

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1912.

Enclosures

Spare copies

G.O. No. 962, 1st November 1912.

School of Commerce, Calicut.

Sanctioning certain additional establishment for the —.

Government of Madras.

EDUCATIONAL DEPARTMENT.

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Enclosures

1912.

Spare copies

G.O. No. 962, 1st November 1912.

School of Commerce, Calicut.

Sanctioning certain additional establishment for the —.

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following papers :—

I

G.O. No. 621, Educational, dated 23rd November 1909.

ABSTRACT.—Sanctioning the proposals of the Director of Public Instruction to open a special commercial training class in the School of Commerce, Calicut, for a period of three years from 1st January 1910 and to employ an additional assistant on Rs. 35 *per mensem* for the purpose.

II

G.O. No. 704, Educational, dated 6th October 1911.

ABSTRACT.—Approving the proposals of the Director of Public Instruction to close the special commercial class in the School of Commerce, Calicut, from 1st January 1912 and to retain the additional teacher on Rs. 35 *per mensem* sanctioned for the school.

III

Letter—from the Hon'ble Mr. A. G. BOURNE, D.Sc., F.R.S., C.I.E., Director of Public Instruction.

To—the Secretary to Government, Educational Department (through the Accountant-General).

Dated—Madras, the 18th September 1912.

No.—Ref. on Cur. 6409.

I have the honour to request that you will be so good as to obtain the sanction of Government—

(1) for the employment of a permanent additional assistant on Rs. 35 *per mensem* in the School of Commerce, Calicut, with effect from 1st March 1913,

(2) for the permanent retention of the temporary additional assistant on Rs. 35 *per mensem* originally sanctioned in connection with the special commercial training class in G.O. No. 621, Educational, dated 23rd November 1909, with effect from 1st January 1913, and

(3) for the employment of a librarian on Rs. 20 *per mensem* in the school with effect from 1st March 1913.

2. The headmaster reports that the strength of the following classes in the school has increased and that it is necessary to have an additional division in each of them as it is highly necessary that the maximum limit of forty pupils prescribed for general education classes should be observed more particularly in the cases of classes for special education :—

	Strength.
(i) Book-keeping class—Intermediate grade	59
(ii) Do. —Advanced	103
(iii) Shorthand class (evening section)—Elementary grade	90
(iv) English composition and handwriting classes (three sections—61, 61 and 62)	184
(v) Commercial practice class—Intermediate grade	66
(vi) Do. —Advanced	62

It is stated that classes (i) to (iv) above will require additional teaching work for 18 hours a week and about 10 hours' work a week for correction of exercises or a total of 28 hours' work a week and that the teaching in connection with the commercial practice classes [(v) and (vi)] involves also 28 hours' work a week with a corresponding amount of work in the correction of exercises. This work is more than what a single teacher can manage.

It is further stated that the typewriting class works 7 hours a day during the five working days a week and 4 hours on Saturdays making in all 39 hours a week, and that the work in connection with the correction of exercises and the periodical cleaning of 18 machines in the school takes between 18 and 20 hours a week. The headmaster states that an additional assistant is required for this work and adds that he should have applied for an extra assistant for this class long ago, but that there was not enough room in the old school building for all the necessary work to be done.

As regards the librarian it is stated that there was no room for library work for students in the old building, and that as the work to be done by the students of the advanced classes now forms an integral part of their course, the necessity for a separate librarian is keenly felt, the work of the clerk being already full owing to increase in office work. The library now contains 1,121 volumes exclusive of bound volumes of commercial periodicals and magazines, and during the past year 273 volumes were issued to the teachers and 1,516 to the students.

3. In this connection the headmaster requests that the temporary post on Rs. 35 *per mensem* sanctioned in connection with the special commercial training class which lasts only until the 31st December 1912 (*vide* G.O. No. 621, Educational, dated 23rd November 1909, and G.O. No. 704, Educational, dated 6th October 1911) may be made permanent as the necessity for the additional assistants now proposed is felt in addition to this teacher.

The headmaster's proposals would result in each teacher only having on an average 25 hours' work a week and this seems to me too little. I therefore think that the employment with effect from 1st March 1913 of an assistant on Rs. 35 instead of two on that pay and the permanent retention from 1st January 1913 of the temporary assistant referred to above will suffice for the present. The services of a librarian are also necessary for the proper working of the library.

4. A statement of the work done by the present staff is herewith submitted from which it will be seen that each of them is heavily worked.

5. Provision for the temporary assistant on Rs. 35 exists for the whole year in the current year's budget.

ENCLOSURE

Statement of work done by the teachers as it stands at present.

Headmaster.

	Hours per week.
Teaching (including the supervision of classes)	10
General supervision and meeting select students by turns	7
Correction of students' exercises	about 5
Office and correspondence work	8

First assistant.

