



Ref. No.: CSMSS/CSCOE/R&DC/2025-26/10

Date: 06-March-2026

ACADEMIC CIRCULAR

Subject: Submission of Status Report and Draft Copy of Departmental Book for Academic Year 2025–26

All Academic Departments are hereby informed that, as per the earlier commitment made by the institute, each academic department is required to prepare and publish at least one book per academic semester. In this initiative, every faculty member must contribute at least one chapter to the book prepared by their respective department or as per the direction of respective head of department.

The institute will facilitate the publication of the completed draft book after reviewing the submitted manuscript.

In this regard, all departments are requested to submit the current status of the book preparation along with the draft copy of the book in the following formats to R&DC:

1. Soft Copy of the draft book manuscript in PDF/Word format.
2. One completed, ready-to-publish chapter (finalized format) for possible submission to the publisher for approval.
3. Hard Copy (Spiral Bound) of the manuscript after thorough review by the Departmental Committee, which will finalize the book content before publication.

The above documents must be submitted on or before 18 March 2026 to the office of the undersigned.

All departments are requested to treat this matter as important and ensure timely submission.



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