

Government of Madras
LAW (EDUCATION) DEPARTMENT

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G.O. No. 1363, 7th August 1925

College—Lady Willingdon Training, Madras—Annual Report—1924-25—Recorded.

ORDER-91

41-5021-13

13.03

Government of Madras

LAW (EDUCATION) DEPARTMENT

G.O. No. 1363, 7th August 1925

College—Lady Willingdon Training, Madras—Annual Report—1924-25—Recorded.

READ—the following paper :—

Letter from R. G. GRIFFIN, Esq., M.A., Acting Director of Public Instruction, to the Secretary to Government, Law (Education) Department, dated Madras, the 23rd July 1925, R.O.P. No. 15-A-13/25-26.

I have the honour to submit herewith for the information of Government a copy of my Proceedings R.O.P. No. 15-A-13/25-26, dated 12th June 1925, reviewing the annual report on the working of the Lady Willingdon Training College, Madras, for the year ending 1924-25.

ENCLOSURE.

Proceedings of the Director of Public Instruction, R.O.P. No. 15-A-13/25-26, dated 12th June 1925.

Read—the following paper :—

Letter from Miss J. M. GERRARD, M.A., Acting Principal, Lady Willingdon Training College, Triplicane, Madras, to the Director of Public Instruction, Madras, dated 1st June 1925, C. No. 136/25.

With reference to your Proceedings C. No. 443-A/25, dated 31st March 1925, I have the honour to submit herewith the report of the second year's working of the Lady Willingdon Training College, Triplicane, for the year 1924-25.

I was in charge of the College throughout the year.

The following changes in the staff took place :—

The permanent Senior Lecturer, Miss L. H. Philipsz, M.A., L.T., was sent on deputation to England to undergo special training and she was relieved on the afternoon of 31st July 1924 by Miss M. Tomlinson, M.A., L.T.

Miss K. S. Ranga Rao, M.A., L.T., acting Junior Lecturer, was also transferred to Queen Mary's College, Mylapore, on the afternoon of 31st July 1924 and Miss B. Amirthammal, permanent assistant of this College, was appointed in the above post with effect from 16th August 1924.

Numerical strength and attendance of students—

Section.	Anglo-Indians.	Indian Christians.	Brahmans.	Non-Brahmans.	Jains.	Total.	Attendance.
L.T. class	7	9	3	5	1	25	23-05
Secondary	..	37	6	3	..	46	44-4
Elementary Higher	..	16	1	3	..	20	20-27

2. The distribution of L.T. students according to special subjects is as follows :—

All subjects to Young Children .. 4	Physical Science	1
Geography	Mathematics	1
History		
Natural Science		
	Total	25

தமிழ்நாடு ஆவணக்காப்பகம்

பாதுகாப்பு (Pr1) பிரிவு

பணி எண்: 81/51

செப்பனிட்டவரின் பெயர் : சி. ந. ஆனந்தன்

ஆவணத்திலுள்ள மொத்த தாட்கள் : 13

செப்பனிட்ட முடித்த நாள் : 08-05-2015

செப்பனிட்டவரின் கையொப்பம் : சி. ந. ஆனந்தன்

-- சரிபார்க்கப்பட்டது --

பணி வழங்கிய எழுத்தர்
(Issue Clerk)

பணி சரிபார்த்த எழுத்தர்
(Checking Clerk)

பிரிவுத் தலைவர்

3. The classification of students according to districts is as follows:—

District.	L.T. Secondary.	Ele. Higher.	District.	L.T. Secondary.	Ele. Higher.
Ganjam	1	..	Tanjore	1	4
Vizagapatam ..	1	2	Trichinopoly ..	1	1
Kistna	1	1	Madura	2	2
Guntur	4	..	Tinnevely	3	2
Nellore	2	..	Travancore ..	2	1
Chingleput	1	1	Cochin	4	1
Madras	5	13	Malabar	1	..
South Arcot	1	..	Bangalore	2	1
Chittoor	4	..	Bengal	1	..
Coimbatore	1	1	Assam	1	..
Bellary	1	..	Bombay	1	..

