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SMU SIKKIM MANIPAL UNIVERSITY

Established under Govt of Sikkim, Act 9 of 1995, recognised under 2(f) of the UGC Act, 1956

OFFICE ORDER

POLICY ON RESPONSIBLE USE OF GENERATIVE AI (GenAI)

1. Sikkim Manipal University has prepared a Policy on Responsible Use of Generative AI (GenAI). A copy of the Policy is enclosed herewith.

2. All are requested to carefully go through the policy and ensure strict adherence to the guidelines and provisions contained therein. The policy shall be applicable to all students, faculty members, administrative officers, non-teaching staff, and contractual employees of the University.

3. This has the approval of the Hon'ble Vice Chancellor, SMU, and is for information and necessary compliance.

No. 162/SMU/REG/OO/ 49 /2026

Date: 10 June 2026

(Prof (Dr) K.S. Sherpa)
Registrar

Enclosed: As above.

Copy to: -

1. Pro VC, SMU & Dean, SMIMS
2. Director, SMIT
3. COO, CRH
4. Dy. Medical Superintendent, CRH
5. Controller of Examinations, SMU
6. Director, Directorate of Research, SMU
7. Principal, SMCON
8. Principal, SMCPT
9. Director, CDOE
10. Director-Quality & Compliance, SMU
11. Coordinator Hospital Administration
12. Coordinator, FHSS&LA
13. Coordinator, Allied Health Professions
14. Offg Head, Dept of Medical Biotechnology
15. Chief Finance Officer, SMU
16. Head HR, SMU
17. Head GS, SMU
18. Head IT, SMU
19. Purchase Manager

SIKKIM MANIPAL UNIVERSITY * 5th Mile Tadong, Gangtok *

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POLICY ON RESPONSIBLE USE OF GENERATIVE AI(GenAI)

1. Preamble

The rapid advancement of Generative Artificial Intelligence (GenAI) technologies is transforming higher education by redefining teaching, learning, research, and administrative processes. The rapid propagation of Generative Artificial Intelligence (GenAI) tools — such as ChatGPT, Gemini, Claude, Copilot, DALL-E, Midjourney, DeepSeek, and related platforms into the field of Higher education is reshaping how knowledge is created, communicated, and evaluated across every discipline. These tools offer significant opportunities to enhance productivity, creativity, and personalised learning.

However, they also introduce challenges related to academic integrity, ethical usage, data privacy, and over-reliance on automated systems. Higher education institutions globally looking for opportunity to leverage this transformative potential of these technologies while safeguarding the values of intellectual integrity, critical thinking, and independent learning.

Recognizing the growing adoption of GenAI tools among students, faculty, and staff, Sikkim Manipal University adopts this GenAI policy to ensure that AI is used as an enabler of human intelligence rather than a substitute for it.

This policy affirms that no AI tool can replace the intellectual agency, ethical judgement, or creative insight of our students, faculty, and staff. Its purpose is to guide, not restrict, a culture of thoughtful innovation.

2. Purpose and Scope

2.1. **Purpose**- This policy aims to:

2.1.1. Establish a clear, university-wide framework for the ethical, responsible, and transparent use of Generative AI tools.

2.1.2. Protect academic integrity and ensure that the use of AI does not substitute for genuine intellectual effort.

2.1.3. Empower students, faculty, and staff with guidance to use AI as a productive complement to their work rather than a shortcut.

2.1.4. Create accountability mechanisms to prevent misuse and to address violations consistently and fairly.

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2.1.5. Ensure that data privacy, security, and confidentiality are maintained when interacting with AI platforms.

2.2. **Scope-** This policy applies to all individuals affiliated with the University, including:

2.2.1. Undergraduate, postgraduate, and doctoral students.

2.2.2. Full-time, part-time, visiting, and adjunct faculty members.

2.2.3. Administrative officers, non-teaching staff, and contractual employees.

2.3. **It covers:**

2.3.1. Teaching-learning processes

2.3.2. Research activities

2.3.3. Administrative operations

2.3.4. Institutional communication

3. Definitions

For this policy, the following terms shall have the meanings assigned below:

3.1. **Generative AI (GenAI)** - AI systems capable of generating text, images, code, audio, or video based on user prompts

3.2. **AI Assisted Work** - Any output partially or fully generated using AI tools

3.3. **AI Tools** - Platforms such as ChatGPT, Gemini, Copilot, DALL·E, etc.

3.4. **Disclosure** - Explicit acknowledgement of AI use in any work.

3.5. **Academic Integrity** - Ethical standards ensuring originality, honesty, and proper attribution

3.6. **Sensitive Data** - Confidential academic, personal, financial, or institutional information

4. Objectives

The specific objectives of this policy are:

4.1. To promote **ethical and responsible AI usage** by creating clear guidelines for permissible and prohibited applications of GenAI across academic and administrative functions.

4.2. To uphold academic integrity by ensuring that GenAI does not replace the original thought, analysis, and effort expected from students and scholars.

4.3. To protect institutional data by preventing the inadvertent exposure of confidential, sensitive, or personally identifiable information to external AI platforms.

4.4. To establish **governance and accountability frameworks**.

5. **Policy Provisions**

5.1. **General Principles (Applicable to All)**

The following principles apply to every member of the university community regardless of role:

5.1.1. **Transparency and Disclosure** - Any work academic, research, or administrative, that has been generated, drafted, assisted, or materially influenced by a GenAI tool must be disclosed. Disclosure must specify the name of the GenAI tool used (e.g., ChatGPT, Claude) and the nature of use (e.g code generation, language improvement, image creation).

Disclosure may be placed in a methodology section, footnote, acknowledgement, or a separate AI Use Declaration.

