

THE
GRANT-IN-AID CODE

OF THE
MADRAS EDUCATIONAL DEPARTMENT

WITH
APPENDICES

PUBLISHED UNDER THE AUTHORITY OF GOVERNMENT

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THE GRANT-IN-AID CODE OF THE MADRAS EDUCATIONAL DEPARTMENT.

N.B.—*This Code shall take effect from the 1st April 1906 and shall remain in force until altered by Government.*

CHAPTER I.—INTRODUCTION.

1. GRANTS-IN-AID.—A sum of money is annually set apart to be expended under these rules as grants-in-aid of schools and other educational institutions under private management with the object of extending and improving secular education, and such grants will be given impartially and without reference to any religious instruction to all schools which impart sound secular instruction, subject to the conditions hereinafter specified and with due consideration of the requirements of each locality, and of each institution, and of the funds available.

These rules do not apply to European schools.

2. RESERVATION OF DISCRETION BY GOVERNMENT.—The Government reserve to themselves, anything in the rules of this code notwithstanding, the right to refuse or to withdraw any grant at their entire discretion.

Grants will ordinarily be withdrawn from a manager if he or any of the teachers employed by him takes part in political agitation directed against the authority of Government or inculcates opinions tending to excite feelings of political disloyalty or disaffection among the pupils.

3. DEFINITIONS OF TERMS.—The term '*Director*' signifies Director of Public Instruction; the term '*Inspector*' includes Inspectress; the term '*Local Board*' includes a Municipal Corporation or Council or a District or Taluk Board; the term '*Local Funds*' includes Municipal or District or Taluk Board Funds; the term '*President*' includes the Chairman of a Municipal Corporation or Council; and the term '*Manager*' includes a Board of Managers.

4. OBJECTS FOR WHICH AID MAY BE GIVEN.—(i) Grants are given for teaching.

(ii) Grants are also given for—

- (1) the payment of stipends to teachers under training ;
- (2) the erection, enlargement and purchase of school buildings and hostels or boarding houses for students attached to educational institutions ;
- (3) the purchase of school and hostel furniture, apparatus, chemicals, and appliances ; of books for school libraries ; and of the plant, materials and tools required for laboratories and workshops ;
- (4) the cost of needlework or other art and industrial exhibitions ;
- (5) the endowment of professorships, lectureships, teacherships, scholarships, laboratories, workshops, museums, and other educational objects.

5. SOURCES FROM WHICH GRANTS ARE PAYABLE.—Teaching grants on behalf of elementary schools situated in municipalities and in areas where the Madras Local Boards Act is in operation are payable from Local funds if these are available ; otherwise, they may be paid from Provincial funds. Teaching grants on behalf of elementary schools situated in localities other than those mentioned above and all other grants are payable from Provincial funds.

6. SANCTIONING AUTHORITY.—Except in cases in which a reference to Government is required, all grants paid from Provincial funds are sanctioned by the Director or the Inspector as the case may be, and all grants paid from Local funds are sanctioned by the Local Board concerned, provided that the grants have been recommended by the Educational Department.

7. INTERPRETATION OF RULES.—The interpretation of any rule in this code shall, in the first instance, rest with the Director ; provided that no interpretation of a general nature shall be binding on a manager which has not been approved by Government and notified in the *Fort St. George Gazette*.

8. APPEAL TO SANCTIONING AUTHORITY.—An appeal shall lie to the sanctioning authority for the revision of its orders.

9. APPENDICES TO HAVE EFFECT OF RULES.—The appendices to the code shall have the same effect as the rules of the code and shall be treated as part of the code.

CHAPTER II.—GENERAL CONDITIONS OF AID.

10. **MANAGEMENT.**—Every institution on behalf of which aid is sought shall be under the management of one or more persons recognized by the department, who, in the capacity of proprietors, or of trustees, or of members of a committee elected by the Society or Association by which the institution is maintained, shall undertake to be answerable for the maintenance of the institution and the fulfilment of all the conditions of recognition and aid including the due enforcement of such rules of discipline as are prescribed from time to time.

The management may, with the approval of the department, appoint a person as correspondent to transact the current business of the institution with the department.

Applications for change of management of an institution should be made to the Director.

11. **DECLARATION BY THE MANAGEMENT.**—Every application for aid shall be made in such form as may from time to time be prescribed, and shall contain a declaration, signed by the correspondent to the effect that the conditions of recognition and aid laid down in the Madras Educational Rules and in the Grant-in-Aid Code are being and will continue to be fully observed, excepting any rules from which the institution may be specially exempted, and that the management is prepared to subject the institution, together with its current, endowment, and trust accounts, its establishment, time-table and registers, to inspection, and to furnish such returns as may be required by the department.

12. **RESERVATION OF RIGHT REGARDING THE USE OF BOOKS.**—Government reserve to themselves the right to forbid or to prescribe the use of any book or books in aided schools and colleges.

Managers of schools shall, as a condition of receiving grants-in-aid from public funds, be required not to use, without the express sanction of the Director of Public Instruction, any text-book which is not included in the authorized list of text-books, which may from time to time be issued by him.

13. **INCOME TO BE DEVOTED TO EDUCATIONAL PURPOSES.**—No aided institution shall be allowed to spend any portion of its income for other than educational purposes.

14. **RESERVATION OF RIGHT REGARDING EMPLOYMENT OF TEACHERS.**—It shall be competent to the Director of Public Instruction to forbid the employment in aided colleges and schools of any teacher whose certificate has been withdrawn after due enquiry or who after due enquiry has been considered by him unfit to be a teacher.

14-A. RULES OF DISCIPLINE.—The rules of discipline in aided colleges shall include the rules prescribed in Chapter VIII-A of the Madras Educational Rules for colleges under public management.

In the case of a professor or lecturer who violates rule 6 of the said rules, it shall be the duty of the management or governing body of the college at which he is employed to check such abuse; and if the governing body fails to do so, action may be taken under section 24 of the Indian Universities Act.

CHAPTER III.—TEACHING GRANTS ON BEHALF OF ELEMENTARY SCHOOLS.

15. SCALE OF GRANTS.—Teaching grants will, for the present, be calculated at the rate of Rs. 36 per year for each untrained teacher, Rs. 60 per year for each trained teacher of the lower elementary grade, Rs. 72 per year for each trained teacher of the higher elementary grade, Rs. 144 per year for each trained teacher of the secondary grade, and As. 8 per year for each ordinary pupil in average daily attendance, and Re. 1 per year for each girl or pupil belonging to one of the backward classes or castes.

The following may be regarded as backward classes or castes :—

Agamudaiyan.
Agasa.
Ambalakaran.
Ambattan
Are Mahrati.
Atagara (Hatagara).
Atchukatlavandlu.
Badaga.
Balolika.
Bandi.
Bavuri.
Bestha.
Bhandari.
Billava.
Bondili.
Boya.
Chaptegara.
Chenchu.
Cheruma.
Chuckler (Chekkili).
Dandasi.
Dasari.
Devadiga.
Devalkar.
Devanga.
Dommara.

Dudekula.
Enadi.
Galada Konkani.
Gamalla.
Ganika.
Gatti.
Gauda (Tulu or Kanarese)
Gavara.
Golla.
Gudigara.
Holeya.
Idaiyan.
Idiga.
Irula.
Iluvan.
Jandra.
Jangam.
Jogi.
Kabbera.
Kadaiyan.
Kada (Kadan).
Kaikolan.
Kalal (Kalali).
Kallan.
Kamma.
Kammavar.

Kannadiyan.	Oriya.
Kelasi.	Padayachi.
Kharvi.	Pallan.
Khatri.	Palli.
Khodala.	Pangadikara.
Khond.	Paniyan.
Koravan.	Pannu.
Kota.	Paraiyan.
Kottiya.	Paravan.
Koya.	Pattanavan.
Kudubi.	Patunulkaran.
Kumbara.	Perike
Kurichan.	Picchigunta.
Kuruba.	Polaiyan.
Kuruman.	Pusla (Pusalavadu).
Kusavan.	Rajpuri.
Labbai.	Saliyan.
Lambadi	Samagara.
Madiga.	Savara.
Madivala.	Sonrashtra.
Mala.	Sedan.
Male.	Sembadavan.
Malayali.	Sugali (Sukali).
Malsa.	Telaga.
Mangala.	Thoriyan.
Mappilla.	Tigala (Tigla).
Maravan.	Toda.
Moger.	Togata.
Moili.	Tondaman.
Mondi Banda.	Toti (Totiyan).
Mucchis (including Chitaris).	Tsakala.
Muduva.	Uppara.
Mukkuvan.	Vaduvan (Vadugan).
Mutracha.	Valaiyan.
Muttiriyen	Valluvan.
Nakkala.	Vannan.
Nayadi.	Velama.
Oddan.	Vettuvan.
Odde.	Yerukala.
Odiya.	

It shall be competent to the Director to add to the above list any other similar classes or castes or persons following similar occupations.

The grant calculated in accordance with these rates will be called the assessed grant.

16. FIXING THE AMOUNT OF GRANTS.—The inspecting officers may propose for a school a reduction not exceeding 25 per cent of its assessed grant for defects in organization, discipline, instruction and accommodation, also on account of a diminution of the number of school meetings, an undue shortening of the school day or the amount thereof devoted to secular instruction, the presence of pupils unprotected from small-pox, or insufficiency of funds. Intimation shall

be given to the manager at the time of inspection of the inspecting officer's intention to recommend a reduction of the grant together with his reasons therefor. They may, on the other hand, propose for a school an increase not exceeding 50 per cent of its assessed grant, for the attainment of a high standard of efficiency, more especially for the introduction of any methods of teaching calculated to train the children's faculties and powers of expression and observation, proper attention to physical exercises, and generally any attempt to fit the children for their position in life.

The assessed grant as modified by the increase or decrease proposed by the inspecting officers shall be called the assigned grant. The grants so assigned shall be subject to the orders of the Inspector of the Circle. Assignments of grants involving decreases of over 25 per cent or increases of over 50 per cent of the assessed grant shall be submitted by the Inspector for the orders of the Director who may, on the report of the inspecting officer or after enquiry, determine the amount of increase or reduction of the grant or withhold it altogether and take such other measures as the occasion may appear to require in cases where there has been falsification of registers or misrepresentation regarding the employment of teachers or the attendance of pupils or any other fraud or irregularity, or violation of any of the conditions of recognition and aid.

Increases of the assessed grant by more than 50 per cent shall be confined to special cases where it is obvious that sufficient funds from other sources are not forthcoming; in particular such increased grants may be made to higher elementary schools and schools for girls.

17. APPLICATION FOR AID.—Application for admission to aid in any year shall be made to the Sub-Assistant Inspector in the prescribed form (Appendix A) not later than December 1st of the previous year.

18. TABULATION OF APPLICATIONS FOR AID.—The inspecting officers assembled in conference shall scrutinize the applications for aid and shall satisfy themselves that the entries therein are correct and may be accepted. They shall then draw up for each district separately a consolidated list in the prescribed form (Appendix B) of all recognized elementary schools indicating those which are proposed for aid and shall submit the same to the Inspector of the Circle not later than 1st February. A list of schools not recommended for aid shall also be submitted at the same time, the reason for rejection being briefly indicated in each case.

Extracts from the lists relating to grants from Local funds shall be forwarded to Presidents before the 1st February by the Assistant Inspectors in the case of boys' schools and by the Inspectresses in the case of girls' schools.

19. ADMISSION TO AID.—The Inspector, after considering the recommendations of the inspecting officers, shall determine what schools shall be admitted to aid. In determining this he shall take into account the number, the character and the financial condition of the schools, the educational needs of the locality and the funds available.

Presidents of Local Boards shall, after approval, forward to the Inspector, not later than 1st April, the extracts from the list relating to grants from Local funds.

20. PUBLICATION OF LISTS.—A consolidated list of all recognized elementary schools indicating those admitted to aid shall be published in the prescribed form (Appendix B) for each district, and shall be issued to the Presidents of Local Boards, treasury and inspecting officers and Deputy Inspectors of Vaccination.

21. ANNUAL INSPECTION OF SCHOOLS.—In addition to any other visit which may be paid by an inspecting officer to an aided school there shall be an annual inspection. The date fixed for the annual inspection shall be communicated to the management at least seven days beforehand and at the same time the management shall be furnished with a form (Appendix C). This form shall be filled up by the management and submitted on the day of the inspection to the inspecting officer who shall compare it with the school registers and satisfy himself that the entries therein are correct.

22. PAYMENT OF GRANTS.—The inspecting officers shall prepare a grant bill in the prescribed form (Appendix D) for each school, or for each set of schools under the same management, in the same local area and having the same correspondent. After signature the Assistant Inspector shall despatch such bills as are to be paid from Local funds to the President concerned to be passed, and on receiving them back he shall forward them together with bills to be paid from Provincial funds to the correspondents before the close of February.

All grant bills should be signed by the correspondents concerned and should be presented for payment without delay and in any case before March 15th.

CHAPTER IV.—TEACHING GRANTS ON BEHALF OF SECONDARY SCHOOLS.*

23. AVERAGE DAILY ATTENDANCE OF PUPILS.—A grant shall not ordinarily be given or continued to an institution which had not for the previous official year an average daily attendance of 25 pupils.

The Director may, however, relax this rule in special cases.

24. NUMBER OF SCHOOL MEETINGS.—An institution shall not, ordinarily, be eligible to receive the full yearly grant sanctioned for it unless it meets on 180 school days in each school year.

25. DEFINITION OF SCHOOL DAY.—The school day shall consist of at least four hours of secular instruction; but two meetings, each of not less than two hours, whether on the same day or on different days, shall be counted as one school day.

26. QUALIFICATIONS OF TEACHERS.—The qualifications, general and professional, of teachers shall be in accordance with the Madras Educational Rules.

27. SUBJECTS OF INSTRUCTION.—The subjects of instruction in aided schools shall be those included in the courses of instruction and standards of examination laid down in Chapter V of the Madras Educational Rules.

28. PROTECTION FROM SMALL-POX.—(i) No teacher, who is not protected from small-pox, shall, without the express and previous sanction of the Director, be permanently employed in an aided institution.

(ii) In the case of institutions for boys and for Indian Christian girls, the manager shall not admit as a pupil any one who is not protected from small-pox by vaccination or otherwise.

29. APPLICATION FOR AID.—Application for first admission to aid shall be made in the prescribed form (Appendix E) before the 1st July to the Inspector or Inspectress. The application shall be accompanied by such returns as the Director may from time to time prescribe with the view of ascertaining the financial position of the school and its eligibility for aid.

* Teaching grants given on behalf of collegiate departments which do not provide instruction up to the standard of a University degree will be assessed under the rules contained in this chapter.

30. **ADMISSION TO AID.**—The Director shall determine what institutions shall be admitted to aid after taking into account the character, the efficiency and the financial condition of the institutions, the educational needs of the locality and the funds at his disposal.

31. **WITHDRAWAL FROM AID.**—The Director may, after giving due notice, withdraw aid from an institution, should the financial condition of the institution or the educational needs of the locality cease to warrant its continuance.

32. **INCOME FROM PRIVATE SOURCES.**—The grant will be considered as supplementing the income guaranteed from endowments, subscriptions, donations and other private sources over and above any expenditure incurred by the management on scholarships or in defraying any difference between the fees calculated at standard rates and those actually collected, provided that the allotment ordinarily admissible may be increased by half the amount of the fee income foregone under rule 102 of the Madras Educational Rules in respect of Muhammadans, Oriyas, girls and backward classes and castes.

33. **FIXING THE ALLOTMENT.**—The grant allotted to an institution will ordinarily be equal in amount to the income guaranteed to be annually provided under rule 32, such portion of that income as is required to meet the share to be borne by the management of all expenditure in aid of which grants are sanctionable under other chapters of this code being left out of account.

34. **ALLOTMENTS TO BE TRIENNIAL.**—The allotment of grants will ordinarily take place every three years and will be made for the ensuing triennium.* In the case of an institution admitted to aid in the course of a triennium allotment will be made for the remaining portion thereof.

35. **AMOUNT OF GRANT PAYABLE.**—The amount of grant payable in any year will ordinarily be the amount allotted.

The amount may be increased if any additional standard has been opened with the approval of the department or on account of any other approved increase in expenditure.

The amount may be decreased should it be found to exceed the amount permissible in accordance with the principle laid down in rule 33; or should the expenditure be considered unreasonable; or on account of a deterioration in efficiency; or on account of failure to remedy defects in organization,

* NOTE.—A new triennium began on the 1st April 1918.

discipline, instruction and accommodation pointed out in writing after a previous inspection; or as the effect of the operation of rule 24 or 36; or on account of an insufficiency of funds.

36. PENALTIES.—The Director may, on the report of the inspecting officer, after enquiry, withhold, reduce, or suspend the grant on account of falsification of the registers, or misrepresentation regarding fees, attendance or other matters or violation of any of the conditions of recognition or aid, or other proved fraud or irregularity.

37. FINANCIAL STATEMENT.—The management of every aided secondary school shall submit to the Director through the Inspector, not later than 1st May of each year, a financial statement in the prescribed form (Appendix F) which should, in the case of high schools, bear the countersignature of a competent auditor not in any way connected with the institution. The auditor should certify to the receipts and expenditure being correctly stated and supported by proper vouchers. The decision of the Inspector of Schools as to whether any person is a competent auditor will be final.

38. PAYMENT OF GRANTS.—(i) Grants for a year may be drawn on a bill prepared in the prescribed form (Appendix G) and countersigned by the Inspector.

NOTE.—The Superintendent of Sanskrit Schools has been authorized to countersign the teaching grant bills of Sanskrit Schools.

(ii) On receipt of the countersigned bill, the manager shall endorse it and present it for payment at the nearest treasury. Bills received by the manager during March shall be cashed before the 15th of that month.

(iii) Any adjustment which, in consequence of the operation of rule 24 or for any other reason it may be found necessary to carry out in a grant once paid may be made in the grant for the following year.

CHAPTER V.—TEACHING GRANTS ON BEHALF OF COLLEGES.

39. INCOME FROM PRIVATE SOURCES.—The grant will be considered as supplementing the income guaranteed from endowments, subscriptions, donations, and other private sources over and above any expenditure incurred by the management on scholarships or in defraying any difference between the fees calculated at standard rates and those actually collected.

40. FIXING THE AMOUNT OF GRANT.—The amount of grant given on behalf of a college or a college department providing

instruction up to the standard required for a University degree will be determined by the Director after taking into consideration all the circumstances of the case.

41. RESERVATION OF CONTROL BY GOVERNMENT.—As a condition of the continuance of the grant or any portion thereof the Government reserve to themselves the right to prescribe any particular line of action to be taken by the management in regard to any matter affecting the college.

42. INCREASE OR REDUCTION OF GRANT.—The amount once determined shall not ordinarily be reduced (except as elsewhere provided in this code) unless due notice has been given to the manager so as to give him the opportunity of showing cause why such decrease should not be effected.

43. FINANCIAL STATEMENT.—The management shall submit to the Director, not later than 1st May, a financial statement in the prescribed form (Appendix F) which should bear the countersignature of a competent auditor not in any way connected with the institution. The auditor should certify to the receipts and expenditure being correctly stated and supported by proper vouchers. The decision of the Director as to whether any person is a competent auditor will be final.

CHAPTER V-A.—GRANTS TOWARDS RENT OF HOSTELS.

43-A. FIXING THE AMOUNT OF GRANTS.—Grants may be sanctioned by the Director towards the rent of buildings to be used as hostels, provided satisfactory arrangements are made by the management for the supervision of the students residing therein.

Grants, in such cases, shall not exceed one-half of the net expenditure incurred by the management from its own funds on the rent of the hostel buildings after deducting the rent due from the students residing in the hostel.

The rent due for the purpose of the grant will be fixed by the Government on the recommendation of the Director.

43-B. APPLICATION FOR AID.—Applications for grants under this Chapter should be submitted in the form prescribed in Appendix GG and be accompanied by outline plans and a recommendation supported by reason as to what may properly be considered the rent due from students.

CHAPTER VI.—TEACHING GRANTS ON BEHALF OF SCHOOLS FOR SPECIAL EDUCATION.

44. FIXING THE AMOUNT OF GRANT.—The amount of grants in aid of training, technical, industrial and art schools,

home education classes, superior indigenous schools, and of other special forms of teaching grants shall be fixed by the Director after a consideration of all the circumstances of the case.

