

Sanjivani College of Engineering, Kopargaon (Autonomous Institute affiliated to SPPU, Pune)

ACAD/SCOE/2025-26/AI Policy / Version 001

**Policy on Responsible Use of Artificial Intelligence (AI)
For Academics, Research, Project-Based Learning, Assignments and
Institutional Work**

Effective Date: Academic Year 2025–26

1. Preamble

Sanjivani College of Engineering, Kopargaon (Autonomous Institute affiliated to SPPU, Pune) recognizes Artificial Intelligence (AI) as a transformative technology with significant potential to enhance teaching, learning, research, innovation, and institutional efficiency. At the same time, the College is committed to upholding academic integrity, ethical conduct, transparency, and responsible use of technology. This policy provides a clear framework for the ethical and effective use of AI by students, faculty, researchers, and staff.

2. Scope

This policy applies to all stakeholders of the Institute, including:

- Undergraduate, Postgraduate, and Doctoral students
- Faculty members
- Researchers and Project Teams
- Administrative and Support Staff

The policy covers AI usage in academics, research, project-based learning (PBL), assignments, examinations, daily academic work, and institutional processes.

3. Definition of Artificial Intelligence

Artificial Intelligence (AI) refers to computational systems capable of performing tasks that typically require human intelligence, such as reasoning, learning, content generation, data analysis, decision support, and problem-solving. Generative AI includes tools capable of creating text, code, images, audio, or video outputs based on user prompts.

4. Guiding Principles

The use of AI at Sanjivani College of Engineering shall be governed by the following principles:

- Academic Integrity and Honesty
- Human Accountability and Oversight
- Transparency and Disclosure
- Fairness and Bias Mitigation
- Data Privacy and Security
- Learning-Centric and Outcome-Oriented Use

Initiated by Dean Academics / Approved by Academic Council / 2025-26

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5. Policy for Students

5.1 Permissible Uses

Students may use AI tools for:

- Concept clarification and self-learning support
- Brainstorming ideas and solution approaches
- Literature search assistance (with verification from authentic sources)
- Coding support and debugging, with full understanding of logic
- Drafting outlines or preliminary versions of assignments with substantial human revision
- Data visualization and analysis, where permitted
- Improving language, grammar, and presentation

All AI-assisted work must demonstrate original student thinking and learning outcomes.

5.2 Mandatory Disclosure

Students must explicitly declare the use of AI tools in assignments, projects, reports, or theses, mentioning:

- Name of the AI tool used
- Purpose of usage
- Extent of AI contribution

5.3 Prohibited Uses

Students shall not:

- Submit AI-generated work as their own without attribution
- Use AI during examinations or assessments unless explicitly permitted
- Use AI to bypass learning objectives
- Fabricate data, references, or research results using AI
- Upload confidential, personal, or institutional data into AI tools

Violation shall be treated as academic misconduct as per Institute regulations.



6. Policy for Faculty Members

Faculty members are encouraged to:

- Integrate AI as a learning augmentation tool
- Clearly specify AI usage guidelines in course syllabi
- Design assessments emphasizing critical thinking and application
- Educate students about ethical AI use and limitations
- Use AI for content planning, research assistance, and innovation with transparency

Faculty members shall not:

- Rely solely on AI tools for grading or evaluation
- Ignore ethical, bias, or integrity concerns
- Upload confidential student or institutional data into AI platforms

7. AI in Research and Project-Based Learning

AI may be used in research and PBL for:

- Literature review support
- Data analysis and simulation
- Design optimization and modeling
- Coding, testing, and validation

Researchers must ensure:

- Authenticity and reproducibility of results
- Proper citation of AI-assisted work
- Compliance with IPR, plagiarism, and ethics policies

AI-generated outputs cannot replace original research contributions.

8. Data Privacy and Security

The following data shall NOT be shared with AI tools:

- Student academic records
- Examination materials
- Personal identification data
- Confidential institutional documents
- Unpublished or proprietary research data

Only publicly available or approved data may be used.



9. Responsible and Ethical Use

Users must:

- Verify accuracy of AI outputs
- Be aware of AI limitations and bias
- Maintain human judgment and accountability
- Use AI as an assistive tool, not a decision-maker

10. Monitoring and Academic Integrity

The Institute may:

- Use plagiarism detection and AI-review tools judiciously
- Conduct viva, presentations, or audits to assess originality
- Take disciplinary action for misuse as per rules

11. Capacity Building

The Institute shall promote:

- AI literacy programs
- Faculty development workshops
- Student training on ethical AI use
- Industry-aligned AI skill development

12. Review and Updates

This policy shall be reviewed annually to align with:

- NEP 2020
- UGC / AICTE guidelines
- Technological advancements
- Institutional feedback

13. Dissemination

This policy shall be disseminated through:

- Institute website
- Notice Boards, Classrooms/lab Boards Display
- Orientation programs / Trainings/ Workshops
- Departmental meetings/ mentor meetings



• **Executive Summary: Responsible AI Usage Policy**

Sanjivani College of Engineering, Kopargaon (Autonomous) recognizes Artificial Intelligence (AI) as a strategic enabler for academic excellence, innovation, research, and skill development. This Executive Summary outlines the core intent and directives of the Institute's AI Usage Policy.

Purpose:

To promote ethical, transparent, and learning-centric use of AI while safeguarding academic integrity, originality, and institutional values.

