

MADRAS EDUCATIONAL RULES

SIXTH EDITION

MADRAS

PRINTED BY THE SUPERINTENDENT, GOVERNMENT PRESS

1924

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I Sankaranarayanan

Honorary Secretary.

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MADRAS EDUCATIONAL RULES.

CHAPTER I.—INTRODUCTION.

CLASSIFICATION OF INSTITUTIONS.

Educational institutions are divided into two main classes—*public* and *private*.

Public institutions are colleges which are either constituent colleges of the University or colleges affiliated to it or schools which because they impart secular instruction in conformity with the standards of efficiency and courses of study prescribed by the department have been recognized by it. Schools recognized under the Madras Elementary Education Act, 1920 are also public institutions.

All other educational institutions are classed as private institutions and are classified as follows :—

(i) Advanced—teaching (a) Arabic or Persian, (b) Sanskrit, (c) any other Oriental classic.

(ii) Elementary—teaching (a) a vernacular language only or mainly, (b) the Koran, (c) Sanskrit.

(iii) Other schools not conforming to departmental standards.

Public institutions are of two classes—(1) those under the management of Government or local boards or municipal councils known as institutions under *public management*; and (2) those under the management of private persons or associations known as institutions under *private management*. Public institutions under private management are classified into aided and unaided according as they do or do not receive aid from public funds.

2. Public institutions are also classified according to the nature and grade of instruction imparted in them :—

University education.	{	Arts	...	{	First-grade Colleges.
					Second-grade Colleges.
School education.	{	Professional	...	{	College of Law.
					„ of Medicine.
	{				„ of Engineering.
					„ for training teachers.
	{	General	...	{	Secondary { High
					Middle.
					Elementary.
	{				Schools for training teachers.
					„ of Art.
					„ of Medicine.
					„ of Engineering.
					„ of Industries.
					„ of Commerce.
					„ of Agriculture.
					„ for defectives.
					Other special schools.

ARTS COLLEGES.

3. The classes in an Arts college depend upon the particular courses of instruction among those laid down by the University which the College has been declared, under the provisions of the Madras University Act, 1923, to be qualified to undertake.

PROFESSIONAL COLLEGES.

4. Professional Colleges may contain the following classes :—

- | | |
|---|---|
| (i) Law College—
University classes.
Special classes.
Pleader class. | (iii) College of Engineering—
Engineering classes.
Subordinate do.
Draughtman's class. |
| (ii) Medical College—
University classes. | (iv) Training Colleges—
University class. |
| | (v) Agricultural College—
University class. |

NOTE.—The Medical College is under the control of the head of the Medical Department.
The Agricultural College is under the control of the Director of Agriculture.

SCHOOLS FOR GENERAL EDUCATION.

5. Secondary schools are schools whose main object is to afford a higher general education. They may be subdivided into (1) High schools and (2) Middle schools.—

(i) High schools may contain the following forms and classes :—

Sixth form.	Second form.	Third class.
Fifth form.	First form.	Second class.
Fourth form.	Fifth class.	First class.
Third form.	Fourth class.	

(ii) Middle schools may contain the following forms and classes :—

Third form.	Fifth class.	Second class.
Second form.	Fourth class.	First class.
First form.	Third class.	

Elementary schools are schools the bulk of whose pupils are unlikely to continue their studies beyond an elementary stage. They may contain the following standards :—

Eighth standard.	Fifth standard.	Second standard.
Seventh standard.	Fourth standard.	First standard.
Sixth standard.	Third standard.	

SCHOOLS FOR SPECIAL EDUCATION.

6. Schools for special education may contain the following classes :—

(i) Schools for training teachers—

Secondary department.
Elementary department.

(ii) Schools of Art—

Higher Technical classes.
Lower do.

(Under the Department of Industries.)

(iii) Schools of Medicine—

Chemists and Druggists class.

(Under the Surgeon-General.)

(iv) Industrial Schools—of wood working.

Do. —metal working.

Do. —weaving.

Do. —women's work.

Do. —miscellaneous.

(Under the Department of Industries.)

(v) Schools of Commerce—

Higher grade classes.

Lower grade classes.

(vi) Schools of Agriculture.

(Under the Director of Agriculture.)

(vii) Schools of Engineering—

Subordinate classes.

7. Students in unrecognized institutions will not, unless it is specially so ordered, be admitted to the privileges accorded to students of recognized institutions.

Curricula may be suggested for the guidance of unrecognized institutions from time to time by the Director.

European schools are defined in the code of regulations for such schools and are governed by those regulations and not by these rules.

8. All collegiate institutions within British territory in the Presidency, which are constituent or affiliated colleges of the University, are recognized.

The courses of instruction in such institutions are prescribed by the University.

The courses of instruction in Professional colleges, and schools for special education are either prescribed by the University or by the Department concerned in special regulations.

9. The following instructions shall be observed in imparting religious instruction in schools and colleges under public management :—

(1) Institutions under public management should not be used as a means of fostering any one religion at the expense of others and the principle of strict religious neutrality should be maintained.

(2) Public funds should not be utilized for imparting religious instruction.

(3) If without infringing the above conditions it is proposed to introduce religious instruction in a school under the management of a local body, a resolution approving the same should be passed by a majority of the members of the local body.

(4) Religious instruction may be imparted both in boys' and girls' schools.

(5) The school premises may be utilized for religious teaching or simple prayers. There is however no need to reserve one or two rooms specially for the purpose.

(6) Any time spent by a pupil or student on religious teaching or observance will be deducted from the prescribed curriculum period.

(7) The instruction will always take place either at the beginning or at the end of a school session, that is to say, immediately before the morning session or immediately after the morning session or immediately before the afternoon session or immediately after the afternoon session.

(8) The services of the teachers in an institution, where they voluntarily undertake the work of religious instruction, shall preferably be utilized. The services of voluntary teachers from outside may be utilized if competent teachers are not available in the institution itself. The selection of such outsiders should be approved by the chairman or president of the local body maintaining the institution.

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(9) No pupil shall be permitted to attend any form of religious instruction or observance without the written request of the guardian or parent, which request should be made in writing and will be in force until revoked.

(10) The imparting of moral instruction according to the syllabus approved by Government shall be compulsory in the fourth, fifth and sixth forms of all Government and recognized secondary schools for boys and girls.

CHAPTER II.—RULES FOR ELEMENTARY SCHOOLS.

11. The recognition of elementary schools vests in District Educational Councils in areas in which the Madras Elementary Education Act, 1920, is in force. In the Agency tracts of Ganjām, Vizagapatam and Gōdāvari districts and in the Laccadive islands including Minicoy, however, to which the Act has not been extended, the recognition of elementary schools shall vest in the Agency Educational Officer and in the District Educational Officer, Malabar, respectively, who will in granting recognition be guided as far as possible by the rules issued under section 41 (2) of the Madras Elementary Education Act, 1920.

CHAPTER III.—RULES FOR SECONDARY SCHOOLS.

12. The recognition of secondary schools shall vest in the Director who shall, before according recognition, satisfy himself as to the following, besides the other matters specified in this chapter :—

- (a) The organization and development of the school by approved methods and upon approved lines.
- (b) The educational needs of the locality.
- (c) The financial stability of the school.
- (d) The constitution of the managing body.
- (e) The scale of fees charged as compared with those charged in other institutions in the same locality.

Applications for recognition should be made in the prescribed form (Appendix I).

Schools or classes opened with the permission of Government do not require further recognition by the Director.

TEACHERS' CERTIFICATES.

13. The headmaster in every secondary school and at least as many teachers as there are sections in forms four, five and six, should ordinarily hold collegiate trained teachers' certificates.

The other teachers should ordinarily hold trained teachers' certificates of not lower grade than secondary.

The drawing master should hold a technical teachers' certificate in drawing of not lower than the higher grade. The physical training instructor shall hold a physical training instructors' certificate.

OTHER APPROVED CERTIFICATES.

14. All European members of the Society of Jesus, Indian members who are graduates and are certified by the Superior General of the Mission to have completed their novitiate and juniorate, and Indian members who are undergraduates and are likewise certified to have completed the full course of study

and preparation prescribed by the society (namely, two years' novitiate, two years' juniorate and three years' Philosophy and Science) may be ranked as if they held collegiate trained teachers' certificates. Indian members, who are undergraduates and who are similarly certified to have completed only their novitiate and juniorate, may be ranked as if they held secondary trained teachers' certificates.

All European members of St. Joseph's Society, Mill Hill, London, and of the Society of Foreign Missions, Paris, who are certified by the Superior General or the Vicar-General of the Society to have completed the course of studies prescribed for them, may be ranked as if they held collegiate trained teachers' certificates.

In cases of doubt the Director of Public Instruction will determine whether any other diploma or certificate shall be accepted as equivalent to a teachers' certificate for the purpose of these rules.

QUALIFICATIONS OF THE STAFF.

15. The character of the certificate which should be held by the teachers is governed by the above rules, but recognition may be withheld or withdrawn unless the individual teachers fully satisfy the department as to their capability to teach the several subjects allotted to them and the staff as a whole is considered suitable.

NON-EMPLOYMENT OF TEACHERS IN PARTICULAR CASES.

16. The Director may refuse or withdraw recognition on account of the employment in a school of any teacher whose certificate has been withdrawn or whom he, after due inquiry, considers unfit to be a teacher.

PROPORTION OF TEACHERS TO PUPILS.

17. There should be a teacher for every form or class and for every section of form or class in addition to the headmaster (exclusive of pandits, munshis, writing-masters, drawing-masters, physical training instructors, and sewing mistresses).

Provided that in schools containing no class above the third form the headmaster may, with the concurrence of the District Educational Officer, be treated for the purpose of this rule as one of the class masters.

18. No additional pupil shall, without the sanction of the District Educational Officer, be admitted to a class when there are already 40 pupils upon the rolls in that class unless the class is thereupon divided into sections. No section of a class shall have more than 40 pupils upon the rolls.

SITE, DIMENSIONAL SKETCH AND ACCOMMODATION.

19. No school shall be recognized which is held in a building or buildings of which the site, dimensional sketch and accommodation have not been approved by the Director. When the accommodation is added to, the sketch of the additional building must be submitted for the approval of the same authority.

20. The sketch of a school building and of any additions to such building shall give full information regarding the superficial and cubic space of the building and of each room in it. It shall also show the exact positions of doors, windows, stairs, etc. The sketch shall be certified correct by the person who has prepared it. The sketch of an old building submitted for purposes of recognition shall also be accompanied by a certificate from the person who has prepared it to the effect that the building is in a state of good repair.

21. The sketch may be prepared by any competent person. Managers who desire the services of an officer of the Public Works Department shall apply to the Executive Engineer of the Division (Appendix 2).

BUILDINGS.

22. Buildings for secondary schools will ordinarily be expected to meet the pedagogic, sanitary and hygienic requirements given in Appendix I of the Grant-in-Aid Code.

SANITARY INSPECTION.

23. Every school building shall be maintained in substantial repair and in a cleanly condition. It shall be subject to inspection by the District Educational Officer, and such officers of the Medical, Health, and Engineering Departments as Government may direct.

24. A sanitary certificate (Appendix 3) signed by the undermentioned officers shall be produced before recognition is accorded and on any subsequent occasion if called for:—

In the Presidency town—(1) Director of Public Health, (2) Assistant Directors of Public Health or (3) Health Officer of the Corporation.

In the mufassal municipalities having Health officers—Municipal Health officers.

In the Municipalities where there are no Health officers and in the rural areas of the Nilgiris district—District Medical Officer or, if satisfactory reasons are given, by a subordinate Medical Officer.

In the rural areas of all districts excepting the Nilgiris—District Health Officer or, if satisfactory reasons are given, by a Health Inspector.

OVERCROWDING OF CLASS-ROOMS.

25. No class-room, laboratory, or workshop shall be permanently used as such by a larger number of pupils than the District Educational Officer or the Sanitary Officer has declared it sufficient to accommodate. The dimensions of each room shall be clearly indicated on the wall thereof.

LATRINE.

26. Every school shall be provided with a suitable latrine.

PROTECTION FROM SMALLPOX.

27. The presence of pupils unprotected from smallpox may be regarded as a sufficient cause for withdrawal of recognition.

During the period April to August pupils unprotected from smallpox may be admitted into schools provisionally subject to the condition that they signify their willingness to produce a certificate of vaccination or alternatively express their willingness to be vaccinated at the institution immediately on resumption of vaccination work after the hot weather by the Health Department.

