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ORIGINAL

[Despatch Abstract.]

Grant-in-aid code

Approving with remarks the ——— for
3-1904 submitted by the D.P.I. & directing
publication in the First-Class Gazette.

Government {1902} of Madras.

EDUCATIONAL.

Read. } 1902: *Enclosures*

Regd. } *Spare copies*

ORIGINAL

G.O., No. 649, 17th October 1902

N. P.

OCTOBER.

Grant-in-Aid Code.

Approving, with remarks, the — for 1903–1904 submitted by the Director of Public Instruction and directing its publication in the *Fort St. George Gazette*.

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

Read—the following paper:—

From the Hon'ble Mr. G. H. STUART, M.A., Director of Public Instruction, to the Secretary to Government, Educational Department, dated Madras, 11th October 1902, Cur. No. 7346.

I have the honour to submit a draft of the Grant-in-Aid Code for 1903–1904 for favour of approval and publication in the *Fort St. George Gazette*.

2. The changes proposed are briefly explained below:—

Rule 9.—A case occurred recently in which a taluk board wished to aid a school for which there was no need in the locality in spite of the recommendations of the inspecting officers to the contrary. The addition suggested is to make it clear to local boards that they should be guided by the opinion of the inspecting officers in matters of that kind.

Rule 22.—The inclusion of "Ganigas" into the list of backward classes was sanctioned in G.O., No. 165, Educational, dated 22nd March 1902, and the inclusion of "Maravars" and "Kallars" of Madura and Tinnevelly was sanctioned in G.O., No. 573, Educational, dated 19th September 1902.

Rule 32.—Some managers of schools now show a large amount of scholarships on the expenditure side of the financial statements. These so-called scholarships in many cases do not correspond to any real expenditure, but are made up of the amount of fees remitted to pupils admitted free or partially free. It is necessary that some restriction should be placed on this practice; otherwise, the condition that the income from fees shall be calculated in accordance with the provisions of the fee notification will be ineffective.

The other addition to the rule is proposed, because it does not seem fair that a profit made out of provincial grants should be applied to assisting schools eligible for aid from local funds and *vice versa*.

Rule 42.—Cases have occurred in which managers of schools have continued to draw, without authority, salary grants on behalf of certain absent teachers who receive no salaries. The alterations suggested are intended as a safeguard against irregularities of the kind.

Rules 47, 59 *and* 63 (*iii*).—The present rule 47 provides that in order to be eligible for fixed grants, a school should have met on 180 school days since the previous inspection. It will take nearly a year for a school to meet on 180 days, excluding the holidays. The rule therefore virtually requires that schools aided on the fixed grant system should, like those on the results system, be inspected at an interval of nearly a year. Such a long interval is, of course, necessary in the case of schools aided on the results system, for they require sufficient time to prepare the pupils for the inspecting officer's examination, as their grants depend solely on the earnings of their pupils; but it is not necessary in the case of fixed grant schools whose grants are not fixed by the results of the examination. The majority of inspecting officers consider that it may often be desirable to inspect a school at an interval of less than a year from the previous inspection; and that, though some interval is necessary in order to give managers time to remedy defects, that interval need not be longer than six months. It is therefore proposed to omit the reference to previous inspection in rule 47 and to fix an interval of not less than six months between two

inspections in rule 59. Further, as under rule 63 (iii), the bill for the second instalment of the fixed grant for each official year is to be forwarded to the inspecting officer in the first week of January, it is suggested that the number of school meetings prescribed in rule 47 should apply to the preceding calendar year in order to enable the inspecting officer to see, at the time of countersigning the bill, that the school has put in the required number of meetings. Provision will be made in the fixed grant bill form for the number of meetings being shown month by month.

Rule 51.—In the case of girls' schools, the Assistant Inspectresses are to deal with correspondence relating to fixed grant schools, and hence the change made.

Rules 52, 73 *and* 78.—Government, in its order No. 471, Educational, dated 12th August 1902, sanctioned the holding of the conference in February next for fixing assignments to results schools instead of the one fixed in rules 52 and 73 for September for the tabulation of fixed and results grants lists. The change regarding the conference has not been made in these rules, because as already stated in my letter Ref. on C. No. 3547, dated 2nd August 1902, I am not fully convinced of the necessity for a conference in February.

The addition made in rule 52 needs no remarks.

Rule 56.—The provision relating to the utilization of the surplus in schools aided on the salary grant system should apply also to schools aided on the fixed grant system, and it has therefore been repeated here.

Rule 63 (*v*).—The last sentence in this rule has been omitted as it is very inconvenient to issue a printed list whenever a supplemental grant is sanctioned for a school. It is enough in such cases to send a copy of the order sanctioning the supplemental grant to the inspecting officers, the manager and to the officers of the Account department concerned.

Rule 79.—The latter portion of the last sentence in this rule has been omitted as it is vague and unnecessary. The school-fee notification already provides for the special treatment of schools intended for the classes of pupils referred to.

Rule 82.—Appendix F is intended for consolidated reports on fixed grant as well as results grant schools. But it is not anywhere laid down in chapter V of the present Code that inspecting officers are required to use form F for reporting on results schools. Hence, the addition proposed.

Rule 88.—English as a second language in standards above the second is treated as a class subject and the class is examined as a whole, owing to the difficulty of examining the pupils individually in that subject. Hence the addition proposed. The proposal has already received the approval of Government—See G.O., No. 389, Educational, dated 24th August 1900.

Rule 91 (*i*) (2) (*c*).—Pupils in the agency tracts of the Northern Circars now get grants under rule 91 (*i*) (2) (*c*) only at rates 100 per cent. higher than the standard rates, although the agency tracts are all included in the list of backward localities in which pupils are eligible for 150 per cent. higher rates under rule 91 (*i*) (1). The inspecting officers are of opinion that the exceptional rates allowed for pupils in the agency tracts should not in any case be less than those fixed for pupils in non-agency backward tracts. In this opinion I concur. I have accordingly struck out the rule.

Rule 102.—Special rates of stipendiary grants were sanctioned for European mistresses in G.O., No. 233, Educational, dated 30th April 1901. These rates have now been inserted in this rule.

Rule 105.—The grants given under this rule are really scholarships as the managers make no contribution towards them. I do not think it right or necessary that *every* boy who passes the Elementary or the Intermediate technical examination should have a claim to a scholarship grant as provided in this rule. I think, therefore, that the rule should be omitted altogether from the Grant-in-Aid Code and that the number of technical scholarships provided in the Government scholarship notification may be increased, if necessary, to make up the loss. It is therefore suggested that rule 105 be struck out.

Rule 111.—This prescribes no limit of age up to which grants for cadets are to be continued. I would suggest that the grants be continued until they complete 17 years of age when they are old enough to be transferred to an adult company.

Rules 115 *and* 117.—Government or a local board has now no claim on a village school-house if the school is closed within a short time after drawing the grant. As a matter of fact, cases have occurred in which village schools for which grants were allowed under rule 117 were closed shortly after the grants were drawn. I think therefore that the claim mentioned in rule 115 should apply also to building grants paid to village school-houses, but that in their case it should be limited to five years. The alterations suggested are to this effect.

Rules 123 *and* 124.—The remarks made above with regard to building grants for village school-houses apply also to furniture grants for village schools. The alterations suggested limit the claim to two years, as the maximum grant given under rule 124 is only Rs. 25.

Modifications are suggested in the following forms; they call for no remarks:—

Appendix A.—Application for salary grants.
" B.—Financial statement.
" C.—Application for fixed grants.
" E.—Fixed grant report sheet.
" N.—Application for scholarship grants in technical institutions—(This form is omitted with reference to the remarks made in connection with rule 105).
" Q (altered into P).—Application for building grants.
" R (altered into Q).— " for furniture grants.

3. I request that the Superintendent, Government Press, may be asked to print the changes *in italics* as usual and to furnish me with a proof in duplicate in book form after the publication of the Code in the *Fort St. George Gazette*.

Order—No. 649, Educational, dated 17th October 1902.

A verbal alteration has been made in rule 52. The Government consider that the existing rule 105 should stand. In other respects the draft Code submitted by the Director is approved and will be published in the *Fort St. George Gazette*.

(True Extract.)

A. T. PRINGLE,
Assistant Secretary to Government in charge.

To the Director of Public Instruction.
Gazette.

Exd. A. Rungaswamy Aiyangar.

Annexure.

ANNEXURE.

THE GRANT-IN-AID CODE OF THE MADRAS EDUCATIONAL DEPARTMENT, FOR *1903-1904.*

CHAPTER I.—INTRODUCTION.

1. MAIN PURPOSE OF GRANTS-IN-AID.—Grants-in-aid of schools and other educational institutions shall be made with the object of extending and improving secular education, and be given impartially and without reference to any religious instruction to all schools which impart sound secular instruction, subject to the conditions hereinafter specified, and with due consideration of the requirements of each locality and of each institution, and of the funds at the disposal of Government or of the local board.

2. RESERVATION OF DISCRETION BY GOVERNMENT.—To make clear its legal position, the Government reserves to itself, the rules in this code notwithstanding, the right to withdraw or refuse any grant-in-aid at its discretion.

3. DEFINITIONS OF TERMS.—The term 'Director' signifies Director of Public Instruction; the term 'Inspector' includes Inspectress; the term 'Local Board' includes a municipal commission or council or a taluq board; the term 'Local Funds' includes municipal or taluq funds; and the term 'President' includes the Chairman of a municipal commission or council.

The term 'European' signifies any person of European descent, pure or mixed, who retains European habits and modes of life.

4. OBJECTS FOR WHICH AID IS GIVEN.—

(i) Grants are given for teaching.

(ii) Grants are also given for—

(1) the salary of superintendents of groups of schools and of European orphanages;

(2) the payment of scholarships, and of stipends to teachers under training;

(3) the cost of food and clothing in European orphanages;

(4) the erection, enlargement, purchase, and rent of school buildings and hostels or boarding houses for students attached to educational institutions;

(5) the purchase of school and hostel furniture, apparatus, and appliances; of books for school and public libraries and reading rooms; and of the plant, materials and tools required for laboratories and workshops;

(6) the cost of needlework or other art and industrial exhibitions;

(7) the endowment of professorships, lectureships, teacherships, scholarships, laboratories, workshops, museums, and other educational objects.

5. SYSTEMS UNDER WHICH AID FOR TEACHING IS GIVEN.—Grants for teaching are given under three systems, viz.,—

(i) the salary-grant system;
(ii) the fixed-grant system;
(iii) the results-grant system.

The aid given to colleges and upper secondary schools, to schools for poor Europeans, to higher class technical, industrial and art schools, to schools for hill tribes on the Nilgiris, to training and practising schools, to home education classes and to superior indigenous schools shall be on the salary-grant system.

The aid given to lower secondary and primary schools admitted to the permanent section of the general school list and to lower class technical, industrial and art schools working up to standard D, shall be on the fixed-grant system.

The aid given to lower secondary and primary schools admitted to the temporary section of the general school list shall be on the results-grant system.

A school aided on one system shall not be aided on another for the same period; nor shall aid be given to one department of a secondary or a primary school on one system and to another department of the same school on another system.

6. FROM WHAT FUNDS GRANTS FOR TEACHING ARE PAYABLE.—Grants for teaching are payable from provincial funds, or from local funds, or from both.

(i) The grants for teaching payable from provincial funds are—

(1) Grants to girls' schools and for girls;
(2) Grants to European schools and for European pupils;
(3) Grants to Mappilla schools situated outside municipalities, and for Mappilla pupils in schools situated outside municipalities;
(4) Grants to non-poor schools in the municipality of Madras;
(5) Grants for the fourth and higher standards in poor schools in the municipality of Madras;
(6) Grants to collegiate and upper secondary departments in district municipalities;
(7) Grants for all standards above the third in non-municipal areas;
(8) Grants to all schools in the Ganjám, Vizagapatam and Gódávari Agencies;
(9) Grants to training schools;
(10) Grants to technical and industrial schools.

(ii) The grants for teaching payable from local funds are—

(1) Grants for boys in lower primary standards of poor schools in the municipality of Madras;
(2) Grants to primary and lower secondary boys' schools and for boys in the primary and lower secondary standards in district municipalities;
(3) Grants to lower primary boys' schools and for boys in lower primary standards in non-municipal areas.

(iii) Salary grants for teachers employed partly in standards aided from provincial funds and partly in standards aided from local funds are payable from both funds in a proportion to be determined by the time devoted to the several standards.

(iv) In assigning fixed grants to schools, certain standards of which are eligible for aid from provincial funds and certain standards from local funds, the amount of fixed grants payable from the respective funds shall be determined by the average daily attendance in the several standards during the preceding official year.

7. From what funds grants for other objects are payable.—

(i) Grants for—

(1) the salary of superintendents of groups of schools and of European orphanages;

(2) the payment of scholarships, and of stipends to teachers under training;

(3) the cost of food and clothing in European orphanages;

(4) the cost of needlework or other art and industrial exhibitions; and

(5) endowments;

are payable from provincial funds.

(ii) Grants for—

(1) the erection, enlargement, purchase, and rent of school buildings and of buildings to be used as hostels or boarding houses for students attached to educational institutions;

(2) furniture, apparatus, appliances, libraries, reading rooms, laboratories, and workshop fittings;

are ordinarily payable from provincial funds, or from local funds, or from both, according to the source from which the grants for teaching in the schools or standards concerned are payable.

8. Teachers' certificates.—The teachers' certificates recognised by Government and incorporated in chapter VIII of the Madras educational rules shall be recognised for the purposes of this code.

Graduates of non-Indian universities, holders of certificates granted by the committee of council on education in Great Britain or by the Commissioners of national education in Ireland, and holders of any other certificate or diploma accepted by the Madras Government, shall be placed in such grades as the Director may deem appropriate.

