

SGT UNIVERSITY

PROFORMA FOR RESEARCH INCENTIVE FOR PUBLISHING A BOOK

1. Name of the Faculty member: _____

2. Name of Department/ Faculty: _____ / _____

3. Title of the book: _____

4. Name of the authors with Academic affiliations: _____

5. Name of the Publisher: _____

6. Date of the publication: _____

7. ISBN number of Book: _____

8. Recommendation/ Remarks of the Dean: _____

9. Signature of the Librarian after submission of book to SGT University Library:

List of Enclosures:

- Covering letter
- Duly filled application form (through proper channel)
- One copy of book should be submitted to Dean, Research & Development for verification.

Date of submission:

Signature of the Applicant

Steps for application and sanction of research incentive for publishing a book:

1. The completed application form with all the mentioned enclosures, duly forwarded by the Dean, is to be sent to the office of Dean, Research & Development.
2. The Office of Dean, Research & Development will check the submitted papers for its value and recommend to VC office for approval.

Pl note:

The Dean has to check thoroughly for the eligibility and then forward with remarks/ recommendations (According to the research promotion guidelines notified on 8th Dec 2018 and 2nd Jan 2019 & renotified on 11th June 2019)