

**MEGHE GROUP OF INSTITUTIONS, NAGPUR**

**STANDARD OPERATING PROCEDURE (SOP)**

**Publication and Citations**

The aim of the Standard Operating Procedure (SOP) is to set out the standard procedure for improving the quality Publications and increasing the number of citations to faculty publications, in order to improve the departmental/institutional credentials in view of NAAC, NBA, and NIRF.

1. The record of publication related responsibilities, assigned to each faculty member (as per AWL), should be maintained in the department. These records should be updated by the department on quarterly basis for continuous review process. The progress reviews will be taken in the **first week of October, January, April and June.**
2. Looking towards the quality publications and data required for NIRF and the other accreditation agencies, it is the responsibility of department to maintain the publication/citation records provided in Google Scholar, Web of science, Scopus, and Indian Citation Index. **For this, the department should ensure that every faculty member is having Login accounts on Google Scholar, Scopus, Research Gate, Publons (Web of Science) and Indian Citation Index;** so that the data could be accessed easily.
3. It is mandatory for the faculty members to check the plagiarism of every paper through **Turnitin software**, before submitting the paper to any conference/Journal. The paper submitted/published should found in the submission record maintained by the department along with the plagiarism report summary.
4. In order to increase the overall citations of the department/Institution, every author should cite **at least two** related papers published in the past by him/her departmental/institutional faculty, in the paper being submitted to conference/journal.
5. The faculty members should ensure that the **Author Institute Affiliation** mentioned in the submitted/published paper must be **"Yeshwantrao Chavan College of Engineering, Nagpur, India"**
6. **If the faculty member is not following the SOP as per the points 3, 4 and 5 above, then the Journal/conference paper published by the faculty members or claimed by the department will not be considered as achieved target in AWL.**
7. The journal papers to be published should be preferably from the latest updated UGC journal list [**UGC-CARE List Group A, UGC-CARE List Group B, UGC-CARE List Group C, Or UGC-CARE List Group D**]. Also, the conference paper published should be available on-line.
8. **Please note that only the Accepted or Published papers will be considered in AWL as achieved targets.**

Chief Executive Officer, MGI Nagpur  
Inward No. : 631  
Date : 5/8/19

YCEE  
RULER  
DBAER  
DMIEER  
DMIMS  
SDMCA

To,  
Dr. S.P. Gawande +  
18/11/19

copy to:  
Principal, YCEE + All Academics

May please be approved.

Signature  
5/8/19

To,  
The Chief Advisor,  
MGI

Chief Executive Officer, MGI Nagpur  
Outward No. : 361  
Date : 7/8/19