9. Sanctioning authority.—Except in cases in which a reference to Government is required, all grants payable from provincial funds are sanctioned by the Director, and all grants payable from local funds are sanctioned by the local board concerned, *provided that in the latter case the grants have been recommended by the inspecting officers of the Educational department.*

In the case of grants from provincial funds, salary grants not exceeding Rs. 30 per mensem may be transferred, or increased within the limit, or reduced, or withdrawn by the inspector. Grants for village school houses up to the limit of Rs. 50 and furniture grants to village schools up to the maximum limit of Rs. 25 may be sanctioned by the inspector.

10. Withdrawal of aid.—The Government reserves to itself the right to withdraw grants from a manager or board of managers who have been found to have taken part in political agitation directed against the authority of Government and the salary grants of a teacher who has been found to have taken part in such political agitation or to have inculcated opinions tending to excite feelings of political disloyalty or disaffection among his pupils.

11. Caste.—For the purposes of this code, caste shall be held to be unaffected by change of religion.

12. Interpretation of rules.—The interpretation of any article of this code shall, in the first instance, rest with the Director; provided that no interpretation of a general nature shall be binding on managers which has not been approved by Government and notified in the Fort St. George Gazette.

13. Appeal to sanctioning authority.—An appeal shall lie to the sanctioning authority for the revision of its orders.

14. Appendices.—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.

15. Annual publication of Code.—The code, with such alterations as may have been made during the preceding twelve months, shall be published every year in the month of October in the Fort St. George Gazette; and the code so published shall come into force from the 1st April following.

16. Saving clause.—Nothing in this code shall affect salary grants on behalf of individual teachers and grants for conductresses which have already been sanctioned, provided that the schools continue to be aided on the salary grant system.

CHAPTER II.—GENERAL CONDITIONS OF AID.

17. Management.—Every institution, on behalf of which aid is sought, shall be under the management of one or more persons recognised by the department, who, in the capacity of proprietors, or of trustees, or of members of a local board, or of members of a committee elected by the society or association by which the school is maintained, shall undertake to be answerable for the maintenance of the institution and the fulfilment of all the conditions of recognition and aid including the due enforcement of such rules of discipline as are prescribed from time to time (Appendix T). Managers may, with the approval of the department, appoint the headmaster of the school or other person as local agent to transact the current business of the school with the department.

Applications for change of management of schools aided on the fixed or results grant system should be made to the inspector or the inspectress, as the case may be, and in the case of other schools to the Director.

18. Manager's declaration.—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 manager, to the effect that the conditions of recognition and aid laid down in the Madras educational rules and in the grant-in-aid code are being and shall continue to be fully observed, excepting such rules as the institution may be specially exempted from; and that he 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.

19. Reservation of right regarding the use of books.—Government reserves to itself the right to forbid or to prescribe the use of any book or books in aided schools and colleges.

Managers of aided schools shall, as a condition of receiving grants-in-aid from public funds, be required not to use, without the express sanction of Government, any text-book which is not included in the authorized list of text-books.

20. Conscience clause in schools for Europeans.—In schools for Europeans it shall not be required, as a condition of any pupil being admitted into or continuing in the 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, to which his parent or guardian objects; or that he shall, if his parent or guardian wishes to withdraw him, attend the school on any day exclusively set apart for religious observance by the religious body to which his parent or guardian belongs.

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. The time or times for such observances or instruction shall be inserted in a time-table to be approved by the Director, and to be kept permanently and conspicuously affixed in the school-room. Any pupil may be withdrawn by his parent or guardian from such observance or instruction without forfeiting any of the other benefits of the school.

On application from the manager, the Director may, for good and sufficient reasons and after duly notifying in the Fort St. George Gazette that such application has been made, exempt a school from the operation of the conscience clause, or may cancel such exemption.

21. Poor pupils and poor schools.—(i) To qualify a native pupil to be treated as poor, it must be shown, to the satisfaction of the department, that the ordinary monthly income of the family to which he belongs does not exceed Rs. 8 for the whole family.

To qualify a European pupil to be treated as poor, it must be shown, to the satisfaction of the department, that the ordinary monthly income of the family to which he belongs does not exceed Rs. 7 for each member.

(ii) A school, to be treated as poor, must have over 50 per cent. of its pupils poor, as above defined.

(iii) All schools for Muhammadans, including Mappillas, shall be treated as poor schools, irrespective of the proportion of poor pupils therein.

22. Backward and indigent classes.—Schools, the majority of whose pupils belong to the backward and indigent classes mentioned below, shall be admitted to the privileges which this code allows to poor schools:—

Badagas.
Billavas.
Chucklers (Chakkilis).
Chenchus.
Cherumas.
Dandasis.
Enadis.
Ganigas (*South Canara*).
Holayas.
Izhuvans (Chogans).
Irulas.
Kadas.
Kaikolars.
Kallars (*Madura and Tinnevelly*).
Kannadiars (Tanjore).
Khonds.
Kurichiyas (Wynaad taluq).
Kurumas.
Koravas.
Kotas.
Kotayars (South Canara).
Koyas.
Kurubas.
Lambadis.
Malas and Madigas.
Malsas.
Malayalis (Tamil district).
Maravars (*Madura and Tinnevelly*).
Mogars.
Muduvas.
Nayadis.
Oddars.
Pallas.
Pallis (Nellore).
Paniyas (Wynaad taluq).
Panus.
Paraiyas.
Pattunulgars (*alias* Saurashtras).
Polayas.
Saliyars.
Savaras.
Thoriyas (Kollegal taluq).
Todas.
Totis.
Valluvas.

23. Income to be devoted to educational purposes.—No aided school shall be allowed to spend any portion of its income for other than educational purposes.

24. Reservation of right regarding employment of teachers.—The Government reserves to itself the right to forbid the employment in aided colleges and schools of any

teacher whose certificate has been withdrawn after due enquiry or who has after due enquiry been considered by the Director unfit to be a teacher.

CHAPTER III.—SALARY GRANTS.

Section A.—Special Conditions of Aid.

25. Average daily attendance of pupils.—A salary grant shall not ordinarily be given or continued to an institution which had not for the previous term an average daily attendance—

in institutions for boys of at least	30	pupils.
in institutions for girls of at least	20	„
in superior indigenous schools of at least ...	10	„
in technical, industrial and art schools or classes of at least	6	„
in training schools for masters of at least ...	10	students.
in training schools for mistresses of at least ...	5	„

The Director may, however, relax this rule in the case of poor European schools in small towns, and in the case of schools for backward and indigent classes or situated in backward localities.

26. Time to be devoted to teaching.—A teacher shall not, as a rule, be eligible for a grant unless, during each ordinary school day, four hours are spent in secular teaching. In the case of teachers of college classes, headmasters of secondary schools and assistant professors, three hours a day or fifteen hours a week shall usually be spent in secular teaching, and in the case of principals of colleges with secondary schools attached, two hours a day.

Teachers of oriental languages only, instructors in gymnastics or drill only, and sewing mistresses or sewing masters teaching needlework only, shall spend two hours in teaching.

In the case of teachers of technical, industrial and art subjects the time to be devoted to teaching shall be fixed by the Director.

In all cases in which the time devoted to secular teaching is below the minimum, the grant may, at the discretion of the Director, be proportionately reduced.

27. Qualifications of teachers.—The qualifications, general and professional, of teachers shall be in accordance with the Madras educational rules. The work which a teacher has to do shall be specified in the application for grant; and, if it is proposed to alter permanently the character of that work, due intimation of the change shall be given. Grants shall not usually be given or continued if a teacher is employed on work beyond his capacity.

28. Protection from small-pox.—(i) No grant shall, without the express sanction of Government, be allowed to a teacher who is not protected from small-pox.

(ii) In the case of schools for boys and of schools for European and Native Christian girls, situated in localities in which vaccination is not by law compulsory, the manager shall not admit as a pupil any one who is not protected from small-pox by vaccination or otherwise.

29. Age limits as regards teachers.—A salary grant shall not ordinarily be given for a master who is under 18 years, or for a mistress who is under 15 years, or for any teacher who is over 60 years of age.

30. Home education classes.—A salary grant for a qualified mistress teaching Hindu or Muhammadan girls in their homes may be sanctioned by the Director; provided (1) that the total number of pupils in standards above the first is not

less than ten, (2) that the pupils are not under ten years of age, and (3) that the teacher devotes to the classes at least twenty hours a week.

SECTION B.—APPLICATION FOR AND ADMISSION TO AID.

31. APPLICATIONS FOR AID.—Applications for salary grants, or for their transfer, increase, reduction, or withdrawal, shall be made in the prescribed form (Appendix A) to the inspecting officer and shall be accompanied by a certificate that the teacher concerned has been vaccinated or is otherwise protected from small-pox :

(i) if the grants are payable from provincial funds, the inspector shall dispose of the application, provided that it is within his province; otherwise, he shall submit it to the Director with his opinion.

(ii) if the grants are payable from local funds, the inspector shall forward the application to the president of the local board with his recommendation.

SECTION C.—FINANCIAL LIMITATIONS.

32. MAXIMUM AID.—The maximum salary grant to an institution during a given year shall be the sum required to meet that part of the current expenditure of the year which is not covered by the current receipts from fees, endowments, and miscellaneous sources, special charges for which special grants have been sanctioned or received being left out of account The income from fees shall be calculated in accordance with the provisions of the fee notification. In an institution in which a teacher is not paid a fixed salary, the salary on which his grant has been calculated shall be taken as expenditure. *In the case of scholarships for general education, only such of them as have been awarded under a definite scheme previously approved by the Director shall be admitted as expenditure.* When money from current receipts is funded during the year, it shall not be treated as expenditure. If, at the close of any year, the current receipts exceed the current expenditure, the manager shall deduct the surplus from the grant for the following year up to the limit of grant drawn by him during the year; provided that if he is prepared to spend such surplus on improvements to the staff, accommodation or appliances considered by the Director to be necessary and previously approved by him for the school or for any other aided school under the same management, there shall be no deduction from next year's grant; and provided further that of such surplus, he shall be allowed to retain a sum not exceeding 10 per cent. of the current expenditure as working balance. Such working balance shall be treated as an item of the current receipts of the following year. The surplus may also, with the approval of the Director, be utilized to meet any deficit in other institutions under the same management *aided from the same funds. The surplus in schools or departments aided from provincial funds shall not be utilized for meeting the deficit in schools or departments aided from local funds and* vice versa *except with the special sanction of the Director or the local board as the case may be.*

In the case of schools for poor Europeans, the amount of voluntary subscriptions and donations shall be excluded from the receipts in the calculation of the refund to be made with reference to the preceding paragraph.

For the purposes of this rule, departments and standards aided from local funds shall be regarded as separate institutions; but in such cases the charge for the headmaster's supervision shall be taken into account.

The manager shall submit to the Director not later than 1st June of each year a financial statement in the prescribed form (Appendix B) for the preceding official year.

SECTION D.—COURSES OF INSTRUCTION AND STANDARDS OF EXAMINATION.

33. COURSES OF INSTRUCTION.—In arts colleges the courses of instruction and standards of examination prescribed by the university, and in secondary schools the courses of instruction and standards of examination laid down in the Madras educational rules, shall be followed. In higher class technical, industrial and art schools the courses of instruction and standards of examination in the Government technical examination notification and syllabuses shall be adopted. In lower secondary forms not fewer than three, and in primary classes not fewer than two, of the optional subjects laid down in chapter V of the educational rules shall be taught in addition to the compulsory subjects.

In superior indigenous schools such curriculum as may be prescribed by the Director shall be adopted.

SECTION E.—SCALE OF GRANTS.

34. HOW GRANTS SHALL BE CALCULATED.—Grants shall ordinarily be calculated on the salaries actually paid by the manager, provided that such salaries appear to the Director to be reasonable. But in institutions in which the teachers do not receive fixed salaries, the grants shall be calculated on such salaries as the Director may consider appropriate.

35. TWO-THIRDS GRANTS.—A grant not exceeding two-thirds of the total salary may be given for mistresses holding trained-teachers' certificates and employed in remote and backward localities, and for teachers holding trained-teachers' certificates and employed in schools for poor Europeans.

36. HALF GRANTS.—A grant not exceeding one-half of the total salary may be given for—

(i) Graduates of non-Indian universities, who possess high academic qualifications ;

(ii) Mistresses educated in non-Indian schools or colleges, whose qualifications entitle them, in the opinion of the Director, to rank in the collegiate, second-grade collegiate, or upper secondary grade ;

(iii) Mistresses holding trained-teachers' certificates ;

(iv) Mistresses holding untrained-teachers' certificates and who are employed (*a*) in schools in backward localities, (*b*) in poor schools, especially schools for poor Europeans or for Muhammadans, in which the fees, if levied at the standard rates, do not cover an adequate portion of the current expenditure, and (*c*) as superintendents of girls' schools ;

(v) Masters holding trained-teachers' certificates of the collegiate, second-grade collegiate, or upper secondary grade and who are employed (*a*) in training schools and (*b*) in secondary schools situated in non-municipal towns and in villages, in which the fees, if levied at the standard rates, do not cover an adequate portion of the current expenditure, and teachers holding trained-teachers' certificates of the primary and lower secondary grades and employed in schools on the Nilgiris solely or mainly intended for the hill tribes ;

(vi) Teachers of technical, industrial or art subjects, holding first-class technical teachers' certificates;
(vii) Gymnastic instructors holding first-class certificates.

37. THIRD GRANTS.—A grant not exceeding one-third of the total salary may be given for—
(i) Graduates of non-Indian universities;
(ii) Masters holding trained-teachers' certificates;
(iii) Mistresses holding untrained-teachers' certificates;
(iv) Uncertificated teachers who have passed a general education test, and who are employed with the approval of the inspector (*a*) in poor schools, especially schools for poor Europeans, (*b*) in schools for Muhammadans, and (*c*) in schools for backward and indigent classes or in backward localities;
(v) Masters holding untrained-teachers' certificates of the collegiate, second-grade collegiate, or upper secondary grade, and who are employed in secondary schools situated in non-municipal towns and in villages, in which the fees, if levied at the standard rates, do not cover an adequate portion of the current expenditure;
(vi) Teachers of technical, industrial or art subjects, holding second-class technical teachers' certificates;
(vii) Gymnastic instructors holding second-class certificates;
(viii) Sewing masters and sewing mistresses approved by the inspector, when a certificated sewing mistress cannot be procured;
(ix) (*a*) Teachers of oriental languages, (*b*) superintendents and matrons of European orphanages, and (*c*) supervisors of groups of schools holding trained-teachers' certificates.

