

## **Subject: SMIT Student Guidelines for Dress and Protocol Policies**

### **Males in the classroom Environment:**

- jeans, and t-shirts are acceptable but printed pictures on T-shirts with wordings are not allowed.
- Sandals and Shalwar Kameez are preferred.
- It is appropriate to wear formal shoes, a formal shirt, and dress pants.
- Chappals are strictly not allowed

### **Females in the Classroom Environment:**

- Abaya and a headscarf are mandatory.
- Jewelry & makeup are not allowed

### **General Guidelines:**

- All students must wear the SMIT ID card at all times.
- Maintaining a minimum of 95% attendance is compulsory for eligibility in certificates and advanced courses.
- Students are expected to arrive 5 minutes before class begins.
- Late arrivals beyond the initial 5 minutes will not be permitted to enter class.
- Any student needing time off must obtain pre-approval from the administrative staff; unauthorized absences will be considered absent.
- Respectful behavior towards parking authorities and other administrative staff is mandatory. Any misconduct may result in course dismissal.
- Participation in quizzes, monthly exams, and final exams is required for certificate eligibility.
- Monthly maintenance fees of Rs. 500/= must be submitted by the 10th of each month.
- Students are responsible for the care and maintenance of class equipment. Any damage must be compensated.
- Dismissal from the course may occur if a student is found littering, eating, or damaging property during class.
- Strict adherence to these guidelines is mandatory, and any deviation may lead to dismissal from the course.
- Respecting your class mates & trainers is mandatory, if any complain in this context from either side, please notify staff.

### **Additional Note:**

These standards must be rigorously followed by all students. Failure to follow any of the specified regulations may result in course dismissal, as the administration reserves the right to take the necessary actions to maintain discipline and the institute's integrity.