

Government of Madras.

EDUCATIONAL DEPARTMENT.

FOR RECORD ONLY.

Recd.

Regd.

} 1911.

Enclosures

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G.O., No. 451, 8th July 1911.

College of Engineering.

Approving the proposals of the Director of Public Instruction to lower the general educational qualifications prescribed for admission into the engineer and upper subordinate classes of the — and directing the publication of the revised rules in the *Fort St. George Gazette*.

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S.O. 991 Ed
13-5-47
S.O. 1350 Ed
30-4-47

MECHANICAL ENGINEER CLASS.

BRANCH I.

(a) *Mathematics.*

Pure—	Marks.	Applied—	Marks.
Algebra	50	Kinematics	100
Geometry	50	Kinetics	100
Mensuration	50	Hydrostatics	100
Trigonometry	50		
Calculus	200		
		Total ..	700

(b) *Science.*

	Marks.
Chemistry	200
Physics	200
	Total ..

BRANCH II.

Engineering.

	Marks.		Marks.
Elementary applied mechanics	100	Electrical engineering	400
Geometrical drawing	300	Electrical laboratory	300
Freehand and model drawing	100	Workshop	500
Building drawing (1st and 2nd years)	150		
Machine drawing (do. do.)	150		
Surveying (do. do.)	200		
Applied mechanics	400		
Mechanical engineering	600		
Drawing	800		
Engineering laboratory	600		
		Total ..	4,600
		Physical Exercises	300
		Grand Total ..	6,000

13. Sessional examinations shall be held at the end of the second and third years, at which portions of the above subjects shall be finally disposed of. The marks awarded at these examinations shall be included in the final total. All students must satisfy the Principal of the college in practical surveying and laboratory work.

14. In order to pass the sessional examination at the end of the second year, a student must obtain half the marks awardable at that examination. To pass the sessional examination at the end of the third year, he must obtain half the aggregate marks awardable at that and the previous sessional examination. To pass the final examination he must obtain half the total marks allotted to the whole course, and, in addition, 33 per cent. of the marks assigned to each branch. A student who fails to pass the examination at the end of the second year must either leave the college or if considered eligible may be allowed to join the upper subordinate class. A student who fails to obtain qualifying marks at the third year or at the final examination shall not be promoted or pass out, but must either leave the college or join the class-division next below his own. Such students shall be ineligible for scholarships, prizes or guaranteed appointments. No student shall be permitted to remain more than five years in the college. Students who obtain not less than two-thirds of the total marks shall be declared to have passed with honours, and all other successful students to have passed.

15. Students shall be expected to present themselves for the first examination in Engineering of the Madras University at the end of their second year of study, and for the B.E. degree examination towards the end of their practical course.

16. Students who are successful at the college final examination shall proceed to the practical course. Civil Engineer students shall be attached to a Public Works division where large works are in progress, and will be regularly instructed in the preparation of materials, the practical details of construction, the management of labour, and the system of accounts. Mechanical engineer students will proceed to the Public Works Workshops. One mechanical engineer student will be permitted each year to join the Madras and Southern Mahratta Railway locomotive shops at Perambur, the concession being offered in the order of merit at the final examination. The premium will be Rs. 500, of which half will be defrayed by the Educational Department, the other half being met by the student. The premium will cover a course of two years, of which one year is obligatory. Other mechanical engineer student may attend at Perambur on payment of the full premium. All students shall receive lessons in riding during the practical course.

(ii) *Upper Subordinate Class.*

17. The course of instruction after promotion from the probationary subordinate class shall extend over three years, of which two shall be spent in the college and the third on works. The course in the college shall be both theoretical and practical. Theoretical instruction shall be conveyed by lectures, while the practical work shall consist of surveying in the field, drawing, and work in the workshops.

18. The subjects of study and the marks assigned to each shall be as follows:—

BRANCH I.—MATHEMATICS.

	Marks.	Marks.
(1) Algebra (100), (2) Geometry (100), (3) Plane trigonometry (100)	300	

BRANCH II.—ENGINEERING.

1. Drawing.—Machine drawing (100), building drawing and estimating (300)	400
2. Applied mechanics	200
3. Construction	200
4. Hydraulic engineering	250
5. Mechanical engineering	150
6. Surveying.—Levelling (100), theodolite surveying (100)	200
	1,400
Workshop Practice	200
Physical Exercises	100
	2,000

19. A sessional examination shall be held at the end of the first year at which portions of the above subjects shall be finally disposed of. The marks awarded at these examinations shall be included in the final total. All students must satisfy the Principal of the college in practical surveying.

20. In order to pass the sessional examination held at the end of the first year, a student must obtain half the marks awardable at that examination. To pass the final examination he must obtain half the total marks allotted to the whole course, and, in addition, 33 per cent. of the marks assigned to each branch. A student who fails to obtain qualifying marks at the sessional or final examination shall not be promoted or pass out, but must either leave the college or join the class-division next below his own. Such students shall be ineligible for scholarships, prizes or guaranteed appointments. No student will be permitted to remain more than three years in the class. Students who obtain not less than two-thirds of the total marks shall be declared to have passed with honours, and all other successful students to have passed.

21. Students who are successful at the final examination shall be attached for one year to Public Works divisions where large works are in progress, and shall be regularly instructed in the preparation of materials, the practical details of construction, the management of labour, and the system of accounts. They shall receive lessons in riding during the practical course.

(iii) *Lower Subordinate Class.*

22. The course of instruction together with that of the probationary subordinate class shall extend over three years. Theoretical instruction shall be conveyed by lectures, while the practical work shall consist of surveying in the field, drawing, and work in the workshops.

23. The subjects of study for the third year and the marks assigned to each shall be as follows:—

	Marks.	Marks.
1. Drawing.—Machine drawing (100), building drawing and estimating (300)	400	
2. Applied mechanics	100	
3. Construction	100	
4. Surveying.—Levelling (100), theodolite surveying (100)	200	
	800	
Workshop Practice	100	
Physical Exercises	100	
	1,000	

24. All students must satisfy the Principal of the college in practical surveying.

25. In order to pass the final examination a student must obtain half the total marks allotted to the whole course. A student who fails to obtain qualifying marks at the final examination shall not pass out, but must either leave the college or join the next year's division. Such students shall be ineligible for scholarships or prizes. No student will be permitted to remain more than four years in the college. Students who obtain not less than two-thirds of the total marks shall be declared to have passed with honours, and all other successful students to have passed.

