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Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1911.

Enclosures:

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G.O., No. 520, 31st July 1911.

Government College, Kumbakonam.

Recording, with remarks, report on the working of the — for 1910-1911.

2

Government of Madras.

EDUCATIONAL DEPARTMENT.

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G.O., No. 520, 31st July 1911.

Government College, Kumbakonam.

Recording, with remarks, report on the working of the — for 1910-1911.

GOVERNMENT OF MADRAS.
EDUCATIONAL DEPARTMENT.

Read—the following paper:—

Letter—from the Hon'ble Mr. J. H. STONE, M.A., F.R.H.S., Acting Director of Public Instruction, Madras.
To—the Secretary to Government, Educational Department.
Dated—the 10th June 1911.
No.—C. 3944/11.

I have the honour to submit, for the information of Government, a copy of my Proceedings, Dis. No. 2930, dated 30th May 1911, reviewing the report on the working of the Kumbakonam College during the academic year 1910-1911.

ENCLOSURE.

Proceedings of the Director of Public Instruction, Dis. No. 2930, dated 30th May 1911.

Read—the following paper:—

Letter—from J. A. YATES, Esq., M.A., Acting Principal, Kumbakonam College.
To—the Director of Public Instruction, Madras.
Dated—the 10th April 1911.
No.—R.C. No. 56.

As required in your Proceedings Dis. No. 1187, dated 6th March 1911, I have the honour to submit my report on the working of the Kumbakonam College during the academic year 1910-1911, i.e., 1st January 1910 to 31st March 1911.

2. *Principal*.—I took charge of the college on the forenoon of the 14th November from Mr. T. O. Hodges, the permanent incumbent, who was transferred to act as Inspector of Schools, VI Circle.

3. *Staff*.—M.R.Ry. Abel Arulanantham, B.A., acting Lecturer in English and M.R.Ry. T. K. Hanumantha Rao, B.A., sub. *pro tem*. Lecturer in Science, were confirmed in their respective appointments in the Provincial Educational Service and permanently attached to this college during the year.

M.R.Ry. K. Srinivasapatrachari, M.A., L.T., Assistant Lecturer in Mathematics, who was appointed to act as fourth assistant, Teachers' College, Saidapet, was relieved in the afternoon of the 31st January 1910, and M.R.Ry. K. C. Subrahmanya Aiyar, M.A., L.T., Vernacular Assistant, College of Engineering, Madras, was appointed to act for him. The latter joined his appointment on the forenoon of the 14th February. His permanent appointment was, however, changed with effect from 1st July 1910 as Lecturer on Experimental Physics and Junior Assistant to the Professor of Chemistry, Medical College, Madras, but he continued to act as Assistant Lecturer in Science in this college until the end of the year.

M.R.Ry. D. Subrahmanya Sarma, M.A., L.T., who continued as temporary Assistant until the 24th January 1910, was confirmed as Assistant Lecturer in English in the Subordinate Educational Service Collegiate branch, with effect from the 25th idem.

M.R.Ry. N. Raghavachari, M.A., L.T., Sixth Assistant, Mangalore College, who was appointed to act as temporary Assistant in History, joined his duty on the forenoon of the 11th April. His temporary appointment terminated on the 31st March last and he was transferred to the Rajahmundry College.

M.R.Ry. T. E. Srinivasacharya, Sanskrit Pandit, was on leave on private affairs for one month from the 9th January 1911 in continuation of the Christmas holidays, and one Sundaresa Sastri acted for him from the 23rd January to the 8th February.

The Tamil Pandit M.R.Ry. V. M. Satakoparamanujacharya was on privilege leave on half pay from the 17th March to the 5th April 1910. This Pandit, who returned to duty on the reopening day after the last Christmas holidays, was taken seriously ill with typhoid fever; and I much regret to say that he died on the 19th January 1911. He was connected with this college as Tamil Pandit for a little over seven years. He was one of the ablest of Tamil scholars and his work in this college, as evidenced by the excellent results produced year after year at the University Examinations, was much appreciated. In his death, therefore, the college sustained a serious loss. It is, however, satisfactory that the vacancy thus caused has been filled by a no less competent and experienced person, viz., M.R.Ry. M. V. Ramanujacharya, who was the head Tamil Pandit of the Native High School, Kumbakonam, for over 18 years. Unlike the old class of pandits of his rank, M.R.Ry. Ramanujacharya, in addition to his high literary attainments in Tamil, possesses a fair knowledge of English and Sanskrit; this combination renders him thoroughly fitted for the Pandit's work to be done in future in an Arts College under the new University Regulations. You appointed him sub. *pro tem*. Tamil Pandit until further orders with effect from the 24th January 1911.

