

UPRTO University Publication Policy

Preamble

Our knowledge is the symbol of prosperity getting enriched due to advancement in various means/tools collecting information from different fields. The Publication Policy may be significant for the present as well as future to conserve and preserve the scholarly productivity and create the knowledge gateway of information accessing globally. Following Publication Policy has been framed by UPRTOU to make collegiate education accessible to the end learner of society.

Objectives

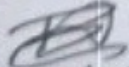
The Publication Policy focuses to protect the interest of university and of its faculties to support and enhance academic and intellectual freedom and to promote the quality of publication associated with the University and its members. This policy provides the structural framework and procedural mechanisms for the publication work produced by faculty members/research scholars/staff members of the University.

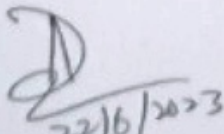
Definitions:

1. **University:** Means Uttar Pradesh Rajarshi Tandon Open University, Prayagraj.
2. **UPRTOUPC:** Means UPRTO University Publication Centre.
3. **PPC:** Means Publication Policy Committee.
4. **Publication Policy Committee for Learning Material Section** known as PPCLMS
5. **Publication Policy Committee for Research Material Section** known as PPRMS
6. **Research Material:** Includes Journals/Patents/ Research Reports.
7. **Learning Material:** Comprises the Self Learning Materials/ Books/ Text Books/ Reference Books / Edited Books/ Theses/ Dissertations.


1. Clause: Structure of UPRTOUPC

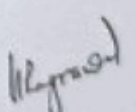
1. The name of the publication section will be known as **UPRTO University Publication Centre (UPRTOUPC)**.
2. UPRTOUPC will act under the Competent authority of the University.
3. UPRTOUPC will have right publishing SLM (self-learning material), textbook, edited books and reference books for enhancing academic quality. UPRTOUPC will have right to adopt of any academic productivity as per time to time.
4. UPRTOUPC will have right publishing blind peer reviewed journal and the University productivity may be consider for publication of dissertation/thesis on various subjects suitable for the university.
 - 4.1 UPRTOUPC will have right publishing both print or electronic format with respect to the clause 3,4 respectively.
 - 4.2 UPRTOUPC must have right publishing along with ISBN/ISSN with respect to the clause 3,4 respectively.


22/6/23


22/6/2023

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22.6.2023



5. Proceedings of the conferences/seminars/workshops can be published by the organizing committee through UPRTOUPC/other publishers as per their convenience.
6. Copyright of all the publications (research papers, books, monographs and other write ups) prepared by the UPRTOU faculty members, members of the staff and students will be with the UPRTOU or authors as the case may be.
7. UPRTOUPC will have right publishing academic work as per nationally as well as globally.

2. Clause: Infrastructure/ Financial Structure of UPRTOUPC

1. The University Competent Authority will be provided a room, an office staff, seed money of Rs. 5 lakhs, furniture, telephone etc. as per time-to-time requirement of UPRTOUPC. Later on, UPRTOUPC may generate financial resources on its own.
2. The University Competent Authority will have right to create a separate webpage of UPRTOUPC.
3. The University Competent Authority will have right to create a corpus fund and a separate Bank Account will be opened for UPRTOUPC.
 - 3.1 The corpus fund and bank account will be operated by chairperson and member secretary (PPC), UPRTOUPC.
4. UPRTOUPC will have right requesting different funding agencies for financial assistance.

3. Clause: Management/Operation of UPRTOUPC

UPRTOUPC will be managed/ operated by a **Publication Policy Committee (PPC)** and two sub-committees -

- (i) Publication Policy Committee for Learning Material Section (PPCLMS),
- (ii) Publication Policy Committee for Research Material Section (PPCRMS).

1. Structure of Publication Policy Committee (PPC)

- a. PPC will be the apex decision making body of UPRTOUPC.
- b. It will be responsible for all matters and decisions related to publication.
- c. PPC will be appointed by Vice-Chancellor for two (2) years with the following composition.

i.	Director of any School	- Chairperson
ii.	One (1) member from Library and Information Science/Library	-Member
iii.	Coordinator of PPCLMS	- Member
iv.	Coordinator of PPCRMS	- Member
v.	Four (4) Members from the faculty of various Schools	
vi.	Registrar	- Secretary
- d. PPC will be bound to follow publication policy of the university, review it from time to time, and propose change (if any) as and when necessary.
- e. PPC will prepare the annual budget of UPRTOUPC and forward it for final approval.

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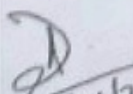
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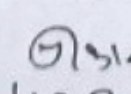
- f. All proposals for publication of new books and/or journals or their new edition must go through PPC and the decision to publish a book/journal will be accepted by the majority in the PPC.
- g. Any temporary vacancy of UPRTUUPC will be filled up by PPC with the approval of VC for the rest of the time of its tenure.
- h. All publications (by the agencies other than University) of the university faculty members, staff members, departments, centres etc. should be intimated to PPC through proper channel along with a sample copy.