(iv) *Probationary Subordinate Class.*

26. The course of instruction shall extend over two years and be preliminary to the upper and lower subordinate courses.

The subjects of study and the marks assigned to each shall be as follows :—

BRANCH I.—MATHEMATICS.

	Marks.		Marks.
Arithmetic	100	Elements of plane trigonometry ..	100
Mensuration	100		
			300

BRANCH II.—ENGINEERING.

Drawing—Free hand and model ..	100	Surveying—Chain, compass, plane table and levelling	200
Geometrical	300		
Machine	100		1,000
Building	100		
Elementary applied mechanics ..	100	Workshop Practice	100
Construction	100	Physical Exercises	100
			200
		Total ..	1,500

27. An examination shall be held at the end of the second year on the results of which a selected number, not exceeding thirty, of probationary subordinate students shall be promoted to the upper subordinate class for higher training. Probationary subordinate students not so selected, but who pass the examination, shall constitute the lower subordinate class for the following year.

28. In order to pass the examination a student must obtain half the total marks allotted to the course. A student who fails to obtain the qualifying marks must either leave the college or rejoin the class for another year. Such students shall be ineligible for scholarships or prizes. No student shall be permitted to remain more than three years in the class.

STRENGTH OF CLASSES.

29. The number of students to be admitted annually shall ordinarily be limited to 20 in the engineer class, and 90 in the probationary subordinate class.

ADMISSIONS AND WITHDRAWALS.

30. All applications for admission shall be submitted in a prescribed form.

31. Admission shall be once a year, on the 15th July (unless that date falls on a Saturday or Sunday, when the students shall join on the following Monday) for all classes.

32. The Principal may refuse admission to any candidate whose previous conduct has not been satisfactory. His order shall be subject to appeal to the Director, whose decision shall be final.

33. Withdrawals in the case of scholarship-holders shall, except for good and sufficient reasons, be allowed only on completion of the course for which the scholarships have been awarded.

QUALIFICATIONS FOR ADMISSION.

(i) Engineer Class.

34. Candidates must have passed the Intermediate examination of the Madras University with group I as the optional branch or an examination accepted by Government as equivalent thereto, and must be under 20 years of age on the 30th June of the year of admission. The number of candidates admitted annually shall not ordinarily exceed twenty. If the number of applicants exceeds twenty, admission shall be regulated by selection by the Principal. Persons who present themselves for the Intermediate examination with group I as the optional branch during the year of application for admission to the college may register their names, but their eligibility for admission will be contingent on their passing the examination.

35. Candidates otherwise qualified, but whose age exceeds the maximum above laid down, may be admitted with the sanction of the Director of Public Instruction, if the strength of the class permits. Students so admitted shall be ineligible for guaranteed appointments and for scholarships and prizes.

36. The fee for registration for admission shall be Rs. 5, which will under no circumstances be refunded. Applications will be received by the Principal up to the last day of May. The names of the candidates to be admitted shall be published in the *Fort St. George Gazette*.

(ii) Probationary Subordinate Class.

37. Candidates must be either holders of completed secondary school leaving certificates considered by the Principal of the college as satisfactory or must have passed the Matriculation examination of the Madras University or an examination accepted by Government as equivalent thereto. Candidates must be under 20 years of age on the 30th June of the year of admission. The number of candidates admitted annually shall not ordinarily exceed 90. If the number of applicants exceeds 90 admission shall be regulated by further selection by the Principal. Persons who present themselves for the public examination under the scheme for the award of secondary school leaving certificates or for the Matriculation examination during the year of application for admission to the college may register their names, but their eligibility for admission will be contingent on their being awarded completed certificates in the one case and on their passing the examination in the other.

38. Candidates otherwise qualified, but whose age exceeds the maximum above laid down, may be admitted, with the sanction of the Director of Public Instruction if the strength of the class permits. Students so admitted shall be ineligible for guaranteed appointments and for scholarships and prizes.

39. The fee for registration for admission shall be Rs. 3, which will under no circumstances be returned. Applications will be received by the Principal up to the last day of May. The names of the candidates to be admitted shall be published in the *Fort St. George Gazette*.

(iii) All Classes.

40. The selected candidates of all classes shall join the college on the 15th July (unless that day falls on a Saturday or Sunday, when they shall join on the following Monday), and shall each on that day deposit with the Principal—

- a sum of money, to be drawn against for instruments and books, which shall be for the engineer class Rs. 120, and for the probationary subordinate class Rs. 100;
- a health certificate from a gazetted Government medical officer to the effect that the candidate is fit for the out-door work of the Public Works Department, and that he has had small-pox or has been vaccinated;
- his University diploma or certificate;
- testimonials of good character covering the last two years;
- satisfactory evidence of age;
- a leaving certificate from his last college or school.

MILITARY STUDENTS.

41. Non-commissioned officers and soldiers of His Majesty's British Service will, to the number of five annually, be admitted to the college. They must hold a first-class army school certificate. If more than five candidates apply, selection will be made by the Principal, who will give preference to those who have practised a trade. Candidates must be of thoroughly good character, well recommended by their commanding officers, and under 28 years of age on the 30th June of the year of admission. They must have had not less than two years' service prior to the date of admission to the college. Applications shall be submitted in I.A.F.U. 1740 and will be received by the Principal up to the last day of May. Each candidate's application shall be forwarded by his commanding officer to the Principal, and shall be accompanied by the following documents relating to the candidate :—

- extract from regimental defaulter's and court-martial books for the whole period of service;
- extract from company defaulter's book for the preceding two years;
- statement of the trade followed by the candidate before enlistment;
- certificate of good eye-sight, sound health and unimpaired constitution, signed by a medical officer in the following form :—

I certify that I have carefully examined A.B., and that to the best of my belief his eye-sight is good and he has no disease, constitutional affection or bodily infirmity, unfitting him, or likely to unfit him, for out-door employment as an upper subordinate in the Public Works Department.

Name.

Designation.

42. The selected candidates shall join the college on the 15th July, and bring with them—

- a descriptive roll;
- the record of service;

- (c) a last-pay certificate;
- (d) last rations and bedding certificates;
- (e) a certified list of clothing and necessaries in their possession when quitting their regiment;
- (f) a certificate of the carriage, if any, furnished to them at the Government expense, etc., on leaving their regiments to proceed to Madras;
- (g) medical history sheet.

43. When not furnished with carriage to enable them to join, a certificate shall be given to this effect, and they shall then receive travelling allowance at the rate of one anna per mile. A double allowance shall be granted to married men if they are accompanied by their wives.

