

Office Order

Dress Code for Faculty & Staff: Gateway Higher Education

Wearing of I-card is is Mandatory

1. Formal and decent dressing gives a person confidence and a sense of commitment while performing day to day duties in a respectable manner. Gateway Higher Education is introducing a dress code policy for all the faculty and staff members of Gateway Higher Education that needs to be followed with immediate effect. Your utmost cooperation in this regard is solicited.

2. The details of the policy are as follows: -

Men's Wear

- (a) Suits and Blazers, Nehru Jacket, Jackets, Gala bands can be worn.
- (b) Formal Shirt (full sleeves/ half sleeves), Formal Pants/ Trousers can be worn.
- (c) Formal Shoes such as combat boots, laced brogues, Chelsea boots, semi-formal shoes etc. can be worn.
- (d) **Daily Shaving by men is expected & shall be highly appreciated.**

Women's Wear

- (e) Suits, vest coats and saree can be worn as they make you look professional.
- (f) Formal shirts with pants and formal trousers, kurta/kurti with pants, Salwar Kameez etc. with a pinch of self-expression can be worn.
- (g) Dupatta/muffler/stalls are compulsory with salwar suits/Kurti.
- (h) Only formal sarees with simple fabric choice are allowed while blingy/gaudy choices will not be appreciated.
- (i) Formal shoes such as boots and ballerinas/ sandals/ semi-formal shoes are permitted.
- (j) **For GCP only – wearing of Saree is compulsory on Mondays & Wednesdays.**

Teaching/ Non-Teaching staff in Maintenance Role

The Teaching/ Non-Teaching staff working in the roles like IT Services, Maintenance etc to wear T- shirts as specified by Head Administration & EEM Cell in consultation with concerned Principals/ Functional Heads.

Dress during Formal events/ Seminars/Conference/Inspections

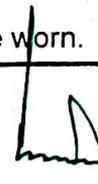
3. There is a need to have a formal dress during Formal events/ Seminars/ Conference/ Inspections etc. that gives a distinction of host team to the visiting dignitaries. The dress for such occasions will be as follows: -

Men's Wear

White/ light shirt, blue/ black trousers and blue colour jacket/ suit (need as per season) will be mandatory to be worn.

Women's Wear

Any light colour formal saree/ suit with formal/ semi-formal foot wear to be worn.


23 Jul 25

4. Following are the additional guidelines for the purpose of clarity: -

Allowed

- (a) A touch of self-expression is allowed such as muffler, tie, neck cover and watches. (in case of men).
- (b) Jewellery of self-expression is allowed such as earrings, necklaces and watches. (in case of women).
- (c) Jeans and denim with kurti/ T- shirt allowed on Saturdays (in case of women).
- (d) Jeans and denim with T- shirt allowed on Saturdays (in case of men).

Not Allowed

- (a) Any form of deep neck upper wear/ low waist wear is strictly not permitted.
- (b) Any kind of head gears are not allowed in the campus except any religious wearing.
- (c) Jeans and denim are strictly prohibited except Saturdays.**
- (d) Sports shoes, chappals/ slides, and slippers are strictly prohibited.
- (e) Frocks/Gowns/Coord sets/short tops/crop tops/leggings/skinny clothes are not allowed.
- (f) Short Kurtis/top with leggings or jeggings are not allowed.
- (g) Display of any profanities/ promoting use of substances in any form on the dress is strictly prohibited.

5. All faculty and staff members are expected to strictly follow the above-mentioned dress code enabling them to check and motivate the students for adherence to "Student's Dress Code".

6. Any member of Gateway Education community will not be held responsible for any of loss/ theft of any valuable such as original/ artificial accessories of gold/ diamond/ silver, watch/ring/ earring/ nose ring/ necklace/ bangles/ kadha etc as individuals are advised to wear them at their own risk.

7. In case of violation of the above mentioned, the employee concerned can be asked for reasons in writing by the concerned authorities (HODs/ FHs/ Principals) which may be recorded in the personal file maintained by HR. In case of repeated violation strict action as deemed necessary shall be taken.

8. The Office Order issued vide DG Office letter no GE/HE/DG Office/2024/33 dt 07 Apr 24 stands superseded.

"Let's all dress up to be the role-models for our Dear Students"


23 JUNE 25
Dr. (Col) A Garg
Director General

Distribution: Principal GCAD, Principal GIET, Principal GCP, Director Admissions & Placements, Dean Academics, Dean R&D, Dean SW, HoD DCS, HoD DMS, HoD DCA, Head AS&H, Head IIC & E, Head Consultancy Cell, Head Admin & EEM Cell, Registrar, Head HR, Head Maintenance & Stores, Head Purchase, Head ITS

Copy to: Chairman, Executive Chairman, Executive Directors