

# **Code of Ethics Policy**



## **SHRI LAL BAHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY**

*(A Central University established by an Act of Parliament)  
Ministry of Education, Govt. of India*

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डॉ. राजेश कुमार पाण्डेय  
**DR. RAJESH KUMAR PANDEY**  
राज्यपाल पुस्तकालय / Assistant Librarian  
श्री लाल बहादुर शास्त्री राष्ट्रीय संस्कृत विश्वविद्यालय  
Shri Lal Bahadur Shastri National Sanskrit University  
नई दिल्ली-110016 / New Delhi-110016

कुलसचिव / Registrar  
श्री लाल बहादुर शास्त्री राष्ट्रीय संस्कृत विश्वविद्यालय  
Shri Lal Bahadur Shastri National Sanskrit University  
बी-4, कुतुब सांस्थानिक क्षेत्र, नई दिल्ली-110016  
B-4, Qutub Institutional Area, New Delhi-110016

**POLICY ON PROMOTION OF ACADEMIC INTEGRITY AND  
PREVENTION OF PLAGIARISM**



**INTERNAL QUALITY ASSURANCE CELL**

**SHRI LAL BAHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY**

(A CENTRAL UNIVERSITY)

(Established by an Act of Parliament, 2020)

[Under Ministry of Education, Govt. of India]

B-4 QUTUB INSTITUTIONAL AREA,

NEW DELHI-110016



  
डॉ. राजेश कुमार पाण्डेय  
**DR. RAJESH KUMAR PANDEY**  
सहायक पुस्तकालयपालक / Assistant Librarian  
श्री लाल बहादुर शास्त्री राष्ट्रीय संस्कृत विश्वविद्यालय  
Shri Lal Bahadur Shastri National Sanskrit University  
नई दिल्ली-110016 / New Delhi-110016

  
कुलसचिव / Registrar  
श्री लाल बहादुर शास्त्री राष्ट्रीय संस्कृत विश्वविद्यालय  
Shri Lal Bahadur Shastri National Sanskrit University  
बी-4, कुतुब सांस्थानिक क्षेत्र, नई दिल्ली-110016  
B-4, Qutub Institutional Area, New Delhi-110016

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**डॉ. राजेश कुमार पाण्डेय**  
**DR. RAJESH KUMAR PANDEY**  
सहायक पुस्तकालयपालक / Assistant Librarian  
श्री लाल बहादुर शास्त्री राष्ट्रीय संस्कृत विश्वविद्यालय  
Shri Lal Bahadur Shastri National Sanskrit University  
नई दिल्ली-110016 / New Delhi-110016

सत्यापित  
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कुलसचिव / Registrar  
श्री लाल बहादुर शास्त्री राष्ट्रीय संस्कृत विश्वविद्यालय  
Shri Lal Bahadur Shastri National Sanskrit University  
बी-4, कुतुब सांस्थानिक क्षेत्र, नई दिल्ली-110016  
B-4, Qutub Institutional Area, New Delhi-110016



## 1. Preamble

Maintaining a high level of standards in higher education and research is essential to propagate ideas for the generation of knowledge. The university plays a significant role in enhancing the existing knowledge. A practice of fair and honest use of knowledge is imperative towards the journey of creating new ideas and knowledge in higher education and research. Adopting the principle of academic ethics and integrity in the university is essential to prohibit any academic misconduct and unfair use of the ideas and knowledge of others. The SLBSNS University strictly adheres to the policy of academic integrity and has completely endorsed the UGC Regulations 2018 on the “Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions”. Accordingly, SLBSNS University has formulated a policy on academic ethics to ensure the promotion of academic ethics and the prohibition of all kinds of malpractices.


## 2. Definitions

The UGC Regulation 2018 on the “Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions” has defined briefly certain significant terms associated with the concept of academic integrity and ethics as follows:

- i) “Academic Integrity” is the intellectual honesty in proposing, performing and reporting any activity, which leads to the creation of intellectual property.
- ii) “Author” includes a student or a faculty or a researcher or staff of a Higher Educational Institution (SLBSNSU), who claims to be the creator of the work under consideration.
- iii) “Commission” means the University Grants Commission as defined in the University Grants Commission Act 1956.
- iv) “Common Knowledge” means a well-known fact, quote, figure or information that is known to most of the people.
- v) “Degree” means any such degree specified by the University Grants Commission, by notification in the Official Gazette, under section 22 of the University Grants Commission Act, 1956.

