



F 13-9/2019--20/Pub.

Publication Unit

National Institute of Educational Planning and Administration (NIEPA)

(Deemed to be University)

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19.01.2021

Notification

NIEPA brings out documents related to the empirical research in the form of Scholarly Works, i.e. Research Reports, Conference Proceedings, Scholarly Writings, Policy Briefs, Books & Other Reports, Journals, Occasional Papers, Research Papers, and other publications etc., related to training and teaching like, M. Phil. and Ph. D. Prospectus/ Curriculum Guide, Rules and Regulations, Teaching Schedule, Newsletter, Training Material, Folders, Booklets, Announcements, etc.

A need has been felt to prepare a well defined categorised guidelines for various publications for better transparency and for the reference of the faculty members and other officials in developing their manuscripts to be brought out as NIEPA Publications.

In this connection a Committee was constituted vide Notification No. F.NUEPA/Admn/RO/Circular/030/2018-19 dated 08.01.2020 for preparing these Guidelines. On the basis of the recommendations of the Committee and subsequent approval by the Competent Authority, the **Guidelines for NIEPA Publications 2020** are now notified for information of all concerned, which are attached herewith (pages 1-13).

This issues with the approval of the Competent Authority.


Registrar
19/1/2021

Distribution:-

1. All NIEPA Faculty Members
2. Editor, Journal of Educational Planning and Administration (JEPA)
3. Editor, 'Pariprekshya'
4. Editor, ANTRIEP Newsletter
5. Series Editor, NIEPA Occasional Papers
6. Series Editors, CPRHE Research Papers
7. Deputy Publication Officer/ Finance Officer/ Administrative Officer/ Librarian/ Documentation Officer/ System Analyst/ Training Cell/ Hindi Cell
8. Senior PS to Vice-Chancellor (for information)
9. PA to Registrar (for information with the request to make it a reporting item for Board of Management)
10. Systems Analyst (for uploading on the Website)

Guidelines for NIEPA Publications – 2020



Publication Unit

National Institute of Educational Planning and Administration

(Deemed to be University)

17-B, Sri Aurobindo Marg, New Delhi-110016

Website: www.niepa.ac.in

Guidelines for Publications – 2020

1. The Guidelines for publication prepared by the *Committee for Preparing Guidelines for Various Publications in NIEPA*, constituted vide Notification No. F. NUEPA/Admin/RO/Circular/030/2018-19 Dated January 08, 2020, for NIEPA Publications shall be referred as Guidelines for Publications in NIEPA-2020.
2. As NIEPA is engaged in teaching, research and extending professional support to national and state governments through its various activities of research and capacity building in educational planning and administration and also brings out publications of different categories, there has been a felt need of a well-defined Guidelines for Publication in NIEPA which could also be uploaded on NIEPA Website for transparency and for reference of the faculty, staff and public at large. The said Guidelines shall be applicable to different categories of publications in NIEPA.
3. NIEPA brings out the documents related to research in the areas of educational policy, planning, administration and finance in the form of Scholarly Works, i.e. Research Reports, Conference Proceedings, Scholarly Writings, Edited Anthologies, Policy Briefs, Books & Other Reports, Journals, Occasional Papers, Research Papers, and other Publications related to training and teaching like, M. Phil. & Ph. D. Prospectus, Curriculum Guide, Rules and Regulations, Schedule, Newsletter, Training Materials, Folders, Booklets, Announcements, etc.. All kinds of publications in NIEPA have been categorised and broad guidelines for each category of publications are given below:
4. Broadly, NIEPA Publications are categorised into the following groups:

4.1 Regular Publications

- a) Journals
 - i. Priced English Journal
 - ii. Un-priced Hindi Journal
- b) Occasional Paper Series
- c) ANTRIEP Newsletter
- d) Annual Reports (English and Hindi)

4.2 Research Publications

- a) **Online Publications/Web version** (where only soft copy version is uploaded on NIEPA website)
- b) **In-house Printed/Photocopied version of Publications** (with or without uploading on NIEPA website)
 - i. Priced Publications including various Projects
 - M. Phil. & Ph. D. Prospectus
 - Books and Reports
 - ii. Un-priced Publications including various Projects
 - Research Paper Series
 - Research Report Series
 - Policy Briefs

