

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

1908.

Enclosures

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G.O., No. 241, 27th March 1908.

Victoria Jubilee Hostel, Kumbakonam.

Considering that the scheme for the administration of the — proposed by the Collector of Tanjore is complicated and requesting the General Committee of the hostel to submit an application under the Charitable Endowments Act, 1890, if they approve of the scheme sketched out by Government.

Educational (1908) Department.

ORDINARY PRINTED.

G.O., No. 241

DATED 27/3/08

[Despatch Abstract.]

Victoria Jubilee Hostel, Kumbakonam

Passing orders on the
revising the Scheme of administration
of the — ^{proposed by the Com. of Tanjore} and requesting the General Committee
of the hostel to state whether they approve of the scheme
and to submit an application under the Charitable
Endowments Act, 1890 if they approve of the Scheme.

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[P. T. O. FOR PUT UP PAPERS.]

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Considering that the scheme for the administration of the — proposed by the Collector of Tanjore is complicated and requesting the General Committee of the hostel to submit an application under the Charitable Endowments Act, 1890, if they approve of the scheme sketched out by Government.

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following paper :—

Letter—from J. P. BEDFORD, Esq., I.C.S., Acting Collector of Tanjore.
To—the Secretary to Government, Educational Department.
Dated—the 19th December 1907.
No.—R. Dis. 1394/Rev.

I have the honour to report that the General Committee, appointed by Government notification No. 37, dated 30th May 1899, published on pages 301—303 of Part I-B of the *Fort St. George Gazette*, dated 6th June 1899, met on Saturday, the 23rd November 1907, at Kumbakonam, to discuss certain difficulties which had arisen in connection with the constitution and working of the managing bodies of the Victoria Jubilee Hostel, Kumbakonam.

2. Under the second schedule to the notification quoted above, the General Committee was appointed to be the trustee of the funds, invested on behalf of the hostel, and to it was entrusted the management of the said hostel, subject to the general supervision of Government.

An Executive Committee was appointed, under paragraph 3 of the schedule, to carry on the work of the hostel, on the lines laid down from time to time by the General Committee, and also to exercise local supervision.

3. The General Committee feels that, inasmuch as a trust cannot be *devolved*, the subordination of the Executive Committee to itself should be expressed in more definite language than the words “on the lines laid down from time to time”, occurring in paragraph 3 of the second schedule. As the ultimate financial responsibility in connection with the administration of the hostel must rest with the General Committee, it has been thought advisable to frame distinct rules, which would ensure all financial matters coming regularly to its notice. Apart from financial questions, it has also been found necessary to make clear provision as to how other matters are to be brought before the committees. These questions were considered by a Sub-Committee and rules were drawn up and submitted for the consideration of the General Committee, at the meeting adverted to in paragraph 1 above.

4. The Executive Committee, which meets once a month in the hostel premises, under paragraph 5 of the second schedule, has found in actual practice that the presence as well as the active assistance and co-operation of the Warden and the Superintendent of the hostel are indispensable, to enable it to perform its functions properly in regard to the administration of the hostel. The practical control of the working of the hostel is and must necessarily always be very largely in the hands of the Superintendent and the Warden. The present constitution has the defect of ignoring this fact and declaring the control to inhere in a body in which it does not and cannot inhere, so long as they are excluded from its number. The result in practice is (1) that the control exercised is at present inadequate, (2) that such control as is exercised leads to friction and unpleasantness. The Warden and the Superintendent are, so far as the hostel is concerned, *honorary* officers; a constitution, in which they are put in a position of taking orders from outsiders, tends not unnaturally to give rise to resentment on their part. On the other hand, they are Educational officers, not men of business, and seem to me to want far more intimate guidance than they are getting at present. What I have seen of the actual management convinces me that much too much trust is being reposed in subordinates: the food-supply is being obtained in a primitive and extravagant way: I feel convinced that money is being wasted, and some daring act of peculation on the part of a subordinate may, at any moment, create a scandal. The present constitution would be a suitable one for dealing with experts of doubtful character and no position, but, taking the parties as they stand, it inevitably leads to bickering and inefficiency, the one or the other element predominating, from time to time, according to the *personnel* of the committee and that of the office-bearers. It seems more practical and more conducive to efficient and harmonious administration to recognize the actual facts by appointing the Warden and the Superintendent as members of the Executive Committee. The General Committee has accordingly resolved to raise the number of the Executive Committee from three to five and to raise the quorum from two to three.

5. In the year 1899, a proposal was submitted to Government for the inclusion of the Principal alone as an ex-officio member of the Executive Committee; the then Collector, the Hon'ble Mr. J. Twigg, considered that such a course was undesirable, and Government declined to accept the proposal—*vide* G.O., No. 303, Educational, dated 30th May 1899. The Hon'ble Mr. Twigg had not, at the time, had the special advantage of seeing the present system of working in actual practice (the hostel having been opened only in July 1905) or I feel convinced that he would have arrived at the same conclusion as the present General Committee, in regard to the practical results of the existing constitution and the need for alteration. I am myself fully alive to the necessity for keeping full control over the Warden and the Superintendent from a financial and commercial point of view. It will be observed that they form a *minority* in the Executive Committee as revised. For the rest, I propose the change, because the present system irritates them without controlling them (*vide* paragraph 4 above).

6. The present system of maintaining the hostel accounts is needlessly complicated and is also, in my opinion, thoroughly unsound, that is to say, that the accounts have not hitherto been maintained in such a way as to give the Executive Committee (and, ultimately, the General Committee) any means of estimating the financial position or prospects of the institution. This most unsatisfactory state of affairs (which, until it is changed, renders the connection of myself and the Divisional Officer with the hostel a danger to our official prestige, rather than a guarantee of the solvency of the institution) seems to me to be the direct outcome of the defective constitution of the Executive Committee (dealt with in the preceding paragraph) and of another constitutional defect, namely, the somewhat nebulous manner in which its relation to the General Committee has hitherto been defined. This last point has been adverted to in paragraph 3 above. I may add that it is a very remarkable fact that this institution should have been working for some years, without anybody having been ever directed by rule to expend the trust moneys or to account for them. The result is that there has been no uniformity in the practice as to either receipts or disbursements and that nobody has hitherto been, or considered himself to be, accountable to any one person or to any one body for what he spends. Moneys collected from the

students on account of boarding fees are handled in practice by the Superintendent of the hostel, a sharp distinction having been drawn (for some unknown reason) between boarding fees and lodging fees. From the collections on account of boarding fees, expenditure is being incurred by the Superintendent. A monthly statement of these accounts is sent to the Revenue Divisional Officer, Kumbakonam, in whose office, however, a *separate* account of receipts and charges from the trust money is maintained, dealing with such receipts on account of the hostel as happen to be paid into the Government treasury and such payments (*e.g.*, payment to contractors) as are made by cheques on the authority of the Divisional Officer's signature. Considerable sums are being paid daily to petty traders out of the receipts from fees; the balance alone is being remitted into the treasury, when it exceeds probable requirements, the question of what to remit and what to retain having hitherto been left to the discretion of the Superintendent. This procedure is obviously objectionable in every possible way: one effect is to make it practically impossible for the Chairman of the General Committee (*i.e.*, the Collector) to know where he should apply to for information on particular points. Two sets of accounts (as explained above) are being maintained for hostel receipts and expenditure, one by the Superintendent and the other by the Revenue Divisional Officer. They are inconsistent with one another, and neither set of accounts is or can be complete or accurate or even approximately so. It is proposed to do away with this dual system of accounts and to entrust the Superintendent of the hostel (in his capacity as Secretary and member of the Executive Committee) with the maintenance of all accounts of receipts and expenditure in connection with the hostel and its trust funds, subject to the scrutiny and control of the Chairman and the other members of the Executive Committee, and subject to the periodical final control of the General Committee, which, however much it may entrust specific duties to any other person or body, cannot delegate its prerogative of final control and responsibility and is liable to be called to account for everything which is done on account of the hostel, just as if it had done it itself. To sum up, the main objects of the draft rules are (1) to ensure the keeping of complete and intelligible accounts, (2) to provide for effective internal control, (3) to fix final and relative responsibility, (4) to provide for the preparation and submission of a budget, (5) to ensure effective supervision on the part of the Executive Committee and (6) to provide both Committees with an *office* (*vide* rule 8). Under the present rules, not one of these ends is or can be achieved.

7. A copy of the rules, as finally approved by the General Committee, forms enclosure No. 1. I have made certain amendments and additions to them, which I submit as enclosure No. 2. The amended portions are printed in *italics*. My alterations are in many cases purely verbal, and in no case have I consciously added or modified anything which involves any question of principle. In other words, the intention of the alterations is, in every case, to make the intentions of the Committee clearer, not different. I had no opportunity for scrutinizing the rules in detail, before they were put before the General Committee, but they were drawn up on lines suggested by myself and have my strong support and adherence.

8. If the rules, as finally revised by me, meet with approval, I request that Government will be pleased to order the publication of the accompanying draft notification in the *Fort St. George Gazette*.

ENCLOSURE No. 1.

Second schedule paragraph 1.

Notification by Government, No. 37, 30th May 1899.

The said Treasurer of Charitable Endowments do and shall permit the Committee to be constituted as hereinafter provided to receive and to use and apply the interest and income to arise from and be produced by the Government securities specified in the first schedule above written and of any other securities for the time being vested in the said Treasurer of Charitable

Endowments under these presents and also the said sums of Rs. 3,545-3-4 and Rs. 6,434-6-3 and also if need be, the moneys to arise from the sale of all or any of the said Government securities of such and so much of such several moneys as shall be necessary for the erection, construction, maintenance, upkeep and preparation and enlargement of a students' hostel to be established at Kumbakonam in the district of Tanjore in the Presidency of Madras under the designation of the Victoria Jubilee Hostel for all classes of students in connection with the Kumbakonam College and the buildings to be attached to such hostel and payment of the staff and establishment thereof and on other expenditure connected with the objects of the said hostel from time to time sanctioned by such Committee.

1. (a) All other receipts from fees, fines, etc., on behalf of the hostel shall be under the control of the General Committee, and shall be devoted to the benefits of the hostel according to its discretion.

2. The management of the said hostel shall be entrusted to a Committee of seven persons subject to the general supervision and orders of the Government of Madras; such Committee shall consist of—

- (1) The Collector for the time being of the district of Tanjore;
- (2) The Principal for the time being of the Kumbakonam College who for the purpose of these rules is called the Warden;
- (3) The Chairman for the time being of the Kumbakonam Municipal Council;
- (4) The Revenue Divisional Officer for the time being in charge of the division of Kumbakonam;
- (5) The Subordinate Judge for the time being of Kumbakonam;
- (6) M.R.Ry. Krishna Rao Ranganatha Rao Avargal, B.A., of Kumbakonam; and
- (7) M.R.Ry. N. Krishnaswami Aiyangar Avargal, B.A., B.L., of Kumbakonam.

