

<b>POLICY ON USE OF ARTIFICIAL INTELLIGENCE</b>		
Version 1.0	Created on 25/08/2025	Page 1 of 3

**Objective:** SCMS School of Technology and Management recognizes Artificial Intelligence (AI), including Generative AI, as a transformative force in management education, research, and business practice. This policy establishes a structured framework for the **ethical, responsible, and effective use of AI** within academic and administrative activities.

The policy aims to:

- ✓ Enhance learning outcomes
- ✓ Promote innovation and research
- ✓ Safeguard academic integrity
- ✓ Ensure ethical and responsible AI adoption

## 2. Scope of the Policy

This policy applies to all Students (UG, PG, Doctoral programmes), Faculty and researchers, Administrative staff and external collaborators engaging with SCMS

It covers the use of:

- ✓ Generative AI tools (e.g., ChatGPT, Bard, Copilot)
- ✓ Machine learning and analytics tools
- ✓ AI-driven decision-making systems
- ✓ AI-assisted academic and administrative processes

## 3. Guiding Principles

### 3.1 Ethical Use of AI

- AI must be used in alignment with **academic honesty, fairness, and transparency**
- Outputs from AI must not be misrepresented as original human work
- Bias, discrimination, and unethical outcomes must be actively avoided

### 3.2 Human Accountability

AI is an assistive tool with the **final responsibility rests with the user**. Faculty and students are accountable for decisions, submissions, and outputs

### 3.3 Transparency & Disclosure

Use of AI in assignments, research, or reports must be **clearly disclosed along with proper citation of AI-generated assistance** is mandatory.

<b>POLICY ON USE OF ARTIFICIAL INTELLIGENCE</b>		
Version 1.0	Created on 25/08/2025	Page 2 of 3

### 3.4 Data Privacy & Security

Every user has to ensure that confidential, institutional, or personal data must not be shared with AI tools. It is additionally expected of users to be aware of the protection laws and compliance with applicable data.

## 4. AI in Teaching & Learning

### 4.1 Permitted Uses

- Idea generation and brainstorming
- Data analysis and visualization
- Coding and technical assistance
- Language refinement and grammar support
- Case study simulations and business modelling

### 4.2 Restricted Uses

- Submitting AI-generated content as original work without disclosure
- Fully AI-written assignments, projects, or dissertations
- Use of AI in examinations unless explicitly permitted

### 4.3 Faculty Responsibilities

- Design AI-resilient assessments (case-based, viva, experiential learning)
- Guide students on responsible AI usage
- Integrate AI literacy into curriculum

## 5. AI in Research

- AI may be used for:
  - Literature review assistance
  - Data processing and analytics
  - Hypothesis generation
- Mandatory requirements:
  - Disclosure of AI usage in research methodology
  - Verification of AI-generated insights
  - Avoidance of plagiarism and fabricated data

<b>POLICY ON USE OF ARTIFICIAL INTELLIGENCE</b>		
Version 1.0	Created on 25/08/2025	Page 3 of 3

## 6. AI in Administration

SSTM may deploy AI for:

- Admissions screening and analytics
- Student support systems (chatbots, advisory tools)
- Academic analytics and performance tracking

All such use must ensure transparency and fairness to avoid human oversight in decision-making

## 7. Academic Integrity & Violations

The following constitute violations:

- Undisclosed use of AI in academic submissions
- Fabrication of data using AI
- Plagiarism via AI tools

Consequences in the event of a violation may include academic penalties or disciplinary action as per SSTM regulations.

## 8. AI Literacy & Capacity Building

SCMS will conduct training programs on AI tools and ethics as well as establish AI labs / Centers of Excellence. The institution also encourages interdisciplinary AI-business integration to promote industry collaboration in AI applications.

## 9. Governance & Implementation

An **AI Ethics & Governance Committee** will oversee policy implementation, through periodic audits and updates will be conducted.

In addition to this, feedback from stakeholders will be incorporated annually

## 10. Future Outlook

SCMS aims to position itself as a **leader in AI-enabled business education**, focusing on responsible AI leadership, data-driven decision making and moulding Industry-ready graduates with AI competencies

**“Responsible AI. Intelligent Leadership. Future-Ready Business Education.”**