**National Assessment and Accreditation
Council**

GUIDELINES: BIBLIOMETRIC DATA VALIDATION METHODOLOGY OF NAAC
(For Universities and Autonomous Colleges)

INFLIBNET is performing the Data Validation of publications, citation and h-index (corresponding to metric ID 3.4.7(U)/3.4.6(A) and 3.4.8(U)/3.4.7(A) for Universities and autonomous Colleges) on behalf of NAAC. The guidelines followed by INFLIBNET for Bibliometric data validation is given in section 1.1 and the process flow is described in section
1.2.

1.1 **Guidelines for Validation**

The Bibliometric data and metric values are dependent on the data given by INFLIBNET. The data values provided are used for calculation of the metric as per the formula given in Section 4- QIF of the manual. The guidelines followed by INFLIBNET for fetching institutional data from Databases (SCOPUS and WEB OF SCIENCE) are as follows:

1. Two citation databases are being used as sources for retrieving data on the number of publications, citations and H-Index for the institutions being accredited. These citation databases are: i) Science Citation Index Expanded (SCI-Expanded), Social Sciences Citation Index (SSCI), Arts & Humanities Citation Index (A&HCI), Conference Proceedings Citation Index - Science (CPCI-S), Conference Proceedings Citation Index - Social Sciences & Humanities (CPCI-SSH), Book Citation Index– Science (BKCI-S), Book Citation Index– Social Sciences & Humanities (BKCI-SSH), Emerging Sources Citation Index (ESCI) and Current Chemical Reactions (CCR-EXPANDED) hosted on the Web of Science platform; and ii) Scopus.

    Articles that are not indexed in these indexing services will not be considered for accreditation purpose. Number of journals covered in these sources of publications and citations are given below along with URL of the list of journals.

Source of Data	Published By	No. of journal Indexed	Indexed List of Journals Available at
WoS	Clarivate Analytics	14198	http://mjl.clarivate.com/
Scopus	Elsevier	36283	https://www.scopus.com/source/brows

2. The data on publications, citations and H-Index is retrieved from WoS and Scopus for a period of past five calendar years excluding the current year i.e. if your institute is being accredited in the 2018, the data would be taken up to 2017(2013-2017). Likewise if your institute is being accredited in 2019, the five year period would be from 2014 to 2018. Articles authored by faculty / researchers beyond the period of coverage mentioned above will not be included.

3. Institutions may find marginal increment in the publications and citations data mentioned on NAAC portal and those retrieved by individual institutions. It may please be noted that a common time frame will be used to retrieve publications and citations data for all individual institutions that are applicant for accreditation in order to ensure fairness. The publications and citations data retrieved for institutions is time dependent since Web of Science and Scopus are updated on day-to-day basis, small variations would always be there depending on the date of search.

As such, marginal differences in publications and citations may be ignored.

4. In case of Scopus, search is based on "Scopus affiliation ID" only. If affiliation ID is not available, then search will be based on "document search"; However for Web of Science, institutional search queries will be made in name of Institutions and variations in its name.

5. As a convention, authors give name of their institutions in their research publications which are indexed by indexing services. Searches are made on name of institutions.

Articles that do not have name of institutions will not be searched. Likewise, articles published by faculty in their previous institutions will not be retrieved.

6. All permutations, combinations and changes in the names of institutions will be used while searching for articles published by faculty and researchers in the databases mentioned above. Since searches are conducted using names of institutions, articles which do not have institutional affiliations of their faculty and researchers will not be retrieved.

7. Several universities host other research institutions within their physical premises. Care will be taken to ensure that credit for publications and citations are given to the corresponding institute. Manual checking of retrieved data may be done in cases i) where two institutions

with same (or similar) names share the same physical premise; ii) multiple institutes having the same name in the same city, for example Government Colleges, DAV Colleges, etc.

8. Some private universities have several constituent units, institutions and hospitals (either in the same city or in different cities) that are their integral part. Information may be sought from the applicant institutes about such constituent entities. Publications and citations received by such constituent entities will be credited to the applicant university after due verification.

9. Latest Universities Handbook of Association of Indian universities and websites of institutions will be used to find changes in the names of institutions. Many variations in the names of universities, their physical locations and their spellings may be considered during the searches in the databases.

1.2 Process Flow for BIBLIOMETRIC Data Validation

After the submission of SSR by Institution, the process of data fetching by INFLIBNET will begin and the cycle of validation by INFLIBNET is described stepwise as follows:

1. On submission of an SSR (University/Autonomous College) the HEI is listed in pending list for INFLIBNET to input data along with the date of submission of SSR. The same is intimated by mail to INFLIBNET that an SSR has been assigned.
2. INFLIBNET will submit data within 15 days after submission of SSR.
3. Once data is submitted an alert is sent to Institution by mail for checking the data submitted and raise comments/objection if any within 10 days. The last date for raising objection is clearly mentioned in the mail to Institution and only one chance will be given to Institution for raising objection. INFLIBNET can see the comments written by Institution.
4. If HEI raises objection/comment an alert is sent to INFLIBNET and INFLIBNET will decide the validity of objection/comment raised and may edit data again or do nothing if found invalid.
5. If INFLIBNET decides to edit data, INFLIBNET will reopen the case and resubmit the data within 15 days from date of comments/objection raised by Institution. After resubmission the data will be finalized and no further chance will be given to institution for raising objection again.
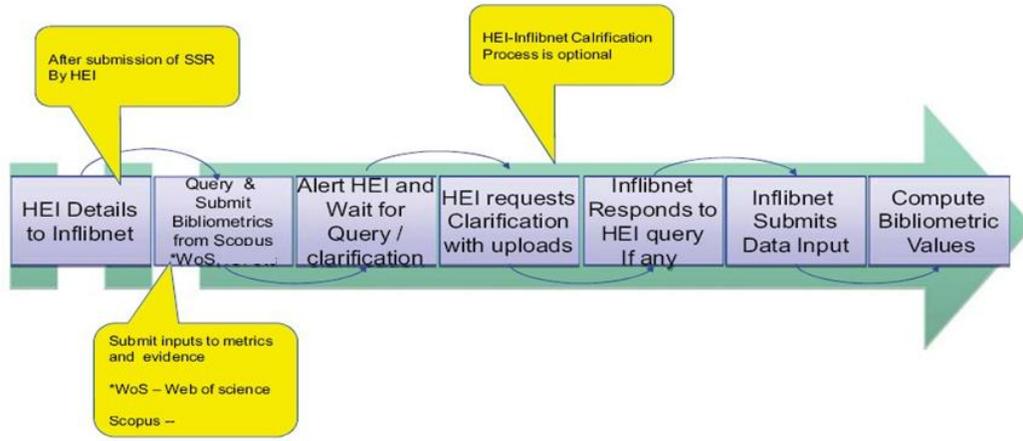6. In case Institution does not raise objection within stipulated time, the data submitted by INFLIBNET is deemed to be final for the metric.

Figure 1 Process flow- INFLIBNET Data Validation