3. Under the General Committee, there shall be an Executive Committee consisting of the Revenue Divisional Officer for the time being in charge of the Kumbakonam division, the Warden and the Superintendent of the hostel, Messrs. K. Ranganatha Rao and Krishnaswami Aiyangar. These persons or their respective successors shall form an Executive Committee for the erection, construction and carrying on of the work of the hostel on the lines laid down from time to time by the General Committee and shall exercise local supervision over the establishment and the passing of the accounts of the hostel.

4. If any vacancy occurs among the non-official members of the said Committees, the same shall be at once reported to the Government of Madras by the Chairman of the General Committee, who will appoint a successor to fill the appointment.

5. The Executive Committee shall meet at least once a month in the premises of the hostel to pass the accounts for the previous month and give orders in respect of any matters connected with the ordinary administration and work of the hostel.

6. The Collector for the time being of the district of Tanjore or in his absence the Revenue Divisional Officer of the Kumbakonam division shall be Chairman of all meetings of the General Committee and the Revenue Divisional Officer for the time being in charge of the Kumbakonam division shall be Chairman of all meetings of the Executive Committee. At all meetings of the General Committee three members, and at all meetings of the Executive Committee three members, shall form a quorum.

7. The General Committee shall have power to frame rules not inconsistent with the rules sanctioned by Government.

8. The General Committee shall meet twice in the year in or about March and August. At the first of such meetings, it will consider the balance sheet for the whole of the preceding year and will consider and sanction budget proposals for the ensuing term. At the second of such meetings it will consider the balance sheet for the last term and will consider and sanction budget proposals for the ensuing term.

9. The terminal budgets and balance sheets for the term and for the whole year shall be prepared by the Superintendent, with the approval of the Warden, and shall be laid before the Executive Committee not later than 28th February and 15th July.

10. The Executive Committee may revise and may pass the budgets and balance sheets in anticipation of the sanction of the General Committee.

11. Special meetings of the General and the Executive Committees may be convened at any time after a week's notice by their respective Chairmen.

12. Matters may be brought before the Committees by any member thereof who gives three weeks' notice before the meeting to the Chairman.

13. All business transacted at any time by the Executive Committee shall be submitted for approval to the General Committee at the next following meeting of the General Committee. The Executive Committee is responsible to the General Committee for all details of management.

14. The General Committee shall place at the head of the hostel establishment an officer to be designated "the Superintendent" who shall have entire charge of the administration of the hostel subject to the orders of the Executive Committee. Such officer shall render full accounts to the Executive Committee every month and hold himself responsible for the general conduct of the hostel business and be under the direct control and supervision of the Executive Committee and shall also act as Secretary to both Committees. It shall be open to the Executive Committee to delegate any portion of their control to the Warden.

15. All accounts of receipts and expenditure shall be kept by the Superintendent at the hostel.

16. All moneys collected shall be remitted into the Government treasury, as soon as the collection exceeds Rs. 20.

17. All moneys expended must be drawn by cheque under the signature of the Chairman of the Executive Committee from the Government treasury and all bills must be passed by the Chairman of the Executive Committee before payments are made.

18. The Executive Committee may give the power of drawing cheques and of passing bills to the Warden also for any fixed period.

19. Cheques may be drawn to the credit of the Superintendent's Personal advance, provided that the total amount so drawn and not covered by vouchers approved by the Executive Committee, does not exceed Rs. 100. All sums expended from this personal advance must be recouped at the next following monthly meeting of the Executive Committee, when the vouchers will be passed on approval.

20. The Chairman of the Executive Committee shall audit monthly in his office the accounts kept by the Superintendent which shall be laid before the Executive Committee at its monthly meeting.

21. The following accounts shall be maintained:—

1. A cash chitta balanced daily.
2. A posting cash chitta balanced monthly with a daywar account.
3. Miscellaneous contingencies account (other than lighting and stationery).
4. Vouchers and receipts file.
5. Ledger.
6. Attendance register.
7. Store account (daywar and even mealwar showing in cross columns the amount per day and the amount under each head per month).
8. An individualwar demand, collection and balance account.
9. Letter book.
10. Proceedings file.
11. Office order book.
12. Stock book.
13. Advance chitta.
14. Permanent advance account.

ENCLOSURE No. 2.

Rules as revised by the Collector.

The said Treasurer of Charitable Endowments do and shall permit the Committee to be constituted as hereinafter provided to receive and to use and apply the interest and income to arise from and be produced by the Government securities specified in the first schedule above written and of any other securities for the time being vested in the said Treasurer of Charitable Endowments under these presents and also the said sums of Rs. 3,545-3-4 and Rs. 6,434-6-3 and also, if need be, the moneys to arise from the sale of all or any of the said Government securities or such and so much of such several moneys as shall be necessary for the erection, construction, maintenance, upkeep and preparation and enlargement of a students' hostel to be established at Kumbakonam in the district of Tanjore in the Presidency of Madras under the designation of the Victoria Jubilee Hostel for all classes of students in connection with the Kumbakonam College and the buildings to be attached to such hostel and payment of the staff and establishment thereof and on other expenditure connected with the objects of the said hostel from time to time sanctioned by such Committee.

1. (a) All other receipts from fees, fines, etc., on behalf of the hostel shall be under the control of the General Committee, and shall be devoted to the benefits of the hostel according to its discretion.

2. The management of the said hostel shall be entrusted to a Committee of seven persons subject to the general supervision and orders of the Government of Madras, such Committee shall consist of—

- (1) the Collector for the time being of the district of Tanjore;
- (2) the Principal for the time being of the Kumbakonam College, who for the purpose of these rules is called the Warden;
- (3) the Chairman for the time being of the Kumbakonam Municipal Council;
- (4) the Revenue Divisional Officer for the time being in charge of the division of Kumbakonam;
- (5) the Subordinate Judge for the time being of Kumbakonam;
- (6) M.R.Ry. Krishna Rao Ranganatha Rao Avargal, B.A., of Kumbakonam; and
- (7) M.R.Ry. N. Krishnaswami Aiyangar Avargal, B.A., B.L., of Kumbakonam.

3. Under the General Committee, there shall be an Executive Committee consisting of the Revenue Divisional Officer for the time being in charge of the Kumbakonam division, the Warden and the Superintendent of the hostel (*vide rule 14 infra*), Messrs. K. Ranganatha Rao and N. Krishnaswami Aiyangar. These five persons or their respective successors shall form an Executive Committee for the erection, construction and carrying on of the work of the hostel on the lines laid down from time to time by the General Committee and shall exercise local supervision over the establishment and the passing of the accounts of the hostel.

4. If any vacancy occurs among the non-official members of the said Committee, the same shall be at once reported by the Chairman of the General Committee to the Government of Madras who will appoint a successor to fill the appointment.

5. The Executive Committee shall meet at least once a month in the premises of the hostel, to pass the accounts for the previous month and give orders in respect of any matters connected with the ordinary administration and work of the hostel.

6. The Collector for the time being of the district of Tanjore or in his absence the Revenue Divisional Officer of the Kumbakonam division shall be Chairman of all meetings of the General Committee, and the Revenue Divisional Officer for the time being in charge of the Kumbakonam division shall be Chairman of all meetings of the Executive Committee. At all meetings whether of the General Committee or of the Executive Committee three members shall form a quorum.

7. The General Committee shall have power to frame rules not inconsistent with the rules sanctioned by Government.

8. The General Committee shall meet twice in the year in or about March and August. At the first of such meetings, it will consider the balance sheet for the whole of the preceding year and will consider and sanction budget proposals for the ensuing term. At the second of such meetings, it will consider the balance sheet for the last term and will consider and sanction budget proposals for the ensuing term. (*Other meetings can be convened, as need arises*).

9. The terminal budgets and balance sheets for the term and for the whole year shall be prepared by the Superintendent with the approval of the Warden, and shall be laid before the Executive Committee not later than February 28th and July 15th.

10. The Executive Committee may revise and pass budgets and balance sheets in anticipation of the sanction of the General Committee.

11. Meetings of the General and the Executive Committees may be convened at any time by their respective Chairman after a week's notice.

12. Matters may be brought before the Committees by any member thereof provided that he gives three weeks' notice to the Chairman before the meeting.

13. All business transacted at any time by the Executive Committee shall be submitted for approval to the General Committee at the next following meeting of the General Committee. The Executive Committee is responsible to the General Committee for all details of management.

14. The General Committee shall place at the head of the hostel establishment an officer to be designated "The Superintendent" who shall have entire charge of the administration of the hostel subject to the orders of the Executive Committee. Such officer shall render full accounts to the Executive Committee every month and hold himself responsible for the general conduct of the hostel business and be under the direct control and supervision of the Executive Committee and shall also act as Secretary to both Committees. It shall be open to the Executive Committee to delegate any portion of their control to the Warden either for a fixed period or until revocation of the order of delegation.

15. All accounts of receipts and expenditure shall be kept by the Superintendent at the hostel.

16. All moneys collected shall be remitted into the Government treasury as soon as the amount collected exceeds Rs. 20.

17. *All sums required for purposes of expenditure* must be drawn by cheque under the signature of the Chairman of the Executive Committee from the Government treasury and all bills must be passed by the Chairman of the Executive Committee before payments are made. *No payments may ever be made from collections.*

18. The Executive Committee may give the power of drawing cheques and of passing bills to the Warden also for any fixed period.

19. Cheques may be drawn to the credit of the Superintendent's Personal Advance provided that the total amount so drawn and not covered by vouchers approved by the Executive Committee never exceeds Rs. 100. All sums expended from this Personal Advance must be recouped at the next following monthly meeting of the Executive Committee when the vouchers will be passed on approval.

20. The Chairman of the Executive Committee shall audit monthly in his office the accounts kept by the Superintendent which shall be laid before the Executive Committee at its monthly meeting.

21. The following accounts shall be maintained :—

- (1) A cash chitta balanced daily.
- (2) A posting cash chitta balanced monthly with a daywar account.
- (3) Miscellaneous contingencies account (other than lighting and stationery).
- (4) Vouchers and receipt file.
- (5) Ledger.
- (6) Attendance Register.
- (7) Store account (daywar and even mealwar showing in cross columns the amount under each head per day and the amount under each head per month).
- (8) An individual demand, collection and balance ledger account.
- (9) Letter book.
- (10) Proceedings file.
- (11) Office order book.
- (12) Stock book.
- (13) Advance chitta.
- (14) Permanent Advance account.

22. *The General Committee shall make a thorough inspection of the hostel at least once a year and then prepare a report on the condition and progress of the work done to be submitted to the Government of Madras or such of its officers as the Governor in Council of Fort St. George may from time to time direct; they shall at all times conform to, and abide by, any rules relating to the administration of endowments under the Charitable Endowments Act, 1890, which the Governor-General of India in Council, in exercise of the powers conferred by section 13 of that Act, may, from time to time, make and in particular they shall from time to time submit to such public servant as the Government of India may from time to time appoint in that behalf, in such form and at such times as the Government of India may from time to time prescribe, such abstracts of the accounts of the hostel and such reports as to other matters relating to the management thereof and the administration of its funds as the Government of India may from time to time require.*

ENCLOSURE No. 3.

