



**Notifications, Approvals and
Schedule of Rates
related to
NIEPA Publications**



National Institute of Educational Planning and Administration (NIEPA)

(Deemed to Be University)

17-B, Sri Aurobindo Marg, New Delhi 110016

EPABX no. : 91-11-26544800, 26544600 Fax: 91-11-26853041, 26865180

E-mail: niepa@niepa.ac.in Website: www.niepa.ac.in

03.11.2020

Notification

It is notified for information for all concerned that the Institute has revised the following Rates for the Miscellaneous Printing and Binding Jobs etc, with effect from 27.10.2020, as indicated below:-

Digital Printing (Multi-colour Printing)		(All Rates in ₹)		
Covers/ Certificates (inclusive of Cost of Card/Paper)				
1	A4 Size or similar sizes Rates per Sheet per side	6.80		
2	A3/12"x18"/13"x19" Size or similar sizes Rates per Sheet per side	13.70		
Invitation Cards (inclusive of Cost of Card/Paper)				
1	4"X 6" or 5"x7" or similar sizes Rates per Card per side	3.70		
2	6"X 8" or similar sizes Rates per Card per side	4.20		
3	7"X 10" or similar sizes (open size) including machine creasing for one fold Rates per Card per side	5.50		
Visiting Cards (inclusive of Cost of Ivory Card 300 GSM)				
1	5.5 cm x 8.7 cm Size or similar sizes Rates per 100 Cards per side	125.00		
Complementary Slips (inclusive of Cost of Paper (Bond paper 85 GSM))				
1	6 cm x 11 cm or similar sizes Complementary Slips Rates per 100 Slips	46.30		
Screen Printing (including the cost of Processing etc)				
Letterheads (Letterheads in A4 Size, Double Colour Printing (on Top) Bond Paper 85 GSM, Fancy Pad etc)				
1	Rate per Pad of 100 Leaves	300.00		
2	Cost of additional impressions/colour (at the bottom) (if any) per 100 Leaves	100.00		
Other Screen Printing Jobs				
1	Cost of Printing and supply of Covers/ Certificates etc. in A4 or similar sizes) Rate per 100 per colour per side	266.70		
2	Cost of Screen Printing and supply of Cards/ Greeting Cards/similar jobs etc. in size (5"x7" or 4"X 6" or 6"x8" or similar sizes) Rate per 100 per colour per side	185.00		
3	Cost of Screen Printing of Envelopes etc. in size (4.25"X6.25" or 5.25"x7.25" or 6.25"x8.25" or similar sizes) Rate per 100 per colour per side	151.70		
Wiro/Spiral Binding (inclusive of the Cost of Binding Materials etc)				
		A4 or similar sizes	A5 or similar sizes	
1	Wiro Binding (Metallic) (Rate per copy)	Upto 100 pages	25.70	24.00
		Above 100 pages	40.70	31.30
2	Spiral Binding/ Spico Binding (Rate per copy)	Upto 100 pages	20.00	18.30
		Above 100 pages	37.70	27.30
3	Perfect Binding (Rate per copy)	Upto 100 pages	19.20	18.30
		Above 100 pages	32.50	21.70
4	Side Stitching/ Centre Stitching Binding (Rate per copy)	Upto 100 pages	5.20	7.30
		Above 100 pages	15.80	12.30

- All the terms and conditions; detailed job specifications and Services by the firms etc would remain the same as specified in NIEPA's tender document dated 17.08.2020.
- Other charges like cartage, loading/unloading, material collection charges and packing & forwarding charges, Delivery Charges are inclusive in the above rates and no additional payment would be made.
- In case if paper or card is required with Higher or Lower Grammage (GSM), pro-rata rates would be applicable.
- GST or any other taxes would be paid extra as per approved Government of India norms.

This issue with the approval of Competent Authority.

