



## 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	:	<input type="checkbox"/> Yes <input type="checkbox"/> 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:** 2 April 2025

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

\_\_\_\_\_  
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:**

- (i) The completed application form and the mentioned enclosures, duly forwarded by the Dean, will be sent to the office of the Dean (R&D), SGT University.
- (ii) The Dean (R&D) office 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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