Notification.

Under sub-section (2) of section 5 of the Charitable Endowments Act, 1890, His Excellency the Governor in Council is pleased to direct that, for paragraphs 1 to 8 of the scheme for the management of the Victoria Jubilee Hostel, Kumbakonam, settled in the second schedule to the Notification No. 37, dated 30th May 1899, published at pages 301-303 of Part I-B of the *Fort St. George Gazette*, dated 6th June 1899, as modified by Notifications Nos. 19, dated 28th February 1901 and 30, dated 12th March 1906, printed at pages 177 and 174 of Part I-B of the *Fort St. George Gazette*, dated 5th March 1901, and 20th March 1906, respectively, the following paragraphs be substituted :—

1. (a) All other receipts from fees, fines, etc., on behalf of the hostel shall be under the control of the General Committee, and shall be devoted to the benefits of the hostel according to its discretion.

2. The management of the said hostel shall be entrusted to a Committee of seven persons subject to the general supervision and orders of the Government of Madras, such Committee shall consist of—

- (1) the Collector for the time being of the district of Tanjore;
- (2) the Principal for the time being of the Kumbakonam College, who for the purpose of these rules is called the Warden;
- (3) the Chairman for the time being of the Kumbakonam Municipal Council;
- (4) the Revenue Divisional Officer for the time being in charge of the division of Kumbakonam;
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- (7) M.R.Ry. N. Krishnaswami Aiyangar Avargal, B.A., B.L., of Kumbakonam.

3. Under the General Committee, there shall be an Executive Committee consisting of the Revenue Divisional Officer for the time being in charge of the Kumbakonam division, the Warden and the Superintendent of the hostel (*vide rule 14 infra*), Messrs. K. Ranganatha Rao and N. Krishnaswami Aiyangar. These five persons or their respective successors shall form an Executive Committee for the erection, construction and carrying on of the work of the hostel on the lines laid down from time to time by the General Committee and shall exercise local supervision over the establishment and the passing of the accounts of the hostel.

4. If any vacancy occurs among the non-official members of the said Committee, the same shall be at once reported by the Chairman of the General Committee to the Government of Madras who will appoint a successor to fill the appointment.

5. The Executive Committee shall meet at least once a month in the premises of the hostel, to pass the accounts for the previous month and give orders in respect of any matters connected with the ordinary administration and work of the hostel.

6. The Collector for the time being of the district of Tanjore or in his absence the Revenue Divisional Officer of the Kumbakonam division shall be Chairman of all meetings of the General Committee, and the Revenue Divisional Officer for the time being in charge of the Kumbakonam division shall be Chairman of all meetings of the Executive Committee. *At all meetings whether of the General Committee or of the Executive Committee three members shall form a quorum.*

7. The General Committee shall have power to frame rules not inconsistent with the rules sanctioned by Government.

8. The General Committee shall meet twice in the year in or about March and August. At the first of such meetings, it will consider the balance sheet for the whole of the preceding year and will consider and sanction budget proposals for the ensuing term. At the second of such meetings, it will consider the balance sheet for the last term and will consider and sanction budget proposals for the ensuing term. (*Other meetings can be convened, as need arises*).

9. The terminal budgets and balance sheets for the term and for the whole year shall be prepared by the Superintendent with the approval of the Warden, and shall be laid before the Executive Committee not later than February 28th and July 15th.

10. The Executive Committee may revise and pass budgets and balance sheets in anticipation of the sanction of the General Committee.

11. *Meetings of the General and the Executive Committees may be convened at any time by their respective Chairman after a week's notice.*

12. Matters may be brought before the Committees by any member thereof *provided that he gives three weeks' notice to the Chairman before the meeting.*

13. All business transacted at any time by the Executive Committee shall be submitted for approval to the General Committee at the next following meeting of the General Committee. The Executive Committee is responsible to the General Committee for all details of management.

14. The General Committee shall place at the head of the hostel establishment an officer to be designated "The Superintendent" who shall have entire charge of the administration of the hostel subject to the orders of the Executive Committee. Such officer shall render full accounts to the Executive Committee every month and hold himself responsible for the general conduct of the hostel business and be under the direct control and supervision of the Executive Committee and shall also act as Secretary to both Committees. It shall be open to the Executive Committee to delegate any portion of their control to the Warden *either for a fixed period or until revocation of the order of delegation.*

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19. Cheques may be drawn to the credit of the Superintendent's Personal Advance provided that the total amount so drawn and not covered by vouchers approved by the Executive Committee *never exceeds Rs. 100.* All sums expended from this Personal Advance must be recouped at the next following monthly meeting of the Executive Committee when the vouchers will be passed on approval.

20. The Chairman of the Executive Committee shall audit monthly in his office the accounts kept by the Superintendent which shall be laid before the Executive Committee at its monthly meeting.

21. The following accounts shall be maintained :—

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- (2) A posting cash chitta balanced monthly with a daywar account.
- (3) Miscellaneous contingencies account (other than lighting and stationery).
- (4) Vouchers and receipt file.
- (5) Ledger.
- (6) Attendance Register.
- (7) Store account (daywar and even mealwar showing in cross columns the amount under each head per day and the amount under each head per month).
- (8) An individual demand, collection and balance ledger account.
- (9) Letter book.
- (10) Proceedings file.
- (11) Office order book.
- (12) Stock book.
- (13) Advance chitta.
- (14) Permanent Advance account.

22. *The General Committee shall make a thorough inspection of the hostel at least once a year and then prepare a report on the condition and progress of the work done to be submitted to the Government of Madras or such of its officers as the Governor in Council of Fort St. George may from time to time direct; they shall at all times conform to, and abide by, any rules relating to the administration of endowments under the Charitable Endowments Act, 1890, which the Governor-General of India in Council, in exercise of the powers conferred by section 13 of that Act, may, from time to time, make and in particular they shall from time to time submit to such public servant as the Government of India may from time to time appoint in that behalf, in such form and at such times as the Government of India may from time to time prescribe, such abstracts of the accounts of the hostel and such reports as to other matters relating to the management thereof and the administration of its funds as the Government of India may from time to time require.*

Order—No. 241, Educational, dated 27th March 1908.

The Government consider that the scheme proposed by the Collector of Tanjore for the administration of the Victoria Jubilee Hostel, Kumbakonam, is unnecessarily complicated. As the hostel has been constructed and is in working order, there seems to be little necessity for the retention both of a General Committee and of an Executive Committee. The Government would therefore dispense with the Executive Committee and entrust the direct management of the hostel to the Principal of the College, who should also be warden of the hostel and should be directly responsible to the General Committee for its administration and discipline. The Superintendent of the hostel, who will also be a member of the college staff should be subject to the direct control of the warden and should be responsible to the latter and to no one else.

2. The system of accounts of the hostel which it is proposed to introduce appears also to admit of considerable simplification; and it should be sufficient if a cash-book, day-book, store account and a member's individual ledger are maintained. All money received should be paid in full into the treasury and all sums required for expenditure should be drawn on bills signed by the warden as and when necessary.

3. The General Committee of the Victoria Jubilee Hostel, Kumbakonam, will be requested to state whether they approve generally of the scheme sketched out above, and if so, to submit an application under section 5 (2) of the Charitable Endowments Act, 1890, to modify the scheme settled in 1899.

(True Extract.)

H. D. TAYLOR,
Ag. Secretary to Government.

To the Collector of Tanjore.
„ Director of Public Instruction.

NOTES CONNECTED WITH G.O., No. 241, EDUCATIONAL,
DATED 27TH MARCH 1908.

[SUBJECT.—*Revised rules for the management of the Victoria Jubilee Hostel, Kumbakónam.*]

From the Collector of Tanjore, dated 18th December 1907, No. 1394.

The Collector of Tanjore (Mr. J. P. Bedford) forwards, for the approval of Government, a revised set of rules for the management of the Victoria Jubilee Hostel, Kumbakónam, in the place of those approved in G.O., No. 304, Educational, dated 30th May 1899. The main objects of the proposed revision of the rules are—

- (1) the reconstitution of the Executive Committee of the hostel,
- (2) the defining clearly of the powers of the Executive Committee and of its relation to the General Committee, and
- (3) the simplification of the system of accounts.

2. *Constitution of the Executive Committee.*—According to the rules for the management of the Victoria Jubilee Hostel (originally called students' hostel) Kumbakónam, approved in G.O., No. 304, Educational, dated 30th May 1899, the management of the hostel is entrusted to a Committee of seven persons subject to the general supervision and orders of the Government of Madras. The Committee now consists of—

- (1) the Collector for the time being of the district of Tanjore,
- (2) the Principal for the time being of the Kumbakónam College,
- (3) the Chairman for the time being of the Kumbakónam Municipal Council,
- (4) the Sub-Collector for the time being of the district of Tanjore,
- (5) the Subordinate Judge for the time being of Kumbakónam,
- (6) M.R.Ry. K. Ranganatha Rao Avargal, B.A., of Kumbakónam, and
- (7) M.R.Ry. N. Krishnaswami Aiyangar Avargal, B.A., B.L.

3. Under rule 3 of these rules an Executive Committee of three members, namely, the Revenue Divisional officer, K. Ranganatha Rao and S. A. Swaminatha Aiyar (since deceased and succeeded by N. Krishnaswami Aiyangar) was formed "for the erection, construction and carrying on of the work of the hostel on the lines laid down from time to time by the General Committee" and also to exercise local supervision over the establishment and to pass the accounts of the hostel.

4. The Collector of Tanjore (Mr. Bedford) points out that the General Committee is of opinion that inasmuch as a trust cannot be *devolved*, the subordination of the Executive Committee to it should be expressed in more definite language than the words "on the lines laid down from time to time", occurring in the above rule, and that as the financial responsibility in connection with the administration of the hostel must rest with the General Committee, it is desirable to frame distinct rules which would ensure all financial matters coming regularly to its notice.

5. Mr. Bedford further recommends that it is more practical and more conducive to efficient and harmonious administration to appoint the Warden and the Superintendent as members of the Executive Committee and states that the General Committee has resolved to raise the number of members of the Executive Committee from three to five and to raise the quorum from two to three. In support of this proposal Mr. Bedford urges—

(1) that the Executive Committee has found in actual practice that, for the proper administration of the hostel, the presence as well as the active co-operation of the Warden and the Superintendent is indispensable as the practical control of the working of the hostel is and must necessarily always be very largely in their hands;

(2) that the control exercised by the Committee over the Superintendent and the Warden is inadequate and that such control as is exercised leads to friction and unpleasantness; and

(3) that the Warden and the Superintendent being Educational officers and not men of business, they seem to want far more intimate guidance than they are getting at present.

6. With regard to the above suggestion, it is observed that in 1899, a proposal was submitted to Government for the inclusion of the principal as an *ex-officio* member of the Executive Committee. The then Collector (the Hon'ble Mr. Twigg) considered that such a course was undesirable and the Government declined to accept the proposal—*vide* G.O., No. 303, Educational, dated 30th May 1899. Mr. Bedford points out that the experience of the results of the present system of working of the hostel (which Mr. Twigg had not before him when he came to the conclusion above referred to) have shown that the change proposed by him is essential.

7. The changes in the constitution of the Executive Committee and the alteration in the number of the quorum are embodied in draft rules 3 and 6 (which correspond to original rules 3 and 6).

8. *Powers of the Executive Committee.*—Under rule 3 of the original rules, the duties of the Executive Committee were “the erection, construction and carrying on of the work of the hostel on the lines laid down from time to time by the General Committee” and the exercise “of local supervision over the establishment and the passing of the accounts of the hostel.”

Rule 5 ran—

“The Executive Committee shall meet at least once a month in the premises of the hostel to pass the accounts for the previous month and give orders in respect of any matters connected with the ordinary administration and work of the hostel.”

Under rule 7, the “Superintendent” of the hostel “shall render full accounts to the Executive Committee every month and hold himself responsible for the general conduct of the hostel business and be under the direct control and supervision of the Committee and shall also

* General and Executive Committees.

“act as Secretary to the Committees.”

9. In the revised rules 3, 5 and 14 the provisions of the original rules 3, 5 and 6 as to the powers and duties of the Executive Committee are retained; the following new provisions have also been inserted:—

(i) *Rule 7.*—Authorizing the General Committee to frame rules not inconsistent with those issued by Government.

(ii) *Rule 8.*—Regulating the meetings of the General Committee and its powers as regard the budget.

(iii) *Rules 9 and 10.*—Powers of the Executive Committee as regards the budget.

(iv) *Rules 11 and 12.*—Special meetings of the Committee and the placing of matters before these committees.

(v) *Rule 13.*—Submission to the General Committee of all business transacted by the Executive Committee.

10. *System of accounts.*—Mr. Bedford points out that the present system of maintaining the hostel accounts is needlessly complicated and is also, in his opinion, thoroughly unsound, or in other words, that the accounts have not hitherto been maintained in such a way as to give the Executive Committee (and ultimately the General Committee) any means of estimating the financial position or prospects of the institution. He attributes this to the defective constitution of the Executive Committee and to the somewhat nebulous manner in which its relation to the General Committee had hitherto been defined. The various defects in the accounts are fully set forth in paragraph 6 of the Collector's letter. Proposed rules 15 to 21 are intended to remedy these defects.

* The Collector's alterations are in italics.

Page 11 of G.O., No. 304, Educational, dated 30th May 1899.

11. It is submitted that the proposed rules, as slightly* amended by the Collector, may be approved. Rule 22 proposed by the Collector is the existing rule 8, with the omission of the second part of the first sentence.

K. RANGASWAMI AIYANGAR—28-1-08.

Please see the rules at pages 5 and 6 of current file. I have made one or two verbal suggestions. The proposed rules may, I submit, be accepted. I am not, however, certain of the advisability of having the Superintendent on the executive committee, for under proposed rule 14 he is subject to the committee's orders and is also secretary. As a member of the committee he ought to be free from all control. Otherwise the proposed rules seem free from objection.

C. A. SOUTER—29-1-08.

My recollection is that the question of an annual meeting of the general committee had been completely overlooked for some time until, as Collector of Tanjore, I convened a meeting in 1903—building work on the hostel being then in progress—but it seems to me that the general committee can pass any rules it think fit not inconsistent with rules framed by Government, both as to the internal management of the hostel, and as to the nature and method of accounts to be kept—old rules 3—8.

2. When was Mr. Krishnaswami Aiyangar nominated to the committee by Government?

3. Have annual reports been submitted to Government as required by rule 8? and have Government delegated the power of receiving and dealing with those reports to the Director of Public Instruction or to any other officer under that rule? I do not consider that the *Superintendent* of the hostel should be a member of the executive committee. He is responsible for the accounts of the hostel, and should not be allowed to sit in judgment on the accounts produced by him. I should prefer to place the Sub-Judge, who is always at Kumbakonam, on the executive committee in his place.

A | Otherwise I see no objection to the rules, in regard to which the Director of Public Instruction should be consulted u.o.

H. D. TAYLOR—30-1-08.

M.R.Ry. N. Krishnaswami Aiyangar was appointed a non-official member of the general and executive committees of the Kumbakonam College hostel *vice* M.R.Ry. S. A. Swaminatha Aiyar deceased—*vide* G.O., No. 634, Educational, dated 19th September 1907.

2. With reference to paragraph 3 of the Secretary's note, it is submitted that no report appears to have been submitted to Government with reference to rule 8 of the hostel rules—page 11 of G.O., No. 304, Educational, dated 30th May 1899. Nor does it appear that the power of reviewing and dealing with those reports has been delegated to the Director of Public Instruction or to any other officer under that rule.

3. It is submitted that the file may be forwarded u.o. to the Director of Public Instruction with reference to the Secretary's remarks at A above.

K. RANGASWAMI AIYANGAR—1-2-08.

C. A. SOUTER—1-2-08.

To the Director of Public Instruction.

OFFICE OF DIRECTOR OF PUBLIC INSTRUCTION.

A hostel—to be a hostel and not a mere lodging house—should be as much under the control of the Principal as the college; if he is not fit to control the one, he is not fit to control the other.

2. The present scheme is even more complicated than the old one. I think it is a great pity that the hostel was not made part of the college as originally proposed; perhaps this might still be done. If not, I would have a general committee as at present to whom the Principal as warden should be directly responsible except in matters of discipline. The executive committee might be dropped. But surely the warden should be responsible for discipline?

H. D. TAYLOR.

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3. The Superintendent should be under the warden and nobody else. He is a member of the college staff and there should be no risk that he receives orders from two masters.

4. The system of accounts proposed is quite needlessly complicated much more so than at Chepauk; it is a treasury system applied unsuitably.

5. All receipts should of course be banked and money drawn out for expenditure as required. Receipts should be checked by a counterfoil signed by the payer. A cash book is required for money drawn from the bank (or treasury) and for expenditure, petty cash being posted periodically from a day book. A members' ledger is also required.

A. G. BOURNE—10-2-08.

EDUCATIONAL DEPARTMENT.

Please see the remarks of the Director of Public Instruction above.

2. Dr. Bourne considers that for the management of the hostel there should be a general committee as at present to whom the Principal of the College should, as warden, be directly responsible except in matters of discipline. He would do away with the present executive committee and make the Superintendent, who is a member of the college staff, responsible to the warden and to no one else.

Paragraph 3 do.

3. The scheme suggested by Dr. Bourne seems to be exactly similar to that now in force at the Victoria Students' hostel, Chepauk. The hostel is managed by a governing body consisting of the Director of Public Instruction, who is President, and nine other members, eight of whom are elected by the Syndicate of the University of Madras, six as representatives of the principal colleges in Madras, one as a representative of the general public and one from among the Members of the Board of Revenue. The hostel is under the direct control of the warden, assisted by a deputy, who answers to the Superintendent at the Kumbakonam hostel.

Rule 3 of the articles of association on pages 6 and 7 of G.O., No. 617, Educational, dated 3rd October 1896.

Vide rules 1 and 2 of the hostel rules on page 6 of K.W. G.O., No. 355, Educational, dated 7th June 1907.

4. It is for consideration whether the scheme suggested by the Director of Public Instruction may be accepted. If it is accepted, the general committee of the Kumbakonam hostel may be requested to submit under section 5 of the Charitable Endowments Act, 1890, a revised scheme for the management of the hostel on the lines suggested by the Director of Public Instruction.

H.D.T.

5. As regards the system of accounts proposed in the scheme submitted by the general committee, Dr. Bourne considers it to be needlessly complicated. He agrees that all receipts should be banked and money drawn for expenditure as required; and seems to consider that it will be sufficient if a cash book, a day book and a members' ledger are maintained. It is submitted that the general committee may be asked to consider whether the system of accounts may not be revised in accordance with this suggestion.

H. D. TAYLOR.

H. D. TAYLOR.

K. RANGASWAMI AIYANGAR—27-2-08.

Dr. Bourne's suggestions seem good.

C. A. SOUTER—28-2-08.

The Accountant-General may be asked in the first instance whether there would be any objection to the opening of a personal deposit account in the Local Fund treasury, to deal with receipts and payments relating to the hostel.

H. D. TAYLOR—29-2-08.

To the Accountant-General.

OFFICE OF THE ACCOUNTANT-GENERAL.

The receipts and payments do at present pass through the treasury accounts and are treated as an excluded local fund—*vide* G.O., No. 207, Financial, dated 12th March 1903. It would appear however from the Collector's letter (paragraph 6) that some of the most elementary rules relating to Government accounts have been neglected by the committee.

A. M. BRISTOCKE—9-3-08.

EDUCATIONAL DEPARTMENT.

Orders are solicited on the points raised in paragraphs 4 and 5 of the office-note *supra*.

K. RANGASWAMI AIYANGAR—12-3-08.

C. A. SOUTER—14-3-08.

Please draft for approval. Now that the building has been completed and the hostel is at work, it seems quite unnecessary to have any thing but an executive committee. The general committee might well be dispensed with.

The Principal should be warden and the Superintendent should be subject to the direct control of the warden.

H. D. TAYLOR—19-3-08.

A draft is submitted for approval.

T.K.—21-3-08.

K. RANGASWAMI AIYANGAR—21-3-08.

C. A. SOUTER—23-3-08.

I don't quite know why the Director of Public Instruction excepts discipline from the sphere of the warden's duties. I should say that it was one of the most important functions.

Page 4 *supra* A.

No. 241, EDUCATIONAL, 27TH MARCH 1908.

Please type the draft as revised.

H. D. TAYLOR—24-3-08.

The draft has been typed and is submitted.

K. RANGASWAMI AIYANGAR—24-3-08.

For approval.

H. D. TAYLOR—25-3-08.

Approved.

H. B. [RADLEY]—26-3-08.

Issue.

H. D. TAYLOR—27-3-08.

[G.O., No. 241, Educational, dated 27th March 1908.]

Stock Form No. 135
3,700—17-6-05.

EDUCATIONAL DEPARTMENT.

Received

190

Registered

190

Subject.

Submitting for the sanction of Government, revised rules for the management of the Victoria Jubilee Hostel, Kumbakonam.



ENCLOSURES.

No.

5

Spare copies

R.Dis. No. 1394/Rev. of 07.

Station Tanjore, Dated the 19th December 1907. 1907.

From (Name) J.P. Bedford Esquire, I.C.S.,

(Designation) Acting Collector.

To The Secretary to the Government of Madras,
Educational Department.

Sir,

I have the honour to report that the General Committee, appointed by Government Notification No. 37, dated 30th May 1899, published on pages 301-303 of Part I-B of the Fort Saint George Gazette, dated 6th June 1899, met on Saturday, the 23rd November 1907, at Kumbakonam, to discuss certain difficulties which had arisen in connection with the constitution and working of the managing bodies of the Victoria Jubilee Hostel, Kumbakonam.

2. Under the second schedule to the notification quoted above, the General Committee was appointed to be the trustee of the funds, invested on behalf of the Hostel, and to it was entrusted the management of the said Hostel, subject to the general supervision of Government.