38. FOURTH GRANTS.—A grant not exceeding one-fourth of the total salary may be given for—
(i) Masters holding untrained-teachers' certificates;
(ii) Uncertificated mistresses who have passed a general education test;
(iii) Supervisors of groups of schools holding untrained-teachers' certificates.

39. GRANTS FOR PANDITS.—A grant may be given for a teacher of a South Indian vernacular language only in the college and upper secondary departments.

40. ABSENTEE ALLOWANCE.—When a teacher is absent on leave, if the leave is taken in general accordance with the regulations applicable to Government educational officers of similar standing, half his grant may, with the approval of the sanctioning authority, be drawn during such absence, and the other half may be assigned to a qualified substitute; provided that the manager contributes towards the salaries of the absent and officiating teachers the proportion required of him under these rules.

41. CONTINUANCE OF SALARY GRANTS TO TEACHERS ATTENDING SPECIAL INSTITUTIONS.—A certificated teacher in a college or upper secondary school for general education, whom the manager may wish to attend a special course at a technical institution approved by the Director, shall be eligible for the continuance of his grant during such course; provided that the grant shall be paid only in the event of such teacher passing the next ensuing technical examination in the subject or subjects which he has been studying.

SECTION F.—PAYMENT OF GRANTS.

42. CONDITIONS OF PAYMENT.—All salary grants are payable monthly and shall be drawn regularly month by month as far as practicable. The grants due up to and including February shall be drawn before the close of the official year. It shall be an indispensable condition of payment that the proportion which the manager is required to contribute shall have been duly paid to the teacher. All grant bills shall, therefore, contain a declaration that the teachers have received the portion of their salaries payable by the manager. In the case of teachers who receive no fixed remuneration, a declaration by the manager that such teachers have *actually worked in the institution throughout the month or part of the month for which grant is claimed*, in accordance with the terms of the order sanctioning the grant shall suffice. The salary grant bill shall also contain a declaration that all the conditions on which the grants were sanctioned are being duly fulfilled.

43. NOTICE OF REDUCTION OF GRANTS.—In order to allow time for full enquiry, the aggregate amount of grant to an institution continuing to do work of the same standard and amount shall not be materially reduced without six months' notice to the manager, except in cases falling under rule 32.

SECTION G.—PENALTIES.

44. PENALTIES.—The sanctioning authority shall have power to withhold, reduce, or suspend the grant, and to take such other measures as the occasion may appear to him to demand in cases where there has been falsification in the registers, or misrepresentation in the preparation of bills, or deception in the presentation of pupils, or violation of any of the conditions of recognition and aid, or any other fraud or irregularity.

CHAPTER IV.—FIXED GRANTS.

SECTION A.—SPECIAL CONDITIONS OF AID.

45. AVERAGE DAILY ATTENDANCE OF PUPILS.—A fixed grant shall not ordinarily be given or continued to a school which had not for the previous official year an average daily attendance—

in boys' schools in municipalities of at least	...	25 pupils.
in girls' schools in " "	...	15 "
in boys' schools in non-municipal areas of at least.		15 "
in girls' schools in " "		10 "
in schools for backward and indigent classes or in backward localities of at least	...	10 "
in technical, industrial or art schools or classes of at least	...	10 "

The Director may, however, relax this rule in special cases.

46. TIME OF ADMISSION TO AID AND DURATION OF GRANT.—Admission to aid on the fixed grant system shall, as a rule, be made once every three years and the grant shall be for three years; and grants for schools specially admitted at any time during this period shall be given only up to the end of the period; provided that in either case no penalty is incurred under rule 64.

47. NUMBER OF SCHOOL MEETINGS.—A school shall not, ordinarily, be *eligible to receive the full yearly fixed grant sanctioned for it unless it meets on 180 school days in each calendar year*; provided that in the case of night schools and schools in backward localities 120 meetings shall suffice.

48. DEFINITION OF SCHOOL DAY.—The 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

day or on different days, shall be counted as one school day. In technical, industrial or art schools, a school day shall consist of not less than six hours, of which two at least shall be devoted to general instruction. In night schools and in schools for backward and indigent classes or in backward localities, a school day shall consist of not less than two hours of secular instruction; but two periods, each of not less than one hour, whether on the same day or on different days, shall be counted as one school day.

49. Qualifications of teachers.—The qualifications, general and professional, of teachers shall be in accordance with the Madras educational rules.

50. Protection from small-pox.—(i) No teacher, who is not protected from small-pox, shall, without the express sanction of the Director, be permanently employed in a school aided on the fixed-grant system.

(ii) In the case of schools for boys and in the case of schools for European and Native Christian girls situated in localities in which vaccination is not by law compulsory, the manager shall not admit as a pupil any one who is not protected from small-pox by vaccination or otherwise.

Section B.—Application for and Admission to Aid.

51. Application for aid.—Application for first admission to the list of schools to be aided on the fixed-grant system shall be made in the prescribed form (Appendix C) before the 1st July to the inspector if it relates to European, technical, industrial or art schools, and to the sub-assistant inspector *of boys' schools or the assistant inspectress of girls' schools as the case may be*, in the case of other schools.

52. Tabulation of applications for fixed grants.—The applications shall be carefully scrutinized at the conference provided in rule 73, and a consolidated list for each district in the prescribed form (Appendix D), of the schools recommended shall be submitted, *with extracts relating to grants from local funds*, to the Director not later than 1st October. European, technical, industrial or art schools for girls from which applications shall have been received by the inspectresses shall be included in the lists prepared by them. Similar schools for boys which apply direct to the inspectors shall be included in the assistant inspectors' lists before they are forwarded to the Director by the inspectors concerned. Schools for which fixed grants have been applied for, but which are ineligible to be in the permanent section of the general school list, shall be transferred to the results list and the managers shall be informed accordingly.

Extracts from the lists relating to grants from local funds for each district shall be forwarded by the Director with his recommendation to the presidents of local boards concerned before the 1st January for the approval by the board of the fixed grant recommended from local funds.

53. Admission to aid.—The sanctioning authority shall determine what schools shall be admitted to aid on the fixed-grant system and shall fix the grant for each school, after taking into account the number, the character, the efficiency and the financial condition of the schools, the educational needs of the locality and the funds at its disposal.

The presidents of local boards shall, after approval, so far as grants from local funds are concerned, return to the Director not later than 1st February the extracts forwarded by him to them.

54. Publication of lists.—The Director shall publish for each district in the prescribed form (Appendix D) a

consolidated list of all schools admitted to aid on the fixed-grant system, and shall issue the same not later than the 1st April to the presidents of local boards, treasury and inspecting officers and deputy inspectors of vaccination.

55. Intimation to Managers.—Within twenty days after the publication of the lists, the sub-assistant inspector of the range shall intimate to the manager of each school admitted to aid the fact of such admission, the amount of grant fixed and the date from which the grant is to have effect. The sub-assistant inspector shall also intimate to the manager of each school excluded from aid the fact of such exclusion and the reason for it.

Section C.—Financial Limitations.

56. Maximum aid.—The maximum fixed grant to a school during a given year shall be the full net cost, that is, the sum required to meet that part of the current expenditure of the year which is not covered by the current receipts from fees, endowments and miscellaneous sources, special charges for which special grants have been sanctioned or received being left out of account. The income from fees shall be calculated in accordance with the fee regulations. When money from current receipts is funded, it shall not be treated as current expenditure. If, at the close of any year, the current receipts exceed the current expenditure, the manager shall deduct the surplus from the grant for the following year up to the limit of grant drawn by him during the year; provided that, if he is prepared to spend such surplus on improvements to the staff, accommodation or appliances considered by the Director to be necessary and previously approved by him for the school or for any other *aided* school under the same management, there shall be no deduction from the next year's grant; and provided further that, of such surplus, he shall be allowed to retain a sum not exceeding 10 per cent. of the current expenditure as a working balance. Such working balance shall be treated as an item of the current receipts of the following year. *The surplus may also with the approval of the Director be utilized to meet any deficit in other institutions under the same management aided from the same funds. The surplus in schools or departments aided from provincial funds shall not be utilized for meeting the deficit in schools or departments aided from local funds and* vice versâ *except with the special sanction of the Director or the local board as the case may be.*

Refunds of the surplus income of any school shall be credited to provincial and local funds in proportion to the grants drawn from the respective funds.

The manager shall submit to the inspector not later than the 1st June of each year a financial statement in the prescribed form (Appendix B) for the preceding official year.

Section D.—Courses of Instruction and Standards of Examination.

57. Subjects of instruction.—The subjects of instruction shall be those included in the courses of instruction and standards of examination laid down in chapter V of the Madras educational rules. In lower secondary forms not fewer than three, and in primary classes not fewer than two, of the optional subjects therein laid down shall be taught in addition to the compulsory subjects.

58. Examination to be in the compulsory and optional subjects.—Pupils may be examined in all the compulsory and optional subjects in which they have received instruction.

59. Examination when and where to be held and by whom to be conducted.—Every school admitted to aid on the fixed-grant system shall be examined once a year, the examination during the first year being held in the school premises on the day fixed in the printed list. The inspecting officer conducting the examination shall, however, have power to hold the examination on any day within the fifteen days preceding, or within the fifteen days following that date, provided that he has given at least seven days' written notice. If it is desired to change the date beyond the above limits, the previous sanction of the inspector must be obtained. The same procedure shall be observed during the second and third years also. No examination shall be held on a Sunday except in the case of schools regularly held on Sundays. *The interval between two examinations shall not be less than six months.*

Pupils may be presented for public examinations conducted under special Government notifications.

60. Fixed-grant report sheet.—A fixed-grant report sheet in the prescribed form (Appendix E) shall be sent to the manager at least three days before the date of examination. The manager shall enter in the report sheet the particulars he is required to fill in and present it to the inspecting officer on his arrival at the school. During the progress of the examination the inspecting officer shall record in the appropriate columns of the report sheet his observations on the general condition of the school, the results of his examination and the drawbacks, if any, noticed at the inspection; and within a week after the conclusion of the examination he shall furnish the manager with a true copy of his remarks, as recorded in the report sheet and shall, at the same time, submit a copy of the report to the inspector in the case of boys' schools for which a reduction or withdrawal of grant is, in his opinion, necessary, and to the inspectress in the case of all girls' schools. The manager shall file these report sheets for reference and production before an inspecting officer when required.

In the case of all other boys' schools, separate monthly consolidated reports of the secondary and primary schools examined during the month shall be submitted to the inspector in the prescribed form (Appendix F).

61. Classification of results.—The results of the annual examination in each subject in which examination is held shall be considered "excellent", "good", "fair" or "poor", according as each form or class has secured, on an average, the proportion of marks specified in article 6, section vii, chapter IV of the Madras inspection code, and the general result of the inspection shall be based on the results of the class examinations as above ascertained in both the compulsory and optional subjects. Not fewer than 80 per cent. of the number on the rolls shall be presented for the annual examination and examined.

Section E.—Scale of Grants.

62. How grants shall be fixed.—Subject to the maximum limit laid down in rule 56, the grant to a school, on its first admission, shall be fixed with reference to the actual cost of the school during the previous official year as shown in the financial statement furnished by the manager and accepted by the department and with reference to the funds at the disposal of the sanctioning authority. On first admission to aid under the fixed-grant system, however, the minimum amount of fixed grant to a school shall not be less

than the average amount of grant received by its manager during the previous three years. The grant for a school admitted to fixed grants for the second and subsequent periods shall not, subject to the provisions of rules 56 and 64, be less than what it was during the preceding three years. In the distribution of public funds, schools on the fixed-grant system shall have a priority of claim over those aided on the results-grant system.

Section F.—Payment of Grants.

63. Payment of grants.—(i) Fixed grants for each year shall be drawn in two equal instalments on a bill prepared in the prescribed form and countersigned by the inspector.

(ii) The bill for the first instalment shall be forwarded by the manager to the inspecting officer in the first week of July.

(iii) The bill for the second instalment shall be forwarded by the manager to the inspecting officer in the first week of January. Payment of the second instalment for each year shall be subject to the condition that the inspector has no reason to doubt the stability of the school, at least, till the end of the year, *that he is satisfied that the school has met during the preceding calendar year on the number of days specified in rule 47*, and that the manager is prepared to refund the grant or any portion of it that may be subsequently ordered on the report of the inspecting officer.

(iv) The above procedure shall be followed in regard to bills for fixed grants for the third and subsequent instalments, provided that the inspecting officer has recommended the continuance of the grants.

(v) It shall be competent for the sanctioning authority to sanction and pass a supplemental grant to a school admitted to aid on the fixed-grant system to cover a portion of any additional cost it has incurred on any higher standard or standards opened with the approval of the department subsequent to the date of the admission of the school to aid on the fixed-grant system.

(vi) On receipt of the countersigned bill, the manager shall endorse it and present it for payment at the nearest treasury in the case of grants payable from provincial and local funds and to the president of the municipal council in the case of grants payable from municipal funds. Bills received by the manager during March shall be cashed before the 31st of that month.

Section G.—Penalties.

64. Penalties.—The sanctioning authority may, on the report of the inspecting officer, after enquiry, withhold, reduce or suspend the grant, owing to a reduction in the standard, or deterioration in efficiency, or failure to remedy defects in organization, discipline, instruction and accommodation pointed out in writing at the previous inspection, or falsification of the registers, or misrepresentation regarding fees and attendance, or deception in the presentation of pupils, or violation of any of the conditions of recognition and aid, or other proved fraud or irregularity.

CHAPTER V.—RESULTS GRANTS.

