



Ref. No.: KU/2025-26/Reg. Off/529

Date : 04.10.2025

Draft Dress Code Policy for Kishkinda University Staff

Effective From: .10.2025

Applies To: Teaching, Non-Teaching, Administrative Staff.

In order to maintain professionalism, discipline, and the academic dignity of the institution, all staff members are required to adhere to the following **dress code guidelines** while on duty from **Monday to Saturday**.

1. General Guidelines:

- Dress should be formal, neat, clean, ironed and presentable at all times.
- Hair / Beard should be neatly groomed as applicable.
- ID card should be worn compulsorily and visible.
- Casual or flashy clothing (jeans, T-shirts with slogans, shorts, leggings as outerwear, party wear, etc.) is strictly discouraged.
- Footwear should be formal or semi-formal. Slippers, sports shoes (except on designated days), and casual floaters / Sandals / Crocs / are not permitted.
- Staff members are expected to dress modestly and in a manner that reflects respect for the academic environment.

2. Dress Code for Male Staff

- **Monday to Friday (Director / Principal / Vice-Principal / Admin. Officer / DEANS / HOD's & Professor's / Placement Team / Chief Librarian):**
 - Formal wear with full-sleeve or half-sleeve shirts with tie or Blazer or Nehru or Modi Jacket (light/pastel or sober colors preferred).
 - Formal trousers
 - Formal shoes.
- **Saturday (Semi-Formal Day):**
 - Collared shirts / collared T-Shirts (checked or plain) with formal/cotton trousers / Jeans.
 - Clean shoes or sandals.
- **Monday to Friday (Assoc. Prof. / Asst. Prof. / Teaching Asst's. / Lab Instructors / Administrative Staff (Admission Section, HR Section, Accounts Section, Reception Office / Library Staff / Chief Security Officer / Security Staff / Personal Assistants(PA) / Site Engineer / Physical Director):**
 - Formals full-sleeve or half-sleeve shirts. (Tie or Blazer or Nehru or Modi Jacket are encouraged) (light/pastel or sober colors preferred).
 - Formal trousers
 - Formal shoes.
 - Only for Physical Director formal wear or sports attire with Sports shoes are allowed as required.





KISHKINDA UNIVERSITY

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- **Saturday (Semi-Formal Day):**

- Collared shirts / Collared T-Shirts (checked or plain) with formal/cotton trousers / Jeans.
- Clean shoes or sandals.

Dress Code for the Attenders:

- **Monday to Saturday:** Uniform with any type of shoes. (Slippers / Sandals / Crocs to be avoided).

Dress Code for the Drivers:

- **Monday to Saturday:** Uniform with Sandals or comfortable footwear.

Dress Code for the Maintenance Staff (Male & Female):

- **Monday to Saturday:** Apron to be worn compulsory on all working days.

3. Dress Code for Female Teaching & Non-Teaching including Administrative Staff.

- **Monday to Friday (Principal / Vice-Principal / Admin. Officer / DEANS / HOD's & Professor's / including Non-Teaching & Administrative Staff):**
 - Saree (preferred) OR Salwar Kameez/Churidar with Dupatta OR Formal Kurti.
 - Simple jewellery and modest dressing encouraged.
 - Formal footwear or shoes (avoid high-fashion footwear).
- **Saturday (Semi-Formal Day):**
 - Saree OR Salwar Kameez/Kurti with Dupatta (cotton/comfortable fabric).
 - Comfortable formal sandals or shoes.

4. Special Occasions

- On university events, functions, or seminars, staff may be required to wear:
 - **Male Staff:** Blazer/Formal Suit/Traditional Indian attire (Bandhgala, Kurta-Pyjama with Jacket).
 - **Female Staff:** Saree (preferred) or formal ethnic attire.

5. Compliance

All staff members are requested to strictly adhere to the above dress code. Non-compliance may be viewed seriously as it reflects on the professional image of the university.

[Handwritten Signature]
04/10/2023

REGISTRAR
Registrar

Kishkinda University
City Campus @ Ballari Business College,
Siruguppa Road, Ballari-583103.



KISHKINDA UNIVERSITY

(Established under the Karnataka State Act No. 20 of 2023)

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