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An Executive committee was appointed, under paragraph 3 of the schedule, to carry on the work of the hostel, on the lines laid down from time to time by the General Committee, and also to exercise local supervision.

3. The General Committee feels that, in as much as a trust cannot be devolved, the subordination of the Executive Committee to itself should be expressed in more definite language than the words "on the lines laid down from time to time", occurring in paragraph 3 of the second schedule. As the ultimate financial responsibility in connection with the administration of the Hostel must rest with the General Committee, it has been thought advisable to frame distinct rules, which would ensure all financial matters coming regularly to its notice. Apart from financial questions, it has also been found necessary to make clear provision as to how other matters are to be brought before the Committees. These questions were considered by a Sub-Committee and rules were drawn up and submitted for the consideration of the General Committee, at the meeting adverted to in para 1 above.

4. The Executive Committee, which meets once a month in the Hostel premises, under paragraph 5 of the second schedule, has found in actual practice that the presence as well as the active assistance and co-operation of the Warden and the Superintendent of the Hostel are indispensable, to enable it to perform its functions properly in regard to the administration of the Hostel. The practical control of the working of the Hostel is and must necessarily always be very largely in the hands of the Superintendent and the Warden. The present constitution has the defect of ignoring this fact and declaring the control to inhere in a body in which it does not and cannot inhere, so long as they are excluded from its number. The result in practice is (1) that the control exercised is at present inadequate, (2) that such control as is exercised leads to friction and unpleasantness. The Warden and the Superintendent are, so far as the Hostel is concerned, honorary officers; a constitution, in which they are put in a position of taking orders from outsiders, tends not unnaturally to give rise to resentment on their part. On the other

hand,

hand, they are educational officers, not men of business, and seem to me to want far more intimate guidance than they are getting at present. What I have seen of the actual management convinces me that much too much trust is being reposed in subordinates: the food-supply is being obtained in a primitive and extravagant way. I feel convinced that money is being wasted, and some daring act of speculation on the part of a subordinate may, at any moment, create a scandal. The present constitution would be a suitable one for dealing with experts of doubtful character and no position, but, taking the parties as they stand, it inevitably leads to bickering and inefficiency, the one or the other element predominating, from time to time, according to the personnel of the Committee and that of the office-bearers. It seems more practical and more conducive to efficient and harmonious administration to recognize the actual facts by -- appointing the Warden and the Superintendent as members of the Executive Committee. The General Committee has accordingly resolved to raise the number of the Executive Committee from three to five and to raise the quorum from two to three.

5. In the year 1899, a proposal was submitted to Government for the inclusion of the Principal alone as an ex-officio member of the Executive Committee; the then Collector, the Honourable Mr. J. Twigg, considered that such a course was undesirable, and Government declined to accept the proposal; vide Government Order No. 303, Educational, dated 30th May 1899. The Honourable Mr. Twigg had not, at the time, had the special advantage of seeing the present system of working in actual practice (the Hostel having been opened only in July 1905) or I feel convinced that he would have arrived at the same conclusion as the present General Committee, in regard to the practical results of the existing constitution and the need for alteration. I am myself fully alive to the necessity for ~~full~~ ^{keeping} full control over the Warden and the Superintendent from a financial and commercial point of view. It will be observed that they form a minority

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in the Executive Committee as revised. For the rest, I propose the change, because the present system irritates them without controlling them (vide paragraph 4 above).

6. The present system of maintaining the Hostel accounts is needlessly complicated and is also, in my opinion, thoroughly unsound, that is to say, that the accounts have not hitherto been maintained in such a way as to give the Executive Committee (and, ultimately, the General Committee) any means of estimating the financial position or prospects of the institution. This most unsatisfactory state of affairs (which, until it is changed, renders the connection of myself and the Divisional Officer with the Hostel a danger to our official prestige, rather than ^a guarantee of the solvency of the institution) seems to me to be ~~the~~ direct outcome of the defective constitution of the Executive Committee (dealt with in the preceding paragraph) and of another constitutional defect, namely, the somewhat nebulous ~~nature~~ ^{manner} in which its relation to the General Committee has hitherto been defined. This last point has been adverted to in paragraph 3 above. I may add that it is a very remarkable fact that this institution should have been working for some years, without anybody ^{ever, directly} having been ~~empowered~~ by a rule to expend the trust monies or to account for them. The result is that there has been no uniformity in the practice as to either receipts or disbursements and that nobody has hitherto been, or considered himself to be, accountable to any one person or to any one body for what he spends. Monies collected from the students on account of boarding fees are handled in practice by the Superintendent of the Hostel, a sharp distinction having been drawn (for some unknown reason) between boarding fees and lodging fees. From the collections on account of boarding fees, expenditure is being incurred by the Superintendent. A monthly statement of these accounts is sent to the Revenue Divisional Officer, Kumbakonam, in whose office, however, a separate account of receipts and charges from the trust money is maintained, dealing with such receipts on account of the Hostel as happens to be paid into the Government treasury and such payments (e.g., payment to contractors) as are made by cheques

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on the authority of the Divisional Officer's signature. Considerable sums are being paid daily to petty traders out of the receipts from fees; the balance alone is being remitted into the treasury, when it exceeds probable requirements, the question of what to remit and what to retain having hitherto been left to the discretion of the Superintendent. This procedure is obviously objectionable in every possible way: one effect is to make it practically impossible for the Chairman of the General Committee (i.e., the Collector) to know where he should apply to for information on particular points. Two sets of accounts (as explained above) are being maintained for Hostel receipts and expenditure, one by the Superintendent and the other by the Revenue Divisional Officer. They are inconsistent with one another, and neither set of accounts is or can be complete or accurate or even approximately so. It is proposed to do away with this dual system of accounts and to entrust the Superintendent of the Hostel (in his capacity as Secretary and member of the Executive Committee) with the maintenance of all accounts of receipts and expenditure in connection with the Hostel and its trust funds, subject to the scrutiny and control of the Chairman and ^{the} other members of the Executive Committee, and subject to the periodical final control of the General Committee, which, however much it may entrust specific duties to any other person or body, cannot delegate its prerogative of final control and responsibility and is liable to be called to account for everything which is done on account of the Hostel, just as if it had done ^{it} itself. To sum up, the main objects of the draft rules are (1) to ensure the keeping of complete and intelligible accounts, (2) to provide for effective internal control, (3) to fix final and relative responsibility, (4) to provide for the preparation and submission of a budget, (5) to ensure effective supervision on the part of the Executive Committee and (6) to provide both Committees with an office (vide rule 8). Under the present rules, not one of these ends ~~is~~ ^{is or can be} achieved.

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Enclosure
7. A copy of the rules, as finally approved by the General Committee, forms enclosure No.I. I have made certain amendments and additions to them, which I submit as enclosure No.II. The amended portions are indicated further by the use of red ink. My alterations are in many cases purely verbal, and in no case have I consciously added or modified anything which involves any question of principle. In other words, the intention of the alterations is, in every case, to make the intentions of the Committee clearer, not different. I had no opportunity for scrutinizing the rules in detail, before they were put before the General Committee, but they were drawn up on lines suggested by myself and have my strong support and adherence.

8. If the rules, as finally revised by me, meet with approval, I request that Government will be pleased to order the publication of the accompanying draft notification in the Fort Saint George Gazette.

I have the honour to be,

Sir,

Your most obedient servant,

[Signature]
Acting Collector.

P.S.G./21-12-07.
C.V.K.
21.12.07.

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Enclosure D 7 45.8
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Second Schedule Para 1.

Notification by Government No. 37 May 30, 1899.

The said Treasurer of Charitable Endowments do and shall permit the Committee to be constituted as hereinafter provided to receive and to use and apply the interest and income to arise from and be produced by the Government securities specified in the first schedule above written and of any other securities for the time being vested in the said Treasurer of Charitable Endowments under these presents and also the said sums of Rs. 3545-3-4 and Rs. 6434-6-3 and also if need be, the moneys to arise from the sale of all or any of the said Government securities or such and so much of such several moneys as shall be necessary for the erection, construction, maintenance, upkeep and preparation and enlargement of a students' hostel to be established at Kumbakonam in the district of Tanjore in the Presidency of Madras under the designation of the Victoria Jubilee Hostel for all classes of students in connection with the Kumbakonam College and the buildings to be attached to such hostel and payment of the staff and establishment thereof and on other expenditure connected with the objects of the said Hostel from time to time sanctioned by such Committee.

1 (a) All other receipts from fees, fines, etc. on behalf of the Hostel to be under the control of the General Committee, and to be devoted to the benefits of the Hostel according to its discretion.

2. The management of the said Hostel shall be entrusted to a Committee of seven persons subject to the general supervision and orders of the Government of Madras; such Committee shall consist of -

(1) The Collector for the time being of the district of Tanjore.

(2) The Principal for the time being of the Kumbakonam

College

College who for the purpose of these rules is called the Warden.

(3) The Chairman for the time being of the Kumbakonam Municipal Council.

(4) The Revenue Divisional Officer for the time being in charge of the Division of Kumbakonam.

(5) The Subordinate Judge for the time being of Kumbakonam.

(6) M.R.Ry. Krishna Row Ranganatha Row Avargal B.A. of Kumbakonam and

(7) M.R.Ry. N. Krishnaswami Aiyangar Avargal, B.A., B.L., of Kumbakonam.

3. Under the General Committee, there shall be an Executive Committee consisting of the Revenue Divisional Officer for the time being in charge of the Kumbakonam Division, the Warden and the Superintendent of the Hostel, Messrs. K. Ranganatha Row and Krishnaswami Aiyangar. These persons or their respective successors shall form an Executive Committee for the erection, construction and carrying on of the work of the Hostel on the lines laid down from time to time by the General Committee and shall exercise local supervision over the establishment and the passing of the accounts of the hostel.

4. If any vacancy occurs among the non-official members of the said Committees, the same shall be at once reported to the Government of Madras by the Chairman of the General Committee, who will appoint a successor to fill the appointment.

5. The Executive Committee shall meet at least once a month in the premises of the Hostel to pass the accounts for the previous month and give orders in respect of any matters connected with the ordinary administration and work of the hostel.

6. The Collector for the time being of the district of Tanjore or in his absence the Revenue Divisional Officer of the Kumbakonam Division shall be Chairman of all meetings of the

General

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General Committee and the Revenue Divisional Officer for the time being in charge of the Kumbakonam Division shall be Chairman of all meetings of the Executive Committee. At all meetings of the General Committee, three members and at all meetings of the Executive Committee three members shall form a quorum.

7. The General Committee shall have power to frame rules not inconsistent with the rules sanctioned by Government.

8. The General Committee shall meet twice in the year in or about March and August. At the first of such meetings, it will consider the Balance sheet for the whole of the preceding year and will consider and sanction Budget proposals for the ensuing term. At the second of such meetings it will consider the Balance sheet for the last term and will consider and sanction Budget proposals for the ensuing term.