FURNITURE, APPARATUS AND APPLIANCES.

28. Every school shall be provided with the furniture, apparatus and appliances declared by the District Educational Officer to be necessary for the standard of instruction up to which it teaches.

LIBRARY.

29. Every school shall be provided with a library of suitable books and with a catalogue of the books contained in it.

ANNUAL PROMOTION AND PAYMENT OF FEES.

30. Promotions shall be made annually, and, except with the sanction of the District Educational Officer, no pupil shall be promoted into any class other than the class next higher than that in which the pupil was previously studying.

Undue laxity in granting promotion will, if it continues after due warning, be considered sufficient reason for the withdrawal of recognition from any of the classes of the school.

It shall be permissible for a pupil in any class to study any particular subject or subjects along with the pupils of any higher class at the discretion of the headmaster, but for all other purposes of these rules he shall be considered as belonging to the lowest class in which he is studying. The headmaster shall, on the first working day of the year, i.e., the day on which promotions are made and classes formed, put up in some conspicuous place in the school a statement showing the distribution of pupils into classes for the new school year. This statement shall be signed and dated by the headmaster. A copy of the statement shall be forwarded at the same time to the District Educational Officer. This list shall be considered final, and no alterations shall be allowed in it except for the purpose of correcting mistakes. It shall remain on view for a fortnight during school hours and when taken down at the end of that time, it shall be filed in the records of the school.

31. The fee shall not be deemed due until four full working days have elapsed after the posting up of the statement referred to in the preceding rule.

32. For every payment of fee a pupil shall receive a receipt signed and dated by the headmaster or some one deputed by him. The receipt should show the class in which the pupil is reading.

ADMISSION AND WITHDRAWAL OF PUPILS.

33. No pupil shall be newly admitted except on an application in the prescribed form (Appendix 4) signed by his parent or guardian. All such applications shall be filed separately in the records of the school.

34. No pupil who has previously studied in a recognized secondary school shall be admitted to another recognized secondary school, unless he presents a transfer certificate in the prescribed form (Appendix 5) from that school showing (a) the date of his birth, (b) that he has paid all fees due to that school, (c) the class in which he studied at the time of leaving it, and (d) if he has completed the course in that class, whether he is qualified for promotion to a higher class. No pupil shall be allowed to attend school pending formal admission or enrolment, and no pupil shall be admitted or enrolled pending the production of a transfer certificate. All transfer certificates shall be endorsed with the admission number under which the pupil is enrolled. They shall be separately filed and shall be shown to the District Educational Officer when required.

No pupil who has not attended a recognized school in the first term shall be admitted in the second term to any recognized school unless its head is satisfied among other things that the non-attendance of the pupil in the first term was due to unavoidable circumstances. Such admissions shall be subject to approval by the District Educational Officer.

35. Application for a transfer certificate shall be made in writing by the parent or guardian of the pupil.

36. The headmaster of the school into which a pupil seeks admission shall not apply for a certificate to the headmaster of the school which such pupil is leaving, but shall leave it to the parent or guardian of the pupil to apply for such certificate.

37. The headmaster of the school into which a pupil is admitted shall place him in the class for which he is found fit, provided that in the case of admission from another recognized secondary school this shall not be a form or class higher than that for which his transfer certificate declares him fit.

38. Before granting a transfer certificate the headmaster is entitled to claim the term fee for one term only and that the term in which the last attendance of the pupil is registered.

NOTE.—No fee can be claimed merely because a pupil's name is kept on the register.

39. When a pupil has been admitted at reduced rates fees shall not be calculated at higher rates for the purposes of the above rule; and a pupil admitted as a free scholar shall be considered, for the purpose of eligibility for a transfer certificate, as unconditionally free.

40. When a pupil is allowed to continue his studies in an institution during any term on the assumption that there are no arrears of fees for previous terms, a transfer certificate shall not be refused on the plea that such arrears exist.

41. When proper application for a transfer certificate is received at the end of a term, or in the interval between two terms, or in the first five working days of a term, the headmaster shall forthwith issue the certificate, provided that his claims for fees admissible under rule 38 have been satisfied.

42. When proper application is received at any other time and when good and sufficient reasons are shown the headmaster shall issue the certificates provided that his claims for fees admissible under rule 38 have been satisfied. If good and sufficient reasons are not shown, the headmaster may refuse to grant the transfer certificate.

43. An application rejected under rule 42 may be renewed at the end of a term, or in the interval between two terms, or in the first five days of a term, and if the application is so renewed the headmaster shall issue the transfer certificate forthwith, provided his claims for fees admissible under rule 38 have been satisfied.

44. When an application for a transfer certificate is made after the lapse of more than one year from the date on which the pupil left the school the headmaster may, besides enforcing the provision of rule 38, charge such fee for the grant of the certificate as is approved as reasonable by the District Educational Officer.

A fee of annas eight may be levied for the issue of a duplicate transfer certificate which should be clearly marked "duplicate."

45. When a pupil is dismissed or expelled under rules 48 and 49 the headmaster shall not grant a transfer certificate until the expiration of the period for which the Director has debarred the pupil from admission into a recognized school. After that period has expired the transfer certificate shall be granted subject to the above rules; but in such cases the headmaster shall endorse it with the words "dismissed for false representation," or "expelled for misconduct," as the case may be.

46. In the case of a pupil who has been a candidate for a public examination, the results of which are not published before the beginning of the school year, the seventh day after the results of that examination are published in the locality shall be counted as the first working day of the term so far as the grant of a transfer certificate to him is concerned.

47. In the event of a headmaster's refusing or delaying to give a transfer certificate, the parent or guardian of the pupil shall have the right of appeal to the District Educational Officer whose decision shall be final unless he thinks it necessary to refer the matter to the Director.

48. If a pupil is found to have obtained admission by means of a false certificate or false representations of any kind, he shall be summarily dismissed with forfeiture of whatever fees he may have paid.

49. In the event of a pupil's being dismissed under rule 48 or being formally expelled on account of grave misconduct, the headmaster shall record his reasons for the dismissal or expulsion and report the fact at once to the parent or guardian of the pupil, and within seven days to the District Educational Officer. A pupil thus dismissed or expelled from one school shall not be admitted into any recognized school within a period to be determined by the Director on the District Educational Officer's recommendation.

DISCIPLINE.

50. The rules of discipline shall include the following :—

(a) Every pupil shall wear a clean and respectable dress. The wearing of a cap, turban or other form of head-dress shall be left to the headmaster's view of what good manners require.

(b) No pupil shall be allowed to sit in the class with his shoes on, unless they are shoes of an English pattern and unless socks are worn also.

(c) Every pupil shall salute the teachers on the occasion of his first meeting them for the day within the school precincts.

(d) On the teacher entering his class-room, the pupils shall rise and remain standing till they are desired to sit or till the teacher takes his seat.

(e) No pupil shall be allowed to leave the class-room without the permission of his teacher, or until the class is dismissed.

PUNISHMENTS.

51. Corporal punishment shall not be inflicted in schools except in a case of moral delinquency such as deliberate lying, obscenity of word or act or flagrant insubordination and then it shall be limited to six cuts on the hand and be administered only by or under the supervision of the headmaster. Corporal punishment should never be inflicted in any recognized school on boys of the sixth form. The headmaster shall record in a register (Appendix 16) every case in which corporal punishment has been inflicted specifying the name, class and age of the pupil, the date, the nature of the offence and the amount of punishment. Gross cases of immorality and insubordination shall be punished by expulsion subject to the conditions specified in rule 49.

REGISTERS, TIME-TABLE AND RETURNS.

52. (i) Every school shall keep in the prescribed form and submit to the District Educational Officer, when required, the following :—

(1) A register of admissions and withdrawals (Appendix 6).

(2) A register of attendance for pupils (Appendix 7).

(3) A register showing the previous school history of new admissions. (Appendix 8).

(4) A term fee register (Appendix 9).

(5) A time-table.

(6) A marks list.

(7) A register of attendance for masters (Appendix 10).

- (8) An acquittance roll (Appendix 11).
- (9) A log-book.
- (10) A library register.
- (11) A register of scholarships (Appendix 12) and a scholarship acquittance roll (Appendix 13).
- (12) A cash book showing all receipts and expenditure (Appendix 14).
- (13) A register of furniture, books and appliances purchased with the aid of grants from public funds (Appendix 15).
- (14) Punishment register (Appendix 16).

N.B.—The log-book shall be kept by the principal teacher, who shall enter in it from time to time such events as the introduction of new books, apparatus, or courses of instruction, any plan of lessons approved by the District Educational Officer, the visits of Managers, absence, illness or failure of duty on the part of any of the staff, or any special circumstances affecting the school that may, for the sake of future reference or for any other reason, deserve to be recorded. No reflections or opinions of a general character shall be entered in the log-book. A visitors' book also should be kept in which officials belonging to other departments and other visitors to the school may be invited to make remarks.

(ii) Every school shall submit punctually such returns as may from time to time be prescribed.

RECOGNITION OF INDIVIDUAL CLASSES.

53. In order to allow of the gradual development of a school, recognition may be granted to one or more classes at a time subject to the above-mentioned conditions and to the other rules contained in this chapter and in particular to Rule 54.

54. A recognized school shall not, without the previous sanction of the Government or of the Director of the Public Instruction, open a class or classes either higher or lower than those for which the school has been recognized. When such classes are opened under the sanction of the Director a formal application for recognition shall be made within six months from the date of opening them, and if recognition is not accorded the classes shall be closed at the end of the term in which the refusal of recognition is communicated. The rules relating to admission and withdrawal, discipline and registers shall be observed with respect to such probationary classes.

Classes or forms recognized by competent authority may not be closed without the sanction of the Government or of the Director of Public Instruction.

WITHDRAWAL AND RENEWAL OF RECOGNITION.

55. When a school or any of its classes has ceased to fulfil the conditions of recognition, or when the educational needs of the locality no longer require its existence, or when permission to close has been given, the Director shall withdraw the privilege of recognition from that school or class.

56. A school or class, from which the privilege of recognition has been withdrawn, shall not be restored to that privilege, until it has been certified by the District Educational Officer that the defects which led to the withdrawal of recognition have been remedied and that in all other respects the school or class fulfils the prescribed conditions.

57. If a recognized school ceases to exist or is transferred to a different locality or different managing body its recognition lapses and for the purpose of future recognition it shall be treated as a new school.

TEXT-BOOKS.

58. A list of text-books authorized by Government to be used under the several subjects and standards is annually published in the *Fort St. George Gazette*. Managers and headmasters of schools are at liberty to select from the list such books as they may deem most suitable. No books (other than books for religious instruction) not authorized by Government shall be used in any recognized school. Government reserve to themselves the right to forbid or to prescribe the use of any book or books in recognized schools.

COURSES OF INSTRUCTION.

59. Courses of instruction may be prescribed from time to time by the Director for all recognized secondary schools, whether under public or private management.

60. Managers of schools should, unless they have obtained the permission of the District Educational Officer to do otherwise, adopt the vernacular of the pupils as the medium of instruction up to and including the Third Form.

EXAMINATIONS.

61. Written examinations shall be held at least once every term to test the progress of pupils. The results of these examinations should be recorded in a book specially kept for the purpose.

62. In the case of secondary schools for girls, the Director may relax any of the rules in this chapter when he thinks it advisable to do so.

CHAPTER IV.—RULES FOR SCHOOLS FOR SPECIAL EDUCATION.

63. Except as hereinafter provided the rules for secondary schools shall hold good in these schools also.

Applications for recognition should be made to the Director through the District Educational Officer or through the Inspectress in the prescribed form (Appendix 17).

TEACHERS' CERTIFICATES.

64. The general educational and the professional qualifications of the staff shall be determined by the Director with reference to the circumstances.

PROPORTION OF TEACHERS TO PUPILS.

65. The proportion of teachers to pupils and the strength of the various classes shall be fixed from time to time by the Director, provided they have not been laid down in any special rules sanctioned by Government for such institutions.

DIMENSIONS OF BUILDINGS.

66. The dimensions of any building shall be such as may be prescribed by the Director with reference to the requirements of the institution.

ADMISSION OF PUPILS.

67. No pupil who has previously studied in any recognized school shall be admitted unless he produces evidence that he has paid all fees which may be due to that school.

REGISTERS.

68. Such additional registers shall be kept as the Director may from time to time prescribe.

COURSE OF INSTRUCTION.

69. (i) The course of instruction shall be laid down in consultation with the District Educational Officer and shall be approved by him, provided that in cases where a course has been prescribed by Government or by the Director that course shall be followed.