(Dr Sandeep Chatterjee)

Registrar



Distribution:-

1. PS to Vice-Chancellor
2. PA to Registrar
3. Finance Officer
4. Administrative Officer

National Institute of Educational Planning and Administration (NIEPA)

(Deemed to be University)

17B, Sri Aurobindo Marg, New Delhi 110016

EPABX: 011-26544800, 26565600, Fax: 011-26853041, 26865180

Website: www.nuepa.org

June 18, 2018

Notification**Typesetting Rates (Desktop Publishing) for
Books/Reports/Journals/Newsletters and other Miscellaneous Jobs**

It is notified for information for all concerned that the Institute has finalized the following Typesetting rates (DTP) for the books etc and Miscellaneous jobs, with immediate effect, as indicated below:-

ENGLISH (from Soft copy* provided in CD/ Pen drive/Email etc)			(Rates in ₹ per page)
Sn	Page Sizes	Running Text	Pages with Illustrations/Scientific/ Diacritical Marks/Tabular Matter
1	6"x8"/ 5½"x8½"/ 4¾"x7"	35	50
2	6¼"x9¼"/ 7¼"x9½"	45	65
3	8½"x 11"	60	85

* If text is not provided in the Soft Copy, 20% extra charges on the Typesetting rates shall be allowed for data entry of the Text.

HINDI or any other Indian Languages from Hard Copy (Manuscript) #			(Rates in ₹ per page)
Sn	Page Sizes	Running Text	Pages with Illustrations/Scientific/ Diacritical Marks/Tabular Matter
1	6"x 8"/ 5½"x 8½"/ 4¾"x 7"	60	75
2	6¼"x 9¼"/ 7¼"x 9½"	70	95
3	8½"x 11"	95	120

If text is provided in the Soft Copy, 20% extra charges on the Typesetting rates shall be deducted on typesetting rates.

Note:-

- | | | |
|---|--|--------------------------|
| 1 | Minimum Charges for Copyright/Imprint Page | ₹ 50.00 per page |
| 2 | Minimum Charges per book | ₹ 500.00 per book |
| 3 | Scanning of Illustration (including labeling) | ₹ 20.00 per illustration |
| 4 | Charges for providing backup in CD/DVD | ₹ 50.00 per CD/DVD |
| 5 | Extra charges for additional set of proofs over and above 2 proofs and 1 final print | 25% extra per proof |

This issues with the approval of the competent authority.


(SMIA Zaidi)
Registrar I/c

Distribution:-

1. PS to Vice-Chancellor
2. PA to Registrar
3. Finance Officer
4. Editor, JEPA
5. Editor, Pariprekshya
6. Head, Computer Centre (for uploading on the Website for information of all concerned)

F13-2/2017-18/Pub

Publication Unit

National Institute of Educational Planning and Administration (NIEPA)

(Deemed to be University)

17B, Sri Aurobindo Marg, New Delhi 110016

EPABX: 011-26544800, 26565600, Fax: 011-26853041, 26865180

Website: www.nuepa.org

May 14, 2018

Notification

It is notified for information for all concerned that the institute has finalized the following Honorarium to the External Experts for Evaluation/Review of the **Manuscripts to be published by NIEPA** as per Rates indicated below:-

Sn	Category/Item	Approved Honorarium
1	Articles of the Journal/ Research Papers/ Occasional Papers etc	₹ 2000.00 per Article/Paper
2	Books (Priced or Un-priced)/ Research Reports/ Reports etc (Edited/ Authored)	₹ 5000.00 per Manuscript

This issues with the approval of the competent authority.


(SMIA Zaidi)
Registrar I/c

Distribution:-

1. PS to Vice-Chancellor
2. PA to Registrar
3. Finance Officer
4. Editor, JEPA
5. Academic Editor, Pariprekshya
6. Coordinator, NIEPA Occasional Paper Series
7. Head, Computer Centre (for uploading on the Website for information of all concerned)

APPROVED RATES FOR EDITORIAL

Sl.No.	Item	Approved Rate (In ₹)
1	EDITING	
	i. Copy Editing — per 1000 words, including type marking in the case of freelancers	300 per 1000 words
	ii. Content editing (same as translation rates)	800 per 1000 words
2	VETTING AND REVIEWING	300 per 1000 words
3	PREPARATION OF INDEX	250 per 1000 words
4	PROOF READING Proof reading - per 1000 words for three proofs	120 per 1000 words
5	TRANSLATIONS Translation - per 1000 words (Hindi/ English)	800 per 1000 words

This issues with the approval of the competent authority.

