), and Teaching Staff Participated Count (22). There is also a 'Non Teaching Staff Participated Count' field with a value of 1. A 'Remark' field contains the text 'अंतरराष्ट्रीय योग दिवस'. At the bottom, there are two buttons: 'Final Submit' and 'Click here to mark Participated Student'.

S.No.	Course Name	Participated Students Count
1	Acharya	0
2	ADVANCE DIPLOMA (CLINICAL NUTRITION AND DIETETICS)	0
3	B.A. (Yoga)(NEP)	0
4	B.COM (HONS)	10
5	B.COM (NEP)	0

Total Student Participated Count: 10  
Adopted Village Participated Count: 1  
Other Participated Count: 33  
Teaching Staff Participated Count: 22  
Non Teaching Staff Participated Count: 1

Remark: अंतरराष्ट्रीय योग दिवस

Buttons: Final Submit, Click here to mark Participated Student

- Click on **Final Submit** button to final submit. After final submission, no further edits will be permitted.
- To mark participated student, click on **Click here to mark Participated Student** button.

### 3. For Technical Support

While using this software application if any technical error occurs, you can contact us on our Technical Helpline Number +91-522-4150500 or can raise your query by emailing us at support@otpl.co.in.