(ii) Examinations shall be held according to the rules laid down from time to time by Government or the Director.

CHAPTER V.—SPECIAL REGULATIONS FOR ELEMENTARY SCHOOLS UNDER PUBLIC MANAGEMENT.

70. These schools will be open to boys and girls alike, except those girls' schools where the Inspectress considers the presence of boys, or boys above a certain age, undesirable.

Schools should be located in places which are accessible to all classes of the population including untouchable and depressed classes.

71. There shall be at least one regular teacher for every 40 pupils on the rolls. While this number of pupils is to be in all cases the maximum permissible it is very desirable that there shall be a teacher for every 30 pupils.

72. The Government have sanctioned the following scales of pay for the several grades of teachers in Government Elementary Schools, and these may be taken as the standard to be worked up to in the schools under the control of local bodies :—

			Trained per mensem.	Untrained per mensem.
			RS.	RS.
Boys' schools—				
Lower elementary grade	20—1—30	15
Higher elementary grade	25—1—50	20
Secondary grade	35—35—1½	25
			50—1—60	
Girls' schools—				
Lower elementary grade	22½—1½—45	20
Higher elementary grade	27½—1½—50	25
Secondary grade	45—3—90	30

NOTE.—In addition, a duty allowance of varying rates from Rs. 2 to Rs. 5 to be given to headmasters and headmistresses.

In night schools half the above rates may be adopted.

73. (i) Fees shall ordinarily be levied at the following monthly rates :—

					Rate per month.			
					Boys.		Girls.	
					A.	P.	A.	P.
First	standard	1	0	0	6
Second	do.	1	0	1	0
Third	do.	2	0		
Fourth	do.	3	0		
Fifth	do.	4	0		
Sixth	do.	6	0	2	0
Seventh	do.	7	0		
Eighth	do.	8	0		

Provided that the foregoing rates may be modified by the managing bodies concerned with reference to local circumstances after consultation with the District Educational Officer. Provided also that fees at half the rates prescribed above may be levied from Muhammadan boys and that pupils belonging to the depressed classes and to the classes and castes which have been declared to be backward may be admitted without payment of fees.

(ii) In the case of Government schools, the District Educational Officer, subject to the general control of the Director of Public Instruction, may similarly modify the rates.

(iii) In the case of board and municipal schools the local bodies concerned may abolish the collection of fees provided that they raise their usual contribution from general revenues to the elementary education found under their control by an amount which is equal to the amount of fee income forgone.

74. No pupil shall be admitted to a school under public management unless he or she is protected from small-pox. Provided that to a school for backward classes or to a girls' school a pupil who is not so protected may be admitted temporarily, but if within three months from the date of admission the said pupil shall not have been successfully vaccinated or otherwise protected his or her attendance shall cease.

During the period April to August pupils unprotected from small-pox may be admitted into schools provisionally subject to the condition that they signify their willingness to produce a certificate of vaccination or alternatively express their willingness to be vaccinated at the institution immediately on resumption of vaccination work after the hot weather by the Health Department.

NOTE.—Clauses (i) and (ii) of rule 77 regarding holidays and rule 81 regarding the use of school buildings apply also to elementary schools under public management.

CHAPTER VI.—SPECIAL REGULATIONS FOR INSTITUTIONS UNDER PUBLIC MANAGEMENT OTHER THAN ELEMENTARY SCHOOLS AND COLLEGES.

STRENGTH OF CLASSES.

75. The strength of classes in schools for special education shall be fixed from time to time by the Director, provided it has not been already laid down in any special rules sanctioned by the Government for such institutions.

SCHOOL HOURS.

76. (i) The ordinary school day shall consist of not less than five hours in classes from the fifth class to Form VI and of not less than four hours in classes I to IV. The holding of school for more than three consecutive hours is prohibited. In the lower classes, if the pupils are young, at least one break of fifteen minutes shall be allowed where the course of continuous instruction extends to three hours.

(ii) In schools for special education the school hours shall be prescribed from time to time by the Government or the Director according to circumstances.

HOLIDAYS AND VACATION.

77. (i) Sunday shall be a whole holiday in all schools and colleges. In all Muhammadan schools Friday also shall be a whole holiday. In all other schools and colleges Saturday shall be a whole holiday in addition to Sunday.

MISCELLANEOUS HOLIDAYS.

(ii) The following miscellaneous holidays shall be allowed. With the sanction of the District Educational Officer any local holidays may be substituted for those named in the list :—

IN HINDU SCHOOLS.

Names of holidays.	Number of days.
Tamil New Year's Day	1
Sravanam or Avani Avittam	2
Vinayakachaturthi	1
Krishna Jayanti	1
Mahalaya Amavasya	1
Sarasvathi Puja or Dasara	2
Dipavali	1
Sivaratri	1
Telugu New Year's Day	1
King-Emperor's Birthday	1
Easter	6
Darbar Day	1
Mid-term holiday	7
Vaikunta Ekadasi	1
Pongal	3

IN MUHAMMADAN SCHOOLS.

Names of holidays.	Number of days.
Muharram	10
Bakr-id	5
Akhirichahar shamba	1
Bara-Wafat	1
Garvin	1
Shaban	1
Pir Pilvan's urus	1
Buddoo Shaheed's urus	1
Khader Walle's urus	1
King-Emperor's Birthday	1
Easter	6
Darbar Day	1

NOTE.—(a) Clauses (i) and (ii) of this rule apply to colleges also.

(b) The mid-term holiday should wherever possible be combined with Dasara or other holidays.

(iii) *Summer vacation*.—The Summer holidays shall usually be for six weeks. In Muhammadan schools a period of one month shall be allowed for each of the Ramzan and the Summer vacations and in the years in which these overlap, the schools shall be allowed six weeks for both combined. If Ramzan begins or ends at any time during the period between 16th May and 15th June, the duration of the combined vacation shall not exceed one month and fifteen days, it being made to commence earlier or later than 15th May when necessary.

(iv) *Christmas vacation*.—The Christmas holidays shall usually extend from the 23rd December to the 3rd January, both days inclusive. But in Muhammadan schools an extra week may be added when a combined vacation of six weeks only is granted for the Summer and the Ramzan holidays.

In all cases in which changes are made in the regular holidays a revised list with the number and date of the order sanctioning the change and signed by the District Educational Officer shall be hung up in the school premises. The dates on which a school is closed for the Summer and Christmas vacations and that on which it is re-opened after these vacations shall be reported to the District Educational Officer.

(v) In schools for special education the Summer and Christmas vacations shall be determined by the District Educational Officer with reference to the special circumstances of each institution.

78. The rule relating to corporal punishment for secondary schools laid down in Chapter III will also be applicable to the institutions dealt with in this chapter.

TEXT-BOOKS.

79. A list of text-books authorized by Government to be used under the several subjects and standards is annually published in the *Port St. George Gazette*. Local bodies and headmasters of schools are at liberty to select from the list such books as they may deem most suitable. No books (other than books for religious instruction) not authorized by Government shall be used in any school. Government reserve to themselves the right to forbid or to prescribe the use of any book or books in schools.

PROTECTION FROM SMALL-POX.

80. No pupil shall be admitted to a school under public management unless he or she is protected from small-pox. Provided that to a school for backward classes or to a girls' school a pupil who is not so protected may be admitted temporarily, but if within three months from the date of admission the said pupil shall not have been successfully vaccinated or otherwise protected, his or her attendance shall cease.

During the period April to August pupils unprotected from small-pox may be admitted into schools provisionally subject to the condition that they signify their willingness to produce a certificate of vaccination or alternatively express their willingness to be vaccinated at the institution immediately on resumption of vaccination work after the hot weather by the Health Department.

USE OF BUILDINGS.

81. Subject to any general instructions he may have received from the controlling authority of the school, the headmaster may allow the use of the building under his charge for public lectures, but he shall exercise great discretion in allowing such use and in doubtful cases the orders of the Director, President or Chairman, as the case may be, shall be sought. He may subject to such instructions grant the use of such building or a room in it for the holding of meetings connected with public affairs provided that—

- (a) application is made in writing to the headmaster by the principal person or persons interested in such meeting, at a reasonable time before the meeting. In dealing with applications, no distinction shall be made between persons who are directly connected with the institution as masters or students and persons who are not so connected;
- (b) the application clearly states the objects of the meeting;
- (c) the meeting is to be held at a time which will cause no interference with educational work.

In no case shall the use of such building or room be given if the object of the meeting is of a political character, or connected with any social or other question upon which the opinion of the community is likely to be seriously divided, or the discussion of which is likely to cause unnecessary offence.

The above restrictions do not apply to debating or other societies connected with the institution and working under rules approved by the headmaster.

NOTE.—This rule is applicable also to colleges under public management.

82. Schools should be located in places which are accessible to all classes of the population, including untouchables and depressed classes.

CHAPTER VII.—FEE REGULATIONS FOR COLLEGES AND SECONDARY SCHOOLS.

83. In institutions under private management, the rate and levy of fees will, subject to the grant of the concessions under rule 92, be left to a large extent to the discretion of the Managers, but Managers may be required to levy reasonable fees and will not be permitted to compete improperly by unduly lowering the fees or permitting any method of payment other than that prescribed in these rules.

Fees in all colleges and secondary schools under the management of Government, or of a Municipal Council, or of a District Board, shall, subject to the exceptions hereinafter provided, be levied according to the following regulations.

SCHOOL YEAR.

84. (a) *Academic year.*—The academic year for fee purposes shall be divided into three terms, the first term commencing from the reopening of the college after the summer vacation and continuing till about the end of September; the second term from about the beginning of October till the end of the calendar year; the third term from the reopening of the college after the Christmas holidays until the summer vacation.

(b) The school year for fee purposes shall be divided into two terms—one, the long term, commencing from the reopening of the school after the summer vacation and continuing till the Christmas holidays, and the other, the short term, commencing after the Christmas holidays and extending to the beginning of the summer vacation.

FEE—FOR WHAT PERIOD PAYABLE.

85. Every pupil shall be liable to pay the whole fee for each term during any part of which his name is on the rolls of an institution and his attendance registered whether such fee be paid in one sum or by instalments.

FEE—HOW PAYABLE.

86. (a) *Colleges.*—The fees shall be paid either in one sum or in two instalments in each term. If paid in one sum, that sum, or, if paid in instalments, the first instalment shall be paid not later than the fifth working day of each term and in the case of payment by instalments, the second instalment shall be paid not later than the 15th of the succeeding month in each term.

Secondary Schools.

(b) The fee shall be paid either in one sum or in instalments at the option of the pupil. If paid in one sum, that sum, or, if paid in instalments, the first instalment shall be paid not later than the fifth working day of each term and, in the case of payment by instalments, the other instalments shall be paid not later than the 15th of the four succeeding months in the long term and of the two succeeding months in the short term.

FEES OF NEW PUPILS.

87. The fee or the instalment thereof payable shall be paid by a new pupil before his name is enrolled. A pupil shall not be enrolled or admitted after the beginning of a term unless he has paid all the instalments of fees, which he would have had to pay had his name been on the rolls from the beginning of the term.

FEE RECEIPTS.

88. A receipt signed and dated by the Headmaster or by some one deputed by him shall be granted for every payment of fees made. The receipts shall show among other particulars the class in which the pupil is reading. Counterfoils of the receipts should be filed.

STANDARD RATES.

89. The following will be the standard rates of ordinary fees :—

Institutions and departments.	Rates of fees per term.		Institutions and departments.	Rates of fees per term.	
	In advance.	By two equal instalments.		In advance.	By two equal instalments.
<i>I.—College Department.</i>	RS. A. P.	RS. A. P.		RS. A. P.	RS. A. P.
(1) Presidency College—			(2) Other Colleges—		
B.A. (Honours) course ...	38 0 0	40 0 0	B.A. (Honours) course ..	36 0 0	38 0 0
B.A. Pass course—			B.A. Pass course—		
Part I and one of the groups of Part II ...	38 0 0	40 0 0	Part I and one of the groups of Part II ...	36 0 0	38 0 0
Part I ...	19 0 0	...	Part I ...	18 0 0	...
For each group of Part II.	19 0 0	...	For each group of Part II.	18 0 0	...
Intermediate course—			Intermediate course—		
For both parts ..	30 0 0	32 0 0	Both parts ...	28 0 0	30 0 0
For either part ...	16 0 0	...	For either part ...	15 0 0	...

NOTE.—The above changes will come into force from the beginning of the academic year 1923-24.

