Dhanvantri Library, University of Jammu, Jammu

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

Subject: **Creation of Metadata of Ph.D Theses as per the latest INFLIBNET guidelines.**
Respected Sir / Madam,

This is in context to the new features added to the Creation of Metadata, Splitting and Naming Conventions of the split files by the **INFLIBNET**. 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.**

The Head of the department is requested to send the **Researcher's ORCID (16-digit)** and their **Plagiarism Report** issued by the Dhanvantri Library bearing the name **"90_Plagiarism_Report"** and should be in **Pdf Format** without any images.

So, I would like to draw your kind attention regarding the Formulation of Thesis 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 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 Thesis should also contain **PDF Files** incorporating the **Splitting and Naming Convention** as given below (i.e. file name should start with):-

   01_title

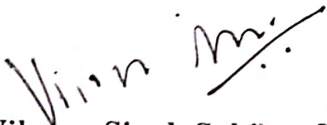   **02_prelim pages**

   03_ content

   04_abstract

05_chapter 1

06_chapter 2

07_chapter 3

08_chapter 4

09_chapter 5

10_annexures

80_Recommendation

90_Plagiarism_Report

3. The Thesis 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.

4. The Thesis must contain the **Researcher's ORCID (16-digit)** and their **Plagiarism Report** issued by the Dhanvantri Library bearing the name **"90_Plagiarism_Report"** 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 Formulation of Thesis, Splitting and Naming Convention of Files** thereby implementing the mandatory standards and formats before final submission of **"Thesis"** to the Controller of Examinations.

Thanking you,

Yours faithfully,

(Dr. Vikram Singh Sahi)
I/C Librarian
Dhanvantri Library

Copy to:

1. The 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.

Note:- It is mandatory to submit the Thesis with the Researcher's ORCID (16-digit) and 90_Plagiarism_Report" Pdf Format.
For any other query feel free to visit Dhanvantri Library.