(Signature)
(BASAVARAJ SWAMY)
Registrar
NUEPA



Done!

Distributions:

1. PS to Vice-Chancellor
2. PA to Registrar
3. Deputy Publication Officer
4. Finance Officer
5. Administrative Officer
6. Hindi Editor
7. For NUEPA Website

F.No. 13-8/1999-2000/PUB.

Publication Unit

National University of Educational Planning and Administration

17-B, Sri Aurobindo Marg, New Delhi 110016

Phone No. 91-11-26544800, 26565600 Fax: 91-11-26853041, 26865180

E-mail: nuepa@nuepa.org Website: www.nuepa.org

August 09, 2017

NOTIFICATION

It is notified for the information of all the concerned that the National University of Educational Planning and Administration has revised its rates for payment for the Publication Job Works like Designing, Page Layout & Makeup, Copy Editing, Proof Reading, Translation, Vetting, etc. The revised rates are given below which shall be applicable with immediate effect.

ART WORKS/DESIGNS

Sl.No.	Item	Approved Rate (In ₹)
1	ILLUSTRATIONS	
	i. Simple geometrical drawings	150
	ii. Detailed geometrical drawings or charts used in text/ Technical, scientific and engineering drawings	400
	iii. Mono-colour line, or line and tone illustration (figurative)	600
	iv. Mono-colour line, or line and tone illustration (non-figurative)	400
	v. Two colour line, or line and tone illustration (non-figurative)	500
	vi. Two colour line, or line and tone illustration (figurative)	700
	vii. Multi colour line, or line and tone illustration, washed drawing (figurative & non-figurative)	1,000
viii. Simple line illustration for use as fillers or tail piece	100	
2	COVER DESIGN	
	i. Two colour cover design (payment for transparency, photographs extra)	2,400 for single colour or simple two colour cover design
	ii. Multi colour cover design	4,000 irrespective of 2 or 4 colour (includes front/ back covers; no extra payments for transparency/ photographs, illustration of any other art work)



3	PAGE LAYOUTS	
	i. Page layout, design and visualization for brochures, booklets and books (including illustrations, photographs, graphs etc. used on the page)	800 Per Page Single colour 1,700 Per Page Two or Multi Colour Outputs will include (a) Composing rough prints, (b) final colour prints (c) softcopy
	ii. Textbook rates for layout only (positioning of text and pre-provided images/ illustrations in 2-4 colours)	500 per page (includes cleaning of images and adjustment for noise, brightness and contrast; CMYK conversion)
	iii. Single colour layout of pages (layout, design, pre-provided images and text formatting, including tables and boxes) e.g. NCF-2005 document	200 per page (includes cleaning of images and adjustment for noise, brightness and contrast; Grayscale conversion)
	iv. 2-4 colour layout of pages (layout, design, pre-provided images and text formatting, including tables and boxes) e.g. NCF-2005 based syllabus	400 per page (includes cleaning of images and adjustment for noise, brightness and contrast; CMYK conversion)
4	TEMPLATE DESIGNS FOR BOOK	
	Where the grid/ template has been visualized and developed by the designer with pre provided images, and the actual placement and formatting is done in-house: This includes designing 12-15 elements such as Chapter Opening, Unit Pages, Folios, Exercises, Boxes, Tables, Prelim Pages, etc.	4 colour books for Primary, Upper Primary, Secondary and higher secondary stage (class I- XII)- 25,500 Single/ 2 colour for Secondary and higher secondary stage (class IX-XII)- 15,000 Single/ 2 colour for Primary and Upper Primary stage (class I-VIII)- 17,000



5	PHOTOGRAPHS/ IMAGES	
	i. Photographs (Black & White and Coloured) (not images downloaded from the internet) scanned in 300 dpi and hard copy of at least 4" x 6" or digital image	500 per image
	ii. Cleaning of images (digital photographs/ illustrations) and other colour corrections	150 per illustration/ image
	iii. For downloaded images from internet or Clip Art	200 Must specify source/ site from which the download has been done. Clip Art must be from original source (not pirated copy)
6	VARIATION/MODIFICATIONS OF ORIGINAL ART WORK	25% of original cost
7	MAPS	
	i. Simple outline map	200
	ii. Physical/political map in one-two colours	Political Map – 1,000 Physical Map – 1,200 (with labels and legends)
	iii. Physical/political map in three or more colours	1,300 (with labels and legends)
	iv. Data based map in one or two colours	1,200 (with labels and legends)
	v. Data based map in three or more colours	1,300 (with labels and legends)

