Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd. } 1911. *Enclosures*

Regd. *Spare copies*

G.O., &c., Nos. 361, 362, 10th June 1911.

Code of Regulations for European Schools.

Approving the issue of a second edition of the —.

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.	1911.	*Enclosures*
Regd.		*Spare copies*

G.O., &c., Nos. 361, 362, 10th June 1911.

Code of Regulations for European Schools.

Approving the issue of a second edition of the —.

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

Read—the following papers :—

I

G.O., No. 364, Educational, dated 13th May 1908.

Abstract.—Approving the revised curricula and syllabuses for European schools, and for the Primary scholarship and the Middle and High school and scholarship examinations for Europeans submitted by the Director of Public Instruction and requesting him to revise the list of high schools for Europeans accordingly.

II

G.O., No. 67, Educational, dated 4th February 1909.

Abstract.—Accepting, with certain modifications, the revised curriculum proposed by the Director of Public Instruction for the High school and scholarship examination for Europeans.

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 3rd March 1911.
No.—R.C. 5718/09.

Copies of the Code of Regulations for European schools printed in 1906 have run out of stock and they have to be reprinted now. In the proof-copy of the Code submitted herewith in duplicate, the changes already sanctioned by Government since the first issue of the Code have been embodied. The present opportunity has been taken to suggest certain other changes which have become necessary chiefly owing to the introduction of the revised curricula, subjects of examination and syllabuses approved in G.O., No. 364, Educational, dated 13th May 1908, and G.O., No 67, Educational, dated 4th February 1909. The changes proposed have also been embodied in the proof and are marked by double lines in red ink, and I have the honour to request the sanction of Government for the alterations.

2. The changes proposed are briefly explained below :—

Note to article 9.—This note serves no useful purpose now and may be omitted. There is no European school in this Presidency which is conducted for private profit, but even if any such existed, it clearly would have no claim for aid.

Chapter IV—Courses of study.—This chapter has been entirely re-written consequent on the introduction of the revised curricula which necessitated changes in the course of studies prescribed in the previous chapter IV. It will be observed that the prefatory remarks in the revised curricula are not clear on the point whether each school is compelled to take one or other of the alternative curricula prescribed or whether it has absolute freedem not to adopt anyone at all. It is desirable that schools should neither have absolute freedom in the selection of courses of studies, nor be bound down to one of the six curricula prescribed. This point has been made clear in the changes proposed.

In article 25 provision has been made for the maintenance of secondary school leaving certificates on behalf of the pupils.

The revised curricula approved by Government and now in force have not been included in this chapter because they are reported to be in need of considerable modifications. Syllabuses in certain subjects have moreover still to be provided. I propose therefore to proceed with the revision and completion of the curricula with a view to their publication as a supplement to the Code of Regulations for European schools.

Note to article 27.—The changes proposed do not call for remarks.

Articles 93 *to* 98.—The revised curricula having taken the place of the courses hitherto prescribed in articles 93 to 98, the necessary changes have been suggested in these articles and the schedules have been omitted.

Article 102.—In this article, the rates, etc., appertaining only to Madras may be retained and the rest omitted.

Article 104.—The change in the period of tenure of High school scholarships suggested in this article is with a view to secure the widest possible field of choice of studies for their holders.

Appendix X.—This is the bill form for drawing building grants at present in use, and it may now be embodied in the Code.

Appendix XI.—At present there is no form of application for admission of pupils into European schools. The one now suggested which is similar to the form, Appendix K in the Madras Educational Rules, may be prescribed.

Enclosure.

CODE OF REGULATIONS FOR EUROPEAN SCHOOLS.

CHAPTER I.

PRELIMINARY.

1. A sum of money is annually granted by Local Governments and Administrations for European education in India.

The object of the grant is to aid local exertion in maintaining efficient schools for European children, and institutions for training teachers for such schools. This grant is administered by the Education Department of each Local Government or Administration, hereinafter called the Department.

2. The term "European" in this Code signifies any person of European descent, pure or mixed, who retains European habits and modes of life; but the Local Government shall in all cases of doubt decide the proper application of the term. The term "scholar" signifies European scholar.

The term "Director" signifies the Director of Public Instruction.

Note.—The term "Inspector" signifies the Inspector of "European and Training Schools or the Inspectress of the circle concerned as the case may be."

3. A list of recognized schools is kept by the Department. Any school seeking recognition must satisfy the Department that it is actually wanted; that its financial stability is assured; that its managing body, when there is one, is properly constituted; that it teaches the proper subjects up to a proper standard; that due provision has been made for the instruction, health, recreation, and discipline of the pupils; that the teachers are suitable as regards character, number, and qualifications; and that the fees to be paid will not involve such competition with any existing school as will be unfair and injurious to the interests of education.

4. Only those schools which are recognized are eligible to send up pupils to the examinations regulated by this Code, or to receive scholars in enjoyment of Government scholarships, or to share in any other benefits of the Code.

5. Every school to which aid is given shall be under the management of a governing body, hereinafter called the managers, who shall be responsible for the maintenance and control of the school, and for the fulfilment of all the conditions upon which the grant is made.

The managers of a school must appoint a correspondent with the Department, who must in every case be approved by the Department.

In communicating with the Department, the correspondent should invariably address the Inspector.

6. Every school aided by Government in any form whatever under the provisions of this Code shall be conducted in accordance with the following regulations:—

(*a*) It shall not be required, as a condition of any child being admitted into or continuing in the school as a day-scholar, that he shall attend or abstain from attending any Sunday school or any place of religious worship; or that he shall attend any religious observance or any instruction in religious subjects in the school or elsewhere, from which observance or instruction he may be withdrawn by his parent; or that he shall, if withdrawn by his parent, attend the school on any day exclusively set apart for religious observance by the religious body to which his parent belongs.

(*b*) The time or times during which any religious observance is practised or instruction in religious subjects is given, at any meeting of the school, shall be either at the beginning or at the end or at the beginning and the end of such meeting, and shall be inserted in a time-table to be kept permanently and conspicuously hung up in every school room: and any day-scholar may be withdrawn by his parent from such observance or instruction without forfeiting any of the other benefits of the school.

(*c*) The school shall be open at all times and in all its departments to the Inspector, but it shall be no part of his duties to enquire into any instruction in religious subjects given at such school, or to examine any scholar therein in religious knowledge, or in any religious subject or book.

7. No grant is made—

(*a*) on account of instruction in religious subjects;
(*b*) to any school which is not subject to the inspection of the Department;
(*c*) on account of non-European scholars or of scholars under three years of age;
(*d*) to any school in which the number of non-Europeans exceeds 15 per cent. of the total number of scholars, or such smaller percentage as the local Government may, by special order, prescribe for any particular school or place;
(*e*) to any school with an average daily attendance of less than 25 European scholars except in places where there is only a small European population, or where in the opinion of the Department such a school is necessary;
(*f*) to any school or section of a school which the Department declares to be unnecessary, or unsuited to the requirements of the locality;
(*g*) to any school the income of which from all sources is sufficient, in the opinion of the Department, to maintain it in efficiency;
(*h*) to any school which is conducted for private profit;
(*i*) to any school which is farmed out by the managers to a teacher or teachers.

Note.—A school is "farmed out" to a teacher if the fees are handed over to him to make what profit he can out of them. This applies to boarding as well as to day schools.

8. When a school desires a grant-in-aid, an application shall be made to the Department on the prescribed form, giving the following particulars:—

(*a*) Class of school.
(*b*) Names, salaries and qualifications of the teachers.
(*c*) Number of scholars in each standard.
(*d*) Scale of fees class by class.

(*e*) Probable annual income from all sources other than the grant.
(*f*) Proposed annual expenditure.
(*g*) Names of the managers and the correspondents.

9. Should the Inspector report favourably on the school after seeing it, the Department will inform the managers from what date the school will be regarded as coming under the Code, and the amount of grant temporarily awarded.

If the application is rejected, the grounds of rejection shall be notified by the Department to the managers.

10. The amount of the temporary grant referred to in the preceding article shall be the amount which, in the judgment of the Inspector after visiting the school, it would be likely to receive under the ordinary rules and shall be paid monthly. As soon as the permanent character of the school is established, it shall be made subject to the provisions of chapter V.

11. The Inspector may visit an aided school at any time with or without notice.

Unaided schools which are recognized or desire recognition are subject to such inspection as may be necessary in order to satisfy the Department of the observance of the conditions stated in article 3.

12. The interpretation of any article in this Code shall rest with the Department.

13. Local Governments will issue this Code and its appendices with such further explanatory notes and instructions as they may consider necessary.

14. Local Governments may cancel or modify any articles or schedules of this Code, or may introduce new articles.

CHAPTER II.

GRADES OF SCHOOLS.

15. All recognized schools shall be graded by the Department as Primary, Middle, or High.

16. A Primary school is one which teaches up to standard IV inclusive.

A Middle school is one which teaches up to standard VII inclusive.

A High school is one which teaches up to the standard of the High School Examination.

17. In grading a school the Department will take into consideration—

(*a*) the standard up to which there is a real, and likely to be a permanent, demand, for instruction in the school;

(*b*) the competence of the school staff to teach up to that standard and its sufficiency for the number of classes in the school. As a general rule, the staff will be regarded as insufficient if any teacher is required to instruct more than 30 scholars or more than two classes at one and the same time.

