Sectt. II-29--27,004--25-11-25.

Law (Edn) (1926) Department.

Mi SERIES.

G.O. No. 606

DATED 12.4.1926.

[Despatch Abstract.]

European schools - Code of Regulations for - Revised

C. 2319 B
1928
R. 2184
19-11-28

Government of Madras

LAW (EDUCATION) DEPARTMENT

G.O.\No. , August 1925

Read—the following paper:—

Letter from R. G. Grieve, Esq., M.A., Acting Director of Public Instruction, Madras, to the Secretary to the Government of Madras, Law (Education) Department, dated the 31st July 1925, No. R.O.C. 110 E/25.

I have the honour to submit, for favour of approval of Government, a draft of the revised Code of Regulations for European schools with the necessary appendices.

2. A general revision of the Code is necesssary, partly because several of the Articles in the existing Code have long been inoperative and partly because it is desirable to bring the Code, so far as possible, into line with the Madras Educational Rules. While the latter rules have been revised from time to time and related to current practice, the Code of Regulations for European schools has not been revised for many years and is consequently obsolete. Moreover, there are serious omissions in the Code when compared with the Madras Educatioual Rules particularly with reference to registers, fees and the regulations in regard to grants.

3. The most important modifications are noted below:—

Article 14—Note. (*a*) Under the new Code, a school has to obtain specific recognition either as a day or as a boarding school.

Article 14 (*d*) & Article 16 (*a*). (*b*) The draft code distinguishes between the governing body of a school and its manager or managers. The distinction is necessary, because in most Mission Schools there is a separate governing body, and it is necessary, especially in the allocation of grants, to have this body precisely defined.

Article 77. (*c*) Every school is required to maintain a complete set of registers.

Article 72. (*d*) The scale of fees in all classes of schools has to be approved by the Inspector of European Schools and except with his permission non-Europeans are not to be charged higher fees (vide G.O. No. 197, Law (Education), dated 9th Feburary 1925).

It is impracticable at present to lay down a standard rate of fees owing to the great divergencies in the rates of fees levied in European schools, as will be seen from the Note by the Inspector of European Schools attached. It is therefore considered best to leave it to the Inspector to decide what scale of fees is to be levied in any particular institution.

Article 31 (*i*) existing Code. (*e*) All reference to Free schools is omitted. As the scale of fees will be determined by the Inspector, the classification of some schools as 'free' will be unnecessary.

Articles 85 and 86. (*f*) Final scholarships are proposed to be abolished, and the savings utilized for the provision of more collegiate scholarships. The reason for this change is the greater demand for collegiate scholarships. Provision is made for their being tenable for a third year by students taking the B.A. (Honours) course.

Article 144.

(*g*) The principles of the Grant-in-Aid Code are proposed to be adopted in assessing teaching and all other grants. Attention is invited to paragraph 2 of G.O. No. 968, Law (Education), dated 13th June 1924.

Articles 151 and 161.

(*h*) The power of sanctioning building and equipment grants, up to a limit of Rs. 500, is delegated to the Inspector of European Schools.

It is true that this limit is higher than in the corresponding articles in the Grant-in-Aid Code (Articles 50 and 60, but in the latter the limit might be raised with advantage).

Article 165.

(*i*) Provision is made for the sanctioning of boarding grants to children coming from out-of-the-way places even when they are in standards above the Seventh (Article 42 of the existing code), experience having shown the necessity for this concession.

Article 163 (*c*).

(*k*) Provision is made for a similar concession to children otherwise eligible for grant under Article 40 of the existing code. Experience shows that this concession too is necessary.

Articles 81 to 84.

(*l*) Provision is made for the introduction of the European School-Leaving Certificate. In this office letter R.O.C. No. 1696 E/22, dated 29th April 1925, a form of European School-Leaving Certificate has been submitted to Government, and sanction requested for its introduction. The present High School Examination will be the public examination, the marks of which will 'complete' the certificate, while the marks of the Middle School Examination will also be entered in it at the time of passing this examination.

Articles in Chapter V.

(*m*) The rules regarding Training Schools for Europeans are brought into line with those for Indians, and the power to sanction stipends and stipendiary grants is delegated to the Inspector.

(*n*) The rules regarding the granting of certificates to untrained teachers have been deleted.

I consider that untrained teachers should not be given a certificate of any kind ; untrained teachers working under the Madras Educational Rules are not given certificates. Provision is, however, made for granting exemption, but they are to be granted only by me.

(*o*) Article 122 of the existing Code has been omitted.

This is because it has become inoperative.

4. If a committee is appointed in connection with European education as has been proposed, the following points dealt with in the course of revision of the Code will be put before the Committee :—

(1) Fees in European schools.

(2) The High and the Middle School examinations ; retention or not of the latter.

(3) The European School-Leaving Certificate and the Regulations in connexion therewith ; and

(4) The question of technical or industrial training for Anglo-Indian pupils.

If alterations in or amendments to the revised Code of Regulations for European schools now submitted are required in respect of the above questions as a result of the deliberations of the Committee, they can be made in the form of corrigenda ; but it is undesirable to delay on that account consideration of the revised Code.

Enclosures

Note on Standard rates of School fees for European schools by the Inspector of European Schools, Madras.

School-fees vary a good deal at European schools, and it is not easy to fix a scale that is likely to be readily acceptable to the east and the west coast alike ; but the levy of fees at these schools needs regularizing, and some amount of pressure has to be brought to bear on the schools before satisfactory records will be maintained. The new Code insists on the maintenance of a term fee register in an approved form and a reasonable rate of fee for tuition in the ordinary subjects of the curriculum seems a natural concomitant.

The following statement shows the extent of the variations in the present rates of fees :—

Standards.	Fees at Indian schools.	Fees at European schools.
	Rs. A. P.	
IX—VII ...	3 8 0	Plains, Rs. 3 to Rs. 7 per mensem. Hills, Rs. 8-8-0 to Rs. 10 per mensem.
VI—IV	1 13 0	Plains, Rs. 1-8-0 to Rs. 5 ,, Hills, Rs. 3-8-0 to Rs. 8 ,,
III—I	0 7 0	Plains, Re. 1 to Rs. 3 per mensem. Hills, Rs. 3-8-0 to Rs. 4 ,,

Since the salaries of the teachers of European schools are 50 per cent higher than those of Indian schools I would recommend as the basis of calculation, that the school-fees (for tuition in the ordinary subjects of the curriculum, excluding music and other fees) be roughly 50 per cent higher at European than at Indian schools. This would give the following rates of fees for European schools, schools on the hills being allowed to charge at rates about 50 per cent above the rates for schools on the Plains :—

Standards.		Fees (per mensem) Rs. A. P.
IX—VII ...	Plains	5 8 0
	Hills	7 8 0
VI—IV	Plains	2 12 0
	Hills	4 8 0
III—I and Infants.	Plains	1 4 0
	Hills	2 0 0

All modifications in these rates would be subject to the provisions of the Code.

,000—8-9-24.

Law(Education) DEPARTMENT.

Edn 3066
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(4)

Received ..... 192 . Registered ..... 192 .

Subject.

In Revised draft of the Code of Regulations for European Schools.

II

LOSURES.

R.O.C. No. 110 E/25

Station Madras , Dated the 4- 2- 26 192 .

From (Name) R.Littlehailes Esq., M.A.,

(Designation) Director of Public Instruction
Madras

To The Secretary to the Government of Madras,
Law(Education) Department.

Sir.

In continuation of this office letter R.O.C. No.110 E/25 dated 31- 7- 25 submitting for favour of the approval of Government a draft of the revised Code of Regulations for European Schools for European Schools, I have the honour to state that the Inspector of European Schools, Madras suggests certain modifications in Chapter IV relating to Scholarships in the draft of the Code of Regulations for European Schools now before Government. The modifications proposed involve the substitution of the following articles in the place of those bearing the same number in the draft code:-

p.12 n (A) Article 85. Scholarships are of four grades:-

Primary
Middle
High
Collegiate.

They are intended to enable poor deserving intelligent pupils to proceed with their education.

p.12 n (A) Article.87.

Candidates for Primary scholarships must be under 14 years of age; for middle scholarships under 16 years of age; for High Scholarships under 19 years of age on the 31st December in the year of the Examination.

p.12 n (A) Article.88.

The number and allotment of scholarships are:-

	Boys.	Girls.	Total
Primary	12	8	20
Middle	12	8	20
High	4	3	7
Collegiate	3	3	6

It should be competent to the Director on the recommendation of the Inspector to vary in any year the distribution of scholarships between boys and girls.

M.12-13 n (A) Article. 90

Primary scholarships are awarded on the results of the schools promotion. Examinations from standard IV, Middle on the results of the Middle school Examination; High on the results of the High School Examination; Collegiate on the results of the Intermediate Examination of the University of Madras. Awards will be made on consideration of merit and need, but scholarships will only be awarded to pupils who without the scholarship would be unable to continue their education.

Notifications are published each year in the Fort.St.George Gazette inviting applications and giving more detailed information.

Registers and acquittance rolls for scholarship holders are to be maintained as

as prescribed (Appendixes 13 and 14).

2. The reasons for the modifications proposed are briefly given below:-

p.12 n(A) Article. 85

There are at present in regard to Primary, Middle and High Scholarship two sets of scholarships" Open" and "Special". "Open" are awarded strictly on merit without reference to the pecuniary circumstances of the pupils, and "special" are awarded on a combination of mert and need of assistance. It is proposed to do away with the distinction as between 'Open' and 'Special and to make poverty the chief condition of eligibility along with merit. This proposal is in keeping with the sprit of the Government Scholarships Notification.

p.12 n(A) Article.87.

It is proposed to raise the age limit relating to each grade of scholarships. No discretion will be vested in the Inspector of European Schools to vary these age limits.

p.12 n(A) Article 88.

The change in the number proposed under each head Primary Middle and High is due to the omission of the distinction"Open" and "special"- the total number of scholarships remaining the same.

M.12-13 n (A) Article 90.

In regard to Middle Scholarships, Article 90 of the revised draft- Code provides for award on the results of the schools promotion examination as well as on the results of the middle school examination. The present proposal involves the omission of the schools promotion examination as there is no reason to consider the schools promotion examination when the results of the Middle school examination are available.

M.12-13 n(A) Articles 86, 89, 91 and 92. of the draft code require no change.

4. The modifications proposed have my approval and I submit them for the approval and sanction of Government.

I have the honour to be,

S i r,

Your most obedient servant,

for Director of Public Instruction

A.R. 4/2/26

Serial No.	Name of institution (b)	50 % of Net cost for 1924-25	Teaching grant recommended for 1925-26	Remarks.
		Rs.	Rs.	
1	St. Aloysius, Vizagapatam	7,068	6,950	
2	St. Mary's, Georgetown, Madras	6,705	8,500	
3	Bishop Corrie, — do —	6,073	13,250	
4	St. Bede's, San Thome, Madras	8,326	9,050	
5	Doveton Boys, Vepery	5,480	11,100	
6	St. Patrick's, Adyar	8,595	8,700	
7	Staines, Coimbatore	6,950	10,000	
8	Montfort, Yercaud	4,251	2,300	
9	St. Joseph's College, Coonoor	10,303	7,800	
10	Breeks Memorial, Ootacamund	1,871	7,200	
11	St. Joseph's Boys, Calicut	7,511	7,500	
	Total for Boys' High Schools	73,133	92,350	
12	M. + S. M. Ry., Bitragunta	3,231	2,000	
13	— do —, Guntakal	2,096	1,000	
14	St. Joseph's Boys, Bellary	3,454	4,100	
15	Civil Orphan Asylums, Kilpauk, Madras	7,080	11,469	
16	Christ Church, Mount Rd, Madras	4,235	4,500	
17	Presentation Con., Royapuram	3,583	3,100	
18	St. Joseph's Boys', Vepery	1,839	2,500	
19	St. Joseph's, Perambur	4,900	2,800	
		30,418	31,469	

		30,418	31,469	
20	M. & S. M. Ry., Perambur	3,009	2,380	
21	— Do —, Jalarpet	2,701	1,750	
22	— Do —, Pakala	1,315	800	
23	St. John's Vestry, Trichinopoly	1,339	4,350	
24	St. Joseph's Boys', Trichinopoly	3,047	2,122	
25	St. Georges Homes, Kaity	−8,635 *	5,000	* Profit
26	St. Michael's, Cannanore	2,834	4,000	
	Total for Boys' Middle Schools	36,028	51,871	
27	M. & S. M. Ry., Rajahmundry	1,763	600	
28	— Do —, Gooty	1,974	700	
29	St. Mark's, Georgetown, Madras	876	1,051	
30	St. Francis Xavier's, G.T., — Do —	1,797	1,900	
31	St. Antony's, Pudupet, Madras	6,194	3,500	
32	St. George's Cathedral, Royapet, Madras	1,611	800	
33	St. Matthias, Vepery, Madras	1,114	1,000	
34	M. & S. M. Ry., Katpadi	985	400	
35	S. I. Ry., Suramangalam	1,658	800	
36	— Do —, Podanur	3,198	1,200	
37	Cordite Factory, Aruvankadu	200	500	
38	S. I. Ry., Tanjore	1,648	500	
39	Govt. House Band, Madras & Govt.	24	358	
	Total for Boys' Primary Schools	23,042	13,309	

39	St. Joseph's, Walltair	4,183	5,000
40	Atkinson, Bezwada	287	3,400
41	St. Philomena's, Bellary	4,703	5,000
42	Presentation Con., Georgetown, Madras	3,526	6000
43	—— do ——, Vepery, do	6,209	6209
44	Madras Collegiate, Vepery	5,503	6,375
45	Doveton Girls', Vepery, Madras	4,559	9,300
46	St. Joseph's Con, Trichinopoly	5,815	4,000
47	St. Francis Con, Coimbatore	5,494	3,800
48	Sacred Heart, Yercaud	4,284	3,300
49	St. Joseph's Con., Coonoor	2,883	3,900
50	Staines, Coonoor	3,381	4,000
51	Hebron, Coonoor	2,640	2,100
52	Nazareth Con., Coimbatore	6,455	5,750
53	St. Hilda's, Coimbatore	2,107	1,000
54	Presentation Con., Kodaikanal	5,191	2,750
55	St. Joseph's Con., Calicut	4,465	4,900
56	St. Mary's Convent, Cochin	4,485	4,800
57	Convent of Our Lady of the Mt., Tanjore	4,353	4,000
	Total for Girls' High Schools	80,523	85,584
58	St. John's Church, Vizagapatam	1,050	1,500
59	St. Joseph's Con., Coconada	3,279	2,300
60	St. Antony's, Bellary	2,935	2,200
61	Sacred Heart Con., Ch. P., Teynampet, Madras	5,452	2,500

12,716 8500

2	St. Marys Orph., G.T. Madras	5,181	4,200 -
63	St. Williams, Royapet, Madras	4,739	2,800 -
64	St. Thomas' Bou., San Thome, Madras	4,983	4,500
65	Presentation Bou., Vepery, — DO —	4,982	3,000 -
66	Wesleyan Mission, St. Th. Mount	1,083	1,300
67	St. Dominics Bou., — DO —	1,497	2,020
68	M.+S.M. Ry., Haffieldpet	2,987	900 -
69	St. Gabriels, Coonoor	2,794	2,000
70	Home Missionary, Coonoor	3,137	2,500
71	Holy Cross, Tuticorin	2,619	2,000
72	St. Teresas Bou., Saumanore	4,370	3,500
73	Total for Girls' Mid. Schools	51,088	37,220
73	Fort Catholic, Vizagapatam	1,353	1,426
74	St. Andrews, Egmore	1,295	1,930
75			
76	John Pereiras Union, Park Town, Madras	526	1,000
77	St. Stephens Church, Pallavaram	522	1,000
78	M.+S.M. Ry., Arkonam	1,739	900
79	S.I. Ry., Villupuram	2,873	1,740
80	— DO —, Erode	538	400
81	— DO —, Negapatam	2,079	1,324
82	— DO —, Madura	1,894	820
83	Lady of Hope, Vypeen	1,674	1,140
	Total for Girls' Primary Schools	14,493	11,680

(10)

84	Church Park Training, Tayumanpet, Madras	4,264	4,200
85	Needlework and Dressmaking, New T. Nepery, Madras	450	800
	Total for special schools	4,714	5,000

73133	92,350
36028	37,871
23042	13,319
50523	57,586
57058	37,220
14493	11,182
4764	5,000
283021	297,014

Schools marked (X) are Railway Schools.

Groups of Districts	Districts	Population: Europeans Males (1921 census)	Europeans Females (1921 census)	Anglo-Indians Males (1921 census)	Anglo-Indians Females (1921 census)	Boys' schools: Primary	Boys' schools: Middle	Boys' schools: High	Girls' schools: Primary	Girls' schools: Middle	Girls' schools: High	Mixed schools: Primary	Mixed schools: Middle	Mixed schools: High	Total number of schools
Ganjam and Vizagapatam	Ganjam	32	36	51	36	-	-	-	-	-	-	-	-	-	-
	Vizagapatam	113	113	552	584	-	-	1	-	1	-	-	1	-	4
Kistna & the two Godavaris.	Kistna	15	14	72	71	-	-	-	-	1	-	-	-	-	1
	Godavaris	74	50	242	287	-	-	-	1	-	-	1(X)	-	-	2
Guntur & Nellore	Guntur	23	18	5	21	-	-	-	-	-	-	-	-	-	-
	Nellore	36	29	307	327	-	-	-	-	-	-	-	1(X)	-	1
The ceded Districts	cuddapah	9	11	22	10	-	-	-	-	-	-	-	-	-	-
	Kurnool	11	10	18	20	-	-	-	-	-	-	-	-	-	-
	Bellary	25	31	140	129	-	1	-	-	1	1	-	-	-	3
	Anantapur	58	39	164	177	-	-	-	-	-	-	1(X)	1(X)	-	2
Chittoor & N. Arcot	Chittoor	27	39	63	81	-	-	-	-	-	-	-	1(X)	-	1
	N. Arcot	40	40	335	355	-	-	-	-	-	-	2(X)	2(X)	-	4
Salem & coimbatore	Salem	40	38	54	67	-	1	-	-	1	-	1(X)	-	-	3
	coimbatore	192	173	430	573	-	1	-	-	1	-	2(X)	-	-	4
Malabar & S. Kanara	Malabar	402	248	1224	1277	-	1	1	-	1	3	1	-	-	7
	S. Kanara	19	9	17	85	-	-	-	-	-	-	-	-	-	-
S. Arcot, Tanjore & Trichinopoly	S. Arcot	41	48	337	266	-	-	-	-	-	-	1(X)	-	-	1
	Tanjore	83	36	367	304	-	-	-	-	-	-	2(X)	-	-	2
	Trichinopoly	80	71	261	315	-	2	-	-	-	1	-	-	-	3
Madura, Ramnad and Tinnevelly	Madura	169	254	349	311	-	-	-	-	-	1	1(X)	-	-	2
	Ramnad	24	4	13	14	-	-	-	-	-	-	-	-	-	-
	Tinnevelly	61	50	33	78	-	-	-	1	-	-	-	-	-	1

Figures for the Nilgiris & the Madras-Chingleput area.

The Nilgiris	Nilgiris the	1610	1850	649	636	-	-	2	-	3(a)	6	1	1	1	14
Madras and Chingleput	Madras	1619	1163	4431	4571	-	1	3	1(c)	4	5(b)	8	4	1	27
	Chingleput	430	328	1197	978	-	-	1	-	-	-	1	3+1(X)	-	6
															Total 88

(X) Schools marked thus are Railway schools.

(a) one of these is a training school for mistresses.
(b) do do

(c) this is a school for needle-work and dress-making.

[illegible] (11)

[illegible]

[illegible]

[illegible]

schools was a subject of comment in the legislative council. The D.P.I. was then asked to consider the question of bringing grants for European schools under the same Code as those for Indian schools and to submit proposals to Govt. (—G.O.968 dt 13.6.24) The D.P.I. has accordingly revised the European Code so as to bring it into line with the Madras Educational Rules and the Grant-in-Aid Code for Indian schools.

2. The revised Articles and Appendices have been dealt with below in the form of sectional notes.

Before the file is circulated to C_4, it may be sent to the Finance dept. ~~for~~ for remarks, if any, on the Articles (Ⓧ) which relate to 'grants'. They may be requested to treat it as urgent as C_4 has asked that the revised Code should be expedited.

Ⓧ (Arts. 144, 155, 157, 162, 165, 168, 171, 172 & 174)

CDV
15.9.25

Grants to European Schools are paid under Article 39 of the Code. They are fixed grants and the amount payable to each institution is fixed by the D.P.I. once in three years. The general rule observed is that "the grant should be not more than the ordinary income of the institution from all sources (excepting Govt. grants).

The D.P.I's proposals are to bring the Code into line with the System of Grant in aid adopted for Indian Schools. The System of aid followed in regard to these Schools i.e Indian Schools is, briefly, as follows:- In the case of High Schools & Middle Schools one-half the net cost of maintaining the institution is paid as 'grant' subject to certain Conditions. As regards Elementary Schools "aid" depends on the number & qualifications of the teachers employed, and the amount so Calculated is liable to be increased or reduced according as the School is working efficiently or otherwise.

The changes sought to be introduced involve a change in the principles hitherto followed & the question naturally arises whether European Schools would suffer financially if the new System is introduced. It is not possible to give a definite answer to this question unless the actual figures are worked out i.e a typical School in Madras the "grant" under the new System may be worked out in the case of a typical School in Madras & Compared with (figures not available here) → i.e "grant" paid at present. It is for orders whether this should be done. Generally speaking, it is desirable to have uniform rules for

2(b)

It may be stated that the D.P.I has reported that the total of the fixed grants paid to European Schools is less than one half of their net Cost & that high Schools obtained grant greater than one half of their net Cost, while middle & primary Schools obtained grants less than one half their net Cost. Perhaps the effect of the new rules would therefore be to benefit middle Schools. But it has to be remembered that the D.P.I refers only to the total of the fixed grants. We have no information as how particular institutions would be affected by the proposed changes. This can be ascertained only if the actual figures are worked out for (a) a high School and (b) a middle Schools and (c) a primary School.

P.17 G.O. 1682 3-11-24 H.L.

Ker 21/9 S.

H.M need not take the trouble of going through the sectional notes. The drafting & other changes needed will be introduced by me

2. In paragraph 39 of his report, the D.P.I refers to the important changes introduced in the code. Of these, the only questions that have to be examined are those relating to the system of grants.

3. The attached statement below shows:- (a) the grants in Indian schools (b) the grants in the present code for European Schools and (c) the grants in the proposed

pp. 1-2 C

revised code:-

Indian Schools. (Grant-in-Aid Code).	European schools. Present Code.	European schools. Revised Code.
(1)	(2)	(3)
(i) Teaching grants. (Rules 32+33)	(i) Fixed grants. (Art. 39)	(i) Teaching grants. (Art. 144)
(ii) Building. (Rule 54)	(ii) Building.. (Art. 57)	(ii) Building grants. (Art. 157)
(iii) Equipment. (Rule 54)	(iii) Equipment.. (Art. 44)(a).	(iii) Equipment.. (Art. 158)
(iv). Boarding grants, to Orphans and destitute children. (Gl. 1542 & 4.9.25) B2	(iv) Boarding grants to orphans and destitute children. (Art. 40)	(iv) Boarding grants to orphans and destitute children. (Art. 162)
(v) Nil.	(v). Grants for boarding and schooling of poor pupils residing in places where suitable schools are not available. (Art. 42)	(v) Grant for boarding and schooling of poor pupils residing in places where suitable schools are not available. (Art. 165)
(vi). Grants towards the rent of hostels. (Rule 43-A)	(vi) Nil.	(vi) Grants towards the rent of hostels. (Art. 174)
(vii). Nil.	(vii) Cadet grants. (Art. 43)	(vii) cadet grants. (Art. 168)
(viii) Nil.	(viii) Grants for providing food and clothing for poor pupils in the city of Madras. (Art. 44) (a)	(viii) Grants for providing food and clothing for poor pupils in the City of Madras. (Art. 170)
(ix). Nil.	(ix). Grants for the remission of the fees of, and for providing books for, poor pupils. (Art. 44) (a).	(ix). Grants for the remission of the fees of, and for providing books for, poor pupils (Art. 170)
(x). ~~Stipendiary grants~~ Nil. for training schools (Rules 46-49)	(x) Stipendiary grants for training schools. (Art. 121)	(x) Stipendiary grants for training schools (Art. 109)

(a) These three items now come under "special grants" Of these, the last two were instituted out of recurring Imperial grants.

3. It will be seen from this statement that, even under the proposed code, it would not be possible to secure an identical set of rules, for both classes of institutions. Leaving out of account items (viii) and (ix) in columns (2) and (3) which are provided out of recurring Imperial grants, the following differences will still exist between European and other schools : --

(a) The European Schools get a higher rate of boarding grants for orphans and destitute children;

(b) The system of grants for "boarding and schooling of ppor pupils residing in places where suitable schools are not available", which is in force under article 42 of the Code for European schools, does not

Compare Art. 40 of the present code & Gl. 1542 & 4.9.25 (B2)

apply to Indian schools.

The differences (a) and (b) are due to (i) the fact that the communities to which "the European Code" applies are scattered and their education has to be concentrated in a few centres and (ii) the differences in modes of living.

4. I have discussed with the Inspector of Schools the probable effect of replacing the present system of fixed grants by one of teaching grants as in Indian Secondary Schools. (According to the revised code, the teaching grant system will apply to all European schools — primary, middle and ~~secondary~~ high). At present, the Inspector of European schools works out the fixed grants on a consideration of the expenditure incurred by the management and the resources at its disposal; and as he is personally acquainted with the circumstances of each institution, the total grant available is distributed, on an equitable basis — the test adopted being the amount required to enable the management to keep the institution going in an efficient condition. The proposal is to introduce for this elastic system the more or less rigid basis of 50 per cent of the net cost. This basis is by no means an ideal one and there is a strong feeling that its operation is uneven and inequitable in the case of Indian schools. The most important complaint against it is that it penalises managements which build up endowments or special funds. The income from these is regarded as an item of receipts and the teaching grant is pro tanto reduced. In Indian schools, "endowments" yield only 15 per cent of the total expenditure, while European schools derive from "endowments" nearly 40 per cent of their total expenditure. These latter schools will therefore be affected more than Indian schools.

5. Mr. Thompson has worked out a statement for me showing "the fixed grants" and the "teaching grants" side by side for all European schools. An examination of the statement shows the following : --

(a) The aggregate grants earned under the "fixed" grant " and "teaching grant" systems are almost the same, about Rs. 3 lakhs a year.

(b) Generally speaking under the proposed system "Boys' High Schools " and "Boys' Middle Schools" will earn much less than at present — nearly Rs. 1 lakh as against Rs. 1.44 lakhs. These, it will be noted, are the most important institutions from the point of view of European education.

(c) Girls' High and Middle schools will not, generally speaking, be affected to the same extent; the latter — middle schools — will be better off.

(d) Primary schools will earn better grants: the increased grants will, however, be earned mainly by the schools maintained by railway companies, for the children of their employees. These latter -- schools will continue to be maintained, whether -- grants are paid or not. Individual schools will be very hit hard, and these happen to be just the institutions which are most important from the point of view of the education of the community — Bishop Corrie's (will get Rs. 6,073 as against Rs. 13,250), Doveton's (will get Rs. 5,480 against Rs. 11,100), Stanes' -- Coimbatore (Rs. 6950 as against Rs. 10,000) and the civil orphan Asylums (Rs. 7,080 as against 11,459) etc. Mr. Thompson thinks that the effects of a reduction would be seriously felt by these institutions.

6. I do not know what importance (from the political point of view) the H.M. attaches to securing an appearance of similarity between the provisions, of the two Codes. Real identity in systems of grants is impracticable as the conditions are so widely different. Even from the political - point of view, the gain by the adoption of the revised code would be insignificant as the higher scale

21 2(8)

of boarding grants and the other special grants retained under the new code would still be attacked and we shall be less able to defend these, ~~if~~ after we accept the principle of identical codes for both classes of education. On the other hand, the substitution of a teaching grant for a fixed grant is not called for from the political point of view, as the aggregate of the grants made to all the European schools at present is approximately what it would be on the 50 per cent net cost basis: while the distribution under the proposed system would be deprived of the elasticity ~~of~~ for the present practice ~~system~~ possesses by virtue of the fact, that it is adjusted to the real needs of the managements by an Inspector who, dealing with a small number of schools, can acquire an intimate knowledge of the financial position of most managing bodies.

7. On the whole therefore I am inclined to doubt the advantage of assimilating the two systems of grants. If, however, this assimilation be considered a desirable measure of reform, I would suggest the recasting of article 144 of the revised code so as to lay down

(i) that the aggregate of the grants to all schools -i.e. the provision made in the budget, under teaching grants - should be what is admissible on the basis of of 50 per cent of the net cost.

(ii) that, in the distribution of the grants, the Director would be guided as at present by such considerations, as the net cost, the resources available to the management etc, and not by a rigid rule of 50 p.c. of the net cost.

8. After orders are passed on this the relevant portions of the codes (those relating to grants) will be scrutinised.
I have already scrutinised the rest of the revised code.

V.T.K
28.9

C4

C.S.I
Ci 25/F

2(8) (16) 22 18

I have made one or two remarks passim on minor points in the Sectional Notes. In addition to these points I might add that I do not understand why a pupil of a recognized school within one year of the date of the examination should be debarred admission as a private candidate. There may be reasons, but at Home it is quite common for a student to be placed under private tuition some time before an examination. Again, I do not understand the statement on page 207. Under income we have school fees at sanctioned rates and under Government grants fee remission. Are fee remissions accounted for under school fees due at sanctioned rates?

Another point which I should like to discuss with the D.P.I. is the obligatory nature of a South Indian language. I quite agree that for a community the vast majority of whose members make their living in this country a knowledge of a vernacular is of great importance ; but the value of a South Indian language is entirely confined to this presidency, and I should like some assurance that the selection of a language is made with full regard to its practical utility and not simply as a result of this formula. There is a great deal of sound sense in the remarks of the Education Secretary regarding grants. Only a certain amount of money is available, and any rigid rule of allocation is likely to give rise to serious difficulties. The 50 per cent rule would apparently greatly alter the incidence of present grants and I am unable to see what corresponding benefit is to be derived. I should be glad, in the first place, to consider certain questions with the D.P.I. and the Secretary, the question of grants and those referred to in para 4 of the D.P.I's letter on page 2 of the Current File. In this connection, I should be glad if Secretary will have a sketch or a statement prepared showing the following particulars:-

1. In the first place, I should like to see the Presi-

dency

(x) [Please see Hy. 16, 21, 46, 50, 56, 57, 58, 73, 100 and 142]

(1) Article 82 of revised code.

(2)

(3) Note (iii) under Article 14.

x (Art. 144 since amended by H.M. as shown on p. 143 of Secretary's notes infra)

(2) (h)

divided into areas somewhat on the following lines:-

Ganjam & Vizag.
Kistna and the two Godaveris.
Guntur and Nellore.
The Ceded districts.
Chittoor and North Arcot.
Salem and Coimbatore.
Malabar and South Kanara.
South Arcot, Tanjore and Trichinopoly.
Madura, Ramnad and Tinnevelly.

For each of these groups, I should like to see district-war

(1) the European population.
(2) the number of European schools, differentiated as Primary, Middle & High and
(3) whether for boys or girls or mixed.

Also any special schools, whether Training schools for teachers or Technical schools.

I should like also to have separate figures on the same lines for the Nilgiris and for the Madras-Chingleput area. These figures are, I think, to a certain extent available in the papers connected with the survey which I return herewith. (Linked ✝)

N.B. I should like to have Railway schools also separately mentioned.

On a statement of thiskind --- if the Secretary thinks that a different territorial arrangement corresponds more accurately to the facts , I should be obliged if he will adopt one ---it will be possible to build up such further information as may be necessary in tackling the general question of European education.

Hett
12-10-25.

SECRETARY TO GOVERNMENT OF MADRAS
19 OCT. 1925
LAW DEPARTMENT

The statement required by H.M is put up below- Flag (31). I have ~~asked~~ ~~given~~ sent to D.P.I a memo of the points on which H. M. desires to consult him and asked him to be ready for a meeting

V.TK
17.10

Mr Grieve is ill
Can have now 2.30 for
Wednesday 11 a.m.
Please notify. Tett 19/10/25

C4

2(2)

Mr. Grieve say that Tuesday 2.30 P.M 19
will suit him better than Wednesday 11.a.m
May tomorrow 2.30 PM be fixed?

V.TK
19.10

C4

yes please.
Tett.
19/10/25.

SECRETARY TO GOVERNMENT OF MADRAS
19 OCT. 1925
LAW DEPARTMENT

A copy of the Revised code as altered has been sent to the Press and revised proof called for. In the meanwhile, the file may be submitted to C4 as directed.

(by H.M. C4 when Sec.M. and D.P.I were present)

(For file re Anglo-Indian unemployment is linked below) cvv
26.10.25

V.TK
26.10.

C4

20

Law[Edn]

(18)

Revised code of Regulations for European schools.

pp.4-7 CF [C.306B] From the D.P.I, R.O.C. No. 110 E/25 dt 4.2.26.

—

Attention is invited to the copy of H.M (C4)'s D.O. to the D.P.I. at flag (V) – especially the last paragraph thereof. The file regarding Anglo-Indian unemployment and a proof copy of the revised code were sent to the D.P.I. along with the D.O. The papers have not yet been received back from the D.P.I. The questions were some time back discussed by C4 with the D.P.I.

The file may be submitted to C4 for orders whether the papers may be awaited from the D.P.I. or whether he should be reminded. The amendments to the revised code now recommended by the D.P.I. may be embodied in the code after the papers are received back from the

pp.4-7 CF

CVV
8.2.26

C4 8/2. S V.T.K 8/2

I do not think that the book need be held up for the long questions remitted by D.P.S. Has Ly any remarks on these proposals? ZH 8/2/56

A copy of the revised code, as accepted by Govt., is at flag (A). The D.P.S. now proposes certain modifications in chapter IV of the code relating to 'scholarships'. The pages of the sectional notes on the Articles in this chapter have been released and are placed below. Further sectional notes have now been added with reference to the further amendments suggested by the Director (Articles 82, 84, 85 and 87). pp. 2, 5, 7 & 10 of below. V.T.K 10/2

2. Orders are also requested whether the revised code as altered with reference to the further notes may be finally approved. I think so V.T.K 10/2

CVR 9.2.56

9 FEB 1956

9/2 V.T.K. 10.2

pp. 4-7 ⊗ pp. 12-13 of (A)

(2) 22 as to the Agricultural Scholarships

I accept the proposal but consider that the first consideration should be whether there is sufficient 'merit' to justify special steps being taken, if necessary, to secure students passing on to a higher stage. That being determined, eligibility for a scholarship will depend upon financial circumstances.

The whole phraseology of Rule 83 is confusing. I cannot understand why a scholarship held in a Middle School should be called a Primary Scholarship. Our scheme of education is Primary, 4 years Middle 3 years and High (3) years. We give no scholarships in the primary stage, but we do in the middle, high and collegiate stages. It seemed to me that our scholarship should be for a Middle school, High School and Collegiate ~~school~~; Middle school scholarships being tenable for 3 years, High school for (3) years and Collegiate for such period as is determined by the Director to be necessary for the course of study for which he has sanctioned the scholarship. If technical scholarships ~~is~~ are required for a separate period, then our classification would be Middle, High, Collegiate and Technical, the term in each case being determined by the period over which the normal course extends.

As regards the value of the scholarships, it seems to me that they should be differentiated according as the payment of fees is sufficient or some additional assistance is required. I would prefer to retain greater discretion in the hands of the Director in this respect than the present rules allow. It does not affect the total amount available for distribution of these scholarships. I am prepared to accept the proposal that a scholarship

P.T.O.

in a High school should not be held beyond the age of 19 regulated with reference to 31st December as representing the age by which any boy if he is worthy of scholastic standard should be fit to proceed to a Degree course; but in that case, the age in respect of Middle school scholarships should be 16. It is unnecessary to fix the lower age because accidents such as the death of a parent may determine the date from which a scholarship should be given rather than the date on which a student normally enters a Middle school. However, as scholarships could be given for the whole 3 years of a Middle school course, should not the upper limit be fixed at 13 with reference to each limit for other scholarships?

Will Secretary kindly reconsider and, if necessary, consult the D.P.I?.

Zeb

11-2-26.

GOVERNMENT OF INDIA
12 FEB 1926
LAW DEPARTMENT

With reference to portion marked A on p.5 ante, it is respectfully submitted that the High school course comprises only 2 years - as against Primary-4 years and Middle-3 years.

The D.P.I. may be requested to offer his remarks on the points mentioned in C.'s note. Draft U.O. note submitted.

CVV.
12.2.26

18/2 V.T. 15/2

[Cr. 306B]

Law (Education) Department.

U.O. NOTE

Revised Code of Regulations for European Scho
--Correspondence ending with the D.P.I's. letter No. E/25, dated 4th February 1926--

A proof copy of the Revised Code of Regulatio for European Schools is placed below. The following remarks are called for on certain of the Articles contained in chapter IV of the Code, relating to scholars

(1) Article 82 --The revised proposal made by t D.P.I. as regards the object of scholarships may be ac -ted. But it would seem that the first consideration should be whether there is sufficient 'merit' to justi special steps being taken, if necessary, to secure stu dents passing on to a higher stage. That being deter- mined, elligibility for scholarships will depend upo financial circumstances.

(2) Article 83--It is not clear why a scholarsh held in a middle school should be called a primary scho larship. The scheme of education in European Schools is primary-four years, middle-three years and high-two years. No scholarships are given in the primary stage but they are given in the middle, high and collegiate stages. It seems that the scholarships should be for middle school, high school and collegiate; middle scho scholarships being tenable for three years, high school for two years and collegiate for such period as is dete mined by the Director to be necessary for the course of study for which he has sanctioned the scholarship. I technical scholarships are required for a separate peri then the classification would be middle, high, collegia and technical, the term in each case being determined by the period over which the normal course extends.

As regards the value of the scholarships, it seems that they should be differentiated according as the pay- ment of fees is sufficient or some additional assistanc

required. It would be preferable to retain greater discretion in the hands of the Director in this respect than the present rules allow. It does not affect the total amount available for distribution of these scholarships.

(3) Article 84--The Government are prepared to accept the proposal that a scholarship in a high school should not be held beyond the age of 19 regulated with reference to 31st December, as representing the age by which any boy, if he is worthy of assitance, should be fit to proceed to a degree course. But in that case the maximum age limit in respect of middle school scholarships should (and not 16 as now proposed by the D.P.I.) be 17. It is unnecessary to fix the ~~lower age~~ because initial age limit for middle school scholarships because accidents, such as the death of a parent, may determine the dates from which a scholarship should be given rather than the dates on ~~which~~ a students normally enters a middle school.

2. The D.P.I. may be requested u.o. to offer his remarks on the above points and, if necessary, to suggest suitable alterations to the Articles in question.

cur

D.P.I u.o (with y.o proof copy at 'A' to be ret'd with reply)

Edn no 306B-1 15.2.26

U.O.Reply No. 110 E/25 d) 31.3.26

Article 82. The words 'in their award merit will be a necessary qualification' may be added to the revised Article 82.

2. Article 83. I support the suggestion that the terminology be changed from primary, middle and high to middle, high and collegiate. There does not however appear to be much necessity for a separate head 'Technical'. The scope of the 'high' scholarships (proposed now to be termed collegiate scholarships) is clearly set out in this Chapter, the term high including technical.

(*) A on p. 11 of

3. I do not consider that any change is required in the value of the scholarships. The present practice is to give a higher valued scholarship to a pupil obtaining a first class in his examination. There is not be very much difference in the value, and a pupil attending a more expensive school will have a greater need than one who is attending a less expensive school. This differentiation in need is amply met in the difference in the value of the scholarship. The Inspector of European Schools has naturally to investigate each case.

4. Article 84. It does not strictly follow that if limiting collegiate scholarship age is 19 then the limiting high school age should be 17. No boy worth considering as fit for a scholarship should ordinarily enter the 8th standard after 16 years of age. It may happen however that a boy matures late or adverse circumstances may have prevented him completing his high school education before he attains 19 years of age. A disqualification at this stage would be a much more serious affair than disqualification at the beginning of the high school section. The Inspector of European schools therefore proposes that some latitude should be

Edn 9 of 13/1426

should be given during the final years of a boy in his high school course. I accept his view.

5. A draft of the alterations required in Articles 82 to 87 is put up. These are to be substituted for the Articles mentioned in my letter dated 4th February 1926.

31.3.26

Law(Edn)

The file may be resubmitted to C4 with reference to this note on pp. 5-6 ante.

CW
2.4.26

9/4

The redraft may be approved

V.T.K.
8/4

C4. as amended.
Zell
9/4/26.

A copy of (the revised) articles 82-87, as approved by C4, has been substituted for the original articles in the code at flag (A).

The revised code may now be issued. A draft order is submitted please bring

CW
9.4.26

As orally directed by Sec^y, a revised draft is subm^d

CW
10.4.26

10/4

V.T.K.
11/4

C4

23/11/25

Draft of the alterations required in articles 82- 87 of the revised Code of Regulations for European Schools.

Article 82.

Scholarships are of 4 grades:-

(1) Middle (3) Collegiate
(2) High (4) Final

They are intended to enable poor deserving intelligent pupils to proceed with their education In their award merit will be a necessary qualification.

Article 83. The rates and duration of scholarships are as follows:-

Middle not less than Rs.6 nor more than Rs.8/- per mensem for three years. High not less than Rs.10 nor more than Rs.12 per mensem for 2 or more years.

Collegiate not less than Rs.15 nor more than Rs.20 per mensem for 2 or more years.

Final not less than Rs.20 nor more than Rs.30/ per mensem for 2 or more years.

Middle scholarships are tenable for 3 years in the middle school standards. High scholarships are tenable for 2 years in High School standards or for a recognised course of study not exceeding five years in a technical or professional institution. Collegiate scholarships are tenable by students proceeding to the University in the Intermediate classes or by students pursuing a recognised course of study in any institution or institutions approved for this purpose by the Director and for such a period as he considers necessary. Final scholarships are tenable for 2 years or more in Colleges of the University of Madras by students reading for a diploma or for a degree.

12

34

Article.84.

Candidates for Middle scholarships must be under 14 years of age; for High scholarships under 16 years of age; for Collegiate scholarships under 19 years of age on the 31st December in the year of the Examination.

Article. 85.

The number and allotment of scholarships are as follows:—

	Boys.	Girls.	Total
Middle.	12	8	20
High	12	8	20
Collegiate	4	3	7
Final	3	3	6

It shall be competent to the Director on the recommendation of the Inspector to vary in any year the distribution of scholarships between boys and girls.

Article 86.

Middle, High and Collegiate scholarships are awarded by the Inspector; Final by the Director.

Article 87.

Middle scholarships are awarded on the results of the schools' promotion examination from standard IV; High, on the results of the middle school examination; Collegiate, on the results of the High School Examination; Final, on the results of the Intermediate examination of the University of Madras.

Awards will be made on consideration of merit and need, but scholarships will only be awarded to pupils who without the scholarships would be unable to continue their education.

seems unnecessary — G. note on p. 10 at bottom.

Notifications are published each year in the Fort.St.George Gazette inviting applications and giving more detailed information.

Registers and acquittance rolls for scholarship holders are to be maintained as prescribed (Appendices 13 and 14)

Articles 88 and 89 of the draft code require no change.

(b)—25,000—25-11-25. (6)

	Date.	Initials.
Received for Fair- ing.		
Copied ..		
Examined ..		
Signed ..	30/12/4	
Despatched ..		