9. The terminal Budgets and Balance sheets for the term and for the whole year shall be prepared by the Superintendent, with the approval of the Warden, and shall be laid before the Executive Committee not later than February 28th and July 15th.

10. The Executive Committee may revise and may pass the budgets and balance sheets in anticipation of the sanction of the General Committee.

11. Special meetings of the General and the Executive Committees may be convened at any time after a week's notice by their respective Chairmen.

12. Matters may be brought before the Committees by any member thereof who gives three weeks' notice before the meeting to the Chairman.

13. All business transacted at any time by the Executive Committee shall be submitted for approval to the General Committee at the next following meeting of the General Committee. The Executive Committee is responsible to the General Committee for all details of management.

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14. The General Committee shall place at the head of the Hostel establishment an officer to be designated "the Superintendent" who shall have entire charge of the administration of the Hostel subject to the orders of the Executive Committee. Such officer shall render full accounts to the Executive Committee every month and hold himself responsible for the general conduct of the Hostel business and be under the direct control and supervision of the Executive Committee and shall also act as Secretary to both Committees. It shall be open to the Executive Committee to delegate any portion of their control to the Warden.

15. All accounts of receipts and expenditure shall be kept by the Superintendent at the Hostel.

16. All moneys collected shall be remitted into the Government treasury, as soon as the collection exceeds Rs. 20.

17. All moneys expended must be drawn by cheque under the signature of the Chairman of the Executive Committee from the Government Treasury and all bills must be passed by the Chairman of the Executive Committee before payments are made.

18. The Executive Committee may give the power of drawing cheques and of passing bills to the Warden also for any fixed period.

19. Cheques may be drawn to the credit of the Superintendent Personal advance, provided that the total amount so drawn and not covered by vouchers approved by the Executive Committee does not exceed Rs. 100. All sums expended from this Personal Advance must be recouped at the next following monthly meeting of the Executive Committee, when the vouchers will be passed on approval.

20. The Chairman of the Executive Committee shall audit monthly in his office the accounts kept by the Superintendent which shall be laid before the Executive Committee at its monthly meeting.

21. The following accounts shall be maintained:-

1. A cash chitta balanced daily.
2. A posting cash chitta balanced monthly with a daywar account.
3. Miscellaneous contingencies account (other than lighting and stationery).
4. Vouchers and receipts file.
5. Ledger.
6. Attendance Register.
7. Store account (daywar and even mealwar showing in cross columns the amount per day and the amount under each head per month).
8. An individualwar D.C.B. account.
9. Letter book.
10. Proceedings file.
11. Office order book.
12. Stock book.
13. Advance chitta
14. Permanent Advance Account.

for signature
as collector and President

18/11/11

REVISED RULES.

(Notification by Government No. 37 May 30, 1899.)

The said Treasurer of Charitable Endowments do and shall permit the Committee to be constituted as hereinafter provided to receive and to use and apply the interest and income to arise from and be produced by the Government securities specified in the first schedule above written and of any other securities for the time being vested in the said Treasurer of Charitable Endowments under these presents and also the said sums of Rs. 3,545-3-4 and Rs. 6,434-6-3 and also, if need be, the moneys to arise from the sale of all or any of the said Government securities or such and so much of such several moneys as shall be necessary for the erection, construction, maintenance, upkeep and preparation and enlargement of a students' hostel to be established at Kumbakonam in the district of Tanjore in the Presidency of Madras under the designation of the Victoria Jubilee Hostel for all classes of students in connection with the Kumbakonam College and the buildings to be attached to such hostel and payment of the staff and establishment thereof and on other expenditure connected with the objects of the said Hostel from time to time sanctioned by such Committee.

1(a). All other receipts from fees, fines, etc. on behalf of the Hostel to be under the control of the General Committee, and to be devoted to the benefits of the Hostel according to its discretion.

2. The management of the said Hostel shall be entrusted to a Committee of seven persons subject to the general supervision and orders of the Government of Madras, such Committee shall consist of

(1) The Collector for the time being of the district of Tanjore.

(2) The Principal for the time being of the Kumbakonam College, who for the purpose of these rules is called the Warden.

(3) The Chairman for the time being of the Kumbakonam Municipal Council.

(4) The Revenue Divisional Officer for the time being in charge of the Division of Kumbakonam.

(5) The Subordinate Judge for the time being of Kumbakonam.

(6) M.R.Ry. Krishna Rao Ranganatha Rao Avargal, B.A., of Kumbakonam, and

(7) M.R.Ry. N. Krishnaswami Aiyangar Avargal, B.A., B.L., of Kumbakonam.

3. Under the General Committee, there shall be an Executive Committee consisting of the Revenue Divisional Officer for the time being in charge of the Kumbakonam Division, the Warden and the Superintendent of the Hostel (vide paragraph 14. infra), Messrs. K. Ranganatha Rao and N. Krishnaswami Aiyangar. These five persons or their respective successors shall form an Executive Committee for the erection, construction and carrying on of the work of the Hostel on the lines laid down from time to time by the General Committee and shall exercise local supervision over the establishment and the passing of the accounts of the hostel.

4. If any vacancy occurs among the non-official members of the said Committee, the same shall be at once reported by the Chairman of the General Committee to the Government of Madras who will appoint a successor to fill the appointment.

5. The Executive Committee shall meet at least once a month in the premises of the Hostel, to pass the accounts for the previous month and give orders in respect of any matters connected with the ordinary administration and work of the hostel.

6. The Collector for the time being of the district of

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Tanjore or in his absence the Revenue Divisional Officer of the Kumbakonam Division shall be Chairman of all meetings of the General Committee, and the Revenue Divisional Officer for the time being in charge of the Kumbakonam Division shall be Chairman of all meetings of the Executive Committee. At all meetings whether of the General Committee or of the Executive Committee three members shall form a quorum.

7. The General Committee shall have power to frame rules not inconsistent with the rules sanctioned by Government.

8. The General Committee shall meet twice in the year in or about March and August. At the first of such meetings, it will consider the balance sheet for the whole of the preceding year and will consider and sanction Budget proposals for the ensuing term. At the second of such meetings, it will consider the Balance sheet for the last term and will consider and sanction Budget proposals for the ensuing term. (Other meetings can be convened, as need arises).

9. The terminal Budgets and Balance sheets for the term and for the whole year shall be prepared by the Superintendent with the approval of the Warden, and shall be laid before the Executive Committee not later than February 28th and July 15th.

10. The Executive Committee may revise and pass budgets and balance sheets in anticipation of the sanction of the General Committee.

11. Meetings of the General and the Executive Committees may be convened at any time by their respective Chairmen after a week's notice.

12. Matters may be brought before the Committees by any member thereof provided that he gives three weeks' notice to the Chairman before the meeting.

13. All business transacted at any time by the Executive Committee shall be submitted for approval to the General Committee at the next following meeting of the General

Committee

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Committee. The Executive Committee is responsible to the General Committee for all details of management.

14. The General Committee shall place at the head of the Hostel establishment an officer to be designated "The Superintendent" who shall have entire charge of the administration of the Hostel subject to the orders of the Executive Committee. Such officer shall render full accounts to the Executive Committee every month and hold himself responsible for the general conduct of the Hostel business and be under the direct control and supervision of the Executive Committee and shall also act as Secretary to both Committees. It shall be open to the Executive Committee to delegate any portion of their control to the warden either for a fixed period or until revocation of the order of delegation.

15. All accounts of receipts and expenditure shall be kept by the Superintendent at the Hostel.

16. All moneys collected shall be remitted into the Government treasury as soon as the collection exceeds Rs. 20.

17. All sums required for ~~the~~ purposes of expenditure must be drawn by cheque under the signature of the Chairman of the Executive Committee from the Government treasury and all bills must be passed by the Chairman of the Executive Committee before payments are made. No payments may ever be made from collections.

18. The Executive Committee may give the power of drawing cheques and of passing bills to the warden also for any fixed period.

19. Cheques may be drawn to the credit of the Superintendent's Personal Advance provided that the total amount so drawn and not covered by vouchers approved by the Executive Committee never exceeds Rs. 100. All sums expended from this Personal Advance must be recouped at the next following monthly

meeting

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meeting of the Executive Committee when the vouchers will be passed on approval.

20. The Chairman of the Executive Committee shall audit monthly in his office the accounts kept by the Superintendent which shall be laid before the Executive Committee at its monthly meeting.

21. The following accounts shall be maintained:-

1. A cash chitta balanced daily.
2. A posting cash chitta balanced monthly with a daywar account.
3. Miscellaneous contingencies account (other than lighting and stationery).
4. Vouchers and receipt file.
5. Ledger.
6. Attendance Register.
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8. An individualwar D.C.B. account.
9. Letter book.
10. Proceedings file.
11. Office order book.
12. Stock book.
13. Advance chitta.
14. Permanent Advance Account.

22. The General Committee shall make a thorough inspection of the hostel at least once a year and then prepare a report on the condition and progress of the work done to be submitted to the Government of Madras or such of its officers as the Governor in Council of Port St. George may from time to time direct; they shall at all times conform to and abide by any rules relating to the administration of endowments under the Charitable Endowments Act, 1890, which the Governor-General of India in Council, in exercise of the powers conferred by section 13 of

that

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that Act, may, from time to time, make and in particular they shall from time to time submit to such public servant as the Government of India may from time to time appoint in that behalf, in such form and at such times as the Government of India may from time to time prescribe, such abstracts of the accounts of the hostel and such reports as to other matters relating to the management thereof and the administration of its funds as the Government of India may from time to time require.

Donaghy
Ag. Collector.
and President

14.12.07

18.12.07

REVISED RULES.

(Notification by Government No. 37 May 30, 1899.)

The said Treasurer of Charitable Endowments do and shall permit the Committee to be constituted as hereinafter provided to receive and to use and apply the interest and income to arise from and be produced by the Government securities specified in the first schedule above written and of any other securities for the time being vested in the said Treasurer of Charitable Endowments under these presents and also the said sums of Rs. 3,545-3-4 and Rs. 6,434-6-3 and also, if need be, the moneys to arise from the sale of all or any of the said Government securities or such and so much of such several moneys as shall be necessary for the erection, construction, maintenance, upkeep and preparation and enlargement of a students' hostel to be established at Kumbakonam in the district of Tanjore in the Presidency of Madras under the designation of the Victoria Jubilee Hostel for all classes of students in connection with the Kumbakonam College and the buildings to be attached to such hostel and payment of the staff and establishment thereof and on other expenditure connected with the objects of the said Hostel from time to time sanctioned by such Committee.

1(a). All other receipts from fees, fines, etc. on behalf of the Hostel to be under the control of the General Committee, and to be devoted to the benefits of the Hostel according to its discretion.

2. The management of the said Hostel shall be entrusted to a Committee of seven persons subject to the general supervision and orders of the Government of Madras, such Committee shall consist of

(1) The Collector for the time being of the district of Tanjore.

