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Details required for paper to be communicated while applying for UINC		
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Names of all authors in the same sequence as those appear in the paper (<u>Include the names of the authors from Outside Chitkara University as well</u>) -		
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Details of the conference / journal / book		
If conference	If journal	If a book chapter
Name of the conference	Name of the journal, where paper is to be communicated	Name of the book in which chapter is likely to be published
Dates of the conference	H index of the journal	Publisher of the book
Website of the conference	Website of the journal	Please note to send the ISSN no. of the book once, the same gets published.
Place where the conference is going to be held	Scopus indexed – Yes / No	

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University guideline for mentioning the affiliation in the research paper

Faculty	School/College/Institute	Departments
Faculty of Engineering & Technology	Chitkara University School of Engineering & Technology	Department of Applied Sciences
		Department of Computer Science & Engineering
		Department of Electronic & Communication Engineering
		Department of Civil Engineering
Faculty of Hospitality	Chitkara University School of Hospitality Management	Department of Hospitality
Faculty of Business Studies	Chitkara University School of Business Studies	Department of Business Studies
Faculty of Basic Sciences	Chitkara University School of Basic Sciences	Department of Basic Sciences
Faculty of Computer Applications	Chitkara University School of Computer Applications	Department of Computer Applications
Faculty of Nursing	Chitkara University College of Nursing	Department of Nursing
Faculty of Pharmacy	Chitkara University School of Pharmacy	Department of Pharmacy

As a quick interpretation, any Faculty member say, 'XYZ' from Department of Computer Science and Engineering or Department of Electronic & Communication Engineering or Department of Applied Sciences should write his / her affiliation as

**XYZ (Without Dr/Mr./Ms.),
Chitkara University Institute of Engineering and Technology,
Chitkara University, Himachal Pradesh, India**

Similarly, any Faculty member 'ABC' from Department of Basic Sciences should write his/her affiliation as –

**ABC,
Chitkara University School of Basic Sciences,
Chitkara University, Himachal Pradesh, India**

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- Please feel free to approach O/R&D in case of any kind of queries in this regard.