

Rules and Metadata Structure of Final Ph. D. Thesis CD Submission

While submitting CD: Following points are to be noted

1. Entire Ph. D. Thesis has to be separated in respective files.
2. Avoid Scanning, image the Pages
3. All Files are to be submitted in PDF file format
4. After making PDF files please check whether fonts are readable properly.
5. Only One copy of CD to be submitted in KRC (Library)
6. Write details like Title, Name of Researcher, Name of Guide, Subject, Date of Registration, Date on which CD is submitting, Mobile No., Email ID of Researcher, No. of Pages in the Thesis, No. of References (Bibliography), Synopsis or Final Ph. D. CD. etc.
7. Further details please visit <https://shodhganga.inflibnet.ac.in/>

Naming the files in English only, do not start or write file name with capital letters.
(Metadata structure recommended by Shodhganga of UGC)

PDF File Names	Content in the File
01_title	Title Page of the Thesis
02_prelim pages	Prelim Pages (declaration + certificates + acknowledgement + list of tables and graphs + abbreviations etc.)
03_contents	Contents
04_abstract (2000 Characters)	Abstract
05_chapter 1	Chapter 1
06_chapter 2	Chapter 2
07_chapter 3	Chapter 3
08_chapter 4	Chapter 4
09_chapter 5	Chapter 5
	Note: If chapters are more than 5 then 10 th , 11 th and other file numbers given to chapters will be below to it respectively maintaining the sequence)
10_annexures	Annexures (bibliography + references + questionnaire + maps + publications etc.)
80_Recommendation	Title Page + Conclusion + Finding + Suggestions + Recommendations + Future Scope + Summary etc.
(Note: 80_Recommendation file will Title Page + Conclusion + Finding + Suggestions + Recommendations + Future Scope + Summary etc. Files merged in the file named 80_Recommendation)	

Out of it, if, some files are not in the thesis maintain the sequence.

Do not add Dedication page / file in the CD

Ph. D. Synopsis CD Submission

For **Newly registered Ph.D. students** they are requested to submit Synopsis CD in single file of synopsis in pdf format only indicating file name as **01_synopsis** with confirmation letter. (This includes title page and all synopsis)