



From

The Registrar,
LUVAS, Hisar

To

All Deans/Directors/HODs/Officers of the University
(Including outstations)
LUVAS, Hisar

Memo No. Admn./F-1/2017/ 537-566

Dated: 6/2/17

Subject: Framing of Rules regarding publication of books/research papers/monographs, laboratory manuals etc.

In pursuance of the decision taken by the Academic Council vide Item No. 35A-14 of its 35th meeting held on 27.1.2017, the Vice-Chancellor is pleased to frame the following rules regarding publication of books/research papers/monographs, laboratory manuals etc.:

1. A University teacher, who wishes to write or edit a text book, monograph or laboratory manual and proposes it to be published by LUVAS, must obtain permission from the competent authority after recommendations from the concerned Departmental Advisory Committee, Controlling Officer and the Publication Advisory Board. The competent authority in such cases will be the Vice Chancellor.
2. Anybody interested to write or edit a book or monograph for publication through a private publisher must obtain permission from the competent authority after recommendations from the concerned Departmental Advisory Committee and Controlling Officer. The competent authority in such cases will be the Vice Chancellor. The recommendations of the Publication Advisory Board are not required in such cases.
3. A University teacher, who wishes to write, edit or compile a laboratory manual for an undergraduate course and its publication through private publisher must obtain permission from the Dean of the concerned college after recommendations of the Departmental Advisory Committee and Head of Department.
4. A University teacher, who wishes to write, edit or compile a laboratory manual for a postgraduate course and its publication through private publisher must obtain permission from the Dean Postgraduate Studies after recommendations of the Departmental Advisory Committee and Head of Department.
5. A University teacher, who wishes to write and contribute a chapter in some publication, must send it under intimation to the concerned Head of

Department or Administrative Head of Office (in case of faculty working in the university administrative offices).

6. The first or sole author of the proposed book, monograph or laboratory manual should have minimum 5 years of professional experience in the concerned field. Other coauthors (if any) should have minimum 3 years of professional experience.
7. No relaxation in teaching, research or extension activities shall be given to the authors.
8. The expenditure on stenography, cartography, photography and art work etc. shall be borne by the author(s).
9. The authors, whose proposals are approved by the Publication Advisory Board for publication by LUVAS, will submit the final manuscript of the text book/ monograph/ laboratory manual within the stipulated time.
10. The Publication Advisory Board while recommending the publication of a text book, monograph or laboratory manual by LUVAS will take into consideration the utility of such publication to the students of our University and the financial implications in publishing the manuscript.
11. The author(s) shall revise the text book/monograph/laboratory manual and bring it upto date as and when the 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.
12. No teacher will be allowed to write a help book or guide book except for a Question Bank for various competitive examinations.
13. The sale price of the publication will be fixed by the university as per University rules.
14. Not more than 1000 copies will be published at a time.
15. 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, 50% of the royalty amount will be paid to the first author while the remaining amount will be divided equally among the other coauthors. The royalty amount and payment will be subject to the university rules prevailing at that time.
16. Ten complimentary copies will be given to the authors.
17. No other proposal by the concerned authors to write a text book/monograph/laboratory manual will be considered by the Publication Advisory Board until the previous proposal has been submitted for publication by them and finally approved.



Rules regarding publication of research papers, review papers and popular articles etc.

1. A University teacher or a postgraduate student, who wishes to contribute a research paper to a scientific journal, must submit it through the concerned Head of Department or Administrative Head of Office. The recommendations of the Departmental Advisory Committee (in case of departments) or the Administrative Head of Office (in case of faculty working in the University Administrative offices) must be obtained in respect of the authorship and contents of the paper before submitting a paper.
2. A University teacher or a postgraduate student, who wishes to contribute a review paper, must submit it under intimation to the concerned Head of Department or Administrative Head of Office.
3. A University teacher or a postgraduate student, who wishes to contribute a popular article or a scientific article of general nature, must submit it under intimation to the concerned Head of Department or Administrative Head of Office.

Rajesh
6/12/2017

Associate Registrar