



National Assessment and Accreditation Council

**NOTE: BIBLIOMETRIC DATA (Publication) VALIDATION
METHODOLOGY OF NAAC
(For Higher Education Institutions)**

INFLIBNET is carrying out the Validation for the data of publications, citation index and h-index on behalf of NAAC. The guidelines followed by INFLIBNET for Bibliometric data validation is given in section 1.1 and the process flow is described in section 1.2.

1.1 Guidelines for Validation

The Bibliometric data and metric values are dependent on the data given by INFLIBNET. The data values provided are used for calculation of the metric as per the formula - QIF part of the manual. The guidelines followed by INFLIBNET for fetching institutional data from Databases (SCOPUS, WEB OF SCIENCE, Pubmed (only for Health Science HEI's) are as follows:

1. Two citation databases are being used as sources for retrieving data on the number of publications, citations and H-Index for the institutions being accredited. These citation databases are: i) Science Citation Index Expanded (SCI-Expanded), Social Sciences Citation Index (SSCI), Arts & Humanities Citation Index (A&HCI), Conference Proceedings Citation Index - Science (CPCI-S), Conference Proceedings Citation Index - Social Sciences & Humanities (CPCI-SSH), Book Citation Index– Science (BKCI-S), Book Citation Index– Social Sciences & Humanities (BKCI-SSH), Emerging Sources Citation Index (ESCI) and Current Chemical Reactions (CCR-EXPANDED) hosted on the Web of Science platform; ii) Scopus;

Articles that are not indexed in these indexing services will not be considered for a accreditation purpose. Number of journals covered in these sources of publications and citations are given below along with URL of the list of journals.

Source of Data	Published By	No. of journal Indexed	Indexed List of Journals Available at
WoS	Clarivate Analytics	14198	http://mjl.clarivate.com/
Scopus	Elsevier	36283	https://www.scopus.com/source/browse.url

- The data on publications, citations and H-Index is retrieved from WoS and Scopus for a period of past five calendar years excluding the current year i.e. if your institute is being accredited in the 2023, the data would be taken up to 2022(2018-2022). Likewise if your institute is being accredited in 2024, the five year period would be from 2019 to 2023.

As such, we do not look for articles authored by your faculty / researchers beyond the period of coverage mentioned above.

- Institutions may find marginal increment in the publications and citations data mentioned on NAAC portal and those retrieved by individual institutions. It may please be noted that a common time frame will be used to retrieve publications and citations data for all individual institutions that are applicant for accreditation in order to ensure fairness. The publications and citations data retrieved for institutions is time dependent since Web of Science, Scopus and ICI are updated on day-to-day basis, small variations would always be there depending on the date of search.

As such, marginal differences in publications and citations may be ignored.

- In case of Scopus, search is based on “Scopus affiliation ID” only. If affiliation ID is not available, then search will be based on “document search”; However for Web of Science, institutional search queries will be made in name of Institutions and variations in its name.
- The data on PubMed submitted by institute is verified based on PubMed ID. Institute is required to submit the data in prescribed format available as per Data template (Excel sheet) of INFLIBNET related to metric.

Sl.no	PubMedID	Publication type	Publication title	Author/s-name	Journal-name	year

*Data submitted in PDF/GIF/JPEG/DOC or any other format will not be entertained.

- The data on publication indexed in UGC Care submitted by institute is verified based on UGC-CARE ID on UGC Care portal. Journals indexed on UGC care category 1 on day of verification will only be considered. Institute is required to submit the data in prescribed format available as Data template (Excel sheet) as per the format given below.

*Data submitted in PDF/GIF/JPEG/DOC or any other format will not be entertained.

7. As a convention, authors give name of their institutions in their research publications which are indexed by indexing services. Searches are made on name of institutions.

Sl.no	UGC Care Journal ID	Publication title	Author/s-name	Journal-name	year	ISSN number	Link to the recognition in UGC enlistment of the Journal

For the articles that do not have name of institutions, would not be searched. Likewise, articles published by faculty in their previous institutions would not be retrieved.

