

MKSSS's K. B. JOSHI INSTITUTE OF INFORMATION TECHNOLOGY
INSTITUTE POLICY

Core values, Ethics & Code of conduct

MKSSS's K. B. Joshi Institute of Information Technology is built on the strong foundation of its ethics and core values.

Institute is committed to its growth with inclusion of all its stakeholders.

Stakeholders of the Institute

- 1) Management
- 2) Principal
- 3) Teaching Staff
- 4) Administrative Staff
- 5) Students
- 6) Parents
- 7) Alumni
- 8) Immediate Sphere (Local bodies, Industries, Regulatory authorities, Society etc.)

Overall objective-

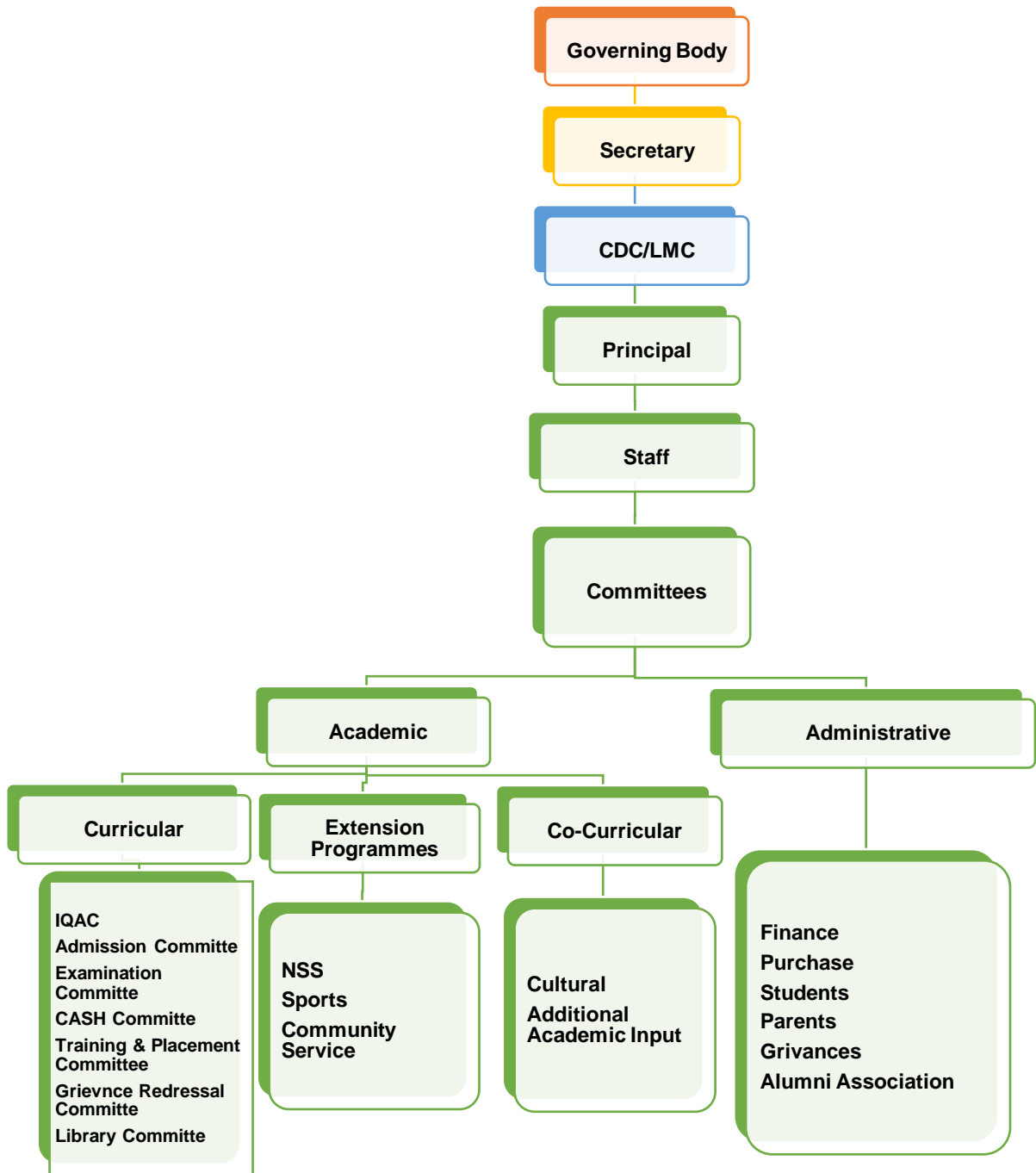
- To aware all the stakeholders about the Core values, ethics and code of conduct of an Educational Institute.
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Expected outcomes-

- Increased awareness about administrative mechanism in teaching and non-teaching staff.
 - Self-identification of flaws and elimination of flaws.
 - Building the qualitative work culture.
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Organogram of the Institute

Board of Management



We, at K.B. Joshi Institute believes in following core values.

Core Values

Our core values are:



1) Responsibility

Everybody in the Institute is expected to perform his/her duties with due Responsibility.

