



**Creating Text Books
through Bharatiya
Languages for all
curriculum of Higher
Education level**

Authors Guidelines

I. Brief Concept

The National Education Policy (NEP)-2020 places significant emphasis on Bharatiya languages at all levels of educational domains. Given our nation's linguistic richness and multilingual society, the importance of content creation in Bharatiya languages cannot be understated. It is important for seamless exchange of ideas, knowledge, and thought-process across various disciplines, subjects, and domains without any language barrier. It will also facilitate access to a wealth of global research, educational advancements, and scientific studies in our own languages. The availability of academic content in multiple Bharatiya languages will not only enhance learners' accessibility to global knowledge but will also ensure that the rich treasure of Bharatiya knowledge is woven into the educational, scientific, and cultural narratives of the nation.

With the implementation of the NEP-2020, there is an increased need to highlight and prioritize the process of content creation in Bharatiya languages for every disciplines/subjects/domain at Higher education level. This focus is crucial for providing academic resources to millions of UG/PG students in their own languages. It also boosts the exchange of knowledge texts across multiple Bharatiya languages. As new knowledge is disseminated through academic writing and translation in Bharatiya languages, it resonates with a wider audience, transcending regional boundaries and contributing to a collective national consciousness.

To create an enabling ecosystem of content creation in Bharatiya languages, the UGC has guided for the preparation of “**Bharatiya Bhasha Samvardhan Samiti (BBSS)**” for writing books in 22 Schedule languages across the Country.

II. Aims & objectives:

- i. Highlighting the concerted efforts made to advance the promotion of Bharatiya Languages within higher educational institutions.
- ii. Fostering and safeguarding the rich linguistic heritage of India.
- iii. Promotion of Bharatiya Languages as the medium of teaching and learning in higher educational institutions.
- iv. Preparation of an institutional plan to systematically develop study materials of all courses for the all disciplines in the concerned local language.

- v. Capacity building of the authors/faculties/teachers/researchers to do academic writing in the concerned local language for their disciplines.
- vi. Development of draft study materials for various courses in phased manner (presently to focus on UG level)
- vii. Preparing text books and supporting the teaching learning process in Bharatiya Bhasha including translating standard books from other languages.

III. Key Outcome & Principles:

The key outcome of this effort will be in form of preparation and publication of several Text Books in Bharatiya Language preferably looking the National and regional aspiration and learners' need of Under Graduate (UG) level to fulfil the noble vision of NEP-2020.

The books will be published under the names of Bharatiya Bhasha Samiti, New Delhi, Nodal University and the University participate for the subject; and soft copy of the prepared book will be uploaded in 'e-Kumbha' portal. The copyright of the books will be with the Original authors of the manuscript and/or as standard rules and guidelines prescribed by UGC, New Delhi and/or Bharatiya Bhasha Samiti, New Delhi from time to time.

IV. Guidelines for the Preparation of Text Books:

1. The text books will be written primarily for Under Graduate students, wherein the textbooks may also be of interest to other audiences, such as researchers and other scholars.
2. The contents of the book should be in original with due citation of sources and expected to be free from any type of legal infringement and/or plagiarism.
3. The contents of the book/books should be suitable and support the courses being taught at multiple universities. The textbook could either be the only textbook recommended for the course, or it could be a more supplementary textbook that would appear on a recommended reading list.
4. The text books must cover the topic very well and the writers have to dip in and out of several different textbooks to cover all the topics they may need. However, its content must be kept up with the current research need and be up-to-date.
5. The language used should be standard yet approachable, clear, and direct, avoiding

regional dialects that might obscure clarity. Technical terms should be explained through glossaries or footnotes.

6. The Quality of Text books should be as per accepted standard of UG level.
7. The text book theory should be illustrated with local examples and having contemporary relevance.
8. Indian Knowledge system, present research components and other NEP guidelines and objectives should be kept in mind.
9. Integration of standard terminology may be kept in mind of writers.
10. The contents/subjects wherein constitutional change has resulted in the natural desire treat these subjects with greater attention to and respect for national traditions, conditions and aspirations.
11. The core themes of the book must believe in social justice, diversity, equity, and inclusion, and we support ethically responsible research. The language should be bias-free.
12. The text book will follow the broader outlines as described under heading “**General Outline / Template**” of the manuscripts.
13. The chapters are independent from each other, or will students need to read one before they can move on to the next.
14. The adopted /standard citation format of the text books will be as to the referred subject. However it may be changed as per the advice of subject expert/reviewers or the guidelines of BSS, New Delhi/ UGC, New Delhi from time to time.
15. The included diagrams, images and tables should be clear and as per the standard developed by OBSS and/or as per the advice of subject expert/reviewers or the guidelines of BSS, New Delhi/ UGC, New Delhi from time to time.
16. Repetition of contents must be avoided.
17. Embed interactive elements such as self-assessment tools, quizzes, and discussion points to foster a proactive learning environment.
18. Selection and Training of Authors: The authors will be selected from a pool of proficient, practicing, or retired academicians who have demonstrated expertise in their respective fields and have expressed interest in contributing to this initiative. This selection will be carried out by the Bharatiya Bhasha Samvardhan Samiti comprising of representative from a few top universities of Concerned States. Authors will undergo an online orientation program that introduces them to the objectives of the NEP, the specifics of writing in particular language, and the use of educational technology. Authors will be

provided with a template for writing the book to which they must adhere. Ongoing support and resources will be provided to ensure that authors can effectively contribute to this national initiative.

