

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1911.

Enclosures

Spare copies

G.O., No. 268, 8th May 1911.

Fees.

Prescribing the — for the B.A. course under the old regulations, B.A. (honours) course and the M.A. course.

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Prescribing the — for the B.A. course under the old regulations, B.A. (honours) course and the M.A. course.

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following papers :—

I

G.O., No. 271, Educational, dated 21st May 1910.

ABSTRACT.—Passing orders on the question of enhancing the standard rates of fees to be levied in colleges and secondary schools.

II

Letter—from the Hon'ble Mr. J. H. STONE, M.A., F.R.H.S., Acting Director of Public Instruction.

To—the Secretary to Government, Educational department.

Dated—Madras, the 29th March 1911.

No.—Ref. on C. 5162-10.

In all first-grade colleges, there will be a junior B.A. class working under the new University Regulations from July 1911 to which the new fee notification sanctioned in G.O., No. 271, Educational, dated 21st May 1910, will be applied. There will also be a Senior B.A. class working under the old regulations from July 1911 to April 1912 to which the new fee notification cannot easily be applied. Those students who take up all the three branches for the Senior B.A. course during this year might reasonably be asked to pay the fee prescribed for both the parts in the new fee notification. But some students who have failed in one or two of the branches may join in July 1911 and the question arises as to what fees should be levied from them. If those taking English and a vernacular pay fees as for part I of the new course, they will pay—in the case of the Presidency College—Rs. 35 and Rs. 21 for two terms as against Rs. 27 and Rs. 27 under the old notification. If, on the other hand, those taking a Science and a vernacular pay only as for part II, they will pay Rs. 35 and Rs. 21 as against Rs. 39 and Rs. 39 or Rs. 44 and Rs. 44 if they take branches I and II. To remove these inequalities, I would recommend that students who join the Senior B.A. class of 1911-1912 in only one or two subjects not being English and a Science may be required to pay fees at the old rates. Those who take English and a Science will, of course, pay for Parts I and II under the new rates.

2. No provision has been made in the new fee notification as regards the fees for the B.A. honours courses which will begin from July 1911. In the revised notification, the fee for the B.A. pass course is equally divided between parts I and II of that course and the same procedure cannot be adopted in the case of the B.A. honours course. For, although students will usually take part I, English, in the honours course for one year they will do proportionately more in their honours subject in the two following years. I consulted the Principals of the Presidency and Christian Colleges, Madras, and St. Joseph's College, Trichinopoly, as to what fee might be charged for the honours course and they are all of opinion that it should not be less than the rates laid down for both parts of the pass course taken together. It has been represented that in view of the expense incurred in providing for honour courses it ought to be considerably more, but making it so would inevitably prevent some well qualified students from taking honours. I accordingly recommend that the following rates, *i.e.*, those for the two parts of the pass course taken together may be levied :—

	Long term.		Short term.	
	In advance.	By five equal instalments.	In advance.	By three equal instalments.
Presidency College	RS. 70	RS. 75	RS. 42	RS. 45
Other colleges	66	70	40	42

The Principals of Colleges think that this rate will not discourage qualified students from taking up an honours course although the honours course lasting as it does for three years will be even as proposed more expensive than the pass course.

3. The M.A. examination under the old regulations will be continued to be held up to 1914, and the students preparing for this examination may be charged the same fees as for the Honours course.

III

Letter—from the Hon'ble Mr. J. H. STONE, M.A., F.R.H.S., Acting Director of Public Instruction.

To—the Secretary to Government, Educational Department.

Dated—Madras, the 8th April 1911.

No.—Ref. on C. 5162.

With reference to your telephonic message, dated 5th April 1911, I have the honour to forward herewith for perusal and favour of return the letters received from the Principals, Presidency and Christian Colleges, Madras, and St. Joseph's College, Trichinopoly, on the subject of fees for the B.A. honours course.

ENCLOSURES.