45. APPLICATION FOR AID.—Application for grants on behalf of training schools shall be made in the prescribed form (Appendix H) and on behalf of technical, industrial and art schools in the prescribed form (Appendix J) a financial statement in the prescribed form (Appendix F) bearing the countersignature of a competent auditor not in any way connected with the institution being submitted to the Director through the Inspector not later than 1st May in the case of training schools. The decision of the Inspector of Schools as to whether any person is a competent auditor will be final. No form of application is prescribed in the case of other institutions; but all applications for aid on their behalf should afford full information as to the object of the institution, the subjects taught, the strength of the classes, the staff of teachers and the financial conditions.

CHAPTER VII.—GRANTS TOWARDS STIPENDS IN TRAINING SCHOOLS.

46. APPLICATIONS FOR AID.—Applications for grants under this chapter shall be submitted to the Inspector in the prescribed form (Appendix K).

47. SCALE OF GRANTS FOR STUDENTS UNDER TRAINING.—Grants may be given to managers of recognized training institutions to enable them to pay stipends to students under training at the rates laid down in rule 118 of the Madras Educational rules.

48. DURATION OF GRANT.—The period for which the grant will be allowed shall not ordinarily exceed twelve months except in the case of primary grade teachers when it may extend to two years.

49. PAYMENT OF GRANTS.—Stipendiary grants shall be drawn monthly on a bill prepared in the prescribed form (Appendix L).

CHAPTER VIII.—GRANTS FOR SCHOOL BUILDINGS, AND FOR HOSTELS OR BOARDING HOUSES FOR STUDENTS.

50. OBJECTS OF AID AND SANCTIONING AUTHORITY.—Grants not exceeding Rs. 2,500 may be sanctioned by the Director for any of the following purposes :—

(1) Purchasing, erecting or enlarging school-houses or buildings or students' hostels including residential quarters for the warden or other staff attached to the hostel.

(2) Executing extensive alterations and repairs to buildings which have been newly purchased for school purposes.

(3) Acquiring land for school or hostel purposes.

Building grants may be sanctioned by Inspectors from the allotments placed at their disposal by the Director subject to a maximum limit of Rs. 250 in each case.

Grants exceeding Rs. 2,500 require the sanction of Government.

51. CONDITIONS OF GRANT.—(i) In the case of new buildings, extensions or alterations, the Director must have been convinced of their necessity and have approved their character. In the absence of the special permission of the Director or the Government these must not have been commenced before the sanctioning of the grant.

In the case of purchases of land or buildings the Director must either have been consulted before the purchase was made or be convinced that land previously purchased is to be newly devoted to an educational purpose.

(ii) Grants will not generally be given for a school building that fails to meet the requirements specified in Appendix L (A).

(iii) Rooms in hostel buildings for the construction of which a grant is sought must be of not less than the following dimensions :—

Dormitories must be large enough to allow, if for a single pupil, 80 superficial feet and 900 cubic feet ; if for more than one pupil a proportionately diminishing space down to 30 superficial feet and 400 cubic feet per head for ten or more pupils. A space of at least 8 superficial feet and 80 cubic feet per head should be provided in every room used as a dining-room or for any other dwelling purposes other than sleeping.

52. BUILDING GRANT PROCEDURE.—(i) Applications in the prescribed form (Appendix M) shall be submitted through the Inspector, except in the case of first-grade colleges, accompanied by such outline plans as will enable the Director to judge of the suitability of the proposal from an educational point of view. The Director shall inform the correspondent whether he is prepared to consider the question of a grant,

making, if necessary, alterations of the plans a condition of his so doing.

(ii) If the Director's reply be favourable the correspondent shall then submit to him, in duplicate, detailed plans, specifications and estimates (which may include architect's and draughtsman's fees) prepared by a professional person. When a grant-in-aid has been promised in respect of any building, the management shall, prior to the commencement of work thereon, give fifteen days' notice in writing to the Executive Engineer in charge of the division wherein it is proposed to construct the building.

(iii) During the progress of the work, access thereto and every reasonable opportunity to inspect and examine materials and take measurements shall be afforded by the management to the officers of the Public Works Department.

NOTE.—Any correspondent contemplating building operations for which he desires a grant from Government should apply to the Inspector for—(1) a form of application for grant and (2) instructions for the preparation of plans and estimates.

53. PAYMENT OF GRANTS.—(i) Before the grant is paid in full it shall be certified in the prescribed form (Appendix N) by the Engineer or other responsible officer deputed to examine the building that the work has been completed in accordance with the approved plan and estimate, or that the building is worth the amount on which the grant is claimed. Such certificate shall be countersigned by the Director.

(ii) Before any grant is paid the owner (or, in cases in which the permission of the Director has been obtained, the management) of the property may be required to execute a mortgage of the property or a deed of acceptance in respect of the grant. Until further orders the forms of the various deeds shall be as shown in Appendices O, P, Q and R.

The Government Solicitor will be permitted to charge fees, not exceeding one per cent of the grant sanctioned, for the examination of titles and settlement of mortgages in connexion with building grants sanctioned for educational institutions.

(iii) Grants sanctioned for any of the purposes mentioned in rules 50 (1) and (2) except the purchase of buildings shall be drawn on bills prepared in the form printed as Appendix S.

Grants sanctioned for the purchase of buildings or for the purpose mentioned in rule 50 (3) shall be drawn on bills prepared in the prescribed form printed as Appendix SS.

(iv) Advances may be made from time to time out of the sanctioned grant provided that the Director is satisfied that the working is proceeding satisfactorily.

54. AMOUNT OF GRANT.—(i) The grant promised shall not exceed in the case of buildings to be erected one-half of the total cost of the work shown in the management's estimates as approved by the Director and modified by the Public Works Department and in the case of buildings or lands acquired one-half of the Collector's estimate of the value of the same.

(ii) The amount of grant to be actually disbursed shall be regulated by the actual cost of the work as finally completed. The grant promised with reference to the approved plans and estimates will be the maximum that will be paid, but the amount to be disbursed shall in no case exceed one-half of the actual cost of the work as finally executed. Before making payment the Director will require the management to furnish vouchers or certificates showing the actual amount expended by them in completing the work.

55. CLAIMS OF THE GOVERNMENT.—If a building, for the acquisition, construction, extension, alteration or repair of which a grant has been drawn, or if land, for the acquisition of which a grant has been drawn, has, prior to the expiration of forty years from the date of payment of the grant, been diverted to purposes other than educational purposes approved by the Government, the manager shall refund such portion of the grant as may be determined by Government. If the manager fail to make such refund, the Government may recover the amount by such means as they may think fit.

CHAPTER IX.—GRANTS FOR FURNITURE, BOOKS AND APPLIANCES.

56. APPLICATIONS FOR AID.—Applications for grants under this chapter, which shall be in the prescribed form (Appendix T), and which shall be submitted through the Inspector so as to reach the Director not later than 1st May, shall be accompanied by details showing the number, description, and price of each article which it is proposed to provide.

57. OBJECT AND PROPORTION OF AID.—(i) Grants not exceeding one-half of the total cost may be given for furniture, and for apparatus, chemicals, maps, diagrams and models; for books and non-Indian periodicals for school libraries; in connexion with expenditure on gymnasia and games up to a limit not exceeding the amount of fees for games collected during the preceding school year from the staff and pupils; for the plant, materials and tools needed in industrial and technical schools; and for needlework or other art and industrial exhibitions.

(ii) Grants shall not be given to meet the cost of seats or desks of a pattern which has not been approved by the department.

(iii) Except in the case of industrial and technical schools, aid shall not, as a rule, be afforded for the purchase of articles to be used by the pupil, as distinguished from those required by the teacher in giving instruction. But in special cases grants may be given for books and slates for the use of pupils, on condition that the books and slates remain the property of the school, are used by the pupils during school-hours only, and are not removed from the premises.

(iv) Grants shall not be given for articles regarding which the Director has not been consulted and for which aid has not been promised previously to purchase or manufacture.

58. PAYMENT OF GRANT.—The grant shall be paid only on submission, before the date specified in the order sanctioning the grant, of vouchers duly receipted. It shall be drawn on a bill prepared in the prescribed form (Appendix U).

NOTE.—The Superintendent of Sanskrit Schools has been authorized to counter-sign the furniture grant bills of Sanskrit schools.

59. CLAIMS OF THE GOVERNMENT.—If an institution which has received aid under this chapter, is closed within five years from the date on which a grant under this chapter is drawn, the Government shall be at liberty to purchase the articles, towards the supply of which the grant was given, at a valuation to be made by an officer to be deputed by the Government for the purpose.

60. SANCTIONING AUTHORITY.—Grants exceeding Rs. 2,500 are sanctioned by Government, grants up to Rs. 2,500 by the Director, and grants up to Rs. 200 by Inspectors.

CHAPTER X.—GRANTS TO ENABLE VILLAGERS TO ERECT AND EQUIP VILLAGE SCHOOL-HOUSES.

60-A. Grants may be promised towards the erection or enlargement of village school-houses or to provide living quarters attached to the school for a teacher provided the villagers undertake to furnish sufficient materials and labour to complete the building.

Grants may also be promised for the equipment of such school-houses. A village school which has received aid under this chapter shall remain the property of the village and will be in immediate charge of the village munsif.

The grant for building shall not ordinarily exceed Rs. 250 and for equipment Rs. 100. The latter amount shall be spent upon school furniture and equipment only.

The inspecting officer should approve the plan and the list of articles to be purchased and will be held responsible for the carrying out of the contract. The rules of procedure prescribed in rule 52 for applying for building grants in general need not be strictly enforced. The Inspector will call for only such plans and estimates as will enable him to judge of the suitability of the building and the cost thereof. The Executive Engineer of the area in which the village is situated will render such technical assistance to the Inspector as may be required.

Grants not exceeding the above limits may be sanctioned by the Inspector of the Circle. In exceptional cases where it is proposed to exceed these limits the previous sanction of the Director must be obtained.

CHAPTER XI.—GRANTS TOWARDS ENDOWMENTS.

61. OBJECT AND PROPORTION OF AID.—Grants not exceeding one-half the amount given or devised may, with the sanction of the Government, be made for the endowment of professorships, lectureships, teacherships, scholarships, laboratories, workshops, museums and other educational objects.

