



NAAC A+ Accredited & UGC 12(B) Status Holder

Assam down town University

Established Vide The Assam Act. No. VIII of 2010, Gazette No. LGL.9/2010/11

Promoted by: **Assam down town**
Charity Trust

Memo No: AdtU/R/2026-27/Aug/28/003

Date: 28-08-2026

CIRCULAR

Adherence to the prescribed dress code, punctuality, and professional conduct during working hours, and while representing AdtU at various events

This is to inform all employees of Assam down town University (AdtU) that maintaining a professional appearance, punctuality, and professional conduct is essential to uphold the University's values, discipline, and reputation.

Accordingly, all employees are required to comply with the following guidelines during regular working hours and while representing the University at official events, meetings, conferences, inspections, outreach programmes, admissions activities, cultural programmes, sports events, and all other official assignments.

A. General Dress Code Guidelines:

1. Wear neat, clean, properly fitted and well-maintained formal attire.
2. Maintain good personal hygiene and grooming standards.
3. Hairstyles and facial hair should be neat and professional.
4. Jewellery and accessories should be simple, elegant and appropriate.
5. Avoid loud prints, glitter, sequins, oversized logos or flashy colours.
6. Official ID cards are mandatory and must be worn at all times within the University premises and while representing AdtU outside the campus.

B. Dress Code during Regular Working Hours

Male Employees	
Permitted	Not Permitted
• Formal full/half sleeve collared shirts. • Shirt should be solid or subtle patterns. • Formal trousers • Kurta and Pyjama/Dhoti may be worn in sober colours. • Blazers or suits • A formal necktie is encouraged during high-level meetings, official ceremonies, and interactions with external dignitaries. • Formal leather shoes with socks • In winter- Sweaters, Puffer jackets, Blazers • Hair should be neatly trimmed, and beards should be well-groomed or clean-shaven.	• Round-neck T-shirts or T-shirts featuring profane, offensive, or inappropriate language or images. Oversized or drop shoulder T-shirt or Shirt. • Jeans or distressed denim, Cargo pants, shorts or track pants • Shirts with loud or distracting prints, including prominent leaves, trees, or similar patterns. • Sports shoes, slippers, sandals, flip-flops or Crocs, unless specifically required for official duties • Long hair and ponytails are not permitted, except it is maintained as per professional standards or where worn as part of religious/ cultural practices and with prior approval from competent authority.



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Female Employees		
Category	Permitted	Not Permitted
Faculty and Admission & Marketing Department	- Saree, Mekhela Chador, traditional attire, blazer - Jewellery and accessories should be simple, elegant, and appropriate for a professional academic environment - Formal footwear appropriate to the attire - Hair should be neat and well-groomed - In Winter: Cardigans, Sweater, Blazers , Puffer jacket, over coats	- Co-ord set, Short kurta, Transparent clothing - Sleeveless, backless, transparent or revealing clothing - Party wear sandals/pump shoes, Slippers, flip-flops, Crocs or sports footwear (unless officially required) - Shorts, jeans, distressed denim, athleisure or sportswear
Administrative Staff	- Saree, Mekhela Chador, salwar suit, traditional attire, blazer - Jewellery and accessories should be simple, elegant, and appropriate for a professional academic environment - Formal footwear appropriate to the attire - Hair should be neat and well-groomed - In Winter: Cardigans, Sweater, Blazers , Puffer jacket, over coats	- Co-ord set, Short kurta, Transparent clothing - Sleeveless, backless, transparent or revealing clothing. Avoid clothing with flashy colors. - Party wear sandals/pump shoes, Slippers, flip-flops, Crocs or sports footwear (unless officially required) - Shorts, jeans, distressed denim, athleisure or sportswear

C. Dress code for Saturdays:

- All Male** employees may wear collared polo T-shirts with denim/trouser.
- All Female** employees may wear formal salwar suits. Short kurtis and co-ord sets are not permitted.

D. Recommended Dress code while representing AdtU at events or official activities:

Male	Female
- Business suit or blazer - Formal shirt in solid colors or subtle patterns and formal trouser - Formal necktie (recommended for high-level meetings and ceremonies) - Formal leather shoes	- Saree or Mekhela Chador - Business suit or blazer - Minimal professional accessories - Closed-toe formal shoes or professional heels



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Employees Shall Avoid-

- Jeans, T-shirts, shorts, tank tops
- Sneakers, slippers or casual footwear

E. Additional Considerations for Dress Code:

1. Adhere to any specific dress code requirements of the event or venue.
2. Dress appropriately for the weather and location of the event.
3. Maintain a professional appearance throughout the duration of the event.
4. Accommodations can be made for religious or cultural attire, as long as it aligns with professional standards.