(i)

Letter—from the Hon'ble Mr. J. H. STONE, M.A., F.R.H.S., Principal, Presidency College, Madras.

To—the Director of Public Instruction.

Dated—the 3rd August 1910.

No.—474.

With reference to the new fee regulations published on page 269, Part I-B of the *Fort St. George Gazette*, dated 24th May 1910, I have the honour to invite your attention to the following points.

2. Next year, *i.e.*, July 1911—April 1912 we shall have a Junior B.A. class studying under the new University Regulations to which the new fee regulations can be applied without difficulty, but we shall have a Senior B.A. class studying under the old regulations to which their application is not so simple. Those who take up all three branches might perhaps be reasonably charged the new fee for both parts, *i.e.*, Rs. 35 and Rs. 21 for the long and short terms, respectively, but a certain number of students who have failed in one or two of the branches will want to rejoin in July 1911, and it seems desirable to facilitate as far as possible the qualifying of such for the degree. The question arises, however, of what fees they should pay. Should, *e.g.*, those taking English and a vernacular pay fees as for part I of the new course? If so, they will pay Rs. 35 and Rs. 21 as against Rs. 27 and Rs. 27 under the old regulations. If, on the other hand, those taking a science and a vernacular pay only for part II, they will pay Rs. 35 and Rs. 21 as against at least Rs. 39 and Rs. 39 under the old notification or Rs. 44 and Rs. 44 if they take Branch I or II.

3. I would suggest, therefore, that students who join the senior B.A. class of 1911-1912 in only one or two subjects not being English and a Science should pay fees at the old rates.*

4. The University will hold examinations for the degree of M.A. up to 1914, and it may be anticipated that students will want to join the college with a view to appearing for these examinations and it should be practicable for such to work to a great extent along with the honours men. Since they will not have to do the English of the honours course, it would seem proper to charge them only the fee for part II of the B.A. course, *i.e.*, Rs. 56 as against Rs. 60 under the old regulations. There seems no reason, however, why they should gain by the new rules. I, therefore, suggest that the old M.A. fee should be retained while the examination continues to be held. These suggestions, if approved, will make an inappreciable difference in the fee income.

(ii)

Letter—from E. W. MIDDLEMAST, Esq., M.A., Acting Principal, Presidency College,
Madras.
To—the Director of Public Instruction.
Dated—the 21st December 1910.
No.—900.

With reference to your letter R.C. No. 5162-10, dated 29th September 1910, I have the honour to suggest the following rates for B.A. (honours courses):—

	For the long term.		For the short term.	
	In advance.	By five equal instalments.	In advance.	By three equal instalments.
(i) Presidency College B.A. (honours)	RS. 75	RS. 80	RS. 45	RS. 48
(ii) Other colleges B.A. (honours)	70	75	42	45

2. These fees are intended to include the courses in English and one of the eight branches in part II of the course.

3. In suggesting the above rates, I have adopted the view that the cost of a B.A. honours course to a student should approximate to the cost of a B.A. pass course *plus* that of the old M.A. course.

This, in the case of a student at the Presidency College, would be arrived at as follows:—

	RS.
Two years at Rs. 112 per annum	224
Four terms at Rs. 30 per term	120
Total	344

The fees proposed above amount to Rs. 360 for the three years' honours course, practically the same amount. The average fee per term according to the rates proposed will be Rs. 60 as against Rs. 56 for the pass course. I think that students who wish to obtain the highest distinction in Arts that the University affords might reasonably be expected to pay these fees, but at the same time am of opinion that a higher rate might deter students from taking up the honours course.

4. No other college under public management intends to take up the honours course, and it is unnecessary to prescribe any rates for them. As, however, two aided colleges are taking up the course and as the rates prescribed for institutions under public management are the standard rates for grant purposes of aided colleges, I have proposed a slightly lower rate for other colleges, following the principle which appears to have been accepted in the current fee notification.

5. In drawing up the above proposals, I have consulted with the Bursar of the Christian College and the Correspondent of St. Joseph's College, Trichinopoly. The latter agrees with them, but the former has proposed some modifications in the case of fees for "other colleges" and also suggests a differential rate in favour of students who take the honours course as a post graduate course. I do not see any reason for preferential treatment of such students and I think that the reduction I have proposed for other colleges as against the Presidency College is sufficient.

(iii)

Letter—from E. W. MIDDLEMAST, Esq., M.A., Acting Principal, Presidency
College, Madras.
To—the Director of Public Instruction.
Dated—the 20th February 1911.
No.—131.

With reference to your proceedings, R.C. No. 5162/10, dated 13th February 1911, on the subject of the scale of fees for the B.A. honours course, I have the honour to submit the following remarks.

2. As noticed in paragraph 1 of the Proceedings, a student will normally complete part I in one year probably the first of the course. According to the scale in the proceedings he will thus pay fees as follows:—

	RS.
1st year	120
2nd „	75
3rd „	75

If the fees are meant to bear any proportion to the cost of educating the student during the period for which they are payable, I cannot help thinking that their distribution among the three years needs revision.

The fact that in his 2nd and 3rd years, the normal student will not be receiving instruction in English does not mean that his demands on the College staff and resources will be less; it means that he will devote more time, both in and out of college to the special subject he has chosen for part II. The case is not the same as that of the B.A. (pass) degree course. A student who has passed the examination in part I of that course and is reading in part II is not a full-time student, so to speak, but in the honours course he will continue to be a full-time student even after passing part I.

This consideration makes me think that the fees for the first year should not be greater than those for the second and third years.

I had this circumstance in mind when proposing an inclusive fee of Rs. 120 per annum, the same for each year of the course.

There will of course be cases in which a student does not pass part I at the end of the first year. He will have to study for part I again in his second or even his third year, but I do not think that the college can undertake to make special provision for such students. They may perhaps attend some of the lectures in English to the first year students provided that the time-table of the second year in part II allows it, but even then they will be no more than full-time students, as whatever time they give in college hours to part I will be taken from part II, not perhaps from lecture hours, but from practical work, study under supervision, tutorial hours, etc., according to the nature of their special subject in part II. Thus even in this case, I do not think that an extra fee is required.

3. As regards the total amount of fee, I have to observe that the total proposed in your Proceedings for the three years is Rs. 270 as against Rs. 360 suggested by Father Sewell, Mr. Russell and myself.

Of course it is out of the question to propose any fee which would cover any large part of the cost of the student to the Government during his course, but I assume that it is a settled principle that as much of the cost as the student can reasonably be expected to pay should be recovered in the way of fees. I am of opinion that honours students might be expected to pay more than Rs. 270 for their college course. At present there are about 40 M.A. students in this college whose education after the F.A. stage will have cost them Rs. 320 (4 terms in B.A. classes at Rs. 50 and 4 in M.A. classes at Rs. 30 per term). Honours graduates will be in much the same position as present M.A.'s—indeed they will be eligible for that degree after the lapse of 2 years after graduation—and I am of opinion that a total fee of Rs. 320 would not deter students from taking the honours courses.

I would further point out that under the distribution of fees mentioned in your Proceedings honours students in their second and third years would be paying a smaller fee than pass students and even intermediate students, whose fees are respectively Rs. 112 and Rs. 88 per annum as against Rs. 75 proposed for honours students.

4. As regards payment by instalments, I recognize that the system causes a great deal of trouble in the collection of fees, and would be glad to see it abolished in all the courses, but so long as it is allowed for the B.A. course, I do not see any reason for not allowing it in the B.A. honours course.

(iv)

Letter—from the Bursar, Madras Christian College.
To—the Director of Public Instruction.
Dated—Madras, the 12th December 1910.

With reference to your Proceedings No. 5162, dated 29th September 1910, I have the honour to report that I have consulted the Principal of the Presidency College and the Correspondent of St. Joseph's College, Trichinopoly, with regard to "suitable rates" for honours courses, and now desire to make the following suggestions.

