## 1. PURPOSE

To ensure orderly and safe evacuations of the employees, students and patients from the dental clinical and basic department.

## 2. UNIFORMS OF DENTAL COLLEGE HITEC-IMS

- Boys: Grey pants and white shirts. Shirt should have a pocket on left, with HITEC-IMS emblem. Pocket should also have a stripe of the designated color for that class.
- Girls: White Shalwar Kameez, Kameez should have a pocket on right lower with HITEC-IMS emblem and Dupatta color as follows:-
  - 1st year: Ferozi Green
  - 2nd year: Magenta

## 3. RESPONSIBILITIES

| Actor | Role / Responsibilities |
|---|---|
| **Principal** | • Provisioning of required resources and monitoring to assure overall effective implementation of this procedure at all levels.<br>• review and approval of performance data / action items |
| **Director Admin & Operations and MR** | • Ensure that all formalities are completed on time. The required communication must be established and maintained among and with every member and every decision must be completely implemented on time. |

| | |
|---|---|
| **Associate Prof. / HOD / Functional Teams** | • Ensure the overall the standardized process is effectively implemented in true letter and spirit. |
| **QA Team / DQR / Functional Team Members** | • Taking effective part in actual implementation of the procedures, systematic generation of relevant records and periodic reporting to the respective management. |

## 4. DRESS CODE IN CLINICAL DEPARTMENTS

- Students of 3rd year & Final year will wear scrubs in Clinical Departments.
- Students will wear scrubs that are professional and does not cause embarrassment to patients and others.

| **Boys** | **Girls** |
|---|---|
| 3rd Year | Green Scrubs |
| Green | Green stole/ V sash/ scarf |
| Final year | Maroon Scrubs |
| Maroon scrubs | Maroon stole/ V sash/ scarf |

- Scrubs must have round neck collar.
- Students will wear white coats over scrubs during college hours.
- For girls length of scrubs shirt must be of knee length. Short shirts are not allowed. Girls must wear scarf/ V shaped sash with scrubs.
- Students will wear black closed toe shoes with white socks in Clinical Department.

**Winter Dress**:

Charcoal grey/Black sweater and blazer with IMS emblem.

**White Coat**:

All Dental College HITEC-IMS students will wear white coats when in hospital and college premises.

White coat should be of cotton or wash-n-wear cloth.

## 5. SPECIFICATIONS OF DRESSES AND PENALTY ON VIOLATION

- Students are expected to be clean, maintain a high level of personal hygiene, well-groomed and dressed in a manner appropriate to their responsibilities. Clothes should be changed daily and properly ironed. Students should not be ostentatiously dressed.
- Visible Identification cards/badges should be worn at all times.
- Students should dress in a professional manner when in patient/teaching environments and not wear clothes that are culturally inappropriate or that attract undue attention and focus.
- Hair should be clean, neatly trimmed and contained in a manner that it does not come into contact with patients.
- Male students shall not wear ponytails, hair clips, or any other hair accessories.
- Any clothes, uniforms that become contaminated should be changed as soon as possible.
- All beards and moustaches should be trimmed and neat.
- Fingernails should be kept short, well cared for and clean.
- Perfumes and fragrances should be kept to a minimum.
- Pierced jewelry in the ears and nose will be allowed for females only. Pierced jewelry at any other part of the body is not allowed. No visible tattoos, body piercing is allowed.
- Shoes should be clean and in good repair. Slippers cannot be worn.

- After working hours, hostel students may wear more relaxed attire when in hostel, sports center or in non-hospital locations. Nevertheless the clothes should not be body revealing and conform to the local norms.