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[Despatch Abstract.]

Grant-in-aid Code.

Approving, with remarks, the ——— of 19

Submitted by the Director of Public Instruction

and ordering its publication in the Fort-

George Gazette.

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Government {1903} of Madras.

EDUCATIONAL.

Recd. } 1903. *Enclosures*

Regd. } *Spare copies*

ORIGINAL

G.O., No. 484, 5th October 1903.

N. P.

OCTOBER.

Grant-in-aid Code.

Approving, with remarks, the — for 1904–1905, submitted by the Director of Public Instruction, and ordering its publication in the *Fort St. George Gazette*.

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

Read—the following papers:—

From the Hon'ble Mr. G. H. STUART, M.A., Director of Public Instruction, to the Secretary to Government, Educational Department, dated Madras, 11th September 1903, C. No. 6729.

I have the honour to submit a draft of the Grant-in-Aid Code for 1904–1905 for favour of approval and publication in the *Fort St. George Gazette*.

2. The changes proposed are briefly explained below:—

Rule 5.—The Educational Conference held in this office in July last was of opinion that all lower secondary and primary schools, whether on the permanent or on the temporary section of the general school list, should be aided on the fixed grant system. It considered that the stimulus which payment by results applied to education was unhealthy and that the system should be abolished as has been done at home. With this view I agree, but as the results grants system cannot be abolished all at once, I have altered the rule so as to make it possible for the schools now aided by results grants to be hereafter aided on the fixed grant system.

Rule 17.—The addition proposed is intended to remove the misapprehension of some managers of schools that the persons appointed as local agents may draw the grants.

Rule 22.—The inclusion of Pattanavars (fishermen) in the list of backward classes has been sanctioned in G.O., No. 306, Educational, dated 24th June 1903.

Salary and rent grants.
Scholarship or stipendiary grants.
Feeding and clothing grants.
Cadet grants.

Rule 42.—The grants noted in the margin are now drawn in one and the same bill form. This form is now inserted as an appendix to the Code.

Rule 56.—The restriction imposed on salary grant institutions under Rule 32 of the Grant-in-aid Code for 1903–1904 with a view to prevent the managers showing a large amount of expenditure on scholarships, may, I think, be made applicable to schools aided on the fixed grant system also.

Rule 63.—The addition proposed is in accordance with the suggestion made by the conference already referred to.

Rule 78.—The alterations in this rule have been made with reference to G.O., No. 343, Educational, dated 20th July 1903, under which certifying memoranda are to be issued immediately after the publication of the result lists, it having been decided that the earnings are to be paid in full.

Rule 81.—In the case of those optional subjects in which a class has to be examined as a whole for purposes of grant, rule 88 requires that 60 per cent. of the eligible pupils on the rolls should be presented for examination. In some cases it has been found that there is difficulty in fulfilling this condition unless those who fail in the compulsory subjects are also admitted for examination. Hence the necessity for the change proposed.

Rule 90 (*i*) *and* (*ii*).—The alteration in the rate of grant for certain subjects and the change in the conditions for the award of lump merit grant have been made in accordance with the suggestion of the conference.

Rule 102 (*New*).—This new rule has been inserted with the object of providing a safeguard against a manager evading payment of his contribution to the scholarship-holder for whom he draws a grant. A similar condition is prescribed in Rule 42 in respect of salary grants.

Rules (New) 106, 108, 114 and 116 merely prescribe the mode of drawing the several kinds of grants.

Rule 114 (*ii*) (*altered into* 119 (*iii*)).—The words "if required" have been omitted with reference to G.O., No. 305, Educational, dated 23rd June 1903. The following draft deeds have been submitted to Government (*vide* this office R O.C. No. 5047 of 1903, dated 4th September 1903) and may if approved be incorporated in the Appendices before the Code is published:—

(1) Form of agreement relating to the erection of buildings.
(2) Form of agreement relating to buildings already erected.
(3) Form of agreement relating to purchase of land and buildings.
(4) Form of agreement relating to the enlargement of buildings.

The bill form on which building grants are now drawn has been inserted as an appendix.

Rule 122 (*altered into* 127).—The bill form on which the grants for furniture, etc., are now drawn has been inserted.

Rule 127 (*altered into* 132).—There is at present no form in which the yearly accounts required in this rule are to be furnished. A form has therefore been suggested.

Rule 133 (*New*).—A bill form for drawing the grant has been inserted.

Appendix K (*altered into M*).

The certifying memorandum form was recently revised with the sanction of Government—*vide* G.O., No. 346, Educational, dated 21st July 1903. This form requires a slight change owing to the alteration proposed in rule 90 (ii), regarding merit grant.

Memo. No. 508, Educational, dated 16th September 1903.

The Director of Public Instruction is requested to be so good as to furnish a rough estimate of the increased grants payable under the proposal to enhance the rates given in rule 90 of the Grant-in-aid Code for the infant standard, for drawing in the first, second and third standards and for drill in the first and second standards.

(By Order.)

A. T. PRINGLE,
Assistant Secretary to Government.

From the Hon'ble Mr. G. H. STUART, M.A., Director of Public Instruction, to the Secretary to Government, Educational Department, dated Madras, 22nd September 1903, Ref. on C. No. 6729.

With reference to Memorandum No. 508, Educational, dated 16th September 1903, I have the honour to submit a rough estimate based on the number of passes in 1902–1903 amounting to about Rs. 35,000, being the probable amount of increase that may be required for payment of grants at the enhanced rates proposed in rule 90 of the Grant-in-aid Code for 1904–1905.

2. I beg to request that the following alteration be made in the Grant-in-aid Code in addition to those already suggested in my letter C. No. 6729, dated 11th September 1903:—

Rule 120 (*ii*) (*altered into* 125).—There appears to be no reason why grants should not be given for chemicals. I beg to suggest therefore that the words "chemicals or for" may be omitted from this rule.

3. I presume that the omission of the infant standard in the last line of the memorandum under reference is an oversight, for the rate of grants for *drill* in this standard also has been enhanced. The increased grants for this standard have also been included in the estimate submitted herewith.

Enclosure.

Number of passes in 1902–1903.

	Infant Standard. Boys.	Girls.
Compulsory—		
Reading	31,542	8,370
Writing	31,714	8,299
Arithmetic	31,552	8,358
Kindergarten	1,563	1,281
Object Lessons	2,717	1,489
Second Language	67	12
Total ..	99,155	27,809

126,964
or 127,000

Increase proposed is from 4 annas to 8 annas
or 4 annas for each subject = 127,000 × $\frac{1}{4}$ = Rs. 31,750 or 32,000 — Rs.

Drawing.

First Standard.

Boys.	Girls.
786	121

907
or 950

Increase proposed is from 6 annas to 8 annas
or 2 annas = 950 × $\frac{2}{16}$ = Rs. 118–6–0 or Rs. 120.

Second Standard.

Boys.	Girls.
965	128

1,093
or 1,200

Increase proposed is from 9 annas to 12 annas
or 3 annas = 1,200 × $\frac{3}{16}$ = Rs. 225 or Rs. 230.

Third Standard.

Boys.	Girls.
857	84

941
or 950

Increase proposed is from 12 annas to 1 rupee.
or 4 annas = 950 × $\frac{4}{16}$ = Rs. 237–2–0 or Rs. 250. — 600

Drill with gymnastics or Calisthenics.

Infant. Boys.	Girls.	First. Boys.	Girls.	Second. Boys.	Girls.
4,985	713	7,069	707	6,086	558
5,698		7,776		6,644	

20,118
or 20,200

Increase proposed is from 2 annas to 4 annas
or 2 annas = 20,200 × $\frac{2}{16}$ = Rs. 2,525 or — 2,600

Total .. 35,200

Order—No. 484, Educational, dated 5th October 1903.

Except in regard to the increase in the scale of grants provided in sub-section (i) of rule 90, the Grant-in-aid Code for 1904–1905 submitted by the Director is approved and will be published in the *Fort St. George Gazette*. As regards this increase the reasons which induced the Educational Conference to recommend the changes should be stated in full, with the Director's views on the subject.

(True Extract.)