- Select M. Phil. & Ph. D. Thesis
 - Commissioned Project Reports
 - NIEPA/MHRD Funded Project Reports
 - Reports funded under Grants-in-Aid Scheme
 - Degrees for M. Phil. & Ph. D. Programmes
 - M. Phil. & Ph. D. Curriculum Guide, Schedule and Rules
- c) ***Outsourced Priced Books/Publications***
- i. Through Small and Medium range Publishers
 - ii. Through well-established National and International Publishers
- d) ***Outsourced Publications/Books Published directly by the Faculty without any involvement of NIEPA***

4.3 Programmes related Publications (Folders, Pamphlets, Flyers, Booklets, Announcements, Report Covers, Seminar Reports, Speeches, Invitation Cards, Dinner Cards, Posters, Programme Schedule)

- a) Regular Major Programmes Like Diploma and Post-Graduate Diploma Programmes
- b) Training Programmes
- c) International and National Seminar/Workshop related Publications
- d) Innovations Awards related publications
- e) Foundation Day Programme Material
- f) National Education Day Programme Material
- g) Writing Pads, File Docket Folder
- h) Programme Certificates

4.4 General and Miscellaneous Publications

- a) Memorandum of Association
- b) Rules, Regulations and Guidelines
- c) Letterheads, Visiting Cards
- d) New Year Greetings Cards, Desk Calendar, Book Planner and Sheet Planner
- e) Other Miscellaneous jobs

4.5 Quick Publications/Urgent Publications

- a) Flyers, Posters and Folders for unscheduled demand
- b) Other urgent material printing and services

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Guidelines for Various Publications in NIEPA

1. The guidelines are applicable to the NIEPA Publications as specified for both priced and un-priced publications, whether published in-house or outsourced, as the case may be. These guidelines are effective from the date of its approval from the Competent Authority of NIEPA.
2. The Publication Unit of NIEPA shall take care of the conversion of different manuscripts into a suitable format (electronic or printed version) for reading and its presentation, based on their technical expertise and know-how with due consultation/coordination with the related Faculty/Author/Editor and the Competent Authority.
3. The Competent Authority shall be the Vice-Chancellor who shall act through Registrar in the execution of day-to-day work of the publications and the Board of Management for any specific/special work as per NIEPA Rules and Regulations 2020 and its defined Financial Powers.
4. The Faculty/Author/Editor shall submit the manuscript/material to the Competent Authority for consideration
5. A reasonable time will be given for execution of publication as the process involves various operations within NIEPA and/or if outsourced by engaging various individual/professional and firms for bringing out into an electronic/printed form.
6. All NIEPA Publications/Website material shall contain the **NIEPA LOGO**.
7. The **Copyright** of the publication shall vest with NIEPA, and shall be governed by the Indian Copyright Act, 1957 or as amended from time to time.
8. The **List of NIEPA Publications/information** shall be displayed on NIEPA Website for reference of Readers/Researchers/Faculty and Public at large.
9. The full text of the un-priced publications, be it reports, books, occasional papers, research papers, policy briefs, booklets, journal, printed speeches, folders, newsletter, etc., shall be uploaded on NIEPA website.
10. To bring out a quality publication, NIEPA shall get the Manuscripts vetted from their empanelled freelance Copy-editors before publication.

Who can Publish through NIEPA

1. NIEPA shall consider publishing Research/Books/Reports/Occasional Papers, Research Papers, Policy Briefs, etc., of NIEPA Faculty or research work completed in collaboration with NIEPA Faculty/Departments with other outside Individual/ Agency/Country based on the approval of the Competent Authority of NIEPA.
2. NIEPA may consider publishing select Research works the form of in a Book/Report for which Financial Grants under Grants-in-Aid Scheme are provided by NIEPA after following the due process of review and other procedures as envisaged in the Flow Chart.
3. Publish any other work as decided by the Competent Authority of NIEPA or Ministry of Education, Government of India.

Copyright and the Publisher for NIEPA Publications

1. That for all Publications, the **Copyright ©** shall vest with the **Institute (NIEPA)**.
2. That **Registrar**, NIEPA shall be the **Publisher for all NIEPA Publications**.
3. That all Books/Publications shall have the print line with the words: '**Published by the Registrar, National Institute of Educational Planning and Administration, New Delhi with year of Publication**'.



Disclaimer

That all NIEPA Publications shall have a 'Disclaimer' stating that the—

"The facts and figures stated, conclusions reached and views expressed in the Publication are those of the authors/editors and should not be attributed to National Institute of Educational Planning and Administration (NIEPA), New Delhi."

