8-12-08

Educational (1906) Department.

ASSISTANT SECRETARY
GOVT. OF MADRAS

ORDINARY PRINTED.

G.O., No. 509

DATED 31—7—08.

[Despatch Abstract.]

Educational Rules.

Sanctioning the issue of a revised edition of the Read

BACK PAPER

No.	Department.	Date.	G.O.		Department.	Date.

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Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd. } 1906. *Enclosures*

Regd. *Spare copies*

G.O., No. 509, 31st July 1906.

Educational Rules.

Sanctioning with remarks the issue of a revised edition of the Madras —.

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

Read—the following paper :—

Letter—from the Director of Public Instruction.
To—the Secretary to Government, Educational Department.
Dated—the 13th June 1906.
No.—4540-A.

Order—No. 509, Educational, dated 31st July 1906.

With his letter read above the Director of Public Instruction submits the draft of a revised edition of the Madras Educational Rules. The main object of the revision is to give effect to the policy in regard to elementary education introduced by the Grant-in-Aid Code recently issued by the Government. The more important of the changes in the new Educational Rules as approved by the Government will be briefly noticed.

2. In their Order No. 356, Educational, dated 21st May 1906, issuing the new Grant-in-Aid Code, the Government accepted the proposals of the Director that the old distinctions between lower primary, upper primary, lower secondary and upper secondary schools should disappear and that institutions for general education should be sharply divided into Elementary and Secondary schools. Under the former class will be included schools intended for the elementary education of the masses, that is, for children unlikely to continue their education beyond the elementary stage. These schools may teach up to the seventh standard but very many of them will not give instruction beyond the third standard. The medium of instruction will be the vernacular of the pupils, though English may be taught from the fourth standard upwards.

Under the class of Secondary schools are to be included schools designed for boys who are likely to take up higher education. These schools may or may not have some or all of the lower classes: English will for the most part be the medium of instruction and the staff employed will possess higher qualifications.

3. In the rules as now revised the new classification of schools for general education has been adopted (Rules 2 and 5) and separate rules have been framed for Elementary schools (Chapter II), Secondary schools for boys (Chapter III), Secondary schools for girls (Chapter IV) and Schools for special education (Chapter V). Under the existing rules the regulations on the subject of recognition are for the most part identical for primary and secondary schools with the result that it has been found necessary to grant exemptions in favour of schools in backward localities and for backward classes so freely that it has been difficult to enforce the rules even in cases where no sufficient reason existed for lenient treatment. Both classes of schools have thus suffered under the system. Elementary schools have accordingly now been freed from all but the simplest regulations for recognition.

4. As indicated in the foot-note to Chapter IV of the Grant-in-Aid Code the Elementary school cannot, like the former Primary school, be regarded as the necessary feeder of the Secondary school. A pupil in an Elementary school who has reached a standard higher than the fourth, if he joins a Secondary school, must begin in the fourth standard. This has been decided to be a sound principle and is now provided for in the new rules. An elementary school leaving certificate is not however granted except on a pupil's completing the course in the fourth standard at least, and it is necessary to consider the case of pupils in an Elementary school reading in a lower standard than the fourth whose parents may desire to transfer them to a Secondary

school from the lower classes of the Elementary school. At the same time it does not appear essential that a pupil in the lower classes of an Elementary school should have secured an elementary school leaving certificate endorsed "good" before being admitted to a suitable class of a Secondary school. Rules 44 and 47 make provision accordingly for these cases.

Clause (4) of rule 47 provides for pupils who leave an Elementary school at an earlier stage than the fourth standard or who have not secured an elementary school leaving certificate endorsed "good."

Clause (5) provides for the case of pupils who have previously attended a school which is not recognized and not specified in the preceding clauses of the rule and as regards whom no such test can be applied as these clauses lay down. In their case the orders of the Inspector are to be obtained as to the class which they should be allowed to join. The Inspector's orders may be either general or special.

5. The rules now issued make no provision for regulations regarding colleges, as such regulations will be framed under the Indian Universities Act, 1904, section 25 (2) (*j*) to (*n*).

6. The adoption of separate rules for Elementary schools, Secondary schools and schools for special education renders necessary separate rules for such schools under public management. These rules are embodied in Chapters VI and VII as now numbered. The former of these chapters contains two important rules now numbered 81 and 82 suggesting suitable scales of teachers and salaries in Elementary schools under public management. The Director has raised the question whether Government would approve such scales generally and delegate to the Director the power of formally sanctioning the required proposition statements so long as the scales were not exceeded, and if not, or in any case, whether the submission of proposals for adding to the cost of the staff might not be restricted to a particular date, say the month of July, the additional expenditure being incurred from the beginning of the following financial year. This question will be separately considered.

7. Another important rule contained in Chapter VI (as now numbered) is rule 83 authorizing the payment of a capitation allowance to trained teachers in schools with only the Infant standard and standards I to III. This proposal is approved, any extra expenditure above the normal expenditure of local bodies arising therefrom being in the case of those bodies debited to the recurring grant of six lakhs in aid of primary education. In schools with standards above the third the teacher has the prospect ordinarily of rising to higher salaries and should require no special encouragement by way of a capitation grant.

8. In the same Chapter rule 84 on the subject of fees in Elementary schools is important. In Elementary schools under private management the levy of fees will be optional as is now the case in what are known as Vernacular schools. In Elementary schools under public management a system of fees will now be introduced. In schools with only the Infant standard and standards I to III no compulsory scale is laid down and it is not proposed to do so. The proposal has been considered whether a scale of fees should not be prescribed, the amount of which, calculated upon the attendance, should be paid by the teacher into the treasury. After a careful consideration of the difficulties connected with the question, the Government have arrived at the conclusion that the best solution of the problem is in the case of these lower primary schools to allow the teacher to appropriate the whole of the fees, making his own arrangements as to these, and for Government merely to lay down a scale of fees which may appropriately be levied. By the adoption of this system there will be a small loss to the controlling authority but it is comparatively trifling. At present 629 such schools pay in only Rs. 11,307 or about Rs. 1–8–0 a month each.

In Elementary schools with a fourth standard a compulsory scale of fees will be levied.

9. In Chapter VIII on Fee Regulations the existing optional rule as to the payment of an entrance fee for admission to a college or school has been retained (rule 99) with slight alterations. It is not deemed desirable that such fees should be declared compulsory.

10. Another change introduced into the new rules is the omission of the courses of studies contained in Chapter V of the existing rules. But although these courses

have been omitted so much of them as relate to schools for general education will under rule 67 remain in force in Secondary schools for boys, while Elementary schools, Secondary schools for girls, and Schools for special education will, under the new rules 20, 72 and 79, have suitable courses prescribed for them.

11. A further change of importance is the regrading of Training schools. The existing five grades will be reduced to three :—

(1) Training colleges for the training of graduates ;

(2) Secondary training schools for the training of persons who have passed the Matriculation examination, the Upper Secondary examination, the late Higher examination for women or other corresponding test ; and

(3) Elementary training schools for the training of persons who have reached only a lower stage of instruction.

As a consequence of this change classes of general Teachers' certificates will be reduced from five to three. The old indefinite system of granting untrained Teachers' certificates will also be abolished ; but this will cause no real hardship since rule 10 provides for the recognition of untrained teachers of proved ability in the case of Elementary schools. Under the existing system the number of untrained Teachers' certificates annually granted is trifling.

The Board of Examiners for Teachers' certificates will be abolished. The Government agree with the Director that the work done by them may with advantage be transferred to the Inspector of Training schools.

12. With these remarks the Government sanction the issue of the Educational Rules as now revised. In introducing the changes which the new rules will effect, the Director should ascertain which of the existing Lower and Upper Secondary schools desire to remain as Secondary schools and which of them can undertake to comply within a reasonable time with the rules that now find a place in Chapter III.

The management should be informed in definite terms at the next inspection what action should be taken and should be required to take such action before the following annual inspection. Any school the management of which has by that time failed to do what was in the opinion of the Director feasible should be removed from the list of recognised Secondary schools.

The present pupils of all existing recognized Lower Secondary schools shall be eligible under the rules of the 4th edition for transfer certificates up to the close of 1907.

All registers newly prescribed or of which the form has been changed shall be maintained under the new rules from January 1907.

The new rules in regard to the levy of fees in Elementary schools shall come into force with effect from January 1907.

It will be left to the Director to introduce the various changes in the rules relating to Training Institutions and Examinations for Teachers' certificates in such a way as to produce the least possible dislocation of the existing arrangements.

13. The rules as now revised are printed as an Appendix to this order.

(True Extract.)

H. D. Taylor,
Ag. Secretary to Government.

To the Director of Public Instruction.
" Local and Municipal Department.
" Financial Department.
" Accountant-General.
Editors' Table.

APPENDIX.

MADRAS EDUCATIONAL RULES.

CHAPTER I.—INTRODUCTION.

Classification of Institutions.

1. Educational institutions are divided into two great classes,—*Public* and *Private*.

All institutions which impart secular instruction and conform to the standards of efficiency and courses of study prescribed by the University or the Department and are recognized or have obtained recognition under these Rules are classed as "public", or "recognized" institutions.

All other educational institutions are classed as private institutions and are classified as follows :—

(i) Advanced—teaching (*a*) Arabic or Persian, (*b*) Sanskrit, (*c*) any other oriental classical language ;
(ii) Elementary—teaching a vernacular language only or mainly ;
(iii) Elementary—teaching the Quran ;
(iv) other schools not conforming to departmental standards.

Public institutions are of two classes : (1) those under the management of Government or Local Boards or Municipalities, known as institutions under *public management ;* and (2) those under the management of private persons or associations, known as institutions under *private management*.

Public institutions under private management are classified into aided and unaided, according as they do or do not receive aid from public funds.

2. Public institutions are also classified according to the nature and grade of instruction imparted in them :—

- University education.
  - Arts ... First-grade Colleges. / Second-grade Colleges.
  - Professional.
    - Colleges of Law.
    - " of Medicine.
    - " of Engineering.
    - " for training Teachers.
- School education.
  - General ... Secondary. / Elementary.
  - Special ...
    - Schools for training Teachers.
    - " of Art.
    - " of Law.
    - " of Medicine.
    - " of Engineering.
    - " of Industries.
    - " of Commerce.
    - Other special schools.

Arts Colleges.

3. The classes in an Arts College depend upon the particular courses of instruction among those laid down by the University which the College has been declared by the Government, upon the recommendation of the University, to be qualified to undertake.

Professional Colleges.

4. Professional Colleges contain the following classes :—

(i) Law College—

University classes.	Special classes.
Pleader classes.	

(ii) Medical College—

University classes.

(iii) College of Engineering—

Engineer classes.	Upper Subordinate classes.
	Lower Subordinate classes.

(iv) Training Colleges—

University class.

Schools for General Education.

5. Secondary schools are schools whose main object is to afford a higher general education. They may contain the following classes:—

Sixth Form.	Fourth Class.
Fifth Form.	Third Class.
Fourth Form.	Second Class.
Third Form.	First Class.
Second Form.	Infant Class.
First Form.	

Elementary schools are schools the bulk of whose pupils are unlikely to continue their studies beyond an elementary stage. They may contain the following classes:—

Seventh Standard.	Third Standard.
Sixth Standard.	Second Standard.
Fifth Standard.	First Standard.
Fourth Standard	Infant Standard.

Schools for Special Education.

6. Schools for special education may contain the following classes:—

(i) Schools for training Teachers—

Secondary department. | Elementary department.

(ii) Schools of Art—

Higher class schools—

Advanced Technical classes.
Intermediate Technical classes.
Elementary Technical classes.

Lower class schools—

Standard D class.	Standard B class.
Standard C class.	Standard A class.

(iii) Schools of Medicine—

Apothecary department—

Fourth year class.	Second year class.
Third year class.	First year class.

Hospital Assistant department—

Fourth year class.	Second year class.
Third year class.	First year class.

Chemist and Druggist class—

Second year class. | First year class.

(iv) Schools of Industries—

Higher class schools—

Advanced Technical classes.
Intermediate Technical classes.
Elementary Technical classes.

Lower class schools—

Standard D class.	Standard B class.
Standard C class.	Standard A class.

(v) Schools of Commerce—

Advanced Technical classes.
Intermediate Technical classes.
Elementary Technical classes.

7. Students in unrecognized institutions will not, unless it is specially so ordered, be admitted to the privileges accorded to students of recognized institutions.

Curricula may be suggested for the guidance of unrecognized institutions from time to time by the Director (Appendix A).

European Schools are defined in the code of regulations for such schools and are governed by those regulations and not by these Rules.

8. All collegiate institutions within British Territory in the Presidency which are affiliated to the University, are recognized.

The courses of instruction in such institutions are prescribed by the University.

The courses of instruction in Professional colleges and schools for special education are either prescribed by the University or by the Department in special regulations.

CHAPTER II.—RULES FOR ELEMENTARY SCHOOLS.

Recognition.

9. The recognition of elementary schools shall vest in the Inspector. Each standard above the third standard shall be separately recognized. Recognition will depend upon satisfactory evidence of the educational needs of the locality as well as of the other matters specified below in this chapter. Application for recognition shall be made in the prescribed form (Appendix B).

Note.—"Inspector" means "Inspectress" in the case of girls' schools.

Qualifications and Number of Teachers.

10. The teachers should either be of proved ability or should hold trained teachers' certificates. In elementary schools with standards above the fourth, the headmaster should ordinarily hold a secondary trained teachers' certificate. Untrained teachers below the age of 35 should, wherever it is feasible, be sent for training at the earliest opportunity.

11. The Inspector may refuse or withdraw recognition on account of the employment in a school of any teacher whom he, after due enquiry, considers unfit to be a teacher.

12. There shall be at least one regular teacher for every 50 pupils on the rolls. While this number of pupils is to be in all cases the maximum permissible, it is very desirable that there should be a teacher for every 30 pupils.

Building, Furniture and Appliances.

13. The building used for the school should be suitable, should be kept clean and should admit sufficient light and air.

14. The provision of much furniture need not be insisted upon but there should be a supply of suitable pictures and other simple appliances.

Text-books.

15. No books (other than books for religious instruction) shall be used or even brought into the school by the teacher or pupils which have not been approved by Government. A list of approved books for elementary schools will be published from time to time.

Registers.

16. The following registers shall be kept in the prescribed form and submitted to the inspecting officer when required :—

(1) A register of admissions and withdrawals (Appendix C).
(2) A register of attendance of pupils (Appendix D).
(3) A register of attendance of masters (Appendix E).
(4) A register of progress and conduct (Appendix F).
(5) An inspection book.

The first three registers must be carefully kept by the headmaster and should be countersigned by every inspecting officer who visits the school. No entry should be made in the inspection register except by an inspecting officer. The entries should be in a language understood by the master. A visitor's book also should be kept in which district officials and other visitors to the school may be invited to make remarks.

Admission and Promotion.

17. No transfer certificate shall be demanded from any pupil on admission to an elementary school. The pupil shall be placed in the class which the headmaster considers suitable. The inspecting officer may order the removal of any pupil from one class to another if it seems desirable; any such removal should be recorded in the progress and conduct register.

School Leaving Certificates.

18. On leaving the school, having passed through the fourth or any higher standard, a pupil shall, on application, be granted a school

leaving certificate in the authorized form, if found by the inspecting officer to be entitled to it under instructions to be issued by the Director. These certificates will be known as elementary school leaving certificates and must be on the numbered forms issued by the Director.

Medium of Instruction.

19. Instruction must be given through the medium of the vernacular of the pupils wherever this is possible. The exceptions would be cases of Muhammadans or pupils with a vernacular different from that of the bulk of the pupils.

Course of Studies.

20. The course of studies should be arranged and the time-table drawn up in consultation with the inspecting officer. No curriculum is prescribed for elementary schools. A scheme of studies from which selections should be made will be issued by the Department from time to time. The inspecting officer should record his opinion in the inspection book as to which subjects each teacher is qualified to teach and no other subjects should be attempted by him. Special care should be taken in this respect in regard to English.

The School Day and Year.

21. The full school day should, as a rule, consist of at least four hours of secular instruction, but two meetings each of not less than two hours whether on the same or on different days may be counted as one school day. In respect of any school or class the Inspector may, for special reasons, direct that any course of less than four hours shall be treated as a full school day and in the case of the three lowest standards instruction should not be given for more than two consecutive hours without a reasonable interval.

Average daily attendance for the year shall ordinarily be calculated in respect of at least 150 school days.

CHAPTER III.—RULES FOR SECONDARY SCHOOLS FOR BOYS.