A. G. CARDEW,
Ag. Secretary to Government.

To the Director of Public Instruction.
Gazette.

Exd. V. Ramachendra Row.

[Annexure.

ANNEXURE.

THE GRANT-IN-AID CODE OF THE MADRAS EDUCATIONAL DEPARTMENT, FOR *1904-1905.*

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 shall 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, *chemicals*, 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, namely,—

(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 *may be on either the fixed grant system or* 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, *chemicals*, 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 *rule in* 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 *rules* 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 *Z*). 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 *except the drawing of grants which must be done by the manager himself.*

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

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 *on bills prepared in the prescribed form (Appendix C)*, 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 *D*) 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 *E*), 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 *E*) 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. *In the case of scholarships for general education, only such of them as have been awarded under a definite scheme previously approved by the Inspector shall be admitted as expenditure.* 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 *F*) 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 *H*).

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 (*Appendix G*) 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) If in the opinion of the inspecting officer the results of the examination in any particular year are excellent, in addition to the grant fixed for the school, a sum not exceeding 10 per cent. of that grant may be given.

(*vi*) 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.

(*vii*) 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. Bill is 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 *I*), 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 *J*) 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 *J*) 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.

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78. Preparation and issue of certifying memoranda.—After the conclusion of the examination, the *examining* officer shall prepare a certifying memorandum in the prescribed form (Appendix *M*) for grants earned by the school and shall forward *it* to the countersigning officer *who shall carefully scrutinize the entries in it, countersign and, provided that the result list has been published, despatch it to the manager as required in rule 92. After the conclusion of the examination of all schools admitted for results grants for the year, a* copy of the published list for each district, with the *amount of grant passed* 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 *grants passed* 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 *any* optional subjects *except those referred to in rule 88 in which a class as a whole has to be examined.*

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 *H*) 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.

83. NOMINAL ROLLS.—A nominal roll in the prescribed form (Appendix *K*) 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 *L*). 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 AND CONDITIONS FOR THE AWARD OF LUMP MERIT GRANT.—(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 total earnings of the school if 75 per cent. of the pupils examined have passed in the compulsory subjects, and if in the opinion of the inspecting officer the condition of the school is satisfactory in all important respects.*

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 *scrutinizing the entries as required* 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 *N*—for scholarship grants in institutions for general education.

Appendix *O*—for stipendiary grants in training schools.

Appendix *P*—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. Rs.	Girls. 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.

102. PAYMENT OF GRANTS.—*Scholarship grants in institutions for general education shall be drawn for each term on a bill prepared in the prescribed form (Appendix C). 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 pupils. The grant bill shall therefore contain a declaration that the pupils have received the portion of the scholarships payable by the manager.*

SECTION B.—TRAINING INSTITUTIONS.

103. 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. Rs.	Mistresses. 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. Rs.	Mufassal. Rs.
Lower secondary	15	10
Upper secondary	18	12½

104. 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.

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

106. PAYMENT OF GRANTS.—*Stipendiary grants shall be drawn monthly on a bill prepared in the prescribed form (Appendix C).*

SECTION C.—TECHNICAL INSTITUTIONS.

107. 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.

108. PAYMENT OF GRANTS.—*Scholarship grants in technical institutions shall be drawn monthly on a bill prepared in the prescribed form (Appendix C).*

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

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

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

Appendix *R*—for cadet grants.

SECTION A.—EUROPEAN ORPHANAGES.

110. 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.

111. 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.

112. 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.

113. 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.

114. PAYMENT OF GRANTS.—*Feeding grants shall be drawn monthly and clothing grants half yearly on bills prepared in the prescribed form (Appendix C).*

SECTION B.—EUROPEAN CADETS.

115. 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.

116. PAYMENT OF GRANTS.—*Cadet grants shall be drawn yearly on bills prepared in the prescribed form (Appendix C).*

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

117. APPLICATIONS FOR AID.—Applications for grants under this chapter, which shall be in the prescribed form (Appendix *S*), 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.

118. 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.

119. PAYMENT OF GRANT.—(i) Previously to the disbursement of the grant, it shall be certified in the prescribed form (Appendix *Y*) 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 grant shall be drawn on a bill prepared in the prescribed form* (*Appendix T*).

(*iii*) The manager shall also execute a deed of agreement in such form as may be prescribed from time to time.

120. 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.

121. CLAIMS OF THE GOVERNMENT OR THE LOCAL BOARD.—In the event of a building, for which a grant has been drawn, either under rule *118* or *120* 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 the

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 the Government or the local board desire to purchase it, sell the building to the 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, the Government or the local board may recover the amount by such means as may seem fit.

122. 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.

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

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

124. APPLICATIONS FOR AID.—Applications for grants under this chapter, which shall be in the prescribed form (Appendix *U*), 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.

125. 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, *chemicals*, 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 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.

126. REGISTRATION OF PUBLIC LIBRARY OR READING-ROOM.—To entitle a public library or reading-room to aid, it must be incorporated under the Societies Registration Act, 1860.

127. 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. *It shall be drawn on a bill prepared in the prescribed form (Appendix V).*

128. 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.

129. CLAIMS OF GOVERNMENT OR THE LOCAL BOARD.—In the event of an institution which has received aid under rule *125* or *128* 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.

130. GRANTS BY WHOM SANCTIONED.—Grants exceeding Rs. 200 are sanctioned by the Government; grants of Rs. 200 and under by the sanctioning authority.

CHAPTER X.—GRANTS TOWARDS ENDOWMENTS.

131. OBJECT AND PROPORTION OF AID.—Grants not exceeding one-half the amount given or devised may, with the sanction of the Government, be made for the endowment of professorships, lectureships, teacherships, scholarships, laboratories, workshops, museums and other educational objects.

132. 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 the 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 the 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 *through the manager* shall render yearly accounts to the Director in *the prescribed form* (*Appendix W*).

(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.

133. PAYMENT OF GRANT.—*The grant shall be drawn on a bill prepared in the prescribed form (Appendix X).*

134. 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

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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.	Reamrks.
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.

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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 receipts 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, chemicals, 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.

_____ District

GRANTS-IN-AID BILL OF

FOR THE MONTH OF 19 .

				Rs. A. P.
1. Salary and rent grants—sanctioned in	Grants-in-aid ... Adjusting heads. Grants to municipal funds.	Colleges or College departments for ...	Men ... Women ...	
		Secondary schools or departments for ...	Boys ... Girls ...	
		Primary schools or departments for ...	Boys ... Girls ...	
		Special—Training schools or departments for ...	Masters ... Mistresses.	
		Special—Technical schools or departments for	Boys ... Girls ...	
		Conductress allowance grant ...	Secondary. Primary ...	
			Total ...	
2. Scholarship or stipendiary grant—sanctioned in proceedings of the Director of Public Instruction, No. , dated	Grants-in-aid ... Adjusting heads. Grants to municipal funds.	Institutions for general education...		
		Training schools for...	Masters ... Mistresses.	
		Technical schools		
			Total ...	
3. Feeding grants—For * pupils at Rs. each per mensem, sanctioned in proceedings of the Director of Public Instruction, No. , dated .				
4. Clothing grants—For * pupils at Rs. each for the half-year ending sanctioned in proceedings of the Director of Public Instruction, No. , dated .				
5. Cadet grants—For * cadets at Rs. 6 each for the calendar year 190 , sanctioned in proceedings of the Director of Public Instruction, No. , dated .				
			Grand Total ...	
(In words) Rupees				

* Here enter the number.

Contents received. The necessary certificates have been attached on the reverse.

STATION _____
Date _____

Manager.

INSTRUCTIONS.

1. All grants (excepting furniture, building, fixed and results grants) for grants-in-aid schools should be drawn in lump sums for each kind of grant, on a consolidated bill which should be presented for payment in duplicate in the above form. The form may be obtained from the office of the Director of Public Instruction on indent.

2. If there are more schools than one under the same management, the grants of all the institutions should be drawn in the same bill, but the names and class of the institutions and the amounts for each by departments should be entered in two separate sheets of paper, one to be attached to the original and the other to the copy of the bill.

3. In the case of salary and rent grants, the proportion of grants debitable to the several departments of the institutions should be entered against the respective departments shown in the bill.

