



INTEGRAL BUSINESS SCHOOL

Department of Business Management,
Integral Institute of Professional Studies & Research (IIPS&R)



**INTEGRAL
UNIVERSITY**
— LUCKNOW - INDIA —



Dress Code Policy (Version-2)

Integral Business School (IBS), IIPS&R is dedicated to fostering a professional and disciplined learning atmosphere. With students frequently interacting with corporate and international guests, it is important to adhere to general guidelines regarding dress and appearance. A student's presentation significantly contributes to the Institution's reputation and student success by preparing them for placements and a successful corporate career. To support this, a detailed dress code policy has been introduced for all UG & PG programs. This policy seeks to promote discipline, elevate professional appearance, and establish a distinct identity that distinguishes Integral Business School (IBS) students from others. Adherence to the policy is mandatory and will begin in the even semester of the academic year 2024-25, starting on January 6, 2025

I. Policy

Students are expected to maintain a neat, clean, and professional appearance at all times, on campus and uphold disciplinary standards even, when not. To support this standard, the Department of Business Management at Integral Business School has implemented a dress code: formal attire is required on Monday through Thursday and on Saturday, while Friday is designated as a dress-down day.

Why Dress Code Policy is required?

A dress code policy in business schools **promotes professionalism, equal representation,**

and cultural sensitivity while enhancing the institution's brand image and student's market value and professional graduate outcomes (GOs). It prepares students for corporate environments by fostering discipline, minimizing distractions, and instilling a sense of industry readiness. By aligning student behavior and appearance with workplace standards, the policy supports the school's mission to produce future career-ready graduates.

Additionally,

**It is mandatory for all students to wear their ID cards at all times within the campus.*

Adhering to appropriate dress codes is essential to uphold the integrity of IBS.

**Student may be allowed for T-shirt marketing for their own start up (if any) in the campus, during classes and events.*

II. The formal dress code applies Monday through Thursday and on Saturday:

The dress code for weekdays (Monday to Thursday and Saturday) is formal: trousers, a tucked-in shirt, and shoes for gentlemen, and Indian or Western formal attire with suitable footwear for females, jewelry and loud makeup for girls, is not permitted.

Fridays are designated as "dress-down" days. Students may wear smart casuals, or, if they choose, a sherwani. However, shorts, ripped jeans, and sleeveless shirts or T-shirts are not permitted.

Guidelines for the preferred dress code for IBS students.

Male

Formal trousers with solid color shirts – light colors – whites, blue and light grey. Printed shirts are not formal.

Ties that match the shirts – Stripes, checkered or light solid.

Belts with a simple buckle; black or dark brown **ONLY**.

Formal shoes – plain black and brown and color pairing shocks.

Female

Dark pants or solid light colors. which can be paired with formal shirts.

Hijab or Abaya should be of sober colors, with no embellishment (for females practicing hijab or abaya)

OR

Cotton kurta and cotton leggings set, leggings set can be replaced with pants— sober colors, with no embellishments, plain open face sandals – flats & kitten heels or shoes similar to male peers.

Additionally,

Blazer is mandatory for students during institutional events, expert talks and placement drives. Students entry is restricted in the absence of blazer. Preferred color for blazer is Solid color (dark blue, dark grey, black or ash grey)

III. Dress Code Enforcement and Monitoring Policy

To ensure a consistent and formal environment at the university, the administration shall implement the following disciplinary measures for students who do not adhere to the established dress code:

Measures for Non-Compliance:

1. Verbal Warnings

- **First-event of noncompliance:** Students are often given a verbal warning as a first step. This allows the student to understand the infraction and correct it without any formal record.

2. Written Warnings

- **Repeat noncompliance:** After a verbal warning, continued non-compliance may lead to a written warning from the end of the disciplinary committees, after consultation with Dean of the department. This creates a record of the violation and might be kept in the student's file.

- **Disciplinary Committee**

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The disciplinary committee would provide clear compliance guidelines from time to time and communication would reach students prior. Compliance must be monitored by designated staff using consistent checks, and non-compliance should be addressed through a structured approach escalating from verbal warnings to formal actions, as and when required. Violation of the policy must be handled respectfully, considering cultural and financial sensitivities. Records of

infractions should be maintained and effort from all the faculty members ensures consistent enforcement of the dress code policy, fostering a professional campus environment.

3. Disciplinary Action

- Any violation of the dress code observed by the committee will be reported to the course coordinator. The student will be denied full-day attendance for the class and will not be allowed to appear for placement drives.
- Extended suspension from attending the classes until the student complies with the dress code. Students will be denied admission to lectures, tutorials, and practical sessions if their manner of dress is inappropriate.
- The Department has a zero-tolerance policy towards, non-obedience, and non-compliance of the dress code policy by any student.

IV. Enforcement and Monitoring

Below are common strategies for enforcement and monitoring:

1. Clear Communication of Dress Code

- **Guidelines on University and departmental website:** Universities usually include dress code guidelines on the website. Clear communication ensures students are aware of expectations.
- **Orientation Programs:** New students are often informed of the dress code during orientation sessions to establish early awareness.
- **Signage and Reminders:** Posters, emails, or reminders posted in key areas (libraries, classrooms, labs) can reinforce the dress code policy.

1. Monitoring by Faculty and Staff

- **Faculty Oversight through a departmental disciplinary committee / dress code committee:** The departmental disciplinary committee will be responsible to oversee that students adhere to the dress code; however, all the teachers are responsible for ensuring that students comply to the dress code in classrooms or labs.
- **Security Personnel:** Campus security officers may be tasked with monitoring public spaces like libraries, cafeterias, or event areas for compliance.

Entry Restrictions

- Strict dress codes are mandatory across the campus during weekdays, students can be denied entry if they don't follow the dress code. For example, students may not be allowed into a lab, class rooms, special lectures, expert talks, events and placement drives

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