35

26

Law (Ed.) DEPARTMENT.

European schools - code of Regulations for - Revised.

GAIN G.O. No. ....., dated ..... 192 .

" " " ..... " ..... 192 .

ALSO:—

No. ..... From the I D. P. I. R.O.C., No. 1105/25 dated 31-7-1925.

" ..... " " II do. " .. " 4-2-1926.

" ..... " " ..... " " ..... 192 .

ORDER.

mis.

No. 606, dated 12. 4. 1926.

(A)

The revised draft of the Code of Regulations for European Schools and the appendices thereto, submitted by the D.P.I. with his letters read above, are approved by Govt. subject to modifications in certain respects.

2. The S.P.I. is requested to make arrangements to print the code and appendices in book form and to supply copies thereof in accordance with

with the standing distribution list.

~~appearance in the vol and consolidated,~~

~~by the printers.~~

cw
10.4.26

V.TK
10.4

To

The D.P.I. (2 cys)
" S.G.P. (with revised code).

DESPATCHED
cw 15 APR1926

C.F. 304—1,88,108.—28-9-24.

OFFICE OF THE

Dated 192 .

Hours Minutes.

TELEPHONIC MESSAGE.

From D.P.I.

To Secy. Local Govt.

(below) Refce Go no. 606 Local Govt
of 12-4-26 approving the revised
list of Coding Regulations for
European Schools.

Kindly let me know
urgently whether the date of the Go
~~may be taken as the date from~~
which the new Code should be
to be in force. Information
is urgently req^d to work up the
for such Grants as the Govt may
of Scholarships in the
current year.

Local (2 cys)

The question of the date from which the new Code should come into force was not considered specifically in connection with the revision of the code. Submitted that the code may be considered to have come into force from the date of the Go approving it, i.e, 12th April 1926. The D.P.I. may be informed accordingly.

bcw
9.6.26

9/6

11 JUN 1926
IRISH FREE STATE
LAW DEPARTMENT

VII

T.M. Reply.

From the Secy, Law (Edn.) Dept.
To the D.P.I.

Refer your T.M. D/ 3-6-26 regarding date from which the new Code of Regulations for European Schools ~~[illegible]~~ comes into force.

The Code may be considered to have come into force from the date of the G.O. approving it ie.. 12th April 1926.

Issued
11.6.

Please see a query underlined in "red ink" say, and whether the word "(Copy as revised)" is to be printed at the top as in this page.

GOVERNMENT PRESS
19 JUN 1926
MADRAS

Government of Madras Not necessary

8/6
8/6.
26 H

CODE OF REGULATIONS

FOR

EUROPEAN SCHOOLS

MADRAS
PRINTED BY THE SUPERINTENDENT, GOVERNMENT PRESS

1926

REVISED CODE OF REGULATIONS FOR EUROPEAN SCHOOLS

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Approved. Please
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copy of each.

CODE OF REGULATIONS FOR

EUROPEAN SCHOOLS

MADRAS PRESIDENCY

CHAPTER I.—INTRODUCTION

1. The Code applies to recognized schools intended for the education of European children and institutions for training teachers for such schools. The schools are administered by the Department of Public Instruction, hereinafter called the Department.

2. The term "European" in this Code signifies any person of European descent pure or mixed, who retains European habits and modes of life, but the Local Government shall in all cases of doubt decide the proper interpretation of the term.

The term "Director" signifies the Director of Public Instruction.

The term "Inspector" signifies the Inspector of European Schools.

"Recognized school" means a school recognized under this Code.

"Headmaster" includes "Headmistress."

3. A list of recognized schools shall be kept by the Department and published from time to time in the *Fort St. George Gazette*. Any school seeking recognition must satisfy the Department that it is actually needed; that its financial stability is assured; that its governing body is properly constituted; that it provides a suitable curriculum; that due provision has been made for the instruction, health, recreation and discipline of the pupils; that the teachers are suitable as regards character, number and qualifications; and that the fees to be paid do not involve such competition with any other school as would be unfair and injurious to the interests of education.

4. Only recognized schools shall be eligible to present pupils for European School-Leaving Certificates or to receive Government scholarship-holders or to share in any other benefits of the Code.

5. The responsibility for the maintenance and control of every recognized school shall vest in a governing body, which shall be responsible for the fulfilment of all the conditions upon which recognition is granted. The governing body may hand over the management of a school to managers responsible to it; but such delegation will not divest it of ultimate responsibility to the Department. Managers must be approved by the Director.

The managers of a school, or in the absence of managers, the governing body shall appoint a Correspondent with the Department, who must in every case be approved by the Inspector.

In communicating with the Department, the Correspondent should invariably address the Inspector.

6. The Inspector may visit a recognized school at any time with or without notice, and all schools recognized or desirous of recognition shall be subject to such inspection as may be necessary in order to satisfy the Department as to the observance of the conditions laid down in the Code.

7. The interpretation of any Article in this Code shall rest with the Department.

8. The appendices to the Code shall have the same effect as the Articles of the Code and shall be treated as part of the Code.

CHAPTER II.—REGULATIONS FOR SCHOOLS FOR GENERAL EDUCATION.

9. All recognized schools shall be graded by the Department as Primary, Middle or High.

A Primary school is one which teaches up to Standard IV inclusive.

A Middle school is one which teaches up to Standard VII inclusive.

A High school is one which teaches up to the standard of the High School Examination.

10. In fixing the grade of a school the Department will take into consideration—

(*a*) the standard up to which there is a real and likely to be a permanent demand for instruction in the school;

(*b*) the competence of the school staff to teach up to that standard and its sufficiency for the number of classes in the school.

11. Pupils shall be arranged in sections as follows:—

In any school the pupils below Standard I shall form the Infant section of that School. Pupils reading in Standards I to IV shall form the Primary section. Pupils reading in Standards V to VII shall form the Middle section. Pupils reading beyond Standard VII for the High School Examination or such other examinations as may be specially recognized for this purpose by the Department shall form the High section.

12. Schools graded as Primary shall be entitled to teach pupils in the Infant and Primary section. Schools graded as Middle shall be entitled to teach pupils in the Infant, Primary and Middle sections. Schools graded as High shall be entitled to teach pupils in the Infant, Primary, Middle and High sections.

NOTE.—High and Middle schools need not necessarily contain all standards from the lowest.

13. If the circumstances of a school change, its grade may be altered by the Department.

CONDITIONS OF RECOGNITION.

14. The recognition of schools shall vest in the Director who shall, before according recognition, satisfy himself as to the following:—

(*a*) The organization and development of the school by approved methods and on approved lines.

(*b*) The educational needs of the locality.

(*c*) The financial stability of the school.

(*d*) The constitution of the governing body and the managers.

(*e*) The scale of fees charged.

(*f*) The suitability of the accommodation.

(*g*) The sanitary condition of the school.

(*h*) The adequacy of the equipment of the school.

(*i*) In the case of boarding schools that proper accommodation is provided and suitable arrangements are made for boarders.

NOTE.—Schools will be recognized definitely as day schools or boarding schools.

Schools recognized as boarding schools may receive day pupils.

(*i*) That provision has been made for the instruction, health, recreation and discipline of the pupils.

(*k*) That the staff is sufficient, suitable and qualified under the rules.

(*l*) That the courses of study are conducted in accordance with a curriculum and time table, approved by the Inspector.

Note.—(i) Rooms used for teaching purposes should provide 11 square feet per pupil where only one class is taught and 15 square feet per pupil where more classes than one are taught in the same room, the calculation being made for the number of pupils taught in it.

(ii) The sleeping space alloted to each boarder must be declared by competent medical authority to be sufficient for the purpose of health. Endeavours should be made to secure a provision for each child under 12, of not less than 40 superficial feet and 400 cubic feet, and for each child above 12, of not less than 48 superficial feet and 480 cubic feet. When a boarding school is erected with the aid of a building grant, the internal space provided for each boarder must be in accordance with these measurements.

(iii) The curriculum must include one of the South Indian languages or Urdu.

15. Application for recognition shall be made in the prescribed form (Appendix 1), and shall be accompanied by the prescribed sanitary certificate (Appendix 2), a plan of the school and boarding houses (if any) showing how the rooms are allocated, and a site plan of the school compound showing all buildings contained therein and adjacent roads and compounds.

16. Every recognized school shall comply with the following requirements:—

(*a*) Any change of managers or governing body or any change in the constitution of the governing body shall be at once reported to the Department. Changes of correspondents must be reported at once to the Inspector for his approval.

(*b*) All returns called for by the Department shall be duly made.

(*c*) The admission, daily attendance and withdrawal of pupils shall be entered by or under the supervision of the Headmaster.

(*d*) Accounts of income and expenditure shall be kept by the managers in a form prescribed by the Department, regularly audited by a competent person not in any way connected with the school, and submitted to the Department annually.

NOTE.—The condition as to audit by an independent person or audit at all need not be insisted on in the case of a small school or schools in out-of-the-way places.

17. A recognized school shall not, without the previous sanction of the Director, open a standard or standards either higher or lower than those for which the school has been recognized. When such standards are opened with proper sanction, a formal application for recognition shall be made within six months from the date of opening them and, if recognition is not accorded, the standards shall be closed at the end of the term in which the refusal of recognition is communicated. The Articles relating to admission and withdrawal, discipline and registers shall be observed with respect to such probationary standards.

Similarly a recognized school shall not without the previous permission of the Director abolish any standard to which recognition has been granted. If for any reason managers wish to close any standards, they shall address the Director for permission, giving full reasons for their request.

WITHDRAWAL AND RENEWAL OF RECOGNITION.

18. When a school or any of its classes has ceased to fulfil the conditions of recognition, or when the educational needs of the locality no longer require its existence, the Director shall withdraw the privilege of recognition from the school or class.

19. A school or class, from which the privilege of recognition has been withdrawn owing to its having ceased to fulfil the conditions of recognition, shall not be restored to that privilege, until it has been certified by the Inspector that the defects which led to the withdrawal of recognition have been remedied and that in all other respects the school or class fulfils the prescribed conditions.

20. If a recognized school ceases to exist or is transferred to a different locality or different governing body, its recognition lapses and for the purpose of future recognition it shall be treated as a new school.

21. Should a recognized school cease to be efficient the governing body shall be warned of the fact, and the grounds on which it is considered to be inefficient fully stated. A reasonable time, to be determined by the Department, shall then be allowed for improvement after the lapse of which recognition will be withdrawn should the school be still inefficient.

RELIGIOUS INSTRUCTION.

22. (*a*) It shall not be required as a condition of any child being admitted into or continuing in a school that he shall attend or abstain from attending any Sunday school or

any place of religious worship; or that he shall attend any religious observance or any instruction in religious subjects in the school or elsewhere, from which observance or instruction he may be withdrawn by his parent; or that he shall, if withdrawn by his parent, attend the school on any day exclusively set apart for religious observance by the religious body to which his parent belongs.

(*b*) The time or times during which any religious observance is practised or instruction in religious subjects is given, at any meeting of the school, shall be either at the beginning or at the end or at the beginning and the end of such meeting, and shall be inserted in a time table to be kept permanently and conspicuously hung up in every school room; and any day-pupil may be withdrawn by his parent from such observance or instruction without forfeiting any of the other benefits of the school.

(*c*) The school shall be open at all times and in all its departments to the Inspector, but it shall be no part of his duties to enquire into any instruction in religious subjects given at such school or to examine any pupil therein in religious knowledge or in any religious subject or book.

Teachers' Certificates.

23. The head of a High School should ordinarily be a Collegiate certificated teacher; of a Middle School a High grade certificated teacher; and of a Primary School a Middle grade certificated teacher.

24. Teachers in the High section should ordinarily hold High grade certificates; in the Middle section Middle grade certificates; in the Primary section Primary grade certificates; and in the Infant section Kindergarten certificates.

25. Teachers teaching special subjects, such as Drawing, Physical Training and Domestic Science, should hold departmental or technical teachers' certificates in these subjects.

Certificates accepted as equivalent to Teachers' Certificates.

26. All European members of the Society of Jesus, and all European members of St. Joseph's Society, Mill Hill, London, and of the Society of Foreign Missions, Paris, who are certified by the Superior General or the Vicar-General of the Society to have completed the course of studies prescribed for them, may be ranked as if they held collegiate trained teachers' certificates. The cases of members of other Societies will be dealt with as occasion arises.

27. The Director will determine what other degrees, diplomas or certificates shall be accepted as equivalent to a teachers' certificate for the purpose of these Articles and the grade to which they will be accepted as equivalent.

Qualifications of the staff.

28. The character of the certificate which should be held by the teachers is governed by Articles 23 to 25, but recognition may be withheld or withdrawn unless the individual teachers fully satisfy the Department as to their capability to teach the several subjects allotted to them and the staff as a whole is considered suitable.

Reservation of Right regarding Employment of Teachers.

29. It shall be competent to the Director to forbid the employment in recognized schools of any teacher whose certificate has been withdrawn after due enquiry or who after due enquiry has been considered by him unfit to be a teacher.

Proportion of Teachers to Pupils.

30. The staff will ordinarily be regarded as insufficient if any teacher is required to instruct more than 30 pupils or more than two classes at one and the same time.

Site and Accommodation.

31. No school shall be recognized which is held in a building or buildings of which the site and accommodation have not been approved by the Director. When it is proposed to add to the accommodation, a plan of the proposed additional building must be submitted for the approval of the same authority.

32. The plan of a school building and of any additions to such building shall give full information regarding the superficial and cubical space of each room. It shall also show the exact positions of doors, windows, stairs, etc., and shall be certified correct by the person who has prepared it. The plan of an existing building submitted for purposes of recognition shall also be accompanied by a certificate from the person who has prepared it to the effect that the building is in a state of good repair.

33. The plan may be prepared by any competent person. Managers who desire the services of an officer of the Public Works Department shall apply to the Executive Engineer of the Division (Appendix 3).

34. Buildings for High and Middle schools will ordinarily be expected to meet the pedagogic, sanitary and hygienic requirements given in Appendix 4.

Sanitary Inspection.

35. Every school building shall be maintained in substantial repair and in a clean condition. It shall be subject to inspection by the Inspector and such officers of the Medical, Health and Engineering departments as the Department may direct.

36. A sanitary certificate (Appendix 2) signed by the undermentioned officers shall be produced before recognition is accorded and on any subsequent occasion, if called for: –

In the Presidency Town.—(1) Director of Public Health, (2) Assistant Directors of Public Health, or (3) Health Officer of the Corporation.

In the Mufassal Municipalities having Health Officers.—Municipal Health Officers.

In the Municipalities where there are no Health Officers and in the rural areas of the Nilgiris district.—District Medical Officer or, if satisfactory reasons are given, by a subordinate Medical Officer.

In the rural areas of all districts excepting the Nilgiris.—District Health Officers or, if satisfactory reasons are given, by a Health Inspector.

Overcrowding of Class-rooms.

37. No class-rooms, laboratory or workshop shall be permanently used as such by a larger number of pupils than the Inspector or the Health Officer has declared it sufficient to accommodate. The dimensions of each room shall be clearly indicated on one of its walls.

Latrines.

38. Every school shall be provided with suitable latrines and urinals.

Protection from Smallpox.

39. The presence of pupils unprotected from smallpox may be regarded as a sufficient cause for withdrawal of recognition.

Furniture.

40. Every school shall be provided with the furniture, apparatus and appliances declared by the Inspector to be necessary for the subjects and the standard of instruction up to which it teaches.

Library.

41. Every school shall be provided with a library of suitable books.

Text Books.

42. Government reserve to themselves the right to forbid or prescribe the use of any book or books in a recognized school.

Courses of Instruction.

43. The second language taught in all recognized schools must be one of the South Indian languages or Urdu.

44. The Inspector may require the discontinuance of any subject in the school curriculum if he is satisfied that the staff is incompetent to teach it or that adequate provision is not made for its proper treatment.

45. He may also require the addition to the school's curriculum of such subjects as in his opinion ought to be included and the provision of adequate equipment and properly qualified teachers.

Examinations.

46. Written examinations should be held at least once a term to test the progress of the pupils. The result of the examinations should be recorded in a book kept for the purpose.

Public Examinations.

47. Pupils may be prepared for the High and the Middle School Examinations, but no school shall be allowed to prepare pupils for any other examinations without the express sanction of the Inspector, who must be satisfied that such preparation does not involve any substantial departure from the curriculum approved for the school and does not impair the efficiency of the instruction given to pupils who are not being prepared for the examination.

Promotions.

48. Promotions will be made annually by the Headmaster subject to the general approval of the Inspector.

49. Except with the sanction of the Inspector, no pupil shall be promoted into any class other than the class next higher nor receive double promotion in any one year.

50. Undue laxity in making promotions will, if it continues after due warning, be considered sufficient reason for withdrawing recognition from the school or from any of its standards.

51. It shall be permissible for a pupil in any class to read any particular subject or subjects along with the pupils of any higher class at the discretion of the Headmaster, but for all other purposes of these Articles he shall be considered as belonging to the lowest class in which he is reading.

52. The Headmaster shall, on the first working day of the year, i.e., the day on which promotions are made and classes formed, put up in some conspicuous place in the school a statement showing the distribution of pupils into classes for the new school year. This statement shall be signed and dated by the Headmaster and shall be considered final. No alterations shall be allowed in it except for the purpose of correcting mistakes. It shall remain on view for a fortnight during school hours and, when taken down at the end of that time, it shall be filed in the records of the school.

Admissions and Withdrawals of Pupils.

53. Applications for admission shall be made in the prescribed form (Appendix 5).

54. Before any pupil is admitted, the parent or guardian shall be supplied with a copy of the school rules, clearly stating the fees which he will be called upon to pay while the pupil remains in the school and the rules governing a pupil's withdrawal.

The copy thus supplied shall be signed by the Head of the school on behalf of the managers. A similar copy, signed by the parent or guardian, should be preserved in the school.

55. The fee rules should state clearly the dates on which fees become due, the periods for which they are due and the penalties for late payment. Fees may be levied for the month or the term, and may be payable in a lump sum or by instalments at the option of the managers.

56. No recognized school shall admit a pupil without a transfer certificate (Appendix 6) from the last recognized school which he attended; and in no case shall a pupil be permitted to attend a class pending formal admission.

57. Application for a transfer certificate shall be made in writing to the Headmaster by the parent or guardian of the pupil.

The certificate must be either granted or refused on the date on which the application is received. The only ground on which it may be refused is the non-payment of fees due.

Refusals must be given in writing, must state the amount and nature of fees due and must be signed by the Headmaster.

Note.—Fees will be considered as due only in accordance with the fee regulations of the school. If schools have allowed fees to fall into arrears in excess of this, the excess cannot be claimed for purposes of this Article.

58. Transfer certificates to be valid shall be in the authorized form and shall be numbered serially and counterfoils maintained.

59. Applications for a duplicate must be made to the Inspector. Should he authorize the issue of the certificate, a fee of Re. 1 shall be paid to the school for it.

60. When an application for a transfer certificate is made after lapse of more than one year from the date on which the pupil left the school, the Headmaster may charge for the certificate a fee at the rate of one rupee for each year that has so elapsed.

61. If admission has been secured for a pupil by means of a false certificate or false representation of any kind, he shall be summarily dismissed with forfeiture of whatever fees he may have paid.

62 In the event of a pupil's being dismissed under Article 61 or expelled on account of grave misconduct under Article 73 the Headmaster shall record his reasons for the dismissal or expulsion, and report the fact at once to the parent or guardian of the pupil, and within seven days to the Inspector. A pupil thus dismissed or expelled from one school shall not be admitted into any recognized school within a period to be determined by the Director on the Inspector's recommendation.

63. When a pupil is dismissed or expelled under Article 61 or 73, the Headmaster shall not grant a transfer certificate until the expiration of the period for which the Director has debarred the pupil from admission into a recognized school. After that period has expired the transfer certificate shall be granted subject to the above rules, but in such cases the Headmaster shall endorse it with the words "dismissed for false representation" or "expelled for misconduct" as the case may be.

64. When a pupil is admitted on a transfer certificate, he shall not be placed in any class higher than that for which the certificate shows him to be qualified, nor shall he be promoted before the end of the school year without the previous sanction of the Inspector.

65. If a pupil admitted has not previously attended a recognized school, he shall be placed in the class for which he is found fit.

66. All transfer certificates received must be endorsed with the pupil's admission number and filed, and submitted to the Inspector at his visits. These certificates shall be numbered serially, and the serial number of each certificate shall be entered against the pupil's name in the appropriate column in the Admission Register.

67. All questions arising between one school and another respecting the enforcement of these Articles shall be referred to the Inspector, whose decision shall be final.

68. Wilful transgression of any of the foregoing Articles will render an aided school liable to the suspension, reduction or withdrawal of grant; to forfeiture of the right to prepare pupils for School Leaving-Certificates and of the right to scholarships; and in the case of a recognized unaided school, to the loss of recognition and attendant privileges.

Fees.

69. In each recognized school fees shall be charged at such rates as may be sanctioned by the Inspector. The rates will be fixed with reference to the grade and any special circumstances affecting the school or its pupils. Fees for non-Europeans shall ordinarily be the same as for Europeans but the management, in special circumstances, with the specific sanction of the Inspector in each case, may charge higher fees for non-Europeans.

70. Managers will be allowed to grant fee concessions and scholarships in accordance with schemes approved by the Inspector up to 10 per cent of the total fees due. Any concession in excess of this 10 per cent they make will be excluded in assessing the teaching grant-in-aid.

Punishment.

71. Corporal punishment shall not be inflicted in schools, except in cases of moral delinquency, such as, deliberate lying, obscenity of word or act, or flagrant insubordination. It shall be limited to six cuts on the hand, and shall be given only by the Headmaster or under the supervision of the Headmaster. Corporal punishment should not be inflicted in any recognized school on boys of the IX standard.

72. The Headmaster shall record in a register (Appendix 7) every case in which corporal punishment has been inflicted, specifying the name, class and age of the pupil, the date and nature of the offence, and the amount of punishment.

73. Gross cases of immorality or insubordination shall be punished by expulsion. (Vide Article 63.)

Registers and Records.

74. Every school shall keep in the prescribed form and submit to the Inspector when required the following:—

(1) A register of admissions and withdrawals (Appendix 8).
(2) A register of attendance of pupils (Appendix 9).
(3) A fee register (Appendix 10).
(4) Counterfoils of transfer certificates issued.
(5) A time-table.
(6) A marks register (Article 46).
(7) A register of attendance of masters (Appendix 11).
(8) An acquittance roll (Appendix 12).
(9) A log book.
(10) Library registers.
(11) A register of scholarships (Appendix 13).
(12) An acquittance roll of scholarships (Appendix 14).
(13) A cash book showing all receipts and expenditure.
(14) A register of equipment purchased with the aid of Government grant (Appendix 15).
(15) A register of boarders under Article 156 (Appendix 38).
(16) A register of boarders under Article 159 (Appendix 41).
(17) A register of pupils receiving free meals and clothing (Appendix 43).
(18) A register of pupils receiving fee remissions grant (Appendix 44)
(19) A complete syllabus of each subject in the school's curriculum.
(20) A corporal punishment register (Appendix 7).

The latest edition of the Code of Regulations for European Schools (with corrections, if any) and a portfolio of correspondence shall be kept in every school.

Note.—The log book shall be kept by the Headmaster, who shall enter in it from time to time such events as the introduction of new books, apparatus, or courses of instruction, the visits of managers, absence, illness, or failure of duty on the part of any of the staff, or any special circumstances affecting the school that may, for the sake of future reference or for any other reason, deserve to be recorded.

No reflections or opinions of a general character shall be entered in the log book. A visitors' book may also be kept, in which officials belonging to other departments and other visitors to the school may be invited to make remarks.

75. The only persons authorized to make entries in the log book are the Headmaster and the Inspector. The log book shall be kept in the custody of the Headmaster, but shall be open at all times to the inspection of the managers. No entry once made in the log book may be removed, nor may it be altered otherwise than by a subsequent entry.

76 At the commencement of each school year, the name of every teacher who is to form part of the school staff for the year and the distribution of the work among the staff shall be entered in the log book, and the statement signed by the Headmaster. Any subsequent change in the staff or in the distribution of the work shall be recorded in the log book.

77. The Inspector shall be entitled to examine all school records at any time.

CHAPTER III.—EXAMINATIONS.

78. In accordance with the regulations for the award of *European School-Leaving Certificates* the High School Examination is held annually, and concurrently with this examination is held the Middle School Examination for the purpose of testing the attainments of scholars completing the Middle School course. The rules and regulations of both examinations are published separately.

79. The examinations are open (1) to pupils who have completed satisfactorily the prescribed courses of study and who in the case of the High School Examination are otherwise eligible under the Regulations for the award of School-Leaving Certificates, and (2) to *bona fide* private European candidates. Private candidates to be eligible must have studied privately under conditions approved by the Inspector, and can be admitted to the examination only on an order from the Inspector. No pupil of an unrecognized school and no one who has been a pupil of a recognized school within one year of the date of the examination will be admitted as a private candidate.

80. The marks gained at the public examination will be entered in each candidate's School-Leaving Certificate, the marks of the Middle School Examination being entered on page 22 of the certificate.

81. The Rules and Regulations for the award of European School-Leaving Certificates are published separately.

CHAPTER IV.—SCHOLARSHIPS.

82. Scholarships are of four grades—

1. Middle.	3. Collegiate.
2. High.	4. Final.

They are intended to enable poor but promising pupils, who would not otherwise be able to proceed with their education to do so. Their award will be confined to cases where, in the opinion of the awarding authority, capacity to benefit by a further course of instruction has been demonstrated.

83. The rates and duration of scholarships are as follows:—

Middle not less than Rs. 6 nor more than Rs. 8 per mensem for three years.

High not less than Rs. 10 nor more than Rs. 12 per mensem for two or more years.

Collegiate not less than Rs. 15 nor more than Rs. 20 per mensem for two or more years.

Final not less than Rs. 20 nor more than Rs. 30 per mensem for two or more years.

Middle scholarships are tenable for three years in the Middle School standards. High scholarships are tenable for two years in High School standards or for a recognized course of study not exceeding five years in a technical or professional institution. Collegiate scholarships are tenable by students proceeding to the University in the Intermediate classes or by students pursuing a recognized course of study in any institution or institutions approved for this purpose by the Director and for such a period as he considers necessary. Final scholarships are tenable for two years or more in Colleges of the University of Madras by students reading for a diploma or for a degree.

84. Candidates for Middle scholarships must be under 14 years of age, for High scholarships under 16 years of age, and for Collegiate scholarships under 19 years of age on the 31st December in the year of examination.

85. The normal number and allotment of scholarships are as follows:—

	Boys.	Girls.	Total.
Middle	12	8	20
High	12	8	20
Collegiate	4	3	7
Final	3	3	6

It shall however be competent to the Director on the recommendation of the Inspector to vary in any year the distribution of scholarships between boys and girls.

86. Middle, High and Collegiate scholarships are awarded by the Inspector; Final scholarships are awarded by the Director.

87. Middle scholarships are awarded on the results of the schools' promotion examination from Standards IV; High, on the results of the Middle School Examination; Collegiate, on the results of the High School Examination; Final, on the results of the Intermediate examination of the University of Madras.

Notifications are published each year in the *Fort St. George Gazette* inviting applications and giving more detailed information.

Registers and acquittance rolls for scholarship-holders are to be maintained as prescribed (Appendices 13 and 14).

88. A scholarship may be reduced or withdrawn in cases of misconduct, of continued absence, or of insufficient progress in studies.

89. A scholarship may be transferred from one school to another with the sanction of the Inspector.

CHAPTER V.—TRAINING SCHOOLS.

Recognition.

90. The recognition of Training Schools vests in the Director. In addition to the conditions of recognition contained in this Chapter the Director, before according recognition, shall satisfy himself that such of the conditions laid down in Article 14 as are applicable to Training Schools have been fulfilled.

Applications for recognition shall be submitted in the form prescribed (Appendix 16).

The Director may exempt a school requiring special consideration from satisfying any of the conditions laid down.

Object.

91. Training Schools are intended to afford theoretical instruction and practical training with a view to fitting men and women for the profession of teaching.

Classification.

92. Schools for the training of teachers shall be classified as follows:—

(i) High Grade Schools, in which the following classes of persons are trained for High Grade Teachers' Certificates:

(1) Persons who have passed the Intermediate or B.A. degree examination of the University of Madras or any other examination declared for this purpose to be equivalent thereto by the Director.

(2) Persons who have general educational qualifications accepted by the Inspector.

(ii) Middle Grade Schools, in which the following classes of persons are trained for Middle Grade Teachers' Certificates:

(1) Persons who have passed the Matriculation Examination, the High School Examination, the Cambridge or Oxford School Certificate Examination.

(2) Persons who hold completed European School-Leaving Certificates.

(3) Persons who have general educational qualifications accepted by the Inspector.

(iii) Primary Grade Schools, in which the following classes of persons are trained for Primary Grade Teachers' Certificates:

(1) Persons who have passed the Middle School Examination or the Junior Cambridge or Oxford Local Examination.

(2) Persons who have satisfactorily completed a course of instruction including at least Standard VII.

93. A school of a higher grade may include the grades below it, in which case the grades shall be designated "departments", and the school as a whole shall, as in schools for general education, be designated by the highest grade. A school shall be specifically recognized for the department it may contain.

94. Each Training School must have a practising school attached to it, which shall contain the standards necessary for the training of teachers of the grades it includes.

Controlling Authority.

95. The responsibility for the management and discipline of the school shall be vested in the manager recognized by the Department.

96. (i) The staff of a Training School shall depend upon (*a*) the grade of the school and (*b*) the number of departments it contains.

(ii) The following table shows the minimum qualifications of the staff :—

Post.	High grade school.	Middle grade school.	Primary grade school
Headmaster ...	Licentiate in Teaching.	High grade.	High grade.
Assistants ...	Do.	Do.	Middle grade.

Teachers of special subjects must possess qualifications accepted by the Department.

(iii) Holders of other than Madras degrees, diplomas and certificates will be held qualified to hold posts according to the value assigned for this purpose to such qualifications by the Director.

Apparatus and Appliances.

97. A Training School shall be provided with the necessary furniture and physical training apparatus and with the appliances, models, apparatus, and specimens needed for the courses prescribed. It shall also have a library containing among other books suitable books on the theory and practice of education, and a museum and, where possible, a garden.

Curricula.

98. The courses for the various grades will be laid down by the Director.

Period of Training.

99. The period of training for all grades shall be two years, i.e , four terms, except that, for Middle Grade candidates who have completed the old F.A. or the present Intermediate course of the University of Madras, the period of training shall be one year, i.e., two terms. The Inspector may extend the period of training in the case of students who owing to illness or other unavoidable cause of absence during their period of training require an extension, or in the case of students who, having failed in the written examination, are required by the Inspector to undergo further training, or to enable a student of any grade to undergo a special or an extended course of training.

Strength of Classes.

100. The number of students in any class shall not exceed twenty without the express sanction of the Inspector.

Admissions and Withdrawals.

101. The dates of admission shall be fixed by the controlling authority, provided that the period of training prescribed is not thereby curtailed. The withdrawal of stipendiaries is permitted only with the sanction of the Inspector.

Conditions of Admission.

102. (1) Every candidate for admission shall submit an application in the form prescribed (Appendix 17).

(2) His age shall not be less than 16 and must not exceed 25 years or, in the case of a candidate who has been employed as a teacher in a recognized school for not less than three years, 35 years.

The controlling authority may in very special circumstances admit a candidate whose age does not fall within these limits.

(3) He shall produce before admission the following certificates :—

(*a*) Certificate of Health : a certificate from a District Medical Officer or other medical officer accepted by the controlling authority, certifying that the candidate is physically fit to perform efficiently the duties of a teacher ;

(*b*) Certificate of Education: a certificate of general education as laid down in Article 92.

A candidate who does not possess the prescribed educational certificate may be admitted if the Inspector considers he has equivalent educational qualifications.

(*c*) A Certificate of Conduct: a certificate given by some responsible person acceptable to the controlling authority.

Selection of Candidates.

103. The selection of candidates for admission shall be left to the discretion of the controlling authority.

Selected candidates should ordinarily hold provisional appointments to which they will revert after training. In selecting candidates teaching experience should be taken into consideration and also the appointment which the applicant will take up after training, but applications from within the Madras Presidency should receive first consideration.

104. At a Government Training School the following term fees shall be paid by students coming from outside the Madras Presidency:—

	Rs.
High and Middle departments	50
Primary	20

These fees shall be remitted into the treasury to the credit of Government funds.

At aided institutions too these fees may be charged, provided that no fees are levied from students on whose behalf grants for stipends from Provincial funds are drawn.

Stipends and Stipendiary Grants.

105. Stipends from Provincial funds may be granted to students under training at the following rates:—

	Rs.
High grade students	30 a month
Middle grade students	20 ,,
Primary grade students	15 ,,

106. The maximum number of provincial stipendiaries that may be admitted in any year into the several departments of a Training School shall be limited to the funds provided.

Selection of Stipendiaries.

107. Stipends and stipendiary grants are sanctioned by the Inspector. An application in the prescribed form (Appendix 18), together with all the required certificates, should be submitted by the controlling authority as early as possible after the expiry of the fifty days' probationary period prescribed. Stipends are ordinarily drawn monthly for the previous month on the prescribed form (Appendix 19).

108. Ordinarily stipends are given only to candidates from the Madras Presidency.

Non-stipendiary Candidates.

109. Subject to the provisions of Article 100 the controlling authority may admit non-stipendiary students with or without fees.

Probation.

110. Every student on admission shall be on probation for fifty working days and, if it shall appear to the head of the institution that any student is not likely to prove an efficient teacher such student shall, with the sanction of the Inspector,

be required to leave the school. During probation a stipendiary student shall be entitled to draw the full amount of his stipend and, if rejected at the end of the period of probation, he shall not be required to refund the amount drawn, provided that his rejection was not due to moral delinquency.

Time-table.

111. A time-table showing the educational and pedagogical work, including observation, practice, model and criticism lessons for each department of the school shall be kept, and shall be approved by the Inspector.

Leave and Dismissal.

112. (i) The head of an institution may give a student casual leave amounting to not more than seven days at a time exclusive of Sundays and other holidays, and to not more than fifteen days in the year. In cases of real necessity he may also give additional leave, but it shall be leave without stipend. A student will forfeit one day's casual leave for every four times that he is marked late.

(ii) A student shall forfeit all stipend during any period, however short, of absence without leave, and may be dismissed or expelled if he is absent without leave for three whole consecutive working days, or for periods aggregating five whole days in any one term.

(iii) The head of an institution may grant leave without loss of stipend for a period not exceeding one month in each year of the training course to a student who is absent in consequence of severe sickness certified to by a competent medical authority or, where this is not available, after full enquiry. If the leave exceeds one month, no stipend shall be granted for the excess period.

(iv) A student may be dismissed or expelled by the controlling authority for continued idleness or serious misconduct and if so dismissed or expelled, he may be declared unfit for employment as a teacher. If he is a stipendiary student, he shall also be required to refund the whole amount drawn by him from Provincial funds.

Boarding House.

113. All students under training must reside in the school boarding house unless exempted by the Inspector on the recommendation of the Headmaster.

114. The Inspector shall satisfy himself that the accommodation is sufficient and suitable, that the sanitation is satisfactory and that the rules of the boarding house and the

arrangements for the general supervision and recreation of the students in residence are satisfactory.

Examinations.

115. On the completion of the training course there will be a written examination to test the students' theoretical knowledge. Successful candidates will be placed in three classes, those obtaining 80 per cent of the marks in the first class, 60 per cent in the second class, and 40 per cent in the third class. If a student fails to satisfy the examiners in the examination, he will be required to appear for the examination until he succeeds and, if the Inspector considers it necessary, to undergo further training for a period to be prescribed by the Inspector. Candidates who have passed the examination will be called 'Probationary Trained teachers', and will be given a probationary trained teachers' certificate in which their probationary service will be entered by the Inspector. On completing eighteen months' verified and approved service the teacher will be granted a trained teachers' certificate. To obtain a trained teachers' certificate, the teacher must submit to the Inspector his probationary trained teacher's certificate duly completed and a treasury receipt for two rupees.

116. Probationary trained teachers shall be considered for all purposes of the Public Service Notification and this Code as trained and certificated teachers for three years from the 1st January of the year in which they passed their examinations.

A teacher whose certificate is not completed within the three years mentioned above shall cease to enjoy the status of a certificated teacher until his certificate is completed.

Agreement to be entered into by Students.

117. Every student shall, as soon as possible after he joins the training institution, enter into an agreement to be executed in such form as may, from time to time, be prescribed (Appendix 20), binding himself (i) to remain in the institution during the period prescribed and during that time to abide by such rules as may be laid down for regulating his attendance and conduct; (2) to abstain while under training from engaging in any other avocation; (3) to abstain from attending any other institution except with the permission of the head of the training school; (4) to appear for such examination as may be prescribed; (5) to serve as a teacher in a recognized school in the Madras Presidency or to keep a recognized school within

the jurisdiction of the Madras Educational Department for at least three years in the case of a male student and two years in the case of a female student; (6) to supply to the head of the institution every six months during the three or two years referred to above information regarding residence, appointments held, salary and any other particulars which may be needed to enable the head of the institution to keep a history of the students trained in it. This information shall be supplied through the Inspector of European Schools.

Registers.

118. In addition to the registers named in Chapter II, the following shall be kept:—

(1) A register giving the history of ex-students (Appendix 21).

(2) A register summarising the remarks of teachers engaged in supervising the work of the students in the practising school, the time spent in it and the subject taught by each student.

(3) A register showing the criticism lessons given, with the dates, the subjects, the names of those by whom they were given and a summary of the criticisms.

(4) A register showing the model lessons given, with the dates, the subjects and the names of those by whom they were given.

(5) A register of leave granted to students under training (Appendix 22).

(6) An acquittance roll for stipendiaries (Appendix 23).

CHAPTER VI.—TEACHERS AND PROFESSIONAL CERTIFICATES.

119. In recognized schools every paid teacher should be engaged under a written agreement with the managers terminable on either side with reasonable notice—three months' notice may be considered reasonable notice.

120. Teachers in recognized schools must be certificated under the Code, except in the case of the following:—

(*a*) Teachers holding a pedagogical diploma or degree awarded by a University in India.

(*b*) Graduates of a British or Irish University and teachers who have received certificates from the Board of Education in Great Britain.

(*c*) Persons described in Article 26.

NOTE.—Teachers who hold professional certificates other than those issued under this Code may be granted equivalent certificates under the Code, the Director deciding the grade of certificate in each case. (Article 27).

Exemptions may be granted by the Director in very special cases.

121. Teachers in possession of one of the lower certificates may gain a higher one by passing a higher literary examination, except that the diploma of licentiate in teaching cannot be gained in this way.

122. Holders of the Primary Grade Teachers' Certificate may not teach in a section higher than the Primary. Holders of the Middle Grade Teachers' Certificate may not teach in a section higher than the Middle.

123. No teaching grant will be paid on account of pupil teachers; but they may be employed, with the previous sanction of the Inspector, if the staff of the school is complete without them.

CHAPTER VII.—GRANTS-IN-AID.

124. A sum of money is annually allotted to be expended under these Articles as grants in-aid of schools and other educational institutions under private management with the object of extending and improving secular education. Such grants will be given, impartially and without preference to any religious instruction, to all schools which afford sound secular education, subject to the conditions hereinafter specified and with due consideration to the requirements of each locality and of each institution and of the funds available.

RESERVATION OF DISCRETION BY GOVERNMENT.

125. The Government reserve to themselves, anything in the Articles of this Code notwithstanding, the right to refuse or to withdraw any grant at their entire discretion.

126. Grants will ordinarily be withdrawn from a school if the managers or any of the teachers employed by it take part in political agitation directed against the authority of Government or inculcate opinions tending to excite feelings of political disloyalty or disaffection among the pupils.

OBJECT FOR WHICH AID MAY BE GIVEN.

127. Grants are given in aid of—

(1) *Teaching.*

(2) *Buildings.*—The erection, enlargement and purchase of school buildings and boarding houses for educational institutions, for extensive repairs, and the purchase of land for school or boarding house purposes.

(3) *Equipment.*—The purchase of furniture for schools and boarding houses; equipment, apparatus and appliances for schools, books for school and staff libraries, and plant, materials and tools for laboratories and workshops.

(4) *Boarding.*—The boarding of orphan and destitute children.

(5) *Boarding.*—The boarding and schooling of poor pupils residing in places where suitable schools are not available.

(6) *Cadet corps.*—Maintenance of cadet corps.

(7) *Fees.*—Remitting the fees of and providing books for poor pupils.

(8) *Food.*—Providing food and clothing for poor pupils in the City of Madras.

(9) *Rent.*—The rent of boarding houses.

Subject to budget provision being available and to the limit of such provision, grants under (2) and (3) are payable at whatever time and in whatever manner that may in each case be determined; grants under (1), (4) and (6) are paid annually for the official year, and grants under (5), (7), (8) and (9) are paid annually for the calendar year.

SANCTIONING AUTHORITY.

128. Except in cases in which a reference to Government is required, all grants paid from Provincial funds are sanctioned by the Director or the Inspector as the case may be.

DECLARATION BY THE MANAGEMENT.

129. Every application for aid shall be made in such form as may from time to time be prescribed, and shall contain a declaration, signed by the correspondent, to the effect that the conditions of recognition and aid laid down in this Code are being and will continue to be fully observed, excepting any rules from which the institution may be specially exempted and that the management is prepared to subject the institution,

together with its current, endowment and trust accounts, its establishment, time-table and registers, to inspection, and to furnish such returns as may be required by the Department.

Income to be devoted to Educational Purposes.

130. No aided institution shall be allowed to spend any portion of its income for other than educational purposes.

131. No grants are given—

(*a*) to any school which is not recognized under the Code;

(*b*) on account of instruction in religious subjects;

(*c*) to any school in which the number of non-Europeans exceeds one-third of the total number of pupils or such percentage as the Local Government may, by special order, prescribe for any particular school or place;

(*d*) to any school with an average daily attendance of less than 25 European pupils, except in places where there is only a small European population or where, in the opinion of the Department, such a school is necessary;

(*e*) to any school or section of a school which the Department declares to be unnecessary or unsuited to the requirements of the locality.

Teaching Grants.

132. A school shall not ordinarily be eligible for the full grant sanctioned for it for any year unless it met for 180 school days in the previous school year.

133. A school day shall consist of at least four hours of secular instruction; but two meetings each of not less than two hours whether on the same or on different days shall be counted as one school day.

Application for Aid.

134. Application for first admission to aid shall be made in the prescribed form (Appendix 24) before the 1st May to the Inspector. The application shall be accompanied by such returns as may be prescribed with the view of ascertaining the financial position of the school and its eligibility for aid.

Admission to Aid.

135. The Director shall determine what institutions shall be admitted to aid after taking into account the character, the efficiency and the financial condition of the institutions, the educational needs of the locality and the funds at his disposal.

Withdrawal from Aid.

136. The Director may, after giving due notice, withdraw aid from an institution should the financial condition of the institution or the educational needs of the locality cease to warrant its continuance.

Penalties.

137. The Director may on the report of the Inspector, after inquiry, withhold, reduce or suspend the grant on account of falsification of registers or misrepresentation regarding fees, attendances or other matters, or violation of any of the conditions of recognition or aid, or other proved fraud or irregularity.

138. Grants may be reduced or withheld for sufficient reason shown in the Inspector's report. A copy of the Inspector's report shall in such cases be communicated to the managers, who shall have an opportunity of making to the Department such representations as they may desire..

Financial Statement.

139. The management of every aided school shall submit to the Director, through the Inspector, not later than 1st May of each year, a financial statement in the prescribed form (Appendix 25), which should bear the countersignature of a competent auditor not in any way connected with the institution. The auditor should certify to the receipts and expenditure being correctly stated and supported by proper vouchers. The decision of the Inspector as to whether any person is a competent auditor will be final.

