

BOOK – WRITING PROPOSAL FORMAT

1	Name of the Faculty	
2	Department	
3	1.Name of the Principal Author (if not the faculty himself) 2.Name/s of the Co-authors, if any and their affiliations.	
4	Title of the Book	
5	Total number of pages (approx.) (Give contents & synopsis of the proposed book separately)	
6	Tentative date of commencement of the book writing	
7	Tentative date of completion of the book writing	
8	Who would be the users of the book	
9	Details of financial assistance required: (items for support such as typing/ preparation of figures/drawings etc.) and required amount in Rs.)	
10	Signature with date	
11	Forwarded by the Head of the Department Date:	SIGNATURE OF THE CHAIRMAN

TERMS AND CONDITIONS FOR BOOK-WRITING

1. Call for proposals for writing of Books/Monographs/Laboratory Manuals will be announced every year in the month of April/May and last date for submission of the proposal will be the mid of June. Selected proposals will be announced around 1st July every year.
2. Proposals can be made by an individual faculty member or in groups. In the case of groups, the principal author responsible for completion of the project must be identified.
3. The project must be completed within one year after the approval. In exceptional cases an extension of one year would be given at the discretion of CCE Chairman/CDC Co-coordinator, on intimation of the selection, the author/principal author must inform the Section Officer, CCE, the tentative date of starting as well as completion of the project.
4. The maximum permissible grant will be up to Rs.30,000/-. Reimbursement of the expenses incurred will be done against the grant sanctioned.
5. Authors cannot purchase items of equipment nature using the funds sanctioned.
6. The authors are encouraged to start using the sanctioned amount within six months of intimation of the selection and if the author does not start utilizing the funds within this period, the project would be treated as terminated.
7. Two copies of the manuscript must be submitted at the time of sending the final bills.
8. The final bills will be settled after conducting a review of the final manuscript submitted to the CCE office.
9. **If the manuscript is given to outside agencies for publishing, due credits to CDC of CCE must be shown in the acknowledgement.**
10. A limited number of projects are funded every year.
11. **Forwarding Note** by the Chairman of the Department to which the co-ordinating faculty member belongs.