4. *Strength and attendance*.—The strength of the college on the 31st March last was 127, the numbers for the respective classes being Senior B.A. class 40, Junior B.A. class 19, Senior Intermediate class 45, and Junior Intermediate class 23. The corresponding numbers at the close of the calendar year 1909 were 45, 23, 51 and 73. The decrease which was mainly in the Junior Intermediate class, was due to the very poor results in the whole presidency at the last Matriculation examination. The average number on the rolls and the average daily attendance of the four classes together were 123 and 115, respectively, against 195 and 180 at the end of 1909. The number of students in the several science divisions of the two B.A. classes taken together was 27 in mathematics, 26 in history and 4 in philosophy, as against 32, 25 and 8 respectively in the preceding year. For English, there were 57 students in the B.A. classes. In the two intermediate classes there were 29 students in group I and 39 in group III.

5. *Classification of students*.—Brahmins continued to predominate as usual, 123 out of 127 students or 97 per cent. belonging to that caste. Of the remaining four who were non-Brahmins, three were in the Senior B.A. class and one was in the Senior Intermediate class. As regards districts, 117 students came from Tanjore, three from Madura, two each from Trichinopoly and Malabar, and one each from Salem, South Arcot and Chingleput. It is noteworthy that excepting the single student in the Junior Intermediate class, who belonged to the Chingleput district, no student either in Junior B.A. or the Junior Intermediate class came from outside the Tanjore district. The vast majority or about 82 per cent. of the students belonged, as usual, to the middle class; 7 were of the rich and 16 of the poor classes, 6 out of the 7 of the former being in the B.A. classes. Divided according to the occupation of their parents, 90 were the sons of landholders and 29 of officials; petty officials, traders and artisans were represented by four, three and one respectively.

6. *Accommodation and equipment*.—Owing to the increased necessity for laboratory accommodation, one of the ordinary class rooms was given for this purpose; consequently the need for the increased class accommodation was badly felt. Two temporary sheds to serve as class rooms were, therefore, constructed as sanctioned in your Proceedings Dis. No. 4023, dated 18th June 1910. Still, the laboratory is cramped for want of additional space, and considering the importance and urgency of the matter I am inclined to think that, before the new laboratory buildings can come into existence, some further makeshift contrivances will have to be devised and one or two more temporary class rooms will have to be constructed. With regard to the new buildings and improvements, the latest information, according to the last communication on the subject, is that an estimate amounting to Rs. 97,500 has been sanctioned by Government in their order No. 23/W., dated 10th January 1911 (*Vide* your Proceedings Dis. No. 582, dated 3rd February 1911). But having due regard to the exigencies of the public service I regret to have to repeat my remark in the last annual report of this college that the matter of providing additional accommodation has not received as early attention as the urgency of the situation demands. In reviewing the last annual report you were pleased to express the hope that the

several building operations connected with the college would be carried out as rapidly as possible during the last summer vacation, but no beginning has yet been made in this direction. As considerable inconvenience and trouble is caused by the present temporary, unsuitable and insufficient accommodation, I earnestly request that the Public Works Department may be asked to treat the laboratory building works as specially urgent and to proceed with them as expeditiously as possible.

The construction of quarters for the Principal has just been commenced although the estimate for the same, amounting to Rs. 14,050, was sanctioned by Government as early as March 1910—*Vide* G.O., No. 195 W., dated 8th March 1910, referred to in your Proceedings Dis. No. 2099, dated the 30th idem. It would appear, however, from the further correspondence on the subject that the delay in commencing the work was probably due to the acquisition of the site selected for the location of the quarters.

The question of providing additional play ground has also been under correspondence for some time now. The latest communication on the subject was your Proceedings Ref. on Cur. No. 7054, dated 9th November 1910, stating that the plan and the estimate for acquiring the land were countersigned by you and forwarded to the Collector of Tanjore with your office letter Dis. No. 388, dated 22nd January 1910. It is hoped that the further steps necessary in the matter will be taken as soon as possible.