Note.—The audited accounts will ordinarily be for the previous official year.

Payment of Grants.

140. (i) Grants for a year shall be drawn on a bill prepared in the prescribed form (Appendix 26) and countersigned by the Inspector.

(ii) On receipt of the countersigned bill, the manager shall endorse it and present it for payment at the nearest treasury. Grants sanctioned from the allotment for a particular year must be cashed during that year.

(iii) Any adjustment which, in consequence of the operation of Article 137 or 138 or for any other reason, it may be found necessary to carry out in a grant once paid may be made in the grant for the following year or in the payment of any other sanctioned grant.

Assessment of Grant.

141. The grant will be considered as supplementing the income from fees, endowments, subscriptions, donations and other private sources, and will be fixed with reference to considerations arising out of the financial statement prescribed under Article 139, the class of pupils attending the school, and such other considerations as in particular cases the Director will determine to be relevant.

Teaching Grants to Schools for Special Education.

142. The amount of grants-in-aid of training and other special schools shall be fixed by the Director after consideration of all the circumstances of each case.

143. In the case of training schools, applications for grants shall be made in the prescribed form (Appendix 27), and a financial statement in the prescribed form (Appendix 26), bearing the countersignature of a competent auditor not in any way connected with the institution, shall be submitted to the Director through the Inspector not later than 1st May each year. The decision of the Inspector as to whether any person is a competent auditor shall be final. No form of application is prescribed in the case of other institutions; but applications for aid on their behalf should afford full information as to the object of the institution, the subjects taught, the strength of the classes, the staff of teachers and the financial conditions, and should be submitted on such dates as are prescribed by the Department.

Building Grant.

144. Grants-in-aid are given for the following purposes:—

(1) Purchasing, erecting, enlarging or improving school houses or buildings or boarding houses for pupils, including residential quarters for the warden or other staff attached to the boarding house.

(2) Executing extensive alterations and repairs to buildings.

(3) Acquiring land for school or boarding house purposes.

Note.—In the case of an application for grant for repairs, the management will be required to show that the necessity for such repairs has not arisen from the neglect of current repairs in previous years.

Sanctioning Authority.

145. Grants exceeding Rs. 2,500 require the sanction of Government, grants up to Rs. 2,500 are sanctioned by the Director and up to Rs. 500 by the Inspector.

Conditions of Grant.

146. (i) In the case of new buildings, extensions or alterations, the Director must be convinced of their necessity and approve their character. In the absence of the special permission of the Director or the Government, these must not be begun before the application is placed on the approved list.

In the case of the purchase of land or buildings, the Director must either have been consulted before the purchase was made or be convinced that land previously purchased is to be newly devoted to an educational purpose.

(ii) Grants will not ordinarily be given for a school building that fails to meet the requirements specified in Appendix 4.

(iii) Rooms in boarding houses for the construction of which grant is sought must satisfy the following conditions:—

Dormitories must be large enough to allow 40 superficial feet and 400 cubic feet for each boarder under 12 years and 48 square feet and 480 cubic feet for boarders over 12 years. A space of at least 8 superficial feet and 80 cubic feet per head should be provided in every room used as a dining room or for any other dwelling purpose other than sleeping.

Building Grant Procedure.

147. (i) An application in the prescribed form (Appendix 28) shall be submitted through the Inspector accompanied by such outline plans and specifications and information as will enable the Director to judge of the suitability of the proposal from an educational point of view. The Director shall inform the correspondent whether he is prepared to consider the question of a grant making, if necessary, alterations of the plans a condition of his so doing.

(ii) If the Director's reply be favourable, the correspondent shall submit to him one copy of the detailed estimates and two copies of the detailed plans, specifications and abstract estimates (which may include architect's and engineer's fees) prepared by a recognized professional architect, a member or associate member of the Institute of Civil Engineers, a gazetted officer of the Public Works Department, present or retired, or a present or retired District Engineer, who will be responsible for the structural stability of the building. No building operations shall commence until the application has been placed on the approved list. The correspondent of the school in respect of which a grant is made will be required, on completion of work, to furnish a certificate *signed by the architect or engineer*

in charge of the work that a building, in accordance with the plans and specifications which were submitted to Government and on which the grant was sanctioned, has been completed and *another certificate signed by the correspondent himself* that the full amount of the Government grant has been duly expended thereon.

(iii) Where it is proved that private qualified professional advice is not available and a grant in-aid has been promised in respect of a building, the management shall, prior to the commencement of work thereon, give fifteen days' notice in writing to the Executive Engineer in charge of the division wherein it is proposed to construct the building. During the progress of the work, access thereto and every reasonable opportunity to inspect and examine materials and take measurements shall be afforded by the management to the officer of the Public Works Department.

NOTE.—Any correspondent contemplating building operations for which he desires a grant from Government should apply to the Inspector for (1) a form of application for grant and (2) instructions for the preparation of plans and estimates.

PAYMENT OF GRANT.

148. (i) Before the grant referred to in Article 147 (iii) is paid in full, it shall be certified in the prescribed form (Appendix 29) by the Engineer or other responsible officer deputed to examine the building that the work has been completed in accordance with the approved plan and estimate or that the building is worth the amount on which the grant is claimed. Such certificate shall be countersigned by the Director.

(ii) Before any grant is paid, the governing body of the school may be required to execute a mortgage of the property or a deed of acceptance in respect of the grant. Until further orders the forms of the various deeds shall be as shown in Appendices 30, 31, 32 and 33.

The Government Solicitor will be permitted to charge fees not exceeding one per cent of the grant sanctioned for the examination of titles and settlement of mortgages in connexion with building grants sanctioned for educational institutions.

(iii) Grants sanctioned for any of the purposes mentioned in Article 144 (1) and (2), except the purchase of buildings, shall be drawn on bills prepared in the form prescribed (Appendix 34).

Grants sanctioned for the purchase of buildings or for the purpose mentioned in Article 144 (3) shall be drawn on bills prepared in the prescribed form (Appendix 35).

(iv) Advances may be made from time to time out of the sanctioned grant, provided that the Director is satisfied that the work is proceeding satisfactorily.

Applications for advance grants should be accompanied by a statement from the Engineer in charge giving the amount actually spent on the work on the date of the application.

AMOUNT OF GRANT.

149. (i) The grant promised shall not exceed in the case of buildings to be erected one-half of the total cost of the work shown in the management's estimates, as approved by the Director of Public Instruction and modified by the Public Works Department and, in the case of buildings or lands acquired, one-half of the Collector's estimate of the value of the same provided however that, in respect of buildings to be erected or acquired for the purpose of teaching scientific subjects, the grant promised shall not exceed two-thirds of the total cost of the work or property.

(ii) The amount of grant to be actually disbursed shall ordinarily be the amount promised, but shall not exceed one-half of the actual cost of the work as finally executed or of the acquisition or purchase provided that, in the case of buildings erected or acquired for scientific purposes, the amount of grant may be two-thirds of the actual cost. If the expenditure actually incurred exceeds the original estimate, a supplementary grant not exceeding one-half or, in the case of buildings to be used for teaching scientific subjects, two-thirds of the excess may be given. Before making payment, the Director will require the management to furnish vouchers and certificates showing the actual amount expended by them in completing the work, purchase or acquisition.

CLAIMS OF THE GOVERNMENT.

150. If a building for the acquisition, construction, extension, alteration or repair of which a grant has been drawn or, if land for the acquisition of which a grant has been drawn ceases, prior to the expiration of forty years from the date of payment of the grant, to be used for educational purposes approved by the Government, the manager shall refund such portion of the grant as may be determined by Government. If the manager fails to make such refund, the Government may recover the amount by such means as they may think fit.

Grants for Equipment.

(Application for Aid.)

151. Applications for grants under this head shall be in the prescribed form (Appendix 36) and shall be submitted to the Inspector. They shall be accompanied by details showing the number, description and price and, in the case of furniture, drawings of each article which it is proposed to provide.

(Object and proportion of Aid.)

152. (i) Grants not exceeding one-half of the total cost may be given for school and boarding house furniture and for apparatus, chemicals, maps, diagrams and models; for books and non-Indian periodicals for school and staff libraries; for expenditure on gymnasia and games up to a limit not exceeding the amount of fees for games collected during the preceding school year from the staff and pupils: provided, however, that in respect of equipment required for the teaching of scientific subjects grants not exceeding two-thirds of the total cost may be given, and for the plant, materials and tools needed in industrial and technical classes.

(ii) Grants shall not be given to meet the cost of seats or desks of a pattern which has not been approved by the Department.

(iii) Grants shall not be given for articles regarding which the Director has not been consulted and for which aid has not been promised previously to purchase or manufacture.

Payment of Grant.

153. The grant shall be paid only on submission of vouchers duly receipted. It shall be drawn on a bill prepared in the prescribed form (Appendix 37).

Claims of the Government.

154. If an institution which has received aid under this head ceases, within five years from the date on which the grant was drawn, to use the equipment for educational purposes approved by the Department, the Government shall be at liberty to purchase the articles towards the supply of which the grant was given, at a valuation to be made by an officer to be deputed by the Government for the purpose.

Sanctioning Authority.

155. Grants exceeding Rs. 2,500 are sanctioned by Government, grants up to Rs. 2,500 by the Director and grants up to Rs. 500 by the Inspector.

Boarding Grants for Orphans and Destitute Children.

156. A grant not exceeding Rs. 15 in the City of Madras and Rs. 12 in the mufassal per mensem for each child may be made in aid of boarding charges to schools or orphanages attached to schools which in the opinion of the Department make suitable provision for the education and boarding of orphans and destitute children. A register in the prescribed form (Appendix 38) shall be maintained showing the names of the pupils in receipt of this grant.

157. The following conditions govern the bestowal of this grant in the case of orphans and destitute children:—

(*a*) For every child for whom application is made, a certificate (Appendix 39) must be obtained from the Magistrate of the district or cantonment to which the child belongs certifying to its destitution. In the case of children belonging to Madras, the certificate should be obtained from the Chief Presidency Magistrate, Madras.

The certificate must be submitted to the Inspector with the application and on return by him will be filed in the school for reference.

(*b*) No boy over the age of 16 or girl over the age of 18 years shall ordinarily be eligible, but grants to boys over 16 may be allowed in specially deserving cases, and girls and boys may be permitted grants up to the 31st of December of the year in which they reach the ages of 18 and 16 respectively.

(*c*) No pupil reading beyond standard VII shall be eligible for this grant except in very exceptional cases specially sanctioned by the Inspector.

(*d*) Children in receipt of military pensions and children paid for from private or public funds are not entitled to grant under article 156. It is, however, the duty of managers to obtain from parents and guardians the maximum amount they are able to pay for the school and boarding fees of their children. Such payments will not disqualify the children for boarding grants-in-aid, but the maximum grant may be reduced, if the fees paid by the parent *plus* the maximum grant admissible exceed the aggregate school and boarding fees for the school per pupil.

158. Grants under this head are sanctioned by the Inspector.

Boarding Grants for Children living in places where Schools are not available.

159. In the cases of children of poorer classes of Europeans in out-of-the-way places where suitable education is not available, arrangements may be made by the Inspector for the education of such children at the nearest suitable school, the entire cost of such education or such part thereof as may be deemed necessary and of conveyance to and from the school being met by Government, provided that the necessity for this is certified to (Appendix 40) by some responsible person to the satisfaction of the Inspector. A register in the prescribed form (Appendix 41) shall be maintained of the pupils in receipt of this grant.

160. The children of Coast Lightkeepers are not eligible for these grants, as they are otherwise provided for by Government. Similarly children drawing military pensions are not eligible.

161. Grants under this head are sanctioned by the Inspector.

Cadet Grants.

162. A grant of Rs. 6 per annum may be given for every cadet in the school who is certified by the Commanding Officer of the Corps as efficient and at the rate of Rs. 8 for every cadet similarly certified as extra-efficient, provided that no cadet shall be eligible for the grant if he is below the age of 13 or over the age of 18 years and if he has not been on the rolls of the institution or in the Cadet Corps for a period of not less than six months during the year for which the grant is paid. Application for the grant shall be made in the prescribed form (Appendix 42) and submitted in April for the previous official year.

163. Grants under this head are sanctioned by the Inspector.

Food and Clothing Grant in the City of Madras.

164. Grants not exceeding Rs. 8 per annum for clothing and one anna and six pies per diem for meals for each pupil may be given to schools for the purpose of clothing and feeding poor day pupils of primary, middle and high schools. A register of pupils benefiting under this grant shall be maintained in the prescribed form (Appendix 43).

Such grants are confined to schools in the City of Madras and its immediate neighbourhood.

Detailed instructions for applying for this grant are issued annually.

165. Grants under this head are sanctioned by the Inspector.

Grants for Remission of Fees and Class-books.

166. So far as funds permit, grants may be given to pay the fees of and to supply class-books to poor deserving pupils of primary schools and the primary section of middle and high schools. A register of pupils benefiting under this grant shall be maintained in the prescribed form (Appendix 44).

Detailed instructions for applying for this grant are issued annually.

Pupils in receipt of boarding grant under this section are eligible only for grants for supplying class-books.

167. Grants under this head are sanctioned by the Inspector.

Grants towards the Rent of Boarding Houses.

168. Grants may be sanctioned by the Director towards the rent of buildings to be used as boarding houses provided that satisfactory arrangements are made by the managers for the supervision of the pupils residing therein.

Grants in each case shall not exceed one-half of the net expenditure incurred by the managers from their own funds on the rent of the boarding house after deducting the rent due from the pupils residing in the boarding house.

The rent due for the purpose of the grant will be fixed by the Director.

169. Applications for grants under this chapter should be submitted in the form prescribed in Appendix 45 and should be accompanied by outline plans and a recommendation supported by reasons as to what may properly be considered the rent due from the pupils.

APPENDIX 1.

[Article 15.]

Application for recognition.

District Town.

1. Name of school.
2. Date of establishment, number and date of Proceedings of previous recognition of the school, under the Code of Regulations for European Schools, if any.
3. Governing body.
4. Managers.
5. Correspondent.
6. Standards already recognized—

Nomenclature.	Number of pupils on the rolls on the date of application.	Average attendance during the term immediately preceding the application.
Standard 9		
" 8		
" 7		
" 6		
" 5		
" 4		
" 3		
" 2		
" 1		
Infant { Upper		
Infant { Lower		

7. Standards for which recognition is sought.

8. (*a*) Staff—

Name of teacher.	Designation.	Full salary assigned or proposed to be assigned.	Age.	Standard and subject taught.	Total service. In the school.	Total service. In other recognized schools, the names of such schools being specified.	Highest general education test passed and year with full particulars.	Highest technical examination passed and year and subject.	Highest grade of teachers' certificate and year.	Highest grade of technical certificate and year and subject.	Departmental certificate held.	Any other certificate or qualifications held.
			YRS									

(*b*) Accommodation and sanitation—

Total area of { (*a*) School buildings. (*b*) Offices. (*c*) Play-ground.

Number of class-rooms and the superficial and cubical area of each room, with the maximum number of pupils likely to be taught in each room.

9. Sanitation, latrinæ and water-supply.

10. Furniture, apparatus and appliances (information separately for each form or class should be given)—

Ordinary.	Special.

11. If a library is provided, whether a catalogue and a register of books taken out are kept.

12. Fees in each standard.

13. The registers maintained, and whether in the prescribed forms.

14. If application for recognition as a boarding school, particulars of boarding houses.

Declaration.—On behalf of the management of the school, I hereby declare that the school fulfils all the conditions specified in the Code of Regulations for European Schools, and I promise to comply with all the conditions relating to the recognition of schools affording public instruction which are laid down in the Code of Regulations for European Schools including those relating to inter-school rules and to furnish such returns as may be required by the Department.

STATION

Date *Correspondent.*

APPENDIX 2.

[Article 15.]

Sanitary certificates for purposes of recognition.

1. Managers of schools under private management will be required to produce a sanitary certificate in the form prescribed in paragraph 3 below when applying for recognition of schools under their management or on any subsequent occasion if called for. The following officers are competent to issue these certificates :—

In the Presidency town —(1) Director of Public Health, (2) Assistant Directors of Public Health, (3) Health Officer of the Corporation.

In the mufassal municipalities having Health Officers.—Municipal Health Officers.

In the municipalities where there are no Health Officers and in the rural areas of the Nilgiris district.—District Medical Officer or, if satisfactory reasons are given, by a subordinate medical officer.

In the rural areas of all districts excepting the Nilgiris —District Health Officer or, if satisfactory reasons given, by a Health Inspector.

Managers of schools under private management are required to pay fees for the certificates according to the following scale :—

	RS.
Director of Public Health, Assistant Director of Public Health, Health Officer, Corporation of Madras, and District Medical Officers	10
District Health Officers, Municipal Health Officers and Assistant Surgeons	5
Apothecaries in independent charge and Sub-Assistant Surgeons	3
Health Inspectors	2

2. During their tours, the above officers will visit schools and report on their sanitary condition to the Educational authorities concerned, but they will not be allowed to charge fees except for a first inspection with a view to recognition or where additions or extensions of buildings are required to be certified.

3. The following is the form in which the Sanitary officer's certificate should be submitted :—

I hereby declare that I have inspected the school, building and premises on the and certify that the accommodation provided for each of the several classes is sufficient for the maximum number of pupils taught therein and is properly ventilated and lighted ; that the building is maintained in substantial repair ; that it is neat and clean ; that the latrine arrangements are adequate and satisfactory ; that the supply of drinking-water is wholesome ; and that in all other necessary respects the sanitation is good.

(Signature)

STATION

Date

APPENDIX 3.

[Article 33]

Rules for preparation of sketch-plans of school buildings.

1. Plans of school buildings and of additions and extensions to such buildings shall give full information regarding the extent of superficial and cubic space of all the rooms of such buildings and show the exact positions of doors, windows, stairs, etc. The plans may be prepared by any competent person and shall be certified by the maker.

2. The plan of an old building submitted for purposes of recognition shall also be accompanied by a certificate from the person preparing the same to the effect that the building is in a good state of repair.

3. Officers of the Public Works Department who are required to prepare plans shall be remunerated by the managers of schools concerned according to the following scale :—

	RS.
(1) Officers of the Engineering establishments* ...	20
(2) Officers of the Upper Subordinate establishments†	10

4. Managers of schools desiring the services of Public Works Department officers should apply for them to the Executive Engineer of the division.

5 The Executive Engineer will determine whether any and, if so, what officer can be spared for the preparation of the sketch, regard being had in every case to the standard of the institution concerned.

* Refers to Executive Engineers and Assistant Executive Engineers of the Indian Service of Engineers and Assistant Engineers of the Madras Engineering Service.

† Refers to Supervisors of the Public Works Department.

APPENDIX 4.

[Article 34]

INSTRUCTIONS AS TO THE SANITARY AND HYGIENIC REQUIREMENTS TO BE OBSERVED IN THE DESIGNING AND CONSTRUCTION OF SCHOOL BUILDINGS IN THE PRESIDENCY OF MADRAS.

Selection of sites.

In the selection of a site the following points should be weighed against considerations of economy, convenience, proximity to houses of parents, etc. :—

(i) A site should not be selected if its natural position is in a hollow or in the neighbourhood of high trees or houses which prevent the free circulation of air and the access of sunlight to the school buildings. Shady trees are, however, of value in the *play-ground* provided that they do not unduly reduce the space available for play and are not planted so close to the school building as to obstruct the entry of light into the class rooms or, in course of time, to cause damage to the structure.

(ii) Made soil should be avoided and, as far as possible, all soils which are specially retentive of moisture.

(iii) Sufficiency of space is important, and in this connexion the possibility of future extension and the necessity of giving subsequent class rooms the proper orientation should be borne in mind.

(iv) Channels and tanks in the vicinity are a disadvantage.

(v) The presence of rank vegetation, more especially prickly-pear, is objectionable.

(vi) The neighbourhood of dusty and noisy roads and of shops or factories should, as far as possible, be avoided.

2. All site plans should show the nature of the surroundings, the height of the neighbouring buildings, the north point and the direction of the prevailing wind.

Orientation of buildings.

3 This will differ for different parts of the Presidency and will depend chiefly on the best way to secure perflation of air. Subject to this the more buildings are lighted from the north the better.

Floor space.

4. When funds are available they should be utilized in providing floor space in excess of the following *minimum* requirements:—

For primary schools	...	9½ square feet per pupil.
For secondary schools	...	11 do.
For training colleges and technical schools	...	15 do.

Rooms which are intended to be used for practical work, such as laboratories, drawing rooms, workshops, etc., should be carefully designed with a view to the nature of the work and the number of students to be accommodated.

Composition of floors.

5. It is desirable that the floors should be made of a material which will admit of their being washed with water. Stone flagging or something better must be aimed at in rooms where desks or benches can be provided. Where the pupils have to sit on the floor, stone floors need not be insisted on if objected to. At the same time it must be recognised that from the hygienic point of view they are to be preferred and the objection on the score of their coldness can be met by providing boards or mats. But where this is done, the greatest care must be taken to ensure that the mats are kept scrupulously clean.

Seating arrangements.

6. The general principles which should govern the construction of desks are set forth in Annexure (i). Where dual desks are used, the desks may be arranged most suitably as shown in diagram—Annexure (ii).

7. Forms without backs and desks are objectionable; type-designs for desks are issued by the department.

8. Pupils should be seated in rows with the mainlight falling from the left side; they should never face the light.

The same remark applies to the teachers.

Windows.

9. Windows serve two purposes—

(*a*) Admission of light.
(*b*) Admission of air.

10 They should be placed at regular distances so as to ensure uniformity of light.

11. Window sills should not be more than 4 feet from the ground in rooms in which the scholars are seated at desks. When pupils sit on the floor, the sills should come to within 2½′ or 3′ of the floor level. Windows for subsidiary lighting may have their sills more than 4′ from the floor.

12. The window area should not be less than one-fifth of the floor area and wherever possible the principal lighting should be from the north.

Doors.

13. Class-rooms should not have to be used as passages from one part of the building to another. They should consequently not open into one another but into passages or verandahs. No class room should have more than two doors and in most cases one is preferable. The door or doors should be at the teacher's end of the room.

Height of class rooms.

14. The minimum height of the room in secondary schools, training colleges and technical schools should be 12′ to the tie beam when the room has an open sloping roof and 14′ to the under side of the joists where the room has a terraced ceiling. In primary schools the minimum height should be 10′ and 12′ respectively.

Ventilation.

15. Unless there are windows reaching to the top of the wall and capable of being opened, ventilators are necessary near the top of the wall. The ventilators should be regularly distributed in the same way as the windows. For each pupil 48 square inches of open ventilator should be provided.

Dimensions and fittings of class rooms.

16. It is important that no school or class room should be more than 24′ in width, or otherwise the rows of pupils will be too long to be properly controlled by the teacher. The length of a room must depend on the number of classes to be held in it. In the case of a school divided into a number of class rooms, the dimensions of any room should not exceed 24′ × 25′, that is, an approximate square. If it is admitted

that a square is the best area for teaching purposes, the length of a class room in a one-roomed school should approximate closely to some multiple of the width. Ample wall black board space should be provided especially on the wall at the teacher's end of the room which should be unbroken by doors, windows or cupboards. Cup-boards recesses in other walls should be provided, also recesses with open shelving. Rails under the cornice for hanging maps, pictures and diagrams are essential. The smallest class room for 40 boys in dual desks should be 21′ wide and 23′ long. The arrangement of such a room is shown in the enclosed diagram No. C A. 306/17—Annexure (ii). To accommodate similarly desks of larger dimensions, those of the room must be proportionately increased.

Roofs.

17. The roof should, as far as possible, be impervious to heat.

Sanitary arrangements.

18. Latrines should not be placed nearer than 40 feet to any school building. They should be so situated that the prevailing wind will not blow from them in the direction of the school.

19. The type-designs of the sanitary department should be consulted when planning latrines.

20. For boys' schools separate urinals and latrines should be provided. Separate accommodation should in all schools be provided for the teaching staff.

21. The number of latrine seats should be on the following scale:—

	Girls.	Boys.
Under 30 children	2	1
„ 50 „	3	2
„ 70 „	4	2
„ 100 „	5	3
„ 150 „	6	3
„ 200 „	8	4
„ 300 „	12	5
„ 500 „	20	8

22. There should be in addition for boys urinals at the rate of 4 per cent or if separate urinals are not provided the number of latrine seats should be correspondingly increased.

NOTE.—It is not intended that all these clauses should be applied in the case of primary schools. In preparing plans for primary school buildings only such points as refer specifically to primary schools or are applicable to all classes of schools should receive attention.

Annexure (i).

1. The seat should not be so high as to prevent the child resting its feet upon the floor, or on a footboard, and if the latter, the knees should not be elevated.

2. Assuming a child to be sitting upright in his seat and the arms to be hanging freely down the edge of the desk next the body should be about an inch higher than the level of the elbows in the case of boys, and from $1\frac{1}{2}$ to $1\frac{3}{4}$ inches in the case of girls.

(If the desk be higher than this, there is a tendency for the boy to be twisted and for one shoulder to be raised above the other with the consequent risk of lateral curvature of the spine.)

3. A line dropped from the edge of the desk ought to strike the edge of the seat or a point an inch or two within it.

(This arrangement obliges the child to assume an upright position which is best for the eyes and the spine.)

4. No seat should be without a back, and the top of this should be 1 inch lower than the edge of the desk in the case of boys, and 1 inch higher than the edge of the desk in the case of girls. (In schools which are graded, great inequalities will be found in the size of the scholars in each room, to meet which it is desirable to provide three sizes of desks. In schools of mixed ages there should be a large number of sizes.)

5. The desk must not be flat. It should slightly incline towards the child.

6. The seat should not be flat, but saddle-shaped. Change of position will be desirable.

7. The desks must be easy of access yet compactly arranged. The angle of vision for the teachers should be not more than 45°.

Height and dimensions.

1. The sloping part of the top should be not less than 12 inches in width.

2. The inclination should be about 2 inches and the slope should be about 1 in 10.

3. The flat portion of the desk with groove should be from 3 to $3\frac{1}{2}$ inches in width.

4. The proper height allows the forearm of the seated child to rest horizontally upon the desk without discomfort—

(*a*) Youngest children ... 20″ to 25″ to the middle of the slope.
(*b*) Intermediate children 22″ to 26″ do.
(*c*) Oldest scholars ... 30″ to 36″ do.

The seat should be $16\frac{1}{2}$ inches high.

5. The back rail should be not more than 7 inches for younger children and not more than 10 inches for the older ones.

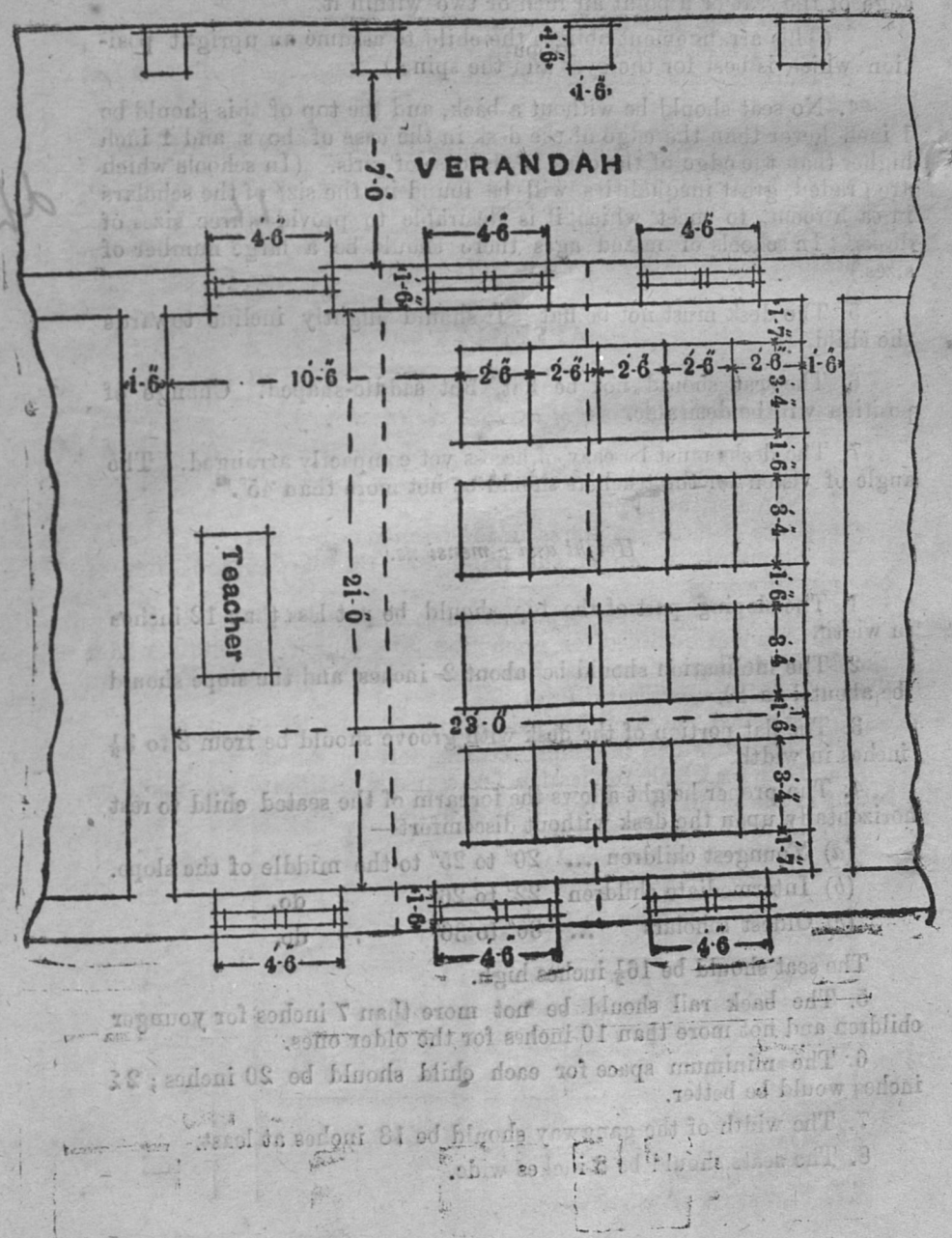
6. The minimum space for each child should be 20 inches; 22 inches would be better.

7. The width of the gangway should be 18 inches at least.

8. The seats should be 8 inches wide.

Annexure (ii).

[Diagram C.A. No. 306/17 (printed below)].



APPENDIX 5.

[Article 53.]

Application for admission into the school.

1. Name of pupil.
2. Date of birth.
3. Nationality.
4. Residence.
5. Name of parent and occupation and residence.
6. Name of guardian and occupation and residence.
7. Last school attended by pupil.
8. Number and date of the transfer certificate from the last school.

Date Signature of parent or guardian.

NOTE.—Satisfactory evidence in regard to the date of birth must be insisted upon. Headmasters will be held responsible for the accurate entry in the admission register of the date of birth. The date of birth should be the same as that given in the transfer certificate. If not, the latter should be entered as the correct date; any alteration desired in this date should be submitted to the Inspector.

APPENDIX 6.

[Article 56.]

Form of transfer certificate.

No.

1. Name of the school which the pupil is leaving.
2. Name of the pupil.
3. Date of birth as entered in the admission register.
4. Standard in which the pupil was reading at the time of leaving (in words).
5. Date of admission or promotion to that standard.
6. Whether qualified for promotion to a higher standard under the Code of Regulations for European Schools and the European School Leaving Certificate Rules.
7. Whether the pupil has paid all the fees due to the school.
8. Date on which the pupil actually left the school.
9. Date on which application for transfer certificate was made on behalf of the pupil by his parent or guardian.
10. Date of transfer certificate.
11. Signature of headmaster.

APPENDIX 7.

[Article 72.]

Corporal punishment register.

1. Name of pupil.
2. Standard.
3. Age.
4. Offence.
5. Date.
6. Punishment.
7. Signature of headmaster.

APPENDIX 8.

[Article 74.]

[No pupil shall be permitted to join any class until his name appears in this register and when a pupil has previously attended a recognized school, his name shall not be entered until the transfer certificate has been received.]

Admission														Withdrawal.							
														These columns must be filled up from the transfer certificates received.				These columns must be filled up immediately it becomes known that a pupil has been withdrawn; the corresponding entries in the transfer certificates issued must be copied from these.			
Admission number.	Date of admission. Day.	Month.	Year.	Pupil's name (give the first Christian name in full and initials only for the others). Christian.	Surname.	Date of birth as given in the transfer certificate, if any. Day.	Month.	Year.	Name and address of parent or guardian.	Nationality of parents. Father.	Mother.	Exemption from Religious Instruction —enter "claimed" or "not claimed".	Standard into which admitted.	School last attended.	Date when that school was last attended. Day.	Month.	Year.	Standard in which then studying.	Date of withdrawal. Day.	Month.	Year.	Standard in which then studying.	If withdrawn at the end of the year to what standard promotion (if any) was intended.	Number of transfer certificate issued.

APPENDIX 9.

[Article 74.]

Register of attendance for the month of 19 .

Name of school Standard.

Admission number. (1)	Standard number. (2)	Name (surname first). (3)	Date. 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 (4)	Number of days present. (5)
		Number present daily ..		

Number on rolls at beginning of month ; Admitted during month ; Number on roll at end of month ; Number of school days.

Average attendance during month ; Average number on roll during month .

Directions for keeping registers.

The register of attendance should be kept in books of prescribed printed form, having the pages numbered. Great care should be taken to keep it perfectly correct. No entries are to be made in pencil to be inked over afterwards. There should be no blanks or erasures. If any error has been made, it should be corrected by a foot-note and initialled by the person making the correction. In every case the register produced should be the original register and not a fair copy.

The attendance should be filled up daily. It should never be entered two or three days at a time. Morning attendance should be marked thus / ; afternoon attendance \ ; full attendance ×. There should be no dots. Pupils sick may be marked, s ; absent with leave, l ; absent without leave, a.

The average attendance during the month is obtained by adding up the daily attendance, and dividing it by the number of times the pupils met during the month.

If a pupil is admitted on any other day than the first school day of a month, say on the 5th, a black ink line should run through the space for the first four days' attendance.

If a pupil left school in the middle of a month, a black line should be drawn through the attendance spaces from the first day he left to the last school day of the month.

APPENDIX 10.

[Article 74.]

Term fee register.

School fee register of the for the term ending

| (1) Serial number, class and name. | (2) Whether paying fees at full or reduced rates (to be given). | (3) Amount due for the term ( ). | Amount paid for the term ending | | |

APPENDIX 14.

[Article 74.]

Scholarchip acquittance roll.

1. Number.
2. Name of scholar.
3. Standard of scholarship.
4. College or school in which gained and when.
5. Monthly value of scholarship
6. How long tenable.
7. Number and date of order in which the scholarship was sanctioned.
8. Month for which the scholarship bill was drawn.
9. Date of encashment of the bill.
10. Date of disbursement of the scholarship.
11. Signature of the scholar.

APPENDIX 15.

[Article 74.]

Register of furniture, books and appliances purchased with the aid of grants from public funds.

Number. (1)	Name of article. (2)	Number of such articles. (3)	Date of supply. (4)	Actual cost. (5) RS. A. P.	Number and date of the Director's Proceedings sanctioning the grant for the articles mentioned in column (2). (6)	Amount of grant sanctioned. (7)	Remarks. (8)

APPENDIX 16.

[Article 90.]

Application for recognition.

Schools for Special Education.

1. Name of school.
2. Date of establishment.
3. Governing body.
4. Managers.
5. Correspondent.
6. Departments or classes—

Nomenclature.	Number of students on the rolls on the date of application.	Average attendance during the term immediately preceding the application.

7. Staff—

Name of teacher.	Designation.	Full salary assigned or proposed to be assigned.	Age.	Department, forms or classes and subjects taught.	Total service. In the school.	Total service. In other recognised schools the names of such schools being specified.	Highest general education test passed and year.	Highest technical examination passed and year and subject.	Highest grade of teachers' certificate and year.	Highest grade of technical teachers' certificate and year and subject.	Any other certificate held.	Departmental certificate held.
			YRS.									

8. Accommodation and sanitation—

Total area of { (*a*) School building. (*b*) Offices. (*c*) Play-ground.

Number of class-rooms and the superficial and cubical area of each room with the maximum number of pupils likely to be taught in each room.

Sanitation, latrine and water-supply.

9 Furniture, apparatus and appliances (separate information for each department, form or class should be given).

Ordinary.	Special.

10. If a library is provided, whether a catalogue and a register of books taken out are kept.

11. Fees in each department or class.

12. The registers maintained, and whether in the prescribed forms.

13 Rate of stipend allowed in each department.*

14. Whether the certificates prescribed in the Code are demanded from all candidates for admission into the Training School*.

15 Whether the prescribed agreement has been entered into by each student. (In the case of training institutions under private management, by students for whom stipendiary grants are drawn from Provincial funds.)*

16. Whether the rules relating to leave and dismissal and examination are being observed. (In training institutions under private management, by students for whom stipendiary grants are drawn from Provincial funds).

* These columns to be filled up only in the case of training schools.

Declaration.—On behalf of the management of the school I hereby declare that the school fulfils all the conditions specified in the Code of Regulations for European Schools and I promise to comply with all the conditions relating to the recognition of schools affording public instruction which are laid down in the Code of Regulations for European Schools including those relating to inter-school rules, and to furnish such returns as may be required by the Department.

STATION
Date } *Correspondent.*

APPENDIX 17.

[Article 102.]

Form of application for admission to training schools.

1. Name of candidate.
2. Nationality.
3. Date of birth.
4. Residence.
5. Examination passed, class and year or the standard up to which he has studied in the case of a candidate who has passed no examination.

6. Vernacular or other languages known.
7. Present occupation.
8. If a teacher, length of service as such.
9. Name of school or schools in which the candidate has served.
10. Name of school to which the candidate reverts after training.
11. Statement by the manager of a recognized school or the Inspector as to the employment of the applicant after training.
12. Remarks.

Countersignature and designation of officer making statement as to employment.

Signature of applicant.

APPENDIX 18.

[Article 107.]

Application for stipend in the ..... *school.*

1. Serial number.
2. Name of candidate (surname first).
3. Nationality.
4. Native place.
5. Date of birth.
6. Examination passed with date and class.
7. Grade for admission.
8. Rate of stipend sought.
9 Period for which stipend is sought (with dates).
10 Date of admission.
11. Whether all prescribed certificates are attached.
12. Service as teacher, if any.
13. Whether he/she has a provisional appointment.
14. Remarks.

STATION
Date *Correspondent.*

APPENDIX 19.

[Article 107.]

Grants for stipends in training schools.

———————District.

Grant bill for the month of
for the training school

District
Voucher No.
of the month of
19 .

Stipendiary grants sanctioned by the Inspector of European Schools in his No. , dated

	RS.	A.	P.
for masters			
for mistresses			
Total			

(In words) Rupees———————

The amount is debitable to the head—

1. Certified that the grants drawn in the previous month have been disbursed to the students for whom they were sanctioned.

2. Certified that the students for whom stipendiary grants are claimed in this bill have been on the rolls during the month.

STATION *Correspondent.*

Date

Pay Rupees

Treasury Accountant *Treasury Officer*

Date

Contents received.

Correspondent.

Date

APPENDIX 20.

[Article 117.]

KNOW ALL MEN BY THESE PRESENTS that we of and of are bound to the RIGHT HONOURABLE THE SECRETARY OF STATE FOR INDIA IN COUNCIL in the sum of Rs. to be paid to the said Secretary of State or to his certain attorney successors or assigns for which payment we bind ourselves and each of us our and each of our executors and administrators by these presents sealed with our seals dated this day of 19 . WHEREAS the above bounden has entered the as a stipendiary student for the purpose of being trained as a school mistress/master at the expense of Government AND WHEREAS it has been agreed that the above bounden and shall enter into a bond in the abovementioned sum of Rs. with such condition as is hereunder written. Now the condition of the abovewritten bond is such that the bond shall be void if the said shall go through at the said full course of training prescribed by Government for school Mistresses/Masters and shall after the completion of such course of training appear for the next ensuing examination necessary for qualification as a probationary trained teacher of the grade for which she/he is trained and if necessary and if permitted to do so for every successive examination until she/he is qualified as aforesaid and shall also after becoming qualified as aforesaid obtain an appointment as a teacher in a recognized European institution or keep and teach in a European school within the jurisdiction of the Madras Educational Department unless her/his inability to do either is shown to the satisfaction of the Director of Public Instruction, Madras, for the time being and shall serve within six years after becoming qualified as aforesaid for a period of two years as such teacher of a European school within the jurisdiction of the Madras Educational Department and shall during such course of training abide by all the rules and regulations laid down by Government with respect to stipendiary students at the said and during such period of two years as aforesaid abide by all the rules and regulations laid down by Government with respect to the teachers of recognized schools or if she/he is prevented by ill-health from going through such full course of training as aforesaid. Otherwise the bond shall remain in full force.

Signed, sealed and delivered by the abovenamed
in the presence of

Signed, sealed and delivered by the abovenamed
in the presence of

APPENDIX 21.

[Article 118.]

History of ex students.

1 Number.
2. Name of student (surname first).
3. Nationality.
4. Date of birth.
5 Year of training.
6 Grade.
7. General educational qualification.
8. Date of passing—
   (*a*) Written test.
   (*b*) Practical test
9. School to which he reverts after training.
10. Subsequent appointment.

—	Date.	Appointment.	Salary.	Initials of the Headmasters.
			Rs.	
First half-year ..				
Second do.				
Third do.				
Fourth do.				
Fifth do.				
Sixth do.				

APPENDIX 22.

[Article 118.]

Register of leave granted to students under training.

1. Number.
2. Name of student.
3. Grade.
4. Date of admission.
5. Leave granted.

—	June.	July.	August.	September.	October.	November.	December	January.	February.	March.	April.	May.
1. Late attendance ..												
2. Casual leave												
3. Sick leave												
4. Leave on loss of stipend.												

APPENDIX 23.

[Article 118.]

Acquittance roll for stipendiaries.

1. Name of stipendiary.
2. Grade.
3. Year.
4. Value of stipend.
5. Order sanctioning.
6. Month.
7. Date of disbursement.
8. Signature of stipendiary.

APPENDIX 24.

[Article 134]

Application for teaching grants on behalf of a secondary or primary school.

1. Name and address of the school.
2. Serial number in the notified list.
3. Governing body.
4. Managers.
5. Correspondent.
6. Standards under instruction with strength of each.
7. Fees levied in each standard per month.
8. Names of teachers with qualifications and monthly salary of each.
9. Description of endowments with yearly income from each.
10. Amount which the management proposes to spend on the school yearly exclusive of any amount required for payment of scholarships and for meeting any loss of fee income due to levy of fees at less than sanctioned rates.
11. Remarks.

Declaration.—On behalf of the management of the school, I hereby declare that the conditions of recognition and aid laid down in the Code of Regulations for European Schools are being, and will continue to be, fully observed, excepting those rules from which the institution has been specially exempted by the Director's Proceedings No. dated and that I am prepared to subject the institution, together with the current, endowment and trust accounts, its establishment, time-table and registers to inspection and to furnish such returns as may be required by the Department.

STATION.
Date

Correspondent.

APPENDIX 25.

[Article 159.]

Financial statement for use in primary and secondary schools.

Expenditure side.

Item should be supported by a separate statement in the form given below showing the names of the teachers, clerks and servants employed, their monthly salaries, and the total salary paid to each :—

Serial number.	Designation of post.	Incumbents.	Period for which employed	Monthly salary.	Total salary.	Salary actually paid.
				Rs. A. P.	Rs. A. P.	Rs. A. P.

