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Description automatically generated

**Performa for Research Incentive for publishing Book**

**(Handwritten Form will not be accepted)**

|  |  |  |  |
| --- | --- | --- | --- |
| **1.** | **Title of the Book** | **:** |  |
| **2.** | **Publisher Name** | **:** |  |
| **3.** | **ISBN No.** | **:** |  |
| **4.** | **Volume** | **:** |  |
| **5.** | **Publication Date** | **:** |  |
| **6.** | **Edited/ Authored** | **:** |  |
| **7.** | **Whether the book is indexed in SCOPUS/ WoS** | **:** | Yes No |
| **8.** | **Librarian signature with seal after submission of book copy to library** | **:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Details of the Authors/Editors from SGTU** | | | |  |
|  | **Author/Editor 1** | **Author/Editor 2** | **Author/Editor 3** | **Author/Editor 4** | **Author/Editor 5** |
| **Name of the Editors** |  |  |  |  |  |
| **Emp ID** |  |  |  |  |  |
| **Designation** |  |  |  |  |  |
| **Department** |  |  |  |  |  |
| **Faculty** |  |  |  |  |  |
| **Mobile No.** |  |  |  |  |  |
| **Email ID** |  |  |  |  |  |
|  | **Bank Details** | | | |  |
| **IFSC code** |  |  |  |  |  |
| **A/c No.** |  |  |  |  |  |
| **Bank Name** |  |  |  |  |  |
| **Bank Address** |  |  |  |  |  |

**Declaration**

All the above information is accurate 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 book given above may be recovered from me. Further, I certify that I have not previously received any incentive for the same book from SGT University.

**Date of Submission:** 31 May 2025

**Signature of Authors/Editors** \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

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**Verified by Faculty Research Coordinator Recommendation & Signature of the Head**

**Dean of Faculty**

*(with seal)*

**List of Enclosures:**

Copy of published book showing title, Authors/Editors name, SGTU affiliation, publisher, ISBN No., & publication date.

☐ Proof of Indexing of book in SCOPUS/WoS (if applicable)

☐ Copy of Email notification of filled Google Form

Signed Copy of Student’s Bank Passbook/Cancelled Cheque, if any

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

1. The completed application form and the mentioned enclosures, duly forwarded by the Dean, will be sent to the office of the Research & Development Cell, SGT University.
2. The Research & Development Cell will check the submitted application for its value and recommend it to the competent authority for approval.

**Please note:**

The Dean has to check thoroughly for eligibility and then forward with remarks/ recommendations (according to the current research promotion policy guidelines)

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