44. The selected candidates shall join the probationary subordinate class. Probationers who fail to pass the examination held at the end of the second year shall at once revert to their corps. Those who pass shall join the first-year upper subordinate class as regular students.

45. While studying at the college, military students shall be considered as doing duty, and shall remain on the strength of their respective regiments, without prejudice to their promotion and other advantages until they are appointed to the Public Works Department. They shall be provided with barracks and married quarters at the college, shall wear the undress or fatigue uniform of their rank and regiment, and shall be under the command of the Principal, or in his absence, of the Superintendent of military students. They shall receive, whilst at the college, the same pay as with their regiments, including good-conduct pay when entitled to it, together with rations or compensation in lieu, and a college allowance of Rs. 11 per mensem to cover extra messing and other expenses. They shall be exempted from the payment of college fees, and shall be supplied *gratis* with drawing instruments and the text-books in use. They shall not compete for civil scholarships, but shall be eligible for medals and prizes. The Principal may remand any student to his regiment for insufficient progress or unsatisfactory conduct.

46. Military students who pass the final examination at the end of the course of study shall be appointed apprentice overseers for one year. During this period they shall retain their position as students, and shall continue to be borne on college and regimental lists. Their military pay and clothing shall be drawn from the Military Department by the Executive Engineers of the divisions to which they are attached. The apprentices shall be provided with free quarters or compensation in lieu, and shall receive a staff allowance sufficient to bring their total consolidated pay up to Rs. 80* per mensem. Married men shall receive in addition the usual regimental allowances for wife and children. Any apprentice who is unfavourably reported on shall revert to his corps. Military apprentices shall receive travelling allowance at the rate of two annas per mile, or in case of portions of the journey performed by railway, at one anna and a half per mile for the journey from Madras to the site of the work to which they are posted, and for all journeys performed on transfer during their apprenticeship.

47. At the expiration of the year of apprenticeship the military apprentices shall, in the order of merit determined by the college final examination and to the extent of the requirements of the Public Works Department, be appointed to the permanent establishment as first-grade overseers. Any apprentices who may not be required shall revert to their corps, but shall be eligible for employment in the Public Works Department in a subsequent year, or in the Military Works Service at any time. An outfit allowance of Rs. 150 shall be granted to military apprentices on their appointment to the Public Works Department.

FEES.

48. *Tuition fees.*—The following shall be the fees payable in advance by students while at the college. Fees shall, under no circumstances, be returned after a student has been admitted to the institution:—

Class.			Sessional rate.	Instalment rate (nine).
			Rs.	Rs.
Engineer class	..	..	140	18
Upper subordinate class	..	..	70	9
Lower subordinate class	..	..	40	5
Probationary subordinate class	..	..	40	5

49. *Special fees.*—A contribution of Rs. 4 per annum shall be made by each student to the college recreation club. The riding course fee for students of the engineer and upper subordinate classes shall be Rs. 15. The premium payable by mechanical engineer students at Perambur is laid down in rule 16.

* They shall, when posted to hill stations, or employed in hill tracts and other special localities for which local allowances have been prescribed for the members of the Public Works Department in Appendix 19 to the Public Works Department Code, Volume III, or have been specially sanctioned by Government, also draw a local allowance of Rs. 10 per mensem.

SCHOLARSHIPS, STIPENDS AND PRIZES.

(i) Engineer Class.

50. *Government scholarships.*—Two scholarships of the monthly value of Rs. 15 each will be annually awarded in each of the four class-divisions. At the commencement of the first year of study they will be granted by the Director of Public Instruction on the recommendation of the Principal. At the beginning of the third and fourth years they will be awarded to the two students who obtain the highest marks at the sessional examinations. A third scholarship of the monthly value of Rs. 15 will be awarded annually in each class-division by the Director of Public Instruction on the recommendation of the Principal to a student who does not hold one of the first-mentioned scholarships, preference being given to a Muhammadan or Indian Christian, or a European or Eurasian, in the order named. One scholarship of Rs. 20 per mensem, tenable for three years, may, under Gazette Notification, dated 11th August 1902, be awarded annually to a European or Eurasian student at the beginning of the course of study.

51. *Other scholarships.*—The Government of Mysore awards engineering scholarships annually of Rs. 30 per mensem tenable for three years. The University scholarships founded by the Maharajas of Travancore and Cochin, of the value of about Rs. 30 per mensem, tenable for the minimum period necessary to qualify for the B.E. degree, may be held by students of the engineer class. All these scholarships are tenable only by students who are subjects of the States concerned.

52. Scholarships may be reduced or forfeited for misconduct, idleness, or want of progress.

53. A gold medal will be awarded to the student who passes highest at the final examination. Prizes will be given to students who display proficiency in special subjects.

54. During the year of practical training subsistence allowances of Rs. 50 per mensem for Europeans and Eurasians, and Rs. 25 per mensem for Indians shall ordinarily be granted; but these amounts shall be increased to Rs. 60 and Rs. 37½ per mensem respectively in the case of students posted to hill stations or employed in hill tracts and other special localities for which local allowances have been prescribed for the members of the Public Works Department in Appendix 19 to the Public Works Department Code, Volume III, or have been specially sanctioned by Government. The grant of subsistence allowance shall be contingent on the good conduct and satisfactory progress of the student; and on proof of misconduct or idleness the allowance may be withdrawn by the Principal on the recommendation of the Executive Engineer or the officer in charge of workshops. Travelling allowances to students joining or on the works shall be drawn at the rates sanctioned for officers of the third class under the Civil Service Regulations.

(ii) Upper Subordinate Class.

55. *Government scholarships.*—Two scholarships of the monthly value of Rs. 10 each will be awarded annually in each of the two class-divisions. They will be awarded to the two students who obtain the highest marks at the sessional examinations. A third scholarship of the monthly value of Rs. 10 will be awarded annually in each of the two class-divisions by the Director of Public Instruction on the recommendation of the Principal, to a student who does not hold one of the first-mentioned scholarships, preference being given to a Muhammadan, or Indian Christian, or a European or Eurasian, in the order named. One scholarship of Rs. 15 per mensem, tenable for two years, may, under Gazette Notification, dated 11th August 1902, be awarded annually to a European or Eurasian student at the beginning of the course of study.

56. *Walker scholarship.*—A scholarship of the value of about Rs. 14 per mensem is tenable for two years by a student who is a native of the Malabar, South Canara or Nilgiri district, and who possesses a fair knowledge of Malayalam or Canarese.