18. Scholars shall be arranged in sections or divisions as follows:—

In any school the scholars below standard I shall form the Infant Section of that school. Scholars studying in standards I to IV or any equivalent standards specially recognized by the Local Government for this purpose shall form the Primary Section. Scholars studying in standards V to VII or any equivalent standards specially recognized by the Local Government for this purpose shall form the Middle Section. Scholars studying beyond standard VII for the High School Examination, or such other examinations as may be specially recognized for this purpose by the Local Government shall form the High Section. No school shall be allowed to prepare pupils for any other than the High School Examination without the express sanction of the Inspector, who must be satisfied that proper provision for efficient instruction has been made.

19. Schools graded as Primary shall only be entitled to teach scholars in the Infant and Primary Sections. Schools graded as Middle shall only be entitled to teach scholars in the Infant, Primary and Middle Sections. Schools graded as High shall be entitled to teach scholars in the Infant, Primary, Middle and High Sections.

20. If the circumstances of a school change, its grading may be altered by the Department.

CHAPTER III.

PROMOTION OF SCHOLARS.

21. Promotions will no longer be dependent upon passing public examinations. The promotion of a scholar from the Primary to the Middle Section and from the Middle to the High Section will be determined by the teacher and managers subject to the general approval of the Inspector.

Note.—In Madras this article will be read as if the words "head teacher" were substituted for "teacher and managers."

CHAPTER IV.

COURSES OF STUDY.

22. Recognised schools shall select one or other of the curricula prescribed by the Department and follow the curriculum selected with such modifications in details as may be found necessary in particular cases. The selection will be subject to the approval of the Department, which will not be accorded unless it is satisfactorily shown (1) that the curriculum selected is suitable with regard to the grade of the school and the future career of the bulk of the pupils, and (2) that the staff is so constituted as to include a teacher or teachers competent to teach the different subjects of the curriculum.

23. Modifications in the prescribed curriculum may be proposed either when the curriculum is selected or after the selected curriculum has been followed for some time and has been found to require modification so as to adapt it to the special needs of the school concerned.

No modification in the prescribed curriculum should be adopted without the previous sanction of the Department which will not be accorded unless it is satisfactorily shown that the special needs of the school require it, and that the modified curriculum satisfies the conditions of article 22.

In the case of schools for the poor a permissible modification will be the substitution of a course of training in various kinds of useful practical work, such as those specified in article 44 (*d*), for one or more subjects in the curriculum.

24. Regular instruction must be given in all the subjects of the curriculum (or modified curriculum) selected by the school and approved by the Department.

25. Pupils may be prepared for the European School and Scholarship examinations, or secondary school leaving certificates may be maintained on their behalf but no school shall be allowed to prepare pupils for any other examinations without the express sanction of the Inspector, who must be satisfied that such preparation does not involve any substantial departure from the curriculum approved for the school and does not impair the efficiency of the instruction given to pupils who are not being prepared for the examination.

CHAPTER V.

GRANTS-IN-AID.

Section I.—General.

26. Grants-in-aid are of the following kinds:—

(*a*) Ordinary grants, based on attendance.

Note.—This method of aid will not come into force for the present.

(*b*) Supplementary grants, where ordinary grants are insufficient

Note.—This method of aid will not come into force for the present.

(*c*) Fixed grants, to take the place of ordinary and supplementary grants.
(*d*) Boarding grants for orphans, the indigent, and for the poor in places where schools are not available.
(*e*) Cadet grants.
(*f*) Special grants.
(*g*) Grants to night schools.
(*h*) Building grants.

27. Special grants and building grants are payable at whatever time and in whatever manner may in each case be determined. All other grants are annual grants for the year beginning on the 1st April, and are payable to the school in one sum on or after the 1st April, unless otherwise ordered by the local Government.

Note.—Grants should be drawn on bills in the forms prescribed (Appendices VI, VII and X). Bills prepared in the form (Appendix VI) should be countersigned by the Inspector.

28. Grants may be reduced or withheld for sufficient reason shown in the Inspector's report. A copy of the Inspector's report shall, in such cases, be communicated to the managers, who shall have an opportunity of making to the Department such representations as they may desire.

29. If the amount payable under section III of this chapter exceeds the income of the school from all sources other than Government grants, it shall be reduced by the amount of that excess.

Note.—In calculating the income of the school under this article boarding fees shall not be included.

Section II.—Conditions of Aid.

30. No grant will be given to any school that does not conform to the rules of the Code.

31. Grants are continued to such schools only as satisfy the following conditions:—

(*a*) That the school is conducted in accordance with article 6.

(*b*) That the school premises are properly drained, and healthy in other respects; that the buildings are well constructed and safe; that the rooms are properly lighted, ventilated, and (if need be) warmed, and that they are, as far as possible, well arranged for teaching; that in the case of boarding schools, proper arrangements are made for boarders; that the school is provided with all necessary offices, and that these and the premises generally are kept clean; that it contains sufficient accommodation for the scholars attending the school.

Note.—(1) The Inspector may call upon the Civil Surgeon to furnish him with a report upon the sanitary arrangements of the school.

(2) Rooms used for teaching purposes should provide 12 square feet per scholar where only one class is taught, and 16 square feet per scholar where more classes than one are taught in the same room; the calculation being made for each room on the average daily attendance of scholars taught in that room. The average daily attendance for any period is found by adding together the attendance of all scholars for that period, and dividing the sum by the number of full meetings within the same period; the quotient being the average daily attendance.

(3) The sleeping space allotted to each boarder must be declared by competent medical authority to be sufficient for the purposes of health. In administering this article, the Department will endeavour to secure a provision, for each child under 12, of not less than 40 superficial feet and 400 cubic feet; and for each child above 12, of not less than 48 superficial feet and 480 cubic feet. When a boarding school is hereafter erected with the aid of a building grant, the internal space provided for each boarder must be in accordance with the measurements stated in this article.

(*c*) That the school is properly equipped with furniture, books, maps, and other apparatus, including a complete set of class books for each teacher supplied from school funds.

(*d*) That efficient provision is made for physical training, which shall, in boys' schools, fit pupils to join a cadet corps.

(*e*) That the staff of teachers is sufficient and competent, and qualified under the rules.

(*f*) That the studies are conducted in accordance with a time-table, of which a copy shall be submitted to the Department for approval as to the subjects of study and to their arrangement. Any important change in the time-table must be communicated to and approved by the Department.

Note.—The time-table must show fully the work of the school, the times at which each subject is taught in the different standards and the distribution of work among the teachers. A time-table for each class must be hung up in the class room in a conspicuous place.

(*g*) That the scholars are satisfactorily taught in accordance with the provisions of chapter IV.

(*h*) That the organization and discipline of the school are approved by the Inspector.

(*i*) That fees are levied from the scholars except in the case of recognized orphanages and free schools.

Note.—(1) Schools shall only be considered efficient when they satisfy the conditions laid down in article 31 (*b*), (*c*), (*d*), (*e*), (*f*), (*g*) and (*h*).

(2) With the previous consent of the Inspector pupils may be admitted without payment of fees provided that the total number of free scholars does not exceed 15 per cent. of the strength of the school.

32. Should an aided school cease to be efficient, the managers shall be warned of the fact, and the grounds on which it is considered to be inefficient fully stated. A reasonable time, to be determined by the Department, shall then be allowed for improvement, after the lapse of which, further Government aid will be withheld should the school be still inefficient.

33. Every school receiving a grant shall comply with the following requirements :—

(*a*) Any change in the constitution of the governing body, or any addition to or reduction in the school staff, shall be at once reported to the Department. In the case of a change of correspondent the outgoing correspondent must at once inform the Department of the name of his successor.

(*b*) All returns called for by the Department shall be duly made.

(*c*) The admission, daily attendance, and withdrawal of the scholars shall be entered by, or under the supervision of, the principal teacher.

(*d*) Accounts of income and expenditure shall be kept by the managers in a form prescribed by the Department, regularly audited by a competent person not in any way connected with the school, and submitted to the Department annually.

Note.—The condition as to audit by an independent person need not be insisted on in the case of small schools, or schools in out-of-the-way places.

(*e*) The school shall be open to inspection throughout all its departments, in order that the Inspector may satisfy himself that the conditions specified in article 31 are complied with.

Section III.—Ordinary Grants.

34. To be entitled to the full ordinary grants under this section, a school shall have held not less than 380 full school meetings during the school year, which shall be the calendar year.

Note.—In cases where a school has been closed on account of epidemics or other unavoidable causes the Department may exempt the schools from the operation of this rule.

If a school has held less than 380 full school meetings, a proportionate reduction shall be made in the grants except in the case where a full year has not elapsed since the school was placed under the Code.

35. By a "full school meeting" is meant a period of two hours of continuous secular instruction. In the Infant Section of a school, a period of one hour and a half of secular instruction shall be considered as a full school meeting. In no case may more than two school meetings be counted on the same day.

36. By the term "ordinary attendance" in the following articles shall be understood "the average attendance at 350 of the best attended school meetings during the calendar year" (January to December) last completed unless the Director of Public Instruction declares that it shall mean "the average daily attendance during the school year."

Note.—(1) Attendances may not be reckoned either for non-Europeans, or for scholars under three years of age.

(2) Scholars who are necessarily absent from a school meeting for attendance at any public examination, a class firing, or at battalion drill, may be credited with attendances at such school meeting.