One dozen teakwood tables with drawers for the use of the lecturers in the class rooms were provided and the two long open shelves in the consulting library were fitted with teakwood glass sliding doors. One fume cupboard at a cost of Rs. 150 was supplied to the Laboratory by the Public Works Department. Workshop tools, physical and chemical apparatus and chemicals to the approximate value of Rs. 1,000 were also obtained from England. The present physical and chemical working benches were improved by being provided with compartments and doors for individual students. Some further improvements to them, which are urgently required, have been deferred for want of funds to the current year. Two additional working benches, one for each branch, are also needed. Steps will be taken ere long to provide these and to carry out the improvements to the existing benches, so that sufficient accommodation for the practical work of the Intermediate classes and of the B.A. group (i) students may be available in July next.

7. *Library*—The library continued to be used as well as in the previous year. The number of books issued from the library during the year 1910 (including books and periodicals issued for temporary use during class and library hours which amounted to 2,455) was 9,546 against 9,984 in 1909, and the number issued during the first quarter of 1911 was 2,201. The number of new books added to the library since the last report was 554 which increased the number of volumes in the library on the 31st March last to 6,854.

8. *The tutorial system and discipline*.—There was no change in the system of tutorial reports from what has been described in the previous annual reports. The system continued to work well. The discipline of the college was quite satisfactory.

9. *Scheme of work and course of studies*.—This has been dwelt on at length in paragraph 8 of the last report. The same scheme was continued during the year under report as no innovation was considered necessary.

10. *University examinations*.—The number of students sent up for the last Intermediate examination was 45, 20 for group I and 25 for group III. Forty candidates have appeared on the whole for the B.A. degree examination, 24 for all the three divisions—English, second language and science—and the remaining 16 for portions of the examination. Pending the publication of the results of these examinations which were just held, I have, as required in your Proceedings R.C. No. 1693 of 1911, dated 22nd March 1911, appended the results of the F.A. and B.A. examinations of 1909.

11. *College examinations*.—Periodical examinations in the several subjects for all the classes continued to be held regularly, and a final examination for the year for the Junior Intermediate and the Junior B.A. classes has been arranged. Promotion to the higher classes will be determined upon the combined results of all the examinations held during the course of the year.

12. *Scholarships and prizes*.—The Edward Bird scholarship continued to be held by G. Narasimachari.

The recipients of the Subrahmanyan scholarships during the year were—

N. Govindarajan, Senior B.A. class.
T. Ramaswami, Junior " "
S. Minakshisundaram, Senior Intermediate class.
V. Rajaraman, Junior Intermediate class.

The Morris Medal and the Beauchamp and Muppanar's prizes for 1909 were awarded to the following students during the year:—

Morris Medal—S. Raghavendra Rao.

Beauchamp and Muppanar's prizes in—

English—B. Venkataraman.
History—S. R. Muthuswami.
Philosophy—B. Venkataraman.
Mathematics—N. Paramasivam.

13. *Athletics and sports*.—Tennis, fives, badminton and football continued to be popular and were played with considerable keenness. The athletic sports took place in September and were most successful. Successful football matches were played against the S.P.G. and the St. Joseph's colleges, Trichinopoly, the Town and the Native High schools, Kumbakonam, and the Kumbakonam Town team. Members of the college also took part in the inter-collegiate sports held at Tanjore, and did well.

The receipts of the Athletic club, including a subscription of about Rs. 300 from private individuals for prizes in connection with the annual sports, amounted to Rs. 786-1-9. The opening balance was Rs. 21-2-4, and the closing balance Rs. 69-4-5. The chief items of expenditure were for the college sports about Rs. 240 and for the Tanjore sports Rs. 62.

14. *Finance*.—The total receipts during the five-quarters covered by this report amounted to Rs. 13,950-8-6, and the total expenditure during the same period was Rs. 52,050-7-5. The receipts and expenditure during the last quarter alone were respectively Rs. 4,578-3-6 and Rs. 10,647-1-0. The net expenditure, deducting the receipts, was Rs. 38,099-14-11 and the net cost per student was Rs. 296. The expenditure shown above does not include the book adjustments on account of Europe stores and books and maps communicated by the Accountant-General during the first quarter of 1910. These charges amounted to Rs. 13,976-2-5 and Rs. 873-11-3 respectively. The sum of about Rs. 1,000 referred to in paragraph 6 *supra* as the approximate cost of Europe stores obtained during the year has not also been included in the above charges, as the adjustment of this item has not yet been communicated by the Accountant-General.

15. *Hostel*.—The average strength of the hostel during the year was 32, the numbers for the three terms being 24, 36 and 35 respectively. The average monthly rate of boarding fees including a portion of the establishment charges but exclusive of room rent was Rs. 8-12-0. The total receipts during the year amounted to Rs. 7,241-15-3. These included a sum of Rs. 2,851-12-11 realized by the sale of Government securities of the face value of Rs. 3,000 and a sum of Rs. 434-13-4 being the accumulated interest on Government securities which remained as cash balance with the Accountant-General. The net income, therefore, was Rs. 4,390-2-4 including the interest.

The total charges amounted to Rs. 7,388-11-6, of which Rs. 3,057-8-4 were spent during the year on improvements to buildings, etc. Compound walls on two sides of the hostel premises were constructed, extensive repairs such as painting, white-washing, etc., were executed, the kitchen well was fitted up with a pump and some lamps and chairs were purchased. Deducting this amount the net expenditure came to Rs. 4,331-3-2. The working of the hostel during the year, therefore, may on the whole be considered to have resulted in a net profit of Rs. 58-15-2. But if the interest on Government securities referred to above is to be excluded from the receipts, the result will be a net deficit of Rs. 335-14-2.

With a view, however, to make the working of the hostel self-supporting certain changes in the system of boarding charges were introduced as a tentative measure in January last. The result of the introduction of this change will be carefully watched.

M.R.Ry. T. K. Venkatarama Aiyar, M.A., L.T., remained as sub-warden until the 16th July 1910, but owing to domestic inconvenience he was unable to continue to reside in the hostel and he therefore resigned his appointment. M.R.Ry. S. V. Venkateswara Aiyar, M.A., L.T., Assistant lecturer, was appointed sub-warden, who took charge of the management of the hostel on the above date and continued until the end of the year. The tone and discipline of the students, who were resident in the hostel, were excellent. This result which was to a large measure due to the untiring zeal, energy and care of the sub-wardens M.R.Ry. T. K. Venkatarama Aiyar and M.R.Ry. S. V. Venkateswara Aiyar, reflects great credit on them. M.R.Ry. Venkateswara Aiyar took considerable interest, under my instructions, in extending and improving the hostel garden. He brought his personal influence to bear upon the boarders and roused them to keenness in gardening during their recreation hours.

The hostel reading-room and the badminton court continued to be very popular and were largely used. A literary society also was formed among the inmates of the hostel and it was encouraged to hold occasional meetings at which some members of the college staff and other gentlemen in the town delivered interesting lectures. If a small library could be attached to the hostel reading-room it would considerably add to the value and benefits of the hostel life.

16. *Literary and other Societies.*—The college literary society continued to hold periodical meetings and read papers on subjects outside their own academic course, and did useful work.

17. *General.*—The University Inspection Commission inspected the college on the 16th September 1910, and their report containing certain suggestions and recommendations was only recently received. Most of their suggestions, however, were forestalled and several of them have been already carried out. Attempts will be made in the usual course to give due consideration to the rest of their recommendations. The remark in the concluding paragraph of the Commission's report, viz., "All the required registers and records are kept and are in admirable order," is noteworthy. It reflects great credit on the care and industry of S. A. Seshaiyar, the college clerk.

In conclusion, I have the pleasure to record my appreciation of the cordial co-operation and interest of the members of the college staff in the working of this institution during the year and making it a success.

APPENDIX A.

Results of F.A. and B.A. examinations, 1909.

	Number sent up.	Number passed.				Percentage for 1907.	Percentage for 1908.	Percentage for 1909.
		First class.	Second class.	Third class.	Total.			
First Examination in Arts—								
Tamil	14	1	6	7	14	73	73	50
Sanskrit	24	2	12	14	28			69
B. A. Degree examination—								
I English Language division.	34	2	10	17	29	50	50	85
II Second Language division—								
Tamil	14		8	6	14	100	90	100
Sanskrit	15	1	4	8	13	91	90	86
III Science division—								
Mathematics	15	1	1	4	7	80	75	46
History	9		5	4	9	66	85	100
Philosophy	4		2	2	4	66	75	100

APPENDIX B.

Statement of failures in the F.A. examination.

Subjects.	Number failed.		Percentage.	
	1908.	1909.	1908.	1909.
English	7	13	50	76
Tamil	1		7	
Sanskrit	4	1	28	6
Mathematics	4	5	28	29
Physiology	5	4	35	23
History	2	7	14	41
1909.				
Number failed in one subject only				6
Do. in two subjects				6
Do. in three do.				3
Do. in four do.				1
Do. on account of deficiency in total marks				1
Total				17

Proceedings—Dis. No. 2930, dated 30th May 1911.

