

## **Instruction to Print the thesis** **Shodhganga Guideline for e-thesis**

Sir/ Madam

Recently Jadavpur University has signed a MoU with the INFLIBNET Centre to participate in the Shodhganga project which is maintained by University Grants Commission of India. **Shodhganga: a reservoir of Indian theses** is a digital repository of theses and dissertations submitted to Indian Universities. To make the endeavour successful, following standards are to be maintained henceforth during submission of theses and dissertations under different faculties of Jadavpur University.

1. An electronic copy of the thesis / dissertation is to be submitted in a Compact Disc (CD) / Digital Versatile Disc (DVD) (Please see Draft Guideline) by the respective scholar for Digital Archiving at Central Library, Jadavpur University and Shodhganga Repository.
2. The files submitted electronically should not be password protected as the same needs to be processed before uploading to Shodhganga Repository.

Please check the above points during the submission of a thesis / dissertation. Along with that, please ensure to send the following information while sending a submitted thesis and its electronic copy to the central library, Jadavpur University for archiving (Please see Draft Guideline).

- a. Name of the researcher
- b. Title of the thesis
- c. Name of the supervisor(s)
- d. Date of Registration
- e. Date of Submission
- f. E.C. resolution no. with date pertaining to the thesis
- g. Name of the department / School or Name of affiliated Institution for which JU is awarding the degree
- h. Keywords

I will let you know from time to time if anything else is necessary during the process of archiving.

Thanking You.

**Jadavpur University  
Central Library**

Guidelines for Submission of e-Thesis for Shodhganga: A Reservoir of Indian theses and Digital Archiving at Central Library.

1. The Research Scholar needs to submit a Compact Disk (CD) / Digital Versatile Disc (DVD) with the thesis, which should contain following 2 (two) folders:
  - Folder 1 (One) should contain: (A) the complete thesis (exactly same as the print version) as a single PDF file. (B) The complete thesis as mentioned in (A) split into multiple PDF files of different thesis sections and chapters (Please see and follow Annexure III for splitting the thesis.)
  - Folder 2 (Two) should contain: An abstract (not exceeding 2048 characters), Annexures I and II.
2. In addition to the PDF document, researchers are also advised to submit supporting materials such as Audio files, Video files, Statistical results etc. However, while submitting such contents it is suggested to use proper open format. (for e.g. MP3 for audio files, <http://en.wikipedia.org/wiki/Mp3>, MPEG4 for Video files – <http://en.wikipedia.org/wiki/MPEG4>) etc.
3. The 'Thesis Metadata Form' (Annexure – I) has to be duly filled and submitted by the research scholar in a PDF file (In folder 2 of the CD / DVD mentioned above).
4. Scanned copy of: 'Consent Form for Digital Archiving' (Annexure – II) duly signed by the research scholar is also to be submitted (In folder 2 CD / DVD mentioned above).
5. The files submitted electronically as mentioned above should not be password protected as the same needs to be processed before uploading to Shodhganga Repository.

**Annexure – I**  
**Jadavpur University**  
**E – Thesis Metadata Form**

•	Title	
•	Alternative Title, if any	
•	Name of Research Scholar	
•	Index Number (if any)	
•	Date of Registration	
•	Name of Guide/Supervisor(s)	1. 2. 3.
•	Name of Degree	
•	Name of Faculty	
•	Department/Centre	
•	Name of affiliated Institution for which JU is granting the degree	
•	Date of Submission	
•	Subject Keywords	1. 2. 3. 4. 5.
•	Coverage (for time periods or spatial regions only)	
•	Language of the thesis	
•	File Format of thesis and accompanying material, if any (PDF, MPEG, etc.)	

**Annexure – II**

**Jadavpur University**

**Consent Form for Digital Archiving**

Name of the Author (Research Scholar)	
Registration Number	
Index Number (if any)	
Degree	
Faculty	
Department/Centre	
School	
Guide/Supervisor(s)	
Thesis/Dissertation Title	
Date of Submission	

- I am the sole owner of copyright on this thesis. The Jadavpur University library is hereby granted, non-exclusive, royalty-free and non-transferable rights to make available, in full or in part without any modifications, this thesis in electronic/printed form for public use at no charge. Any use of material from this thesis/dissertation must be accompanied with appropriate citation.
- I wish to allow open access to my thesis/dissertation.

Signature of the Scholar

Place :

Date :

### **Annexure – III**

Example of Split files for Upload in “Shodhganga”

- 01.\_title
- 02.\_certificates
- 03.\_acknowledgements
- 04.\_contents
- 05.\_preface
- 06.\_list of tables figures
- 07.\_chapter 1
- 08.\_chapter 2
- 09.\_chapter 3
- 10.\_chapter 4
- 11.\_chapter 5
- 12.\_chapter 6
- 13.\_chapter 7
- . amd so on
- .
- .
- 14.\_reference