Institutions and departments.	Long term.		Short term.	
	In advance.	By five equal instalments.	In advance.	By three equal instalments.
<i>II.—School Department.</i>	RS.	RS. A. P.	RS.	RS. A. P.
Forms IV, V and VI	26 4 0	...	15 12 0
Forms I, II and III	13 12 0	...	8 4 0
Classes IV and V	6 4 0	...	3 12 0
Do. I, II and III	3 2 0	...	1 14 0
Course for supplementary certificate under the scheme for the award of the secondary school-leaving certificates—				
For each subject	15 0 0 *	...	9 0 0 †

* Subject to a maximum of Rs. 30.

† Subject to a maximum of Rs. 18.

For a post-graduate course, the fee will be Rs. 16 per term.

The rates prescribed are minimum rates and fees may be levied at higher rates at the discretion of the management.

In addition to ordinary fees, special fees may be levied from pupils attending classes in subjects not included in the ordinary curriculum, or for the use of the library or reading-room, or for any other special convenience.

FINES.

90. If a pupil fails to pay his fee or instalment of fee on the day fixed for payment in these rules, a fine may be imposed not exceeding one anna for each rupee of fee due; and if the fee or instalment of fee be not paid within ten days from the day fixed for payment, the pupil's name shall be struck off the rolls. If re-admitted, he shall, in addition to the amount due at the date of his dismissal, pay a fine not exceeding two annas for each rupee of fee due.

REMISSION OF FEE.

91. If a pupil leave a college or secondary school during a term, he shall have no right to claim a remission of any portion of the term fee, but the controlling authority may return or remit such portion as may be considered equitable.

EXCEPTIONS.

92. In institutions of a professional or special character, fees shall be levied at such rates as may from time to time be sanctioned by the Director or as may be prescribed by any rules sanctioned by Government for them. Fees in all institutions shall be levied at half the standard rates from Muhammadans, Oriyas, girls and members of backward classes and castes whose parents or guardians are so poor that the grant of this concession is necessary to enable them to continue their studies. The production of a certificate to that effect signed by an Honorary Magistrate, a President of a local board, a district secondary education board or a district educational council, a Chairman of a Municipal Council, a sub-magistrate or an officer of the revenue department of not lower rank than a deputy tahsildar should be required in cases of doubt.

NOTES.—(i) A list of backward classes is given in Appendix 17-A.

(ii) Concessions under this rule will ordinarily be restricted to those who are natives of the Madras Presidency or are domiciled therein.

CHAPTER VIII.—DISCIPLINARY REGULATIONS.

I.—COLLEGES UNDER PUBLIC MANAGEMENT.

93. Graduate and under-graduate students on the rolls of colleges under public management are forbidden to take an active part in political agitation directed against the authority of the Government. Principals may further at their discretion forbid students to engage prominently in any public movement with which it seems undesirable that persons *in statu pupillari* should be associated.

94. If students of such colleges attend political meetings and there conduct themselves in any manner which is forbidden or unbecoming or engage in political agitation in such a way as to interfere with the corporate life and educational work of the college, the principal of the college may suspend or expel them or refuse the grant of term certificates for a specified period and may also report their case to the University with the view of their being dealt with under the University Regulations.

95. Principals or other constituted college or hostel authorities may frame and issue from time to time disciplinary rules of a permanent or temporary character regulating the conduct within the college or hostel precincts of graduate and under-graduate students on the rolls.

96. Principals or other constituted college or hostel authorities may frame and issue from time to time disciplinary rules of a permanent or temporary character regulating the conduct outside the college or hostel precincts of graduate and under-graduate students on the rolls so far as such rules seem necessary (a) to secure the observance of rules 93 and 94, (b) to maintain the credit and reputation of the college or hostel.

97. Principals or other constituted college or hostel authorities shall have full power to inflict the following punishments :—Fine, loss of attendance, loss of term certificates, suspension, expulsion.

98. If a college professor or lecturer abuses his position by inculcating opinions tending to excite feelings of political disloyalty or disaffection or discontent or by diverting the minds of his students to political agitation or by encouraging them to attend political meetings, or if he personally conducts them to such meetings or adopts a line of action which is likely to disturb or disorganise the life and work of the college at which he is employed, his proceedings may be held to constitute a dereliction of duty and may be visited with disciplinary action.

II.—RECOGNIZED SCHOOLS.

99. No manager or member of the staff or of the establishment shall be permitted to take part in political agitation, directed against the authority of Government or to inculcate opinions tending to excite feelings of political disloyalty or disaffection; and the pupils should not be permitted to attend political meetings or to engage in any form of political agitation.

100. In the event of such misconduct being persisted in and encouraged or permitted by the masters or the managing authorities, the Director may, after due warning, withdraw recognition from the offending school or withdraw the grant-in-aid or withhold the privilege of competing for Government scholarships and of receiving Government scholars.

101. If the public utterances of a schoolmaster are of such a character as to endanger the orderly development of the boys under his charge by introducing into their immature minds, doctrines subversive of their respect for authority and calculated to impair their usefulness as citizens and to hinder their advancement in after-life or if he is found to have personally conducted his pupils to a political meeting or to have deliberately encouraged their attendance at such a meeting, his proceedings may be held to constitute a dereliction of duty and may be visited with disciplinary action.

CHAPTER IX.—TRAINING INSTITUTIONS UNDER PUBLIC MANAGEMENT.

102. The rules contained in this chapter shall apply to every training institution under the management of Government, except in so far as the Director may, from time to time, exempt from their operation schools in backward localities or for backward classes, schools for the training of mistresses, and schools requiring special consideration.

Except as hereinafter provided, the rules in the previous chapters shall, *mutatis mutandis*, hold good in every training institution under public management.

OBJECT.

103. The training institutions referred to in these rules are intended to afford theoretical instruction and practical training with a view to fitting men and women for the profession of teaching.

CLASSIFICATION OF TRAINING INSTITUTIONS.

104. Institutions for the training of teachers shall be classified as follows :—

- (i) Training colleges, institutions in which graduates are trained.
- (ii) Secondary training schools or sections, institutions in which the following classes of persons are trained :—

- (1) Persons who have passed the Matriculation examination, the European High School examination, the late Upper Secondary examination, the late Higher examination for women or who have general educational qualifications accepted by the Director.

- (2) Persons holding secondary school-leaving certificates and certificates granted under G.O. No. 1019, Home (Education), dated the 27th September 1916 (Appendix 18).

- (3) Women holding the Women's Secondary grade Final Examination Certificates granted under G. O. No. 1016, Home (Education), dated 4th September 1920 (Appendix 19).

- (iii) Elementary training schools or sections,—institutions in which persons who have satisfactorily completed a course of instruction, including at least the eighth standard or the third form, are trained for the elementary higher grade or in which persons who have reached some lower stage of instruction are trained for the elementary lower grade.

An institution of a higher grade may include the grades below it, in which case the grades shall be designated 'departments' and the institution as a whole shall, as in colleges and schools of general education, be designated according to the minimum general education standard required of teachers under training in the highest department.

105. The following scheme shows the possible classes in a training school or section :—

Secondary	{ first year.
					...	{ second year.
Higher elementary	{ first year.
					...	{ second year.
Lower elementary	{ first year.
					...	{ second year.

Each training institution shall have a model school attached to it containing the forms, classes or standards necessary for the training of teachers of the grades it includes.

CONTROL.

106. The responsibility for the management and discipline of Government Training Colleges and Schools shall be vested in the heads of those institutions, under the control of the Director in the case of Training Colleges, the District Educational Officer of the district in the case of Training Schools for Masters and of the Inspectress of the Circle in the case of Training Schools for Mistresses.

STAFF.

107. (i) The staff of a training institution shall depend upon (a) its grade, (b) the number of departments it contains, and (c) the number of vernacular languages included in the curriculum.

(ii) The following table shows the minimum qualifications of all newly appointed members of the staffs of Training Colleges and Schools:—

Qualifications of Staff.

Appointments.	Training College.	Secondary Training School.	Elementary Training School.
Principals, Vice-Principals, Headmasters and Headmistresses.	Collegiate certificate.	Collegiate certificate, Trained Teachers' certificate of the Secondary Grade in the case of mistresses.	Collegiate certificate, Trained Teachers' certificate of the Secondary Grade in the case of mistresses.
First assistant	Do.	Trained Teachers' certificate of the Secondary Grade.	Trained Teachers' certificate of the Secondary Grade.
Second assistant	Do.	Do.	Trained Teachers' certificate of the Secondary Grade. Trained Teachers' certificate of the Elementary Grade in the case of mistresses.
Third assistant	Do.	Do.
Other assistants	According to the character of the work expected of them.		
Drawing Master	Group certificate in Drawing.	Group certificate in Drawing.	Higher Technical Examination in Drawing.
Physical Training Instructor.	Physical Training Instructor's certificate.		

(iii) The holders of other than Madras degrees, diplomas and certificates will be held qualified to hold posts in training institutions according to the value assigned to such degrees, etc., by the Secretary of State, the Government of Madras or the Director of Public Instruction.

APPARATUS AND APPLIANCES.

108. Every training institution shall be provided with the necessary furniture and physical training apparatus; and with the appliances, models, pictures, and specimens needed for giving instruction in elementary science. It shall also be provided with a library containing, among other books, suitable works on the theory, history and practice of education and with a museum and, where possible school garden.

CURRICULA.

109. The course for the collegiate grade will be the subjects prescribed by the University for the Degree of Licentiate in Teaching and the course for the other grades will be those laid down by the Director in the scheme of work in training schools.

PERIOD OF TRAINING.

110. The period of training shall consist in colleges of three academic terms and in secondary and elementary schools of four terms, except that in secondary schools the period of training for students who have completed the old F. A. or the present Intermediate course of the University shall be two terms. It shall be in the power of the Director to shorten the period in special circumstances or to lengthen it in order to enable a student of any grade to undergo a special or an extended course of training. District Educational Officers and Inspectresses may lengthen the period of training in training schools in the case of students who owing to illness or other unavoidable cause of absence during their period of training require an extended course or in the case of students who having failed in the Training School-leaving Certificate examination for teachers' certificates seek re-admission.

STRENGTH OF CLASSES.

111. The number under training in no class of a training school shall exceed forty without the express sanction of the District Educational Officer.

ADMISSIONS AND WITHDRAWALS.

112. Admissions shall take place ordinarily at the beginning of the first term of the year. Withdrawals in the middle of a term shall be allowed in no circumstances except in the case of continued sickness. Without the express permission of the controlling authority, no student shall be admitted later than two weeks after the beginning of a term.

QUALIFICATIONS FOR ADMISSION.

113. (1) Every candidate for admission shall submit an application in the form prescribed (Appendix 20).

(2) His age must be not less than 14 and must not exceed 25 years; or, in the case of a candidate who has been employed as a teacher in a recognized school for not less than three years, 35 years.

It shall, however, be in the power of the controlling authority, in very special circumstances, to admit a candidate whose age does not fall within the above limits.

(3) He shall also produce before admission the following certificates :—

CERTIFICATE OF HEALTH.

(a) A certificate from a Civil Surgeon or other medical authority accepted, in the case of Colleges, by the Principal, and in the case of Schools, by the District Educational Officer or the Inspectress of Schools certifying that the candidate is physically fit to perform efficiently the duties of a teacher.

CERTIFICATE OF EDUCATION.

(b) A certificate of general educational qualifications, as laid down in Rule 104.

A candidate who does not possess the prescribed educational certificate may be admitted on the strength of a certificate accepted by the Director as equivalent.

CERTIFICATE OF CONDUCT.

(c) A certificate of conduct signed by the District Educational Officer or the President of a Local Board or the Chairman of a Municipal Council or the Manager or Principal or Headmaster of a recognized College or Secondary School. In the case of candidates for admission to Elementary Training Schools, a certificate signed by a Deputy Inspector shall be accepted.

SELECTION OF CANDIDATES.

114. The selection of candidates for admission into training colleges shall be made by the head of the respective institutions with the assistance of selection committees. The selection of candidates for admission into training schools for masters shall rest with the District Educational Officer and of those for mistresses with the Inspectress of the circle.

Applications for admission into training colleges shall be sent through the District Educational Officers, the Presidents of Local Boards, the Chairmen of Municipal Councils or the Managers of schools, as the case may be, to the head of the institution to which admission is sought.