New Category for Art Work/ Design

Sl.No.	Item	Approved Rate (in ₹)
1	Folder any size one side	
	i. 2 fold	1,600 One Side
	ii. 3 fold	2,400 One Side
	iii. 4 fold	3,200 One Side
2	Poster Minimum Size A3 up to 20"x30"	4,000
3	Coffee table book	1,600 per page
4	Story Board and Comic Strip	
	i. Mono Colour	400 per frame
	ii. 2-4 Colour	600 per frame
5	Double Spread Pages (Special rates of 2,000 were approved for single case Firkee)	4,000





NATIONAL UNIVERSITY OF EDUCATIONAL PLANNING AND ADMINISTRATION
17-B, Sri Aurobindo Marg, New Delhi-110016 / Phones: 011- 26962120/2126/2335/7780/7784
Schedule of Rates for Offset Printing and Binding w.e.f. 16.06.2011

A SCANNING and OUTPUTTING (Rate in ₹)				
Scanning from Art Work/ Bromide/ TP's (negative or positive)	1.25 per sq. inch/ per colour			
Output from Image Setter from CD/ Pen Drive etc. (negative or positive); (without scanning & planning)	1.00 per sq. inch/ per colour			
Note: (a) Minimum Area for Scanning = 20 sq. inch/per colour; (b) ¼" extra would be allowed on all four sides of print area				
B PROCESSING: (for Text & Line Drawings) (Rate in ₹)				
Negatives making	0.50 per sq. inch/ per colour			
Positives making	1.00 per sq. inch/ per colour			
Note: (a) Minimum Area for Scanning = 16 sq. inch/per colour ; (b) ¼" extra would be allowed on all four sides of print area; (c) Pages less than half would be treated as half page and pages more than half page would be treated as full page.				
C PLATE MAKING (Rate in ₹ Per plate)				
	30"X40"/ 28"X40"/ 26"X40"	23"X36"/ 24"x34"/ 27"X34" 20"X30"/ 20"X28"/ 20"X26"	18"X23"/ 17"X27"/ 15"X20"/ 14"X20"/ 13"X20"/ Cover	
Surface Plates	150.00	100.00	100.00	
P.S. Plates	350.00	275.00	250.00	
Computer to Plate (CTP) Plates	740.00	640.00	430.00	
D PRINTING (Rate in ₹ Per colour)				
Sizes ↓	Upto 1000 Copies	Additional Per 1000 Copies	Extra % for printing on Art Paper	Extra % for Printing in multi-colour
27"X34"/ 24"x34"/ 23"X36"/20"X30"/20"X28"/ 20"X26"	150.00	100.00	25%	25%
18"X23"/17"X27"/15"X20"/ 14"X20"/ 13"X20"	150.00	100.00	25%	25%
11½"X18"/ 13½"X17"/ 10"X15"/10"X14"/10"X13"	150.00	100.00	25%	25%
Cover of all sizes (including inside cover)	150.00	150.00	25%	30%
E LAMINATION (Rate in ₹)				
Gloss Lamination	0.01 per 3 sq. inch			
Matt Lamination	0.01 per 2 sq. inch			
F CARTAGE FOR COLLECTION OF PAPER (in case the paper is supplied by NUEPA) (Rate in ₹)				
Upto 100 Kg. (minimum charges)	300.00			
101-500 Kg.	1.00 per kilogram			
Above 500 kg.	1.00 per kilogram			
G BINDING (Rates in ₹)				
Finished Sizes of Publications →	20"X30"/16mo (4½"X7")	20"X26"/8vo (6¼"X9½")		
Kind of Binding ↓	23"X36"/16mo (5½"X8½")	20"X30"/8vo (7¼"X9½")		
	27"X34"/16mo (6½"X8")	23"X36"/8vo (8½"X11")		
	and similar sizes			
Centre Stitching/ Side Stitching (including Folding/Gathering/Collating, etc) (Rate in ₹ Per 1000 copies)				
(a) 16 pages forme	55.00		60.00	
(b) 8 pages forme	50.00		60.00	
(c) 4 pages forme	50.00		55.00	
(d) Cover Creasing by Machine & Stitching	55.00		60.00	
Section Sewing (including folding/ gathering/ Collating / sewing etc) (Rate in ₹ Per 1000 copies)				
(a)16 pages forme	75.00		80.00	
(b) 8 pages forme	70.00		75.00	
(c) 4 pages forme	70.00		70.00	
(d) Pasting of Cover with End leaves (Manually)	500.00		600.00	
(e) Pasting of Cover on Perfect Binding Machine	1000.00		1000.00	
Hard Bound (Rate in ₹ Per copy)				
(a) Case making with Cloth (Rates per copy)	20.00		25.00	
(b) Case making with Paper (Rates per copy)	16.00		20.00	
Perfect Binding: (including folding/gathering/ Collating etc) (Rate in ₹ Per copy)				
(a) Copy/book upto 100 pages	2.50		2.60	
(b) Rates per additional 16 / 8/ 4 pages forme	0.050		0.050	
H PACKING AND FORWARDING (Rate Per 1000 Copies) (Rate in ₹)				
Upto 64 Pages	640.00			
From 65 to 160 Pages	870.00			
Above 160 Pages	1110.00			
Minimum Charges	590.00			