सत्यापित  
VERIFIED

  
डॉ. राजेश कुमार पाण्डेय  
R. RAJESH KUMAR PANDEY  
युक्त पुस्तकालयपालक / Assistant Librarian  
श्री लाल बहादुर शास्त्री राष्ट्रीय संस्कृत विश्वविद्यालय  
B-4, Qutub Institutional Area, New Delhi-110016  
New Delhi-110016 / New Delhi-110016

  
कुलसचिव / Registrar  
श्री लाल बहादुर शास्त्री राष्ट्रीय संस्कृत विश्वविद्यालय  
Shri Lal Bahadur Shastri National Sanskrit University  
बी-4, कुतुब संस्थानिक क्षेत्र, नई दिल्ली-110016  
B-4, Qutub Institutional Area, New Delhi-110016

vi) "Departmental Academic Integrity Panel" shall mean the body constituted at the departmental level to investigate allegations of plagiarism.

vii) "Faculty" refers to a person who is teaching and/or guiding students enrolled in an HEI in any capacity whatsoever i.e. regular, ad-hoc, guest, temporary, visiting etc.

viii) "Information" includes data, messages, text, images, sound, voice, codes, computer programs, software and databases or microfilm or computer-generated microfiche.

ix) "Institutional Academic Integrity Panel" shall mean the body constituted at the Institutional level to consider recommendations of the departmental academic integrity panel take appropriate decisions in respect of allegations of plagiarism and decide on penalties to be imposed. In exceptional cases, it shall investigate allegations of plagiarism at the institutional level.

x) "Notification" means a notification published in the Official Gazette and the expression "notify" with its cognate meanings and grammatical variation shall be construed accordingly;

xi) "Plagiarism" means the practice of taking someone else's work or idea and passing them as one's own.

xii) "Programme" means a programme of study leading to the award of a master's and research-level degree;

xiii) "Researcher" refers to a person conducting academic/scientific research in HEIs;

xiv) "Script" includes a research paper, thesis, dissertation, chapters in books, full-fledged books and any other similar work, submitted for assessment/opinion leading to the award of master and research level degrees or publication in print or electronic media by students or faculty or researcher or staff of an HEI; however, this shall exclude assignments/term papers/project reports/course work/essays and answer scripts etc.;

xv) "Source" means the published primary and secondary material from any source whatsoever and includes written information and opinions gained directly from other people, including eminent scholars, public figures and practitioners in any form whatsoever as also data and information in the electronic form be it audio, video, image or text; Information is given the same meaning as defined under Section 2 (1) (v) of the Information Technology Act, 2000 and reproduced here in Regulation 2 (I);

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xvi) "Staff" refers to all non-teaching staff working in HEIs in any capacity whatsoever i.e. regular, temporary, contractual, outsourced etc.;

xvii) "Student" means a person duly admitted and pursuing a programme of study including a research programme in any mode of study (full-time or part-time or distance mode);

xviii) "University" means a university established or incorporated by or under a Central Act, a Provincial Act or a State Act, and includes an institution deemed to be a university under section 3 of the UGC Act, 1956;

xix) "Year" means the academic session in which a proven offence has been committed.

(Words and expressions used and not defined in these regulations but defined in the University Grants Commission Act, 1956 shall have the meanings respectively assigned to them in the UGC Act, 1956)

Besides, the following terms used in this policy document have reference to the CSU Act 2020 as notified in the gazette on 15<sup>th</sup> March 2020

i) "Sanskrit" means the Sanskrit language, in modern, classical or ancient form, and the knowledge available therein or related thereto, in addition to the Sanskrit language.

ii) "Campus" means any unit established or constituted by the University at any place within or outside India for making arrangements for instructions, research, education, and training in Sanskrit and includes an existing Campus established by the university prior to the commencement of this Act.

iii) "Department" means a Department of Studies and includes a Centre of Studies.


