

# Archiving Electronic Theses in Urdu: A Case Study of Maulana Azad National Urdu University, Hyderabad

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## Abstract

*In this paper, an attempt has been made to showcase the case study of Maulana Azad National Urdu University (Central University with NAAC A+ Grade) and best practices being adopted in enriching electronic theses and making the same accessible to stakeholders which includes MANUU faculty, research scholars, students, etc. and the academicians in general.*

**Keywords:** ETD; Theses and Dissertations; Theses Digitization; MANUU

## 1. Introduction

A thesis presents a unique chance to pose and resolve an original inquiry. It distinguishes itself from other genres of writing, like a summary of existing knowledge found in a review or the expression of personal opinions seen in an op-ed. Rather than merely reiterating established information or articulating subjective viewpoints, a thesis serves to advance a specific field and make a distinctive and fresh contribution to our comprehension of a particular facet of the world.

In the advancement of research to the existing body of knowledge, Maulana Azad National Urdu University, Hyderabad, has been making distinctive contribution as it specializes in Urdu language. Within the framework of the National Education Policy 2020, the government has placed a significant emphasis on the advancement of both Indian and regional languages. The university's primary goals include the advancement and nurturing of the Urdu language, the delivery of education and vocational training in Urdu, increasing access to higher education and training programs conducted in Urdu, both on-campus and through remote learning, and giving special attention to women's education.

## Background

MANUU possesses a substantial collection of theses and books in the Urdu language. Furthermore, it houses a multitude of rare books dating back to the Nizam's era, encompassing legal judgments and medical literature. Despite its eagerness to digitize this invaluable collection and the older theses, the university initially lacked the necessary facilities for this endeavor.

In the year 2018, a pivotal partnership was forged between MANUU and the Rekhta Foundation, culminating in the signing of a Memorandum of Understanding (MoU) aimed at digitizing both books and theses.

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Subsequently, all these materials underwent conversion into electronic formats and were made accessible on the DSpace platform in 2019. Beyond the theses, MANUU also established a digital repository encompassing Question Papers, Convocation Speeches, Rare Books, Al-Kalam (the university's in-house magazine), and faculty publications. This comprehensive digitization process, covering theses, question papers, convocation speeches, and Al-Kalam, was successfully completed within approximately a year and a half, with the content being made accessible on the DSpace platform via a Public IP address.

### **Case Description**

MANUU completed the initial digitization process of theses in the year 2019-20. Since 2020, it has been utilizing electronic copies of these theses for archival purposes, including their upload to Shodhganga and the MANUU institutional repository.

However, all the theses undergo a similarity index check before the university's research scholars submit them to the examination branch. Despite the provisions outlined in the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations of 2018, these exclusions are not automatically applied within the similarity-checking software for various reasons. Therefore, MANUU has introduced a 'Declaration of Similarity Exclusions,' which must be submitted to the library with the requisite signature of the concerned supervisor. The copy of 'Declaration of Similarity Exclusions' has been placed as Appendix 1.

Despite providing clear instructions to the research scholars, it was observed that the format of the electronic copies intended for uploading on Shodhganga was not compliant. The electronic copies of the theses sent to the library by the Exam Branch were consistently found to be in an improper format for uploading to Shodhganga. Consequently, the library staff had to invest a significant amount of time in rectifying these files and ensuring they met the required standards.

Consequently, the university's library has implemented a standardized form. This form necessitates authentication by the librarian before the Examination Branch can accept the electronic copies. A copy of this form, titled 'Electronic Format for Submission of Theses for Shodhganga,' has been placed as Appendix 2.

In most of the cases, theses that have been translated in English language have been uploaded on the Shodhganga portal. Urdu language theses have been added to the institutional repository of MANUU. It may also be noted that bibliographical information of theses has been fed in MANUU LMS with a link (under MARC-21 tag 856) to Shodhganga portal.

