**SGT UNIVERSITY**

**Performa for applying for Research Incentive for publishing Book**

|  |  |  |  |
| --- | --- | --- | --- |
| **1.** | **Title of the Book**  *(including page no. & volume)* | **:** |  |
| **2.** | **Name of the Publisher** | **:** |  |
| **3.** | **ISBN Number** | **:** |  |
| **4.** | **Date of the Publication** | **:** |  |
| **5.** | **Name of the Authors/Editors from SGTU**  *(EMP ID, Designation, Department, Faculty, Email ID & Mobile No.)* | **:** | 1. |
|  | 2. |
|  | 3. |
| **6.** | **Librarian signature with seal after submission of book copy to library** |  |  |

**7. Bank Details of Author’s:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Beneficiary Name *(as per bank record)*** | **Author-1** | **Author-2**  **(if applicable)** | **Author-3**  **(if applicable)** |
| **Bank Name:** |  |  |  |
| **Bank Address:** |  |  |  |
| **A/c No.:** |  |  |  |
| **IFSC code:** |  |  |  |

**Declaration**

I undertake to state that all information given by me as above are true to the best of my knowledge. If any information given above is found false/ misleading, disciplinary action may be taken against me and an incentive (if any) issued for the publication given above may be recovered from me. Further, I also certify that I have not availed any incentive on the same publication from SGT University, previously.

**Date of Submission:**

**Signature of the Applicant/s** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recommendation/ Remarks & Signature of the Head: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recommendation/ Remarks & Signature of the Dean: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Head of Department Dean of Faculty**

*(with seal)*

**Note:** Hand Written application will not be accepted

**List of Enclosure**

* Attached copy of published Book Chapter
* Photocopy of the relevant pages of published Book Chapter giving valid proof of title, editor’s/author’s names, affiliation, publisher, year of publication

**Steps for application and sanction of research incentive for publishing Book Chapter:**

1. The completed application form along with the mentioned enclosures, duly forwarded by the HoD and Dean, is to be sent to the office of Dean (R&D), SGT University.
2. The office of Dean (R&D) will check the submitted application for its value and recommend it to VC office for approval.

**Please note:**

The concerned Dean may do the complete due diligence before forwarding the application to Dean R&D (according to the current research promotion policy guidelines).