62. CONDITIONS OF AID.—The following are the conditions under which grants shall be given :—

- (i) The endowment shall consist of Government securities to be invested in the names of trustees approved by the Government.
- (ii) The endowment must not be created from moneys derived either directly or indirectly from ordinary funded or school income.
- (iii) The trust-deed, which must be approved by the law officers of the Government, shall contain a provision that, in the event of the object for which the endowment was created ceasing to exist, or of the management ceasing to comply with any of the conditions of the trust, the fund shall be distributed as provided therein.
- (iv) The trustees shall render yearly accounts to the Director in the prescribed form (Appendix V).
- (v) The endowment of professorships, lectureships or teacherships shall provide for the current salaries of particular professors, lecturers, or teachers ; and no salary towards the endowment of which a grant has been paid shall be included as

admissible expenditure for the purpose of determining the amount of aid to be given to a school or college.

63. PAYMENT OF GRANT.—The grant shall be drawn on a bill prepared in the prescribed form (Appendix W).

64. LIMITS IN THE CASE OF GRANTS FOR PRIZES.—No grants shall be given towards any prize endowment of the value of under Rs. 1,000, nor shall the amount of grant given towards any prize endowment exceed Rs. 1,000.

APPENDIX A.

(Chapter III, Rule 17.)

APPLICATION FOR ADMISSION TO AID ON BEHALF OF AN
ELEMENTARY SCHOOL.

1	District.				
2	Taluk or municipality.				
3	School and locality.				
4	Society, Association or person owning the school.				
5	Correspondent.				
6	Names of teachers permanently employed on the staff, and their general and professional qualifications.				
7	Number on the rolls at date of application.	Boys.	Girls.	Backward classes.	
				Boys.	Girls.
	First standard.				
	Second "				
	Third "				
	Fourth "				
	Fifth "				
	Sixth "				
	Seventh "				
	Eighth "				
8	Actual monthly salary of each member of the staff or if fixed salaries are not paid, approximate monthly cost of staff.				
9	Average monthly expenditure on servants, rent, and contingencies.	Servants	RS.
		Rent
		Contingencies
10	Average monthly income from (i) fees, (ii) endowments and miscellaneous sources.	Fees	RS.
		Endowments
11	Remarks.				

DECLARATION.—On behalf of the management of the school, I hereby declare that the conditions of recognition and aid laid down in the Madras Educational Rules and in the Grant-in-Aid Code are being, and will continue to be, fully observed, excepting those rules from which the institution has been specially exempted by the Director's proceedings No. , dated ; and that I am prepared to subject the institution together with its current, endowment and trust accounts, its establishment, time-table and registers to inspection and to furnish such returns as may be required by the department.

STATION _____

Date _____

Correspondent.

APPENDIX B.

(Chapter III, Rules 18 and 20.)

LIST OF RECOGNIZED AND AIDED ELEMENTARY SCHOOLS FOR BOYS AND GIRLS
IN
DISTRICT DURING THE YEAR 191 -191 .

Serial number in the recognized list.	Serial number for grant-in-aid.	Management.	Name and description of school and locality.	Name of correspondent.	Grant paid in previous year.	Date fixed for annual inspection.	Grant allotted for 191 -191				Assignment fixed for 191 -191	Standards and total number of pupils and teachers.			Number and date of the Inspector's order recognizing the school.
							Teachers.	Pupils at ordinary rates.	Pupils at enhanced rates.	Total.		Standards.	Number of pupils.	Number of teachers.	
1	2	3	4	5	6	7	8a	8b	8c	8d	9	10a	10b	10c	11
					RS.		RS.	RS.	RS.	RS.	RS.				

- NOTE.—(1) Schools should be arranged according to the municipalities and taluks.
 (2) Under column 3 "Management" enter the letters 'G', 'M', 'B', 'A.M.', 'A.N.M.', 'U.M.', 'U.N.M.', according as the school is a Government, Municipal, Board, Aided-Mission, Aided Non-Mission, Unaided Mission, Unaided Non-Mission school, respectively.
 (3) Columns 8a to 8d and 9 will be left blank when the list is printed.

STATION _____

Date _____

 Inspect of Schools,
Circle.
Division.

APPENDIX C.

(Chapter III, Rule 21.)

ELEMENTARY SCHOOLS.

STATEMENT SHOWING THE TEACHERS EMPLOYED AND THE AVERAGE ATTENDANCE OF PUPILS FOR THE YEAR ENDING *

1. Name and address of the school.
2. Serial number in the general school list.
3. Serial number in the list of aided schools.
4. Society, Association or person owning the school.
5. Correspondent.
6. Names of teachers, with qualifications and periods of service during the year.

(1)
(2)
(3)
(4)
(5)
(6)
(7)

7. Standards with average attendance in each—

					Boys.		Girls.		Backward classes.	
									Boys.	Girls.
First standard						
Second "						
Third "						
Fourth "						
Fifth "						
Sixth "						
Seventh "						
Eighth "						

DECLARATION.—I declare that the above entries correctly represent the employment of teachers and the average attendance of pupils during the year ending *

STATION _____

Date _____

Correspondent.

If any of the pupils belong to the backward classes or castes the following form should be filled up:—

Name of class or caste.	Number of pupils on the rolls.	
	BOYS.	GIRLS.

* Here enter the date of the annual inspection.

APPENDIX D.

(Chapter III, Rule 22.)

BILL FOR TEACHING GRANTS FOR 191 -191 ON BEHALF OF ELEMENTARY
SCHOOLS IN THE TALUK, DISTRICT, UNDER
THE MANAGEMENT OF THE MUNICIPALITY,

Payable from local
municipal funds
Provincial

.....District
Voucher No.....
of the month of
.....191 .

Serial number in published list.	Names of schools.	Amount of grant.		
		RS.	A.	P.
(In words) Rupees _____ .				

NOTE.—To be used in the
case of grants to be paid
from local or municipal
funds.

I hereby certify that the above grants were fixed at a conference of
inspecting officers held on _____, and that the management is
entitled to receive Rs. A. from local funds.
municipal

Date

Assistant Inspector of Schools,
District.

Sanctioned.

Date

President.

NOTE.—To be
used in the
case of
grants to be
paid from
Provincial
funds.

I hereby certify that the above grants have been sanctioned by the
Director or Inspector and that the management is entitled to receive
Rs. A. from Provincial funds.

Date

Assistant Inspector of Schools,
District.

Pay Rs. _____

Treasury Accountant.

Date _____

Treasury Officer.

Contents received.

Date _____

Correspondent.

APPENDIX E.

(Chapter IV, Rule 29.)

APPLICATION FOR TEACHING GRANTS ON BEHALF OF A
SECONDARY SCHOOL.

1. Name and address of the school.
2. Serial number in the general school list.
3. Society, association or person owning the school.
4. Correspondent.
5. Forms and classes under instruction with strength of each.
6. Fees levied in each form or class per term.
7. Names of teachers with qualifications and monthly salary of each.
8. Description of endowments with yearly income from each.
9. Amount which the management proposes to spend on the school yearly exclusive of any amount required for payment of scholarships and for meeting any loss of fee income due to levy of fees at less than standard rates.
10. Remarks.

DECLARATION.—On behalf of the management of the school, I hereby declare that the conditions of recognition and aid laid down in the Madras Educational Rules and in the Grant-in-Aid Code are being, and will continue to be, fully observed, excepting those rules from which the institution has been specially exempted by the Director's proceedings No. , dated ; and that I am prepared to subject the institution, together with its current, endowment and trust accounts, its establishment, time-table and registers to inspection and to furnish such returns as may be required by the department.

STATION _____

Date _____

Correspondent.

APPENDIX F.

(Chapter IV, Rule 37, and Chapter V, Rule 43.)

FINANCIAL STATEMENT FOR USE IN SECONDARY SCHOOLS AND COLLEGES.

The total on the receipts side (excluding A) should agree with the total on the expenditure side.

Receipts side.

1. The amount shown against item A should agree with the amount shown in the fee returns as fees due for the official year.

Expenditure side.

2. Item 1 should be supported by a separate statement in the form given below showing the names of the teachers employed, their monthly salaries, and the total salary paid to each.

3. Item 2 should be supported by a separate statement in the form given below showing the designations of the servants, etc., their monthly salaries and the total salary paid to each.

4. Item 6 should be supported by a statement showing the details of the expenditure and in particular accounting separately for each item exceeding Rs. 10.

Serial number.	Name of teacher or servant.	Designation.	Period for which employed.	Monthly salary.	Total salary.	Salary actually paid.
				RS. A. P.	RS. A. P.	RS. A. P.
			Total ...			

CERTIFICATE.—I hereby certify that the expenditure shown above was actually incurred by the management and that the salary actually paid is correctly stated.

Date _____ 191 .

Correspondent.

NOTE.—For purposes of this statement "Salary actually paid" means the amount actually received by each teacher or servant for his personal use or maintenance, no part of which is surrendered or appropriated for the purposes of the school. In the case of honorary or quasi-honorary workers the nominal or assumed salary may be shown under "Monthly salary" the real amount paid, if any, being shown under 'Salary actually paid.'

APPENDIX F—cont.

SCHOOL.
COLLEGE.

FINANCIAL STATEMENT FOR THE YEAR 191 - 191 .

	Amount.				Amount.		
<i>Receipts.</i>	RS.	A.	P.	<i>Expenditure.</i>	RS.	A.	P.
A. Fees due at standard rates.				Expenditure on—			
April 191 to				1. Teaching staff (as			
March 191 .				shown in the detailed			
1. Amount brought forward				statement attached).			
from the last year's				2. Servants including			
accounts.				writer (as shown in			
2. Income from endowments.				the detailed state-			
3. Subscriptions and dona-				ment attached).			
tions.				3. Rents 			
4. Actual receipts by fees—				4. Taxes 			
(a) Ordinary ...				5. Ordinary repairs and			
(b) Special ...				upkeep.			
5. Grants-in-aid received—				6. Contingencies ...			
(a) Teaching ...				7. Scholarships ...			
(b) Building ...				8. Prizes 			
(c) Furniture and				9. New buildings ...			
apparatus.				10. Furniture 			
(d) Endowments ...				11. Science apparatus			
6. Miscellaneous receipts ...				and materials.			
7. Amount contributed by				12. Other appliances for			
management for the				teaching.			
upkeep of the school				13. Library 			
during the year.				14. Gymnasium and			
				games.			
				15. Outlay not falling			
				under the above			
				heads.			
				16. Amount carried over			
				to the next year's			
				accounts.			
Total ...							