2. In the first place, however, I wish to say that I find that there is some difference of opinion as to the question which you have submitted. I understand that you desired me to give my opinion on the question of the rate of fees to be charged in colleges under public management only, not in those under private management, or, in other words, the question is one affecting the Educational rules, not the Grant-in-Aid Code. Mr. Middlemast and Father

Sewell, however, seem to consider that they are called on to make suggestions on the question of the rate to be charged in aided colleges as well as in those maintained by Government. Until the further question is submitted to me for my opinion I propose to confine myself to the question of the colleges under public management.

3. Accordingly, taking the fee for the courses leading to the pass degree as the basis, I am of opinion that the annual fee for the courses leading to the honours degree *ought not to be less* than those laid down for both parts of the pass degree taken together: that is—

	Per annum.	
	In advance.	By instalment.
for the Presidency College	Rs. 112	Rs. 120

4. As, however, the courses are very costly to maintain, there may well be some advance on this rate, say—

	In advance.	By instalment.
Presidency College	Rs. 120	Rs. 130.

5. With regard to "other colleges," it may be thought to be unnecessary to lay down any rate for them as it is not meantime intended, I understand, that any college other than the Presidency College should take up the honours courses. As, however, the decision of Government on this point may be only temporary, I would suggest that a rate be laid down for the "other colleges" also. Accordingly I would propose that the rate for them should be

	Per annum.	
	In advance.	By instalment.
"Other colleges"	Rs. 106	Rs. 112

6. I would add that I think a somewhat lower fee, say, Rs. 90 in advance, Rs. 96 by instalments, (per annum) might be charged in the "other colleges" in the case of students who have passed the ordinary degree examination and thereafter take up a two years' course in honours (under University regulation 203).

(v)

Letter—from the Bursar, Madras Christian College.

To—the Director of Public Instruction.

Dated—Madras, the 17th February 1911.

In reply to your Proceedings C. No. 5162 of 1910, dated 11th February 1911, referring to me for opinion the proposed rates of fees for the B.A. honours courses, I have the honour to submit the following remarks:—

(1) I do not consider it to be necessary to distinguish parts I and II in the courses for honours, as part I (English) is a quite inconsiderable part of the prescribed course.

(2) If, however, the distinction is to be made, the proposed fee for part II is too small in comparison with that for part I.

(3) As students who have finished with part I will devote all their time to part II, and colleges will provide for this, there seems to be no adequate reason why the fee paid for the honours course in the second and third years should be less than that paid in the first year.

(4) The fee proposed for part II for the second and third years is so small that, instead of the fee acting as a selective influence, it will lead all students to clamour for admission to the honours courses. This becomes plain when it is noted that the fee for the two terms taken together which it is proposed to charge for Part II in the Presidency College in the second and third years is actually less than the annual fee at present charged for the intermediate course (the old F.A. fee) when paid in instalments.

(5) The low rates proposed seem thus to be at variance with the spirit and intention of the revised fee regulations (Gazette of 24th May 1910).

(6) I should not think it ought to be necessary to fix instalment rates for honours. A matter of this kind may very well be regarded as an administrative detail which may be left to the discretion of a college.

In conclusion, I have the honour to refer you to my letter of 12th December 1910, dealing with this subject; and now desire to state that I adhere to the opinion therein expressed.

(vi)

Letter—from the Correspondent, St. Joseph's College, Trichinopoly.

To—the Director of Public Instruction.

Dated—the 5th December 1910.

No.—1122.

In reply to your Proceedings, No. C. 5162, dated 29th September 1910, inviting suggestions for a suitable fee rate for the honours courses, I have the honour to propose, after consultation with the authorities of the Presidency and Madras Christian Colleges, a standard rate of fee for

the honours courses in aided colleges and, in harmony with the principle adopted by Government in its recent fee regulations, a separate and somewhat higher rate for the same courses in the Presidency College.

