



MAHARASHTRA ANIMAL AND FISHERY SCIENCES UNIVERSITY,

Futala Lake Road, NAGPUR - 440 001.

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संचालनालय विस्तार शिक्षण

DIRECTORATE EXTENSION EDUCATION

महाराष्ट्र पशु व मत्स्य विज्ञान विद्यापीठ,

फुटाला तलाव मार्ग, नागपूर - ४४० ००१

डॉ. अ. उ. भिकाने, एम.व्ही.एस.सी., पी.एच.डी.

संचालक विस्तार शिक्षण

Dr. A. U. Bhikane, M.V.Sc., Ph.D.

Director Extension Education

No. MAFSU/DE/1044/2024

Date : 23 / 10 / 2024

To,

The Associate Deans - Veterinary / Dairy Technology / Fisheries Colleges

Mumbai/Nagpur/Parbhani/Udgir/Shirwal/Akola/Warud

The Director, WRTC, Gorewada

The Programme Coordinator cum Senior Scientist and Head, Krishi Vigyan Kendra,

Dudhburdi / Kadegaon / Nagaon

**Sub: Guidelines for the publication of Book/Booklet etc. authored/ edited by
MAFSU Employees through Private Publisher**

With reference to the subject cited above, please find attached Guidelines for the publication of Book/Booklet etc. authored/ edited by MAFSU Employees through Private Publisher for information & necessary action.

(With the approval of Hon'ble Vice-chancellor, MAFSU, Nagpur)

Encl: Guidelines & Annexure I to IV

(A. U. Bhikane)

Copy for favor of information to:

1. Director of Instruction & Dean (Vet), MAFSU, Nagpur
2. Director of Research, MAFSU, Nagpur
3. Dean, Fisheries, MAFSU, Nagpur
4. Dean, Dairy Technology, MAFSU, Nagpur
5. Dean, Lower Education, MAFSU, Nagpur
6. Private Secretary to Hon'ble Vice-Chancellor, MAFSU, Nagpur



Maharashtra Animal & Fishery Sciences University

Futala Lake Road, Nagpur- 440001 (M S)

Guidelines for the publication of Book/Booklet etc. authored /edited by MAFSU Employees through Private Publisher

1. The university employee who has authored the publication should submit the proposal in enclosed format for taking permission to print the book/booklet. **(Annexure-I)**
2. The proposal should contain the information in enclosed format along with colour print of Cover and Back page, Title page, Author page, content page.
3. The author(s) should ensure that the title and author page should have **Name of University in full** along with the Author's Name, Designation, Name of College/Institute. **(Annexure-II)**
4. The back cover should have **the name of university and logo** just below the brief information about author. **(Annexure-III)**
5. A processing fees of Rs. 1000/- for booklet (less than 100 pages) and Rs. 2500/- for book (More than 100 pages) has to be submitted as demand draft in favour of **Comptroller, MAFSU, Nagpur.**
6. The author(s) have to submit the undertaking on Rs.500/- stamp paper. **(Annexure-IV)**
7. The author(s) will have to take the ISBN number for every book.
8. The author(s) will have to submit five complimentary copies of printed book/booklet to the college and the university within one month after publication (Two copies to Associate Dean –One each for Department Library and College Library) and three copies to Director of Extension Education (One each for University Library, concerned Director and Directorate of Extension Education).



9. If in any case the book/booklet is not published the author has to inform the concerned University authority.

10. Procedure for submission of proposal: One of the author preferably first authors should initiate note with proposal and submit it with recommendation through proper channel (Head of the Department - Associate Dean/Head of the Institute - Faculty Dean) to concerned Director for approval of Hon'ble Vice-Chancellor.

11. The Associate Dean/ Head of Institute should submit the proposal to the following University Authorities through faculty Dean for approval for different types of publications as indicated below.

a. Text books/Practical's manuals /

Questions banks for students :-Director of Instruction

b. Research bulletins / Monographs :-Director of Research

c. Books / Booklets for farmers /field officers/ :-Director of Extension

Entrepreneurs, Success stories of farmers/ Education

Entrepreneurs

(Approved by Hon'ble Vice-chancellor, MAFSU, Nagpur
Vide MAFSU/832 dated 18/10/2024)



Annexure -I

Proposal for Permission to publish Books, Booklets etc. authored /edited by MAFSU Employees through Private Publisher

1. Name of the staff member : (Any MAFSU employee amongst the authors)
2. Designation :
3. Name of the Institute :
4. Title of the book :
5. Authors / Editors – Details :

Sr. No.	Name	Qualification	Designation & Institute	Experience (In years)
1.				
2.				

6. Edition : (1st/2nd/3rd)
7. Month & Year of Publication (Tentative) :
8. Language : (English/Hindi/Marathi/Others)
9. Beneficiaries : (Students / Scientists/Farmers/Field Functionaries/any other)
10. Publisher details :

Sr. No.	Name of the publisher	Address	Email ID	Contact No.
1.				

11. Publisher's consent/Acceptance letter): (Enclose)
12. ISBN Number. :
13. Number of pages in book :
(Less than 100 pages is booklet/ more than 100 pages is book)
14. Cover page (Both Front and Back page) : (Enclose colour pages)
15. Title and author page : (Enclose)
16. Content page : (Enclose)
17. Undertaking (on Rs. 500/- stamp paper) (Enclose)



18. Processing Fees

: (Enclose)

(DD of Rs 2500 for Book and DD of Rs.1000 for Booklet)

Name & Signature of Author

Head of the Dept.

Associate Dean

Forward with recommendation

Dean

(Veterinary/Dairy Technology/ Fisheries)

Forward with recommendation

Director (Instructions/Research/ Extension)



(Annexure -II)

Title and Author's Page

Title of Book

Name of Author:

Designation

Name of College:

Name of University:

Details of Publisher



(Annexure –III)

Format for the Back Page

About the Author

1. First Author

2. Second Author

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UNIVERSITY**

Futala Lake Road, Nagpur - 440 001

Details of Publisher



(Annexure -IV)

UNDERTAKING

I Shri/Dr. _____ working as
_____ in the college of _____ would like
to state that;

1. The content of the book/booklet titled “_____” is my/our original writing/compilation
2. I/we will be solely responsible for the mistakes/ corrections/plagiarism check if any
3. The University/College will not be responsible for any legal action arising due to the content of my/our publication and I/we will be solely to deal with the legal matters arising thereof.
4. There will not be any financial burden on the College/University.

Place:

Date :

**Signature
Name & Designation
of authors from University**