(3) In cases where owing to epidemics or other unavoidable causes the attendance has fallen, the ordinary attendance may be calculated on any such number, not being less than 180, of the best attended school meetings as the Department may prescribe.

37. The following are the scales for the calculation of Ordinary grants :—

Note.—For the present aid will be given in Madras in the shape of fixed grants under article 39 and not under this article.

A.—For the Ordinary grant to the Infant Section in Day Schools.

Rupees 20 for each of the first ten scholars in ordinary attendance.

Rupees 15 for each of the second ten scholars in ordinary attendance.

Rupees 10 for each of the remaining scholars in ordinary attendance.

B.—For the Ordinary grant to the Primary Section in Day Schools.

Rupees 25 for each of the first twenty scholars in ordinary attendance.

Rupees 20 for each of the second twenty scholars in ordinary attendance.

Rupees 15 for each of the remaining scholars in ordinary attendance.

C.—For the Ordinary grant to the Middle Section in Day Schools.

Rupees 40 for each of the first twenty scholars in ordinary attendance.

Rupees 30 for each of the second twenty scholars in ordinary attendance.

Rupees 20 for each of the remaining scholars in ordinary attendance.

D.—For the Ordinary grant to the High Section in Day Schools.

Rupees 120 for each of the first five scholars in ordinary attendance.

Rupees 90 for each of the second five scholars in ordinary attendance.

Rupees 50 for each of the remaining scholars in ordinary attendance.

To the amounts calculated upon these scales an addition of ten per cent. is made.

Section IV.—Supplementary Grants.

38. In addition to the grants mentioned above, supplementary grants may be made on the recommendation of the Inspector, to any school for the efficient maintenance of which the ordinary grants are not sufficient. In considering the assignment of supplementary grants the Department shall have regard to the improvement of the quality and pay of the teaching staff; and it shall be a condition of such grants that they shall not be applied to the reduction of fees or of voluntary subscriptions.

Section V.—Fixed Grants.

39. Instead of the grants which may be payable under sections III and IV of this chapter, grants fixed in amount for a term of years may be given to schools, under conditions which shall be determined by the Director of Public Instruction.

Note.—For the present all the schools which are admitted to aid will be aided by means of fixed grants under the conditions laid down in Appendix VIII.

Section VI.—Boarding Grants for (1) Orphans and Destitute Children, and for (2) Children of the Poor in places where Schools are not available.

40. A special grant of Rs. 8 per mensem for each child in addition to ordinary grants of all descriptions is made in aid of boarding charges to orphanages and schools which, in the opinion of the Department, provide an education suitable for children of these classes. The place of birth and residence shall not be taken into consideration in awarding such grants.

41. The following conditions govern the bestowal of this grant in the case of orphans and destitute children :—

(*a*) For every scholar on whose account a grant is claimed, a certificate must be obtained from the Magistrate of the district to which the child belongs certifying to its destitution.

These certificates must be filed in the school for reference.

(*b*) No boy over the age of 16 or girl over the age of 18 years shall be eligible.

(*c*) No scholar reading beyond Standard VII shall be eligible for this grant unless in very exceptional cases sanctioned by the Department.

(*d*) Schools cannot claim this grant for military orphans for whom special military allowances are given (such children must, unless specially exempted, read in military asylums), or for children paid for from any other public or private funds.

42. In the case of children of the poorer classes of Europeans in out-of-the-way places where no suitable education is available, arrangements will be made by the Inspector for the education of such children at the nearest suitable school, the entire cost of such education or such part thereof as may be deemed necessary, and of conveyance to and from the school being met by Government, provided that the necessity of this is certified by some responsible person to the satisfaction of the Department.

Section VII.—Cadet Grants.

43. A grant may be given at the rate of Rs. 6 per annum, for every cadet in the school who is certified by the Commanding Officer of the Corps as efficient; and at the rate of Rs. 8 for every cadet similarly certified as extra-efficient, provided that no cadet shall be eligible for the grant if he is below the age of 13 or over the age of 18 years and if he has not been on the rolls of the institution or in the cadet corps for a period of not less than 6 months during the year for which the grant is paid.

Section VIII.—Special Grants.

44. Special grants may also be made on the recommendation of the Inspector :—

(*a*) to schools in places where there is a small or poor European population ;

(*b*) to schools newly established, or newly brought under the Code ;

*(*c*) towards the purchase of school furniture and apparatus, books for school libraries, etc. ;

*(*d*) towards the purchase of appliances and materials for the teaching of carpentry, smith's work, cookery, household duties, short-hand and type-writing, drill, gymnastics, band music and such other subjects as the Director of Public Instruction may approve ;

* Note.—Applications for grants under (*c*) and (*d*) should be made in the form prescribed (Appendix IX).

(*e*) towards the cost of instruction in any of the subjects specified in (*d*) provided additional expenditure is incurred on that account, and that the ordinary grant is considered insufficient ;

(*f*) for any other reason which the Local Government may consider sufficient.

45. Every application for a special grant will be dealt with on its merits, and according to the funds at the disposal of the Department, and shall be given subject to such conditions as the Department may impose.

46. The managers must undertake to refund the amount of any grant made for furniture, apparatus or appliances, if the school ceases to exist within three years from the date of payment.

Section IX.—Grants to Night Schools.

47. Grants may be given to night schools for boys, provided that the scholars admitted to the school are certified by the managers to be engaged during the day in some occupation which prevents them from attending a school.

48. The grants are given under the following conditions :—

(*a*) By a "full school meeting" is meant a period of not less than one hour of secular instruction.

(*b*) The number of full school meetings in the year must be not less than 80.

(*c*) A night school may adopt any graduated course of studies suitable to its requirements subject to the previous approval of the Inspector.

49. Grants to night schools are calculated on the following scale :—

Rupees 15 for each of the first twenty scholars in average attendance.

Rupees 10 for each of the remaining scholars in average attendance.

Section X.—Building Grants.

50. Grants may be given to managers of schools, in aid—

(*a*) of erecting or enlarging school buildings ;

Note.—Expenditure on the purchase of buildings may be treated as expenditure on the erection of buildings.

(*b*) of executing extensive repairs ;

(*c*) in special cases, of paying off debts incurred in erecting or enlarging school buildings ;

(*d*) of acquiring land for school purposes.

51. Except in the cases provided for in Article 50 (*c*), no grant shall be given for a building regarding the erection or purchase of which the Department has not been consulted, or for which aid in full has not been promised previous to its erection, enlargement, or purchase.

52. The sum to be allotted annually for building grants to schools will be fixed provisionally for a term of years. The amount will be notified by the Local Government to the Department. It will not in ordinary circumstances be reduced, though it may be increased, for any year during that term.

53. Every application for a grant must be submitted to the Department not later than the 1st of August, if the grant is to be admissible for payment in whole or part during the following financial year. It must contain a certificate from the managers that the funds at their disposal will, when added to the grant applied for, be sufficient to meet the full cost of the work. If the grant be sanctioned, the managers will be informed by the 1st of October of the amount of aid they will receive. If not so sanctioned the reasons shall be notified to the managers.

54. When a grant is sanctioned, the managers shall be informed whether it will be payable in full from the allotment for the next year, or if not, in what years and by what instalments.

55. In the case of an application for a grant for repairs under Article 50 (*b*) the managers will be required to show that the necessity for such a grant has not arisen from the neglect of current repairs in previous years.

56. In making an application for a building grant, the managers shall, unless specially exempted by the Director of Public Instruction, undertake to execute a trust-deed in the standard form given in either Appendix III-A or Appendix III-B to the Code whichever may be required or in such other form as may be sanctioned by the Local Government.

57. Grants under this chapter shall not ordinarily exceed one-half of the total cost. In places where there is a small or poor European population, the maximum grant shall not exceed two-thirds of the total cost.

58. Before a grant is sanctioned under the preceding articles, the Department must be satisfied—

(*a*) that the European population of the locality is sufficiently large to render the existence of the school necessary, and to give a reasonable probability of its permanence ;

(*b*) that the school is suited to the requirements of the locality ;

(*c*) that the school is likely to be maintained in efficiency ;

(*d*) that the school will be conducted in accordance with the rules and regulations of the Code for European schools;

(*e*) that the site and plans are suited to the school, and the title to the property is clear;

(*f*) that the plans, estimates and specification have been approved by the Public Works Department.

59. The trust-deed must provide for the legal ownership of the premises, for the proper maintenance of the building, and for the inspection and management of the school, and must declare the building or the land, on account of which a grant is to be made, to be held in trust for school purposes only.

Note.—(1) The execution of trust-deeds need only be insisted upon in the case of the erection or purchase of buildings, or in other cases, where the Local Government considers such a document necessary.

(2) This article does not preclude the managers from using the building for other purposes when not required for the purposes of the school.

60. If any building, towards the erection, purchase, or repair of which a grant has been made by the Government, is prior to the lapse of twenty years from the date of payment of the grant, diverted to other than educational purposes, the Government shall have a prior lien upon the building for the recovery of the grant, and a provision to this effect shall be made in the trust-deed.

61. Advances may be made from time to time out of the sanctioned building grant on receipt of a report from the Public Works Department that the work is proceeding satisfactorily.

62. The building grant is not paid in full until—

(*a*) a report has been received from the Public Works Department certifying that the building has been satisfactorily completed, in accordance with the approved plans and specification;

(*b*) the trust-deed has been duly executed, registered and forwarded by the managers to the Department for safe custody.

CHAPTER VI.