### **Discussion**

The development and implementation of processes and checklists within libraries are of paramount significance. These systematic procedures and checklists substantially reduce the margin for errors and ambiguity in carrying out a multitude of tasks within a library setting. The MANUU library has diligently ensured the seamless integration of information pertaining to both books and theses. This integration

ensures that users seeking materials related to a specific research topic can access all relevant documents, regardless of their document type.

The introduction of various standardized formats resulted into quick uploading of theses on the Shodhganga portal.

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## Appendix 1

### Declaration of Similarity Exclusions

Title of the Ph.D. Thesis \_\_\_\_\_

Name of the Research Scholar \_\_\_\_\_

Name of the Supervisor \_\_\_\_\_

Department of \_\_\_\_\_

In view of the exclusions given in the UGC Regulations 2018 on **Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions**, the following exclusions may be made from the above thesis (attach additional sheet, if required):

- 1.
- 2.
- 3.
- 4.
- 5.

After incorporating the above exclusions, a revised Plagiarism Verification Report may kindly be issued to the Research Scholar.

### Supervisor's Signature and Date

Clause 7 of the UGC Regulations 2018 regarding exclusions is reproduced below:

The similarity checks for plagiarism shall exclude the following:

- i. All quoted work reproduced with all necessary permission and/or attribution.
- ii. All references, bibliography, table of content, preface and acknowledgements.
- iii. All generic terms, laws, standard symbols and standards equations.

The research work carried out by the student, faculty, researcher and staff shall be based on original ideas, which shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations only and shall not have any similarities. It shall exclude a common knowledge or coincidental terms, up to fourteen (14) consecutive words.

Assistant Librarian, S.H. Library, MANUU

**Electronic Format for Submission of Theses for Shodhganga**

*(The certificate needs to be endorsed by the University Librarian and shall be submitted to the Exam Branch. The Certificate NEED NOT be included in the PhD. Thesis)*

This is to certify that the electronic copy of Ph.D. thesis of \_\_\_\_\_ (*Name of the Research Scholar*) of the Department \_\_\_\_\_, MANUU, is as per the format prescribed by the INFLIBNET for uploading of theses on the Shodhganga portal. The format is as under (please ignore bullets in the naming of files):

- ❖ 01\_title.PDF (First page of the Thesis)
- ❖ 02\_prelim pages.PDF (title + declaration + dedication + \*certificates + acknowledgement + list of tables and graphs, etc.) [\*Certificates include: (i) Certificate from the Supervisor, Head of the Department and the Dean, School of the concerned Studies; (ii) Synopsis Authenticity Certificate & Metadata; (iii) Consent Form for Digital Archiving; (iv) Certificate of Plagiarism Check; (v) Digital Receipt generated from the Similarity Checking Software; (vi) First page of Similarity Index reflecting the percentage of similarity; and (vii) Last page of the similarity report reflecting the exclusions. [Certificates from (ii) to (iv) may be downloaded from the library page of MANUU website (<https://manuu.edu.in/University/Centre/Library/Profile>) along with this page i.e. Electronic Format for Submission of Theses for Shodhganga]
- ❖ 03\_content.PDF (Table of Contents)
- ❖ 04\_abstract.PDF
- ❖ 05\_chapter 1.PDF
- ❖ 06\_chapter 2.PDF
- ❖ 07\_chapter 3.PDF
- ❖ 08\_chapter 4.PDF
- ❖ 09\_chapter 5.PDF
- ❖ 10\_annexures.PDF (bibliography + references + questionnaire + maps + publications (articles published in compliance to the UGC Regulations, etc.))
- ❖ 11\_chapter 6.PDF (If required, more chapters may be included in the same format)
- ❖ 80\_Recommendation.PDF (Title page of the Thesis, Recommendations, Findings, Conclusion, Summary. This file should not contain any image in it).
- ❖ 90\_Complete Thesis.PDF (Complete copy of the Thesis)

The Research Scholar has created two folders viz., Urdu and English, and has copied the required files as per the above prescribed format.

Professional Assistant

University Librarian

(Signature & Seal)

Date: