



KHWAJA MOINUDDIN CHISHTI LANGUAGE UNIVERSITY LUCKNOW

(A State University Established by Govt. of Uttar Pradesh)

AI POLICY

For Academic Integrity,
Teaching-Learning & Research Governance



Ethics | Innovation | Excellence

Empowering Minds, Enriching Lives

PREAMBLE

The rapid advancement of Artificial Intelligence (AI) and Generative AI technologies has significantly transformed academic ecosystems encompassing teaching, learning, research, and administration. While such technologies enhance efficiency, accessibility, and innovation, they simultaneously raise concerns regarding authorship integrity, originality, plagiarism, data security, intellectual property, and ethical accountability.

In alignment with national frameworks, including the University Grants Commission (UGC) guidelines and the National Education Policy (NEP) 2020, Khwaja Moinuddin Chishti Language University hereby adopts this Policy to regulate the ethical, transparent, and accountable use of AI tools within the institution. The Policy seeks to ensure that AI functions strictly as an assistive technology without compromising human intellectual contribution, academic integrity, or institutional credibility.

1. OBJECTIVES OF THE POLICY

This Policy is framed with the following objectives:

- 1.1 To uphold academic integrity and intellectual accountability in all teaching, learning, research, and scholarly activities involving the use of AI tools.
- 1.2 To establish a transparent and disclosure-based framework governing the responsible use of AI technologies in academic and research work.
- 1.3 To prevent misuse of AI tools, including plagiarism, fabrication, falsification, and manipulation of data or academic outputs.
- 1.4 To promote responsible innovation while ensuring compliance with ethical, legal, and institutional standards in AI-assisted work.

2. SCOPE

This Policy shall apply to:

- 2.1 All students, faculty members, researchers, administrative staff, authors, reviewers, and editors associated with the University;
 - 2.2 All academic and institutional activities including assignments, examinations, research work, dissertations, theses, publications, journal submissions, and administrative processes;
 - 2.3 All forms of AI-assisted or AI-generated content created, submitted, evaluated, stored, or disseminated within the University ecosystem, including but not limited to text, datasets, research outputs, presentations, images, graphs, charts, audio-visual materials, and digital learning resources used in coursework, assessment, research, and institutional functions.
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3. DEFINITIONS

For the purposes of this Policy:

- 3.1 **Artificial Intelligence (AI) Tool** shall mean any software system or platform capable of generating, analyzing, or transforming content using algorithmic or machine-learning techniques.
- 3.2 **Generative AI** shall refer to AI systems that create new content such as text, images, data, or visual outputs based on learned patterns.
- 3.3 **AI Assistance** shall mean any contribution of AI in drafting, editing, summarizing, translating, coding, analyzing, or formatting content.
- 3.4 **AI Use Statement** shall mean a mandatory disclosure specifying the use of AI tools, including their name, purpose, and extent of use.
- 3.5 **Authorship** shall mean human intellectual contribution involving conceptualization, analysis, interpretation, and accountability; AI tools shall not qualify for authorship.
- 3.6 **AI Governance Committee** means a committee constituted at the University level, by an order of the Vice-Chancellor, comprising not less than three faculty members, for the purpose of overseeing, regulating, and ensuring compliance with the provisions of this Policy.
- 3.7 **Confidential Data** shall include unpublished manuscripts, datasets, personal information, or any sensitive institutional material.
- 3.8 **Disclosure** shall mean formal declaration of AI usage in any academic or research output.
- 3.9 **Manipulation** shall mean fabrication, falsification, or deceptive alteration of data or content using AI or any other means.
- 3.10 **Originality** shall mean that the work reflects independent intellectual effort and is free from plagiarism, fabrication, or misrepresentation.
- 3.11 **Plagiarism** shall include use of AI-generated or human-authored content without proper attribution.
- 3.12 **User** means any individual or entity authorized to access, use, or interact with Artificial Intelligence systems, tools, or outputs within the University, and shall include students, faculty members, researchers, administrative staff, and any other persons engaged in academic, research, administrative, or related University activities.

