



Guidelines for assigning Publication Code Number (PCN)

1. PCN may be given only to publications in which Publication Author has mentioned the institution affiliation as The NorthCap University.
2. The PCN will be issued only after the publication of the paper.
3. The PCN will be allotted in the name of the department of the research scholar or the first faculty member in case there is no research scholar as author in the publication. The code for the departments/School is given in Annexure 1.
4. Only one PCN will be allotted for one publication title. The Author needs to decide whether they would like to avail the PCN for a given paper title as conference presentation or conference proceeding or a book chapter or Journal.

(A) For Faculty:

1. To get a university- assigned PCN for any publication, faculty must apply online on ERP. They need to enter details of the publications and upload the published paper/Book Chapter/Book. The following needs to be appended to the Research Article.
 - (a) Conference Presentation Certificate (Preferably) or Presentation schedule (In case of conference presentation).
 - (b) The Proof for the corresponding author (In case the corresponding is not marked on the publication).
 - (c) Proof of Indexing (In case indexing is not visible on the website of the indexing services).
2. The Indexing of the web of Science, Scopus, Google Scholar and ABDC indexed journals should be verified from the website of the indexing services such as <https://mjl.clarivate.com/home> , <https://www.scopus.com/sources.uri> , <https://scholar.google.com/> and <https://abdc.edu.au/abdc-journal-quality-list/> , respectively.
3. All faculty members must invariably quote the PCN, while citing a publication in their Annual Appraisal form.

(B) For Department Publication Coordinator only:

- (i) Verify the details received from the faculty on the ERP Panel including indexing of the Journal/conference proceeding/Book Chapter.
- (ii) Submit the hardcopy of the publication to the RDIL office not later than **25th of every month**. So that compiled publication data for that month is being submitted to Editorial cell for newsletter publication.

C. For HODs:

(i) HOD's must ensure the authenticity of the PCN from RDIL before reviewing for Faculty Annual Appraisal.

D. RDIL office:

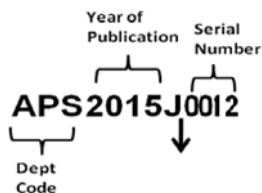
(i) The Publications details become visible on RDIL Panel once it is verified by the publication coordinator of the Department/ School

(ii) RDIL will generate the PCN after checking for any discrepancy if any in accordance with ERP process.

(iii) RDIL office will update the publication database on monthly basis and send the publication information to Editorial cell by **28th of every month.**

(iv) RDIL office will collate the publications data every calendar Year Department- wise and Publication-Type and Share the hardcopies of the publications to the library as a repository.

Allotment of PCN by Publication Coordinators



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

School	Department	Code
School of Engineering and Technology	Applied Science	APS
	Computer Science and Engineering	CSE
	Multidisciplinary Engineering	MDE
School of Management and Liberal studies	Management and Commerce	MOC
	Centre for Languages Learning	CLL
	Psychology	PSY
School of Business		SOB
School of Law		SOL

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

(iii) The Serial Number resets to 0001 for every new calendar year for each department/school.

(iv) The code for various types of publication is given below:

Type of Publication	Code
Book	B
Book Chapter	BC
Journal	J
Conference Proceedings	P
Conference Presentation	C
Patent	T
Technical Report/ Monograph	R
Case Study	CS