DOCUMENT INDEXING – INTEGRATED POLICY		
Title: Dress Code Policy		
Description: The Dress Code Policy encourage staff members to be in smart and presentable appearance and gain respect through professional look.		
UDIN	AMJ/POL/ADP/DCP/2024/07/VER-3	
Effective Date	22-05-2024	
Date of Last Revision	May 2024	
Review Cycle	1 year	
Policy Population	All the staff of the institution	
Policy Implementing Department	HRD – Management Office	
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AUTHORISATION AND APPROVAL		
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Policy Approval Date	22-05-2024	

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I. Background:

Agurchand Manmull Jain College is a prestigious educational institution having its rich heritage for more than 7 decades now. To maintain the discipline and decorum of the institution and considering the equal representation of staff members, it is important to realise that dress code is the vital key for respectable appearance and an imperative way to discover the route to self-respect and self-confidence.

II. Objectives:

The College believes that a proper dress compliments confidence. Dress code communicates the institutional culture and code of conduct. An appropriate attire that suites the educational institution sets expectation from staff members and reflects the image of the institution. Its objectives are:

1. To encourage staff members for smart appearance and outfit.
2. To portray professionalism with a tinge of tradition as expected by the industry.
3. To follow the guidelines and code of conduct of Agurchand Manmull Jain College.

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III. Scope:

Agurchand Manmull Jain College does not moral police but manage their maturity in understanding the freedom of expression. It would like to bring a sense of homogeneity in the campus to bring self-reflection, self-expression, respect, and safety.

IV. Personal Appearance

All the staff members including the management is expected to maintain a smart appearance at all time during the hours of work and to follow any rule of the institution

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relating to appearance. All are expected to wear clean and presentable clothes. The personal appearance reflects the institution's healthy way of functioning and hence staff members are expected to maintain a professional standard.

V. Dress Code

The dress code at our institution fosters a sense of unity, professionalism, and inclusivity, reminding each individual that they are part of a larger community. It encourages respectful and appropriate attire that aligns with the values of our college environment.

1. Men's Attire

i. Traditional Indian attire is always encouraged and should be worn respectfully.
ii. Formal shirts paired with full-length trousers.
iii. Collar T-Shirt with full-length pants or Non-Torn Jeans
iv. Appropriate footwear such as formal shoes or sandals, excluding casual slippers like Hawaii slippers.

2. Women's Attire

i. Traditional Indian attire is recommended and should be worn respectfully.
ii. Salwar Kameez or Churidar with a long top is preferred.
iii. Long Kurti with Non-torn Jeans and Dhuppata/shawl.
iv. Appropriate footwear like Formal sandals or closed-toe shoes excluding casual slippers like Hawaii slippers.

VI. Dress Code Guidelines

1. Attire should be modest and should not be transparent or overly revealing. Clothing that may make others uncomfortable or distract from the professional environment is discouraged.
2. Clothing with inappropriate slogans, graphics, or offensive content is not allowed.

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3. Shorts, sleeveless tops, tight-fitting clothes, faded or distressed or torn jeans, sweatpants, sundresses, miniskirts, tank tops, crop tops, spandex, leather outfits, Leggings with open (side cut) kurtas, Jeans with short kurtas or top, long, or short skirts are not permitted.
4. Colours should be tasteful and professional.
5. Staff members are requested to limit wearing heavy or large gold ornaments as a regular practice to ensure personal and property safety.

VI. **Enforcement**

1. Any attire that is considered inappropriate or unprofessional will be addressed privately by the concerned manager.
2. Dress code violations should be reported to HR or the administration via email.
3. Any violation of this policy is regarded as serious breach of employment rules.
4. Any staff member who is found breaching this policy will be subject to disciplinary action.

VII. **Policy Population:** This policy is intended and applicable to all the staff of Agurchand Manmull Jain College.

VIII. **Review Cycle:** This policy will be reviewed every year.

IX. **Conclusion:**

Agurchand Manmull Jain College's dress code reflects the values and professionalism of the institution. As representatives of the college, all staff members are encouraged to maintain a polished and professional appearance that upholds the dignity and reputation of the institution. This collective effort helps create a positive and respectful learning environment for everyone.

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