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

5. Such of the certificates printed on the reverse of the bills as are not applicable to the grants claimed, should be struck out by the manager when signing the bills.

6. *Affixing of receipts stamps to bills exceeding Rs. 20 in value.* Receipt stamps need not be affixed to grant-in-aid bills drawn by managers in cases in which such bills are drawn by the manager of a school for payment to the teachers employed in the school and acquittances of the teachers including himself, if he is also one of them, are taken separately and filed in the school. In such cases the certificate printed on the reverse should be signed by the manager.

A receipt stamp should be affixed to the bill when the grant is not disbursed to the teachers. In such a case the certificate referred to above should be scored out.

Certificates.

1. Certified that in accordance with the provisions of the Grant-in-Aid Code, the proportion of salary, rent and scholarship for which I am liable, has been paid to the persons concerned for the month of 190 , that all the conditions on which the grants have been sanctioned are being duly fulfilled, and that there has been no change since the previous month or during the period for which the bill is drawn, *in the staff of teachers for whom salary grants have been sanctioned* (except the changes recorded below).—

Names of teachers who left the school.	Scale of grant sanctioned for each.			Date on which left.	Names of new teachers for whom salary grants are claimed for the first time in this bill.	Scale of grant sanctioned for each.			Date on which appointed.
	Rs.	A.	P.			Rs.	A.	P.	

Note.—If the space allotted for showing the changes in the staff is not sufficient, a separate sheet may be added.

Date . Manager.

2. Certified that in accordance with the provisions of the Grant-in-Aid Code, the teachers who, by the rules of the society or association to which they belong, do not receive fixed salaries, 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 grants on their behalf, and that all the conditions on which the grants have been sanctioned are being duly fulfilled.

Date . Manager.

3. Certified that girls have put in 15 or more full attendances during the month of 190 .

Note.—During authorised vacations, the allowances are calculated on the average of the preceding two working months, the period of vacation being noted.

Date . Manager.

4 Certified that the pupils for whom $\frac{\text{feeding}}{\text{clothing}}$ grants are claimed in this bill have been on the rolls of the institution during the period for which the grants were sanctioned.

Date . Manager.

5. I certify that separate acquittances will be taken duly stamped where necessary when the amount claimed in this bill is disbursed to the teachers.

Date . Manager.

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Appendix D.

Application for fixed grants.

1		2	3	4	5	6	7	8		9	10	11	12	13
Locality.		Description of school—boys' or girls' or night or special.	Standard of the school.	Section of the $\frac{\text{general}}{\text{special}}$ 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.	Staff.		Salary or results grants drawn from	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.								(a) Names of teachers permanently employed on the staff.		Provincial funds during each of the three preceding official years (to be specified).				
Taluq or division.								(b) Highest complete education test passed and year.		Local or municipal funds during each of the three preceding official years (to be specified).				
Town or village.								(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.						

Receipts.	Average number on roll	Monthly rate. Rs. A. P.	Average Amount. Rs. A. P.
Ordinary fees—			
Third form	...	...	...
Second form	...	...	...
First form	...	...	...
Fourth class	...	...	...
Third ,,	...	...	...
Second ,,	...	...	...
First ,,	...	...	...
Penal and other special fees, if any			...
Endowments, subscriptions and other receipts			...
Total ...			...

Charges.	Rs. A. P.
Cost of staff	...
Rent, Establishments (servants)	...
Rents and taxes	...
Furniture, apparatus and appliances	...
Library and prizes	...
Scholarships	...
Ordinary repairs and upkeep	...
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 Grant-in-aid Code are being, and will continue to be, fully observed, excepting such rules as have 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.

Manager.

Station .

Date 190 .

APPENDIX *E*.

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 / special 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.

APPENDIX *F*.

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

B-12

(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.	Second form.	First form.	Fourth class.	Third class.	Second class.	First class.	Infant 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								
Recitation								
Meaning and subject-matter ...								
Grammar								
Writing								
Spelling								
Composition								
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 Ireland								
Domestic economy								
Book-keeping								
Commercial correspondence ...								
Drill with gymnastics or calisthenics.								
Note-books and home exercises ...								

(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 $\frac{\text{that it accordingly deserves}}{\text{a reduction of Rs.....is}}$ the continuance of the fixed grant of Rs.....sanctioned for it.
accordingly recommended in the fixed grant of Rs.....sanctioned for it.

STATION_____
Date_____ 190 .

(Signed) _____
Inspecting Officer.

APPENDIX *G*.

Government of Madras.		Bill for fixed grants from funds.	
Head of Service.		Education.—Fixed and Results grants to { Secondary and Primary schools ... / Techinical and industrial schools }	for boys / for girls
1	District.		
2	Name of institution and locality.		
3	Serial number in the published list.	No. in the published list dated 190 .	
4	For what period the sanctioned grant has effect.	For the three (or two or one) years beginning from 1st April 190 and ending with 31st March 190 .	
5	Sanctioned amount of grant per annum.	Rs.	
6	Number of instalments already drawn for the period mentioned in line 4 and the date on which each was drawn.	instalments were drawn on the dates noted below:— Date. First instalment. Second ,, Third ,, Date. Fourth instalment. Fifth ,, Sixth ,,	
7	For what instalment the grant is now claimed.	For the instalment.	
8	Amount of grant claimed		Rs. / A.
	* *Supplemental grant*—Add Rs. being the supplemental grant sanctioned in proceedings of the D.I.P., No. dated 190 .		+
	* *Reduction*.—Deduct Rs. being the amount of reduction ordered in proceedings of the D.P.I., No. dated 190 .		—
	Net total amount due, Rs. ...		

* These should be struck out, if there are no particulars to be entered against them.

DECLARATION.—I, the responsible manager of the school, do hereby declare that all the conditions on which the fixed grant has been sanctioned are being duly fulfilled and that I am prepared to refund the grant or any portion of it that may be ordered on the report of the inspecting officers.

CERTIFICATE.—I further certify that separate acquittances will be taken duly stamped, where necessary, when the amount claimed in this bill is disbursed to the teachers.
(*Vide* Instructions on reverse).

STATION_____
Dated_____

Manager.

Received the amount, viz., Rupees (in words).

Manager.

The inspector's certificate.—I have satisfied myself that the amount of grant, viz., Rs. claimed in this bill is correct.

STATION_____
Date_____

Inspect of Schools,
_____ Circle.

Vide *instructions on reverse.*

The number of School meetings held in the preceding calendar year ending 31st December 190 is as shown below:—

—	January.	February.	March.	April.	May.	June.	July.	August.	September.	October.	November.	December.	Total.
Number of school meetings.													

Manager.

INSTRUCTIONS.

1. *Number of school meetings.*—In the bill for payment of the second instalment of the fixed grant submitted in January of each year, the statement given above showing the number of meetings in the preceding calendar year should invariably be filled in.

2. *Affixing of receipt stamps to bills exceeding Rs. 20 in value.*—Receipt stamps need not be affixed to grant-in-aid bills drawn by managers in cases in which such bills are drawn by the manager of a school for payment to the teachers employed in the school and acquittances of the teachers including himself, if he is also one of them, are taken separately and filed in the school. In such cases, the certificate printed on the front page should be signed by the manager.

A receipt stamp should be affixed to the bill when the grant is not disbursed to the teachers. In such a case the certificate referred to above should be scored out.

APPENDIX *H.*

REPORT ON FIXED / RESULTS 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.	How far conditions of recognition are maintained or fulfilled as regards: Accommodation and sanitation.	How far conditions of recognition are maintained or fulfilled as regards: 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 I.

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) in standards below the fourth, (ii) in the 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 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.

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APPENDIX J.

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		Standards for which pupils will be presented.	Date fixed for examination.	Actual earnings at the grant examination for 190 –190 from		Assignment fixed for 190 –190 from		Remarks.
					Provincial funds.	Local funds.			Provincial funds.	Local funds.	Provincial funds.	Local funds.	
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.

Inspect of Schools, Circle. Division.

STATION ———— }
Date ———— }

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APPENDIX K.