22. The recognition of secondary schools shall vest in the Director who shall, before according recognition, satisfy himself as to, besides the other matters specified in this chapter, the following :—

(*a*) The organization and development of the school by approved methods and upon approved lines.
(*b*) The educational needs of the locality.
(*c*) The financial stability of the school.
(*d*) The constitution of the managing body.
(*e*) The scale of fees charged as compared with those charged in other institutions in the same locality.

Applications for recognition should be made in the prescribed form (Appendix G).

Teachers' Certificates.

23. The headmaster in every Secondary School and at least three other teachers in the case of schools containing all the three Forms IV, V and VI should ordinarily hold collegiate trained teachers' certificates.

The other teachers should ordinarily hold trained teachers' certificates of not lower grade than secondary.

The drawing master should hold a technical teachers' certificate in drawing of not lower than the intermediate grade. The gymnastic instructor shall hold a gymnastic teachers' certificate.

Other Approved Certificates.

24. All European members of the Society of Jesus, native members who are graduates and are certified by the Superior General of the Mission to have completed their novitiate and juniorate, and native members who are undergraduates and are likewise certified to have completed the full course of study and preparation prescribed by the society (namely two years' novitiate, two years' juniorate and three years' Philosophy and Science) may be ranked as if they held collegiate trained teachers' certificates. Native members, who are undergraduates and who are similarly certified to have completed only their novitiate and juniorate, may be ranked as if they held Secondary trained teachers' certificates.

All European members of St. Joseph's Society, Mill Hill, London, and of the Society of Foreign Missions, Paris, who are certified by the Superior General or the Vicar-General of the society to have completed the courses of studies prescribed for them, may be ranked as if they held collegiate trained teachers' certificates.

In case of doubt Government will determine whether any other diploma or certificate shall be accepted as equivalent to a teachers' certificate for the purposes of these rules.

Qualifications of the Staff.

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

Non-employment of Teachers in particular cases.

26. The Director may refuse or withdraw recognition on account of the employment in a school of any teacher whose certificate has been withdrawn or whom he after due inquiry, considers unfit to be a teacher.

Politics.

27. No manager or member of the staff or of the establishment shall be permitted to take part in political agitation directed against the authority of Government or to inculcate opinions tending to excite feelings of political disloyalty or disaffection, nor shall any student or pupil take part in such political agitation.

Proportion of Teachers to Pupils.

28. There should be a teacher for every class in addition to the headmaster (exclusive of pandits, munshis, writing masters, drawing masters, gymnastic instructors, sewing mistresses and sewing masters).

Provided that in schools containing no class above the fourth class, the headmaster may, with the concurrence of the Director, be treated for the purpose of this rule as one of the class masters.

29. No additional pupil shall be admitted to a class when there are already 40 pupils upon the rolls in that class unless the class is thereupon divided into sections. No section of a class shall have more than 40 pupils upon the rolls.

Site, Plan and Accommodation.

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

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

32. The plan may be prepared by any competent person. Managers who require the services of an officer of the Public Works Department shall apply to the Executive Engineer of the District, or, in the Presidency Town, to the Consulting Architect (Appendix H).

Dimensions of Buildings.

33. (i) The dimensions of the buildings shall be such as to provide at least 8 square feet and 80 cubic feet of space for each pupil on the rolls. In calculating the dimensions of buildings under this rule, verandahs which are solidly constructed and on which class-rooms open may be included.

(ii) If any school has a dormitory intended for the accommodation of ten or more pupils attached to it, the dimensions of such dormitory shall be such as to provide at least 30 superficial feet and 400 cubic feet for each pupil. In the case of dormitories intended for less than ten pupils a proportionate increase in superficial and cubic space for every inmate less than ten up to at least 80 superficial feet and 900 cubic feet for a single pupil shall be provided.

Sanitary Inspection.

34. Every school building shall be maintained in substantial repair and in a cleanly condition. It shall be subject to inspection by the educational Inspecting officer, and such officers of the Medical, Sanitary, and Engineering Departments as Government may direct.

35. The following sanitary certificates (Appendix I) shall be produced before recognition is accorded and on any subsequent occasion if called for:—in the Presidency Town a certificate signed by the Sanitary Commissioner, the Deputy Sanitary Commissioner, a District Surgeon, or the Health Officer of the Municipality; in the mufassal a certificate signed by the District Medical officer or, if satisfactory reasons are given, by a subordinate Medical officer.

Overcrowding of Class-rooms.

36. No class-room, laboratory, or workshop shall be permanently used as such by a larger number of pupils than the Inspector or Sanitary officer has declared it sufficient to accommodate. The dimensions of each room shall be clearly indicated on the wall thereof.

Latrine.

37. Every school shall be provided with a suitable latrine.

Furniture, Apparatus and Appliances.

38. Every school shall be provided with the furniture, apparatus and appliances declared by the Educational Inspecting officer to be necessary for the standard of instruction up to which it teaches and with the gymnastic apparatus prescribed in Appendix J.

Library.

39. Every school shall be provided with a library of suitable books and with a catalogue of the books contained in it.

Annual Promotions and Payment of Fees.

40. Promotions shall be made annually, and, except with the sanction of the Inspector, no pupil shall be promoted into any class other than the class next higher than that in which the pupil was previously studying.

Undue laxity in granting promotion will, if it continues after due warning, be considered sufficient reason for the withdrawal of recognition from any of the classes of the school.

It shall be permissible for a pupil in any class to study any particular subject or subjects along with the pupils of any higher class at the discretion of the headmaster, but for all other purposes of these rules he shall be considered as belonging to the lowest class in which he is studying. The headmaster shall, on the first working day of the year, *i.e.*, the day on which promotions are made and classes formed consequent upon the annual examinations, put up in some conspicuous place in the school a statement showing the distribution of pupils into classes for the new school year. This statement shall be signed and dated by the headmaster. A copy of the statement shall be forwarded at the same time to the Inspecting officer. This list shall be considered final, and no alterations shall be allowed in it except for the purpose of correcting mistakes. It shall remain on view for a fortnight during school hours, and when taken down at the end of that time, it shall be filed in the records of the school.

41. The fee shall not be deemed due until four full working days have elapsed after the posting up of the statement referred to in the preceding rule.

42. For every payment of fee a pupil shall receive a receipt signed and dated by the headmaster or some one deputed by him. The receipt should show the class in which the pupil is reading.

Admission and Withdrawal of Pupils.

43. No pupil shall be newly admitted except on an application in the prescribed form (Appendix K) signed by his parent or guardian. All such letters of application shall be filed separately in the records of the school.

44. No pupil who has previously studied in any recognized secondary school shall be admitted to another secondary school, unless he presents a transfer certificate in the prescribed form (Appendix L) from that school showing (*a*) the date of his birth, (*b*) that he has paid all fees due to that school, (*c*) the class in which he studied at the time of leaving it, and (*d*) if he has completed the course in that class, whether he is qualified for promotion to a higher class. No pupil shall be allowed to attend school pending formal admission or enrolment, and no pupil shall be admitted or enrolled pending the production of a transfer certificate. All transfer certificates shall be endorsed with the admission number under which the pupil is enrolled. They shall be separately filed and shall be shown to the Inspecting officer when required.

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

46. The headmaster of the school into which a pupil seeks admission shall not apply for a certificate to the headmaster of the school which such pupil is leaving, but shall leave it to the parent or guardian of the pupil to apply for such certificate.

47. The headmaster of the school into which a pupil is admitted shall place him in the class for which he is found to be fit, subject to the conditions—

(1) that if the pupil produces a transfer certificate from a recognized secondary school he shall not be placed in a class higher than that shown in the certificate as the class in which he studied at the time of leaving, or if he has completed the course in that class and is shown as qualified for promotion, then the next higher class;

(2) that if the pupil does not produce a transfer certificate from a recognized secondary school he shall not be placed in a class higher than the fourth class; provided that if he produces satisfactory evidence that he has received suitable instruction but has not attended any school, he may be placed in a higher class with the sanction of the Inspector;

(3) that if the pupil has attended an elementary school and has obtained an elementary school leaving certificate endorsed by the examining officer "good," he may be placed in the fourth class but shall remain in that class for at least one school year;

(4) that if the pupil has attended an elementary school and has not obtained an elementary school leaving certificate endorsed "good" he shall not be placed in a class higher than the third class or in any case shall not be promoted to the First Form until after the expiry of at least two school years;

(5) that if the pupil has previously attended any school not provided for above the orders of the Inspector shall be obtained either generally or specifically.

48. Before granting a transfer certificate the headmaster is entitled to claim the term fee for one term only and that the term in which the last attendance of the pupil is registered.

49. When a pupil has been admitted at reduced rates fees shall not be calculated at higher rates for the purposes of the above rule; and a pupil admitted as a free scholar shall be considered, for the purpose of eligibility for a transfer certificate, as unconditionally free.

50. When a pupil is allowed to continue his studies in an institution during any term on the assumption that there are no arrears of fees for previous terms, a transfer certificate shall not be refused on the plea that such arrears exist.

51. When proper application for a transfer certificate is received at the end of a term, or in the interval between two terms, or in the first five working days of a term, the headmaster shall forthwith issue the certificate, provided that his claims for fees admissible under Rule 48 have been satisfied.

52. When proper application is received at any other time and when good and sufficient reasons are shown, the headmaster shall issue the certificate provided that his claims for fees admissible under Rule 48 have been satisfied. If good and sufficient reasons are not shown, the headmaster may refuse to grant the transfer certificate.

53. An application rejected under Rule 52 may be renewed at the end of a term, or in the interval between two terms, or in the first five days of a term, and if the application is so renewed the headmaster shall issue the transfer certificate forthwith, provided his claims for fees admissible under Rule 48 have been satisfied.

54. When a pupil is dismissed or expelled under Rules 57 and 58 the headmaster shall not grant a transfer certificate until the expiration of the period for which the Director has debarred the pupil from admission into a recognized school. After that period has expired the transfer certificate shall be granted subject to the above rules; but in

such cases the headmaster shall endorse it with the words "dismissed for false representation," or "expelled for misconduct," as the case may be.

55. In the case of a pupil who has been a candidate for a public examination, the results of which are not published before the beginning of the school year, the seventh day after the results of that examination are published in the locality shall be counted as the first working day of the term so far as the grant of a transfer certificate to him is concerned.

56. In the event of the headmaster's refusing or delaying to give a transfer certificate, the parent or guardian of the pupil shall have the right of appeal to the Inspector whose decision shall be final unless he thinks it necessary to refer the matter to the Director.

57. If a pupil is found to have obtained admission by means of a false certificate or false representations of any kind, he shall be summarily dismissed with forfeiture of whatever fees he may have paid.

58. In the event of a pupil's being dismissed under Rule 57 or being formally expelled on account of grave misconduct, the headmaster shall record his reasons for the dismissal or expulsion, and report the fact at once to the parent or guardian of the pupil, and within seven days to the Inspector. A pupil thus dismissed or expelled from one school shall not be admitted into any recognized school within a period to be determined by the Director on the Inspector's recommendation.

Discipline.

59. The rules of discipline shall include the following :—

(*a*) Every pupil shall wear a clean and respectable dress, and, in all cases where good manners require it, a suitable covering for the head.

(*b*) No pupil shall be allowed to sit in the class with his shoes on, unless they are shoes of an English pattern and unless socks and trousers are worn also. But in plague infected areas shoes of an English pattern together with socks may be worn in class even if trousers are not worn.

(*c*) Every pupil shall salute the teachers on the occasion of his first meeting them for the day within the school precincts.

(*d*) On the teacher's entering his class-room, the pupils shall rise and remain standing till they are desired to sit or till the teacher takes his seat.

(*e*) No pupil shall be allowed to leave the class-room without the permission of his teacher, or until the class is dismissed.

Registers, Time-table and Returns.

60. (i) Every school shall keep in the prescribed form and submit to the Inspecting officer, when required, the following :—

(1) A register of admissions and withdrawals (Appendix M).
(2) A register of attendance for pupils (Appendix N).
(3) A term fee register (Appendix O).
(4) A time-table.
(5) A register of attendance for masters (Appendix E).
(6) An acquittance roll (Appendix P).
(7) A log-book
(8) A library register.
(9) A register of scholarships (Appendix Q).
(10) A cash book showing all receipts and expenditure.

N.B.—The log-book shall be kept by the principal teacher, who shall enter in it from time to time such events as the introduction of new books, apparatus, or courses of instruction; any plan of lessons approved by the Inspector; the visits of Managers; absence, illness or failure of duty on the part of any of the staff; or any special circumstances affecting the school that may, for the sake of future reference or for any other reason, deserve to be recorded. No reflections or opinions of a general character shall be entered in the log-book. A visitors' book also should be kept in which officials belonging to other departments and other visitors to the school may be invited to make remarks.

(ii) Every school shall submit punctually such returns as may from time to time be prescribed.

Recognition of Individual Classes.

61. In order to allow of the gradual development of a school, recognition may be granted to one or more classes at a time subject to the above-mentioned conditions and to the other rules contained in this chapter and in particular to Rule 62.

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

Withdrawal and Renewal of Recognition.

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

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

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

Text Books.

66. A list of text-books authorized by Government to be used under the several subjects and standards is annually published in the *Fort St. George Gazette*. Managers and headmasters of schools under private management are at liberty to select from the list such books as they may deem most suitable. No books (other than books for religious instruction) not authorized by Government shall be used in any recognized school. Government reserve to themselves the right to forbid or to prescribe the use of any book or books in recognized schools.

Courses of Instruction.

67. Courses of instruction may be prescribed from time to time for all recognized secondary schools, whether under public or private management.*

68. Managers of schools should, unless they have obtained the permission of the Inspector to do otherwise, adopt the vernacular of the pupils as the medium of instruction up to and including the Third Form.

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* The courses at present prescribed are those laid down in the Fourth Edition of these Rules.

CHAPTER IV.—RULES FOR SECONDARY SCHOOLS FOR GIRLS.

69. Except as hereinafter provided the rules for secondary schools for boys shall, with necessary changes, hold good in those for girls. But the Director may relax those rules when he thinks it advisable to do so.

Teachers' Certificates.

70. The headmistress and other teachers shall possess trained teachers' certificates or shall after having taught under the special observation of the Inspectress have been declared by her in writing to be qualified to teach any particular class or subject. The grade of teachers' certificate necessary shall be laid down by the Inspectress. Recognition may be withdrawn unless the Inspectress is satisfied with the qualifications and teaching of the staff at each inspection.

Discipline.

71. The rules of discipline shall be such as are suitable to a girls' school.

Course of Instruction.

72. The courses of instruction shall be laid down in consultation with the Inspectress and shall be approved by her.

CHAPTER V.—RULES FOR SCHOOLS FOR SPECIAL EDUCATION.

73. Except as hereinafter provided the rules for secondary schools for boys shall hold good in these schools also.

Applications for recognition should be made to the Director through the Inspector of Technical Schools or through the Inspectress in the prescribed form (Appendix R).

Teachers' Certificates.

74. The general educational and the professional qualifications of the staff shall be determined by the Director with reference to the circumstances.

Proportion of Teachers to Pupils.

75. The proportion of teachers to pupils and the strength of the various classes shall be fixed from time to time by the Director; provided they have not been already laid down in any special rules sanctioned by Government for such institutions.

Dimensions of Building.

76. The dimensions of any building shall be such as may be prescribed by the Director with reference to the requirements of the institution.

Admission of Pupils.

77. No pupil who has previously studied in any recognized school shall be admitted unless he produces evidence that he has paid all fees which may be due to that school.

Registers.

78. Such additional registers shall be kept as the Director may from time to time prescribe.

Course of Instruction.

79. The courses of instruction shall be laid down in consultation with the inspecting officer and shall be approved by him, provided that in cases where a course has been prescribed by Government or by the Director that course shall be followed.

CHAPTER VI.—ADDITIONAL REGULATIONS FOR ELEMENTARY SCHOOLS UNDER PUBLIC MANAGEMENT.

80. These schools will be open to boys and girls alike, except those girls' schools where the Inspectress considers the presence of boys, or boys above a certain age, undesirable.

Number of Teachers.

81. The number of teachers must depend partly upon the number of pupils and partly upon the number of classes. The following scale may generally be found suitable :—

Any school with fewer than four standards	..	..	..	One teacher.
Any number of pupils less than 30 in four standards.				Do.
A school with 30–60 pupils in four standards			..	Two teachers.
A school with 61–90 pupils in four standards			..	Three teachers.
Any number of pupils less than 25 in five standards.				One teacher.
A school with 25–45 pupils in five standards	..	..	..	Two teachers.
Do.	46–75	do.	..	.. Three teachers.
Do.	76–100	do.	..	.. Four teachers.
Upwards of a 100		do.	..	.. Five teachers.

In a school with more than five standards there should be an extra teacher for every 35 pupils in the higher standards or for any one standard containing more than 20 pupils.

If in any standard there are more than 35 pupils it should, wherever possible, be divided into sections and no section should contain more than 35 pupils. An extra teacher should be entertained for each new section.

Salaries.

82. The following scale of salaries is recommended for adoption where funds permit :—

1	teacher	Rs.	8.
2	teachers	,,	10, 8.
3	,,	,,	12, 10, 8.
4	,,	,,	15, 12, 10, 8.
5	,,	,,	20, 15, 12, 10, 8.
6	,,	,,	25, 20, 15, 12, 10, 8.
7	,,	,,	30, 25, 20, 15, 12, 10, 8.
8	,,	,,	40, 30, 25, 20, 15, 12, 10, 8.

in cases where each standard consists of one section only. Where extra teachers have to be employed on account of the division into sections of any of the standards the additional post or posts may carry a salary of Rs. 35, 30, 25, 20, 15, 12, 10 or 8 according as it is the 7th, 6th, 5th, 4th, 3rd, 2nd, 1st or Infant Standard which has to be divided, the new teacher ordinarily receiving Rs. 8. It is by no means necessary that the lower classes should be taken by the teachers on the lower rates of pay ; this is a matter in regard to which the advice of the Inspecting officer should be obtained.

Capitation Allowance.

83. In schools, containing the four lower standards only, each trained teacher will be eligible where funds permit for a share of a capitation allowance made to the school calculated on the average daily attendance at the rate of Re. 1 a year per head or Rs. 2 in the case of girls, Panchamas and pupils belonging to the castes or classes which have been declared by the Government to be backward. The total amount to be paid will be reduced on the recommendation of the inspecting officers if the result of the inspection of the school is unsatisfactory.

The amount paid will ordinarily be divided equally among the trained teachers provided that they all served in the school during the previous year ending 31st March. The amount to be paid to a teacher who for any reason did not serve during the whole year shall be

determined by the Inspecting officer. If in any case the work of a particular teacher is reported by the Inspecting officer to have been unsatisfactory his share may be reduced or disallowed.

The allowance will be distributed on or after the 1st May in each year and the average daily attendance for the year ending on the 31st March immediately preceding will be that taken into account.

Fees.

84. (i) In schools containing the four lower standards only the fees may be appropriated by the headmaster. Except from girls, Panchamas and pupils belonging to the castes and classes declared by the Government to be backward he should levy fees at not less than the following rates :—

Infant standard	..	..	..	Anna ½ a month.
1st do.	..	..	..	,, 1 ,,
2nd do.	..	..	..	,, 2 ,,
3rd do.	..	..	..	,, 2½ ,,

(ii) In schools containing a fourth standard fees shall be levied at the following monthly rates :—

			Boys.			Girls.		
			Rs.	A.	P.	Rs.	A.	P.
Infant standard	..	..	0	1	0	0	0	6
1st do.	..	..	0	2	0			
2nd do.	..	..	0	3	0			
3rd do.	..	..	0	4	0	0	1	0
4th do.	..	..	0	6	0			
5th do.	..	..						
6th do.	..	..	0	8	0	0	2	0
7th do.	..	..						

Fees at half the above rates may be levied from Muhammadan boys. Panchamas and pupils belonging to the castes or classes which have been declared by the Government to be backward may be admitted into schools intended for them without payment of fees.

Text-books.

85. The text-books to be used in Elementary Schools, under public management are prescribed from time to time by Government; the use of any book not so prescribed is forbidden.

CHAPTER VII.—ADDITIONAL REGULATIONS FOR INSTITUTIONS UNDER PUBLIC MANAGEMENT OTHER THAN ELEMENTARY SCHOOLS AND COLLEGES.

Strength of Classes.

86. (i) Without the sanction of the Director, the strength of a class in a secondary school shall not continuously exceed 40.

(ii) The strength of classes in schools for special education shall be fixed from time to time by the Director, provided it has not been already laid down in any special rules sanctioned by Government for such institutions.

School Hours.

87. (i) The ordinary school day shall consist of five hours. The holding of school for more than three consecutive hours is prohibited. In the lower classes, if the pupils are young, at least one break of fifteen minutes shall be allowed where the course of continuous instruction extends to three hours.

(ii) In schools for special education the school hours shall be prescribed from time to time by the Government or the Director according to circumstances.

Holidays and Vacation.

88. (i) Sunday shall be a whole holiday in all schools and colleges. In the lower classes, other than those for Muhammadans Saturday shall be a half holiday. In all Muhammadan schools Friday shall be a whole holiday. In all other schools and colleges Saturday shall be a whole holiday.

Miscellaneous holidays.—The following miscellaneous holidays shall be allowed. With the sanction of the Inspector any local holidays may be substituted for those named in the following list :—

Names of holidays.	No. of days.
In Hindu schools—	
Tamil New Year's Day	1
Srávanam or Avani Avittam	2
Vináyaka Chaturthi	1
Krishnajayanti	1
Mahalaya Amavasya	1
Sarasvati Puja or Dasara	2
Dipávali	1
Sivaráthri	1
Telugu New Year's Day	1
King-Emperor's Birthday	1
Easter	6
In Muhammadan schools—	
Muharram	10
Baqr-id	5
Akhir-i-chahar Shamba	1
Bara Wafat	1
Garvin	1
Shaban	1
Pir Pilvan's urus	1
Buddoo Shaheed's urus	1
Khader Walles's urus	1
King-Emperor's Birthday	1
Easter	6

Summer vacation.—The summer vacation shall usually be one month and fifteen days. In Muhammadan schools Ramzan and Id-i-Ramzan (32 days) shall take the place of the summer vacation.

Christmas vacation.—The Christmas vacation shall usually extend from the 23rd December to the 15th January. But in Muhammadan schools and in all schools having no class above the third class it shall be for two weeks only.

In all cases in which changes are made in the regular holidays, a revised list with the number and date of the order sanctioning the change and signed by the Inspector shall be hung up in the premises. The date on which a school is closed for the Summer and Christmas vacations, and that on which it is re-opened after these vacations, shall be reported to the Inspecting officer.

(ii) In schools for special education, the Summer and Christmas vacations shall be determined by the special circumstances of each institution.

Punishments.

89. Corporal punishment shall not be inflicted in schools except in a case of moral delinquency, such as deliberate lying, obscenity of word or act, or flagrant insubordination, and then it shall be limited to six cuts on the hand and be administered only by or under the supervision of the headmaster. The headmaster shall record in a register every case in which such punishment has been inflicted, specifying the name, class and age of the pupil, the date, the nature of the offence and the amount of the punishment. Gross cases of immorality and insubordination shall be punished by expulsion, subject to the conditions specified in Rule 58.

Examinations.

90. (i) Written or oral examinations shall also be held at least once every quarter to test the progress of students. The results of these examinations should be recorded in a book specially kept for the purpose.

(ii) In schools for special education examinations shall be held according to the rules laid down, from time to time, by Government or the Director.

Text-Books.

91. The text-books to be used are prescribed from time to time by Government. The use of any book not so prescribed is forbidden.

Use of Buildings.

92. Subject to any general instructions he may have received from the controlling authority of the school, the headmaster may allow the use of the building under his charge for public lectures, but he shall exercise great discretion in allowing such use and in doubtful cases the orders of the Inspector, President or Chairman, as the case may be, shall be sought. He may subject to such instructions grant the use of such building or a room in it for the holding of meetings connected with public affairs, provided that—

(*a*) application is made in writing to the headmaster by the principal person or persons interested in such meeting, at a reasonable time before the meeting. In dealing with applications, no distinction shall be made between persons who are directly connected with the institution as masters or students and persons who are not so connected;

(*b*) the application clearly states the objects of the meeting;

(*c*) the meeting is to be held at a time which will cause no interference with educational work.

In no case shall the use of such building or room be given if the object of the meeting is of a political character, or connected with any social or other question upon which the opinion of the community is likely to be seriously divided, or the discussion of which is likely to cause unnecessary offence.

The above restrictions do not apply to debating or other societies connected with the institution and working under rules approved by the headmaster.

CHAPTER VIII.—THE FEE REGULATIONS FOR COLLEGES AND SECONDARY SCHOOLS.

93. Fees in all colleges and secondary schools, under the management of Government, or of a Municipal Council, or of a Local Board, shall, subject to the exceptions hereinafter provided, be levied according to the following regulations.

In institutions under private management, the rates and levy of fees will be left to a large extent to the discretion of the managers, but managers may be required to levy reasonable fees and will not be permitted to compete improperly by unduly lowering the fees or permitting any method of payment other than that prescribed in these rules.

School Year.

94. The school year for fee purposes shall be divided into two terms, separated by the two long vacations of the year.

Fee for what period payable.

95. Every pupil shall be liable to pay the whole fee for each term during any part of which his name is on the rolls whether such fee be paid in one sum or by instalments.

Fee when payable.

96. The fee, or the instalment thereof payable, shall be paid by a new pupil before his name is enrolled, and by an old one not later than the fifth working day of the term. A pupil shall not be enrolled or admitted after the beginning of a term until after he has paid all fees or instalments of fees which he would have had to pay, had his name been on the rolls from the beginning of the term.

Fee how payable.

97. (*a*) The fee prescribed for the University courses in colleges, and the fee prescribed in secondary schools shall be paid either in one sum or in four equal instalments, at the option of the pupil. If paid in instalments, the first instalment shall be paid not later than the fifth working day of each term; and the second, third and fourth instalments shall be paid not later than the 15th of the three succeeding months.

(*b*) A receipt signed and dated by the headmaster or by some one deputed by him shall be granted for every payment of fee made under the above clause. The receipt shall show the class in which the pupil is reading.

Standard Rates—Ordinary Fees.

98. (*a*) The following are the standard rates of ordinary fees:—

Institutions and departments.	Per term. Rs.	A.	P.
College department—			
Post Graduate Course	24	0	0
Third and Fourth year University Course—			
For the whole course	42	0	0
For the English Language Division only	14	0	0
For the Second Language Division only	7	0	0
For the Science Division only—			
Mathematics, Physics or Chemistry only	25	0	0
Biology, Mental and Moral Science or History only	23	0	0
First and Second year University Course	34	0	0

Institutions and departments.	Per term. Rs.	A.	P.
School department—			
Sixth Form	19	0	0
Fifth do.	17	0	0
Fourth do.	15	0	0
Third do.	11	0	0
Second do.	9	0	0
First do.	7	0	0
Fourth Class	4	8	0
Third do.	3	6	0
Second do.	2	4	0
First do.	1	8	0
Infant do.	1	2	0

(*b*) In the Presidency College the rates shall be as shown below:—

	Per term. Rs.	A.	P.
Post Graduate Course	30	0	0
Third and Fourth year University Course—			
For the whole course	52	0	0
For the English Language Division only	18	0	0
For the Second Language Division only	9	0	0
For the Science Division only—			
Mathematics, Physics or Chemistry, only	35	0	0
Biology, Mental and Moral Science or History, only	30	0	0
First and Second year University Course	38	0	0

(*c*) In college departments the student shall have the option of paying the fee at the beginning of the term—for the third and fourth year University course at the reduced rate of Rs. 40 for the whole course, and for the first and second year University course at the reduced rate of Rs. 32. In the Presidency College the fee for the whole third and fourth year University course when paid in advance shall be Rs. 50, and that for the first and second year University course Rs. 36.

Standard Rates—Special Fees.

99. The rates prescribed are *minimum* rates, and fees may be levied at higher rates at the discretion of the management. In addition to ordinary fees, special fees may be levied from pupils attending classes in subjects not included in the ordinary curriculum, or for the use of the library or reading-room, or for any other special convenience.

The following maximum entrance fees may be levied on admission to a college or school:—

	Rs.
To the Fourth or Second year University class	10
To the Sixth Form	5
To any other class (except the Fourth Form) higher than the Fourth Class	3

Fines.

100. If a pupil fail to pay his fee or instalment of fee on the day fixed for payment in these rules, a fine may be imposed not exceeding one anna for each rupee of fee due; and if the fee or instalment of fee be not paid within ten days from the day fixed for payment, the pupil's name shall be struck off the rolls. If re-admitted, he shall, in addition to the amount due at the date of his dismissal, pay a fine not exceeding two annas for each rupee of fee due.

Remission of Fee.

101. If a pupil leave a college or secondary school during a term, he shall have no right to claim a remission of any portion of the term-fee, but the controlling authority may return or remit such portion as may be considered equitable.

Exceptions.

102. Nothing in these rules shall be deemed to affect the levy of fees in school for native girls or for backward castes or classes or in the model schools attached to Training institutions or in institutions of a professional or special character. In these institutions fees shall be levied at such rates as may, from time to time, be sanctioned by the Director, or as may be prescribed by any rules sanctioned by Government for them. Fees in other institutions may be levied from Muhammadans at half the standard rates, where such concession is claimed and from girls and backward classes and castes.

CHAPTER IX.—TRAINING INSTITUTIONS UNDER PUBLIC MANAGEMENT.

103. The rules contained in this chapter shall apply to every training institution under the management of Government, except in so far as the Director may, from time to time, exempt from their operation schools in backward districts or for backward classes, schools for the training of mistresses, and schools requiring special consideration.

Except as hereinafter provided, the rules in the previous chapters shall *mutatis mutandis* hold good in every training institution under public management.

Object.

104. The training institutions referred to in these rules are intended to afford theoretical instruction and practical training with a view to fitting men and women for the profession of teaching.

Classification of Training Institutions.

105. Institutions for the training of teachers, the standards of which are determined by the highest grade of general educational qualifications which persons seeking admission to them must possess, shall be classified as follows:—

(i) Training Colleges, institutions in which graduates are trained.

(ii) Secondary Training Schools, institutions in which persons who have passed the Matriculation Examination, the Upper Secondary Examination, the late Higher Examination for Women, or other corresponding test, are trained.

(iii) Elementary Training Schools, institutions in which persons who have reached some lower stage of instruction, are trained.

An institution of a higher grade may include the grades below it, in which case the grades shall be designated 'departments' and the institution as a whole shall, as in colleges and schools for general education, be designated according to the minimum general education standard required of teachers under training in the highest department.

106. Each training institution shall have a model school attached to it. The model school of a Training College shall be a complete Secondary School; that of a Secondary Training School shall be a complete Elementary School; and that of an Elementary Training School shall contain at least the five lower standards of an Elementary School.

Control.

107. The responsibility for the management and discipline of Government Training Colleges and schools shall be vested in the heads of those institutions, under the control of the Director in the case of Training Colleges, the Inspector of Training Schools in the case of Training Schools for Masters and of the Inspectress of the circle in the case of Training Schools for Mistresses.

Staff.

108. (i) The staff of a training institution shall depend upon (*a*) its grade, (*b*) the number of departments it contains, and (*c*) the number of vernacular languages included in the curriculum.

(ii) The following table shows the minimum qualifications of all newly appointed members of the staffs of Training Colleges and Schools:—

QUALIFICATIONS OF STAFF.

Appointments.	Training College.	Secondary Training School.	Elementary Training School.
Principals, Vice-Principals, Headmasters and Headmistresses.	Collegiate certificate.	Collegiate certificate. Trained Teachers' certificate of the Secondary Grade in the case of mistresses.	Collegiate certificate. Trained Teachers' certificate of the Secondary Grade in the case of mistresses.

Appointments.	Training College.	Secondary Training School.	Elementary Training School.
First assistant ...	Collegiate certificate.	Trained Teachers' certificate of the Secondary Grade.	Trained Teachers' certificate of the Secondary Grade.
Second assistant ...	Do.	Do.	Trained Teachers' certificate of the Secondary Grade. Trained Teachers' certificate of the Elementary Grade in the case of mistresses.
Third assistant ...	Do.	Do.	
Other assistants ...	According to the character of the work expected of them.		
Drawing Master ...	Group certificate in Drawing.	Group certificate in Drawing.	Intermediate Technical Examination in Drawing.
Gymnastic Instructor.	Pass certificate granted by the Board of Examiners for Teachers' certificates or in the case of training schools for mistresses a certificate of having passed in calisthenics.		
Teachers in model schools.	Qualifications prescribed in these rules for schools of their class.		

(iii) The holders of other than Madras degrees, diplomas and certificates will be held qualified to hold posts in Training institutions according to the value assigned to such degrees, &c., by the Secretary of State, the Government of Madras or the Director of Public Instruction.

Apparatus and Appliances.