Distribution of students according to wealth—

Section.	Richer class.	Middle class.	Poor class.
L.T. class	2	17	6
Secondary Training class ..	..	45	1
Elementary Higher	..	20	..
Model school	128	320	98

Distribution of students according to the occupation of parents or guardian—

Section	Officials.	Petty officials.	Traders.	Land-holders.	Artisans and mendicants.	Others.
L.T. class	19	..	1	2	..	3
Secondary class	28	..	3	6	..	9
Elementary Higher	3	10	3	..	..	4
Model school	234	118	42	42	20	90

Classification of students.—There were 91 students on the rolls:—

B.A. (Honours)	4	Passed IV Form	1
B.A.	21	Passed III Form	2
Intermediate passed ..	2	Passed 8th Standard ..	17
Do. failed	1		
Secondary School-Leaving Certificate	40	Total	91
Women's Final	3		

Of these 91 students 25 belonged to the Collegiate grade, 46 to the Secondary grade and 20 to the Elementary Higher grade.

4. Of the 25 Collegiate students two were deputed by Government, 12 were Provincial stipendiaries, four were deputed by Cochin State (paying), 3 free students and four were paying students.

For purpose of practical demonstration of different types of schools and methods of education the following schools were visited by the L.T. students during the course:—

- (1) L. M. Bentinck Girls' High School, Vepery.
- (2) St. Ebbas School, Royapetta.
- (3) National Girls' High School, Mylapore.
- (4) Wesleyan Mission Girls' High School, Royapetta.
- (5) National Boys' School, Guindy.
- (6) Buckingham and Carnatic Mill School, Perambur.
- (7) Model School, Teachers' College, Saidapet.
- (8) Government Hobart Secondary and Training School, Royapetta.

5. *Secondary Training section.*—Nineteen students were admitted at the beginning of the session, of whom three had appeared for the Intermediate examination. These 3 and 27 senior students with 3 old students who failed in the last year's examination sat for the Training School-Leaving Certificate examination in March 1925. Lectures on First Aid were given in English to this section.

6. *Elementary Training section (Higher grade).*—The number of admissions this year was reduced to 10 owing to the lack of accommodation in the rented building occupied by the Junior department. Ten senior students and nine old failed students

sat for the Training School-Leaving Certificate examination. Special attention was paid to Hand-work, and the students, inspired particularly by two lectures kindly given by experts from Australia, made great advances in the power of concrete illustration which is so important in the teaching of younger classes.

7. *Model School.*—There were 546 on the rolls on 31st March 1925—

Senior department	Forms I to VI	234
Junior department	Classes I to V	239
.....	Montessori class	73

The average number on the rolls and the average attendance was 569 and 468 respectively.

The preparatory class has been abolished with effect from 1st March 1925.

In the Junior department the Montessori method has been further extended up to the 3rd stage with satisfactory results. But the work in this Department is considerably hampered by the conditions under which it is carried on. The lack of playground, the noise from the street, the small dark rooms and lack of suitable accommodation generally, all prevent the development of a satisfactory model school for a training college, and also necessitate the restriction of numbers into the school.

8. *Physical training and games.*—The students of all sections took the Physical Training course under the instruction of the Visiting Specialist on Physical Training; they helped in the supervision of the organized games of the Model school; entered teams for the Inter-College Netball and Badminton competitions; and instituted a Students' Sports Day.

An alteration was made in the school time-table to enable all classes to have ten minutes' drill each day, and this had a beneficial effect upon the carriage and health of the girls. Form games were continued and inter-form competitions proved popular. For the first time representatives from the school took part in the Inter-School Sports instituted by the Y.W.C.A.

9. *Public examination.*—(a) L.T. Degree examination.—Of the 22 students of the L.T. class, 11 passed in April 1924, two in the first class, two in the second class and seven in the third class. In the September examination nine students passed, one in the second class and eight in the third class.

(b) Training School-Leaving Certificate examination.—Secondary grade.—Eighteen students appeared and 15 passed.

(c) Training School-Leaving Certificate examination (Elementary Higher).—Twenty-five appeared and 11 passed. One old elementary lower student of this institution has also passed this year.

(d) Secondary School-Leaving Certificate examination.—Out of 27 who appeared 14 were declared eligible for University Courses.

(e) Physical Training examination for Women.—Out of 19 who appeared for the examination 13 passed.

10. *Library.*—The total number of books in the Library on 31st March 1925 was 5,750 volumes and the total number of books issued was 4,563 exclusive of those taken during library periods. The books were checked and found correct.