5.1.2. **Accountability** - The individual submitting work is wholly responsible for its accuracy, quality, and integrity, regardless of AI involvement. The human author is the accountable party.

5.1.3. **Data Privacy and Security**

No university-related sensitive information shall be entered into any publicly accessible GenAI system. This specifically prohibits:

5.1.3.1. Entry of personally identifiable information (PII) of students & employees.

5.1.3.2. Uploading confidential institutional documents, unpublished research data, financial records, or legal communications.

5.1.3.3. Sharing proprietary formulations, innovations, or intellectual property under university ownership.

5.1.4. **Verification of AI Outputs**

AI-generated content is subject to hallucinations, bias, and factual errors. All users are required to independently verify factual claims, citations, legal references, scientific data, and statistics generated by AI before using them in any official or academic purpose.

5.1.5. **On Research**

The global scholarly community is rapidly evolving norms on AI in research. The University community should actively monitor the policies of major journals (such as Nature, Elsevier, and Springer) and funding bodies (DST, SERB, ICMR, UGC) and follow them accordingly.

6. **Policy for Students-**

This section outlines the permissible and prohibited uses of generative AI for students.

6.1. **Permitted Uses (Dos)**

Students may use GenAI tools for the following purposes, subject to faculty-specific course guidelines and the disclosure requirements set out in Section 5.1.1:

6.1.1. Brainstorming and idea generation during the early stages of academic work.

6.1.2. Summarising or simplifying complex reference material — but not as a replacement for reading primary sources.

6.1.3. Checking grammar, language clarity, or coherence of their own written work.

6.1.4. Seeking explanations of difficult concepts as a supplementary learning aid.

6.1.5. Generating initial code skeletons or debugging code, provided the student understands and can explain the code.

6.1.6. Creating visualisations or diagrams where the student can interpret and contextualise the output.

6.1.7. Any other purpose explicitly authorised in writing by the course faculty.

AI-generated content without understanding or acknowledgement amounted to academic malpractice.

6.2. **Prohibited Uses**

The following uses are strictly prohibited and constitute academic misconduct:

6.2.1. Submitting AI-generated text, code, or other content as one's own original work without disclosure and substantial intellectual transformation.

6.2.2. Using AI to complete examinations, tests, quizzes, or any closed-book or invigilated assessment.

6.2.3. Using AI to paraphrase plagiarised content to evade detection.

6.2.4. Fabricating or using AI-generated citations, references, or data without verification.

6.2.5. Outsourcing the core intellectual task of an assignment entirely to AI, even if minor human editing follows.

6.2.6. Using AI in group work without the knowledge and consent of all group members and the supervising faculty.

6.3. **Student Obligations**

6.3.1. Disclose all AI tool usage in every submission as described in Section 5.1.1.

6.3.2. Be prepared to orally explain, defend, or reproduce any part of a submission upon request by faculty.

6.3.3. Understand and accept that final intellectual and ethical responsibility rests with the student.

6.3.4. Familiarise themselves with course-specific AI use guidelines communicated by faculty at the start of each semester.

7. Policy for Faculty

7.1. Course-Level AI Guidelines

Every faculty member shall, at the commencement of each course, communicate to students in writing (in the course outline or syllabus) whether and to what extent AI tools may be used for course-related work.

7.2. Assessment Design

Faculty are encouraged to design assessments that are robust to AI assistance. Recommended strategies include:

7.2.1. Incorporating in-class, oral, or viva-voce components that require students to demonstrate personal understanding.

7.2.2. Designing assignments around personal experience, fieldwork, local context, or real-time data that AI cannot replicate.

7.2.3. Requiring process documentation (drafts, notes, reflections) alongside final submissions.

7.2.4. Periodically refreshing assessment questions and case studies to reduce the utility of generic AI outputs.

7.3. AI Use in Teaching and Research

Faculty may use GenAI tools to enhance teaching effectiveness and research productivity, including for:

7.3.1. Preparing teaching materials, slides, and illustrative examples.

7.3.2. Drafting research proposals and grant applications — subject to the funder's own AI-use guidelines.

7.3.3. Language editing and formatting of research manuscripts — which must be disclosed in publications per journal requirements.

7.3.4. Developing AI literacy exercises and interactive learning activities for students.

7.3.5. Generated content is accurate, non-partisan, unbiased, and doesn't violate intellectual property laws

7.3.6. He/she has the necessary permissions to reproduce, adapt, translate, or publish third-party material.

8. Policy for Administrative Authorities and Staff

8.1. Permitted Administrative Uses

Administrative and non-teaching staff may use GenAI tools for the following:

8.1.1. Drafting routine communications, notices, circulars, and procedural documents — subject to review by a competent human authority before issue.

8.1.2. Summarising long reports, minutes, or policy documents for internal reference.

8.1.3. Generating first drafts of institutional content such as newsletters, website copy, or event communications.

8.1.4. Data visualisation for non-sensitive institutional data.

8.2. Prohibited Administrative Uses

8.2.1. Using AI-generated outputs directly as official institutional decisions, orders, or legal communications without human review and authorisation.

8.2.2. Processing, entering, or uploading student, employee, or third-party PII into any public-facing GenAI system.

8.2.3. Using AI to draft communications that misrepresent institutional positions or that have potential legal, financial, or reputational implications, without proper review.

9. Policy Review and Amendments

Given the pace of change in AI technology, this policy shall be reviewed at least once in every two academic years. Reviews may be triggered by:

9.1. Significant new AI capabilities

9.2. Changes in national or international regulatory frameworks governing AI.

9.3. Feedback from students, faculty, or external stakeholders.