



### Request for Book Grant for Publication by IITH Faculty

#### PERSONAL DETAILS

|                                                                        |                                                                          |
|------------------------------------------------------------------------|--------------------------------------------------------------------------|
| Name of the Author(s)*:                                                | Emp. ID:                                                                 |
| Department ID/Name:                                                    | Cell No.:                                                                |
| IITH e-mail:                                                           | Personal e-mail:                                                         |
| ORCID ID:                                                              | Faculty Profile - IRINS ID:                                              |
| Title of the Book proposed:                                            |                                                                          |
| Subject Coverage:                                                      |                                                                          |
| Scope:                                                                 | <input type="checkbox"/> National <input type="checkbox"/> International |
| Target Users:                                                          |                                                                          |
| Benefit to IITH / Others:                                              |                                                                          |
| Publisher Name:                                                        |                                                                          |
| Estimation of Publishing Cost: <i>(Please attach the invoice copy)</i> |                                                                          |

\*I own the responsibility of the submitted content, if any issue arises.

#### APPROVAL WORKFLOW PROCESS

| Authority                      | Comments                                        | Signature | Date |
|--------------------------------|-------------------------------------------------|-----------|------|
| <b>Submitter</b>               | For process initiation with necessary documents |           |      |
| <b>CLO - Library*</b>          | Check for Publisher and guidance                |           |      |
| <b>Dean - Academic</b>         | For Recommendation and Approval                 |           |      |
| <b>Director</b>                | Approved / Rejected                             |           |      |
| <b>Finance &amp; Accounts</b>  | For Fund Approval (if approved)                 |           |      |
| <b>Submitter &amp; Library</b> | For intimation to library and further process   |           |      |

☐ Approved ☐ Not approved

\* Library team will help submitter to identify suitable publisher and related matters.

**Terms and Conditions:** Please read carefully before submitting this form

1. Book Grant fund may be sanctioned up to Rs.50000 or the publication cost whichever is lesser amount.
2. Amount sanctioned is valid for one year. It may be extendable for next six months upon request with proper justification.
3. Only the Book Publications are allowed where as Edited Books and Book Chapters are not allowed in this scheme.
4. The expenses related to field trip, purchase of reference books, publication cost and any other expenditure related to book writing will be covered under this grant.
5. Books purchased through internal project funding or external sources need to get processed in the library and get it issued for a long-term in the Book Grant indenters account as per the institute's rule.
6. In case of e-Books purchased with an individual license model, Book Grant indenter need to submit bills (subject to the internal audit approval).
7. If the submitter leaves the IITH after the Book Grant Approval, then affiliation of IITH is mandatory for the Book else need to refund the sanctioned grant to IITH before the No Due Clearance from the IITH.
8. Once the Book Grant is sanctioned, No Book Grant will be allowed within next three years from the date of grant.
9. Minimum one copy of the Book Published (or more) need to submit to the IITH Library for reference and use by IITH fraternity is mandatory.