Teaching	18
Correction of students' exercises	about 12

Second assistant.

Teaching	21
Correction of students' exercises	about 12

Third assistant.

Teaching	20
Correction of students' exercises	about 12

Fourth assistant.

Typewriting class— Teaching and supervision	39
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(Remarks.—The typewriting class works from 7-45 to 10-45 A.M., and 3-30 to 7-30 P.M., on each of the five days in the week and for two hours in the morning and evening on Saturdays. The typewriting instructor has thus to be at it for 39 hours in the week. This is already heavy work in itself for a single teacher to attend to. There is besides the correction of the students' exercises to be done—91 in number—and the cleaning of the typewriting machines, each of which will take not less than 15 minutes. This will take about 20 hours' additional work, which cannot be properly attended to now with the present staff. This affects the progress of the students of the class and the condition of the machines.)

	<i>Fifth assistant.</i>	Hours per week.
Teaching		21
Correction of students' exercises		about 12

	<i>Sixth assistant.</i>	
	(Now temporary till end of December next.)	
Teaching		20
Correction of students' exercises		about 12

IV

Endorsement of the Accountant-General, No. Mal. 2-12310, dated 30th September 1912.

Forwarded to Government.

2. The present montly cost of the establishment of the School of Commerce, Calicut, is Rs 455.

3. There is no audit objection to the proposals being sanctioned by Government.

J. F. GRAHAM,
Offg. Accountant-General.

To the Secretary to Government, Educational Department

Order—No. 962, Educational, dated 1st November 1912.

The Government sanction the employment in the School of Commerce, Calicut, of a permanent additional assistant on Rs. 35 and a librarian on Rs. 20 *per mensem* with effect from 1st March 1913 and the permanent retention of the temporary additional assistant on Rs. 35 *per mensem* sanctioned for the school in G.O. No. 621, Educational, dated 23rd November 1909.

2. This sanction will be registered as No. 182 of 1912-13.

(True Extract.)

L. DAVIDSON,
Ag. Secretary to Government.

To the Director of Public Instruction.
" Financial Department.
" Accountant-General.

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O. No. 962, EDUCATIONAL, DATED
1ST NOVEMBER 1912.

[SUBJECT.—*Employment of additional assistants in the School of Commerce, Calicut.*]

From the Director of Public Instruction, dated 18th September 1912, No. R.O.C. 6409.

The Director of Public Instruction submits proposals (i) for the employment of a permanent additional assistant on Rs. 35 *per mensem* in the School of Commerce, Calicut, from 1st March 1913, (ii) for the permanent retention of the existing temporary assistant on Rs. 35 and (iii) for the employment of a librarian on Rs. 20 with effect from 1st March 1913.

2. *Employment of an additional assistant.*—The headmaster of the school states that classes which contain more than 40 pupils should be divided into divisions and that if this is carried out, there will be 71 hours of additional teaching work for which additional teachers will have to be employed, as the existing staff including the headmaster have already 30 hours' work or more a week each. He further adds that in the typewriting class besides the 39 hours' teaching and supervision work the correction of exercises and the periodical cleaning of 18 machines in the school takes between 18 and 20 hours' work a week for which an additional assistant is required. The headmaster's proposals would result in the employment of more than one additional assistant for the school; but the Director of Public Instruction thinks that for the present it would be sufficient if one additional assistant on Rs. 35 *per mensem* is employed with effect from 1st March 1913. The proposal may, it is submitted, be approved.

3. *Permanent retention of the existing temporary assistant.*—In G.O. No. 621, Educational, dated 23rd November 1909, sanction was accorded for the employment of an assistant on Rs. 35 *per mensem* in connection with the special commercial training class which was opened as a temporary measure for three years from 1st January 1910. In September 1911 the Director of Public Instruction, while recommending that this special class might be closed from 1st January 1912, requested that the temporary assistant might be retained till 31st December 1912, in view of the increase in the strength of the school. This was sanctioned in G.O. No. 704, Educational, dated 6th October 1911. The headmaster now reports that the necessity for the additional assistants proposed is felt in addition to the temporary assistant now working in the school and requests that this temporary assistant may be retained permanently. The Director of Public Instruction recommends that sanction may be accorded for the permanent retention of this assistant from 1st January 1913. The permanent retention applied for may, it is submitted, be sanctioned. As the existing incumbent will in all probability be continued in service, it is not necessary to specify the date from which the permanent retention should take effect. Under article 370 of the Civil Service Regulations, if the temporary post is permanently retained the temporary officer can count his service in the temporary office when he is confirmed in the post.

The specification of the date will not, it is submitted, affect the incumbent's privilege to count the temporary service.

C.R.—28-10-12.