Royalty

1. That the **Royalty** shall be in favour of the **National Institute of Educational Planning and Administration (NIEPA), New Delhi** for all Publications brought out by all the categories of the Private Publishers.

Review Process

1. That all Research Reports/Books before accepting to be published as NIEPA Publication shall have to go through one of the **Processes of Review**—
 - (a) internally by the '**Committee for Review of Research Reports and Dissemination**'/Peer Review;
 - (b) the established procedure of getting Review from the **Three outside subject experts** as approved by the Competent Authority of NIEPA;
 - (c) for the books/publications to be got published through the well-established Private Publishers/International **Publishers**, who have their own system of rigorous review process of manuscript and content editing before taking up for publication by them, shall be exempted from the review process through NIEPA.
2. Occasional Paper Series, Research Papers Series, ANTRIEP Newsletter, Journals, Policy Briefs, Research Reports, shall be published only by adopting **Process of Review**, either internally by the '**Committee for Review of Research Reports and Dissemination**'/Peer Review or from the established procedure of getting Review from outside subject experts, as the case may be.

Responsibilities of the Editor/ Author/ Coordinator of NIEPA's works /materials to be Published

1. The Editor/Editorial Team/Project Team/Author/Contributor/Coordinator/Faculty engaged in publishing NIEPA material shall have the responsibility to ensure the quality of publication and its publication in time.
2. The author/ contributor shall have the responsibility to ensure that the material submitted for publication is free from any copyright issue, libel or any defamatory text or anti-government/anti nation or also free from the plagiarism. NIEPA shall not be liable for any violation.
3. The Editor/Editorial Team/Project Team/Author/Coordinator/Faculty engaged in publishing NIEPA material, shall work in collaboration with the Publication Unit and bring it out in a reasonable time with quality.
4. The Publication Unit shall extend all technical support, like getting the manuscript copy-edited, layout and page setting, colour scheming, providing page proofs of text/cover/jacket/blurb matter,

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etc., getting it printed or published through NIEPA empanelled printers or private publishers, as the case may be.

Anti Plagiarism

- All the Manuscripts/Publications or web material shall be subjected to the 'Plagiarism Software' check.
- The Editor/Editorial Team/Author/Coordinator/Faculty engaged in the publishing of NIEPA material shall have the responsibility to ensure that every manuscript submitted has gone through the 'Plagiarism Software' check so as to confirm that it is free from the menace of plagiarism.
- The extent of similarity in case of scholarly works does not go beyond 10% and in case of use of Acts, Notifications, Orders and Data with proper citation for interpretation, validation does not go beyond 20 %.

Signing of the Memorandum of Agreement (MoA) with the Publisher

That all NIEPA Publications which are to be brought out from the private publishers (small, medium or well-established national and international publishers) shall have a **Contract** or **Memorandum of Agreement (MoA)** signed between the respective publisher and the NIEPA, before taking them for publication and with prior approval of the Competent Authority of NIEPA.

1. That **Registrar, NIEPA shall have the sole right to sign the Memorandum of Agreement or Contract** with the Publisher subject to compliance of procedure and approval of the Vice-Chancellor.
2. That the MoA shall be signed by NIEPA with the Publisher keeping in view the following points/requirements :
 - a) That the NIEPA's priced publications shall be brought out through the Private Publishers **without any financial subsidy to the publisher.**
 - b) That the Copyright of the work shall remain with NIEPA.
 - c) That the full Royalty of the work shall be given to NIEPA by the Publisher within the reasonable time with the Royalty Statement.
 - d) That the NIEPA Logo shall be published suitably at the prominent place on the Cover and the Title page of the Book/Report.
 - e) That the Publisher shall provide suitable number of complimentary copies to the Institute and copies to the Contributors in case of edited volume, as the case may be, and as per the Agreement.
 - f) That the Publisher shall offer attractive trade discounts to the Institute (NIEPA)/Authors/ Editors/ Contributors, in case of purchase of copies of the work.
 - g) That the **Agreement shall be governed by the Indian Law** and in case of any dispute the same shall be settled either by Arbitration or by the due process of law in the Courts of New Delhi, India.

