



**CHHATRAPATI SHAHU INSTITUTE OF BUSINESS EDUCATION  
AND RESEARCH (CSIBER) (An Autonomous Institute)  
KOLHAPUR-416004, Maharashtra (India)**



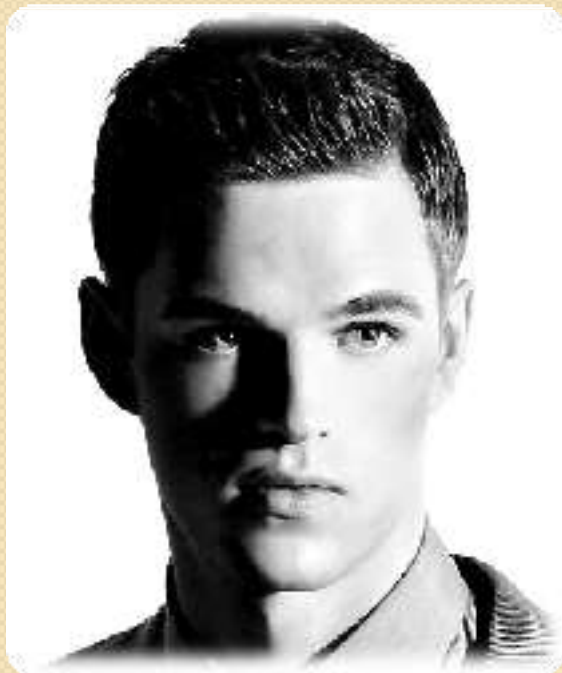
# **Grooming Standards**

**It is vitally important to be properly groomed**



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Within five seconds of seeing a person for the first time we have decided your:



- ✓ **s o c i a l s t a t u s e d u c a t i o n**
- ✓ **f r i e n d l i n e s s**
- ✓ **a p p r o a c h a b i l i t y**
- ✓ **a p t i t u d e**
- ✓ **a t t i t u d e**

*So be well groomed now and always.*

# DO's

## Personal Hygiene

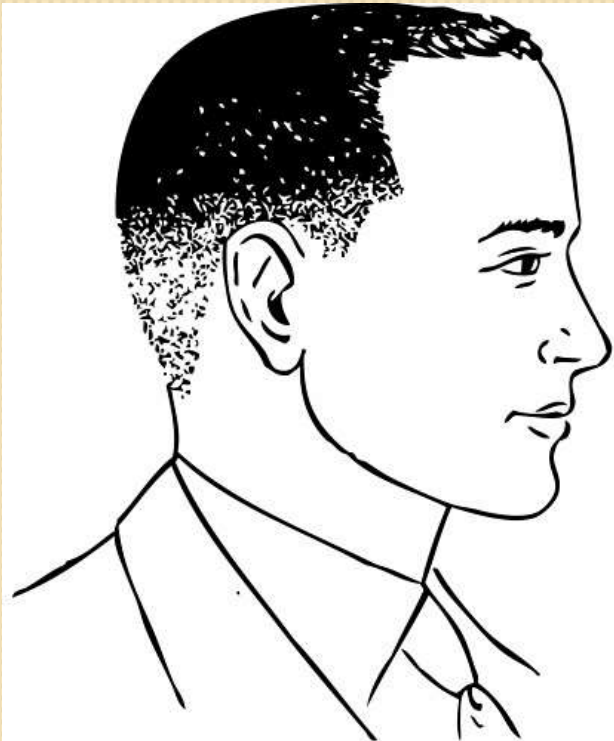
- Have a daily bath/shower
- Use body deodorant
- Use a light fragrance
- Brush your teeth at least twice a day
- Brush your teeth especially after meals
- Floss regularly
- Use mouthwash or breath freshener
- Visit your dentist regularly
- Cleanse your face before sleeping
- Shampoo and condition hair regularly
- Wear clean clothes

# DON'T'S

## Personal Hygiene

- Wear very strong / pungent perfume
- Replace showering with perfume / cologne
- Eating food which causes bad breath such as garlic and raw onions (strictly avoid them)
- Forget to wash hands frequently
- Wear stockings / socks / shoes when feet are still damp / wet
- Re-use underclothes

# Hair



- Hair should not fall on the forehead, touch the ears or collars
- Hair should be neatly combed, not oily. Straight line at the back
- Hair style should be conservative and well maintained at all times

# Face



- Face should be clean-shaven with no stubble
- Trimmed sideburns
- Sideburns should not be shorter than the top of the ear and not longer than 1/2 inch
- Moustache should be neatly trimmed and not cover the upper lip

# Face



- Facial hair or a beard is permitted only as part of religious code and must be suitably maintained.
- Turbans must be navy blue / black and to be tied at all times.

