पंजाब केंद्रीय विश्वविद्यालय
Central University of Punjab
(Established vide an Act no. 25(2009) of Parliament)
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आज़ादी का अमृत महोत्सव

CUPB/Acad/2025-26/250 **10-02-2026**

NOTIFICATION

Subject: AI Policy of CU Punjab

Consequent upon approval of the Competent Authority, the **AI Policy** of the Central University of Punjab is hereby notified for compliance

Deputy Registrar (Acad.)

Copy:

1. Assistant Registrar (VCO): for kind information of Hon'ble Vice Chancellor
2. PA to PRO-VC: For Kind information of the Hon'ble Pro-Vice Chancellor
3. PA to Registrar: for kind information of Registrar
4. Dean In-charge Academics: for kind information
5. All Deans/ HoDs
6. Faculty Members
7. Administrative Staff
8. Incharge Computer Centre for uploading on the University website

AI - POLICY

Use of AI & GenAI in Administration, Academia, and Research at CU Punjab

Preamble

The rapid advancement of Artificial Intelligence (AI) and Generative AI (GenAI) technologies has opened new avenues for enhancing efficiency, innovation, and decision-making across diverse domains. This document provides an AI policy and examines the strategic use of AI and GenAI by stakeholders of the Central University of Punjab (CU Punjab) in administration, academia, and research. The study emphasizes ethical considerations, responsible adoption, and capacity-building initiatives to ensure sustainable integration of AI. With this AI Policy, CU Punjab can establish a robust framework that utilizes AI and GenAI for institutional excellence, academic growth, and societal impact.

Table of Contents

1. Scope of Application

This policy shall be applicable for the use of AI and GenAI at CU Punjab. All students, employees, and administrative staff are responsible for adhering to the rules outlined herein, ensuring ethical, lawful, and responsible use of such technologies. Further, under the mission of "AI for All" compute facilities /models may be used for safer access and secure data import.

2 Date of Commencement

This policy shall be brought into force from the date of its approval by the statutory bodies of the University.

3 Definition of Clause

- **Bias:** Unfair or unbalanced outcomes in AI caused by skewed data, design, or assumptions, which may lead to discrimination or favoritism.
- **Deepfake:** AI-made or edited videos, images, or audio that falsely show someone saying or doing something they never did.
- **Fabrication:** Creation of false or invented information, data, or content by AI systems or users, presented as if it were true.
- **Hallucination:** False or made-up information produced by AI that looks real but is not correct.
- **Malware:** Harmful software created to damage, steal, or get unauthorized access to computers, networks, or data.
- **Misinformation:** False or inaccurate information that is shared or spread, regardless of intent, which may mislead people or create confusion.
- **Integrity:** Acting with honesty, fairness, and responsibility in the use of AI and GenAI, ensuring accuracy and ethical behavior.
- **Privacy:** Protecting personal and confidential information, and ensuring data is collected, used, and shared responsibly and lawfully.

4. About the University

The Central University of Punjab was established in 2009 by an Act of Parliament (No. 25 of 2009), along with several other new Central Universities. The University has traversed a remarkable journey of over 16 years and is recognized for having the highest per capita research funding among its peers. With a strong mission, the University seeks to provide comprehensive instructional and research opportunities across integrated and cross-disciplinary domains, foster innovation in teaching, learning, and research, and serve as a hub

for generating new ideas, technologies, and worldviews. Its overarching goal is to nurture an ignited and dynamic workforce responsive to regional, national, and global needs while staying aligned with the evolving demands of academia, industry, and business.

Currently, the University has 11 schools with 31 departments, offering undergraduate, postgraduate, and doctoral programs in these disciplines. In terms of research, the Central University of Punjab has consistently emerged as a frontrunner among the newly established Central Universities.

5. Artificial Intelligence

Artificial Intelligence (AI) refers to developing systems capable of mimicking human intelligence, including learning, reasoning, problem-solving, and decision-making. The term artificial emphasizes that these abilities are designed by humans, while intelligence reflects the capacity to process information, adapt to new conditions, and generate informed outcomes.