Note:- Books to be packed in shrink wrap eco-friendly degradable transparent film / Craft Paper (as specified)
(Upto 64 pages – packet of 15 books) (Upto 160 pages – packet of 10 books) (Above 160 pages – packet of 5 books)

Please note that for miscellaneous jobs (other than the above) rates to be allowed on reasonable basis. VAT and other taxes as applicable (or specified by the Government of India) or as applicable in Delhi.

Pramod Rawat
(Pramod Rawat)
Deputy Publication Officer

November 20, 2020

NOTIFICATION

In partial modification to the Notification of even number dated 24-10-2019, the Vice Chancellor is pleased to revise the constitution of the Research Review Committee as follows:-

- | | | |
|--|---|-------------|
| 1. Prof. A.K. Singh, Dept. of Educational Policy | : | Chairperson |
| 2. Prof. Kumar Suresh, Dept. of Educational Administration | : | Member |
| 3. Prof. Mona Khare, Dept. of Educational Finance | : | Member |
| 4. Prof. Vineeta Sirohi, Dept. of Educational Administration | : | Member |
| 5. Dr. Nidhi S. Sabharwal, Centre for Policy Research in Higher Edu. | : | Member |

As per decision of the 24th meeting of the Academic Council held on 18-03-2019, the institute will develop a sound mechanism and strategy to disseminate the research through publications in various forms like report, book, research papers. occasional papers etc.

The same Committee will also look into the review of research reports submitted by the faculty for dissemination/ publication.


Registrar

To

The Chairperson/ members of the Committee

Copy to

1. All Faculty
2. Head, Project Management Unit
3. P.S. to the Vice Chancellor; for kind information of Hon'ble VC
4. PA to the Registrar
- ✓ 5. System Analyst; for uploading on the website
6. Administrative Officer
7. Section Officer (Academic Administration)

123

NIEPA
(Department of Educational Administration)

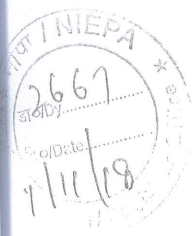
NIEPA/ EAD OP/2018
Oct 31, 2018

Sub: Publication of NIEPA Occasional Paper Series-reg

As you are aware, the undersigned has been assigned the responsibility of bringing out the occasional paper. The academic contribution in the form of investing quality time in academic editing of the paper received for publication is nowhere recorded. As discussed during the process of publication of last NIEPA's Occasional Paper, a Notification is required to be issued designating the undersigned as Editor of Occasional Paper Series.

