



Office of the Registrar

GIRIJANANDA CHOWDHURY UNIVERSITY, ASSAM

Main Campus: Hatkhowapara, Azara, Guwahati-781017

Constituent Campus: Kunderbari Rd, Dekargaon, Tezpur-784501

Minutes of the Seventh Meeting of the Board of Management

Girijananda Chowdhury University, Assam

Date: 28th May'25 (Wednesday)

Time: 2:30 p.m.

Venue: Conference Room, Main Academic Building, Guwahati.

The following members were present in the meeting:

1. Shri. Jasodaranjan Das-President, SSA Society
2. Prof. Jayanta Deka – Chancellor(Special Invitee)
3. Prof. Kandarpa Das- Vice-Chancellor
4. Prof. Dipankar Saha- Registrar
5. Mr. Kishor Kumar Choudhury- COE (Special Invitee)
6. Prof. Amar Saikia- Dean (Academics) (Special Invitee)
7. Mr. Biraj Kr. Borgohain- Chief Finance and Accounts Officer (Special Invitee)
8. Prof. S. Robert Ravi-Dean, School of Engineering and Technology
9. Prof. Abdul Baquee Ahmed-Principal, School of Pharmaceutical Sciences, Tezpur
10. Prof. Bhanu P. Sahu, Dean, School of Pharmaceutical Sciences, Guwahati
11. Dr. Damiki Laloo-Head, Department of Pharmacognosy
12. Dr. Junumoni Das- Head HR and Personnel Division
13. Ms. Namrata Kataki-Assistant Professor

Leave of absence was granted to Mr. Biyoyananda Chowdhury-Secretary, SSA Society, Ms. Sujata Chowdhury- Member, SSA Society, Dr. Biren Das, Registrar, Tezpur University, Prof. Joydeep Baruah, Professor, KKHSOU, Ms. Kunki Chowdhury, Member, SSA Society, and who could not attend the meeting due to preoccupation.

At the outset, Professor Kandarpa Das, Vice-Chancellor called the meeting to order and welcomed all the Members of the Board of Management.

Agenda:BOM.7/2025-05/01: Welcome Address and the Appraisal Report of the Vice Chancellor

The Vice Chancellor welcomed all esteemed members of the Board of Management (BOM) to the meeting and presented a comprehensive appraisal of significant developments at Girijananda Chowdhury University (GCU) since the last BOM meeting held on 7th February 2025.

In a concerted effort to bolster academic strength and research capabilities, the university has made several key appointments. Notably, Prof. Jogen Ch. Kalita, former Dean of the Faculty of Science, Gauhati University, has been appointed as the Ombudsperson of the university, and Prof. Partha

Pratim Baruah from the Department of Botany, Gauhati University, was appointed as a Visiting Professor, enhancing the academic mentorship ecosystem of GCU. In alignment with the National Education Policy 2020, the university has inducted two distinguished professionals as Professors of Practice: Dr. Bibhab Kr Talukdar, CEO of Aaranyak (India's leading wildlife NGO), and Mr. Bibhu Bhuyan, former Managing Director of Assam Power Generation Corporation Ltd, who bring with them rich industry insights to enrich experiential learning for students. Additionally, five visiting faculty members and one senior faculty member were appointed across the departments of Commerce, Physics, Electrical Engineering, Psychology, and Mathematics, contributing to academic enrichment.

The university has made progress on accreditation initiatives, with the NBA pre-qualifier proforma submitted for the CSE and CE departments on 3rd April 2025, and SAR submission scheduled on or before 2nd June 2025. A notable research development includes the sanction of a project funded by ICSSR titled "*Impact of the Ethnic Conflict on the Psycho-social Wellbeing of the Youth in Manipur*," led by Dr. Rachel Kabi as PI and Dr. Palakshi Sarmah as Co-PI. Faculty achievements include Dr. Vidya Srinivasan being selected as one of five members of the National Medical Laboratory and Life Sciences Professional Council by the Government of India, and Dr. Nirmala Devi receiving the SRM-ICONN Best Poster Presentation Award at the 8th International Conference at SRM Institute of Science and Technology, Chennai. Ms. Y. Alotoli Achumi, a research scholar under Dr. Devi, was selected for the National Fellowship and Scholarship for Higher Education of ST Students 2024–2025 by the Ministry of Tribal Affairs. Mr. Suman Kumar from the Department of Pharmaceutical Sciences was selected to present at the 10th International Conference on Pharmacy and Pharmaceutical Science (ICPPS 2025) in Seoul, South Korea, with his International Travel Grant approved by ANRF-ITS.

