

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1913.

Enclosures

Spare copies

G.O. No. 525, 5th June 1913.

Victoria Jubilee Hostel, Kumbakonam.

Recording letter from the Director of Public Instruction submitting a copy of the rules framed by the committee of the — for the conduct of the business of the hostel.

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GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following paper :—

Letter—from J. A. YATES, Esq., M.A., Secretary and Warden, Kumbakonam College.

To—the Director of Public Instruction.

Dated—Kodaikanal, the 6th May 1913.

No.—C. 12-H

With reference to paragraph 8 of the notification embodying a modified scheme for the administration of the Victoria Jubilee Hostel, Kumbakonam, sanctioned in G.O. No. 499, Educational, dated 27th August 1909, I have the honour to submit herewith a copy of the revised rules framed by the committee for the conduct of the business of the hostel, and to request that it may be transmitted to Government.

2. In this connection I request also that a few spare copies of the Government Order referred to above may be furnished to me for my use and the use of the members of the committee as it is frequently required for reference. At present there is only one copy of the Government Order in the Principal's office.

ENCLOSURE.

Rules framed by the Committee, Victoria Jubilee Hostel, Kumbakonam, for the conduct of the business of the hostel.

1. *Warden and sub-warden.*—(1) The hostel shall be under the control of the Warden, who shall be the Principal of the college, assisted by a Brahman sub-warden, who shall stand in loco parentis to all students in residence.

(2) The sub-warden shall be appointed by the Warden and shall be a member of the college staff.

(3) The sub-warden shall reside in the quarters provided in the hostel compound.

2. *Charges.*—(1) Members shall pay room rent and a boarding charge and shall also pay at a fixed rate for their guests and for any extras supplied to them or to their guests.

(2) The room rent shall be payable in advance by the year or by eight equal instalments.

(3) For the year the rent shall be Rs. 16 for rooms on the ground floor and Rs. 20 for rooms on the first floor. An additional rent not exceeding Rs. 4 for the year may be charged for the eight end rooms.

(4) The boarding charge shall be based upon the expenditure for the previous month on food and the pay of such of the establishment as may be decided from time to time.

(5) Every member at the time of his admission shall deposit a sum of Rs. 15 towards the boarding expenses, which will be adjusted at the end of the year.

(6) All charges must be paid before a member leaves the hostel.

(7) A statement of the charges paid shall be given to each member for transmission to his parent or guardian.

3. *Vacations.*—(1) The hostel shall be closed for the midsummer vacation.

(2) Members shall not be allowed to remain in the hostel during the vacation.

4. *Finance.*—(1) The committee's sanction shall be obtained for all expenditure exceeding Rs. 100 in the year in connection with purchase and repair of furniture, repairs to buildings and gardening.

(2) A half-yearly statement of the receipts and charges will be circulated to the committee.

(3) The accounts of the hostel will be audited every year by the Collector of the district.

5. *General.*—(1) A member shall be held liable for any damage done or caused to be done to the hostel property by him or by his guests.

(2) The hostel does not hold itself responsible for goods lost by members.

(3) The Warden shall have the sole control of the internal management and discipline of the hostel.

N.R.C. No. 3966/13, dated 19th May 1913.

Submitted to Government.

2. The Secretary's request contained in paragraph 2 of his letter may be complied with.

A. G. BOURNE,
Director of Public Instruction.

Order—No. 525, Educational, dated 5th June 1913.

Recorded.

2. The Director of Public Instruction will be furnished with three copies of G.O. No. 499, Educational, dated 27th August 1909, for transmission to the hostel committee.

(True Extract.)

W. FRANCIS,
Ag. Secretary to Government.

The Director of Public Instruction,
with three copies of G.O. No. 499, dated 27th August 1909.
Accountant-General.
Collector of Tanjore.

Papers to be read in Proceedings:

ORDER. No. 5258, dated 5.6.1913.

Recorded

2. The O.P.3 will be furnished with three copies of G.O. 499 Dtdy 27. 8. 09 for transmission to the Hostel Committee.

To,
She
" A.G.
Collector of Tanjore ✓
~~S.T.~~
S. with S. ✓

780498
2-8-77
Recd P.M.
9.7.13

W. Note. The rules as framed by the Committee are submitted to Govt. for information only - vide para. 8 of the notification on p. 3 of G.O. 499 of 27. 8. 09. No criticism is therefore offered. The rules ^{have} ~~been~~ ^{however} been compared with those of the Victoria hotel, Madras - vide page 6 & 7 of note to G.O. 255 of 7. 6. 07 - and deviations noted in pencil.

S.D.
2.6.13

ORDINARY.

PRESS SLIP.

PREFERENCE.

URGENT (a).

LOCAL AND MUNICIPAL DEPARTMENT.

Current No., dated 191 ..

G.O., No. 525/27, dated 5-6-1913.

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

Locket... *Notes in the file of 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.*

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

Complete correspondence and orders.	Notes.
FOR RECORD.*	
Madras Records	25
Ooty Records	
For filing with original	
Total	32

FOR ISSUE.†

Letter only.	Complete G.O.	Special issue copies of G.O.	Notes.
No.	Papers.		
Signature copies.....			
India Office.....			
Govt. of India..... Dept.			
Revenue Department.....			
Public Works Department.....			
Educational Department.....			
..... Dept.			
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..... Dept.			
..... Dept.			
Total			

Letter only.	Complete G.O.	Special issue copies of G.O.	Notes.
No.	Papers.		
Spare copies.			
The C.M.C.			
The Collector of... <i>Surgeon</i>	12		
The P.D.B.			
The Accountant-General.....			
The Director of Public Instruction.....			
The Surgeon-General.....			
The Sanitary Commissioner.....			
Do. Engineer.....			
Do. Board.....			
The President, Corporation of Madras.....			
The.....			
The.....			
The.....			
The.....			
Total	35		

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

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 the 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 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 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 Member^s 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.

TO PRESS, MADRAS.
OOTY.

A	B	C
Please send proof in triplicate. The papers have been carefully edited.	Proof returned corrected. Please strike off and send number of copies as indicated.	As the matter is clear manuscript and has been carefully edited, (b) proof need not be sent. Please print and supply number of copies as indicated.
	Type may be released <u>after usual interval.</u> at once.	Type may be released after usual interval.
.....Clerk.	Clerk.	<i>P. Ramani</i> 5/6/13 Clerk.
.....Dy. Supdt.	Dy. Supdt.	Dy. 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.....	11-6-13 <i>Sh</i>
First proof furnished on.....	21-6-13 <i>Sh</i>
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	2-7-13 <i>Sh</i>
Final copies supplied on.....	8-7-13 <i>Sh</i>

Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....	32		
" " " Issue.....	21		
For Volumes.....	16		
For E.T.....			
Total ...	83		