Certificate.—I hereby certify that the expenditure shown above was actually incurred by the management and that the salary actually paid is correctly stated.

Date 19 .

Correspondent.

Note.—For purposes of this statement 'Salary actually paid' means the amount actually received by each teacher or servant for his personal use or maintenance, no part of which is surrendered or appropriated for the purpose of the school. In the case of honorary or quasi-honorary workers the nominal or assumed salary may be shown under 'Monthly salary' the real amount paid, if any, being shown under 'Salary actually paid'.

European Schools.

Annual financial statement.

Accounts of income and expenditure of the for the official year ending 31st March 19 .

Income.	Amount. Rs.	A.	P.	Remarks.
1. School fees due at sanctioned rates—				
College Department ..				
High section				
Middle section				
Primary section				
2. Special fees including music and other extras, library, games, laboratory, etc.				
3. Boarding fees—				
College Department				
High section				
Middle section				
Primary section				
4. Current subscriptions				
5. Donations and contributions ..				
6. Receipts from endowments ..				
7. Miscellaneous (to be specified) ..				
8. Government grants—				
Teaching				
Boarding				
Cadet				
Equipment*				
Building				
Fee remission				
9. Net cost to management ..				
† Total ..				

Expenditure.	Amount. Rs.	A.	P.	Remarks.
1. Salary—				
Masters and Teachers				
Clerks				
School servants				
Boarding house servants ..				
2 Scholarships				
3 Rent				
4. Rates and taxes				
5. Library				
6 Class books				
7. Prizes				
8 Gymnasium and games				
9. New buildings				
10. Repairs to buildings				
11. Furniture, apparatus and appliances.				
12. Reading-room charges				
13. Office contingencies including stationery, printing and postage (to be specified).				
14. Boarding				
15 Clothing				
16. Boarding-house contingencies ..				
17. Miscellaneous charges (to be specified).				
18. Profit to management				
† Total ..				

* Grants under the separate sub-heads of article 152 should be exhibited separately.

† The totals should agree.

Auditor's Certificate.

Correspondent.

I hereby certify that I have audited the accounts of the school for the year 19 -19 and that the receipts and expenditure shown in the above statement are correctly stated and supported by proper vouchers.

Station.

Date.

Auditor.

APPENDIX 26.

[Article 140.]

Bill for teaching grants on behalf of primary and secondary schools or Special Schools.

1. The sanction under which the grants are claimed should invariably be given in the place provided in the bill.

2. Bills for a year should be drawn and cashed before the 15th March of that year.

_____ _____District

Grant-in-aid bill of _____ for the year ending 31st March 19 .

_____ District.

Voucher No. _____

of the month of _____ 19 .

Payable from Provincial Funds.

				Rs.	A	P.
Teaching grants sanctioned in proceedings of the Director of Public Instruction No. , dated	Colleges	Men ..				
		Women ..				
	Secondary schools ..	Boys ..				
		Girls ..				
	Primary schools ..	Boys ..				
		Girls ..				
	Special—Training schools	Masters ..				
		Mistresses ..				
	Special—Technical schools	Boys ..				
		Girls ..				
	Special—Others	Boys ..				
		Girls ..				
			Total ..			

(In words) Rupees _____

The amount is debitable to the head :—

STATION

Date *Correspondent.*

Countersigned.

Date *Inspector of European Schools, Madras.*

Pay Rupees _____

Treasury Accountant *Treasury Officer.*

Contents received.

Date.

Correspondent.

Date

APPENDIX 27.

[Article 143.]

Application for teaching grants on behalf of training schools.

1. Name and address of school.
2. Serial number in the notified school list.
3. Governing body.
4. Managers.
5. Correspondent.
6. Training classes with strength of each.
7. Names of teachers employed in the Training school with qualifications and monthly salaries.
8. Standards in practising school with strength of each.
9. Names of teachers permanently employed in the practising section with qualifications and monthly salaries.
10. Description of endowments with yearly income from each.
11. Amount which the management proposes to spend yearly on the school.
12. Remarks.

Declaration.—On behalf of the management of the school, I hereby declare that the conditions of recognition and aid laid down in the Code of Regulations for European Schools are being, and will continue to be fully observed, excepting those rules from which the institution has been specially exempted by the Director's Proceedings No. , dated , and that I am prepared to subject the institution, together with its current, endowment and trust accounts, its establishment, time-table and registers to inspection and to furnish such returns as may be required by the Department.

STATION
Date *Correspondent.*

APPENDIX 28.

[Article 147.]

Application for building grant-in aid towards the cost of $\frac{\text{School}}{\text{College}}$ *at in the district of*

Number and date of the Proceedings or Memorandum recognising the school under the Code of Regulations for European Schools.

Brief history of the institution from the date of its establishment to the date of application tracing its growth and development and furnishing among other things an accurate account of its financial condition.

NOTE.—(1) This need not be given if a reference to a history previously given can be furnished.

(2) The names and designations of the persons who form the committee of management should be specified.

The strength of the different standards as it stood on the 31st March of every year for five years preceding the year in which the application is submitted.

——	191	191	191	191	191	Number of pupils in each standard on the date of the application.	Number of pupils that can be accommodated in each class room.
Standard IX ..							
,, VIII ..							
,, VII ..							
,, VI ..							
,, V ..							
,, IV ..							
,, III ..							
,, II ..							
,, I ..							
Infant Standard, Lower							
,, Upper							

Class room.	Area.	Class room.	Area.	Class room.	Area.
a		g		n	
b		h		o	
c		j		p	
d		k		q	
e		l		r	
f		m		s	

NOTE.—If there be any striking variations in the strength as shown above, such variations should be accounted for.

Character of, and necessity for, the proposed work—in detail.

(1) Is a sketch plan of the proposed site and building attached?

(2) Does it show

(*a*) the relation of the proposed building or extension to the existing buildings?

(*b*) any alteration in existing buildings necessitated by it?

(*c*) the purpose to which the existing buildings are now put?

(*d*) the purpose to which they will be put when the new building or extension is complete?

NOTE.—Any notes that cannot be conveniently inserted in the plan may be given under each of the above headings.

(*a*) Probable cost of the proposed work.

(*b*) Whether the management has the necessary funds to complete the work in the event of the application being favourably considered.

(*c*) Whether the managing body has been registered under the Indian Companies Act, 1882, and if so, whether attached copies of the memorandum of association and the articles of association are submitted.

(*d*) If the aid sought for is towards the cost of site, declaration that it is the cheapest suitable site.

(*e*) Declaration that the management is prepared to execute the prescribed deed if required by the Director to do so.

(*f*) If the property is not owned by the correspondent, declaration that the owner or his or her legal representative will execute the deed or will be made a party to the deed.

(*g*) In the case of mission institutions the name and address in full of the person who holds power-of-attorney on behalf of the mission to execute the prescribed deed.

(*h*) Name, designation and qualification of the person by whom detailed plans and estimates and specifications will be prepared.

(*i*) Whether the title to the property is clear and in order and by whom the title-deeds were examined.

(*j*) The latest date on which the management wishes to (i) begin the work and (ii) complete the work.

(*k*) Is the declaration with regard to encumbrance, alienation and the conditions of recognition and aid attached.

(*l*) Amount of building grants drawn by the institution in previous years with the number and date of the sanction and the purposes for which given. (Particulars should be given for 40 years.)

(*m*) If the aid sought is towards the construction of a boarding house, declaration that the boarding house will be managed according to rules approved by the Director of Public Instruction.

(*n*) The treasury at which the grant, if sanctioned, is to be payable.

(*o*) The annual expenditure incurred in the upkeep of the institution and how it is met from—

(1) Fees. (3) Other sources.
(2) Government grant. (4) Managers' funds.

(Particulars for five years to be furnished.)

Inspecting officer's remarks about accommodation from his inspection reports for the two previous years.

Director's review of such remarks.

Declaration with regard to encumbrance, alienation and the condition of recognition and aid—"On behalf of the management of the school, I hereby declare that the property is unencumbered and that it will not be alienated or encumbered without the consent of Government within forty years and that the conditions of recognition and aid laid down in the Code of Regulations for European Schools are being and will continue to be fully observed, excepting those rules from which the institution has been specially exempted by the Director's Proceedings No. , dated ; and that I am prepared to subject the institution, together with its current, endowment and trust accounts, its establishment, time-table and registers to inspection, and to furnish such returns as may be required by the Department and that I shall abide by the provisions of Article 150 of the Code of Regulations for European Schools in the event of the building being diverted prior to the lapse of forty years after the date of payment of grant to other than educational purposes approved by Government."

STATION
Date *Correspondent.*

Inspecting Officer's remarks and recommendations.

APPENDIX 29.

Form of completion certificate under article 148.

(Name or nature of work)

Certified that the above work, which has been inspected by me personally, has been carried out according to the approved plan and estimate in a satisfactory manner, with the following exceptions:—

(Here enter items of deviation with particulars as to dimensions and cost) that the deviations are not of such a nature as to affect the stability or the suitability of the building and that, in my opinion, the deviations would have resulted in $\frac{\text{a saving}}{\text{an excess cost}}$ of Rs. $\frac{\text{under}}{\text{above}}$ the sanctioned estimate.

STATION Signature

Date Designation of Officer

Countersigned.

Date *Director of Public Instruction.*

APPENDIX 30.

[Article 148.]

THIS INDENTURE is made the day of One thousand nine hundred and

BETWEEN

(hereinafter called the Mortgagor) of the one part and THE RIGHT HONOURABLE THE SECRETARY OF STATE FOR INDIA IN COUNCIL (hereinafter called "the Secretary of State") of the other part WHEREAS the mortgagor $\frac{\text{is}}{\text{are}}$ well and truly entitled to and possessed of the piece or parcel of land particularly described in the schedule hereunder written $\frac{\text{and has erected and}}{\text{with the buildings}}$ $\frac{\text{built a school-house and other b ildings}}{\text{thereon and has enlarged and improved such buildings}}$ $\frac{\text{thereon}}{}$ at an actual cost of Rupees AND WHEREAS the mortgagor $\frac{\text{has}}{\text{have}}$ in accordance with the provisions of the Code of Regulations for European Schools now in force in the Presidency of Madras applied to the Secretary of State for a grant-in-aid of the sum of Rupees being part of the said sum of Rupees and $\frac{\text{has}}{\text{have}}$ submitted to the Government of Madras the

certificate referred to in Article 148 of the said Code as to the cost in completion of such $\frac{\text{buildings}}{\text{alterations}}$ AND WHEREAS the Secretary of State hath consented and agreed to make the said grant in the manner provided in Chapter VII of the said Code upon the mortgagor entering into the covenants on $\frac{\text{his}}{\text{their}}$ part and giving the security hereinafter contained NOW THIS INDENTURE WITNESSETH that in pursuance of the said agreement and in consideration of the sum of Rs. paid by the Secretary of State to the mortgagor as $\frac{\text{he}}{\text{they}}$ the mortgagor $\frac{\text{doth}}{\text{do}}$ hereby acknowledge $\frac{\text{he}}{\text{they}}$ the mortgagor $\frac{\text{doth}}{\text{do}}$ hereby for $\frac{\text{himself}}{\text{themselves}}$ $\frac{\text{his}}{\text{their respective}}$ heirs executors administrators and legal representatives covenant with the Secretary of State his successors and assigns that $\frac{\text{he}}{\text{they}}$ the mortgagor or $\frac{\text{his}}{\text{their}}$ heirs executor administrators or legal representatives will from time to time and at all times so long as the said buildings shall be used for the purposes of the said school conduct and manage such school or cause such school to be conducted and managed by the person for the time being in charge of same in accordance with the rules and regulations for the time being in force in the Madras Educational Department so far as the same respectively are applicable to the said school AND will not prior to the lapse of forty years from the date hereof divert or allow to be diverted the said buildings to other than educational purposes approved by the Government of Madras AND will during such period keep such buildings in good and substantial order and repair so that the same may be always efficient for use for the purposes of the said school AND will in the event of the said buildings at any time prior to the lapse of the said period ceasing to be required for the purposes of the said school or being diverted to other than educational purposes approved by the said Government of Madras forthwith repay to the Secretary of State his successors or assigns the said sum of Rupees or so much thereof as shall be determined by the Government of Madras PROVIDED also that nothing herein contained shall be deemed to prevent the use by the mortgagor $\frac{\text{his}}{\text{their}}$ executors administrators or legal representatives or the person or persons for the time being in charge of the said buildings out of the hours during which the same should be used for the objects of such school for such other reasonable and proper purposes other than educational as the mortgagor $\frac{\text{his}}{\text{their}}$ executors administrators or legal representatives or the person or persons for the time being in charge of the said buildings may direct AND THIS INDENTURE FURTHER WITNESSETH that in further pursuance of the said agreement and in consideration of the said grant-in-aid so paid as aforesaid the mortgagor $\frac{\text{doth}}{\text{do and each of them doth}}$ hereby grant convey and assign unto the Secretary of State his successors and assigns all that piece or parcel of land particularly described in the schedule hereunder written together with all and singular the buildings and erections now being or which may hereafter be thereon AND all rights easements and appurtenances whatsoever usually held or connected therewith or reputed to belong or be appurtenant thereto

AND also all furniture fixtures fittings maps and other school apparatus school books and chattels for the time being in and belonging to or used or to be used for the said school and all the estate right title interest claim and demand of the mortgagor / mortgagors and each of them into and upon the said hereditaments and premises TO HAVE and TO HOLD the said piece or parcel of land hereditaments chattels and effects and all other the premises expressed to be hereby assured unto the Secretary of State his successors in office and assigns and according to the nature and tenor thereof respectively UPON TRUST to permit the same hereditaments and premises to be used by the mortgagor his / their executors administrators or legal representatives or his or their nominee or nominees as a school for And with power in case the mortgagor his / their heirs executors administrators or legal representatives shall fail to pay on demand the said sum of Rupees or other the amount so to be fixed by the Government of Madras in manner hereinbefore provided to sell and absolutely dispose of the said hereditaments and premises and apply the proceeds of such sale after payment thereout of all costs and expenses attending the same in or towards recouping or reimbursing to the said Secretary of State his successors or assigns the said grant in-aid or sum of Rupees or other the amount so to be fixed by the Government of Madras as aforesaid and to pay the surplus if any to the mortgagor his / their heirs executors administrators legal representatives or assigns PROVIDED always that the Secretary of State his successors or assigns shall not exercise the said power of sale unless and until he or they shall have served on the mortgagor his / their heirs executors administrators or legal representatives a notice in writing requiring payment of the said sum of Rupees or other the amount so to be fixed by the Government of Madras and default has been made in payment thereof for three months after such service. PROVIDED always and it is hereby agreed and declared that at the expiration of the said period of forty years hereinbefore referred to the said Secretary of State or his successors or assigns as the case may be shall in the event of the covenants hereinbefore contained on the part of the mortgagor his / their heirs executors administrators or legal representatives having been in the meantime duly performed and observed reconvey and reassign unto the mortgagor his / their heirs executors administrators or legal representatives or as he or they may direct all and singular the piece or parcel of land hereditaments chattels goods or other premises hereby expressed to be hereby granted conveyed or assigned and IN WITNESS whereof the said the Director of Public Instruction for the Presidency of Madras by the order and direction of the Governor in Council of Fort St. George acting for and on behalf of the said Secretary of State have hereunto set their respective hands and seals the day and year first above written.

Schedule to which the above-written indenture refers.

ALL that piece or parcel of land situated at
in the District of
and Taluk of
and in the Sub-Registration District of
and Registration District of bounded
on the north side thereof by
on the south side thereof by
on the east side thereof by and
on the west side thereof by
and containing together in the whole by admeasurement
(be the same little more or less and all which said piece or parcel of land was formerly in the occupation of but is now in the occupation of

Signed sealed and delivered by the above-named
in the presence of

Signed sealed and delivered by the above-named
in the presence of

APPENDIX 31.

[Article 143]

THIS INDENTURE is made the day of One thousand nine hundred and

BETWEEN

(hereinafter called the mortgagor) of the one part and THE RIGHT HONOURABLE THE SECRETARY OF STATE FOR INDIA IN COUNCIL (hereinafter called "the Secretary of State") of the other part WHEREAS the mortgagor has / have purchased at the price of Rupees for the purposes of a school and is / are well and truly entitled to and possessed of the piece or parcel of land particularly described in the schedule hereunder written with the buildings thereon AND WHEREAS the mortgagor has / have in accordance with the provisions of the Code of Regulations for European Schools of the Madras Educational Department now in force in the Presidency of Madras applied to the Secretary of

State for a grant-in-aid of the sum of
Rupees being part of the said purchase money and have submitted to the Government of Madras the certificate referred to in Article 148 of the said Code as to the value of the said buildings AND WHEREAS the Secretary of State hath consented and agreed to make the said grant in the manner provided in Chapter VII of the said Code upon the mortgagor entering into the covenants on $\frac{\text{his}}{\text{their}}$ part and giving the security hereinafter contained NOW THIS INDENTURE WITNESSETH that in pursuance of the said agreement and in consideration of the payment of the sum of Rupees
receipt whereof the mortgagor $\frac{\text{doth}}{\text{do}}$ hereby acknowledge $\frac{\text{he}}{\text{they}}$ the mortgagor $\frac{\text{doth}}{\text{do}}$ hereby for $\frac{\text{himself}}{\text{themselves}}$ $\frac{\text{his}}{\text{their respective}}$ heirs executors administrators and legal representatives covenant with the Secretary of State his successors and assigns that $\frac{\text{he}}{\text{they}}$ the mortgagor or $\frac{\text{his}}{\text{their}}$ heirs executors administrators or legal representatives will from time to time and at all times so long as the said buildings shall be used for the purposes of the said school conduct and manage such school or cause such school to be conducted and managed by the person for the time being in charge of same in accordance with the rules and regulations for the time being in force in the Madras Educational Department so far as the same respectively are applicable to the said school AND will not prior to the lapse of forty years from the date hereof divert or allow to be diverted the said buildings to other than educational purposes approved by the Government of Madras AND will during such period keep such buildings in good and substantial order and repair so that the same may be always efficient for use for the purposes of the said school AND will in the event of the said buildings at any time prior to the lapse of the said period ceasing to be required for the purposes of the said school or being diverted to other than educational purposes approved by the said Government of Madras forthwith repay to the Secretary of State his successors or assigns the said sum of Rupees
or so much thereof as shall be determined by the Government of Madras PROVIDED ALSO that nothing herein contained shall be deemed to prevent the use by the mortgagor $\frac{\text{his}}{\text{their}}$ heirs executors administrators or legal representatives or the person or persons for the time being in charge of the said buildings out of the hours during which the same should be used for the objects of such school for such other reasonable and proper purposes other than educational as the mortgagor $\frac{\text{his}}{\text{their}}$ heirs executors administrators or legal representatives or the person or persons for the time being in charge of the said buildings may direct AND THIS INDENTURE FURTHER WITNESSETH that in further pursuance of the said agreement and in consideration of the said grant-in-aid so paid as aforesaid the mortgagor $\frac{\text{doth}}{\text{do and each of them doth}}$ hereby grant convey and assign unto the Secretary of State his successors and assigns all that piece or parcel of land particularly described in the schedule hereunder written together with all and singular the buildings and erections now being or which may hereafter be thereon AND all rights easements and appurtenances

whatsoever usually held or connected therewith or reputed to belong or be appurtenant thereto AND also all furniture fixtures fittings maps and other school apparatus school books and chattels for the time being in and belonging to or used or to be used for the said school and all the estate right title interest claim and demand of the $\frac{\text{mortgagor}}{\text{mortgagors and each of them}}$ into and upon the said hereditaments and premises TO HAVE and TO HOLD the said piece or parcel of land hereditaments chattels and effects and all other the premises expressed to be hereby assured unto the Secretary of State his successors in office and assigns according to the nature and tenor thereof respectively UPON TRUST to permit the same hereditaments and premises to be used by the mortgagor $\frac{\text{his}}{\text{their}}$ heirs executors administrators or legal representatives or his or their nominee or nominees as a school for
AND with power in case the mortgagor $\frac{\text{his}}{\text{their}}$ heirs executors administrators or legal representatives shall fail to pay on demand the said sum of Rupees
or other the amount so to be fixed by the Government of Madras in manner hereinbefore provided to sell and absolutely dispose of the said hereditaments and premises, and apply the proceeds of such sale after payment thereout of all costs and expenses attending the same in or towards recouping or reimbursing to the said Secretary of State his successors or assigns the said grant-in-aid or sum of Rupees
or other the amount so to be fixed by the Government of Madras as aforesaid and to pay the surplus if any to the mortgagor $\frac{\text{his}}{\text{their}}$ heirs executors administrators legal representatives or assigns PROVIDED ALWAYS that the Secretary of State his successors or assigns shall not exercise the said power of sale unless and until he or they shall have served on the mortgagor $\frac{\text{his}}{\text{their}}$ heirs executors administrators or legal representatives a notice in writing requiring payment of the said sum of Rupees
or other the amount so to be fixed by the Government of Madras and default has been made in payment thereof for three months after such service PROVIDED ALWAYS and it is hereby agreed and declared that at the expiration of the said period of forty years hereinbefore referred to the said Secretary of State or his successors or assigns as the case may be shall in the event of the covenants hereinbefore contained on the part of the mortgagor $\frac{\text{his}}{\text{their}}$ heirs executors administrators or legal representatives having been in the meantime duly performed and observed reconvey and reassign unto the mortgagor $\frac{\text{his}}{\text{their}}$ heirs executors administrators or legal representatives or as he or they may direct all and singular the piece or parcel of land hereditaments chattels goods or other premises hereby expressed to be hereby granted conveyed or assigned IN WITNESS whereof the said
the Director of Public Instruction for the Presidency of Madras by the order and direction of the Governor in Council of Fort St. George acting for and on behalf of the said Secretary of State and have hereunto set their respective hands and seals the day and year first above written.

Schedule to which the above-written indenture refers.

ALL that piece or parcel of land situated at
in the District of
and Taluk of
and in the Sub-Registration District of
and Registration District of bounded
on the north side thereof by
on the south side thereof by
on the east side thereof by and
on the west side thereof by and
containing together in the whole by admeasurement
(be the same little more or less) and all
which said piece or parcel of land was formerly in the occupation of
but is now in the
occupation of

Signed sealed and delivered by the abovenamed

in the presence of

Signed sealed and delivered by the abovenamed

in the presence of

APPENDIX 32.

[Article 148.]

We whose names are entered in the margin and whose signatures appear at the foot hereof hereby accept the special grant of Rupees only sanctioned by Government through the Director of Public Instruction, Madras, for the $\frac{\text{School}}{\text{College}}$ at in the district of , in the Proceedings of the Director of Public Instruction, No. , dated the , and in consideration of such grant we

COMITTEE OF MANAGEMENT. *Members.*

hereby jointly and severally and on behalf of our successors in office and the owners for the time being of the premises described in the schedule hereto-$\frac{\text{now}}{\text{to be}}$ occupied by the said $\frac{\text{school}}{\text{college}}$ agree that if the $\frac{\text{school}}{\text{college}}$ is at any time hereafter abolished or the buildings thereof diverted to other than educational purposes approved by Government, Government shall be paid out of the sale-proceeds of such buildings or by the owner thereof for the time being as the case may be a sum representing such proportion of the then market value of such buildings as the grant above referred to bears to $\frac{\text{the present market value thereof}}{\text{the estimated market value thereof}}$ on completion of the buildings now proposed, namely, Rs. . The decision as to what is the market value of such buildings at such future period shall rest with the Government of Madras. Government shall have a lien on all the said premises for the amount to be paid as above prvided and shall have power in the event of failure of payment within three months from the date of demand thereof to sell and transfer such premises and deduct such amount together with all costs of sale from the proceeds thereof. The above provision shall cease to have effect at the expiration of forty years from the date hereof without prejudice however to any right that may have accrued to Government prior to the expiration of such period.

Dated this day of one thousand nine hundred and

The schedule above referred to.

ALL that piece or parcel of land situated at
in the District of
and Taluk of
and in the Sub-Registration District of
and Registration District of bounded
on the north side thereof by ,
on the south side thereof by ,
on the east side thereof by and
on the west side thereof by
and containing together in the whole by admeasurement
(be the same little more or less) and
all which said piece or parcel of land was formerly in the occupation of
but is now in the occupation
of

Signed by the said

in the presence of

(1)

(2)

APPENDIX 33.

[Article 148.]

We whose names are entered in the margin and whose signatures appear at the foot hereof hereby accept the special grant of Rupees only sanctioned by Government through the Director of Public Instruction, Madras, for the school / college at in the district of in the Proceedings of the Director of Public Instruction, No. , dated the , and in consideration of such grant we hereby jointly and severally and on behalf of our successors in office and the owners for the time being of the premises now / to be occupied by the said school / college agree that if the school / college is at any time hereafter abolished or the buildings thereof diverted to other than educational purposes approved by Government, Government shall be paid by the owner thereof for the time being a sum representing such proportion of the then market value of such buildings as the grant above referred to bears to the present market value thereof / the estimated market value thereof on completion of the buildings now proposed, namely, Rs. . The decision as to what is the market value of such buildings at such future period shall rest with the Government of Madras. The above provision shall cease to have effect at the expiration of forty years from the date hereof without prejudice however to any right that may have accrued to Government prior to the expiration of such period.

COMMITTEE OF MANAGEMENT. Members.

Dated this day of one thousand nine hundred and .

Signed by the said

in the presence of

(1)

(2)

APPENDIX 34.

[Article 148.]

GRANT-IN-AID UNDER CHAPTER VII—SCHOOL BUILDINGS.

Building Grants.

[NOTE.—Grants exceeding Rs. 2,500 are sanctioned by Government, grants up to Rs. 2,500 by the Director, and grants up to Rs. 500 by the Inspector.]

Government of Madras.	Bill for building grants sanctioned under Article 144 (1 and 2) of the Code of Regulations for European Schools.							District.
Head of service.	(Here enter the budget head.)							Voucher No. of the month of 192 .
Name of institution.	Nature of work and department or departments for which provided.	Date of commencement.	Date of completion.	Amount contributed by the manager up to date.	Amount of Government grant.	Authority.	Remarks.	
				Rs.	Rs.			

Certificate and declaration.—On behalf of the management I hereby certify that the work for which the grant is herein claimed has been completed according to the plan and estimate approved in the order sanctioning the grant and I do declare that I agree to abide by the conditions laid down in Article 150 of the Code of Regulations for European Schools in the event of the building being diverted to purposes other than those for which the grant was sanctioned.

STATION

Date *Correspondent.*

N.B.—If completion certificate has been furnished it should be attached to the bill.

Countersigned.

Director of Public Instruction.

Pay Rupees

Treasury Accountant. *Date* *Treasury Officer.*

Received the amount, viz., Rupees

Date *Correspondent.*

APPENDIX 35.

[Article 148.]

GRANT-IN-AID UNDER CHAPTER VII—ACQUISITION OF LAND AND BUILDINGS.

Grants for the acquisition of land.

Government of Madras.	Bill for acquisition grants sanctioned under Article 148 (3) of the Code of Regulations for European Schools.					District.
Head of service	(Here enter the budget head.)					Voucher No of the month of 192 .
Name of institution.	Nature of work and department or departments for which provided	Date of acquisition.	Amounts contributed by the manager up to date.	Amount of Government grant.	Authority.	Remarks.
			Rs.	Rs.		

NOTE.—Grants exceeding Rs. 2,500 are sanctioned by Government, grants up to Rs. 2,500 by the Director and grants up to Rs. 500 by the Inspector.

Declaration.—On behalf of the management I declare that I agree to abide by the conditions prescribed by Article 150 of the Code of Regulations for European Schools in the event of the land or building being diverted to purposes other than those for which the grant was sanctioned.

STATION

Date *Correspondent.*

Countersigned.

Director of Public Instruction.

Pay Rupees

Treasury Accountant. *Date* *Treasury Officer.*

Received the amount, viz., Rupees

Date *Correspondent.*

APPENDIX 36.

[Article 151.]

Application for grant for equipment.

1. Name of school
2. Serial number of articles
3. Description of articles
4. Total cost
5. Standard for which intended
6. Purpose for which intended
7. Grant applied for
8. Equipment grant drawn previously with amounts and orders sanctioning
9. Remarks

The application should be accompanied by details under each item of column 3.

These detailed statements must give the serial number of each detailed item under the major item, and (1) for furniture must give dimensions, estimate, specifications, drawings, supplier; (2) for chemicals —apparatus, firm supplying, catalogue number, price per article or unit, number of articles or total units, cost of the number or units; (3) for maps—kind of maps and publisher; (4) for books—author, publisher, cost of each book, number and total cost.

Declaration.—On behalf of the management of the school, I hereby declare that the conditions of recognition and aid laid down in the Code of Regulations for European Schools are being and will continue to be fully observed, excepting those rules from which the institution has been specially exempted by the Director's Proceedings No. dated ; and that I am prepared to subject the institution, together with its current, endowment and trust accounts, its establishment, time-table and registers, and to furnish such returns as may be required by the department; and that I shall abide by the provisions of Article 154 of the Code of Regulations for European Schools in the event of the school being closed within five years from the date on which grant has been drawn.

STATION

Date *Correspondent.*

APPENDIX 37.

[Article 153.]

School, furniture, maps, school libraries, apparatus, diagrams, models and tools.

Government of Madras.	Bill for equipment grants sanctioned under Article 152 of the Code of Regulations for European Schools.								District.	
Head of service.	(Here enter the budget head.)								Voucher No. of the month of 192 .	
Name of institution.	Date of previous grant for similar objects.	Nature of charge and department or departments for which provided (to be specified).	Approved cost.	Actual cost.	Amount contributed by the management.	Amount of Government grant.	Total Government grant.		Authority—Government Order or the Director's proceedings or Inspector's memorandum	Remarks.
			Rs.	Rs.	Rs.	Rs.	Rs.			
(In words) Rupees				Total ..						

Note.—Grants exceeding Rs. 2,500 are sanctioned by the Government, grants up to Rs. 2,500 by the Director, and grants up to Rs. 500 by the Inspector.

Certificate and declaration.—On behalf of the management I hereby certify that the work, for which the grant is herein claimed, has been executed in accordance with the approved estimate (or that the articles, the purchase of which has been sanctioned, have been purchased in accordance with the sanction) and I do declare that, in the event of the institution concerned being closed, I agree to abide by the conditions imposed in Article 154 of the Code of Regulations for European Schools.

STATION

Date *Correspondent.*

Countersigned.

STATION

Date *Inspector of European Schools.*

Pay Rupees

Treasury Accountant. *Date* *Treasury Officer.*

Received the amount, viz., Rupees

Date *Correspondent.*

APPENDIX 38.

Register of boarding grants under Article 156 for the official year 19 –19 .

Name of pupil (surname first)
Date of birth
Date of admission
Standard now reading in
Standard last year
Name and address of parent or guardian
Pay and particulars of parent or guardian
Contribution of parent or guardian per mensem
Order sanctioning grant
Whether in receipt of any other grant or scholarship
Date of leaving
Remarks

APPENDIX 39.

Destitution certificate issued for aid under Article 157 of the Code of Regulations for European Schools.

This is to certify that after carefully scrutinising the evidence placed before me on the subject I am of opinion that
son or daughter of and
is so destitute as to be eligible for benefit under Article 156 of the Code of Regulations for European Schools. From the evidence produced I am of opinion that the boy or girl is of European descent, pure or mixed, and that he or she retains European habits and modes of life.

Dated this day of 19 .

Chief Presidency Magistrate,
District or Cantonment Magistrate.

Note.—This form will be filled up and signed by the Chief Presidency Magistrate or District or Cantonment Magistrate.

APPENDIX 40.

Destitution certificate issued for aid under Article 159 *of the Code of Regulations for European Schools.*

This is to certify that after carefully scrutinising the evidence placed before me on the subject I am of opinion that
son or daughter of and

(1) is of European descent, pure or mixed,

(2) retains European habits and modes of life,

(3) lives in an out-of-the-way place where no suitable education is available and that his or her parents (or guardians) are in receipt of an income of about Rs. per mensem (or annum) and that they are so poor as to be unable to educate their children without Government aid.

Dated this day 19 .

Designation

Signature

APPENDIX 41.

Register of boarding grant under Article 159 *for the school year* 19 .

Name of pupil (surname first)
Date of birth
Date of admission
Standard now reading in
Standard last year
Name and address of parent or guardian
Pay and particulars of parent or guardian
Contribution of parent or guardian per mensem
Rate of grant sanctioned per mensem
Order sanctioning grant
Whether in receipt of any other grant or scholarship
Date of leaving
Remarks

APPENDIX 42.

[Article 162.]

Name of school

Nominal roll of cadets belonging to the above school for whom cadet grant is applied for 19 –19 .

Register number. (1)	Name of cadet. (2)	Date of birth. (3)	Date of admission into the school. (4)	Date of enrolment in the cadet corps. (5)	Efficient or extra efficient. (6)	Whether on strength on 31st March 19 . (7)	Remarks. (8)

Certificate.—I hereby certify that the cadets, named hereon have been trained with the corps under my command during the military year 19 –19 and that they have rendered themselves efficient or extra efficient as stated against their names.

STATION

Date *Commanding Officer.*

APPENDIX 43.

Register of food and clothing grant under Article 164 *for the school year* 19 .

Name of pupil (surname first)
Date of birth
Date of admission
Standard now reading in
Standard last year
Name and address of parent or guardian
Monthly pay and particulars of parent or guardian
Contribution of parent
Order sanctioning grant
Whether in receipt of any other grant
Date of leaving
Remarks

APPENDIX 44.

Register of fee remission grant under Article 166 *for the school year* 19..

Name of pupil (surname first)
Date of birth
Date of admission
Standard now reading in
Standard last year
Name and address of parent or guardian
Monthly pay and particulars of parent or guardian
Fraction of remission
Order sanctioning grant
Whether in receipt of any other grant
Date of leaving
Remarks

APPENDIX 45.

Application for grant towards rent of boarding houses—Article 169.

1. Name of the school
2. Society, association or person owning the school
3. Correspondent
4. Standards in which the students, for whom boarding house accommodation is proposed, are reading with the number in each
5. Total rent paid to the owner of the building
6. Rent collected from students
7. Rent paid by the management from its own funds
8. Remarks

STATION

Date *Correspondent.*

Mp. 16, 21, 22, 23, 48, 50, 56, 57, 58, 64, 65, 66, 73, 76, 80, 103, 112, 115

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Appendices.		1 to 45

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(69)

2911

CHAPTER I—INTRODUCTION

1. The Code applies to recognized schools intended for the education of European children and institutions for training teachers for such schools. The schools are administered by the Department of Public Instruction, hereinafter called the Department.

Remarks of the D.P.I.

Nil.

Law (Edn) dept.

Office Note.

Corresponds to Article 1 of the existing code. No remarks.

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23.9

(78) 6/ 304

2. The term "European" in this Code signifies any person of European descent, pure or mixed, who retains European habits and modes of life, but the Local Government shall in all cases of doubt decide the proper interpretation of the term.

The term "Director" signifies the Director of Public Instruction.
The term "Inspector" signifies the Inspector of European Schools.
"Recognized school" means a school recognized under this Code.
"Headmaster" includes "Headmistress."

1

Remarks of the D.P.I.

Nil

Office-note.

corresponds to Article 2 of the existing Code. In that Article the term 'scholar' has been defined as signifying 'European scholar'. The definition has been omitted rightly as, under new Article 134(C), non-European scholars can be admitted into European schools up to one-third of the total no. of scholars and as it would be invidious to make any distinction between European and non-European pupils in same school.

(*This corresponds to article 7(d) of the present code) p. 133 infra

(in the application of the code)

May be approved

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31.M

3. A list of recognized schools shall be kept by the Department and published from time to time in the *Fort St. George Gazette*. Any school seeking recognition must satisfy the Department that it is actually needed; that its financial stability is assured; that its governing body is properly constituted; that it provides a suitable curriculum; that due provision has been made for the instruction, health, recreation and discipline of the pupils; that the teachers are suitable as regards character, number, and qualifications; and that the fees to be paid do not involve such competition with any other school as would be unfair and injurious to the interests of education.

Remarks of the D.P.I.

Nil.

Office-note.

Corresponds to Article 3 of the existing Code. An additional clause has been added providing for the publication of the list of recognised schools from time to time in the Fort St. George gazette

May be accepted.

This is being published NOW V.T.K

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11.9.25

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V.T.K
23.9

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4. Only recognized schools shall be eligible to present pupils for European School-Leaving Certificates or to receive Government scholarship holders or to share in any other benefits of the Code.

Remarks of the D.P.I.

Nil

Office-note

Corresponds to Article 4 of the existing code. No remarks.

CVV
11.9.25

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(73)

5. The responsibility for the maintenance and control of every recognized school shall vest in a governing body, which shall be responsible for the fulfilment of all the conditions upon which recognition is granted. The governing body may hand over the management of a school to managers responsible to it; but such delegations will not divest it of ultimate responsibility to the Department. Managers must be approved by the Director.

The managers of a school or in the absence of managers the governing body shall appoint a Correspondent with the Department, who must in every case be approved by the Inspector.

In communicating with the Department, the Correspondent should invariably address the Inspector.

Remarks of the D.P.I.

(b) The draft code distinguishes between the governing body of a school and its manager or managers. The distinction is necessary, because in most Mission Schools there is a separate governing body, and it is necessary, especially in the allocation of grants, to have this body precisely defined.

Office-note.

Corresponds to Article 5 of the existing Code. The change made is explained by the D.P.I.

May be accepted.

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6. The Inspector may visit a recognized school at any time with or without notice, and all schools recognized or desirous of recognition shall be subject to such inspection as may be necessary in order to satisfy the Department as to the observance of the conditions laid down in the Code.

Remarks of the D.P.I.

Nil

Office-note.

Corresponds to Article 11 of the existing Code.

No remarks.

CVV
11.9.25

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23.9.

7. The interpretation of any article in this Code shall rest with the Department.

Remarks of the D.P.I.

Nil.

Office-note

Vide article 12 of the existi
Code. No remarks.

CVV
11.9.25

V.T.K
23.9

8. The appendices to the Code shall have the same effect as the rules of the Code, and shall be treated as part of the Code.

Remarks of the D.P.I.

Nil.

Office-note.

This is a new rule based on rule 9 of the Grant-in-Aid code. May be accepted.

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23.9

(17) 13 374

CHAPTER II.—REGULATIONS FOR SCHOOLS FOR GENERAL EDUCATION.

9. All recognized schools shall be graded by the Department as Primary, Middle, or High.

A Primary school is one which teaches up to Standard IV inclusive.

A Middle school is one which teaches up to Standard VII inclusive.

A High school is one which teaches up to the standard of the High School Examination.

Remarks of the D.P.I.

Nil.

office-note.

Corresponds to Articles 15 and 16 of the existing Code.

No remarks.

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23.9

14. 38M

(75)

#2

10. In fixing the grade of a school the Department will take into consideration.—

(*a*) the standard up to which there is a real and likely to be a permanent demand for instruction in the school;

(*b*) the competence of the school staff to teach up to that standard and its sufficiency for the number of classes in the school.

Remarks of the D.P.I.

Nil.

Office-note.

Corresponds to article 17 of the existing Code. The second sentence of clause (b) of that article has been embodied in new Code as a separate ~~art~~ article No. 32.

p. 37 *infra*

May be accepted.

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23.9.

(19) 15 3 9H

11. Pupils shall be arranged in sections as follows:—

In any school the pupils below Standard I shall form the Infant section of that School. Pupils reading in Standards I to IV shall form the Primary section. Pupils reading in Standards V to VII shall form the Middle section. Pupils reading beyond Standard VII for the High School Examination or such other examinations as may be specially recognized for this purpose by the Department shall form the High section.

Remarks of the D.P.I.

Nil.

Office-note.

Corresponds to article 18 of the existing Code. The (rule in the) last sentence thereof is covered by revised article 50.

p.54 infra

no remarks.

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23.9

(98) 16 40H

12. Schools graded as Primary shall be entitled to teach pupils in the Infant and Primary section. Schools graded as Middle shall be entitled to teach pupils in the Infant, Primary and Middle sections. Schools graded as High shall be entitled to teach pupils in the Kindergarten, Primary, Middle, and High sections. 8 82

Note:—High and Middle schools need not necessarily contain all standards from the lowest. 1

Remarks of the D.P.I.

Nil.

Office-note.

Corresponds to article 19 of the existing Code. No remarks.

CVV
11.9.25

Why use 'Infant' in one case & 'Kindergarten' in the other?
Zetl
9/10/25

Say 'Infant' right through.
Zetl
10/10/25

17. 4M

15. If the circumstances of a school change, its grade may be altered by the Department.

Remarks of the D.P.I.

Nil

Office-note.

Vide article 20 of existing Code. ~~xxx~~ No remarks.

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Conditions of Recognition.

14. The recognition of schools shall vest in the Director, who shall, before according recognition, satisfy himself as to the following :—

(*a*) The organization and development of the school by approved methods and on approved lines.

(*b*) The educational needs of the locality.

(*c*) The financial stability of the school.

(*d*) The constitution of the governing body and the managers.

(*e*) The scale of fees charged.

(*f*) The suitability of the accommodation.

(*g*) The sanitary condition of the school.

(*h*) The adequacy of the equipment of the school.

(*i*) In the case of boarding schools that proper accommodation is provided and suitable arrangements are made for boarders.

Note.—Schools will be recognized definitely as day schools or boarding schools.

Schools recognized as boarding schools may receive day pupils.

(*j*) That provision has been made for the instruction, health, recreation, and discipline of the pupils.

(*k*) That the staff is sufficient, suitable, and qualified under the rules.

(*l*) That the courses of study are conducted in accordance with a curriculum and time table, approved by the Inspector.

Note:—(*i*) Rooms used for teaching purposes should provide 11 square feet per pupil where only one class is taught and 15 square feet per pupil where more classes than one are taught in the same room, the calculation being made for the number of pupils taught in it.

(*ii*) The sleeping space alloted to each boarder must be declared by competent medical authority to be sufficient for the purpose of health. Endeavours should be made to secure a provision for each child under 12 of not less than 40 superficial feet and 400 cubic feet, and for each child above 12 of not less than 48 superficial feet and 480 cubic feet. When a boarding school is erected with the aid of a building grant, the internal space provided for each boarder must be in accordance with these measurements.

(*iii*) The curriculum must include a South Indian language. Additional languages may be taught with the permission of the Inspector.

Remarks of the D.P.I.

Note under clause (i). Under the new Code, a school has to obtain specific recognition as a day or a boarding school. (This is in order to restrict the award of boarding grants to schools recognised as boarding schools).

clause (d).

Vide remarks on article 5.

Art. 31(i) of existing code. All reference to 'free' schools is omitted. As the scale of fees will be determined by the Inspector, the

× Article 72 infra.

19

classification of some schools as 'free' will be unnecessary.

Office-note.

The revised article embodies generally the provisions contained in article 31 of the present Code and in rule 12 of the Madras Edl. Rules.

May be accepted.

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15. Application for recognition shall be made in the prescribed form (Appendix 1), and shall be accompanied by the prescribed sanitary certificate (Appendix 2), a plan of the school and boarding houses (if any) showing how the rooms are allocated, and a site plan of the school compound showing all buildings contained therein and adjacent roads and compounds.

Remarks of the D.P.I.

Nil.

Office-note.

This is a new article based on rules 12 (first sub-paragraph), 24 and 19 of the Madras Edl. Rules.

May be accepted.

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11.9.25

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V.TK
23.9.

16. Every recognized school shall comply with the following requirements:—

(*a*) Any change of managers or governing body or any change in the constitution of the governing body shall be at once reported to the department. In the case of a change of Correspondent, the outgoing Correspondent must at once inform the Inspector of the name of his successor.

(*b*) All returns called for by the department shall be duly made.

