University of Hyderabad
Office of the Internal Quality Assurance Cell

Date: 14th September, 2020

CIRCULAR

Sub.: Circular on Journals to be forwarded to UGC-CARE by the Schools/Departments/Centre and inclusion of UGC-CARE list for calculating score under all direct recruitment and CAS promotions - Reg.

Ref.: Vice-Chancellor's orders dated 04/09/2020

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1. While the UGC-CARE List is being added to, many departments and schools have found that their preferred journals are still not listed. Heads and Deans may kindly prepare a list of their preferred journals and send them to the IQAC to be forwarded to the UGC Cell for Journal Analysis via the UGC-CARE Nodal Office. Please note that in order to avoid duplication, the unit may please *verify* if the journals they are sending are **not** already in either the WoS/SCOPUS/MLA and other indexes which constitute Group I or in the Group II lists of UGC-CARE. Unit heads may depute a *single point of contact* in their units for this purpose so that the inclusion of these journals can be followed up with the appropriate bodies in the UGC Cell. The IQAC may kindly be notified of the name and email ID of this single point of contact.

2. The UGC-CARE List alone will be used for award of APIs (in the case of journal publications) for all direct recruitment and CAS promotions, in accordance with the various UGC Public Notices of 2019 and 2020. Members and Chairs of Screening Committees, in particular, may kindly ensure this.

3. A rising number of retractions of publications and cases of plagiarised publications (including text recycling and redundant publications, as defined by the UGC Public Notice of 2020) has been brought to the University's attention, with possible issues of legal action around such publications.

   a. All published work by faculty being submitted for any kind of evaluation within the University for promotions and/or direct recruitment or accompanying applications for Fellowships/memberships/employment *that have to be forwarded by the University* must carry a self-certification statement that the work is not plagiarized in any form (including text recycling and redundant publications) and in accordance with the UGC requirements on the subject of academic integrity. A proforma for this will be sent out by the IQAC.

   b. All published work by faculty being submitted for any kind of evaluation within the University for promotions and/or direct recruitment or accompanying applications for Fellowships/memberships/employment *that have to be forwarded by the University* must hereafter be accompanied by a Plagiarism Check report. The requisite software for Plagiarism Check is available in the Indira Gandhi Memorial Library *and* within all academic units now.

4. Faculty and researchers are cautioned against publishing in or being associated in any manner with predatory and/or cloned journals. Safeguarding the credibility of the individual faculty, academic unit and institution is paramount in all matters of research and publication.

14/9/2020

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