Among the major events conducted, Euphuism was held at the Guwahati campus and RONGMON at the Tezpur campus. The university also successfully hosted the 1st Lex Imperium Moot Court Competition on 12th April 2025, in collaboration with Dispur Law College, with Hon'ble Mr. Justice Kalyan Rai Surana as Guest of Honour. A colloquium titled "*Guwahati: From Past to Present*" was organized by the School of Humanities & Social Sciences and graced by Padma Shri awardee Shri Ajoy Kumar Dutta. The Center for Wildlife and Environmental Studies (CWES), GCU also held a workshop on Wildlife Photography and Nature at Garbhanga. GCU's active student body participated in the 38th AIU National Inter-University Youth Festival at Amity University, Noida, securing one silver and two bronze medals.

On the international front, GCU participated in seven major activities including an International Study Tour to HELP University, Malaysia, for 28 MBA students and two faculty members from 10th to 14th March 2025; a guest lecture by Dr. Baker Farangis from Germany on Renewable Energy; enrolment of two Japanese students in the English program for the academic year 2025–26; discussions for collaboration with Assumption University, Thailand; and a faculty visit to Russia by Mr. Girish Gogoi. Additionally, the Vice Chancellor was invited to speak at the International Academic Conference titled "*The 80th Anniversary of Victory in the Great Patriotic War and World War II*" held from 22nd to 24th April 2025 at the Institute of World History, Russian Academy of Sciences, Moscow.

Admissions from February to May 2025 indicate robust interest, with a healthy number of inquiries, applications, and provisional admissions. Placement activities showed significant improvement, particularly in engineering and pharmaceutical sciences, with stronger student participation and higher selection rates. The Vice Chancellor encouraged the Training and Placement Cell to sustain this momentum in future years.

GCU has also undertaken substantial infrastructure improvements, including fencing of the permanent playground, expansion of library and academic buildings, campus road carpeting, and renovations to multiple buildings. New equipment and furnishings were added, such as office

chairs, computers, and an elevator for the Pharmacy annex. Administratively, the Student Support Services Cell was merged with the Admission Cell to enhance efficiency. Several MoUs have been signed with prominent organizations, including Assam Startup-The Nest (through AIIDC), IIMCIP-Technology and Innovation Council (IIMC-TIC), and Numaligarh Refinery Limited (NRL).

To enrich experiential learning, GCU will host Summer Internship Programmes 2025, open to both in-house and external undergraduate and postgraduate students with flexible durations of 2/3/4 weeks. Participating departments include Mathematics, Political Science, History, English and Foreign Languages, Electrical Engineering, Business Administration, Mechanical Engineering, and Computer Science and Engineering. Furthermore, a 2-Week Innovative and Interdisciplinary Summer Immersive Program for students of Grades 9 to 12 is scheduled from 1st-14th and 15th-28th July 2025. This program features activities on AICTE-IDEA laboratory innovation, Indian Knowledge Systems, skill-based workshops, media literacy, e-commerce, Model United Nations, Moot Court, Assamese folk music, wellness and physiotherapy sessions, and nature trails.

The Vice-Chancellor also stressed the importance of the smooth functioning of both administrative and academic procedures, emphasizing timely processing of documents and the crucial cooperation of departments, especially the Finance and Accounts Cell. He requested that the Finance section expedite all financial matters and maintain meticulous records of file movement, preferably through ERP-based management. It was also proposed to assign one dedicated staff member for WhatsApp updates on file processing status. ERP-based alumni registration and RDC-funded research projects were also highlighted, with six projects having cleared the internal screening and sanctioned for funding by the society.