(*c*) The admission, daily attendance and withdrawal of pupils shall be entered by or under the supervision of the Headmaster.

(*d*) Accounts of income and expenditure shall be kept by the managers in a form prescribed by the Department, regularly audited by a competent person not in any way connected with the school, and submitted to the Department annualy.

Note:—The condition as to audit by an independent person or audit at all need not be insisted on in the case of a small school or schools in out-of-the-way places.

(*e*) All departments of the school shall be open to inspection in order that the Inspector may satisfy himself that the conditions specified in the Code are being complied with.

Remarks of the D.P.I.

clause (a). vide remarks under Article 5.

Office-note.

Corresponds to article 33 of present code. no remarks.

V.T.
23.9

read to the Deputy for sanction.

A new Change of Correspondent must be reported to the Inspector for his approval
Teh 11.9.25
20/10/25

Should the Inspector not be informed of the change of Correspondent.
Teh

16(a) Why the outgoing ... should be informed to the Governing B...

omit 16(e) ...
20/10/25

16(e) is a ... unnecessary

(22) 22
8/14

l.c/

17. The Inspector may sanction changes of Correspondents. All applications for changes of or in the governing body and managers shall be dealt with by the Director.

Remarks of the D.P.I.

Nil.

Office-note.

This is a new articles consequent on revised article 16(a). - vide also revised article 5.

(Cf. also rule 10 of the grant-in-Aid code)

pp. 21 & 9 ante

May be accepted.

CVV
11.9.25

V.T.F
23.9

§16 (a) & §17 should be combined.

ZdH

omit §17 ZdH 20/9/25

(8) 23

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RECOGNITION OF INDIVIDUAL CLASSES.

18. In order to allow of the gradual development of a school, recognition may be granted to one or more classes at a time subject to the the above mentioned conditions and to the other Articles contained in this chapter and in particular to Article 19.

p. 24 infra

Remarks of the D.P.I.

Nil.

Office-note.

Based on rule 53 of the Madras Edl. Rules. May be accepted

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11.9.25

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23.9

The rule of 19 this Article seems to be superfluous.
Ltd
9/10/25.

omit 18.
Ltd
20/10/25

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8911

19. A recognized school shall not, without the previous sanction of the Director, open a standard or standards either higher or lower than those for which the school has been recognized. When such standards are opened with proper sanction, a formal application for recognition shall be made within six months from the date of opening them, and if recognition is not accorded, the standards shall be closed at the end of the term in which the refusal of recognition is communicated. The Articles relating to admission and withdrawal, discipline, and registers shall be observed with respect to such probationary standards.

Similarly a recognized school shall not without the previous permission of the Director abolish any standard to which recognition has been granted. If for any reason managers wish to close any standards, they shall address the Director for permission, giving full reasons for their request.

Remarks of the D.P.I.

Nil.

Office-note.

Based on rule 54 of the Madras Edl. Rules. No remarks.

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(2) 25 9014

WITHDRAWAL AND RENEWAL OF RECOGNITION.

20. When a school or any of its classes has ceased to fulfil the conditions of recognition, or when the educational needs of the locality no longer require its existence, the Director shall withdraw the privilege of recognition from the school or class.

Remarks of the D.P.I.

Nil.

Office-note.

Based on rule 55 of the Madras Edl. Rules. May be accepted.

CVV
11.9.25

V.T.F
23/9

21. A school or class from which the privilege of recognition has been withdrawn owing to its having ceased to fulfil the conditions of recognition shall not be restored to that privilege, until it has been certified by the Inspector that the defects which led to the withdrawal of recognition have been remedied and that in all other respects the school or class fulfils the prescribed conditions.

Remarks of the D.P.I.

Nil

Office-note.

Based on rule 56 of the Madras Edl. Rules. May be accepted

CVV
11.9.25

(89) 27 9 25

22. If a recognized school ceases to exist or is transferred to a different locality or different governing body, its recognition lapses and for the purpose of future recognition it shall be treated as a new school.

Remarks of the D.P.I.

Nil.

Office-note.

Based on rule 57 of the Madras Edl. Rules. May be accepte

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(29) 28 9 25

23. Should a recognized school cease to be efficient the governing body shall be warned of the fact, and the grounds on which it is considered to be inefficient fully stated. A reasonable time, to be determined by the Department, shall then be allowed for improvement after the lapse of which recognition will be withdrawn should the school be still inefficient.

Remarks of the D.P.I.

Nil.

Office-note.

Corresponds to article 32 of the present Code. No remarks.

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23.9

(9) 2 94[24]

Religious Instruction.

24. (*a*) It shall not be required as a condition of any child being admitted into or continuing in a school that he shall attend or abstain from attending any Sunday school or any place of religious worship, or that he shall attend any religious observance or any instruction in religious subjects in the school or elsewhere, from which observance or instruction he may be withdrawn by his parent; or that he shall, if withdrawn by his parent, attend the school on any day exclusively set apart for religious observance by the religious body to which his parent belongs.

(*b*) The time or times during which any religious observance is practised or instruction in religious subjects is given, at any meeting of the school, shall be either at the beginning or at the end or at the beginning and the end of ~~each meeting~~, and (such) shall be inserted in a time table to be kept permanently and conspicuously hung up in every school room; and any day pupil may be withdrawn by his parent from such observance or instruction without forfeiting any of the other benefits of the school.

(*c*) The school shall be open at all times and in all its departments to the Inspector, but it shall be no part of his duties to enquire into any instruction in religious subjects given at such school or to examine any pupil therein in religious knowledge or in any religious subject or book.

Remarks of the D.P.I.

Nil.

Office-note.

Corresponds to article 6 of the present Code. No remarks.

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11.9.25

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23.9.

(92) 30 95M

TEACHERS' CERTIFICATES.

25. The head of a High School should ordinarily be a Collegiate certificated teacher; of a Middle School a High grade certificated teacher and of a Primary School a Middle grade certificated teacher.

Remarks of the D.P.I.

Nil.

Office-note.

This is a new article (first paragraph) based on rule 13 of the Madras Edl. Rules. may be accepted.

CVV
11.9.25

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V.T.K
23.9

(B) 31 9 M

26. Teachers in the High section should ordinarily hold High grade certificates; in the Middle section Middle grade certificates; in the Primary section Primary grade certificates and in the Infant section Kindergarten certificates.

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~~Offi~~

Remarks of the D.P.I.

Nil.

Office-note

Corresponds to article 67 of the existing Code - compare also rule 13 of the Madras Edl. Rules.

May be accepted.

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V.T.K
23.9.

(4) 9711
32

27. Teachers teaching special subjects, such as Drawing, Physical Training and Domestic Science should hold departmental or technical teachers' certificates in these subjects.

Remarks of the D.P.I.

Nil.

Office-note.

Based on rule 13 (last paragraph) of the Madras Edl. Rules. May be accepted.

CVN
11.9.25

V.T.K
23.9

9F 33 9814

CERTIFICATES ACCEPTED AS EQUIVALENT TO TEACHERS' CERTIFICATES.

28. All European members of the Society of Jesus, and all European members of St. Joseph's Society, Mill Hill, London, and of the Society of Foreign Missions, Paris, who are certified by the Superior General or the Vicar-General of the Society to have completed the course of studies prescribed for them, may be ranked as if they held collegiate trained teachers' certificates. The cases of members of other Societies will be dealt with as occasion arises.

Remarks of the D.P.I.

Nil.

Office-note.

This is based on rule 14 (paragraphs 1 & 2) of the Madras Edl. Rules. May be accepted.

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29. The Director will determine what other degrees, diplomas or certificates shall be accepted as equivalent to a teachers' certificate for the purpose of these articles and the grade to which they will be accepted as equivalent.

B

Cap/

Remarks of the D.P.I.

Nil.

Office-note.

This is based on the last paragraph of rule 14 of the Madras Edl. Rules. May be accepted.

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11.9.25

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V.T.F
23.9

(P) 35 W&M

QUALIFICATIONS OF THE STAFF.

pp-30-32
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30. The character of the certificate which should be held by the teachers is governed by Articles 25 to 27, but recognition may be withheld or withdrawn unless the individual teachers fully satisfy the Department as to their capability to teach the several subjects allotted to them and the staff as a whole is considered suitable.

Remarks of the D.P.I.

Nil.

Office-note.

Based on rule 15 of the Madras Edl. Rules. May be accepted.

CVV
11.9.25

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V.T.K
23.9

(018) 36 1014

RESERVATION OF RIGHT REGARDING EMPLOYMENT OF TEACHERS.

31. It shall be competent to the Director to forbid the employment in recognized schools of any teacher whose certificate has been withdrawn after due enquiry or who after due enquiry has been considered by him unfit to be a teacher.

Remarks of the D.P.I.

Nil.

Office-note.

Based on rule 16 of the Madras Edl. Rules. May be accepted.

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11.9.25

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(9) 37/6324

PROPORTION OF TEACHERS TO PUPILS.

32. The staff will ordinarily be regarded as insufficient if any teacher is required to instruct more than 30 pupils or more than two classes at one and the same time.

Remarks of the D.P.I.

Nil.

Office-note.

Corresponds to the last sentence of article 17(b) of the existing Code. The remaining portion of this article has been embodied in new article 10.

p. 14 ante

No remarks.

CVV
11.9.25

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23.9.

(10) 38 163M

SITE AND ACCOMMODATION.

33. No school shall be recognized which is held in a building or buildings of which the site and accommodation have not been approved by the Director. When it is proposed to add to the accommodation, a plan of the proposed additional building must be submitted for the approval of the same authority.

Remarks of the D.P.I.

Nil.

Office-note.

Based on rule 19 of the Madras Edl. Rules. May be accepted

CVV
11.9.25

24/9.

V.T.K
23.9.

(11) 3915 M

34. The plan of a school building and of any additions to such buildings shall give full information regarding the superficial and cubical space of each room. It shall also show the exact positions of doors, windows, stairs, etc., and shall be certified correct by the person who has prepared it. The plan of an existing building submitted for purposes of recognition shall also be accompanied by a certificate from the person who has prepared it to the effect that the building is in a state of good repair.

Remarks of the D.P.I.

Nil.

Office-note.

Based on rule 20 of the Madras Edl. Rules. May be accepted

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11.9.25

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V.T.C
23.9.

(3) 40 105M

35. The plan may be prepared by any competent person. Managers who desire the services of an officer of the Public Works Department shall apply to the Executive Engineer of the Division (Appendix 3).

p. 181 infra

Remarks of the D.P.I.

Nil.

Office-note.

Vide rule 21 of the Madras Edl. Rules. May be accepted.

CVV
11.9.25

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V.K
23.9

(73) 4J 1804

36. Buildings for High and Middle schools will ordinarily be expected to meet the pedagogic, sanitary and hygienic requirements given in Appendix 4.

Vide p. 182-5 infra

Remarks of the D.P.I.

Nil.

Office-note.

May be accepted - vide rule 22 of the Madras Edl. Rules.

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V.T.K
23.9.

(10) 42 1/7M

cap I

⊙/

Sanitary Inspection.

37. Every school building shall be maintained in substantial repair and in a clean condition. It shall be subject to inspection by the inspector and such officers of the Medical, Health and Engineering Departments as the Department may direct.

Remarks of the D.P.I.

Nil.

Office-note.

May be accepted - vide rule 23 of the Madras Edl. Rules.

CVV
11.9.25

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V.K
23.9

38. A sanitary certificate (Appendix 2) signed by the undermentioned officers shall be produced before recognition is accorded and on any subsequent occasion, if called for.

In the Presidency Town.—(1) Director of Public Health, (2) Assistant Directors of Public Health, or (3) Health Officer of the Corporation.

In the Mufassal municipalities having Health Officers.—Municipal Health Officers.

In the Municipalities where there are no Health Officers and in the rural areas of the Nilgiris district.—District Medical Officer, or if satisfactory reasons are given, by a subordinate Medical Officer.

In the rural areas of all districts excepting the Nilgiris.—District Health Officers, or if satisfactory reasons are given, by a Health Inspector.

Remarks of the D.P.I.

Nil.

Office-note.

May be accepted - vide rule 24 of the Madras Edl. Rules.

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11.9.25

21/9.

V.I.K
23.9

4-4-10 9M

Overcrowding of Class-rooms.

39. No class-room, laboratory or workshop shall be permanently used as such by a larger number of pupils than the Inspector or Health Officer has declared it sufficient to accommodate. The dimensions of each room shall be clearly indicated on one of its walls.

Remarks of the D.P.I.

Nil.

Office-note.

May be accepted - vide rule 25 of the Madras Edl. Rules.

CVV
11.9.25

11/9.

V.T.
23.9.

(11) 45 1161H

LATRINES.

40. Every school shall be provided with suitable latrines and urinals.

Remarks of the D.P.I.

Nil.

Office-note.

May be accepted - vide rule 26 of the Madras Edl. Rules.

CVV
11.9.25

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V.T.A
23.9

(10) 4b III M

PROTECTION FROM SMALL-POX.

41. The presence of pupils unprotected from small-pox may be regarded as a sufficient cause for withdrawal of recognition.

Remarks of the D.P.I.

Nil.

Office-note.

May be accepted - vide rule 27 (first paragraph) of the Madras Edl. Rules.

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11.9.25

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23.9

(1st) 47/1214

FURNITURE.

42. Every school shall be provided with the furniture, apparatus and appliances declared by the Inspector to be necessary for the subjects and the standard of instruction up to which it teaches.

8

Remarks of the D.P.I.

Nil.

Office-note.

May be accepted-
vide rule 28 of the Madras Edl.
Rules.

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11.9.25

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(110) 1-8 1134

LIBRARY.

43. Every school shall be provided with a ~~pupils' library and staff~~ library of suitable books ~~and with a catalogue of the books contained in them.~~ a/

Remarks of the D.P.I.

Nil.

Office-note.

May be accepted - vide rule 29 of the Madras Edl. Rules

CVV
11.9.25

11/9

V.I.
23.9.

Surely this goes too far in the case of forming schools or even small libraries in the schools?
Zeh
9/10/25

as amended
Zeh
20/10/25

Text Books.

44. Government reserve to themselves the right to forbid or prescribe the use of any book or books in a recognized school.

Remarks of the D.P.I.

Nil.

Office-note.

This is a new article based on the last sentence of rule 58 of the Madras Edl. Rules. May be accepted.

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11.9.25

V.R.
23.9

(112) 50 1/5M

Course of Instruction.

45. Courses of instruction may be prescribed from time to time by the department for all recognized schools.

S/cap/

Remarks of the D.P.I.

Nil.

Office-note.

Based on rule 59 of the Madras Edl. Rules. May be accepted.

CVV
11.9.25

21/9

V.K
23.9.

Re § 14(d): is anything known regarding? ZeM
9/10/25

omit § 45
ZeM
20/10/25

Appendices

(MP 178-232)

P.T.O

(213)

APPENDIX 1.

Application for recognition.

District Town.

1. Name of school.

2. Date of establishment, number and date of proceedings of previous recognition of the school, under the Code of Regulations for European Schools, if any.

3. Governing body.

4. Managers.

5. Correspondent.

6. Standards already recognized—

Nomenclature.		Number of pupils on the rolls on the date of application.	Average attendance during the term immediately preceding the application.
Standard	9		
"	8		
"	7		
"	6		
"	5		
"	4		
"	3		
"	2		
"	1		
Infant	Upper		
	Lower		

7. Standards for which recognition is sought.

8. (*a*) Staff—

Name of teacher.	Designation.	Full salary assigned or proposed to be assigned.	Age.	Standard and subject taught.	Total service		Highest general education test passed and year with full particulars.	Highest technical examination passed and year and subject.	Highest grade of teachers' certificate and year.	Highest grade of technical teachers' certificate and year and subject.	Departmental certificate held.	Any other certificate or qualifications held.
					In the school.	In other recognized schools, the names of such schools being specified.						
			yrs.									

P.T.O

(114) 52 117M

47. The Inspector may require the discontinuance of any subject in the school curriculum if he is satisfied that the staff is incompetent to teach it or that adequate provision is not made for its proper treatment.

48. He may also require the addition to the school's curriculum of such subjects as in his opinion ought to be included and the provision of adequate equipment and properly qualified teachers.

Remarks of the D.P.I.

Nil.

Office-note.

The above Articles are based on the rules in chapter IV of the existing Code. It is considered desirable that the Inspector should have power to insist on the discontinuance of any subject in the curriculum or the addition of any subject to it.

May be accepted.

CVV
11.9.25

21/9

V.TK 23.9

(115) 53 1184

EXAMINATIONS.

49. Written examinations should be held at least once a term to test the progress of the pupils. The result of the examinations should be recorded in a book kept for the purpose.

Remarks of the D.P.I.

Nil.

Office-note.

Based on rule 61 of the Madras Edl. Rules. May be accepted.

CVS
11.9.25

11/9

V.T.K
23.9.

7. Forms without backs and desks are objectionable; type-designs for desks are issued by the department.

8. Pupils should be seated in rows with the mainlight falling from the left side; they should never face the light.

The same remark applies to the teachers.

Windows.

9. Windows serve two purposes—

(*a*) Admission of light.

(*b*) Admission of air.

10. They should be placed at regular distances so as to ensure uniformity of light.

11. Window sills should not be more than 4 feet from the ground in rooms in which the scholars are seated at desks. When pupils sit on the floor the sills should come to within 2½′ or 3′ of the floor level. Windows for subsidiary lighting may have their sills more than 4′ from the floor.

12. The window area should not be less than one-fifth of the floor area and wherever possible the principal lighting should be from the north.

Doors.

13. Class-rooms should not have to be used as passages from one part of the building to another. They should consequently not open into one another but into passages or verandahs. No class room should have more than two doors and in most cases one is preferable. The door or doors should be at the teacher's end of the room.

Height of class rooms.

14. The minimum height of the room in secondary schools, training colleges and technical schools should be 12′ to the tie beam when the room has an open sloping roof and 14′ to the under side of the joists where the room has a terraced ceiling. In primary schools the minimum height should be 10′ and 12′ respectively.

Ventilation.

15. Unless there are windows reaching to the top of the wall and capable of being opened, ventilators are necessary near the top of the wall. The ventilators should be regularly distributed in the same way as the windows. For each pupil 48 square inches of open ventilator should be provided.

Dimensions and fittings of class rooms.

16. It is important that no school or class room should be more than 24′ in width, or otherwise the rows of pupils will be too long to be properly controlled by the teacher. The length of a room must depend on the number of classes to be held in it. In the case of a school divided into a number of class rooms, the dimensions of any room should not exceed 24′ × 25′, that is, an approximate square. If it is admitted that a square is the best area for teaching purposes, the length of a class room in a one-roomed school should approximate closely to some multiple of the width. Ample wall black board space should be provided especially on the wall at the teacher's end of the room which should be unbroken by doors, windows or cupboards. Cupboards recesses in other walls should be provided also recesses with open shelving. Rails under the cornice for hanging maps, pictures and diagrams are essential. The smallest class room for 40 boys in dual desks should be 21′ wide and 23′ long. The arrangement of such a room is shown in the enclosed diagram No. C.A. 306 of 1917—Annexure (ii). To accommodate similarly desks of larger dimensions those of the room must be proportionately increased.

Roofs.

17. The roof should, as far as possible, be impervious to heat.

Sanitary arrangements.

18. Latrines should not be placed nearer than 40 feet to any school building. They should be so situated that the prevailing wind will not blow from them in the direction of the school.

19. The type-designs of the sanitary department should be consulted when planning latrines.

20. For boys' schools separate urinals and latrines should be provided. Separate accommodation should in all schools be provided for the teaching staff.

21. The number of latrine seats should be on the following scale:—

	Girls.	Boys.
Under 30 children	2	1
„ 50 „	3	2
„ 70 „	4	2
„ 100 „	5	3
„ 150 „	6	3
„ 200 „	8	4
„ 300 „	12	5
„ 500 „	20	8

22. There should be in addition for boys urinals at the rate of 4 per cent or if separate urinals are not provided the number of latrine seats should be correspondingly increased.

Note.—It is not intended that all these clauses should be applied in the case of primary schools. In preparing plan for primary school buildings only such points as refer specifically to primary schools or are applicable to all classes of schools should receive attention.

ANNEXURE (i).

1. The seat should not be so high as to prevent the child resting its feet upon the floor, or on a footboard, and if the latter, the knees should not be elevated.

2. Assuming a child to be sitting upright in his seat and the arms to be hanging freely down the edge of the desk next the body should be about an inch higher than the level of the elbows in the case of boys, and from 1½ to 1¾ inches in the case of girls.

(If the desk be higher than this there is a tendency for the boy to be twisted and for one shoulder to be raised above the other with the consequent risk of lateral curvature of the spine.)

3. A line dropped from the edge of the desk ought to strike the edge of the seat or a point an inch or two within it.

(This arrangement obliges the child to assume an upright position which is best for the eyes and the spine.)

4. No seat should be without a back, and the top of this should be 1 inch lower than the edge of the desk in the case of boys, and 1 inch higher than the edge of the desk in the case of girls. (In schools which are graded, great inequalities will be found in the size of the scholars in each room, to meet which it is desirable to provide three sizes of desks. In schools of mixed ages there should be a large number of sizes.)

5. The desk must not be flat. It should slightly incline towards the child.

6. The seat should not be flat, but saddle-shaped. Change of position will be desirable.

7. The desks must be easy of access yet compactly arranged. The angle of vision for the teachers should be not more than 45°.

Height and dimensions.

1. The sloping part of the top should be not less than 12 inches in width.

2. The inclination should be about 2 inches and the slope should be about 1 in 10.

3. The flat portion of the desk with groove should be from 3 to 3¼ inches in width.

4. The proper height allows the forearm of the seated child to rest horizontally upon the desk without discomfort—

(*a*) Youngest children ... ... 20″ to 25″ to the middle of the slope.
(*b*) Intermediate children .. ... 22″ to 26″ do.
(*c*) Oldest scholars ... ... 30″ to 36″ do.

The seat should be 16½ inches high.

5. The back rail should be not more than 7 inches for younger children and not more than 10 inches for the older ones.

6. The minimum space for each child should be 20 inches, 22 inches would be better.

7. The width of the gangway should be 18 inches at least.

8. The seats should be 8 inches wide.

(112) .55 1201

Promotions.

51. Promotions will be made **annually by the Headmaster** subject to the general approval of the Inspector.

52. Except with the sanction of the Inspector, no pupil shall be promoted into any class other than the class next higher nor receive double promotion in any one year.

53. Undue laxity in making promotions will, if it continues after due warning, be considered sufficient reason for withdrawing recognition from the school or from any of its standards.

54. It shall be permissible for a pupil in any class to read any particular subject or subjects along with the pupils of any higher class at the discretion of the Headmaster, but for all other purposes of these articles he shall be considered as belonging to the lowest class in which he is reading.

cap

55. The Headmaster shall, on the first working day of the year, i.e., the day on which promotions are made and classes formed, put up in some conspicuous place in the school a statement showing the distribution of pupils into classes for the new school year. This statement shall be signed and dated by the Headmaster and shall be considered final. No alterations shall be allowed in it except for the purpose of correcting mistakes. It shall remain on view for a fortnight during school hours, and when taken down at the end of that time, it shall be filed in the records of the school.

Remarks of the D.P.I.

Nil.

Office-note.

Based on rule 30 of the Madras Edl. Rules. May be accepted.

CVV
11.9.26

V.T.K
23.9

(118) 56 12/11

Admissions and Withdrawals of Pupils.

56. Applications for admission shall be made in the prescribed form (Appendix 5).

p.186 infra

Remarks of the D.P.I.

Nil.

Office-note.

This is based on rule 33 of the Madras Edl. Rules. May be accepted.

CVV
11.9.25

21/9

V.T.F
23.9

Is this not superfluous? Many will not know the forms not having the Code. Do it not enough if the Hd. Master enters up the application particulars in a form?

TFM
9/10/25.

Let it stand.
TFM
10/10/25

(19) 57 122H

57. Before any pupil is admitted, the parent or guardian shall be supplied with a copy of the school rules, clearly stating the fees which he will be called upon to pay while the pupil remains in the school and the rules governing a pupil's withdrawal.

The copy thus supplied shall be signed by the Head of the school on behalf of the managers. A similar copy, signed by the parent or guardian should be preserved in the school. 2/

Remarks of the D.P.I.

Nil.

Office-note.

Corresponds to article 71 of the present Code.

No remarks.

cor
11.9.25

Ashley
21/9

V.T.F.
23.9

Should it not be 'When any pupil is admitted...'?

Ltd.
9/10/25.

Let it stand.

Ltd.
20/10/25

(129) 58 123M

58. ~~All the fee rules of the school shall be printed on the back of the bill form.~~

Note:- The fee rules should state clearly the dates on which fees become due, the periods for which they are due, and the penalties for late payment. Fees may be levied for the month or the term, and may be payable in a lump sum or by instalments at the option of the managers.

Remarks of the D.P.I.

Nil.

Office-note.

Corresponds to article 72 of the present Code.

No remarks.

CVV
11.9.25

Yes
21/9.

V.T.K
23.9

What is the bill form?
It has not been supplied to yet. Yes
9/10/25.

read § 55 in amendment bill.
Yes
20/10/25

12417.

(12) 59

59. No recognized school shall admit a pupil without a transfer certificate (Appendix 6) from the last recognized school which he attended; and in no case shall a pupil be permitted to attend a class pending formal admission.

p. 187 infra

Remarks of the D.P.I.

Nil.

Office-note.

This embodies articles 69 and 70 of the present Code. May be accepted.

(Cf. also rule 34 of the Madras Edl. Rules)

CDV
11.9.25

V.T.K
25.9

21/9

125M

(125) 66

60. Application for a transfer certificate shall be made in writing to the Headmaster by the parent or guardian of the pupil.

The certificate must be either granted or refused on the date on which the application is received. The only ground on which it may be refused is the non-payment of fees due. Refusals must be given in writing, must state the amount and nature of fees due, and must be signed by the Headmaster.

Note.—Fees will be considered as due only in accordance with the fee regulations of the school. If schools have allowed fees to fall into arrears in excess of this, the excess cannot be claimed for purposes of this article.

Sd/- n/k

Capt

Remarks of the D.P.I.

Nil.

Office-note.

This corresponds to articles 73 and 74 of the present Code. May be accepted.

CW
11.9.25

Sd/- n/k
21/9.

V.T.
23.9.

61

61. Transfer certificates to be valid shall be in the authorized form and shall be numbered serially and counterfoils maintained.

Remarks of the D.P.I.

Nil

Office note.

(paragraph 1)
Corresponds to article 75/7 the present Code may be accepted.

CVV
11.9.25

Filed
21/9
V.T.K
23.9

(24) 62 1267

62. Applications for a duplicate must be made to the Inspector. Should he authorize the issue of the certificate, a fee of Re. 1 shall be paid to the school for it.

Remarks of the D.P.I.

Nil.

Office-note.

Corresponds to the second paragraph of article 75 of present code. May be accepted.

CVV
11.9.25

Approved
21/9
V.T.
23.9

(125) 63.

12/11

63. When an application for a transfer certificate is made after lapse of more than one year from the date on which the pupil left the school, the Headmaster may charge for the certificate a fee at the rate of one rupee for each year that has so elapsed.

Remarks of the D.P.I.

Nil.

Office-note.

Corresponds to the third paragraph of article 75 of present code may be accepted.

CVV
11.9.25

21/9

V.T.K
23.9

(126) 64

tr/ **64. If a pupil is found to have obtained admission by means of a false certificate or false representation of any kind, he shall be summarily expelled with forfeiture of whatever fees he may have paid.**

Remarks of the D.P.I.

Nil.

Office-note.

This new article is based on rule 48 of the Madras Edl. Rules. May be accepted.

[The word 'dismissed' is used in the Edl. Rules; here the term 'expelled' is used.]

CVV
11.9.25

V.T.
21/9

V.T.
23.9

If such cases occur it is presumably the parent or guardian who is at fault - I would therefore say 'If admission has been secured for a pupil by means etc. . . . .' & use the word dismissed for expelled.

Zth
9/10/25.

amend as above.

Zth
20/10/25

(27)

195

p. 76 infra

p. 64 ante

expelled

65. In the event of a pupil's being expelled under Article 64 or on account of grave misconduct under Article 76 the Headmaster shall record his reasons for the dismissal or expulsion, and report the fact at once to the parent or guardian of the pupil, and within seven days to the Inspector. A pupil thus dismissed or expelled from one school shall not be admitted into any recognized school within a period to be determined by the Director on the Inspector's recommendation.

Remarks of the D.P.I.

Nil.

office-note

~~Remarks of the D.P.I.~~

This is based on rule 49 of the Madras Edl. Rules. In the latter rules, both the words 'dismissed' and 'expelled' are used; but only the latter word is used in the European Code — compare Articles 64 and 76 in the revised code and articles 25-A and 76 of the existing Code.

pp. 64 ante & 76 infra

In the Article 65 as now drafted by the D.P.I., the words 'dismissal or' and 'dismissed or', may be omitted for the sake of consistency.

V.T.K 23.9

cov 11.9.25

and 'dismissed' is true.

130M

(22)

66

66. When a pupil is expelled under Article 64 or 76, the Headmaster shall not grant a transfer certificate until the expiration of the period for which the Director has debarred the pupil from admission into a recognized school. After that period has expired the transfer certificate shall be granted subject to the above rules, but in such cases the Headmaster shall endorse it with the words "dismissed for false representation" or "expelled for misconduct" as the case may be.

(Expelled)

Remarks of the D.P.I.

Nil.

Office-note

This is based on rule 45 of the Madras Edl. Rules and article 76 of the present Code. The remark of the office under Article 65 hold good here also. Revised article 66 may be accepted subject to the alteration of the word 'dismissed' to 'expelled'.

p. 65 ante

CVV
11.9.25

21/9

V.T.K
23.9

Sub 1. read 'dismissed' or 'expelled'.

Zety
9/10/25

67. When a pupil is admitted on a transfer certificate, he shall not be placed in any class higher than that for which the certificate shows him to be qualified, nor shall he be promoted before the end of the school year without the previous sanction of the Inspector.

(c.f. also rule 37 of the Madras Edl. Rules)

Remarks of the D.P.I.

Nil.

Office-note.

Correspondents to article 77 of the present Code. No remarks.

CVN
11.9.25

V.K. 23.9

21/9

13217

(130) 68

68. If a pupil admitted has not previously attended a recognized school, he shall be placed in the class for which he is found fit.

Remarks of the D.P.I.

Nil.

Office-note.

Based on rule 37 of the Madras Edl. Rules. May be accepted.

CVN
11.9.25

1.

VTT
23.9

21/9

1334

(131) 69

69. All transfer certificates received must be endorsed with the pupil's admission number and filed, and submitted to the Inspector at his visits. These certificates shall be numbered serially, and the serial number of each certificate shall be entered against the pupil's name in the appropriate column in the Admission Register.

Remarks of the D.P.I.

Nil.

Office-note.

Corresponds to article 78 of present code. May be accepted.

CVV
11.9.25

V.T.K
23.9

21/9

13417

(132) 70

cap)

70. All questions arising between one school and another respecting the enforcement of these articles shall be referred to the Inspector, whose decision shall be final.

Remarks of the D.P.S.

Nil.

Office-note

Vide article 79 of present code. no remarks.

CVV
11.9.25.

V.T.K
23.9

11/9

1357

(133) 71

cap I
87 3/1
3/1

71. Wilful transgression of any of the foregoing articles will render an aided school liable to the suspension, reduction, or withdrawal of grant, to forfeiture of the right to prepare pupils for School Leaving-Certificates and of the right to scholarships, and in the case of a recognized unaided school to the loss of recognition and attendant privileges.

Remarks of the D.P.I.

Nil.

Office-note.

Corresponds to article 80 of present code. No remarks.

CVV
11.9.25

21/9
V.T.
23-9

1367

Fees.

72. In each recognized school fees shall be charged at such rates as may be sanctioned by the Inspector. The rates will be fixed with reference to the nature, object, and circumstances of the school. Fees for non-Europeans shall ordinarily be the same as for Europeans, but the management, in special circumstances, with the specific sanction of the Inspector in each case, may charge higher fees for non-Europeans.

Remarks of the D.P.I.

Article 72.

(*d*) The scale of fees in all classes of schools has to be approved by the Inspector of European Schools and except with his permission non-Europeans are not to be charged higher fees (vide G.O. No. 197, Law (Education), dated 9th Feburary 1925). (D)

It is impracticable at present to lay down a standard rate of fees owing to the great divergencies in the rates of fees levied in European schools, as will be seen from the Note by the Inspector of European Schools attached. It is therefore considered best to leave it to the Inspector to decide what scale of fees is to be levied in any particular institution. x (below)

Article 31 (*i*) existing Code.

(*e*) All reference to Free schools is omitted. As the scale of fees will be determined by the Inspector, the classification of some schools as 'free' will be unnecessary.

Note on Standard rates of School fees for European schools by the Inspector of European Schools, Madras.

School-fees vary a good deal at European schools, and it is not easy to fix a scale that is likely to be readily acceptable to the east and the west coast alike; but the levy of fees at these schools needs regularizing, and some amount of pressure has to be brought to bear on the schools before satisfactory records will be maintained. The new Code insists on the maintenance of a term fee register in an approved form and a reasonable rate of fee for tuition in the ordinary subjects of the curriculum seems a natural concomitant.

The following statement shows the extent of the variations in the present rates of fees:—

Standards.	Fees at Indian schools. Rs. A. P.	Fees at European schools.
IX—VII ...	3 8 0	Plains, Rs. 3 to Rs. 7 per mensem. Hills, Rs. 8-8-0 to Rs. 10 per mensem.
VI—IV	1 13 0	Plains, Rs. 1-8-0 to Rs. 5 ,, Hills, Rs. 3-8-0 to Rs. 8 ,,
III—I	0 7 0	Plains, Re. 1 to Rs. 3 per mensem. Hills, Rs. 3-8-0 to Rs. 4 ,,

P.T.O. (contd.)

Since the salaries of the teachers of European schools are 50 per cent higher than those of Indian schools I would recommend as the basis of calculation, that the school-fees (for tuition in the ordinary subjects of the curriculum, excluding music and other fees) be roughly 50 per cent higher at European than at Indian schools. This would give the following rates of fees for European schools, schools on the hills being allowed to charge at rates about 50 per cent above the rates for schools on the Plains :—

Standards.	Z		Fees (per mensem) Rs.	A.	P.
IX—VII ...	...	Plains	5	8	0
		Hills	7	8	0
VI—IV ...	...	Plains	2	12	0
		Hills	4	8	0
III—I and Infants.		Plains	1	4	0
		Hills	2	0	0

All modifications in these rates would be subject to the provisions of the Code.

Office-note.

This new article embodies the orders of Govt. in G.O. No. 1893 dt. 4.12.24 (E) and 197 dt. 9.2.25. It may be accepted (D) in the circumstances explained by the Inspector and the D.P.I.

CW
11.9.25

Rules agree
4/9 V.T.
23.9

In line 2, p. 374 "nature of circumstances" is somewhat vague. I would prefer to say, 'grade and any special circumstances affecting the school or its pupils."
I must prefer the comparison given between the fees in Indian Schools & European Schools. Those given for Indian schools do not seem to correspond with those in the M.E. Rules.

Yes
Telt
20/10/25

Telt.
10/10/25

137

135

13817

(136)

73. Managers will be allowed to grant fee concessions and scholarships in accordance with schemes approved by the Inspector up to 10 per cent of the total fees due. Any concession in excess of this 10 per cent they make will be excluded in assessing the teaching grant-in-aid.

Remarks of the D.P.I.

Nil.

Office-note.

This is a new and important addition to the present code. At present European schools are aided on the system of 'Fixed ~~grants~~ grants' — Article 39 of present code — and one of the main objects of the present revision is to adopt for the European schools the principles of 'teaching' and other grants embodied in the grant-in-Aid code. Please see revised Article 144.

Vide also note on pp. 1-2 ante

p. 143 infra

The new article 73 which is based on the similar provision in the case of ~~European~~ Indian schools — fis 1364 B/ 19.9.21 and 1604 B/ 10.11.21 and rule 32 of the grant-in-Aid code - may be accepted

I note on this question of principle separately V.Tk 23-9

(F)

(G)

CWN 11.9.25

KBM 21/9

(137)

76

Punishment.

74. Corporal punishment shall not be inflicted in schools, except in cases of moral delinquency, such as, deliberate lying, obscenity of word or act, or flagrant insubordination. It shall be limited to six cuts on the hand, and shall be given only by the Headmaster or under the supervision of the Headmaster. Corporal punishment should not be inflicted in any recognized school on boys of the XI standard.

75. The Headmaster shall record in a register (Appendix 7) every case in which corporal punishment has been inflicted, specifying the name, class, and age of the pupil, the date and nature of the offence, and the amount of punishment.

76. Gross cases of immorality or insubordination shall be punished by expulsion. (Vide Articles 65 and 66.)

Remarks of the D.P.I.

Nil.

Office-note.

These Articles are based on Article 25-A of the present code. May be accepted.

CR
11.9.25

21/9.

V.R.
23.9.

76 / read 'vide Article 66.' We are not concerned here with Article 65.

ZH
10/10/25

ZH
20/10/25

14017

(132) 77

Registers and Records.

77. Every school shall keep in the prescribed form and submit to the Inspector when required the following:—

(1) A register of admissions and withdrawals (Appendix 8).
(2) A register of attendance of pupils (Appendix 9).
(3) A fee register (Appendix 10).
(4) Counterfoils of transfer certificates issued.
(5) A time-table.
(6) A marks register ~~(Article 49)~~.
(7) A register of attendance of masters (Appendix 11).
(8) An acquittance roll (Appendix 12).
(9) A log book.
(10) Library catalogues—Staff and pupils'.
(11) Library registers—Staff and pupils'.
(12) A register of scholarships (Appendix 13).
(13) An acquittance roll of scholarships (Appendix 14).
(14) A cash book showing all receipts and expenditure.
(15) A register of equipment purchased with the aid of Government grant (Appendix 15).
(16) A register of boarders under Article 162 (Appendix 38).
(17) A register of boarders under Article 165 (Appendix 41).
(18) A register of pupils receiving free meals and clothing (Appendix 43).
(19) A register of pupils receiving fee remissions grant (Appendix 44).
(20) A complete syllabus of each subject in the school's curriculum.
(21) A corporal punishment register (Appendix 7).

The latest edition of the Code of Regulations for European Schools (with corrections, if any) and a portfolio of correspondence shall be kept in every school.

Note.—The log book shall be kept by the Headmaster, who shall enter in it from time to time such events as the introduction of new books, apparatus, or courses of instruction, the visits of Managers, absence, illness, or failure of duty on the part of any of the staff, or any special circumstances affecting the school that may, for the sake of future reference or for any other reason, deserve to be recorded. No reflections or opinions of a general character shall be entered in the log book. A visitors' book may also be kept, in which officials belonging to other departments and other visitors to the school may be invited to make remarks.

[Rule 52 of Madras Edl. Rules also depart. 83 of present code.

Remarks of the D.P.I.

Every school is required to maintain a complete set of registers.

Office note

This is based on rule 52 of the Madras Edl. Rules — vide also articles 82 and 83 and note to article 84 of present Code. May be accepted.

CVV
11.9.25

V.T.K. 23.9
21/9

(139) 78 14/7

78. The only persons authorized to make entries in the log book are the Headmaster and the Inspector. The log book shall be kept in the custody of the Headmaster, but shall be open at all times to the inspection of the Managers. No entry once made in the log book may be removed, nor may it be altered otherwise than by a subsequent entry.

l.c/

Remarks of the D.P.I.

Nil.

office-note.

Corresponds to article 84 of present Code. No remarks.

CVV
11.9.25

Kelly 21/9

V.T. 23.9

(140) 79

79. At the commencement of each school year, the name of every teacher who is to form part of the school staff for the year and the distribution of the work among the staff shall be entered in the log book, and the statement signed by the Headmaster. Any subsequent change in the staff or in the distribution of the work shall be recorded in the log book.

Remarks of the D.P.I.

Nil.

Office-note.

Corresponds to article 85 of present Code. No remarks.

CVV
11.9.25

VVY
11/9

V.T.K.
23.9

14317

(141)

80

80. The Inspector shall be entitled to examine all school records at any time.

Remarks of the D.P.I.

Nil.

Office-note.

Vide article 87 of present Code. No remarks.

CW
11.9.25

21/9

V.TK
23-9

unnecessary. ¾ 77 covers this.
Ltd.
10/10/25

return.
Ltd
20/10/25

144M

(142) 81

CHAPTER III.—EXAMINATIONS.

81. In accordance with the regulations for the award of *European School-Leaving Certificates* the High School Examination is held annually, and concurrently with this examination is held the Middle School Examination for the purpose of testing the attainments of scholars completing the Middle School course. The rules and regulations of both examinations are published separately.

Remarks of the D.P.I.

Articles 81 to 84.

(*l*) Provision is made for the introduction of the European School-Leaving Certificate. In this office letter R.O.C. No. 1696 E/22, dated 29th April 1925, a form of European School-Leaving Certificate has been submitted to Government, and sanction requested for its introduction. The present High School Examination will be the public examination, the marks of which will 'complete' the certificate, while the marks of the Middle School Examination will also be entered in it at the time of passing this examination.

Office-note.

The Director's proposal for the introduction of the S.S.L.C. examination for European schools has been approved by the Govt.

May be accepted.

COV
15.9.25

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V.TF
23.9.

145M

143

82

82. The examinations are open (1) to pupils who have completed satisfactorily the prescribed courses of study and who in the case of the High School Examination are otherwise eligible under the Regulations for the award of School-Leaving Certificates, and (2) to *bona fide* private European candidates. Private candidates to be eligible must have studied privately under conditions approved by the Inspector, and can be admitted to the examination only on an order from the Inspector. No pupil of an unrecognized school and no one who has been a pupil of a recognized school within one year of the date of the examination will be admitted as a private candidate.

Remarks of the D.P.I.

Nil

Office-note.

Corresponds to article 89 of present code. May be accepted.

CVV
11.9.25

JKM
11/9

V.F
23.9

(144)

83/1

83. The marks gained at the public examination will be entered in each candidate's School-Leaving Certificate, the marks of the Middle School Examination being entered on page 22 of the certificate.

Remarks of the D.P.O.

p. 81 ante

Same as those under Art. 81.

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Office-note

Vide note on p. 81 ante.

May be accepted.

CVV
15.9.25

21/9.

V.T.
23.9

(145) 84

84. The Rules and Regulations for the award of European School-Leaving Certificates are published separately.

Remarks of the D.P.I.

vide under Art. 81.

Office-note.

May be accepted.

21/9.

V.T.
23.9.

p. 81 ante

[The Director has stated that he will be sending us shortly a notification in this regard]

CVV
11.9.25

(140) 85 85 I

168 P

82

CHAPTER IV.—SCHOLARSHIPS.

~~85.~~ Scholarships are of four grades :—

1. Primary :	3. High :
2. Middle :	4. Collegiate :

and under grades 1, 2, and 3 they are of two classes : Open and Special. Open scholarships are awarded strictly on merit ; Special on a combination of merit and need.

>/8

Remarks of the D.P.I.

82-83
Articles 85 and 86.

(f) Final scholarships are proposed to be abolished, and the savings utilized for the provision of more collegiate scholarships. The reason for this change is the greater demand for collegiate scholarships. Provision is made for their being tenable for a third year by students taking the B.A. (Honours) course.

office-note.

Corresponds to article 102 of the existing Code. 'Open' and 'special' scholarships refer respectively to the scholarships sanctioned in G.O. ~~No~~ 415 (X) dt. 1.7.1907 & in G.O. 637 dt. 8.7.1913.