11. *Finance.*—

Receipts for 1924-25—

	RS.	A.	P.
College	680	0	0
Secondary and Elementary Training department ..	10	0	0
Secondary school	7,058	8	6
Total	7,748	8	6

Charges for 1924-25—

	RS.	A.	P.
College as well as Secondary School department	85,772	3	5
Scholarships (Government)	17,968	15	0
..... (Private) (Vizianagaram)	324	0	0
Endowments for prizes	88	12	0
Deputation allowance to Training students (Government)	815	3	0

12. *Hostels*.—Out of 25 Collegiate students 21 resided in the Queen Mary's College hostel. Proposals have been made in this office letter C. No. 165, dated 10th April 1925, for the construction of a separate hostel for the College students. This is an important matter for the College, and it is to be hoped that something may be done about it.

The numbers in the other hostels on 31st March 1925 are as follows:—

Ice House hostel	..	..	..	..	..	100
Non-Brahman hostel	..	..	..	..	..	35
Indian Christian hostel	..	..	..	..	..	35

The health of the hostel members was under the charge of Mrs. Zacharias, L.M. & S., and was satisfactory. During the smallpox epidemic Corporation vaccinators visited the institution and numbers were vaccinated. There were very few cases of smallpox among the pupils and students of the institution.

13. *The history of students*.—The records are being kept up to date as far as possible.

Service books.—The service books of the members of the staff have been verified up to 31st March 1925, except those of Miss M. Hoogewerf and Mrs. S. B. Israel, as they are with the Director of Public Instruction, Madras.

14. *College Societies*.—(a) The L. T. Union held an active session and has made a start towards producing a bulletin for the benefit of its members who are engaged in teaching. The Child Welfare Society continued to send helpers on Saturdays to the Centre in Ice House road. A Ranger company of Girl Guides was started successfully in January under the captaincy of Miss Bevan who, it is hoped, will be able to continue next year.

(b) *Instrumental music*—(veena and violin)—was introduced in February, and for this special fees were collected. It gives every indication of proving a popular subject next year with both Training students and pupils.

(c) *Pre-vocational training*.—It was unfortunate that we were unable to continue the experiment made in April 1924 with Lace and Basket-making classes, for these promised to be both popular and successful. It is hoped however that these classes, along with weaving, may be made possible when the institution re-opens again in July.

(d) Through the kindness of the Principal and two members of her staff, Miss C. K. Kausalya, B.A., L.T., B.Sc., and Miss R. S. Swarnambal, M.A., L.T., lectures were given at the Queen Mary's College on the teaching of Natural and Physical science to the Science graduates of this Training College. The arrangement was only a partial solution of the problem, however, as it could not provide for the necessary supervision of the practical work and teaching. It is hoped that in the event of more graduates wishing to take the teaching of science as their special subject, a science lecturer may be appointed on the staff.

(e) Her Excellency Viscountess Goschen visited the College on 26th November 1924 and inspected both sections. The Hon'ble Sir A. P. Patro visited the institution on the occasion of "Parents' Day" (3rd April 1925), and kindly presented the medals.

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The year has been an unsettled one owing to the changes in staff that have had to take place—changes that have affected all sections. It is a serious matter in the short L.T. course, into which much theory and practice, observation and experiment has to be crammed, if settled work cannot be begun at once, and we were unfortunate in being unable to have it so till the second term. I hope we shall have a more settled staff next year as we are particularly anxious to continue some experimental work in connexion with Intelligence Tests which were begun this year.

R.O.P. No. 15-A-13/25-26, dated 12th June 1925.

Recorded.

2. The strength of the L.T. class increased from 22 in 1924 to 25 in 1925.
3. The results of the several Public Examinations were satisfactory.
4. The Director notices with pleasure the steps taken to improve the physique of the students by means of organized games and physical training courses.
5. The provision of a separate hostel for the L.T. students and improvements to the College building are under consideration.

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Acting Director of Public Instruction.

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 „ the Agency Educational Officer, Vizagapatnam.
 „ the Superintendent, Presidency Training School, Egmore.
 „ the Hobart Secondary and Training School, Royapet.
 „ the President, Corporation of Madras.
 „ the Directors of Public Instruction of other Provinces.
 „ the Government (for information, with covering letter).

Order—No. 1363, Law (Education), dated 7th August 1925.

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(By order of the Government, Ministry of Education)

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Secretary to Government.

To the Director of Public Instruction.
 „ Accountant-General.
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To the Director of Public Instruction
 .. Accountant General
 .. Editors' Table

LAW (EDUCATION)

DEPARTMENT.

8

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Subject.

Annual Report, Lady Willingdon Training College, Madras

Review for 1924-25 - Submitting to Government.