Recorded.

2. There was a decrease of 70 students in the total strength and all the classes participated in it—more especially the Junior Intermediate class, which, owing to the poor results of the Matriculation Examination of 1909, had only 23 students against 73 in the year previous.

3. The building operations referred to in the last review, which have been unavoidably delayed, will, the Acting Director trusts, be taken on hand in the current year. The Public Works Department will be requested to push through the work expeditiously.

4. The interest taken in the hostel garden is a novel feature of considerable interest in student life.

5. The receipts and charges of the College during the period covered by the report aggregated Rs. 13,950-8-6 and Rs. 52,050-7-5 as noted in the Principal's letter read above, but according to the quarterly verified statements the figures were Rs. 13,951-9-6 and Rs. 51,825-1-10, respectively. The discrepancies should be explained.

6. The continued efficiency of the institution was creditable to the Principal and the staff.

(A true Extract.)

J. H. STONE,
Ag. Director of Public Instruction.

To the Principal, Kumbakonam College, with spare copies.
" Principals of other Government Colleges.

" Inspector of Schools, VI Circle.
" Assistant Inspector of Schools, Tanjore District.

Copy to the Collector of Tanjore, for information.

" Chief Engineer, Public Works Department,
" for information, with reference to paragraph 3.
" Government with C.L.

Order—No. 520, Educational, dated 31st July 1911.

Recorded.

2. Orders will issue in the Public Works department requesting the Chief Engineer to see that as little delay as possible occurs in carrying out the works referred to in paragraph 6 of the report and in providing the additional play-ground. The delay that has occurred in the former matter has been due to some extent to difficulties in framing correct designs which required much discussion with the educational authorities.

(True Extract.)

L. DAVIDSON,
Ag. Secretary to Government.

To the Director of Public Instruction.
" Public Works Department.
Editors' Table.

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O., No. 520, EDUCATIONAL,
DATED 31st JULY 1911.

[SUBJECT.—*Report on the working of the Kumbakonam College during the academic year 1910-1911.*]

Previous papers:

G.O., No. 318, Educational, dated	26th May	1909.
" " 195 W.	8th March	1910.
" " 202, Educational	14th April	"
" G. " 713 W.	3rd December	"
" " 23 W.	10th January	1911.

From the Director of Public Instruction, dated 10th June 1911,
No. 3944.

The strength of the college has shown a further decline, which appeared chiefly in the junior intermediate class and was due to the poor results of the matriculation examination of 1909. The report calls for no other remarks.

2. The draft is for approval.

T.K.—18-6-11.

The strength of the Kumbakonam College on the 31st March 1907, was 233; it was 235 on the 31st March 1908, 200 on the 31st March 1909 and 123 on the 31st March 1910. The strength on the 31st March 1911 (127), although slightly better than on the corresponding date in the previous year, was considerably less than what it was in 1909. The fall in 1910 was due partly to the small number of matriculates and partly to strictness in promotions during the time that Mr. Hodges was Principal of the College—vide Dr. Bourne's un-official note, dated 30th March 1910, on page 4 of G.O., No. 202, Educational, dated 14th April 1910, and paragraph 2 of the Director of Public Instruction's remarks on page 7 of G.O., No. 318, Educational, dated 26th May 1909. It may be hoped that under the new Principal (Mr. Yates) the college will recover lost ground.

Paragraph 4 of the report, 1910 was due partly to the small number of matriculates and partly to strictness in promotions during the time that Mr. Hodges was Principal of the College—vide Dr. Bourne's un-official note, dated 30th March 1910, on page 4 of G.O., No. 202, Educational, dated 14th April 1910, and paragraph 2 of the Director of Public Instruction's remarks on page 7 of G.O., No. 318, Educational, dated 26th May 1909. It may be hoped that under the new Principal (Mr. Yates) the college will recover lost ground.

L. DAVIDSON—24-6-11.

2. A paragraph has been added to the draft requesting the Chief Engineer, Public Works Department, to expedite the extensions to the college buildings and the provision of the playground.

K. RANGASWAMI AYYANGAR—19-6-11.

The draft may be sent to Public Works Department for acceptance.

M. S. MASOARENHAS—20-6-11.

I do not see what the Public Works Department has to do with the acquisition of the playground. Surely that is not included in a Public Works Department estimate?

