I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY
(REGISTRAR OFFICE)

IKGPTU/REG/OO/523   Dated: 25.06.2022
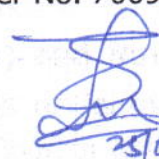
OFFICE ORDER

Sub.: Policy to Assess the Quality of Journals to be Recommended by IKGPTU for Inclusion in UGC CARE List.

IKGPTU shall assess the quality of Journals for inclusion in UGC CARE list in line with the UGC guidelines. Any academic Journal submitted to the University by the departments and / or affiliated colleges of IKGPTU seeking recommendation for inclusion in CARE list shall be assessed in the following manner:

1) **History**: Details concerning history of the Journal in the prescribed application form of UGC CARE is to be provided by the Editor of the Journal (please find the form attached with the Policy).

2) **Consistency**: Proof of consistency of the Journal should be attached with the application. Editor of the Journal will submit a certified list of previous issues with date of publications as a proof of consistency of the Journal.

3) **Peer Recognition**: To assess the Journal on this parameter, the Editor will provide recommendation letters from at least 3 Professors from different State Universities. These letters must endorse quality of the Journal for inclusion in CARE list.

4) **Market Reputation**: The Editor will provide the list of paid subscribers (both individual and Institutional) of the Journal to corroborate the reputation of the Journal in market.

5) **Academic Credentials of the Editors**: Editor of the Journal will provide the indexing, ranking and rating of his/her own as well as of any other Editor's publications.

6) **Peer Review Process**: The Editor will provide:
   - Description of peer review process followed for evaluation of papers with proof in the form of past reviews done.
   - List of reviewers as published on the Journal webpage / print Journal.

7) **Citations**: The Editor will provide the citation count of articles of their Journal as per Scopus, Web of Science or any other such reputed citation database. The Journal Impact Factor to be submitted wherever available.

8) **Charges / Fees**: The Editor to provide details of processing fee charged from authors for publishing their research papers in the Journal.

9) **Journal Indexing Details (National / International) and Name of the Indexing Agency**: The Editor will provide the details of Journal Indexing (National / International).

10) **Plagiarism Policy for the Journal and Plagiarism Software Used**: The Editor to provide the plagiarism policy adopted by the Journal to assess originality of research papers.

11) **Describe the System of Inviting Research Paper, Review Process and Communication Method with Authors and Reviewers**: A writeup of 500 words along with proofs be provided.

This office order is issued with approval of competent authority given on 16.06.2022 vide e-office file No. A/741/2022-MGMT (Computer No. 70099).

25/6/2022

(Dr. S. K Mishra)
Registrar

Endst. No.: IKGPTU/REG/OO/524-527   **Dated: 25.06.2022**

A copy of the above is forwarded to the following for information and necessary action please.

1. Secretary to Vice Chancellor: for kind information to Hon'ble Vice Chancellor.
2. All HoDs (Non-Teaching)
3. Dean (Academics): for information to all HOD's (Teaching) and All Directors (Constituent Campuses of IKGPTU)
4. Incharge ITS: for uploading on website

28/6/2022

(Dr. S. K Mishra)
Registrar

B Singh