Proposed rate of fee for the B.A. (honours) degree and for students preparing for that degree under regulation 203—

	Per annum.	
	For the long term.	For the short term.
	RS.	RS.
Presidency College	75	45
Aided Colleges	70	42

It will be noticed that the lower rate is that of the Presidency College for the pass course as given in the recent fee notification. This being a little higher than the standard rate for that course will, it is thought, suffice for the superior course.

In the revised notification, the fee for the graduate course is equally divided between parts I and II of that course. Although there are two parts also in the honours courses, it is not proposed to make a similar division of the fee, because specialization being the prominent feature of the honours course in the several branches of study and part I forming but a small part of it, a single fee will suffice for both.

Order—No. 268, Educational, dated 8th May 1911.

The Government accept the recommendations of the Director of Public Instruction in regard to the fees to be charged for the B.A. (honours) course and the B.A. class working under the old University Regulations. For the M.A. course, the Government consider that the fee prescribed in the old fee notification should be retained.

2. The Director of Public Instruction will be requested to prepare and submit for the approval of Government a draft of the necessary alterations to be made in the Educational Rules.

(True Extract.)

L. DAVIDSON,
Ag. Secretary to Government.

To the Director of Public Instruction.

Editors' Table. (I, II and orders).

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O., No. 268, EDUCATIONAL, DATED
8TH MAY 1911.

[SUBJECT.—*Fees for the failed B.A. students, the B.A. (honours) course and the M.A. course.*]

Previous paper :

G.O., No. 271, Educational, dated 21st May 1910.

From the Director of Public Instruction, dated 29th March 1911, No. 5162.

Three subjects are dealt with in the Director of Public Instruction's letter, viz.—

- (1) Fees for the B.A. students continuing their studies under the old University regulations.
- (2) Fees for the B.A. (honours) course.
- (3) Fees for the M.A. course under the old regulations.

2. (1) *Fees for the B.A. students continuing their studies under the old University regulations.*—The B.A. examination under the old University regulations will continue to be held until 1914. There will therefore be a senior B.A. class working under the old regulations from July 1911 to April 1914, and students who fail to pass the B.A. examination held in the current month will join this class in July 1911. Regulation No. 149 on page 53 of the calendar for 1904-1905. As the examination for the B.A. under the old University regulations comprises three divisions, namely :—

- (1) English language ;
- (2) Second language ; and
- (3) Science, the failed students who will join the senior B.A. class in July next will be of seven descriptions as follows :—
 - (1) those who have failed in all the three divisions ;
 - (2) those who have failed in English ;
 - (3) those who have failed in the second language ;
 - (4) those who have failed in Science ;
 - (5) those who have failed in English and the second language ;
 - (6) those who have failed in English and Science ;
 - (7) those who have failed in Science and the second language.

3. Under the new University regulations the course for the B.A. consists of two parts, namely, Part I—English language and Part II—Science, and there is no second language. Hence in the fee notification sanctioned in G.O., No. 271, Educational, dated 21st May 1910, fees are prescribed for Part I and Part II of the B.A. course and none for "the second

language". The Director of Public Instruction considers that those students who having failed in the B.A. examination take up all the three branches or English and Science for the senior B.A. course in July 1911 under the old regulations, may be asked to pay the fee prescribed for Parts I and II in the new fee notification but not the other students. He points out that there will be certain inequalities if these students are required to pay according to the new fee notification and recommends that they may be required to pay fees at the old rates. Submitted that in view of the representations made by the Director of Public Instruction, his recommendation may be accepted.

For the old rates, please see page 22 of the Educational rules put up.

G. F. PADDISON—11-4-11.

Yes. I agree.

M. H[AMMICK].

4. (2) *Fee for the B.A. (honours) course.*—In the new fee notification the following fees have been prescribed for the B.A. (pass) course:—

Page 16 of G.O., No. 271, Educational, dated 21st May 1910.

