

Circular

SMS Lucknow Dress Code Policy for Faculty & Staff

The Dress Code Policy of SMS Lucknow is aimed at ensuring all faculty and staff members adhere to a high standard of professionalism, and present themselves to our students, parents, and general public in a manner which enhances their professional position. All faculty & staff members are expected to dress in a professional manner. Clothing should be neat, clean and appropriate for on the job appearances at all times.

If every individual strictly adheres to the SMS Lucknow dress-code, it will have a remarkable positive effect on the brand image of our Institute. The Dress Code applies to all faculty & staff members of the institute.

The dress code for male & female faculty & staff members will be as follows:

Male faculty & staff members

- 1) Full sleeve shirt- light colour, No checks.
- 2) Formal Trousers
- 3) Tie [COMPULSORY from November to February.]
Preferably keep a tie at the workplace at all times.
- 4) Formal leather shoes (Black/ brown)
- 5) Proper grooming: Shaving and personal hygiene
- 6) During Seminars / Conferences/ workshops and Formal Meetings etc: Formal Business Suits (Tie and Coats are must)

Female faculty & staff members

- 1) Salwar Kameez / Churidar or Sarees
- 2) Business Suits
- 3) Shirts / Kurtis with Formal Trousers
- 4) During Seminars / Conferences/ workshops etc: Sarees or Formal Business Suits

Corporate Relations & Marketing / Guest care

Over and above the general dress code, all male employees in the Corporate Relations department and Marketing department (for presentations, branding purposes and taking care of guest functions) should wear;

- A tie at the workplace at all times.
- Formal business suit for all guest / client meetings.



Contd.....2

(2)

General:

1. The Dress Code policy outlines the spirit behind the SMS Lucknow in bringing absolute transparency in communications as regards its policies. Therefore, personnel covered by this policy are expected to respect the rules and standard procedures governing this policy. Where circumstances are abnormal or situations not anticipated or defined in this policy arise, such matters should be referred to the Director for resolution in a manner that is consistent with the whole aim and spirit of this policy.
2. Deviations from this policy in any form will not be entertained and will be viewed seriously.
3. This policy supersedes all other policies, procedures and practices prevalent on this subject till date. The SMS Lucknow reserves the right to add to, alter to, amend or cancel this policy at its discretion.
4. Directors / Faculty Members are requested to lead by example and ensure implementation.

The dress code policy will be affective from **1st July, 2022** onwards.

NOTE: JEANS, T-SHIRTS, SLIPPERS, SPORT SHOES AND OTHER CASUALS ARE STRICTLY DISALLOWED.


(Dr. Jagdish Singh)

CGM

SMS Lucknow

CC to –

- CEO, SMS Lucknow
- Director, SMS Lucknow
- DG (Technical), SMS Lucknow
- Associate Director, SMS Lucknow
- Registrar, SMS Lucknow
- GM (Corporate Affairs)
- Dean, Student Welfare
- Dean, Engineering
- Dean, Management
- All Faculty & Staff
- All Notice Boards