

=: Dress Code Policy :-

A policy for dress code for all the staff members of MEFGI is framed. The policy is implemented to promote and maintain standards of dressing and to ensure a good look and the identity of the staff on the Campus or on any official duty, representing the Institute. This policy is made effective from 01/07/2013 for all teaching and non teaching staff of MEFGI.

The salient features of the policy are as under:

- a) Each male employee in all staff, will be provided with White fabric material for 4(four) shirts.
- b) Each female employee in Teaching staff will be provided with dress material for 4 tops.
- c) All staff members will be paid **Rs. 575/-** (fixed amount) towards cost of stitching charges for the uniform at their choice of tailor / place.
- d) Please note that cloth material for trousers shall not be provided by the Institute and no employee should wear Jeans while on duty.
- e) It is suggested that hard detergents / whitening agents should not be used, which may dis-colour uniform.
- f) White shirts other than similar to dress, should not be used, else it will be considered as breach of dress code policy.
- g) The fabric is issued for ONE year and in case of being lost/torn out/faded etc. during the period, the employee shall replace the same at his/her cost.
- h) If any employee leaves the job within 3 months from the date of joining 100% of the cost, and if leaving in 3 to 6 months from joining, 50% of the cost of uniform shall be recovered from the salary.
- i) All employees must wear neat, clean and ironed uniform while on duty. All male staff shall wear leather shoes with the uniform. (Sport shoes are not allowed with the uniform)
- j) All the employee shall wear uniform on all working days.
- k) Not wearing uniform while on duty, will attract penalty of **Rs. 100/-** per day deductible from salary. System will automatically release a SMS message to such staff.
- l) Representation, if any, upon receiving such SMS, should be sent, in writing, with comments/recommendation thereon by concerned Deans/HODs, to HR for putting up to Vice Chairman/Chairman.
- m) The policy is subject to modifications by the management at any given time.