Overall, Girijananda Chowdhury University continues to exhibit dynamic growth across academic, administrative, research, and extracurricular domains, driven by strong leadership and an engaged, proactive academic community.

Resolution: BOM.7/2025-05/01:

The Board of Management noted the deliberations and resolved the following:

- 1.1 To speed up and ensure timely processing of financial matters, with improved documentation and tracking mechanisms in place.
- 1.2 To assign Mr. Nayan Jyoti Baruah with full responsibility in the Finance Department of sending WhatsApp messages/notifications to the concerned stakeholders once a file has been processed, in order to improve communication and workflow efficiency.

Agenda BOM.7/2025-05/02: Confirmation of the Minutes of the sixth meeting of the Board of Management dated 7th February 2025.

The Minutes of the sixth Meeting of the Board of Management (Annex-I) were placed before the Board, for consideration. Professor Das mentioned that the draft minutes of the meeting were circulated to all the Members for their observation. Since no observation was received, he requested the Members once again for their observations, if any. Since, there was no observation, the Board recommended for accepting the Minutes of the sixth Meeting of the Board of Management.

Resolution: BOM.7/2025-05/02:

The Members resolved to approve the Minutes of the sixth Meeting of the Board of Management.

Agenda BOM.7/2025-05/03: Proposal for acceptance of the Action taken report on the Resolutions of the sixth Board of Management meeting dated 7th February 2025.

The Action Taken Report of the resolution of the sixth Meeting of the Board of Management dated 7th February 2025 was placed before the Board. The members discussed the report and noted the actions taken with appreciation.



Action Taken Report of the sixth Board of Management meeting resolutions			
Sl. No.	Agenda	Resolution	Abstract of the resolution sent to
1	<u>Agenda:</u> <u>Agenda:BOM.6/2025-02/01:</u> Welcome Address and the Appraisal Report of the Vice Chancellor	Resolution: <u>BOM.6/2025-02/01:</u> The Board of Management noted the deliberations and resolved the following: 1.3 To emphasize the importance of patent publication and encourage faculty members to increase their contribution in this area. 1.4 To analyze the faculty-to-patent ratio and ensure that faculty members are actively engaged in patent-related research and innovation. 1.5 To initiate the publication of referred journals through the Research and Development Cell (RDC), thereby enhancing the research visibility of the university. 1.6 To pursue the publication of journals by reputed publishers in the next phase, aiming for higher academic recognition	Work is in progress. Faculties are instructed to file patents Work is in progress and efforts are being made to increase the number of patents. RDC has instructed and encourage all departments to increase the number of publication with special emphasis on peer-review and advanced impact factor Journals RDC has instructed and encourage all departments to increase the number of

		and impact.	publication with special emphasis on peer-review and advanced impact factor Journals
2	<u>Agenda BOM.6/2025-02/02:</u> Confirmation of the Minutes of the fifth meeting of the Board of Management dated 24 th September 2024.	<u>Resolution: BOM.6/2025-02/02:</u> The Members resolved to approve the Minutes of the fifth Meeting of the Board of Management.	No Action required
3	<u>Agenda BOM.6/2025-02/03:</u> Proposal for acceptance of the Action taken report on the Resolutions of the fifth Board of Management meeting dated 24 th September 2024.	<u>Resolution: BOM.6/2025-02/03:</u> The Board of Management noted the deliberations and resolved the following: 3.1 The Action Taken Report (ATR) of the 5th Board of Management meeting was reviewed and approved. 3.2 To offer at least one MOOC (Massive Open Online Course) as part of the university's commitment to enhancing digital learning and providing global access to education. 3.3 To conduct a workshop for faculty members on the credit framework to ensure understanding and alignment with academic standards and regulations.	Noted Committee has been formed and departments have been instructed to run MOOC courses. Department of Computer Application and Pol. Sci. have already offered the same. For MOOC production, a workshop will be conducted in the first week of June, two meetings have already been conducted on 19/5 and 23/5 2025. Due to ongoing End Sem Examination this action is kept on hold. It will be organised after the examinations are over.
4	<u>Agenda BOM.6/2025-02/04:</u> Ratification of the minutes of the eighth and ninth Academic Council meeting held on 20th Dec'24 & 7 th Feb'25, respectively.	<u>Resolution BOM.6/2025-02/04:</u> The Members of the Board resolved to approve the Minutes of the eighth (Emergent meeting) and ninth Academic Council meeting (placed at Annexure II and III, respectively).	No Action Required
5	<u>Agenda BOM.6/2025-02/05:</u> Faculty	<u>Resolution: BOM.6/2025-02/05:</u>	