57. Scholarships may be reduced or forfeited for misconduct, idleness or want of progress.

58. A silver medal will be awarded to the student who passes highest at the final examination. Prizes will be given to students who display proficiency in special subjects. The 'Rogers' prize of the value of about Rs. 20 shall be given annually in books to the silver medallist of the year.

59. During the practical course subsistence allowances of Rs. 30 per mensem for Europeans and Eurasians, and Rs. 20 for Indians shall ordinarily be granted; but these amounts shall be increased to Rs. 40 and Rs. 30 per mensem respectively in the case of students posted to hill stations or employed in hill tracts and other special localities for which local allowances have been prescribed for the members of the Public Works Department in Appendix 19 to the Public Works Department Code, Volume III, or have been specially sanctioned by Government. The grant of subsistence allowance shall be contingent on the good conduct and satisfactory progress of the student; and on proof of misconduct or idleness the allowance may be withdrawn by the Principal on the recommendation of the Executive Engineer. Travelling allowances to students joining or on the works will be drawn at the rates sanctioned for officers of the third class under the Civil Service Regulations.

(iii) *Lower Subordinate Class.*

60. Two scholarships of the monthly value of Rs. 8 each will be awarded to the two students in the class who obtained the highest marks at the probationary sessional examinations. A third scholarship of the monthly value of Rs. 8 will be awarded by the Director of Public Instruction on the recommendation of the Principal to a student who does not hold one of the first-mentioned scholarships, preference being given to a Muhammadan, or Indian Christian, or a European or Eurasian, in the order named. Scholarships may be reduced or forfeited for misconduct, idleness or want of progress.

61. A bronze medal will be awarded to the student who passes first at the final examination. Prizes will be given to students who display proficiency in special subjects.

(iv) *Probationary Subordinate Class.*

62. Four scholarships of the monthly value of Rs. 8 will be awarded annually in each of the class-divisions. At the commencement of the first year of study the scholarships will be granted by the Director of Public Instruction on the recommendation of the Principal. At the beginning of the second year they will be awarded to the students who obtain the highest number of marks during the first year. A fifth scholarship of the monthly value of Rs. 8 will be awarded annually in each of the two class-divisions by the Director of Public Instruction on the recommendation of the Principal to a student who does not hold one of the first mentioned scholarships preference being given to a Muhammadan or Indian Christian, or a European or Eurasian in the order named. Scholarships may be reduced or forfeited for misconduct, idleness or want of progress.

Special Prizes.

63. Three 'Sir Madhava Rau' prizes of the value of Rs. 20 each will be given annually, under certain prescribed conditions, for proficiency in practical work. In awarding one of these prizes preference will be given to the Mahratta Brahman who displays the greatest proficiency in workshop practice, practical surveying or practical chemistry, subject to the conditions specified in notification No. 49 published at page 409 of Part I of the *Fort St. George Gazette*, dated 17th June 1890.

Stipends in Workshops.

64. Four stipends of the monthly value of Rs. 6 for the first year, Rs. 7 for the second year, and Rs. 8 for the third year will be awarded annually to young men who have passed the elementary technical examination in carpentry or blacksmith's work, and who join the college workshop to be trained as teachers in technical or industrial schools or in school workshops for manual training. The course shall extend over three years during which time the students shall be prepared for the highest technical examination in cabinet-making, or carpentry, or fitter's work. The students shall ordinarily work in the workshop for thirty-five hours per week and will be allowed one month's vacation and the ordinary authorized holidays. The stipends may be reduced or forfeited for misconduct, idleness or want of progress. The stipendiaries shall be required, if need be, to serve as teachers for two years, and to submit half-yearly reports as to how they are employed for three years after leaving the workshops.

LEAVE AND DISMISSAL.

65. Students may obtain leave of absence by previous application to the Principal.

66. Scholarship-holders shall forfeit their scholarships during any period, however short, of absence without leave, and shall be further liable to have their scholarships withdrawn, if they absent themselves without leave for five consecutive working days.

67. In cases of severe illness certified to by a competent medical authority, sick leave with scholarship may be given by the Principal for a fortnight. If such leave is granted for a period exceeding a fortnight, the excess period shall be leave without allowances.

68. Any student who has obtained admission into the college by means of a false certificate or by false representations of any kind, or who has been found guilty of grave misconduct, shall be summarily dismissed; the fact of such dismissal and the reasons for it being at once reported to the Director.

69. Leave may be granted during the practical course for a period or aggregate of periods not exceeding one month per annum. Such leave shall not entail forfeiture of stipend, but any leave in excess of one month shall involve loss of stipend, and the practical course shall be extended by a period equal to the excess over one month per annum of the leave granted.

EXAMINATIONS.

70. All sessional and final examinations shall be conducted by the college staff. The decision of the Principal in regard to the qualifications of any student appearing for examination shall be final. The names of all students declared by the Principal to have passed a final examination shall be published in the *Fort St. George Gazette*. A summary of the results of the examinations together with the observations of the Principal thereon shall be embodied in the annual report on the college submitted to the Director for transmission to Government.

DIPLOMAS AND CERTIFICATES.

71. *Engineer and Upper Subordinate Classes.*—On the completion of the course in the college, a provisional certificate signed by the Principal shall be issued showing that the candidate has passed the final examination. On the satisfactory completion of the practical course a diploma, signed by the Principal and the Director of Public Instruction, shall be issued, setting forth the qualifications of the student for employment as a civil engineer, a mechanical engineer, or as an upper subordinate engineer.

72. A student who has passed the final examination of the upper subordinate class, and who elects not to proceed to the practical course shall be granted a certificate of qualification as a lower subordinate engineer.

73. *Lower Subordinate class.*—On the completion of the course, a certificate signed by the Principal shall be issued, stating that the student has passed the final examination and is qualified for employment as a lower subordinate engineer or as a surveyor or a draftsman.

EMPLOYMENT OF PASSED STUDENTS.

74. *Engineers.*—One appointment as apprentice engineer in the Public Works Department will be conferred annually by the Chief Engineer in consultation with the Principal of the college, on the student, either civil or mechanical engineer, judged most suitable on the results of the examinations and the promise shown by him and his general behaviour during the college course. The apprenticeship shall commence on the 1st July following the final examination and shall ordinarily extend over twelve months, when the apprentice, provided he has fulfilled the conditions of paragraph 150, Volume I, Public Works Department Code, 9th edition, shall be brought on the permanent establishment of the Public Works Department, provincial service, as third-grade assistant engineer. Other engineer students, who have satisfactorily completed the practical course, shall be eligible for appointment to the temporary upper subordinate establishment of the Public Works Department, whence transfers may be made to the permanent establishment to fill existing vacancies on the recommendation of Superintending Engineers. Fully qualified engineer students may also be appointed assistant engineers under local boards.

75. *Upper Subordinate Engineers.*—One appointment annually as overseer, third grade, in the permanent upper subordinate establishment of the Public Works Department shall be conferred on the civilian upper subordinate student who passes highest at the final examination, provided he has satisfactorily completed his practical course and provided a vacancy exists for such appointment. Other civilian upper subordinate students, who have satisfactorily completed the practical course and for whom there are vacancies, shall be eligible for appointment to the temporary upper subordinate and lower subordinate establishments of the Public Works Department, whence transfers may be made to the permanent upper subordinate establishment to fill existing vacancies on the recommendation of Superintending Engineers. No person will be eligible for appointment to the permanent upper subordinate establishment unless he be a fully qualified engineer or upper subordinate engineer. Appointments as delta superintendent, minor irrigation overseer and as overseer to district boards and municipalities are also open to qualified upper subordinate engineers.

Military apprentices required for the Public Works Department will be appointed first-grade overseers under rule 47 of these rules. In alternate years, one appointment to the engineer establishment, provincial service, will be offered to a senior selected upper subordinate of the Public Works Department.

76. *Lower Subordinate Engineers.*—Qualified lower subordinate engineers will be appointed to the Public Works Department as sub-overseers and as draftsmen as vacancies occur. They will be eligible also for employment as channel superintendent in the Public Works Department and as deputy surveyor in the Survey Department. When the services of temporary men are required for special surveys not undertaken by the Public Works subordinate staff, the Public Works officers in charge are instructed to select for such employment none but qualified lower subordinates of the college.

77. Students of the engineer and upper subordinate classes who pass sufficiently high to merit the appointments referred to in rules 74 and 75 shall, before appointment, produce certificates of physical fitness for the work of the Public Works Department. The medical examination for such certificates shall be held at the end of the practical course. Other qualified students will, on appointment to the Public Works Department, be required to produce certificates of physical fitness under the ordinary rules of the public service.

78. The appointments referred to in rules 74 and 75 are reserved for statutory natives of India, provided that natives of pure Asiatic descent shall be admitted only if their parents or guardians are domiciled in the Madras Presidency or the States of Travancore, Cochin, Pudukkottai, Sandur, Banganapalle and Mysore.

79. It shall be the duty of the Principal to render all reasonable assistance to passed students who may not be appointed to the Public Works Department, in seeking employment under local boards and municipalities and other agencies. With this object lists of qualified men, with remarks as to their attainments, conduct, etc., shall be circulated annually to local boards and

municipalities, with recommendations that they may be employed in suitable posts when opportunities offer, and the attention of these local authorities shall be invited to G.O., No. 2773 L., dated 12th December 1893.

CASUAL STUDENTS.

80. Applicants who possess sufficient general education to follow the instruction given, who produce certificates of good health and good character, and who make the prescribed deposit and pay the prescribed fees, may be admitted as casual students to the engineer class, provided that accommodation is available for them. They may present themselves for the sessional and final examinations, and if they pass they will receive the provisional certificates issued to successful students at the end of the college course; but they shall not be eligible for the appointments referred in rules 74 and 75 or for scholarships or prizes, or for the free practical course.

REGISTERS AND ACCOUNTS.

81. The following registers shall be kept:—

- (1) Register of admissions and withdrawals for each class.
- (2) Monthly register of attendance, fees and fines for each class.
- (3) Acquittance roll and pay abstract.
- (4) Library catalogue and register and inventory of valuable stock.
- (5) Register of scholarships.
- (6) Register of expenditure on contingencies.

82. The register of valuable stock shall be scrutinized every year, the work being entrusted in rotation to one of the senior members of the staff, who shall certify to the correctness of the stock and the entries in the register.

MISCELLANEOUS.

83. The practical course will extend over a complete year, and this period will be reckoned from the dates on which the students join their divisions. Students during their practical course shall not be under the supervision of the Principal, but officers under whom such students are serving will be required in the Public Works Department to furnish to the Principal half-yearly reports of their progress in such form as may from time to time be prescribed by Government. All allowances during the practical course shall be debited to the Public Works Department.

84. The provisions of the Educational Rules relating to accommodation and sanitation, discipline, dress, periodical examinations and punishments shall apply *mutatis mutandis* to the college, in so far as its special character permits of their application.

85. The Principal shall invariably obtain the previous sanction of the Director for any deviation from the prescribed rules.

86. The Principal shall submit a time-table annually for the approval of the Director. No material change shall be made in the time-table or in the general arrangement of the college work without his sanction.

(True Extract.)

L. DAVIDSON,
Ag. Secretary to Government.

To the Director of Public Instruction.
Public Works Department.
Gazette

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O., No. 451, EDUCATIONAL,
DATED 8TH JULY 1911.

[SUBJECT.—*Modifications in the general educational qualifications prescribed for admission into the various classes of the College of Engineering and in the lengths of the courses.*]

Previous papers:

G.O., No. 655, Edl., dated 3rd October 1905.
" " 37 " " 20th January 1906.
" " 191 " " 29th March 1909.

From the Director of Public Instruction, dated 30th March 1911, No. 788.

Before the year 1907 the general educational qualifications prescribed for the various classes of the College of Engineering and the lengths of the several courses were as follows:—

General educational qualification.	Length of course (College course).
Engineer class	F.A. examination .. 3 years.
Engineer Subordinate class.	Upper Secondary examination or the Matriculation. 2½ years.
Sub-Overseer and Surveyor class.	Lower Secondary or the Middle School examination. 2 years.

2. In the year 1907 the general educational qualifications prescribed for the various classes were raised on the recommendation of the College Reorganization Committee who thought that students with higher general educational qualifications would be better prepared for entering on engineering studies. The designations of the engineer subordinate class and the sub-overseer and survey class were also altered into upper subordinate class and lower subordinate class, respectively, and the length of the engineer or upper subordinate course was extended from 2½ years to 3 and that of the lower subordinate course from 2 years to 3 on the recommendation of the Committee. As regards the length of the upper subordinate course the Committee thought that 2½ years were insufficient to enable the necessary instruction to be imparted and absorbed. The general educational qualifications now required for the three classes and the present lengths of the courses are as follows:—

General educational qualification.	Length of college course.
Engineer class	B.A. degree with Mathematics or Physical Science as optional subject. 3 years.
Upper subordinate class.	F.A. or intermediate examination. 3 "
Lower subordinate class.	Matriculation examination or secondary school-leaving certificate. 3 "

Rules 31, 34 and 37 on pages 18 and 19 of G.O., No. 191, Educational, dated 29th March 1909.