TEACHERS AND CERTIFICATES.

63. In aided schools every paid teacher should be engaged under a written agreement with the Governing Body, terminable on either side with reasonable notice (one term's notice may be considered reasonable); and while the agreement may provide that the power of suspending the teacher shall rest with the headmaster, the power of his dismissal should rest with the Governing Body. A teacher who considers himself unjustly dismissed should be permitted to make a representation to the Director, and the Governing Body should in such a case defer final action until they have received from the Director an expression of his view.

64. Teachers in Government and aided schools must be certificated by the Department except in the case of the following:—

(*a*) Teachers of five years' service and over and of approved service. Such approval will be given by the Department upon the report of the Inspector, and may be qualified in respect of the subjects, or the grade of the school, for which the teacher is to be employed.

(*b*) Graduates of a British or Irish University, and teachers who have received certificates from the Board of Education in Great Britain or the Commissioner of National Education in Ireland so long as the Department is satisfied with their work.

(*c*) Candidates for the certificate, who must, ordinarily, obtain it in two years. In the case of those who fail to gain the certificate in two years, but who show promise, a further period of one year will be allowed.

65. Teachers' certificates can only be gained in the following way:—

(*a*) A candidate for any grade certificate will be required to teach for two years under the special observation of the Inspector. At the end of this period, if the Inspector is satisfied with his methods, and his skill in teaching and class-management, the candidate will be required to pass a written examination in School Management and the Art of Teaching. Training-college students, who pass the written examination at the end of their training course, will only be required to satisfy the Inspector of their competence during two years' observation of their work before they receive certificates. A candidate who fails to reach the required standard in two years, either in his practical work or in the written examination, but shows promise, will be allowed further time to qualify, up to the limit specified in Article 64 (*c*).

(*b*) Every successful candidate shall be awarded a certificate provided he has the requisite educational attainments. Those who have passed the Middle School Examination in the 1st or 2nd division shall receive Primary School Teachers' Certificates. Those who have passed the High School Examination, or any other examination which, in the opinion of the Department, may rank with it in point of difficulty, shall receive Middle School Teachers' Certificates. Those who have passed recognized higher examinations shall be awarded High School Teachers' Certificates.

66. Teachers in possession of one of the lower certificates may gain a higher one, by passing a higher literary examination.

67. Holders of the Primary School Teachers' Certificate may not teach in a section higher than the Primary. Holders of the Middle School Teachers' Certificate may not teach in a section higher than the Middle.

68. No grant will be paid on account of pupil-teachers; but they may be employed if the staff of the school is complete without them.

CHAPTER VII.

TRANSFER RULES.

69. No recognized school shall admit a pupil without a transfer certificate from the last school which he attended; and in no case shall a scholar be permitted to attend a class pending formal admission.

Note.—By "last school" is understood "last recognized school."

70. The form of certificate is given in Appendix V.

71. Before any scholar is admitted, the parent or guardian shall be supplied with a copy of the school rules, clearly stating the fees which he will be called upon to pay, while the scholar remains in the school, and in case he leaves without notice.

The copy thus supplied shall be signed by the Head of the school on behalf of the managers. A similar copy, signed by the parent or guardian should be preserved in the school.

72. All the fee rules of the school shall be printed on the back of the bill form.

Note.—The statement of fees and the fee rules should state clearly the dates on which fees become due and the periods for which they are due. The fees may be levied for the month or the term, and may be payable in a lump sum or by instalments at the option of the management.

73. Application for a transfer certificate must be made to the Head Teacher by the parent or guardian of the pupil. Whenever possible, he should apply in person; if he cannot do this, he should apply by letter.

74. The certificate must be either granted or refused on the day on which the application is received. The only ground on which it may be refused is non-payment of fees due. Refusals must be given in writing, and must state the amount and nature of fees due, and must be signed by the Head Teacher.

75. No transfer certificate is valid unless it is in the authorised form.

Application for a duplicate certificate must be made to the Inspector. Should he authorise the issue of the certificate, a fee of Re. 1 shall be paid to the school for it.

76. If a scholar has been expelled from a school for misconduct, and a transfer certificate be called for and given, the certificate he shall bear e words "Expelled for misconduct."

77. When a scholar is admitted on a transfer certificate, he shall not be placed in any class higher than that for which the certificate shows him to be qualified, nor shall he be promoted before the end of the school year, without the previous sanction of the Inspector.

78. All transfer certificates must be filed, and submitted to the Inspector at his visits. Each certificate shall bear a serial number, which shall be entered against the scholar's name in the Admission Register.

79. All questions arising between one school and another respecting the enforcement of these rules shall be referred to the Inspector, whose decision shall be final.

80. Wilful transgression of any of the foregoing rules will render an aided school liable to suspension, reduction, or withdrawal of grant; to forfeiture of the right to send up pupils to the public examinations, and the right to hold scholarships; and in the case of a recognized unaided school to the loss of recognition and attendant privileges.

81. The rules in this chapter are Inter-Provincial in their application. Each province shall therefore annually supply the rest with a list of recognized schools.

CHAPTER VIII.

RECORDS.

82. In every recognized school the following records in prescribed form must be maintained :—

(*a*) the latest edition of the Code;

(*b*) an admission register;

(*c*) attendance registers;

(*d*) salary and scholarship acquittance rolls;

(*e*) a log-book, stoutly bound;

(*f*) a portfolio to contain official letters and documents.

83. The principal teacher must from time to time make entries in the log-book, showing the visits of managers, the progress of the various classes, and other facts concerning the school or its teachers, such as commencement of duty, cautions, illness, etc., which are likely to be required for future reference. Such communications from the Inspector as he may direct to be inserted in the log-book, must be copied *verbatim* therein.

84. The only persons authorised to make entries in the log-book are the principal teacher and the Inspector. The log-book shall be kept in the custody of the principal teacher, but shall be open at all times to the inspection of the managers. No entry once made in the log-book may be removed, nor may it be altered otherwise than by a subsequent entry.

Note.—A visitor's book may be kept for the remarks of other persons visiting the school.

85. At the commencement of each calendar year, the name of every teacher who is to form part of the school staff for the year, and the distribution of the work among them, shall be entered in the log-book signed by the principal teacher. Any subsequent change in the staff, or in the distribution of the work, shall be recorded in the log-book.

86. The books of every school should be kept so as to show month by month the fee actually paid for each scholar; these entries should be verified by the auditor; and a nominal list should be prepared annually by each school and submitted to the Inspector showing the cases in which reductions have been made in the fees exacted; with a brief statement of the reasons, and showing what school (if any) the scholar has previously attended and what was the rate of fee paid for him there.

87. The Inspector is entitled to examine all school records at any time.

CHAPTER IX.

EXAMINATIONS.

88. Examinations will be held for the purposes (1) of awarding scholarships at the conclusion of the Primary, Middle and High School standards, respectively, (2) of testing the attainments of the scholars at the conclusion of their school career on completing the Middle or High School course. These examinations are called the Primary Scholarship, the Middle School and Scholarship, and the High School and Scholarship Examinations.

89. These examinations will be open only to scholars from recognized schools and to *bonâ fide* private candidates who are Europeans. In order to be admitted as a private candidate a boy or girl must have studied privately under conditions approved by the Inspector. No scholar from an unrecognized school, and no one who has been a scholar at any school within one year of the examination, can be admitted as a private candidate.

90. The Director of Public Instruction will make such arrangements as he thinks best for holding the Primary Scholarship Examination. There will be no examinations of Primary Schools, except such as the Inspector may consider necessary for the purpose of his inspection, which will be conducted *in situ*.

91. The Middle and High School Examinations shall be held annually at such centres as may be appointed by the Department, and shall begin on the last Monday in November.

92. The fees charged for admission to these examinations will be at the following rates :—

	Rs.
High	15
Middle	10

93. *Primary Scholarship Examination.*—There will be a written examination in the following subjects :—

Subjects.	Full marks.
(1) English	200
(2) Space and number work	200
(3) One of the following subjects—	
Geography	100
History	100
Elementary Science	100
(4) Second Language (Vernacular or Latin or Modern European Language)	100
(5) Freehand Drawing (Boys) or Needle-work (Girls)	100

Note.—The standard of the question papers in the above subjects will be the same as that indicated in the "curricula, subjects of examination and syllabuses for European schools" published by the Department.

94. In order to qualify for a place in the scholarship list, 30 per cent. of the possible marks must be obtained in English and 30 per cent. of the possible marks in Arithmetic and 280 marks in the aggregate. Marks for any subject other than English and Arithmetic will not be counted if they fall below 30 per cent. of the possible marks in that subject.

95. *Middle School and Scholarship Examination.*—The examination of candidates for the Middle School and Scholarship examination will be in the following subjects :—

Subjects.	Full marks.
(1) English—	
(*a*) Grammar and Composition	200
(*b*) Prescribed Text-Books	100
(2) Mathematics—	
(*a*) Arithmetic	200
(*b*) Geometry	75
(*c*) Algebra	75

	Full Marks
(3) and (4) Any two of the following :—	
Geography	75
History	75
Elementary Science	75
Domestic Economy	75
Hygiene	75
Shorthand	75
Type-writing	75
Book-keeping	75
(5) Second Language (Latin, Vernacular or Modern European Language)	150
(6) Free-hand Drawing or Geometrical Drawing and Mensuration, or Needlework (Girls) ..	75

Note.—The standard of the question papers in these subjects will be in accordance with the courses indicated in the "curricula, subjects of examination and syllabuses for European schools" published by the Department. Arrangements will be made that the aggregate of marks obtainable in the examination shall be the same for all candidates irrespective of the courses they have taken.

