



Dhanvantri Library, University of Jammu, Jammu

No: DLT/22/2101-60  
Date: 1-11-2022

The Heads / Rectors / Directors,  
University of Jammu,  
Jammu

**Subject: Creation of Metadata, Splitting and Naming Conventions of the split files of Ph. D. theses to be submitted for Uploading on to the Shodhganga Portal as per the latest guidelines received from INFLIBNET Centre.**

Respected Sir / Madam,

This is in context to the mail received on 18<sup>th</sup> Oct., 2022 from INFLIBNET Centre regarding the new features added to the Creation of Metadata, Splitting and Naming Conventions of the split files. In order to maintain quality, standards, and uniqueness in all theses, INFLIBNET Centre has devised standards and formats (Copy enclosed). This will give a proper photo print of the physical appearance of all the theses with the same template available for individual thesis.

As per the latest guidelines received from INFLIBNET Centre, now onwards all the Preliminary pages are to be clubbed as..... the declaration + dedication + certificate + acknowledgment + list of table + graphs files together in One file and name them as 02\_prelim pages.

Also, combine the bibliography + references + questionnaire + maps + publications, etc files together as a single file and name them as e.g. 10\_annexures.

So, I would like to draw your kind attention regarding the Creation of CD and some additional information which is enlisted below to be incorporated in the Final Theses to be submitted to the Controller of Examinations for evaluation purpose and then for uploading on to the Shodhganga Portal.

1. The CD of thesis should contain a Word file named as "Content File" containing information regarding University Name, Department Name, Scholar Name, Guide Name, Co-Guide Name (if any), Registration Year, Completion Year, Awarded Year, Title of Thesis, Alternative Title (if any), Abstract, Stream of Subject, Keywords, Language, Coverage, Citation Reference, Size (Total No. of Pages), Dimensions. The Content File should be in .Doc / .Docx format.
2. The CD should also contain PDF Files incorporating the Splitting and Naming Convention as given below (i.e. file name should start with):-

- 01\_title
- 02\_prelim pages
- 03\_content

Dr. Raksh  
These files  
after shodhganga  
Number +  
viral  
Anur  
3/11

04\_abstract  
05\_chapter 1  
06\_chapter 2  
07\_chapter 3  
08\_chapter 4  
09\_chapter 5  
10\_annexures  
80\_Recommendation

3. The CD must also contain another **PDF File** named as "**80\_Recommendation**" containing information regarding Title Page and Chapter which contains Recommendations / Conclusion / Summary / Future Findings. The recommendation file should be named as "**80\_Recommendation**" and should be in **Pdf Format** without any images.

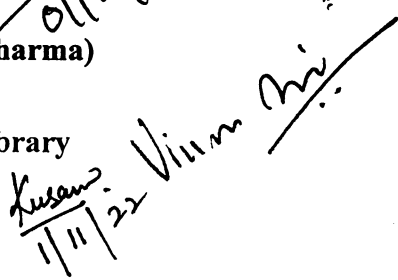
You are further requested to give necessary instructions to the Supervisors and their Research Scholars to **follow the standards of Creation of CD, Splitting and Naming Convention of Files** thereby implementing the mandatory standards and formats before final submission of "**CD**" to the Controller of Examinations.

Thanking you,

Yours faithfully,

  
(Prof. Neeru Sharma)

I/C Librarian  
Dhanvantri Library

  
Kusum  
11/11/22  
Vijay Mishra

Copy to:

1. Special Secretary to the Hon'ble Vice-Chancellor, for the information of the Vice-Chancellor.
2. The Controller of Examinations with a request to instruct the concerned to receive the Ph.D. Theses strictly as per the format enclosed.

**Fwd: Kind Attention\_Creation of Metadata and Splitting Files Naming Conventions-New Features Added**

From: Shodhganga Inflibnet (shodhganga@inflibnet.ac.in)

Bcc: sahi\_vikram@yahoo.com

Date: Tuesday, October 18, 2022 at 01:17 PM GMT+5:30

Dear University Coordinators,












We would like to draw your kind attention regarding the update to the **creation of metadata, Splitting and Naming Conventions** of the split files.

Now Onwards, Prelim pages to be clubbed as..... the declaration+dedication+certificate+acknowledgment+list of table+graphs files together in One file and name them as **02\_prelim pages**.

Also combine the bibliography+references+questionnaire+maps+publications, etc files together as a single file and name them as e.g. **10\_annexures**.

An example of split files along with chapter-wise naming is given below:

**Example of Split files for Upload in " Shodhganga"**

Name	Date modified	Type	Size
 01_title.pdf	12-03-2022 11:46	Adobe Acrobat D...	45 KB
 02_prelim pages.pdf	12-03-2022 11:48	Adobe Acrobat D...	17 KB
 03_content.pdf	12-03-2022 11:51	Adobe Acrobat D...	12 KB
 04_abstract.pdf	12-03-2022 11:52	Adobe Acrobat D...	25 KB
 05_chapter 1.pdf	12-03-2022 11:55	Adobe Acrobat D...	13 KB
 06_chapter 2.pdf	12-03-2022 11:57	Adobe Acrobat D...	18 KB
 07_chapter 3.pdf	12-03-2022 12:00	Adobe Acrobat D...	881 KB
 08_chapter 4.pdf	12-03-2022 12:00	Adobe Acrobat D...	5,359 KB
 09_chapter 5.pdf	12-03-2022 12:04	Adobe Acrobat D...	123 KB
 10_annexures.pdf	12-03-2022 12:06	Adobe Acrobat D...	56 KB
 80_Recommendation.pdf	13-03-2022 16:32	Adobe Acrobat D...	352 KB

**Metadata Format at the time of uploading the Split files**

**(Note : Please press 'Add Recommendation' button at last after uploading all the documents.)**

01\_title:  
 No file chosen

02\_prelim pages (title + declaration + dedication + certificates + acknowledgement + list of tables and graphs etc.):  
 No file chosen

03\_content:  
 No file chosen

04\_abstract:  
 No file chosen

05\_chapter 1:  
 No file chosen

06\_chapter 2:  
 No file chosen

07\_chapter 3:  
 No file chosen

08\_chapter 4:  
 No file chosen

09\_Chapter 5:  
 No file chosen

10\_annexures (bibliography + references + questionnaire + maps + publications etc.):  
 No file chosen

**(Note : Add more files as per requirement, follow the Thesis files / chapters order)**

For any further assistance please feel free to contact us.

सादर धन्यवाद II Thanks & Regards,

शोधगंगा टीम II Shodhganga Team  
 सूचना एवं पुस्तकालय नेटवर्क केंद्र, गांधीनगर II INFLIBNET Centre, Gandhinagar  
 विश्वविद्यालय अनुदान आयोग की एक स्वायत्त अंतर विश्वविद्यालय केन्द्र  
 An Inter University Centre of University Grants Commission,  
 इन्फोसिटी गांधीनगर- 382007. गुजरात, भारत II Infocity Gandhinagar - 382007. Gujarat, INDIA.  
 संपर्क /Phone : 079-23268232/28/23