2) Dedication

While performing the duties assigned, it is expected to do it with utmost sincerity and dedication.

3) Respect

While achieving the goals of the Institute, it is must for individual to maintain dignity and respect of all stakeholders during interactions.

4) Accountability

Action adds values to the Institute. Accountability of the work done by individual is considered as liability by the Institute.

5) Transparency

Institute maintains the transparency of academic records required for Government and various other regulatory bodies

6) Integrity

Integrating all the members of the Institute in such a manner that they should work in healthy environment and get academic freedom.

Ethics

Ethics is knowing the difference between what you have a right to do and what is right to do”- Potter Stewart

The foundations of any ethics programme will be an Organization’s core values.

The core values inform the Organization’s ethics policy. This sets out the Organization’s commitment to high ethical standards and how this will be governed, implemented and monitored using Code of Conduct

Code of Conduct

The character of the Institution is built with the discipline and harmony in the functioning. Certain policies are to be formed and communicated to all the stakeholders to strike the right balance between the freedom and responsibilities, rights and duties, in pursuit of knowledge, respecting all the individuals.

MKSSS’s K. B. Joshi Institute of Information Technology has got a code of conduct for the Principal, Teaching and Non-Teaching staff as well as students. Along with the general code of conduct prescribed by the Statutory Regulatory Authorities, the Institute has certain mandatory requirements.

Every individual is held responsible for his/her actions.

Every student in the Institute is expected to be involved only in those activities that are likely to maintain the prestige of the Institute. Each student should behave respectfully with all.

Following actions constitute the Institute’s code of conduct.

A) General Code of Conduct:

1. **Respect for women:** Gents staff must take care that his/her behaviour in the Institute is giving due respect to Ladies staff and girl students. Any unwelcome behaviour towards female students and employees in written, spoken, gestural or physical directly or indirectly would be dealt with as per the Law. ‘Vishakha Samiti’ is in place to take care of.
2. **Honesty:** No property of the Institute will be used by staff for the personal benefit
3. **Natural Resources conservation:** Staff must switch off the lights, fans, projectors, A.C. while leaving the Classrooms/Computer labs/workplace and save electricity.
4. **Environment:** Staff is expected to be aware of the importance of nature in our life and help to maintain the conduct accordingly.
5. **Cleanliness:** Every staff is expected to maintain and observe the general cleanliness within the classrooms, laboratories, corridors, toilets, washrooms etc. and the campus strictly.

B) Code of Conduct for Principal

Principal as the Head of Institute is solely responsible for addressing and resolving all issues concerned with the stakeholders of education.

C) Code of Conduct for Teachers

Context

The code of conduct for teachers normally addresses the matters related to

- ✓ Teaching, evaluation
- ✓ Relationship with the students, associated staff, management
- ✓ Responsibilities with moral & professional ethics, human values
- ✓ Community services
- ✓ Devotion, dedication and commitment to assigned tasks
- ✓ Reliability towards the College and Parent Organization.

Code of conduct for teachers:

1. The teacher shall perform all his/her duties faithfully and will not avoid responsibility. However, following lapses would constitute improper conduct on the part of the teacher:
 - A. Failure to perform his/her academic duties such as lecturing, demonstration, assessment, invigilation etc.
 - B. Partial assessment of students
2. Raising questions of castes, creed or religion race or sex in his/her relationship with the students and his/her colleagues and trying to use the above considerations for improvement of his prospects.
3. Refusal to carry out the decisions of appropriate authorities, officers, administrative and academic bodies of the college.
4. Involvement of the Anti-academic activities directly or indirectly such as Providing student database or confidential information of the Organization to the outsiders, to employees who left the Organization.
5. The behaviour of the teacher with students and other employees shall be modest.
6. Consumption of Alcohol, Tobacco is strictly prohibited.
7. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.
8. Retain form undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
9. Give a due notice before a change of Organization.
10. Follow the Organization's Leave Policy rules.
11. Maintain communication with Parents.

D) Code of Conduct for Students:

1. **Dress Code:** Students are required to follow the dress code prescribed by the Institute on Monday & Thursday and during various Seminars/ workshops/ Presentations/ Industry visits/ Campus Placements/Corporate interactions/

- any other event in college or outside college where they are representing Institute.
2. **Honesty:** Malpractices/Cheating/Copying during test/examination or knowingly furnishing false information/documents are prohibited and strictly dealt with at the same time.
 4. **Disciplined Conduct:** Any behaviour obstructing teaching, administration, or activities in the campus are entitled for punishment.
 5. **Prohibition of Ragging:** Ragging is any conduct by a student as an individual or group of them whether by words spoken or written, or by an act, which has the effect of teasing, treating or handling the fresher or any other student with rudeness will be treated as ragging and will be entitled for disciplinary action.
 6. **Hostel Discipline:** Rules and regulations are laid down by Hostel for discipline has to be strictly followed by each student. Students while taking leaves for genuine reason during academic period are required to take permission of Principal and then get approval from Hostel In-charge.
 7. **Drugs/ Alcohol/ Tobacco:** Alcohol and Tobacco products are also prohibited in the Campus and in the Hostels.
 8. **Electricity:** Students must switch off the lights, fans, projectors,A.C. while leaving the Classrooms/Computer labs/workplace.
 9. **Environment:** Every student is expected to be aware of these things and maintain the conduct accordingly.
 10. **Cleanliness:** Every student and staff is expected to maintain the general cleanliness within the classrooms, laboratories, corridors, toilets, washrooms, corridors etc. and the campus strictly.