Applications for admission into training schools shall be submitted to the District Educational Officer or the Inspectress of the circle (through the local Educational Officers). Headmasters or headmistresses shall, after all the admissions have been made, submit to the District Educational Officer or the Inspectress of the circle a consolidated application for sanction of stipends in the form prescribed in Appendix 21. Every care shall be taken to exclude those who, it is thought, wish to undergo training chiefly for the sake of the stipends and without a real intention of making teaching a profession.

Secondary school-leaving certificates presented by applicants for admission into a training school shall be carefully scrutinized by the officer responsible for the selection of students and preference given in order of merit to (1) those which show sufficient knowledge in two of the subjects specified in group C other than shorthand and type-writing and (2) those which do not show two such subjects.

FEEs.

115. The following term fees shall be paid by students coming from outside the Madras Presidency :—

						RS.
Collegiate Department	40
Secondary do.	20
Elementary do.	10

MAXIMUM NUMBER OF STIPENDIARIES IN THE SEVERAL DEPARTMENTS.

116. The maximum number of provincial stipendiaries admissible in any year into the several departments of a training institution shall ordinarily be limited by the budget allotment provided for stipends for the institution subject to the condition that in the case of Secondary and Elementary schools the strength of a class shall not ordinarily exceed 40.

117. The ordinary rate of provincial stipend per mensem in the several departments shall be as follows :—

					RS.	A.
Collegiate Department	15	0
Secondary do.	12	0
Elementary do.	8	8

Special rates subject to the following maxima may be sanctioned by the sanctioning authority :—

Collegiate Department.

					RS.	A.
Masters of Arts	20	0
Europeans and Anglo-Indians	{ masters	35	0
	{ mistresses	25	0
Muhammadans...	20	0
Hindu mistresses	20	0
Depressed classes	20	0

Secondary Department.

Europeans and Anglo-Indians	{ masters	30	0
	{ mistresses	20	0
Hindu and Muhammadan mistresses	14	0

Elementary Department.

Higher elementary stipendiaries	10	8
Europeans and Anglo-Indians	{ masters	25	0
	{ mistresses	15	0
Muhammadans...	10	8
Hindu mistresses	10	8
Depressed classes	9	8
Teachers in the Agency tracts	10	0

A guardian allowance not exceeding Rs. 5 per mensem may be given to Caste Hindu women and Muhammadan women who do not permanently reside in the town where the school, in which they are being trained, is situated, provided that ordinarily such guardian allowance will not be given if the school has a hostel.

SELECTION OF STIPENDIARIES.

118. The power of sanctioning stipends rests with the Principals of Training Colleges, District Educational Officers in the case of boys and Inspectresses in the case of girls. In sanctioning the stipends the authorities concerned shall see that all the great classes of the population are, as far as practicable, fairly represented. Stipends will not ordinarily be granted to students admitted into training colleges who have had no previous teaching experience.

NON-STIPENDIARY STUDENTS.

119. Subject to the provisions of Rule 111 the controlling authority may admit non-stipendiary students.

PROBATION.

120. Every student shall be considered to be on probation for fifty working days; and if it shall appear to the Head of the institution that any student is not likely to prove an efficient teacher, such student shall, with the sanction of the controlling authority, be required to leave the institution. During probation a stipendiary student shall be entitled to draw the full amount of his stipend, and if rejected at the end of the period of probation, he shall not be required to refund the amount drawn, provided that his rejection was not due to moral delinquency.

ALLOWANCE, ETC., AND TRAVELLING ALLOWANCE OF TEACHERS UNDER TRAINING.

121. (a) The allowances of teachers employed in schools under public management who are selected to undergo training shall be settled by the Director of Public Instruction, the President of the Local Board or the Chairman of the Municipal Council, as the case may be. An officer in Government service deputed for L. T. training will draw stipend not exceeding half his pay, if he holds a substantive appointment, and if he has no substantive appointment, his stipend shall not exceed half the pay drawn by him at the time of his deputation subject to a maximum of Rs. 50 per mensem. The Director may also at his discretion decide in the case of teachers in Government Schools whether the time spent in training shall count as service qualifying for increments of pay, for leave and for pension.

(b) (i) Private students selected for training with a view to employment in schools under public management are allowed mileage allowances for joining the training institution. Collegiate and secondary students will draw travelling allowance in accordance with the rates admissible to Government servants in grade XV in Annexure I of G.O. No. 739, Finance, dated 1st March 1922, and elementary grade students those admissible to Government servants of the lowest grade.

(ii) Officers deputed by the Director to undergo L.T. or Secondary training will be allowed the same rates as those laid down in clause (i) above.

(iii) The station from which travelling allowance is admissible to students of any grade shall be the school which they leave for the course of training or, in the case of those who are not employed in a school their place of residence as shown in their application for admission.

(iv) The allowances shall be drawn in consolidated bills by the Principals in the case of training colleges, and by the Headmaster or Headmistress in the case of training schools, the bills in the case of training schools being countersigned by the District Educational Officer or the Inspectress of the Circle.

TIME-TABLE.

122. A time-table, showing the distribution of subjects in the different departments of the institution during each hour or other period of the day, the subjects each teacher will be engaged in teaching, and the time set apart for the work of supervision, shall be kept, and shall be submitted for the approval of the District Educational Officer or the Inspectress in the case of schools.

The time-table of the model school shall indicate the classes to be taught the work to be done by students in the school.

LEAVE AND DISMISSAL.

123. (i) The head of an institution may give a student casual leave amounting to not more than seven days at a time, exclusive of Sundays and other holidays, and to not more than fifteen days in the year. In cases of real necessity he may also give additional leave, but it shall be leave without stipend. A student will forfeit one day's casual leave for every four times that he is marked *ate*.

(ii) A student shall forfeit all stipend during any period, however short, of absence without leave, and may be dismissed if he is absent without leave for three whole consecutive working days, or for periods aggregating five whole days in any one term.

(iii) The head of an institution may grant leave without loss of stipend, for a period not exceeding one month in each year of the training course, to a student who is absent in consequence of severe sickness certified to by a competent medical authority or, where this is not available, after full enquiry. If the leave exceeds one month, no stipend shall be granted for the excess period.

(iv) A student may be dismissed by the controlling authority for continued idleness or serious misconduct; and, if so dismissed, he may be declared unfit for employment as a teacher. If he is a stipendiary student, he shall also be required to refund the whole amount drawn by him from Provincial, Local, or Municipal funds.

EXAMINATIONS.

124. Collegiate stipendiary students shall be required to appear at the earliest opportunity for the examination for the degree of Licentiate in Teaching of the Madras University. All other stipendiary students shall be required to appear at the earliest opportunity for the examination for teachers' certificates in accordance with the rules laid down in Chapter XI.

AGREEMENT TO BE ENTERED INTO BY STUDENTS.

125. (i) Every student shall, as soon as possible after he joins the training institution, enter into an agreement, to be executed in such form as may, from time to time, be prescribed (Appendix 22), binding himself (1) to remain in the institution during the period prescribed and during that time to abide by such rules as may be laid down for regulating his attendance and conduct; (2) to abstain while under training from engaging in any other avocation; (3) to abstain from attending any other institution except with the permission of the head of the training college or school; (4) to appear for such examinations as may be prescribed by the controlling authority; (5) to serve as a teacher in a recognized institution or keep an elementary or secondary school within the jurisdiction of the Madras Educational Department (or in the case of Board stipendiaries within the jurisdiction of the Board concerned) for at least three years in the case of a male student, and two years in the case of a female student, and to enter upon such duties after the training period is over immediately upon an opportunity presenting itself; (6) to supply to the head of the institution, every six months during the three or two years referred to above, information regarding residence, appointment held, salary, and any other particulars which may be needed to enable the head of the institution to keep a history of the students trained in it. This information shall be supplied in the case of elementary teachers through the Deputy Inspector of the Range, in the case of secondary teachers through the District Educational Officer of the district in which the teacher is employed and direct in the case of teachers trained in a college.

(ii) If, from any cause other than continued ill-health certified to by a recognized medical authority, a student fails to fulfil the conditions of the agreement, he may be declared to be unfit, absolutely or for a specified period, for employment as a teacher. If a stipendiary student, he shall also be required to refund the whole amount drawn by him from Provincial, Local, or Municipal funds on account of stipend and travelling allowance, or such part of it as the authority financially concerned considers equitable in the circumstances of the case. In the case of a non-stipendiary student who has not already paid fees prescribed, he shall be required to defray the cost of his training at the rate fixed in Rule 115 and to refund any sum spent as travelling allowance on his account.

(iii) The fulfilment of the conditions of the agreement may be postponed with the sanction of the District Educational Officer in cases where a student desires to study in a secondary school so as to improve the grade of his certificate.

(iv) In the case of stipendiary students the agreement shall be entered into before any stipend is paid.

REGISTERS.

126. In addition to the registers named in Chapter III, the following shall be kept :—

- (1) A register giving the history of former students (Appendix 23).
- (2) A register summarising the remarks of teachers engaged in supervising the work of the students in the model school, the time spent in it and the subjects taught by each student.
- (3) A register showing the criticism lessons given, with the dates, the subjects, the name of those by whom they were given, and a summary of the criticisms.
- (4) A register showing the model lessons given, with the dates, the subjects, and the names of those by whom they were given.
- (5) A register of leave granted to students under training (Appendix 24).
- (6) An acquittance roll for stipendiaries (Appendix 25).

SPECIAL COURSES OF TRAINING.

127. For the purpose of giving students an opportunity of acquiring professional knowledge of, and skill in, teaching special or technical subjects, arrangements may be made for their attendance at the College of Engineering, or the College of Agriculture, or the School of Arts, or such other institution as the Director may approve of.

During a student's attendance at another institution he shall keep a diary showing the nature of the work in which he is engaged and the time devoted to it.

At the expiration of every three months the head of the institution in which the student is working shall forward to the head of the training college or school a brief report on the conduct and progress of the student.

CHAPTER. X--TRAINING INSTITUTIONS UNDER PRIVATE MANAGEMENT.

128. The rules contained in this chapter shall apply to every recognized training school under private management, except in so far as the Director may, from time to time, exempt from their operation schools in backward localities or for backward classes, schools for the training of mistresses, and schools requiring special consideration.

Except as hereinafter provided, the rules for training institutions under public management shall hold good in every recognized training school under private management.

CONTROL.

129. The responsibility for the management and discipline of a training institution under private management shall be vested in the manager recognized by the department.

ADMISSION AND WITHDRAWAL.

130. The dates of admission may be fixed by the manager with reference to the circumstances of the institution ; but admissions and withdrawals of students receiving stipendiary grants from Provincial funds shall not be allowed in the middle of a term without the express sanction of the District Educational Officer.

QUALIFICATIONS FOR ADMISSION.

131. The manager shall ascertain that the candidates admitted possess the necessary physical and moral qualifications.

SELECTION OF CANDIDATES.

132. The selection of candidates for admission shall be left to the discretion of the manager.

STIPENDS.

133. The number, the distribution, and the rate of stipends in each grade, as well as the selection of the stipendiaries, shall be left to the discretion of the manager.

No fees shall be levied from students on whose behalf grants for stipends are paid from Provincial funds.

NOTE.—The rates of grants for stipends from Provincial funds will be found in the Grant-in-Aid Code.

LEAVE AND DISMISSAL.

134. The manager shall make suitable rules with regard to the leave of all students and to the dismissal of students in respect of whom no Provincial grant is paid.

AGREEMENTS TO BE ENTERED INTO BY STUDENTS.

135. The agreement with the Secretary of State referred to in Rule 125 shall be executed by every student receiving a stipendiary grant from Provincial funds.

In training schools attached to mission institutions for the training of Indian Christian catechists, and in which there is a theological course as well as a pedagogical, the former course immediately succeeding the latter, the manager shall be at liberty to postpone fulfilment, by students receiving stipendiary grants from Provincial funds, of the condition of serving for three years until after they have completed the theological course.

The fulfilment of this condition may also be postponed with the sanction of the District Educational Officer in cases where a student desires to study in a secondary school so as to improve the grade of his certificate.

CHAPTER XI.—EXAMINATIONS FOR TEACHERS' CERTIFICATES.

KINDS OF CERTIFICATES.

136. Certificates shall be of three kinds :—(a) Certificates of ability to teach the subjects that ordinarily enter into the curricula of schools for general instruction ; (b) certificates of ability to teach subjects included in the Government Technical examination scheme ; and (c) certificates of ability to give instruction in Physical Training.

A certificate of the first kind shall be designated " Teachers' certificate," one of the second kind " Technical Teachers' certificate " and one of the third kind " Physical Training Instructors' Certificate."