CERTIFICATE 1.—On behalf of the management I hereby certify that the expenditure shown in the above statement under items 1—6 has been actually incurred and that no part of it relates to scholarships or to articles for which a special grant is sanctionable under the Grant-in-Aid Code.

STATION _____

Date _____

Correspondent.

2. I hereby certify that I have audited the accounts of the
College for the year _____ and that the receipts and expenditure shown in the
School above statement are correctly stated and supported by proper vouchers.

STATION _____

Date _____

Auditor.

APPENDIX G.

(Chapter IV, Rule 38.)

BILL FOR TEACHING GRANTS ON BEHALF OF COLLEGES, SECONDARY SCHOOLS OR SPECIAL SCHOOLS.

1. If there are more schools than one under the same management, the grants of all the institutions except those on behalf of elementary schools should be drawn in the same bill, but the names and class of the institutions and the amounts for each should be entered in two separate sheets of paper, one to be attached to the original and the other to the copy of the bill.

2. The sanction under which the grants are claimed should invariably be given in the place provided in the bill.

3. Bills for a year should be drawn and cashed before the 15th March of that year.

District.

*Grant-in-aid bill of
for the year ending 31st March 191 .*

.....District.
Voucher No.....
of the month of
.....191 .

Payable from Provincial Funds.

Teaching grants sanctioned in Proceedings of the Director of Public Instruction No. , dated	Grants-in-aid ...					RS.	A.	P.
		Colleges	Men ...				
				Women ...				
		Secondary schools	Boys ...				
				Girls ...				
		Special—Training schools		Masters ...				
				Mistresses.				
		Special—Technical schools		Boys ...				
				Girls ...				
		Special—Others	Boys ...				
				Girls ...				
Total ...								

(In words) Rupees

STATION

Date

Correspondent.

Countersigned.

Date

Inspector of Schools,
Circle.Superintendent of Sanskrit
Schools.

Pay Rupees

Treasury Accountant.

Treasury Officer.

Date

Contents received.

Date

Correspondent.

APPENDIX GG.

(Chapter V-A, rule 43-B.)

APPLICATION FOR GRANTS TOWARDS RENT OF HOSTELS.

1. Name of the school or college.
2. Society, Association or person owning the school.
3. Correspondent.
4. Forms and classes, in which the students, for whom hostel accommodation is proposed, are reading with the number in each.
5. Total rent paid to the owner of the building.
6. Rent collected from students.
7. Rent paid by the management from its own funds.
8. Remarks.

APPENDIX H.

(Chapter VI, Rule 45.)

APPLICATION FOR TEACHING GRANTS ON BEHALF OF TRAINING SCHOOLS.

1. Name and address of school.
2. Serial number in training school list.
3. Society, association or person owning the school.
4. Correspondent.
5. Training classes with strength of each.
6. Names of teachers employed in the Training school with qualifications and monthly salaries.
7. Standards in practising school with strength of each.
8. Names of teachers permanently employed in the practising section with qualifications and monthly salaries.
9. Description of endowments with yearly income from each.
10. Amount which the management proposes to spend yearly on the school.
11. Remarks.

DECLARATION.—On behalf of the management of the school, I hereby declare that the conditions of recognition and aid laid down in the Madras Educational Rules and in the Grant-in-Aid Code are being, and will continue to be, fully observed, excepting those rules from which the institution has been specially exempted by the Director's Proceedings No. _____, dated _____; and that I am prepared to subject the institution, together with its current, endowment and trust accounts, its establishment, time-table and registers to inspection and to furnish such returns as may be required by the Department.

STATION _____

Date _____

Correspondent.

APPENDIX J.

(Chapter VI, Rule 45.)

APPLICATION FOR TEACHING GRANTS ON BEHALF OF TECHNICAL,
INDUSTRIAL AND ART SCHOOLS.

1. Name and address of school.
2. Serial number in special school list.
3. Society, Association or person owning the school.
4. Correspondent.
5. Subjects of instruction with classes and strength of each class.
6. Names of teachers employed with their qualifications, the subjects taught by each, and their monthly salaries.
7. Description of endowments with yearly income from each.
8. Amount which the management proposes to spend yearly on the school.
9. Remarks.

DECLARATION.—On behalf of the management of the school, I hereby declare that the conditions of recognition and aid laid down in the Madras Educational Rules and in the Grant-in-Aid Code are being, and will continue to be, fully observed, excepting those rules from which the institution has been specially exempted by the Director's Proceedings No. _____, dated _____; and that I am prepared to subject the institution, together with its current, endowment and trust accounts, its establishment, time-table and registers to inspection and to furnish such returns as may be required by the Department.

STATION _____

Date _____

Correspondent.

APPENDIX K.

(Chapter VII, Rule 46.)

APPLICATION FOR STIPENDIARY GRANTS IN TRAINING SCHOOLS.

Name of school.	Names of pupils.	Caste.	Age.	Native town or taluk.	Public examination already passed or school-leaving certificate obtained, with class and year.	Date of admission into the training class.	Grade for which the student is to be trained.	Amount of stipendiary grant sought per mensem.	Date from which grant is required and for what period.	Previous occupation of the student.	If a teacher, length of service as such.	School, if any, to which the student returns after training.	Period for which stipendiary grant has already been drawn for the grade.	Remarks.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
			yrs.					rs.						

DECLARATION.—On behalf of the management of the school, I hereby declare that the conditions of recognition and aid laid down in the Madras Educational Rules and in the Grant-in-Aid Code are being, and will continue to be, fully observed excepting those rules from which the institution has been specially exempted by proceedings of the Director of Public Instruction No. , dated , ; and that I am prepared to subject the institution, together with its current, endowment and trust accounts, its establishment, time-table and registers to inspection, and to furnish such returns as may be required by the Department.

STATION _____

Date _____

Correspondent.

APPENDIX L.

(Chapter VII, Rule 49.)

GRANTS TOWARDS STIPENDS IN TRAINING SCHOOLS.

_____ District.

*Grant bill for the month of
for the**training school.*

.....District.
Voucher No.....
of the month of
.....191

RS. A. P.

Stipendiary grants sanctioned by the Inspector of Schools
in No. _____, dated _____.

Grants- in- aid.	} Training schools	{	for masters
			for mistresses

(In words) Rupees _____

Total ... _____

1. Certified that the grants drawn in the previous month have been disbursed to the students for whom they were sanctioned.

2. Certified that the students for whom stipendiary grants are claimed in this bill have been on the rolls during the month.

STATION _____

Date _____

Correspondent.

Pay Rupees _____

*Treasury Accountant.**Treasury Officer.*

Date _____

Contents received.

Late _____

Correspondent.

APPENDIX L (A).

CHAPTER VIII—RULE 51.

INSTRUCTIONS AS TO THE SANITARY AND HYGIENIC REQUIREMENTS TO BE OBSERVED IN THE DESIGNING AND CONSTRUCTION OF SCHOOL BUILDINGS IN THE PRESIDENCY OF MADRAS.

Selection of sites.

In the selection of a site the following points should be weighed against considerations of economy, convenience, proximity to houses of parents, etc. :—

(i) A site should not be selected if its natural position is in a hollow or in the neighbourhood of high trees or houses which prevent the free circulation of air and the access of sunlight to the school buildings. Shady trees are, however, of value in the *play-ground* provided that they do not unduly reduce the space available for play and are not planted so close to the school buildings as to obstruct the entry of light into the class rooms, or in course of time, to cause damage to the structure.

(ii) Made soil should be avoided and, as far as possible, all soils which are specially retentive of moisture.

(iii) Sufficiency of space is important, and in this connexion the possibility of future extension and the necessity of giving subsequent class rooms the proper orientation should be borne in mind.

(iv) Channels and tanks in the vicinity are a disadvantage.

(v) The presence of rank vegetation, more especially prickly-pear, is objectionable.

(vi) The neighbourhood of dusty and noisy roads and of shops or factories should, as far as possible, be avoided.

2. All site plans should show the nature of the surroundings, the height of the neighbouring buildings, the north point and the direction of the prevailing wind.

Orientation of buildings.

3. This will differ for different parts of the Presidency and will depend chiefly on the best way to secure perfilation of air. Subject to this the more buildings are lighted from the north the better.

Floor space.

4. When funds are available, they should be utilized in providing floor space in excess of the following *minimum* requirements :—

For elementary schools	9½ square feet per pupil.
For secondary schools	11 do.
For training colleges and technical schools	15 do.

Rooms which are intended to be used for practical work, such as laboratories, drawing rooms, workshops, etc., should be carefully designed with a view to the nature of the work and the number of students to be accommodated.

Composition of floors.

5. It is desirable that the floors should be made of a material which will admit of their being washed with water. Stone flagging or something better must be aimed at in rooms where desks or benches can be provided. Where the pupils have to sit on the floor, stone floors, need not be insisted on if objected to. At the same time it must be recognized that from the hygienic point of view they are to be preferred and the objection on the score of their coldness can be met by providing boards or mats. But where this is done, the greatest care must be taken to ensure that the mats are kept scrupulously clean.

Seating arrangements.

6. The general principles which should govern the construction of desks are set forth in Annexure (i). Where dual desks are used, the desks may be arranged most suitably as shown in diagram, Annexure (ii).

7. Forms without backs and desks are objectionable; type-designs for desks are issued by the department.

8. Pupils should be seated in rows with the mainlight falling from the left side; they should never face the light. The same remark applies to the teachers.

Windows.

9. Windows serve two purposes—

(a) Admission of light.

(b) Admission of air.

10. They should be placed at regular distances so as to ensure uniformity of light.

11. Window sills should not be more than 4 feet from the ground in rooms in which the scholars are seated at desks. When pupils sit on the floor the sills should come to within $2\frac{1}{2}'$ or $3'$ of the floor level. Windows for subsidiary lighting may have their sills more than $4'$ from the floor.

12. The window area should not be less than one-fifth of the floor area and wherever possible the principal lighting should be from the north.

Doors.

13. Class rooms should not have to be used as passages from one part of the building to another. They should consequently not open into one another but into passages or verandahs. No class room should have more than two doors and in most cases one is preferable. The door or doors should be at the teacher's end of the room.

Height of class rooms.

14. The minimum height of the room in secondary schools, training colleges and technical schools should be $12'$ to the tie beam when the room has an open sloping roof and $14'$ to the under side of the joists where the room has a terraced ceiling. In elementary schools the minimum height should be $10'$ and $12'$ respectively.

