

**OFFICE OF THE SECRETARY
TELANGANA SOCIAL WELFARE RESIDENTIAL EDUCATIONAL INSTITUTIONS
SOCIETY, HYDERABAD**

CIRCULAR

Rc.No. G/TS/P/0990/2017

Dated : 22-05-2025

Sub: TGSWREIS – Role of Student Mess monitors/ Mess leaders in TGSWR Institutions – For the smooth functioning of the Mess - Certain Instructions issued – for the academic year 2025-26 – Reg.

Ref: Zoom meeting conducted by Secretary, TGSWREIS, Hyderabad., on 02.04.2025.

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The attention of the State Officer, Multi zone Zonal Officers and Zonal Officers and all the Principals of the TGSWR Institutions in the State are invited to the subject and reference cited. The Secretary TGSWREIS, Hyderabad has conducted a zoom meeting with all the officers and principals regarding "Role of the students as "Diet Managers Mess Monitors and Hygiene Monitors".

Accordingly, the following Instructions have been issued to all the Principals of the TGSWR Institutions for Strict Compliance. Non-Constitution of Diet Committee and non-compliance to the rules herewith will be considered as serious deviations from instructions.

Step 1: Constitution of Diet Committee:

The principals shall facilitate selection of 8 students from 8th, 9th, & 10th and 9 students from 11th Classes for every month. The selected candidates list for the month shall be displayed in the board in the entrance to the school as well as in the Dining area. (Display design attached).

Hence in the period of 10 months all the students would have received the Mess Monitor/ Diet in-charge duty. There shall be no repetition of the student at any time. Hence the Annual Calander shall be drawn in the first week of the Academic year itself.

One 11th class student out of 9, shall be identified as monthly mess leader for the month. The monthly mess leader shall supervise over all activity of the team and guide them in case of any issues.

Step 2: Division of Work.

The 33 candidates thus selected for every month on the 30th/ 31st of the previous month shall perform the following duties in the given order.

- A. **Diet Managers:** 8 Students from the 10th class shall be the Diet Managers throughout the month. The duty is thus:
1. Delivery of provision/ perishable items from the Storage to the Kitchen as per the provision list taken from the Principal office.
 2. Check for the quality and quantity of provision / Perishable item to ensure there is no foul smell, insects, rotten items, adulteration or any abnormality.
 3. The Provision/ Perishable delivery shall be done only 2 times a day. Once in the evening at 5.00pm for Breakfast and Lunch and again at 1.30pm for snacks and dinner.
 4. The students shall divide the work thus:
4 members for next day morning/ afternoon provision distribution, 4 members for evening/ dinner provision distribution.
 5. The 8 Students shall be responsible for the maintenance of the Storage, placement of indents and the distribution.

6. There shall be registers maintained where in the provision/ consumable distribution slip will be pasted for every day the students will make remark about the quality and quantity of the supply on the slip/ register every day.
7. The key for the Storage space shall be maintained with the students only. At no point shall the Teacher/ administration enter the Storage without the concerned Diet Manager student.
8. In case of any in-sufficiency in supply or issues, the Students will immediately contact the Call-center (Pressing No 5 in the Phono Mitra) at the Head office for support and co-ordination.

This overall work shall be monitored by 2 teachers who will be called as Diet -in charge teachers. The teachers shall be identified for the month and there shall not be any change during the course of the month. All the teachers TGT/ PGT/JL/Special Teachers shall be assigned the work.

B. Mess Monitors: 16 Students from the 8th and 9th Class shall be the Mess Monitors throughout the month. The duty is thus:

1. 4 of the Students shall be present in the Kitchen at 5.00 am for Breakfast or whenever the cooking starts; 4 students shall be present in the Kitchen at 09.00 am for Lunch or whenever the cooking starts and 4 students in the Kitchen at 3.00 pm and 4 students at 4:00 pm or whenever the cooking starts. The cooking shall start only in the presence of the students.
2. The Mess monitors will check on every occasion before cooking:
 - a. That Cook and at least 4 support staff are present in the kitchen
 - b. The quantity and quality of the Provision supplied is as per the Provision slip generated for the day (Take a copy from Principal office previous day)
 - c. Ensure the cleanliness of the vessels, cutting area, Cutting equipment, Grinder/ Mixer and the cooking area.
 - d. Ensure the Cleaning of vegetables/rice is thoroughly done
 - e. Ensure that "No Old/ Left-over" food/ used oil or any such item is re-used/ mixed in the cooking.
3. All the above details shall be recorded in the register maintained by the Mess Monitors. In case of any deviation, immediately call the Principal/ Concerned Staff / Call Centre and the cooking shall not start till the time the above compliance is met.
4. This overall work shall be monitored by PD/PET/ Night Stay teachers in the Early morning hours every day. For the rest of the day, the Health-Supervisor shall be the overall monitoring in-charge. In the absence of Health Supervisor, the Vice-Principal shall be the in-charge.
5. Morning Breakfast quality shall be assessed by the PET/ PD/ Night Stay teacher. The rest of the day, Quality shall be assessed by the Principal/ Vice-Principal.
6. The Quality of food shall be recorded in written by the PET/ PD/Night Stay teachers/ Vice Principal/ Principal only. There shall not be any care-taken teacher in this regard at any point

C. Hygiene Monitors: 9 students from the 11th shall be kept in-charge of Monitoring of cleaning the Kitchen/ Dining/ Hand wash area and Supervise the Wastage Disposal.