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.			Highest standard already passed.	Year of passing such standard.	Remarks.
							Whether non-poor.	If poor: No. of members in each family.	If poor: Monthly income.			

STATION _____

Date _____ 190 .

Manager.

APPENDIX L.

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.	Optional subjects.									
		Whether passed or failed.	Whether passed or failed.	Whether passed or failed.	Whether passed or failed.	Whether passed or failed.	Whether passed or failed.	Whether passed or failed.	Whether passed or failed.	Whether passed or failed.	Whether passed or failed.	Whether passed or failed.
	Number presented ...											
	Number passed ...											

STATION _____

Date _____ 190

Sub Assistant Inspector of Schools,

Range.

Division.

Instructions.

1. Details as to the number of pupils eligible for exceptional rates and the different exceptional rates passed for them should be furnished in a separate slip to be attached to the memorandum on the next page.

2. *Affixing of receipt stamps to bills exceeding Rs. 20 in value.*—Receipt stamps need not be affixed to grant-in-aid bills drawn by managers in cases in which such bills are drawn by the manager of a school for payment to the teachers employed in the school and acquittances of the teachers including himself, if he is also one of them, are taken separately and filed in the school. In such cases the certificate printed below should be signed by the manager.

A receipt stamp should be affixed to the bill when the grant is not disbursed to the teachers. In such a case the certificate referred to should be scored out.

Certificate.

I certify that separate acquittances will be taken duly stamped, where necessary, when the amount claimed in this bill is disbursed to the teachers.

Date———————190 .

Manager.

APPENDIX *M*.

No. . Serial number of the school in the published list.—No.

Certifying Memorandum for Grants from Taluq / Municipality in the Funds for 190 –190 , for the School, District, under the management of .

Subject.		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.
			Rs. A.		Rs. A.		Rs. A.		Rs. A.		Rs. A.		Rs. A.		Rs. A.		Rs. A.	Rs. A.
Compulsory subjects.	Presented																	
	Passed																	
	Grants at exceptional rates.																	
Kindergarten occupations, stories and action songs.	Presented																	
	Passed																	
	Grants at exceptional rates.																	
Object lessons or elementary science.	Presented																	
	Passed																	
	Grants at exceptional rates.																	
Second language.	Presented																	
	Passed																	
	Grants at exceptional rates.																	
Drawing ...	Presented																	
	Passed																	
	Grants at exceptional rates.																	
Needlework (for girls only).	Presented																	
	Passed																	
	Grants at exceptional rates.																	
Geography ...	Presented																	
	Passed																	
	Grants at exceptional rates.																	
Singing	Presented																	
	Passed																	
	Grants at exceptional rates.																	
Hygiene and elementary sanitary science.	Presented																	
	Passed																	
	Grants at exceptional rates.																	
History of India.	Presented																	
	Passed																	
	Grants at exceptional rates.																	
Agriculture (for boys only).	Presented																	
	Passed																	
	Grants at exceptional rates.																	
Mensuration (for boys only).	Presented																	
	Passed																	
	Grants at exceptional rates.																	
History of Great Britain and Ireland.	Presented																	
	Passed																	
	Grants at exceptional rates.																	
Domestic economy (for girls only).	Presented																	
	Passed																	
	Grants at exceptional rates.																	
Book-keeping ...	Presented																	
	Passed																	
	Grants at exceptional rates.																	
Commercial correspondence.	Presented																	
	Passed																	
	Grants at exceptional rates.																	
Drill with gymnastics or calisthenics, kummi or kolattam for girls.	Presented																	
	Passed																	
	Grants at exceptional rates.																	
	Total ...																	
	Merit grant ...																	
	Amount passed ...																	

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 (in words) annas .

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

Office of the Sub-Asst. Inspr. of Schools, Division, Range, Dated 190 .

Contents received. Manager. Date 190 .

Countersigned. Asst. Inspr. of Schools, Circle. Division. Date 190 .

Sub-Asst. Inspr. of Schools, Division Range. Date 190 .

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APPENDIX N.

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.				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.			Distribution of existing scholarship holders according to departments on date of application.	Remarks.
				Highest public examination passed.	Class.	Year.	Date and page of the Gazette in which the result has been published.				Number and date of the proceedings sanctioning the grant for the		Whether the conduct and progress of the student continue to be satisfactory.		
											First year.	Second year.			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
		YRS.						RS.	RS.					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 O.

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.
	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 P.

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.					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.	Date and page of the Gazette in which the results have been published.			Number and date of the proceedings sanctioning the first year grant.	Whether the conduct and progress of the student continue 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.

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APPENDIX Q.

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.

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APPENDIX *R.*

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.

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APPENDIX *S.*

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 121 of the grant-in-aid code in the event of the building being diverted, prior to the lapse of $\frac{\text{twenty}}{\text{five}}$ years after the date of payment of grant, to other than educational purposes approved by Government.

STATION———— }
Date———— } Manager.

APPENDIX *T*.

GRANTS-IN-AID UNDER CHAPTER VIII—SCHOOL BUILDINGS.

BUILDING GRANTS.

Government of Madras.	Bill for building grants sanctioned under Rule of the Grant-in-aid Code.								Month of 190 .
Head of Service.	22. Education—Building grants for { Ordinary colleges and schools. or Technical do. do.								
Name of institution.	Nature of work and department or departments for which provided.	Date of commencement.	Date of completion.	Amount contributed by the manager up to date.			Amount of Government grant.			Authority.	Remarks.
				RS.	A.	P.	RS.	A.	P.		

I certify that the work, for which the grant is herein claimed, has been completed according to the plan and estimate approved in the order sanctioning the grant (or is in a fair progress towards completion), and further declare that I agree to abide by the conditions laid down in rule of the grant-in-aid code, in the event of the building being diverted to purposes other than those for which the grant was sanctioned.

STATION———— } Received the amount, *viz.*, Rupees Manager,

Date ————190 . } *N.B.*—If completion certificate has been furnished, it should be attached to the bill.

Manager,

Director of Public Instruction.

Inspect of Schools, Circle.

APPENDIX *U*.

APPLICATION FOR GRANTS FOR FURNITURE, BOOKS, 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.			Amount of grant applied for.	In the case of furniture.			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.)
									Forms or classes for which the new furniture is required, with average strength of each.	Dimensions of each article.	Total cost of one article.				
1	2	3	4	5	6			7	8	9	10	11	12	13	14
					RS.	A.	P.	RS.			RS. A. P.			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 129 of the grant-in-aid code in the event of the school being closed within $\frac{\text{five}}{\text{two}}$ years from the date on which grant has been drawn.

STATION————

Date————190 .

Manager.

APPENDIX V.

GRANTS-IN-AID UNDER CHAPTER IX OF THE GRANT-IN-AID CODE.

SCHOOL FURNITURE, MAPS, SCHOOL LIBRARIES, APPARATUS, DIAGRAMS, MODELS AND TOOLS.

Government of Madras.	Bill for special grants sanctioned under Rule of the Grant-in-Aid Code.										Month of 190 .	
Head of Service.	22. Education—Grants for furniture, apparatus and special objects—								{ Ordinary colleges and schools, or Technical do. do.			
Name of institution.	Date of previous grant for similar objects.	Nature of charge and department or departments for which provided (to be specified).	Approved cost.	Actual cost.	Amount contributed by the manager.		Amount of Government grant.		Total grant to each school.		Authority (Inspector's memo. or the Director's proceedings authorizing payment).	Remarks.
			Rs.	Rs.	Rs.	A. P.	Rs.	A. P.	Rs.	A. P.		
									Total ...			

I certify that the work, for which the grant is herein claimed, has been executed in accordance with the approved estimate (or that the articles, the purchase of which has been sanctioned, have been purchased in accordance with the sanction), and further declare that, in the event of the institution concerned being closed, I agree to abide by the conditions imposed in rule of the grant-in-aid code.

STATION_____ } Manager.

Date_____190 . }

Received the amount, viz., Rupees

Manager.

APPENDIX W.

STATEMENT SHOWING THE ACCOUNTS OF THE ENDOWMENT FOR THE OFFICIAL YEAR ENDING 31ST MARCH 190 .

