



**OFFICE OF THE CONTROLLER OF EXAMINATIONS
FAKIR MOHAN UNIVERSITY**

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Letter No: FMU/Exam/Ph.D./Misc/2023/ 130

Date: 4-1-2023

OFFICE ORDER

It is for the information of all concerned that the candidates who have been awarded their Ph.D. Degree in the Year 2021 (i.e., 01.01.2021 to 31. 12. 2021) are requested to submit their electronic Copy of the Ph.D. thesis in Shodhganga format (enclosed) to the Director, H. K. Mahatab Library for upload the same in Shodhganga on or before 09.01.2023. Those have already submitted may ignore the notice.

Original certificate will not be issued in the forthcoming Convocation to the candidate who will fail to submit the said.

By Order of the Vice Chancellor

Memo No: 131

Copy forwarded to All Heads & Coordinators/ Director H. K. Mahatab Library for information.

Dy. Controller of Examinations

Date: 4-1-2023

Memo No: 132

Copy forwarded to PA to VC/ Steno to Registrar/ Chairman, P. G Council/ Controller of Examinations/ e-dispatch Section for information to candidates.

Dy. Controller of Examinations.

Date: 4-1-2023

Dy. Controller of Examinations

To

The Director
Dr. H.K Mahatab Library
F.M University, Vyasa Vihar,
Balasore.

(Through the Controller of Examinations/ concerned H.O.D. / Supervisor)

Sub: Submission of the soft copy of my evaluated thesis in the prescribed format of Shodhganga along with a hard copy.

Madam/ Sir,

With due respect and humble submission I would like to submit the soft copy of my evaluated thesis in the prescribed format of Shodhganga along with a hard copy for the reference of students, teachers, and researchers. The soft copy may be uploaded in Shodhganga repository or own repository of the University.

Title of the Thesis	
Registration Number	
Date of Evaluation	

List of submitted documents:

- a- Filled in information sheet in desired format
- b- Soft copy of the evaluated thesis in desired order and format
- c- Hard Copy of the evaluated thesis duly signed by examiners and officials

Yours faithfully.

(Signature of the Research Scholar)

Date:

Forwarded by C.O.E/Concerned H.O.D. / Supervisor:

(Signature of the C.O.E. / Concerned H.O.D. / Supervisor)

Information Sheet for submission of thesis in repository of Shodhganga

Headings	Response	Instruction to fill up
Name of Researcher	Surname, Name	Don't use any salutation like: Prof./Dr./Mr./ Mrs. Example:Yadav, Ashish
Name of Guide	Surname, Name	Don't use any salutation like: Prof./Dr./Mr./ Mrs. Please enter Joint Guide Name or Co-Guide name, if any, separated by 'and'. (E.g. Yadav, Ravi and Sharma, Ashish)
Type of Degree	Ph.D.	
Registration year		YYYY
Completion/ Final submission Year		YYYY
Awarded Year		YYYY
Title of the Thesis with subtitle		(Special Characters &!#\$%^*()+=-[]\ ';,./{} \:?. are not allowed)
Alternative Title		
Main Subject, Branch		
Abstract		Prepare the abstract within 2048 Character in a separate sheet. Both Guide and scholar should sign on it. The soft copy of the Abstract in WORD format is to be submitted along with the signed copy.
Notes		Mention at least 5 clue words used in the thesis.
Language of the Thesis		
Coverage		
Citation Reference		

Size		The page number of both soft and hard copy should be same.
No of preliminary pages, No of main pages		

Prepare the pdf files of your thesis separately in this order and name them accordingly. Otherwise, it will not be received

01_title	02_prelim pages (title+ declaration+ dedication+certificates+ acknowledgement+ list of tables and graphs etc. merged together in this order)	03_content	04_abstract	05_chapter 1
06_chapter 2	07_chapter 3	08_chapter 4	09_Chapter 5	10_annexures (bibliography+references+ questionnaire+ maps+ publications etc. merged together in this order)

***Note:** (Sl-2): The signed page should be scanned and converted to pdf format. Add more files as per requirement after file no: 10. Follow the order of the files as mentioned above.)

Declaration:

Certified that the submitted soft copy is the exact replica of the evaluated thesis (print version). The information provided by us is true to the best of our knowledge and belief.

Signature of the Research Scholar

Signature of the Guide