(X) As amended by G.O. No. 1179 dt. 15.10.24 + No. 736 dt. 24.6.25 (Y)

(H)

(I)

May be accepted:
The DPI says that there is a greater demand for Collegiate Scholarships than for final Sch

CCV
11.9.25

VLH
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V.T.K
23.9

Article as further amended by the Director of Public Instruction.

82. Scholarships are of four grades:--

Primary

Primary;
Middle;
High;
Collegiate.

They are intended to enable poor deserving intelligent pupils to proceed with their education.

Director's Remarks.

There are at present, in regard to Primary, Middle and High Scholarships, two sets of scholarships "Open" and "Special". "Open" are awarded strictly on merit without reference to the pecuniary circumstances of the pupils, and "special" are awarded on a combination of merit and need of assistance. It is proposed to do away with the distinction as between 'open" and "special" and to make poverty the chief condition of eligibility along with merit. This proposal is in keeping with the spirit of the Government Scholarships Notification.

Office-note.

The necessity for the modified article has been explained by the D.P.I. May be accepted.

cov
9.2.26

9/2

V.T.K.
10-2

86. The rates and duration of scholarships are as follows:—

Primary not less than Rs. 6 nor more than Rs. 8 per mensem for three years.

Middle not less than Rs. 10 nor more than Rs. 12 per mensem for two or more years.

High not less than Rs. 15 nor more than Rs. 20 per mensem for two or more years.

Collegiate not less than Rs. 20 nor more than Rs. 30 per mensem for two or more years.

Primary scholarships are tenable for three years in a school of a higher grade than Primary. Middle scholarships are tenable for two years in a High School or for a recognized course of study not exceeding five years in a technical or professional institution. High scholarships are tenable by students proceeding to the University or pursuing a recognized course of study in any institution or institutions approved for this purpose by the Director and for such a period as he considers necessary. Collegiate scholarships are tenable for two years or more in Colleges of the University of Madras by students reading for a diploma or for a degree.

Vide D's remarks on p. 88 ante

Remarks of the D.P.I.

Vide remarks under Art. 85.

Office-note.

This is based on the note to Articles 102 and article 104 of the present code. The changes are explained by the D.P.I.

May be accepted.

cov
11.9.25

21/9

V.T.K.
23.9

(48) 2387 4

84
~~87~~. Candidates for Primary scholarships must be under 12 years of age, for Middle scholarships under 15 years of age, and for High scholarships under 17 years of age on the 31st December in the year of examination. In the case of Special scholarships exemptions from these age limits may be granted by the Inspector.

Remarks of the D.P.I.

Nil.

Office-note.

The first sentence of the Article follows Article 105 of the present Code. The second sentence is based on the orders in G.O. 1930 dt 10.12.24.

May be accepted.

(J)

CW
11.9.25.

JHM 11/9

VTK 23.9

Article as further amended by the Director of Public Instruction.

84. Candidates for Primary scholarships must be under 14 years of age; for Middle scholarships under 16 years of age; and for High Scholarships under 19 years of age on the 31st December in the year of the Examination.

Director's Remarks.

It is proposed to raise the age limit relating to each grade of scholarships. No discretion will be vested in the Inspector of European Schools to vary these age limits.

Office-note.

The age limits are proposed to be altered as follows:—

	Present age limit	Proposed age limit
Primary	12	14
Middle	15	16
High	17.	19.

These age limits are to be adhered to strictly.

May be accepted.

CVV
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V.T.K
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(1489) 15117

85

88. At present the number and allotment of scholarships are:—

	Boys.	Girls.	Total.
Primary, Open	6	4	10
" Special	6	4	10
Middle, Open	6	4	10
" Special	6	4	10
High, Open	3	2	5
" Special	1	1	2
Collegiate	3	3	6

It shall be competent to the Director on the recommendation of the Inspector to vary in any year the distribution of scholarships between boys and girls.

Remarks of the D.P.I.

Nil.

Office-note.

(X) Vide fns Nos. 415/1.7.07 (H), No. 1179/15.10.14 (X), No. 736/24.6.20 (I) + No. 6378/8.7.13 (I)

[On the place of 4 collegiate + 2 final scholarships, 6 collegiate scholarships are entered - Vide Director's remarks on p. 85 ante]

This Article shows the number (X) of scholarships at present sanctioned and their distribution. (As regards) the last sentence, please see the sub paragraph to paragraph 2 of fn. 415/1.7.1907. The provision is apparently intended to ensure a fair distribution of the scholarships, with due regard to needs.

May be accepted.

(H)

CVV
11.9.25

11/9.

V.T.K
23.9.

Article as further amended by the Director of Public Instruction.

85. The number and allotment of scholarships are: --

	Boys	Girls	Total
Primary	12	8	20
Middle	12	8	20
High	4	3	7
Collegiate	3	3	6

It should be competent to the Director on the recommendation of the Inspector to vary in any year the distribution of scholarships between boys and girls.

Director's Remarks.

The change in the number proposed under each head-Primary, Middle and High-is due to the omission of the distinction "Open" and "Special"--the total number of scholarships remaining the same.

Article 82 ante

Office-note.

The amendment in this Article is consequent on the modification proposed in Article 82.

CVV
9.2.26

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V.T.
10/2

86

89. Primary, Middle and High scholarships are awarded by the Inspector; Collegiate by the Director.

Remarks of the D.P.I.

Nil

Office-note.

The Article embodies the delegation sanctioned in Gr. 1105 dt 22.9.14.

May be accepted.

CVV
11.9.25

11/9

V.T.
23.9.

90. Primary and Middle scholarships are awarded on the results of the schools' promotion examinations from Standards IV and VII respectively, and in the case of Middle scholarships on the results of the Middle School Examination as well; High scholarships are awarded on the results of the High School Examination.

Collegiate scholarships are awarded on the results of the Intermediate Examination of the University of Madras.

Notifications are published each year in the *Fort Saint George Gazette* inviting applications and giving more detailed information.

Registers and acquittance rolls for scholarship holders are to be maintained as prescribed (Appendices 13 and 14).

Remarks of the D.P.I.

Nil.

Office-note

This corresponds to article 103 of the present Code.

May be accepted.

11.9.25

U/S

V.K.
23.9.

Article as further amended by the Director of Public Instruction.

87. Primary scholarships are awarded on the results of the schools' promotion examinations from standard IV; Middle, on the results of the Middle School Examination; High, on the results of the High School Examination; Collegiate, on the results of the Intermediate Examination of the University of Madras. Awards will be made on consideration of merit and need, but scholarshi

but scholarships will only be awarded to pupils who without the scholarship would be unable to continue their education. K

Notifications are published each year in the Fort St. George Gazette inviting applications and giving more detailed ~~in --Directors xRemarks.~~ information.

Registers and acquittance rolls for scholarship-holders are to be maintained as prescribed (Appendix 13 and 14).

Director's Remarks.

In regard to Middle Scholarships, Article 87 of the revised draft Code provides for award on the results of the schools' promotion examination as well as on the results of the middle school examination. The present proposal involves the omission of the schools' promotion examination, as there is no reason to consider the schools' promotion examination when the results of the Middle school examination are available.

Office-note.

The last sentence (x) of sub-paragraph 1 of the modified article, suggested by the D.P.I, seems to be unnecessary in view of the second sentence (x) of modified article 82. It may perhaps be omitted. The Article may otherwise be accepted.

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9.2.25.

plus 9/2
V.T.K 10/2

(x) K on pp. 9-10 above

(x) A on p. 2 ante

88
91. A scholarship may be reduced or withdrawn in cases of misconduct, of continued absence, or of insufficient progress in studies.

Remarks of the D.P.I.

Nil.

Office-note.

Vide article 108 of the present Code. No remarks.

cvv
11.9.25

plus 21/9
V.T.K 23.9

(153) 12

89

92. A scholarship may be transferred from one school to another with the sanction of the Inspector.

Remarks of the D.P.I.

Nil.

Office-note.

This is based on article 109 of the present Code. May be accepted. It is proposed to omit the existing provision enabling the transfer of scholarships from one province to another.

CVV
11.9.25

Nil
11/9

V.T.
23.9.

(54)

94 - 6

Object.

94. Training Schools are intended to afford theoretical instruction and practical training with a view to fitting men and women for the profession of teaching.

Remarks of the D.P.I.

The rules are brought into line with those for Indian schools.

Office-note

Based on rule 103 of the Madras Edl. Rules. May be accepted.

CVV
11.9.25

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93.

CHAPTER V.—TRAINING SCHOOLS.

Recognition.

93. The recognition of Training Schools vests in the Director. In addition to the conditions of recognition contained in this Chapter the Director, before according recognition, shall satisfy himself that such of the conditions laid down in Article 14 as are applicable to Training Schools have been fulfilled.

Applications for recognition shall be submitted in the form prescribed (Appendix 16).

The Director may exempt a school requiring special consideration from satisfying any of the conditions laid down.

p.18 ante

M-197-8 ante

Remarks of the D.P.I.

Articles in Chapter V.

(*m*) The rules regarding Training Schools for Europeans are brought into line with those for Indians, and the power to sanction stipends and stipendiary grants is delegated to the Inspector.

(*n*) The rules regarding the granting of certificates to untrained teachers have been deleted.

I consider that untrained teachers should not be given a certificate of any kind ; untrained teachers working under the Madras Educational Rules are not given certificates. Provision is, however, made for granting exemption, but they are to be granted only by me.

(*o*) Article 122 of the existing Code has been omitted. This is because it has become inoperative.

Office-note.

This Article follows rules 63 and 128 of the Madras Edl. Rules. May be accepted.

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12.9.25

V.T.K
23.9.

(56)

96 1/8

96. A school of a higher grade may include the grades below it, in which case the grades shall be designated "departments", and the school as a whole shall, as in schools for general education, be designated by the highest grade. A school shall be specifically recognized for the department it may contain.

Remarks of the D.P.I.

The rules are brought into line with those for Indian schools.

Office-note.

This follows the second paragraph of rule 104 of the Madras Edl. Rules. May be accepted.

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11.9.25

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V.T.K
23.9.

(157) 95

Classification.

95. Schools for the training of teachers shall be classified as follows:—

(i) High Grade Schools, in which the following classes of persons are trained for High Grade Teachers' Certificates:

(1) Persons who have passed the Intermediate or B.A. degree examination of the University of Madras or any other examination declared for this purpose to be equivalent thereto by the Director.

(2) Persons who have general educational qualifications accepted by the Inspector.

(ii) Middle Grade Schools, in which the following classes of persons are trained for Middle Grade Teachers' Certificates:

(1) Persons who have passed the Matriculation Examination, the High School Examination, the Cambridge or Oxford School Certificate Examination.

(2) Persons who hold completed European School-Leaving Certificates.

(3) Persons who have general educational qualifications accepted by the Inspector.

(iii) Primary Grade Schools, in which the following classes of persons are trained for Primary Grade Teachers' Certificates:

(1) Persons who have passed the Middle School Examination or the Junior Cambridge or Oxford Local Examination.

(2) Persons who have satisfactorily completed a course of instruction including at least Standard VII.

Remarks of the D.P.I.

The rules are brought into line with those for Indian schools.

Office-note.

This follows the first paragraph of Rule 104 of the Madras Edl. Rules — vide also Article 65(C) of the present Code.

May be accepted.

CVV
11.9.25

V.F 23.9

4/9

(158) 97/4

97. Each Training School must have a practising school attached to it, which shall contain the standards necessasy for the training of teachers of the grades it includes.

Remarks of the D.P.I.

The rules are brought into line with those for Indian schools.

Office-note.

Based on rule 105 (paragraph 2) of the Madras Edl. Rules - vide also article 111 of present code - no remarks.

CVV
11.9.25

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V.TK
23.9

(159) 98 To

CONTROLLING AUTHORITY.

98. The responsibility for the management and discipline of the school shall be vested in the Manager recognized by the Department.

l.c.

Remarks of the D.P.I.

The rules are brought into line with those for Indian schools.

Office-note.

Based on rule 129 of the Madras Edl. Rules. May be accepted

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11.9.25

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V.T.K
23.9

(160)

99 - 11

99. (i) The staff of a Training School shall depend upon (*a*) the grade of the school and (*b*) the number of departments it contains.

(ii) The following table shows the minimum qualifications of the staff :

Post.	High grade school.	Middle grade school.	Primary grade school.
Headmaster ...	Licentiate in Teaching ...	High grade ...	High grade.
Assistants ...	Do. ...	Do. ...	Middle grade.

Teachers of special subjects must possess qualifications accepted by the Department.

(iii) Holders of other than Madras degrees, diplomas, and certificates will be held qualified to hold posts according to the value assigned for this purpose to such qualifications by the Director.

Remarks of the D.P.I.

The rules are brought into line with those for Indian schools.

Office-note.

Based on rule 107 of the Madras Edl. Rules - vide also article 65(c) of the present Code. The qualifications of the staff for ordinary schools will be regulated by Articles 25-27 supra pp. 30-32 ante May be accepted.

CW
11.9.25

11/9.

V.T.F.
23.9.

(161)

100 / 12

Apparatus and Appliances.

100. A Training School shall be provided with the necessary furniture and physical training apparatus and with the appliances, models, apparatus, and specimens needed for the courses prescribed. It shall also have a library containing among other books suitable books on the theory and practice of education, and a museum, and, where possible, a garden.

Remarks of the D.P.I.

The rules are brought into line with those for Indian schools.

Office-note.

Based on rule 108 of the Madras Edl. Rules. May be accepted.

CVV
11.9.25

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V.T.
23.9

To be returned

In respect of European schools which is the practical use of a garden? Zetl
10/10/25.

(162) 101/13

CURRICULA.

101. The courses for the various grades will be laid down by the Director.

Remarks of the D.P.I.

The rules are brought into line with those for Indian schools.

Office note.

Based on rule 109 of the Madras Edl. Rules. May be accepted.

CVV
11.9.25

21/9

V.T.K
23.9

(163)

102/

Period of Training.

102. The period of training for all grades shall be two years, i.e., four terms, except that for Middle Grade candidates who have completed the old F.A. or the present Intermediate course of the University of Madras the period of training shall be one year, i.e., two terms. The Inspector may extend the period of training in the case of students who owing to illness or other unavoidable cause of absence during their period of training require an extension, or in the case of students who, having failed in the written examination, are required by the Inspector to undergo further training, or to enable a student of any grade to undergo a special or an extended course of training.

Remarks of the D.P.I.

The rules are brought into line with those for Indian schools.

Office-note.

This is based on rule 110 of the Madras Edl. Rules and embodies the rule contained in article 115 of the present Code as amended by the orders in G.O. 2006 of 23.12.24.

(I.)

May be accepted.

CW
11.9.25

V.K. 23.9

(BX) 103 1/5

STRENGTH OF CLASSES.

103. The number of students in any class shall not exceed twenty without the express sanction of the Inspector.

Remarks of the D.P.I.

The rules are brought into line with those for Indian schools.

Office-note.

This follows rule III of the Madras Edl. Rules. May be accepted.

CW
11.9.25

21/9

V.K
23.9

(16) 104 c/16

8/

Admission and Withdrawals.

104. The dates of admission shall be fixed by the controlling authority, provided that the period of training prescribed is not thereby curtailed. The withdrawal of stipendiaries is permitted only with the sanction of the Inspector.

Remarks of the D.P.I.

The rules are brought into line with those for Indian schools.

Office-note.

This follows rule 130 of the Madras Edl. Rules. May be accepted.

CVV
11.9.25

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VTK
23.9.

Conditions of Admissions.

105. (1) Every candidate for admission shall submit an application in the form prescribed (Appendix 17).

(2) His age shall not be less than 16 and must not exceed 25 years, or, in the case of a candidate who has been employed as a teacher in a recognized school for not less than three years, 35 years.

The controlling authority may in very special circumstances admit a candidate whose age does not fall within these limits.

(3) He shall produce before admission the following certificates:—

(*a*) Certificate of Health: a certificate from a District Medical Officer or other medical officer accepted by the controlling authority, certifying that the candidate is physically fit to perform efficiently the duties of a teacher;

(*b*) Certificate of Education: a certificate of general education as laid down in Article 95.

A candidate who does not possess the prescribed educational certificate may be admitted if the Inspector considers he has equivalent educational qualifications.

(*c*) A certificate of Conduct: a certificate given by some responsible person acceptable to the controlling authority.

Remarks of the D.P.I.

The rules are brought into line with those for Indian schools.

Office-note.

Follows rule 113 of the Madras Edl. Rules. At present the age limit for admission to training schools is ~~fixed~~ left to be fixed by the Dept — vide article 113(a) of present code. This power is taken away. May be accepted.

CVV
12.9.25

V.T.K.
23.9

(167)

Vol. 1/16

Selection of Candidates.

106. The selection of candidates for admission shall be left to the discretion of the controlling authority.

Selected candidates should ordinarily hold provisional appointments to which they will revert after training. In selecting candidate teaching experience should be taken into consideration and also the appointment which the applicant will take up after training, but applications from within the Madras Presidency should receive first consideration.

Remarks of the D.P.I.

The rules are brought into line with those for Indian schools.

Office-note.

Follows rules 114 and 132 of the Madras Edl. Rules. May be accepted.

CW
12.9.25

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V.T.
23.9

(12) 107 7/5

107. At a Government Training School the following term fees shall be paid by students coming from outside the Madras Presidency :—

	Rs.
High and Middle departments	50
Primary	20

These fees shall be remitted into the treasury to the credit of Government funds.

At aided institutions too these fees may be charged, provided that no fees are levied from students on whose behalf grants for stipends from Provincial funds are drawn.

Remarks of the D.P.I.

The rules are brought into line with those for Indian schools.

Office-note.

Follows rules 115 and 133 of the Madras Edl. Rules. May be accepted.

CVV
12.9.25

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Y.T.K
23.9.

(169) 108 1/10

Stipends and Stipendiary Grants.

108. Stipends from Provincial funds may be granted to students under training at the following rates:—

	Rs.
High grade students	30 a month
Middle grade students	20 „
Primary grade students	15 „

Remarks of the D.P.I.

Nil.

Office-note.

(M) this embodies the orders in G.O. 860 J, 27.9.1912 — vide also Article 121 of present Code.

May be accepted.

CW
12.9.25

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VH
23.9

(170) 109

109. The maximum number of provincial stipendiaries that may be admitted in any year into the several departments of a Training School shall be limited to the funds provided.

Remarks of the D.P.I.

The rules are brought into line with those for Indian schools

Office-note.

Follows rule 116 of the Madras Edl. Rules. May be accepted.

CVV
12.9.25

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V.T.
23.9.

(17) 110

22

Selection of Stipendiaries.

110. Stipends and stipendiary grants are sanctioned by the Inspector. An application in the prescribed form (Appendix 18), together with all the required certificates, should be submitted by the controlling authority as early as possible after the expiry of the fifty days' probationary period prescribed. Stipends are ordinarily drawn monthly for the previous month on the prescribed form (Appendix 19).

(X) A.R. 113 on p. 113 infra

p. 201 infra

Remarks of the D. P. I.

The rules are brought into line with those for Indian (schools) and the power to sanction stipends and stipendiary grants is delegated to the Inspector.

Office-note.

Follows rule 118 of the Madras Edl. Rs and rules 46 and 49 of the Grant-in-Aid code.

M[redacted] be accepted.

CW
12.9.25

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V.T.K
23.9

(12) 111 83

111. Ordinarily stipends are given only to candidates from the Madras Presidency.

Remarks of the D. P. I.

Nil.

Office note.

The necessity for this Article is obvious. May be accepted.

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12.9.25

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23.9

(12) 112 12/9/25

Non-Stipendiary Candidates. p. 103 Cond. 5

112. Subject to the provisions of Article 103 the controlling authority may admit non-stipendiary students with or without fees.

Remarks of the D.P.I.

The rules are brought into line with those for Indian schools.

Office-note.

Follows rule 119 of the Madras Edl. Rules. May be accepted.

CVN
12.9.25

Ellen
21/9.

V.T.K
23.9.

I do not understand this rule. Surely there ought to be some control over admission of fee payant of free which is another form of stipend? Zetland 14/10/25

Right
Zetland
20/10/25

(174)

113 / 25

PROBATION.

113. Every student on admission shall be on probation for fifty working days and, if it shall appear to the head of the institution that any student is not likely to prove an efficient teacher such student shall, with the sanction of the Inspector, be required to leave the school. During probation a stipendiary student shall be entitled to draw the full amount of his stipend, and, if rejected at the end of the period of probation, he shall not be required to refund the amount drawn, provided that his rejection was not due to moral delinquency.

Remarks of the D.P.I.

The rules are brought into line with those for Indian schools.

Office-note

Follows rule 120 of the Madras Edl. Rules. May be accepted.

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12.9.25

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23.9.

(15)

114 - 20

TIME-TABLE.

114. A time-table showing the educational and pedagogical work, including observation, practice, model and criticism lessons for each department of the school shall be kept, and shall be approved by the Inspector.

Remarks of the D.P.I.

The rules are brought into line with those for Indian schools.

Office-note.

Follows rule 122 of the Madras Edl. Rules. May be accepted

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12.9.25

Keen
24/9

V.T.
23.9.

Leave and Dismissal.

115. (i) The head of an institution may give a student casual leave amounting to not more than seven days at a time exclusive of Sundays and other holidays, and to not more than fifteen days in the year. In cases of real necessity he may also give additional leave, but it shall be leave without stipend. A student will forfeit one day's casual leave for every four times that he is marked late.

(ii) A student shall forfeit all stipend during any period, however short, of absence without leave, and may be dismissed if he is absent without leave for three whole consecutive working days, or for periods aggregating five whole days in any one term.

(iii) The head of an institution may grant leave without loss of stipend for a period not exceeding one month in each year of the training course to a student who is absent in consequence of severe sickness certified to by a competent medical authority or, where this is not available, after full enquiry. If the leave exceeds one month, no stipend shall be granted for the excess period.

(iv) A student may be dismissed by the controlling authority for continued idleness or serions misconduct ; and if so dismissed, he may be declared unfit for employment as a teacher. If he is a stipendiary student, he shall also be required to refund the whole amount drawn by him from Provincial funds.

Remarks of the D.P.I.

The rules are brought into line with those for Indian schools.

Office-note

Follows rule 123 of the Madras Edl. Rules. With reference to the note under Article 65 *supra*, the word 'dismissal' in the heading and the word 'dismissed' wherever it occurs in the Article may be altered to 'expulsion' and 'expelled' respectively. The Article may be accepted otherwise.

p. 65 ante

that 'dismissed' or 'expelled'. Telf 11/10/25

CVV 12.9.25

V.TF 28.9.25

(17. 116 c/28

Boarding House.

116. All students under training must reside in the school boarding house unless exempted by the Inspector on the recommendation of the Headmaster.

Remarks of the D.P.I.

Nil.

Office note

Corresponds to article 118 of present code. No remarks.

CVV
12.9.25

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V.K
23.9

(178) 117 ... 29

117. The Inspector shall satisfy himself that the accommodation is sufficient and suitable, that the sanitation is satisfactory and that the rules of the boarding house and the arrangements for the general supervision and recreation of the students in residence are satisfactory.

Remarks of the D.P.I.

Nil.

Office-note.

This corresponds to article 119 of the present Code. May be accepted.

CVN
12.9.25

21/9

V.T.F.
23.9.

Examinations.

Art. 65(a) of present code

118. On the completion of the training course there will be a written examination to test the students' theoretical knowledge. Successful candidates will be placed in three classes, those obtaining 80 per cent of the marks in the first class, 60 per cent in the second class, and 40 per cent in the third class. If a student fails to satisfy the examiners in the examination, he will be required to appear for the examination until he succeeds, and, if the Inspector considers it necessary, to undergo further training for a period to be prescribed by the Inspector. Candidates who have passed the examination will be called 'Probationary trained teachers,' and will be given a probationary trained teachers' certificate in which their probationary service will be entered by the Inspector. On completing eighteen months' verified and approved service the teacher will be granted a trained teachers' certificate. To obtain a trained teachers' certificate, the teacher must submit to the Inspector his probationary trained teacher's certificate duly completed and a treasury receipt for two rupees.

Rules 142 & 145 Madras Ed. Rules

Art. 65(d) of present code

119. Probationary trained teachers shall be considered for all purposes of the Public Service Notification and this Code as trained and certificated teachers for three years from the 1st January of the year in which they passed their examinations.

Rule 142 Madras Ed. Rules

A teacher whose certificate is not completed within the three years mentioned above shall cease to enjoy the status of a certificated teacher until his certificate is completed.

Second paragraph of rule 145 deleted.

Remarks of the D.P.I.

The rules are brought into line with those for Indian schools.

Office-note.

This Article follows rules 141, 142, 143 and 145 of the Madras Edl. Rules and also embodies the provisions of article 65(a) and (d) of the present Code.

May be accepted.

V.T.K. 28.9.

CW 12.9.25

The passage of A Rems is regd some explanation. Ref 12/9/25

all spl. Ref 20/9/25

AGREEMENT TO BE ENTERED INTO BY STUDENTS.

120. Every student shall, as soon as possible after he joins the training institution, enter into an agreement to be executed in such form as may, from time to time, be prescribed (Appendix 20), binding himself (i) to remain in the institution during the period prescribed and during that time to abide by such rules as may be laid down for regulating his attendance and conduct; (2) to abstain while under training from engaging in any other avocation; (3) to abstain from attending any other institution except with the permission of the head of the training school; (4) to appear for such examination as may be prescribed; (5) to serve as a teacher in a recognized school in the Madras Presidency or to keep a recognised school within the jurisdiction of the Madras Educational Department for at least three years in the case of a male student and two years in the case of a female student; (6) to supply to the head of the institution every six months during the three or two years referred to above, information regarding residence, appointments held, salary and any other particulars which may be needed to enable the head of the institution to keep a history of the students trained in it. This information shall be supplied through the Inspector of European Schools.

Remarks of the D.P.I.

The rules are brought into line with those for Indian schools

Office-note.

Follows rule 125 of the Madras Edl. Rules. May be accepted.

CW
12.9.25

V.T.K 23.9

Registers.

121. In addition to the registers named in Chapter II, the following shall be kept:—

(1) A register giving the history of ex-students (Appendix 21).

(2) A register summarising the remarks of teachers engaged in supervising the work of the students in the practising school, the time spent in it, and the subject taught by each student.

(3) A register showing the criticism lessons given, with the dates, the subjects, the names of those by whom they were given and a summary of the criticisms.

(4) A register showing the model lessons given, with the dates, the subjects, and the names of those by whom they were given.

(5) A register of leave granted to students under training (Appendix 22).

(6) An acquittance roll for stipendiaries (Appendix 23).

Remarks of the D.P.I.

The rules are brought into line with those for Indian schools.

Office-note.

Follows rule 126 of the Madras Edl. Rules. May be accepted.

CVV
12-9-25

N/S

V.TK
23.9

(22)

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CHAPTER VI.—TEACHERS AND PROFESSIONAL CERTIFICATES.

122. In recognized schools every paid teacher should be engaged under a written agreement with the managers terminable on either side with reasonable notice—three months' notice may be considered reasonable notice.

one term in art. 63.

Remarks of the D.P.I.

Nil.

Office note.

Vide article 63 of the present Code - May be accepted.

CW
12.9.25

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V.T.K
23.9

123. Teachers in recognized schools must be certificated under the Code, except in the case of the following :—

(*a*) Teachers holding a pedagogical diploma or degree awarded by a University in India.

(*b*) Graduates of a British or Irish University and teachers who have received certificates from the Board of Education in Great Britain.

(*c*) Persons described in Article 28.

NOTE.—Teachers who hold professional certificates other than those issued under this Code may be granted equivalent certificates under the Code, the Director deciding the grade of certificate in each case. (Article 29).

Exemptions may be granted by the Director in very special cases.

Remarks of the D.P.I.

(*n*) The rules regarding the granting of certificates to untrained teachers have been deleted.

I consider that untrained teachers should not be given a certificate of any kind ; untrained teachers working under the Madras Educational Rules are not given certificates. Provision is, however, made for granting exemption, but they are to be granted only by me.

I agree
V.TK

Office-note.

Corresponds to article 64 of the present Code. May be accepted.

CVV
12.9.25

Please see the remarks of the D.P.I regarding untrained teachers

21/9.

V.TK
23.9.

124. Teachers in possession of one of the lower certificates may gain a higher one by passing a higher literary examination, except that the diploma of licentiate in teaching cannot be gained in this way.

Remarks of the D.P.I.

Nil.

Office-note.

Corresponds to article 66 of the present code. May be accepted

CVV
12.9.25

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V.T.K
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105

124 I/36

125. Holders of the Primary Grade Teachers' Certificates may not teach in a section higher than the Primary. Holders of the Middle Grade Teachers' Certificate may not teach in a section higher than the Middle.

Remarks of the D.P.I.

Nil.

Office-note.

vide article 67 of the present Code. no remarks.

CVV
12.9.25

21/9.

V.T.K
23.9.

126. No teaching grant will be paid on account of pupil teachers; but they may be employed, with the previous sanction of the Inspector, if the staff of the school is complete without them.

Remarks of the D.P.I.

Nil.

Office-note.

Vide article 68 of the present Code - may be accepted.

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12.9.25

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23.9.

126

CHAPTER VII.—GRANTS-IN-AID.

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127. A sum of money is annually [voted] to be expended under these articles as grants-in-aid of schools and other educational institutions under private management with the object of extending and improving secular education. Such grants will be given impartially and without preference to any religious instruction, to all schools which afford sound secular education, subject to the conditions hereinafter specified and with due consideration to the requirements of each locality and of each institution and of the funds available.

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Remarks of the D.P.I.

Nil.

Office-note.

this is based on rule 1 of the Grant-in-Aid code for Indian schools - vide also Article 1 of the present code - May be accepted.

cw
12.9.25

For the word "voted" the words "set apart" may be used.

allotted wd be better
V.TK

21/9
V.TK
23.9

181 128

Reservation of Discretion by Government.

cap/

128. The Government reserve to themselves, anything in the articles of this Code notwithstanding, the right to refuse or to withdraw any grant at their entire discretion.

Remarks of the D.P.I.

Nil.

Office-note.

Follows the first paragraph of rule 2 of the Grant-in-Aid code - May be accepted.

cw
12.9.25

21/9.
V.TK
23.9.

129. Grants will ordinarily be withdrawn from a school if the managers or any of the teachers employed by it take part in political agitation directed against the authority of Government or inculcate opinions tending to excite feelings of political disloyalty or disaffection among the pupils.

Remarks of the D.P.I.

Nil.

Office-note.

Follows the second paragraph of rule 2 of the Grant-in-Aid code. May be accepted

CVV
12.9.25

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V.T.K
23.9.

OBJECT FOR WHICH AID MAY BE GIVEN.

120. Grants are given in aid of—

(1) *Teaching.*

(2) *Buildings.*—The erection, enlargement and purchase of school buildings and boarding houses for educational institutions, for extensive repairs, and the purchase of land for school or boarding house purposes.

(3) *Equipment.*—The purchase of furniture for schools and boarding houses; equipment, apparatus and appliances for schools, books for school and staff libraries, and plant, materials and tools for laboratories and workshops.

(4) *Boarding.*—The boarding of orphan and destitute children.

(5) *Boarding.*—The boarding and schooling of poor pupils residing in places where suitable schools are not available.

(6) *Cadet corps.*—Maintenance of cadet corps.

(7) *Fees.*—Remitting the fees of and providing books for poor pupils.

(8) *Food.*—Providing food and clothing for poor pupils in the City of Madras.

(9) *Rent.*—The rent of boarding houses ~~or hostels.~~

Subject to budget provision being available and to the limit of such provision, grants under (2) and (3) are payable at whatever time and in whatever manner that may in each case be determined; grants under (1), (4) and (6) are paid annually for the official year, and grants under (5), (7), (8) and (9) are paid annually for the calendar year.

Remarks of the D.P.I.

Follows rule 4 of the Grant-in-Aid Code — vide also articles 26 and 27 of the present European code. The different kinds of grants will be dealt with under the respective Articles.

May be accepted.

CVV
12.9.25

21/

V.T.K
23.9.

130

SANCTIONING AUTHORITY.

131. Except in cases in which a reference to Government is required, all grants paid from Provincial funds are sanctioned by the Director or the Inspector as the case may be.

Remarks of the D.P.I.

Nil.

Office-note.

Follows rule 6 of the grant-in-Aid code. May be accepted.

CVV
12.9.25

21/9

V.T.K
23.9.

189

132

DECLARATION BY THE MANAGEMENT.

132. Every application for aid shall be made in such form as may from time to time be prescribed, and shall contain a declaration, signed by the correspondent, to the effect that the conditions of recognition and aid laid down in this Code are being and will continue to be fully observed, excepting any rules from which the institution may be specially exempted, and that the management is prepared to subject the institution, together with its current, endowment and trust accounts, its establishment, time-table and registers, to inspection, and to furnish such returns as may be required by the department.

Remarks of the D.P.I.

Nil.

Office-note.

Follows rule 11 of the grant-in-Aid code. No remarks.

CVV
12.9.25

21/9

V.T.K
23.9.

132

INCOME TO BE DEVOTED TO EDUCATIONAL PURPOSES.

133. No aided institution shall be allowed to spend any portion of its income for other than educational purposes.

Remarks of the D.P.I.

Nil.

Office-note.

Follows rule 13 of the Grant-in-Aid Code. May be accepted.

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12.9.25

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V.T.K
23.9

190

134. No grants are given—

(*a*) to any school which is not recognized under the Code;

(*b*) on account of instruction in religious subjects:

(*c*) to any school in which the number of non-Europeans exceeds one-third of the total number of pupils or such percentage as the Local Government may, by special order, prescribe for any particular school or place;

(*d*) to any school with an average daily attendance of less than 25 European pupils, except in places where there is only a small European population, or where, in the opinion of the department, such a school is necessary;

(*e*) to any school or section of a school which the department declares to be unnecessary or unsuited to the requirements of the locality.

Remarks of the D.P.I.

Nil.

Office-note.

Corresponds to article 7 of the present European Code - may be accepted.

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12.9.25

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V.T.K
23.9.

Teaching Grants.

135. A school shall not ordinarily be eligible for the full grant sanctioned for it for any year unless it met for 180 school days in the previous school year.

Remarks of the D.P.I.

Nil.

Office-note.

Follows rule 24 of the Grant-in-Aid Code - May be accepted.

CVV
12.9.25

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V.T.K
23.9.

136. A school day shall consist of at least four hours of secular instruction; but two meetings each of not less than two hours whether on the same or on different days shall be counted as one school day.

Remarks of the D.P.I.

Nil.

Office-note.

Follows rule 25 of the Grant-in-Aid Code - May be accepted.

CVV
12.9.25

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V.T.K
23.9.

136

D/

p.205 infra

APPLICATION FOR AID.

137. Application for first admission to aid shall be made in the prescribed form (Appendix 24) before the 1st May to the Inspector. The application shall be accompanied by such returns as may be prescribed with the view of ascertaining the financial position of the school and its eligibility for aid.

Remarks of the D.P.I.

Nil.

Office-note.

Follows rule 29 of the grant-in-Aid code. May be accepted.

CVV
12.9.25

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21/9

V.TK
23.9.

192

137

ADMISSION TO AID.

138. The Director shall determine what institution shall be admitted to aid after taking into account the character, the efficiency and the financial condition of the institutions, the educational needs of the locality, and the funds at his disposal.

D/

87

Remarks of the D.P.I.

Nil.

Office-note.

Follows rule 30 of the grant-in-Aid code - May be accepted.

CVV
12.9.25

KKM
21/9

V.TK
23.9.

138

WITHDRAWAL FROM AID.

139. The Director may, after giving due notice, withdraw aid from an institution should the financial condition of the institution or the educational needs of the locality cease to warrant its continuance.

Remarks of the D.P.I.

Nil.

Office-note.

Follows rule 31 of the grant-in-Aid code - may be accepted.

cvv
12.9.25

pkm
21/9.

V.TK
23.9.

193

PENALTIES.

140. The Director may on the report of the Inspector, after inquiry, withhold, reduce, or suspend the grant on account of falsification of registers or misrepresentation regarding fees, attendances, or other matters, or violation of any of the conditions of recognition or aid or other proved fraud or irregularity.

Remarks of the D.P.I.

Nil.

Office-note.

Follows rule 36 of the grant-in-Aid code - no remarks

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12.9.25

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V.TK
23.9

141. Grants may be reduced or withheld for sufficient reason shown in the Inspector's report. A copy of the Inspector's report shall in such cases be communicated to the managers, who shall have an opportunity of making to the Department such representation as they may desire.

Remarks of the D.P.I.

Nil.

Office-note.

~~Follows~~ Corresponds to article 28 of the present European Code - no remarks.

CoV
12-9-25

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23.9.

FINANCIAL STATEMENT.

142. The management of every aided school shall submit to the Director, through the Inspector, not later than 1st May of each year, a financial statement in the prescribed form (Appendix 25), which should bear the countersignature of a competent auditor not in any way connected with the institution. The auditor should certify to the receipts and expenditure being correctly stated and supported by proper vouchers. The decision of the Inspector as to whether any person is a competent auditor will be final.

NOTE.—The audited accounts will ordinarily be for the previous official year.

Remarks of the D.P.I.

Nil.

Office-note.

Follows rule 37 of the grant-in-Aid code - may be accepted.

CoV
12-9-25

21/9

V.T.F
23.9.

Payment of Grants.

143. (i) Grants for a year shall be drawn on a bill prepared in the prescribed form (Appendix 26) and countersigned by the Inspector.

(i) On receipt of the countersigned bill, the manager shall endorse it and present it for payment at the nearest treasury. Grants sanctioned from the allotment for a particular year must be cashed during that year.

(iii) Any adjustment which, in consequence of the operation of Article 140 or 141 or for any other reason, it may be found necessary to carry out in a grant once paid may be made in the grant for the following year or in the payment of any other sanctioned grant.

pp. 139-140 ante

Remarks of the D.P.I.

Nil.

Office-note.

Follows rule 38 of the Grant-in-Aid code - May be accepted.

CVV
12.9.25

V.T.K
23.9.

Assessment of Grant.

144. The grant will be considered as supplementing the income from fees, endowments, subscriptions, donations and other private sources, and will not ordinarily exceed one-half of the net cost. Income from fees will be estimated at the rates approved for the school by the Inspector, but the school may devote 10 per cent of this estimated fee income to granting scholarships according to a scheme approved by the Inspector.

Such part of this income as is used for granting approved scholarships in excess of the prescribed limit or fee concessions or scholarships not awarded in accordance with the scheme approved shall not be considered as income qualifying for grant.

Further, such portion of the income as is used to meet expenditure towards which grants-in-aid are sanctionable under other heads of this Chapter shall not qualify for teaching grant.

Remarks of the D.P.I.

Article 144. (g) The principles of the Grant-in-Aid Code are proposed to be adopted in assessing teaching and all other grants. Attention is invited to paragraph 2 of G.O. No. 968, Law (Education), dated 13th June 1924.

Office-note

Please see note under Article 73 supra. p. 74 ante. It states there, the main object of the present revision is to adopt for European schools the same principles of grant as are adopted for the Indian schools. The above Article is on the same lines as rules 32 and 33 of the Grant-in-Aid code.

May be accepted.

CVV
12.9.25

145

145. In assessing teaching grant, boarding house receipts and expenses will be excluded.

Remarks of the D.P.I.

Nil.

Office-note.

Vide note to article 29 of the present European code - no remarks.

CVV
12.9.25

146

146. Salaries of principals who do no regular teaching, of managers, correspondents and correspondents' clerks will not be admitted in assessing teaching grant.

Remarks of the D.P.I.

Nil.

Office-note.

The salaries of the above officers are proposed to be omitted apparently because they do not come under the heads "Masters & Teachers", "clerks", "school servants" and "boarding house servants", occurring in the form of 'Financial Statement' (Appendix 25 infra) which corresponds to Appendix F to the Grant-in-Aid code.

p. 207 infra

May be accepted.

CVV
12.9.25

147

147. Expenditure on manager's contributions to approved provident fund shall be admitted for purposes of assessing teaching grant and all other charges for legitimate school purposes, except those mentioned above.

Remarks of the D.P.I.

Nil.

Office-note.

It is understood from the Director's office that the above Article is in conformity with the existing practice. May be accepted.

CW
12.9.25

Kelu
11/9

148

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TEACHING GRANTS TO SCHOOLS FOR SPECIAL EDUCATION.

148. The amount of grants in aid of training and other special schools shall be fixed by the Director after consideration of all the circumstances of each case.

Remarks of the D.P.I.

Nil.

Office-note.

Follows rule 44 of the grant-in-Aid code. May be accepted.

CW
12.9.25

Kelu
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149

149. In the case of training schools, applications for grants shall be made in the prescribed form (Appendix 27), and a financial statement in the prescribed form (Appendix 25), bearing the countersignature of a competent auditor not in any way connected with the institution, shall be submitted to the Director through the Inspector not later than 1st May each year. The decision of the Inspector as to whether any person is a competent auditor shall be final. No form of application is prescribed in the case of other institutions; but applications for aid on their behalf should afford full information as to the object of the institution, the subjects taught, the strength of the classes, the staff of teachers and the financial conditions and should be submitted on such dates as are prescribed by the department.

Remarks of the D.P.I.

Nil.

Office-note.

Follows rule 45 of the grant-in-Aid code- May be accepted.

CVV
12.9.25

198

150

BUILDING GRANT.

150. Grants-in-aid are given for the following purposes:—

(1) Purchasing, erecting, enlarging or improving school houses or buildings or boarding houses for pupils, including residential quarters for the warden or other staff attached to the hostel.

(2) Executing extensive alterations and repairs to buildings.

(3) Acquiring land for school or boarding house purposes.

NOTE.—In the case of an application for grant for repairs, the management will be required to show that the necessity for such repairs has not arisen from the neglect of current repairs in previous years.

Remarks of the D.P.I.

Nil.

Office-note.

This follows rule 50 of the grant-in-Aid code and embodies the provision in article 55 of the present European code. For the sake of consistency, the word 'hostel' occurring in (1) may be altered to 'boarding house'. The article may otherwise be accepted.

CVV
12.9.25

151

Sanctioning Authority.

151. Grants exceeding Rs. 2,500 require the sanction of Government, grants up to Rs. 2,500 are sanctioned by the Director and up to Rs. 500 by the Inspector.

Remarks of the D.P.I.

Articles 151 and 161.

(*h*) The power of sanctioning building and equipment grants, up to a limit of Rs. 500, is delegated to the Inspector of European Schools.

It is true that this limit is higher than in the corresponding articles in the Grant-in-Aid Code (Articles 50 and 60) but in the latter the limit might be raised with advantage.

2/2 1/A

Office-note

This follows the provision in rule 50 of the Grant-in-Aid code, except that it is proposed to raise the maximum powers of the Inspector from Rs. 250 in the case of Indian schools to Rs. 500 in that of European schools.

May perhaps be accepted - please see A above

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12.9.25

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152

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Condition of Grant.

152. (i) In the case of new buildings, extensions or alterations, the Director must be convinced of their necessity and approve their character. In the absence of the special permission of the Director or the Government, these must not be begun before the application is placed on the approved list.

In the case of the purchase of land or buildings, the Director must either have been consulted before the purchase was made or be convinced that land previously purchased is to be newly devoted to an educational purpose.

(ii) Grants will not ordinarily be given for a school building that fails to meet the requirements specified in Appendix 4.

(iii) Rooms in boarding houses for the construction of which grant is sought must satisfy the following conditions:—

Dormitories must be large enough to allow 40 superficial feet and 400 cubic feet for each boarder under 12 years and 48 square feet and 480 cubic feet for boarders over 12 years. A space of at least 8 superficial feet and 80 cubic feet per head should be provided in every room used as a dining room or for any other dwelling purpose other than sleeping.