Receipts.	Amount.			Charges.	Amount.			Remarks.
	Rs.	A.	P.		Rs.	A.	P.	
Balance ...								
(Here enter details of the income from the endowment.)				(Here enter particulars of the purposes for which the income was applied.)				
				Balance ...				
Total ...				Total ...				

STATION_____ }

Date_____190 . } Manager.

APPENDIX X.

GRANTS-IN-AID UNDER CHAPTER X OF THE GRANT-IN-AID CODE.

ENDOWMENT.

Government of Madras.	Bill for endowment grant sanctioned under Rule of the Grant-in-aid Code.			Month of 190 .	
Head of Service.	22. Education—Grants for furniture and special objects.				
Name of endowment.	Names of the trustees and the manager.	Amount of the endowment excluding the Government grant.	Amount of Government grant.	Order in which grant was sanctioned.	Remarks.
		Rs.	Rs.		

I do hereby declare that in the event of the object for which the endowment was created ceasing to exist or that in the event of any of the conditions of the trust being unfulfilled, the fund shall be distributed as provided therein.

STATION_____ }

Date_____190 . } Manager.

Received the amount, viz.,

Manager.

APPENDIX Y.

FORM OF COMPLETION CERTIFICATE UNDER RULE 119.

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 Z.

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.

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O., No. 484, EDUCATIONAL, DATED 5TH OCTOBER 1903.

[SUBJECT.—*Grant-in-Aid Code for* 1904–1905.]

From the Director of Public Instruction, dated 11*th September* 1903, *No.* 6729.

The only changes of importance newly introduced into the Code are those in rules 5, 63, 78, 81 and 90. In the case of rules 5, 63 and 90, the changes were recommended by the conference that recently sat at Madras. Those in rules 5 and 63 may be approved, but that in rule 90 cannot but have far-reaching consequences in the increase it will cause in the grant earned by primary schools. The Director has not given an estimate of this increase, but he should, it is submitted, be called upon by telegram to furnish it before the alteration is approved. Under rules 56 and 79 the maximum grant payable is the net expenditure on a school and managers cannot therefore make any profit out of this increase which will, on the other hand, enable them to maintain the schools more efficiently than at present: a better chance of permanency for schools will also be secured. But Government should have some idea of the liabilities it is going to incur and if they are too heavy to be easily borne the alteration must be disapproved.

2. In regard to the alteration in rule 78, a verbal addition as shown in pencil is necessary to make the meaning clearer. As the grants earned are in future to be paid off as they are earned, the necessity for the last sentence of the rule is not apparent. The consolidated list will however form a permanent record in the office of the sanctioning authority which will otherwise have to prepare such a list in its office. The alteration in this case also may therefore be approved.

Approved.
A. T. PRINGLE.

3. The alteration in rule 81 seems necessary.

4. Under rule 15 the publication of the revised code should be made in October, but there is ample time. Meanwhile the code is being put in type. The forms of agreement referred to in rule 119 have gone back to the Director for further consideration. If they are approved before the publication of the rules, they can be embodied in them. If not, they can go into the code when copies are struck off in book form by March next

P. T. THARYAN—14-9-03.

We may approve of the alterations in all cases except those affecting the rates in rule 90. If the Director supplies an estimate in good time, well and good; otherwise approval of the changes in that particular rule must be deferred, and the Code issued without them.

A. T. PRINGLE—15-9-03.

Please put up a memorandum asking the Director to report the probable enhanced cost involved in the increased rates proposed under infant standard, and for drawing, in article 90.

2. Then resubmit with the Director's report on the conference which has come.

A. G. CARDEW—16-9-03

The draft memorandum placed below may issue.

P. T. THARYAN—16-9-03.

A. T. PRINGLE—16-9-03.

[*Memorandum No.* 508, *dated* 16*th September* 1903.]

From the Director of Public Instruction, dated 22*nd September* 1903, *No.* 6729.

The Director estimates the total increase at Rs. 35,200. It does not appear that with the payment of grants in full such an increase is called for. Orders are solicited.

2. The Director also suggests that grants may be given for chemicals and that for this purpose the words "chemicals, or for" occurring in rule 125 (ii) as renumbered may be omitted. This may perhaps be done but in that case the word "chemicals" should be inserted between "apparatus" and "maps" in line 3 of rule 125 (i).

P.T.T.—24-9-03.

This confirms what Secretary said about the inclusion of far-reaching changes in a revision of a periodical code. The increase is very considerable. I submit that the alterations in rule 90 should be disallowed at present and the Director asked to place them separately before the Government for consideration.

A.T.P.—24-9-03.

Where is the conference's report, out of which the important change proposed in articles 5 and 63 springs? See my note dated 16th.

A. G. CARDEW.—25-9-03.

A printed copy of the Director's letter submitting the resolutions of the conference is herewith submitted. The resolutions under which rules 5, 63 and 90 have been revised are numbered XXXV, XXXVI and I and II.

P.T.T.—26-9-03.

The change effected by the amendment in rule 5 is very important. In fact, it will revolutionize the whole system of aid to educational institutions, for it enables all lower secondary and primary schools to be aided by fixed grants, based on net cost (article 56) instead of by results grants based on the examination of pupil by pupil. The Director of Public Instruction believes in brevity, and gives his reasons for supporting this great change in $2\frac{1}{2}$ lines. The change, however, will be recognized as being in the right direction, when the effects on education of having perpetually to cram pupils for the results examination, are considered. Of course when the Government aid depends on the success of the pupils, only those pupils who have a fair chance of succeeding are taught at all. Any pupils who, through want of the minimum degree of attendance or through backwardness, are unlikely to pass, are put on one side, and attention concentrated on the more hopeful ones. All idea of *educating* the children (if ever conceived by the Indian schoolmaster) must give way to the necessity of making them pass. The inspecting officer, on the other hand, can't deal with classes as a whole, but has to attempt to mark each individual pupil. In such an attempt a uniform standard can hardly be maintained, so that the securing of a pass is likely to become a matter of uncertainty. Both on inspector and inspected, the effect of the system is bad, and its gradual abolition, as proposed by the Director of Public Instruction's amendment, will be a great educational reform.

2. The effect of the changes in article 90 is also rather important as it is estimated to involve an increased outlay of Rs. 35,000 in 1904–1905, and the information given as to the reasons for the change may be said to be *nil*. There may be strong reasons for doubling the result grants payable in the infant standard, and the drawing and drill grants in three standards, but surely some information as to what the reasons are ought to be given. I think a further reference must be made on article 90 (1).

The amendment of article 90 (2) may be approved.

3. The forms of agreement referred to in article 119 are not yet ready for inclusion in the code.

4. The other changes proposed may be accepted in the hope that there is no vital alteration hidden away in any of them.

A. G. CARDEW—1-10-03.

I wish I had more time to think of those things. I dare say the Director has more money than he can easily get rid of. So far as these alterations go, I do not see anything wrong. The reference may be made on section 90. I dare say it will bring more to their first taste of learning and it may be money well spent. But it is a queer country when its children must be bribed to go to school.

J. T[HOMSON]—3-10-03.

A draft is submitted for approval.

P. T. THARYAN—3-10-03.

A. T. PRINGLE—3-10-03.

A. G. CARDEW—5-10-03.

[G.O., No. 484, Educational, dated 5th October 1903.]

Stock Form No. 127
2,000—12-2-03.

Educational (1903.) Department.

SECRETARY TO GOVERNMENT. 12 SEP 1903 LOCAL & MUNICIPAL DEPARTMENT.

CURRENT No. 1452

From

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

[*Designation*] Director of Public Instruction,

[*Station*] Madras.

...9 of 1903.

Received ——— 190 .

September 1903

draft revised ...of the grant-in-aid code

Registered 12 — 9 — 1903.

...and 7 forms.

SUBJECT.

Submitting a draft of the Grant-in-Aid Code for 1904-05 for

...r of approval and publication in the Fort Saint George Gaze...

BACK PAPERS.

G.O. no. 3068 dt. 24-6-03	G.O. no. 3468 dt. 21-7-03
G.O. no. 3438 dt. 20-7-03	

2

To

The Secretary to Government,

Educational Department.