	Long term.		Short term.	
	In advance.	In five instalments.	In advance.	In three instalments.
Presidency College—	RS.	RS. A. P.	RS.	RS. A. P.
Part I	35	37 8 0	21	22 8 0
Part II	35	37 8 0	21	22 8 0
Other colleges—				
Part I	23	25 0 0	20	21 0 0
Part II	33	35 0 0	20	21 0 0

No separate fees are prescribed for the honours course. The honours course extends over three years. At the end of the first year the students will have to pass a preliminary examination in English forming part I of the course. The Director of Public Instruction states that the students will usually take part I in their course for one year and they will do proportionately more in their honours subjects in the following two years. He therefore considers that the fee for Part II of the Honours course should not be the same as for Part I. The Principals of the first-grade colleges whom the Director of Public Instruction consulted are of opinion that the fee should not be less than the rates laid down for both parts of the pass course taken together; and the Director accordingly recommends that the following rates may be prescribed:—

	Long term.		Short term.	
	In advance.	In five instalments.	In advance.	In three instalments.
Presidency College	RS. 70	RS. 75	RS. 42	RS. 45
Other colleges	66	70	40	42

Presidency College	RS. 392 224	May be approved. G. F. PADDISON. 11-4-11.	It is for consideration whether these rates may be approved. If these rates are approved, the students of the Presidency College will have to pay at least Rs. 168 more for the honours course than for the pass course and the students of other colleges Rs. 159.
Other colleges	168 371 212	May be approved. G.F.P.—11-4-11.	
	159		

5. (3) *Fees for the M.A. course.*—Under the new University regulations there is no separate course for the M.A.; hence no separate fees for the M.A. course are prescribed in the new fee notification. But as the M.A. examination under the old University regulations will continue to be held until 1914, the Director of Public Instruction proposes that the fees prescribed for the honours course may be levied from the M.A. students. This proposal may, it is submitted, be accepted.

T.K.—5-4-11.

K. RANGASWAMI AITANGAR—11-4-11.

[Telephone sent, under the orders of the Deputy Secretary, to the Director of Public Instruction for the minutes written by Mr. Russell and others on 5th April 1911. Minutes received and file submitted, 10th April 1911.]

T.K.—10-4-11.

The rates for the part failed B.A.'s and for the B.A. honours course may be approved.

As for the M.A. course I would appeal from Mr. Stone as Principal to Mr. Stone as Director. His original suggestion that the fee for the M.A. course be retained seems to me to be fairer than charging the same rates as for B.A. honours.

I agree.

M. H[AMMICK].

Neither the Director of Public Instruction nor the office have discussed the proposal of Dr. Russell that in other colleges lower fees should be charged for those who have already got their B.A. (pass) degree and wish to proceed to B.A. honours. I should think the cases of men who choose thus to spend five years on the honours course instead of three will be very few and I see no harm in the proposal of Mr. Russell. It is not very logical that less should be charged for the same course to different persons but I think it is unobjectionable.

G. F. PADDISON—11-4-11.

I am very stupid, but I cannot understand how the figure Rs. 392 and Rs. 371 above is arrived at.

Will the office please explain and will they also show in tabular form the different proposals made by Mr. Stone, Mr. Russell and Father Sewell. So far as I understand, Mr. Stone's fees are a trifle less than those proposed by Mr. Russell, but I am not quite clear on the matter.

M. H[AMMICK]—19-4-11.

Please see the Honourable Member's remarks above.

2. The figures "392" and "371" *supra* were arrived at by adding the fee prescribed for part I of the B.A. (pass) course for one year to the total fees for the Honours course for three years as follows:—

	Presidency College.	Other colleges.
RS.	RS.	
Fees for the Honours course for three years.	112 × 3 = 336	106 × 3 = 318
Fee for Part I of the B.A. course for one year.	56	53
Total ..	392	371

This would be double fee and has to be excluded.
M.S.M.—28-4-11.