# Nails

- Should be neatly cut shaped and clean
- Should be well manicured and maintained.
- There should be no nicotine, carbon or ink stains on the fingers.







## Jewellery

- Watches should be conservative, not flashy or too large.
- Leather strap should be black, brown or tan.
- Metallic strap should be gold or silver.
- Rings should not be worn for compliance of hygiene requirements.

# Footwear

- Shoes should be black oxfords.
- Shoes should be well maintained, well polished and in good repair.
- Socks should be black and should have no pattern.
- Socks should be odorless and clean with elastic intact.



# Footwear

- Black “Power” brand type of joggers or anti-skid slip-on black leather shoes (for ease of removal) to be worn.
- Black cotton socks to be worn.



# Uniform

- Plain white shirt with no button-down collars or Chinese styled collars.
- Try to go for poly cotton or wrinkle free shirts for ease of ironing & fewer creases.
- Always wear a vest.
- Black formal trousers (pure cotton, denim, khadi or linen not permitted).
- Tie should be plain, black in color for Men.
- Plain steel tie-pin to be worn.



# Uniform



- Uniform should be immaculate, spotless, well ironed and without creases.
- Uniform should appear fresh and not faded. It should be a perfect fit to the individual.
- There should be no loose threads or broken buttons or any tears.
- Cuffs and collars should be clean and stain free.

# Sweaters



- Plain black wool sweaters to be used during class hours during winter season.
- Sweaters should be v-necks (shirt collar & tie to be seen) – full sleeved or sleeveless but without any markings or designs in another color.

# Belts

- Black leather belt to be worn
- Belt should not be cracked or dull
- It should be simple, not with flashy buckle
- It should not be more than 1.5 inch wide





# Semi-Formal Dressing

*(For any workshops, seminars, and other student activities happening on the weekend)*



- Formal trousers & either full or half sleeved shirt to be worn.
- Semi formal attire of any color.
- T-shirts, jeans, cargoes, are not permitted.
- Shoes should be either black, brown or tan leather.
- Sneakers, sandals, chappals, etc. are not permitted.





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See yourself right now and write your honest impression of the changes you would like to see

- ✓ **personality**
- ✓ **grooming standards**
- ✓ **friendliness**
- ✓ **approachability**
- ✓ **attitude**
- ✓ **Body Language**

**Start investing in building your personality NOW!**

**Thank you for adhering to**  
**CSIBER's**  
**Grooming Standards**



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# Grooming Standards

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Within five seconds of seeing a person for the first time we  
decide their:



- ✓ social status
- ✓ education
- ✓ friendliness
- ✓ approachability
- ✓ aptitude
- ✓ attitude

***So be well groomed now and always.***

DO's

# Personal Hygiene

- Have a daily bath/shower
- Use body deodorant
- Use a light fragrance
- Brush your teeth at least twice a day
- Brush your teeth especially after meals
- Floss regularly
- Use mouthwash or breath freshener
- Visit your dentist regularly
- Cleanse your face before sleeping
- Shampoo and condition hair regularly
- Wear clean clothes

DON'T'S

# Personal Hygiene

- Wear very strong / pungent perfume
- Replace showering with perfume / cologne
- Eating food which causes bad breath such as garlic and raw onions (strictly avoid them)
- Forget to wash hands frequently
- Wear stockings / socks / shoes when feet are still damp / wet
- Re-use underclothes

# Hair



- Hair should be neat, well styled and appear professional



- Short hair / shoulder length hair should be trimmed regularly

- Hair should be neatly combed and pinned to keep away from face



- Natural curly hair should be tied in bun, secured at the back of the head or above the nape with a black net and well maintained.



# Hair

## THE BUN BOB



CLASSIC - The high bun for long or medium length hair

STYLING – Neatly structured and covered with a fine hair net / mesh

## THE FRENCH KNOT



CLASSIC - The French knot / chignon for long or medium length hair

STYLING – Neatly combed and tucked into place without visible pins

## SHORT HAIR –



MODERN - The modern sharp bob for very short hair

STYLING – Neatly set - single one side parting, hair away from the forehead & face.