iv) "Vice-Chancellor" means the Vice-Chancellor of the SLBSNS University, New Delhi

### **Terms referred to Academic Programmes used**

i) "Shastri" refers to undergraduate programmes offered by the SLBSNS University

ii) "Shikshashastri" refers to B.Ed. (Bachelor of Education) programme offered by the SLBSNS University

  
DR. RAJESH KUMAR PANDEY  
आयुक्त पुस्तकालय / Assistant Librarian  
श्री लाल बहादुर शास्त्री राष्ट्रीय संस्कृत विश्वविद्यालय  
Shastri National Sanskrit University  
10016 / New Delhi 110016

  
कुलसचिव / Registrar  
श्री लाल बहादुर शास्त्री राष्ट्रीय संस्कृत विश्वविद्यालय  
Shri Lal Bahadur Shastri National Sanskrit University  
बी-4, कुतुब संस्थानिक क्षेत्र, नई दिल्ली-110016  
B-4, Qutub Institutional Area, New Delhi-110016

iii) "Acharya" refers to post-graduate programmes offered by the SLBSNS University

iv) Shikshacharya" refers to M.Ed. (Master of Education) programme offered by the SLBSNS University

v) "Vidyavaridhi" refers to PhD (Doctor of Philosophy) programme offered by the SLBSNS University.

### 3. Objectives

i) To create awareness about responsible conduct of research, thesis, dissertation, promotion of academic integrity and prevention of misconduct including plagiarism in academic writing among students, faculty, researchers and staff.

ii) To establish institutional mechanism through education and training to facilitate responsible conduct of research, thesis, dissertation, promotion of academic integrity and deterrence from plagiarism.

iii) To develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism and punish a student, faculty, researcher or staff of HEI committing the act of plagiarism.

### 4. Curbing Misconduct and Plagiarism

i) SLBSNS University shall declare and implement the technology-based mechanism using appropriate software to ensure that documents such as thesis, dissertation, publications or any other such documents are free of plagiarism at the time of their submission.

ii) The mechanism as defined at (i) above shall be made accessible to all engaged in research work including students, faculty, researchers, staff etc.

iii) Every student submitting a thesis, dissertation, or any other such documents to the SLBSNS University shall submit an undertaking indicating that the document has been prepared by him or her and that the document is his/her original work and free of any plagiarism.

iv) The undertaking shall include the fact that the document has been duly checked through a Plagiarism Detection Software (PDS) approved by the SLBSNS University.

स्थापित  
VERIFIED



डी. राजेश कुमार पाण्डेय  
DR. RAJESH KUMAR PANDEY  
सहायक पुस्तकालयक / Assistant Librarian  
श्री लाल बहादुर शास्त्री राष्ट्रीय संस्कृत विश्वविद्यालय  
Shri Lal Bahadur Shastri National Sanskrit University  
नई दिल्ली-110016 / New Delhi-110016



कुलसचिव / Registrar  
श्री लाल बहादुर शास्त्री राष्ट्रीय संस्कृत विश्वविद्यालय  
Shri Lal Bahadur Shastri National Sanskrit University  
बी-4, कृष्ण सांख्यिक क्षेत्र, नई दिल्ली-110016  
B-4, Krishna Sankhik Area, New Delhi-110016



v) Each supervisor shall submit a certificate indicating that the work done by the researcher under him / her is original and free from plagiarism.

vi) The university coordinator for the Shodhganga/Librarian shall generate/provide a certificate to the effect that the research work completed by the researcher is free from plagiarism.

vii) SLBSNS University shall deposit soft copies of thesis to INFLIBNET after the award of degrees for hosting in the digital repository under the “*Shodh Ganga e-repository*”.

viii) SLBSNS University shall create an Institutional Repository on the institute website which shall include dissertation/thesis/paper/publication and other in-house publications.

## 5. Similarity checks for exclusion from Plagiarism

The similarity checks for plagiarism shall exclude the following:

- All quoted work reproduced with all necessary permission and/or attribution.
- All references, bibliography, table of contents, preface and acknowledgements.
- All generic terms, laws, standard symbols and standard equations.