(x) 8-746 (N) 12.6.22

Vide note (3) to art. 31 of the present European Code

[Rule 51, Grant-in-Aid Code]

Remarks of the D.P.I.

Nil.

Office-note.

Follows rule 51 of the Grant-in-Aid code and also embodies the provision in note (3) under art. 31 of the present European Code - May be accepted

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12.9.25

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153

Building grant procedure.

153. (i) An application in the prescribed form (Appendix 23) shall be submitted through the Inspector accompanied by such outline plans and specifications and information as will enable the Director to judge of the suitability of the proposal from an educational point of view. The Director shall inform the correspondent whether he is prepared to consider the question of a grant, making, if necessary, alterations of the plans a condition of his so doing.

(ii) If the Director's reply be favourable, the correspondent shall submit to him one copy of the detailed estimates and two copies of the detailed plans, specifications and abstract estimates (which may include architect's and engineer's fees) prepared by a recognized professional architect, a member or associate member of the Institute of Civil Engineers, a gazetted officer of the Public Works Department, present or retired, or a present or retired District Engineer, who will be responsible for the structural stability of the building. No building operations shall commence until the application has been placed on the approved list. The correspondent of the school in respect of which a grant is made will be required, on completion of work, to furnish a certificate signed by the architect or engineer in charge of the work that a building in accordance with the plans and specifications which were submitted to Government and on which the grant was sanctioned, has been completed and another certificate signed by the correspondent himself that the full amount of the Government grant has been duly expended thereon.

(iii) Where it is proved that private qualified professional advice is not available and a grant-in-aid has been promised in respect of a building, the management shall, prior to the commencement of work thereon, give fifteen days notice in writing to the Executive Engineer in charge of the division wherein it is proposed to construct the building. During the progress of the work access thereto and every reasonable opportunity to inspect and examine materials and take measurements shall be afforded by the management to the officer of the Public Works Department.

Note.—Any correspondent contemplating building operations for which he desires a grant from Government should apply to the Inspector for (1) a form of application for grant and (2) instructions for the preparation of plans and estimates.

Remarks of the D.P.I.

Nil.

Office-note.

Follows rule 52 of the Grant-in-Aid Code. May be accepte

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12.9.25

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Payment of Grant.

154 (i) Before the grant referred to in Article 153 (iii) is paid in full, it shall be certified in the prescribed form (Appendix 29) by the engineer or other responsible officer deputed to examine the building that the work has been completed in accordance with the approved plan and estimate or that the building is worth the amount on which the grant is claimed. Such certificate shall be countersigned by the Director.

(ii) Before any grant is paid, the governing body of the school may be required to execute a mortgage of the property or a deed of acceptance in respect of the grant. Until further orders the forms of the various deeds shall be as shown in Appendices 30, 31, 32 and 33.

The Government Solicitor will be permitted to charge fees not exceeding one per cent of the grant sanctioned for the examination of titles and settlement of mortgages in connexion with building grants sanctioned for educational institutions.

(iii) Grants sanctioned for any of the purposes mentioned in Article 150 (1) and (2), except the purchase of buildings, shall be drawn on bills prepared in the form prescribed (Appendix 34).

Grants sanctioned for the purchase of buildings or for the purpose mentioned in Article 150 (3) shall be drawn on bills prepared in the prescribed form (Appendix 35).

(iv) Advances may be made from time to time out of the sanctioned grant, provided that the Director is satisfied that the work is proceeding satisfactorily.

Applications for advance grants should be accompanied by a statement from the engineer in charge giving the amount actually spent on the work on the date of the application.

Remarks of the D.P.I.

Nil.

Office-note.

This follows rule 53 of the Grant-in-Aid Code - vide also article 56 of the present European code. under the latter, two forms of trust-deed are at present prescribed for European schools. It is proposed to adopt four ~~the~~ fo... similar to the four form

ent prescribed for Indian schools.

May be accepted.

CVV
12.9.25

As regards the use of these forms, the orders in G.O. 1279 R, 23.7.25 may be held to apply.

(2)

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(201)

Amount of Grant.

155 (i) The grant promised shall not exceed in the case of buildings to be erected one-half of the total cost of the work shown in the management's estimates, as approved by the Director of Public Instruction and modified by the Public Works Department and, in the case of buildings or lands acquired one-half of the Collector's estimate of the value of the same, provided however that, in respect of buildings to be erected or acquired for the purpose of teaching scientific subjects, the grant promised shall not exceed two-thirds of the total cost of the work or property.

(ii) The amount of grant to be actually disbursed shall ordinarily be the amount promised, but shall not exceed one-half of the actual cost of the work as finally executed or of the acquisition or purchase, provided that, in the case of buildings erected or acquired for scientific purposes, the amount of grant may be two-thirds of the actual cost. If the expenditure actually incurred exceeds the original estimate, a supplementary grant not exceeding one-half or in the case of buildings to be used for teaching scientific subjects two-thirds of the excess may be given. Before making payment, the Director will require the management to furnish vouchers and certificates showing the actual amount expended by them in completing the work, purchase or acquisition.

Remarks of the D.P.I.

Nil.

Office-note.

This follows rule 54 of the Grant-in-Aid code. The Article does not include the provision contained in article 57 of the present European code to the effect that grants up to 2/3 of the total cost may be given in places where there is a small European population. Perhaps there is no longer any need for this provision.

May be accepted

CVV
12.9.25

This is is for orders.

21/9.

157

Claims of the Government.

156. If a building for the acquisition, construction, extension, alteration or repair of which a grant has been drawn or if land for the acquisition of which a grant has been drawn ceases, prior to the expiration of forty years from the date of payment of the grant, to be used for educational purposes approved by the Government, the manager shall refund such portion of the grant as may be determined by Government. If the manager fail to make such refund, the Government may recover the amount by such means as they may think fit.

B/1

Remarks of the D.P.I.

Nil.

Office-note.

Follows rule 55 of the grant-in-Aid code - vide also article 60 of the present European code - May be accepted.

CW
12.9.25

11/9

202

158

Grants for Equipment.

Application for aid.

157. Applications for grants under this head shall be in the prescribed form (Appendix 36) and shall be submitted to the Inspector. They shall be accompanied by details showing the number, description and price and, in the case of furniture, drawings of each article which it is proposed to provide.

p.223

Remarks of the D.P.I.

Nil.

Office-note.

This Article follows rule 56 of the grant-in-Aid code. At present equipment grants for European schools are dealt with under Articles 44-46 of the European code.

May be accepted.

CW
12.9.25

11/9

159

Object and proportion of aid.

158. (i) Grants not exceeding one-half of the total cost may be given for school and boarding house furniture and for apparatus, chemicals, maps, diagrams and models, for books and non-Indian periodicals for school and staff libraries, for expenditure on gymnasia and games up to a limit not exceeding the amount of fees for games collected during the preceeding school year from the staff and pupils. Provided, however, that in respect of equipment required for the teaching of scientific subjects grants not exceeding two-thirds of the total cost may be given; and for the plant, materials and tools needed in industrial and technical classes.

(ii) Grants shall not be given to meet the cost of seats or desks of a pattern which has not been approved by the department.

(iii) Grants shall not be given for articles regarding which the Director has not been consulted and for which aid has not been promised previously to purchase or manufacture.

Remarks of the D.P.I.

Nil.

office-note.

Follows rule 57 of the Grant-in-Aid code - May be accepted.

CW
12.9.25

[signature]
11/9

(203)

PAYMENT OF GRANT.

159. The grant shall be paid only on submission of vouchers duly receipted. It shall be drawn on a bill prepared in the prescribed form (Appendix 37).

Remarks of the D.P.I

Nil.

office-note.

Follows rule 58 of the Grant-in-Aid code - May be accepted.

CW
12.9.25

[signature]
11/9.

CLAIMS OF THE GOVERNMENT.

160. If an institution which has received aid under this head ceases within five years from the date on which the grant was drawn to use the equipment for educational purposes approved by the department, the Government shall be at liberty to purchase the articles towards the supply of which the grant was given, at a valuation to be made by an officer to be deputed by the Government for the purpose.

Remarks of the D.P.I.

Nil.

Office-note.

Follows rule 59 of the grant-in-Aid code - vide also article 46 of the present European code. May be accepted.

CVV
12.9.25

SANCTIONING AUTHORITY.

161. Grants exceeding Rs. 2,500 are sanctioned by Government, grants up to Rs. 2,500 by the Director, and grants up to Rs. 500 by the Inspector.

Remarks of the D.P.I.

Vide under Art. 151 supra.

Office-note.

Follows rule 60 of the Grant-in-Aid code, except as regards the Inspector's power - c.f. also note under Art. 151 supra.

The decision in the case of Art. 151 may be adopted in this case also.

CVV
12.9.25

163

Boarding Grants for Orphans and Destitute Children.

162. A grant not exceeding Rs. 15 in the City of Madras and Rs. 12 in the mufassal per mensem for each child may be made in aid of boarding charges to schools or orphanages attached to schools which in the opinion of the Department make suitable provision for the education and boarding of orphans and destitute children. A register in the prescribed form (Appendix 38) shall be maintained showing the names of the pupils in receipt of this grant.

cap 8

p.225 infra

Remarks of the D.P.I.

Nil.

Office-note.

This corresponds to article 40 of the present European code - May be accepted.

CVV
12.9.25

12/9.

205

163. The following conditions govern the bestowal of this grant in the case of orphans and destitute children :—

(*a*) For every child for whom application is made a certificate (Appendix 39) must be obtained from the Magistrate of the district or cantonment to which the child belongs certifying to its destitution. In the case of children belonging to Madras, the certificate should be obtained from the Chief Presidency Magistrate, Madras.

The certificate must be submitted to the Inspector with the application and on return by him will be filed in the school for reference.

c/ 8

(*b*) No boy over the age of 16 or girl over the age of 18 years shall ordinarily be eligible, but grants to boys over 16 may be allowed in specially deserving cases, and girls and boys may be permitted grants up to the 31st of December of the year in which they reach the ages of 18 and 16 respectively.

(*c*) No pupil reading beyond standard VII shall be eligible for this grant except in very exceptional cases specially sanctioned by the Inspector.

(*d*) Children in receipt of military pensions and children paid for from private or public funds are not entitled to grant under article 162. It is, however, the duty of manager to obtain from parents and guardians the maximum amount they are able to pay for the school and boarding fees of their children. Such payments will not disqualify the children for boarding grants in aid, but the maximum grant may be reduced, if the fees paid by the parent plus the maximum grant admissible exceed the aggregate school and boarding fees for the school per pupil.

b/ c/
d/ -1/-1

Remarks of the D.P.I.

Article 163 (*c*).

(*k*) Provision is made for a similar concession to children otherwise eligible for grant under Article 40 of the existing code. Experience shows that this concession too is necessary. (This is with respect to (*c*) above).

Vide remark under Art. 165 infra

present Code.

Office-note.

This Article corresponds to article 41 of the present Code. The relaxation of the age-rule in clause (*b*) has been apparently found necessary from experience, as in the case of clause (*c*). The second and third sentences of clause (*d*) have been put in newly with reference to the discussions at the conference on European Edn. held in Jan.y 1925 — vide

M. 6-7 of S. 226 of 13.2.25 and paragraph 4 of the order ibid.

May be accepted.

CVV
14.9.25

164. Grants under this head are sanctioned by the Inspector.

Remarks of the D.P.I.

Nil

Office-note

This embodies the delegation (P) sanctioned in Gr. 847 of 7.8.1916.

May be accepted.

CVV
14.9.25

(20) 167

Boarding Grants for Children living in places where Schools are not available.

165. In the cases of children of poorer classes of Europeans in out of the way places where suitable education is not available, arrangement may be made by the Inspector for the education of such children at the nearest suitable school, the entire cost of such education or such part thereof as may be deemed necessary and of conveyance to and from the school being met by Government, provided that the necessity for this is certified to (Appendix 40) by some responsible person to the satisfaction of the Inspector. A register in the prescribed form (Appendix 41) shall be maintained of the pupils in receipt of this grant.

p. 225 infra

p. 227 infra

Remarks of the D.P.I.

Article 165. (i) Provision is made for the sanctioning of boarding grants to children coming from out-of-the-way places even when they are in standards above the Seventh (Article 42 of the existing code), experience having shown the necessity for this concession.

Officer-note.

This corresponds to article 42 of the present Code. The (need for the) change made has been explained by the D.P.I. May be accepted.

CW
14.9.25

21/9

cap| cap|

166. The children of coast light keepers are not eligible for these grants, as they are otherwise provided for by Government. Similarly children drawing military pensions are not eligible.

Remarks of the D.P.I.

Nil.

Office-note.

Grants for the education of the children of Coast Lightkeepers are sanctioned by the Presidency

(Q) Port officer, Madras, under G.O. 18 Marine

(R) dt 13.1.1916 and G.O. 104 Rev(Spl)(Marine) dt 10.3.20.

The provision regarding 'children in receipt of military pensions' follows the corresponding provision in Article 163(d) supra. p.164 ante

May be accepted.

CW
14.9.25

167. Grants under this head are sanctioned by the Inspector.

Remarks of the D.P.I.

Nil.

Office-note.

This embodies the delegation sanctioned in G.O. 847 dt 7.8.1916.

(P) May be accepted.

CW
14.9.25

21/9

170

CADET GRANTS.

168. A grant of Rs. 6 per annum may be given for every cadet in the school who is certified by the Commanding Officer of the corps as efficient and at the rate of Rs. 8 for every cadet similarly certified as extra efficient, provided that no cadet shall be eligible for the grant if he is below the age of 13 or over the age of 18 years and if he has not been on the rolls of the institution or in the Cadet Corps for a period of not less than six months during the year for which the grant is paid. Application for the grant shall be made in the prescribed form (Appendix 42) and submitted in April for the previous official year.

-1 cap
l.c

p. 229 infra

Remarks of the D.P.I.

Nil.

Office-note.

Corresponds to article 43 of the present Code. May be accepted.

cvv
14.9.25

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169. Grants under this head are sanctioned by the Inspector.

Remarks of the D.P.I.

Nil.

Office-note.

This embodies the delegation sanctioned in G.O. 1105 B, 22.9.14. May be accepted.

(K)

cvv
14.9.25

JBM
11/9

Food and Clothing Grant in the City of Madras.

170. Grants not exceeding Rs. 8 per annum for clothing and one anna and six pies per diem for meals for each pupil may be given to schools for the purpose of clothing and feeding poor day pupil of primary, middle and high schools. A register of pupils benefiting under this grant shall be maintained in the prescribed form (Appendix 43). p. 230 infra

Such grants are confined to schools in the City of Madras and its immediate neighbourhood.

Detailed instructions for applying for this grant are issued annually.

Remarks of the D.P.I.

Nil.

Office-note.

These grants now come under the head 'special grants' — Articles 44-46 of the present Code. They were paid for the first time in 1912-13 under the sanction accorded in G.O. 203 dt. 4.3.1913. Their payment has been continued every year since then, the provision being met from the recurring provision for the purpose in the annual budgets.

May be accepted.

CVV
14.9.25

(S)

(20)

171. Grants under this head are sanctioned by the Inspector.

Remarks of the D.P.I.

Nil.

Office-note.

This confirms the existing practice. May be accepted.

CVV
14.9.25

174

Grants for Remission of Fees and Class-Books.

172. So far as funds permit, grants may be given to pay the fees of and to supply class-books to poor deserving pupils of primary schools and the primary section of middle and high schools. A register of pupils benefiting under this grant shall be maintained in the prescribed form (Appendix 44). p.231 infra

Detailed instructions for applying for this grant are issued annually.

Pupils in receipt of boarding grant under this section are eligible only for grants for supplying class-books.

Remarks of the D.P.I.

Nil.

Office-note.

Like the grants referred to in Article 170 supra, the grants p.172 ante in this article come under the head "special grants" – Articles 44-16 of the present code. They were paid first in 1912-13 and 1913-14 under the (T) sanction accorded in Gr. 245 Edl. (U) of 22.3.13 and Gr. 190 of 14.2.14. They have been continued every year since then, the provision being met from the recurring provision for the purpose in the annual budgets.

May be accepted.

CVV
14.9.25

211

173. Grants under this head are sanctioned by the Inspector.

Remarks of the D.P.I

Nil.

Office-note.

This confirms the existing practice. May be accepted.

CVV
14.9.25

176

Grants towards the rent of Boarding Houses.

174. Grants may be sanctioned by the Director towards the rent of buildings to be used as boarding houses provided that satisfactory arrangements are made by the managers for the supervision of the pupils residing therein.

Grants in each case shall not exceed one-half of the net expenditure incurred by the managers from their own funds on the rent of the boarding house after deducting the rent due from the pupils residing in the hostel.

boarding house

The rent due for the purpose of the grant will be fixed by the Director.

Remarks of the D.P.I.

Nil.

Office-note.

Follows rule 43-A of the grant-in-Aid code. For the sake of consistency, the word 'hostel' may be altered to 'boarding house'. Subject to this, the Article may be accepted.

vide note on p. 150 ante

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14.9.25

21/9

(212)

175. Applications for grants under this chapter should be submitted in the form prescribed in Appendix 45 and should be accompanied by outline plans and a recommendation supported by reasons as to what may properly be considered the rent due from the pupils.

p. 232 infra

Remarks of the D.P.I.

Nil.

Office-note.

Follows rule 43-B of the grant-in-Aid code - May be accepted subject to the alteration of the word 'chapter' to 'head'.

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14.9.25

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Appendix

MP 1945

(MP 178-232)

(213) 19

APPENDIX 1.

Application for recognition.

District Town.

1. Name of school.

2. Date of establishment, number and date of proceedings of previous recognition of the school, under the Code of Regulations for European Schools, if any.

3. Governing body.

4. Managers.

5. Correspondent.

6. Standards already recognized—

Nomenclature.	Number of pupils on the rolls on the date of application.	Average attendance during the term immediately preceding the application.
Standard 9		
" 8		
" 7		
" 6		
" 5		
" 4		
" 3		
" 2		
" 1		
Infant { Upper		
Infant { Lower		

7. Standards for which recognition is sought.

8. (*a*) Staff—

Name of teacher.	Designation.	Full salary assigned or proposed to be assigned.	Age.	Standard and subject taught.	Total service		Highest general education test passed and year with full particulars.	Highest technical examination passed and year and subject.	Highest grade of teachers' certificate and year.	Highest grade of teachers' technical certificate and year and subject.	Departmental certificate held.	Any other certificate or qualifications held.
					In the school.	In other recognized schools, the names of such schools being specified.						
			yrs.									

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mmodation and sanitation—

Total area of { (a) School buildings. (b) Offices. (c) Play-ground.

Number of class-rooms and the superficial and cubical area of each room, with the maximum number of pupils likely to be taught in each room.

9. Sanitation, latrine and water-supply.

10. Furniture, apparatus and appliances (information separately for each form or class should be given—

Ordinary.	Special.

11. If a library is provided, whether a catalogue and a register of books taken out are kept.

12. Fees in each standard.

13. The registers maintained, and whether in the prescribed forms.

14. If application for recognition as a boarding school, particulars of boarding houses.

Declaration.—On behalf of the management of the school, I hereby declare that the school fulfils all the conditions specified in the Code of Regulations for European Schools, and I promise to comply with all the conditions relating to the recognition of schools affording public instruction which are laid down in the Code of Regulations for European Schools including those relating to inter-school rules and to furnish such returns as may be required by the department.

STATION

Date *Correspondent.*

Remarks of the D.P.I.

Nil.

Office-note.

Follows Appendix I to the Madras Edl. Rules. May be accepted.

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14-9-25

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23.9

(214) 180

APPENDIX 2.

Sanitary Certificates for purposes of recognition.

Managers of schools under private management will be required to produce a sanitary certificate in the form prescribed in paragraph 3 below when applying for recognition of schools under their management or on any subsequent occasion if called for. The following officers are competent to issue these certificates :—

In the Presidency town—(1) Director of Public Health, (2) Assistant Directors of Public Health, (3) Health Officer of the Corporation.

In the mufassal municipalities having Health Officers.—Municipal Health Officers.

In the municipalities where there are no Health Officers and in the rural areas of the Nilgiris district.—District Medical Officer or if satisfactory reasons are given by a subordinate medical officer.

In the rural areas of all districts excepting the Nilgiris.—District Health Officer or if satisfactory reasons given by a Health Inspector.

Managers of schools under private management are required to pay fees for the certificates according to the following scale :—

	Rs.
Director of Public Health, Assistant Director of Public Health, Health Officer, Corporation of Madras, and District Medical Officers... ...	10
District Health Officers, Municipal Health Officers and Assistant Surgeons	5
Apothecaries in independent charge and Sub-Assistant Surgeons ...	3
Health Inspectors	2

2. During their tours, the above officers will visit schools and report on their sanitary condition to the Educational authorities concerned, but they will not be allowed to charge fees except for a first inspection with a view to recognition or where additions or extensions of buildings are required to be certified.

3. The following is the form in which the Sanitary officer's certificate should be submitted :—

I hereby declare that I have inspected the school, building and premises on the and certify that the accommodation provided for each of the several classes is sufficient for the maximum number of pupils taught therein and is properly ventilated and lighted ; that the building is maintained in substantial repair ; that it is neat and clean ; that the latrine arrangements are adequate and satisfactory ; that the supply of drinking-water is wholesome ; and that in all other necessary respects the sanitation is good.

STATION (Signature).

Date

Remarks of the D.P.I.

Nil.

Office-note.

Follows Appendix 3 of the Madras Edl. Rules. May be accepted.

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14-9-25

V.TK
23.9

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APPENDIX 3.

Rules for preparation of sketch-plans of school buildings.

1. Plans of school buildings and of additions and extensions to such buildings shall give full information regarding the extent of superficial and cubic space of all the rooms of such buildings and show the exact positions of doors, windows, stairs, etc. The plans may be prepared by any competent person and shall be certified by the maker.

2. The plan of an old building submitted for purposes of recognition shall also be accompanied by a certificate from the person preparing the same to the effect that the building is in a good state of repair.

3. Officers of the Public Works Department who are required to prepare plans shall be remunerated by the managers of schools concerned according to the following scale :—

	RS.
(1) Officers of the Engineering establishments*	20
(2) Officers of the Upper Subordinate establishments†	10

4. Managers of schools desiring the services of Public Works Department officers should apply for them to the Executive Engineer of the division.

5. The Executive Engineer will determine whether any and, if so, what officer can be spared for the preparation of the sketch, regard being had in every case to the standard of the institution concerned.

* Refers to Executive Engineers and Assistant Executive Engineers of the Indian Service of Engineers and Assistant Engineers of the Madras Engineering Service.

† Refers to Supervisors of the Public Works Department.

Remarks of the D.P.I.

Nil.

office-note.

Follows Appendix 2 to the Madras Edl. Rules - May be accepted.

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APPENDIX 4.

INSTRUCTIONS AS TO THE SANITARY AND HYGIENIC REQUIREMENTS TO BE OBSERVED IN THE DESIGNING AND CONSTRUCTION OF SCHOOL BUILDINGS IN THE PRESIDENCY OF MADRAS.

Selection of sites.

In the selection of a site the following points should be weighed against considerations of economy, convenience, proximity to houses of parents, etc. :—

(i) A site should not be selected if its natural position is in a hollow or in the neighbourhood of high trees or houses which prevent the free circulation of air and the access of sunlight to the school buildings. Shady trees are, however, of value in the *play-ground* provided that they do not unduly reduce the space available for play and are not planted so close to the school building as to obstruct the entry of light into the class rooms or, in course of time, to cause damage to the structure.

(ii) Made soil should be avoided and, as far as possible, all soils which are specially retentive of moisture.

(iii) Sufficiency of space is important, and in this connexion the possibility of future extension and the necessity of giving subsequent class rooms the proper orientation should be borne in mind.

(iv) Channels and tanks in the vicinity are a disadvantage.

(v) The presence of rank vegetation, more especially prickly-pear, is objectionable.

(vi) The neighbourhood of dusty and noisy roads and of shops or factories should, as far as possible, be avoided.

2. All site plans should show the nature of the surroundings, the height of the neighbouring buildings, the north point and the direction of the prevailing wind.

Orientation of buildings.

3. This will differ for different parts of the Presidency and will depend chiefly on the best way to secure perflation of air. Subject to this the more buildings are lighted from the north the better.

Floor space.

4. When funds are available they should be utilized in providing floor space in excess of the following *minimum* requirements :—

For primary schools	9½ square feet	per pupil.
For secondary schools	11	do.
For training colleges and technical schools ...	15	do.

Rooms which are intended to be used for practical work, such as laboratories, drawing rooms, workshops, etc., should be carefully designed with a view to the nature of the work and the number of students to be accommodated.

Composition of floors.

5. It is desirable that the floors should be made of a material which will admit of their being washed with water. Stone flagging or something better must be aimed at in rooms where desks or benches can be provided. Where the pupils have to sit on the floor, stone floors need not be insisted on if objected to. At the same time it must be recognised that from the hygienic point of view they are to be preferred and the objection on the score of their coldness can be met by providing boards or mats. But where this is done, the greatest care must be taken to ensure that the mats are kept scrupulously clean.

Seating arrangements.

6. The general principles which should govern the construction of desks are set forth in Annexure (i). Where dual desks are used, the desks may be arranged most suitably as shown in diagram—Annexure (ii).

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7. Forms without backs and desks are objectionable; type-designs for desks are issued by the department.

8. Pupils should be seated in rows with the mainlight falling from the left side; they should never face the light.

The same remark applies to the teachers.

Windows.

9. Windows serve two purposes—

(*a*) Admission of light.

(*b*) Admission of air.

10. They should be placed at regular distances so as to ensure uniformity of light.

11. Window sills should not be more than 4 feet from the ground in rooms in which the scholars are seated at desks. When pupils sit on the floor the sills should come to within 2½′ or 3′ of the floor level. Windows for subsidiary lighting may have their sills more than 4′ from the floor.

12. The window area should not be less than one-fifth of the floor area and wherever possible the principal lighting should be from the north.

Doors.

13. Class-rooms should not have to be used as passages from one part of the building to another. They should consequently not open into one another but into passages or verandahs. No class room should have more than two doors and in most cases one is preferable.

The door or doors should be at the teacher's end of the room.

Height of class rooms.

14. The minimum height of the room in secondary schools, training colleges and technical schools should be 12′ to the tie beam when the room has an open sloping roof and 14′ to the under side of the joists where the room has a terraced ceiling. In primary schools the minimum height should be 10′ and 12′ respectively.

Ventilation.

15. Unless there are windows reaching to the top of the wall and capable of being opened, ventilators are necessary near the top of the wall. The ventilators should be regularly distributed in the same way as the windows. For each pupil 48 square inches of open ventilator should be provided.

Dimensions and fittings of class rooms.

16. It is important that no school or class room should be more than 24′ in width, or otherwise the rows of pupils will be too long to be properly controlled by the teacher. The length of a room must depend on the number of classes to be held in it. In the case of a school divided into a number of class rooms, the dimensions of any room should not exceed 24′ × 25′, that is, an approximate square. If it is admitted that a square is the best area for teaching purposes, the length of a class room in a one-roomed school should approximate closely to some multiple of the width. Ample wall black board space should be provided especially on the wall at the teacher's end of the room which should be unbroken by doors, windows or cupboards. Cupboards recesses in other walls should be provided also recesses with open shelving. Rails under the cornice for hanging maps, pictures and diagrams are essential. The smallest class room for 40 boys in dual desks should be 21′ wide and 23′ long. The arrangement of such a room is shown in the enclosed diagram No. C.A. 306 of 1917—Annexure (ii). To accommodate similarly desks of larger dimensions those of the room must be proportionately increased.

Roofs.

17. The roof should, as far as possible, be impervious to heat.

Sanitary arrangements.

18. Latrines should not be placed nearer than 40 feet to any school building. They should be so situated that the prevailing wind will not blow from them in the direction of the school.

19. The type-designs of the sanitary department should be consulted when planning latrines.

20. For boys' schools separate urinals and latrines should be provided. Separate accommodation should in all schools be provided for the teaching staff.

21. The number of latrine seats should be on the following scale:—

	Girls.	Boys.
Under 30 children	2	1
,, 50 ,, ...	3	2
,, 70 ,, ...	4	2
,, 100 ,, ...	5	3
,, 150 ,, ...	6	3
,, 200 ,, ...	8	4
,, 300 ,, ...	12	5
,, 500 ,, ...	20	8

22. There should be in addition for boys urinals at the rate of 4 per cent or if separate urinals are not provided the number of latrine seats should be correspondingly increased.

NOTE.—It is not intended that all these clauses should be applied in the case of primary schools. In preparing plan for primary school buildings only such points as refer specifically to primary schools or are applicable to all classes of schools should receive attention.

ANNEXURE (i).

1. The seat should not be so high as to prevent the child resting its feet upon the floor, or on a footboard, and if the latter, the knees should not be elevated.

2. Assuming a child to be sitting upright in his seat and the arms to be hanging freely down the edge of the desk next the body should be about an inch higher than the level of the elbows in the case of boys, and from 1½ to 1¾ inches in the case of girls.

(If the desk be higher than this there is a tendency for the boy to be twisted and for one shoulder to be raised above the other with the consequent risk of lateral curvature of the spine.)

3. A line dropped from the edge of the desk ought to strike the edge of the seat or a point an inch or two within it.

(This arrangement obliges the child to assume an upright position which is best for the eyes and the spine.)

4. No seat should be without a back, and the top of this should be 1 inch lower than the edge of the desk in the case of boys, and 1 inch higher than the edge of the desk in the case of girls. (In schools which are graded, great inequalities will be found in the size of the scholars in each room, to meet which it is desirable to provide three sizes of desks. In schools of mixed ages there should be a large number of sizes.)

5. The desk must not be flat. It should slightly incline towards the child.

6. The seat should not be flat, but saddle-shaped. Change of position will be desirable.

7. The desks must be easy of access yet compactly arranged. The angle of vision for the teachers should be not more than 45°.

Height and dimensions.

1. The sloping part of the top should be not less than 12 inches in width.

2. The inclination should be about 2 inches and the slope should be about 1 in 10.

3. The flat portion of the desk with groove should be from 3 to 3½ inches in width.

4. The proper height allows the forearm of the seated child to rest horizontally upon the desk without discomfort—

(*a*) Youngest children ... ... 20″ to 25″ to the middle of the slope.
(*b*) Intermediate children .. ... 22″ to 26″ do.
(*c*) Oldest scholars ... ... 30″ to 36″ do.

The seat should be 16½ inches high.

5. The back rail should be not more than 7 inches for younger children and not more than 10 inches for the older ones.

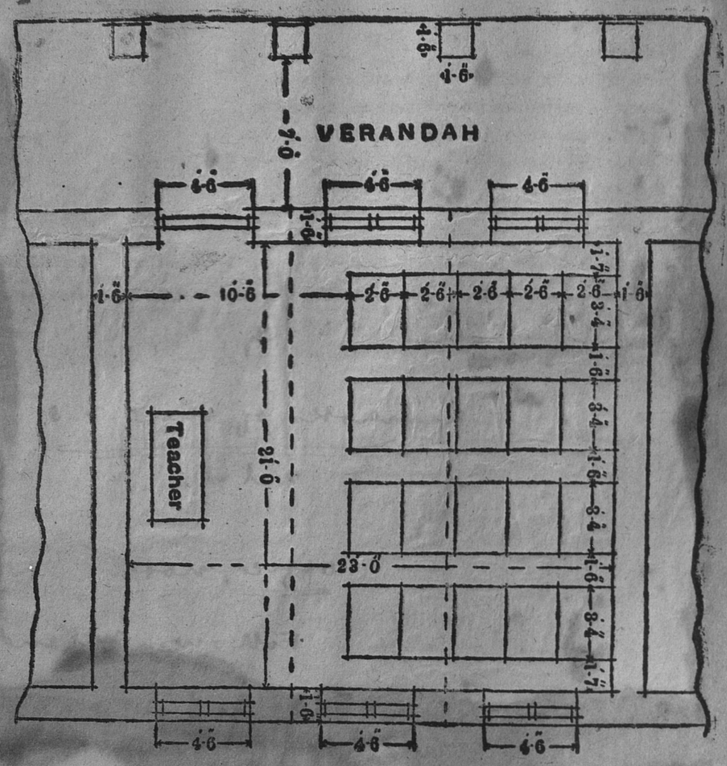
6. The minimum space for each child should be 20 inches, 22 inches would be better.

7. The width of the gangway should be 18 inches at least.

8. The seats should be 8 inches wide.

Annexure (ii).

Diagram C.A. No. 306/17 (printed below).



Remarks of the D.P.I.

Nil.

Office-note.

Follows Appendix I (A) of the grant-in-Aid code. May be accepted.

CAV
14.9.25

V.T.K. 23.9

APPENDIX 5.

Application for admission in the school.

1. Name of pupil.
2. Date of birth.
3. Nationality.
4. Residence.
5. Name of parent and occupation and residence.
6. Name of guardian and occupation and residence.
7. Last school attended by pupil.
8. Number and date of the transfer certificate from the last school.

Date — Signature of parent or guardian.

NOTE.—Satisfactory evidence in regard to the date of birth must be insisted upon. Headmasters will be held responsible for the accurate entry in the admission register of the date of birth. The date of birth should be the same as that given in the Transfer Certificate. If the latter should be entered as the correct date; any alteration desired in his date should be submitted to the Inspector.

Remarks of the D.P.I.

Nil.

Office-note.

Follows Appendix 4 to the Madras Edl. Rules - May be accepted.

CAV
14.9.25

V.T.K. 23.9

(23) 187

No.

APPENDIX 6.

Form of transfer certificate.

1. Name of the school which the pupil is leaving.
2. Name of the pupil.
3. Date of birth as entered in the admission register.
4. Standard in which the pupil was reading at the time of leaving (in words).
5. Date of admission or promotion to that standard.
6. Whether qualified for promotion to a higher standard under the Code of Regulation for European Schools and the European School Leaving Certificate Rules.
7. Whether the pupil has paid all the fees due to the school.
8. Date on which the pupil actually left the school.
9. Date on which application for transfer certificate was made on behalf of the pupil by his parent or guardian.
10. Date of transfer certificate.
11. Signature of headmaster.

Remarks of the D.P.I.

Nil

office-note.

vide appendix 5 of the Madras Edl. Rules. May be accepted.

CW
14.9.25

14/9.

V.T.
23.9

188

APPENDIX 7.

Corporal punishment register.

1. Name of pupil.
2. Standard.
3. Age.
4. Offence.
5. Date.
6. Punishment.
7. Signature of headmaster.

Remarks of the D.P.I.

Nil

Office-note

Corresponds to appendix 16 to the Madras Edl. Rules. May be accepted.

CVV
14.9.25

21/9.

V.TK
23.9

219

189

APPENDIX 8.

[No pupil shall be permitted to join any class until his name appears in this register and when a pupil has previously attended a recognized school, his name shall not be entered until the transfer certificate has been received.]

Admission.																Withdrawal.											
																These columns must be filled up from the transfer certificates received.					These columns must be filled up immediately it becomes known that a pupil has been withdrawn; the corresponding entires in the transfer certificates issued must be copied from these.						
																	Date when that school was last attended.										
Admission number.	Date of admission.			Pupil's name (give the first Christian name in full and initials only for the others).		Date of birth as given in the transfer certificate, if any.			Name and address of parent or guardian.	Nationality of parents.		Exemption from Religious Instruction—enter "claimed" or "not claimed".	Standard into which admitted.	Number on the school file of transfer certificate received.	School last attended.				Standard in which then studying.		Date of withdrawal.			Standard in which then studying.	If withdrawn at the end of the year to what standard promotion (if any) was intended.	Number of transfer certificate issued.
	Day.	Month.	Year.	Christian.	Surname.	Day.	Month.	Year.		Father.	Mother.					Day.	Month.	Year.		Day.	Month.	Year.			

Remarks of the D.P.I.

Nil.

Office-note

Corresponds to appendix IV to the present European Code.

No remarks.

CVV
14.9.25

21/9

V.TK
23.9

APPENDIX 9.

Register of attendance for the month of 192 .

Name of school Standard.

Admission number. (1)	Standard number. (2)	Name (surname first). (3)	Date. 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 (4)	Number of days present. (5)
		Number present daily ..		

Number on rolls at beginning of month ; Admitted during month ; Number on roll at end of month

Average attendance during month ; Average number on roll during month ; Number of school days.

Directions for keeping registers.

The register of attendance should be kept in books of prescribed printed form, having the pages numbered. Great care should be taken to keep it perfectly correct. No entries are to be made in pencil to be inked over afterwards. There should be no blanks or erasures. If any error has been made, it should be corrected by a foot-note and initialled by the person making the correction. In every case the register produced should be the original register and not a fair copy.

The attendance should be filled up daily. It should never be entered two or three days at a time. Morning attendance should be marked thus ; afternoon attendance ; full attendance ×. There should be no dots. Pupils sick may be marked, s ; absent with leave, l ; absent without leave, a.

The average attendance during the month is obtained by adding up the daily attendance, and dividing it by the number of times the pupils met during the month.

If a pupil is admitted on any other day than the first school day of a month, say on the 5th, a black ink line should run through the space for the first four days attendance.

If a pupil left school in the middle of a month, a black line should be drawn through the attendance spaces from the first day he left to the last school day of the month.

Remarks of the D.P.I.

Nil

Office-note.

Follows appendix 7 as to the Madras Edl. Rules. May be accepted

CVV
14.9.25

21/9

V.K
23.9

APPENDIX 10.

Term Fee Register.

School Fee Register of the *for the term ending* . . . . . .

Serial number, class and name. (1)	Whether paying fees at full or reduced rates (to be given). (2)	Amount due for the term, ( ). (3)	Amount paid for the term ending: First month. Amount. (4)	Date of payment. (4)	Second month. Amount. (5)	Date of payment. (5)	Third month. Amount. (6)	Date of payment. (6)	Fourth month. Amount. (7)	Date of payment. (7)	Fifth month. Amount. (8)	Date of payment. (8)	Sixth month. Amount. (9)	Date of payment. (9)	Entrance fees. (10)	Special fees. (11)	Other recei pts. (12)	Total. (13)	Remarks. (14)
		RS. A. P.	RS. A. P.		RS. A. P.		RS. A. P.		RS. A. P.		RS. A. P.		RS. A. P.		RS. A. P.	RS. A. P.	RS. A. P.	RS P. P.	

Fines should be entered in red ink under the fees due for the month.

Remarks of the D.P.I.

Nil.

Office-note.

Follows appendix 9 to the Madras Edl. Rules. No remarks.

CVV
14.9.25

21/9

V.K
23.9

192

APPENDIX 11.

Register of attendance of master for the month of 19 .

Serial number.	Names.	Date. 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	Morning ..																															
	Afternoon ..																															
	Morning ..																															
	Afternoon ..																															

Remarks of the D.P.I.

Nil

Office-note.

Vide appendix 10 to the Madras Edl. Rules - May be accepted.

CSV
14.9.25

21/9.

V.K
23.9

(22)

19

APPENDIX 12.

Acquittance Roll of the establishment of the School for the month of 192 .

Designation. (1)	Name. (2)	Salary due. (3)	Date of receipt. (4)	Signature. (5)
		Rs. A. P.		

192 .

Head master.

Remarks of the D.P.I.

Nil.

Office-note.

Vide appendix 11 to the Madras Edl. Rules - no remarks.

CSV
14.9.25

21/9

V.K
23.9

APPENDIX 13.

Register of Scholarships held in the during the year.

Number. (1)	Name of scholar. (2)	Standard of scholarship. (3)	College or school in which gained and when. (4)	Monthly or term value of scholarship. (5)	How long tenable. (6)	Purpose of scholarship. (7)	Order sanctioning. (8)
				Rs. A. P.			

Note.—One page should be devoted to each pupil.

Remarks of the D.P.I.

Nil.

Office-note.

Vide appendix 12 to the Madras Edl. Rules - no remarks.

CVV
14.9.25

21/9

V.IK
23.9

APPENDIX 14.

Scholarship Acquittance Roll.

1. Number.
2. Name of scholar.
3. Standard of scholarship.
4. College or school in which gained and when.
5. Monthly value of scholarship.
6. How long tenable.
7. Number and date of order in which the scholarship was sanctioned.
8. Month for which the scholarship bill was drawn.
9. Date of encashment of the bill.
10. Date of disbursement of the scholarship.
11. Signature of the scholar.

Remarks of the D.P.I.

Nil.

Office-note.

Vide appendix 13 to the Madras Edl. Rules - no remarks.

CVV
14.9.25

21/9.

V.IK
23.9

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APPENDIX 15.

Register of furniture, books and appliances purchased with the aid of grants from public funds.

Number.	Name of article.	Number of such articles.	Date of supply.	Actual cost.	Number and date of the Director's Proceedings sanctioning the grant for the articles mentioned in column (2).	Amount of grant sanctioned.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
				RS. A. P.			

Remarks of the D.P.I.

Nil.

office-note.

Vide appendix 15/14 to the Madras Edl. Rules. no remarks.

CNV
14.9.25

K Rao 21/9

V.K 23-9

223

APPENDIX 16.

Application for recognition.

Schools for Special Education.

1. Name of school.
2. Date of establishment.
3. Governing body.
4. Managers.
5. Correspondent.
6. Departments or classes—

	Nomenclature.	Number of students on the rolls on the date of application.	Average attendance during the term immediately preceding the application.

7. Staff—

Name of teacher.	Designation.	Full salary assigned or proposed to be assigned.	Age.	Departments, forms or classes and subjects taught.	Total service. In the school.	Total service. In other recognised schools the names of each schools being specified.	Highest general education test passed and year.	Highest technical examination passed and year and subject.	Highest grade of teachers' certificate and year.	Highest grade of Technical teachers' certificate and year and subject.	Departmental certificate held.	Any other certificate held.

8. Accommodation and sanitation—

Total area of { (a) School building. (b) Offices. (c) Play-ground.

Number of class-rooms and the superficial and cubical area of each room with the maximum number of pupils likely to be taught in each room.

Sanitation, latrine and water-supply.

9. Furniture, apparatus and appliances (separate information for each department, form or class should be given).

Ordinary.	Special.

10. If a library is provided, whether a catalogue and a register of books taken out are kept.

11. Fees in each department or class.

12. The registers maintained, and whether in the prescribed forms.

13. Rate of stipend allowed in each department.*

14. Whether the certificates prescribed in the Code are demanded from all candidates for admission into the Training School*.

15. Whether the prescribed agreement has been entered into by each student. (In the case of training institutions under private management, by students for whom stipendiary grants are drawn from Provincial funds.)*

16. Whether the rules relating to leave and dismissal and examination are being observed. (In training institutions under private management, by students for whom stipendiary grants are drawn from Provincial funds).

* These columns to be filled up only in the case of training schools.

...tion.—On behalf of the management of the school I hereby declare that the school ...the conditions specified in the Code of Regulations for European Schools and I promise ...ply with all the conditions relating to the recognition of schools, affording public instruction which are laid down in the Code of Regulations for European Schools including those relating to inter-school rules, and to furnish such returns as may be required by the department.

Station
Date } *Correspondent.*

Remarks of the D.P.I.

Nil

Office-note.

Vide appendix 17 of the Madras Edl. Rules. No remarks.

CW
14.9.25

V.T.K
23.9

224

199

APPENDIX 17.

Form of Application for Admission to Training Schools.

1. Name of candidate.
2. Nationality.
3. Date of birth.
4. Residence.
5. Examination passed, class and year or the standard up to which he has studied in the case of a candidate who has passed no examination.
6. Vernacular or other languages known.
7. Present occupation.
8. If a teacher, length of service as such.
9. Name of school or schools in which the candidate has served.
10. Name of school to which the candidate reverts after training.
11. Statement by the Manager of a recognized school or the Inspector as to the employment of the applicant after training.
12. Remarks.

