

## No. RDC/B3/GENERAL/2024

**CIRCULAR** 

Sub:- Format of Soft copy of thesis - Shodhganga - Splitting files naming conventions -reg-

Ref: - Letter KUCL/Inflibnet/2025 dated 29/05/2025

With reference to the above, it is directed that all research Scholars shall submit a soft copy of their thesis in the attached format for uploading to Shodhganga..

Dr. Anup Kumar Kesavan

KannurDated: 06.06.2025

DIRECTOR (IQAC) (Registrar in-charge)
For Director

To:

Head of Research Centres ( for circulation among research Supervisors and research Scholars )

## **SHODHGANGA-Splitting files naming conventions**

## Name

- 1. 01\_title.pdf
- 2. 02\_prelim pages.pdf (Declaration, Dedication, Certificate, Acknowledgement, List of Tables, and Graphs)
- 3. 03\_content.pdf
- 4. 04\_abstract.pdf
- 5. 05\_chapter 1.pdf
- 6. 06\_chapter 2.pdf
- 7. 07\_chapter 3.pdf
- 8.08 chapter 4.pdf
- 9. 09\_chapter 5.pdf
- (bibliography, references, questionnaire, maps, publications etc) 10. 10 annexures.pdf
- 11. 80\_Recommendation.pdf ( The recommendation should contain title page

chapter and Recommendation/Conclusion/Summary/Future findings. Recommendation

which

contains

file should be named as '80\_Recommendation'and should be in pdf format without any images)

- 12. 90\_Plagiarism\_Report.pdf (one-page plagiarism/summary report, ensuring the file is named '90\_Plagiarism\_Report'and saved in PDF format.)
- 13. ORCID ID
- 14. Subject Heading and proper keywords (word format)