109. Every training institution shall be provided with the necessary furniture and gymnastic apparatus; and with the appliances, models, pictures, and specimens needed for giving instruction in object lessons and elementary science. It shall also be provided with a library containing, among other books, suitable works on the theory, history, and practice of education and with a museum and, where possible, a school garden.

Curricula.

110. The course shall be as follows:—

(i) *In departments of all grades.*

(1) *Model and criticism lessons.*

(2) *Teaching in the Model School* up to the highest class or form which a teacher of each grade is qualified to teach.

(3) *Elocution.*—Practice in reading in prose and poetry with good enunciation and effective emphasis and intonation, in the language in which the students teach in the model school.

(4) *Black board work*—(*a*) *Writing.*—Writing practice with a view to the attainment of sufficient rapidity and clearness for class purposes, working arithmetical and algebraical problems of difficulty proportionate to the grade, and setting copies in the languages used in teaching.

(*b*) *Drawing.*—Map and plan drawing of an illustrative character (*e.g.*, to illustrate a passage in a book). Drawing in outline objects from the flat example. Drawing simple, natural and other objects from the round. Drawing similar objects from memory. Illustrating a very simple story or incident, or a nursery rhyme.

(ii) *Collegiate.*

The subjects prescribed by the University as the course for the degree of Licentiate in Teaching.

(iii) *Secondary Grade.*

Organization.—Site, plan and dimensions of school-buildings; sanitary requirements; fittings and furniture; apparatus; libraries—reference and lending; qualifications of teachers; teaching staff; distribution of work among the teachers; time-tables; registers and returns; correspondence.

Discipline and Moral Training.—Elements of discipline; aims of discipline; means of securing discipline; rewards and punishments; cultivation of good habits; formation of character.

Teaching.—Preparation of lessons both by the teacher and the pupils; questioning; illustrations; use of the vernacular languages in teaching English and other subjects; use of apparatus; home exercises; examinations; methods of teaching the various subjects included in the curricula of the lower classes of Secondary and of Elementary Schools, with or without text-books; physical exercises.

(iv) *Elementary Grade.*

For Masters—

1. First language.
2. Arithmetic and Experimental Geometry.
3. Geography.
4. Civics.
5. Nature study.
6. Drill and garden work.
7. Kindergarten occupations and training.

For Mistresses—

1. First language.
2. Arithmetic.
3. Geography.
4. Nature study.
5. Needle work.
6. Calisthenics.
7. Kindergarten occupations and training.

Optional subjects such as a second language, Music, Manual occupations, Hygiene, Agriculture, may be added to the above.

Period of Training.

111. The period of training shall consist in Colleges and Secondary Schools of two terms and in Elementary Schools of two or four terms, but it shall be in the power of the Director to shorten the period under special circumstances or to lengthen it in order to enable a student of any grade to undergo a special or an extended course of training.

Strength of Departments.

112. Without the express sanction of the Director, the number under training at one time shall not exceed 40 in each department except the Elementary department, which may consist of 2 classes of 40 each.

Admissions and Withdrawals.

113. Admissions shall take place ordinarily at the beginning of the first term of the year. Withdrawals in the middle of a term shall be allowed under no circumstances except in the case of continued sickness. Without the express permission of the controlling authority, no student shall be admitted later than two weeks after the beginning of a term.

Qualifications for Admission.

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

(2) His age must be not less than 14 and must not exceed 25 years; or, in the case of a candidate who has been employed continuously as a teacher in a recognized school for not less than three years, 35 years.

It shall, however, be in the power of the controlling authority, in very special circumstances, to admit a candidate whose age does not fall within the above limits.

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

(*a*) *Certificate of Health.*—A certificate from a Civil Surgeon or other medical authority accepted, in the case of colleges, by the Principal, and, in the case of schools, by the Inspector, certifying that the candidate is physically fit to perform efficiently the duties of a teacher.

(*b*) *Certificate of Education.*—A certificate of general education qualifications, as laid down in Rule 105.

A candidate who does not possess the prescribed educational certificate may be admitted on the strength of a certificate accepted by the Director as equivalent.

(*c*) *Certificate of Conduct.*—A certificate of conduct, signed by an Inspector, or an Assistant Inspector, or the President of a Local Board, or the Chairman of a Municipal Council, or the Manager or Principal or Headmaster of a recognized College or Secondary School. In the case of candidates for admission to Elementary Training Schools, a certificate signed by a Sub-Assistant Inspector shall be accepted.

Selection of Candidates.

115. The selection of candidates for admission into training colleges shall be made by the heads of the respective institutions. The selection of candidates for admission into training schools for Masters shall rest with the Inspector of Training Schools, and of those for Mistresses with the Inspectress of the Circle.

Applications for admission shall be sent through the Inspecting officers, the Presidents of Local Boards, the Chairmen of Municipal Councils, or the Managers of schools as the case may be, to the Head of the institution to which admission is sought.

Headmasters or Headmistresses shall submit with their recommendations to the Inspector of Training Schools or Inspectresses lists of applicants in the form prescribed (Appendix T).

Every care shall be taken to exclude those who may be thought to wish to undergo training chiefly for the sake of the stipends and without a real intention of making teaching a profession. In the selection of candidates preference shall be given to those of the following classes in the order in which they are named :—

(1) Teachers employed in public schools.

(2) Persons to whom Local Boards or Municipal Councils have given provisional appointments in schools under their management.

(3) Village schoolmasters to whom teaching is a regular profession, and whose schools are about to come under departmental inspection.

(4) Persons specially selected by Managers, or Headmasters, or Headmistresses, under an agreement to return as teachers.

(5) Persons desirous of adopting the teacher's profession.

Fees.

116. The following term fees shall be paid by students coming from outside the Madras Presidency :—

	Rs.
Collegiate department	40
Secondary do.	20
Elementary do.	10

Maximum Number of Stipendiaries in the several departments.

117. The maximum number of provincial stipendiaries admissible in any year into the several departments of a training institution shall ordinarily be as follows; but the Director shall be empowered to sanction a larger number of admissions in special cases :—

	For masters.	For mistresses.
Collegiate department	40	5
Secondary do.	20	10
Elementary do	40	30

Rates of Stipends.

118. The ordinary rate of provincial stipend per mensem in the several departments shall be as follows:—

	Rs.
Collegiate department	15
Secondary do.	10
Elementary do.	5

Special rates subject to the following maxima may be sanctioned by the sanctioning authority:—

COLLEGIATE DEPARTMENT.

	Rs.
Masters of Arts	20
Europeans and Eurasians—	
Masters	35
Mistresses	25
Muhammadans	20
Hindu Mistresses	20
Panchamas	20

SECONDARY DEPARTMENT.

Stipendiaries of higher qualifications than Matriculates.	12
Europeans and Eurasians—	
Masters	30
Mistresses	20
Muhammadans	12
Hindu Mistresses	12
Panchamas	12

ELEMENTARY DEPARTMENT.

Stipendiaries who have studied up to the seventh standard.	7
Muhammadans	7
Hindu Mistresses	7
Panchamas	6
Teachers in the Agency Tracts	10

A guardian allowance not exceeding Rs. 5 per mensem may be given to Caste Hindu women and Muhammadan women who do not permanently reside in the town where the school, in which they are being trained, is situated.

Selection of Stipendiaries.

119. The power of sanctioning stipends rests with the Principals of Training Colleges, the Inspector of Training Schools, and the Inspectresses of Schools in the case of girls. These authorities shall see that all the great classes of the population are, as far as practicable, fairly represented in the allotment.

Non-stipendiary Students.

120. Subject to the provisions of Rule 112 the controlling authority may admit non-stipendiary students.

Probation.

121. Every student shall be considered to be on probation, in Colleges and Secondary Schools for 50 working days and in Elementary Schools and departments for the first term; and if it shall appear to the Head of the institution that any student is not likely to prove an efficient teacher, such student shall, with the sanction of the controlling authority, be required to leave the institution. During probation a stipendiary student shall be entitled to draw the full amount of his stipend, and if rejected at the end of the period of probation, he shall not be required to refund the amount drawn, provided that his rejection was not due to moral delinquency.

Salaries of Teachers and others while under Training.

122. (1) A teacher who is in Provincial or Local or Municipal employment may, with the sanction of the Director or President or Chairman, as the case may be, be allowed during the course of training so much

of the pay of his substantive appointment in addition to his stipend, as will raise his total emoluments to Rs. 10 per mensem while the person acting for him may also be allowed a minimum pay of Rs. 10 per mensem. If the pay of the appointment is sufficient and it is considered advisable to exceed these minima in the case either of the teacher under training or of his *locum tenens*, then the teacher under training may be permitted to draw, in addition to his stipend, a portion of the pay of the appointment not exceeding one-half while his *locum tenens* will be permitted to draw a salary not exceeding the remaining half of the pay of the appointment. But, in the case of both the teacher under training and his *locum tenens* the total emoluments enjoyed by each of them under this rule must not exceed the permanent pay of the appointment.

(2) Such teacher will be treated as detached from his original appointment, but as still in the service of the Government, of the Board or of the Municipality, as the case may be.

(3) The period spent under training will qualify for earning increments of salary, but not for earning further leave: it will not cancel any leave already earned.

Travelling Allowances.

123. Teachers employed in Government, Local, or Municipal schools who are required to receive a course of training shall be entitled (subject in the case of the second and third classes to the sanction of the Board or Municipal Council concerned) to draw travelling allowances from Provincial, Local, or Municipal funds, as the case may be, for a single journey on joining and on leaving the training institution, at the rates admissible to the classes to which the teachers belong as defined in the Civil Service Regulations. Other students shall be allowed travelling expenses from public funds as provided in the addition (XXXIV, dated 4th April 1905) to page 93 of the Madras Supplement to the Civil Service Regulations, second edition.

Time-tables.

124. A time-table, showing the distribution of subjects in the different departments of the institution during each hour or other period of the day, the subjects each teacher will be engaged in teaching, and the time set apart for the work of supervision, shall be kept, and shall be submitted for the approval of the Director in the case of colleges and of the Inspector of Training Schools or Inspectresses in the case of schools.

The time-table of the model school shall indicate the classes to be taught and the work to be done by students in the school.

Leave and Dismissal.

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

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

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

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

Examinations.

126. Collegiate stipendiary students shall be required to appear at the earliest opportunity for the examination for the degree of Licentiate in Teaching of the Madras University. All other stipendiary students shall be required to appear at the earliest opportunity for the examinations for teachers' certificates in accordance with the rules laid down in Chapter XI.

Agreement to be entered into by Students.

127. (i) Every student shall, before any stipend is paid to him, enter into an agreement, to be executed on stamped paper in such form as may from time to time be prescribed (Appendix U), binding himself (1) to remain in the institution during the period prescribed and during that time to abide by such rules as may be laid down for regulating his attendance and conduct; (2) to abstain whilst under training from engaging in any other avocation; (3) to abstain from attending any other institution except with the permission of the Head of the training college or school; (4) to appear for such examinations as may be prescribed by the controlling authority; (5) to serve as a teacher in a recognized institution or keep an Elementary or Secondary school within the jurisdiction of the Madras Educational Department (or in the case of Board stipendiaries within the jurisdiction of the Board concerned) for at least three years in the case of a male student, and two years in the case of a female student, and to enter upon such duties as soon as a suitable opportunity presents itself after the period of training is over; (6) to furnish the Head of the institution, through the inspecting officer of the range in which he is employed, every six months during the three or two years referred to above, with information regarding residence, appointment held, salary, and any other particulars which may be needed to enable the Head of the institution to keep a history of the students trained in it.

(ii) If, from any cause other than continued ill-health certified to by a recognized medical authority, a student fails to fulfil the conditions of the agreement, he may be declared to be unfit, absolutely or for a specified period, for employment as a teacher. If a stipendiary student, he shall also be required to refund the whole amount drawn by him from Provincial, Local, or Municipal funds on account of stipend and travelling allowance, or such part of it as the authority financially concerned considers equitable in the circumstances of the case. In the case of a non-stipendiary student who has not already paid the fees prescribed, he shall be required to defray the cost of his training at the rate fixed in Rule 116 and to refund any sum spent as travelling allowance on his account.

Registers.

128. In addition to the registers named in Chapters II and III, the following shall be kept:—

(1) A register giving the history of former students in the form and in the manner from time to time prescribed by the Director (Appendix V).

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

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

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

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

Special Courses of Training.

129. For the purpose of giving students an opportunity of acquiring professional knowledge of, and skill in, teaching special or technical

subjects, they may be permitted to attend the College of Engineering, or the College of Agriculture, or the School of Arts, or such other institution as the Director may approve of.

During a student's attendance at another institution, he shall keep a diary showing the nature of the work in which he is engaged and the time devoted to it. This diary shall be submitted for signature once a week to the Head of the college or school in which he is working, and once in two months to the Head of the training institution for countersignature.

At the expiration of every three months, the Head of the institution in which the student is working shall furnish the Head of the training college or school with a brief report on the conduct and progress of the student.

CHAPTER X.—TRAINING INSTITUTIONS UNDER PRIVATE MANAGEMENT.

130. The rules contained in this chapter shall apply to every recognized training school under private management, except in so far as the Director may, from time to time, exempt from their operation schools in backward localities or for backward classes, schools for the training of mistresses, and schools requiring special consideration.

Except as hereinafter provided, the rules for training institutions under public management shall hold good in every recognized training school under private management.

Control.

131. The responsibility for the management and discipline of a training institution under private management shall be vested in the manager recognized by the Department.

Admission and Withdrawal.

132. The dates of admission may be fixed by the manager with reference to the circumstances of the institution; but admissions and withdrawals of students receiving stipendiary grants from Provincial funds shall not be allowed in the middle of a term without the express sanction of the Director.

Qualifications for Admission.

133. The manager shall ascertain that the candidates admitted possess the necessary physical and moral qualifications.

Selection of Candidates.

134. The selection of candidates for admission shall be left to the discretion of the manager.

Stipends.

135. The number, the distribution, and the rate of stipends in each grade, as well as the selection of the stipendiaries, shall be left to the discretion of the manager; but the rates of grants towards stipends from Provincial funds shall be determined in accordance with the provisions of the Grant-in-Aid Code.

No fees shall be levied from students on whose behalf grants towards stipends are paid from Provincial funds.

Leave and Dismissal.

136. The manager shall make suitable rules with regard to the leave of all students and to the dismissal of students in respect of whom no Provincial grant is paid.

Agreement to be entered into by Students.

137. The agreement with the Secretary of State referred to in Rule 127 shall be executed by every student receiving a stipendiary grant from Provincial funds.

In training schools attached to mission institutions for the training of Native Christian catechists, and in which there is a theological course as well as a pedagogical, the former course immediately succeeding the latter, the manager shall be at liberty to postpone fulfilment, by students receiving stipendiary grants from Provincial funds, of the condition of serving for three years until after they have completed the theological course.

CHAPTER XI.—EXAMINATIONS FOR TEACHERS' CERTIFICATES.

Kinds of Certificates.

138. Certificates shall be of three kinds:—(*a*) Certificates of ability to teach the subjects that ordinarily enter into the curricula of schools for general instruction; (*b*) certificates of ability to teach subjects included in the Government Technical Examination scheme; and (*c*) certificates of ability to teach gymnastics and drill.

A certificate of the first kind shall be designated "Teachers' certificate," one of the second kind "Technical Teachers' certificate" and one of the third kind "Gymnastic Teachers' certificate."

Grades of Certificates.

139. Teachers' certificates shall be of three grades, namely:—(1) Collegiate; (2) Secondary; (3) Elementary.

Technical Teachers' certificates shall be of three grades, namely:—(1) Advanced; (2) Intermediate; (3) Elementary.

Gymnastic Teachers' certificates shall be of one grade only.

Conditions as to grant of Teachers' Certificates.

140. Persons who have taken the degree of Licentiate in teaching in the University of Madras, shall receive Collegiate Teachers' certificates of the first or second class, according to the class of their degree without further examination, on application to the Director.

Candidates for Secondary and Elementary Teachers' Certificates, respectively, must have passed through the prescribed course in a recognized Secondary or Elementary Training institution or Department.

Candidates for Teachers' certificates of grades lower than the Collegiate shall pass two examinations, called the preliminary and final examinations respectively, the preliminary examination being mainly written and the final oral and practical.

Examiners for Preliminary Examination.

141. The preliminary examination shall be conducted by the Inspector of Training Schools with the assistance of the staffs of the Training Institutions and such other persons as the Director may, from time to time, depute for the purpose.

Date of Preliminary Examination.

142. The preliminary examination shall be held once a year and ordinarily in December. The examination shall be held at such centres as the Director may from time to time appoint.

Application for admission to Preliminary Examination.