Employees with specific needs or concerns regarding the dress code may discuss the matter with the HR Office for appropriate accommodation.

F. Punctuality

1. All employees are expected to report to duty on time and adhere to the prescribed office working hours.
2. Timely attendance at meetings, classes, official functions, training programmes, and other University engagements is mandatory.
3. Habitual late reporting or early departure without prior approval may be viewed seriously and dealt with as per the applicable University rules.
4. Ensure attendance is recorded accurately and comply with all attendance policies.

G. Professional Conduct

1. All employees shall conduct themselves with dignity, integrity, courtesy, and professionalism.
2. Employees shall maintain the highest standards of professionalism, discipline, mutual respect, ethical conduct, and a positive work attitude.
3. Employees shall comply with lawful instructions issued by their reporting or competent authorities and actively contribute to a productive, collaborative, respectful, and harmonious work environment.
4. Any behaviour, act, or communication that may adversely affect the image, reputation, credibility, or institutional values of AdtU shall be strictly avoided.
5. Employees shall perform their assigned duties with sincerity, accountability, commitment, integrity, and a strong sense of responsibility, ensuring the efficient discharge of their official responsibilities.
6. While representing the University at conferences, seminars, workshops, outreach programmes, admissions activities, inspections, meetings, cultural and sports events, community engagement programmes, or any other official assignment, employees shall maintain the highest standards of professional etiquette, discipline, decorum, and conduct.



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7. All personnel are expected to uphold the mission, vision, values, ethics, and institutional culture of AdtU in every official engagement, both within and outside the University campus.

These guidelines aim to ensure that employees adhere to the prescribed dress code, punctuality, and professional conduct during regular working hours, as well as while representing AdtU at various events and official activities unless notified otherwise. **Non-compliance may result in appropriate administrative or disciplinary action as per University rules and policies.**

Issued with due approval from competent authority.

(Dr. Ashim Barman)

Registrar

Assam down town University.

Copy for favour of their information to:

1. Executive Secretary to Chancellor, AdtU
2. Asst. Manager- Office of Vice Chancellor, AdtU
3. P.A. to Pro-Vice Chancellor, AdtU
4. P.S. to Dean of Studies, AdtU
5. P.A. to Managing Trustee, dtCT
6. P.A. to Resident Trustee, dtCT
7. **Chairperson/Dean/Director/Associate Dean/ HoD (For circulation)**
8. Office of the Controller of Examinations, AdtU
9. All Officers (Admin/Academic/IT/Accounts/Admission/Marketing/Legal/
Placement/Library/CLPPD/IQAC)
10. HR Office
11. **Notice Boards/Message Desk (For display)**
12. Office file (for record)

Pictorial representation:



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Male employees

PERMITTED	NOT PERMITTED
✓ Formal ful/half sleeve collared shirts (solid or subtle patterns) 	✗ Round-neck T-shirts or T-shirts featuring profane, offensive, or inappropriate language or images. 
✓ Formal trousers 	✗ Jeans or distressed denim, Cargo pants, shorts or track pants 
✓ Blazers or suits 	✗ Shirts with loud or distracting prints, including prominent leaf, tree, or similar patterns. 
✓ Formal necktie (when applicable) 	✗ Sports shoes, slippers, sandals, flip-flops or Crocs (unless specifically for official duties) 
✓ Formal leather shoes with socks 	
✓ Kurta & Pyjamas / Dhoti (in sober/neutral colours) 	✗ Long hair and ponytails are not permitted, except where worn as part of religious or cultural practices. 
✓ In winter- Sweaters, Puffer jackets, Blazers, denim jackets (over formal attire) 	✓ Hair should be neatly trimmed, and beards should be well-groomed or clean-shaven. 



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Female employees

1

Correct ✓

Minimal
jewellery

Neat
drape

Balanced
colours &
patterns



Incorrect ✗

Jhumka
earrings

Heavy
necklace

Sleeveless
blouse

Heavily
embroidered
saree



2

Correct ✓

Minimal
jewellery

Neat & clean
drape

Elegant
and light
embroidery



Incorrect ✗

Chandelier
earrings

Heavy
necklace

Heavily
embroidered
mekhela
sador

Overly heavy
look





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3

Correct ✓

Minimal earrings

Comfortable & modest kurta set

Suitable footwear



Incorrect ✗

Chandelier earrings

Sleeveless kurta

Party wear anarkali kurta

Party heels



4

Correct ✓

Well-fitted blazer

Tailored pants

Formal footwear



Incorrect ✗

Sleeveless top

Casual pants

Casual footwear



Note: Sl. No. 3 and 4 are only applicable for Administrative Staff and not for faculties & Admission and Marketing Department except for Saturdays.