4. DISCLOSURE OF AI USE

- 4.1 All users shall mandatorily disclose any use of AI tools in academic, research, or publication-related work. The disclosure shall include the name of the tool, its purpose, and the extent of its use. Non-disclosure shall constitute academic misconduct.



5. AUTHORSHIP AND ACCOUNTABILITY

- 5.1 Authorship shall vest solely in human contributors. AI tools shall not be recognized as authors or co-authors. All users shall bear full responsibility for the originality, accuracy, and integrity of AI-assisted work.

6. PERMISSIBLE USES OF AI

- 6.1 AI tools may be used for limited assistive purposes, including:
- a) Language enhancement, grammar correction, and translation;
 - b) Idea generation, brainstorming, and structuring of content;
 - c) Literature review assistance and summarization, subject to verification;
 - d) Coding, data analysis, and technical support;

7. PROHIBITED USES OF AI

- 7.1 The following uses shall be strictly prohibited:
- 7.2 Submission of AI-generated content as original work without disclosure;
- 7.3 Use of AI tools during examinations or assessments unless expressly permitted by the University;
- 7.4 Fabrication, falsification, or manipulation of research data, citations, or findings;
- 7.5 Use of AI to generate core academic arguments, conclusions, or interpretations without substantial human contribution;
- 7.6 Creation of misleading, harmful, unethical, or deceptive content;
- 7.7 Use of AI to conceal plagiarism

8. USE OF ARTIFICIAL INTELLIGENCE IN PREPARATION OF TEACHING-LEARNING MATERIALS

- 8.1 Artificial Intelligence tools may be utilized for the preparation and development of teaching-learning materials, including the generation of metadata such as abstracts, summaries, and keywords.
- 8.2 Artificial Intelligence may also be used for the creation of visual aids, including images, graphs, charts, and other illustrative content, provided that such materials are appropriately labelled and proper disclosure of AI assistance is made.
- 8.3 All outputs generated through the use of Artificial Intelligence shall be subject to mandatory human review, verification, and validation to ensure accuracy, reliability, and adherence to academic integrity and ethical standards of the University.
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9. ACADEMIC INTEGRITY AND ORIGINALITY

- 9.1 All AI-assisted work must reflect the user's own intellectual contribution. Users shall ensure that AI-generated outputs are verified, accurate, and free from plagiarism, including inadvertent reproduction of copyrighted material or "hallucinated" references.
- 9.2 AI shall function only as an assistive tool and shall not substitute human judgment. Final outputs in academic and research work must be reviewed, validated, and approved by the user.

10. DATA PRIVACY AND CONFIDENTIALITY

- 10.1 Users shall not upload or process confidential data, unpublished manuscripts, personal information, or sensitive institutional material on public or third-party AI platforms without proper authorisation. Compliance with data protection and ethical standards shall be mandatory.

11. AI USE STATEMENT AND RECORD MAINTENANCE

- 11.1 All academic submissions and publications shall include an AI Use Statement. Users shall maintain records of AI usage, including tool name, version, prompts, and scope, and produce such records when required by University authorities.

12. GOVERNANCE AND INSTITUTIONAL RESPONSIBILITY

- 12.1 The University shall establish an AI Governance Committee responsible for policy implementation, monitoring compliance, addressing grievances, and recommending disciplinary actions. Academic and administrative units shall coordinate to ensure effective implementation.

13. RISK MANAGEMENT AND ETHICAL SAFEGUARDS

- 13.1 The University shall address risks associated with AI, including bias, misinformation, plagiarism, and data breaches, through human oversight, ethical review mechanisms, secure infrastructure, and adoption of detection tools.

14. CAPACITY BUILDING AND AWARENESS

- 14.1 The University shall conduct training programs, workshops, and awareness initiatives to promote AI literacy and responsible usage among stakeholders.

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15. VIOLATIONS AND PENALTIES

15.1 Any breach of this Policy may result in requests for revision, rejection, correction, expressions of concern, or retraction. Egregious or repeated violations may attract disciplinary actions for serious misconduct.

16. APPROVAL & IMPLEMENTATION

16.1 This policy shall come into effect from the date of approval from competent authority of University.

17. REVIEW AND AMENDMENTS

17.1 This Policy shall be subject to periodic review and revision to reflect technological advancements, regulatory developments, and University's requirements.

