

## Revised Guidelines for assigning Publication Code Number (PCN) and Plagiarism Check

### **(A) For Faculty only:**

To get a PCN for any publication, faculty must submit the following documents to Department Publication Coordinator by 15<sup>th</sup> of every month:

1. A soft and hard copy of published online paper or if DOI is available to be forwarded to Department Publication Coordinator. In case of book published, only soft PDF copy need to be forwarded. In case of paper presented in conference, presentation schedule showing the paper/faculty details need to be forwarded.
2. Provide full information in the attached **Annexure 1** in '.xls' format. Write nil in the columns where no information is available.
3. A soft copy of Plagiarism report generated by "Turnitin" for accepted journal paper/book/book chapter/Conference proceedings/Technical report/monograph should be submitted to Department Publication Coordinator. The Plagiarism score should be less than or equal to 20%.
4. A Self Declaration for non Plagiarism (**Annexure 2**) should be provided in hard copy by first author from NCU.

### **(B) For Department Publication Coordinator only**

(i) The Department Publication coordinator should allot the Publication Code number (PCN) on the hard copy of the published publication and should rename the soft copy of same as per allotted PCN. For details of assigning PCN refer to **Annexure 3**.

(ii) The Department Publication coordinator will compile the information as per **Annexure 1** in .xls format for all dept. faculty who have submitted the documents mentioned in (A) above and send the complied information and documents to RDIL office by 15<sup>th</sup> of every month.

**RDIL will check and compile all monthly publication information and forward it to Department Publication Coordinator and faculty concerned by 23<sup>rd</sup> of every month. Any error found shall be pointed out by the Department Publication Coordinator or the faculty concerned to the RDIL office at the earliest but not later than by 25<sup>th</sup> of every month due to newsletter deadlines.**

### **C. For HODs:**

- (i) The responsibilities of Publication Coordinator should include the "Turnitin" procedure in the department.
- (ii) Please ensure that record of "Turnitin" is maintained by Departemnt Publication Coordinator.
- (iii) HOD's must ensure the authenticity of the PCN from RDIL before reviewing for Faculty Annual Appraisal.

#### **D. RDIL office:**

(i) RDIL office will send the publication information to Editorial cell by **25<sup>th</sup> of every month** and update the RDIL publication database on monthly basis.

(ii) Compiled Publication information from **1<sup>st</sup> June to 31<sup>st</sup> May for each academic year** will be forwarded to VC and HR office by June end. Any Publication information after 31<sup>st</sup> May will be considered for next academic year by all concerned.

#### **Additional Points for Faculty and Publication Coordinator:**

1. PCN may be given only to publications in which faculty has mentioned the institution affiliation as NCU (Formerly ITM University).

2. Impact Factors (SCI, GIF, SJR, etc) should be mentioned clearly. For SCI Impact Factor in different areas, faculty may refer to web link <http://www.scijournal.org/index.html>.

3. "Turnitin" Check is mandatory before submitting a journal paper/book/book chapter/Conference proceedings/Technical report/monograph. The soft copy record of the non Plagiarism reports of faculty may be maintained by Department Publication Coordinator.

4. Irrespective of the number of authors and departments, **PCN for accepted paper will only be allotted by department of author coming first in authors list.** One "Turnitin" report for an accepted paper is required from first NCU author. **Only Self certification is required, in case a NCU faculty is co-author with an external expert/author.**

5. All faculty members must invariably quote the PCN, while citing a publication in their Annual Appraisal form. Also, Impact factor (IF) and whether paid or unpaid in case of the journals along with PCN should be mentioned in the Annual Appraisal form.

Note:

1. Filling up of all columns is mandatory. Also, mention Impact Factor (SCI, GIF, SJR, etc) of the journals.
2. Names of NCU Authors in the sequence as mentioned in Journal/Book/Book Chapter/Conf. Proceedings/conf. Presentation should be in **bold** to distinguish from outside faculty/ Scholars. Put \* for corresponding author.

Journals for the Month -																						
Sr. No.	PCN	Name of Authors in the sequence as mentioned in Journal	Deptt.	Title of Paper	Journal	International / National	Year	Month in which published	Month of assigning PCN	Volume	Number /Issue	Page no.	DOI No.	Impact Factor	Specify which Impact Factor	Link for Impact factor	Paid/ Unpaid	Payment done or not	PW : Publication reported in Web of Science (Y/N)	PS: Publication reported in Scopus (Y/N)	PG: Publication reported in Google Scholar (Y/N)	PI: Publication reported in Indian Citation Index (Y/N)

Books for the Month -															
Sr. No.	PCN	Name of Authors in the sequence as mentioned in Book	Deptt.	Book Title	Publisher	International/ National	Year	Month in which published	Month of assigning PCN	Month	Page No.	ISBN No.	Hyperlink	Mention if indexed in WOS/Scopus/ Google Scholar/ Thomson Reuter /Elsevier	Link for Indexing

