



**DHANAMANJURI UNIVERSITY
MANIPUR**

NOTICE

Imphal, 14th November, 2025

No.1/41/2024-DMU/Journals/886 : It is hereby informed to all HoDs(PG) that, in pursuance of the decision taken by the Journal Evaluation Committee of the University, all departments have to prepare their own list of approved journals in compliance with the enclosed guidelines and proforma.

The list of approved journals may be submitted through the Dean concerned to the undersigned on or before 2nd December, 2025.

This is issued with the approval of the Competent Authority

(Dr. R.K. Joteen Singh)

Registrar

Dhanamanjuri University

Copy to:

- 1) P.S. to the Hon'ble Vice-Chancellor, DMU.
- 2) All Deans, DMU.
- 3) P.A. to the Controller of Examinations, DMU.
- 4) Director, IQAC, DMU.
- 5) All Principal, Constituent Colleges, DMU.
- 6) All HoDs (PG & UG), DMU.
- 7) All members of the Journal Evaluation Committee, DMU.
- 8) Webmaster (i/c), DMU – for uploading the notification to the University website.
- 9) Guard File.

Guidelines for Preparing the Approved List of Journals of Dhanamanjuri University

1. Approved Journals:

A) All journals indexed in globally recognized databases shall be considered as approved journals of the University. These can be verified through the following sources/links:

a. Web of Science

- i. Arts & Humanities Citation Index
- ii. Science Citation Index Expanded
- iii. Social Sciences Citation Index

b. Scopus

- i. Scopus Source List

c. MLA

- i. Directory of Periodicals by the Modern Language Association (Full Text)

B) UGC CARE Listed Journals as on 10th February 2025

Use the following link:

https://www.ugc.gov.in/e-book/Final_list_of_UGC-CARE_journals.pdf

2. Parameters for Inclusion of New Journals:

While preparing the list of new journals, the following suggestive parameters should be taken into account:

- Journal Title
- ISSN Number
- Periodicity & Continuity
- Contact & Publication Details
- Open Access or Subscription-Based Policy
- Editorial Board Details
- Efficient Editorial/Review Process
- Aims, Objectives and Scope
- Subject Area
- Conformity to Journal Scope
- Citation Record
- Print Continuum

- Online Availability
- Multilingual Availability
- Plagiarism Prevention
- Conflict of Interest Disclosure
- Impact Factor
- Indexation in the Reputed Databases
- Cite Score

3. Preparation of Subject-wise Lists:

Each Board of Studies of the Department (BSD) shall compile the list of journals relevant to their subject area based on suggestions and submissions from faculty members and researchers. The Chairman of the BSD shall finalize the list and forward it to the Board of Studies of the School (BSS) for recommendation.

4. Approval Process:

The list of journals recommended by the BSS shall be submitted to the Dhanamanjuri University Journal Evaluation Committee (DMUJEC) through the Registrar for final approval by the Academic Council.

5. Exclusion of Predatory Journals:

Journals identified as predatory or questionable in nature shall not be included in the University's approved journal list.

6. Exclusion of Conference Proceedings:

Publications such as seminar, conference, and workshop proceedings shall not be considered for inclusion in the approved list of journals.

7. Periodic Review:

The approved journal lists for all subjects shall be updated every two years to ensure their relevance and quality.

8. Proforma for listing New Journal is enclosed herewith as Annexure-I

ANNEXURE-I

PROFORMA TO BE FILLED BY FACULTY/RESEARCHER

Sl. No.	Criteria	Suggestive Parameters	Details (to be filled in)
1	Journal Preliminary Criteria	Journal Title	
2		ISSN Number	
3		Periodicity & Continuity	
4		Contact and Publication Details	
5		Open Access or Subscription-Based Policy	
6	Editorial Board Criteria	Editorial Board Details	
7		Efficient Editorial/Review Process	
8	Journal Editorial Policy	Aims, Objectives and Scope	
9		Subject Area	
10	Journal Quality Criteria-Content	Conformity to Journal Scope	
11	Journal Standards	Citation Record	
12		Print Continuum	
13		Online Availability	
14		Multilingual Availability	
15	Research Ethics	Plagiarism Prevention	
16		Conflict of Interest Disclosure	
17	Journal Visibility	Impact Factor	
18		Indexation in the Reputed Databases	
19	Journal Impact Criteria	Cite Score	