One of the 9 students will be the monthly mess leader, who will monitor overall activity of entire team of 33 members.

1. The 3 members in the Hygiene team will monitor the morning and 3 members in afternoon session. The next 3 members will monitor the snacks and Dinner session and also the waste disposal.
2. The Hygiene Monitors shall ensure:
 - a. There shall be 2 support staff to take up the activity. This staff shall be different from the ones involved in cooking/ cooking support staff.
 - b. Ensure to verify the Support staff complete strength.
 - c. That after every meal the dining hall, tables are cleaned, the utensils are neatly washed and dried in an elevated platform.
 - d. The dining hall floor is cleaned and sprinkled with phenol to avoid pests each time.

- e. The hand wash area is washed with water and sprayed with phenol regularly. The Hand wash liquid is refilled and made available for the next session.
- f. Waste buckets are removed and proper disposal in the form of Compost pit if space is available in the premises or disposed outside the campus, after each meal.
3. The Hygiene monitors will maintain the Register for noting down the cleaning process and confirm that the Kitchen and Dining area is ready for the next session. The team will also maintain the attendance register of the cooking and cleaning staff.
4. The Health-Supervisor shall be the overall in-charge of the team. The health supervisor shall bring to the immediate notice of the Vice-Principal/ Principal in case of any non-compliance by the contractor.

DUTIES AND RESPONSIBILITIES OF THE SCHOOL MESS LEADERS:

1. Mess Leaders shall be punctual, Obedient, Sincere and Honest.
2. Mess leaders shall receive the food items as per the indent placed, duly checking the quantity, brand and expiry dates of the provisions.
3. Mess leaders shall ensure that the Food is tasty, Warm and Clean.
4. Mess leaders shall give possible suggestions regarding their observations to the Principal/ Zonal Officer/ Call Center.
5. They shall also maintain all their academic standards without any deviation.
6. Mess leaders shall conduct a meeting every fortnight (Second Sunday and Fourth Sunday) and discuss their observations in supervision of Vice-Chairman.

DUTIES AND RESPONSIBILITIES OF THE PRINCIPAL/ VICE-PRINCIPAL:

1. Release of Provision/ Perishable supply list: By 5.00pm latest to Diet Managers and Mess Monitors
2. Placement of INDENT for the Perishables once in 2 days and provisions once in a month. This shall be done online only.
3. Undertake surprise checks to Storage/ Kitchen/ Dining/ Waste disposal areas as frequently as possible to monitor the implementation.
4. Ensure that the students are given complete charge of the duties and not to interfere in their functioning. In case of any interference/ non-compliance by any teacher/ staff/ contractor in following the guidelines, immediate action must be initiated.
5. Be a guide to the Students to learn the management and monitoring.
6. Ensure supply of sufficient note books/registers to the students to maintain the registers. Check the registers and enter remarks every week.
7. All the 33 students shall be exempted from academic and extracurricular activities during their respective work schedule.

Timings to be followed by Diet manager, Mess monitors and Hygiene monitors.

DIET MANAGER

Batch-1 1.30PM To 2.00PM
(Issue provisions for snacks & dinner for same day).

Batch-2 5.00PM To 6.00PM
(Issue of provisions for next day breakfast & lunch)

MESS MONITORS

Batch-1 5.00AM To 6.00AM
Batch-2 9.00AM To 10.00AM
Batch-3 3.00PM To 4.00PM
Batch-4 4:00 PM To 5:00 PM

HYGIENE MONITORS


Batch-1 8.30AM To 9.30AM
Batch-2 2.30PM To 3.30PM
Batch-3 7.30PM To 8.30PM

Further all the Principals are instructed to act accordingly and the Zonal/ Multi Zonal Officers to check the Registers during the visit.

THIS ORDER SHALL COME IN TO EFFECT FROM THE ACADEMIC YEAR 2025-26.


23/5/25
SECRETARY

To
All the Principal of TGSWR Institutions.
Copy to the State Officer, MZO, ZO of TGSWR Institutions.
Copy to Stock File.


16/05/25
23/5/25

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List of selected students for the month of _____ - 2025						
(Diet managers, Mess monitors & Hygiene monitors)						
Sl.No.	Name of the student	Class & Section	Duty	Batch No.	Duty Hour	
					From	To
1						
2						
3						
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.						
33						

(Signature of the Principal).

Approved

23/5/25