Book Chapters for the Month -																
Sr. No.	PCN	Name of Authors in the sequence as mentioned in Book Chapter	Deptt.	Chapter No.	Chapter Title	Book Title	Publisher	International/ National	Year	Month in which published	Month of assigning PCN	Page No.	Book ISBN No.	Hyperlink	Mention if indexed in WOS/Scopus/ Google Scholar/ Thomson Reuter /Elsevier	Link for Indexing

Conference Proceedings for the Month -																
Sr. No.	PCN	Name of Authors in the sequence as mentioned in Conference Proceedings	Deptt.	Title of Paper	Proceedings of	International/ National	Venue Details for Conference	Year	Month in which published	Month of assigning PCN	Dates	Publishers	Page no.	Hyperlink	Mention if indexed in WOS/Scopus/ Google Scholar/ Thomson Reuter /Elsevier	Link for Indexing

Conference Presentations for the Month -													
Sr. No.	PCN	Faculty	Deptt.	Title of Paper	Conference Presentation	International/ National	Organised by	Venue Details for Conference	Year	Month in which published	Month of assigning PCN	Dates	Hyperlink

Patents for the Month -												
Sr. No.	PCN	Faculty	Deptt.	Title of Patent	International / National	Country	Patent Application no.	Patent Application Year	Patent Application Date	Patent Award Year	Patent Award Date	Patent no.

Technical Reports for the Month -									
Sr. No.	PCN	Faculty	Deptt.	Title of Technical Report	Year	Month in which published	Month of assigning PCN	Date	Remarks



**Plagiarism Self Declaration by First NCU Author (RDIL Copy)**

Title of Paper: .....

.....

Name of Journal/Book/Conference: .....

First Author(s): .....Department of First Author: .....

Other Author(s): .....

Impact Factor (if any) ..... Turnitin Plagiarism Score: .....

**Declaration**

1. I hereby declare that this research work being communicated is the result of our own original scholarly work, and that in all cases material from books, articles, essays, dissertations and internet, is acknowledged, and quotations and paraphrases are clearly indicated.
2. The source of any picture, map or other illustration is also referred as per the guidelines of journal/conference.
3. This written work has not yet been published anywhere in any conference/journal and the **“Turnitin” score for accepted paper/article is less than or equal to 20%.**

Date:...../...../.....

Signature of First Author

----- ✂ ----- ✂ ----- ✂ -----



**Plagiarism Self Declaration by First NCU Author (Department Copy)**

Title of Paper: .....

.....

Name of Journal/Book/Conference: .....

First Author(s): .....Department of First Author: .....

Other Author(s): .....

Impact Factor (if any) ..... Turnitin Plagiarism Score: .....

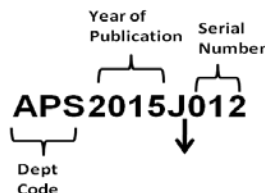
**Declaration**

1. I hereby declare that this research work being communicated is the result of our own original scholarly work, and that in all cases material books, articles, essays, dissertations and internet) is acknowledged, and quotations and paraphrases are clearly indicated.
2. The source of any picture, map or other illustration is also referred as per the guidelines of journal/conference.
4. This written work has not yet been published anywhere in any conference/journal and the **“Turnitin” score for accepted paper/article is less than or equal to 20%.**

Date:...../...../.....

Signature of First Author

### Allotment of PCN by Publication Coordinators



(i) The codes to be used for departments are as follows:

Department/School	Code
Applied Science	APS
Civil and Environment Engineering	CEE
Computer Science and Engineering and Information Technology	CSE
Electrical, Electronic and Communication Engineering	ECE
Mechanical Engineering	MED
School of Management	SOM
School of Law	SOL
Centre for Languages Learning	CLL

(ii) The next four fields give the year of occurrence in 'yyyy' format.

**Note: Number resets to 001 for every new calendar year for each department/school.**

(iii) The code and documents to be submitted for the publication activity by Department Publication Coordinator to RDIL office are as shown below:

Type of Publication	Code	Documents required in addition to Plagiarism Declaration.
Books published	B	Only soft PDF copy of published book or online available book.
Book Chapter Published	BC	Published or online available book chapter <b>(soft and hard copy)</b>
Publication in Journals	J	Online published paper or paper with DOI in Journal <b>(soft and hard copy)</b>
Publication in Conference Proceedings	P	*Published or online available Conference proceedings <b>(soft and hard copy)</b>
Paper presentation in Conference with no proceedings	C	Detailed schedule of presentations in conference showing the paper/faculty details <b>(soft or hard copy)</b>
Patents applied for/awarded to faculty and students	T	Patent applied <b>(soft and hard copy)</b>
Technical Report/ Monographs (outside university)	R	Published or online available Report / Monographs <b>(soft and hard copy)</b>

\* Paper once published as Conference Proceeding should not be put up for PCN again as Journal paper.