Unlike human cognition, AI systems can analyze and process vast datasets at exceptional speed, identify complex patterns, and generate predictions that enable data-driven insights. This computational advantage has positioned AI as a transformative force across critical sectors, including healthcare, education, finance, transportation, communication, and scientific research.

6. Generative AI

Generative AI (GenAI) represents a specialized branch of AI that focuses on creating new content, such as text, images, audio, video, code, and simulations, based on patterns learned from existing data. Unlike traditional AI, which primarily classifies, predicts, or recommends, GenAI systems can produce novel outputs that mimic human creativity. Using advanced models like Generative Adversarial Networks (GANs), Variational Autoencoders (VAEs), and Transformer-based architectures (such as GPT and DALL·E), GenAI can generate text, images, music, video, and even computer code. Further, all G7 members agree that GenAI offers major opportunities for improving productivity, innovation, and supporting entrepreneurship.

In academic and research contexts, GenAI holds significant potential to:

1) Enhance productivity by automating drafting, summarization, and data visualization.

2) Support innovation through idea generation, experimental design, and simulation.
3) Facilitate learning by enabling adaptive tutoring, content customization, and knowledge discovery.

However, GenAI also introduces risks and challenges that must be addressed through responsible use policies, including:

1) Reliability: Generated content may contain errors, biases, or fabricated information.
2) Integrity: Risks of plagiarism and violation of copyright and intellectual property laws.
3) Ethical Concerns: Potential misuse for misinformation, manipulation, or creation of harmful content, like deepfakes, hallucinations, malware, etc.
4) Privacy: Concerns regarding the handling of sensitive or proprietary data in GenAI models.

Table 1. General Information regarding AI and GenAI

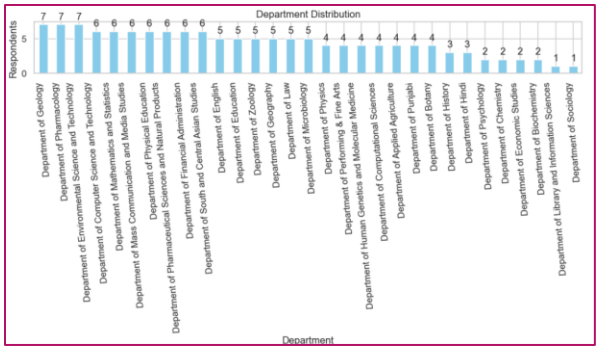
Aspect	AI	GenAI
Definition	A broad field of computer science that enables machines to perform tasks requiring human-like intelligence (reasoning, learning, problem-solving, perception).	A subfield of AI that focuses on creating new content (text, images, audio, video, code) using learned patterns from data.
Scope	Includes rule-based systems, machine learning, deep learning, robotics, NLP, computer vision, etc.	Specialized in generative models like GPT, DALL·E, Stable Diffusion, etc.
Goal	Automate decision-making, improve efficiency, recognize patterns, and solve complex tasks.	Generate realistic, creative, and novel outputs that mimic human-created content.
Data Usage	Uses data primarily to analyze, classify, or predict outcomes.	Uses data to learn structures and generate new information that resemble the training set.
Applications	Fraud detection, recommendation systems, self-driving cars, speech recognition, and medical diagnosis.	Text generation, image synthesis, music composition, video generation, and code generation.

Output	Produces predictions, classifications, recommendations, or decisions.	Produces new, original data or content that did not exist before.
Creativity Level	Focused on accuracy and performance in tasks.	Focused on creativity and novelty in outputs.
Risks/Concerns	Bias in decision-making, lack of explainability, and overfitting.	Deepfakes, misinformation, copyright issues, and hallucination of facts.

7. Data Collection

As part of efforts to create practical and relevant policy guidelines for academic use of GenAI, a structured survey was conducted among faculty members of the CU Punjab across 31 departments. A total of 137 responses from faculty members were received. The respondents represented diverse academic fields such as sciences, engineering, humanities, law, media studies, etc., and also covered all major faculty designations (Fig.1).