143. Candidates must send their applications in the prescribed form (Appendix X) accompanied by a treasury receipt for the fee due under Rule 157 to the Inspector of Training Schools so as to reach him not later than the 5th October.

The head of each training institution shall forward to the Inspector so as to reach him not later than the 6th December the certificate prescribed in Appendix Y.

Scope of Preliminary Examination.

144. The preliminary examination for each grade shall be in the subjects of the courses laid down in Chapter IX and shall consist of (*a*) printed papers to be answered in writing, (*b*) practical tests in elocution and black board work.

The practical tests shall be held as soon as possible, after the written examination and in accordance with instructions issued from time to time by the Director.

Number and Subjects of Question Papers.

145. For the Secondary Grade, one paper shall be set in each of the following subjects:—(1) Organization; (2) Discipline and moral training; (3) Teaching.

For the Elementary Grade, simple papers in all the subjects of the course

Status of candidates who pass the Preliminary Examination.

146. The Director will determine which of the candidates shall be declared to have passed the examination. After approval their names will be published by the Inspector of Training Schools in the *Fort St. George Gazette*, and they shall be then called probationary trained teachers and shall be considered for all purposes of the Public service notification and the Madras Educational Rules and Grant-in-Aid Code as trained certificated teachers of their respective grades, for three years from the 1st January in the year after that in which they appeared for and passed the Preliminary Examination.

Failed Candidates.

147. A list of candidates who fail in the Preliminary Examination shall be submitted to the Director with the recommendation of the Inspector in regard to each candidate. A candidate may be allowed to appear at a part or the whole of a subsequent examination without further attendance at a Training School or may be required to attend a Training School for some specified further period either with or without a stipend, or on payment of a fee.

Certificates.

148. Each probationary trained teacher shall receive from the Inspector a combined certificate and service register.

The certificate shall state his name, age, caste, &c., his general educational qualifications and his status in the Preliminary Examination and shall contain space for recording the results and date of any final examination he may appear for.

The attached service register shall contain pages, suitably prepared, to register, under proper attestation, his periods of service as a teacher and the remarks made on his work during his probation, by inspecting officers.

The Final Examination.

149. The final examination shall consist in a test of the candidate's practical ability in teaching and probationary trained teachers must appear for it within four years of the notification referred to in Rule 146.

Applications to appear for the examination in any year must be submitted to the Inspector of Training Schools, by the 1st January of that year.

Each applicant must submit the certificate and service register granted to him on passing the preliminary examination and a treasury receipt for the fee due as specified in Rule 157, and no applicant shall be admitted to the examination whose register does not show at least 18 months' satisfactory work in a recognized school or other school approved by the Director.

Boards of Examiners for the Final Examinations.

150. The final examinations shall be conducted by Boards consisting, at each centre, of the Inspector or Inspectress of the Circle as President and one or more persons appointed by the Director.

Place and date of Examination.

151. The Inspector of Training Schools shall arrange the places and dates for holding the final examinations in such a manner as to admit of every candidate being examined at a place reasonably accessible from the school in which he is employed. He shall send to the President of the Board who is to conduct the examination lists of all the candidates who are to appear at it, and their certificates, at least 15 days before the first day of the examination.

Notice to Candidates.

152. The President of the Board shall send notices to all candidates of the time and place at least five clear days before the day of the examination

Identity of Candidates.

153. Candidates shall bring to the place of examination a certificate of identity from an Inspecting officer, or the Manager or Headmaster of a college or recognized school.

Scope and Character of the Final Examination.

154. Candidates shall be required to teach in the presence of the examiners. The class to be taught shall ordinarily contain from 15 to 20 pupils and shall be of a suitable grade.

The subject of the lesson shall be selected by the examiners. It shall be of a kind not to require elaborate preparation and shall be announced to each candidate half an hour before he is required to give the lesson. If a lesson is set which requires the use of objects or apparatus, such objects or apparatus shall be handed to the candidate at the time that the subject of his lesson is announced to him.

The examiners will note the following points in the teaching of the candidate:—

(1) *Technical qualifications.*—Fluency and correctness in speaking; use of the vernacular in lessons in English; skill in questioning, especially as regards the simplicity and definiteness of his questions and non-repetition of them and of the answers.

The amount and quality of his black-board work in writing and drawing.

(2) *The Subject-matter of the lesson:*—

(*a*) Its value and suitability to the class.

(*b*) The teacher's method of handling it, particularly with reference to—

Presentation, i.e.—presenting the new knowledge and bringing it into relation with the old; the means used in this, *e.g., exposition, developing questioning, explanation* and *illustration.*

(3) *The final result* of added knowledge and skill in the pupils, particularly as shown in their power of *applying* the new knowledge. The Examiners shall write a brief report on each candidate's work noting the points in which he showed most strength or weakness, characterising the result under each main heading as excellent, good, fair, or poor and recording their opinion as to whether the candidate should be held to have passed the examination.

Completion of the Certificate.

155. The President of the Board of Examiners present shall, in the case of every candidate who has satisfied the Board and of whose identity he is satisfied, enter then and there in the candidate's certificate the result of the final examination and the class of the completed certificate. This shall be either first class or second class and shall depend upon the results of the two examinations and the nature of the other remarks in the service register. The entry shall be dated and shall be signed by all the examiners, and the teacher shall be, for all purposes of the Grant-in-Aid Code and the Educational Rules, a fully certificated teacher from the date of such signature.

In the case of a candidate who has not satisfied the Board an entry shall be made in the certificate to that effect. The entry shall also state whether, in the opinion of the examiners, the candidate should be permitted to appear for the Final Examination again and, if so, the period which should elapse before the candidate can so appear.

Publication of the Results of the Final Examination.

156. The report of the examiners shall be forwarded, by the President of the Board engaged in the examination, to the Inspector of Training Schools who shall publish, as soon as possible, in the *Fort St.*

George Gazette, lists of trained candidates who have obtained a complete certificate, and also of those who have failed to satisfy the Board, and, in the case of those who, in the opinion of the examiners, may be permitted to appear again, the period which must elapse before they may so appear.

Fees.

157. The fees required to be paid by candidates for the Preliminary and Final Examinations shall be the following:—

	Preliminary examination.	Final examination.
	RS.	RS.
Secondary grade	5	2
Elementary grade	1	1

A candidate who fails in any of the examinations may be admitted, subject to the provisions of the foregoing rules to subsequent examinations on payment of the same fee on each occasion.

Grant of Technical Certificates to Certificated Teachers.

158. Any fully certificated teacher who has passed in the Advanced, Intermediate or Elementary grade in any of the subjects of the Government Technical Examinations may be granted without further examination and with the approval of the Director, a Technical Teacher's Certificate of corresponding grade, in respect of that subject.

Qualifications for admission to Test for Technical Certificates.

159. No candidate shall be admitted to the test for a technical teachers' certificate of ability to teach a special subject, unless he has passed the Advanced, or the Intermediate, or the Elementary Technical Examination, as the case may be, in the subject in which he desires to be tested, or an examination accepted by the Director as equivalent. Applications for admission to the test must be submitted to the Inspector of Training Schools in the form prescribed (Appendix Z).

Nature of Practical Test for Technical Certificates.

160. Candidates for technical teachers' certificates shall be required to show their ability in teaching a class in each of the special subjects in which they wish to obtain a certificate.

Ordinarily a candidate for an Advanced technical teachers' certificate shall be required to teach an Intermediate class in that subject; a candidate for an Intermediate technical teachers' certificate shall be required to teach an Elementary class; and a candidate for an Elementary technical teachers' certificate shall be required to teach a lower class.

Classification of Successful Candidates.

161. The Examiners shall declare whether the candidate has passed or not and shall place each candidate who has passed in the first or second class.

Fees.

162. The fees required to be paid by candidates for the practical test for a technical teachers' certificate in each subject shall be the following:—

	RS.
Advanced grade	6
Intermediate grade	4
Elementary grade	2

A candidate who fails to pass may be admitted to subsequent tests on payment of the same fee on each occasion.

Nature of Test for Gymnastic Teachers' Certificates.

163. Candidates for gymnastic teachers' certificates shall be required to have a practical acquaintance with drill and gymnastics, and ability to teach these subjects. Applications for admission to the test must be submitted to the Inspector of Training Schools in the form prescribed (Appendix Z_1).

Fees.

164. The fee required to be paid by each candidate for gymnastic teachers' certificate is Rs. 2. A candidate who fails to pass may be admitted to subsequent examinations on payment of the same fee on each occasion.

Suspension and Cancelments of Certificates.

165. A teachers' certificate may at any time be suspended or cancelled by the Director, if, on a report by the Inspector or by the manager of a school, the teachers' character, conduct, or attention to duty is shown to be unsatisfactory. This shall not be done until the teacher has been informed in writing of the charges against him and a full enquiry has been held by the Director after consultation with the manager.

APPENDIX A.

(Chapter I, Rule 7.)

CURRICULUM FOR SANSKRIT SCHOOLS.

The following revised curriculum is recommended for adoption in Sanskrit schools :—

I.—General Subjects.

First Class.

Raghuvamsá, the first two sargas.
Kumārasambhava, do.
Panchatantra, the first two tantras.
Declension, Conjugation, Translation, Dictation and Composition (easy).
Arithmetic from Tamil books used in Government schools.

Second Class.

Māgha, the first three chapters.
Bhāravi, do.
Bhōjachampū.
Conjugation, &c. (more difficult).
Arithmetic (from Tamil books used in Government schools).

Third Class.

Naishadha, the first six sargas.
Bhāratachampū.
Ashtādhyāyī (to be recited).
Kaumudī, from the beginning to the Adanta.
Conjugation, &c.
Lilāvati, a portion.

Fourth Class.

Śākuntala.
Mālavikāgnimitra.
Ashtādhyāyī (to be recited).
Kaumudī, to the end of Kāraka.
Conjugation, &c.
Lilāvati, a portion.

Fifth Class.

Anargharāghava.
Mahāvīracharitra.
Ashtādhyāyī (to be recited).
Kaumudī, the whole of the first part.
Translation and Composition.
Tarkasañgraha.
Nirukti.
Lilāvati, last portion.

Sixth Class.

Pratāparudrīya.
Nyāyabōdhinī.
Annambhattīya.
Tiṇanta Kaumudī.
Āpastambasūtra, with commentary.
Translation and Composition.

Seventh Class.

Kuvalayānanda.
Nīlakantaprakāsikā.
Tatvabōdhinī, from the beginning to the end of Kāraka.
Translation and Composition.
Manusmriti, the first half with Kullūkabhatta's commentary.

Eighth Class.

Chitramīmāmsā.
Muktāvali.
Śēkhara, from the beginning to the end of Strīpratyaya.
Translation and Composition.
Manusmriti, the second half with the commentary of Kullūkabhatta.

II.—Optional Subjects.

Pandit Classes.

I. Vēdas—One of the following three groups :—

Rig-Vēda, the first Ashtaka with Sāyana's Bhāshya—

9. First year .. Aitarīyabrāhmana, with Bhāshya.
Rik Prātisākhya, with commentary.

10. Second year .. The second Ashtaka, with Sāyana's Bhāshya.
Sānkhayana Brāhmana, do.
Svaraprakriyā and Vaidikaprakriyā of the Siddhāntakaumudī.

11. Third year .. The third Ashtaka with Bhāshya.
Aitarīyāranyaka, do.
Kanshitakāranyaka, do.
Nirukta, with commentary.

or *Yajur Vēda*—

9. First year .. The first Kānda, with Sāyana's Bhāshya.
The first Brāhmana, do.
Prātisākhya, with its commentary Tribhāshyaratna.

10. Second year .. The second Kānda, with Sāyana's Bhāshya.
The second Brāhmana, do.
Svaraprakriyā and Vaidikaprakriyā of the Sidhāntakaumudī.

11. Third year .. The third Kānda, with Sāyana's Bhāshya.
The third Brāhmana, do.
Nirukta, with commentary.

or *Sāma Vēda*—

9. First year .. Ārchīka with Sāyana's Bhāshya.
Tāndya Brāhmana, do.
Prātisāhkya, with commentary.

10. Second year .. Stanbhika, or Uttarārchika, the first part in Sāyana's Bhāshya.
Shadvimśabrāhmana, the first part in Sāyana's Bhāshya.
Svaraprakriyā and Vaidikaprakriyā of the Siddhāntakaumudī.

11. Third year .. Stanbikha or Uttarārchika, the latter half in Sāyana's Bhāshya.
Chāndōgya Brāhmana, the latter half in Sāyana's Bhāshya.
Nirukta, with commentary.

II. Mīmāmsa—

9. First year .. Jaiminīya Nyāyamālāvistara, the first four chapters.
Śābara Bhāshya, the first four chapters.
Śastradīpikā, the first four chapters.

10. Second year .. The above books, the next four chapters.

11. Third year .. The above books, the last four chapters.

III. Vēdānta—

9. First year .. Bhagavadgītā, with a Bhāshya and commentary.

10. Second year .. Daśōpanishad, with a Bhāshya and commentary.

11. Third year .. Vyāsasūtra, with a Bhāshya and commentary.

IV. Nyāya Vaiśēshika—

9. First year .. Divakarīya Rāmārudrabhattiya Gunānta.
Gautamanyāyasūtra, with Bhāshya and Iśvaranunīanachintāmani.

10. Second year .. Mādhuri Panchalakshañī Gadādharīya (Vyutpattivada and Chaturdaśalakshani) and Vaiśēshikasūtra, with Bhāshya.

11. Third year .. Gadādharīya (Sāmānyanirukti, Pakshata Avayava, Satpratipaksha, Śaktivāda and Prāmānyavāda).

V. Dharma Śāstra—

9. First year .. Vasishtadharmaśūtra, Bōdhāyanadharmaśūtra, Grihyaśūtra, Āpastamba, Āśvalāyana or Khādira or some other work.
Parāśaramādhava.
Bhattabhāskara's Śāntimayūka.

		Vaidyanātha Dīkshitīya, the first two Kāndas, Hēmadripārāyaschittakānda, Śūdrakamalākara, Prāyaschittēndu Śēkhara, Vijñāndśvarīya (Vyavahāra Kānda).
10. Second year	..	Eighteen smritis, omitting Parāśāra and Manusmritis, Vaidyānāthadīkshitīya (Śrāddhakānda and Vyavahārakānda), Kālamādhavīya and Nirṇayasindhu.
11. Third year	..	

VI. Vyākarana—

9. First year	..	Mahābhāshya, the first Adhyāya Śēkhara, Kāraka.
10. Second year	..	Kaiyatiya, the first Adhyāya Mahābhāshya, second, third, fourth and fifth Adhyāyas. Śabdaratna, the first half.
11. Third year	..	Bhashyapradīpōdyōta, the first Adhyāya, Mahābhāshya, sixth, seventh and eighth Adhyāyas. Kaustubha, nine Āhnikas. Śabdaratna, the latter half.

VII. Kāvyālankāra—

9. First year	..	Kāvyaprakāśikā, Kādambāri (Pūrvabhāgha), Uttararamacharitra, Sarasvatī Kanthabharana, Daśarūpaka, Vṛittaratnākara.
10. Second year	..	Kādambari (Uttarabhāga), Harshacharitra, Vāsavadattā, Bālarāmayana, Mālatīmādhava, Vāmanasūtra.
11. Third year	..	Shadbhāshāchandrikā, Prākritaprakāśa, Nalachāritra, Rāsagangādhara, Sāhityaratnākara, Kāvyādarśa, Pingala Chandasūtra.

VIII. Jyautisha—

9. First year	..	Gaṇitādhyaya. Bījagaṇita. Ganakānanda.
10. Second year	..	Gōtadhyāya. Trikonamiti. Rēkhāganita.
11. Third year	..	Grahalāghava. Āryabhattīya. Śulbasūtra and Vidyāmadhavīya.

IX. Vaidya—

9. First year	..	Bahata, a portion. Sushruta, do. Charaka, do.
10. Second year	..	The above books, a portion.
11. Third year	..	Do. do.

APPENDIX B.

(Chapter II, Rule 9.)

Application for Recognition.

ELEMENTARY SCHOOL.

District
Taluk
Town or Village

Name of School	
Date of Establishment	
Date and Number of previous Proceedings or orders in regard to recognition	
Society, Association or person owning the School	
Correspondent	
Standards previously recognized	
Standards on behalf of which recognition is now sought	
Description of the building	
Names, qualifications and salaries of the teachers	
Scale of fees actually in force	

APPENDIX B—*cont.*

Application for Recognition—cont.