8
1363

ENCLOSURES.

No.

Spare copies

R.O.P. No. 15 A-13/25-26

Station Madras , Dated the 23rd July 1925 192 .

From (Name) R.G. Grieve Esq., M.A.,

(Designation) AG. Director of Public Instruction

To The Secretary to the Government of Madras,

LAW (EDUCATION) Department.

Sir, I have the honour to submit herewith for the information of Government a copy of my Proceedings R.O.P. No. 15 A-13/25-26, dated 12th June 1925 reviewing the annual report on the working of the Lady Willingdon Training College, Madras for the year ending 1924-25.

I have the honour to be,

Sir,

Your most obedient servant,

for Director of Public Instruction 7.7.25

P.R.K. 24/7

Proceedings of the Director of Public Instruction.

R.O.P. No. 15-A-13/25-26, dated 12th June 1925

Subject—Lady Willingdon Training College, Madras—Annual Report—1924-25—Reviewed.

READ—the following paper:—

Letter from Miss J. M. Gerrard, M.A., Acting Principal, Lady Willingdon Training College, Triplicane, Madras, to the Director of Public Instruction, Madras, dated 1st June 1925, C. No. 136/25.

With reference to your Proceedings C. No. 448-A/25, dated 31st March 1925, I have the honour to submit herewith the report of the second year's working of the Lady Willingdon Training College, Triplicane, for the year 1924-25.

I was in charge of the College throughout the year.

The following changes in the staff took place:—

The permanent Senior Lecturer, Miss L. Philipsz, M.A., L.T., was sent on deputation to England to undergo special training and she was relieved on the afternoon of 31st July 1924 by Miss M. Tomlinson, M.A., L.T.

Miss K. S. Ranga Rao, M.A., L.T., acting Junior Lecturer, was also transferred to Queen Mary's College, Mylapore, on the afternoon of 31st July 1924 and Miss B. Amirthammal, permanent assistant of this College, was appointed in the above post with effect from 16th August 1924.

Numerical strength and attendance of students—

Section.	Anglo-Indians.	Indian Christians.	Brahmans.	Non-Brahmans.	Jains.	Total.	Attendance.
L.T. class	7	9	3	5	1	25	23-05
Secondary	37	6	1	3	..	46	43-4
Elementary Higher	16	..	..	..	..	20	20-37

2. The distribution of L.T. students according to special subjects is as follows:—

All subjects to Young Children .. 4	Physical Science	1
Geography	Mathematics	1
History		8
Natural Science		2
	Total	25

3. The classification of students according to districts is as follows:—

District.	L. T. Secondary.	Elo. Higher.	District.	L. T. Secondary.	Elo. Higher.
Ganjam	1	..	Tanjore	1	4
Vizagapatam .. 1	2	..	Trichinopoly .. 1	1	1
Kistna	1	..	Madura	2	2
Guntur	4	..	Tinnevely	3	2
Nellore	2	..	Travancore	2	1
Chingleput	1	1	Cochin	4	1
Madras	5	13	Malabar	1	..
South Arcot	1	..	Bangalore	2	1
Chittoor	1	..	Bengal	1	..
Coimbatore	1	1	Assam	1	..
Bellary	1	..	Bombay	1	..

Distribution of students according to wealth—

Section.	Richer class.	Middle class.	Poor class.
L.T. class	2	17	6
Secondary Training class	..	45	1
Elementary Higher	..	20	..
Model school	128	320	98

Distribution of students according to the occupation of parents or guardian—

Section	Officials	Petty officials.	Traders.	Land-holders.	Artisans and mendicants.	Others.
L.T. class	19	..	1	2	..	3
Secondary class	28	..	3	6	..	9
Elementary Higher	3	10	..	3	..	4
Model School	234	118	42	42	20	90

Classification of students.—There were 91 students on the rolls:—

B.A. (Honours)	4	Passed I Form	1
B.A.	21	Passed III Form	2
Intermediate passed	2	Passed 8th Standard	17
Do. failed	1		—
Secondary School-Leaving Certificate	40		—
Women's Final	3		—
		Total	91

Of these 91 students 25 belonged to the Collegiate grade, 46 to the Secondary grade and 20 to the Elementary Higher grade.

4. Of the 25 Collegiate students 2 were deputed by Government, 12 were Provincial stipendiaries, 4 were deputed by Cochin State (paying), 3 free students and 4 were paying students.