Section A.—Special Conditions of Aid.

65. (i) Average daily attendance of pupils.—Unless specially exempted by the Director, no school shall be admitted

to aid which has not had, during the three months preceding the date of application, an average daily attendance—

in boys' schools in municipalities of at least ...	20	pupils.
in girls' schools „ „ ...	10	„
in boys' schools in non-municipal areas of at least	10	„
in girls' schools in non-municipal areas of at least	5	„
in schools for backward and indigent classes or in backward localities of at least ...	5	„

(ii) Unless specially exempted by the Director, no school shall be examined for grant which has not, at the time of examination, the above attendance, and which has not had this average daily attendance throughout the period since the previous examination, or, in the case of new schools, from the date of application. In the case of schools for backward and indigent classes there shall be no restriction.

66. Number of school meetings.—No school shall be examined for grant which has not, on the date of examination, met on 150 school days since the previous examination, or, in the case of new schools, from the date of application; provided that, in the case of night schools and schools in backward localities, 100 meetings shall suffice. In the case of schools for backward and indigent classes there shall be no restriction.

67. Definition of school day.—The 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 day or on different days, shall be counted as one school day. In night schools and in schools for backward and indigent classes, and in backward localities, a school day shall consist of not less than two hours of secular instruction; but two periods, each of not less than one hour, whether on the same day or on different days, shall be counted as one school day.

68. Qualifications of teachers.—The qualifications, general and professional, of teachers shall ordinarily be in accordance with the Madras educational rules.

69. Protection from small-pox.—No male pupil unprotected from small-pox shall be eligible for a grant payable from provincial or local funds if the school is situated in a locality in which protection from small-pox has been declared to be a condition of aid, or in which vaccination is by law compulsory.

70. Age limits for pupils.—To be eligible for a grant, male pupils in day schools shall not be more than 24 years of age. In night schools there shall be no maximum limit of age, but ordinarily no pupil shall be eligible for grant who is under ten years. In the case of pupils belonging to backward and indigent classes and in the case of girls, there shall be no restriction as to age.

71. Night schools.—No night school shall be admitted to examination for grant unless it be shown to supply a real want of the neighbourhood which is not met by the day schools. Before recommending a night school for admission, the sub-assistant, or the officer specially deputed by him, shall visit it and submit a statement showing the age, caste and occupation of each pupil.

Section B.—Application for and Admission to Aid.

72. Applications for aid.—Every manager who desires to have his school examined for aid during the following year shall forward, before the 1st July, an application in the

prescribed form (Appendix G), to the inspector if it relates to European schools, and to the sub-assistant inspector in the case of all other schools.

73. Tabulation of applications for results grants.—Early in September, the inspectresses in the case of girls' schools, and the assistant inspectors in the case of boys' schools, shall hold a conference of the sub-assistant inspectors including the Muhammadan sub-assistants at a convenient centre, and scrutinize the applications and satisfy themselves that the entries therein made especially as to the cost of staff and the income from fees have been truly and correctly set forth and may be accepted. They shall then draw up for each district separately, a consolidated list in the prescribed form (Appendix H) and shall submit the same to the Director not later than 1st October. The assistant inspectors shall forward such lists through the inspectors concerned, who shall include in them the lists relating to European schools from which applications shall have been received by them direct. A list of schools not recommended for aid shall also be submitted at the same time, the reason for rejection being briefly indicated in each case.

Extracts from the lists relating to grants from local funds shall be forwarded to presidents before 1st October by the assistant inspectors in the case of boys' schools and by the inspectresses in the case of girls' schools.

74. Admission to aid.—The sanctioning authority, after considering the recommendations of the inspecting officers, shall determine what schools and standards shall be admitted to aid. In determining this, the sanctioning authority shall take into account the number, the character, and the financial condition of the schools, the educational needs of the locality, and the funds at its disposal.

The president of the local board shall, after approval, forward to the Director, not later than the 1st December, the extracts from the list relating to grants from local funds.

75. Publication of lists.—The Director shall publish in the prescribed form (Appendix H) for each district a consolidated list of all schools admitted to aid, and shall issue the same not later than 1st April to the presidents of local boards, treasury and inspecting officers, and deputy inspectors of vaccination. This list shall also be hung up in all tahsildars', deputy tahsildars', and stationary sub-magistrates' offices, and at all important post offices.

76. Intimation to managers.—Within twenty days after the publication of the lists, the sub-assistant inspector of the range shall intimate to the manager of each school admitted to aid, the standards for which grant will be given, the amount of net cost accepted, and the date of the examination.

77. Publication of list of excluded schools.—A list of schools not admitted to aid shall be published by the sanctioning authority in the District Gazette or in the Fort St. George Gazette not later than April, the reason for exclusion being briefly indicated in each case.

78. Preparation of certifying memoranda and fixing of assignments.—After the conclusion of the examination, the inspecting officer shall prepare a certifying memorandum in the prescribed form (Appendix K) for grants earned by the school and in the beginning of every month he shall forward to the countersigning officer referred to in rule 92 the certifying memoranda for all the schools examined during the preceding month, in order that they may be carefully scrutinized and kept ready for the fixing of assignments.

The allotment available for results grants for each district, taluq, or municipality shall be distributed among the schools examined for results grants during the year, in proportion to their actual earnings subject to the limit of the net cost accepted by the department. The assignment fixed for each school shall be entered in a lump sum in the last column of the certifying memorandum, which shall then be countersigned and despatched as provided in rule 92. A copy of the published list for each district, with the assignments fixed for each school entered therein, shall be submitted to the sanctioning authorities concerned and also to the officers of the Account department concerned, through the inspector, who shall enter in them the assignments fixed for European schools.

Section C.—Financial Limitations.

79. Maximum aid.—The maximum results grant to a school shall be the sum required to meet that part of the current expenditure, which will not be covered by the receipts from fees, endowments and miscellaneous sources. The current expenditure shall be taken to be the cost of the staff, together with an addition not exceeding 25 per cent. thereof for supervision and sundry charges. In schools in which the staff receives no fixed salaries, the cost of it shall be calculated with reference to local circumstances and to the qualifications of the teachers. The income from fees shall be calculated in accordance with the provisions of the fee notification.

Section D.—Courses of Instruction and Standards of Examination.

80. Subjects of examination.—The subjects of examination shall be those included in the courses of instruction and standards of examination laid down in chapter V of the Madras educational rules; provided that no examination for grant shall, for the present, be held in Sanskrit, Arabic, Persian, Latin, French or German.

81. Examination to be in all the compulsory subjects.—Every pupil shall be examined in all the compulsory subjects of the standard in which he is presented. A pupil failing to earn a grant in the compulsory subjects shall not be examined in optional subjects.

82. Examination by whom conducted, and where and when to be held.—Every school admitted to aid on the results-grant system shall be examined for grant once a year *and a consolidated report in the prescribed form (Appendix F) of all the schools examined during the month shall be submitted monthly by the inspecting officer*. The examination shall be conducted either by the inspecting officers or by boards appointed under special Government notifications.

The examinations conducted by inspecting officers shall be held on the day fixed in the published list and in the school premises, unless the manager agrees that it shall be held elsewhere. The inspecting officer shall, however, have power to hold the examination on any day within the fifteen days preceding, or within the fifteen days following, that date; provided that he has given at least seven days' written notice. If it is desired to change the date beyond the above limits, the previous sanction of the inspector must be obtained. No examination shall be held on a Sunday except in the case of schools regularly held on Sundays.

The examinations conducted by boards under special notifications shall be held at such times and places as are laid down in such notifications.

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83. Nominal rolls.—A nominal roll in the prescribed form (Appendix I) shall be sent to the manager at least two days before the date of examination. The manager shall fill in the form and present it to the inspecting officer on his arrival at the school.

84. Mark lists.—During the progress of the examination the inspecting officer shall enter in ink or in indelible pencil in the mark lists, which he shall keep for each standard separately, the marks assigned to each pupil in each subject in which he has been examined individually, and in the case of the examination of the class as a whole, the word 'passed' if in the examining officer's opinion each pupil would have secured an average of one-third of the maximum marks, if marks were assigned.

85. Pass lists.—Immediately after the conclusion of the examination the inspecting officer shall furnish the manager with an abstract of the results of the examination in the prescribed form (Appendix J). The manager shall keep these pass lists and produce them for inspection at the three next succeeding examinations.

86. Standards for which grants can be earned.—(i) A pupil shall not earn a grant under any standard other than that in which he has been studying during the six months or, in the case of night schools, four months preceding examination.

(ii) A pupil shall not earn a grant for the compulsory subjects unless he has passed in all of them at one and the same examination.

(iii) A pupil shall not earn a grant for an optional subject under any standard unless at the same or at a previous examination he has passed the compulsory subjects of that or higher standard; nor shall he earn a grant for more than three optional subjects, excluding drill with gymnastics or calisthenics.

(iv) A pupil shall not earn a grant in any subject in which he has already passed an examination recognised as equivalent or higher.

(v) A pupil of a night school shall not earn a grant for the infant standard, nor shall he earn a grant for any of the other standards if he is not a *bonâ fide* workman earning his subsistence on daily, weekly or monthly wages.

A pupil of the Savara class may be examined and earn a grant separately in each subject whether compulsory or optional.

87. Grant earned only once for same subject and standard.—A grant shall not be earned more than once for the same pupil under the same standard and for the same subject.

88. Grants on class and individual examinations.—Grants *for English as a second language in standards above the second*, for kindergarten occupations and object lessons in the lower primary standards, and for singing and action songs, and for drill with gymnastics or calisthenics in all standards, shall be given on the results of the examination of the class as a whole; provided that not less than 60 per cent. of the eligible pupils on the rolls are presented for examination. Grants for all other subjects and standards shall be given on the results of examination of the pupils individually.

89. Minima for passing.—In order to secure a pass and to earn a grant in individual examination the pupil must obtain one-third of the maximum marks in each subject.

Section E.—Scale of Grants.

90. Standard scale of grants.—(i) The standard scale of grants for a pass for the subjects of general education shall be as follows :—

Subjects.	Infant standard.	First standard.	Second standard.	Third standard.	Fourth standard.	Fifth standard.	Sixth standard.	Seventh standard.
1	2	3	4	5	6	7	8	9
	Rs. A.	Rs. A.	Rs. A.	Rs. A.	Rs. A.	Rs. A.	Rs. A.	Rs. A.
(A) Compulsory	0 4	1 8	2 8	3 8	5 0	6 8	8 0	10 0
(B) Optional—								
Kindergarten occupations, stories and action songs.	0 4	0 8	1 0	...	...	...	...	...
Object lessons or elementary science.	0 4	0 8	1 0	1 8	2 0	2 8	3 0	4 0
Second language ...	0 4	0 8	1 0	1 8	2 0	2 8	3 0	4 0
Drawing	...	0 6	0 9	0 12	1 8	3 0	4 8	6 0
Needlework (for girls only).	...	0 8	1 0	1 8	2 0	4 0	5 8	7 0
Geography	...	...	...	0 8	1 0	1 8	2 0	2 8
Singing	...	...	...	0 8	0 12	1 0	1 8	2 0
Hygiene and elementary sanitary science.	...	...	...	...	1 0	1 8	2 0	3 0
History of India ...	...	...	...	...	1 0	1 8	2 0	2 8
Agriculture (for boys only).	...	...	...	...	2 0	3 0	4 0	5 0
Mensuration (for boys only).	...	...	...	...	1 0	1 8	2 0	3 0
History of Great Britain and Ireland.	...	...	...	...	...	1 8	2 0	2 8
Domestic economy (for girls only).	...	...	...	...	...	1 8	2 0	2 8
Book-keeping ...	...	...	...	...	...	...	...	5 0
Commercial correspondence.	...	...	...	...	...	...	...	5 0
Drill with gymnastics, or calisthenics.*	0 2	0 2	0 2	0 4	0 6	0 8	0 8	0 12

* Grants at half these rates shall be allowed in rural primary girls' schools for kummi and kolattam.

(ii) A lump merit grant equal to 10 per cent. of the earnings shall be added to the earnings in the compulsory subjects and in each optional subject in which 75 per cent. of the pupils examined in the compulsory subjects and in the particular optional subject have secured a pass.

91. Exceptional rates.—(i) In the following cases grants shall be paid at rates higher than those of the standard scale :—

(1) At 150 per cent. higher for blind and deaf and dumb children, and for pupils in schools for backward and indigent classes and in backward localities ;

(2) At 100 per cent. higher—

(*a*) for poor European pupils as defined in rule 21 ;

(*b*) for European pupils in schools situated in hill tracts ;

(3) At 75 per cent. higher—

(*a*) for girls other than Europeans, except in needlework and domestic economy ;

(*b*) for Mappillas in the Ernád and Walawanád taluqs.

(4) At 50 per cent. higher—

(*a*) for non-European boys in schools situated in hill tracts ;

(*b*) for European pupils other than those already provided for ;

(*c*) for pupils belonging to the classes enumerated in rule 22.

(5) At 25 per cent. higher—

(*a*) for Muhammadan boys (other than Mappillas in the Ernád and Walawanád taluqs) ;

(*b*) for poor pupils in poor schools.

(ii) The grants in any standard payable to Khond and Savara pupils in the agency tracts of the Northern Circars shall be on the same scale as those payable in the next higher standard to other classes of the community in those tracts.

Section F.—Payment of Grants.

92. Issue and payment of certifying memoranda.—(i) Separate memoranda shall be issued for grants payable from provincial, local and municipal funds.

(ii) Certifying memoranda for grants payable from municipal funds shall be forwarded to the president of the municipal council for countersignature.

(iii) Certifying memoranda prepared by inspectors shall be forwarded to the manager direct.

(iv) Certifying memoranda for grants payable from provincial and local funds for boys' schools prepared by assistant inspectors shall be submitted to the inspector for countersignature.

(v) Certifying memoranda for grants payable from provincial and local funds for boys' schools prepared by sub-assistants shall be submitted to the assistant inspectors for countersignature.

