

# THE ASSAM ROYAL GLOBAL UNIVERSITY

## DRESS CODE POLICY

Dress Code Policy

Version	Status
1.1	Current
<b>Intended Recipients</b>	
All staff members of RGU (except Grade IV staff and Estate Section)	
<b>Approved by:</b>	
<b>Date issued</b>	
<b>Effective date</b>	

### Introduction:

Royal Group of Institutions has adopted a Dress Code/Policy for employees who are not required to wear a uniform. In order to create and maintain a professional image, employees are expected to wear clothing that is not offensive or distracting to others. This includes maintaining appropriate and commonly accepted standards of dressing and grooming that reflects a professional image all the time. It is also related to creating a positive image of the University.

### Application:

All full time, part time, temporary employees except for the Estate Section and Grade IV staff must abide by this policy at all times in the workplace.

These are general guidelines to be followed on all working days except any instruction otherwise issued by the management on specific occasions.

The University recognizes the diversity of its employees and will take a sensitive approach regarding their dress code. Exceptions may be made and will be communicated when and where appropriate, by the management.

### Dress Code:

As per the policy, the dress code for everyone is given below:

Days	Appropriate for Women	Appropriate for Men	Not appropriate for both (Clothing & Shoes)
Monday (Formals)	<ul style="list-style-type: none"> <li>Saree/Mekhela Chadar</li> <li>Collared shirt with full-length trouser</li> <li>Peep-Toes/Closed Shoes/ Buckled Scandal/Loafers/ Stiletto</li> </ul>	<ul style="list-style-type: none"> <li>Business suit</li> <li>Trouser with full-sleeve formal shirt and tie</li> <li>Black or Brown shoes (Leather/ Suede), Loafers</li> </ul>	<ul style="list-style-type: none"> <li>Sweatpant/Athletic Pant</li> <li>Army Fatigue/Overall</li> <li>Jeans/Denims/Skirt/ One piece dress/Casual trouser</li> <li>Sleeve-less or low-cut shirt or blouse/ Sweatshirt</li> </ul>

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28/1/23

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Tuesday to Friday (Semi-formals)	<ul style="list-style-type: none"> <li>Indian wear including Kurti/kurta with leggings/salwar</li> <li>Shirt/business top with full-length trouser</li> <li>Peep-Toes/Closed Shoes/Buckled Scandal/Loafers/Stilletos</li> </ul>	<ul style="list-style-type: none"> <li>Trousers with formal shirts</li> <li>Black or Brown shoes (Leather/ Suede), Loafers</li> </ul>	<ul style="list-style-type: none"> <li>Flip Flop/Sneaker/ Floater</li> <li>Sweatpant/Athletic Pant Army Fatigue/Overall Jeans/Denims/Skirt/ One piece dress</li> <li>Sleeve-less or low-cut shirt or business tops or kurt Sweatshirt</li> <li>Flip Flop/Sneaker/ Floater</li> </ul>
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The employees who have been issued uniform by the institution are expected to wear the uniform on all the days they attend their duties.

Please note that it is mandatory to wear the institution ID card and badge on all the working days.

These are general guidelines and do not include every appropriate or inappropriate item. We believe you will exercise good judgment and avoid wearing overly tight or revealing clothes, including revealing the midriff. While we recognize and respect that dress is a personal choice, we do want employees to understand that your choices in these areas have consequences especially in an academic institution. In the workplace, it is critical that our choices reflect our commitment to the institution's Code of Conduct, our commitment to one another and our students.

### Grooming

Clothing must be neat and clean, free of excessive wrinkles, tears / worn areas and properly hemmed.

### Non-Compliance

The University is confident that each employee will use his/her best judgement when maintaining the appropriate attire and appearance. The competent authority reserves the right to determine appropriateness. An employee, whose attire is not consistent with these guidelines, may be cautioned to pay closer attention to his/her choice of clothes. An employee warned regarding unacceptable attire once in a month will have to undergo monetary deduction as per following:

- Faculty members: Rs. 500/- (Rupees five hundred only)
- Administrative staff member: Rs. 200/- (Rupees two hundred only)
- Any other staff: Rs. 200/- (Rupees two hundred only)

The terms and conditions may be changed/modified as and when deemed fit by the Vice-Chancellor / Competent Authority.