8. All permutations, combinations and changes in the names of institutions will be used while searching for articles published by faculty and researchers in the databases mentioned above. Since searches are conducted using names of institutions, articles which do not have institutional affiliations of their faculty and researchers would not be retrieved.
9. Several universities host other research institutions within their physical premises. Care will be taken to ensure that credit for publications and citations are given to the corresponding institute. Manual checking of retrieved data may be done in cases i) where two institutions with same (or similar) names share the same physical premise; ii) multiple institutes having the same name in the same city, for example Government Colleges, DAV Colleges, etc.
10. Some private universities have several constituent colleges, institutions and hospitals (either in the same city or in different cities) that are their integral part. Information may be sought from the applicant institutes about such constituent entities. Publications and citations received by such constituent entities will be credited to the applicant university after due verification.
11. Universities Handbook 2014 (Association of Indian universities, 2014) and websites of institutions will be used to find changes in the names of institutions. Many variations in the names of universities, their physical locations and their spellings may be considered during the searches in the databases.

1.2 Process Flow for BIBLIOMETRIC(Publications) Data Validation

After the submission of SSR by Institution, the process of data fetching by INFLIBNET begins and the cycle of validation by INFLIBNET is described stepwise as follows:

- 1 On submission of an SSR the HEI will be listed in pending list for INFLIBNET to input data. The same is intimated by mail to INFLIBNET that an SSR has been assigned.
- 2 INFLIBNET will submit data with reference to the date of submission of SSR within stipulated time after submission of SSR.
- 3 Once data is submitted an alert is sent to Institution by mail for checking the data submitted and raise comments/objection if any within 7 days. The last date for asking clarification will be clearly mentioned in the portal for Institution and only one chance will be given to Institution for asking clarification. INFLIBNET will be able see the comments written by Institution after submission of clarification comments and supporting documents.
- 4 If HEI raises objection/comment an alert is sent to INFLIBNET and INFLIBNET will decide the validity of objection/comment raised and may edit data again or do nothing if found invalid.
- 5 If INFLIBNET decides to edit data, INFLIBNET will reopen the case and resubmit the data. After resubmission by INFLIBNET institution can see the final data uploaded by INFLIBNET. The data once finalized no further queries will be entertained by NAAC/INFLIBNET.
- 6 In case Institution does not raise objection within stipulated time, the data submitted by INFLIBNET is deemed to be final for the metric related to publications.

Inflibnet Bibliometric Data Feed

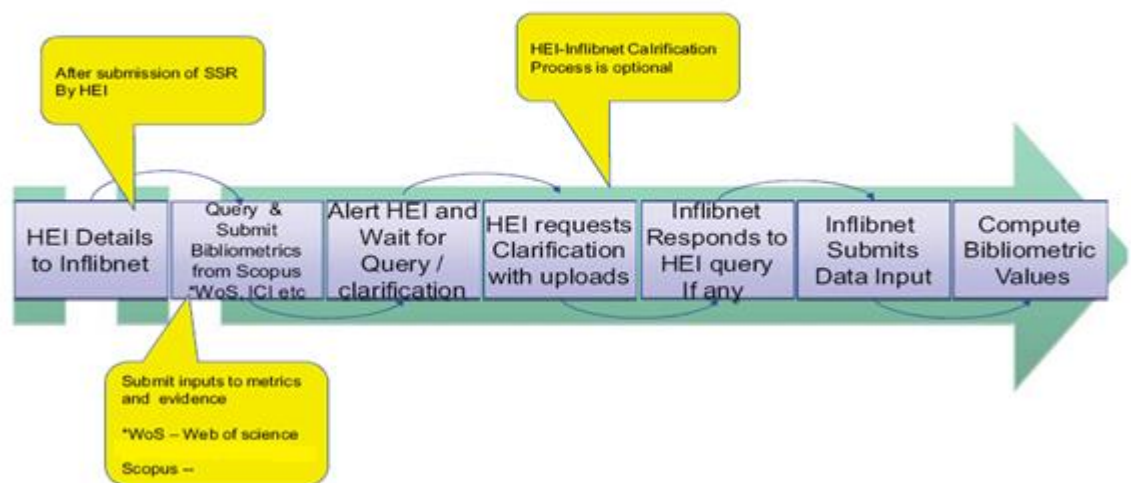


Figure 1 Process flow- INFLIBNET Data Validation