Role of various Stakeholders

A) Role of Management

1. Providing state of the art Infrastructure
2. Appointment of the Faculty
3. Meeting of Advisory board
4. Meeting of CDC/IQAC/LMC
5. Salary/finannce support
6. Appropriate recognitions to Staff and Students
7. Development Plan of the Institution

B)Role of Principal

1. Principal is a Bridge between Management and staff
2. Identify the needs for development of the Institution
3. Support to Teaching and Non Teaching staff
4. Interact with staff and students
5. Overall Discipline
6. Identify the Challenges for Academic Growth
7. Interact with University, Government and Industry to meet challenges of Institute

C) Role of Teachers

1. Effective teaching & learning
2. Constant involvement in updating knowledge
3. Adapting perfect evaluation Techniques
4. Work as Counselor/Mentor
5. Contribute in Administrative process
6. Participate in research and conferences etc.
7. Involve in Co-curricular/Extra-Curricular activities
8. Support student Progression
9. Use of various Pedagogy tools during Teaching-Learning

D) Role of Administrative Staff

1. Sincerity and Regularity in Office work
2. Improve skill development
3. Updation of Knowledge
4. Should know Rules/Regulations/Statutes etc.
5. Use Computers/IT effUniversitiesectively for Organization
6. Should search on websites of Govt/University/UGC
7. Should maintain Good relationships with staff and students
8. Maintain Cleanliness at workplace and campus
9. Maintain good interactions with stakeholders

E) Role of Students

1. Concentrate in learning process
2. Physical and mental exercise
3. Up-gradation of Knowledge in IT
4. Getting help of counsellors
5. Communicating Academic progress with Parents
6. Respect to Teachers, Peers, Parents

F) Role of Parents

1. Regular Interaction with wards
2. Discipline in the family
3. Supporting wards for their good ideas, education
4. Regular check on behaviour of ward
5. Avoid extra financial support
6. Check on Academic progress of ward
7. Permit wards to participate in activities
8. Identify talents and giving opportunity

G) Role of Alumni

1. Do regular Interaction with Institution
2. Channelize Alumni Association
3. Involve in development of College
4. Contribute your Expertise
5. Support financially if possible

6. Give your suggestions/feedback on Academics and other activities
7. Share Experience with students
8. Plan Annual Alumni Program

Responsibilities

A) Responsibility of the Principal:

1. Overall administration of the Institute.
2. Academic growth of the college.
3. Participation in the Conferences, teaching, research and training programmes of the college.
4. Assisting in planning and implementation of academic programmes
5. Admission Planning and implementation
6. Administration and supervision of curricular, co-curricular/extracurricular activities of the Institute and maintenance of records.
7. Observance of the Act, Statutes, Ordinance, Regulation, Rules and other Orders issued there under by the University authorities and bodies, from time to time.
8. Supervision of the examination and examination related activities such as setting of question papers, moderation and assessment of answer papers and such other work pertaining to the examination of college/ recognized Institution.
9. Maintenance of Self –Assessment Reports of teachers and their service Books.
10. Any other work relating to the Institute or recognized Institution relating to the administration of the Institute as may be assigned to him/her by the Management from time to time.

B) Responsibilities of the Teacher:

1. Adhere to a responsible behaviour as a Teacher
2. Involve all types of students during learning process considering their strengths and weaknesses.
3. Mentor them for their overall development.
4. As a Teacher, update your knowledge by continuous learning, attending conferences, publishing research papers and field visits
5. Use various Pedagogy tools for enhanced teaching-learning with the help of ICT tools.
6. Co-operate and assist in carrying out functions relating to the educational responsibilities of the Institute such as admissions, examinations, counselling and the university such as paper setting, supervision, invigilation and evaluation, syllabus designing etc.
7. Participate in extension, co-curricular and extra-curricular activities including community service.

C) Responsibilities of the Administrative Staff:

1. Understanding the task assigned
2. Completing the task within stipulated time
3. Improving the communication skills
4. Reviewing all Government body/Regulatory Bodies' circulars and its compliance time to time
5. Respecting the authorities, colleagues, students and stakeholders of the Institute

D) Responsibilities of the Student:

1. Regular attendance in Classrooms/Virtual Classrooms
2. Completing Assignments, projects within stipulated time
3. Taking efforts to excel in study
4. Physical and mental exercise
5. Develop soft skills
6. Participate in Extra Curricular Activities
7. Up-gradation of Knowledge in IT