### Note:

The research work carried out by the student, faculty, researcher and staff shall be based on original ideas, which shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations only and shall not have any similarities. It shall exclude common knowledge or coincidental terms, up to fourteen (14) consecutive words.

## 6. Levels of Plagiarism

Plagiarism would be quantified into the following levels in ascending order of severity for its definition:

- Level 0: Similarities up to 10% - Minor similarities, no penalty
- Level 1: Similarities above 10% to 40%
- Level 2: Similarities above 40% to 60%
- Level 3: Similarities above 60%

  
श्री. राजेश कुमार पाण्डेय  
DR. RAJESH KUMAR PANDEY  
पुस्तकालय / Assistant Librarian  
श्री लाल बहादुर शास्त्री राष्ट्रीय संस्कृत विश्वविद्यालय  
B-4, Qutub Institutional Area, New Delhi-110016

सत्यापित  
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कुलसचिव / Registrar  
श्री लाल बहादुर शास्त्री राष्ट्रीय संस्कृत विश्वविद्यालय  
Shri Lal Bahadur Shastri National Sanskrit University  
बी-4, कुतुब सांस्थानिक क्षेत्र, नई दिल्ली-110016  
B-4, Qutub Institutional Area, New Delhi-110016



## 7. Detection/Reporting/Handling of Plagiarism

If any member of the academic community suspects with appropriate proof/evidence that a case of plagiarism has happened in any document, he or she shall report it to the Departmental Academic Integrity Panel (DAIP). Upon receipt of such a complaint or allegation, the DAIP shall investigate the matter and submit its recommendations to the Institutional Academic Integrity Panel (IAIP) of the SLBSNS University.

The authorities of SLBSNS University can also take *suomotu* notice of an act of academic misconduct/plagiarism and initiate proceedings under these regulations. Similarly, proceedings can also be undertaken by the SLBSNS University based on the findings of an examiner. All such cases will be investigated by the IAIP.

## 8. Departmental Academic Integrity Panel (DAIP)

i. All Departments in SLBSNS University shall notify a DAIP whose composition shall be as given below:

- Chairman - Head of the Department
- Member - Senior academician from outside the department, to be nominated by the Vice-Chancellor of SLBSNS University.
- Member - A person well versed with anti-plagiarism tools, to be nominated by the Head of the Department.

The tenure of the members in respect of points 'b' and 'c' shall be two years. The quorum for the meetings shall be 2 out of 3 members (including the Chairman).

ii. The DAIP shall follow the principles of natural justice when deciding whether to allege plagiarism against the student, faculty, researcher, and staff.

iii. The DAIP shall have the power to assess the level of plagiarism and recommend penalties accordingly.

iv. The DAIP after investigation shall submit its report with the recommendation on penalties to be imposed to the IAIP within 45 days from the date of receipt of the complaint/initiation of the proceedings.

## 9. Institutional Academic Integrity Panel (IAIP)

i. Following shall be the composition of IAIP at SLBSNS University:

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सहायक पुस्तकालयपालक / Assistant Librarian  
श्री लाल बहादुर शास्त्री राष्ट्रीय संस्कृत विश्वविद्यालय  
Shri Lal Bahadur Shastri National Sanskrit University  
नई दिल्ली-110016 / New Delhi-110016

  
कुलसचिव / Registrar  
श्री लाल बहादुर शास्त्री राष्ट्रीय संस्कृत विश्वविद्यालय  
Shri Lal Bahadur Shastri National Sanskrit University  
बी-4, कूटुंब सांस्थानिक क्षेत्र, नई दिल्ली-110016  
B-4, Qutub Institutional Area, New Delhi-110016

- a. Chairman – Dean Academic/Senior most Professor of the SLBSNS University
- b. Member - Senior Academician other than Chairman, to be nominated by the Vice-Chancellor of SLBSNS University.
- c. Member - One member nominated by the Vice-Chancellor of SLBSNS University from outside the SLBSNS University
- d. Member - A person well versed with anti-plagiarism tools, to be nominated by the Vice-Chancellor of SLBSNS University.

The Chairman of DAIP and IAIP shall not be the same. The tenure of the Committee members including the Chairman shall be three years. The quorum for the meetings shall be 3 out of 4 members (including the Chairman).