(vi) Certifying memoranda for girls' schools prepared by sub-assistants shall be submitted to the inspectress of girls' schools for countersignature.

(vii) The countersigning officer shall, after entering the assignment as provided in rule 78, countersign the memorandum, affixing the date of such countersignature, and forward it immediately to the manager.

(viii) On receipt of the memorandum, the manager shall endorse it and present it for payment at the nearest treasury as soon as possible and in any case before the 31st March following.

Section G.—Penalties.

93. Penalties.—The sanctioning authority may, on the report of the inspecting officer, after enquiry, withhold, reduce, or suspend the grant, and take such other measures as the occasion may appear to him to demand, in cases where there has been falsification of the registers or misrepresentation regarding fees and attendance, or deception in the presentation of pupils, or violation of any of the conditions of recognition and aid, or other fraud or irregularity. He may also reduce the total grant earned by a school by not more than 25 per cent. of the amount earned, for defects in organization, discipline, instruction, supervision, and accommodation, which have not been remedied although pointed out in writing at a previous inspection.

CHAPTER VI.—GRANTS TOWARDS SCHOLARSHIPS AND STIPENDS.

94. Applications for aid.—Applications for grants under this chapter shall be submitted in the prescribed forms :

Appendix L—for scholarship grants in institutions for general education.

Appendix M—for stipendiary grants in training schools.

Appendix N—for scholarship grants in technical schools.

SECTION A.—INSTITUTIONS FOR GENERAL EDUCATION.

95. OBJECT OF GRANT AND PROPORTION OF AID.—Grants, not exceeding one-half of the amount contributed by managers, may be given on account of scholarships intended to enable managers to assist pupils of promise to prosecute their studies to a higher standard. These grants may be given on behalf of all students in secondary and collegiate departments, whose pecuniary circumstances are certified by the manager to be such as to prevent them from prosecuting their studies without assistance. Similar grants may also be given in Government and board institutions, provided that the scholarships are established by a person or body not connected with the institution.

96. RULES FOR AWARD.—Unless otherwise stipulated by the donor of any scholarship, all scholarships shall be awarded according to rules approved by the Director, and on the results of the public examinations, it being open to managers to hold a competitive examination among the successful candidates at public examinations, in cases where the number of eligible candidates is in excess of the number of available scholarships, or where the order of merit cannot be ascertained.

97. AGE LIMITS FOR SCHOLARSHIP HOLDERS.—A scholarship grant shall not be given for a student whose age at the date of the commencement of the examination exceeds for the—

	Boys.	Girls.
Lower secondary department ...	12	13
Upper „ „ ...	15	16
Junior college „ ...	18	19
Senior „ „ ...	20	21

98. PROPORTION OF SCHOLARSHIP GRANTS TO STRENGTH.—The number of scholarship grants for boys shall not exceed one for every twenty-four in the secondary department, one for every sixteen in a second-grade college, and one for every twelve in a first-grade college.

99. MAXIMUM SCALE OF GRANTS.—The maximum grant per term shall be as follows:—

	Boys.	Girls.
	Rs.	Rs.
Lower secondary department ...	6	9
Upper „ „ ...	12	18
Junior college „ ...	14	21
Senior „ „ ...	20	30

100. MAXIMUM DURATION OF GRANTS.—Grants shall be tenable for a period not exceeding—

In a lower secondary school	3 years.
In an upper „ „	3 „
In a second-grade college	2 „
In a first-grade „	4 „

101. GRANTS RENEWED ANNUALLY.—The grants shall be renewed each year until the termination of the course, on proof that the conduct of the student and his progress in his studies have been satisfactory.

SECTION B.—TRAINING INSTITUTIONS.

102. SCALE OF GRANTS TO STUDENTS UNDER TRAINING.—Grants may be given to managers according to the following maximum monthly scale on account of stipends to students under training in a recognised training institution:—

Grade.	Masters.	Mistresses.
	Rs.	Rs.
Primary	3	4
Lower secondary	4	6
Upper „	6	8
Second-grade collegiate	8	10
First-grade „	10	12

Special rates for European Mistresses.

	Madras.	*Mufassal.*
	Rs.	*Rs.*
Lower Secondary	*15*	*10*
Upper Secondary	*18*	*12½*

103. EXCEPTIONAL RATES.—Stipendiary grants at 25 per cent. higher than those fixed for mistresses may be given for Europeans *(males)*, for Panchamas, and for students sent to Madras who are permanent residents of Ganjám, Vizagapatam or South Canara.

104. DURATION OF GRANT.—The period for which the grant will be allowed shall not ordinarily exceed twelve months.

SECTION C.—TECHNICAL INSTITUTIONS.

105. SCALE OF GRANTS TO TECHNICAL STUDENTS.—Grants may be given to managers of technical, industrial, or art schools or classes on behalf of students who, having passed the elementary or the intermediate technical examination in the first class, continue their studies for the next higher examination. These grants shall be allowed for two years, provided that the conduct and progress of the student continues to be satisfactory.

		Rs.
On passing {	Elementary examination ...	6
	Intermediate „ ...	9

Grants not exceeding one-half the amount of private contribution may also be given in Government and board institutions, provided that the scholarships are established by a person or body not connected with the institution.

CHAPTER VII.—GRANTS FOR EUROPEAN ORPHANAGES AND FOR EUROPEAN CADETS.

106. APPLICATIONS FOR AID.—Applications for grants under this chapter shall be submitted in the prescribed forms:

Appendix O—for grants to meet the cost of food and clothing.

Appendix P—for cadet grants.

SECTION A.—EUROPEAN ORPHANAGES.

107. OBJECT OF GRANT.—Grants to meet the cost of food and clothing may be given to managers of recognised orphanages and homes for destitute European children in addition to the grants given under other chapters of this code.

108. GRANTS TO MEET COST OF FOOD.—A monthly grant, not exceeding Rs. 3-8-0, may be given for a destitute child who is fatherless or whose father or guardian does not reside in the locality.

109. GRANTS TO MEET COST OF CLOTHING.—A half-yearly grant not exceeding Rs. 6 may be given towards the clothing of a child for whom a grant for food is given. In hill sanitaria the grant may be double the above figure.

110. GENERAL CONDITIONS OF GRANT.—(i) Grants shall not be given for a child who is not under regular instruction of a standard suitable to his age.

(ii) Grants shall not be given for a boy whose age exceeds sixteen years or for a girl whose age exceeds eighteen years.

(iii) Grants to meet the cost of food shall not be given for broken periods of a month, nor grants to meet the cost of clothing for broken periods of a calendar half-year.

SECTION B.—EUROPEAN CADETS.

111. OBJECT AND CONDITIONS OF GRANT.—(i) A grant of Rs. 6 per annum shall be given from provincial funds to schools for each European or Eurasian cadet belonging to a volunteer corps taught therein, who is certified by the Commanding Officer of his corps to be thoroughly efficient and who is not below 13 years of age, and it shall be continued until the cadet *completes* 17 *years of age*. The grant shall be for the calendar year for each cadet on the rolls at the end of the year, provided that he has been on the rolls of the institution and in the cadet corps for not less than six months during the year.

(ii) Applications for cadet grants shall be submitted through the inspector so as to reach the Director not later than 1st February.

CHAPTER VIII.—GRANTS FOR SCHOOL BUILDINGS, AND FOR HOSTELS OR BOARDING HOUSES FOR STUDENTS.

112. APPLICATIONS FOR AID.—Applications for grants under this chapter, which shall be in the prescribed form (Appendix Q), and which shall be submitted through the inspector so as to reach the Director not later than 1st May, shall furnish satisfactory evidence of the necessity for the erection, or enlargement, or purchase of the building, and shall be accompanied by a plan and an estimate, prepared by a professional or other competent person, of the cost of the work proposed.

Applications for grants from local funds shall be forwarded by the assistant inspector to the president direct with his recommendation.

113. OBJECT AND PROPORTION OF AID.—Grants not exceeding one-third of the total cost may be given towards the erection, or enlargement, or purchase of school buildings and hostels or boarding houses for students attached to educational institutions, and orphanages and homes for destitute European children; but, except in the case of such hostels or boarding houses attached to educational institutions or such orphanages and homes, grants shall not be given to provide residences for teachers or pupils.

Grants shall not be given for a building regarding which the sanctioning authority has not been consulted and for which aid has not been promised previously to its erection, enlargement, or purchase.

Grants shall not generally be given for a building which has not been completed by the time fixed in the order sanctioning the grant.

114. PAYMENT OF GRANT.—(i) Previously to the disbursement of the grant, it shall be certified in the prescribed form (Appendix S) by the Engineer or other responsible officer deputed to examine the building, that the work has been proceeded with or completed, as the case may be, 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, or the president of the local board, after which the grant may be paid either in whole or by instalments.

(ii) The manager shall also, if required, execute a deed of agreement in such form as may be prescribed from time to time.

115. GRANTS FOR VILLAGE SCHOOL-HOUSES.—Grants not exceeding Rs. 25 for every twenty children, and in schools on the Nilgiris solely or mainly intended for the hill tribes for every ten children, in regular attendance during the preceding twelve months may be given towards the erection, enlargement or purchase of village school-houses on an approved plan, without requiring, as a condition of aid, a money contribution from the manager, provided that the schools have at least one qualified teacher on their staff. The grant shall not be paid unless the building is completed by the time specified in the order sanctioning the grant and until the assistant inspector certifies that the building has been erected, and that its value is at least equal to the grant claimed.

116. CLAIMS OF GOVERNMENT OR THE LOCAL BOARD.—In the event of a building, for which a grant has been drawn, *either under rule 113 or 115* being diverted, prior to the lapse of twenty years *in the case of the former or of five years in the case of the latter* from the date of payment of the grant, to other than educational purposes approved by Government, the manager shall refund such portion of the grant as may be determined by three arbitrators, one to be nominated by the Director or the local board, another by the manager, and the third by the two arbitrators so appointed. In the event of the manager failing to make such refund, he shall, should Government or the local board desire to purchase it, sell the building to Government or the local board at a valuation to be determined by the arbitrators, who, in making their award, shall deduct from the price such portion of the grant as may seem equitable. In the event of neither of the above courses being followed, Government or the local board may recover the amount by such means as may seem fit.

117. RENT GRANTS.—When a salary-grant school, or a hostel or boarding house attached to it for students, is held in a building not owned by the manager, and for which rent is paid, a grant not exceeding one-third of such rent may be given.

118. GRANTS BY WHOM SANCTIONED.—Grants exceeding Rs. 1,000 are sanctioned by Government; grants of Rs. 1,000 and under by the sanctioning authority.

CHAPTER IX.—GRANTS FOR FURNITURE, BOOKS AND APPLIANCES.

119. APPLICATIONS FOR AID.—Applications for grants under this chapter, which shall be in the prescribed form (Appendix R), and which shall be submitted through the inspector so as to reach the Director not later than 1st May, shall be accompanied by details showing the number, description, and price of each article which it is proposed to make or purchase.

Applications for grants from local funds shall be forwarded by the assistant inspector to the president direct with his recommendation.

120. OBJECT AND PROPORTION OF AID.—(i) Grants not exceeding one-half of the total cost shall be given for school and hostel furniture, and for apparatus, maps, diagrams and models; for books and non-Indian periodicals for school and public libraries and reading-rooms; for the plant, materials and tools needed in industrial and technical schools; and for needlework or other art and industrial exhibitions.

(ii) Grants shall not be given to meet the cost of chemicals, or for seats without backs, or for books of the value of eight annas and under.

(iii) Except in the case of industrial and technical schools, aid shall not, as a rule, be afforded for the purchase of articles to be used by the pupil, as distinguished from those required by the teacher in giving instruction. But in poor schools and in schools for backward and indigent classes, grants may be given for books and slates for the use of pupils, on condition that the books and slates remain the property of the school, are used by the pupils during school-hours only, and are not removed from the premises.

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

121. Registration of public library or reading-room.—To entitle a public library or reading-room to aid, it must be incorporated under Act XXI of 1860.

122. Payment of grant.—The grant shall be paid only on submission before the date specified in the order sanctioning the grant, of vouchers duly receipted.

123. Grants for village schools.—Grants not exceeding Rs. 25 may be given towards the supply of furniture to village schools of the primary grade having at least one qualified teacher on their staff, without requiring as a condition of aid a money contribution from the manager. The grant shall not be paid unless the furniture is purchased by the time specified in the order sanctioning the grant and until the assistant inspector certifies that furniture has been supplied, and that its value is at least equal to the grant claimed.

124. Claims of Government or the Local Board.—In the event of an institution which has received aid under *rule 120 or 123 of* this chapter being closed within five years *in the case of the former or within two years in the case of the latter* from the date on which grant has been drawn, the Government or the local board shall be at liberty to purchase the articles, towards the supply of which the grant was given, at a valuation to be determined, as in the case of school-buildings, by arbitrators.

125. Grants by whom sanctioned.—Grants exceeding Rs. 200 are sanctioned by Government; grants of Rs. 200 and under by the sanctioning authority.

CHAPTER X.—GRANTS TOWARDS ENDOWMENTS.

126. Object and proportion of aid.—Grants not exceeding one-half the amount given or devised may, with the sanction of Government, be made for the endowment of professorships, lectureships, teacherships, scholarships, laboratories, workshops, museums and other educational objects.

127. Conditions of aid.—The following are the conditions under which grants shall be given:—

(i) The endowment shall consist of Government securities to be invested in the names of trustees approved by Government.

(ii) The endowment must not be created from monies derived either directly or indirectly from ordinary funded or school income.

(iii) The trust-deed, which must be approved by the law officers of Government, shall contain a provision that, in the event of the object for which the endowment was created ceasing to exist, or

of the manager ceasing to comply with any of the conditions of the trust, the fund shall be distributed as provided therein.

(iv) The trustees shall render yearly accounts to the Director in such form as may be prescribed.