Publications brought out directly by the Faculty themselves (Without involving NIEPA)

1. The Authored/Edited Books by NIEPA Faculty or the Staff based on their original work/research work, etc., that does not involve any financial contribution/support from the Institute (NIEPA) and also no research work/material/content and outcome of various seminars, workshops, colloquium, etc., and paraphernalia is used for making that publication, may be published directly by the Faculty with any Publisher (Local, National or International) i.e., without any involvement of the Institute (NIEPA), New Delhi, whatsoever. However, the Faculty/staff is also free to use any information/data available in the Public domain as reference to the extent as per the permissible limits as envisaged in the Indian Copyright Act and with due prior permission from the NIEPA authorities.

The following caution shall be made before publishing the private work:

- a) There shall not be any Agreement/Contract/Assurance to the Publisher on behalf of NIEPA by the said Faculty/Staff.
- b) If any reference is made for and about NIEPA content, the 'Disclaimer' must be published appropriately in the published work, clearly indicating that NIEPA is not directly or indirectly responsible for any information given in the book/work.
- c) The NIEPA Logo and Name of the Institute shall not be published in the Book.
- d) NIEPA shall not bear any financial expenditure on account of the publication and/or promotion/distribution of the book/work.

Guidelines for NIEPA Journals

NIEPA brings out one Journal in English i.e., Journal of Educational Planning and Administration, (A quarterly) and one Journal in Hindi Language i.e., *Pariprekshya* (A tri-annual).

1. The collection and selection of articles/other textual material, their review and academic assessment for maintaining good standards and quality content of the Journals shall be the responsibility of the Editorial Team duly constituted for Journals of each language.
2. The Editorial Team shall, as far as possible, ensure the authenticity and originality of the content that the same is free from any libel/anti-government or copyright infringement or from Plagiarism, however, the author/contributor shall be liable and solely responsible for such contents.
3. The Publication Unit shall get the manuscript copy-edited so received from the Editorial Team and after finalisation of the manuscript by the Editorial Team the same shall be converted into pages as per norms/standards and shall be printed within a reasonable time after obtaining approval from the Competent Authority/Editorial Team (Chief Editor/Editor).
4. All the printed issues of the Journal with full-text shall be uploaded on NIEPA website till one year (four issues) prior to the last printed issue.
5. The full details about the Journal, its articles of the current and forthcoming issues and its subscription along with form shall be displayed on NIEPA website.

Guidelines for Other Publications

1. The Competent Authority of NIEPA shall decide in consultation with the respective faculty/department or concerned official to bring out a NIEPA Publication out of the **select Research Reports** under **Grants-in-Aid Scheme** or out of some best **Theses of NIEPA Scholars**, if they deem fit.
2. The Editorial Team/Project Team/Editor/Author/Coordinator/Faculty dealing with the above material/project/research work shall have the responsibility to ensure quality publication and within a reasonable time.
3. The author/ contributor shall be responsible for ensuring that the work is free from any copyright issue, i.e., libel or any defamatory text or anti-government/anti-nation text or also free from the Plagiarism.
4. The Publication Unit shall extend all technical support, like getting the manuscript copy-edited, layout and page setting, colour scheming, providing page proofs of text/cover/jacket/blurb matter, etc., getting it printed or published through NIEPA empanelled printers or private publishers, as the case may be.

NOTE

That if any issue arises out of any publication or material, which does not cover under the above Guidelines, the same shall be governed by **NIEPA Rules and Regulations and other related Policy Documents, 2020** as in place or as amended from time to time and as per the decision of the Competent Authority of NIEPA.

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Flow Chart of Processing various NIEPA Publications