GRADES OF CERTIFICATES.

137. Teachers' certificates shall be of three grades, namely :—(1) Collegiate (2) Secondary ; (3) Elementary.

Technical Teachers' certificates shall be of two grades, namely :—(1) Higher, (2) Lower.

Physical Training Instructors' certificates shall be of one grade only.

CONDITIONS AS TO GRANT OF TEACHERS' CERTIFICATES.

138. Persons who have taken the degree of Licentiate in Teaching of the University of Madras, shall receive Collegiate Teachers' certificates of the first, second or third class, according to the class of their degree without further examination, on application to the Director.

Candidates for Secondary and Elementary Teachers' Certificates, respectively, must have passed through the prescribed course in a recognized Secondary or Elementary Training institution or department.

Candidates for teachers' certificates of grades lower than the collegiate shall pass the Training School Leaving Certificate examination and shall have their certificates completed by the District Educational Officer's signature.

A teacher holding a certificate of a lower grade who subsequently passes a higher public literary examination or successfully undergoes a higher course of study in a recognized institution, may gain without further training a certificate corresponding to the higher literary examination that he has subsequently passed. The Secretary to the Commissioner for Government Examinations may issue a certificate on the specific recommendation of the District Educational Officer.

A certificate of the Collegiate grade cannot, however, be gained in this manner.

TRAINING SCHOOL LEAVING CERTIFICATE EXAMINATION.

139. The examination shall be conducted by the Commissioner for Government Examinations with the assistance of the staffs of the Training Institutions and such other persons as the Director may, from time to time, depute for the purpose.

140. The examination shall be held once a year and ordinarily in the last week of March. It shall be held at such centres as the Commissioner for Government Examinations may, from time to time, appoint and all necessary arrangements for it shall be made by him.

141. The examination for each grade shall be in such of the subjects of the course laid down in the scheme of work in training schools as the Director may from time to time prescribe and teachers shall appear in such subjects as he may from time to time determine. The results of the examination shall be entered by the Commissioner for Government Examinations in the certificates of the successful candidates in the form of marks, which shall be percentages of the maxima obtainable.

142. The Commissioner for Government Examinations will determine which of the candidates shall be declared to have passed the examination and will publish their names in the *Fort St. George Gazette* and they shall be then called probationary trained teachers and shall be considered for all purposes of the Public Service Notification, and the Madras Educational Rules and the Grant-in-Aid Code as trained certificated teachers of their respective grades for three years from the 1st April of the year in which they appeared for and passed the examination.

143. A candidate who fails in the examination may be allowed to appear at a part or the whole of a subsequent examination without further attendance at a training school, or may be required by the Director to attend a training school for some specified further period either with or without a stipend or on payment of a fee.

CERTIFICATES.

144. Each probationary trained teacher shall receive from the Commissioner for Government Examinations a combined certificate and service register.

The certificate shall be in a form prescribed by the Director and shall state the teacher's name, age, caste, his general educational qualifications and his rank in the Training School Leaving Certificate examination and shall contain space for the District Educational Officer's signature and remarks.

The attached service register shall contain pages, suitably prepared to register, under proper attestation, his periods of service as a teacher and the remarks made on his work during his probation by inspecting officers.

COMPLETION OF TEACHERS' CERTIFICATES.

145. District Educational Officers and Deputy Inspectors of Schools shall take the earliest opportunity of visiting schools in which probationary teachers are employed and shall, after satisfying themselves of the correctness of the entries in the certificates of periods of service and after testing in such manner as they consider necessary the ability of the teachers, decide whether the certificates shall then be completed by the signature of the District Educational Officer. No certificate shall be completed which does not show at least eighteen months' satisfactory work in a recognized school.

A teacher whose certificate is not completed in this way within the three years' period mentioned in rule 142 shall cease to enjoy the status of a certificated teacher until his certificate is completed.

District Educational Officers shall forward in January of each year to the Commissioner for Government Examinations lists of teachers whose certificates they have completed classifying them as of the first or second class. The Commissioner for Government Examinations shall publish a consolidated list of such teachers in the *Fort St. George Gazette*.

NOTE.—In the case of mistresses, the functions assigned to District Educational Officers and Deputy Inspectors shall be performed by Inspectresses and Sub-Assistant Inspectresses of Schools.

FEES.

146. The fees required to be paid by candidates for the Training School Leaving Certificate examination shall be the following :—

	RS.
Secondary grade	5
Elementary grade	1

A candidate who fails in an examination may be admitted subject to the provisions of the foregoing rules to a subsequent examination on payment of the same fee on each occasion.

GRANT OF TECHNICAL CERTIFICATES TO CERTIFICATED TEACHERS.

147. Any fully certificated teacher who has passed the Higher or Lower grade in any of the subjects of the Government Technical Examinations may be granted by the Commissioner for Government Examinations without further examination a Technical Teachers' Certificate of corresponding grade, in respect of that subject.

QUALIFICATIONS FOR ADMISSION TO TEST FOR TECHNICAL CERTIFICATES.

148. No candidate shall be admitted to the test for a technical teachers' certificate of ability to teach a special subject, unless he has passed the Higher or Lower grade technical examination, as the case may be, in the subject in which he desires to be tested, or an examination accepted by the Director as equivalent. Applications for admission to the test must be submitted to the Commissioner for Government Examinations in the form prescribed (Appendix 26).

NATURE OF PRACTICAL TEST FOR TECHNICAL CERTIFICATES.

149. Candidates for technical teachers' certificates shall be required to show their ability by teaching a class suitable to the grade of technical teachers' certificate held.

CLASSIFICATION OF SUCCESSFUL CANDIDATES.

150. The examiners shall declare whether the candidate has passed or not and shall place each candidate who has passed in the first or second class.

FEES.

151. The fees required to be paid by candidates for the practical test for a technical teachers' certificate in each subject shall be the following :—

	RS.
Higher grade	6
Lower grade	3

A candidate who fails to pass may be admitted to subsequent tests on payment of the same fee on each occasion.

NATURE OF TEST FOR PHYSICAL TRAINING INSTRUCTORS' AND
INSTRUCTRESSES' CERTIFICATES.

152. Candidates for the physical Training Instructors' and Instructresses' certificates shall be required to have undergone the prescribed training at a recognized physical training class and to have a practical acquaintance with physical training and games, and ability to teach these subjects. Application for admission to the test must be submitted to the Commissioner for Government Examinations in the form prescribed (Appendix 27).

FEEs.

153. The fee required to be paid by each candidate for Physical Training Instructors' and Instructresses' certificate is Rs. 2. A candidate who fails to pass may be admitted to subsequent examinations on payment of the same fee on each occasion.

SUSPENSION AND CANCELMENT OF CERTIFICATES.

154. A teachers' certificate may at any time be suspended or cancelled by the Director, if, on a report by the District Educational Officer or by the manager of the school, the teacher's character, conduct, or attention to duty is shown to be unsatisfactory. This shall not be done until the teacher has been informed in writing of the charges against him and a full inquiry has been held by the Director after consultation with the manager.

APPENDIX 1.

[Chapter III, Rule 12.]

Application for recognition.

[For use in Secondary Schools.]

Town or village.

Taluk.

District.

1. Name of School	Nomenclature,	Number of pupils on the rolls on the date of application.	Average attendance during the term immediately preceding the application.
2. Date of establishment, number and date of Proceedings of previous recognition of the school, under the Madras Educational Rules, if any	Sixth Form
						Fifth Form
						Fourth Form
						Third Form
						Second Form
						First Form
						Fifth Class
						Fourth Class
						Third Class
						Second Class
						First Class
5. Forms or classes already recognized			
6. Forms or classes for which recognition is sought	...							

APPENDIX I—cont.

7. Staff.	Name of teacher.	Designation.	Full salary assigned or proposed to be assigned.	Age.	Forms or classes and subject taught.	Total Service.			Highest general education test passed and year with full particulars.	Highest technical examination passed and year and subject.	Highest grade of teachers' certificate and year.	Highest grade of technical teacher's certificate and year and subject.
						In the school.	In other schools, the names of such schools being specified.					
8. Accommodation and sanitation.	Total area of { (a) School buildings (b) Offices (c) Play ground							
	Number of class-rooms and the superficial and cubical area of each room, with the maximum number of pupils likely to be taught in each room							
	Sanitation, latrine and water-supply							
9.	Furniture, apparatus and appliances (information) separately for each form or class should be given		Ordinary.			Special.		
10.	If a library is provided, whether a catalogue and a register of books taken out are kept							
11.	Fees in each form or class							
12.	The registers maintained, and whether in the prescribed forms.							

DECLARATION.

On behalf of the management of the school, I hereby declare that the school fulfils all the conditions specified in the Madras Educational Rules, and I promise to comply with all the conditions relating to the recognition of schools affording public instruction which are laid down in the Madras Educational Rules, including those relating to inter-school rules and to furnish such returns as may be required by the department.

STATION,

Date

Correspondent.

APPENDIX 2.

[Chapter III, Rule 21.]

Rules for Preparation of Dimensional Sketches of School-buildings.

I. Dimensional sketches of school-buildings and of additions and extensions to such buildings shall give full information regarding the extent of superficial and cubic space of the buildings and show the exact positions of doors, windows, stairs, etc. The sketches may be prepared by any competent person and shall be certified by the maker.

II. The sketch of an old building submitted for purposes of recognition shall also be accompanied by a certificate from the person preparing the same to the effect that the building is in a good state of repair.

III. Officers of the Public Works Department who are required to prepare sketches shall be remunerated by the managers of schools concerned according to the following scale :—

	RS.
(1) Officers of the Engineering establishments * ...	20
(2) Officers of the Upper Subordinate establishments †	10

IV. Managers of schools desiring the services of Public Works Department officers should apply for them to the Executive Engineer of the division.

V. The Executive Engineer will determine whether any and, if so, what officer can be spared for the preparation of the sketch, regard being had in every case to the standard of the institution concerned.

* Refers to Executive Engineers and Assistant Executive Engineers of the Indian Service of Engineers and Assistant Engineers of the Madras Engineering Service.

† Refers to Supervisors of the Public Works Department.

APPENDIX 3.

[Chapter III, Rule 24.]

Sanitary Certificates for purposes of Recognition.

The Health officers of Government and Medical officers in places where there are no separate Health officers are required to examine all Government and Board (i.e., Local and Municipal) schools as part of their ordinary duty for the issue of sanitary certificates for purposes of recognition. Managers of schools under private management will be required to produce a sanitary certificate in the form prescribed in paragraph 3 below when applying for recognition of schools under their management or on any subsequent occasion if called for. The following officers are competent to issue these certificates :—

In the Presidency town.—(1) Director of Public Health, (2) Assistant Directors of Public Health, (3) Health Officer of the Corporation.

In the Mufassal municipalities having Health Officers.—Municipal Health Officers.

In the Municipalities where there are no Health Officers and in the rural areas of the Nilgiris district.—District Medical Officer or if satisfactory reasons are given, by a Subordinate Medical Officer.

In the rural areas of all districts excepting the Nilgiris.—District Health Officer or if satisfactory reasons are given, by a Health Inspector.

Managers of schools under private management are required to pay fees for the certificates according to the following scale :—

	RS.
Director of Public Health, Assistant Directors of Public Health, Health Officer, Corporation of Madras and District Medical Officers	10
District Health Officers, Municipal Health Officers and Assistant Surgeons	5
Apothecaries in independent charge and Sub-Assistant Surgeons	3
Health Inspectors	2

2. During their tours, the above officers will visit schools and report on their sanitary condition to the Educational authorities concerned, but they will not be allowed to charge fees except for a first inspection with a view to recognition, or where additions or extensions of buildings are required to be certified.

3. The following is the form in which the Sanitary Officer's certificate should be submitted :—

I hereby declare that I have inspected the school, building and premises on the
and certify that the accommodation provided for each of the several classes is sufficient for the maximum number of pupils taught therein and is properly ventilated and lighted ; that the building is maintained in substantial repair ; that it is neat and clean ; that the latrine arrangements are adequate and satisfactory ; that the supply of drinking-water is wholesome ; and that in all other necessary respects the sanitation is good.

STATION

Date

Signature.

APPENDIX 4.

[Chapter III, Rule 33.]

Application for Admission into the School.

1. Name of pupil.
2. Date of birth.
3. Residence.
4. Name of parent and occupation and residence.
5. Name of guardian and occupation and residence.
6. Previous school history of pupil.

Signature of parent or guardian.