Key Directives:

- AI shall be used as an assistive tool, not a substitute for human intellect.
- Transparency in AI usage is mandatory for all academic submissions.
- Faculty shall clearly define AI usage expectations in syllabi.
- AI use is prohibited during examinations unless explicitly permitted.
- Confidential and sensitive data must never be shared with AI tools.

Stakeholder Coverage:

Students, Faculty, Researchers, Project Teams, and Staff.

Governance:

Violations shall be treated under existing academic misconduct regulations. The policy shall be reviewed annually to align with NEP 2020, UGC, AICTE, and evolving AI practices.

• **AI Policy Compliance Audit Checklist**

Academic Governance:

- ☐ AI policy approved by statutory bodies
- ☐ Policy disseminated to stakeholders

Curriculum & Teaching:

- ☐ AI usage stated in syllabi
- ☐ Faculty orientation conducted

Assessment:

- ☐ AI declarations collected
- ☐ Viva / review mechanisms in place

Research & Projects:

- ☐ AI citations followed
- ☐ Data integrity ensured

Training & Review:

- ☐ AI literacy programs conducted
- ☐ Annual policy review completed



- **AI Usage Guidelines for Students**

Students are encouraged to use AI responsibly to enhance learning and skills.

You MAY use AI for:

- Understanding concepts
- Brainstorming ideas
- Coding support with understanding
- Improving grammar and presentation
- Research assistance with verification

You MUST:

- Declare AI usage in assignments/projects
- Ensure originality and learning outcomes
- Be able to explain your work

You MUST NOT:

- Submit AI-generated work as your own
- Use AI in exams unless permitted
- Fabricate data or references
- Upload personal or institutional data

Misuse of AI will be treated as academic misconduct.



- **Department-wise SOP for AI Implementation**

Each Department shall:

1. Nominate an AI Academic Coordinator
2. Define course-wise AI usage levels
3. Incorporate AI policy in syllabi
4. Orient students at semester start
5. Maintain AI usage declarations
6. Conduct periodic reviews and vivas
7. Report violations to Dean Academics

Departments shall ensure discipline-specific AI best practices.

- **AI Misconduct Rubric & Penalty Matrix**

Level 1 – Minor Misuse:

Examples:

- Non-disclosure of AI use
- Excessive AI-assisted language polishing

Penalty:

- Written warning
- Mandatory resubmission with declaration

Level 2 – Moderate Misuse:

Examples:

- Large portions of AI-generated content
- AI use beyond instructor permission

Penalty:

- Zero marks for the component
- Mandatory viva or remedial assignment

Level 3 – Severe Misuse:

Examples:

- AI-generated full assignment/project
- Use of AI in examinations
- Fabrication of data or references

Penalty:

- Course failure or project rejection
- Disciplinary action as per institute rules

Repeat Offence:

Escalation to Academic Council disciplinary committee.



AI Declaration Format for Assignments & Projects
Declaration of AI Usage

I, _____ (Name), Roll No. _____, Program _____,

hereby declare that:

- AI tools used (if any): _____
- Purpose of use: _____
- Extent of AI contribution (brief): _____

I confirm that:

- The work submitted is my original effort
- AI was used only as a support tool
- I understand that misrepresentation constitutes academic misconduct

Signature of Student: _____

Date: _____



- **Faculty AI Policy Syllabus Templates**

Level 1 – AI Allowed:

AI tools may be used for brainstorming, drafting, coding support, and editing with mandatory disclosure.

Level 2 – AI Limited:

AI may be used only for grammar checks and concept clarification. Content generation is not permitted.

Level 3 – AI Prohibited:

Use of AI tools for any coursework, assignments, coding, or assessments is strictly prohibited.

Faculty must specify the applicable level in the course syllabus.

- **Alignment with UGC, AICTE and NEP 2020**

NEP 2020:

- Digital literacy and AI integration
- Ethical and value-based education
- Experiential and multidisciplinary learning

UGC:

- Academic integrity and plagiarism prevention
- Responsible use of emerging technologies

AICTE:

- Industry-ready skills
- Outcome-based education
- Innovation and research ecosystem

This policy operationalizes national directives within institutional autonomy.



- **NAAC-Ready Narrative on AI Policy Implementation**

The Institution has proactively implemented a comprehensive Policy on Responsible Use of Artificial Intelligence (AI) to enhance academic quality, innovation, and ethical practices.

Aligned with NEP 2020, the policy promotes AI literacy, experiential learning, and responsible technology adoption. AI is integrated across academics, research, and project-based learning with clear guidelines on permissible use, disclosure, and academic integrity.

Faculty and students are sensitized through structured orientation programs, syllabus-level AI policies, and declaration mechanisms. Robust monitoring through viva-voce, audits, and disciplinary frameworks ensures originality and accountability.

This initiative demonstrates the Institution's commitment to futuristic education, governance excellence, and ethical use of emerging technologies.

Responsible AI Use @ Sanjivani

USE AI. DON'T ABUSE AI.

- ✓ Learn smarter
- ✓ Be transparent
- ✓ Think critically
- ✓ Declare AI use
- ✗ No AI in exams
- ✗ No fake content
- ✗ No blind copy-paste
- ✗ No confidential data upload

AI is your assistant, not your replacement.


Issued by: **Dean Academics**


Approved by **Director | Academic Council**

Sanjivani College of Engineering, Kopargaon