For purpose of practical demonstration of different types of schools and methods of education the following schools were visited by the L.T. students during the course:—

- (1) L. M. Bentinck Girls' High School, Vepery.
- (2) St. Ebbas School, Royapetia.
- (3) National Girls' High School, Mylapore.
- (4) Wesleyan Mission Girls' High School, Royapetia.
- (5) National Boys' School, Guindy.
- (6) Buckingham and Carnatic Mill School, Perambur.
- (7) Model School, Teachers' College, Saidapet.
- (8) Government Hobart Secondary and Training School, Royapetia.

5. *Secondary Training section.*—Nineteen students were admitted at the beginning of the session, of whom three had appeared for the Intermediate examination. These 3 and 27 senior students with 3 old students who failed in the last year's examination sat for the Training School-Leaving Certificate examination in March 1925. Lectures on First Aid were given in English to this section.

6. *Elementary Training section (Higher grade).*—The number of admissions this year was reduced to 10 owing to the lack of accommodation in the rented building occupied by the Junior department. Ten senior students and 9 old failed students sat for the Training School-Leaving Certificate examination. Special attention was paid to Hand-work, and the students, inspired particularly by two lectures kindly given by experts from Australia, made great advances in the power of concrete illustration which is so important in the teaching of younger classes.

7. *Model School.*—There were 546 on the rolls on 31st March 1925—

Senior department	Forms I to VI	234
Junior department	Classes I to V	239
.....	Montessori class	73

The average number on the rolls and the average attendance was 569 and 468 respectively.

The preparatory class has been abolished with effect from 1st March 1925.

In the Junior department the Montessori method has been further extended up to the 8th stage with satisfactory results. But the work in this Department is considerably hampered by the conditions under which it is carried on. The lack of playground, the noise from the street, the small dark rooms and lack of suitable accommodation generally, all prevent the development of a satisfactory model school for a training college, and also necessitate the restriction of numbers into the school.

8. *Physical training and games.*—The students of all sections took the Physical Training course under the instruction of the Visiting Specialist on Physical Training, they helped with the supervision of the organized games of the Model school;

entered teams for the Inter-College Netball and Badminton competitions; and instituted a Students' Sports Day.

An alteration was made in the school time-table to enable all classes to have ten minutes' drill each day, and this had a beneficial effect upon the carriage and health of the girls. Form games were continued and inter-form competitions proved popular. For the first time representatives from the school took part in the Inter-School Sports instituted by the Y.W.C.A.

9. *Public examination*—(a) L.T. Degree examination.—Of the 22 students of the L.T. class, 11 passed in April 1924, out of which 2 in the first class, 2 in the second class and 7 in the third class. In the September examination 9 students passed, 1 in the second class and 8 in the third class.

(b) Training School-Leaving Certificate examination—Secondary grade.—Eighteen students appeared and 15 passed.

(c) Training School-Leaving Certificate examination (Elementary Higher).—Twenty-five appeared and 11 passed. One old elementary lower student of this institution has also passed this year.

(d) Secondary School-Leaving Certificate examination.—Out of 27 who appeared 14 were declared eligible for University Courses.

(e) Physical Training examination for Women.—Out of 19 who appeared for the examination 13 passed.

10. *Library.*—The total number of books in the Library on 31st March 1925 was 5,750 volumes and the total number of books issued was 4,563 exclusive of those taken during library periods. The books were checked and found correct.

11. *Finance*—

Receipts for 1924-25—

	Rs.	A.	P.
College	680	0	0
Secondary and Elementary Training department	10	0	0
Secondary school	7,058	8	6
Total	7,748	8	6

Charges for 1924-25—

	Rs.	A.	P.
College as well as Secondary School department	85,772	3	5
Scholarships (Government)	17,965	15	0
(Private)—(Vizianagaram)	324	0	0
Endowments for prizes	88	12	0
Deputation allowance to Training students (Government)	815	4	0

12. *Hostels.*—Out of 25 Collegiate students 21 resided in the Queen Mary's College hostel. Proposals have been made in this office letter C. No. 165, dated 10th April 1925, for the construction of a separate hostel for the College students. This is an important matter for the College, and it is to be hoped that something may be done about it.

The numbers in the other hostels on 31st March 1925 are as follows:—

Ice House hostel	100
Non-Brahman hostel	35
Indian Christian hostel	35

The health of the hostel members was under the charge of Mrs. Zacharias, L.M. & S., and was satisfactory. During the smallpox epidemic Corporation vaccinators visited the institution and numbers were vaccinated. There were very few cases of smallpox among the pupils and students of the institution.