Countersignature and designation of officer making statement as to employment.

Signature of applicant.

l.c/

Remarks of the D.P.I.

Nil

Office-note.

Vide appendix 20 to the Madras Edl. Rules - no remarks.

CW
14.9.25

V.T.K
23.9

200

APPENDIX 18.

Application for stipend in the school.

1. Serial number.
2. Name of candidate (surname first).
3. Nationality.
4. Native place.
5. Date of birth.
6. Examination passed with date and class.
7. Grade for admission.
8. Rate of stipend sought.
9. Period for which stipend is sought (with dates).
10. Date of admission.
11. Whether all prescribed certificates are attached.
12. Service as teacher, if any.
13. Whether he/ she has a provisional appoi ntment.
14. Remarks.

STATION

Date *Correspondent.*

Remarks of the D.P.I.

Nil

Office-note.

Corresponds to appendix 21 to the Madras Edl. Rules and appendix K to the grant-in-aid code - may be accepted.

CVV
14.9.25

21/9.

V.TF
23.9

225

201

APPENDIX 19.

Grants for Stipends in Training Schools.

———— —District.

Grant bill for the month of
for the training school

District
Voucher No.
of the month of
19 .

RS. A. P.

Stipendiary grants sanctioned by the Inspector of European Schools in his ~~u~~e. , dated

{ for masters
{ for mistresses

(In words) Rupees Total ...

The amount is debitable to the head

1. Certified that the grants drawn in the previous month have been disbursed to the students for whom they were sanctioned.

2. Certified that the students for whom stipendiary grants are claimed in this bill have been on the rolls during the month.

STATION

Date *Correspondent.*

Pay Rupees

Treasury Accountant *Treasuary Officer*

Date

Contents received,

Date *Correspondent,*

Remarks of the D.P.I.

Nil

Office-note.

Vide appendix I to the grant-in-Aid code - no remarks.

CVV
14.9.25

21/9.

V.TF
23.9

(220)

202

APPENDIX 20.

KNOW ALL MEN BY THESE PREBENTS that we of and of are bound to the RIGHT HONOURABLE THE SECRETARY OF STATE FOR INDIA IN COUNCIL in the sum of Rs. to be paid to the said Secretary of State or to his certain attorney successors or assigns for which payment we bind ourselves and each of us our and each of our executors and administrators by these presents sealed with our seals dated this day of 19 . Whereas the above bounden has entered the as a stipendiary student for the purpose of being trained as a school $\frac{\text{mistress}}{\text{master}}$ at the expense of Government AND WHEREAS it has been agreed that the above bounden ~~and~~ shall enter into a bond in the abovementioned sum of Rs. with such condition as is hereunder written. Now the condition of the abovewritten bond is such that the bond shall be void if the said shall go through at the said full course of training prescribed by Government for school $\frac{\text{Mistresses}}{\text{Masters}}$ and shall after the completion of such course of training appear for the next ensuing examination necessary for qualification as a probationary trained teacher of the grade for which $\frac{\text{she}}{\text{he}}$ is trained and if necessary and if permitted to do so for every successive examination until $\frac{\text{she}}{\text{he}}$ is qualified as aforesaid and shall also after becoming qualified as aforesaid obtain an appointment as a teacher in a recognized European institution or keep and teach in a European school within the jurisdiction of the Madras Educational Department unless $\frac{\text{her}}{\text{his}}$ inability to do either is shown to the satisfaction of the Director of Public Instruction, Madras, for the time being and shall serve within six years after becoming qualified as aforesaid for a period of two years as such teacher of a European school within the jurisdiction of the Madras Educational Department and shall during such course of training abide by all the rules and regulations laid down by Government with respect to stipendiary students at the said and during such period of two years as aforesaid abide by all the rules and regulations laid down by Government with respect to the teachers of recognized schools or if $\frac{\text{she}}{\text{he}}$ is prevented by ill-health from going through such full course of training as aforesaid. Otherwise the bond shall remain in full force.

and 1

Master 1

Signed, sealed and delivered by the above named
in the presence of

Signed, sealed and delivered by the abovenamed in the presence of

Remarks of the D.P.I.

Nil

Office-note.

Vide appendix 22 to the Madras Edl. Rules. No remarks.

cwr
14.9.25

21/9
V.I.F
23-9

APPENDIX 21.

History of ex Students.

1. Number.
2. Name of student (surname first).
3. Nationality.
4. Date of birth.
5. Year of training.
6. Grade.
7. General education qualification.
8. Date of passing.
   (*a*) Written test.
   (*b*) Practical test.
9. School to which he reverts after training.
10. Subsequent appointment.

—	Date.	Appointment.	Salary.	Initials of the Headmasters.
			Rs.	
First half-year				
Second do.				
Third do.				
Fourth do.				
Fifth do.				
Sixth do.				

Remarks of the D.P.I.

Nil.

Office-note.

Vide appendix 23 to the Madras Edl. Rules - no remarks.

CW
14.9.25

21/9

V.T.
23.9

APPENDIX 22.

Register of Leave granted to Students under training.

1. Number.
2. Name of student.
3. Grade.
4. Date of admission.
5. Leave granted.

—	June.	July.	August.	September.	October.	November.	December.	January.	February.	March.	April.	May.
1. Late attendance												
2. Casual leave												
3. Sick leave												
4. Leave on loss of stipend ..												

Remarks of the D.P.I.

Nil.

Office-note.

Vide appendix 24 to the Madras Edl. Rules - no remarks.

CW
14.9.25

21/9.

V.T.
23/9

205

APPENDIX 23.

Acquittance Roll for Stipendiaries.

1. Name of stipendiary.
2. Grade.
3. Year.
4. Value of stipend.
5. Order sanctioning.
6. Month.
7. Date of disbursement.
8. Signature of Stipendiary.

l.c

Remarks of the D.P.I

Nil.

Office-note

Vide appendix 25 to the Madras Edl. Rules. no remarks.

CW
14.9.25

KBM
14/9

VJC
15/9

(23)

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APPENDIX 24.

Application for Teaching grants on behalf of a Secondary or Primary School.

1. Name and address of the school.
2. Serial number in the notified list.
3. Governing body.
4. Managers.
5. Correspondent.
6. Standards under instruction with strength of each.
7. Fees levied in each standard per month.
8. Names of teachers with qualifications and monthly salary of each.
9. Description of endowments with yearly income from each.
10. Amount which the management proposes to spend on the school yearly exclusive of any amount required for payment of scholarships and for meeting any loss of fee income due to levy of fees at less than sanctioned rates.
11. Remarks.

Declaration.—On behalf of the management of the school, I hereby declare that the conditions of recognition and aid laid down in the Code of Regulations for European Schools, are being, and will continue to be, fully observed, excepting those rules from which the institution has been specially exempted by the Director's Proceedings No. dated and that I am prepared to subject the institution, together with the current endowment and trust accounts, its establishment, time-table and registers to inspection and to furnish such returns as may be required by the department.

Station.
Date

Correspondent.

Remarks of the D.P.I.

Nil.

Office-note.

Vide appendix E to the grant-in-Aid code- no remarks.

CW
14.9.25

KBM
14/9

VJC

229

APPENDIX 25.

FINANCIAL STATEMENT FOR USE IN PRIMARY AND SECONDARY SCHOOL.

Expenditure side.

1. Item I should be supported by a separate statement in the form given below showing the names of the teachers, clerks and servants employed, their monthly salaries, and the total salary paid to each :—

Serial Number.	Designation of post.	Incumbents.	Period for which employed.	Monthly salary.	Total salary.	Salary actually paid.
				Rs. A. P.	Rs. A. P.	Rs. A. P.

Certificate.

I hereby certify that the expenditure shown above was actually incurred by the management and that the salary actually paid is correctly stated.

Date 19 .

Correspondent.

Note.—For purposes of this statement 'Salary actually paid' means the amount actually received by each teacher or servant for his personal use or maintenance, no part of which is surrendered or appropriated for the purpose of the school. In the case of honorary or quasi-honorary workers the nominal or assumed salary may be shown under 'Monthly salary' the real amount paid, if any, being shown under 'Salary actually paid'.

EUROPEAN SCHOOLS.

Annual Financial statement.

Accounts of income and expenditure of the for the official year ending 31st March 19

Income.	Amount.	Remarks.	Expenditure.	Amount.	Remarks.
	Rs. A. P.			Rs. A. P.	
1. School fees due at sanctioned rates—			1. Salary—		
College Department ..			Masters and Teachers		
High section			Clerks		
Middle section			School servants		
Primary section			Boarding house servants ..		
2. Special fees including music and other extras, library, games, laboratory, etc.			2 Scholarships		
3. Boarding fees—			3. Rent		
College Department			4. Rates and taxes		
High section			5. Library		
Middle section			6. Class books		
Primary section			7. Prizes		
4. Current subscriptions			8. Gymnasium and games		
5. Donations and contributions ..			9. New buildings		
6. Receipts from endowments ..			10. Repairs to buildings		
7. Miscellaneous (to be specified) ..			11. Furniture, apparatus and appliances.		
8. Government grants—			12. Reading-room charges		
Teaching			13. Office contingencies including stationery, printing and postage (to be specified).		
Boarding			14. Boarding		
Cadet			15. Clothing		
Equipment *			16. Boarding-house contingencies ..		
Building			17. Miscellaneous charges (to be specified).		
Fee remission			18. Profit to management		
9. Net cost to management ..					
† Total ..			† Total ..		

* Grants under the separate sub-heads of article 158 should be exhibited separately.
† The totals should agree.

Auditor's Certificate.

Correspondent.

I hereby certify that I have audited the accounts of the school for the year 19 -19 and that the receipts and expenditure shown in the above statement are correctly stated and supported by proper vouchers.

STATION.

Date.

Auditor.

Remarks by the D.P.I

Office note

208

office-note.

Vide appendix F to the Grant-in-Aid code - no remarks.

CVV
14.9.25

230

APPENDIX 26.

Bill for Teaching grants on behalf of Primary and Secondary Schools or Special Schools.

1. The sanction under which the grants are claimed should invariably be given in the place provided in the bill.

2. Bills for a year should be drawn and cashed before the 15th March of that year.

_____ District.

Voucher No. _____

of the month of

_____ 19 .

_____ District

Grant-in-aid bill of _____ for the year ending 31st March 19 .

Payable from Provincial Funds.

			Rs.	A.	P.
Teaching grants sanctioned in proceedings of the Director of Public Instruction No. , dated .	Colleges	Men			
		Women			
	Secondary schools	Boys			
		Girls			
	Primary schools	Boys			
		Girls			
	Special—Training schools ..	Masters			
		Mistresses			
	Special—Technical schools ..	Boys			
		Girls			
	Special—Others	Boys			
		Girls			
		Total ..			

(In words) Rupees_____

The amount is debitable to the head :—

STATION

Date *Correspondent.*

Countersigned.

Date *Inspector of European Schools, Madras.*

Pay Rupees_____

Treasury Accountant *Treasury Officer.*

Contents received.

Date

Date *Correspondent.*

Remarks of the D.P.I.

Nil

office-note.

Vide appendix G to the Grant-in-Aid code - no remarks.

CVV
14.9.25

APPENDIX 27.

Application for Teaching grants on behalf of Training Schools.

1. Name and address of school.
2. Serial number in the notified school list.
3. Governing body.
4. Managers.
5. Correspondent.
6. Training classes with strength of each.
7. Names of teachers employed in the Training school with qualifications and monthly salaries.
8. Standards in practising school with strength of each.
9. Names of teachers permanently employed in the practising section with qualifications and monthly salaries.
10. Description of endowments with yearly income from each.
11. Amount which the management proposes to spend yearly on the school.
12. Remarks.

Declaration.—On behalf of the management of the school, I hereby declare that the conditions of recognition and aid laid down in the Code of Regulations for European Schools are being, and will continue to be fully observed, excepting those rules from which the institution has been specially exempted by the Director's Proceedings No. , dated , and that I am prepared to subject the institution, together with its current endowment and trust accounts, its establishment, time-table and registers to inspection and to furnish such returns as may be required by the department.

STATION

Date *Correspondent.*

Remarks of the D.P.I.

Nil.

Office-note.

Vide appendix H to the Grant-in-Aid code. No remarks.

CIV
14.9.25

APPENDIX 28.

Application for building grant-in-aid towards the cost of

School / College at in the district of ;

Number and date of the Proceedings or Memorandum recognising the school under the Code of Regulations for European Schools.

Brief history of the institution from the date of its establishment to the date of application tracing its growth and development and furnishing among other things an accurate account of its financial condition.

Note.—(1) This need not be given if a reference to a history previously given can be furnished.

(2) The names and designations of the persons who form the committee of management should be specified.

The strength of the different standards as it stood on the 31st March of every year for five years preceding the year in which the application is submitted.

—	191	191	191	191	191	Number of pupils in each standard on the date of the application.	Number of pupils that can be accommodated in each class room.
Standard IX							
,, VIII							
,, VII							
,, VI							
,, V							
,, IV							
,, III							
,, II							
,, I							
Infant Standard, Lower							
,, ,, Upper							

Class room.	Area.	Class room.	Area.	Class room.	Area.
a	...	g	...	n	...
b	...	h	...	o	...
c	...	j	...	p	...
d	...	k	...	q	...
e	...	l	...	r	...
f	...	m	...	s	...

Note.—If there be any striking variations in the strength as shown above, such variations should be accounted for.

Character of, and necessity for, the proposed work in detail.

(1) Is a sketch plan of the proposed site and building attached ?

(2) Does it show—

(*a*) The relation of the proposed building or extension to the existing buildings ?

(*b*) Any alteration in existing buildings necessitated by it ?

(*c*) The purpose to which the existing buildings are now put ?

(*d*) The purpose to which they will be put when the new building or extension is complete ?

Note.— Any notes that cannot be conveniently inserted in the plan may be given under each of the above headings.

(*a*) Probable cost of the proposed work.

(*b*) Whether the management has the necessary funds to complete the work in the event of the application being favourably considered.

(*c*) Whether the managing body has been registered under the Indian Company's Act, 1882, and if so, whether attested copies of the memorandum of association and the articles of association are submitted.

(*d*) If the aid sought for is towards the cost of site, declaration that it is the cheapest suitable site.

(*e*) Declaration that the management is prepared to execute the prescribed deed if required by the Director to do so.

(*f*) If the property is not owned by the correspondent, declaration that the owner or his or her legal representative will execute the deed or will be made a party to the deed.

(*g*) In the case of mission institutions the name and address in full of the person who holds power-of-attorney on behalf of the mission to execute the prescribed deed.

(*h*) Name, designation and qualification of the person by whom detailed plans and estimate and specifications will be prepared.

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whether the title to the property is clear and in order and by whom the title-deeds were examined.

(*j*) The latest date on which the management wishes to (i) begin the work and (ii) complete the work.

(*k*) Is the declaration with regard to encumbrance, alienation and the conditions of recognition and aid, attached.

(*l*) Amount of building grants drawn by the institution in previous years with the number and date of the sanction and the purposes for which given. (Particulars should be given for 40 years).

(*m*) If the aid sought is towards the construction of a hostel, declaration that the hostel will be managed according to rules approved by the Director of Public Instruction.

(*n*) The treasury at which the grant if sanctioned is to be payable.

(*o*) The annual expenditure incurred in the upkeep of the institution and how of it is met from—

(1) Fees. (2) Government grant. (3) Other sources. (4) Managers funds.

(Particulars for five years to be furnished).

Inspecting officer's remarks about accommodation from his inspection reports for the two previous years.

1 1

Director's review of such remarks.

Declaration with regard to encumbrance, alienation and the condition of recognition and aid—"On behalf of the management of the school, I hereby declare that the property is unencumbered and that it will not be alienated or encumbered without the consent of Government within forty years and that the conditions of recognition and aid laid down in the Code of Regulations for European schools are being and will continue to be fully observed, excepting those rules from which the institution has been specially exempted by the Director's Proceedings No. , dated ; and that I am prepared to subject the institution, together with its current, endowment and trust accounts, its establishment, time table and registers to inspection, and to furnish such returns as may be required by the department and that I shall abide by the provisions of Article 156 of the Code of Regulations for European Schools in the event of the building being diverted prior to the lapse of forty years after the date of payment of grant to other than educational purposes approved by Government."

-/12

STATION

Date *Correspondent.*

Inspecting officer's remarks and recommendations.

Remarks of the D.P.I.

Nil.

Office-note.

Vide appendix M to the Grant-in-Aid code - no remarks.

CW
12-9-25

12/9

(22) 23

21

APPENDIX 29.

FORM OF COMPLETION CRETIFICATE UNDER ARTICLE 154.

(Name or nature of work)

Certified that the above work, which has been inspected by me personally, has been carried out according to the approved plan and estimate in a satisfactory manner, with the following exceptions :—

(Here enter items of deviation with particulars as to dimensions and cost).

that the deviations are not of such a nature as to affect the stability or the suitability of the building, and that, in my opinion, the deviations would have resulted in $\frac{\text{a saving}}{\text{an excess cost}}$ of

Rs. $\frac{\text{under}}{\text{above}}$ the sanctioned estimate.

STATION Signature

Date Designation of officer

Countersigned

Date *Director of Public Instruction.*

Remarks of the D.P.I.

Nil.

Office-note.

Vide Appendix N to the Grant-in-Aid code - no remarks.

CW
14.9.25

14/9

(233)

APPENDIX 30.

THIS INDENTURE is made the day of One thousand nine hundred and

BETWEEN

(hereinafter called the Mortgagor) of the one part and THE RIGHT HONOURABLE THE SECRETARY OF STATE FOR INDIA IN COUNCIL (hereinafter called "the Secretary of State") of the other part WHEREAS the mortgagor is/are well and truly entitled to and possessed of the piece or parcel of land particularly described in the schedule hereunder written and has erected and built a school-house and other buildings/with the buildings thereon and has enlarged and improved thereon/such buildings at an actual cost of Rupees AND WHEREAS the mortgagor has/have in accordance with the provisions of the Code of Regulations for European Schools now in force in the Presidency of Madras applied to the Secretary of State for a grant in aid of the sum of Rupees being part of the said sum of Rupees and has/have submitted to the Government of Madras the certificate referred to in Rule 154 of the said Code as to the cost in completion of such buildings/alterations AND WHEREAS the Secretary of State hath consented and agreed to make the said grant in the manner provided in Chapter VII of the said Code upon the mortgagor entering into the covenants on his/their part and giving the security hereinafter contained NOW THIS INDENTURE WITNESSETH that in pursuance of the said agreement and in consideration of the sum of Rs. paid by the Secretary of State to the mortgagor as he/they the mortgagor doth/do hereby acknowledge he/they the mortgagor doth/do hereby for himself/themselves his/their respective heirs executors administrators and legal representatives covenant with the Secretary of State his successors and assigns that he/they the mortgagor or his/their heirs executors administrators or legal representatives will from time to time and at all times so long as the said buildings shall be used for the purposes of the said school conduct and manage such school or cause such school to be conducted and managed by the person for the time being in charge of same in accordance with the rules and regulations for the time being in force in the Madras Educational Department so far as the same respectively are applicable to the said school AND will not prior to the lapse of forty years from the date hereof divert or allow to be diverted the said buildings to other than educational purposes approved by the Government of Madras AND will during such period keep such buildings in good and substantial order and repair so that the same may be always efficient for use for the purposes of the said school AND will in the event of the said buildings at any time prior to the lapse of the said period ceasing to be required for the purposes of the said school or being diverted to other than educational purposes approved by the said Government of Madras forthwith repay to the Secretary of State his successors or assigns the said sum of Rupees or so much thereof as shall be determined by the Government of Madras PROVIDED also that nothing herein contained shall be deemed to prevent the use by the mortgagor his/their executors administrators or legal representatives or the person or persons for the time being in charge of the said buildings out of the hours during which the same should be used for the objects of such school for such other reasonable and proper purposes other than educational as the mortgagor his/their executors administrators or legal representatives or the person or persons for the time being in charge of the said buildings may direct AND THIS INDENTURE FURTHER WITNESSETH that in further pursuance of the said agreement and in consideration of the said grant in aid so paid as aforesaid the mortgagor doth/do and each of them doth hereby grant convey and assign unto the Secretary of State his successors and assigns all that piece or parcel of land particularly described in the schedule hereunder written together with all and singular the buildings and erections now being or which may hereafter be thereon AND all rights easements and appurtenances whatsoever usually held or connected therewith or reputed to belong or be appurtenant thereto AND also all furniture fixtures fittings maps and other school apparatus school books and chattels for the time being in and belonging to or used or to be used for the said school and all the estate right title interest claim and demand of the mortgagor/mortgagors and each of them into and upon the said hereditaments and premises TO HAVE and TO HOLD the said piece or parcel of land hereditaments chattels and effects and all other the premises expressed to be hereby assured unto the Secretary of State his successors in office and assigns and according to the nature and

Article

PTO

...eof respectively UPON TRUST to permit the same hereditaments and premises to b[e] ...y the mortgagor his/their executors administrators or legal representatives or his or their ...ominee or nominees as a school for

And with power in case the mortgagor his/their heirs executors administrators or legal representatives shall fail to pay on demand the said sum of Rupees

or other the amount so to be fixed by the Government of Madras in manner hereinbefore provided to sell and absolutely dispose of the said hereditaments and premises and apply the proceeds of such sale after payment thereout of all costs and expenses attending the same in or towards recouping or reimbursing to the said Secretary of State his successors or assigns the said grant in aid or sum of Rupees

or other the amount so to be fixed by the Government of Madras as aforesaid and to pay the surplus if any to the mortgagor his/their heirs executors administrators legal representatives or assigns PROVIDED always that the Secretary of State his successors or assigns shall not exercise the said power of sale unless and until he or they shall have served on the mortgagor his/their heirs executors administrators or legal representatives a notice in writing requiring payment of the said sum of Rupees

or other the amount so to be fixed by the Government of Madras and default has been made in payment thereof for three months after such service. PROVIDED always and it is hereby agreed and declared that at the expiration of the said period of forty years hereinbefore referred to the said Secretary of State or his successors or assigns as the case may be shall in the event of the covenants hereinbefore contained on the part of the mortgagor his/their heirs executors administrators or legal representatives having been in the meantime duly performed and observed reconvey and reassign unto the mortgagor his/their heirs executors administrators or legal representatives or as he or they may direct all and singular the piece or parcel of land hereditaments chattels goods or other premises hereby expressed to be hereby granted conveyed or assigned IN WITNESS whereof the said

and

The Director of Public Instruction for the Presidency of Madras by the order and direction of the Governor in Council of Fort St. George acting for and on behalf of the said Secretary of State have hereunto set their respective hands and seals the day and year first above written.

2-c/

Schedule to which the above-written indenture refers.

ALL that piece or parcel of land situated at
in the District of
and Taluk of
and in the Sub-Registration District of
and Registration District of bounded
on the north side thereof by
on the south side thereof by
on the east side thereof by and
on the west side thereof by
and containing together in the whole by admeasurement
(be the same little more or less) and all which said piece or parcel of land was formerly in the occupation of but is now in the occupation of

Signed sealed and delivered by the above-named in the presence of }

Signed sealed and delivered by the above-named in the presence of }

Remarks of the D.P.I.

Nil

Office-note.

Appendix 30 and appendices 31, 32 and 33 which follow correspond to appendices O, P, Q and R respectively of the Grant-in-Aid Code. Please see the note under Article 154 supra. All the

pp. 217-220 infra

pp. 154-5 ante

2-234

the four appendices may be accepted

C.V.
14.9.25

K.R.M.
21/9

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APPENDIX 31.

Article 1

THIS INDENTURE is made the day of One thousand nine hundred and

BETWEEN

(hereinafter called the mortgagor) of the one part and THE RIGHT HONOURABLE THE SECRETARY OF STATE FOR INDIA IN COUNCIL (hereinafter called "the Secretary of State") of the other part WHEREAS the mortgagor $\frac{\text{has}}{\text{have}}$ purchased at the price of Rupees for the purposes of a school and $\frac{\text{is}}{\text{are}}$ well and truly entitled to and possessed of the piece or parcel of land particularly described in the schedule hereunder written with the buildings thereon AND WHEREAS the mortgagor $\frac{\text{has}}{\text{have}}$ in accordance with the provisions of the Code of Regulations for European Schools of the Madras Educational Department now in force in the Presidency of Madras applied to the Secretary of State for a grant-in-aid of the sum of Rupees being part of the said purchase money and have submitted to the Government of Madras the certificate referred to in Rule 154 of the said Code as to the value of the said buildings AND WHEREAS the Secretary of State hath consented and agreed to make the said grant in the manner provided in Chapter VII of the said Code upon the mortgagor entering into the covenants on $\frac{\text{his}}{\text{their}}$ part and giving the security hereinafter contained NOW THIS INDENTURE WITNESSETH that in pursuance of the said agreement and in consideration of the payment of the sum of Rupees receipt whereof the mortgagor $\frac{\text{doth}}{\text{do}}$ hereby acknowledge $\frac{\text{he}}{\text{they}}$ the mortgagor $\frac{\text{doth}}{\text{do}}$ hereby for $\frac{\text{himself}}{\text{themselves}}$ $\frac{\text{his}}{\text{their respective}}$ heirs executors administrators and legal representatives covenant with the Secretary of State his successors and assigns that $\frac{\text{he}}{\text{they}}$ the mortgagor or $\frac{\text{his}}{\text{their}}$ heirs executors administrators or legal representatives will from time to time and at all times so long as the said buildings shall be used for the purposes of the said school conduct and manage such school or cause such school to be conducted and managed by the person for the time being in charge of same in accordance with the rules and regulations for the time being in force in the Madras Educational Department so far as the same respectively are applicable to the said school AND will not prior to the lapse of forty years from the date hereof divert or allow to be diverted the said buildings to other than educational purposes approved by the Government of Madras AND will during such period keep such buildings in good and substantial order and repair so that the same may be always efficient for use for the purposes of the said school AND will in the event of the said buildings at any time prior to the lapse of the said period ceasing to be required for the purposes of the said school or being diverted to other than educational purposes approved by the said Government of Madras forthwith repay to the Secretary of State his successors or assigns the said sum of Rupees or so much thereof as shall be determined by the Government of Madras PROVIDED ALSO that nothing herein contained shall be deemed to prevent the use by the mortgagor $\frac{\text{his}}{\text{their}}$ heirs executors administrators or legal representatives or the person or persons for the time being in charge of the said buildings out of the hours during which the same should be used for the objects of such school for such other reasonable and proper purposes other than educational as the mortgagor $\frac{\text{his}}{\text{their}}$ heirs executors administrators or legal representatives or the person or persons for the time being in charge of the said buildings may direct AND THIS INDENTURE FURTHER WITNESSETH that in further pursuance of the said agreement and in consideration of the said grant in aid so paid as aforesaid the mortgagor $\frac{\text{doth}}{\text{do and each of them doth}}$ hereby grant convey and assign unto the Secretary of State his successors and assigns all that piece or parcel of land particularly described in the schedule hereunder written together with all and singular the buildings and erections now being or which may hereafter be thereon AND all rights easements and appurtenances whatsoever usually held or connected therewith or reputed to belong or be appurtenant thereto AND also all furniture fixtures fittings maps and other school apparatus school books and chattels for the time being in and belonging to or used or to be used for the said school and all the estate right title interest claim and demand of the $\frac{\text{mortgagor}}{\text{mortgagors and each of them}}$ into and upon the said hereditaments and premises TO HAVE and TO HOLD the said piece or parcel of land hereditaments chattels and effects and all other the premises expressed to be hereby assured unto the Secretary of State his successors in office and

P.T.O.

ing to the nature and tenor thereof respectively UPON TRUST to permit the same nts and premises to be used by the mortgagor his/their heirs executors administrators or presentatives or his or their nominee or nominees as a school for

AND with power in case the mortgagor his/their heirs executors administrators or legal representatives shall fail to pay on demand the said sum of Rupees or other the amount so to be fixed by the Government of Madras in manner hereinbefore provided to sell and absolutely dispose of the said hereditaments and premises, and apply the proceeds of such sale after payment thereout of all costs and expenses attending the same in or towards recouping or reimbursing to the said Secretary of State his successors or assigns the said grant-in-aid or sum of Rupees or other the amount so to be fixed by the Government of Madras as aforesaid and to pay the surplus if any to the mortgagor his/their heirs executors administrators legal representatives or assigns PROVIDED ALWAYS that the Secretary of State his successors or assigns shall not exercise the said power of sale unless and until he or they shall have served on the mortgagor his/their heirs executors administrators or legal representatives a notice in writing requiring payment of the said sum of Rupees or other the amount so to be fixed by the Government of Madras and default has been made in payment thereof for three months after such service PROVIDED ALWAYS and it is hereby agreed and declared that at the expiration of the said period of forty years hereinbefore referred to the said Secretary of State or his successors or assigns as the case may be shall in the event of the covenants hereinbefore contained on the part of the mortgagor his/their heirs executors administrators or legal representatives having been in the meantime duly performed and observed reconvey and reassign unto the mortgaged his/their heirs executors administrators or legal representatives or as he or they may direct all and singular the piece or parcel of land hereditaments chattels goods or other premises hereby expressed to be hereby granted conveyed or assigned IN WITNESS whereof the said and the Director of Public Instruction for the Presidency of Madras by the order and direction of the Governor in Council of Fort St. George acting for and on behalf of the said Secretary of State have hereunto set their respective hands and seals the day and year first above written.

Schedule to which the above written indenture refers.

ALL that piece or parcel of land situated at
in the District of
and Taluk of
and in the Sub-Registration District of
and Registration District of bounded
on the north side thereof by
on the south side thereof by
on the east side thereof by and
on the west side thereof by and
containing together in the whole by admeasurement
(be the same little more or less) and all which said piece or parcel
of land was formerly in the occupation of
but is now in the occupation of

Signed sealed and delivered by the abovenamed

in the presence of

Signed sealed and delivered by the abovenamed

in the presence of

Remarks of the D.P.I.
Nil.
Office-note
Vide note under appendix 30 supra (pp. 215-6 ante)

CVV
14.9.25

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APPENDIX 32.

We whose names are entered in the margin and whose signature appears at the foot hereof hereby accept the special grant of Rupees only sanctioned by Government through the Director of Public Instruction, Madras, for the School/College at in the district of in the Proceedings of the Director of Public Instruction, No. , dated the , and in consideration of such grant we hereby jointly and severally and on behalf of our successors in office and the owners for the time being of the premises described in the schedule here to now/to be occupied by the said school/college agree that if the school/college is at any time hereafter abolished or the buildings thereof diverted to other than educational purposes approved by Government, Government shall be paid out of the sale-proceeds of such buildings or by the owner thereof for the time being as the case may be a sum representing such proportion of the then market value of such buildings as the grant above referred to bears to the present market value thereof / the estimated market value thereof on completion of the buildings now proposed, namely, Rs. The decision as to what is the market value of such buildings at such future period shall rest with the Government of Madras. Government shall have a lien on all the said premises for the amount to be paid as above provided and shall have power in the event of failure of payment within three months from the date of demand thereof to sell and transfer such premises and deduct such amount together with all costs of sale from the proceeds thereof. The above provision shall cease to have effect at the expiration of forty years from the date hereof without prejudice however to any right that may have accrued to Government prior to the expiration of such period.

Dated this day of one thousand nine hundred and

The schedule above referred to.

ALL that piece or parcel of land situated at
in the District of
and Taluk of
and in the Sub-Registration District of
and Registration District of bounded
on the north side thereof by
on the south side thereof by
on the east side thereof by
on the west side thereof by and
and containing together in the whole by admeasurement
(be the same little more or less) and all which said piece
or parcel of land was formerly in the occupation of but is
now in the occupation of
Signed by the said

in the presence of
(1)
(2)

Remarks of the D.P.I.
Nil.
Office-note
Vide remarks under App. 30 supra

pp. 154-5 ante

CVV
14.9.25

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APPENDIX 33.

We whose names are entered in the margin and whose signatures appear at the foot hereof hereby accept the special grant of Rupees

COMMITTEE OF MANAGEMENT. } Members.

only sanctioned by Government through the Director of Public Instruction, Madras, for the school / college at in the district of in the Proceedings of the Director of Public Instruction, No. , dated the , and in consideration of such grant we hereby jointly and severally and on behalf of our successors in office and the owners for the time being of the premises now / to be occupied by the said school / college agreed that if the school / college is at any time hereafter abolished or the buildings thereof diverted to other than educational purposes approved by Government, Government shall be paid by the owner thereof for the time being a sum representing such proportion of the then market value of such buildings as the grant above referred to bears to the present market value thereof / the estimated market value thereof on completion of the buildings now proposed, namely, Rs. The decision as to what is the market value of such buildings at such future period shall rest with the Government of Madras. The above provision shall cease to have effect at the expiration of forty years from the date hereof without prejudice however to any right that may have accrued to Government prior to the expiration of such period.

Dated this day of one thousand nine hundred and

Signed by the said _____

in the presence of

(1) _____

(2) _____

Remarks of the D.P.I.

Nil.

Office-note.

Vide note under Appendix

pp. 154-5 ante 30 supra

CVV
14.9.25

21/9.

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APPENDIX 34.

GRANT-IN-AID UNDER CHAPTER VII—SCHOOL BUILDINGS.

Building Grants.

[NOTE.—Grants exceeding Rs. 2,500 are sanctioned by Government, grants up to Rs. 2,500 by the Director, and grants up to Rs. 500 by the Inspector.]

Government of Madras.	Bill for building grants sanctioned under rule 150 (1 and 2) of the Code of Regulations for European Schools.						District.
Head of service.	(Here enter the budget heading.)						Voucher No. of the month of 192 .
Name of institution.	Nature of work and department or departments for which provided.	Date of commencement.	Date of completion.	Amount contributed by the manager up to date.	Amount of Government grant.	Authority.	Remarks.
				Rs.	Rs.		

Certificate and Declaration.—On behalf of the management I hereby certify that the work, for which the grant is herein claimed, has been completed according to the plan and estimate approved in the order sanctioning the grant and I do declare that I agree to abide by the conditions laid down in Article 156 of the Code of Regulations for European Schools, in the event of the building being diverted to purpose other than those for which the grant was sanctioned.

STATION

Date *Correspondent.*

N.B.—If completion certificate has been furnished it should be attached to the bill.

Pay rupees

(Countersigned.)

Director of Public Instruction.

Treasury Accountant. *Treasury Officer.*

Date

Received the amount, viz, Rupees

Correspondent.

Date

Remarks of the D.P.I.

Nil.

Office-note.

Vide appendix 8 to the Grant-in-Aid code - no remarks.

CVV
14.9.25

21/9.

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APPENDIX 35.

Grant-in-Aid under Chapter VII/Acquisition of Land and Buildings.

Grants for the acquisition of land.

Government of Madras, Head of service.	Bill for acquisition grants sanctioned under Article 150 (3) of the Code of Regulations for European Schools. (Here enter the budget head.)					District. Voucher No. of the month of 192 .
Name of institution.	Nature of work and department or departments for which provided.	Date of acquisition.	Amounts contributed by the manager up to date.	Amount of Government grant.	Authority.	Remarks.
			Rs.	Rs.		

Note.—Grants exceeding Rs. 2,500 are sanctioned by Government, grants up to Rs. 2,500 by the Director and grants up to Rs. 500 by the Inspector.

Declaration.—On behalf of the management I declare that I agree to abide by the conditions prescribed by Article 156 of the Code of Regulations for European Schools in the event of the land or building being diverted to purposes other than those for which the grant was sanctioned.

Station

Date *Correspondent.*

(Countersigned.)

Director of Public Instruction.

Pay Rupees

Date

Treasury Accountant. *Treasury Officer.*

Received the amount, viz., Rupees

Date *Correspondent.*

Remarks of the D.P.I.

Nil.

Office-note.

Vide appendix SS to the grant-in-Aid code—no remarks.

CVV
14-9-25

21/9.

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APPENDIX 36.

Application for grant for equipment.

1. Name of school
2. Serial number of articles
3. Description of articles
4. Total cost
5. Standard for which intended
6. Purpose for which intended
7. Grant applied for
8. Equipment grant drawn previously with amounts and orders sanctioning
9. Remarks.

The application should be accompanied by details under each item of column 3.

These detailed statements must give the serial number of each detailed item under the major item, and (1) for furniture must give dimensions, estimate, specifications, drawings, supplier; (2) for chemicals—apparatus, firm supplying, catalogue number, price per article or unit, number of articles or total units, cost of the number or units; (3) for maps—kind of maps and publisher; (4) for books—author, publisher, cost of each book, number and total cost.

Declaration.—On behalf of the management of the school, I hereby declare that the conditions of recognition and aid laid down in the Code of Regulations for European Schools are being and will continue to be fully observed, excepting those rules from which the institution has been specially exempted by the Director's Proceedings No. dated ; and that I am prepared to subject the institution, together with its current, endowment and trust accounts, its establishment, time-table and registers, and to furnish such returns as may be required by the department; and that I shall abide by the provisions of Article 160 of the Code of Regulations for European Schools in the event of the school being closed within five years from the date on which grant has been drawn.

STATION
Date

Correspondent.

Remarks of the D.P.I.

Nil.

office-note

Follows appendix T to the Grant-in-Aid code — vide also app. IX to the present European code.

No remarks.

CSV
14.9.25

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APPENDIX 37.

School, furniture, maps, school libraries, apparatus, diagrams, models and tools.

Government of Madras.	Bill for equipment grants sanctioned under Article 152 of the Code of Regulations for European Schools.							District.	
Head of service.	(Here enter the budget head.)							Voucher No. of the month of 192 .	
Name of institution.	Date of previous grant for similar objects.	Nature of charge and department or departments for which provided (to be specified).	Approved cost.	Actual cost.	Amount contributed by the management.	Amount of Government grant.	Total Government grant.	Authority—Government Order or the Director's proceedings or Inspector's memorandum.	Remarks.
			Rs.	Rs.	Rs.	Rs.	Rs.		
(In words) Rupees					Total ..				

NOTE.—Grants exceeding Rs. 2,500 are sanctioned by the Government, grants up to Rs. 2,500 by the Director, and grants up to Rs. 500 by the Inspector.

Certificate and declaration.—On behalf of the management I hereby certify that the work, for which the grant is herein claimed has been executed in accordance with the approved estimate (or that the articles, the purchase of which has been sanctioned, have been purchased in accordance with the sanction) and I do declare that, in the event of the institution concerned being closed, I agree to abide by the conditions imposed in Article 160 of the Code of Regulations for European Schools.

STATION
Date

Correspondent.

(Countersigned.)

Inspector of European Schools.

STATION
Date

Pay Rupees

Treasury Accountant.

Treasury Officer.

Date

Received the amount, viz., Rupees

Date

Correspondent.

Remarks of the D.P.I.

Nil.

office-note.

Vide appendix U to the Grant-in-Aid code — No remarks.

CSV
14.9.25

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Cap/

APPENDIX 38.

Register of boarding grants under Article 162 for the official year 19 -19 .

p.163 ante

Name of pupil (surname first)
Date of birth
Date of admission
Standard now reading in
Standard last year
Name and address of parent or guardian
Pay and particulars of parent or guardian
Contribution of parent or guardian per mensem
Order sanctioning grant
Whether in receipt any other grant or scholarship.
Date of leaving.
Remarks.

Remarks of the D.P.J

Nil.

office-note

May be accepted.

CWV
14.9.25

K Rey
21/9

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t/ Cap/

APPENDIX 38.

Destitution certificate issued for aid under Article 163 of the Code of Regulations for European Schools.

This is to certify that after carefully scrutinising the evidence placed before me on the subject I am of opinion that son or daughter of and is so destitute as to be eligible for benefit under Article 162 of the Code of Regulations for European Schools. From the evidence produced I am of opinion that the boy or girl is of European descent, pure or mixed, and that he or she retains European habits and modes of life.

Dated this day of 19 .

Chief Presidency Magistrate,
District or Cantonment Magistrate.

Note.—This form will be filled up and signed by the Chief Presidency Magistrate or District or Cantonment Magistrate.

Remarks of the D.P.J.

Nil.

Offici note.

Please see appendix I

(V) on p. 6 of ff. 66 dy 25.1.12, as amended
(W) by ff. 195 dy 23.2.16.

no remarks.

CWV
14.9.25

K Rey
21/9

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APPENDIX 40.

Destitution certificate issued for aid under Article 165 of the Code of Regulations for European Schools.

This is to certify that after carefully scrutinising the evidence placed before me on the subject I am of opinion that son or daughter of and

(1) is of European descent, pure or mixed,

(2) retains European habits and modes of life,

(3) lives in an out of the way place where no suitable education is available and that his or her parents (or guardians) are in receipt of an income of about Rs. per mensem (or annum) and that they are so poor as to be unable to educate their children without Government aid.

Dated this day 19 :

Signature

Designation

Remarks of the D.P.I

Nil.

Office-note.

Please see appendix II on

(V) p. 6 of f.c. 66 of 25.1.12, as amended

(W) by f.c. 195 of 23.2.16.

no remarks.

CVV
14-9-25

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APPENDIX 41.

Register of boarding grant under Article 165 for the school year 19 :

Name of pupil (surname first)
Date of birth
Date of admission
Standard now reading in
Standard last year
Name and address of parent or guardian
Pay and particulars of parent or guardian
Contribution of parent or guardian per mensem
Rate of grant sanctioned per mensem
Order sanctioning grant
Whether in receipt of any other grant or scholarship
Date of leaving
Remarks

Remarks of the D.P.I

Nil.

Office-note.

may be accepted.

CVV
14.9.25

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APPENDIX 42.

Name of school

Nominal roll of cadets belonging to the above school for whom cadet grant is applied for 19 –19 .

Register Number. (1)	Name of cadet. (2)	Date of birth. (3)	Date of admission into the school. (4)	Date of enrolment in the cadet corps. (5)	Efficient or extra Efficient. (6)	Whether on strength on 31st March 19~~2~~. (7)	Remarks. (8)

Certificate.

I hereby certify that the cadets, named hereon have been trained with the corps under my command during the military year 19 –19 and that they have rendered themselves efficient or extra efficient as stated against their names.

Commanding Officer.

STATION.
Date,

Remarks of the D.P.I

Nil.

Office-note.

no remarks.

CW
14.9.25

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230

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APPENDIX 43.

Register of food and clothing grant under article 170 for the school year 19 .

Name of pupil (surname first)
Date of birth
Date of admission
Standard now reading in
Standard last year
Name and address of parent or guardian
Monthly pay and particulars of parent or guardian
Contribution of parent
Order sanctioning grant
Whether in receipt of any other grant
Date of leaving
Remarks

Remarks of the D.P.I

Nil.

Office-note.

May be accepted.

CW
14.9.25

u/s

(243)

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APPENDIX 44.

Register of fee remission grant under article 172 for the school year 19 .

Name of pupil (surname first)
Date of birth
Date of admission
Standard now reading in
Standard last year
Name and address of parent or guardian
Monthly pay and particulars of parent or guardian
Fraction of remission
Order sanctioning grant
Whether in receipt of any other grant
Date of leaving
Remarks.

Remarks of the D.P.I

Nil.

office-note.

may be accepted.

CW
14.9.25

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APPENDIX 45.

Application for grant towards rent of ~~hostels or~~ boarding houses—Article 175.

1. Name of the school
2. Society, association or person owning the school
3. Correspondent.
4. Standards in which the students, for whom ~~hostel or~~ boarding house accommodation is proposed, are reading with the number in each
5. Total rent paid to the owner of the building
6. Rent collected from students
7. Rent paid by the management from its own funds
8. Remarks.

STATION
Date *Correspondent.*

Remarks of the D.P.I.

Nil.

office-note

Vide appendix G G to the Grant-in-Aid code - no remarks.

COV
14.9.25

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