The questionnaire primarily consisted of objective questions, which were designed to gather information regarding GenAI's awareness levels, its trends of use, noted advantages, risks, and impact on teaching-cum-administration. It also included a few open-ended items exploring policy expectations and future perspectives. Results showed that a vast majority of the participants were familiar with GenAI tools (mostly ChatGPT), and most of them possess a moderate understanding of them (Fig.2). Faculty typically apply GenAI for research, writing, administrative assistance, and coursework preparation. The subjective responses strongly suggest that the respondents are very enthusiastic for academic integration of AI but also have deep concerns related to over-dependence, plagiarism, and scholarly integrity. Notably, the data showed a unanimous support for the need for a formal policy that dictates the institutional use of GenAI (Fig.3).



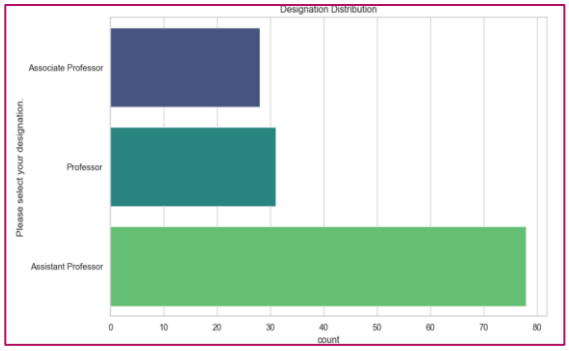
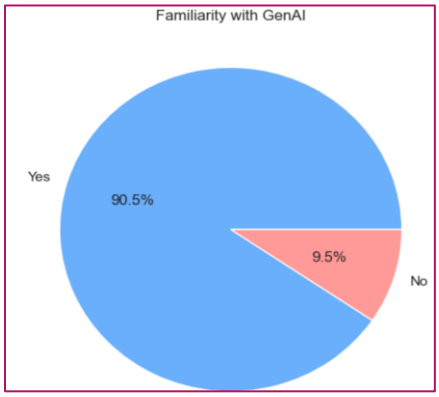


Fig. 1. Distribution of respondents with respect to departments (left) and designations (right).



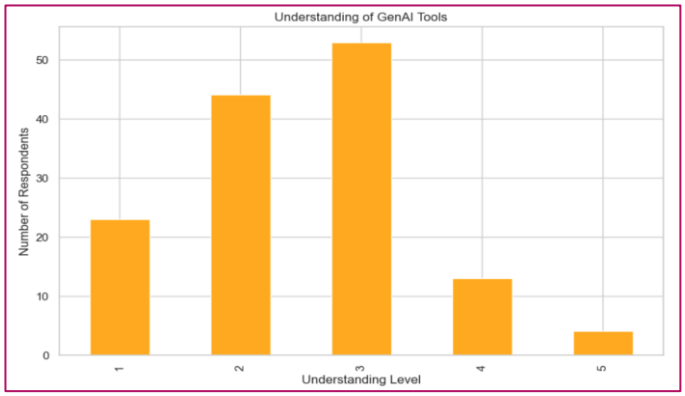
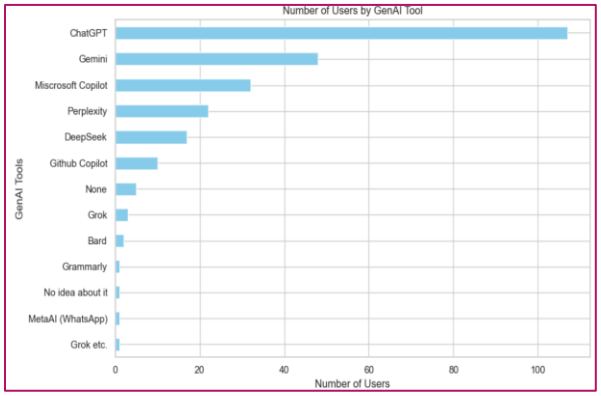


Fig. 2. Ratio of respondents' familiarity with GenAI (left) and their level of understanding of GenAI tools (right).



