

# UGC Guidelines for Shodhganga

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## 1. INTRODUCTION

Theses and dissertations are known to be the rich and unique source of information, often the only source of research work that does not find its way into various publication channels. Theses and dissertations remain an un-tapped and under-utilized asset, leading to unnecessary duplication and repetition that, in effect, is the anti-theses of research and wastage of huge resources, both human and financial.

The UGC Notification (Minimum Standards & Procedure for Award of M.Phil. / Ph.D Degree, Regulation, 2009) dated 1<sup>st</sup> June 2009 (Appendix I) provides mandate for submission of electronic version of theses and dissertations by the researchers in universities with an aim to facilitate open access to Indian theses and dissertation to the academic community world-wide. Online availability of electronic theses through centrally-maintained digital repositories, will not only ensure easy access and archiving of Indian doctoral theses but will also help in raising the standard and quality of research. This would overcome serious problem of duplication of research and poor quality resulting from the “poor visibility” and the “unseen” factor in research output.

## 2. SHODHGANGA@INFLIBNET CENTRE

As per the Regulation, the responsibility of hosting, maintaining and making the digital repository of Indian Electronic Theses and Dissertation (called 'Shodhganga'), accessible to all institutions and universities, is assigned to the INFLIBNET Centre by UGC. Shodhganga stands for the reservoir of Indian Intellectual output stored in a repository hosted and maintained by INFLIBNET Centre. Shodhganga replicates academic structure of each University in terms of Departments / Centres and Colleges each University has to facilitate ease of navigation. The structure also facilitates research scholars from universities to deposit their theses in the respective Department / Centre / College.

## 3. OBJECTIVES

The objectives of the scheme are to provide financial assistance for

- i) Providing access to Indian theses and dissertations in open access to world-wide academic community;
- ii) Setting-up of ETD Laboratory in eligible universities;
- iii) Extending access to anti-plagiarism software package in member universities; and
- iv) Funds for digitization of back lists of theses available in universities.

## 4. ELIGIBILITY/ TARGET

All Universities, who conducts PhD or Mphil programme, are eligible to join Shodhganga by signing an MoU with INFLIBNET Centre. However, universities covered under Sections 2(f) and 12(B) of UGC Act are eligible for financial assistance from UGC within the frame work of norms and broad outlays specified by the UGC for (i) Setting up of ETD Lab; (ii) Digitizing back-files of theses; (iii) Subscription to anti-plagiarism software to detect plagiarized portion of theses and dissertations; and (iv) Any other items identified by the Committee set-up by the UGC for the purpose. The criteria for allocation of grants to universities will be ascertained by the Committee appointed for this purpose to promote electronic submission of theses and dissertations in

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universities.

Allocation of funds to a university for digitization of theses, establishment of ETD Lab. or any other benefits decided by the UGC on a later date would vary from university to university based on the following criteria:

- i) Universities covered under Sections 2(f) and 12(B) Sections of UGC Act and have signed MoU with the INFLIBNET Centre for Shodhganga;
- ii) Universities wherein atleast 10 theses are submitted every year;
- iii) Universities with atleast 100 theses submitted to in past years would qualify for getting funds for digitization of old volumes of theses;

## **5. PROCEDURE FOR JOINING SHODHGANGA BY UNIVERSITIES**

Universities can formally join Shodhganga initiative by modifying the PhD Ordinance, signing an MoU with the INFLIBNET Centre (Appendix II) and appointing a University Coordinator. The three important steps involved in the process of joining Shodhganga by universities are as follows:

### **5.1. MODIFY PHD ORDINANCE/GUIDELINES**

Universities would be required to modify or amend its existing PhD ordinance or PhD guidelines based on the new UGC Notification after getting approval by their respective academic bodies such as Academic Council, University Syndicate, Senate etc. The modified guidelines must be circulated to all Departments, Centres and Colleges. Modifications in this regard may be issued to research scholars and guides to mandate online submission of theses to Shodhganga. A clause on deposit of theses to Shodhganga may also be incorporated in the 'No Dues' submitted by the students to Research Cell / Academic Cell prior to award of Ph.D. degree.

### **5.2. SIGNING THE MOU WITH INFLIBNET CENTRE**

The Vice Chancellor/ Registrar or any other authorised personnel may sign two copies of MoU on Shodhganga available on Shodhganga web site and send it to the INFLIBNET Centre. Universities, seeking financial assistance under this project, need to fill-in the Application Form (Appendix III) and provide details such as number of PhDs awarded in a year, number of PhDs awarded in last five years, number of PhDs available in libraries as hardcopy and softcopy etc. Detailed proposal regarding the implementation of the project is to be attached along with Application Form. Roles and responsibilities of INFLIBNET Centre, Universities and Researchers are provided in MoU.

### **5.3. APPOINTING A UNIVERSITY COORDINATOR**

Universities, who have signed the MoU with the INFLIBNET Centre, would be required to identify a senior academic professional (Librarian/Dean/Professor) who will work as University Coordinator to liaison between the INFLIBNET and the University. Responsibilities of University Coordinator includes timely submission of all PhD theses awarded by the University into Shodhganga, verifying correctness and completeness of softcopies of theses submitted into Shodhganga as against the hardcopies submitted to the University. University Coordinator for Shodhganga will also be given necessary privileges by INFLIBNET to carry operations in Shodhganga such as upload and edit theses, create Departments / Centres, create Shodhganga users (researchers) for the University, etc.

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### 6. RELEASE OF FUNDS

The UGC would release funds directly to universities for setting-up ETD labs as well as for digitisation of back list of theses depending on the applications received from universities and recommendation of the Committee constituted for this purpose. Funds for subscription to anti-plagiarism software for all universities will be released directly to INFLIBNET Centre.

### 7. PROCEDURE FOR MONITORING THE PROGRESS OF THE SCHEME

The INFLIBNET Center will be responsible for reviewing the progress and activities undertaken by the university in the scheme. However, universities will be responsible for utilization of funds allocated to them for digitization as well as for setting-up of ETD lab. Utilization Certificate should be submitted in the prescribed form as per the UGC rules and regulations.

#### Appendices

- i) UGC Gazette Notification
- ii) Copy of MoU
- iii) Application Form

#### Contacts

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