96. In order to pass the Middle School and Scholarship Examination, 30 per cent of the possible marks must be obtained in each division of the subject English (or failing this, 50 per cent. of the aggregate marks for the whole subject), 30 per cent. in Arithmetic, 30 per cent. of the possible marks in each of two other subjects and 400 marks of the total aggregate. Marks for any subject other than English and Arithmetic will not be included in the aggregate if they fall below 30 per cent. of the possible marks in that subject. For purposes of this regulation, Geometry and Algebra will be regarded as two separate subjects.

97. *High School and Scholarship Examination.*—The examination of candidates for the High School and Scholarship Examination will be in the following subjects :—

Subjects.	Full marks.
(1) English—	
(*a*) Grammar and Composition	150
(*b*) Prescribed Text-Books	150
(2) Mathematics—	
(*a*) Arithmetic	200
(*b*) Geometry	100
(*c*) Algebra	100
(3) Physics (Boys), Physics or Botany (Girls) ..	100

(4), (5), (6) and (7) Any four of the following of which one at least must be taken by boys from the group marked A :—

	Full marks.
Second Language (Latin, Vernacular or Modern European Language)	200
Chemistry .. }	100
Botany .. } A	100
Physiography .. }	100
History	100
Geography	100
Book-keeping	100
Type-writing	100
Practical Telegraphy	100
Machine Construction	100
Domestic Economy	100
Hygiene	100

Note.—The standard of the question papers in these subjects will be in accordance with the courses indicated in the "curricula, subjects of examination and syllabuses for European schools" published by the Department.

98. In order to pass the High School and Scholarship Examination, 40 per cent. of the possible marks must be obtained in each division of the subject English (or failing this, 60 per cent. of the aggregate marks in that subject), 40 per cent. of the possible marks in Arithmetic, 30 per cent. of the possible marks in each of three other subjects and 400 marks in the aggregate. The marks gained in any subject other than English and Arithmetic will not be included in the aggregate if they fall below 30 per cent. of the possible marks in that subject. For purposes of this regulation, Geometry and Algebra (with which are included Geometrical Drawing and Mensuration) will be counted as two separate subjects.

99. Ordinarily, no candidate may appear for the High School Examination until he has received two years' instruction in the High School standards.

100. Successful candidates at the Middle and High School Examinations will be arranged in three classes. Those who gain 60 per cent. of the possible aggregate shall be placed in the first class; those who gain 45 per cent. but less than 60 per cent. in the second class; and the remainder in the third class. Candidates who gain not less than 75 per cent. of the possible marks in any subject shall gain distinction in that subject.

101. The names of candidates who gain Primary scholarships or pass the Middle School Examination will be communicated to the managers of the schools concerned. In the case of the High School Examination the results for boys and girls will be shown separately and will be gazetted. Certificates will be given to those who pass the Middle and High School Examinations, showing the subjects in which they pass.

CHAPTER X.

SCHOLARSHIPS.

102. Scholarships are of five grades—Primary, Middle, High, Collegiate and Final.

Note.—The rates of scholarships in Madras will for the present be as follows :—

Primary	not less than Rs. 6	nor more than Rs. 8	per mensem	for 3 years.
Middle	,,	,, 10	,,	,, 12	,,	for 2 years.
High	,,	,, 15	,,	,, 20	,,	for 2 years or more.
Collegiate	,,	,, 20	,,	,, 30	,,	for 2 years.
Final	,,	,, 30	,,	,, 40	,,	for subsequent years.

103. Primary, Middle, and High School scholarships will be awarded on the results of the examinations detailed in the preceding chapter.

The last two sets of scholarships will be awarded by the Department after considering the results of such existing higher examinations as the Local Government shall specify.

104. Primary scholarships are tenable for three years in a school of a higher grade than Primary. Middle School scholarships are tenable for two years in a High School or for a recognized course of study not exceeding five years in a technical or professional institution. High School scholarships are tenable by students pursuing a recognized course of study in any institution or institutions approved for this purpose by the Director of Public Instruction and for such a period as he considers necessary.

105. Candidates for Primary scholarships must be under 12 years of age, for Middle scholarships under 15 years of age, and for High scholarships under 17 years of age, on the 31st of December in the year of examination.

106. Scholarships shall be allotted to boys and girls, respectively, before each examination in such proportion as the Local Government may decide.

107. Proportionate deductions will be made in the amount of a scholarship for every day's avoidable absence from school.

108. A scholarship may be reduced or withdrawn in cases of misconduct, of continued absence or of insufficient progress in studies.

109. A scholarship may be transferred from one school to another with the sanction of the Department; or from one province to another, provided that the Department is satisfied that the circumstances justify the transfer. In the latter case the amount shall be transmitted by means of a transfer receipt which will be issued at par.

110. Any additional rules regarding scholarships may be made in each province.

CHAPTER XI.

TRAINING INSTITUTIONS.

Section I.—Preliminary.

111. A training institution must include a practising school working under the Code, having a staff of teachers sufficient in number and fully competent to carry on both the ordinary work of the school and the training of students according to the following rules, and having also the requisite accommodation for doing so.

112. No grant will be given to a training college until the Department is satisfied on the following points :—

(*a*) That the building is well suited for the purpose : namely, that it satisfies the conditions of Article 31 (*b*) ; that a sufficient number of the rooms in which classes are taught are large enough for the students to be present and to watch the teaching of a class, and are in other ways adapted to that purpose ; and that there are sufficient and suitable additional rooms in which the students can receive further instruction and training.

(*b*) That the institution is satisfactorily furnished and equipped with all necessary school appliances, with scientific and other apparatus, and with a good educational and reference library for the use of the students.

(*c*) That the institution is staffed with good teachers fully competent to conduct the work of the school and to train and teach the students in the manner explained in Article 116 and sufficient in number for that purpose.

(*d*) That the school satisfies the conditions of Article 31.

(*e*) That the school classes are sufficiently large to serve the students for practising purposes.

(*f*) That approved arrangements are made for the boarding and the home supervision of the students, in hostels or otherwise.

Section II.—Admission to Training College.

113. A candidate for admission to a training college must produce a satisfactory certificate of moral character, and must also satisfy the following conditions :—

(*a*) That he is at least 18 years of age. [In the case of training schools, shall be of such an age as the Department shall fix.]

(*b*) That the state of his health is satisfactory and that he is free from any infirmity or bodily defect likely to interfere with the profession of a teacher.

(*c*) That he has passed the High School Examination or is considered by the Inspector to be educated up to that standard or that he is certified by the Inspector as likely to benefit by the training. [In the case of training schools, such initial literary qualifications as the Department may prescribe.]

114. Selected candidates will be on probation for two months, at the end of which time the Principal shall state whether the student is likely to profit by further instruction.

Section III.—Course of Studies.

115. The course of studies will occupy not less than two years.

116. The daily routine of the students will ordinarily be as follows :—During one school meeting the students will occupy their time in the practising school. During the time of the other meeting, the students shall be occupied, in their own class room, in work connected with their training in the art of teaching and school management, in the class study of other subjects, or in private study under the superintendence and with the help of the masters. The subjects of class study will include :—Class instruction and practice in reading aloud, recitation, English composition, singing by note, drill, and the reading and study of a short selected course in English literature intended to create a love of literature in the minds of the students and not to prepare them for any examination. All male students will be required to undergo a course of instruction in a vernacular language. Opportunities will always be afforded to the students to obtain help from the masters in subjects such as drawing, science, or a second language, or in subjects of ordinary instruction in which they may be backward.

117. At the termination of his college career, each student shall receive a letter from the Department, certifying that he has received the complete training college course of instruction in the science and art of teaching. The letter shall also state whether the student has satisfied the Inspector in his practical test at the close of his college course, and also whether he has passed the written examination on school management and the art of teaching. [See Article 65 (*a*).]

Section IV.—Hostels and Boarding Arrangements.

118. All students under training must reside in the Boarding house, unless specially exempted by the Inspector on the recommendation of the principal.

119. The hostel must satisfy the conditions :—

(*a*) That the building is healthy, and sufficiently commodious to allow of quiet, uninterrupted home work.

(*b*) That the rules of the hostel, and the arrangements for the general supervision of the students, including their moral training, comfort, and recreation, are approved by the Department.

(*c*) That it has a reading and recreation room, properly supplied with papers and magazines, especially periodicals bearing on educational subjects.

Section V.—Grants.

120. Aid will be given to training institutions in the form of fixed grants (Article 39).

Section VI.—Stipends.

121. Each student shall be given a stipend by Government, the amount being fixed by each Local Government.

122. Government may, in special cases, pay the boarding fees of students who have been educated in orphanages or free schools.

APPENDIX 1.

Form of Application for a Grant-in-aid (*Article* 8 *of the Code*).

Name of School_____

Class of School (Article 15 of the Code)_____

Names of teachers.	Monthly salaries.	Certificated or not (Chapter VI).	Examinations passed.

