

From

The Registrar,
CCS Haryana Agril. University,
Hisar.

To

All Deans/Director/Officers/HODs/Sections/Offices,
(including outstations)
CCS Haryana Agricultural University,
Hisar.

Memo No. Admn.F.3/2016/V-10/165-280
Dated: 20/01/16

Sub:

Terms & Conditions for writing text-books, monographs, laboratory manual etc. and publishing through CCS HAU/private publishers.

The Vice-Chancellor, CCSHAU, Hisar has approved the following revised guidelines/procedures to be followed by the University teachers who wish to write/edit a text book/monograph/laboratory manual or wish to contribute a chapter in some publication, to be published by the CCS HAU/Private Publishers:-

- i) The standard of books being written by the faculty of the University should be of a very high quality backed by thorough knowledge of the subject coupled with good experience of teaching, research and extension in respective areas.
- ii) Faculty of the rank of Professors/equivalent will be permitted to write Text/Reference books of the subject concerned.
- iii) Associate Professors/equivalent will be allowed to publish edited books.
- iv) Assistant Professors/equivalent with an experience of 4 years will be allowed to write book-chapters.
- v) Authors should be encouraged to write relevant books in the light of course offered and research undertaken by the University.
- vi) The request duly approved by the Departmental Advisory Committee of the contributing author (s) department will be examined by the following committee on the basis of utility of such publication:
 - 1) Dean of the College concerned - Chairman
 - 2) Two Senior Professors of the College with experience in book writing - Members
 - 3) HOD concerned - Member

- vii) The committee should send the recommendations to the Director Extension Education for publication/obtaining approval of the competent authority
- viii) No relief from or reduction in teaching and/or research activities shall be given to the author.
- ix) The expenditure on stenography, cartography, photography and art work etc. shall be borne by the author.
- x) The authors, whose proposals are approved will submit the final manuscript of the text book/monograph/laboratory manual etc. within the stipulated time.
- xi) No teacher will be allowed to write a help book/question/answer/guide book.
- xii) The author(s) shall revise/update the text book/monograph/laboratory manual as and when University decides to bring out a revised edition. In the event of the author being not available/not interested to revise, the right to get such publication revised by somebody else shall rest with the University.
- xiii) The sale price of the publication will be fixed by the Director Extension Education as per University rules.
- xiv) Not more than 1000 copies will be published at a time.
- xv) The University shall pay to the author's a uniform royalty of 15% on the Indian published price of the publication on all copies sold in India and other countries. In case there is more than one author the royalty will be divided between them as per University rules prevailing at that time.
- xvi) Ten complimentary copies will be given to the authors.
- xvii) No other proposal to write a text book/monograph/laboratory manual etc. will be considered until the previous proposal submitted by the teacher is finally approved.

The above revised instructions will supersede all other instructions issued on the subject from time to time. Further action in the matter may be taken accordingly.


(Dr. M.S. Dahiya)
Registrar

CC:

1. Secretary to Vice-Chancellor
 2. Incharge Computer Centre for placing the guidelines on the University website.
 3. All Dy. Registrars/Dy. Comptrollers/Asstt. Registrars/A&AOs/Supdts.
 4. All Assistants (Internal)
- CCS HAU, Hisar.
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