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Annexures

Annexure I: AI Usage Declaration Form

Khwaja Moinuddin Chishti Language University, Lucknow

(AI Usage Declaration Form)

Programme Name: _____

Faculty Name (if applicable): _____

Name of User: _____

Enrollment/Employee ID (if applicable): _____

Programme/Department/Semester (if applicable): _____

Declaration

I hereby declare that:

1. I have used Artificial Intelligence (AI) tools in the preparation of this submission **only as permitted** under the University AI Policy.
2. I have **clearly disclosed and acknowledged** all AI tools used in this work.
3. The submitted work is **primarily my own**, and I take full responsibility for its content.
4. I understand that **undisclosed or inappropriate use of AI** may be treated as academic misconduct.

Details of AI Usage (if any):

- Name of AI Tool(s): _____
- Purpose of Use (e.g., drafting, editing, coding, etc.): _____
- Extent of Use (Brief Description): _____

Declaration Statement (Tick One):

☐ No AI tools were used in this submission

☐ AI tools were used as described above

Signature of User: _____

Date: _____





Annexure II: Penalty Matrix for AI Misuse

KMCLU AI Policy – Penalty Matrix

Level	Nature of Violation	Description	Penalty
Level 0	Minor/Acceptable Use	AI used with proper disclosure; minimal assistance (grammar, formatting)	No penalty
Level 1	Undisclosed AI Assistance	AI used but not declared; limited impact on originality	Resubmission with warning
Level 2	Moderate Misuse	Significant AI-generated content without attribution	Marks deduction / Grade penalty
Level 3	Serious Misconduct	Submission largely AI-generated; plagiarism or misrepresentation	Fail in assignment/course
Level 4	Severe/Repeated Violation	Fabrication of data, research misconduct, repeated offences	Disciplinary action (suspension/expulsion as per university rules)

Notes:

- Penalties shall be imposed by the concerned faculty/committee based on severity.
- Repeat offences will attract higher-level penalties.
- Cases of research misconduct may be referred to the **Research Committee**.

Annexure III: Do's and Don'ts for AI Users

(AI Usage Guidelines)

Do's

- ✓ Use AI tools for learning, understanding concepts, and skill development
- ✓ Clearly disclose AI usage in assignments and research
- ✓ Use AI for language improvement, brainstorming, and coding assistance
- ✓ Verify and validate AI-generated information before submission
- ✓ Follow academic integrity and citation norms
- ✓ Seek guidance from faculty when unsure about AI usage

Don'ts

- ✗ Do not submit AI-generated work as your own without disclosure
- ✗ Do not use AI tools during examinations unless permitted
- ✗ Do not generate fake data, references, or research content
- ✗ Do not rely entirely on AI without your own understanding
- ✗ Do not use AI for harmful, unethical, or misleading purposes
- ✗ Do not violate copyright or data privacy regulations

Important Note

Users are responsible for all AI content submitted. AI tools are assistive technologies, not substitutes for original academic work.

Violation of these guidelines will result in penalties as per the University AI Policy.

Annexure IV: AI Policy Implementation Checklist for Departments

Khwaja Moinuddin Chishti Language University, Lucknow

AI Policy Implementation Checklist (Department Level)

Department Name: _____

Programme(s): _____

Academic Year: _____

Head of Department: _____

Section A: Governance & Policy Adoption

S. No.	Checklist Item	Status (✓/✗)	Remarks
1	AI Policy communicated to all faculty and students		
2	Department-level orientation on AI Policy conducted		
3	AI usage guidelines included in course handbooks		
4	Department AI Coordinator/Committee identified		
5	Integration with IQAC/Academic Council ensured		

Section B: Academic Integration

S. No.	Checklist Item	Status (✓/✗)	Remarks
6	AI usage disclosure mandated in assignments		
7	AI policy integrated into assessment guidelines		
8	Faculty using AI responsibly in teaching-learning		
9	AI-based tools used for skill development		
10	Students trained on ethical AI usage		