- ii. The IAIP shall consider the recommendations of the DAIP.
- iii. The IAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.
- iv. The IAIP shall follow the principles of natural justice when deciding whether to allege plagiarism against the student, faculty, researcher, and staff of HEI.
- v. The IAIP shall have the power to review the recommendations of DAIP including penalties with due justification.
- vi. The IAIP shall send the report after investigation and the recommendation on penalties to be imposed to the Vice-Chancellor of SLBSNS University within 45 days from the date of receipt of the recommendation of DAIP/complaint/initiation of the proceedings.
- vii. The IAIP shall provide a copy of the report to the person(s) concerned against whom the inquiry report is submitted.

## 10. Penalties


Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the level of Masters and Research programs and on researchers, faculty & staff of the SLBSNS University only after academic misconduct on the part of the individual has been established without doubt, when all avenues of appeal have been exhausted and individual in question has been provided enough opportunity to defend himself or herself fairly or transparently.

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### 10.1 Penalties in case of plagiarism in submission of thesis and dissertations

The Institutional Academic Integrity Panel (IAIP) shall impose a penalty considering the severity of the Plagiarism.

  
**डॉ. राजेश कुमार पाण्डेय**  
**DR. RAJESH KUMAR PANDEY**  
 सहायक पुस्तकालयक / Assistant Librarian  
 श्री लाल बहादुर शास्त्री राष्ट्रीय संस्कृत विश्वविद्यालय  
 Shri Lal Bahadur Shastri National Sanskrit University  
 नई दिल्ली-110016 / New Delhi-110016

  
 कुलसचिव / Registrar  
 श्री लाल बहादुर शास्त्री राष्ट्रीय संस्कृत विश्वविद्यालय  
 Shri Lal Bahadur Shastri National Sanskrit University  
 बी-4, कुतुब संस्थानिक क्षेत्र, नई दिल्ली-110016  
 B-4, Qutub Institutional Area, New Delhi-110016



i. **Level 0: Similarities up to 10%** - Minor Similarities, no penalty.

ii. **Level 1: Similarities above 10% to 40%** - Such a student shall be asked to submit a revised script within a stipulated period not exceeding 6 months.

iii. **Level 2: Similarities above 40% to 60%** - Such a student shall be debarred from submitting a revised script for one year.

iv. **Level 3: Similarities above 60%** -Such student registration for that programme shall be cancelled.

**Note 1: Penalty on repeated plagiarism-** Such a student shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In cases where plagiarism of the highest level is committed then the punishment for the same shall be operative.

**Note 2: Penalty in case where the degree/credit has already been obtained -** If plagiarism is proved on a date later than the date of award of degree or credit as the case may be then his/her degree or credit shall be put in abeyance for a period recommended by the IAIP and approved by the Head of the Institution.

## 10.2 Penalties in case of plagiarism in academic and research publications

**I. Level 0: Similarities up to 10%** - Minor similarities, no penalty.

**II. Level 1: Similarities above 10% to 40%**

i) Shall be asked to withdraw the manuscript.

**III. Level 2: Similarities above 40% to 60%**

i) Shall be asked to withdraw the manuscript.

ii) Shall be denied a right to one annual increment.

iii) Shall not be allowed to be a supervisor to any new Acharya, Shikshacharya, or Vidyavaridhi Student/scholar for two years.

**IV. Level 3: Similarities above 60%**

i) Shall be asked to withdraw the manuscript.

ii) Shall be denied a right to two successive annual increments.

iii) Shall not be allowed to be a supervisor to any new Acharya, Shikshacharya, or Vidyavaridhi Student/scholar for three years.

