



From

The Registrar,
CCS Haryana Agril. University,
Hisar.

To

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

Memo. No. Admn.F.3/2016/V-10/3029-3149
Dated: 30.11.2016

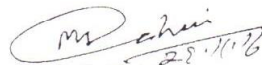
Subject: Terms and conditions for writing text books, monographs, laboratory manuals, etc. and publishing through CCS HAU/private publishers.

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 CCSHAU/private Publishers:-

1. The standard of books, laboratory manuals etc. being written by the faculty of the university should be of very high quality backed by thorough knowledge of the subject.
2. Faculty of the rank of Assistant Professors/equivalent should have cleared the probation period before applying for permission to write a book, teaching/laboratory manual etc.
3. Authors should be encouraged but not confirmed to write relevant books, manuals etc. in the light of courses they have been teaching, research and extension undertaken by them in the past or present in the University.
4. The books/manual written by the faculty members should be related to his/her field of specialization or the areas in which he/she has acquired special skills, experience, qualifications, training etc. over the years.
5. No relief from or reeducation in official duties shall be given to the author (s).
6. The expenditure on stenography, cartography, photography and art work etc. shall be borne by the author(s) for all publications except university publications.
7. For seeking permission, the author(s) shall submit the proposal of publication to the Coordinator, Publication Committee of the University alongwith detailed justification of the proposed publication and table of contents. The proposal shall be reviewed in a meeting of the Publication Committee at the earliest possible in which Dean/DR/DEE, concerned HOD and author shall be invited members. After approval, the proposal shall be sent to the Vice-Chancellor for final approval for permitting the author to write the publication. After approval, the final decision shall be conveyed to the applicant author by the Coordinator, Publication Committee.

8. In case of authors from various disciplines, the first author shall submit the proposal for getting the approval. If need be, HODs/rep. of the disciplines of other authors can be special invitees in the meeting to be called by Coordinator, Publication Committee.
9. The work to be published by the faculty members should be original in nature.
10. Once the publication is ready for sending to the publisher (outside or within University), plagiarism checker report (Chapter wise) should be submitted by the authors alongwith the complete manuscript to the Publication Cell for seeking approval so as to ensure originality and publications of high quality as it reflects the reputation and standard of the University. The Coordinator, Publication Cell communicate the decision (approval/direction for revision) to the first author at the earliest possible.
11. Author(s), at their own level or through the publisher shall obtain required permission from the concerned to reproduce any work created by the other persons, if required, as per the provisions of relevant laws.
12. Author(s), at their own level shall obtain ISBN for the publication.
13. Without ISBN, no publication in the form of book shall be released at any university function and shall not be considered for any credit for promotion or any other benefit etc.
14. For the University publication, the sale price shall be fixed by the Directorate of Extn. Education as per University rules.
15. In case of University publication, the university shall pay to the authors a uniform royalty of 15% of 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. Ten complimentary copies will be given to the authors.
16. No other proposal to write a text/edited book/monograph/laboratory manual etc. will be considered until the previous proposal submitted by the teacher is finally approved.
17. No special permission shall be required to print the final reports of research projects/assignments by different departments.
18. All the material to be got printed at the expense of university budget shall be submitted to the Publication Cell for vetting so as to ensure quality publications. Likewise, any technical report/appraisal report/annual report related to teaching/ research/extension to be submitted to BOM, ICAR and other bodies shall be got vetted from the Publication Cell.

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. Officer on Special Duty 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).

CSSHAU, Hisar.