



File No. NESTS/ADMIN/MiscProg/379/2022-22

Dated: 16/10/2025

To
The Principal
All EMRSs

Subject: Ensuring Personal Grooming, Hygiene, and Proper Utilisation of Student Entitlements in EMRSs

Sir/Madam,

It has been observed during various official inspection visits and student participation in programmes held in Delhi that personal grooming and hygiene standards among EMRS students are not being adequately maintained. Instances of untidy hair, lack of uniformity in appearance, and improper dressing were repeatedly noticed. Such negligence adversely impacts discipline, decorum, and the overall public image of EMRS student.

To address these concerns and to ensure uniform adherence to grooming and hygiene standards in EMRS hostels, the following directives are hereby issued for strict compliance by all concerned.

1. Monthly Hair Grooming Facility

All EMRSs Principal shall ensure the arrangement of a monthly haircutting facility within hostel premises for students. As per the financial norms stipulated in Letter No. NESTS/Finance/EMRSSocieties/10/2021-22 dated 01.05.2025, the cost of hair cutting for each student is fixed at ₹40 and shall be utilized as per the guidelines mentioned therein.

A hairdresser or barber must be engaged through a procedure compliant with General Financial Rules (GFR), ensuring full adherence to standards of hygiene and safety. Haircuts must be administered in a neat and orderly manner, strictly respecting cultural and religious sentiments of all students, and maintaining a modest, uniform, and acceptable standard.

2. Grooming Standards for Girl Students

Girl students must maintain a disciplined and presentable appearance at all times. Their hair should be properly combed and tied into neat braids with ribbons, in accordance with hostel grooming standards. Hostel Wardens and House Masters shall supervise and guide students to ensure compliance with these norms.

3. Proper Dressing and Shoe-Polish Habits

All students are required to wear the prescribed uniforms, ties, belts, and polished shoes correctly at all times. Any neglect or deviation from these practices must be strictly discouraged. Hostel Wardens and House Masters shall take responsibility for teaching and supervising proper dressing and shoe-polish habits to instill discipline and presentability among students.

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4. Proper Utilisation of Issued Entitlements

It has been observed that students often take entitled issued items such as uniforms, toiletries, bedsheets, and other personal items home without using them within the hostel. This practice is strictly discouraged. All Students must be instructed to use all materials provided to them, both previously and recently issued, strictly within the hostel, to ensure entitlements serve their intended purpose.

5. Health and Safety Measures

Students should be encouraged to consistently use mosquito nets, particularly in regions prone to vector-borne diseases. The EMRSs located in areas where water-related skin issues are prevalent, it is recommended to provide 100 ml of antiseptic solution (e.g., Dettol) to students as a preventive measure, ensuring proper and safe usage under strict supervision.

6. Hostel Hygiene and Maintenance

It has been observed that hygiene standards, particularly in boys' hostels, are below the expected level. Hostel Wardens must ensure thorough and regular maintenance of dormitories, corridors, bathrooms, drying areas, and common spaces. Students should be consistently encouraged to treat their hostel rooms as their "second home" and maintain cleanliness. The mess areas and catering sections must be kept impeccably clean, with all materials arranged and organised in an orderly fashion, upholding the highest standards of hygiene in both hostels.

Role of Hostel Wardens and House Masters

Hostel Wardens and House Masters carry the crucial responsibility of educating students on personal hygiene, cleanliness, grooming, and proper appearance. They must conduct regular guidance sessions and house meetings to reinforce good grooming habits, the proper use of issued entitlements, hygiene practices, and overall discipline. These efforts aim to instill self-respect and confidence among students, creating a healthy and respectful residential environment.

All Principals are requested to ensure strict and timely compliance within their schools. These measures are issued to promote discipline, hygiene, grooming, confidence, and self-respect among all EMRS students.

This is issued with the approval of the competent authority.

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(Kumud Kushwaha)
Deputy Commissioner, NESTS