

## Creation of Metadata and Uploading Theses into Shodhganga












### Creation of Metadata:

Proper metadata creation is very important for locating as well as for inters changing Resources between systems. Filling upon the data is to be done with care and diligence any error entered during the creation of metadata will lead into wrong display of thesis information. Special characters need to avoided during entry else data base will not accept the metadata and it will be stored in trash and system will not generate any auto feedback for such entry so that will make it difficult to our technical person to identify such unfinished and special character field metadata.

### Splitting and Naming Convention:

In order to maintain quality, standards and uniqueness in all theses INFLIBNET Centre devised standards and formats based on international practices. This will give a proper photo print of physical appearance of the thesis with the same template available for individual thesis. Kindly Note that file name should be start with serial number like 01\_title.pdf, 02\_prelim pages.pdf, 80\_Recommendation ..etc. An example of split files along with chapter wise naming is given below:

#### Example of Split files for Upload in " Shodh ganga"

Name	Date modified	Type	Size
 01_title page.pdf	30/04/2025 11:51	Adobe Acrobat D...	239 KB
 02_prelim pages.pdf	30/04/2025 11:51	Adobe Acrobat D...	873 KB
 03_content.pdf	30/04/2025 11:52	Adobe Acrobat D...	261 KB
 04_abstract.pdf	30/04/2025 11:52	Adobe Acrobat D...	202 KB
 05_chapter 1.pdf	30/04/2025 11:52	Adobe Acrobat D...	497 KB
 06_chapter 2.pdf	30/04/2025 11:52	Adobe Acrobat D...	1,255 KB
 08_chapter 4.pdf	30/04/2025 11:55	Adobe Acrobat D...	898 KB
 09_chapter 5.pdf	30/04/2025 11:55	Adobe Acrobat D...	1,631 KB
 10_annexure.pdf	30/04/2025 11:55	Adobe Acrobat D...	305 KB
 80_Recommendation.pdf	30/04/2025 11:56	Adobe Acrobat D...	411 KB
 90_plagiarism report.pdf	30/04/2025 11:56	Adobe Acrobat D...	383 KB

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

\*prelim pages to be clubbed as (title+declaration+dedication+certificate+acknowledgment+list of table+graphs files)

\*annexures files to clubbed as (bibliography+references+questionnaire+maps+publications, etc)

\*90\_plagiarism\_report: Please upload a one-page plagiarism/summary report, ensuring the file is named '90\_plagiarism\_report' and saved in PDF format.)