Submitted for perusal approval

Kumar 31/10/18
(Kumar Suresh)
Professor and Head



VICE CHANCELLOR

It is suggested that a caption at the top of the cover page indicating the editor of the series may be provided. For example -

"Series Editor: Kumar Suresh"

N.V.V. / 2/11/18
01/11/2018

Registrar

Kumar
01/11/18

~~DPO~~
Sr. Secy. /
Pub. Ass't. /
11/11/18

June 29, 2018

NOTIFICATION

It is notified for information of all concerned that NIEPA is bringing out two journals namely "Journal of Educational Planning and Administration" which is a quarterly journal and Hindi journal 'Pariprekshya' which is 4 monthly. The Editorial Board of both these journals have been constituted. The Editorial Board will consist of the following:


JEPA

- | | |
|------------------------|--------------|
| 1. Prof. N.V. Varghese | Chief Editor |
| 2. Prof. A.K. Singh | Editor |
| 3. Prof. Mona Khare | Member |
| 4. Dr. Vineeta Sirohi | Member |
| 5. Dr. Malish C.M. | Member |

Pariprekshya

- | | |
|----------------------------|-----------------|
| 1. Prof. Sudhanshu Bhushan | Academic Editor |
| 2. Dr. Manisha Priyam | Member |
| 3. Dr. Sunita Chugh | Member |
| 4. Dr. Savita Kaushal | Member |
| 5. Dr. Subhash Sharma | Editor |

This is issued with the approval of competent authority.


(S.M.A. Zaidi)
Registrar (I/c)

To

All members of the committee

Copy to:

1. P.S. to Vice Chancellor for information to Hon'ble VC
2. All faculty members
3. PA to Registrar
4. Office order file

299

No F. 10-1/2005- Pers. (Acad.)
NATIONAL UNIVERSITY OF EDUCATIONAL PLANNING AND ADMINISTRATION
17-B, Sri Aurobindo Marg, New Delhi-110016

July 9, 2016

NOTIFICATION

It is notified for information of all concerned that consequent upon superannuation of Prof. K. Sujatha, Head, Department of Educational Administration, the work pertaining to ANTRIEP shall be looked after by Dr. Madhumita Bandyopadhyay, Associate Professor, Department of School and Non-Formal Education, until further orders. She will report directly to VC(I/C) in this matter. She would do this work in addition to her normal duties

Dr. Madhumita Bandyopadhyay will collect all files, papers and other documents related to ANTRIEP from Prof. Kumar Suresh, Head, Department of Educational Administration.

This is issued with the approval of Competent Authority.


(Basavaraj Swamy)
Registrar

To

Dr. Madhumita Bandyopadhyay
Associate Professor
Department of School and Non-Formal Education
NUEPA, New Delhi-110016

CC:

1. PS to VC - for information of VC (I/C)
2. PA to Registrar - for record
3. Prof. Nalini Juneja, Head, Department of School and Non-Formal Education
4. Prof. Kumar Suresh, Head, Department of Educational Administration
5. Finance Officer
6. Administrative Officer
7. Personal File
8. Master File

No F. 10-1/2005- Pers. (Acad.)
NATIONAL UNIVERSITY OF EDUCATIONAL PLANNING AND ADMINISTRATION
17-B, Sri Aurobindo Marg, New Delhi-110016

June 30, 2016

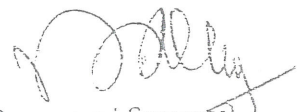
OFFICE ORDER NO. 155/2016-NUEPA

Consequent upon attainment of age of superannuation, Prof. K. Sujatha, Head, Department of Educational Administration in the pay band of ₹ 37400-67000 with academic grade pay of ₹ 10,000/- stands retired from services of NUEPA on 30.06.2016 (A/N)

Prof. Kumar Suresh, Department of Educational Administration shall take over the charge of the Department from Prof. Sujatha.

The handing/taking over certificate jointly signed by them shall be submitted on June 30, 2016.

The accounts of Prof. Sujatha shall be settled on submission of No Dues Certificate from all concerned.