The Director's letter did not say clearly whether or not the fees proposed for the honours course included the fees for the course in English (Part I). In calculating the fees for the honours course, the fees proposed by the Director of Public Instruction were taken to exclude the fee for Part I (English) of the course. From

3. The following statement compares the fees for the honours course proposed by the Hon'ble Mr. Stone, Mr. Middlemast, Mr. Russell and the Rev. Father Sewell:—

NOTE.—Father Sewell does not propose a separate rate of fee to be paid by instalments.

K. RANGASWAMI AYYANGAR—26-4-11.

M. S. MASCARENHAS-28-4-11.

L. DAVIDSON—2-5-11.

M. H[AMMICK]—3 5-11.

T.K.—5-5-11.

K. RANGASWAMI AYYANGAR—5-5-11.

M. S. MASCARENHAS—6-5-11.

L. DAVIDSON—8-5-11.

Issue.

M. S. MASCARENHAS—8-5-11.

[G.O., No. 26^o, Educational, dated 8th May 1911.]

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” ” ” ” ” 19

C. No. 737, From the DP 2, No. 5162, dated 29-3- 1911

833 8-4-1944

” ” ” ” ” ” ” ” ” ” 19

P.S.

No. 100, dated 8. 5. 1911.

The Govt accept the recommendations of the D.P.I. in regard to the fees to be charged for the B.A. (Honours) Course and for the B.A. class working under the old University Regulations. ⁷ ~~As~~ for the M.A. Course, the Govt consider that the fee prescribed ~~for~~ ⁱⁿ the old fee notification should be retained.

2. The D.P.I. will be requested ^{for the approval of Government} to prepare and submit a draft of the necessary alterations to be made in the Ed. Rules. mym

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5-5-11

(cher.)

15
85-11

may be placed on E.T.

5. Copies de l'éd.
8-6-11

To The D.P.A.
E.J.

The remarks of the Hon'ble Mr V. Krishnaswami Aiyar on the list of orders issued in the Educational department during the week ending 13th May 1911.

"I would like to see No 268."

V. K
 19.5.11

"Submit these through H. M."

L. D
 20.5.11

F. A proof copy of G.O. No 268 &c dated 8th May 1911 with notes is submitted. Wm H. M (Educational)

8K
 23.5.11
 7.8.
 23.5.11

Wm
 24/5/11

Secy

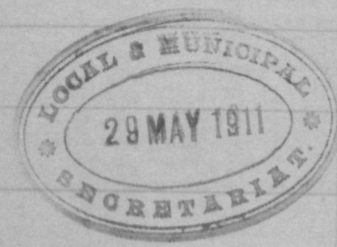
circ in Box No 28.

(2) Honble. Mr Krishnaswami Aiyar through

(1) H. M. / Ed.

25.5.11

V. K



Thank
 28.5.11

done
 Jan

Madras office

The original is in the Madras office
 8K 29/5

File with the original of G.O. 268 &c

29/5/11

PRESS SLIP.

ORDINARY.

PREFERENCE.

URGENT (a).

EDUCATIONAL
DEPARTMENT.

Current No., dated 190 .

G.O., No. 268, dated 8-5 1901.

Number of MS. pages sent { Correspondence including order or orders
(b)
Notes (b¹)

Docket Fees. Passing orders regarding

The — to be charged to the failed
B.A. students. The B.A. (honours)
Course and the M.A. Course

Number (c) of copies required when struck off (not including
copies for volumes and editors' table which are retained
in the Press).

Complete
Correspondence
and orders.

Notes

FOR RECORD.*

Madras Records 30 15
Ooty Records 3 3
For filing with original 1 1

Total ... 34 19

FOR ISSUE.†

	Letter only.	Complete G.O.	Special issue copies (d) of G.O.		Notes.
			No.	Papers.	
Signature copies.....					
India Office.....					
Govt. of India.....Dept.					
Public Department.....					
Judicial Department.....					
Financial Department.....					
Revenue Department.....					
Public Works Department.....					
Local and Municipal Department.....					
.....Dept.					
Total ...					
Spare copies.	The Director of Public Instruction.....	5			
	The Comr. for Govt. Examinations.....				
	The Superintendent, Govt. Museum.....				
	The Surgeon-General.....				
	The Accountant-General.....				
	The Collector of.....				
	The P. D. B.....				
	The.....				
	The.....				
	The.....				
	The.....				
	The.....				
Total ...					

