

From

To

**The Deputy Registrar (General)**  
**Panjab University**  
**Dewan Anand Kumar Hall**  
**Chandigarh-160014**

1. The Deans of the Faculties of Arts, Science, Languages, Education and Design & Fine Arts, Law, Business, Management & Commerce, Engineering & Technology, Pharmaceutical Sciences and Medical Science.
2. All the Chairpersons/Directors/ Honorary Directors/Coordinators of University Teaching Departments, P.U.R.C., Hoshiarpur/Muktsar/Ludhiana and P.U. Rural Centre, Kauni, Sri Muktsar Sahib.
3. The Principal  
Home-Science College  
Sector-10, Chandigarh.

No.ST.13258-347

Date: 2-12-2015

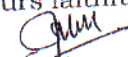
Dear Sir/Madam,

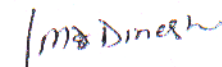
This is to inform you that the Vice-Chancellor has approved the following recommendation of the Committee constituted by the Dean University Instruction regarding the amendment in Ph.D. Guidelines for uploading the Ph.D. theses in Shodhganga Repository:

1. The candidate must store in a C.D. and upload each chapter in a separate pdf file using file naming convention as prescribed by "Shodhganga" and adopted by Panjab University. Format to start the file with 01\_title, 02\_Certificate, 03\_Abstract and so on, so that the contents of thesis are displayed in the record as they appear in hard copy of theses (detail is attached).
2. The Supervisor/HOD must authenticate the CD submitted by the researcher to ensure that the soft copy is complete and exact replica of the print version accepted for award of Ph.D. A letter of the effect be issued by the department at the time of submission.
3. Theses must be checked by the respective Supervisor for plagiarism and accordingly "Certificate of Originality" may be issued to the candidate, which will be submitted to the Secrecy Branch at the time of submission of thesis. The A.C. Joshi Library will facilitate issue of the certificate of plagiarism check called the plagiarism Verification Certificate, by the concerned Supervisor at the time of submission of thesis.
4. Chairman of the Department will certify that no corrections have been suggested during viva-voce and on the basis of this recommendation Deputy Registrar (Secrecy) will verify the CD. If some corrections were suggested, then revised CD is to be submitted immediately by the candidate otherwise degree will not be awarded.
5. Ph.D. degree will be awarded only after D.R. (Secrecy) certifies that CD of the thesis (after corrections, if any) to be uploading on "Shodhganga" has been submitted by the student.
6. Immediately after declaration of Ph.D. result, the thesis is to be uploaded on the "Shodhganga" website, by the Librarian, A.C. Joshi Library, Panjab University, Chandigarh who will be supplied approved CD by the Deputy Registrar (Secrecy).
7. The candidate is to give non-exclusive rights in the specified format to archive and distribute their doctoral work through "Shodhganga" as well as through University's IR in full text at the time of submission.

The above may kindly be notified to all concerned faculty members.

Yours faithfully,

  
Deputy Registrar (General)

P.A. 

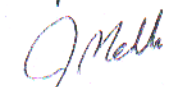
  
Chairperson

Table 1

Naming conventions to be used for a thesis submitted by a researcher is given below:

|                        |   |                    |
|------------------------|---|--------------------|
| 01_title.pdf           | - | Title Page         |
| 02_certificate.pdf     | - | Certificate        |
| 03_abstract.pdf        | - | Abstract           |
| 04_declaration.pdf     | - | Declaration        |
| 05_acknowledgement.pdf | - | Acknowledgement    |
| 06_contents.pdf        | - | Content/Index page |
| 07_list_of_tables.pdf  | - | List of Tables     |
| 08_list_of_figures.pdf | - | List of Figures    |
| 09_abbreviations.pdf   | - | Abbreviations      |
| 10_chapter1.pdf        | - | First Chapter      |
| 11_chapter2.pdf        | - | Second Chapter     |
| 12_chapter.....        | - | Chapter....        |
| 13_conclusion          | - | Conclusion         |
| 14_summary             | - | Summary            |
| 15_bibliography        | - | Bibliography       |

**Naming Convention used for each PDF file**

The standardised naming convention, mentioned above, will facilitate users to easily identify, the relevant parts of a thesis by its file name that is common across all theses. It will also allow users to quickly look at the table of content and other introductory information without having to wait for the entire thesis to download.