| SN | Type of Publications | Approval Process | Content Approval and Review | Editing/Copy editing/ Processing and Finalization of Manuscript | Designing and Layout/ Page makeup + Printing and Publishing |
|-------------------------------|--|---|---|---|--|
| 1 Regular Publications | | | | | |
| A | Priced English Journal [Journal of Educational Planning and Administration (JEPA)] | Approval shall be obtained from the Competent Authority to publish the Quarterly Journal (published every January, April, July and October) | <ul style="list-style-type: none"> The Editorial Board of the Journal shall have all the powers for the acceptance/selection/rejection of the articles, book reviews and other related material etc. The Editorial Board shall have the articles, book reviews and other materials reviewed from the Internal Committee for review of research reports and dissemination or from an outside subject expert/reviewer. Only after the recommendations of the expert and incorporating the suggestions of the expert by the author the Article shall be considered for Publication. | <ul style="list-style-type: none"> The Editor of the Journal shall be responsible for the Editing, maintaining NIEPA house style and timely publication of the Journal. The Copy-editing from an outside expert shall be got done by the Publication Unit to maintain NIEPA's house style and the quality of the Journal. The Editor shall be responsible to reply all editorial/academic queries. | <ul style="list-style-type: none"> The Page layout-setting shall be done through the Publication Unit. The services of one of the empanelled Printers or lowest tendered, as the case may be, shall be availed for printing the Journal. The Subscription and distribution of the Journal shall be dealt by the Publication Unit. |
| B | Un-priced Hindi Journal (Pariprekshya) | Approval shall be obtained from the Competent Authority to publish the Tri-annual Journal (i.e., every April, August and December) | <ul style="list-style-type: none"> The Editorial Board of the Journal shall have all the powers for the acceptance/selection/rejection and review of the articles, book reviews and other related material etc. The Editorial Board shall have to ensure that the good quality articles and book reviews are published so as to maintain the high standard of the Journal. | <ul style="list-style-type: none"> The Editor of the Journal shall be responsible for the Editing, maintaining NIEPA house style and timely publication of the Journal. The Editor shall be responsible to reply all editorial/academic queries. | <ul style="list-style-type: none"> The Composing and Page layout-setting shall be done through outsourcing/panel typesetter by the Publication Unit. The services of one of the empanelled Printers or lowest tendered, as the case may be, shall be availed for printing the Journal. The Subscription and distribution of the Journal shall be dealt by the Hindi Cell. |

| SN | Type of Publications | Approval Process | Content Approval and Review | Editing/Copy editing/ Processing and Finalization of Manuscript | Designing and Layout/ Page makeup + Printing and Publishing |
|----|--|--|---|---|---|
| C | Occasional Paper Series | Approval shall be obtained from the Competent Authority by the Series Editor to publish the manuscript as Occasional Paper as and when manuscript is ready for publication | <ul style="list-style-type: none"> The Series Editor of NIEPA Occasional Paper shall be responsible for the acceptance/ selection/ rejection and review of the paper. The Series Editor shall have the right to review the paper through a Committee for review of research reports and dissemination or from an outside subject expert/ reviewer. Only after the recommendations of the expert and incorporating the suggestions of the expert by the author the Paper shall be considered for Publication. | <ul style="list-style-type: none"> The Series Editor shall be responsible for the Editing, maintaining NIEPA house style and timely publication of the Occasional Paper. The Series Editor shall be responsible to reply all editorial/ academic queries. | <ul style="list-style-type: none"> The Page layout-setting shall be done In-house or through outsourcing/panel typesetter by the Publication Unit. The Digital Printing of Covers and Text Photocopying/ Reprography services shall be availed from the approved/ empanelled printer/firm. |
| D | ANTRIEP Newsletter (Asian Network of Training and Research Institutions in Educational Planning) | Approval shall be obtained from the Competent Authority to publish the <i>ANTRIEP</i> Newsletter Bi-annually (i.e. every January, and July) | <ul style="list-style-type: none"> The Editor of the <i>ANTRIEP</i> Newsletter shall be responsible for the acceptance/ selection/ rejection and review of the articles The Editor of the <i>ANTRIEP</i> Newsletter shall also coordinate with the authors/members of the partner countries and the distribution/dissemination of the Newsletter to them. | <ul style="list-style-type: none"> The Editor of the <i>ANTRIEP</i> Newsletter shall be responsible for the Editing, maintaining NIEPA house style and timely publication of the <i>ANTRIEP</i> Newsletter. The Editor shall be responsible to reply all editorial/ academic queries. | <ul style="list-style-type: none"> The Composing and Page layout-setting shall be done in-house or through outsourcing/panel typesetter by the Publication Unit. The services of one of the empanelled Printer or lowest tendered, as the case may be, shall be availed for printing the <i>ANTRIEP</i> Newsletter. |
| E | Annual Reports (English and Hindi) | To Publish Every year in English and Hindi languages for placing before the Parliament by the Ministry of Education. | <ul style="list-style-type: none"> The materials for the Annual Report in hard copy print out form shall be submitted by the Faculty and Academic Support Units/Cells/ Sections/Centres etc., to the Registrar, NIEPA through their HODs for consideration of publication. The Softcopy of the same shall also be sent to the Registrar NIEPA and copy to Publication Unit. | <ul style="list-style-type: none"> One faculty member shall be nominated by the Competent Authority who shall take care of the Content/Text of the Annual Report from Academic angle and shall provide the finally corrected soft copy version of the Manuscript | <ul style="list-style-type: none"> The Designing, Page layout setting etc., shall be got done by the Publication Unit from the professional designer/artist. The services of one of the empanelled Printer or lowest tendered, as the case may be, shall be availed for printing the Annual Report. |