3. The Principal of the college, Mr. James, thinks that the expectation of the College Reorganization Committee in raising the educational qualifications for admission to the various classes of the college has only been partly realized. He considers that the more advanced course in schools and colleges does not go very far in the direction of adapting students for technical course and that the students who have passed the F.A. examination do not show greater ability in engineering studies than good matriculates. Mr. James further states that as a result of raising the general educational qualification for admission the average age of students entering the college is now higher than formerly. He apprehends that as a result of raising the standard of University education the average age at graduation will be raised and that as a consequence it will be difficult to find the requisite number of graduate students possessing the necessary age qualifications. [Under existing rules 31, 34 and 37 candidates for admission into the College of Engineering must be under 22 years of age.] For these reasons Mr. James proposes to revise the educational qualifications prescribed for admission to the college.

4. Mr. James further considers that the college should turn out men more efficient for the work they are expected to do and men approaching nearer than at present the real engineering type. To secure this he proposes to begin the training of students at an earlier age and to extend the courses for the engineer and upper subordinate students.

5. Mr. James' detailed proposals on these points are as follows:—

(1) To substitute the intermediate examination with optional group I (Mathematics, Physics and Chemistry) for the B.A. examinations with Mathematics or Physical Science as the general educational qualification for the engineer class.

(2) To substitute the secondary school-leaving certificate for the F.A. or intermediate examination as the general educational qualification for the upper subordinate class.

(3) To extend the college course for the engineer and upper subordinate students from 3 years to 4.

Vide alterations in rules 34 and 37 on pages 12 and 13 of the current file.

(4) To lower the age limit for admission to the college from 22 years to 20.

6. The extension of the college course from 3 to 4 years is more than counter-balanced by the exemption from the necessity of completing the B.A. course in the case of candidates for the engineer class and the F.A. course in the case of candidates for the upper subordinate class which will entail a minimum attendance of two years in an arts college.

In the case of engineer students the Director of Public Instruction states that they will be spared the necessity of devoting many hours to studies in which as engineers they have little concern and that during the additional year in the Engineering College they might be given special instruction in Mathematics and Science in place of what they lose owing to the curtailment of their arts course. The objections to teaching Mathematics and Science during the engineering course are that it would involve considerable waste of funds and that the subjects would not be so well taught as in an arts college—*vide* paragraph 1 of Dr. Bourne's note, dated 2nd May 1905, on pages 1 and 2 of the notes with G.O., No. 655, Educational, dated 3rd October 1905. The reason in favour of teaching Mathematics and Science during the engineering course is that special attention will be paid to these portions of the subjects which an engineer must necessarily have a knowledge of.

7. As regards the upper and lower subordinate classes Mr. James proposes to discontinue separate admissions. He would admit 90 Matriculates or holders of completed secondary school-leaving certificates (30 for the upper subordinate class and 60 for the lower subordinate class) into a class called probationary subordinate class. All the students will receive common instruction in this class for two years. At the end of two years a selection will be made and those who are selected will be promoted to the upper subordinate class where they will receive higher training for another two years before they pass

out as upper subordinates. Those who are not selected will continue in the same class for another year and qualify as lower subordinates—*vide* new rules 26, 27 and 28.

8. Military students will also be required to join this probationary subordinate class on admission. They now attend the college as probationers for one year, at the end of which they have to pass an examination in Mathematics, English and Drawing. If they pass the examination, they join the upper subordinate class; if they do not pass the examination, they revert to their corps. Under the proposed arrangement they will attend the probationary subordinate class for two years and if they are not selected and promoted to the upper subordinate class at the end of that period they will have to revert to their corps—*vide* altered rule 44.

Page 14 of current file.

There appear to be no objections to these proposals.

9. Similarly there is no objection to the proposal that the bifurcation into the civil and mechanical engineering divisions should take place at the end of the second year of the engineer course and that those who fail to qualify at the end of that period should join the upper subordinate class—*vide* alterations in rules 11 and 14.

Pages 5 and 8 of current file.

At present, the bifurcation into the civil and mechanical engineering divisions

takes place at the end of the first year, rule 11.

10. These proposals of the Principal of the College of Engineering have met with the approval of the Chief Engineer, Public Works Department—please see his letter, dated 22nd February 1911. The Director of Public Instruction, the Hon'ble Mr. Stone, states that they will conduce to the efficiency of the service and be productive of better results. He considers that the lowering of the educational qualifications for admission is very necessary as at present sufficient number of qualified candidates do not seek admission into the college and large exemptions have in consequence to be given. In these circumstances the proposals may, it is submitted, be approved.

T.K.—13-4-11.

Mr. Stone asks for very early orders on this so that the new rules may come into force in the ensuing session in July next. The proposals are very sweeping and upset the decision arrived at five years ago after very careful consideration, after a special Committee had been appointed, and after the opinions of Colonel Love and Mr. Chatterton had been obtained in addition to that of the Committee. The decision which followed the practically unanimous opinion of the persons consulted was that it was necessary to raise the standard of general education for admission to the various classes of the college. Mr. DeWinton was not in favour of a change at that time because he had in contemplation a different method of recruitment and because he was doubtful whether there would be a sufficiency of candidates for admission.

2. The opinion of the present Principal is that an F.A. may turn out to be as good an engineer as a B.A. and that the extra year which he proposes should be spent in learning engineering will more than compensate for the two years the candidate would have passed in proceeding from the F.A. to the B.A. The subordinate classes are to follow the same course for two years and at the end of that period the pick of the class will be promoted to the upper subordinate class.

3. The Director of Public Instruction and the Chief Engineer agree with these proposals and they seem to me to be sound especially as there is difficulty in recruiting a sufficient number at present. I think, however, that the Board of Visitors of the Engineering College, who include independent engineering authority, should be consulted before so large a step is decided on finally.

G. F. PADDISON—15-4-11.

I see an official memorandum was despatched to the Director of Public Instruction asking for the number of exemptions found necessary in past three years.
(a) I should like to see the reply.

(b) 2. Mr. Stone might have let us see Mr. James' letter. Ask him for it.

