

UGC INFLIBNET Guidelines for Synopsis/Ph.D. Thesis Submission Format for Shodhgangotri/Shodhganga

















Research scholars have to submit soft-copy of Ph.D. thesis in PDF format in DVD for uploading in shodhganga/Shodhgangotri along with printed-copy of thesis.

- A) Submit hard bound copy of your thesis.
- B) Submit soft copies of all the split files (PDF) along with, a complete soft copy of your thesis (PDF) and a metadata content sheet (Word File) in a CD-DVD. The following files are required:
 - i. Complete thesis (Title page to last page) in PDF
 - ii. A copy of your synopsis in PDF
 - iii. Split files, as per the format given below (**Sample-1**)
 - iv. Metadata content sheet (word file), as per the format given below (**Sample-2**)
 - v. **Consent Form** ([Download/Print](#)) (**Sample-3**)
 - vi. **Plagiarism Form** ([Download/Print](#)) (**Sample-4**)
 - vii. All the files as stated above (i, ii, iii, iv, v, & vi) files to be given in CD/DVD as per the format highlighted below. (**Sample-5**)

SAMPLE (1)

SPLITTING AND NAMING CONVENTION

An example of split files along with chapter wise naming is given below:

File Type	Naming Convention	Contents
	01_title	Title Page + Copyright page
	02_prelim pages	(declaration + dedication + certificates + acknowledgement + list of tables and graphs etc.)
	03_content	Table of contents only
	04_abstract	Abstract only
	05_chapter 1	First chapter
	06_chapter 2	Second chapter
	07_chapter 3	Third chapter
	08_chapter 4	Fourth chapter
	09_chapter 5	Fifth chapter
If more than 5 chapters rename them as (11_chapter 6) (12_Chapter 7) and so on		
	10_annexures	(Bibliography + references + questionnaire + maps + publications etc.)
	80_Recommendation	The recommendation should contain title page and chapter which contains : Recommendation/Conclusion/Summary/Future findings. Recommendation file should be named as ' 80_Recommendation.pdf ' and should be in pdf format without any images
	90_Plagiarism_Report	Plagiarism report (Download/Print plagiarism form)
	Complete thesis	(Title page to last page) Rename: e.g. PHDT_ASHOK_123456_CSE_2025
	Consent Form	Duly signed by the scholar, Guide and Dean (Academic & Research) (Download/Print)
	Metadata Sheet (DOC File) Not pdf	Scroll down for Metadata Sheet sample and contents
	Synopsis	Submit original copy of your synopsis in pdf.

SAMPLE (2)
SAMPLE METADATA SHEET

Insert a table in the word file and provide the following information as given in the attached table below:

Name of the Student	Surname, Forename {Example: Sharma, Deepak }
Name of the Supervisor/Guide	Surname, Forename {Example: Gupta, Ashok Kumar} *(Don't use Prof./Dr.)
Department	
Registration No./Roll No.	Your enrollment no.
Date of Registration	DD/MM/YYYY
Date of Submission	DD/MM/YYYY
Date of Award	DD/MM/YYYY
Notification No.	JUIT/WKG/ _____
Title of the Thesis Use Title Case: The First Letter of Major Words is Capitalized.	Title..... (*Special Characters &!#\$%^*()+=-[]\ '"/{} \:?. are not allowed)
Alternative title (sub-title) if any	
Number of pages (e.g. xxiv, 195p.)	
Accompanying material (CD/DVD)	
Keywords: (Minimum 5 keywords) Choose only appropriate keywords suitable to your research work	

Signature and seal of Registrar (Dean of Students) /Asst. Registrar

SAMPLE (3)

JAYPEE UNIVERSITY OF INFORMATION TECHNOLOGY

CONSENT FORM

FOR THESIS/DISSERTATION/PROJECT REPORT SUBMISSION

Date:

Type of Document (Tick):

☐ PhD Thesis

☐ MTech/MSc Dissertation

☐ BTech Project Report

Name: _____ Department: _____ Enrolment No _____

Contact No. _____ E-mail. _____

Name of the Supervisor: _____

Title of the Dissertation/Project Report (In Capital letters): _____

AGREEMENT

I hereby grant to the Jaypee University of Information Technology (JUIT) and its agents the non-exclusive license to archive and make accessible, my project report/dissertation /thesis in all forms of media under the conditions specified below:

Release entire work of my project report/dissertation for 'JUIT' only for following duration and after this time release the work for worldwide access.