Ventilation.

15. Unless there are windows reaching to the top of the wall and capable of being opened, ventilators are necessary near the top of the

wall. The ventilators should be regularly distributed in the same way as the windows. For each pupil 48 square inches of open ventilator should be provided.

Dimensions and fittings of class rooms.

16. It is important that no school or class room should be more than 24' in width, or otherwise the rows of pupils will be too long to be properly controlled by the teacher. The length of a room must depend on the number of classes to be held in it. In the case of a school divided into a number of class rooms, the dimensions of any room should not exceed 24' x 25', that is, an approximate square. If it is admitted that a square is the best area for teaching purposes, the length of a class room in a one-roomed school should approximate closely to some multiple of the width. Ample wall blackboard space should be provided especially on the wall at the teacher's end of the room which should be unbroken by doors, windows or cupboards. Cupboard recesses in other walls should be provided, also recesses with open shelving. Rails under the cornice for hanging maps, pictures and diagrams are essential. The smallest class room for 40 boys in dual desks should be 21' wide and 23' long. The arrangement of such a room is shown in the enclosed diagram No. C.A. 306 of 1917, Annexure (ii). To accommodate similarly desks of larger dimensions those of the room must be proportionately increased.

Roofs.

17. The roof should, as far as possible, be impervious to heat.

Sanitary arrangements.

18. Latrines should not be placed nearer than 40 feet to any school building. They should be so situated that the prevailing wind will not blow from them in the direction of the school.

19. The type designs of the sanitary department should be consulted when planning latrines.

20. For boys' schools separate urinals and latrines should be provided. Separate accommodation should in all schools be provided for the teaching staff.

21. The number of latrine seats should be on the following scale:—

					Girls.	Boys.
Under 30 children	2	1
" 50	"	3	2
" 70	"	4	2
" 100	"	5	3
" 150	"	6	3
" 200	"	8	4
" 300	"	12	5
" 500	"	20	8

22. There should be in addition for boys urinals at the rate of 4 per cent or if separate urinals are not provided the number of latrine seats should be correspondingly increased.

NOTE.—It is not intended that all these clauses should be applied in the case of elementary schools. In preparing plan for elementary school buildings only such points as refer specifically to elementary schools or are applicable to all classes of schools should receive attention

ANNEXURE (i).

1. The seat should not be so high as to prevent the child resting its feet upon the floor, or on a footboard, and if the latter, the knees should not be elevated.

2. Assuming a child to be sitting upright in his seat and the arms to be hanging freely down the edge of the desk next the body should be about an inch higher than the level of the elbows in the case of boys, and from $1\frac{1}{2}$ to $1\frac{3}{4}$ inches in the case of girls.

(If the desk be higher than this, there is a tendency for the boy to be twisted and for one shoulder to be raised above the other with the consequent risk of lateral curvature of the spine.)

3. A line dropped from the edge of the desk ought to strike the edge of the seat or a point an inch or two within it.

(This arrangement obliges the child to assume an upright position which is best for the eyes and the spine)

4. No seat should be without a back, and the top of this should be one inch lower than the edge of the desk in the case of boys, and one inch higher than the edge of the desk in the case of girls. (In schools which, are graded, great inequalities will be found in the size of the scholars in each room, to meet which it is desirable to provide three sizes of desks. In schools of mixed ages there should be a large number of sizes.)

5. The desk must not be flat. It should slightly incline towards the child.

6. The seat should not be flat, but saddle-shaped. Change of position will be desirable.

7. The desks must be easy of access yet compactly arranged. The angle of vision for the teacher should be not more than 45° .

Height and dimensions.

(1) The sloping part of the top should be not less than 12 inches in width.

(2) The inclination should be about 2 inches and the slope should be about 1 in 10.

(3) The flat portion of the desk with groove should be from 3 to $3\frac{1}{2}$ inches in width.

(4) The proper height allows the forearm of the seated child to rest horizontally upon the desk without discomfort—

(a) Youngest children 20" to 25" to the middle of the slope.

(b) Intermediate children 22" to 26" " "

(c) Oldest scholars 30" to 36" " "

The seat should be $16\frac{1}{2}$ inches high.

(5) The back rail should be not more than 7 inches for younger children and not more than 10 inches for the older ones.

(6) The minimum space for each child should be 20 inches, 22 inches would be better.

(7) The width of the gangway should be 18 inches at least.

(8) The seats should be 8 inches wide.

APPENDIX M. (Chapter VIII, Rule 52.)

APPLICATION FOR AID TOWARDS THE COST OF

SCHOOL AT
COLLEGE

IN THE DISTRICT OF

Number and date of the Proceedings or Memorandum recognizing the school under the Madras Educational Rules.

Brief history of the institution from the date of its establishment to the date of application tracing its growth and development and furnishing among other things an accurate account of its financial condition :—

NOTE.—(1) This need not be given if a reference to a history previously given can be furnished.

(2) The names and designations of the persons who form the committee of management should be specified.

The strength of the different classes or forms as it stood on the 31st March of every year for five years preceding the year in which the application is submitted.

—	191	191	191	191	191	Number of pupils in each class on the date of the application.	Number of pupils that can be accommodated in each class room.
VI Form		
V „		
IV „		
III „		
II „		
I „		
V class		
IV „		
III „		
II „		
I „		

Class room	Area	Class room.	Area.	Class room.	Area.
a	...	g	...	n	...
b	...	h	...	o	...
c	...	j	...	p	...
d	...	k	...	q	...
e	...	l	...	r	...
f	...	m	...	s	...

NOTE.—If there be any striking variations in the strength as shown above, such variations should be accounted for.

Character of, and necessity for, the proposed work in detail—

(i) Is a sketch plan of the proposed site and building attached ?

(ii) Does it show—

(a) The relation of the proposed building or extension to the existing buildings ?

(b) Any alteration in existing buildings necessitated by it ?

(c) The purpose to which the existing buildings are now put ?

(d) The purpose to which they will be put when the new building or extension is complete ?

NOTE.—Any notes that cannot be conveniently inserted in the plan may be given under each of the above headings.

(a) Probable cost of the proposed work.

(b) Whether the management has the necessary funds to complete the work in the event of the application being favourably considered.

(c) Whether the managing body has been registered under the Indian Company's Act, 1882, and, if so, whether attested copies of the memorandum of association and the articles of association are submitted.

(d) If the aid sought for is towards the cost of site, declaration that it is the cheapest suitable site.

(e) Declaration that the management is prepared to execute the prescribed deed if required by the Director to do so.

(f) If the property is not owned by the Correspondent, declaration that the owner or his or her legal representative will execute the deed or will be made a party to the deed.

(g) In the case of mission institutions the name and address in full of the person who holds power of attorney on behalf of the mission to execute the prescribed deed.

(h) Name, designation and qualification of the person by whom detailed plans and estimates and specifications will be prepared.

(i) Whether the title to the property is clear and in order and by whom the title-deeds were examined.

(j) The latest date on which the management wishes to (i) begin the work and (ii) complete the work.

(k) Is the declaration with regard to encumbrance, alienation and the conditions of recognition and aid, attached?

(l) Amount of building grants drawn by the institution in previous years with the number and date of the sanction and the purposes for which given. (Particulars should be given for 40 years.)

(m) If the aid sought is towards the construction of a hostel, declaration that the hostel will be managed according to rules approved by the Director of Public Instruction.

(n) The treasury at which the grant if sanctioned is to be payable.

(o) The annual expenditure incurred in the upkeep of the institution and how much of it is met from—

(1) Fees.

(3) Other sources.

(2) Government grant.

(4) Managers' funds.

(Particulars for five years to be furnished.)

Inspecting officer's remarks about accommodation from his inspection reports for the two previous years.

Director's review of such remarks.

Declaration with regard to encumbrance, alienation and the conditions of recognition and aid.—"On behalf of the management of the school, I hereby declare that the property is unencumbered and that it will not be alienated or encumbered without the consent of Government within forty years and that the conditions of recognition and aid laid down in the Madras Educational Rules and in the Grant-in-Aid Code are being and will continue to be, fully observed, excepting those rules from which the institution has been specially exempted by the Director's Proceedings No. , dated ; and that I am prepared to subject the institution, together with its current, endowment and trust accounts, its establishment, time-table and registers to inspection, and to furnish such returns as may be required by the department and that I shall abide by the provisions of rule 55 of the Grant-in-Aid Code in the event of the building being diverted prior to the lapse of forty years after the date of payment of grant to other than educational purposes approved by Government."

STATION _____

Date _____

Correspondent.

Inspecting officer's remarks and recommendations.

APPENDIX N.

(Chapter VIII, Rule 53.)

FORM OF COMPLETION CERTIFICATE UNDER RULE 53.

(Name or nature of work.)

Certified that the above work, which has been inspected by me personally, has been carried out according to the approved plan and estimate in a satisfactory manner, with the following exceptions :—

(Here enter items of deviation with particulars as to dimensions and cost.)

that the deviations are not of such a nature as to affect the stability or the suitability of the building, and that, in my opinion, the deviations would have resulted in $\frac{\text{a saving}}{\text{an excess cost}}$ of Rs. $\frac{\text{under}}{\text{above}}$ the sanctioned estimate.

STATION _____

(Signature).

Date _____

Designation of Officer.

Countersigned.

Date _____

Director of Public Instruction.

APPENDIX O.

(Chapter VIII, Rule 53.)

FORM OF DEED OF AGREEMENT.