Sir,

I have the honour to submit a draft of the Grant-in-Aid Code for 1904-05 for favour of approval and publication in the Fort Saint George Gazette.

2. The changes proposed are briefly explained belo

Rule 5. The Educational Conference held in this offic in July last was of opinion that all lower secondary and p schools whether on the permanent or on the temporary se the general school list should be aided on the fixed system. It considered that the stimulus which paym results applied to education was unhealthy and tha should be abolished as has been done at home. W I agree, but as the results grants system cannot be abo all at once, I have altered the rule so as to make it p for the schools now aided by results grants to be hereaf aided on the fixed grant system.

Rule 17. The addition proposed is intended to remo misapprehension of some managers of schools that the pers appointed as local agents may draw the grants.

Rule 22. The inclusion of Pattanavars(fishermen) in list of backward classes has been sanctioned in G.O.No. 3 Educational, dated 24th June 1903.

Rule 42. The grants noted in the margin are now draw

1-8/

4 8.4 / 5-10-03

J. Rajagopal

3

40

THE GRANT-IN-AID CODE OF THE MADRAS EDUCATIONAL DEPARTMENT, FOR ~~1903-1904.~~ 1904-1905

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 head-master 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;

on bills prepared in the prescribed form (App. 6)

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(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

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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.

In the case of scholarships for general education, only such of them as have been awarded under a definite scheme previously approved by the Inspector shall be admitted as expenditure.

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 ye shall be drawn in two equal instalments on a bill prepared i 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.

(v) If in the opinion of the Inspecting officer the results of the examination in any particular year are excellent, in addition to the grant fixed for the school a sum not exceeding 10 per cent of that grant may be given.

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.

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.

and conditions for the award of lump merit grant

0-8
0-8
0-8
0-8 | 0-8 | 0-12 | 1-0 |

0-4 | 0-4 | 0-4 |

A lump merit grant equal to 10 per cent of the earnings shall be added to the total earnings of the school if 75 p.c of the pupils examined ~~shall~~ have passed in the compulsory subjects, and if in the opinion of the inspecting officer the condition of the school is satisfactory in all important respects.

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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 ;

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(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.

scrutinizing the entries as required.

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(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

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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. RS.	Girls. 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

102. Payment of grants. Scholarship grants in institutions for general education shall be drawn for each term on a bill prepared in the prescribed form (App. 6). 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 pupils. The grant bill shall therefore contain a declaration that the pupils have received the portion of the scholarships payable by the manager.

106. Payment of grants. Stipendiary grants shall be drawn monthly on a bill prepared in the prescribed form (App. 6).

108. Payment of grants. Scholarship grants in technical institutions shall be drawn monthly on a bill prepared in the prescribed form (App. 6).

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proof that the conduct of the student and his progress in his studies have been satisfactory.

SECTION B.—TRAINING INSTITUTIONS.

103 ~~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*

104. ~~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.

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

SECTION C.—TECHNICAL INSTITUTIONS.

107 ~~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.

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

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

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

Appendix P—for cadet grants.

SECTION A.—EUROPEAN ORPHANAGES.

110 ~~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.

111 ~~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.

112 ~~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.

113 ~~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.

115 ~~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.

114 Payment of grants. Feeding grants shall be drawn monthly and clothing grants half-yearly on bills prepared in the prescribed form (App. 6)

116. Payment of grants. Cadet grants shall be drawn yearly on bills prepared in the prescribed form (App. 6)

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

117. ~~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.

118 ~~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.

119 ~~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.

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

120 ~~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.

130 ~~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.

131 ~~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.

132 ~~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~~ through the manager in the prescribed form (App IV)

(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.

134 ~~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.

133. Payment of grant The grant shall be drawn on a bill prepared in the prescribed form (App. X)

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

59

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

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

on the reverse.

[Please turn over.

60

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	9	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.	Staff.	Salary or results grants drawn from	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.
							(a) Names of teachers permanently employed on the staff.					
							(b) Highest completed 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).				

RECEIPTS.	Average number on roll	Monthly rate. RS. A. P.	Average 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	
Ordinary repairs and upkeep	
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 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———— 190 }

Manager.

APPENDIX D.

FIXED GRANTS.

LIST OF SCHOOLS IN THE DISTRICT ADMITETD TO AID ON THE FIXED GRANT SYSTEM FOR THE PERIOD OF THERE 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 / special 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
1.				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.

[APPX. E.

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

(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.	Second form.	First form.	Fourth class.	Third class.	Second class.	First class.	Infant 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								
Recitation								
Meaning and subject-matter ...								
Grammar								
Writing								
Spelling								
Composition								
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 Ireland								
Domestic economy								
Book-keeping								
Commercial correspondence ...								
Drill with gymnastics or calisthenics.								
Note-books and home exercises ...								

(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 $\frac{\text{that it accordingly deserves}}{\text{a reduction of } Rs.\ldots\ldots}$ 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

ORIGINAL.

*District*_____

Grants-in-aid bill of

for the month of **190 .**

1. Salary and rent grants—sanctioned in	Grants-in-aid ..	Colleges or College departments for	Men / Women
	Adjusting heads ..	Secondary schools or departments for	Boys / Girls
	Grants to municipal funds.	Primary schools or departments for	Boys / Girls
		Special—Training schools or departments for	Masters / Mistresses
		Special—Technical schools or departments for	Boys / Girls
		Conductress allowance grant ..	Second. / Primary.
			Total .
2. Scholarship or stipendiary grants—sanctioned in Proceedings of the Director of Public Instruction, No. , dated	Grants-in-aid ..	Institutions for general education .	
	Adjusting heads ..	Training schools for ..	Masters / Mistres
	Grants to municipal funds.	Technical schools	
			Total

3. Feeding grants—For * pupils at Rs. each per mensem, sanctioned in P ings of the Director of Public Instruction, No. , dated

4. Clothing grants—For * pupils at Rs. each for the half-year ending sanctioned in Proceedings of the Director of Pub Instruction, No. , dated

5. Cadet grants—For * cadetat Rs. 6 each for the calendar year 1 sanctioned in Proceedings of the Director of Publ Instruction, No. , dated

* Here enter the nu er.

Grand Total

In (words) Rupees

Contents received. The necessary certificates ha been attached on the reverse.

STATION,

Date,

INSTRUCTIONS.

1. All grants (excepting furniture, building, fixed and results gits) for grants-in-aid schools should be kind of grant, on a consolidated bill which should be presented for payment in duplicate in the above form. the office of the Director of Public Instruction on indent.

2. If there are more schools than one under the same managem, the grants of all the institutions but the names and class of the institutions and the amounts for each departments should be entered in t be attached to t original and the other to the copy of the bill.

3. In the case of salary and rent grants, the proportion of grants citable to the several departments of the i against the respective departments shown in the bill.

4. The sanction under which the grants are claimed should invaria be provided in the b

5. Such of the cert nted on t verse of the bills a manager w

CERTIFAT ES.

n accordance with the provisions the Grant-in-Aid Code, the proportion of salary, ent
in I am liable, has been paid to e pe sons concerned for the month of
itions on which the grants havbeen sanctioned are being duly fulfilled, and that there
nce the previous month or dung th e period for which the bill is drawn, *in the staff of*
y grants have been sanctioned (exc t the changes recorded below).

s who left ol.	Scale of grant sanctioned for each.	Date on which left.	Names of new teachers for whom salary grants are claimed for the first time in this bill.	Scale of grant sanctioned for each.	Date on which appointed.
	RS. A. P.			RS. A.	

e space allotted for showing the changes in thtaff is not sufficient, a separate sheet may be added.

Manager.

t in accordance with the provisions of e Grant-in-Aid Code, the teachers
who, by the rules o he society or association to which they belong, do not
, have actually worked in the institution throughout the month or part of the month for
ed in accordance with the terms of thorder sanctioning grants on their behalf, and that all
ich the grants have been sanctioned a being duly fulfilled.

Manager.

girls have put in 15 or mo full attendances during the month of

authorized vac tions, the allowances are calcted on the average of the preceding two working months, the period

Manage .

pupils for whom $\frac{\text{feeding}}{\text{clothing}}$ gran are claimed in this bill have been on the rolls of the
d for which the grants were actioned.