Duration	Write 'YES' on your choice	Reason for delayed public access
Immediately after the final submission		
1 Year		
2 Year		

Signature of the Scholar

Signature of the Guide

Signature and seal of the Dean (A&R)

(For Library Use only)

Form received date: _____

Full text uploaded on JUIT Repository (date): _____ (Sign of the uploader): _____

Full text uploaded on Shodhganga (for thesis only): _____ (Name of the uploader): _____

SAMPLE (4)

JAYPEE UNIVERSITY OF INFORMATION TECHNOLOGY, WAKNAGHAT
PLAGIARISM VERIFICATION REPORT

Date:

Type of Document (Tick): ☐ PhD Thesis ☐ M.Tech/M.Sc. Dissertation ☐ B.Tech./B.Sc./BBA/Other

Name: _____ Department: _____ Enrolment No _____

ORCID ID. SCOPUS ID. _____

Contact No. _____ E-mail. _____

Name of the Supervisor: _____

Title of the Thesis/Dissertation/Project Report/Paper (In Capital letters): _____

UNDERTAKING

I undertake that I am aware of the plagiarism related norms/ regulations, if I found guilty of any plagiarism and copyright violations in the above thesis/report even after award of degree, the University reserves the rights to withdraw/revoke my degree/report. Kindly allow me to avail Plagiarism verification report for the document mentioned above.

- Total No. of Pages =
- Total No. of Preliminary pages =
- Total No. of pages accommodate bibliography/references =

(Signature of Student)

FOR DEPARTMENT USE

We have checked the thesis/report as per norms and found **Similarity Index :.....(%)** and **AI Writing: 0% []** or ***% []**. (Please [✓] any one % as per generated report). Therefore, we are forwarding the complete thesis/report for final plagiarism check. The plagiarism verification report may be handed over to the candidate.

(Signature of Guide/Supervisor)

Signature of HOD

FOR LRC USE

The above document was scanned for plagiarism check. The outcome of the same is reported below:

Document Received Date	Excluded	Similarity Index (%)		Title, Abstract & Chapters Details	
	All Preliminary Pages	Overall Similarity		Word Counts	
Report Generated Date	Bibliography / References	AI Writing		Character Counts	
	Images/Quotes	0%		Page counts	
	14 Words String	*%		File Size	

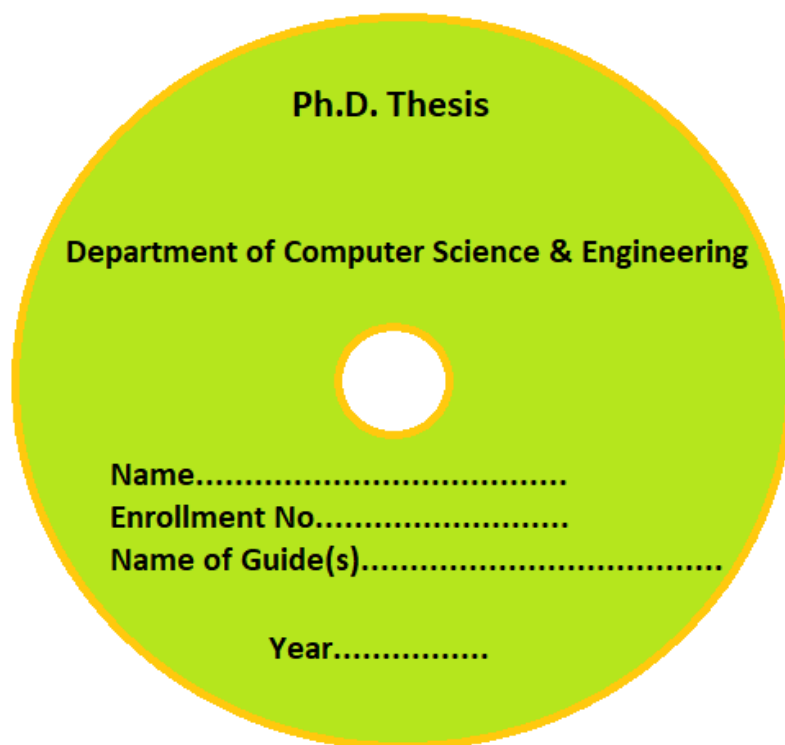
Checked by
Name & Signature

Librarian

Please send your complete Thesis/Report in (PDF) & DOC (Word File) through your Supervisor/Guide at
plagcheck.juit@gmail.com

SAMPLE (5)

SAMPLE TEXT TO BE WRITTEN ON CD-DVD WITH PERMANENT CD MARKER (CD/DVD MUST CONTAINED ALL THE FILES STATED IN POINT B. I, ii , iii, iv, v, & vi)



Note: Use only permanent CD-Marker Pen

Need Help

**Ask Librarian....Get help in person, by
phone: +91 1792 239382 Ext 392; 286; 214**

email: suresh.kumar@juitsolan.in ; lrc.services@mail.juit.ac.in