ELEMENTARY SCHOOL—*cont.*

		Boys.	Girls.	Backward Classes. Boys.	Backward Classes. Girls.
Number of pupils on the rolls in each standard	Infant Standard				
	First ,, ...				
	Second ,, ...				
	Third ,, ...				
	Fourth ,, ...				
	Fifth ,, ...				
	Sixth ,, ...				
	Seventh ,, ...				
Remarks as to Furniture and Appliances					
Remarks as to (1) Registers					
(2) Admissions and withdrawals					
(3) Attendance					
(4) Attendance of Masters					
(5) Progress and Conduct					
(6) Inspection Book					
Vernacular in use					
Whether English is taught, and, if so, special qualifications of the teacher for the purpose					
Remarks on Curriculam and Time Table					

DECLARATION.

Declaration.—On behalf of the management of the school, I hereby declare that the school fulfils all the conditions specified for an Elementary School, in the Madras Educational Rules, and I promise that it shall continue to fulfil those conditions so long as it remains recognized and that such returns as may be required by the Department will be duly furnished.

STATION .
Date }

Correspondent.

APPENDIX C.

(Chapter II, Rule 16.)

Register of Admissions and Withdrawals.

FOR USE IN ELEMENTARY SCHOOLS.

No.	Name.	House or village name.	Name of Parent or Guardian.	Residence.	Occupation of parent or guardian.	Date of admission.	Date of birth.	Religion.	Class on admission.	Class on leaving.	Date of leaving.	Number of school leaving certificate.	Grade of school leaving certificate.	School to which the pupil has gone.	Remarks.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

APPENDIX D.

(Chapter II, Rule 16.)

Register of Attendance and Fees for the month of 190

FOR USE IN ELEMENTARY SCHOOLS.

Name of the school_____ Standard_____

Admission No.	Name.	Date. 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	No. of days Present.	School Fees. Rs.	A.	P.	Date of Payment.
1	2	3	4	5			6
	No. present daily ...						

DIRECTIONS FOR KEEPING REGISTERS.

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

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

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

1. If a pupil is admitted into a class on the first school day of a month, his name should be entered in red ink.

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

3. A pupil re-admitted, whether at the beginning or in the middle of the month, should have his name entered in black, but underlined with red ink.

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

APPENDIX E.

(Chapter II, Rule 16, and Chapter III, Rule 60.)

Register of Attendance of Masters for the month of 190

Serial No.	Names.	Date. 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

APPENDIX F.

(Chapter II, Rule 16.)

Register of Progress and Conduct.

FOR USE IN ELEMENTARY SCHOOLS.

Name of the school.

Admission number.	Name.	Standard.	Progress and conduct.
		Infant Standard. Year .	
		First Standard. Year .	
		Second Standard. Year .	
		Third Standard. Year .	
		Fourth Standard. Year .	
		Fifth Standard. Year .	
		Sixth Standard. Year .	
		Seventh Standard. Year .	

DIRECTIONS.

A separate page must be devoted to each pupil.

Shortly before the annual inspection the entry for the then current year should be made in respect of each pupil.

APPENDIX G.

(Chapter III, Rule 22.)

Application for Recognition.

SECONDARY SCHOOL.

District.

Taluk.

Town or Village.

1. Name of School	
2. Date of establishment, Number and date of Proceedings of previous recognition of the school, under the Madras Educational Rules, if any	
3. Society, Association or person owning the school	
4. Correspondent	

	Nomenclature.	Number of pupils on the rolls on the date of application.	Average attendance during the term immediately preceding the application.
5. Forms or classes already recognized	Sixth Form		
	Fifth Form		
	Fourth Form		
	Third Form		
	Second Form		
	First Form		
	Fourth Class		
	Third Class		
	Second Class		
	First Class		
	Infant Class		
Forms or Classes for which recognition is sought			

APPENDIX G—*cont.*

Application for Recognition—cont.

SECONDARY SCHOOL—*cont.*

No.			Total Service		Highest general education test passed and year with full particulars.	Highest technical examination passed and year and subject.	Highest grade of trained teachers' certificate and year.	Highest grade of untrained teachers' certificate and year.	Highest grade of technical teachers' certificate and year and subject.
	Name of Teacher.	Forms or classes and subject taught.	In the school.	In other recognized schools, the names of such schools being specified.					
6. Staff.	Designation.								
	Full salary assigned or proposed to be assigned.								
	Age.								
7. Accommodation and sanitation.	Total area of { (a) School building ... ... (b) Offices ... ... (c) Play ground								
	Number of class-rooms and the superficial and cubical area of each room, with the maximum number of pupils likely to be taught in each room								
	Sanitation, latrine and water-supply								
8. Furniture, apparatus and appliances (information separately for each form or class should be given)									
9. If a library is provided, whether a catalogue and a register of books taken out are kept									
10. Fees in each form or class									
11. The registers maintained, and whether in the prescribed forms ...									

DECLARATION.

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

STATION }
Date }

Correspondent.

APPENDIX H.

(Chapter III, Rule 32.)

Rules for Preparation of Plans of School-buildings.

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

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

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

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

IV. Managers of schools requiring the services of Public Works Department officers should apply for them to the Executive Engineer of the division or, in the Presidency Town, to the Consulting Architect.

V. The Executive Engineer or the Consulting Architect, as the case may be, will determine by what officer the necessary plan is to be prepared, regard being had in every case to the standard of the institution concerned.

APPENDIX I.

(Chapter III, Rule 35.)

Sanitary Certificates for purposes of Recognition.

Under G.O., No. 526, Educational, dated 9th July 1891, the Medical Officers of Government are required to examine all Government and Board (*i.e.*, Local and Municipal) schools as part of their ordinary duty with a view to the issue of sanitary certificates for purposes of recognition, but Managers of other schools are required to pay fees for these certificates according to the following scale :—

	RS.
(1) Commissioned Medical Officer	10
(2) Assistant Surgeon in independent charge of a district or civil station	5
(3) Apothecaries in independent medical charge ..	3
(4) Hospital Assistants	2
(5) Sanitary Inspectors	1

2. The certificates will, on application and payment of the above fees, be granted by District Medical Officers for all colleges, and secondary schools, and for training colleges and secondary training schools. In the Presidency town the certificates will be granted by the several District Surgeons, or by the Sanitary Commissioner or his Deputy, or by the Health Officer of the Madras Municipality.

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

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

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

Station _____

Date _____ *Signature* _____

APPENDIX J.

(Chapter III, Rule 38.)

Gymnastic Apparatus.

(i) For First and Second Grade Colleges—
Parallel bars.
Horizontal bar.
Trapeze.
Rings.
Ladder.
Inclined plank.
Vaulting horse.
One dozen pairs of light dumb-bells.
Two or three pairs light Indian clubs.

(ii) For Secondary Schools—
Parallel bars.
Horizontal bar.
Vaulting horse.
One dozen pairs of light dumb-bells.
Two or three pairs of light Indian clubs.

APPENDIX K.

(Chapter III, Rule 43.)

Application for Admission into the School,

Name of pupil
Date of birth
Residence
Name of parent or guardian
Occupation of do.
Residence of do.
School, if any, last attended by pupil

Number, date and class of Elementary School Leaving Certificate (in the case of pupils from an Elementary School).

Signature of parent or guardian.

Date

NOTE.—Satisfactory evidence in regard to the date of birth must be insisted upon. Headmasters will be held responsible for the accurate entry in the admission register of the date of birth. In the case of pupils presenting an Elementary school leaving certificate, the entry in regard to date of birth should be verified with particular care.

APPENDIX L.

(Chapter III, Rule 44.)

Form of Transfer Certificate.

1. Name of the school which the pupil is leaving.
2. Name of the pupil.
3. Date of birth as entered in the admission register.
4. Class or form in which the pupil was reading at the time of leaving (in words).
5. Date of admission or promotion to that class or form.
6. Whether qualified for promotion to a higher class or form.
7. Whether the pupil has paid all the fees due to the school.
8. Date on which the pupil actually left the school.
9. Date on which application for transfer certificate was made on behalf of the pupil by his parent or guardian.
10. Date of the transfer certificate.
11. Signature of Headmaster.

APPENDIX M.

(Chapter III, Rule 60.)

Register of Admissions and Withdrawals (for use in Secondary Schools).

NAME OF SCHOOL.

No.	Name.	House or Village Name.	Name of Parent or Guardian.	Residence.	Occupation of parent or guardian.	School and class from which pupil has come.	Whether an Elementary School Leaving Certificate was produced on admission.	Whether a transfer certificate was produced on admission.	Date of admission.	Date of birth.	Religion.	Class on admission.	Class on leaving.	Date of leaving.	Reason for leaving.	School to which the pupil has gone.	Remarks.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

NOTE.—Special attention is drawn to the necessity for accuracy in regard to the entry of the date of birth.

APPENDIX N.

(Chapter III, Rule 60.)

Register of Attendance for the month of 190 .

FOR USE IN SECONDARY SCHOOLS.

Name of the school_____ Class_____

Admission No.	Class No.	Name.	Date. 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	No. of days present.
1	2	3	4	5
		No. present daily ...		

No. on roll at beginning of month, ; Admitted during month, ; Left ; No. on roll at end of month, ; No. of School days, ; Average attendance during month, ; Average No. on roll during month,

DIRECTIONS FOR KEEPING REGISTERS.

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

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

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

1. If a pupil is admitted into a class on the first school day of a month, his name should be entered in red ink.
2. If a pupil is admitted on any other date than the first school day of a month, say on the 5th, a black ink line should run through the space for the first four days' attendance.
3. A pupil re-admitted, whether at the beginning or in the middle of the month, should have his name entered in black, but underlined with red ink.
4. If a pupil left school in the middle of a month, a black line should be drawn through the attendance spaces from the first day he left to the last school day of the month.

APPENDIX O.

(Chapter III, Rule 60.)

TERM FEE REGISTER.

School Fee Register of the *for the term ending*

Class and Name.	Whether paying fees at full or reduced rates (to be specified).	Amount due for the term ( ).	Amount paid for the term ending: First instalment. Amount.	First instalment. Date of payment.	Second instalment. Amount.	Second instalment. Date of payment.	Third instalment. Amount.	Third instalment. Date of payment.	Fourth instalment. Amount.	Fourth instalment. Date of payment.	Entrance fees.	Special fees.	Fines.	Total.	Remarks.
1	2	3	4		5		6		7		8	9	10	11	12
		RS. A. P.	RS. A. P.		RS. A. P.		RS. A. P.		RS. A. P.		RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	

NOTE.—When a pupil is admitted into a class at the middle of the term, the instalments which he would have paid had he been in the class from the beginning of the term should be collected and entered in the various columns, the date of admission being entered in the remark column.

APPENDIX P.

(Chapter III, Rule 60.)

Acquittance Roll of the Establishment of the School / College *for the month of* 190

Name.	Designation.	Salary due. RS.	A.	P.	Date of receipt.	Signature.
1	2	3			4	5

190 .

Head Master.
Principal.

APPENDIX Q.

(Chapter III, Rule 60.)

Register of Scholarships held in the *during the year.*

No.	Name of Scholar.	Standard of Scholarship.	College or School in which gained and when.	Monthly or term value of Scholarship.			How long tenable.	Purpose of Scholarship.	Remarks.
1	2	3	4	5			6	7	8
				RS.	A.	P.			

APPENDIX R.

(Chapter V, Rule 73.)

Application for Recognition.

SCHOOLS FOR SPECIAL EDUCATION.

1. Name of School	
2. Date of establishment (i) as a Training school or (ii) an Art, Industrial or Technical school. Number and date of Proceedings recognizing the school under the Madras Educational Rules, if any.	
3. Society, Association or person owning the school	
4. Correspondent	

	Nomenclature.	Number of students on the rolls on the date of application.	Average attendance during the term immediately preceding the application.
4. Departments or classes	*Training Section.*		
	Collegiate department		
	Secondary department		
	Elementary department		
	Art, Industrial or Technical Section.		
	Advanced Technical examination classes (subjects to be separately specified).		
	Intermediate Technical examination classes do.		
	Elementary Technical examination classes do.		
	Standard D (subjects to be separately specified)		
	Standard C do.		
	Standard B do.		
	Standard A do.		

APPENDIX R—*cont.*

Application for Recognition—cont.

SCHOOLS FOR SPECIAL EDUCATION—*cont.*

5. Staff.

Names of Teachers.	Desig-nation.	Full salary assigned or proposed to be assigned.	Age.	Depart-ments, forms or classes and sub-jects taught	Total Service		Highest general education test passed and year.	Highest technical examina-tion passed and year and subject.	Highest grade of trained teachers' certificate and year.	Highest grade of untrained teachers' certificate and year.	Highest grade of technical teachers' certificate and year and subject.
					In the school.	In other recognized schools, the names of such schools being specified.					

6. Accommodation and sanitation.

Total area of { (*a*) School building ... ... (*b*) Offices ... ... (*c*) Play ground	
Number of class-rooms and the superficial and cubical area of each room, with the maximum number of pupils likely to be taught in each room	
Sanitation, latrine and water-supply	

APPENDIX R—*cont.*

Application for Recognition—cont.

SCHOOLS FOR SPECIAL EDUCATION—*cont.*

	Ordinary.	Special.
7. Furniture, apparatus and appliances (separate information for each department, form or class should be given)		
8. If a library is provided, whether a catalogue and a register of books taken out are kept		
9. Fees in each department or class		
10. The registers maintained, and whether in the prescribed forms ...		
11. Rate of stipend allowed in each department *		
12. Whether the certificates prescribed in the Educational Rules are demanded from all candidates for admission into the Training school *		
13. Whether the prescribed agreement has been entered into by each student. (In the case of training institutions under private management, by students for whom stipendiary grants are drawn from Provincial funds) *		
14. Whether the rules relating to leave and dismissal and examinations are being observed. (In training institutions under private management, by students for whom stipendiary grants are drawn from Provincial funds)		

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

DECLARATION.

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

STATION
Date }

Correspondent.

APPENDIX S.

(Chapter IX, Rule 114).

Form of application for admission to Training Institutions.

1. Name of candidate.
2. Nationality and caste.
3. Date of birth.
4. Native town or taluk.
5. Examination passed with place, class and year or the class or form up to which he has studied in the case of a candidate who has passed no examination.
6. Vernacular or other languages known.
7. Present occupation.
8. If a teacher, length of service as such.
9. Name of school or schools in which the candidate has served.
10. Name of school to which the candidate reverts after training.
11. Amount of monthly stipend sought.
12. Statement by the Manager of a recognized school or an Inspecting officer as to the employment of the applicant after training.
13. Remarks.

Countersignature and designation of officer making statement as to employment. } *Signature of Applicant.*

APPENDIX T.

(Chapter IX, Rule 115.)

Application for sanction of stipends.

Name of Candidate.	Nationality and Caste.	Date of Birth.	Native Town or Taluk.	Examination passed with class and year or the class or form up to which they have studied in the case of those who have passed no examination.	Vernacular or other languages known.	Present occupation.	If a teacher, length of service as such.	Name of school or schools in which the candidate has served.	Name of schools to which the candidate reverts after training.	Amount of monthly stipend sought.	By whom recommended for training.	Remarks.
										Rs. A. P.		
1	2	3	4	5	6	7	8	9	10	11	12	13

APPENDIX U.

(Chapter IX, Rule 127.)

Agreement to be entered into by students in Training Institutions.

A.

KNOW all men by these presents that I of am bound to the Right Honourable the Secretary of State for India in Council in the sum of Rupees to be paid to the said Secretary of State or to his certain Attorney successors or assigns for which payment I bind myself my executors and administrators by these presents sealed with my seal, dated this day of 190 .

Whereas the above-bounden
has entered the
as a stipendiary student for the purpose of being trained as a school at the expense of Government and whereas it has been agreed that the above-bounden shall enter into a bond in the above-mentioned sum of Rupees with such condition as is hereunder written for the faithful discharge by the said of duties as such stipendiary student and as security for the repayment of all monies paid to as such. Now the condition of the above-written bond is such that if the said
shall go through at the said
the full course of training prescribed by Government for school
and shall after the completion of such course of training appear for the next ensuing examination necessary for qualification as a probationary trained teacher of the grade for which he is trained, and, if necessary and if permitted to do so, for every successive examination until he is qualified as aforesaid, and shall also, after becoming qualified as aforesaid, as soon as a suitable opportunity presents itself, obtain an appointment as a teacher in a recognized institution or keep an elementary school within the jurisdiction of the Madras Educational Department and serve for a period of years as such teacher or keeper of a school and shall during such course of training abide by all the rules and regulations laid down by Government with respect to stipendiary students at the said and during such period of years as aforesaid abide by all the rules and regulations laid down by Government with respect to the teachers of such recognized schools or keepers of such schools or in case otherwise than on account of ill-health the said
shall not go through such full course of training as aforesaid or shall not thereafter serve for a period of years as a teacher in or keeper of a school as aforesaid or shall not abide by such rules and regulations as aforesaid or any of them if the said his executors or administrators shall pay to the said Secretary of State for India in Council his successors or assigns all monies received from Government by the said whilst such stipendiary student as aforesaid. Then and in either of such cases the above-written bond shall be void otherwise the same shall remain in full force.