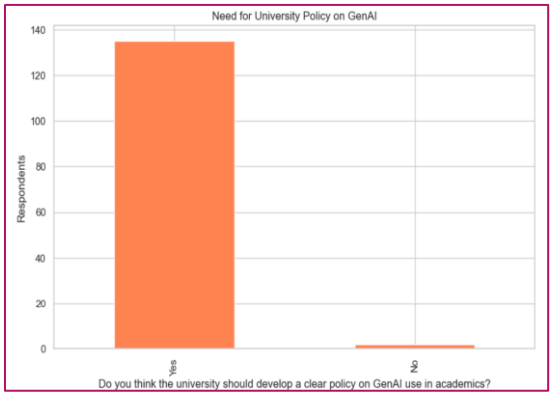


Fig. 3. Number of users for different GenAI tools (left) and the number of respondents' views on the need for university policy on using GenAI (right).

8. Recommendation/Policy

This consensus highlights the importance of responsible adoption, which in turn guided us to recommend the formulation of comprehensive policies and guidelines to ensure ethical, transparent, and effective use of GenAI in academics, research, and administrative frameworks.

8.1 Use of GenAI in Academics

Generative AI can serve as a valuable support tool in teaching and learning by assisting with brainstorming, idea generation, language help, and accessibility. However, it cannot replace human effort, critical thinking, or originality in academic work. Since academic integrity is the foundation of education, the use of GenAI must remain transparent, limited to supportive purposes, and always subject to verification and disclosure. The ultimate responsibility for accuracy, fairness, and originality lies with the student or faculty members using the tool. The University shall provide support, such as training workshops, to improve AI literacy in the University.

8.1.1 Students

8.1.1.1 Permitted Use

a) GenAI may be used for brainstorming, idea generation, and learning support.
b) GenAI may be used for language assistance, such as improving grammar, clarity, or translation. But it must not result in the replacement of the student's required critical thinking or original analysis.
c) GenAI may be used for accessibility purposes (e.g., learning support tools for differently-abled students, or help for non-native speakers).
d) GenAI may be used for assignments or projects (but not for content generation) with full disclosure and proper citation. Content generation refers to the production of an entire section, paragraph, or core analytical content of an assignment, project, term paper, etc.
e) All GenAI outputs should be verified and critically evaluated before including them in academic work.

f) Users are responsible for ensuring that AI-generated content does not violate copyright or intellectual property laws.

8.1.1.2 Prohibited Use

a) Submitting AI-generated content as original work without disclosure.
b) Relying on GenAI outputs without verification, especially if they contain bias, errors, or fabricated references.
c) Uploading personal or sensitive academic data into GenAI tools. Sensitive academic details or data include, but are not limited to, assignment details, unpublished thesis draft, course assessments, or peer review materials.
d) Engaging in plagiarism (for assignments, term papers, projects, etc.) or any other violation of academic integrity through GenAI.
e) Using GenAI in examinations, quizzes, or surprise tests. Differently abled persons may be allowed with prior approval for its legitimate use.

8.1.2 Faculty

8.1.2.1 Permitted Use

a) GenAI may be used as a supportive tool to prepare lecture notes, teaching materials, examples, or supplementary resources.
b) GenAI may be used for summarization, translation, or improving the readability of teaching content.
c) GenAI may be used to enhance accessibility in the classroom (e.g., simplified explanations or alternate formats for diverse learners).
d) Guide students in the responsible and ethical use of GenAI.
e) Course instructors may have the freedom to define rules (not in contradiction to this policy) regarding GenAI usage in their courses. Course-specific rules shall not authorize any usage of GenAI that is explicitly prohibited by the University policy.

8.1.2.2 Prohibited Use

a) Assigning core teaching responsibilities or assessments entirely to GenAI.
b) Using GenAI outputs without review or fact-checking before presenting to students.
c) Uploading confidential student data, grades, or evaluation materials into GenAI tools.
d) Using GenAI in a way that compromises fairness, originality, or academic standards.
e) Using GenAI to create quizzes, question papers, or other assessments without aligning them with the academic curriculum, course syllabi, Bloom's Taxonomy, and the defined Learning Outcomes (LOs) and Course Learning Outcomes (CLOs) is strictly prohibited. All assessments must reflect the intended educational objectives and maintain academic standards.