13. *The history of students.*—The records are being kept up to date as far as possible.

Service books.—The service books of the members of the staff have been verified up to 31st March 1925, except those of Miss M. Hoogewerf and Mrs. S. B. Israel, as they are with the Director of Public Instruction, Madras.

14. *College Societies.*—(a) The L. T. Union held an active session and has made a start towards producing a bulletin for the benefit of its members who are engaged in teaching. The Child Welfare Society continued to send helpers on Saturdays to

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Not well in the salt.

the Centre in Ice House road. A Ranger company of Girl Guides was started successfully in January under the captaincy of Miss Bevan who, it is hoped, will be able to continue next year.

(b) *Instrumental music*—(veena and violin)—was introduced in February, and for this special fees were collected. It gives every indication of proving a popular subject next year with both Training students and pupils.

(c) *Pre-vocational training*.—It was unfortunate that we were unable to continue the experiment made in April 1924 with Lace and Basket-making classes, for these promised to be both popular and successful. It is hoped however that these classes, along with weaving, may be made possible when the institution re-opens again in July.

(d) Through the kindness of the Principal and two members of her staff, Miss C. K. Kausalya, B.A., L.T., B.Sc., and Miss R. S. Swarnambal, M.A., L.T., lectures were given at the Queen Mary's College on the teaching of Natural and Physical science to the Science graduates of this Training college. The arrangement was only a partial solution of the problem, however, as it could not provide for the necessary supervision of the practical work and teaching. It is hoped that in the event of more graduates wishing to take the teaching of science as their special subject, a science lecturer may be appointed on the staff.

(e) Her Excellency Viscountess Goschen visited the College on 26th November 1924 and inspected both sections. The Hon'ble Sir A. P. Patro visited the institution on the occasion of "Parents' Day" (3rd April 1925), and kindly presented the medals.

(f) *Buildings*.—It is hoped that the improvements asked for in this office letter No. R.C. 10, dated 21st April 1925 (being the reply to Proceedings No. R.O.C. 247-D, dated 10th February 1925) will be sanctioned this year. The lack of sun-shades to these rooms that have no verandas is a matter requiring attention; there is also a pressing need for coach-houses (which have already been sanctioned), for a college staff room, for a natural science laboratory and finally for a college hostel.

The year has been an unsettled one owing to the changes in staff that have had to take place—changes that have affected all sections. It is a serious matter in the short L.T. course, into which much theory and practice, observation and experiment has to be crammed, if settled work cannot be begun at once, and we were unfortunate in being unable to have it so till the second term. I hope we shall have a more settled staff next year as we are particularly anxious to continue some experimental work in connexion with Intelligence Tests which was begun this year.

R.O.P. No. 15-A-13/25-26, dated 12th June 1925.

Recorded.

2. The strength of the L.T. class increased from 22 in 1924 to 25 in 1925.
3. The results of the several Public Examinations were satisfactory.
4. The Director notices with pleasure the steps taken to improve the physique of the students by means of organized games and physical training courses.
5. The provision of a separate hostel for the L.T. students and improvements to the College building are under consideration.

R. G. GRIEVE,
Ag. Director of Public Instruction.

To the Principal, Lady Willingdon Training College, Madras, with spare copies.

- .. the Principals of all Government Colleges.
- .. all District Educational Officers, and Inspectors.
- .. the Agency Educational Officer, Vizagapatnam.
- .. the Superintendent, Presidency Training School, Vignora.
- .. the Holart Secondary and Training School, Royapettah.
- .. the President, Corporation of Madras.
- .. the Directors of Public Instruction of other Provinces.
- .. the Government (for information, with covering letter).

for Director of Public Instruction.

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11/1363

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29.7.25 29.7.25 29.7.25

Note. Last year's report was recorded in G.O. No. 1074 Law (22) of 23-6-25.



The W.P.I.
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16 AUG 1925

ORDINARY.

PRESS SLIP.

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(b) Correspondence 6
 (b) Notes 21

Number of MS. pages sent
 Brief subject: Lady Training College Report

(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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(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 rule 315 of the office Manual.

(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 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 Members should be printed in full when they occur on the right hand side, only the first time when they appear on the left side, the initials alone being printed later.

P.F.O.

TO PRESS, MADRAS GOVT.

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