4. *Employment of a librarian on Rs. 20.*—At present there is no separate librarian in the school. The typewriting clerk of the school is perhaps doing the duties of the librarian. The necessity for a separate librarian is fully explained in the last sub-paragraph of paragraph 2 of the Director of Public Instruction's letter. The proposal may be accepted.

5. A draft order is placed below which, if approved, may be sent to the Financial Department for acceptance. The additional cost involved is Rs. 90 under "permanent establishment." The additional assistant and the librarian are to be employed only from 1st March 1913 and they will begin to draw pay from 1st April 1913 and that therefore no charge will be incurred during the current official year on account of these. As regards the retention of the existing temporary assistant the Director of Public Instruction states that provision for the charge for the whole year exists in the current year's budget.

S.K.—17-10-12.

The number of hours of work which the present staff do, aggregates to 249 a week.

* Including the temporary assistant.

When distributed among the staff of one headmaster and six * assistants, each member gets on an average about 36 hours' work a week. The division of the classes will involve an addition of 71 hours' work. With the addition of the assistant now proposed, each of the eight members of the staff will have on an average 40 † hours' work a week. If the division of the classes so as to leave only 40 pupils in the class is considered essential, as apparently it should be, the addition proposed by the Director of Public

† In the Model school scheme 20 periods of teaching work are allowed for each teachers —page 2 of G.O. No. 586, Educational, dated 3rd July 1912.

Instruction is only modest and may be approved.

A librarian may also be sanctioned.

C. RAMANUJACHARI—18-10-12.

T. E. MOIR—19-10-12.

To the Financial Department.

FINANCIAL DEPARTMENT.

Page 153, Civil Budget estimate, and G.O. No. 621, Educational, dated 23rd November 1909 (page 4).

The staff in the School of Commerce, Calicut, consists of —

	Cost per mensem.
	RS.
One headmaster (125—5—175)	155½
One first assistant	70
One second assistant	50
One third „	40
One fourth „	40
One fifth „	35
One sixth „ (temporary)	35
One typewriting clerk (20—1—50)	30
Total	455½

2. It is now proposed (a) to retain the temporary sixth assistant on Rs. 35 *per mensem permanently*, (b) to employ an additional assistant on 35 *per mensem* (permanent) and (c) to employ a librarian on Rs. 20 *per mensem* (permanent).

3. The extra cost involved is Rs. 90 *per mensem* or Rs. 1,080 *per annum* under permanent establishments. The draft may be accepted, the sanction being registered as No. 182 of 1912-13.

V.G.K.—23-10-12.

C. REILLY—24-10-12.

A. G. CARDEW—25-10-12.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

Submitted that the draft may now issue.

C. RAMANUJACHARI—29-10-12.

Yes.

L. DAVIDSON—30-10-12.

[G.O. No. 962, Educational, dated 1st November 1912.]

6 98

READ AGAIN G.O., No. 621, dated 23. 11. 1909.
" " " " 706, " 6. 10. 1911.

Tabbaach attached

READ ALSO:-

C. No. 2650, From the D.P.I. No. 6409/12, dated 18. 9. 1912

" " " " End of the A.G., Gal 2-12310, 30. 9. 1912.

" " " " " " " " " " " " 1911.

ORDER.
P.S.

No. 962, dated 1. 11. 1912.

Sp. C. d. p. 25/11/12
Sp. 30/12
in this

The Govt sanction the employ-
ment in the School of Commerce,
Calicut, of a permanent additional
assistant on Rs 35 ~~per mensem~~
and a librarian on Rs 20, per mensem
with effect from 1st March 1913
and the permanent retention of
the temporary additional assistant
on Rs 35 per mensem sanctioned
for the school
in G.O. No. 621, Educational, dated
23rd November 1909.

2. This sanction will be repeated
as No 182 of 1912-13. Lett
8K 17.10.12 CA 19.10.12
18.10.12

Sp. C. d. p. 25/11/12
Sp. 30/12
h-11-12
Sp. C. d. p. 25/11/12
Sp. 30/12
h-11-12
Sp. C. d. p. 25/11/12
Sp. 30/12
h-11-12

ORDINARY.

PREFERENCE.

URGENT (a).

EDUCATIONAL
LEGISLATIVE DEPARTMENT.

Current No., dated 190 ..

G.O., No. 962., dated 11 1902.

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

Ugket. School of Commerce.
Education Sanctioning
certain additional establish-
ment for the

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

Complete
Correspondence
and orders.

Notes

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For filing with original	...	...	...	4	1
Total	...	...	...	35	20

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(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.

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(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.

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Type may be released after usual interval at once.	Type may be released after usual interval at once.	Type may be released after usual interval.
.....Clerk.	Clerk.	Clerk.
.....Supdt.	Supdt.	Supdt.

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

SPECIAL INSTRUCTIONS.

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Revised proof furnished on.....	
Corrected proof received for striking on.....	
Final copies supplied on.....	23-11-12 AB

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