- (2) The Principal for the time being of the Kumbakonam College, who for the purpose of these rules is called the Warden.
- (3) The Chairman for the time being of the Kumbakonam Municipal Council.
- (4) The Revenue Divisional Officer for the time being in charge of the Division of Kumbakonam.
- (5) The Subordinate Judge for the time being of Kumbakonam.
- (6) M.R.Ry. Krishna Rao Ranganatha Rao Avargal, B.A., of Kumbakonam, and
- (7) M.R.Ry. N. Krishnaswami Aiyangar Avargal, B.A., B.L., of Kumbakonam.

3. Under the General Committee, there shall be an Executive Committee consisting of the Revenue Divisional Officer for the time being in charge of the Kumbakonam Division, the Warden and the Superintendent of the Hostel (vide paragraph 14 infra), Messrs. K. Ranganatha Rao and N. Krishnaswami Aiyangar. These five persons or their respective successors shall form an Executive Committee for the erection, construction and carrying on of the work of the Hostel on the lines laid down from time to time by the General Committee and shall exercise local supervision over the establishment and the passing of the accounts of the hostel.

4. If any vacancy occurs among the non-official members of the said Committee, the same shall be at once reported by the Chairman of the General Committee to the Government of Madras who will appoint a successor to fill the appointment.

5. The Executive Committee shall meet at least once a month in the premises of the Hostel, to pass the accounts for the previous month and give orders in respect of any matters connected with the ordinary administration and work of the hostel.

6. The Collector for the time being of the district of

Tanjore or in his absence the Revenue Divisional Officer of the Kumbakonam Division shall be Chairman of all meetings of the General Committee, and the Revenue Divisional Officer for the time being in charge of the Kumbakonam Division shall be Chairman of all meetings of the Executive Committee. At all meetings whether of the General Committee or of the Executive Committee three members shall form a quorum.

7. The General Committee shall have power to frame rules not inconsistent with the rules sanctioned by Government.

8. The General Committee shall meet twice in the year in or about March and August. At the first of such meetings, it will consider the balance sheet for the whole of the preceding year and will consider and sanction Budget proposals for the ensuing term. At the second of such meetings, it will consider the Balance sheet for the last term and will consider and sanction Budget proposals for the ensuing term. (Other meetings can be convened, as need arises).

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10. The Executive Committee may revise and pass budgets and balance sheets in anticipation of the sanction of the General Committee.

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12. Matters may be brought before the Committees by any member thereof provided that he gives three weeks' notice to the Chairman before the meeting.

13. All business transacted at any time by the Executive Committee shall be submitted for approval to the General Committee at the next following meeting of the General

Committee

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Committee. The Executive Committee is responsible to the General Committee for all details of management.

14. The General Committee shall place at the head of the Hostel establishment an officer to be designated "The Superintendent" who shall have entire charge of the administration of the Hostel subject to the orders of the Executive Committee. Such officer shall render full accounts to the Executive Committee every month and hold himself responsible for the general conduct of the Hostel business and be under the direct control and supervision of the Executive Committee and shall also act as Secretary to both Committees. It shall be open to the Executive Committee to delegate any portion of their control to the warden either for a fixed period or until revocation of the order of delegation.

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meeting

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20. The Chairman of the Executive Committee shall audit monthly in his office the accounts kept by the Superintendent which shall be laid before the Executive Committee at its monthly meeting.

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1. A cash chitta balanced daily.
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9. Letter book.
10. Proceedings file.
11. Office order book.
12. Stock book.
13. Advance chitta.
14. Permanent Advance Account.

22. The General Committee shall make a thorough inspection of the hostel at least once a year and then prepare a report on the condition and progress of the work done to be submitted to the Government of Madras or such of its officers as the Governor in Council of Fort St. George may from time to time direct; they shall at all times conform to and abide by any rules relating to the administration of endowments under the Charitable Endowments Act, 1890, which the Governor-General of India in Council, in exercise of the powers conferred by section 13 of

that

that Act, may, from time to time, make and in particular shall from time to time submit to such public servant as the Government of India may from time to time appoint in that behalf, in such form and at such times as the Government of India may from time to time prescribe, such abstracts of the accounts of the hostel and such reports as to other matters relating to the management thereof and the administration of its funds as the Government of India may from time to time require.

Donoghue
Ag. Collector &
and President

18/11/21

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NOTIFICATION.

Under sub-section (2) of section 5 of the Charitable Endowments Act 1890, His Excellency the Governor in Council is pleased to direct that, for paragraphs 1 to 8 of the scheme for the management of the Victoria Jubilee Hostel, Kumbakonam, settled in the second schedule to the Notification No.37, dated 30th May 1899, published at pages 301-303 of Part I-B of the Fort Saint George Gazette, dated 6th June 1899, as modified by Notifications Nos.19 dated 28th February 1901 and 30 dated 12th March 1906, printed at pages 177 and 174 of Part I-B of the Fort Saint George Gazettes dated 5th March 1901 and 20th March 1906 respectively, the following paragraphs be substituted.

Here enter rules 1-22 in enclosure II.

W. S. S. S. S.
Acting Collector and
President.

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NOTIFICATION.

Under sub-section (2) of section 5 of the Charitable Endowments Act 1890, His Excellency the Governor in Council is pleased to direct that, for paragraphs 1 to 8 of the scheme for the management of the Victoria Jubilee Hostel, Kumbakonam, settled in the second schedule to the Notification No.37, dated 30th May 1899, published at pages 301-303 of Part I-B of the Fort Saint George Gazette, dated 6th June 1899, as modified by Notifications Nos.19 dated 28th February 1901 and 30 dated 12th March 1906, printed at pages 177 and 174 of Part I-B of the Fort Saint George Gazettes dated 5th March 1901 and 20th March 1906 respectively, the following paragraphs be substituted.

Here enter rules 1-22 in enclosure II.

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Acting Collector and
President.

24-10-07

NOTES.

C.No.3058, from the Collector of Tanjore, No.1394, dated 18th December 1907.

Subject.

Revised rules for the management of the
Victoria Jubilee Hostel,
Kumbakonam.

The Collector of Tanjore (Mr. J.P. Bedford)
forwards for the approval of Government a revised
set of rules for the management of the Victoria
Jubilee Hostel, Kumbakonam, in the place of those
approved in G.O. No.304, Educational, dated 30th
May 1899. The main objects of the proposed revision of the rules are

- (1) the ^{re}constitution of the Executive Committee of the hostel,
- (2) the defining clearly of the powers of the Executive Committee and of its relation to the general Committee, and
- (3) the simplification of the system of accounts.

2. Constitution of the Executive Committee.

According to the rules for the management of the Victoria Jubilee Hostel (originally called students' hostel) Kumbakonam, approved in G.O. No.304 Educational, dated 30th May 1899, the management of the hostel is entrusted to a Committee of seven persons subject to the general supervision and orders of the Government of Madras.

The Committee now consists of

- (1) The Collector for the time being of the district of Tanjore.
- (2) The Principal for the time being of the Kumbakonam College,

(3)

Page 11 of slip E

Cf. Proposed rules. on
page 3 of cf.

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- (3) The Chairman for the time being of the Kumbakonam Municipal Council,
- (4) The ~~Revenue~~ ^{Sub-Collector} Divisional Officer for the time being of the district of Tanjore,
- (5) The Subordinate Judge for the time being of Kumbakonam,
- (6) M.R.Ry. K. Ranganatha Row Avl. B.A. of Kumbakonam, and
- (7) M.R.Ry. N. Krishnaswami Aiyangar Avl., B.A., B.L.

3. Under Rule 3 of these rules an Executive Committee of three members, namely, the Revenue Divisional Officer, K. Ranganatha Rao and S.A. Swaminatha Aiyar (since deceased and succeeded by N. Krishnaswami Aiyangar) was formed "for the erection, construction and carrying on of the work of the hostel on the lines laid down from time to time by the General Committee" and also to exercise local supervision over the establishment and to pass the accounts of the hostel.

4. The Collector of Tanjore (Mr. Bedford) points out that the General Committee is of opinion that in as much as a trust cannot be devolved, the subordination of the executive Committee to ~~itself~~ should be expressed in more definite language than the words "on the lines laid down from time to time" occurring in the above rule, ^{and that} as the financial responsibility in connection with the administration of the hostel must rest with the General Committee, it is desirable to frame distinct rules which would ensure all financial matters coming regularly to its notice.

Pages of No. 304 & 8 E.
30-5-99

Para-3 of the Collector's letter,
pages of 4.

Para. 4 of his letter on
pages 1 & 2 of c.f.

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5. Mr. Bedford further recommends that it is more practical and more conducive to efficient and harmonious administration to appoint the Warden and the Superintendent as Members of the Executive Committee and states that the General Committee has resolved to raise the number of members of the Executive Committee from three to five and to raise the quorum from two to three. In support of this proposal Mr. Bedford urges

- (1) that the Executive Committee has found in actual practice that, for the proper administration of the hostel, the presence as well as the active co-operation of the Warden and the Superintendent is indispensable as ~~that~~ the practical control of the working of the hostel is and must necessarily always be very largely in their hands;
- (2) that the control exercised by the Committee over the Superintendent and the Warden is inadequate and that such control as is exercised leads to friction and unpleasantness; and
- (3) that the Warden and the Superintendent being Educational officers and not men of business, they seem to want far more intimate guidance than they are getting at present.

6. With regard to the above suggestion, it is observed that in 1899, a proposal was submitted

submitted to Government for the inclusion of the Principal as an ex-officio member of the Executive Committee. The then Collector (The Hon'ble Mr. Twigg) considered that such a course was undesirable and the Government declined to accept the proposal. - Vide G.O. No.303, Educational, dated 30th May 1899. Mr. Bedford points out that the experience of the results of the present system of working of the hostel (which Mr. Twigg had not before him when he came to the conclusion above referred to) have shown that the change proposed by him is essential.

7. The changes in the constitution of the Executive Committee and the alteration in the number of the quorum are embodied in draft Rules 3 and 6 (which corresponds to original Rules 3 and 6).

8. Powers of the Executive Committee.

Under Rule 3 of the original rules, the duties of the Executive Committee were "the erection, "construction and carrying on of the work of the "hostel on the lines laid down from time to "time by the General Committee" and the exercise "of local supervision over the establishment "and the passing of the accounts of the hostel."

Rules 5 ~~and 6~~ *ran*

"The Executive Committee shall meet at "least once a month in the premises of the hostel "to pass the accounts for the previous month "and give orders in respect of any matters "connected with the ordinary administration and "work of the hostel."

Under

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Para. 5 of the Collector's letter on page 2 of cf.

Vide pages 3 & 4 of cf.

Page 11 of G.O. 304 Vol. E
30.5.99.

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Under Rule 7, the "Superintendent" of the hostel "shall render full accounts to the Executive Committee every month and hold himself responsible for the general conduct of the hostel business" and ~~under the~~ be under the direct control and supervision of the Committee and shall also "act as Secretary to the Committees".