Manager.

ORIGINAL.

GOVERNMENT OF MADRAS.		BILL FOR FIXED GRANTS FROM
	Head of Service.	Education.—Fixed and Results grants to {Secondary and / Technical and In
1	District.	
2	Name of institution and locality.	
3	Serial number in the published list.	No. in the published list dated
4	For what period the sanctioned grant has effect.	For the three (or two or one) years beginning from 1st ending with 31st March 190
5	Sanctioned amount of grant per annum.	Rs.
6	Number of instalments already drawn for the period mentioned in line 4 and the date on which each was drawn.	instalments were drawn on the dates noted below. Date. First instalment / Second ,, / Third ,, / Fourth instalment. / Fifth ,, / Sixth ,,
7	For what instalment the grant is now claimed.	For the instalment.
8	Amount of grant claimed	

*These should be struck out, if there are no particulars to be entered against them.

* *Supplemental grant.*—Add Rs.——— being the supplemental grant sanct
in Proceedings of the D.P.I., No.———, dated ——— 1
* *Reduction.*—Deduct Rs.——— being the amount of reduction ord
Proceedings of the D.P.I, No.———, dated———

Net total amount due, R

Declaration.—I, the responsible manager of the school, do hereby declare that all the conditions on which the fixed grant has been sanctioned are being duly fulfilled, and that I am prepared to refund the grant or any portion of it that may be ordered on the report of the inspecting officers.

Certificate.—I further certify that separate acquittances will be taken duly stamped where necessary when the amount claimed in this bill is disbursed to the teachers.

(*Vide* instructions on reverse).

Received the amount, viz., Rs

The Inspector's Certificate.—I
the amount of grant, viz., R
claimed in this bill is cor

STATION. *Manag*

STATION,

School meetings held in the preceding calendar year ending 31st December 19[illegible] is
[illegible]own below :—
n

February.	March.	April.	May.	June.	July.	August.	September.	October.	November.	December.	Total.

Manager.

INSTRUCTIONS.

school meetings.—In the bill for payment of the second instalment of the fixed grant submitted in
y of each year, the statement given above showing the number of meetings in the preceding calendar
uld invariably be filled in.

receipt stamps to billsexceeding Rs. 20 in value.—Receipt stamps need not be affixed to grant-in-aid
n by managers in cases in which such bills are drawn by the manager of a school for payme t
achers employed in the school and acquittances of the teachers including himself, if he is also on
, are taken separately and filed in the school. In such cases, the certificate printed on the front
ould be signed by the manager.

amp should be affixed to the bill when the grant is not disbursed to the teachers. In such a case
ficate referred to above should be scored out.

APPENDIX F.

REPORT ON FIXED / RESULTS GRANT SCHOOLS EXAMINED BY [illegible] 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.	How far conditions of recognition are maintained or fulfilled as regards: 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 o 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.

APPENDIX H.

RESULTS GRANTS.

LIST OF SCHOOLS IN THE DISTRICT ADMITTED TO AID ON THE RESULTS SYSTEM DURING 190 -190 .

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		Standards ~~(to be specified)~~ for which pupils will be presented.	Date fixed for examination.	Actual earnings at the grant examination for 190 -190 from		Assignment fixed for 190 -190 from		Remarks.
					Provincial funds.	Local funds.			Provincial funds.	Local funds.	Provincial funds.	Local funds.	
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.			Highest standard already passed.	Year of passing such standard.	Remarks.
							Whether non-poor.	If poor: No. of members in each family.	If poor: Monthly income.			

STATION _____
Date _____ 190 .

Manager.

APPENDICES. [APPX. I.

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.	Optional subjects.									
		Whether passed or failed.	Whether passed or failed.	Whether passed or failed.	Whether passed or failed.	Whether passed or failed.	Whether passed or failed.	Whether passed or failed.	Whether passed or failed.	Whether passed or failed.	Whether passed or failed.	Whether passed or failed.
	Number presented ...											
	Number passed ...											

STATION _____
Date _____ 190

Sub-Assistant Inspector of Schools,
Range.
Division.

APPENDICES. [APPX. J.

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.		First standard.		Second standard.		Third standard.		Fourth standard.		Fifth standard.		Sixth standard.		Seventh standard.		Total earnings.	Add per cent. under rule 91.	Amount passed.
	Number.	Amount.	Number.	Amount.	Number.	Amount.	Number.	Amount.	Number.	Amount.	Number.	Amount.	Number.	Amount.	Number.	Amount.			
		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.).																			

Appendix M. 12 Cert

Cert 1 84

D 2P&Cap

INSTRUCTION.

1. Details as to the number of pupils eligible for exceptional rates different exceptional rates passed for them should be furnished in a separate attached to this memorandum.

2. *Affixing of receipt stamps to bills exceeding Rs.* 20 *in value.*—Receipt need not be affixed to grant-in-aid bills drawn by managers in cases in wh bills are drawn by the manager of a school for payment to the teachers er in the school and acquittances of the teachers including himself, if he is also them, are taken separately and filed in the school. In such cases the cer printed below should be signed by the manager.

A receipt stamp should be affixed to the bill when the grant is not disbu the teachers. In such a case the certificate referred to should be scored out.

D2P&Cap

Certificate.

I CERTIFY that separate acquittances will be taken duly stamped where nec when the amount claimed in this bill is disbursed to the teachers.

Date, 190 .

Ma

In the municipality district, under the Manage...

Subject.		Infant Standard.		First Standard.		Second Standard.		Third Standard.		Fourth Standard.		Fifth Standard.		Sixth Standard.		Seventh Standard.		Total earn
		Number.	Amount.	Number.	Amount.	Number.	Amount.	Number.	Amount.	Number.	Amount.	Number.	Amount.	Number.	Amount.	Number.	Amount.	
			Rs. A.		Rs. A.		Rs. A.		Rs. A.		Rs. A.		Rs. A.		Rs. A.		Rs. A.	Rs. A.
bjects ..	Presented																	
	Passed																	
	Grants at exceptional rates..																	
	Merit grant																	
occupations, tion songs.	Presented																	
	Passed																	
	Grants at exceptional rates..																	
	Merit grant																	
lessons or elementary ce.	Presented																	
	Passed																	
	Grants at exceptional rates..																	
	Merit grant																	
l language	Presented																	
	Passed																	
	Grants at exceptional rates..																	
	Merit grant																	
awing	Presented																	
	Passed																	
	Grants at exceptional rates..																	
	Merit grant																	
edlework for girls only ..	Presented																	
	Passed																	
	Grants at exceptional rates..																	
	Merit grant																	
eography	Presented																	
	Passed																	
	Grants at exceptional rates..																	
	Merit grant																	
inging	Presented																	
	Passed																	
	Grants at exceptional rates..																	
	Merit grant																	
and elementary science.	Presented																	
	Passed																	
	Grants at exceptional rates..																	
	Merit grant																	
istory of India	Presented																	
	Passed																	
	Grants at exceptional rates..																	
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riculture for boys only ..	Presented																	
	Passed																	
	Grants at exceptional rates..																	
	Merit grant																	
suration for boys only ..	Presented																	
	Passed																	
	Grants at exceptional rates..																	
	Merit grant																	
ory of Great Britain and eland.	Presented																	
	Passed																	
	Grants at exceptional rates..																	
	Merit grant																	
stic economy for girls y.	Presented																	
	Passed																	
	Grants at exceptional rates..																	
	Merit grant																	
eeping .. .	Presented																	
	Passed																	
	Grants at exceptional rates..																	
	Merit grant																	
espondence.	Presented																	
	Passed																	
	Grants at exceptional rates..																	
	Merit grant																	
rnastics or kumni or r girls.	Presented																	
	Passed																	
	Grants at exceptional rates..																	
	Merit grant																	
Total ..		merit grant.																
Amount passed ..																		

REBY 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 b...
d 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
annas
of the published list of schools with serial number in the general sch...l list (

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, kummi or kolattam 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 .

Contents received. Manager. Date 190 .

Countersigned.

Asst. Inspr. of Schools, Circle. Division.