Number of Scholars in each Section (*Article* 18 *of the Code*) ; *and scale of Fees.*

_____	Infants.	Standard I.	Standard II.	Standard III.	Standard IV.	Standard V.	Standard VI.	Standard VII.	High Section.
Boys									
Girls									
Total ...									
Fees									

Probable Annual Income (excluding Government grant).	Rs.	A.	P.	Probable Annual Expenditure.	Rs.	A.	P.
Fees (excluding boarding charges) ...				Rent and Taxes			
Subscription				Teachers			
Grants from Municipalities * ...				Servants			
Grants from Railway Companies * ...				Furniture and Apparatus (Renewals and Repairs).			
Grants from other sources *... ...				Books and Stationery ...			
				Repairs to the Building ...			
				Miscellaneous			
Total ...				Total ...			

* [Note.—In the case of these grants full particulars should be given in the letter from the correspondent.]

Names of Managers (Article 5 of the Code).

Correspondent.

APPENDIX II

Form of Application for a Building Grant (Articles 50 to 62 of the Code).

Name of the School

Object of the Grant*

Sources and Amount of the Proposed or Actual Expenditure.

Source.	Amount.	
	Rs.	
(1) Endowments	...	If a building grant has already been received, specify the amount and the date.
(2) Subscriptions	...	
(3) Other Private Sources (to be specified)...	...	
(4) Grant applied for (this should not exceed the limits prescribed in Article 57).	...	
Total ...		

Certified—

1. That there is a reasonable certainty of the school being permanently maintained in efficiency.
2. That the school will be conducted in accordance with the rules and regulations of the Code for European Schools.
3. That there is a reasonable certainty of the funds necessary to complete the work being forthcoming.
4. That plans, estimates, and specifications for the work are sent herewith.

(Signed) †

* Here enter (*a*), (*b*) or (*c*) in accordance with the following :—
(*a*) The purchase, erection, or enlargement of school buildings or the purchase of land for school purposes.
(*b*) The execution of extensive repairs to school buildings.
(*c*) The paying off debts incurred in purchasing, erecting or enlarging school buildings.

† To be signed by all the Managers.

APPENDIX III-A.

Form of Trust Deed.

This Indenture made the day of 19 , between hereinafter called the said trustees of the one part and the Secretary of State for India in Council hereinafter called the said Secretary of State of the other part whereas the piece or parcel of land hereinafter described and expressed to be hereby assured is now vested in the said trustees as managers and Trustees of the school.

Full names addresses and descriptions of the trustees or Managers of the school.

Name of school.

And whereas the said trustees have applied to the said Secretary of State for a grant-in-aid of

Here state the purpose for which the money is required.

and whereas the Director of Public Instruction acting for and on behalf of the said Secretary of State has satisfied himself that the site plans estimates and specifications of the said buildings are suited to the school and that the title to the said lands forming the site is in order and has accordingly sanctioned a grant of Rs. to be paid to the said trustees on their completing the said buildings to his satisfaction and in accordance with the plan and specification aforesaid in consideration of their executing in favour of the said Secretary of State such conveyance or assurance as is hereinafter contained now this indenture witnesseth that in pursuance of the said agreement in this behalf and in consideration of the said grant-in-aid or sum of Rs. to be hereafter paid as aforesaid by the said Secretary of State to the said trustees they the said trustees do and each of them doth hereby grant convey and assign unto the said Secretary of State his successors and assigns all that piece or parcel of land situate in the registration district of sub-district of thannah of containing by estimation an area of and bounded on the north by on the south by on the east by on the west by together with all and singular the buildings and erections now being or which may hereafter be thereon expressly including the said buildings to be erected as aforesaid and all rights easements and appurtenances whatsoever usually held or occupied therewith or reputed to belong or be appurtenant thereto and also all furniture fixtures fittings maps and other school apparatus school-books and chattels for the time being in and belonging to or used or to be used for the said school and all the estate right title interest claim and demand of the said trustees in to and upon the said hereditaments and premises to have and to hold the said piece or parcel of land hereditaments chattels and effects and all other the premises expressed to be hereby assured unto and to the use of the said Secretary of State his successors in office and assigns according to the nature and tenure thereof respectively upon the trusts nevertheless and to and for the intents and purposes following that is to say upon trust to permit the same hereditaments and premises to be used as a school for the education of European children the said school to be managed and conducted in all respects in accordance with the rules and regulations for the time being in force of the Education Department in and to be always open at all times to the inspection of the Director of Public Instruction in for the time being or of any officers of Government appointed for that purpose and upon further trust in case the said trustees or their successors in that office shall at any time within 20 years from the date hereof fail to maintain and keep in good and substantial order and repair and condition the buildings to be erected in the said hereditaments and premises to the end that the same may be always efficient for use for the purposes of the said school or if the said school shall at any time within 20 years from the date hereof cease to exist or cease to be conducted in accordance with the foregoing rules then and in any of such cases to forthwith make sale and absolutely dispose of the said hereditaments and premises and apply the proceeds of such sale after payment thereout of all costs and expenses attending the same in or towards recouping or reimbursing to the said Secretary of State his

successors or assigns the said grant-in-aid or sum of Rs. and pay the surplus if any to the said trustees parties hereto or other the trustees or trustee for the time being of the said school IN WITNESS whereof the said parties to these presents have hereunto set their respective hands and seals the day and year first above written.

Signed sealed and delivered by the abovenamed in the presence of }
Signed sealed and delivered by the Director of Public Instruction of Madras for and on behalf of His Excellency the Governor of Madras acting (in the premises) for and on behalf of the Secretary of State for India in Council in the presence of }

APPENDIX III-B.

Form of Trust Deed.

THIS INDENTURE made the day of 19 between hereinafter called "the said Trustee" of the one part and the SECRETARY OF STATE FOR INDIA IN COUNCIL hereinafter called "the said Secretary of State" of the other part WHEREAS the piece or parcel of land hereinafter described and expressed to be hereby assured is now vested in the said Trustee as Trustee of the AND WHEREAS the said Trustee has applied to the said Secretary of State for a grant-in-aid of AND WHEREAS the Director of Public Instruction for the Presidency of Madras acting for and on behalf of the said Secretary of State has satisfied himself that the said piece or parcel of land and buildings are suited to the said school and that the title to the said land is in order and has accordingly sanctioned a grant of to be paid to the said Trustee in consideration of $\frac{\text{his}}{\text{her}}$ executing in favour of the said Secretary of State such conveyance or assurance as is hereinafter contained NOW THIS INDENTURE WITNESSETH that in pursuance of the said agreement in this behalf and in consideration of the said grant-in-aid or sum of to be hereafter paid as aforesaid by the said Secretary of State to the said Trustee $\frac{\text{he}}{\text{she}}$ the said Trustee doth hereby grant convey and assign unto the said Secretary of State his successors and assigns ALL THAT piece or parcel of land together with all and singular the buildings and erections now being or which may hereafter be thereon and all rights easements and appurtenances whatsoever usually held or occupied therewith or reputed to belong or be appurtenant thereto and also all furniture fixtures fittings maps and other school apparatus school books and chattels for the time being in and belonging to or used or to be used for the said school and all the estate right title interest claim and demand of the said Trustee in to and upon the said hereditaments and premises TO HAVE and TO HOLD the said piece or parcel of land hereditaments chattels and effects and all other the premises expressed to be hereby assured unto and to the use of the said Secretary of State his successors in office and assigns according to the nature and tenure thereof respectively upon the trust nevertheless and to and for the intents and purposes following that is to say upon trust to permit the same hereditaments and premises to be used as a school for the education of European children the said school to be managed and conducted in all respects in accordance with the rules and regulations for the time being in force of the Education department in the Madras Presidency and to be always open at all times to the inspection of the Director of Public Instruction in such Presidency for the time being or of any officers of Government appointed for that purpose and upon further trust in case the said Trustee or $\frac{\text{his}}{\text{her}}$ successors in that office shall at any time within twenty years from the date hereof fail to maintain and keep in good and substantial order and repair and condition the buildings erected on the said hereditaments and premises to the end that the same may be always efficient for use for the purposes of the said school or if the said school shall at

any time within twenty years from the date hereof cease to exist or cease to be conducted in accordance with the foregoing rules and if in any of such cases the said Trustee or $\frac{\text{his}}{\text{her}}$ successors in that office shall fail to repay to the said Secretary of State the said grant-in-aid or sum of or such lesser amount as may be determined by the Government of Madras then to make sale and absolutely dispose of the said hereditaments and premises and apply the proceeds of such sale after payment thereout of all costs and expenses attending the same in or towards recouping or reimbursing to the said Secretary of State his successors or assigns the said grant-in-aid or sum of and pay the surplus if any to the said Trustee or other the Trustees or Trustee for the time being for the said school PROVIDED ALWAYS that the said Secretary of State his successors or assigns shall not exercise the said trust for sale unless and until he or they shall have served on the said Trustee or $\frac{\text{his}}{\text{her}}$ successor or successors in that office a notice in writing requiring payment of the said grant-in-aid or sum of or other the amount to be fixed by the Government of Madras and default shall have been made in payment thereof for three calendar months after such service PROVIDED ALSO and it is hereby agreed and declared that if the said Trustee or $\frac{\text{his}}{\text{her}}$ successor or successors in that office shall at any time repay to the said Secretary of State his successors or assigns the said grant-in-aid or sum of or other the amount to be fixed by the Government of Madras the said Secretary of State his successors or assigns shall reconvey and reassign unto the said Trustee or $\frac{\text{his}}{\text{her}}$ successor or successors in that office for the time being or as $\frac{\text{he}}{\text{she}}$ or they may direct the said hereditaments and premises hereby expressed to be hereby granted conveyed and assigned IN WITNESS whereof the said parties to these presents have hereunto set their respective hands and seals the day and year first above written.