# Hair

- Bands or clips should be black in colour
- No coloured / plastic bands to be used
- Hair should be clean, non greasy, free of oil and dandruff
- Streaking of hair is not permitted
- Curly hair should be neatly tied in bun



# Finger Nails



- Nails should be well manicured & clean.
- Nails should be not longer than 3mm from the tip of the finger.
- Nails should be neatly cut & shaped.
- Long nails are not permitted.
- Only light & neutral color nail polish is permitted



# Toe-Nails



- Should be well maintained and clean.
- Nail colour should match finger nail polish.
- Nail colour should not be cracked.

# Jewellery



- Watches should be conservative, not flashy, or too large
- Leather strap should be black, brown or tan
- Metallic strap should be gold or silver



# Jewellery

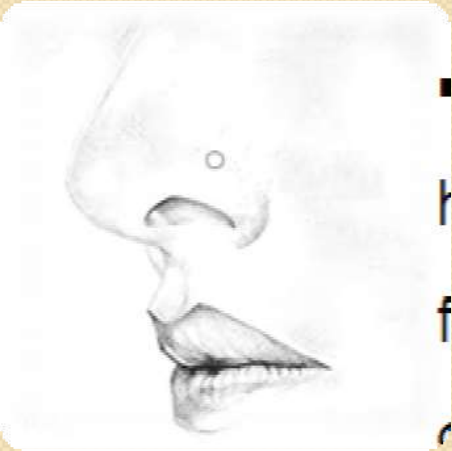


- Only one pair of earrings worn in earlobes
- Single *white or cream* pearls, single white diamond, silver or gold studs
- Dangling or large size and flashy earrings are not permitted
- Earrings without setting and no larger than 8 mm (0.8cm)





- One, thin, gold or silver chain to be worn.
- Only nose studs are permitted—one only.
- Maximum of two rings are permitted. It should be conservative and moderate in design



# Jewellery



- Bracelets, bangles etc. are not permitted during any Laboratory sessions.
- Jewellery on hands should be conservative and elegant.
- Rings should not be worn for compliance of hygiene requirements if any.
- Religious threads / wrist bands to be worn in a discreet manner

# Footwear



- Closed black leather shoes to be worn
- No flat or stiletto heels allowed
- Shoes should have minimum ½ inch or a maximum of 1½ inch box heels only
- Shoe should be round or square toed and not pointed
- Shoes should be well polished
- Black socks / peds to be worn



# Footwear

- Black “Power” brand type of joggers or anti-skid slip-on black leather shoes (for ease of removal) to be worn.
- Black cotton socks to be worn during Laboratory practical sessions



# Make up



Make up should not be excessive and should be relevant to the business environment

Simple and basic makeup is mandatory

A foundation should be used to avoid an oily look

# Make up



- Eye shadow should be subtle and not excessive



- Eyeliner should be thin, straight, applied neatly
- Eyeliner should be black in color



- Lipstick should be matte finish, sober and shade matching the skin tone



# Uniform

- Plain white shirt with no button-down collars or Chinese styled collars
- Try to go for poly cotton or wrinkle free shirts for ease of ironing & fewer creases
- Black formal trousers (pure cotton, denim, khadi or linen not permitted)
- Tie should be a ½inch wide plain black satin ribbon tied as a bow



# Uniform



- Should be immaculate, spotless, well ironed and without creases
- Should appear fresh, not faded
- Should be perfect fit to the individual
- There should be no loose threads or broken buttons or any tears
- Cuffs and collars should be clean and stain free(no button on collars)

# Sweaters



- Plain black wool sweaters to be used during class hours during winter season
- Sweaters should be v-necks (shirt collar & tie to be seen) – full sleeved or sleeveless but without any markings or designs in another color



# Semi-Formal Dressing

*(For any workshops, seminars, and other student activities happening on the weekend)*



- Semi formal attire of any color
- Salwar / Kurta suits, formal trousers & shirt to be worn
- Frocks, knee length or sleeveless dresses not permitted
- T-shirts, jeans, sneakers, chappals, etc., are not permitted

See yourself right now and write your honest impression of the changes you would like to see

**p e r s o n a l i t y**  
**g r o o m i n g   s t a n d a r d s**  
**f r i e n d l i n e s s**  
**a p p r o a c h a b i l i t y**  
**b o d y   l a n g u a g e**  
**a t t i t u d e**

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