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

B.

KNOW all men by these presents that we
of
and
of
are bound to the Right Honourable the Secretary of State for India in Council in the sum of Rupees to be paid to the said Secretary of State or to his certain Attorney successors or assigns for which payment we bind ourselves and each of us our and each of our executors and administrators by these presents sealed with our seals dated this day of 190 . Whereas the above bounden has entered the as a stipendiary student for the purpose of being trained as a school at the expense of Government. And whereas it has been agreed that the above bounden
and
shall enter into a bond in the above mentioned sum of Rupees with such condition as is hereunder written for the faithful discharge by the said of duties as such stipendiary student and as security for the repayment of all monies paid to as such. Now the condition of the above written bond is such that if the said
shall go through at the said
the full course of training prescribed by Government for school and shall after the completion of such course of training appear for the next ensuing examination necessary for qualification as a probationary trained teacher of the grade for which he is trained and, if necessary and if permitted to do so, for every successive examination until he is qualified as aforesaid, and shall, also, after becoming qualified as aforesaid, as soon as a suitable opportunity presents itself, obtain an appointment as a teacher in a recognised institution or keep an elementary school within the jurisdiction of the Madras Educational Department and serve for a period of years as such teacher or keeper of a school and shall during such course of training abide by all the rules and regulations laid down by Government with respect to stipendiary students at the said and during such period of years as aforesaid abide by all the rules and regulations laid down by Government with respect to the teachers of such recognized schools or keepers of such schools or in case otherwise than on account of ill-health the said
shall not go through such full course of training as aforesaid or shall not thereafter serve for a period of years as a teacher in or keeper of a school as aforesaid or shall not abide by such rules and regulations as aforesaid or any of them if the said
and or either of them their or either of their executors or administrators shall pay to the said Secretary of State for India in Council his successors or assigns all monies received from Government by the said whilst such stipendiary student as aforesaid. Then and in either of such cases the above-written bond shall be void otherwise the same shall remain in full force.

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

Note.—Form A is applicable to the case of a student who is a major and can execute the agreement himself or herself.

Form B is applicable to the case of a student who is a minor, and is therefore required to execute the agreement jointly with his or her parent or guardian.

APPENDIX V.

(Chapter IX, Rule 128.

History of former Students.

1. Number.
2. Name of student.
3. Nationality and caste.
4. Year of training.
5. Date of birth.
6. General education qualification.
7. Teachers' certificate examinations.

	Dates of appearing.	Date of passing with class.
Preliminary		
Final		

8. School to which he reverts after training.
9. Subsequent appointments.

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

APPENDIX W.

(Chapter IX, Rule 128.)

Register of Leave granted to Students under training.

1. Number.
2. Name of student.
3. Grade for which he is being trained.
4. Date of admission.
5. Leave granted.

——	Jan.	Feb.	Mar.	Apl.	May.	June.	July.	Aug.	Sept.	Oct.	Nov.	Dec.
1. Casual leave												
2. Sick leave . ..												
3. Leave on loss of stipend.												
4. Late attendance ...												
5. Remarks												

APPENDIX X.

(Chapter XI, Rule 146.)

Application for admission to the Preliminary Examination for General Teachers' Certificates.

1	Name of candidate (to be written in full in English and a Vernacular language).	
2	Sex.	
3	Race.	
4	Date of birth.	
5	Name of the institution in which trained (or under training) and period of training.	Trained in the ——— from ——— 190 , to ——— 190 .
6	Highest General Education Test (complete) passed, date, register number and class.	
7	Language in which the candidate desires to be examined.	
8	Grade for which the candidate applies.	
9	Station at which the candidate desires to be examined.	
10	Countersignature of head of the institution.*	
11	Remarks.	

I hereby declare that the above particulars are correct, and that I am a bona fide student of the institution mentioned in column 5.

Signature _____

Postal address _____

* Applications must be countersigned by the head of the training institution. The countersigning officer should satisfy himself before countersigning that the entries have been correctly made.

STATION _____ } Date _____ 190 .

APPENDIX Y.

(Chapter XI, Rule 143.)

Form of Attendance Certificate.

I certify that has attended the for not less than three-fourths of the working days of the course and that he is eligible to appear for the Preliminary Teachers' Certificate Examination.

The number of working days in the Training Institution during the course was . The No. of days on which the candidate attended was

(Signed)

Headmaster or Principal.

APPENDIX Z.

(Chapter XI, Rule 159.)

Application for admission to Technical Teachers' Certificate Examination.

	1	2	3	4	5	6	7	8	9	10	11	12	13
	Name of candidate (to be written in full in English and a Vernacular language).	Sex.	Race.	Date of birth.	Whether the candidate is a pupil or a teacher.	If pupil, the name of the institution to which the applicant is attached.	If teacher, the recognized school or schools in which employed.	Subjects passed in the (Government Technical) Examination with grade, date, register number and class.	Subjects and grade for which the candidate presents himself for a Technical Teachers' certificate.	Language in which the candidate desires to be examined.	Station at which the candidate desires to be examined.	Countersignature of the head of the institution in which the applicant is a pupil or a teacher.*	Remarks.
							(1) (2) (3)	(1) (2) (3)	(1) (2) (3)				

* The countersigning officer should satisfy himself before countersigning that the entries have been correctly made.

Signature _____

Postal address _____

Station _____

Date _____ 190 .

APPENDIX Z1.

(Chapter XI, Rule 163.)

Application for admission to Gymnastic Teachers' Certificate Examination.

	1	2	3	4	5	6	7	8	9	10
	Name of candidate (to be written in full in English and a Vernacular language).	Race.	Date of birth	Whether vaccinated or small-pox marked.	Station at which the candidate desires to be examined.	Whether the candidate is a pupil or a teacher.	If pupil, the name of the institution in which the candidate was trained and the period of training.	If teacher, the recognized school or schools in which employed and period of such employment.	Countersignature of the head of the institution in which he is a pupil or a teacher.*	Remarks.
								(1) (2) (3)		

* The countersigning officer should satisfy himself before countersigning that the entries have been correctly made.

Signature _____

Postal address _____

STATION _____

Date _____ 190 .

[P. T. O. FOR PUT UP PAPERS.

[F.]

1,500—12-1

EDUCATIONAL DEPARTMENT.

62

CURRENT FILE.

CONTENTS.

	From	Number.	Date.	Pages.
[Cwo 975.]	D.P.I.	4540-A	13-6-06	1-12.

PAPERS PUT UP WITH CURRENT No. _____

Papers of the department to which the current belongs.

Number.	Date.	Original (=O) or spare copy (=S. C.).	Remarks. (In this column such of the papers as have been removed for copying, printing, &c., should be marked with a cross.)	Initials of Referencer with date in token of return to Reference department.

Papers of other departments.

Department.	Number.	Date.	Original (=O) or spare copy (=S. C.).	Despatcher to note the return of the papers to the departments concerned.

Stock Form No. 135
3,709—17-6-05

975
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EDUCATIONAL DEPARTMENT.

Received LOCAL & MUNICIPAL 13 JUN 1906 SECRETARIAT. 190 , *Registered* 13-6- 1906.

Subject.

Submitting for approval a draft of the Educational Rules embodying the changes consequent upon those which have been made in the Grant-in-Aid Code.

1P

ENCLOSURES.
No.
Spare copies

Current No. 4540-A /06

Station Madras , *Dated the* 13th June 1906.

From (Name) The Hon'ble Mr. A.G. Bourne, D.Sc., F.R.S.,

(Designation) Director of Public Instruction

To The Secretary to the Government of Madras,
Educational Department.

Sir,

I have the honour to submit for the approval of Government a draft of the Educational Rules embodying the changes consequent upon those which have been made in the Grant-in-Aid Code. The fourth edition of the rules, which was intended to be provisional only, is now out of print; a new edition would therefore be in any case required.

2. The programme of reform which was initiated by the Simla Conference of 1901 has already directly or indirectly entailed so many changes in our rules and codes that I have endeavoured in the present instance to draft these rules in such a way as will permit of their remaining in force for a considerable time to come. The rules now proposed will so far as I can foresee remain unaffected by any changes still pending

Go. 149 5-3-06 C.

in regard to the regulations of the University or consequent upon the introduction of a system of school leaving certificates at the end of a secondary course. The modifications proposed in the rules relating to the training of teachers and the certificates to be issued to those who have been trained seem to be in general accord with such views as have been already expressed by the Government of India upon the subject and are in any case a simplification of and I hope improvement upon our present system and harmonize with the new classification of schools which has been recently adopted.

Para. 4 Resol. in Go. 215-216 6-4-04 D

Go. 625-626 15-4-05 P.

(a distinction may be drawn later between Higher Elementary and Lower Elementary)

Para. 4 Go. 356 21-5-06

page 9-

3. I have altered the general arrangement so as to be more nearly in accord with that of the Grant-in-Aid Code. This gets rid of the difficulty which has hitherto been felt in regard to the Chapter on the conditions of recognition. In previous editions this chapter has contained a single set of rules more or less applicable alike to colleges on the one hand and village schools with two or three standards only on the other. The time has now come when a more strict control over colleges and secondary schools may be assumed without in any way checking higher education. It will on the other hand do no harm to free schools for girls, schools for special education and above all elementary schools from all rules and restrictions which are not absolutely necessary. So long as all primary schools and classes were working under the same set of rules it was desirable to make the rules sufficiently stringent to be applicable to those where a foundation for higher education was being laid while bearing in mind the difficulties under which the village school labours , the result was to some extent a compromise and exemptions had to be so freely given that it was difficult to enforce the rules even in cases where there was no reason whatever for lenient treatment. In the result both classes of school have suffered.

Footnote + on page 6 of the Rules fourth Edition.

4 I proceed to deal with the more important changes chapter by chapter.

5. Chapter I The changes herein proposed are for the most part changes in nomenclature dependent upon changes in the

64 NP

the rules. Existing rule 3 has been omitted as the provision is involved in the classification of schools into secondary and elementary. The changes in regard to the colleges will allow the rules to harmonize with any changes introduced in the University.

6 Chapter II. The rules proposed are as simple as it is possible to make them while retaining efficient control. The provisions of Rule 16 of the Grant-in-Aid Code should do much towards making these schools when under private management as efficient as possible. Some further regulations for those under public management are proposed in Chapter VII. I have laid great stress upon the use of approved text-books because the country continues to be flooded with "Exhaustive Notes" "Guides to English Conversation" and other manuals of an educationally pernicious character.

Go. 356 21-5-06 page 16.

7 Chapter III This is in the main Chapter II of the existing edition after the removal of the portions which are not applicable to secondary schools for boys. The most important change occurs in connection with the qualifications of the staff. As the rules now refer to one class of school only I have condensed them. Certificates of professional qualifications are awarded only to those who possess the necessary general education qualifications and if the former are insisted upon no reference need be made to the latter. The standard of the qualifications has been raised. It is proposed that at least four of the staff of a high school should be trained graduates. The new rule 25 is intended to remove a crying evil. This may be done gradually if immediate action is at present impracticable. Under the existing rules a school may comply with their letter and yet be and often is hopelessly inefficient in respect of its staff. For instance even a graduate in a subject may be put on to teach another subject of which he knows little or nothing while the rule is fully satisfied. It is of course very desirable that a teacher in a school should have undergone training but in trying to insist upon this there has been a marked tendency to overlook what is

really of much greater importance namely that the teacher had a fair knowledge of the subject or subjects he would be called upon to teach.

As to the headmaster his time is now almost fully taken up with the so-called Matriculation Class-the Sixth Form, and although it cannot at once be insisted upon in existing schools at any rate, the time has I think come to press for a spare member of the staff setting the headmaster free to devote a considerable amount of attention to all the classes. This is always recognized as most important in schools of a corresponding class in England and is even more necessary here.

The other changes proposed in this chapter speak for themselves.

8. Chapter IV. The secondary schools for girls other than those which come under the "Code of Regulations for European Schools" are and long will be few in number. The Inspectresses may well be left with a free hand to make the best they can of them.

9. Chapter V I have put together here all the matters in which schools for special education are specially treated in the existing edition.

10 Chapter VI The introduction of this chapter carries out the general scheme of arrangement.

11. Chapter VII The rules in this chapter relate (i) to the number of teachers to be employed (ii) to the remuneration of the teachers (iii) to the levy of fees in elementary schools under public management.

(i) The rule relating to the number of teachers calls for no special remark from an educational point of view. I do not know whether it would be possible for Government to give general sanction to such a scale and delegate the power of formal sanction to a proposition statement so long as the scale was not exceeded. If not or in any case an order to the effect that the question of adding to a staff should only be raised at some particular time of year say in the month of July to be given effect to in the following financial year would seem to

509 dated 31/7/06

be desirable but this might be separately considered.

(ii) As to the remuneration of the teachers I am proposing a fixed monthly salary and a capitation allowance in the case of lower primary schools to be paid yearly in a lump sum, the latter to be subject to deductions if the school is not in a satisfactory condition. I am also proposing as shown below that the headmaster may possibly get a share of the fees. The scale proposed is about that which is now commonly adopted the capitation allowance is extra. It might average Rs 2 a month which is about all that can be done at present to render the profession in its lowest grades more attractive.

(iii) The fee question in lower primary schools is one which must always present great difficulties. In vernacular schools under public management the matter is governed by Educational Rule 73 /d/"the levying of fees shall be left entirely to the discretion of the controlling authority". The existing practice naturally varies very considerably. It is probable that in that very large class of schools managed by a single teacher the fee collections are much larger than in Board Schools . It is certain that in such schools there is no fixed rate and that on the whole the villagers are willing to pay and the teacher to receive according to their means; also that where the parent cannot pay the pupil is admitted free and lastly that the payment is often made in kind and takes the form of a present at some particular time of year.

There is nothing in the Grant-in-Aid Code to prevent such a teacher manager from carrying on his school as an aided school but a large number of similar schools will be under Board management and I have borne this in mind in endeavouring to devise a suitable arrangement in the matter of fees.

One system would be to continue the system at present in vogue in Board Schools and fix some rate of fees. The Board school would in this case certainly not be any more than it has been in the past so popular as the private school with its larger fee income but an absence of rigidity about the rate. To have a fixed rate entails a system of accounts

To work the proposed cap: grant & the proposed system of farming

which will become a serious matter with such a large increase in the number of schools. Further-and this is most important- such pupils as at present pay their fees in kind will not attend.

Another system would be to forego fees altogether. This seems inadvisable as it is the custom of the country for those who can pay to do so to some extent at any rate. It would also of course entail the loss of income at present derived from fees.

I have also considered the advisability of paying the teacher a some what lower salary and letting him take all the fees and in the case of schools with one teacher I see little objection to this system. Where however there is more than one teacher it would be almost inevitable that they should be left to make their own financial adjustments if they were both or all paid at lower rates of salary and this would lead to quarrels; on the other hand if the headmaster took charge of the business his salary might have to be fixed at less than his assistants.

I will probably lead to a lot of dispute between masters.

What I now propose amounts to farming out the fees to the headmaster and I maintain that the conditions do away with the usual objections to such a course. He will not be called upon for instance to provide anything for the school in the way of assistance or building or furniture. He will moreover have a direct inducement apart from the fee to take in any pupil he can get as he will receive the capitation grant on his behalf or a share of it. The system seems to me to fit in better than any other with the custom of the village and would doubtless be popular with teachers and villagers alike. If the villagers know that the teacher profits they will pay fees much more readily than if those fees all went to the Sirkar.

He would not in any case in Board Schools- Au

12. C h a p t e r VIII The changes are for the most part consequent upon other alterations.

The special rules of discipline have been inserted partly in the general rules for secondary schools for boys and partly in the rules for colleges. Some of the additional registers have been prescribed for schools generally.

13. Chapter IX Portions which related to schools now to be classed as Elementary have been removed and all fees in secondary schools have been made payable by the term or in instalments. In Rule ~~96~~ 107 I have proposed the levy of entrance fees in order to check transfers. It will be observed that a pupil enteringthe fourth class of an institution and continuing in the same institution will not be called upon to pay such a fee. If he enters any higher class he must have been transferred. The transfer evil is particularly noticeable in the Sixth form where a pupil having failed at the Matriculation tries some other school in the following year. It is very bad for the school to have the sixth form inundated with such pupils. In 1905 there were 1593 pupils who had entered a sixth form with a transfer certificate from some other school. I have not proposed an entrance fee to the third and first year University classes as transfers normally take place at those stages. This rule as to entrance fees could only be enforced in institutions under public management but many institutions under private management would doubtless follow the practice if the example be set and as these fees will form part of the standard rates it will be assumed for the purposes of the Grant-in-Aid Code that they are levied.