Date

NOTE.—Satisfactory evidence in regard to the date of birth must be insisted upon. Headmasters will be held responsible for the accurate entry in the admission register of the date of birth. In the case of pupils presenting an Elementary School-Leaving Certificate, the entry in regard to date of birth should be verified with particular care.

APPENDIX 5.

[Chapter III, Rule 34.]

Form of Transfer Certificate.

1. Name of the school which the pupil is leaving.
2. Name of the pupil.
3. Date of birth as entered in the admission register.
4. Class or form in which the pupil was reading at the time of leaving (in words).
5. Date of admission or promotion to that class or form.
6. Whether qualified for promotion to a higher class or form under the Madras Educational Rules and the Secondary School-Leaving Certificates Rules.
7. Whether the pupil has paid all the fees due to the school.
8. Date on which the pupil actually left the school.
9. Date on which application for transfer certificate was made on behalf of the pupil by his parent or guardian.
10. Date of the transfer certificate.
11. Signature of Headmaster.

APPENDIX 6.

[Chapter III, Rule 52.]

Register of admissions and withdrawals.

[For use in Secondary Schools.]

Name of School.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)
No.	Name.	House or Village name.	Name of parent or guardian.	Residence.	Occupation of parent or guardian.	School and class from which pupil has come.	Whether an Elementary School-Leaving Certificate issued by the department was produced on admission.	Whether a transfer certificate from a Secondary School was produced on admission.	Date of admission.	Date of birth.	Whether protected from small-pox or not.	Religion.	Caste.	Class on admission.	Number and date of transfer certificate produced.	Class on leaving.	Date of leaving.	Number and date of transfer certificate issued.	Reason for leaving.	School to which the pupil has gone.	Remarks.

NOTE.—Special attention is drawn to the necessity for accuracy in regard to the entry of the date of birth. In the case of Indian Christians of backward origin the caste or class to which their families originally belonged should be indicated in brackets.

APPENDIX 7.

[Chapter III, Rule 52.]

Register of Attendance for month of

192 .

[For use in Secondary Schools.]

Name of School.		Class.	
Admission No.	Class No.	Name.	Date.
(1)	(2)	(3)	(4)
			1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
			(5)
		Number present daily ..	

Number on roll at beginning of month, ; Admitted during month, ; Number on roll at end of month, ; Number of school days, ; Average attendance during month, ; Average No. on roll during month

DIRECTIONS FOR KEEPING REGISTERS.

The register of attendance should be kept in books of prescribed printed form, having the pages numbered. Great care should be taken to keep it perfectly correct. No entries are to be made in pencil to be inked over afterwards. There should be no blanks or erasures. If any error has been made, it should be corrected by a foot-note and initialed by the person making the correction. In every case the register produced should be the original register and not a fair copy.

The attendance should be filled up daily. It should never be entered two or three days at a time. Morning attendance should be marked thus / ; afternoon attendance, / ; full attendance, X. There should be no dots. Pupils sick may be marked s ; absent with leave, l ; absent without leave, a. The average attendance during the month is obtained by adding up the daily attendance, and dividing it by the number of times the pupils met during the month.

1. If a pupil is admitted into a class on the first school day of a month, his name should be entered in red ink.

2. If a pupil is admitted on any other day than the first school day of a month, say on the 5th, a black ink line should run through the space for the first four days' attendance.

3. A pupil re-admitted whether at the beginning or in the middle of the month should have his name entered in black, but underlined with red ink.

4. If a pupil left school in the middle of a month, a black line should be drawn through the attendance spaces from the first day he left to the last school day of the month.

APPENDIX 8.

[Chapter III, Rule 52.]

Register showing the previous school history of new admissions.

In the statement showing the previous history of pupils admitted since last inspection the pupils should be divided into the following classes :—

- (a) Those who come from recognized secondary schools.
- (b) Those who come from recognized elementary schools.
- (c) Those who have not previously attended any school.

The statement should include the following details :—

For (a)—(1) Name of pupil.

(2) Age of pupil on admission.

(3) Name and occupation of parent or guardian.

(4) Name of school last attended by pupil.

(5) Class or form to which admitted.

(6) Class or form in which pupil was reading in last school.

(7) Date of admission to that class or form.

(8) Whether described as fit for promotion in transfer certificate.

For (b)—(1) }

(2) }

(3) } as for (a).

(4) }

(5) }

For (c)—(1) }

(2) }

(3) } as for (a).

(4) }

(5) }

(6) The measures which have been taken to provide a suitable substitute for attendance at a school.

[Chapter III, Rule 52.]

TERM FEE REGISTER.

School Fee Register of the

for the term ending

NOTE.—(i) When a pupil is admitted into a class at the middle of the term, the instalments which he would have paid had he been in the class from the beginning of the term should be collected and entered in the various columns, the date of admission being entered in the remarks column.
(ii) Fines should be entered in red ink under the fees due for the month.

NOTE.—(i) When a pupil is admitted into a class at the middle of the term, the instalments which he would have paid had he been in the class from the beginning of the term should be collected and entered in the various columns, the date of admission being entered in the remarks column.
(ii) Fines should be entered in red ink under the fees due for the month.

APPENDIX 10.

[Chapter III, Rule 52.]

Register of Attendance of Masters for the month of

192 .

Serial num- ber.	Names.	Date.																															
		1	2	3	4	5	6	7	8	9	10.	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
	{ Morning. Evening.																																
	{ Morning. Evening.																																
	{ Morning. Evening.																																

APPENDIX 11.

[Chapter III, Rule 52.]

Acquittance Roll of the Establishment of the
for the month of

School
College

192 .

Name.	Designation.	Salary due.	Date of receipt.	Signature.
(1)	(2)	(3)	(4)	(5)
		RS. A. P.		

19 .

Headmaster.
Principal.

APPENDIX 12.

[Chapter III, Rule 52.]

Register of Scholarships held in the

during the year.

No.	Name of scholar.	of Standard scholarship.	College or school in which gain- ed and when.	Monthly or term value of scholarship.	How long tenable.	Purpose of scholarship.	Order sanction- ing.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
				RS. A. P.			

NOTE.— One page should be devoted to each student.

APPENDIX 13.

[Chapter III, Rule 52.]

Scholarship Acquittance Roll.

1. Number.
 2. Name of scholar.
 3. Standard of scholarship.
 4. College or school in which gained and when.
 5. Monthly value of scholarship.
 6. How long tenable.
 7. Number and date of order in which the scholarship was sanctioned.
 8. Month for which the scholarship bill was drawn.
 9. Date of encashment of the bill.
 10. Date of disbursement of the scholarship.
 11. Signature of the scholar.
-

APPENDIX 14.

[Chapter III, Rule 52.]

Form of Cash Book.

Name of School

Receipts during the month of

Date.	Particulars of receipt.	Opening balance.	Receipts during month.	Closing total [column (3) + column (4)].
(1)	(2)	(3)	(4)	(5)
		RS. A. P.	RS. A. P.	RS. A. P.
	1. Actual receipts by { (a) Ordinary fees ... (b) Special fees ... (c) Other collections ...			
	2. Income from endowments ...			
	3. Subscriptions and donations ...			
	4. Miscellaneous receipts ...			
	5. Grants-in-aid received, { (a) Teaching ... (b) Building ... (c) Furniture and apparatus ... (d) Endowments ..			
	Grand total ...			

Name of School

Expenditure during the month of

Nature of expenditure.	Amount spent during month.	Closing balance, i.e., actual cash on hand at the end of month.	Closing total [column (7) + column (8)].	Initials of the head of office or institution.
(6)	(7)	(8)	(9)	(10)
	RS. A. P.	RS. A. P.	RS. A. P.	
1. Teaching staff				
2. Clerical Staff				
3. Rents				
4. Taxes				
5. Ordinary repairs and upkeep ..				
6. Contingencies				
7. Scholarships				
8. Prizes ..				
9. New buildings				
10. Furniture				
11. Science apparatus and materials ...				
12. Other appliances for teaching ...				
13. Library				
14. Gymnasium and games ..				
15. Outlay not falling under the above heads.				
16. Closing balance				
Grand total ...				

Signature of the Correspondent
with date.Signature of the Headmaster
with date.

APPENDIX 15.

[Chapter III, Rule 52.]

Register of furniture, books and appliances purchased with the aid of grants from public funds.

Number. (1)	Name of article. (2)	Number of such articles. (3)	Date of supply. (4)	Actual cost. (5)	Number and date of the Director's Proceedings sanctioning the grant for the articles mentioned in column (2). (6)	Amount of grant sanctioned. (7)	Remarks. (8)
				RS. A. P.			

APPENDIX 16.

[Chapter III, Rules 51 and 52.]

Corporal Punishment Register.

1. Name of pupil.
2. Class or form.
3. Age.
4. Offence.
5. Date.
6. Punishment.
7. Signature of Headmaster.

APPENDIX 17.

[Chapter IV, Rule 63.]

Application for Recognition.

Schools for Special Education.

1. Name of School							
2. Date of establishment							
3. Society, association or person owning the school							
4. Correspondent						
			<table border="1"> <tr> <th>Nomenclature.</th> <th>Number of students on the rolls on the date of application.</th> <th>Average attendance during the term immediately preceding the application.</th> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>	Nomenclature.	Number of students on the rolls on the date of application.	Average attendance during the term immediately preceding the application.			
Nomenclature.	Number of students on the rolls on the date of application.	Average attendance during the term immediately preceding the application.							
5. Departments or classes							

APPENDIX 17—*cont.*

Name of teacher.	Designation.	Full salary assigned or proposed to be assigned.	Age.	Departments, forms or classes and subjects taught.	Total service.		Highest general education test passed and year.	Highest technical examination passed and year and subject.	Highest grade of teachers' certificate and year.	Highest grade of technical teachers' certificate and year and subject.
					In the school.	In other recognized schools, the names of such schools being specified.				
6. Staff.										
7. Accommodation and sanitation.	Total area of $\left\{ \begin{array}{l} (a) \text{ School building} \\ (b) \text{ Offices} \\ (c) \text{ Playground} \end{array} \right\}$						
							
							
							
7. Accommodation and sanitation.	Number of class-rooms and the superficial and cubical area of each room, with the maximum number of pupils likely to be taught in each room						
							
							
							
7. Accommodation and sanitation.	Sanitation, latrine and water-supply						
							
							
							

	Separate information for each department, form or class should be given)			Ordinary.	Special.
8. Furniture ; apparatus and appliances (separate information for each department, form or class should be given)
9. If a library is provided, whether a catalogue and a register of books taken out are kept
10. Fees in each department or class
11. The registers maintained, and whether in the prescribed forms
12. Rate of stipend allowed in each department *
13. Whether the certificates prescribed in the Educational Rules are demanded from all candidates for admission into the Training School *
14. Whether the prescribed agreement has been entered into by each student. (In the case of training institutions under private management, by students for whom stipendiary grants are drawn from Provincial funds) *
15. Whether the rules relating to leave and dismissal and examinations are being observed. (In training institutions under private management, by students for whom stipendiary grants are drawn from Provincial funds)

* These columns to be filled up only in the case of Training Schools.

DECLARATION.

On behalf of the management of the school I hereby declare that the school fulfils all the conditions specified in the Madras Educational Rules, and I promise to comply with all the conditions relating to the recognition of schools, affording public instruction which are laid down in the Madras Educational Rules, including those relating to inter-school rules, and to furnish such returns as may be required by the department.

STATION

Date

Correspondent.

APPENDIX 17-A.

(Chapter VII, Rule 92, List of Backward Classes.)

