



MAHARSHI KARVE STREE SHIKSHAN SAMSTHA'S
AFFILIATED TO S.N.D.T. WOMEN'S UNIVERSITY, MUMBAI

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K.B. JOSHI INSTITUTE
OF INFORMATION
TECHNOLOGY
KARVE NEAR BUNE STATION

MKSSS's K. B. Joshi Institute of Information Technology

Institute Policy Document

Core Values, Ethics & Code of Conduct

1. Introduction

MKSSS's K. B. Joshi Institute of Information Technology is built on a strong foundation of ethics and core values. The Institute is committed to continuous growth with the active inclusion and participation of all its stakeholders.

2. Stakeholders of the Institute

The key stakeholders of the Institute include:

- Management
- Principal
- Teaching Staff
- Administrative Staff
- Students
- Parents
- Alumni
- External Stakeholders (Local bodies, industries, regulatory authorities, and society)

3. Objectives

The primary objective of this policy is:

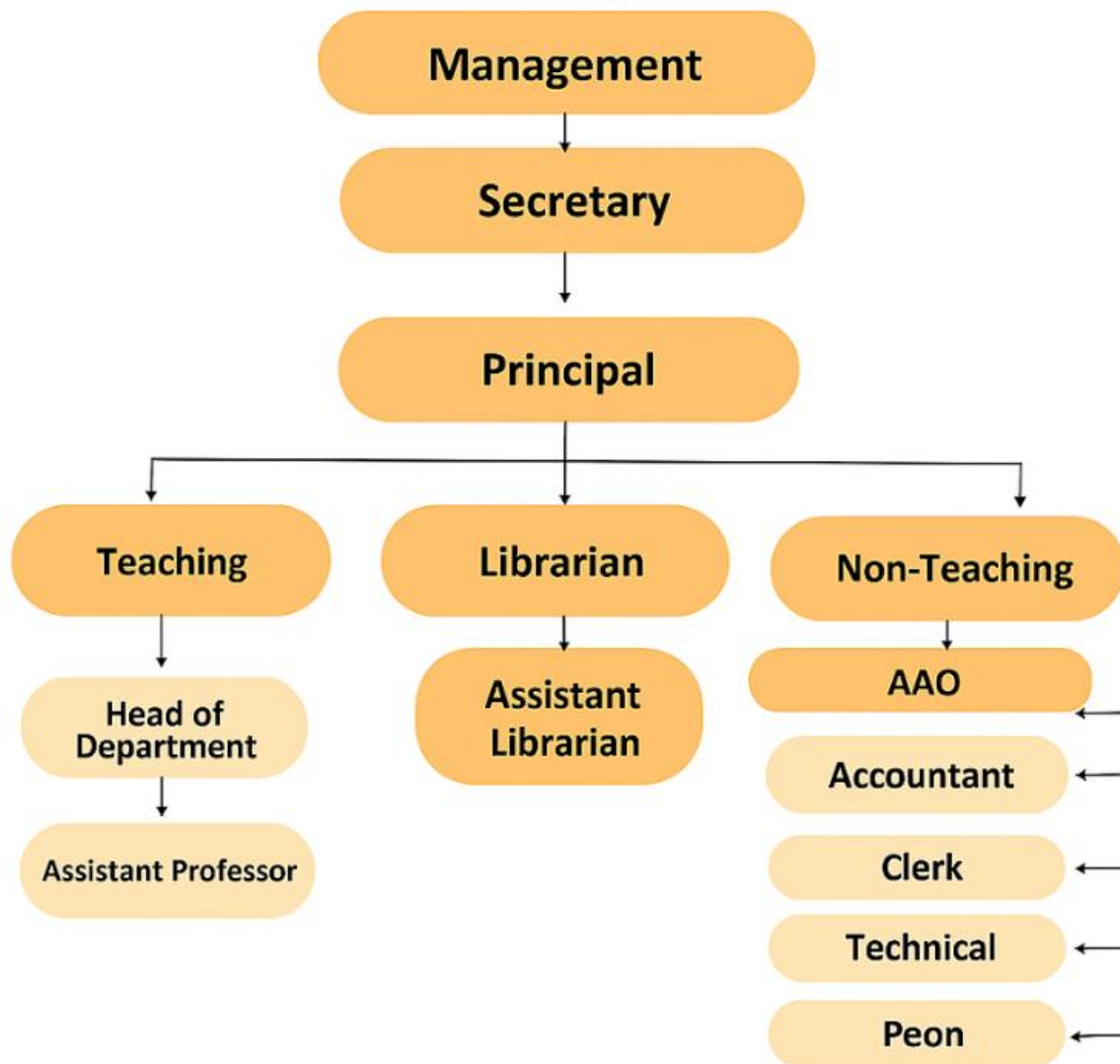
- To create awareness among all stakeholders about the core values, ethics, and code of conduct of the Institute.