(v) The endowment of professorships, lectureships or teacherships shall provide for the current salaries of particular professors, lecturers, or teachers; and a grant towards such an endowment shall be held to take the place of a salary grant payable from month to month.

128. Limits in the case of grants for prizes.—No grants shall be given towards any prize endowment of the value of under Rs. 1,000, nor shall the amount of grant given towards any prize endowment exceed Rs. 1,000.

APPENDIX A.

Instructions for the preparation of application for salary grants.

1. The particulars required against (*a*) to (*f*) at the top of the application should be given completely.

2. *Column* 1.—In the case of transfers, the name of teacher for whom grant has hitherto been drawn and amount of such grant with number and date of proceedings or memorandum sanctioning it, and date from which it ceased to be drawn should invariably be given. In the case of increased grants also, the number and date of the order sanctioning the present grant should be given.

3. *Column* 4.—Not only should the grade of the certificate be given, but it should also be clearly stated whether the certificate held by the teacher is *trained* or *untrained*, and in the case of teachers for whom grants are for the first time applied for, copies of their teachers' certificates should invariably accompany the application. In the case of teachers who have not secured their certificates at the time of the application, the date and page of the gazette in which their success in the practical test was announced should be mentioned.

4. *Column* 10.—*If the salary entered in this column is not really paid to the teacher, the fact should be mentioned in the remarks column.* If the teacher works in several departments, such as college, secondary, primary, and technical or training, the salary assigned for each department should be given separately.

5. *Column* 14.—In the case of teachers for whom grants are for the first time applied for, a certificate from a medical officer to the effect that the teacher concerned has been vaccinated or is otherwise protected from small-pox should invariably be attached to the application.

6. The statement given on the back of the form showing the grants drawn on behalf of the teachers of the school and that showing the financial condition should be filled up.

APPENDIX A—

APPLICATION FOR

(*a*) Name of institution and locality
(*b*) Name of Manager
(*c*) Whether for general or special education

Name of teacher in full.	Age.	In the case of teachers of general education.		In the case of teachers of technical subjects.		Post to be held by teacher, forms or classes and subjects to be taught by him.
		Highest grade of complete general education test passed, and year.	Highest grade and number of trained or untrained teachers' certificate, and if trained, in what school.	Highest technical examination passed, and year and subject.	Highest grade and number of technical teachers' certificate, and class, year and subject.	
1	2	3	4	5	6	7

DECLARATION.—I, the responsible manager of the school, do hereby declare that the the grant-in-aid code are being, and will continue to be, fully observed, excepting Director of Public Instruction, No. , dated ; and that I am accounts, its establishment, time-table and registers to inspection, and to furnish such

ADDITIONAL DECLARATION IN THE CASE OF SCHOOLS FOR BOYS AND FOR EUROPEAN AND who is not protected from small-pox by vaccination or otherwise.

See instructions

cont.

SALARY GRANTS.

(*d*) Standard of institution
(*e*) Average daily attendance during the term preceding
(*f*) Whether solely intended for any special class of pupils, and if so, for what class.

Number of hours spent daily in— (*a*) Secular class teaching. (*b*) Tutorial work. (*c*) Supervision.	Number of pupils under the instruction of teacher.	Full salary assigned or proposed to be assigned per mensem for each department separately.	Amount of grant applied for per mensem.	Date from which the grant is to have effect.	Rule of the Grant-in-Aid code under which application is made.	Whether protected from small-pox and whether vaccination certificate is attached to the application.	Remarks.
8	9	10	11	12	13	14	15
		RS. A. P.	RS. A. P.				

conditions of recognition and aid laid down in the Madras educational rules and in such rules as the institution has been specially exempted from by proceedings of the prepared to subject the institution, together with its current, endowment, and trust returns as may be required by the department.

NATIVE CHRISTIAN GIRLS.—I further declare that I shall not admit as a pupil any one

Manager.

on the reverse.

[Please turn over.

The following are the salary grants drawn at present on behalf of the teachers of the school :—

Names of teachers.	Amount of grant sanctioned.			Order in which sanctioned.	Remarks.
	Rs.	A.	P.		
Total ...					

The financial condition of the institution according to the Financial Statement for the official year * 190 –190 is given below :—

——	Departments *eligible for aid* from						Remarks.
	Provincial funds.			Local funds.			
	Rs.	A.	P.	Rs.	A.	P.	
Balance brought forward							
Total receipts including grants accepted by the department.							
Total ...							
Total expenditure accepted by the department.							
Surplus or deficit ...							

* The year preceding the date of application for salary grants.

STATION _____
Date _____ Manager.

Inspector's remarks.

APPENDIX B.

INSTRUCTIONS FOR THE PREPARATION OF THE FINANCIAL STATEMENT.

Receipts side.

1. The accounts appertaining to the departments eligible for aid (whether receiving it or not) from provincial funds should be shown in column (*b*) and to those eligible for aid from local or municipal funds in column (*c*). The same procedure should be observed with regard to columns (*f*) and (*g*) on the expenditure side.

Spare columns (*d*) and (*h*) are provided in which the accounts of special classes (if any) attached to institutions may be shown.

2. The income from endowments and subscriptions and donations should be distributed among the several departments in any way that the manager thinks fit.

3. The total of the amounts shown against items 4 and 5 should agree with the amount shown in the fee returns as fees due for the official year *and given in detail on the last page of the financial statement* less 10 per cent. in the case of institutions under private management. If the amount of ordinary fees actually collected exceeds the amount due at the standard rates less 10 per cent. no entry need be made against item 5. *The form on the last page of the financial statement should invariably be filled up whether an amount is entered or not against item 5 on the receipt side.*

4. Against items 7 *to 11*, only the grants actually drawn during the year and not those due for the year should be entered.

5. (i) The following grants should be omitted from the financial statement :—

Building grants, grants towards furniture, apparatus, appliances, library books, plant, materials and tools, and feeding and clothing grants.

(ii) The following grants should be shown in the financial statement and should be entered against items 8 *to 11* :—

Scholarship and stipendiary grants and cadet grants.

(*iii*) Scholarships sanctioned and drawn under the Government scholarship notification should not be shown.

6. Against items *12 and* 13 which are left blank, the receipts derived from other sources should be entered. The same procedure should be followed on the expenditure side with regard to items *11* to 13.

7. Managers of schools, who have more than one school under their management, are permitted with the sanction of the Director to utilize surplus receipts in one school to meet a deficit in another aided school. Item 14 is provided for showing such particulars. The surplus or portion of surplus of any one school taken to meet a deficit in another should be shown against item 14 under expenditure in the financial statement of the former and under receipts in that of the latter.

Expenditure side.

8. When giving the cost of teaching staff against item 1, account should be taken of the headmaster or the principal's salary debitable to each department; his salary should be apportioned between columns (*f*) and (*g*) according to the time devoted by him to each department for teaching, supervision, etc.

9. Expenditure under the special heads mentioned in paragraph 5 (i) *supra*, such as building, furniture, etc., should be entirely omitted *if grants have been drawn or sanctioned for them; otherwise, they may be shown.*

APPENDIX B—

FINANCIAL STATEMENT OF THE COLLEGE / SCHOOL

Receipts.			
Heads of receipts.	(Here enter departments eligible for aid from Provincial funds.)	(Here enter departments eligible for aid from Local funds.)	
(*a*)	(*b*)	(*c*)	(*d*)
	RS. A. P.	RS. A. P.	RS. A. P.
1. Balance brought forward from previous year.			
2. Income from endowments ...			
3. Subscriptions and donations ...			
4. Ordinary fees actually received ...			
5. Difference between ordinary fees actually received and those due at standard rates or those sanctioned for the school, less 10 per cent. in the case of schools under private management.			
6. Special fees (drawing, laboratory, *penal*, etc.).			
7. Grants for teaching (salary or fixed).			
8. *Scholarship grants for general education.*			
9. *Scholarship grants for technical education.*			
10. *Stipendiary grants for training students.*			
11. *Cadet grants*			
12.			
13.			
14. Amount transferred from * ...			
15. Deficit			
† Total ...			

* The name of the school should be mentioned, and the number and

† The totals should agree.

SUMMARY OF THE

	RS. A. P.
Balance brought forward from previous year ...	
Receipts during the year	
Deficit *	
Total ...	

* It should be noted in the remarks column how the deficit was met

See instructions

cont.

FOR THE OFFICIAL YEAR ENDING 31ST MARCH 190 .

Expenses.			
Heads of expenses.	(Here enter departments eligible for aid from Provincial funds.)	(Here enter departments eligible for aid from Local funds.)	
(*e*)	(*f*)	(*g*)	(*h*)
	RS. A. P.	RS. A. P.	RS. A. P.
1. Teaching staff			
2. Servants including writer and matron.			
3. Rent and taxes			
4. Scholarships *for general education.*			
5. *Scholarships for technical education.*			
6. *Stipends for training students* ...			
7. Library			
8. Ordinary repairs and upkeep ...			
9. Furniture, apparatus and appliances, etc.			
10. Contingencies			
11.			
12.			
13.			
14. Amount transferred to *			
15. Surplus balance			
† Total ...			

date of the Director's proceedings according sanction should be given.

FINANCIAL STATEMENT.		Remarks.
	RS. A. P.	
Expenses during the year		
Surplus balance †		
Total ...		

† To be brought forward as opening balance for next year.

on the reverse. [Please turn over

The amount entered against item 5 under receipts has been calculated as shown below :—

Amount of ordinary fees due at the standard rates, excluding the irrecoverable fees as shown in the fee returns of the institution.			
For what period.	In departments *eligible for aid* from Provincial funds.	In departments *eligible for aid* from Local funds.	Remarks.
	Rs. A. P.	Rs. A. P.	
For April to June 190 ...			
„ July to December 190 ...			
„ January to March 190 ...			
Total ...			
Deduct 10 per cent. of the total			
Balance ...			
Amount of ordinary fees actually collected			
Difference ...			

I hereby certify—

(i) that the amount entered against item 4 on the expenditure side is the amount of scholarships actually paid to the students under the scheme sanctioned in Director's proceedings, Dis. No. , dated

(ii) that no grants have been drawn or sanctioned on account of the expenditure entered against items 7, 8 and 9.

Station _____ }
Date _____ }

Manager.

APPENDIX C.

APPLICATION FOR FIXED GRANTS.

1		2	3	4	5	6	7	8 Staff.										9 Salary or results grants drawn from		10	11	12	13
Locality.		Description of school—boys' or girls' or night or special.	Standard of the school.	Section of the general / special school list.	Responsible manager.	Average daily attendance of each form or standard during the official year preceding application.	Whether conditions as to protection from small-pox are being complied with.	(a) Names of teachers permanently employed on the staff.	(b) Highest complete education test passed and year.	(c) Highest technical examination passed and year and subject.	(d) Highest grade and number of trained teachers' certificate.	(e) Highest grade and number of untrained teachers' certificate.	(f) Highest grade and number of approved service certificate.	(g) Highest grade of technical teachers' certificate and year and subject.	(h) Total period in years of approved service as teacher in recognised schools.	Provincial funds during each of the three preceding official years (to be specified).	Local or municipal funds during each of the three preceding official years (to be specified).	Total receipts during the preceding official year as per details appended.	Total charges during the preceding official year as per details appended.	Number of consecutive years during which the school was examined for grant.	Remarks.
District or municipality.																							
Taluq or division.																							
Town or village.																							

RECEIPTS. — Average number on roll — Monthly rate, Rs. A. P. — Annual Amount, Rs. A. P.

Ordinary fees—
Third form ... ...
Second form ... ...
First form ... ...
Fourth class ... ...
Third „ ... ...
Second „ ... ...
First „ ... ...
Infant „ ... ...
Penal and other special fees, if any ... ...
Endowments, subscriptions and other receipts ... ...

Total ... _____ _____ _____

CHARGES — Rs. A. P

Cost of staff ... ...
Establishments (servants) ... ...
Rents and taxes ... ...
Furniture, apparatus and appliances ... ...
Library and prizes ... ...
Scholarships ... ...
Other items, if any ... ...
Contingent and miscellaneous charges ... ...

Total ... _____ _____ _____

DECLARATION.—I, the responsible manager of the school, do hereby declare that the conditions of recognition and aid laid down in the Madras Educational Rules and in the Grant-in-aid Code are complied with, and will continue to be fully observed, excepting such rules as the institution has been specially exempted from by the Director's proceedings No. ; and that I am aware that I am liable to forfeit, together with the grant, the registers to inspection and to furnish such returns as may be required by the department.

Station _____ }
Date _____ 190 . }

Manager

APPENDIX D.

FIXED GRANTS.

LIST OF SCHOOLS IN THE DISTRICT ADMITTED TO AID ON THE FIXED GRANT SYSTEM FOR THE PERIOD OF THREE YEARS BEGINNING FROM 1ST APRIL 190 AND ENDING WITH 31ST MARCH 190 .

Serial number.	Name and description of school and locality.	Section or serial number in the general school portion of list.	Responsible manager.	Net cost of upkeep during the preceding year.	Forms and classes or standards to be examined.	Average strength during the preceding year.			(a) Average grant drawn during the preceding three years or (b) in the case of schools already receiving fixed grant, the amount drawn		Fixed grant sanctioned per annum from		Date fixed for examination.	Remarks.
						Lower secondary department or standard D.	Upper primary department or standard C.	Lower primary department or standards A and B.	From provincial funds.	From local funds.	Provincial funds.	Local funds.		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
				RS.					RS.	RS.	RS.	RS.		

NOTE.—(1) Schools should be arranged according to municipalities and taluqs.
(2) Columns 7 to 11 will be omitted when the list is published.

STATION_____
Date_____

Inspector of Schools,
Circle.
Division.

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B-10

APPENDIX E.

FIXED GRANT REPORT SHEET.

(I) STAFF.

District.
Name of school.
Serial No. in the printed list of the year 190 -190 .

