



**KANNUR UNIVERSITY**  
**RD-B**

**No. RD/B1/MISC2/2022**

**KannurDated: 14.04.2022**

**CIRCULAR**

Sub:- Shodhganga - Uploading Theses - Creation of metadata - Splitting and Naming  
Convention - Reg.

Ref :- 1) Letter dated 10/03/2022 from Deputy Librarian (i/c), Kannur University Central Library  
forwarding the email from Shodhganga Infflibnet.

In order to maintain quality, standards and uniqueness in all theses, Infflibnet Centre devised standards and formats for creation of metadata, splitting and naming convention for uploading theses into Shodhganga.

All the Ph.D. scholars are therefore directed to submit soft copies of their thesis, created as per the guidelines attached, at the time of submission of Ph.D. final thesis. Softcopy of the thesis is to be submitted by creating two folders on the CDs, one containing split files in pdf (for uploading in to Shodhganga) and the other folder containing a single pdf file of the whole thesis (for evaluation purpose).

The changes are implemented from the date of this circular.

**Dr. Anil R**

**DIRECTOR (Research Directorate)**

**For Director**

To:

The Heads of the Research Centres.

Copy to:

Computer Programmer - For Posting on University Website

Approved For Issue

SECTION OFFICER

## Creation of Metadata and Uploading Theses into Shodhganga

### Creation of Metadata

Proper metadata creation is very important for locating as well as for interchanging 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 be 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 start with serial number like 01\_title.pdf, o2\_certificates.pdf, 80\_Recommendation etc. 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	21-Mar-20 7:40 PM	Adobe Acrobat D...	123 KB
 02_declaration.pdf	21-Mar-20 7:40 PM	Adobe Acrobat D...	587 KB
 03_certificate.pdf	21-Mar-20 7:41 PM	Adobe Acrobat D...	589 KB
 04_acknowledgement.pdf	21-Mar-20 7:41 PM	Adobe Acrobat D...	166 KB
 05_content.pdf	21-Mar-20 7:42 PM	Adobe Acrobat D...	230 KB
 06_list of graph and table.pdf	21-Mar-20 7:44 PM	Adobe Acrobat D...	221 KB
 07_chapter 1.pdf	21-Mar-20 7:45 PM	Adobe Acrobat D...	337 KB
 08_chapter 2.pdf	21-Mar-20 7:46 PM	Adobe Acrobat D...	660 KB
 09_chapter 3.pdf	21-Mar-20 7:48 PM	Adobe Acrobat D...	322 KB
 10_chapter 4.pdf	21-Mar-20 7:49 PM	Adobe Acrobat D...	609 KB
 11_bibliography.pdf	21-Mar-20 7:51 PM	Adobe Acrobat D...	340 KB
 12_annexure.pdf	21-Mar-20 7:54 PM	Adobe Acrobat D...	430,433 KB
 80_Recommendation.pdf	27-May-20 9:01 AM	Adobe Acrobat D...	327 KB

### Metadata Standards & Formats

INFLIBNET Centre has simplified the submission process with one-page one-form submission with almost all mandatory fields. While some of the fields can be selected from drop down box and other field should be filled with care. For e.g. in Title text box, first letter is in capital and all other letters are in small case except proper nouns. for example : "Involvement of nitric oxide

and associated biomolecules in sunflower seedling growth in response to salt stress"

NB:Please avoid special characters in title text filled. Kindly ensure to provide abstract, 10 keywords without fail. Please get back to us if you have any query at [shodhganga@inlibnet.ac.in](mailto:shodhganga@inlibnet.ac.in)