(Basavaraj Swamy)
Registrar

To

Prof. K. Sujatha
Head, Department of Educational Administration
NUEPA, New Delhi-110016

CC:

1. Prof. Kumar Suresh, Department of Educational Administration, NUEPA – Will look after the work related to ANTRIEP, Occasional papers and Scheme of Innovations in Educational Administration and National Award programme.
2. PS to VC – for information of VC (I/C)
3. PA to Registrar – for record
4. Finance Officer
5. Administrator Officer
6. Personal File
7. Master File

GUIDELINES FOR COPYEDITOR

TERMS AND CONDITIONS

1. The Freelancers are required to do the Copy-editing in "Track-Changes Mode" as the soft copy (Word File) would be provided to them. However, in some cases the Manuscript/Proofs may be provided in Hard Copy form (Laser Printouts), and the editing/marking would therefore be done on hard copy using standard editing and proofreading marks/symbols.
2. Utmost priority and care would be given to the work as assigned to them and would be carried out at their own places/premises using their own equipments/materials until and otherwise specifically asked for.
3. The Freelancers would be required to be in touch with the Publication Unit and/or Author/Academic Editor/Faculty of the University for accurate and timely execution of the work assigned and also resolving any queries (style and text inconsistencies).
4. They are required to correct the spelling mistakes as per Indian/British English style and not American style, correct the grammatical errors, ensuring consistencies in hyphenation, capitalisation, formatting, type marking and references (including Illustrations, Charts, Graphs and tables, if any, are correctly captioned and suitably referred to in the text), etc.
5. For re-structuring of the sentences/syntax the Freelancers are required to highlight these in the hard copy or in the Track-changes mode (including mention at the comments portion) in soft copy for taking final view by the University/Author.
6. Style for Contributors for Journals/Reports/Papers:
 - Simple references without accompanying comments should be inserted in the text in parentheses, with the name of the author, year of publication and page numbers, e.g., (Naik, 1972, pp. 23-25)
 - References with comments should appear as notes, denoted by a superscript number in the text; but references in the foot-notes will be in the same style as above.
 - All references should be alphabetically arranged at the end of the text. Style should follow: author's name, forename/ initials, date of publication in parentheses, title of publication (italicized in case of a book, and in double quotations in case of an article, and the source, Journal or book underlined or italicized), place of publication, publisher, page numbers, and any other additional information. Journal articles should contain complete information regarding volume number, issue number, date, etc. A few examples are as follows:
 - Naik, J.P. (1972): *Education Commission and After*. New Delhi: Allied.
 - Majumdar, Tapas (1987): "The Role of the Finance Commission", *Journal of Educational Planning and Administration*, 1 (3&4), July-October, pp. 1-11.
 - Panchamukhi, P.R. (1982): "Educational Finances in a Federal Framework", Seminar on Mobilisation of Additional Resources for Education. New Delhi: National Institute of Educational Planning and Administration (mimeo).
 - Reiff, Hans (1986): "Perspective Planning in Education: An International View", in Moonis Raza (ed.) *Educational Planning: A Long Term Perspective*, New Delhi: Concept, for the National Institute of Educational Planning and Administration, pp. 65-91
7. The Freelancers are specifically required to see very carefully the content of the manuscript with regard to its publishability, as sometimes the manuscript contains the articles from different national and international individuals/institutions participated in the seminar/conference of the University. Hence, if there is any objectionable data/material/content or any illegal/defamatory/un-parliamentary/anti-nation content, the same has to be reported, immediately.
8. The Freelancers are required to keep the manuscript/material and soft copy content of the University, as given to them, in their safe and secure custody with confidentiality to prevent any leakage or copying of the same during and after completion of the work. They are also required to return any hard copy manuscript/material, etc. given to them, after successful completion of the job.
9. They are required to furnish their pre-receipted Bill (in duplicate duly revenue stamped and indicating PAN).
10. The number of words for the jobs assigned would be counted as shown by the Computer (under Print/Document Properties).
11. The Payment would be made only after successful completion of the work and within 30 days from the date of receipt of the bill. However, if it is found that the Freelancer is not able to cope-up with the work with required quality and time schedule or misguides or unduly delays the work or circumstantially unable to do the work, in such cases, the University is free to withdraw the work from her/him and assign to some other and no payment would be made to the former for this work.