



पूर्वोत्तर पर्वतीय विश्वविद्यालय
पू० प० विवि० परिसर, शिलांग-७९३०२२ (मेघालय)
North-Eastern Hill University
NEHU Campus, Shillong - 793 022 (Meghalaya)

Phone :
Grams : NEHU

Journal Expert Committee

Contact: 9436732822 (mobile)
2610 (Office)
e-mail: haskari@nehu.ac.in

May 22, 2017

NOTICE

The UGC has uploaded the list of Journals (containing 38,653 journals) that would be considered for the purpose of Career Advancement Scheme (CAS) and Direct Recruitment as required under the UGC Regulation. UGC has decided that the Universities may also recommend inclusion of additional peer-reviewed journals that are not available in the existing list of approved journals through University-level Academic Journal Expert Committee.

Individual faculty members, researchers and staff members may suggest the detail of the journals in the supplied UGC format (Appendix-I) to the Head of the Department for her/his recommendation to be finally forwarded to Journal Expert Committee for further necessary action.

The Heads of the Departments are requested to submit the list of journals in their respective fields in the supplied UGC format (Appendix-I) to the Journal Expert Committee for its inclusion in the UGC approved list of Journals latest by 9th of June, 2017.



Dr. H. Askari
Chairman
Journal Expert Committee

NB: Please find below the help manual and the Appendix-I for the purpose of recommending the journals to be included in the UGC approved list of journals.

Inclusion of New Journals in the UGC Approved List of Journals

Help Manual

The UGC has come up with its Approved List of Journals that would be considered for the purpose of Career Advancement Scheme (CAS) and Direct Recruitment of Teachers and other academic staff as required under the UGC (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges) Regulation. The Approved List of Journal is available as a web-based database with search and browse interface at: <http://www.ugc.ac.in/journallist/>.

The UGC approved List of Journals contain 38,653 journals that are indexed in Web of Science, Scopus and Indian Citation Index. Besides, journals covered in a selected indexing and abstracting services are also being added to the UGC Approved List of Journals. In addition, universities may also recommend inclusion of addition peer-reviewed journals that are not available in the existing List of Approved Journals through a university-level Academic Journal Expert Committee to be formed by each university.

Process of Recommendation for Inclusion of Additional Peer-Reviewed Journals in the existing UGC Approved List of Journals

Faculty, Researchers and Staff

Individual faculty, researchers and staff members are required to do the followings to recommend inclusion of journals in the existing UGC-approved List of Journals:

1. Check availability of a journal in the existing database of UGC-approved journals available at: <http://www.ugc.ac.in/journallist/>
2. Fill-in check-list (Appendix I) for each journal recommended for inclusion in the UGC-approved List of Journals given in.
3. Submit your request to the head of the Department for his / her recommendation. The list of journal(s) along with checklist filled-in for each journal duly recommended by the Head of the Department should be forwarded to Academic Journal Expert Committee for further necessary action.

Appendix I

1. **Name of the Journal:** Enter the full title and sub-title of the journal as given on the cover page of the journal or on its homepage available online
2. **ISSN Number (if available):** Enter the Print ISSN of the journal in the format XXXX-XXXX
3. **e-ISSN Number (if available):** Enter the Online ISSN of the journal in the format XXXX-XXXX
4. **Nature of Journal:** Please select the nature of journal, i.e, the format in which the journal is available. Select 'Print Only' if the journal is not available online, 'Electronic only' if the

journal is available in online only format and 'Print & Electronic' if it is available in both formats.

5. **Periodicity:** Select the periodicity of the journal, i.e, number of times it is published during a year. If your desired periodicity is not listed you can input the same by selecting "Any Other" option and entering the value in the text box.
6. **Place of Publication:** Provide place of publication (the name of the city)
7. **Country of Publication:** Select the country of publication.
8. **Broad Subject Category:** Select the broad subject category of journal, i.e. Science, Social Sciences, Arts and Humanities or Multi-disciplinary.
9. **Checklist**

The journal has a website which provides full postal and email addresses of Chief Editor and Editors, and at least some of these addresses are verifiable official addresses.

Select 'Yes' if the journal has a website which provides full postal and email addresses of Chief Editor and Editors and at least some of these addresses are verifiable official addresses.

If "Yes" provide the URL of the website where it is located to verify the same. Also upload the screenshot of the page / scanned copy of the journal cover & title page which provides the contact information of the editorial board of the journal including the Chief Editor and Editors.

Proceed further only if the answer to the above question is "Yes"

- 9.1. The website provides complete instructions to authors / reviewers

Select "Yes" if the journal website provide complete instructions to authors / reviewers for submission of articles like formatting, citation format and other details.

If "Yes", provide the URL of the website where it is located. Also upload the screenshot of the page / scanned copy of the journal instruction page which provides the details.

- 9.2. The journal has a well-defined peer-review and publication policy

Select "Yes" if the journal has a well-defined peer-review and publication policy and documented.

If "Yes" provide the URL of the website where it is located. Also upload the screenshot of the page / scanned copy of the journal instruction page which provides the details.

- 9.3. The journal has a well-defined Ethics policy

Select "Yes" if the journal has a well-defined Ethics policy.

If "Yes", provide the URL of the website where it is located. Also upload the screenshot of the page/scanned copy of the journal instruction page which provides the details.

9.4. The journal has a declared frequency of publication each year

9.5. The journal is published regularly and in time following its declared frequency

Select "Yes", if the journal is published regularly and in time following its declared frequency.

9.6. The journal claims that it is indexed in a given database and this claim is verified

Select "Yes", if the journal claims that it is indexed in a given database.

If "Yes", provide the list of indexing and abstracting databases that index the journal in the textbox separated by semicolon (;)

9.7. Journal levies submission / publication charges.

Select "Yes" if the Journal levies submission / publication charges for publishing an article. If the details are publicly available to everyone, please provide the URL for the same and the related screenshot / scanned copy of the document.

9.8. Since when is the journal being regularly published

Select the options mentioning the period since when it was first published.

<4 years; 4-6 years; >6 years

Sample XL sheet (to download) (Inclusion of New Journal: Checklist to be filled by University officials and submission to the Chairman, Academic Journal Expert Committee)

Inclusion of New Journal: Checklist to be filled by University officials and submission to the Chairman, Academic Journal Expert Committee		
Name of the Journal :		
ISSN Number (if available):		
e-ISSN Number (if available)		
Nature of Journal:		
Periodicity:		
Place of Publication (city):		
Country of Publication:		
Broad Subject Category: (Science / Social Sciences / Arts and Humanities)		
The journal has a website which provides full postal and email addresses of Chief Editor and Editors, and at least some of these addresses are verifiable		
1. The website provides complete instructions to authors/reviewers :	Yes / No	If yes, provide URL & scanned copy of relevant document.
2. The journal has a well-defined peer-review and publication policy:	Yes / No	If yes, provide URL & scanned copy of relevant document
3. The journal has a well-defined Ethics policy:	Yes / No	If yes, provide URL & scanned copy of relevant document
4. The journal has a declared frequency of publication each year:	Yes / No	
5. The journal is published regularly and in time following its declared frequency:	Yes / No	
6. The journal claims that it is indexed in a given database and this claim is verified:	Yes / No	If yes, please mention name of database
7. Journal levies submission/publication charges:	Yes / No	If yes, provide URL & scanned copy of relevant document
8. Since when is the journal being regularly published:		