	remuneration for online lecture	The Board of Management noted the deliberations and resolved the following: 5.1 To approve the faculty remuneration for online lectures as follows: - Rs. 1500 for Guest Faculty/Professor - Rs. 1000 for Associate/Assistant Professor - Rs. 5000 for International Guest Lecturers (both foreign citizens and Indian citizens working abroad). 5.2 To provide local hospitality, accommodation, local tours, and domestic airfare to both national and international lecturers.	Notified
6	Agenda BOM.6/2025-02/06: Admission Report	Resolution: BOM.6/2025-02/06: The Board of Management noted the deliberations and resolved the following: 6.1 To restructure the fee structure in a way that benefits both the students and the university. 6.2 To install hoardings in the Tezpur area and along the Bhalukpong road for better visibility and outreach. 6.3 To maintain a comprehensive database of all alumni for future engagement and networking opportunities. 6.4 To organize a felicitation event for Padma Shri awardees and other similar personalities, to increase visibility of the university.	In process Biswanath -3 hoardings installed Earlier excel database was maintained. Recently alumni website is launched and database is maintained in alumni website server Padma Shri awardee Ajoy Kumar Dutta was invited as Chief guest during the colloquium on the city of Guwahati titled "Guwahati: From Past to Present" organised by the School of Humanities and Social Sciences.
7	Agenda BOM.6/2025-02/07: Placement Report	Resolution BOM.6/2025-02/07: The Board of Management noted the deliberations and resolved the following: 7.1 To modify and provide a detailed placement report, incorporating essential	Modified as recommended

		details such as the number of companies that participated in the previous year, the number of students placed, and other relevant statistics.	
8	<u>Agenda BOM.6/2025-02/08:</u> Any Other Matter 8.1: Formal Approval of RDC-Related Policies 8.1.1 Guidelines for the Operation of Consultancy Projects 8.1.2 GCU-Incubation Centre (GCU-IC) Policy and Procedures 8.2 Amendment to the Incentive Policy 8.3 Declaration of Holiday on the Janmotsav and Tithi of Shrimanta Shankardev	<u>Resolution: BOM.6/2025-02/08.1.1</u> In principle, the Board resolved to formally approve the Guidelines for the Operation of Consultancy Projects, pending final approval from the Governing Body <u>Resolution: BOM.6/2025-02/08.1.2</u> In principle, the Board resolved to formally approve the GCU-Incubation Centre (GCU-IC) Policy and Procedures, pending final approval from the Governing Body. <u>Resolution: BOM. 6/2025-02/08.2</u> In principle the Board resolved to approve the Amendment to the Incentive Policy as proposed, pending final approval from the Governing Body. <u>Resolution: BOM. 6/2025-02/08.3</u> The Board of Management resolved to approve the declaration of a holiday on the Janmotsav and Tithi of Shrimanta Shankardev.	Noted and placed for further approval in GB. Noted and placed for further approval in GB. Noted and placed for further approval in GB. Notified

Resolution: BOM.7/2025-05/03:

The Action Taken Report (ATR) of the sixth Board of Management meeting was reviewed and approved.

Agenda BOM.7/2025-05/04: Ratification of the minutes of the tenth Academic Council meeting held on 11th April'25

The Minutes of the tenth Academic Council meeting were placed before the Board, for consideration. Professor Das mentioned that the draft minutes of the meetings were circulated to all the Members for their observation. No observation was received, he requested the Members once again for their observations, if any. Since, there was no observation, the Board recommended to ratify the Minutes of tenth Academic Council meeting held on 11th April'25 (placed at Annexure II).

Resolution BOM.7/2025-05/04:

The Members of the Board resolved to approve the Minutes of the tenth Academic Council meeting held on 11th April'25 (placed at Annexure II).