**Note 1: Penalty on repeated plagiarism -** Shall be asked to withdraw manuscript and shall be punished for the plagiarism of one level higher than the lower level

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*[Signature]*

कुलसचिव / Registrar

श्री लाल बहादुर शास्त्री राष्ट्रीय संस्कृत विश्वविद्यालय  
Shri Lal Bahadur Shastri National Sanskrit University  
बी-4, कुतुब सांस्थानिक क्षेत्र, नई दिल्ली-110016  
B-4, Qutub Institutional Area, New Delhi-110016

*[Signature]*

डॉ. राजेश कुमार पाण्डेय  
DR. RAJESH KUMAR PANDEY

सहायक पुस्तकालयपालक / Assistant Librarian  
श्री लाल बहादुर शास्त्री राष्ट्रीय संस्कृत विश्वविद्यालय  
Shri Lal Bahadur Shastri National Sanskrit University  
नई दिल्ली-110016 / New Delhi-110016

committed by him/her. In case where plagiarism of the highest level is committed then the punishment for the same shall be operative. In case the level 3 offence is repeated then the disciplinary action including suspension/termination as per service rules shall be taken by the Vice-Chancellor, SLBSNS University.

**Note 2: Penalty in case where the benefit or credit has already been obtained**

- If plagiarism is proved on a date later than the date of benefit or credit obtained as the case may be then his/her benefit or credit shall be put in abeyance for a period recommended by IAIP and approved by the Vice-Chancellor, SLBSNS University.

**Note 3:** SLBSNS University shall create a mechanism to ensure that each paper publication/thesis/dissertation by the student, faculty, researcher or staff of the SLBSNS University is checked for plagiarism at the time of forwarding/submission.

**Note 4:** If there is any complaint of plagiarism against the Vice-Chancellor, SLBSNS University, a suitable action, in line with these regulations, shall be taken by the Visitor of the SLBSNS University.

**Note 5:** If there is any complaint of plagiarism against the Head of Department/Authorities at the institutional level, a suitable action, in line with these regulations, shall be recommended by the IAIP and approved by the Competent Authority.

**Note 6:** If there is any complaint of plagiarism against any member of DAIP or IAIP, then such member shall excuse himself/herself from the meeting(s) where his/her case is being discussed/investigated.



**11. Awareness Programs and Training:**

(a) SLBSNS University shall instruct students, faculty, researchers and staff about proper attribution, seeking permission of the author wherever necessary, and acknowledgement of sources compatible with the needs and specificities of disciplines and under rules, international conventions and regulations governing the source.

(b) SLBSNS University shall conduct sensitization campaigns, seminars/awareness programs/workshops every semester on responsible conduct of research, thesis, dissertation, and promotion of academic integrity and ethics in education for students, faculty, researchers and staff.

(c) SLBSNS University shall:

  
**डॉ. राजेश कुमार पाण्डेय**  
**DR. RAJESH KUMAR PANDEY**  
सहायक पुस्तकालयध्यक्ष / Assistant Librarian  
श्री लाल बहादुर शास्त्री राष्ट्रीय संस्कृत विश्वविद्यालय  
Shri Lal Bahadur Shastri National Sanskrit University  
नई दिल्ली-110016 / New Delhi-110016

  
  
कुलसचिव / Registrar  
श्री लाल बहादुर शास्त्री राष्ट्रीय संस्कृत विश्वविद्यालय  
Shri Lal Bahadur Shastri National Sanskrit University  
बो-4, कुतुब संस्थानिक क्षेत्र, नई दिल्ली-110016  
B-4, Qutub Institutional Area, New Delhi-110016



- i. Include the cardinal principles of academic integrity in the curricula of Shastrī (UG)/Acharya (PG)/Master's degree (M.A.), Shiksha Shastri (B.Ed.), Shikshacharya (M.Ed.), etc. as a compulsory course work/module.
- ii. Include elements of responsible conduct of research and publication ethics as a compulsory course work/module for Masters and Research Scholars.
- iii. Include elements of responsible conduct of research and publication ethics in Orientation and Refresher Courses organized for faculty and staff members of the SLBSNS University.
- iv. Train students, faculty, researchers and staff in using plagiarism detection tools and reference management tools.
- v. Establish a facility equipped with modern technologies for the detection of plagiarism.
- vi. Encourage students, faculty, researchers and staff to register on the International Researcher's Registry systems.

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**डॉ. राजेश कुमार पाण्डेय**  
**DR. RAJESH KUMAR PANDEY**  
सहायक पुस्तकालयाध्यक्ष / Assistant Librarian  
श्री लाल बहादुर शास्त्री राष्ट्रीय संस्कृत विश्वविद्यालय  
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