	<b>HITEC-Institute of Medical Sciences</b>		
	<b>SOP for Dress Code</b>		
	<b>DOCUMENT #: SA-SOP-13</b>	<b>ISSUE # 04</b>	<b>ISSUE DATE: 28-8-2025</b>

# Standard Operating Procedure for Dress Code



# HITEC-Institute of Medical Sciences

## SOP for Dress Code

DOCUMENT #: SA-SOP-13

ISSUE # 04

ISSUE DATE: 28-8-2025

### 1.0 PURPOSE:

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

### 2.0 SCOPE:

This procedure is applicable to Student Affairs Department and MBBS students.

### 3.0 ABBREVIATIONS:

NUMS	National University of Medical Sciences
PM&DC	Pakistan Medical and Dental Council
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

All MBBS students are required to wear the college uniform as mentioned below:-

#### 5.1 DRESS CODE

- 5.1.1 All students (boys and girls) are required to strictly adhere the dress code, in campus, hospital and during **Annual Professional Examinations**.
- 5.1.2 All MBBS students (boys / girls) shall put on "NAVY BLUE" colour Scrub only, during clinical rotations in hospital.
- 5.1.3 **There will be no colour day**, students (boys / girls) will come in proper college's uniform on all working days.

#### 5.2 UNIFORM & DRESS CODE (BOYS)

- 5.2.1 Silver Grey Pants and White shirts, shirt should have a pocket on left.
- 5.2.2 White cotton/wash-n-wear cloth shirt with full sleeves and collar.
- 5.2.3 Only black leather belt with simple hook should be used.
- 5.3.4 Black Oxford shoes with laces / black joggers / black sneakers with black socks, **ankle socks are not allowed**.
- 5.2.5 Neck-tie
- 5.2.6 White coat with IMS monogram.





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- 5.2.7 Half sleeves or T-shirts and jeans are disallowed.
- 5.2.8 Students must have proper haircut, properly maintained beard or clean shave.
- 5.2.9 Students should wear Charcoal grey sweater and blazer during winter season.

### 5.3 SALIENT POINTS OF DRESS CODE FOR GIRLS

- 5.3.1 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:-

5.3.1.1	1 <sup>st</sup> year:	Peach
5.3.1.2	2 <sup>nd</sup> year:	Rust Medium
5.3.1.3	3 <sup>rd</sup> year:	Dark Purple
5.3.1.4	4 <sup>th</sup> year:	Silver Grey
5.3.1.5	5 <sup>th</sup> year:	Pakistan Green

- 5.3.2 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.
- 5.3.3 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.**
- 5.3.4 Shalwar should be simple. **Trousers, fancy or trendy shalwars, tights & capri etc are strictly forbidden.**
- 5.3.5 Black Oxford shoes with laces / black joggers / black sneakers with black socks, **ankle socks are not allowed.**
- 5.3.6 Students desirous to carry abaya can do so but **donning white coat over abaya is compulsory.**
- 5.3.7 **Abaya** must be of **black color** with black plain buttons **without motifs**
- 5.3.8 **Veil / hejab** must be of the **same color as of the dupatta of the class.**
- 5.3.9 White Coat with IMS monogram.
- 5.3.10 Students should wear Charcoal grey sweater and blazer during winter season.







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### 5.4 WHITE COAT

5.4.1 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.

### 5.7 VIOLATION OF DRESS CODE:

5.6.1 Respective class teacher should ensure that the students **must be in proper college uniform**. Any violation may be conveyed to Student Affairs Dept for further action.

5.6.2 Violation of dress code is a serious breach of discipline. **A fine of Rs. 500 / day or extended as deemed necessary** will be levied on students observed for violation of dress code.

5.6.3 This fine will be notified to parents on daily basis though 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.

### 5.8 PICTORIAL VIEW

#### 5.8.1 Uniform (Boys) :-





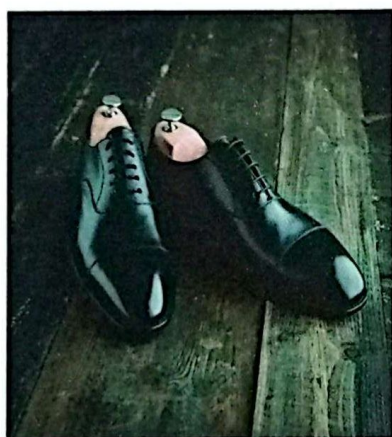
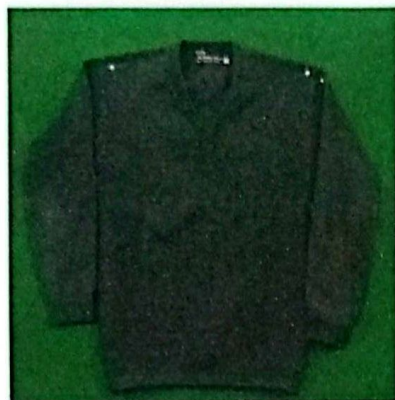
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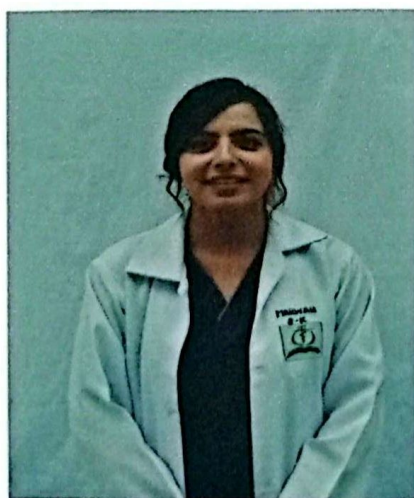
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### 5.8.2 Uniform Girls:-







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### 5.8.3 Jogger & Sneaker:-



## 6.0. RELATED DOCUMENTATION

NIL