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

Agamudaiyan.	Kabbera.	Nayadi.
Agasa.	Kadaiyan.	Oddan.
Ambalakaran.	Kada (Kadan).	Odde.
Ambattan.	Kaikolan.	Odiya.
Are Mahrati.	Kalal (Kalali).	Oriya.
Atagara	Kallan.	Padaiyachi.
Atchukatlavandu.	Kamma.	Pallan.
Badaga	Kammavar.	Palli.
Balolika.	Kannadiyan.	Pangadikara.
Bandi.	Kelasi.	Paniyan.
Bavuri.	Kharvi.	Panu.
Bestha.	Khatri.	Paraiyan.
Bhandari.	Khodala.	Paravan.
Billava.	Khond.	Pattanavan.
Bondili.	Koravan.	Patnulkaran.
Boya.	Kota.	Perike.
Chaptegara.	Kottiya.	Picchigunta.
Chenchu.	Koya.	Polaiyan.
Cheruma.	Kudubi.	Pusala (Pusalavadu).
Chuckler (Chekkili).	Kumbara.	Rajapuri.
Dandasi.	Kurichan.	Saliyan.
Dasari.	Kuruba.	Samagara.
Devadiga	Kuruman.	Savara.
Devalkar.	Kusavan.	Sourashtra.
Devanga.	Labbai.	Sedan.
Dommara.	Lambadi.	Sembadavan.
Dudekula.	Madiga.	Sugali (Sukali).
Enadi.	Madivala.	Telaga
Galada Konkani.	Mala.	Thoriyan.
Gamalla.	Male.	Tigala (Tigla).
Ganika.	Malayali.	Toda.
Gatti.	Malsa.	Togata.
Ganda (Tulu or Kanarese).	Mangala.	Tondaman.
Gavara.	Mappilla.	Toti (Tottiyan).
Golla.	Maravan.	Tsakala.
Gudigara.	Moger.	Uppara.
Holeya.	Moili.	Vaduvan (Vadugan).
Idaiyan.	Modi Banda.	Valaiyan
Idiga.	Muchis (including Chitaris).	Valluvan.
Irula.	Muduva.	Vannan.
Iluvan.	Mukkuvan.	Velama.
Jandra.	Mutracha.	Vettuvan.
Jangam.	Muttiriyen.	Yerukala.
Jogi.	Nakkala.	

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

APPENDIX 18.

(Chapter IX, Rule 104.)

[G.O. No. 1019, Home (Education), dated 27th September 1916 ;

G.O. No. 84, Home (Education), dated 19th January 1917.]

Scheme of a special examination under the Secondary School-Leaving Certificate Board for the benefit of the teachers who have failed in the Matriculation or the Upper Secondary Examination and are desirous of being admitted for secondary grade training.

The examination will be held at the same time as, and the question papers will be the same as those of, the public examination held under the Secondary School-Leaving Certificate scheme.

2. The subjects of the examination will be as follows:—

All the subjects of group A and at least two subjects from group C—

Group A.

Elementary Mathematics.
English.

Vernacular Composition and
Translation.

Group C.

Languages.
(a) Classical—
Sanskrit.
Arabic.
(b) Indian vernaculars—
Urdu (Hindustani).
Kanarese.
Tamil.
Telugu.
Malayalam.

Oriya.
History of England.
History of India.
Geography.
Algebra and Geometry.
Practical Mathematics.
Botany.
Physics.
Chemistry.

3. A certificate showing the marks obtained by the candidate in the subjects he was examined in will be issued to him.

4. Applications for admission to the examination will be received only from bona fide teachers who have failed in the Matriculation or the Upper Secondary Examination and should be submitted through the District Educational Officer or the Inspector concerned to the Secretary to the Commissioner for Government Examinations, Madras, on or before the 20th January. The fee for admission is Rs. 12. The amount should be paid into a Government treasury and the treasury receipt attached to the application. Forms of application may be obtained from the Secretary to the Commissioner for Government Examinations, Madras.

APPENDIX 19.

[Chapter IX, Rule 104.]

[G.O. No. 1016, Home (Education), dated 4th September 1920.]

Scheme for Women's Secondary Grade Final Examination.

1. The examination will be held at the same time as, and the papers set will be identical with those of, the public examination held under the Secondary School-Leaving Certificate scheme.

2. The subjects of the examination will be as follows :—

All the subjects of group A and at least one subject from group C—

Group A.

Elementary Mathematics.
English.

Vernacular Composition and Translation.

Group C.

Languages—

(a) Classical—Sanskrit, Arabic,
Latin and Persian.

(b) Foreign—French.

(c) Indian vernaculars—

Urdu (Hindustani).

Kanarese.

Tamil.

Telugu.

Malayalam.

Oriya.

History of England and British
India.

Algebra and Geometry.

Trigonometry.

Botany.

Music.

Needle-work and Dress-making.

Lace-work.

Physiology.

Domestic Science.

Shorthand (English or Vernacular)
and Typewriting.

Physics.

Chemistry.

Commercial Practice and Geography.

Book-keeping and Commercial Arithmetic.

Practical Mathematics.

Précis-writing and Indexing.

3. A certificate will be granted showing the percentage of marks obtained in each subject in which a candidate presents herself provided that all the subjects of group A and at least one subject of group C are taken in the examination; otherwise no certificate will be issued. *This certificate will not qualify a candidate for entrance to University courses of study.*

4. Applications for admission to the examination will be received from all women without any restriction as regards age, whether they have attended school, or not, on payment of a fee of Rs. 12. The amount should be paid into a Government treasury and the treasury receipt attached to the application. Applications should be submitted to the Secretary to the Commissioner for Government Examinations, Madras, on or before the 20th January. Forms of application may be obtained from that officer.

APPENDIX 20.

[Chapter IX, Rule 113.]

Form of Application for Admission to Training Institutions.

1. Name of candidate.
2. Nationality and caste.
3. Date of birth.
4. Native town or taluk.
5. Examination passed with place, class and year or the class or form up to which he has studied in the case of a candidate who has passed no examination.
6. Vernacular or other languages known.
7. Present occupation.
8. If a teacher, length of service as such.
9. Name of school or schools in which the candidate has served.
10. Name of school to which the candidate reverts after training.
11. Statement by the Manager of a recognized school or an Inspecting Officer as to the employment of the applicant after training.
12. Remarks.

Countersignature and designation of officer
making statement as to employment.

Signature of Applicant.

APPENDIX 21.

[Chapter IX, Rule 114.]

Application for sanction of stipend.

Name of candidate.	Religion.	Caste.	Examination passed with class and year or the class or form up to which they have studied in the case of those who have passed no examination.	Amount of monthly stipend sought.	Remarks.
				RS. A. P.	

In the case of Indian Christians of backward origin, the caste or class to which their families originally belonged should be indicated in brackets.

APPENDIX 22.

[Chapter IX, Rule 125.]

Agreement to be entered into by students in Training Institutions.

A

Know all men by these presents that I _____ of _____ and _____ bound to the RIGHT HONOURABLE THE SECRETARY OF STATE FOR INDIA IN COUNCIL in the sum of Rs. _____ to be paid to the said Secretary of State or to his certain attorney successors or assigns for which payment I bind myself my executors and administrators by these presents sealed with my seal dated this _____ day of _____ 192 _____

WHEREAS the above-bounden _____ has entered the _____ as a stipendiary student for the purpose of being trained as a school _____ at the expense of Government and WHEREAS it has been agreed that the above-bounden _____ shall enter into a bond in the above-mentioned sum of Rs. _____ with such condition as is hereunder written. Now the condition of the above-written bond is such that the bond shall be void if the said _____ shall go through at the said _____ the full course of training prescribed by Government for school _____ and shall after the completion of such course of training appear for the next ensuing examination necessary for qualification as a probationary trained teacher of the grade for which he is trained, and if necessary and if permitted to do so, for every successive examination until he is qualified as aforesaid, and shall also, after becoming qualified as aforesaid accept an appointment offered to him as a teacher in a recognized institution or keep, and teach in, an elementary school within the jurisdiction of the Madras Educational Department, unless his inability to do either is shown to the satisfaction of the Director of Public Instruction, Madras, for the time being and shall serve within six years after becoming qualified as aforesaid for a period of _____ years as such teacher of a school and shall during such course of training abide by all the rules and regulations laid down by Government with respect to stipendiary students at the said _____ and during such period of _____ years as aforesaid abide by all the rules and regulations laid down by Government with respect to the teachers of recognized schools or if he is prevented by ill-health from going through such full course of training as aforesaid. Otherwise the bond shall remain in full force.

Signed sealed and delivered by the above-
named _____
in the presence of _____ }

B

KNOW all men by these presents that we _____ of _____ and _____ of _____ are bound to the RIGHT HONOURABLE THE SECRETARY OF STATE FOR INDIA IN COUNCIL in the sum of Rs. _____ to be paid to the said Secretary of State or to his certain attorney successors or assigns for which payment we bind ourselves and each of us our and each of our executors and administrators by these presents sealed with our seals dated this _____ day of _____ 192 _____. WHEREAS the above bounden _____ has entered the _____ as a stipendiary student for the purpose of being trained as a school _____ at the expense of Government and whereas it has been agreed that the above-bounden _____ and _____ shall enter into a bond in the above-mentioned sum of Rs. _____ with such condition as

is hereunder written. Now the condition of the above-written bond is such that the bond shall be void if the said _____ shall go through at the said _____

the full course of training prescribed by Government for the school and shall after the completion of such course of training appear for the next ensuing examination necessary for qualification as a probationary trained teacher of the grade for which he is trained, and, if necessary and if permitted to do so, for every successive examination until he is qualified as aforesaid, and shall also, after becoming qualified as aforesaid, accept an appointment offered to him as a teacher in a recognized institution or keep, and teach in, an elementary school within the jurisdiction of the Madras Educational Department unless his inability to do either is shown to the satisfaction of the Director of Public Instruction, Madras, for the time being and shall serve within six years after becoming qualified as aforesaid for a period of _____ years as such teacher of a school and shall during such course of training abide by all the rules and regulations laid down by Government with respect to stipendiary students at the said _____ and during such period of _____ years as aforesaid abide by all the rules and regulations laid down by Government with respect to the teachers of recognized schools or if he is prevented by ill-health from going through such full course of training as aforesaid. Otherwise the bond shall remain in full force.

Signed sealed and delivered by the above-
named
in the presence of

Signed sealed and delivered by the above-
named
in the presence of

Note.—(1) Form A is applicable to the case of a student who is a major and can execute the agreement himself or herself.

(2) Form B is applicable to the case of a student who is a minor, and is therefore required to execute the agreement jointly with his or her parent or guardian.

APPENDIX 23.

[Chapter IX, Rule 126.]

History of former Students.

1. Number.
2. Name of student.
3. Nationality and caste.
4. Year of training.
5. Date of birth.
6. General education qualification.
7. Training School Leaving Certificate Examination—
 - (i) Date of appearing.
 - (ii) Date of passing with class.
 - (iii) Date of completion of the Training School-Leaving Certificate.
8. School to which he reverts after training.
9. Subsequent appointments.

	Date.	Appointment.	Salary.	Initials of the Headmasters.
First half-year				
Second do.				
Third do.				
Fourth do.				
Fifth do.				
Sixth do.				

APPENDIX 24.

[Chapter IX, Rule 126.]

Register of Leave granted to Students under training.

1. Number.
2. Name of student.
3. Grade for which he is being trained.
4. Date of admission.
5. Leave granted.

[illegible]

APPENDIX 25.

[Chapter IX, Rule 126.]

Acquittance Roll for Stipendiaries.

1. Name of Stipendiary.
 2. Class.
 3. Year.
 4. Value of stipend.
 5. Order sanctioning.
 6. Month.
 7. Date of disbursement.
 8. Signature of Stipendiary.
-

APPENDIX 26.

[Chapter XI, Rule 148.]

Application for Admission to Technical Teachers' Certificate Examination.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Name of candidate (to be written in full in English and a Vernacular language).	Sex.	Race.	Date of birth.	Whether the candidate is a pupil or a teacher.	If pupil, the name of the institution to which the applicant is attached.	If teacher, the recognized school or schools in which employed.	Subjects passed in the Government Technical Examination with grade, date, register number and class.	Subjects and grade for which the candidate presents himself for a Technical Teachers' Certificate.	Language in which the candidate desires to be examined.	Station at which the candidate desires to be examined.	Countersignature of the head of the institution in which the applicant is a pupil or a teacher.*	Remarks.
						(1) (2) (3)	(1) (2) (3)	(1) (2) (3)				

* The countersigning officer should satisfy himself before countersigning that the entries have been correctly made.

STATION

Date

Signature

Postal address

APPENDIX 27.

[Chapter XI, Rule 152.]

Application for Admission to Physical Training Instructors' and Instructresses' Certificate Examination.

(1) Name of candidate (to be written in full in English and a Vernacular language).	(2) Race.	(3) Date of birth.	(4) Whether vaccinated or smallpox marked.	(5) Station at which the candidate desires to be examined.	(6) Whether the candidate is a pupil or a teacher.	(7) If pupil, the name of the institution in which the candidate was trained and the period of training.	(8) If teacher, the recognized school or schools in which employed and period of such employment.	(9) Countersignature of the head of the institution in which he is a pupil or a teacher.*	(10) Remarks.
							(1) (2) (3)		

* The countersigning officer should satisfy himself before countersigning that the entries have been correctly made.

STATION

Date

Signature

Postal address