

ABES Engineering College, Ghaziabad

Ref. ABES/HR-533 /2021-22

Date: 27th April, 2022

Dress code Policy for Faculty and Staff members

1. Reference following letters:
 - (i) ABES/DA/01/026/2012-13 dated 16th Aug., 2013
 - (ii) ABES/DA/01/295/2013-14 dated 22nd Aug., 2013
 - (iii) ABES/DA/01/151/2013-14 dated 21st July, 2014
 - (iv) ABES/HR/94/2015-16 dated 18th Nov., 2015
 - (v) ABES/HR/347/2017-18 dated 06th April, 2018
2. The faculty and staff members including new joinees are required to follow the following dress code.

For Female Faculty and Staff Members:

- a) Sari
Or
- b) Salwar or Churidaar Pyjama + Knee length Kurta without long side slits + dupatta (optional)
- c) In winter, decent jacket or cardigan / pullover or shawl on top of any of the above.
- d) **Sleeveless / deep cut blouse or kurta, Transparent Clothing, Jeans or Trousers & T-Shirts or short shirts and Long Skirt are not permitted.**

For Male Faculty and Staff Members:

- a) Sober Shirt and Pant (preferably light coloured shirt and dark pant or vice versa) with formal dress shoes.
- b) In winter, a decent jacket or coat + necktie or a pullover in addition to above.
- c) Male faculty & staff members are expected to be clean shave in the college except those prohibited by religion.
- d) **Jeans, T-Shirts, Chappals & Sandals are not permitted.**

If the clothing fails to meet these standards, as determined by the employer's supervisor and Human Resources staff, a verbal warning may be issued for the first time and on repeating, in the second time the employee may be sent home to change the clothes.

Those who have been recently joined and are not aware about the dress code should note and ensure that they come to college in decent dress as detailed above. It is expected that every member complies with these instructions in letter and spirit.