# JADAVPUR UNIVERSITY

## Guidelines for the Data Upload by the Faculty Members for NAAC SSR

(Prepared by IQAC, JU and Campus Technology)

**Assessment Period: July, 2016 to June, 2021 (Five assessment years)**

The Faculty members will have to upload their personal data necessary for the purpose of NAAC assessment and accreditation in Campus Canvas, an intelligent accreditation management solution. Campus Canvas is a part of Campus.Technology, a campus quality automation solution, and focuses on quality audit, easy collection of data and supporting evidences with role based access, quality consulting and seamless direct communication between the client and auditors using the advanced AI enabled digital platform. Under this,

- Each faculty member is provided with an individual **login id**.
- Every faculty member need to upload the following data and supporting evidences for various metrics using their individual login. The supporting documents in the given format are necessary for the Data Validation and Verification (DVV), which is mandatory under the revised framework of NAAC introduced in July, 2017.
- For all these metrics, information is to be filled in from the time the staff has joined the university or for the last five years, i.e. since July, 2016, whichever is later.
- All data listed below to be updated in the respective pages available under **My Details**, once the faculty member logs into his or her portal.
- In case the link/data is not available/required for a field, please put NA.

| Sl. No. | Item | Information to be uploaded | Supporting Documents Required | Remarks |
|---------|------|----------------------------|-------------------------------|---------|
| a) | Research Publications in Journals | Title of the paper, Title of the journal, Publication year, ISSN No., Article link, Journal link, whether UGC listed (*i.e. listed in UGC CARE. Note that generally the Scopus-indexed and WoS-indexed journals are in the UGC-CARE list*) | First page of the publication mentioning Name of the Journal, publication details (Vol., No./Issue, Year), ISSN No., DoI. **OR** First page of the Journal issue, Table of contents, first page of publication **OR** In case the journal is online, the online link may be provided | 1. For publication-related data, preceding calendar year data is to be entered (i.e., publications in 2016 is to be entered under 2016-17) 2. In case of joint publication, each of the authors can upload the same publication as his/her personal data |

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| b) | Books, Chapter/article contributed in Edited Volumes | Title of the book, Title of the chapter/paper, Publication Year, Name of the Publisher, ISBN No., whether affiliated to current institution at the time of publication | In case of books, first and last pages and table of content.<br><br>In case of chapter/article in edited volume, first page of the book, content page showing the particular chapter/article, first page of the chapter/article | 1. For publication-related data, preceding calendar year data is to be entered (i.e., publications in 2016 is to be entered under 2016-17)<br>2. In case of joint publication, each of the authors can upload the same publication as his/her personal data |
| c) | Publication in Conference Proceedings | Title of the Paper, Title of the Proceeding, Name of the publisher, if any, ISSN No, if any, Publishing year, whether affiliated to current institution at the time of publication | First page of the publication, table of content and first page of the article.<br>The online link may be provided. | 1. For publication-related data, preceding calendar year data is to be entered (i.e., publications in 2016 is to be entered under 2016-17)<br>2. In case of joint publication, each of the authors can upload the same publication as his/her personal data.<br>3. The online Link may be provided.<br>4. Direct link of the website to be provided which is landing to the article. |
| d) | Patents | Title of the Patent, Patent No., Patent Publication/Grant Year | Patent certificate/ Publication | 1. Only awarded/published patents to be considered<br>2. Mere submission of application of patent will not be considered<br>3. All the inventors can individually upload the same patent as their personal data.<br>4. If the same invention is patented in different countries with different patent numbers all of them can be included separately |
| e) | Research Projects funded by the Govt. funding agencies | Project title, Duration, Amount (Fund) sanctioned, Funding agency, Sanctioning year as Publication year (from drop down), Type of Funding agency (Govt./Non-Govt) | Sanction letter of grant from the funding agency is mandatory<br>The duration of the grant period should align with the last five year period (i.e. assessment period).<br>For projects granted outside the assessment period, Fund Utilization | 1. PI and each Co-PI can upload the same project as their personal data<br>2. In case the sanction year is before the assessment period and the project continues during the assessment period, the same can be uploaded |
| f) | Research Projects funded by the non-Govt. agencies | | | |

| | | | Report is to be uploaded | 3. In case the fund is received in phases, it can be entered mentioning different years and fund received in the particular year (year-wise supporting document required) |
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| g) | Seminars/Conferences Attended | Title of the Seminar, Year, Duration of the Seminar, amount received, Registration/Membership fees. | Participation Certificate | |
| h) | Financial support received from the University to attend a seminar/conference or for Membership fee of a professional body | | proof of payment | Funds received from university is only applicable. Funds received from other sources are not applicable. To attend a seminar to as a reimbursement of membership / registration fees. |
| i) | Awards/Recognition/Fellowships received from Govt./ Non-Govt. agencies (recognized by the Govt.) within the assessment period | Name of the award, year of award | e-copies (Scanned/soft copies) of the award letter | 1. Only State/National/ International level awards will be considered 2. Intra/Inter-University awards or awards of local nature are not considered |
| j) | National/International fellowship/financial support from various agencies for advanced studies and research | Name of the award, year of award | e-copies (Scanned/soft copies) of the award letter | Awards without financial support are not to be included |
| k) | Awards/recognitions received for research/innovation | Name of the award, year of award | e-copies (Scanned/soft copies) of the award letter | Participation certification in conference not to be included Patent certificate not to be included Awards claimed in (j) above not to be included. |
| l) | Award/Incentive received from Jadavpur University in recognition to national/international award | Name of the award/incentive | e-copy of the letter of incentive, certificate of honor granted by the University | Could be a monetary award or non-monetary award such as recognition, mentioning in the newsletter, study leave, certificate of honor etc followed by the Award Certificate |
| m) | Consultancy Activities | Consultancy activities, list and details. | sanction letter of the project in letterhead of the organization | Email is generally not accepted |

In case of any query, please contact:

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