INSTRUCTIONS FOR THE
SECRETARIAT.

(a) If a paper is marked to be printed
urgently, the Superintendent of the section
concerned should sign the Press slip. The
Superintendent should exercise a careful discre-
tion in the matter.

(b) Each letter, memorandum, or order, or set
of orders, in the file of correspondence should be
headed in succession with the Roman numeral I,
II, III, etc., the number being written in red ink
or blue chalk above the item. The particular
papers to be printed in the special issue-copies
should be indicated by the Roman numeral (I,
II, etc.) by which that item has been headed in
the correspondence file. All matter, including
marginal remarks or references, to be printed
should be written in ink and matter which should
not be printed should be encircled. Initials and
signatures that are not quite legible should be
re-written distinctly.

(b¹) For rules regarding printing of notes,
see the rules in G.O., No. 1220, Public, dated
30th November 1900.

(c) The number of copies and the details of
distribution should be filled in by the Superin-
tendent or Referencer concerned.

(d) In the absence of special instructions to
the Press to keep matter standing for a specified
period, ordinary papers of 8 pages and under
will be kept standing for one week, and larger
papers for two weeks only. The type of notes
and of all confidential papers is distributed
immediately after striking.

(e) This slip, properly and completely
filled in, should accompany every paper sent to
Press; it will be returned by the Press when
proofs are furnished; it should be sent to the
Press when a call is made for revised proofs or
when a corrected proof is sent for striking.
When finally returned by Press it should be
filed with the original order or letter.

INSTRUCTIONS FOR THE PRESS.

(a) If, in the opinion of the Superintendent of
the Press, a paper has been marked urgent
unnecessarily, he should send the Press slip to
the Deputy Registrar with a remark to that
effect.

(b) Unless a note to the contrary is made
against the matter, pencil entries should not
be printed. The Superintendent of the Press
may bring to the notice of the Deputy Registrar
any instance of incomplete or careless editing.

(c) Signature copies of letters to the
Secretary of State or to the Government of
India should be printed on hand-made paper.

(d) This slip should be returned by the Press
to the Secretariat when proofs are furnished; it
will be sent back to the Press when proofs
are returned corrected and should be finally
returned to the Secretariat when struck-off
copies are supplied.

(e) The names of the Secretary and Members
should be printed in full when they occur on
the right hand side, but only the first time when
they appear on the left side, the initials alone
being printed later.

* Copies distributed on (Press Clerk.)

† Copies distributed on (Despatcher.)

TO PRESS, MADRAS.
OOTY.

A

Please send proof in triplicate. The papers have been carefully edited.

B

Proof returned corrected. Please strike off and send number of copies as indicated.

Type may be released after usual interval
at once.

C

As the matter is clear manuscript and has been carefully edited, (b) proof need not be sent. Please print and supply number of copies as indicated.

Type may be released after usual interval.

Clerk.

Clerk.

Clerk.

Supdt.

Supdt.

Supdt.

(b) Three copies of proof of all notes should be sent for approval, except when instructions are given to the contrary.

SPECIAL INSTRUCTIONS.

~~Press~~
~~Please don't print~~

TO BE FILLED IN BY THE PRESS.

Diary.	Initials of Press official.
Received in Press on.....	11.5.11. <i>LB</i>
First proof furnished on.....	22.5.11. <i>LB</i>
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	1/6/11. <i>LB</i>
Final copies supplied on.....	7/6/11. <i>LB</i>

Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....	34		
" " " Issue.....	5-		
For Volumes.....	16		
For E. T.....			
Total ...	55-		