Incentive form for Publication in Journal [1]

 Instructions: 1) All entries should be computerized 2. Strikeout which is not applicable 3) Follow guidelines.

**Academic Year**

1. Applicant's Details:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Department:**  | **ME** | **EE** | **ET** | **CS**  | **EMT** | **FY** | **MBA** |
|  **Applicant's Name Bold (Surname First):** |  **Mobile No:** |
|  **Designation:** |  **Student- Semester:** |  **Email Id:** |
|  **No. of times Incentive is claimed under this category during current academic year?** | **00** | **01** | **02** |

2. Publication Details:

|  |  |
| --- | --- |
|  **Title of paper** |  |
|  **Name of the Journal**  |  |  **Volume** |  **Page no.** |
|  **Journal Indexed by** |  **SCI/ SCIE/ESCI/ WoSc** | **SCOPUS** | **ABDC** |  **ICI** | **UGC Care** | **Other** | **Publication Year** |
|  **First Author?**  |  **If no, first author NOC?**  |  **ISSN** |  **Issue Date:** |  **Impact Factor:**  |

3. Registration Details:

|  |  |
| --- | --- |
| **Registration Fee Rs.** |  **Permissible Claim Rs.** |
| **Documents Attached**  |  **1. Fee payment receipt** |  **2. First page of Paper** |  **3. Proof of Indexing** |

4. Declaration:

**1. Credits earned by me shall be assigned to the Institute.**

**2. If excess payment made to me is noticed, I will pay back.**

**3. The information furnished by me is correct.**

 **Signature of Applicant:**

 5. For office use:

|  |  |  |
| --- | --- | --- |
| **Authority** | **Comment**  | **Dated Signature**  |
| **Departmental Activity In-charge**  | **All details are filled in. Documents attached.** |  |
| **Head of the Department**  | **Claim may be please be approved**  |  |
| **Institute Level Activity In-charge** | **Verified Indexing and other details. Amount may be sanctioned.**  |  |
| **Principal** | **Approved**  |  |
| **CED** | **Recommended for payment of Rs** |  |

**6. For Accountant:**

 **Bank: Cheque No: Date: Amount:**

 **Seal**  \*\*\*