| SN | Type of Publications | Approval Process | Content Approval and Review | Editing/Copy editing/ Processing and Finalization of Manuscript | Designing and Layout/ Page makeup + Printing and Publishing |
|--------------------------------|---|---|--|--|--|
| | | | <ul style="list-style-type: none"> The final Manuscript for the Annual Report shall be finalised and approved by the Registrar/VC/ Board of Management before publishing. | <p>to the publication unit for sending it for Copy-editing.</p> <ul style="list-style-type: none"> The Copy-editing and Proofreading of the Manuscript shall be got done by the Publication Unit for maintaining the quality and NIEPA's house style. | <ul style="list-style-type: none"> The adequate number (presently 60 copies each) of Published Annual Report of both the Languages shall be provided to the Office of the Registrar for their onwards supply to the MHRD for placing before the Parliament. The remaining distribution of copies shall be undertaken by the Publication Unit as per approved mailing list. |
| 2 Research Publications | | | | | |
| A | <p>Online Publications /Web version (where only soft copy version is uploaded on NIEPA website)</p> | <p>The Faculty/Staff shall submit their Manuscript to the Vice-Chancellor, NIEPA for considering it to be published as NIEPA Publication.</p> | <p>The concerned Author/Editor shall have to ensure about the correctness of the content and it's free from Plagiarism. The content shall be reviewed through a Committee for review of research reports and dissemination or from an outside subject expert/ reviewer as may be decided by the competent authority. Only after the recommendations of the committee/expert and incorporating the suggestions of the expert by the author/editor the soft copy shall be uploaded.</p> | <ul style="list-style-type: none"> Copy editing of the text shall be got done from one of the empanelled Copy Editor as and when required with the approval from Competent Authority. | <ul style="list-style-type: none"> The Page layout-setting shall be done in-house by the Department concerned by themselves or through outsourcing/panel typesetter by the Publication Unit. The uploading of the document on the NIEPA Website shall be done by the System Analyst, NIEPA. |
| B | <i>In-house Printed/ Photocopied version of Publications</i> (with or without uploading on NIEPA website) | | | | |
| | <ul style="list-style-type: none"> M. Phil. & Ph. D. Prospectus; Degrees for M. Phil. & Ph. D. Programmes; M. Phil. & Ph. D. | <p>The Faculty/ concerned Section In-charge shall submit their Manuscript to the Vice-Chancellor, NIEPA for considering it</p> | <ul style="list-style-type: none"> The Concerned Unit shall prepare the manuscript and it-be finalised by the Chairman, Steering Committee of M Phil-PhD Programmes. | <ul style="list-style-type: none"> Copy-editing of the text shall be got done from one of the empanelled Copy-editors as and when required with the approval of the Competent | <ul style="list-style-type: none"> The Designing, Page layout setting etc., shall be got done by the Publication Unit from the professional designer/artist. The services of empanelled Printer(s) shall be availed for |