Agenda BOM.7/2025-05/05: Service Rules

A proposal regarding the Service Rules (placed at *Annex-III*) for the faculty and staff of the University was placed before the Board for discussion. The matter was presented for review and necessary approval.

The proposed Service Rules encompass all aspects of employment, including recruitment, pay and allowances, leave, workload, professional ethics, conduct, disciplinary procedures, and retirement benefits. The objective is to ensure clarity, uniformity, and transparency in all service-related matters across the University.

The Members discussed the matter in detail and resolved the following:

Resolution: BOM.7/2025-05/05:

The Board of Management resolved to approve the Girijananda Chowdhury University Service Rules (placed at *Annex-III*), which also include the Leave Rules as an integral part thereof. The approved Service Rules shall come into effect from 1st June 2025.

Agenda BOM.7/2025-05/06: Approval of the GCU-PhD Research Fellowship Policy

The *GCU-PhD Research Fellowship Policy* (placed at *Annex-IV*) has been formulated with the objective of encouraging high-quality research by providing financial assistance and academic support to eligible PhD scholars. The policy outlines the eligibility criteria, fellowship amount, duration, and monitoring mechanisms. The proposal was approved by the Academic Council and was placed before the Board for discussion and necessary approval.

The Members discussed the matter and resolved the following.



GIRIJANANDA
CHOWDHURY
UNIVERSITY

GCU-PhD Research Fellowship Policy

(Adopted vide Academic Council Resolution: AC.10/2025-04/06: dated 11th April'25)

Introductions

Girijananda Chowdhury University (GCU), Assam, offers the GCU-Research Fellowship to students who have not qualified for JRF from UGC/CSIR or similar agencies and have enrolled in a full-time PhD program at GCU. The fellowship will be granted based on the number of enrolled PhD scholars in the respective departments/availability of resources from time to time.

Objective

The primary aim of the GCU-PhD Research Fellowship Policy is to support capable and deserving candidates in pursuing full-time advanced research and studies leading to a PhD degree at the University. The full time scholars shall give full time service to the departments as Teaching Assistants.

Eligibility

Full-time PhD scholars of GCU and non-recipient of JRF or any such fellowship from UGC/CSIR or similar organizations.

Fellowship Amount

Selected full-time PhD scholars under the GCU-PhD Research Fellowship will receive financial assistance as follows:

Rs. 15,000 per month (Rupees Fifteen Thousand Only).

Fellowship Continuation

The continuation of the GCU-Research Fellowship is subject to annual performance reviews. The fellowship will initially be offered for one year which may be renewed on the overall performance of the scholar. The Head of the Department/Dean of the School must submit an evaluation report to the Registrar, GCU, for extension approval from the competent authority. However, the fellowship tenure shall not exceed three years in total.

Terms & Conditions

1. The fellowship holder shall not engage in any paid or unpaid employment or receive financial support (emoluments, salary, stipend, etc.) from any other source during the tenure of the GCU-Research Fellowship.
2. With the Guide's approval, the fellowship holder is required to assist in academic activities, including teaching, tutorials, evaluations, laboratory demonstrations, fieldwork supervision, library tasks, group seminars, symposia, and other scholarly activities, ensuring such responsibilities do not hinder research progress.
3. The scholar shall dedicate no more than ten hours per week to academic/departmental tasks, for which no additional remuneration will be provided. Attendance during university working hours is mandatory, though research-related activities outside campus may be permitted with approval from the Guide/HOD.
4. A Research Fellow shall be eligible for 12 days of casual leave in a year in addition to the official holidays of the university.
5. Monthly attendance records must be maintained by the respective department and submitted to the Dean (Academic), GCU, by the 2nd day of the following month.
6. Scholars intending to apply for employment opportunities or competitive examinations must obtain prior permission from the Guide and the competent authority of the University.
7. If a PhD scholar discontinues the fellowship within the first year, they must refund the full amount received to GCU.
8. The fellowship holder must submit a comprehensive report on their research work at least one month before the completion of the fellowship tenure through the Guide/HOD/Registrar, GCU.
9. The GCU-Research Fellowship may be revoked at any time due to misconduct, unsatisfactory research progress, failure in PhD-related examinations, or submission of fraudulent documents. In such cases, the Girijananda Chowdhury University Research and Development Cell shall report to the Registrar whose decision shall be final and binding.