L. DAVIDSON—21-6-11.

A notification for the acquisition of the land was issued by the Public Works Department in December 1910—*vide* G.O., No. 713 W., dated 3rd December 1910, and the cost of the acquisition is to be met from the provision in the Public Works Department budget.

K. RANGASWAMI AYYANGAR—23-6-11.

M. S. MASCARENHAS—23-6-11.

Thank you. I have passed the draft.

L. DAVIDSON—24-6-11.

Public Works Department.

PUBLIC WORKS DEPARTMENT.

Paragraph 2 of the draft order below requests the Chief Engineer to see that as little delay as possible occurs in carrying out the works referred to in paragraph 6 of the report and in providing the additional playground. The works are—

RS.

- (1) Improvements (Laboratories, etc.,) to the Kumbakonam College, estimate ... 97,500
- (2) Quarters for the Principal, estimate ... 13,760
- (3) Providing an additional playground.

G.O., No. 23 W., dated 10th January 1911.

G.O., No. 165 W., dated 8th March 1910.

For (1) materials have been collected and a tender for the gas installation is under consideration by the Chief Engineer. There is a grant of Rs. 27,476. In his progress report the Superintending Engineer anticipated good progress in June 1911.

It appears that the site has not yet been handed over. It is understood from the Superintending Engineer's office that certain site plans were sent to the Director of Public Instruction on 15th April 1911, for selection and that his reply is still awaited.

T.R.S.—19-7-11.

As regards (2), the delay in commencing the work is due to delay in the acquisition of the site—*vide* paragraph 6 of the Principal's report and the extracts from the progress reports of the Superintending Engineer.

As regards (3), provision of an additional playground—a notification for the acquisition of the site was published in December last. Whether the site has been acquired by now, is not ascertainable from the Superintending Engineer's office or Examiner's office. It is understood from the Superintending Engineer's office that an estimate of Rs. 4,900 for the site has been sanctioned by the Superintending Engineer.

2. Necessary instructions have been issued by the Chief Engineer as regards the above three items. Paragraph 2 of the draft order below may be accepted.

3. With regard to the improvements to the college buildings, the Principal remarks in paragraph 6 of his report: "Having due regard to the exigencies of the public service I regret to have to repeat that the matter of providing additional accommodation has not received as early attention as the urgency of the situation demands." This, it is submitted, is not correct so far as the Public Works

P. HAWKINS—27-7-11.

C. A. SMITH—27-7-11.

Honourable Member—

A remark to the effect may be embodied in the draft, if Honourable Member thinks it necessary to notice the point.

L. DAVIDSON—29-7-11.

Department is concerned. A perusal of the notes with G.O., No. 23 W., dated 10th January 1911, will show that the delay in sanctioning an estimate was mainly due to delays and to suggestions for alterations in design, etc., on the part of the educational officers.

4. The file may be returned to Educational u.o.

T.R.S.—19-7-11.

R.K.—20-7-11.

P. HAWKINS—21-7-11.

C. A. SMITH—27-7-11.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

L. DAVIDSON—29-7-11.

Approved.

M. H[AMMICK]—30-7-11.

[G.O., No. 520, Educational, dated 31st July 1911.]

2,000-15-3-00

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[illegible]

C. No. 1363, From the D.P. 9, No. 3944, dated 10.6.1911

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19

No. 520, dated 31. 7. 1911.

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To be placed on ST

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2. Orders will issue in the PMO requesting the Chief Engineer to see that as little delay as possible occurs in carrying out the works referred to in para-6 of the Report and in providing the additional playing ground. from 20/7/71

from
20/02

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2nd 6.11

The delay that has occurred
in the former matter has been
due to some extent to difficulty
in procuring correct
to the same.

to some extent to improve
in primary street lessons which regard
The D. P. G. He made discussion with the
Educational authorities

Pr

ET. 18/8/11

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ORDINARY.

PREFERENCE.

URGENT (a).

EDUCATIONAL DEPARTMENT.

Current No. dated 19 ..
G.O., No. 520, dated 31-7-1911.

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

Docket: *Post College Kumbakonam*
Received with remarks
report for the working of the

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

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Notes

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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.

(b) 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.

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

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

TO PRESS, MADRAS
OUTY.

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

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

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

Type may be released after usual interval.
at once.

Type may be released after usual interval.

.....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.....	3-8-44
First proof furnished on.....	10-8-44
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	14-8-44
Final copies supplied on.....	17-8-44

Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....	24		
" " " Issue.....	18		
For Volumes.....	16		
For E.T.....	76		
Total ..	144		