**Naming Conventions**

**(Note: This is a working document)**

This document defines the naming conventions and formats to be used while archiving the projects. The projects will be archived in the master drive folder ‘Research and Project Master Archive’. The master drive will have the following folders/ files:

1. Index- Read Me First for the repository (xls.)
2. Independent folders of completed projects.
3. List of CETE Projects (xls.)
4. Credentials of CETE projects (xls.)
5. CETE Project Library
6. Some important documents like Project Commencement and Closure Forms etc.
7. **The main folders of completed projects will be named as follows:**

CLIENT NAME underscore FULL PROJECT TITLE underscore Year of Completion underscore Unique Project Code provided by the finance team

(CLIENT NAME\_FULL PROJECT TITLE\_Year of Completion\_Unique Project Code)

Ex.: UNICEF\_SITUATION ANALYSIS OF DIETS-UP\_2023\_43357511

1. **First level Subfolder i.e., folders within the main project folder will be named as follows:**

Subfolder serial number space PROJECT TITLE SHORT FORM underscore FOLDER NAME

(Subfolder Sl.No PROJECT TITLE SHORT FORM\_FOLDER NAME)

Ex.: 1 DIET-UP\_BASIC DOCUMENTS

2 DIET-UP\_REPORTS

1. **The second level subfolder i.e., the folder within the first level subfolder will also be named in a similar format:**

Ex.: 1 DIET-UP\_UDISE DATA

2 DIET-UP\_FACTSHEETS

**Note:** The number of subfolders should be restricted to the second level subfolder especially if the projects/ research are small with relatively smaller data, artifacts etc. If there are more subfolders, files could be picked up and placed under relevant first/second-level subfolders.

1. **Files under subfolders:**

There will be numbering while naming the files in folders. It will be named as follows:

File serial number space PROJECT TITLE SHORT FORM underscore File Name (with/ without description) (first letter of each word capitalised)

(File Sl.No PROJECT TITLE\_File Name (with/ without description)

Ex.: 1 DIET-UP\_UDISE Data

2 DIET-UP\_Status of Academic and Paraacademic Posts\_2022-23

**Note:** If there are files and folders together in any subfolder, their numbering will be in a continuous format, i.e., 1, 2, 3, 4….

**Note:** If there are different parts to a specific file then the serial number should be as follows:

File serial number Alphabet a,b,c… PROJECT TITLE SHORT FORM underscore File Name (with/ without description)

(File Sl.No Alphebat in small case PROJECT TITLE\_File Name (with/ without description)

Ex.: 3a DIET-UP\_DIET Photograph\_Library

3b DIET-UP\_DIET Photograph\_Book Shelf & Intricate crafts

Ex.: 1a, 1b

1. **Structure of the Archive Folder**

The following are some of the folders that a project archival folder should contain. However, there could be variations depending on the nature of the project.

**NOTE:** All files in the archive folder must be the final versions and should follow the above-mentioned naming conventions.

1. **INDEX\_READ ME FIRST (Spreadsheet)**

The project’s archive folder must contain an Index to the project's main folder specifying the total number of folders, sub-folders and files with a short description of the files stored. A link to these files should also be provided.

1. **BASIC DOCUMENTS (Folder)**

This folder will contain the basic documents pertaining to the project, i.e., filled-in project commencement and closure forms (if applicable), MOUs, Proposals, ToR, budget-related files (except intern/ faculty remunerations), IRB clearance and important meeting minutes/ recordings. Any other document which needs to be archived could go into the ‘Process Documents’ folder.

1. **REPORTS/ MODULES (Folder)**

The final reports/ deliverables including modules (if applicable) of the project will be stored here in DOX and PDF formats. Presentations summarising the project could also be parked here. This folder could also be named MODULES if the project deliverables are in the form of a module.

1. **PROCESS DOCUMENTS (Folder)**

Any document which is important to be achieved for future use but does not fall under the category of basic documents of the project could be parked here. Some examples of such files could be: important communications with the funder, consent forms, documents related to project operationalisation, etc.

1. **TOOLS (Folder)**

This folder will contain all the final versions of the research tools used in the project. Both DOC and PDF should be stored. Each tool should be a separate file.

1. **DATA (Folder)**

The data generated from the project should be stored here e.g. Primary and Secondary data (both raw and cleaned versions). It could be in the form of a spreadsheet, document file, photographs, video recordings, etc.

1. **DATA ANALYSIS (Folder, if applicable)**

All the analysis files should be stored in this folder. This could contain an analysis framework used for data analysis and other analysis documents which could be in the form of a spreadsheet, document file, tables created for the purposes of analysis, any media document which was analysed etc.