

Internship and Dissertation Programme

University of Lucknow

1. About the University

The University of Lucknow, established in 1920, is one of the oldest and most prestigious public universities in India. Located in Lucknow, Uttar Pradesh, the University has a distinguished legacy of academic excellence, research innovation, and meaningful societal contribution.

Recognized for its multidisciplinary approach, the University offers a wide range of undergraduate, postgraduate, and doctoral programmes across diverse faculties, including Science, Arts, Commerce, Law, Engineering and Technology, Education, Fine Arts, Ayurveda, Agriculture, Pharmaceutical Sciences, and Management, playing a pivotal role in promoting research, innovation, and overall academic development. Over the years, it has evolved into a premier centre of higher learning with a strong emphasis on quality education, critical thinking, and research-driven knowledge.

The University is equipped with well-developed infrastructure, including advanced laboratories, central instrumentation facilities, well-stocked libraries, and dedicated research centres. It actively fosters academic collaborations with leading national institutions and promotes innovation, sustainability, and skill development in alignment with contemporary educational policies and national priorities.

2. Programme Overview

The Internship/Training/Dissertation Programme at the University of Lucknow is a structured academic initiative that provides students with comprehensive exposure to research, practical training, and skill development across diverse disciplines, encompassing Science, Arts, Commerce, Law, Engineering and Technology, Education, Fine Arts, Ayurveda, Agriculture, and Management.

The programme is designed to offer in-campus students of the University of Lucknow, as well as out-campus students and students from other universities, a valuable platform to work closely with experienced faculty members across various domains, thereby enhancing their academic knowledge, research aptitude, and professional competencies.

Drawing inspiration from premier institutions, the programme integrates discipline-specific training, fieldwork, research-oriented learning, and practical exposure, enabling participants to gain first-hand experience relevant to their respective fields.

Participants will have the opportunity to work under the guidance of experienced faculty members and researchers, engaging in ongoing projects, field studies, analytical work, creative practices, or case-based investigations, depending on their discipline. The programme emphasizes experiential learning through:

- Hands-on laboratory work and experimental techniques (for Science, Agriculture and Technology disciplines)
- Legal research, case analysis, and policy studies (for Law)
- Creative practice, design, and artistic exploration (for Fine Arts)

- Traditional and modern healthcare practices and research (for Ayurveda)
- Case studies, business analysis, and management practices (for Management and Commerce)
- Field-based studies, surveys, and data collection
- Data analysis, interpretation, and academic documentation
- Use of modern tools, instruments, software, and analytical techniques

In addition to domain-specific training, the programme focuses on developing essential academic and professional competencies such as critical thinking, problem-solving, research methodology, communication skills, and ethical practices.

The structure of the programme is flexible and accommodates:

- Short-term internships for skill enhancement (4–6 weeks or 1–3 months)
- Long-term training/dissertation work as part of academic curriculum (4–6 months)
- Interdisciplinary and collaborative projects across faculties

The programme may be conducted in offline, online, or hybrid modes, depending on the nature of the work and departmental facilities. While laboratory work, studio practice, clinical exposure, and field activities are primarily conducted on campus, components such as data analysis, literature review, case studies, and report writing may be undertaken in online or blended formats.

By participating in this programme, students gain valuable exposure to real-world challenges within their respective disciplines, develop technical and analytical expertise, and strengthen their academic and professional profiles. This experience enhances their preparedness for higher education, research careers, entrepreneurship, public service, and industry roles.

Overall, the programme reflects the University's commitment to fostering a multidisciplinary, research-driven learning ecosystem, promoting innovation, and nurturing competent professionals and responsible citizens across all fields of study.

Office of the Director, Internship

To ensure effective coordination, transparency, and uniform implementation of the Internship/Training/Dissertation Programme across all Faculties and Departments, the University of Lucknow has established the **Office of the Director, Internship**.

The Director, Internship shall act as the Nodal Officer for all internship and dissertation programmes of the University and shall coordinate with the Deans, Heads of Departments, faculty supervisors, and external institutions for smooth implementation of the programmes.

The Office of the Director, Internship shall be responsible for:

- Framing and periodically revising internship policies and operational guidelines.
- Coordinating internship and dissertation programmes across all Faculties and Departments.

- Processing and facilitating applications received from students of other Universities/Colleges/Institutions.
- Monitoring implementation of the programme and ensuring compliance with University rules.
- Issuing administrative communications and resolving matters relating to internship administration.
- Promoting collaborations with academic institutions, industries, research organizations, government agencies, and other organizations for internship opportunities.

3. Student Intake Guidelines for Faculty

A faculty member may supervise internship of UG and PG students as per the following limits: Professor 8 students, Associate Professor 6 students, Assistant Professor 4 students. While allocating these positions, due consideration shall be given to maintaining equitable opportunities for both internal (University of Lucknow) and external candidates.

4. How to Apply

A. Students from the campus of University of Lucknow

Students of the University of Lucknow seeking internship or dissertation within any Department of the University shall submit their application to the concerned Head of Department after obtaining the consent of the proposed faculty supervisor, in accordance with the prescribed University procedure.

B. Students from Affiliated Colleges/Other Universities/Institutions

All applications from students of other Universities/Institutions seeking to undertake Internship/Dissertation at the University of Lucknow shall be routed through the **Office of the Director, Internship**. No Department shall grant direct admission to any external candidate without processing the application through the Office of the Director, Internship.

After scrutiny of the application and verification of the required documents, the Office of the Director, Internship shall forward the application to the concerned Department for consideration, subject to availability of faculty supervision and infrastructure.

Students shall be admitted strictly in accordance with the guidelines of the University, and only after obtaining formal consent from the concerned supervisor and ensuring the availability of necessary laboratory facilities and space.

Students seeking admission to the Internship/Dissertation program must submit a formal application letter addressed to the Head of the concerned Department, expressing their interest in the program. The application must be accompanied by a consent/acceptance letter from the proposed faculty supervisor, obtained in accordance with the ordinances and guidelines of their parent university.

There shall be no formal advertisement for the Internship/Dissertation program; admissions shall be processed on an individual basis, subject to the availability of laboratory facilities, space, and approval of the concerned faculty and department.

5. Mode and Schedule of Training

The Internship/Training/Dissertation Programme at the University of Lucknow for science and technology stream will be conducted in offline/online/hybrid mode to ensure effective hands-on training and direct supervision by faculty members. All participants are required to be physically present in the respective departments, laboratories, or designated research facilities of the University, where they will engage in practical laboratory work, experimental procedures, and field-based activities wherever applicable.

The programme will follow a six-day working week from Monday to Saturday, and standard working hours. Sunday and officially declared University holidays shall be observed as non-working days, except in cases where specific academic or fieldwork requirements necessitate otherwise..

Attendance and discipline are mandatory for all participants, and the training must be completed in a continuous and uninterrupted manner. Any unauthorized absence or deviation from the prescribed schedule may result in cancellation of the training or withholding of the completion certificate.

6. Training Structure

The training programme at the University of Lucknow will include an initial orientation. Participants will engage in data collection, analysis, and interpretation, and may attend seminars or academic interactions during the training period.

7. Conditions of Training

The training at the University of Lucknow must be completed in one continuous stretch. Participants are required to adhere to the prescribed working days and hours, maintain punctuality, and follow all departmental and laboratory rules. No leave of absence shall ordinarily be permitted during the training period, and no extension of the approved duration will be allowed under any circumstances. Trainees must comply with all safety, ethical, and institutional guidelines, and any misconduct or violation of rules may result in termination of training without certification.

8. Eligibility Criteria

- ❖ **Postgraduate students** from recognized institutions, in accordance with their program outlines and the guidelines of their respective universities.
- ❖ **Undergraduate students** from recognized institutions, as per the provisions of their academic program and the guidelines of their respective universities.

9. Selection Procedure

The selection of candidates for the Internship / Training / Dissertation Programme at the University of Lucknow will be carried out in a flexible, merit-based manner, subject to the availability of faculty supervisors and ongoing research requirements within the departments. Applications will be screened based on academic performance, relevance of the candidate's background to the proposed area of training, and overall suitability for the programme.

10. Accommodation Policy

The University shall not provide accommodation facilities to students enrolled under the Internship/Dissertation program. All selected candidates will be required to make their own arrangements for lodging and boarding during the entire duration of their internship or dissertation work. The University of Lucknow shall not bear any responsibility for accommodation, food, or related personal expenses of the students. Therefore, applicants are advised to plan their stay and ensure appropriate arrangements before the commencement of the program.

11. Record Maintenance

A comprehensive record of all students enrolled under the Internship/Training/Dissertation Programme shall be maintained at the level of the Head of the concerned Department as well as the Dean of the respective Faculty. The Department shall maintain detailed records, including the student's application, academic credentials, duration of training, allotted faculty supervisor, attendance, progress reports, and completion status. These records shall be regularly updated and preserved for academic, administrative, and audit purposes.

At the Faculty level, the Dean's office shall maintain a consolidated record of all participating students across Departments, ensuring proper documentation and compliance with University policies and guidelines. Such record maintenance shall ensure transparency, accountability, and effective coordination in the implementation of the programme.

12. Documents Required for Internship/Dissertation Application

Students applying for an internship/Dissertation are required to submit the following documents along with the application form:

- a. Recommendation letter from the Home University
- b. Proof of registration at the Home University
- c. Letter of reference from the Home University
- d. Academic records (transcripts) up to the last semester
- e. Statement of Purpose (SOP)
- f. Study plan
- g. Acceptance letter/Recommendation from the proposed Supervisor at the University of Lucknow
- h. Proof of payment of the prescribed Internship/Dissertation fee

13. Reporting and Joining

All selected students shall report for joining at the office of the Head of the concerned Department at the University of Lucknow on the specified date of commencement of the Internship/Dissertation program. At the time of reporting, students are required to complete all

necessary joining formalities, including the submission of relevant documents, the verification of credentials, and the confirmation of their allotted faculty supervisor. Students shall begin their academic or research activities only after obtaining approval from the Head of the Department and the concerned supervisor. Failure to report within the stipulated time without prior intimation may lead to cancellation of the candidature.

14. Certification

Upon successful completion of the Internship/Training/Dissertation Programme at the University of Lucknow, participants shall be awarded a certificate specifying the duration of training, area of work, and the nature of the project undertaken.

The certificate shall be issued by the concerned Faculty Supervisor and duly countersigned by the Head of the Department. The award of the certificate shall be subject to the candidate's satisfactory performance, regular attendance, and submission of the final project report, duly approved by the Faculty Supervisor.

15. Discipline

Students admitted under the Internship/Dissertation program shall be governed by the same rules, regulations, and code of discipline as applicable to regular students of the University of Lucknow.

16. Withdrawal from Admission

A student may withdraw from the Internship/Dissertation program at any time by submitting a formal application to the concerned faculty mentor or the Head of the Department, clearly stating the reasons for withdrawal and duly recommended by the mentor. Withdrawal after the commencement of the Internship/Dissertation is permitted; however, no refund of the prescribed fee shall be admissible under any circumstances.

17. Fee

The proposed duration and fee structure for the programme are as follows:

- Duration: 1 to 6 Months
- Fee for students within the Lucknow University campus: ₹ 3000 per month
- Fee for students from outside the Lucknow University campus/other organizations: ₹ 5000 per month

The candidate shall deposit the prescribed training fee in the official account of the concerned Department. The fees shall be payable in advance and shall be non-refundable.

**(FOR STUDENTS FROM AFFILIATED COLLEGES/OTHER
UNIVERSITIES/INSTITUTIONS)**

APPLICATION FORM FOR SUMMER INTERNSHIP PROGRAMME

A. Program Details:

1. Program: Internship/Dissertation
2. Department:
3. Duration:
4. Faculty Mentor:
5. Area of Work:
6. Fee Transaction ID:

Recent self-attested
Photo

B. Personal Details:

1. Name:
2. Father's/Mother's Name:
3. Date of Birth:
4. Phone:
5. Email:
6. Address:

C. Educational Details:

1. University/Institute Name:
2. Course:
3. Year/Semester:
4. Academic Record:

D. Declaration:

I hereby declare that the information provided is true to the best of my knowledge.

Signature of Applicant

Date:

Place:

Supervisor
(Signature & Seal)

Head of the Department
(Signature & Seal)

Director, Internship
University of Lucknow

UNIVERSITY OF LUCKNOW
FACULTY OF

CERTIFICATE OF INTERNSHIP/DISSERTATION

This is to certify that Mr./Ms. _____, a student of _____ (University/Institute), has successfully completed his/her Internship/Dissertation in the Department of _____, Faculty of _____ University of Lucknow, under the supervision of Dr./Prof. _____

The work was carried out during the period from _____ to _____. During this period, the student has shown sincere dedication, good conduct, and satisfactory performance in the assigned research/project work.

We wish him/her success in future academic and professional endeavors.

Supervisor
(Signature & Seal)

Head of the Department
(Signature & Seal)

Date: _____

Place: _____