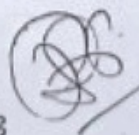
2. Structure of Publication Policy Committee for Learning Material Section (PPCLMS)

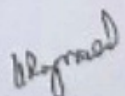
- a. PPCLMS will be an executive committee of UPRTUUPC.
- b. The basic duty of PPCLMS is to publish or arrange for publication of the Self Learning Materials/ Books/ Text Books/ Reference Books / Edited Books/ Theses/ Dissertations accepted by PPC.
- c. PPC will appoint PPCLMS with the approval of VC for two (2) years with the following composition:
 - i. Coordinator of PPCLMS- Professor
 - ii. Three (3) members from the faculty members of various disciplines
 - iii. One (1) member from Library and Information Science/Library ~~Member~~
- d. UPRTU University logo and ISBN must be present in all publications. The Copyright will be with UPRTU University or the author(s). PPCLMS will publish in the following modes:
 - i. Mode-1: PPCLMS will collect, edit, print, publish and sell Self Learning Materials/ Books/ Text Books/ Reference Books / Edited Books/ Theses/ Dissertations at its own cost. The selling arrangement will be finalized before printing the products. Any other understanding of future publications/translation/revision etc. of work will be stated clearly in MoU/MoA.
 - ii. Mode-2: PPCLMS will collect, edit, print and publish on its own cost and sell Self Learning Materials/ Books/ Text Books/ Reference Books / Edited Books/ Theses/ Dissertations by other sellers/distributors on commission basis. For sole distributor-ship maximum commission will be 40%. The percentage may be revised from time to time for valid reasons. Before printing, the arrangement for sale will be finalised.
 - iii. Mode-3: PPCLMS will collect, edit, print and publish on its own cost and arrange to sell scholarly products by other sellers/distributors through MoU/MoA for a limited or unlimited period of time. PPCLMS will be provisioned royalty i.e. 10% for the author and UPRTUUPC in each sold book respectively.
- e. UPRTU University faculty members and staff may publish their scholarly products by any other publishers if such publications do not involve university money support in


22/06/23


22/06/2023


438 22/6/2023





any form. But UPRTU University logo, name and ISBN cannot be used in any case of those scholarly products.

- f. Any publication prepared with UPRTU University money support/resources in any form, like project fund etc. must be published through PPCLMS in any of the modes mentioned above. Of course, the mode may be selected by the person/committee/department who/that mobilized the money. Of course, these publications can also be published with an arrangement of MoU/MoA.
- g. Conference proceedings (if conferences are not parts of projects) can be published by the organising committees through PPCLMS or other publishers according to their convenience.

3. Publication Policy Committee for Research Material Section (PPCRMS)

- a. PPCRMS is an executive committee of UPRTUOUPC.
- b. The accountability of PPCRMS is to maintain the publication of the Journals/ Patents/ Research Reports accepted by PPC.
- c. PPC will appoint PPCRMS with the approval of VC for two (2) years with the following composition:
- Coordinator of PPCRMS **- Professor**
 - Three (3) faculty members from various disciplines (including editor of UPRTUO Journal).
 - One (1) member from Library and Information Science/Library **-Member**
- d. It is mandated that the Journals/ Patents/ Research Reports published by UPRTU University through PPCRMS are of national/international standard. These must be peer-reviewed, with ISSN number and fulfil the conditions set by UGC standard from time to time.
- e. It is mandatory that editorial writeup should be approved by PPCRMS and PPC. On the other hand, all the blind reviewed articles must be considered for publication after the approval by PPCRMS and PPC.

4. Clause: Office Bearers


1. Chairperson


- a. Chairperson will be the person responsible for the working of the PPC/UPRTUOUPC and lead the committee in proper direction.
- b. Chairperson will preside over all the meetings and sign in the proceedings, resolutions, budgets and accounts.
- c. In the absence of a Chairperson of a committee, the Chairperson of PPC may appoint a faculty member as Chairperson for that committee temporarily.

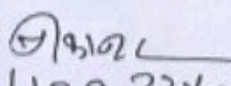
2. Secretary

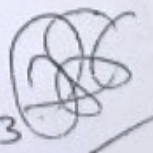
- a. Secretary is the most important executive officer of UPRTUOUPC.
- b. Secretary is responsible for execution of all the resolutions of all the committees (PPC, PPCBS and PPCJS).
- c. All meetings of the committees will be convened by Secretary in consultation with Chairperson/ Coordinator.
- d. Secretary will prepare the budget and accounts of UPRTUOUPC and get those approval by Chairperson of PPC and Vice-Chancellor.

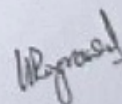
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439 22.6.2023





- e. Secretary will maintain the proceedings of all the meetings and other documents of the committees in appropriate files chronologically.
- f. All financial transactions of UPRTOUPC may be in the name of the Secretary and Chairperson. Although the financial work must be completed by the approval of Vice- Chancellor.
- g. In the absence of a Secretary, the Registrar, in consultation with the Chairperson of PPC, may appoint an officer as Secretary of UPRTOUPC temporarily.

3. Members

- a. Members in any committee will be appointed by Vice-Chancellor for a maximum period of two (2) years.
- b. Members of any committee will discuss the agenda suitable for that committee and adopt the resolutions.
- c. Each member has one vote.
- d. All resolutions will be adopted by the majority of votes of the members.

5. Clause: Meetings

Publication Policy Committee (PPC)

1. PPC will be convened in the beginning of each semester preferably during the last week of February and last week of August every year with a minimum of one week notice.
2. Chairperson, secretary and any three (3) members will form the quorum of any meeting of PPC.
3. Resolutions will be taken by the majority of votes.

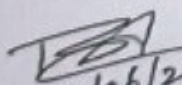
Publication Policy Committee for Learning Material Section (PPCLMS)


1. PPCLMS meeting will be convened as per requirement on notice of minimum three days.
2. Chairperson, secretary and any one (1) member will form the quorum of any meeting of PPCLMS.
3. Resolutions will be taken by the majority of votes.

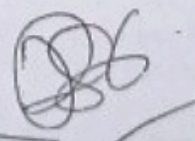
Publication Policy Committee for Research Material Section (PPCRMS)

1. PPCRMS meeting will be convened as per requirement on a notice of minimum three days.
2. Chairperson, secretary and any one (1) member will form the quorum of any meeting of PPCRS.
3. Resolutions will be taken by the majority of votes.

N.B.: In the event of any dispute the decision of the Vice-Chancellor will be final and binding.


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