



SHARNBASVA UNIVERSITY, KALABURAGI

(A State Private University, Karnataka)

AI TOOLS USAGE POLICY

Guidelines for the Responsible Use of Artificial Intelligence Tools

AI TOOLS USAGE POLICY

1. Purpose

Artificial Intelligence (AI) tools, including generative AI, chatbots, machine-translation systems, coding assistants, and analytics platforms, are increasingly used in teaching, learning, research, and administration. This policy sets out the principles, permitted uses, restrictions, and responsibilities that apply to the use of AI tools by all members of the Sharnbasva University community, in order to promote responsible, ethical, and transparent use of such technologies while safeguarding academic integrity, data privacy, and the quality of education.

2. Scope

This policy applies to all students, faculty, researchers, administrative staff, and officers of Sharnbasva University, and covers the use of AI tools in connection with coursework, assignments, examinations, research, publications, administrative work, and official university communication, whether such tools are accessed on university-owned devices/networks or personal devices used for university-related work.

3. Definitions

- “AI Tool” refers to any software or platform that uses artificial intelligence or machine learning, including but not limited to generative AI/large language models (e.g., chatbots, text or image generators), AI-based writing assistants, AI coding assistants, translation tools, and automated data-analysis tools.
- “AI-generated content” refers to any text, code, image, audio, video, or data output produced wholly or partly by an AI tool.
- “Disclosure” means a clear, written acknowledgment of the AI tool used and the extent of its contribution to a piece of work.

4. General Principles

1. AI tools may be used to support learning, teaching, research, and administrative efficiency, provided their use is transparent, ethical, and does not compromise academic integrity, data privacy, or the rights of others.
2. The use of AI tools does not diminish an individual's responsibility and accountability for the accuracy, originality, and appropriateness of any work submitted or communication issued in their name.
3. AI-generated content must never be presented as entirely one's own original work without appropriate disclosure, where disclosure is required under this policy or by a faculty member/supervisor.
4. All use of AI tools must comply with applicable laws, UGC/AICTE guidelines, intellectual-property rights, and the university's existing Code of Conduct, examination regulations, and anti-plagiarism policy.

5. Use of AI Tools by Students

Permitted Uses

- Using AI tools to brainstorm ideas, clarify concepts, improve language and grammar, or generate practice questions, unless expressly prohibited by the course instructor.
- Using AI coding assistants for learning and debugging, where permitted by the course/lab instructor.

Restricted / Prohibited Uses

- Submitting AI-generated content as one's own original work in assignments, projects, dissertations, or examinations without disclosure, where disclosure is required.
- Using AI tools during examinations, tests, or assessments unless explicitly permitted by the examination authority or course instructor.
- Using AI tools to fabricate data, citations, or research results.
- Uploading confidential, sensitive, or personally identifiable information (own or others') to public AI tools.

Where the use of AI tools is permitted in an assignment or project, students must disclose the name of the tool used, the purpose for which it was used, and the extent of its contribution, in the manner prescribed by the course instructor or department.

6. Use of AI Tools by Faculty

Permitted Uses

- Using AI tools to support lesson planning, drafting teaching materials, generating practice questions, or improving accessibility of course content.
- Using AI tools to assist with research, literature review, data analysis, and academic writing, subject to disclosure requirements of the relevant journal, publisher, or funding body.
- Using AI tools for administrative correspondence and reports, provided the content is reviewed and verified before use.

Responsibilities

- Faculty must clearly communicate to students, at the start of each course, whether and how AI tools may be used for assignments, projects, and examinations in that course.
- Faculty must independently verify the accuracy of any AI-generated content (including grades, feedback, or evaluations) before relying on it, and remain fully responsible for evaluation decisions.
- Faculty shall not use AI tools to auto-generate final grades or disciplinary decisions without human review.
- Faculty are encouraged to design assessments that are resilient to misuse of AI tools, where appropriate.

7. Use by Administrative Staff and Officers of the University

- AI tools may be used to improve efficiency in administrative tasks such as drafting routine correspondence, summarizing documents, and data organization, subject to verification of accuracy by the concerned staff member.
- Confidential institutional data, student records, examination materials, financial information, and personal data of students/staff/faculty must not be entered into public or unapproved AI tools.
- Any AI tool used for official university communication, decision-support, or record-keeping must be approved by the appropriate authority (e.g., Registrar/IT Department) prior to use.
- Officers of the university are responsible for ensuring that AI tools used within their departments comply with this policy and relevant data-protection requirements.

8. Academic Integrity and Disclosure

The use of AI tools does not exempt any member of the university from the standards of honesty and integrity expected in academic and professional work. Where the use of an AI tool materially contributes to submitted work, appropriate disclosure/acknowledgment must be made in the format prescribed by the department, journal, or examining authority. Passing off AI-generated content as one's own original work without required disclosure will be treated as an act of academic dishonesty and dealt with under the university's academic integrity/anti-plagiarism regulations.

9. Data Privacy, Confidentiality, and Security

- Personal data of students, faculty, or staff (including examination records, health information, or financial details) must not be uploaded to public AI tools that are not approved by the university.
- Confidential institutional documents, unpublished research, question papers, and internal communications must not be shared with AI tools unless the tool is hosted on university-approved, secure infrastructure.
- Users must review the data-privacy terms of any AI tool before use and avoid tools that retain or reuse submitted data for model training without adequate safeguards.
- Any suspected data breach or misuse involving an AI tool must be reported immediately to the IT Department/Registrar.

10. Intellectual Property and Accuracy

- Users must verify the factual accuracy of AI-generated content before relying on it, as AI tools may produce incorrect, biased, or fabricated information (including citations).
- Users must respect third-party intellectual-property rights and avoid using AI tools to reproduce copyrighted material without authorization.
- Ownership of AI-assisted work produced in the course of university duties or research shall be governed by the university's existing intellectual-property policy.

11. Violations and Disciplinary Action

Violation of this policy, including undisclosed use of AI tools in violation of course or examination rules, unauthorized sharing of confidential data with AI tools, or use of AI tools to fabricate data, records, or credentials, will be treated as a disciplinary matter and dealt with under the university's applicable Code of Conduct, examination regulations, and disciplinary procedures, which may include academic penalties, administrative action, or other consequences as deemed appropriate by the competent authority.

12. Review and Amendment

This policy will be reviewed periodically by the university to keep pace with developments in AI technology, regulatory guidance from UGC/AICTE and other statutory bodies, and evolving best practices. The university reserves the right to amend, update, or supplement this policy from time to time, and such changes will be communicated to all stakeholders through official channels.