Additional Notes

- PhD scholars enrolled under the 'Fee Concession Scheme' are not eligible for the GCU-Research Fellowship, as both benefits cannot be availed simultaneously.
- PhD scholars availing the GCU-PhD Research Fellowship and opting for hostel or transportation facilities must pay the full fees applicable to other students.
- A PhD scholar who is disqualified or experiences a break in the GCU-Research Fellowship will not be eligible for reinstatement of the fellowship.
- The University reserves the right to revise or amend any clause of this policy, from time to time; with due notification to all beneficiaries.



Acceptance for Award of GCU-PhD Research Fellowship

1. Name of the Scholar: _____
2. Admission No. and Date: _____
3. Programme and School: _____
4. Department: _____
5. Enrollment no.: _____
6. Name of the Research Guide/Department: _____
7. Mobile & whatsapp number: _____
8. Email id: _____
9. Details of GCU RET/UGC NET/SET/SLET/GATE/M.Phil/ Joint CSIRR-UGC/other equivalent): _____

10. JRF/ any other Fellowship availed, if any: _____

Affix your passport size
photograph

Full signature of the Scholar

Full signature of the HOD/Guide/Dean of

School/Dean (Academic)

Place:

Date:

Agenda BOM.7/2025-05/06:

Resolved to approve the GCU-PhD Research Fellowship Policy, pending final approval by the
Governing Body.

Agenda BOM.7/2025-05/07: Approval of PhD Supervisor recommended by the Academic Council

The applications of the following faculty members, seeking recognition as PhD supervisors, as recommended by the Academic Council were placed before the Board for consideration and approval:

- Dr. Nayana Adhikari-School of Pharmaceutical Sciences, Guwahati
- Dr. Rajat Subhra Dutta-School of Pharmaceutical Sciences, Tezpur
- Dr. Basab Das – Department of Electronics and Communication Engineering
- Dr. Ummey Rummana Barlaskar – Department of Economics
- Dr. Nandita Chitrakar – Department of Education

The Board reviewed and approved these applications.

Resolution BOM.7/2025-05/07:

Resolved to approve the following faculty members as PhD supervisors:

- Dr. Nayana Adhikari-School of Pharmaceutical Sciences, Guwahati
- Dr. Rajat Subhra Dutta-School of Pharmaceutical Sciences, Tezpur
- Dr. Basab Das – Department of Electronics and Communication Engineering
- Dr. Ummey Rummana Barlaskar – Department of Economics
- Dr. Nandita Chitrakar – Department of Education

Agenda BOM.7/2025-05/08: Any Other Matter

8.1: Artificial Intelligence (AI) Policy

A proposal for the official approval of the **Artificial Intelligence (AI) Policy** (placed at Annex-V) was presented. This policy outlines the procedures and regulations regarding use of AI tools by students in academic writing within the university.

The Board reviewed and modified the policy and resolved to approve the same.

Artificial Intelligence (AI) Policy

Annex-V

1. Introduction

Artificial intelligence refers to the ability of machines or systems to simulate human intelligence in order to execute tasks which include learning, reasoning, and problem-solving etc. Extensive

use of AI tools by students in academic writing has raised concerns of academic integrity and novelty of their work.

Emerging AI in research:

In an era of Artificial Intelligence (AI) tools and digital content generators, aim of this policy is to maintain academic integrity and uphold originality in all research publications under the Girijananda Chowdhury University, Assam ensuring academic integrity, originality and ethical use of AI in scholarly publications.

Girijananda Chowdhury University will not discourage the use of AI tools viz ChatGPT, Quillbots, Gemini, Googlebard, Microsoft Bing, etc. for clarification of concept, organisation of content, presentability and to improve writing skills. However AI tools are to be used ethically, responsibly and judiciously by the PG students/PhD scholars/faculty members. This document provides a comprehensive framework for the acceptable and transparent use of AI tools verification processes in academic work produced under the university's banner.

