****3.12 Application Form for Course Load Reduction Against Paper Publication (P10-C)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **APPLICANT’S PROFILE (Please attach 2-3 Page CV with the application form** | | | | |
| **1** | Name |  | | | |
| Designation |  | | | |
| Department/Campus |  | | | |
| Contract Details |  | | | |
| **2** | **DETAILS OF RESEARCH PAPER PUBLISHED IN CASE OF IMPACT FACTOR PUBLICATION**  **(If Course Load Reduction is Applied against ONE Impact Factor /HEC X/Y Publication)** | | | | |
| Title of Research Paper |  | | | |
| Title of Journal |  | | | |
| Category of Journal (ISI Indexed/Scopus Indexed/HEC X/Y) |  | | | |
| Volume/Issue/DOI |  | | | |
| Date of Publication |  | | | |
| URL |  | | | |
| Note: Please insert more rows above, in case of mentioning the details of 3 research papers published in X/Y HEC Recognized Papers. | | | | | |
| **3** | **Course Load Reduction Applied for the Academic Year**  (e.g2020-2021) |  | | | |
| **4** | **Current Regular Course Load (Tick the Relevant)** | ONE | TWO | THREE | FOUR |
| **5** | **Course Load Waiver Already Availed (If any)**  (Please Mention the basis of Course Load Waiver) |  | | | |
| **6** | **UNDERTAKING BY THE APPLICANT** | | | | |
|  | I clearly understand the BU Course Load Reduction Policy. After the completion of the course load waiver duration (to be approved and granted), I will undertake standard course load as per BU policy  Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **SIGNATURE OF THE APPLICANT** | | | | |

**Documents to be Attached (Mandatory)**

* Copy of Published Research Paper(s)
* Proof of Impact Factor Journal’s
* Proof of HEC X and Y recognition Journals
* Similarity Index Report of Research Paper(s)
* Proof/Approval of Previous Course Load Waivers (if any)
* Brief CV (3-4 pages max)