4. Expected Outcomes

- Enhanced awareness of administrative processes among teaching and non-teaching staff
- Identification and elimination of individual and organizational shortcomings

- Development of a qualitative and professional work culture.

Organogram of the Institute



Core Values



The Institute is guided by the following core values:

Responsibility

All members of the Institute are expected to perform their duties with a strong sense of responsibility.

Dedication

Every task should be carried out with sincerity, commitment, and dedication.

Respect

All stakeholders must treat each other with dignity and respect in every interaction.

Accountability

Individuals are accountable for their actions and contributions to the Institute.

Transparency

The Institute maintains transparency in academic and administrative processes, especially in compliance with regulatory requirements.

Integrity

The Institute fosters a healthy work environment that promotes unity, trust, and 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 foundation of the Institute’s ethical framework lies in its core values. These values shape the ethics policy, reflecting the Institute’s commitment to maintaining high ethical standards through proper governance, implementation, and monitoring via a structured Code of Conduct.

Code of Conduct

The character of the Institution is strengthened through discipline and harmony. The Code of Conduct ensures a balance between rights and responsibilities while fostering a respectful academic environment.

The Institute has established codes of conduct for:

- Principal
- Teaching Staff
- Non-Teaching Staff
- Students

All individuals are responsible for their actions and must contribute to maintaining the dignity and reputation of the Institution.

General Code of Conduct

- **Respect for Women:** Any form of inappropriate behavior towards women is strictly prohibited and will be dealt with as per the law.
- **Honesty:** Institute property must not be used for personal purposes.
- **Resource Conservation:** Efficient use of electricity and resources is mandatory.
- **Environmental Awareness:** All members should contribute to environmental sustainability.
- **Cleanliness:** Maintaining cleanliness across the campus is compulsory.

Code of Conduct for Principal

The Principal, as the head of the Institution, is responsible for:

- Overall administration
- Addressing stakeholder concerns
- Maintaining discipline
- Ensuring academic growth and development

Code of Conduct for Teachers

Teachers are expected to:

- Perform academic duties sincerely (teaching, evaluation, invigilation)
- Maintain fairness and avoid discrimination
- Follow institutional rules and decisions
- Maintain confidentiality of institutional data
- Exhibit professional and respectful behavior
- Avoid involvement in anti-academic activities
- Refrain from substance abuse
- Avoid external commitments that affect professional responsibilities
- Maintain communication with parents
- Follow leave policies and institutional guidelines

Code of Conduct for Students

Students are required to:

- Follow the prescribed dress code
- Maintain honesty in academic activities
- Exhibit disciplined behavior on campus
- Strictly avoid ragging
- Follow hostel rules and regulations
- Avoid drugs, alcohol, and tobacco
- Conserve resources
- Maintain cleanliness and environmental awareness

Roles of Stakeholders

Management

- Provide infrastructure and financial support
- Appoint qualified faculty
- Plan institutional development
- Conduct governance meetings

Principal

- Act as a bridge between management and stakeholders
- Identify institutional needs and challenges
- Ensure discipline and academic quality

- Liaise with external bodies

Teachers

- Deliver effective teaching
- Update knowledge continuously
- Participate in research and development
- Support student growth

Administrative Staff

- Ensure efficiency in office work
- Stay updated with rules and regulations
- Maintain good communication and relationships

Students

- Focus on learning and skill development
- Respect teachers and peers
- Communicate academic progress

Parents

- Monitor and support student progress
- Maintain discipline at home
- Encourage participation in activities

Alumni

- Engage with the Institution
- Provide expertise and feedback
- Support development initiatives

Responsibilities

Principal

- Oversee administration and academic growth
- Ensure compliance with regulations
- Supervise examinations and academic activities

Teachers

- Maintain professional conduct
- Support student development
- Participate in academic and extracurricular activities

Administrative Staff

- Complete tasks efficiently and on time
- Follow regulatory guidelines
- Maintain professional relationships

Students

- Attend classes regularly
- Complete assignments on time
- Develop academic and soft skills
- Participate in extracurricular activities