

Minutes of the Meeting

A meeting was held on 06/10/2021 at 2:30 pm in the office of Internal Quality Assurance Cell to discuss the library and publications data requirements of NAAC for upcoming accreditation.

Following members attended the meeting:

1. Prof. Anuradha Sharma (Associate Director, IQAC)
2. Dr. Neeraj Singh (Deputy Librarian)
3. Ms. Monika Rani (System Administrator, IQAC)
4. Dr. Veenu Mor (Programmer, IQAC)
5. Ms Deepika (Library Assistant)
6. Ms Baljeet (Assistant Programmer, IQAC)

Following issues were discussed and resolved during the meeting:

- **Data collection for Research Publications**

The formats which are being used by IQAC for data collection of research publications on IRB portal were discussed in detail. It was suggested by Dr. Neeraj that the formats being used to capture Research Publications are fine. In addition to that, we need to collect Scopus id/ Web of Science id from all the faculty members and using this information they can fetch all the required details directly from the research databases. This saves a lot of time and efforts of the faculty as well as the office staff.

- **Collection of data and methodology for calculating citation index/h-index**

It was decided that IQAC should discontinue the practice of collecting Bibliometrics of publications based on citation-index/h-index (Metric No. 3.4.8 and 3.4.9) from the departments because it can be fetched directly from research databases like Scopus/Web of Science etc. As per SSR Manual, NAAC will obtain this data from Inflibnet for the purpose of calculation of scores. IQAC can verify the data provided by Inflibnet with the help of the Mr. Neeraj Singh and Ms Deepika.

- **Data requirements from Library**

One important parameter of SSR report is 4.2 Library as a Learning Resource. This parameter contains important information regarding university library to be submitted to NAAC. It was decided that IQAC will share all the formats along with the list of

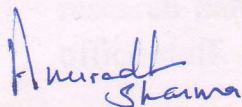
supporting documents required and Library will provide the required information within the stipulated time frame.

- **Research and Statistical Databases of University**

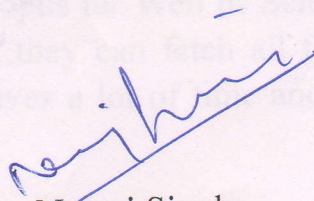
Regarding Research and Statistical Databases of the university, it was decided that Library will provide the list of such databases and the supporting documents of their subscriptions. In addition to this, UILS, UIAMS, UIET, UBS might also have separate subscriptions. Hence, IQAC needs to collect such data from these departments also.

- **Plagiarism check software**

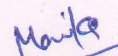
In parameter 3.4.1 Code of Ethics for Research, information is required about plagiarism check software being used in the university during last five years. It was advised by Dr. Neeraj that earlier university had subscription to plagiarism check software Turnitin and the required documents for the same should be collected from Computer Centre. Presently, university is using Urkund, plagiarism check software provided by government. Dr. Neeraj will provide all the required information and supporting documents for the same.



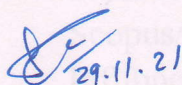
Prof. Anuradha Sharma
Associate Director, IQAC



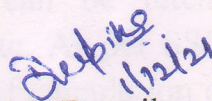
Dr. Neeraj Singh
Deputy Librarian



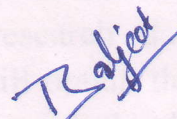
Ms. Monika Rani
System Administrator, IQAC


29.11.21

Dr. Veenu Mor
Sr. Programmer, IQAC


11/2/21

Ms Deepika
Library Assistant



Ms Baljeet
Assistant Programmer, IQAC

- **Data requirements from Library**

One important parameter of SSR report is 4.2 Library as a Learning Resource. This parameter contains important information regarding university library to be submitted to NAAC. It was decided that IQAC will share all the formats along with the list of