3. This is a very important change that is proposed and we should not be hurried into it. On the whole I am inclined to think it is a salutary change. The drawback is that pointed out by Dr. Bourne, viz., that it necessitates Mathematics and Science being taught in the Engineering College, where probably they will not be taught as well as in the Presidency and other general colleges.

4. The Board of Visitors consists of the Chief Engineer whose opinion we have, and the Chief Engineer, Railways (Madras), Mr. Strange and Mr. Mitchell, Acting Chairman, Port Trust. The latter two gentlemen should be consulted separately letting them have a copy of Mr. Stone's letter and asking them to reply soon.

5. I think the lengthening of the course at the Engineering College will constitute a great improvement, and probably under the new conditions of the University the changes proposed are suitable, but there is nothing really urgent about the matter and the change might well be postponed until 1912.

6. Make the reference above please.

M. H[AMMICK]—24-4-11.

A draft memorandum to the Director of Public Instruction and a draft demi-official are submitted for approval.

P.R.—27-4-11.

K.R.—27-4-11.

Fair copy of demi-official to Secretary.

M. S. MASCARENHAS—28-4-11.

[Memorandum No. 753-2, Educational, dated 28th April 1911.]

Demi-official—from the Hon'ble Mr. L. DAVIDSON, I.C.S., Ag. Secretary to Government, Educational Department.

To—A. B. STRANGE, Esq., Chief Engineer, Madras and Southern Mahratta Railway Company (Limited), and the Hon'ble Mr. H. H. G. MITCHELL, M.I.C.E., Acting Chief Engineer, Madras Port Trust.

Dated—the 28th April 1911.

No.—753-3.

I am directed to enclose a copy of Mr. Stone's letter to Government, R.O.C. No. 788/11, dated 30th March last, in which he proposes certain changes in the general educational qualifications of candidates seeking admission into the College of Engineering, Madras, and in the period of training therein and to request you to favour Government with your opinion in the matter. The Government request that a reply to this communication may be sent at your earliest convenience.

Demi-official—from the Hon'ble Mr. H. H. G. MITCHELL, M.I.C.E., Acting Chief Engineer, Madras Port Trust.

To—the Secretary to Government, Educational Department.

Dated—the 6th May 1911.

As requested in your demi-official No. 753-3, I enclose a short memorandum of my views on the proposed changes in the general educational qualification and in the period of training of engineering students.

ENCLOSURE.

Memorandum by the Hon'ble Mr. H. H. G. Mitchell, M.I.C.E., Acting Chief Engineer, Madras Port Trust, dated 6th May 1911.

With reference to Mr. Stone's letter to Government, R.O.C. No. 788/11, dated the 30th March last, I am of opinion that the standard of general education therein proposed will be quite high enough for the student who is to undergo an engineering training and that it will be a great improvement if the course can be commenced and completed at an earlier age than at present.

2. A five-year course should be sufficient, but I am strongly of opinion that more attention should be devoted to practical training.

3. By practical training I do not mean training in the College Workshops—though such experience is undeniably useful especially as regards making tests and running trials—but actual manual labour on works for at least a year preferably on the erection, repairs or running of machinery at the Public Works or Railway Workshops or on large construction works, where whatever powers the student may possess will be developed by having to tackle definite difficulties.

4. The practical training should be identical whether for future civil or mechanical engineers, should take place before a student sits for the examination for diploma and, assuming it were to take place in the third year of the course, might be supplemented in the last two years by attaching the student during the summer vacations to works where he could observe and take notes of work in progress.

The file may lie over till Mr. Strange's reply is received.

T.K.—9-5-11.

K. RANGASWAMI AYYANGAR—9-5-11.

M. S. MASCARENHAS—9-5-11.

Demi-official—from A. B. STRANGE, Esq., Chief Engineer, Madras and Southern Mahratta Railway Company (Limited).

To—the Secretary to Government, Educational Department.

Dated—the 10th May 1911.

Please excuse the delay in dealing with the references contained in your letter of 28th April: it is due to my having been away for a few days.

2. I am in general agreement with Mr. James: his proposals seem good, more especially those relating to the upper and lower subordinate classes: and the spirit of competition that is likely to arise, when students in these classes realize that on their work for two years depends their position *up* or *down*, must produce good results.

3. As regards the lowering of the standard of qualification, I am somewhat diffident of speaking on the point: where the engineer class is concerned it is doubtless felt that more special training is required, which must presumably be gained at the cost of shortening the arts course: this is well and good, and is merely a recent extension of what happened about 1887, when the course for engineer students was lengthened.

But I may be permitted, I hope, to suggest that while many branches of an English arts course are unnecessary from our present point of view, it is still desirable that a good knowledge of English composition be secured; if that is guaranteed I should say the qualification might safely be lowered as proposed by Mr. James.

4. By the way, in looking over the calendar for 1910-1911, pages 104-112, I observe that a good many students apparently did not hold the B.A. degree.

Mr. Strange's reply has been received and is added to the file.

2. The statement called for in Memorandum No. 753-1, dated 15th April 1911, showing the exemptions granted for admission into each class of the College of Engineering for the last three years is given on page 22 of the current file.

3. Mr. James' letter to the Director of Public Instruction on the subject of the proposed alterations in the college rules will be found on pages 22 to 24 of the current file.

4. The views of the Chief Engineer, Madras Port Trust (Mr. Mitchell), and the Chief Engineer, Madras and Southern Mahratta Railway (Mr. Strange), on the proposed changes will be found in their letters given above. Both these officers approve the proposed changes. The Hon'ble Mr. Mitchell lays stress on the practical training of the students on works, while Mr. Strange considers it essential that the students to be admitted into the college should possess a good knowledge of English composition.

T.K.—16-5-11.

Please see the Hon'ble Sir Murray Hammick's note on page 4 *supra*. The Director of Public Instruction's letter embodies all that is contained in Mr. James' letter. As regards exemptions granted during the past three years, it is observed from the statement on page 22 of the current file, that the exemptions granted were numerous only in 1910 and for the upper and lower subordinate classes, amounting to 44.4 per cent. in the former case and to 18 per cent. in the latter. In the case of the lower subordinate class the exemptions were apparently found necessary in order to bring the strength of the class to the limit prescribed in rule 26 of the rules for the College of Engineering, but in the case of the engineer and the upper subordinate classes it is difficult to understand why exemptions were granted so as to increase the strength beyond the normal limit laid down in the rule. The figures seem to show that while a lowering of the standard of qualification for admission to the upper and lower subordinate classes may be justified, there is no obvious necessity for adopting a similar course in the case of the engineer class.

