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Standard Operating Procedure

"Dress Code/ID Card -Faculty Members"

This Standard Operating Procedure has been developed as part of Teerthanker Mahaveer University that emphasizes the significance of dress code and wearing ID Card in maintaining uniformity among faculty members. By adhering to a standardized dress code and wearing ID Card, the University fosters a sense of unity and professionalism among its academic staff.

A. ID Card

i. It is mandatory for each Faculty member to wear University ID Card issued to them every day. If anyone coming to the University without ID Card, he/she may be marked absent for that day on recommendation of the concerned Principal/Dean to the Hon'ble Vice Chancellor.

B. Dress Code

Following Dress Code shall be adopted by the Faculty Members of the University-

(I) Dress code for Male Faculty members

- i- Formal Attire comprising of ironed trouser, full sleeved formal shirt tucked in, with or without blazer/coat/jacket (as per weather conditions) should be worn within the campus. Wearing a tie will be appreciated.
- ii- No Slippers/Sports shoes will be allowed to be worn by faculty members in the campus during the working hours. Only formal shoes (closed-toe shoes) will be allowed to be worn.
- iii- During major academic events (offline/online) as notified by the Principal/Dean, formal attire should be worn by the faculty member.
- iv- Hair should be properly combed and trimmed according to Indian culture and tradition. Facial Hair, if sported, should be properly trimmed or groomed.
- v- Strong deodorants and perfumes are recommended to be avoided.
- vi- Maintain good personal hygiene and ensure clothes are clean and well-maintained.



(II) Dress code for Female Faculty members

- i- Formal Attire comprising of Sari/Salwar kamiz/Formal Trouser & Shirt with or without blazer/coat/jacket should be worn within the campus.
- ii- No high heel sandals or shoes will be allowed to be worn by faculty members in the campus during the working hours.
- iii- During major academic events (offline/online) as notified by the Principal/Dean, formal attire should be worn by the faculty member.
- iv- Hair should be properly groomed and styled according to Indian culture and tradition.
- v- Strong deodorants and perfumes are recommended to be avoided.
- vi- Maintain good personal hygiene and ensure clothes are clean and well-maintained.

(III) On days nominated for cultural events traditional dresses (if permitted) should be worn maintaining the decorum of the event.

(IV) Failure to adhere to the dress code may result in disciplinary action, including verbal warnings, written reprimands, or other measures as found necessary by the competent authority.


(Dr. Aditya Sharma)
Registrar
