

Notice to all Academic Departments, Centres and Affiliated Colleges of University of Calcutta

Regarding Inclusion of Specific Journals in the List of Journals Approved by the UGC

This is to inform you that recently the UGC has published an approved list of Journals in their website <http://www.ugc.ac.in/journallist/> which includes more than 38000 journals/periodicals covering various disciplines. Now the UGC has requested to send the rest list of journals. Subject wise, in the proper format which were not included in the list of journal notified by the UGC. Moreover, the UGC vide D.O. No. F. 1-2/2016 (PS/III Amendment) dated 11.04.2017 has once again requested to recommend additional peer-reviewed journals that are not listed in the existing UGC List of Approved Journals through a University Level Academic Journal Expert Committee. University of Calcutta has set up a Academic Journal Expert Committee by the order of the Vice Chancellor under the Chairmanship of the Pro-Vice Chancellor (Academic Affairs).

All Academic Departments who have not already done so are therefore requested to furnish a list of their journals in the stipulated format using MS Excel and send it to the undersigned by email latest by 07.05.2017. Please note, administration will not be responsible if the information is incomplete or not as per the required format.

It is also requested that All Academic Departments/Centres and Affiliated Colleges under the University of Calcutta may send us proposals/names of journals which they would like to be included in the UGC Approved List of Journals for consideration of the Academic Journal Expert Committee of University of Calcutta strictly using the prescribed format attached with this notice. Incomplete forms and proposals will not be considered for this purpose. Please send required proposal to the undersigned by email by filling the attached form within 05.05.2017.

A compliance report will also be submitted to the Department of Higher Education, Govt. of West Bengal by the University subsequently.

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And Convener, Academic Journal Expert Committee, University of Calcutta
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General Information

Name of the Journal :

ISSN Number (if available):

e-ISSN Number (if available):

Nature of Journal:

Periodicity:

Place of Publication (City):

Country of Publication:

Broad Subject Category:

The journal has a website which provides full postal and email addresses of Chief Editor and Editors, and at least some of these addresses are verifiable official addresses :

1. The website provides complete instructions to authors/reviewers :

2. The journal has a well-defined peer-review and publication policy:

3. The journal has a well-defined Ethics policy:

4. The journal has a declared frequency of publication each year:

5. The journal is published regularly and in time following its declared frequency:

6. The journal claims that it is indexed in a given database and this claim is verified:

7. Journal levies submission/publication charges:

8. Since when is the journal being regularly published:

General Information required for sending the name of a journal for approval of the UGC

Guideline for filling up the format:

- ✓ Name of the journal: Enter the complete title of the journal as available on the cover page of the journal or the journal home page available online.
- ✓ ISSN: Enter the print ISSN of the journal in the format XXXX-XXXX
- ✓ E-ISSN Number – Enter the online ISSN of the journal in the format XXXX-XXXX
- ✓ Nature of journal – ('Print Only' or 'Electronic Only' or 'Print & Electronic')
- ✓ Periodicity – (Quarterly, Monthly, Bi-monthly, Semi-annually, 3 times a year, weekly, any other)
- ✓ Place of Publication – (Name of the city)
- ✓ Country of publication – (Name of original country of publication)
- ✓ Broad subject category – ('Science', 'Social Science', 'Arts & Humanities', 'Multidisciplinary')

For the rest of the points in the format, the responses should be ONLY either YES or NO.