I. General Outline / Template for preparation of manuscript:

a) The Manuscript may be divided into the following sections:

1. Title of the Book
2. Basic Information:
3. About the Book
4. Table of contents
5. Preface (optional)
6. Chapter title
7. Callouts and captions for illustrative components
8. Abstract
9. Main Text & Illustrations
10. Advanced features (e.g. equations, special characters, etc.)
11. Limitations if any
12. Bibliography or reference list (containing all references cited)

b) Except the above outlines the preparation of manuscript should be focused to:

- i. Authors must deeply understand the linguistic diversity within the Bengali-speaking regions and tailor the content accordingly. The content should be age-appropriate and calibrated for the cognitive load appropriate for undergraduate students.
- ii. Each textbook should have a uniform structure conducive to learning, with chapters organized around clear, specific objectives.
- iii. The books content should be emphasis on conceptual understanding, Creativity and critical thinking and fulfilling the objectives of life skills such as communication, cooperation, teamwork and resilience.
- iv. The mandated content will focus on idea, application and problem-solving and be interactive.
- v. Identification of problem of the subject matter.
- vi. The book should focus on the questions such as (a) What is the book about? (b) How is it distinctive? (c) What does it offer that other books don't? (e) What needs

does it satisfy?

- vii. Choice /determining the most important material to include
- viii. The presentation of the subject matter in a good order and with pedagogic skill.
- ix. The ordering of the contents involves splitting up the subject into suitable learning units or combinations of units.
- x. The examples should be fulfilling NEP-2020 objectives and regional/local aspirations and be understandable to local learners.
- xi. Headings and subheadings not be no more than three levels of subheading unless absolutely necessary and avoid numbered headings unless prevalent in your subject area.
- xii. Numbering Style: Author(s) are requested to select the numbering style for the chapters and apply this style consistently to all chapters or sections.

c) Additional information from below list if any be submitted along with manuscript

- i. Patent Consent
- ii. Ethical issues
- iii. List of Abbreviations
- iv. Acknowledgements
- v. Conflict of Interest
- vi. References
- vii. Figure/Illustrations
- viii. Chemical Structures
- ix. Tables
- x. Supportive/Supplementary Material

II. Quality Assurance and Ethical Standards

- Each manuscript will undergo a rigorous review by a panel of experts to ensure accuracy, relevance, and pedagogical effectiveness. This process will also ensure that the content meets the high standards expected by the UGC and adheres to the NEP guidelines.
- Authors will be expected to actively incorporate suggestions and improvements highlighted by the review panels to refine and enhance the textbooks.

- Strict adherence to ethical standards is mandatory, with particular attention to avoiding plagiarism, ensuring accuracy in sourcing, and maintaining neutrality and inclusivity in content. All submitted content will undergo plagiarism checks, and any material found or suspected to contain plagiarized content will be subject to rejection and possible legal action.

III. Manuscript Submission Process

- **Files:** The complete manuscript must be provided in the form of a single zipped folder containing soft copies of all the materials i.e., main text in MSWORD format, figures/illustrations, tables, equations and chemical structures, as separate files. A PDF version of the manuscript embedded with all the figures/illustrations/tables etc. in the correct location.
- **Font:** The language of the manuscript must be in a Bharatiya language. The typed Bharatiya Bhasha text data of the manuscript should be Unicode with standard 14 size.
- **Tables & figures:** should be placed inside the text. Tables and figures should be presented as per their appearance in the text. It is suggested that the discussion about the tables and figures should appear in the text before the appearance of the respective tables and figures. No tables or figures should be given without discussion or reference inside the text. Tables should be explanatory enough to be understandable without any text reference. Double spacing should be maintained throughout the table, including table headings and footnotes. Table headings should be placed above the table. Footnotes should be placed below the table with superscript lowercase letters.
- **References:** Provide references to additional resources, including online materials and extended reading, to encourage further exploration of the subject matter. Each figure should have a caption. The caption should be concise and typed separately, not on the figure area. Figures should be self-explanatory. Information presented in the figure should not be repeated in the table. All symbols and abbreviations used in the illustrations should be defined clearly. Figure legends should be given below the figures.
- **Special characters, etc:** Before submission, author(s) should carefully proofread the manuscript for abbreviations, special characters, mathematical symbols, Greek letters, equations, tables, figures, references and images, to ensure that they appear in proper order and format
- **Competing Interests:** Authors have to submit a declaration of competing interest is compulsory. If no such declaration has been made by the authors, The Bharatiya Bhasha Samvardhan Samiti reserves to assume and write this sentence: *“Authors have declared*

that no competing interests exist.”

IV. Publication and Accessibility

- Digital Accessibility: Upon completion, all textbooks will be available on the e-Kumbh portal, allowing students to access them free of charge. This ensures that every student, regardless of their economic background, has access to quality educational materials.
- Consideration for printed versions of the textbooks should also be made available for regions with limited digital connectivity, ensuring that all students have access to the learning materials.
- To keep the textbooks current and relevant, regular revisions and updates may be scheduled based on feedback from academic communities and advances in each subject area.

V. Strategic Time Frame:

Sl.No.	Heading	Time frame in days
1.	Conceptual Proposal with brief content	15 days
2.	1st Draft	16th to 45 days
3.	Subject Revision	46th to 60th days
4.	2nd Draft	61st to 75 days
5.	Language revision	76 days to 90 days
6.	Editing	91 days to 105 days
7.	Reviewing	105 days to 120 days