Name of teacher.	Appointment in the school.	Standards taught.	Whether protected from small-pox or not.	Highest complete education test passed and year.	Highest technical examination passed and year and subject.	Highest grade and number of trained teachers' certificate.	Highest grade and number of untrained teachers' certificate.	Highest grade and number of approved service certificate.	Highest grade of technical teachers' certificate and year.	Total period of service in recognized schools.	Salary.	Whether the conditions of recognition have been fulfilled.	Manager's remarks.
1	2	3	4	5	6	7	8	9	10	11	12	13	14

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(II) STRENGTH AND ATTENDANCE.

Form, class, or standard.	Number on rolls		Number present		Classification of pupils according to classes of the community.										Average daily attendance during the preceding official year.	Number of pupils unprotected from small-pox.	Number of pupils receiving gymnastic instruction.
	At last inspection.	At present inspection.	At last inspection.	At present inspection.	Europeans and Eurasians.	Native Christians.	Muhammadans.	Hindus.						Others.	Total.			
								Brahmans.	Non-Brahman caste.	Panchamas.							
1	2	3	4	5	6	7	8	9	10	11				12	13	14	15	16
Third form																		
Second form Standard D.																		
First form ... Standard C.																		
Fourth class Standard B. ...																		
Third class Standard A.																		
Second class																		
First class																		
Infant class																		

(III) INSPECTION RESULTS.

Subjects.	
Third form.	First language—
	Reading ... ...
	Recitation ... ...
	Meaning and subject-matter ...
	Grammar ... ...
	Writing ... ...
	Spelling ... ...
	Composition ... ...
Second form.	Drawing ... ...
	Needle-work ... ...
	Geography ... ...
	Singing ... ...
	Hygiene ... ...
	History of India ... ...
	Agriculture ... ...
	Mensuration ... ...
	Second language, non-vernacular—
	Reading ... ...
	Grammar ... ...
	Translation ... ...
	Meaning and subject-matter ...
	Writing ... ...
	Spelling ... ...
	History of Great Britain and Ire- land ... ...
	Domestic economy ... ...
	Book-keeping ... ...
	Commercial correspondence
	Drill with Gymnastics or calisthenics.
	Note-books and home exercises ...
First class.	First language—
	Reading ... ...
	Recitation ... ...
	Meaning and subject-matter ...
	Grammar ... ...
	Writing ... ...
	Spelling ... ...
	Composition ... ...
	Arithmetic ... ...
	Kindergarten ... ...
	Object lessons or elementary science.
	Second language—vernacular—
	Reading ... ...
	Translation ... ...
	Recitation ... ...
	Meaning and subject-matter ...
	Grammar ... ...
	Writing ... ...
	Spelling ... ...
	Composition ... ...
	Second language—English—
	Reading ... ...
	Translation ... ...
	Meaning and subject-matter ...
	Recitation ... ...
	Grammar ... ...
	Writing ... ...
	Spelling ... ...
	Composition ... ...
	Drawing ... ...
Fourth class.	Singing ... ...
	Geography ... ...
	Needle-work ... ...
	Drawing ... ...
	Composition ... ...
	Spelling ... ...
	Writing ... ...
	Grammar ... ...
	Meaning and subject-matter ...
	Recitation ... ...
	Reading ... ...
	Second language—
	Reading ... ...
	Grammar ... ...
	Writing ... ...
	Spelling ... ...
	Composition ... ...
Third class.	First language—
	Reading ... ...
	Recitation ... ...
	Meaning and subject-matter ...
	Grammar ... ...
	Writing ... ...
	Spelling ... ...
	Composition ... ...
	Second language—
	Reading ... ...
	Translation ... ...
	Meaning and subject-matter ...
Second class.	First language—
	Reading ... ...
	Recitation ... ...
	Meaning and subject-matter ...
	Grammar ... ...
	Writing ... ...
	Spelling ... ...
	Composition ... ...
	Second language—
	Reading ... ...
	Translation ... ...
	Meaning and subject-matter ...
First class.	First language—
	Reading ... ...
	Recitation ... ...
	Meaning and subject-matter ...
	Grammar ... ...
	Writing ... ...
	Spelling ... ...
	Composition ... ...
	Second language—
	Reading ... ...
	Translation ... ...
	Meaning and subject-matter ...
Infant class.	First language—
	Reading ... ...
	Recitation ... ...
	Meaning and subject-matter ...

(IV) MADRAS EDUCATIONAL RULES.

		Inspecting officer's remarks.
Chapter II, Art.	2—General educational qualifications of staff	
,, ,,	3—Professional qualifications of headmaster	
,, ,,	4—Professional qualifications of assistants	
,, ,,	6—Proportion of teachers to pupils ..	
,, ,,	7–14—Accommodation and sanitation ..	
,, ,,	15—Furniture, apparatus and appliances	
,, ,,	16—Library	
,, ,,	17–19—Promotions and fees	
,, ,,	20–30—Admissions and withdrawals ..	
,, ,,	31—Discipline	
,, ,,	32—Registers	
,, III, Art.	3—Strength of classes	
,, ,,	4—School hours	
,, ,,	5—Holidays and vacations	
,, ,,	6—Punishments	
,, ,,	7—Examinations	
,, ,,	8—Registers	
,, IV—Fee regulations		
,, V—Courses of instruction, &c.		

(V) CERTIFICATE OF THE INSPECTING OFFICER.

I hereby certify that, from the results of my inspection and examination of the school, held on the _____ I consider that the general condition of the school is $\frac{\text{satisfactory}}{\text{not satisfactory}}$, and $\frac{\text{that it accordingly deserves}}{\text{a reduction of } Rs. \ldots\ldots\ldots \text{is}}$ the continuance of the fixed grant *of Rs.*.....sanctioned for it.
accordingly recommended in the fixed grant *of Rs.*.....sanctioned for it.

STATION_____ } (Signed) _____
Date_____ 190 . } Inspecting Officer.

APPENDIX F.

REPORT ON FIXED GRANT SCHOOLS EXAMINED BY _____ DURING THE MONTH OF _____ 190 .

Taluq or municipality.	Name of school and locality.	Serial number in the printed list.	Number of pupils by classes: On rolls.	Number of pupils by classes: At inspection.	How far conditions of recognition are maintained or fulfilled as regards: Staff.	Accommodation and sanitation.	Furniture, apparatus and appliances.	Date of examination.	General condition.	Serious defects to be rectified, if any.	Remarks.
1	2	3	4	5	6	7	8	9	10	11	12

Assistant
Sub-Assistant } Inspector of Schools.
Division.
Range.

STATION _____
Date _____

APPENDIX G.

APPLICATION FOR RESULTS GRANTS DURING 190 –190 .

1	District.	
2	Taluq or municipality.	
3	Name of school or locality.	
4	Whether for boys or girls.	
5	Responsible manager.	
6	Names of teachers permanently employed on the staff, and their general and professional qualifications.	
7	Number (i) of boys, (ii) of girls on the rolls in each standard at date of application.	Infant standard. (i) Boys. (ii) Girls. First ,, Second ,, Third ,, Fourth ,, Fifth ,, (Form I). Sixth ,, (,, II). Seventh ,, (,, III).
8	Average attendance in each standard during three months preceding application.	Infant standard. First ,, Second ,, Third ,, Fourth ,, Fifth ,, (Form I). Sixth ,, (,, II). Seventh ,, (,, III).
9	Actual monthly salaries of staff, or, if fixed salaries are not paid, approximate monthly cost of staff (i) standards below the fourth, (ii) fourth and higher standards.	RS. Standards below the fourth ... ... Fourth and higher standards ... ...
10	Average monthly expenditure on servants, rents and contingencies.	RS. Servants ... ... Rents ... ... Contingencies ... ...
11	Average monthly income from (i) fees and (ii) endowments and miscellaneous sources, (i) in standards below the fourth, (ii) in the fourth and higher standards.	(i) Standards below the fourth. RS. (ii) Fourth and higher standards. RS. Fees ... ... Endowments ...
12	Standards (to be specified) for which pupils will be presented.	
13	Remarks.	

DECLARATION.—I, the responsible manager of the school, do hereby declare that the conditions of recognition and aid laid down in the Madras educational rules and in the grant-in-aid code are being, and will continue to be, fully observed, excepting such rules as the institution has been specially exempted from by the Director's proceedings, No. ; 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 ———

Manager.

25

APPENDIX H.

RESULTS GRANTS.

DISTRICT ADMITTED TO AID ON THE RESULTS SYSTEM DURING 190 –190 .

LIST OF SCHOOLS IN THE

Serial number.	Name and description of school and locality.	Section and serial number in the General / Special school list.	Responsible manager.	Net cost of upkeep during the preceding year.	Actual earnings at last examination from Provincial funds.	Actual earnings at last examination from Local funds.	Standards (to be specified) for which pupils will be presented.	Date fixed for examination.	Actual earnings at the grant examination for 190 –190 from Provincial funds.	Actual earnings at the grant examination for 190 –190 from Local funds.	Assignment fixed for 190 –190 from Provincial funds.	Assignment fixed for 190 –190 from Local funds.	Remarks.
1	2	3	4	5	6	7	8	9	10	11	12	13	14
				RS.	RS.	RS.			RS.	RS.	RS.	RS.	

NOTE.—(1) Schools should be arranged according to municipalities and taluqs.
(2) Columns 6 and 7 will be omitted when the list is published.

STATION ———
Date ———

Inspect of Schools, Circle. / Division.

APPENDIX I.

NOMINAL ROLL OF PUPILS TO BE PRESENTED FOR EXAMINATION FOR RESULTS GRANTS IN SCHOOL DURING 190 -190 .

STANDARD.

1	2	3	4	5	6	7	8			9	10	11
Serial number.	Admission number.	Name of pupil. No. of school days.	Actual attendance in each month since the previous examination.	Age of pupils.	Whether protected from small-pox.	Class of the community.	Poor or non-poor. Whether non-poor.	If poor: No. of members in each family.	If poor: Monthly income.	Highest standard already passed.	Year of passing such standard.	Remarks.

STATION _____

Date _____ 190 .

Manager.

APPENDIX J.

PASS LIST OF PUPILS EXAMINED FOR RESULTS GRANTS IN THE SCHOOL ON THE 190 -190 .

STANDARD.

Admission number.	Name of pupil.	Subjects in which examined. Compulsory subjects. Whether passed or failed.	Optional subjects. Whether passed or failed.									
	Number presented ...											
	Number passed ...											

STATION _____

Date _____ 190

Sub Assistant Inspector of Schools,

_____ Range.

_____ Division.

APPENDIX K.

CERTIFYING MEMORANDUM FOR GRANTS FROM FUNDS FOR 190 –190 FOR THE SCHOOL IN THE TALUQ OR MUNICIPALITY, DISTRICT, UNDER THE MANAGEMENT OF

Subjects.		Infant standard. Number.	Infant standard. Amount.	First standard. Number.	First standard. Amount.	Second standard. Number.	Second standard. Amount.	Third standard. Number.	Third standard. Amount.	Fourth standard. Number.	Fourth standard. Amount.	Fifth standard. Number.	Fifth standard. Amount.	Sixth standard. Number.	Sixth standard. Amount.	Seventh standard. Number.	Seventh standard. Amount.	Total earnings.	As per cent. rule 91.	Amount passed.
			Rs. A.		Rs. A.		Rs. A.		Rs. A.		Rs. A.		Rs. A.		Rs. A.		Rs. A.	Rs. A.	Rs. A.	Rs. A.
Compulsory subjects.	Presented																			
	Passed																			
	Lump merit grant (10 per cent.).																			
Kindergarten occupations, stories and action songs.	Presented																			
	Passed																			
	Lump merit grant (10 per cent.).																			
Object lessons or elementary science.	Presented																			
	Passed																			
	Lump merit grant (10 per cent.).																			
Second language.	Presented																			
	Passed																			
	Lump merit grant (10 per cent.).																			
Drawing ...	Presented																			
	Passed																			
	Lump merit grant (10 per cent.).																			
Needle-work (for girls only.)	Presented																			
	Passed																			
	Lump merit grant (10 per cent.).																			
Geography ...	Presented																			
	Passed																			
	Lump merit grant (10 per cent.).																			
Singing	Presented																			
	Passed																			
	Lump merit grant (10 per cent.).																			
Hygiene and elementary sanitary science.	Presented																			
	Passed																			
	Lump merit grant (10 per cent.).																			
History of India.	Presented																			
	Passed																			
	Lump merit grant (10 per cent.).																			
Agriculture (for boys only.)	Presented																			
	Passed																			
	Lump merit grant (10 per cent.).																			
Mensuration (for boys only.)	Presented																			
	Passed																			
	Lump merit grant (10 per cent.).																			
History of Great Britain and Ireland.	Presented																			
	Passed																			
	Lump merit grant (10 per cent.).																			
Domestic economy (for girls only.)	Presented																			
	Passed																			
	Lump merit grant (10 per cent.).																			
Book-keeping ...	Presented																			
	Passed																			
	Lump merit grant (10 per cent.).																			
Commercial correspondence.	Presented																			
	Passed																			
	Lump merit grant (10 per cent.).																			
Drill with gymnastics or calisthenics, kmmni or kolattum for girls.	Presented																			
	Passed																			
	Lump merit grant (10 per cent.).																			
	Total ...																			

I hereby certify that on the 190 , I duly examined all the pupils of this school presented for examination and declare that the numbers entered as passed have duly passed the standard for which they were presented, and also that the rules of the grant-in-aid code have been strictly followed by the manager, and that he is entitled to receive from funds Rupees , Annas .

This school appears on page of the published list of schools with serial number in the general school list, and sanction was given by the Inspector to the postponement of the examination to the 190 in his memorandum No.

OFFICE OF THE SUB-ASST. INSPR. OF SCHOOLS, DIVISION. / RANGE. 190 . Date

Contents received. 190 .

Countersigned.

Asst. Inspr. of Schools, Circle. / Division.

Manager.

Sub-Asst. Inspr. of Schools, Division. / Range.

APPENDIX L.

