

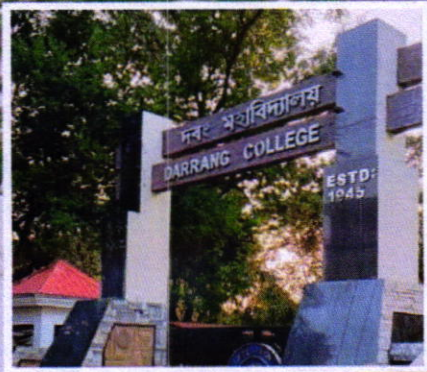
DARRANG COLLEGE

TEZPUR

ESTD-1945



Guidelines cum Policy document for Darrang College Publishing House



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Guidelines cum Policy document for Darrang College Publishing House

About the Publishing House:

The Darrang College Publishing House is a constituent Publishing House of Darrang College, Tezpur. It was constituted on 27-01-2023. The publishing house is formed for the intellectual development of students as well as to enhance the realm of knowledge of the teachers. Since its inception, the Darrang College Publishing House has been actively engaging itself in publications of quality research articles written by teachers, research scholars, and students of the college and other institutions to create a thoughtful environment for the college as well as for society.

Vision:

In keeping with the vision of the College and National Education Policy, Darrang College Publication House was established on 27-01-2023 with a view to promoting creativity and original writing among the faculty members and students as well as and thus creating an environment conducted with a creative activity.

Objectives of the Publishing House:

1. To encourage the teachers and scholars to write quality articles in books and research papers.
2. To publish quality articles written by teachers, scholars and students in book form.
3. Republication of old and ancient books.
4. Publication of standard writings to increase the popularity of books among the people.
5. Development of the writing skills by publishing the works of the students and the teachers.
6. Publication of the writings of other talented and distinguished writers and to provide appropriate recognition.

Committee of Darrang College Publishing House

Chairman: - Dr. Palash Moni Saikia (Principal)

Coordinator: - Dr. Akhil Baruah

Assistant Coordinator: - Dr. Dulal Das

Members: - Dr. Chittaranjan Baruah

Dr. Anamika Das

Dr. Laba Handique

PUBLICATION POLICIES

DARRANG COLLEGE PUBLISHING HOUSE

Darrang College Publishing House publishes Darrang College Journal “Northeast Journal of Contemporary Research (NeJCR)”, Darrang College Newsletter “Darrang College Chronicle” and Books.

I. SOP of Publications:

The publications done by the publication undergoes the following procedures-

1. The Publishing House convenes meeting to form a consensus on broad theme and the title of proposed publication.
2. It is followed by a circulation calling for articles for the proposed publication.
3. For books, there are two categories of publications- (1) Publications planned by college authority and (2) Publications self-proposed by authors or Editors with details.
4. The authors/editor(s) are given a specific date for submission of articles or manuscript.
5. The Publishing House forms separate editorial board for “Northeast Journal of Contemporary Research (NeJCR)”, “Darrang College Chronicle” and Books to scrutinize the submitted articles.
6. The editorial board scrutinizes the articles/books and recommends the selected articles/books for publication.
7. The selected articles are then published in journal/book/newsletter with ISSN/ISBN.
8. The book is published in two-languages i.e. English and Assamese.
9. For publications planned by college authority including **Text books as per NEP Syllabus**, college will acquire sponsorship or bear the cost of publication.
10. **For Text books, if selected for publication, a Royalty of 10-12% of the profit will be provided to the Author.**

11. Upon selection of a self-proposed book by authors or Editors, Authors must bear the 50 % of the publication charges. In such case a Royalty of 20% of the profit will be provided to the Author.
12. If Author agrees to bear the full publication cost in case of Publications self-proposed by authors, a Royalty of 40% of the profit will be provided to the Author.
13. For Publication and marketing of Books, the Darrang College Publishing House will collaborate with reputed Publishing Agencies for publication and marketing of books to be published by Darrang College Publishing House.

II. Functions

1. It shall be responsible for all publications published on behalf of the College.
2. It shall publish at least one book having academic interest with ISBN every year.
3. It shall have a different fund to meet the expenditure of its publication and the income generated through marketing of its publications shall be deposited in its fund.
4. The fund shall be exclusively utilized for publication work only.
5. It shall select a suitable press keeping in view the need to keep down costs without compromising printing quality.
6. To publish at least two books in its academic session.
7. The Committee of Darrang College Publishing House is constituted for a tenure of five years at the end of which a new Committee is to be formed preferably at the beginning of the year.

III. Composition:

The Research Council shall consist of the following persons:

- The Principal –Chairperson
- One Senior teacher with proven research experience, to be nominated by the principal – Co-ordinator.
- Four Members with proven research record to be nominated by the Principal as Member and one of them will be Assistant Co-ordinator.
- Special Invitee, if any

IV. Term of the members

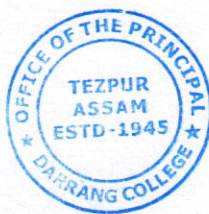
The term of the nominated members shall be five years. After that the same Committee may be renewed for a new-term, or a new Committee may be formed by the College authority.


V. Meeting

The Co-ordinator in consultation with the Principal of the college shall draw the schedule for meeting of the Darrang College Publishing House. The meeting may be scheduled as and when necessary, but at least once a year. However, Editorial Board of NeJCR and Darrang College Chronicle may conduct meeting in consultation with the principal at regular interval.

V. Fund Raising plan:

Initially the fund for the first two publications of Darrang College Publishing House is funded by the ASTEC, Govt. of Assam. Later on, the amount to be collected through sale of published books to be spent exclusively in subsequent publications. Darrang College Publishing House will develop fund-raising strategy for sustainable and quality publications.




Principal & Chairman
Darrang College Publishing House
Principal
Darrang College
Tezpur, Assam