Signed sealed and delivered by the abovenamed in the presence of }

Signed sealed and delivered by the Director of Public Instruction of Madras for and on behalf of His Excellency the Governor of Madras acting (in the premises) for and on behalf of the Secretary of State for India in Council in the presence of }

APPENDIX IV.

[No scholar shall be permitted to join any class until his name appears in this Register and when a scholar has previously attended a Recognized School, his name shall not be entered until the Transfer Certificate has been received.]

Admission number.	Admission																						Withdrawal.							
	Date of admission.			Scholar's Name. (Give the first Christian name in full, and initials only for the others.)		Date of birth (this should be ascertained independently of the Transfer Certificate by way of check).			Name and address of parent or guardian.	Nationality of parents.		Exemption from Religious Instruction. Enter "Claimed" or "Not Claimed."	Number of Transfer Certificate on the School File.	These columns must be filled up from the Transfer Certificates received.				These columns must be filled up immediately it becomes known that a scholar has been withdrawn, the corresponding entries in the Transfer Certificates issued must be copied from these.							
	Day.	Month.	Year.	Christian.	Surname.	Day.	Month.	Year.		Father.	Mother.			School last attended.	Date when that school was last attended.			Standard in which then studying.	Date of withdrawal.			Standard in which then studying.	If withdrawn at the end of the year, to what standard promotion (if any) was intended.	Character.					
															Day.	Month.	Year.		Day.	Month.	Year.								

APPENDIX V.

Form of Transfer Certificate.

This is to certify that

_____

was admitted into this school, _____
on the _____, on a transfer certificate from _____
_____ school, and left on the _____ with a _____
_____ character, H_____ was then reading in the *_____
Standard.

All sums due † to this school on _____ account have been paid, remitted, or satisfactorily, arranged for.

H_____ date of birth, according to the Admission Register, is _____
_____.

[The following additional information must be supplied if the scholar left at the end of the school year.]

Promotion has been ‡ _____,

(Sd.) _____ Head Teacher.

_____ School.

Dated _____.

_____

* To be given in words.

† Sums due to the school shall include all payments for which provision is made in the rules supplied to the parent or guardian when the scholar was admitted into the school (Article 71 of the Code).

‡ *Promised or Refused.*

APPENDIX VI.

Grants-in-Aid of European Institutions.

_____ District.

Grant-in-Aid bill of _____ for the year ending 31st March 19 .

		Rs.	A.	P.
Annual grant sanctioned in Proceedings of the Director of Public Instruction No. _____, dated _____.	Colleges ... Men.			
	Colleges ... Women.			
	Schools, General.			
	High ... Boys.			
	High ... Girls.			
	Middle ... Boys.			
	Middle ... Girls.			
	Primary ... Boys.			
	Primary ... Girls.			
	Schools, Special.			
	Training ... Men.			
	Training ... Women.			
	Night			

Boarding grants for _____ pupils at Rs. _____ each per mensem, sanctioned in Director of Public Instruction's Proceedings No. _____, dated _____.

Cadet grants for _____ pupils at Rs. _____ and _____ at Rs. _____ sanctioned in Director of Public Instruction's Proceedings No. _____, dated _____.

Total ...

Countersigned.

Date. *Inspector of Schools.*

Certified that not less than 380 full school meetings have been held in the calendar year ending 31st December 19 .

Correspondent.

Certified that the pupils for whom boarding grants are claimed in this bill have been on the rolls of the institution during the period for which grants were sanctioned.

Correspondent.

Contents received.

Station.

Date.

Correspondent.

Instructions.

1. If there are more institutions than one under the same management, the grants on behalf of all of them should be drawn on the same bill, but the name and class of each institution and the amount and kind of grant for each should be entered on two separate sheets of paper, one to be attached to the original and the other to the copy of the bill.

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

3. The first certificate need only be signed in respect of schools for general education.

APPENDIX VII.

Special Grants for European Schools.

Government of Madras.	Bill for special grants under Article 44 of the Code of Regulations for European Schools.	Month of 19 ,

Head of Service. 22 Education—Grants for furniture, apparatus and special objects. } Ordinary Colleges and Schools / Technical do. do.

Name of institution.	Designation of governing body.	Nature of charge. Section of Article 44 under which the grant is claimed.	No. and date of Director of Public Instruction's Proceedings sanctioning and authorizing payment of the grant.	Amount of grant.	—
				Rs. A. P.	

Station

Date

Contents received.

Correspondent.

APPENDIX VIII.

Rules relating to Fixed Grants.

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

The amount of grant payable in any year will ordinarily be the amount allotted.

To be entitled to the full amount of grant allotted an institution must satisfy the conditions of Articles 34 and 35 of the Code.

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

The amount may be decreased if it exceeds the ordinary income of the institution from all sources other than Government grants, or in accordance with Article 28; or on account of any insufficiency of funds.

APPENDIX IX.

Application for Special Grants under Article 44 (c) and (d) of the Code of Regulations for European Schools.

1 Name of institution.	2 Designation of governing body.	3 Number and date of the order recognizing the institution as one for Europeans.	4 Number of books, articles, etc., required.	5 Description of books, articles, etc., required.	6 Total cost.	7 Standards for which the books or articles are required with strength of each.	8 Dimensions of each article of furniture.	9 Total cost of one article.	10 Amount of grants under article 44 (c) and (d) drawn by the school in three previous years with number and date of the order sanctioning each.	11 Remarks.
					Rs. A. P.			Rs. A. P.		

Declaration.—On behalf of the Managers of the institution, I hereby declare that if a grant for the above articles is sanctioned and the institution ceases to exist within three years from the date of payment, the amount of grant drawn will be refunded to Government.

Station

Date

Correspondent.

APPENDIX X.

Grants-in-Aid of European Institutions.

Building Grants.

Bill for building grants sanctioned under Ch. V., Section X of the Code of Regulations for European Schools.

Voucher No.——— of the month of———191 .

———District.

GOVERNMENT OF MADRAS.

Head of Service. 22.—EDUCATION—GRANTS-IN-AID :—"Building Grants—European Schools".

Name of Institution.	Nature of work.	Date of commencement.	Date of completion.	Amount contributed by the Manager up to date.		Amount of Government grant.		Authority.		Remarks.
				Rs.	A. P.	Rs.	A. P.	Proceedings of the Director of Public Instruction, Dis. No. dated		

I CERTIFY that the work, for which the grant is herein claimed, has been completed according to the plan and estimate approved in the order sanctioning the grant or is in a fair progress towards completion, and further declare that I agree to abide by the conditions laid down in Article 60 of the Code of Regulations for European Schools in the event of the building being prior to the lapse of twenty years from the date of payment of the grant, diverted to purposes other than those for which the grant was sanctioned.

STATION———

Date———191 .

Correspondent.

Treasury Officer.

Date.

Received the amount, viz., Rupees———

Correspondent.

Pay Rupees———

Treasury Accountant

Date———

APPENDIX XI.

Application for admission into the———— school.

Name of pupil.
Date of birth.
Residence.
Name of parent or guardian.
Nationality of do.
Occupation of do.
Residence of do.
School, if any, last attended by pupil.
Number and date of the transfer certificate from the school last attended.

Station.

Date.

Signature of parent or guardian.

NOTE.—Satisfactory evidence in regard to the date of birth must be insisted upon. The date may be verified with the baptismal certificate.

Order—No. 361, Educational, dated 10th June 1911.

The Government approve of the issue of a second edition of the Code of Regulations for European schools with the alterations proposed by the Director of Public Instruction. When issuing this new edition the Director of Public Instruction should explicitly state that the curricula will be separately published as a supplement as soon as their revision has been completed.

2. The following minor alterations and corrections should be made in the code :—

(1) *Article* 76.—The word "he" between the words "certificate" and "shall" should be omitted.

(2) *Article* 94.—The words "space and number work" should be substituted for the word "Arithmetic" wherever the latter occurs.

(3) Appendix XI should be cross-referenced to the relevant article in the code.

(True Extract.)

L. DAVIDSON,
Ag. Secretary to Government.

To the Director of Public Instruction.

Endorsement—No. 362, Educational, dated 10th June 1911.

Copy to the Government of India, Department of Education.

L. DAVIDSON,
Ag. Secretary to Government.

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O., No. 361, EDUCATIONAL, DATED 10TH JUNE 1911.

[SUBJECT.—*Revision of the Code of Regulations for European Schools.*]

Previous papers :

G.O., No.	599,	*Edl., dated*	*5th September*	1905.
,, ,,	494	,, ,,	*23rd July*	1906.
,, ,,	364	,, ,,	*13th May*	1908.
,, ,,	445	,, ,,	*9th June*	,,

From the Director of Public Instruction, dated 3rd March 1911, *No.* 5718.

The Director of Public Instruction submits for the approval of Government a proof copy of the Code of Regulations for European Schools, as revised by him. In the proof copy of the Code submitted, the Director of Public Instruction has carried out all the changes already sanctioned by Government and has besides made certain further alterations. The sanction of Government is required for these new alterations.

2. The important alterations proposed are in the courses of study given in chapter IV of the Code and in the courses for the different examinations given in articles 93 to 98 of chapter IX. The existing courses are those drawn up by the Committee which revised the Code under the orders of the Government of India.

