Application for Prior Approval for Book/Book Chapter Publication

**Instructions: 1) Application should be computerized. 2. Application should be submitted 15 days before the event.**

|  |  |  |
| --- | --- | --- |
|  | **Publication of Text Book or Book Chapter [2.0]** | **Application should be submitted 15 days in advance to the Management for prior approval.**   * **Application should contain following information.** * **Name of Applicant, Department, Designation, Email ID, Mobile number, Date of joining,** * **Name of the Book** * **Name of the Publisher** * **Publisher-National or international** * **Subject dealt in the Book** * **Number of Pages** * **Whether it is a text book from domain?** * **Date of Publication** * **Expenses incurred** * **Benefits to the Students and institute** * **Documents- 1. Pre-approval from Management 2. Copy of Book 3. Details of Break of expenses** * **In case of Book chapter similar Information should be submitted** * **In Addition, page number of Book chapter should be mentioned** |

\*\*\*