| SN | Type of Publications | Approval Process | Content Approval and Review | Editing/Copy editing/ Processing and Finalization of Manuscript | Designing and Layout/ Page makeup + Printing and Publishing |
|----|---|--|--|--|--|
| | Curriculum Guide, • Schedule and Rules & Regulations • Books and Reports • Research Paper Series • Research Report Series • Policy Briefs • Select M. Phil. & Ph. D. Thesis • Commissioned Project Reports • NIEPA/MHRD Funded Project Reports • Reports funded under Grants-in-Aid Scheme | to be published. | <ul style="list-style-type: none"> The concerned Author/ Editor/ Coordinator shall finalise the manuscript and submit it to the Committee for Review of Research Reports and Dissemination for consideration of publication. The Committee shall review the Manuscript and after the favourable recommendations by the Committee, the Manuscript may be published with the approval of the Competent Authority. | Authority. | printing these items. |
| C | Outsourced Priced Books/Publications | | | | |
| | a) Through Small and Medium Publishers | The Faculty/Staff shall submit the Manuscript to the Vice-Chancellor, NIEPA for considering it to be published as NIEPA Publication with copyright to NIEPA. | <ul style="list-style-type: none"> After accepting the Manuscript by NIEPA, it shall be reviewed from the Committee for Review of Research Reports and Dissemination and/ or through outside three subject experts for suitability of its publication. The Subject experts shall be nominated by the Vice-Chancellor, NIEPA. Only after getting favourable comments from at least two experts the Manuscript shall be considered for its publication. The Author/Editor(s) would submit the final Manuscript to NIEPA authorities only after incorporating the modifications as suggested by the Experts. | <ul style="list-style-type: none"> The Manuscript shall be published through one of NIEPA's approved/regular Publishes and may be selected in consultation with Author/Editor(s). MoA (Memorandum of Agreement) shall be executed between the Publisher and NIEPA while assigning the work/manuscript and shall be signed by both the authorized signatories of the parties. The Registrar, NIEPA shall sign on behalf of the Institute. The | <ul style="list-style-type: none"> The publisher shall take care for the Copy editing, Designing, Page layout-setting and fixing of the reasonable price, Printing and the marketing and sales of the books. The Copyright of the content/book shall rest with Institute (NIEPA). The Publisher shall give 6 (six) hard bound printed books to the Institute and one copy each to primary contributors (in case of edited version). |

| SN | Type of Publications | Approval Process | Content Approval and Review | Editing/Copy editing/ Processing and Finalization of Manuscript | Designing and Layout/ Page makeup + Printing and Publishing |
|----|---|---|---|---|---|
| | b) Through well-established National and International Publishers | The Faculty/ Staff shall submit their Manuscript to the Vice-Chancellor, NIEPA for considering it to be published as NIEPA Publication with copyright to NIEPA. | <ul style="list-style-type: none"> • Once the Manuscript is accepted by NIEPA, the Author/ Editor(s)/ Faculty may select/contact the Publisher of their choice directly for publishing their manuscript through them. However, they shall follow NIEPA guidelines for publishing the manuscript as stipulated in NIEPA rules and regulations and above. • The well-established Publishers have their own system of review and editing of the manuscript before taking up for publishing, however, the Faculty/Author/Editor concerned shall have to ensure the quality, correctness of the content and for its being free from any plagiarism. • After finalising the manuscript in consultation with Publisher, the Author/Editor(s)/Faculty would submit the final copy to NIEPA before its onward transmission to the Publisher. • The duly signed MoA (Two original Agreement copies) shall be arranged by the Author/Editor(s)/Faculty from the Publisher (who has given consent for publishing the manuscript) on the basis of NIEPA's approved terms and MoA clauses for publishing the manuscript and submit it to the Registrar, NIEPA through Publication Unit for signatures of the Registrar, NIEPA after approval of the competent authority. One copy of the signed Agreement shall be forwarded to the Publisher for their record. | clauses used in the Agreement shall be approved by the Institute or mutually agreed by the Institute and the Publisher. | |







| SN | Type of Publications | Approval Process | Content Approval and Review | Editing/Copy editing/ Processing and Finalization of Manuscript | Designing and Layout/ Page makeup + Printing and Publishing |
|---------------------------------|--|--|-----------------------------|---|--|
| 3 On Demand Publications | | | | | |
| A | Publications brought out as per the demand/ requirement of the MHRD | The concerned Faculty / Concerned Section In-charge shall submit the Manuscript to the Vice-Chancellor, NIEPA for considering it to be published | | <ul style="list-style-type: none"> • Copy editing of the text may be got done from one of the empanelled Copy Editors as and when required with approval of the Competent Authority. | <ul style="list-style-type: none"> • The issue related to the Designing, Page layout setting etc., shall be done by the Publication Unit from the empanelled designer/artist. • The services of empanelled Printer(s) shall be availed for printing these items. |
| B | Reports of the Seminar/ Conferences/ Programmes | | | | |
| C | Programmes related Publications (Folders, Flyers, Pamphlets, Booklets, Report, Covers, Posters, Announcements, Seminar Reports, Speeches, Invitation Cards, Dinner Cards, Programme Schedule.) | | | | |
| D | General and Miscellaneous Publications (Memorandum of Association, Rules, Regulations and Guidelines, Letterheads, Visiting Cards, New Year Greetings Cards, Desk Calendar, Book Planner and Sheet Planner Other Miscellaneous jobs) | | | | |


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