APPLICATION FOR SCHOLARSHIP GRANTS IN INSTITUTIONS FOR GENERAL EDUCATION UNDER RULE OF THE GRANT-IN-AID CODE.

Name of school.	Names of pupils.	Age.	Whether the circumstances of the pupil are such that he needs pecuniary assistance.	Examination already passed. Highest public examination passed.	Class.	Year.	Date and page of the Gazette in which the result has been published.	Total value of scholarship per term.	Amount of grant sought per term.	Date from which grant is sought and for what period.	In the case of applications for renewal of grants. Number and date of the proceedings sanctioning the grant for the First year.	Second year.	Whether the conduct and progress of the student continue to be satisfactory.	Distribution of existing scholarship holders according to departments on date of application.	Remarks.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
														Strength. / No. of scholarship holders. Lower secy. dept. Upper secy. dept. Junior col. dept. Senior col. dept.	

DECLARATION.—I, the responsible manager of the school, do hereby declare that the conditions of recognition and aid laid down in the Madras educational rules and in the grant-in-aid code are being, and will continue to be, fully observed, excepting such rules as the institution has been specially exempted from by proceedings of the Director of Public Instruction, 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

Manager.

APPENDIX M.

APPLICATION FOR STIPENDIARY GRANTS IN TRAINING SCHOOLS UNDER RULE OF THE GRANT-IN-AID CODE.

Name of school.	Names of pupils.	Caste.	Age.	Native town or taluq.	Public examination already passed, with class and year.	Date of admission into the training class.	Grade for which the student is to be trained.	Amount of stipendiary grant sought per mensem.	Date from which grant is required and for what period.	Previous occupation of the student.	If a teacher, length of service as such.	School, if any, to which the student returns after training.	Period for which stipendiary grant has already been drawn for the grade.	Remarks.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
			YRS.					RS.						

DECLARATION.—I, the responsible manager of the school, do hereby declare that the conditions of recognition and aid laid down in the Madras educational rules and in the grant-in-aid code are being, and will continue to be, fully observed, excepting such rules as the institution has been specially exempted from by proceedings of the Director of Public Instruction, 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 190 .

Manager.

APPENDIX N.

APPLICATION FOR SCHOLARSHIP GRANTS IN TECHNICAL INSTITUTIONS UNDER RULE OF THE GRANT-IN-AID CODE.

Name of school.	Names of pupils.	Technical examination for which studying.		Highest technical examination already passed.				Date and page of the Gazette in which the results have been published.	Amount of scholarship grant sought.	Date from which grant is required and for what period.	In the case of second year scholarship grants.		Remarks.
		Grade.	Subject.	Subject.	Grade.	Class.	Year.				Number and date of the proceedings sanctioning the first year grant.	Whether the conduct and progress of the student continues to be satisfactory.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14
									RS.				

DECLARATION.—I, the responsible manager of the school, do hereby declare that the conditions of recognition and aid laid down in the Madras educational rules and in the grant-in-aid code are being, and will continue to be, fully observed, excepting such rules as the institution has been specially exempted from by proceedings of the Director of Public Instruction, 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 190 .

Manager.

APPENDIX O.

APPLICATION FOR GRANTS TO MEET THE COST OF FOOD AND CLOTHING IN THE FOR THE ENDING 190 .

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
No.	Name of pupil.	Male or female.	Date of last birthday.	Age last birthday.	Name of father.	Name of mother.	Whether father is living; if not who is guardian.	Occupation of the living parent, if any.	Residence of the parent or guardian.	Average income of each member of the family.	If mother is living, whether destitute.	Date of admission into the institution.	Duration of any break between date of admission and date of application.	Amount of grant claimed.	Nature and amount of any other Government or public stipend enjoyed by the pupil.	Standard for which the pupil is studying.	Progress at the time of application.	General behaviour and conduct of the pupil.	Remarks.

DECLARATION.—I, the responsible manager of the school, do hereby declare that the conditions of recognition and aid laid down in the Madras educational rules and in the grant-in-aid code are being and will continue to be fully observed, excepting such rules as the institution has been specially exempted from by the Director's proceedings No. ; 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.

I further declare that all the pupils mentioned in the application are destitute children.

STATION

Date 190 .

Manager.

APPENDIX P.

APPLICATION FOR CADET GRANTS FOR THE CALENDAR YEAR ENDING 31ST DECEMBER 190 .

Serial number.	Names of cadets.	Age last birthday.	Date of admission into the school.	Date of admission into the cadet corps.	Whether commanding officer's certificate accompanies the application.	Remarks.
1	2	3	4	5	6	7

DECLARATION.—I, the responsible manager of the school, do hereby declare that the conditions of recognition and aid laid down in the Madras educational rules and in the grant-in-aid code are being, and will continue to be, fully observed, excepting such rules as the institution has been specially exempted from by the Director's proceedings No. ; 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

Manager.

APPENDIX Q.

APPLICATION FOR GRANTS FOR SCHOOL-BUILDINGS.

1	Name of institution.	
2	Responsible manager.	
3	Number and date of proceedings or memorandum recognizing the school under the educational rules.	
4	*Number of* forms or classes with average strength of each.	
5	*Existing accommodation*: (*Number of rooms and size of each*).	
6	*Proposed additions*: (*Number of rooms and size of each*).	
7	Estimated cost.	Rs. A. P.
8	*Amount of grant applied for.*	*Rs. a. p.*
9	Inspecting officer's remarks regarding accommodation in the last report on the school.	
10	Amount of building grants drawn by the school in previous years with number and date of the order sanctioning the same.	Year. Amount. Rs. No. and date of Order.
11	*Financial condition of the school according to the Financial Statement for the official year preceding the date of application.*	*In departments eligible for aid from provincial funds.* } *Surplus or deficit.* Rs. *Do. local funds.*
12	Remarks (*Necessity for the proposed accommodation*).	

DECLARATION.—I, the responsible manager of the school, do hereby declare that the conditions of recognition and aid laid down in the Madras educational rules and in the grant-in-aid code are being, and will continue to be, fully observed, excepting such rules as the institution has been specially exempted from by the Director's proceedings, No. ; 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 rule 116 of the grant-in-aid code in the event of the building being diverted, prior to the lapse of $\frac{twenty}{five}$ years after the date of payment of grant, to other than educational purposes approved by Government.

STATION _____

Date _____

Manager.

APPENDIX R.

APPLICATION FOR GRANTS FOR FURNITURE, DOORS, ETC.

Name of institution.	Responsible manager.	Number and date of the order recognizing the school under the educational rules.	Number of books, articles, etc., required.	Description of articles, books, etc., required.	Total cost. Rs. A. P.	Amount of grant applied for. Rs.	In the case of furniture. Forms or classes for which the new furniture is required, with average strength of each.	In the case of furniture. Dimensions of each article.	In the case of furniture. Total cost of one article. Rs. A. P.	Inspecting officer's remarks regarding the supply of furniture in the last report on the school.	Amount of furniture and other special grants drawn by the school in previous years, with number and date of the order sanctioning them.	*Financial condition of the school according to the Financial Statement for the official year preceding the date of application.*	Remarks (necessity for the proposed supply.)
1	2	3	4	5	6	7	8	9	10	11	12	13	14
												Surplus or deficit. Rs. *In departments eligible for aid from provincial funds.* *Do. local funds.*	

DECLARATION.—I, the responsible manager of the school, do hereby declare that the conditions of recognition and aid laid down in the Madras educational rules and in the grant-in-aid code are being, and will continue to be, fully observed, excepting such rules as the institution has been specially exempted from by the Director's proceedings, No. ; 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 rule 124 of the grant-in-aid code in the event of the school being closed within $\frac{five\ years}{two}$ from the date on which grant has been drawn.

STATION _____

Date _____ 190 .

Manager.

APPENDIX S.

FORM OF COMPLETION CERTIFICATE UNDER RULE 114

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:—

(H.E. 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 _____

Date _____ 190 .

Designation of Officer.

APPENDIX T.

RULES OF DISCIPLINE IN AIDED COLLEGES.

The rules of discipline in aided colleges shall include the following:—

(1) Every student shall wear a clean and decent dress, and, in all cases where good manners require it, a turban.

(2) No student shall be allowed to sit in the class with his shoes on, unless they are shoes of English pattern and unless socks and trousers are worn also.

(3) Every student shall have a fixed place assigned to him in the class-room.

(4) Every student shall salute the professors and teachers on the occasion of his first meeting them for the day within the college precincts.

(5) On the professor or teacher entering his class-room the students shall rise and remain standing till they are desired to sit or till the professor or teacher takes his seat.

(6) No student shall be allowed to leave the class-room without the permission of his professor or teacher.

(7) No student shall take part in political agitation directed against the authority of Government.

30

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O., No. 649, EDUCATIONAL, DATED 17TH OCTOBER 1902.

[SUBJECT.—*Grant-in-Aid Code for* 1903–1904.]

From the Director of Public Instruction, No. 7346, *dated* 11*th October* 1902.

The proposed changes are explained in the Director's letter and they are for the most part verbal. They do not seem to call for any remarks except in the following cases:—

(1) *Rule* 32.—The alterations are very necessary.

(2) *Rule* 52.—The Director apparently wants to lighten the work in his office and to have the extracts prepared in the offices of the assistant inspectors and inspectresses. He can, however, issue a departmental order to this effect. The alteration suggested does not seem to fit in well. If anything has to be said in the rule, the best place for it seems to be line 3 and the words "with extracts relating to grants from local funds" may be inserted after the words "consolidated list."

Yes. Better, however, after "submitted" in line 5 of rule 52.

A. T. PRINGLE.

(3) *Rule* 105.—There appears to be no harm in retaining the rule. In the present state of technical education it seems advisable that every boy who passes the elementary or intermediate technical examination in the first class and who wishes to continue, gets a scholarship. The latter part of the rule about grants-in-aid of private contributions seems to be distinctly wanted.

P. T. THARYAN—16-10-02.

A

The Honourable Member's orders are required only in regard to **A**. I feel doubt, but the grants are few in number and there is some force in what Mr. Tharyan says. Page 3 of G.O., No. 481, Educational, dated 15th August 1902, shows the number of pupils who appear. Of these about 40 per cent. pass; the number in the first class is nowhere given; but it is very small and it is not all of them who continue.

On the whole, I think, the rule may stand for another year at any rate. Only those who pass in the first class receive the grants, and there is consequently some limitation as it is.

A. T. PRINGLE—16-10-02.

In regard to **A** I think the rule should stand as it is.

J. T[HOMSON]—17-10-02.

The draft placed below may issue. It seems unnecessary to say anything in it about the verbal alteration made in rule 52.

P. T. THARYAN—17-10-02.

A. T. PRINGLE—17-10-02.

[G.O., No. 649, Educational, dated 17th October 1902].

Stock Form No. 137
2,000—1-5-02.

Educational (1902) Department.

URGENT.

CURRENT No. 1526

From

[*Name*] The Hon'ble Mr G. H. Stewart, M.A.,

[*Designation*] Director of Public Instruction,

[*Station*] Madras.

DESPATCHED
11 OCT 1902

LOCAL & MUNICIPAL
13 OCT 1902
SECRETARIAT

Current No. 7346 of 02 Received 190 .

Dated 11th October 1902.

Enclosures one book Registered 190 .

SUBJECT.

Sub: a draft of the Madras Code for 1903-04 for favour of approval and publication in the Fort St George Gazette

BACK PAPERS.

735 SC 19-9-02	233 Mis 30-4-01
165 SC 22-3-02	389 SC 24-8-01
471 SC 12-8-02	569 Mis 16-7-01
	649 8-11-01

FURTHER PAPERS.

To

The Secretary to Government,

Educational Department.

Sir,

I have the honour to submit a draft of the Grant-in-Aid Code for 1903-04 for favour of approval and publication in the Fort Saint George Gazette.

2. The changes proposed are briefly explained below:-

Rule 9. A case occurred recently in which a taluk board wished to aid a school for which there was no need in the locality inspite of the recommendations of the inspecting officers to the contrary. The addition suggested is to make it clear to local boards that they should be guided by the opinion of the inspecting officers in matters of that kind.

Rule 22. The inclusion of "Ganigas" into the list of backward classes was sanctioned in G.O.No 165, Educational, dated 22nd March 1902 and the inclusion of "Maravars" and "Kallars" of Madura and Tinnevelly was sanctioned in G.O.No 575, Educational, dated 19th September 1902.

Rule 32. Some managers of schools now show a large amount of scholarships on the expenditure side of the Financial statements. These so-called scholarships in many cases do not correspond to any real expenditure, but are made up of the amount of fees remitted to pupils admitted free or partially free. It is necessary that some restriction should be placed on this practice; otherwise, the condition that the income from fees shall be calculated in accordance with the provisions of the fee notification will be ineffective.

The other addition to the rule is proposed, because it does not seem fair that a profit made out of provincial grants should be applied to assisting schools eligible for aid from local funds and vice versa.

[E. 12]
1,000-7-5-02.

EDUCATIONAL DEPARTMENT.

READ AGAIN G.O., No. , dated 190

" " " " , " 190 .

READ ALSO :—

C. No. 1526, From the D.P.I., No. 7346, dated 11th October 1902.

" " , " " , " , " 190 .

" " , " " , " , " 190 .

ORDER No. 649, dated 17-10- 190 2.

D.P.I.

(Sd) The Proc: that the matter may be treated as very urgent. The Code must be published in the Fort St. George Gazette this month. The 50 copies may be printed afterwards if necessary. If the Code is published first thing on Thursday corrected proof should be sent to the Director for scrutiny very carefully. Proof should not be sent as Director's time is short.

P.S.G. 17/10/02

To the D.P.I. Pub. 13/11 Gazetted 28-10-02

A verbal attestation has been made in July 02 that the Govt. consider that the existing rule 105 should stand. In other respects the draft code submitted by the Director is approved and will be published in the Fort St George Gazette.

P.S.G. 17/10/02

17.10.2

NUMBER OF COPIES REQUIRED.

- Order complete. 40
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37

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