9. In the revised Rules 3, 5 and 14 the provisions ~~of~~ ^{of the Executive Committee} the original Rules 3, 5 and 6 as to the powers and duties, ~~are~~ ^{also} retained; ~~but~~ ^{the} following new provisions have been inserted:-

- (i) Rule 7. Authorizing the General Committee to frame rules not inconsistent with those issued by Government.
- (ii) Rule 8. Regulating the meetings of the General Committee and its powers as regard the Budget
- (iii) Rules 9 & 10. Powers of the Executive Committee as regards the budget.
- (iv) Rules 11 & 12. Special meetings of the Committee and the placing of matters before these Committees.
- (v) Rule 13. Submission to the General Committee of all business transacted by the Executive Committee.

10. System of accounts. Mr. Bedford points out that the present system of maintaining the hostel accounts is needlessly complicated and is also, in his opinion, thoroughly unsound, ~~or in other words,~~ ~~and~~ that the accounts have not hitherto been maintained

* General Executive Committees

Page 4 of 4.

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Para. 6 of his letter on pages 2 & 3 of 4.

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maintained in such a way as to give the Executive Committee (and ultimately the General Committee) any means of estimating the financial position or prospects of the institution. He attributes this to the defective constitution of the Executive Committee and the somewhat nebulous manner in which its relation to the General Committee had hitherto been defined. The various defects in the accounts are fully set forth in paragraph 6 of the Collector's letter. Proposed rules 15 to 21 are intended to remedy these defects.

Para. 6 of the Collector's letter on page 3 of cf.

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x vide pages 5 & 6 of cf. The Collector's alterations are in italics.

pages of 80. $\frac{304 \text{ Sol.}}{30-5-99}$ E

11. It is submitted that the proposed rules, as slightly amended by the Collector, may be approved. Rule 22 proposed by the Collector, is the existing Rule 8, with the omission of the second part of the first sentence.

Wangamuni
28.1.08
Lee.

Please see the rules at pp. 5 & 6 of. I have made one or two verbal suggestions. The proposed rules may, I submit, be accepted. I am not, ^{however} certain of the advisability of having the Superintendent on the Executive Committee for ^{proposed} rule 14 he is subject to the committee's orders & is also Secretary. ~~but the~~ As a

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member of the Committee he ought to
be free from all control. Otherwise
the proposed rules seem free from
objection.

My recollection is that the question of an annual meeting of the General Committee has been completely overlooked for some time until, a Col^d of Tanager, I covered a meeting in 1903 - building work on the Hotel being then in progress. - but it seems to me that the General Committee can pass any rule it think fit and inconsistent with rules framed by Govt. both as to the internal management of the Hotel, and as to the nature & method of accounts to be kept. - old rules

3 - 8.

I have seen the rules of the
 of. I have made up a few
 school suggestions. The program
 rules are, I believe, 10
 accepted. I am not certain
 of the exactness of having the
 superintendent in the presence
 Committee for the school and is
 in charge of the Committee's action
 and also Secretary.

I do not consider that the Sup^t of the Hostel should be a member of the Executive Committee. He is responsible for the accounts of the Hostel, and should not be allowed to sit in judgment on the accounts produced by him. I should prefer to have the Sub. Dir., who is also a member of the Executive Committee in his place. Otherwise I see no objection to the rules, it is urged to send the D.P.O. should be consulted also.

H.D. Taylor
30.10.08

M.R. N. Krishnaswami Aiyangar was appointed a nonofficial member of the General and Executive Committees of the Kumbakonam College Hostel Vice M.R. S.A. Sivaminatha Aiyar deceased - vide govt 634 Ed. dated 19th September 1899.

2. With reference to para. 2 of the Secretary's note, it is submitted that no report appears to have been submitted to Govt. with reference to Rule 8 of the hostel rules - page 11 of G.O. No. 304 Ed. dated 30th May 1899. Nor does it appear that the power of reviewing & dealing with those reports has been delegated to the D.P.O. or to any other officer.

241 *See*
27-3-08

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officer of ~~post~~ under that rule.
3. It is submitted that the file may be forwarded up to the D.P.D. with reference to the Secretary's remarks at A above.

AD Anguwarin
1-2-08 *Anguwarin*
Chant
1-2-08

Sp
1-2-08

D.P.D. no.

Edl no. no 3058-1
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Rec. 3-2-8

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A hostel - to be a hostel and not a mere lodging house - should be as much under the control of the Principal as the College -
If he is not fit to control the one he is not fit to control the other.

2. The present scheme is even more complicated than the old one. I think it is a great pity that the hostel was not made part of the College as originally proposed perhaps this might still be done. If not I would have a General Committee as at present to show the



But surely the warden
should be responsible for
discipline?

by 2

A 11

Principal as warden should
be directly responsible except
in matters of discipline. The
Executive Committee might
be dropped.

3. The Superintendent should
be under the warden and nobody
else - he is a member of the
College staff & there should be
no risk that he receives orders
from his masters.

4. The system of account proposed
is quite needlessly complicated
much more so than at Chesham
it is a treasury system applied
unsuitably.

5. All receipts should of course
be banked and money drawn
out for expenditure as required.
The receipts should be checked
by a counterfoil signed by the
payer. A cash book is
required for money drawn from
the bank (or treasury) and for
expenditure, petty cash being
posted periodically from a
day book. A member's ledger
is also required.

Handwritten: 10.2.8

TN
9/12

36 11P

Please see the remarks of the D.P.D. above

2. Dr. Baume Considers that for the management of the hostel there should be a general Committee as at present to whom the Principal of the College should be a warden, he directly responsible except in matters of discipline. He would do away with the present executive Committee and make the Superintendent, who is a member of the College staff responsible to the warden and ^{to} no one else.

3. The Scheme suggested by Dr. Baume seems to be exactly similar to that now in force at the Victoria Student's hostel, Chepauk. This hostel is managed by a governing body consisting of the Director of Public Instⁿ, who is President, and nine other members, eight of whom are elected by the syndicate of the University of Madras, six as representatives of the principal colleges in Madras, one as a representative of the general public and one from among the members of the Board of Revenue. The hostel is under the direct control of the warden, ~~who is~~ assisted by a Deputy, who answers to the Superintendent at the Kumbakonam hostel.

Para. 2 of his no. note pp. 9+10 of 4.

Para. 3 of do

Rule 3 of the Articles of Association on pages 617 of p. 110 617 Ed. 1
 43. October 1896 - M.

9

vide Rules 1+2 of the hostel rules on p. 6 of Kw. p. 110 355 Ed. III
 7.6.07

4. It is for consideration whether the Scheme suggested by the D.P.G. may be accepted. If it is accepted, the General Committee of the Kumbakonam Hostel may be requested to submit ~~an~~ application under Sec. 5 of the Charitable Endowments Act, 1890, a revised Scheme for the Management of the hostel on the lines suggested by the D.P.G.

5. As regards the system of accounts proposed in the Scheme submitted by the General Committee, Dr Bourne considers it to be ~~too~~ needlessly complicated. He agrees that all receipts should be banked and money drawn for expenditure as required; and seems to consider that it will be sufficient if a Cash book a day book and a member's ledger, are maintained. It is submitted that the General Committee may be asked to consider whether the system of accounts may not be revised in accordance with this suggestion.

R. D. Angamalai
27.10.8

Dr Bourne's suggestions seem good.

Chander
28.2.8

It may be suggested
to the Committee
V.B.

The nearest Bank is at
Nagapattinam. There is about
1000 Rs. in the bank.

A
H.B.

[Faint, mostly illegible handwritten notes on the left page, possibly bleed-through from the reverse side.]

[Faint handwritten notes on the left page.]



[Handwritten notes and stamps below the circular stamp:]
 Ed. no. 3058-2
 3/3/08

[Handwritten note:] paper 213 of c.f.

[Handwritten note:] Supp. O.O. No. 211
 10-3-08

[Handwritten notes:]
 Please put up
 80 207 28
 12-3-08

[Handwritten notes:]
 12-3-08
 Pub. 7/13
 12/3

[Handwritten notes at bottom left:]
 7/13
 12/3

The A.G. may be asked in the first instance whether there will be any objection to the opening of a personal deposit account in the Local Fund Treasury, to deal with receipts & payments relating to the Hostel.

[Handwritten signature:] H. Taylor
 25-208

[Handwritten note:] A.G. no.

The receipts & payments do at present pass through the Treasury accounts & are treated as an excluded local fund, vide G.O. Fin. No 207 d/12 March 1903. It would appear however from the Collector's letter (para 6) that some of the most elementary rules relating to Govt accounts have been neglected by the Committee.

[Handwritten signature:] R. H. Knight
 9.3.08

[Handwritten note:] Cld 14/3/08

Orders are solicited on the points raised in paragraphs 4 and 5 of the office note on page 12 Supra.

[Handwritten notes and signatures:]
 12-3-08
 A.G. [unclear]
 [unclear] 4.3.08

14 29 14 P²⁰

Please draft for approval. Now that the building has been completed & the hotel is at work, it seems quite unnecessary to have anything but a Executive Committee. The special Committee might well be dispensed with.

The Principal should be Warden and the Sup^t should be subject to the direct control of the Warden.

H. D. Taylor
19-3-08

A draft is submitted for approval.

T.H.
21-3-08
H. D. Taylor
21-3-08
Lee
25-3-08

I don't quite know why the SPD except. Discipline for the officers of the Warden's duties. I should say that it was one of the most important functions.

Please type the draft & revised.

H. D. Taylor
24-3-08

The draft has been typed & is submitted.

RC
24-3-08
In approval
H. D. Taylor
25-3-08
Approved
26-3-08
H. D. Taylor
27-3-08

Draft revised.
H. D.
21-3-08

please.
A.

CIRCULATED IN EDL
AND LEG. DEPT.
Box Ordinary No. 5
25/3/08

TR
19/3

ORDER:-
P.S.

241 d 27/3/05

The Government consider that the scheme proposed by the Collector of Tanjore for the administration of the Victoria Jubilee Hostel, Kumbakonam, is unnecessarily complicated. As the hostel has been constructed and is in working order, there seems to be little necessity for the retention of both a General and an Executive Committee. The Government would therefore dispense with the Executive Committee and entrust the direct management of the hostel to the Principal of the College, who should also be Warden of the hostel and should be directly responsible to the General Committee for its general administration and discipline. The Superintendent of the hostel, who will also be a member of the College staff should be subject to the direct control of the Warden and should be responsible to the latter and to no one else.

2. The system of accounts of the hostel which it is proposed to introduce appears also to admit of considerable simplification, and it

241 Bell

Spokane in Ans -
20/3/08

143
26368

41 48
80
2.

~~should~~
~~appears~~ to be sufficient if a cash book day-book, store accounts and a member's individual ledger are maintained.

All ~~the~~ money received should be paid in full into the Treasury and all sums required for expenditure should be drawn on bills signed by the Warden as and when necessary.

3. The General Committee of the Victoria Jubilee Hostel, Kumbakonam, will be requested to state whether they approve generally of the scheme sketched out above, and if so, to submit an application under Section 5 (2) of the Charitable Endowments Act, 1890 to modify the scheme settled in 1899.

H. S. Dayal
25-3-00

To

The Collector of Tanjore.
" D. P. I.

N. S. S. S.
27/3/8

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Notes 1-14