THIS INDENTURE is made the _____ day of _____
 One thousand nine hundred and _____ BETWEEN
 (hereinafter called
 the mortgagor) of the one part and THE RIGHT HONOURABLE THE
 SECRETARY OF STATE FOR INDIA IN COUNCIL (hereinafter called "the
 Secretary of State") of the other part WHEREAS the mortgagor ^{is} well _{are}
 and truly entitled to and possessed of the piece or parcel of land
 particularly described in the schedule hereunder written ^{and has erected and}
^{with the buildings}
 built a school-house and other buildings thereon _____ at an actual cost of
 thereon and has enlarged and improved such buildings _____

Rupees AND WHEREAS the mortgagor ^{has} in accordance with the
_{have}
 provisions of the Grant-in-Aid Code of the Madras Educational Depart-
 ment now in force in the Presidency of Madras applied to the Secretary
 of State for a grant-in-aid of the sum of Rs. _____ being part of
 the said sum of Rs. _____ and ^{has}
_{have} submitted to the Government

of Madras the vouchers and certificate referred to in rules 53 and 54 of
 the said Grant-in-Aid Code as to the cost and completion of such
buildings AND WHEREAS the Secretary of State hath consented and
alterations

agreed to make the said grant in the manner provided in Chapter VIII
 of the said Grant-in-Aid Code upon the mortgagor entering into the
 covenants on ^{his} part and giving the security hereinafter contained
_{their}

NOW THIS INDENTURE WITNESSETH that in pursuance of the said
 agreement and in consideration of the sum of Rs. _____ paid by

the Secretary of State to the mortgagor as ^{he} the mortgagor ^{doth}
_{they} _{do}
 hereby acknowledge ^{he} the mortgagor ^{doth} hereby for ^{himself}
_{they} _{do} _{themselves}

^{his} heirs executors administrators and legal representatives
_{their respective}

covenant with the Secretary of State his successors and assigns that
^{the} the mortgagor or ^{his} heirs executors administrators or legal
_{they} _{their}

representatives will from time to time and at all times so long as the
 said buildings shall be used for the purposes of the said school conduct
 and manage such school or cause such school to be conducted and
 managed by the person for the time being in charge of same in
 accordance with the rules and regulations for the time being in force
 in the Madras Educational Department so far as the same respectively
 are applicable to the said school AND will not prior to the lapse of forty
 years from the date hereof divert or allow to be diverted the said buildings
 to other than educational purposes approved by the Government of
 Madras AND will during such period keep such buildings in good and
 substantial order and repair so that the same may be always efficient for
 use for the purposes of the said school AND will in the event of the said
 buildings at any time prior to the lapse of the said period ceasing to be
 required for the purposes of the said school or being diverted to other
 than educational purposes approved by the said Government of Madras
 forthwith repay to the Secretary of State his successors or assigns the

said sum of Rs. or so much thereof as shall be determined by the Government of Madras. PROVIDED also that nothing herein contained shall be deemed to prevent the use by the mortgagor ^{his}/_{their} executors administrators or legal representatives or the person or persons for the time being in charge of the said buildings out of the hours during which the same should be used for the objects of such school for such other reasonable and proper purposes other than educational as the mortgagor ^{his}/_{their} executors administrators or legal representatives or the person or persons for the time being in charge of the said buildings may direct AND THIS INDENTURE FURTHER WITNESSETH that in further pursuance of the said agreement and in consideration of the said grant-in-aid so paid as aforesaid the mortgagor ^{doth}/_{do and each of them doth} hereby grant convey and assign unto the Secretary of State his successors and assigns all that piece or parcel of land particularly described in the schedule hereunder written together with all and singular the buildings and erections now being or which may hereafter be thereon AND all rights easements and appurtenances whatsoever usually held or connected therewith or reputed to belong or be appurtenant thereto AND also all furniture fixtures fittings maps and other school apparatus school books and chattels for the time being in and belonging to or used or to be used for the said school and all the estate right title interest claim and demand of the mortgagor ^{doth}/_{do and each of them doth} into and upon the said hereditaments and premises To HAVE and To HOLD the said piece or parcel of land hereditaments chattels and effects and all other the premises expressed to be hereby assured unto the Secretary of State his successors in office and assigns according to the nature and tenor thereof respectively UPON TRUST to permit the same hereditaments and premises to be used by the mortgagor ^{his}/_{their} executors administrators or legal representatives or his or their nominee or nominees as a school for And with power in case the mortgagor ^{his}/_{their} heirs executors administrators or legal representatives shall fail to pay on demand the said sum of Rs. or other the amount so to be fixed by the Government of Madras in manner hereinbefore provided to sell and absolutely dispose of the said hereditaments and premises and apply the proceeds of such sale after payment thereof of all costs and expenses attending the same in or towards recouping or reimbursing to the said Secretary of State his successors or assigns the said grant-in-aid or sum of Rs. or other the amount so to be fixed by the Government of Madras as aforesaid and to pay the surplus if any to the mortgagor ^{his}/_{their} heirs executors administrators legal representatives or assigns PROVIDED always that the Secretary of State his successors or assigns shall not exercise the said power of sale unless and until he or they shall have served on the mortgagor ^{his}/_{their} heirs executors administrators or legal representatives a notice in writing requiring payment of the said sum of Rs. or other the amount so to be fixed by the Government of Madras and default has been made in payment thereof for three months after such service. PROVIDED always and it is hereby agreed and declared that at the expiration of the said period of forty years hereinbefore referred to the said Secretary of State or his successors or assigns as the case may be shall in the event of the covenants

hereinbefore contained on the part of the mortgagor ^{his} ~~their~~ heirs executors administrators or legal representatives having been in the meantime duly performed and observed reconvey and reassign unto the mortgagor ^{his} ~~their~~ heirs executors administrators or legal representatives or as he or they may direct all and singular the piece or parcel of land hereditaments chattels goods or other premises hereby expressed to be hereby granted conveyed or assigned IN WITNESS whereof the said and the Director of Public Instruction for the Presidency of Madras by the order and direction of the Governor in Council of Fort St. George acting for and on behalf of the said Secretary of State have hereunto set their respective hands and seals the day and year first above written.

Schedule to which the above-written indenture refers.

All that piece or parcel of land situated at
 in the District of
 and Taluk of
 and in the Sub-Registration District of
 and Registration District of
 on the north side thereof by
 on the south side thereof by
 on the east side thereof by
 on the west side thereof by
 containing together in the whole by admeasurement
 (be the same little more or less) and all which said piece or parcel
 of land was formerly in the occupation of
 but is now in the occupation of

SIGNED sealed and delivered
 by the abovenamed

in the presence of

SIGNED sealed and delivered
 by the abovenamed

in the presence of

APPENDIX P.

(Chapter VIII, Rule 53.)

FORM OF DEED OF AGREEMENT.

THIS INDENTURE is made the _____ day of _____
 One thousand nine hundred and _____ BETWEEN
 _____ (hereinafter called the mortgagor) of
 the one part and THE RIGHT HONOURABLE THE SECRETARY OF STATE FOR
 INDIA IN COUNCIL (hereinafter called "the Secretary of State") of the
 other part WHEREAS the mortgagor ^{has}/_{have} purchased at the price of
 Rs. _____ for the purposes of a school and ^{is}/_{are} well and truly

entitled to and possessed of the piece or parcel of land particularly
 described in the schedule hereunder written with the buildings thereon
 AND WHEREAS the mortgagor ^{has}/_{have} in accordance with the provisions of

the Grant-in-Aid Code of the Madras Educational Department now in
 force in the Presidency of Madras applied to the Secretary of State for
 a grant-in-aid of the sum of _____ Rupees being part of the

said purchase money and have submitted to the Government of Madras
 the certificate referred to in Rule 53 of the said Grant-in-Aid Code as
 to the value of the said buildings AND WHEREAS the Secretary of State
 hath consented and agreed to make the said grant in the manner
 provided in Chapter VIII of the said Grant-in-Aid Code upon the
 mortgagor entering into the covenants on ^{his}/_{their} part and giving the

security hereinafter contained NOW THIS INDENTURE WITNESSETH that
 in pursuance of the said agreement and in consideration of the payment
 of the sum of Rs. _____ receipt whereof the mortgagor ^{doth}/_{do} hereby

acknowledge ^{he}/_{they} the mortgagor ^{doth}/_{do} hereby for ^{himself}/_{themselves} ^{his}/_{their}
 heirs executors administrators and legal representatives covenant with
 the Secretary of State his successors and assigns that ^{he}/_{they} the mortgagor

or ^{his}/_{their} heirs executors administrators or legal representatives will from
 time to time and at all times so long as the said buildings shall be used
 for the purposes of the said school conduct and manage such school or
 cause such school to be conducted and managed by the person for the
 time being in charge of same in accordance with the rules and regulations
 for the time being in force in the Madras Educational Department so
 far as the same respectively are applicable to the said school AND will
 not prior to the lapse of forty years from the date hereof divert or allow
 to be diverted the said buildings to other than educational purposes
 approved by the Government of Madras AND will during such period
 keep such buildings in good and substantial order and repair so that the
 same may be always efficient for use for the purposes of the said
 school AND will in the event of the said buildings at any time prior to
 the lapse of the said period ceasing to be required for the purposes of the
 said school or being diverted to other than educational purposes approved
 by the said Government of Madras forthwith repay to the Secretary of
 State his successors or assigns the said sum of Rs. _____ or so much
 thereof as shall be determined by the Government of Madras PROVIDED
 ALSO that nothing herein contained shall be deemed to prevent the
 use by the mortgagor ^{his}/_{their} heirs executors administrators or legal

representatives or the person or persons for the time being in charge of the said buildings out of the hours during which the same should be used for the objects of such school for such other reasonable and proper purposes other than educational as the mortgagor ^{his} heirs executors administrators or legal representatives or the person or persons for the time being in charge of the said buildings may direct AND THIS INDENTURE FURTHER WITNESSETH that in further pursuance of the said agreement and in consideration of the said grant-in-aid so paid as aforesaid the mortgagor ^{doth} do and each of them doth hereby grant convey and assign unto the Secretary of State his successors and assigns all that piece or parcel of land particularly described in the schedule hereunder written together with all and singular the buildings and erections now being or which may hereafter be thereon AND all rights easements and appurtenances whatsoever usually held or connected therewith or reputed to belong or be appurtenant thereto AND also all furniture fixtures fittings maps and other school apparatus school books and chattels for the time being in and belonging to or used or to be used for the said school and all the estate right title interest claim and demand of the mortgagor ^{doth} into and upon the said hereditaments and mortgagors and each of them premises To HAVE and To HOLD the said piece or parcel of land hereditaments chattels and effects and all other the premises expressed to be hereby assured unto the Secretary of State his successors in office and assigns according to the nature and tenor thereof respectively UPON TRUST to permit the same hereditaments and premises to be used by the mortgagor ^{his} heirs executors administrators or legal representatives or his or their nominee or nominees as a school for

AND with power in case the mortgagor ^{his} heirs executors administrators or legal representatives shall fail to pay on demand the said sum of Rs. or other the amount so to be fixed by the Government of Madras in manner hereinbefore provided to sell and absolutely dispose of the said hereditaments and premises and apply the proceeds of such sale after payment thereof of all costs and expenses attending the same in or towards recouping or reimbursing to the said Secretary of State his successors or assigns the said grant-in-aid or sum of Rs. or other the amount so to be fixed by the Government of Madras as aforesaid and to pay the surplus if any to the mortgagor ^{his} heirs executors administrators legal representatives or assigns PROVIDED ALWAYS that the Secretary of State or his successors or assigns shall not exercise the said power of sale unless and until he or they shall have served on the mortgagor ^{his} heirs executors administrators or legal representatives a notice in writing requiring payment of the said sum of Rs. or other the amount so to be fixed by the Government of Madras and default has been made in payment thereof for three months after such service PROVIDED always and it is hereby agreed and declared that at the expiration of the said period of forty years hereinbefore referred to the said Secretary of State or his successors or assigns as the case may be shall in the event of the covenants hereinbefore contained on the part of the mortgagor ^{his} heirs executors

administrators or legal representatives having been in the meantime duly performed and observed reconvey and reassign unto the mortgagor ^{his} ~~their~~ heirs executors administrators or legal representatives or as he or they may direct all and singular the piece or parcel of land hereditaments chattels goods or other premises hereby expressed to be hereby granted conveyed or assigned IN WITNESS whereof the said

and the Director of Public Instruction for the Presidency of Madras by the order and direction of the Governor in Council of Fort St. George acting for and on behalf of the said Secretary of State have hereunto set their respective hands and seals the day and year first above written.