Paragraph 5 of India's letter on page 3 of G.O., No. 599, Educational, dated 5th September 1905.

In forwarding this Code in 1905, the Government of India stated that they were not satisfied with the curriculum as defined in the Code; they desired that the curriculum might be specially examined with a view to the consolidation of the courses in the various classes of schools and requested that definite proposals on the subject might be submitted to them. Revised courses of studies were accordingly submitted with this Government's letter No. 494, Educational, dated 23rd July 1906.

G.O., No. 364, Educational, dated 13th May 1908.

* *Cf.* paragraph 3 of Director of Public Instruction's letter on page 4 of G.O., No. 364, Educational, dated 13th May 1908.

In their letter No. 421, Education, dated 8th June 1907, the Government of India approved the proposed courses subject to certain observations. The courses were then revised by a Committee* in accordance with the suggestions made by the Government of India and they were finally approved in G.O., No. 364, Educational, dated 13th May 1908. The courses of studies which are now in force are these and not those given in the Code. The Director of Public Instruction has therefore entirely re-written chapter IV. Please see page 5 of the revised Code in proof. It is for consideration whether this revised chapter may be approved.

Under paragraph 4 of the Government of India's letter No. 428, Education, dated 22nd May 1908, local Governments must refer for the previous sanction of the Government of India any proposed amendment of the Code which involves a fundamental departure from the general principles on which the Code has been constructed but in all other cases the local Governments can amend the Code on their own responsibility as they think proper, merely forwarding a copy of the revised articles for the information of the Government of India. As chapter IV has been re-written in consequence of the introduction of the revised courses of instruction which have received the general approval of the

Page 3 of G.O., No. 445, Educational, dated 9th June 1908.

Government of India, the previous sanction of the Government of India does not appear to be necessary for the approval of the revised chapter IV by this Government.

3. The Director of Public Instruction has omitted the schedules of courses of studies for the several classes appended to the existing Code, but has not substituted for them the revised courses approved in G.O., No. 364, Educational, dated 13th May 1908. In explanation of this, the Director of Public Instruction states that the courses are in need of considerable modifications and that syllabuses in certain subjects have still to be provided. He proposes to revise and publish them as a supplement to the Code. This may be approved.

Pages 24 to 42 of the existing Code.

Please see below.

G. F. Paddison—11-4-11.

4. *Articles 93 to 98 of Chapter IX.*—Please see pages 17 to 19 of the Code in proof. In articles 93 and 95 the revised courses for the Primary Scholarship examination and the Middle School and Scholarship examination sanctioned in G.O., No. 364, Educational, dated 13th May 1908, and in article 97, the revised course for the High School and Scholarship examination sanctioned in G.O., No. 364, Educational, dated 13th May 1908, and in G.O., No. 67, Educational, dated 4th February 1909, have been substituted for those in the existing Code. The changes made in articles 94, 96 and 98 are consequent on those made in articles 93, 95 and 97. The changes made in these six articles may, it is submitted, be approved.

A | In article 93 "space and number work" is used; in article 94, Arithmetic. If this means "number work" I think the word used should be the same.

L. Davidson.

G. F. Paddison—11-4-11.

5. *Article* 102.—In this article the Director of Public Instruction proposes to retain only the rates of the scholarships appertaining to Madras and to omit the rest. The changes are indicated in red ink in the proof copy of the Code added to the current file. There is no objection to this alteration and may be approved.

G. F. Paddison.

6. *Article* 104.—The Director proposes to omit the words "for three years" in line 5, regarding the period of tenure of the High School Scholarship and to add at the end, the words "and for such a period as he considers necessary." The Director of Public Instruction states that the change is proposed with a view to securing the widest possible field of choice of studies for the holders of the scholarship. The change may, it is submitted, be approved.

G. F. Paddison—11-4-10.

7. The other minor changes proposed or made in the Code are:—

(1) The omission of the note to article 9, page 3 of the proof

(2) Certain verbal changes in the note to article 27, page 6 of the proof.

(3) The insertion of a form of bill for drawing building grants as appendix X, page 35 of the proof.

(4) The insertion of a form of application for admission of pupils, as appendix XI, page 36 of the proof.

G. F. Paddison. | These changes call for no remarks and may be approved.

T.K.—7-4-11.

K. Rangaswami Aiyangar—10-4-11.

B | On page 15, Section 76, the word "he" must be omitted.

2. As to chapter IV, I see that in 1908 when the high schools were ordered to select a curriculum and stick to it, grave doubts were expressed as to whether it would work. The Director of Public Instruction was requested in the Government order to revise the list of high schools and report the result. Has any report been received? If not, I think one should be called for on the subject.

G.O., No. 364, dated 13th May 1908.

3. The chapter IV may stand, I think, if the system has worked well.

G. F. Paddison—11-4-11.

A report was received from the Director of Public Instruction in reply to paragraph 2 of G.O., No. 364, Educational, dated 13th May 1908, and it was recorded—*vide* G.O., No. 32, Educational, dated 18th January 1909. That report, however, related to the revision of the list of high schools for Europeans and did not refer to the working of the revised curricula. It is for consideration whether a report on the working of the revised curricula should now be called for.

T.K.—15-4-11.

K. Rangaswami Aiyangar—18-4-11.

These revised curricula are stated to be in need of considerable modifications and the Director of Public Instruction intends to revise and complete them. It would have been desirable to incorporate the modifications in the Code, but as that will take time and as the existing edition of the Code has been exhausted, the proposal to issue a new edition without the curricula may be sanctioned.

M. S. Mascarenhas—27-4-11.

This reprint (or second edition) may issue with the petty corrections suggested by Mr. Paddison in articles 93 and 76 (*vide* **A** and **B** *supra*). Appendix XI should also be cross-referenced to the relevant article, and when issuing the new edition the Director of Public Instruction should explicitly state that the curricula will be separately published as a supplement when the syllabuses have been revised.

L. Davidson—3-5-11.

I agree. Please issue orders accordingly.

M. H[ammick]—3-5-11.

Draft submitted for approval.

T.K.—5-5-11.

K. Rangaswami Aiyangar—5-5-11.

M. S. Mascarenhas—6-5-11.

Issue.

L. Davidson—8-5-11.

[G.O., No. 361, Educational, 10th June 1911.]

[E. & L. 74]
2,000—15-3-09

Educational DEPARTMENT.

19

READ AGAIN G.O., No. 364 Ed, dated 13 - 5 - 1908.
" " " " 67 Ed, " 4 - 2 - 1909.

abstracts attached

READ ALSO:—

C. No. 485, From the D.P.I., No. 5718, dated 3 - 3 - 1911.

" " ; " " ; " , " 19 .

" " ; " " ; " , " 19 .

ORDER. No. 361, dated 10 - 6 - 1911.

P.S.

D/485
Issue in print
28/8/15

The Govt approve of the issue of a second edition of the Code of Regulations for European Schools with the alterations proposed by the D.P.I. When issuing this new edition the D.P.I. should explicitly state that the curricula will be separately published as a supplement as soon as their revision has been completed.

2. The following minor ~~further~~ alterations and corrections ~~shall~~ should be made in the Code:—

(1). art. 76. The word "he" between the words "certificate" and "shall"

Should
~~Shall~~ be omitted. V 27/D

(2) Art. 94. The words "space and number work" should be substituted for the word "Arithmetic" wherever the latter occurs.

(3) Appendix XI should be cross-referenced to the relevant article in the Code.

IH. 5-5-11 ROD 5.5.11 8.5.11

Endt No 3629/D. 6. 11

Copy to the Govt of I., Dept. of Education.

Draft 10.6.11

To The D.P.I. with Spare 20/6/11

S. copies despd 20/6/11 IH. 5-5-11

[E. & L. 43.]
1,500—10-8-08.

PRESS SLIP.

ORDINARY. **PREFERENCE.** **URGENT** (a).

EDUCATIONAL ~~LEGISLATIVE~~ DEPARTMENT.

GOVERNMENT PRESS MADRAS. RECEIVED 10 MAY 1911

Current No. 485 dated 190

G.O., No. ..... dated 190

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

Docket Code of Regulations for European Schools

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.†			
Signature copies		1	
India Office			
Govt. of India ..... Dept.		32	
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			
The			
The			
The			
Total ...			

Letter only.	Complete G.O.	Special issue copies of G.O. (b) No.	Special issue copies of G.O. (b) Papers.	Notes.

* Copies distributed on ..... *(Press Clerk.)

† Copies distributed on ..... *(Despatcher.)

* To be initialled and dated.

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 discretion 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 Superintendent 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.

P.T.O.

TO PRESS, MADRAS. / OOTY.

A	B	C
Please send proof in triplicate. The papers have been carefully edited.	Proof returned corrected. Please strike off and send number of copies as indicated.	As the matter is clear manuscript and has been carefully edited proof need not be sent. Please print and supply number of copies as indicated.
	Type may be released after usual interval / at once.	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.

TO BE FILLED IN BY THE PRESS.

Diary.		Initials of Press official.
Received in Press on	10-5-11	
First proof furnished on	17-5-11	
Call for revised proof received on	12-6-11	
Revised proof furnished on	14-9-11	
Corrected proof received for striking on	13-6-11	
Final copies supplied on	20-6-11	

Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record	24	19	
" " " Issue	38		
For Volumes	16		
For E. T.			
Total ...	88	19	