K. RANGASWAMI AIYANGAR—24-5-11.

L. DAVIDSON—25-5-11.

To take a degree in C.E. in the Madras University, candidates must have passed the intermediate examination in arts and attended an engineering college for not less than three years. Candidates also cannot be admitted to a degree until they have spent not less than one year in practical work. The changes which the Principal now proposes will not therefore in any way prevent engineering students from taking their degree.

I think the changes proposed will work for good. I think an average age of 21.2 or 21.7 is too high for the point at which men should begin their engineering course, especially if as seems proper the course is extended from 3 to 4 years, with a year on works afterwards. The new arrangements at the University will also tend to raise the age even higher than it is now.

Many authorities, I think Mr. Mitchell is one, would like to see the age even lowered more than Mr. James proposes. But in this country I don't think we should go further than Mr. James proposes.

After all until the new Engineering College is built and the teaching made more efficient than it is now, the college cannot turn out more than properly trained men for the Public Works Department. Very few of the men turned out will become really efficient engineers; a few no doubt will.

The lengthening of the training in the college seems to me a very important point, though no doubt it is open to question whether the teaching of pure Mathematics in the college will be as good as the training the B.A. student obtains in the Presidency and other arts colleges.

On the whole I am prepared to sanction the proposals of the Principal endorsed as they are by the Director of Public Instruction and the Chief Engineer, Mr. Mitchell, and Mr. Strange.

The subsidiary arrangements which follow on the main proposal seem well considered and may be sanctioned.

M. H[AMMICK]—26-5-11.

Draft submitted for approval.

T.K.—31-5-11.

K. RANGASWAMI AIYANGAR—1-6-11.

M. S. MASCARENHAS—1-6-11.

Please let me see this in proof: I will pass it finally in that stage.

L. DAVIDSON—3-6-11.

The draft order has been printed and a proof copy of it is submitted for approval with reference to the Secretary's note, dated 3rd June 1911 above.

K. RANGASWAMI AIYANGAR—19-6-11.

M. S. MASCARENHAS—20-6-11.

Please mark with red pencil the *new* matter in the draft rules.

L. DAVIDSON—21-6-11.

The new matter added to the rules as well as the alterations made have been marked with red pencil. A copy of the rules with the alterations made therein, which was received from the Director of Public Instruction, is also submitted for comparison, if the Secretary considers it necessary.

K. RANGASWAMI AIYANGAR—21-6-11.

I think Mr. Mitchell's memorandum at page 5 of the notes and paragraphs 2 to 4 of Mr. Strange's note should also be printed in the Government Order. It is of course unnecessary to print the rules twice over.

2. The change in policy is of considerable importance and His Excellency the Governor should see the order before issue. Please print up notes and draft order and mark a fair copy for His Excellency. As the College re-opens on the 15th July, the rules should appear in the Gazette of Tuesday, 11th July.* The case is therefore urgent. This should be printed out when the file is circulated to His Excellency the Governor.

* At latest. Better Tuesday 4th, which, I think, ought to be possible.

L. DAVIDSON.

L. DAVIDSON—23-6-11.

The notes and the draft order have been printed. The copy of the draft order may be submitted to His Excellency the Governor.

2. A copy of the order has already been sent to the press to be kept in readiness for publication in the *Fort St. George Gazette* of the 4th July, on receipt of further instructions, which will be sent as soon as the draft is approved by his Excellency.

K. RANGASWAMI AIYANGAR—30-6-11.

L. DAVIDSON—1-7-11.

I am prepared to accept the proposals.
Draft approved.

A. L[AWLEY]—7-7-11.

To appear in Gazette of 11th July.

L. DAVIDSON—8-7-11.

[G.O., No. 451, Educational, dated 8th July 1911.]

” ” ” ” ” 19

C. No. 753, From the D.P.I., No. 788, dated 30-3-1911

77 77 1019 77 77 u 77 u 77 2-5-1911

1030, " 35 - 1911

278

No., dated 19

P.S.

The Governor in Council
Approves the ~~proposals of the~~
proposals of the Principal of the
College of Eng - which are supported
by the D.P.I. and the Chief
Engineer, P. W. D., to lower the
general educational qualifications
prescribed for admission into the
Engineer and upper subordinate
classes of the College and to extend
by one year the courses of training
laid down for these classes. The
consequential ^{alterations in the rules} ~~arrangements proposed~~
^{regarding} ~~in regard~~ to the working of the
Upper and Lower Subordinate

classes, the admission of military students and the bifurcation of the Engineer class into civil and mechanical engineering divisions are also sanctioned.

+ 2. ~~The Govt further approved~~ of the revised rules, submitted with the Director's letter read above, ~~7/4~~ are approved and the following 31-5-11 notification will be published in the Fort Saint George Gazette: -

Notification

The Governor in Council is pleased to sanction, in supersession of all rules previously prescribed, the following revised rules of the College of Engineering Madras: -

(H.R. the revised rules)

RD
1-6-11

1/6/11

To

The D.P.I.
P.W.D.
Gazette

Current No....., dated.....19
G.O., No. 687, dated 8-7-1911.

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

Docket: *Collected by Mr. A. P. S. for the
proposals for the 15 p. to be printed in
the general educational gazette for
the prescribed for the 15 p. to be
printed in the general educational gazette
for the 15 p. to be printed in the
general educational gazette for the 15 p.*

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

Publication of the revised rules in
the Press for the 15 p. to be printed in
the general educational gazette for the 15 p.

Madras Records	...	30	15
Ooty Records	...	3	3
For filing with original	...	1	1
Total	...	84	19

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Spare copies.

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The Comr. for Govt. Examinations.....			
The Superintendent, Govt. Museum.....			
The Surgeon-General.....			
The Accountant-General.....			
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(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.

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.....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.

The f.o. ~~to be~~ has been sent to the Press for Gazette. Please obtain it from the Gazette dept. and print it with this ~~current~~ paper. ~~As~~ the matter is already in type. Please send proofs ~~that~~ of Complete f.o.

[Signature]
12/7/11

TO BE FILLED IN BY THE PRESS.

Diary.	Initials of Press official.
Received in Press on.....	12-7-11 <i>[Signature]</i>
First proof furnished on.....	24-7-11 <i>[Signature]</i>
Call for revised proof received on.....	31-7-11 <i>[Signature]</i>
Revised proof furnished on.....	
Corrected proof received for striking on.....	
Final copies supplied on.....	

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