Schedule to which the above-written indenture refers.

All that piece or parcel of land situated at
in the District of
and Taluk of

and in the Sub-Registration District of

and Registration District of

bounded

on the north side thereof by

,

on the south side thereof by

,

on the east side thereof by

and

on the west side thereof by

and

containing together in the whole by admeasurement

(be the same little more or less) and all which said piece or parcel of land was formerly in the occupation of
but is now in the occupation of

SIGNED, sealed and delivered
by the abovenamed

in the presence of

SIGNED, sealed and delivered
by the abovenamed

in the presence of

APPENDIX Q.

(Chapter VIII, Rule 53)

FORM OF DEED OF AGREEMENT.

WE whose names are entered in the margin and whose signature appear at the foot hereof hereby accept the special grant of Rupees only sanctioned by Government through the Director of Public Instruction, Madras, for the

Committee of Management

}
Members

School
College at

, in the district of

, in the proceedings of the Director of Public Instruction, No. , dated the , and in consideration of such grant we hereby jointly and severally and on behalf of our successors in office and the owners for the time being of the premises described in the schedule hereto ^{now}to be occupied by the said ^{School}College agree that if the ^{School}College is at any time hereafter abolished or the buildings thereof diverted to other than educational purposes approved by Government, Government shall be paid out of the sale-proceeds of such buildings or by the owner thereof for the time being as the case may be a sum representing such proportion of the then market value of such buildings as the grant above referred to bears to the present market value thereof

the estimated market value thereof on completion of the buildings now proposed namely, Rs. . The decision as to what is the market value of

such buildings at such future period shall rest with the Government of Madras. Government shall have a lien on all the said premises for the amount to be paid as above provided and shall have power in the event of failure of payment within three months from the date of demand thereof to sell and transfer such premises and deduct such amount together with all costs of sale from the proceeds thereof. The above provision shall cease to have effect at the expiration of forty years from the date hereof without prejudice however to any right that may have accrued to Government prior to the expiration of such period.

Dated this day of One thousand nine hundred and

The schedule above referred to.

All that piece or parcel of land situated at in the District of and Taluk of

and in the Sub-Registration District of

and Registration District of

on the north side thereof by

on the south side thereof by

on the east side thereof by

on the west side thereof by

containing together in the whole by admeasurement

(be the same little more or less) and all which said piece or parcel of

bounded

and

and

land was formerly in the occupation of
but is now in the occupation of

Signed by the said _____

in the presence of

(1) _____

(2) _____

APPENDIX R.

(Chapter VIII, Rule 53.)

FORM OF DEED OF AGREEMENT.

WE whose names are entered in the margin and whose signature appear at the foot hereof hereby accept
 Committee of Management. }
 Members: the special grant of Rupees
 only sanctioned by Government
 through the Director of Public
 Instruction, Madras, for the

School
College, at in the district of in the
 proceedings of the Director of Public Instruction, No. , dated the
 , and in consideration of such grant we hereby jointly and
 severally and on behalf of our successors in office and the owners for the
 time being of the premises ^{now}_{to be} occupied by the said School
College agree that if
 the School
College is at any time hereafter abolished or the buildings thereof
 diverted to other than educational purposes approved by Government,
 Government shall be paid by the owner thereof for the time being a sum
 representing such proportion of the then market value of such buildings
 as the grant above referred to bears to the present market
value thereof the estimated market value thereof on
 completion of the buildings now proposed, namely, Rs. . The decision as
 to what is the market value of such buildings at such future period shall
 rest with the Government of Madras. The above provision shall cease to
 have effect at the expiration of forty years from the date hereof without
 prejudice however to any right that may have accrued to Government prior
 to the expiration of such period.

Dated this day of One thousand
 nine hundred and

Signed by the said _____

in the presence of

(1) _____

(2) _____

APPENDIX SS.

(Chapter VIII, Rule 53.)

GRANT-IN-AID UNDER CHAPTER VIII—ACQUISITION OF LAND AND BUILDINGS.

Grants for the acquisition of land.

Government of Madras.	Bill for acquisition grant sanctioned under rule of the Grant-in-Aid Code.					District.
Head of Service.	22. Education—Acquisition grant for					Voucher number of the month of 191 .
Name of institution.	Nature of work and department or departments for which provided.	Date of acquisition.	Amount contributed by the manager up to date.	Amount of Government grant.	Authority.	Remarks.
			RS. A. P.	RS. A. P.		
(In words) Rupees ...						

NOTE.—Grants exceeding Rs. 2,500 are sanctioned by Government; grants up to Rs. 2,500 by the Director and grants up to Rs. 250 by Inspectors.

DECLARATION.—On behalf of the management I declare that I agree to abide by the conditions prescribed by rule 55 of the Grant-in-Aid Code in the event of the land or building being diverted to purposes other than those for which the grant was sanctioned.

STATION _____

Correspondent.

Date _____

Countersigned.

Director of Public Instruction.

Pay Rupees _____

Date _____

*Treasury Officer.**Treasury Accountant.*

Received the amount, viz., Rupees

Date _____

Correspondent.

APPENDIX T.

(Chapter IX, Rule 56.)

APPLICATION FOR GRANTS FOR FURNITURE, BOOKS, ETC.

Name of institution.	Society, Association or person owning the institution.	Number and date of the order recognizing the school under the Educational Rules.	Number of books, articles, etc., required.	Description of articles, books, etc., required.	Total cost.	Amount of grant applied for.				In the case of furniture.				Inspecting officer's remarks regarding the supply of furniture in the last report on the school.	Amount of furniture and other special grants drawn by the school in previous years, with number and date of the order sanctioning them.	Remarks (necessity for the proposed supply).
						1	2	3	4	5	6	7	8			
						RS. A. P.	RS.				RS. A. P.					

DECLARATION.—On behalf of the management of the school, I hereby declare that the conditions of recognition and aid laid down in the Madras Educational Rules and in the Grant-in-Aid Code are being, and will continue to be, fully observed, excepting those rules from which the institution has been specially exempted by the Director's Proceedings, No. , dated , and that I am prepared to subject the institution, together with its current endowment, and trust accounts, its establishment, time-table and registers to inspection, and to furnish such returns as may be required by the Department; and that I shall abide by the provisions of rule 59 of the Grant-in-Aid Code in the event of the school being closed within five years from the date on which grant has been drawn.

STATION_____

Date_____

Correspondent.

APPENDIX U.

(Chapter IX, Rule 58.)

SCHOOL FURNITURE, MAPS, SCHOOL LIBRARIES, APPARATUS, DIAGRAMS, MODELS AND TOOLS.

NOTE.—Grants exceeding Rs. 2,500 are sanctioned by the Government; grants up to Rs. 2,500 by the Director and grants up to Rs. 100 by the Inspectors of Schools to Elementary Schools.

Government of Madras.	Bill for special grants sanctioned under Rule _____ of the Grant-in-Aid Code.					District. Voucher No. of the month of191.		
	22. Education—Grants for furniture, apparatus and special objects—		Amount contributed by the management.	Amount of Government grant.	Total Government grant.			
Head of Service.	Date of previous grant for similar objects.	Nature of charge and department or departments for which provided (to be specified).				Approved cost.	Actual cost.	
Name of institution.			RS.	RS.	A. P.	A. P.	Authority—Government order or the Director's Proceedings, or Inspector's memo.	Remarks.
(In words) Rupees ..								

CERTIFICATE AND DECLARATION.—On behalf of the management, I hereby certify that the work, for which the grant is herein claimed, has been executed in accordance with the approved estimate (or that the articles, the purchase of which has been sanctioned, have been purchased in accordance with the sanction) and I do declare that, in the event of the institution concerned being closed, I agree to abide by the conditions imposed in rule 59 of the Grant-in-Aid Code.

STATION _____
 Date _____

Countersigned. _____
 Inspect of Schools. _____
 Circle. _____

Pay Rupees _____
 Treasury Accountant. _____
 Date _____

Received the amount, viz., Rupees _____
 Correspondent. _____
 Date _____

APPENDIX W.

(Chapter XI, Rule 63.)

ENDOWMENT.

NOTE.—These grants require the sanction of Government.

Government of Madras.	Bill for endowment grant sanctioned under Rule of the Grant-in-Aid Code		District Voucher No. of the month of191 .	
Head of Service.	22. Education—Other Grants for Ordinary colleges and schools or Technical schools.				
Name of endowment.	Names of the trustees and the management.	Amount of the endowment excluding the Government grant.	Amount of Government grant.	Order in which grant was sanctioned.	Remarks.
(In words) Rupees		RS.	RS.		

DECLARATION.—On behalf of the management, I hereby declare that in the event of the object for which the endowment was created ceasing to exist or that in the event of any of the conditions of the trust being unfulfilled, the fund shall be distributed as provided in the trust deed.

STATION _____

Date _____

Correspondent.

Countersigned.

Director of Public Instruction.

Pay Rupees _____

Treasury Accountant.

Treasury Officer.

Received the amount, viz., Rupees

Date _____

Correspondent.