

# **HITEC-Institute of Medical Sciences**


## **SOP for Dress Code**

**DOCUMENT #: SA-SOP-13**

**ISSUE # 01**

**ISSUE DATE: 01-12-2020**

# **Standard Operating Procedure for Dress Code**

	<b>HITEC-Institute of Medical Sciences</b>	
	<b>SOP for Dress Code</b>	
	<b>DOCUMENT #: SA-SOP-13</b>	<b>ISSUE # 01</b>

## 1.0 PURPOSE:

1.1 The purpose of this procedure is for Dress code of MBBS students.

## 2.0 SCOPE:

2.1 This procedure is applicable to Student Affairs Department and MBBS Students.

## 3.0 ABBREVIATIONS:

NUMS	National University of Medical Sciences
PMC	Pakistan Medical Commission
HITEC	Heavy Industries Taxila Education City
IMS	Institute of Medical Sciences

## 4.0 RESPONSIBILITIES AND AUTHORITIES:

4.1 Principal  
 4.2 HoD.  
 4.3 Manager Student Affairs

## 5.0 PROCEDURE

5.1 Following dress code is to be adhered by all students:-

### 5.2 DRESS CODE

- 5.2.1 Joggers are not allowed
- 5.2.2 Only black colored sneakers, with or without laces, with black socks are permitted.
- 5.2.3 Ankle socks are not allowed.
- 5.2.4 On formal occasions/ during Professional Exams or when directed by the college administration, Oxford / Dress shoes will be worn by students.
- 5.2.5 Neck-tie is optional but must be worn as part of dress code during formal occasions, when directed by the college administration.
- 5.2.6 Colour for the 4<sup>th</sup> Year MBBS is "Pistachio Green".



# HITEC-Institute of Medical Sciences

## SOP for Dress Code

DOCUMENT #: SA-SOP-13

ISSUE # 01


ISSUE DATE: 01-12-2020

### 5.3 SALIENT POINTS OF DRESS CODE FOR BOYS

- 5.3.1 Silver Grey Pants and White shirts, shirt should have a pocket on left.
- 5.3.2 White Cotton/wash-n-wear cloth shirt with full sleeves and collar.
- 5.3.3 Only Black leather belt with simple Hook should be used.
- 5.3.4 Black Oxford Shoes with Black Socks / Sneakers as specified above.
- 5.3.5 Half Sleeves or T-shirts, jeans and joggers are strictly not allowed.
- 5.3.6 Students must have proper hair cut, properly maintained beard or clean shave.

### 5.4 SALIENT POINTS OF DRESS CODE FOR GIRLS

- 5.4.1 White Shalwar Kameez, Kameez should have a pocket on right lower with HITEC - IMS emblem and colored dupatta of the designated colour of the class. Colours designated to classes are as follow:-
  - ❖ 1<sup>st</sup> year: Peach
  - ❖ 2<sup>nd</sup> year: Rust Medium
  - ❖ 3<sup>rd</sup> year: Dark Purple
  - ❖ 4<sup>th</sup> year: Silver Grey
  - ❖ 5<sup>th</sup> year: Pakistan Green
- 5.4.2 Shirt must be of cotton or wash-n-wear cloth. No other cloth is acceptable. It should extend 2 inches below the knees. Side slit 14-18 inches and must end well below the waist line.
- 5.4.3 Sleeves should be full length and neckline should be kurta style medium. It should not be tight fitting. V-neckline, embroidery or any other ornamental work is strictly forbidden.
- 5.4.4 Shalwar should be simple. Trousers, fancy or trendy shalwars, tights & capri etc are strictly forbidden.
- 5.4.5 Black closed shoes with black socks.
- 5.4.6 Students desirous to carry abaya can do so but donning white coat over abaya is compulsory.
- 5.4.7 Abaya must be of black color only without motifs/ornaments and plain black buttons.
- 5.4.8 Veil / hejab must be of the same color as of the dupatta.

	<b>HITEC-Institute of Medical Sciences</b>	
	<b>SOP for Dress Code</b>	
	<b>DOCUMENT #: SA-SOP-13</b>	<b>ISSUE # 01</b>

## **5.5 WHITE COAT**

5.5.1 All IMS Students will wear White Coats when in Hospital and College Premises.

5.5.2 White coat should be of cotton or wash-n-wear cloth. It should be loosely stitched and extended two inches below the knees. It should have three buttons and one left chest pocket.

## **5.6 WINTER DRESS**

5.6.1 Both male and female students should wear charcoal grey sweater and blazer with IMS emblem. For blazers, students must give measurements to the contractor.

## **5.7 VIOLATION OF DRESS CODE:**

5.7.1 Violation of dress code is a serious breach of discipline. A fine of Rs. 200 / day will be levied on students observed for violation of dress code.

5.7.2 This fine will be notified to parents on daily basis through Institute's SMS service and accumulative fine vouchers will be issued in first week of next month and only one week will be granted for payment.

5.7.3 These fine vouchers will not be carried forward into annual fee.

5.7.4 Lame excuses will not be acceptable. Students must have sufficient number of dresses and wash / iron them regularly.