8.2 Use of GenAI in Research

Ethical concerns arise because current AI and GenAI models are unable to guarantee 100% authenticity, accuracy, or originality, often producing biased, hallucinated, or unverifiable outputs, or fabricated citations, and thus pose significant risks to research integrity, transparency, and authorship rights. In formal research writing, a researcher must ensure that every statement written is justified with authentic sources, empirical data, experiments, and logical reasoning. This practice establishes credibility, ensures transparency, and makes the work suitable for academic and scientific validation. Authenticity and traceability remain the foundation of credible research. Further, the plagiarism-related guidelines shall continue in effect, as such.

8.2.1 Permitted Use

a) Ensure that GenAI is used only as a supportive assistant, not as a replacement for the researcher's own analysis or interpretation.
b) Treat all GenAI-generated content as draft assistance, not the final evidence.

c) Ensure that GenAI is used to enhance the language and quality of the content rather than generating it from scratch.
d) Ensure the research interpretation remains your own.
e) Use only licensed, institution-approved (if any), secure, and transparent GenAI tools.
f) Cross-check facts, references, and data with authentic peer-reviewed sources.
g) Run all GenAI-generated text through plagiarism detection tools (those which are recommended by the university) to comply with UGC academic integrity standards. Ensure that the final research writing reflects human originality and interpretation.
h) Disclose the use of GenAI in research papers, conference submissions, theses, and projects whenever it has been employed for assistance, specifying the tool and its function.
i) Sharing sensitive, personal, or confidential datasets with GenAI tools is strictly prohibited unless explicit ethics approval and consent are obtained. All sensitive data must be anonymized before use.
j) Ensure compliance with data protection and privacy laws and the IT Policy of CU Punjab.
k) Until Central University of Punjab has a secure, official agreement with GenAI providers, a researcher must assume public GenAI tools are unsafe for sensitive data. Only non-confidential, general information should be shared with GenAI tools.

8.2.2 Prohibited Use

a) Never cite AI output as an academic source. Avoid using GenAI-generated text, references, or data directly.
b) Do not generate fake data, unverifiable references, or fabricated results. Avoid plagiarism or “copy-paste” from GenAI outputs.
c) Do not share sensitive, personal, or confidential datasets with GenAI tools unless explicit ethics approval and consent are obtained. Anonymize sensitive data before using GenAI tools.

d) Avoid blind acceptance of outputs (GenAI can produce biased/hallucinated responses). Apply human judgment and critical review.
e) Avoid unregulated or high-risk platforms that may compromise data security, privacy, or copyright laws.
f) Lack of disclosure is academic misconduct. Always declare AI assistance transparently.

8.3 Use of GenAI in Administration

Since administrative work often involves sensitive data, official communication, and decision-making that directly impact students, staff, and institutional reputation, GenAI must be used with caution and under strict human oversight. The responsibility for accuracy, fairness, and accountability always remains with the human user, not the AI system.

8.3.1 Permitted Use

a) GenAI may be used for drafting reports, communication, policy notes, and documentation, provided all outputs are verified by the concerned and official staff.
b) GenAI may support translation, summarization, or readability improvements in official documents.
c) Use generative AI tools with integrity and transparency, especially when they contribute to decision-making or policy development.
d) Only the permitted tools are allowed to be used.
e) GenAI outputs must always be reviewed by a qualified staff member before being used or distributed.
f) Verify the accuracy, relevance, and timeliness of any content produced by GenAI before using it in administrative processes. Do not rely solely on AI-generated content for official communication, reports, or decisions.

8.3.2 Prohibited Use

a) Do not share any personal, confidential, or sensitive information of the university with GenAI tools unless you have received clear approval through the department or higher authorities. According to the university's Information Privacy Policy, personal information must not be shared unless there is a formal agreement in place that guarantees the data will be protected and securely deleted when it's no longer needed.

b) While GenAI tools offer opportunities for experimentation and innovation, Central University of Punjab currently does not have enterprise agreements with any AI providers. As a result, these tools are not covered by the university's standard security or privacy guidelines.

c) GenAI must not be used for final decisions in admissions, hiring, promotions, disciplinary actions, or legal compliance.

d) GenAI tools must not be used to make final decisions in areas such as admissions, hiring, disciplinary actions, or legal compliance without appropriate human oversight and legal review.

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