Section C: Research & Publication Compliance

S. No.	Checklist Item	Status (✓/✗)	Remarks
11	AI declaration included in research submissions		
12	Ethical guidelines for AI-based research followed		
13	No cases of AI-assisted plagiarism reported		
14	Research Committee consulted when required		

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Section D: Risk Management & Academic Integrity

S. No.	Checklist Item	Status (✓/✗)	Remarks
15	Mechanism to detect AI misuse established		
16	Plagiarism/AI detection tools in use		
17	Cases of misconduct handled as per penalty matrix		
18	Awareness on risks (bias, misinformation, etc.) conducted		

Section E: Infrastructure & Support

S. No.	Checklist Item	Status (✓/✗)	Remarks
19	Access to approved AI tools/platforms provided		
20	Secure IT infrastructure and data protection ensured		
21	AI EdTech/digital learning resources available		
22	Technical support available for faculty/students		

Section F: Capacity Building & Awareness

S. No.	Checklist Item	Status (✓/✗)	Remarks
23	Workshops/seminars on AI conducted		
24	Faculty development programs (FDPs) on AI organized		
25	Student training programs on AI tools conducted		
26	Participation in AI-related courses/initiatives encouraged		

Section G: Transparency & Accountability

S. No.	Checklist Item	Status (✓/✗)	Remarks
27	AI usage records/logs maintained		
28	Transparency in evaluation using AI ensured		
29	Grievance redressal mechanism functional		
30	Feedback from students and faculty collected		

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Section H: Review & Continuous Improvement

S. No.	Checklist Item	Status (✓/X)	Remarks
31	Periodic review of AI policy implementation		
32	Updates incorporated based on feedback		
33	Best practices documented and shared		
34	Compliance reported to university authorities		

Certification

This is to certify that the above checklist has been reviewed and implemented to the best of our knowledge in compliance with the KMCLU AI Policy.

Signature of HoD: _____

Date: _____

Signature of AI Coordinator: _____

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ख्वाजा मुईनुद्दीन चिश्ती भाषा विश्वविद्यालय, लखनऊ
KHWAJA MOINUDDIN CHISHTI LANGUAGE UNIVERSITY, LUCKNOW



पत्र संख्या-026/अधि0शै0/भावि/2026

दिनांक : 09 मई, 2026

सेवा में,

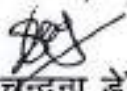
कुलसचिव महोदय,
ख्वाजा मुईनुद्दीन चिश्ती भाषा विश्वविद्यालय,
लखनऊ।

विषय:- "ए0आई0 पॉलिसी" तैयार किये जाने विषयक।

महोदय

कृपया उपर्युक्त विषयक कुलसचिव कार्यालय के कार्यालय-ज्ञाप संख्या-705/
भावि/कुसका/2026/1216/26, दिनांक 17 अप्रैल 2026 का सन्दर्भ ग्रहण करने
का कष्ट करें। जिसके माध्यम से विश्वविद्यालय में "ए0आई0 पॉलिसी" का ड्राफ्ट तैयार
किये जाने हेतु समिति का गठन किया गया था।

उक्त के सम्बन्ध में अवगत कराना है कि गठित समिति द्वारा "ए0आई0
पॉलिसी" का ड्राफ्ट तैयार करके हस्ताक्षरित कर दिया गया है, जिसकी मूल प्रति
आपको आवश्यक एवं अग्रेत्तर कार्यवाही हेतु प्रेषित की जा रही है।

भवदीया,

(प्रो० चन्दना डे)
अधिष्ठाता-शोध

भवदीय,

(डॉ० हेमन्त कुमार सिंह)
सह-आचार्य
अभियांत्रिकी एवं प्रौद्योगिकी संकाय।

भवदीय,

(प्रो० सौबान सईद)
अधिष्ठाता शैक्षणिक

पृष्ठांकन संख्या व दिनांक : उपरोक्त।

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित।

1. कुलपति कार्यालय को माननीय कुलपति महोदय के अपलोकनार्थ।
2. वित्त अधिकारी।
3. परीक्षा नियंत्रक।
4. समिति के सम्मानित सदस्यगण।
5. सम्बन्धित पत्रावली/गार्ड फाइल।

अधिष्ठाता-शैक्षणिक।

Naresh
18/5/26