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.				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.			Distribution of existing scholarship holders according to departments on date of application.		Remarks.
				Highest public examination passed.	Class.	Year.	Date and page of the Gazette in which the result has been published.				Number and date of the proceedings sanctioning the grant for the		Whether the conduct and progress of the student continue to be satisfactory.			
											First year.	Second year.		Strength.	No. of scholarship holders.	
														Lower secy. dept.		
														Upper secy. dept.		
														Junior col. dept.		
														Senior col. dept.		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		16

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.

[APPX. L.

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.					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.	Date and page of the Gazette in which the results have been published.			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.

[APPX. N.

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.

[APPX. O.

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.*	*Surplus or deficit.* *In departments eligible for aid from provincial funds.* 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, BOOKS, 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.	Amount of grant applied for.	In the case of furniture.			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.)
							Forms or classes for which the new furniture is required, with average strength of each.	Dimensions of each article.	Total cost of one article.				
1	2	3	4	5	6	7	8	9	10	11	12	13	14
					Rs. A. P.	Rs.			Rs. A. P.			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 $\frac{five}{two}$ years from the date on which grant has been drawn.

STATION——————

Date——————190 .

Manager.

Bill for building grants sanctioned under Rule of the Grant-in-aid Code.

190 .

Head of Service. 22.—EDUCATION—Building grants for { Ordinary colleges and schools / or / Technical do. do.

Name of institution.	Nature of work and department or departments for which provided.	Date of commencement.	Date of completion.	Amount contributed by the Manager up to date.	Amount of Government grant.	Authority.	Remarks.

I certify that the work, for which the grant is herein claimed, has been completed according to the plan and estimate ved in the order sanctioning the grant (or is in a fair progress towards completion), and further declare that I agree to by the conditions laid down in Rule of the Grant-in-aid Code, in the event of the building being diverted to purposes than those for which the grant was sanctioned.

Received the amount, *viz.*, Rupees

190 .

Manager.

Manager.

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

Director of Public Instruction.

Inspr. —— of —— Schools, —— Circle.

Statement of Receipts and Charges for the month ending the account of the ... 190 .

Endorsement for the official year ending 31st March 190 .

Receipts	Amount	Charges	Amount	Remarks
Balance. (Here enter particulars of the purpose for which the income was applied.)	Rs.		Rs.	
(Here enter details of the income from the endorsement.)				
		Balance		
Total		Total		

Station
Date 190 .

Accountant.

...-in-aid under Chapter X of the Grant-in-aid Code.

Endowment.

Govt. of Madras Head of Service	Bill for Endowment under Rule 22. Education and	grant sanctioned of the Grant-in-aid Code Grants for furniture special objects.		Month of 190 .	
Name of Endowment	Names of the trustees and the manager	Amount of the endowment excluding the Govt. grant	Amount of Government grant	Order in which grant was sanctioned	Remarks
		Rs.	Rs.		

I do ~~or~~ hereby ~~declare~~ that in the event of the object for which the endowment was created ceasing to exist or that in the event of any of the conditions of the trust being unfulfilled, the fund shall be distributed as provided therein.

Received the amount, viz.,

Station
Date 190 .

Manager

Manager.

Enclosure for

G.O. No. 484.

Cor. 1,000—27-8-03.

GRANTS-IN-AID UNDER CHAPTER IX OF THE GRANT-IN-AID CODE.

School Furniture, Maps, School Libraries, Apparatus, Diagrams, Models and Tools.

GOVERNMENT OF MADRAS.	Bill for special grants sanctioned under Rule of the Grant-in-aid Code.	MONTH OF _____ 190 .
Head of Service.	22. EDUCATION.—Grants for furniture, apparatus and special objects— { Ordinary colleges and schools / or / Technical do. do. }	

Name of institution.	Date of previous grant for similar objects.	Nature of charge and department or departments for which provided (to be specified).	Approved cost.	Actual cost.	Amount contributed by the manager.			Amount of Government grant.			Total grant to each school.			Authority (Inspector's Memo. or the Director's Proceedings authorizing payment).	REMARKS.
			RS.	RS.	RS.	A.	P.	RS.	A.	P.	RS.	A.	P.		
								Total, Rs. ..							

I CERTIFY that the work, for which the grant is herein claimed, has been executed in accordance with the approved estimate (or that the articles, the purchase of which has been sanctioned, have been purchased in accordance with the sanction), and further declare that, in the event of the institution concerned being closed, I agree to abide by the conditions imposed in Rule of the Grant-in-aid Code.

STATION,

Dated 190

Manager.

Received the amount, viz., Rupees

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.

[E. 56]
250—5-1[illegible]

EDUCATIONAL DEPARTMENT.

115
18

93 4f

GOVERNMENT OF MADRAS

Memorandum No. 508 d/16 9 13

READ the following paper :—

Cus 1454

The DPI is requested to be so go
as to furnish a rough estimate of the
increased grants payable under the
proposal to enhance the rates (given in rule 90 of the grant rules)
infant standard, and for drawing
~~and drill~~ in the first, and second & the
standards and for drill in the first a
second standards.

Dep'd 16/9/13

DPI 16/9/13

16/9

Stock Form No. 127
2,000—12-2-03.

Educational (1903) Department.

CURRENT No. 1524

From

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

[*Designation*] Director of Public Instruction,

[*Station*] Madras.

SECRETARIAT TO GOVT. DEPARTMENT
24 SEP 1903
LOCAL & MUNICIPAL DEPARTMENT

Ref. on *No.* C.No. 6729 of 03,

Dated 22nd September 1903.

Enclosures one

Received 24-9- 1903.

Registered 24-9- 1903.

SUBJECT.

Submitting estimate of the increase that may be required for payment of results grants at the enhanced rates proposed in rule 90 of the Grant-in-Aid Code for 1904-05.

BACK PAPERS.

FURTHER PAPERS.

To

The Secretary to Government,

Educational Department.

Sir,

With reference to ~~your~~ Memorandum No. 508, Educational, dated 16th September 1903, I have the honour to submit a rough estimate based on the number of passes in 1902-03 amounting to about Rs35,000/-, being the probable amount of increase that may be required for payment of grants at the enhanced rates proposed in rule 90 of the Grant-in-Aid Code for 1904-05.

2. I beg to request that the following alteration be made in the Grant-in-Aid Code in addition to those already suggested in my letter C.No. 6729 of 03, dated 11th September 1903.

Rule 120(ii)(altered into 125)

There appears to be no reason why grants should not be given for chemicals. I beg to suggest therefore that the words "chemicals or for" may be omitted from this rule.

3. I presume that the omission of the infant standard in the last line of the memorandum under reference is an oversight, for the ~~grant~~ rate of grants for drill in this standard also has been enhanced. The increased grants for this standard ~~have~~ have also been included in the estimate submitted herewith.

I have the honour to be,

Sir,

Your most obedient servant,

H H Stuart

Director of Public Instruction.

[E. / 3]

1,000—5-12-02.

EDUCATIONAL DEPARTMENT

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

" " " ....., " ..... 190 .

READ ALSO :—

C. No. 1454, From the DPI, No. 6729, dated 11-9- 1903

" " 1521, " " DPI, " 6729, " 22-9- 1903.

" " ....., " " ....., " ....., " 190

ORDER

No. 484, dated 5-10- 1903

Except in regard to the increase in the scale of grants provided in subsection (ii) of rule 90, the grant-in-aid Code for 1904-05 submitted by the Director is approved and will be published in the Fort St George Gazette. As regards this increase the reasons which induce the Educational conference ~~which recently sat at Madras~~ to recommend ~~its adoption~~ the changes should be stated in full with the Director's views on the subject.

3/10/3

5.10

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ature.

t.

NUMBER OF COPIES REQUIRED { Order complete. / Letter only. / Order complete with Letter.

DATED

No.

LOSURES TO C. No.

ORDER OF GOVERNMENT .. ..

LETTER OF GOVERNMENT.

STATEMENT WITH DITTO.

PAPERS NOT FILED UP, BEING MEANT FOR DESPATCH IN ORIGINAL.

N.B.—

A = Print in full.
B = Not to be printed.
P = Print abstract only.
Q = Print heading only.