2. Objectives

1. To provide guidelines for the permissible range of AI support for literature reviews, data analysis, coding, and academic writing.
2. To make sure that content produced by AI is properly disclosed, attributed, and verified.
3. To create a system of certification for academic articles that use AI and disclose plagiarism.

3. Ethical use of AI:

Ethical use of AI tools involves ensuring transparency, acknowledgment and attribution. Use of AI tools for any academic writing should properly be disclosed and attributed by the students/scholars/faculty members accordingly.

3.1 Disclosure and Attribution Policy for Researchers/Faculty members.

Researchers/Faculty members must **clearly disclose** in:

- **Methodology Sections:** When AI tools are used for data analysis, modelling, summarization, or content generation.

- **Acknowledgements or Footnotes:** Mentioning specific AI tools (e.g., ChatGPT, Grammarly) and their roles.
- **Coding Scripts:** Inline comments or a separate README file disclosing AI-generated code portions.

4. Acceptable Use of AI in Academic Work

Category	Permissible AI Use	Disclosure Required
Literature Review & Summary	Up to 25% summarization and referencing support.	Yes
Data Analysis & Modelling	AI-assisted data analysis and modelling is permitted if explicitly disclosed/acknowledged.	Yes
Coding & Algorithm Development	AI tools may assist up to 15% of the code generation process.	Yes
Data Generation	Use of AI tools not acceptable	Not acceptable
Drafting and Proofing	AI language tools to improve writing skills may be used for minor edits.	No (If content generation exceeds 10%)
Overall Content Generation of dissertation/Thesis	Not more than 10%	AI Verification Certificate to be submitted

5. Judicious use of AI:

Desirable and expected usage of AI tool in clarification of concept, improve writing skills should not be exceed the range of 10 to 15% as per norms of Girijananda Chowdhury University. Overall content generation of the PG dissertation and PhD thesis should not exceed more than 10%. Acceptable use of AI in academic work is listed briefly in the given table

6. Responsible use of AI tool:

The basic objective of any research is the generation of new knowledge. Academic integrity and originality of the research should not be compromised with the use of AI tools. Academic works created by Faculty members/Research Scholars/PG students may clearly define and reflect the self-generated idea, concept, content.

5.1 Responsibilities of Authors:

- **Accuracy:** All AI-generated outputs must be verified for correctness, relevance, and academic validity.

- **Originality:** The manuscript should reflect original work, complying with GCU's plagiarism policy.
- **Transparency:** Complete, honest disclosure of AI usage throughout the research document.

6. Uses of AI Tools in Academic Work in the following cases are strictly prohibited.

- Full manuscript or thesis generation via AI without human authorship.
- AI-generated data, results, or interpretations presented without verification.
- Use of AI to fabricate data, manipulate images, or generate false references.
- Failure to disclose AI-assisted contributions in methods, acknowledgements, or footnotes.
- AI-generated peer review reports or assessments.
- Use of AI tools to bypass plagiarism detection software.

This policy endeavours in upholding the academic integrity, originality of the research work carried out in GCU and shall comply with the UGC Regulations “**Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions Regulation, 2018**”.

Resolution: BOM.7/2025-05/08.1

In principle, the Board resolved to adopt the draft AI Policy of the GCU (placed at Annex-V). The Policy shall be finalised after due consultation with the stakeholders (both internal and external) and complying with the policies of the Regulatory Bodies..

8.2: Approval of Standard Operating Procedures (SOP) for Financial Department

A proposal for the official approval of the Standard Operating Procedures (SOP) for the Finance Department (placed at Annexure-VI) of Girijananda Chowdhury University, Assam, was placed before the Board of Management.

The Board of Management reviewed the document and resolved to approve the same.

Resolution: BOM.7/2025-05/08.2

Resolved to approve the Standard Operating Procedures (SOP) for the Finance Department (placed at Annexure-VI) of Girijananda Chowdhury University, Assam.

As there was no other matter for discussion the meeting ended with a Vote of Thanks to and from the Chair.



**Registrar
Member Secretary**



**Vice-Chancellor
Chairman**