14. Chapter V/IVth Edition/ I am proposing to omit the curricula from the rules. It is impossible to revise them at present and the work must be done by a Conference after the regulations as to the Matriculation and School Final Examination have been issued. They may even when drawn up require frequent revision for some time to come at any rate. I think it would be better to treat the matter as proposed in Rule 68 and the foot note thereto.

15. Chapter X The present system of recognizing teachers of five different grades is the outcome of an idea that in order to be able to teach up to a certain grade the teacher need only have pursued his own studies one stage further. The new classification of schools makes it easy to give less prominence to this fallacy.

16. The European Code recognizes ~~two~~ three grades of teacher only, for the purposes of these rules also three would

appear necessary and sufficient. It is proposed to recognize (1) graduates who have studied in training colleges (2) persons who have been through a high school course and have studied in secondary training schools and (3) elementary teachers. However desirable it may be to bring pressure to bear upon managers to get the best men possible as teachers in elementary schools it is absolutely useless at present to lay down any hard and fast rules in the matter.

17. The grades which it is proposed to abolish are the second grade collegiate and the lower secondary.

The only so called second grade college is the Sarah Tucker Institution at Palamcottah which is mainly a secondary Training School but a collegiate department was lately added for the sake of one or two pupils who are and would continue to be trained with the others: and the only second grade departments are those attached to the Colleges at Saidapet and Rajahmundry.

The general educational qualification prescribed is the First Examination in Arts which whatever regulations be made by the University should no longer be regarded as a final stage in general education for any purpose whatsoever. The First Examination in Arts has been hitherto prescribed for teachers of Upper Secondary forms and for these I have now proposed graduates.

The lower secondary grade certificate has always been associated with the lower secondary examination and has been prescribed for the teacher of an upper primary class. For this class in a secondary school I am suggesting that the teacher should have reached at least the stage corresponding to the present Matriculation. As for the fourth and higher standards of an elementary school the teacher will in the near future undergo a two years' course in an elementary training school and for the present it may be left to the Inspecting Officer after actual observation to declare whether

a teacher is or is not qualified to teach a particular class and a particular subject. This is a principle which is recognized in the Code for European Schools. A special reason which I have for wishing to amalgamate the present primary and lower secondary certificates is that the primary certificate will under the present rules be of more real value than the lower secondary certificate is regarded as entitling the holder to higher emoluments. Of the existing training schools 19 of those under Government management and 9 under private management have lower secondary departments attached to the primary training school. Both departments are or should be taught entirely through the medium of the vernacular and as has been pointed by the Inspector of Training Schools much of the work is already done in common. Existing lower secondary schools may divide the classes into Higher and Lower Elementary.

18. For the small village schools with the lower standards only we shall have to depend largely for some time to come upon the only men available and trust for their improvement to sessional schools and central teachers' classes and to the employment of more highly educated men as Sub-Assistant Inspectors as well as to the Inspectors owing to the increase in their number being able to exercise more direct supervision over the elementary schools in their circles.

19. Another alteration proposed is to give up the practice of awarding untrained teachers certificates on the results of the examination held by the Board of Examiners for Teachers' Certificates. The number which are so issued is small. The numbers issued in 1904-1905 were

Second grade collegiate	4
Upper Secondary grade	6
Lower Secondary grade	24
Primary grade	21

being a total of 55 as against 617 issued to persons who had undergone training . There is nothing to be said in favour of a continuance of the system. Allowing candidates to go in for any pass examination without previous teaching is to be deprecated

A year ago Dr. Conrad Arnold said it should be discontinued G.C. 7-4-05

but it is quite unnecessary to do so in the case of a professional examination in teaching power when the Inspector can certify from actual observation whether a person who has from one cause or another not been trained is fit to continue as a teacher or not unless he undergoes training.

20. Changes have been made in the draft of this Chapter and in Chapter XII consequent upon the alterations proposed above. Certain other minor alterations have been made as the result of experience in the working of the rules. Few of these call for special explanation. Appendices V and VI V/ have been omitted as the Inspector of Training Schools desires that no particular form of registers should be prescribed for criticism and model lessons. Improved and more elaborate forms are already in use in some schools.

21 New rules ~~129 A~~ 156 and 137 164 para 2 have been introduced as the rules made no definite provision in regard to candidates who failed at the Preliminary Examination.

22. If these changes are approved it will be a good thing to give up the old system of a "Board of Examiners for Teachers' Certificates". That is to say a Board nominally invested with administrative functions. These functions have as a matter of practice vested for many years in a paid Secretary with a small office and now that there is a separate Inspector of European and Training Schools I can see no reason why the entire administration should not be carried on by him under the control of the Director, the post of Secretary abolished, and the Secretary's office be amalgamated with that of the Inspector. The present arrangement leads to a good deal of routine correspondence between the Secretary and the Inspector through the Director.

23 When the Teachers' Certificate Board was established there was no organization for the special care of the Training Schools so the various Inspectors and Inspectresses were brought together to form a Board to which some non-officials were added. Very few members ever attend the meetings and the work actually done by the Board as distinct from its Secretary

has been done by the individual members of the Board viz., the setting of papers for the written examinations. Hitherto there have been two Written Examinations in the year in four grades in future there will be one in two grades the Secondary and the Elementary and the Written Examination in the latter grade will be practically the Fifth Standard Examination now conducted by the Inspector of Training Schools.

There is now practical work at the Preliminary Examination which must be done in Situ as well as at the final examination.

The change proposed makes no real difference in the matter of Examinations it is a change in administrative arrangements.

I may add that the amalgamation of the Teachers' Certificates Office with that of the Inspector of Training Schools and the unification of the Second Collegiate and Upper Secondary grades and of the Lower Secondary and Primary grades are suggestions which have been made by the Board.

24. The average profit to the Board for the last three years has been Rs 3389/- the abolition of the post of Secretary will save Rs 500/-. As I am anxious to do as much as possible to encourage elementary teachers I have proposed to reduce the fee for admission to the Preliminary Examination from Rs 2 to R 1/-. This may reduce the receipts by Rs 1400/- but there is clearly an ample margin for such reduction.

25. Lastly a new proposal is embodied in Rule 139 A 167

If a person has been approved as a teacher it should be evidence of his ability to teach any subject of which he possesses sufficient knowledge.

26 I propose to omit from the present edition the Appendix to Chapters III, IV and V /IVth Edition/. These hints and suggestions remain available in the old editions and when republished will require very careful revision. Also, for

similar reasons and that we must to some extent wait upon the University regulations for Matriculation, Appendix F.

27 Appendix C is now unnecessary. The list of backward classes finds a place in the Grant-in-Aid Code and no cognizance is now taken of the so-called backward localities.

I have the honour to be,

S i r ,

Your most obedient servant,

A. J. Bourne

Director of Public Instruction.

C. No. 975, from the D.P.I., No. 4540A, dated 13th J u n e 1906.

ORDER:--
P.S.

With his letter read above the Director of Public Instruction submits the draft of a revised edition of the Madras Educational Rules. The main object of the revision is to give effect to the ~~new~~ policy in regard to elementary education introduced by the Grant-in-Aid Code recently issued by Government. The ~~changes which appear in the revised edition are sufficiently explained in the Director's forwarding letter but the more important of them may be briefly touched upon.~~ more important of the changes in the new Educational Rules as affected by the Code will be noticed.

2. In their order No.356 Edl., dated 21st May 1906, issuing the new Grant-in-Aid Code, the Government accepted the proposals of the Director [redacted] that the old distinctions between lower primary, upper primary, lower secondary and upper secondary schools should disappear and that institutions for general education should be sharply divided into Elementary and Secondary schools. Under the former class ~~is to~~ will be included schools intended for the elementary education of the masses, that is, for children unlikely to continue their education beyond the elementary stage.

These

E. 14

These schools may teach up to the seventh standard but very many of them will not give instruction beyond the third standard The medium of instruction will be the vernacular of the pupils, though English may be taught from the fourth standard upwards.

Under the class of secondary schools are to be included schools designed for boys who are likely to take up higher education. These schools may or may not have some of the lower classes: ~~the instruction in them~~ will for the most part be ~~in English~~ and the staff employed ~~in them~~ will ~~be better qualified~~.

3. In the Rules as now revised the new classification of schools for general education has been adopted (Rules 2 and 5) and separate rules have been framed for elementary schools (Chapter II), secondary schools for boys (Chapter III), secondary schools for girls (Chapter IV) and schools for special education (Chapter V). Under the existing Rules the regulations on the subject of recognition are for the most part identical for primary and secondary schools with the result that ~~exemptions have had to be so freely given~~ in favour of schools in backward localities and for backward classes, that it has been difficult to enforce the rules even in cases where ~~there was~~ no reason whatever for lenient treatment. Both classes of schools have thus suffered under the system. Elementary schools have accordingly

now

now been freed from all but the simplest regulations for recognition.

Page 17 Sec. 20 35 & 91 of 21st May 1906. A.

Under the footnote to Chapter IV of the Grant in Aid Code the Elementary school cannot, like the former primary school, be regarded as the necessary feeder of the secondary school. Under this footnote even if a boy in an elementary school has reached a standard higher than the fourth, nevertheless if he joins a secondary school, he must begin in the fourth standard. This has been decided to be a sound principle and is provided for in ~~Rules 44 and 47 (Chapter VIII) of~~ the new Rules, ~~[illegible]~~ An elementary school leaving certificate is not however granted except on a boy's completing the course in the fourth standard at least, ~~and it is necessary as drafted by the Director of Public Instruction to leave out of consideration~~ the case of boys in an elementary school reading in a lower standard than the fourth whose parents may desire to transfer them to a secondary school from the lower classes of the elementary school. At the same time it does not appear essential that a boy in the lower classes of an elementary school should have secured an elementary school leaving certificate endorsed "good" before being admitted to a suitable class of a secondary school. ~~It has accordingly been decided to alter~~ Rule 44 ~~as originally drafted as follows:~~ make provision accordingly for these cases.

Pages 48 & 51 Office note.

Rule 18 - page 22 - do -.

§ 42

§ 47

Pages 3-8 of this orders

Rule

"Rule 44.--No pupil who has pre-
"viously studied in any recognized
"secondary school shall be admitted to
"another secondary school unless he pre-
"sents a transfer certificate in the
"prescribed form (Appendix I,) from that
"school showing (a) the date of his
"birth, (b) that he has paid all fees
"due to that school, (c) the class in
"which he studied at the time of leaving
"it, and (d) if he has completed the
"course in that class, whether he is
"qualified for promotion to a higher
"class. No pupil shall be allowed to
"attend school pending formal admission or
"enrolment, and no pupil shall be admitted
"or enrolled pending the production of a
"transfer certificate. All
"transfer certificates shall
"be endorsed with the admission number
"under which the pupil is enrolled. They
"shall be separately filed and shall be
"shown to the Inspecting officer when
"required."

and to add the following three additional clauses to Rule 47:—

"(3) that if the pupil has attended
"an elementary school and has obtained
"an elementary school leaving certificate
"endorsed by the examining officer "good"
"he may be placed in the fourth class but
"shall remain in that class for at least
"one school year;

"(4) that if the pupil has attended
"an elementary school and has not

obtained

"obtained an elementary school leaving
"certificate endorsed "good" he shall not
"be placed in a class higher than the
"third class or in any case shall not be
"promoted to the First form until after
"the expiry of at least two school years."
" (5) that if the pupil has ~~not~~ pre-
"viously attended any school the orders
"of the Inspector shall be obtained in
"any case not provided for above."

Clause (4) ~~above will~~ provides for boys who leave an elementary school at an earlier stage than the fourth standard or who have not secured an elementary school leaving certificate endorsed "good". Clause (5) is intended to deal with the case of boys who have not attended a recognized elementary school and as regards whom no such test can be applied. ~~In the~~ case ~~of these~~ the orders of the Inspector are to be obtained as to the class (if any) which they should be allowed to join.

5. ~~In~~ The ~~draft submitted by the Director (Chapter VI) there were a few special rules for Colleges but these and all references to Colleges under public management in the Chapter (now numbered VII) containing additional regulations for institutions under public management other than elementary schools have been omitted~~ Rules now issued contained no provision regarding Colleges, as such regulations will ~~for regulations to secure the objects in view~~ have also to be framed under the Indian Universities Act, 1904, Section 25(2)(j) to (o).

6. The adoption of separate rules for Elementary, Secondary schools and schools for special education, separate rules have also been drafted for such schools under public management. Chapters VI and VII as now numbered. The former of these Chapters contains two important rules now numbered 81 and 82 suggesting suitable scales of teachers and salaries in elementary schools under public management. The rules are unobjectionable in asmuch as they only suggest scales. In para.11(i) of his letter the Director raises the question whether it would be possible for Government to give general sanction to such scales and delegate to the Director the power of formal sanction to proposition statements so long as the scales were not exceeded, and if not, or in any case whether an order can be issued to the effect that proposals for adding to the staff should only be raised at a particular time of year, say the month of July, for introduction from the following financial year. This question will be separately considered.

7. Another important rule contained in Chapter VI (as now numbered) is rule 83 authorizing the payment of a capitation allowance to trained teachers in schools with only the Infant standard and standards I to III. This proposal is approved, any extra expenditure above the normal expenditure of local bodies arising therefrom being in the case of those bodies debited

to

19 80 7P

to the recurring grant of six lakhs ~~for~~ primary education. In schools with standards above the third the teacher has the prospect ordinarily of rising to higher salaries and ~~will~~ should require no special encouragement by way of a capitation grant.

No 90 in the draft - page 95 of office note.

8. The next important rule introduced in Chapter VI (as now numbered) is rule 84 on the subject of fees in Elementary schools. In Elementary schools under private management the levy of fees will be optional as is now the case in what are known as Vernacular schools. In Elementary schools under public management a system of fees will now be introduced.

Rule 73(d), Fourth Edition.

Pages 57 & 61 current.

The Director discusses the question in para.11(iii) of his letter. In schools with only the Infant standard and standards I to III no compulsory scale ~~can be~~ is laid down and it ~~has~~ is not ~~been~~ proposed to do so but in the ~~draft~~ Director's original proposal rule as originally drafted ~~the~~ proposal was to prescribe a scale of fees, the amount of which calculated with reference to which the teacher should ~~be calculated~~ upon the attendance, ~~pay the amount~~ is to be paid by the teacher into the Treasury. ~~Such a system seemed to be open to objection as it would inevitably lead to attempts at fraud and necessitate inquisitorial proceedings and other objectionable interference.~~ After a careful consideration of the ~~matter~~ difficulties connected with the question ~~therefore~~, the Government have arrived at the conclusion that the best solution of ~~this difficult question~~ the problem is in the case of these

Fi 20 81 8P

these lower primary

schools to allow the teacher to appropriate the whole of the fees, making his own arrangements as to these, and for Government merely to lay down a scale of fees that contain the maximum which may be levied. By the adoption of this system there will be a small loss to the controlling authority but it is comparatively trifling. At present 639 such schools pay in only Rs.11,307 or about Rs.1-8-0 a month each.

In Elementary schools with a fourth standard a compulsory scale of fees will be levied.

Rule 84 will accordingly be altered as follows:--

"(i) In schools containing the four "lower standards only, the fees may be "appropriated by the headmaster. Except "from girls, panchamas and pupils belong- "ing to the castes and classes declared "by the Government to be backward he "should levy fees at not less than the "following rates:--

" Infant standard Anna ½ a month
" 1st " " 1 "
" 2nd " Annas 2 "
" 3rd " " 2½ "

" (ii) In schools containing a fourth "standard fees shall be levied at the "following monthly rates:--

	Boys Rs.	A.	P.	Girls Rs.	A.	P.
" Infant standard	0	1	0	0	0	6
" 1st "	0	2	0			
" 2nd "	0	3	0			
" 3rd "	0	4	0	0	1	0
" 4th "	0	6	0			
" 5th "						
" 6th "	0	8	0	0	2	0
" 7th "						

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Paras. 13-17 Ottn's orders.

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"Fees at half the above rates may be "levied from Muhammadan boys, Panchamas "and pupils belonging to the castes or "classes which have been declared by the "Government to be backward may be admitted "into schools intended for them without "payment of fees."

Pages 97 - 106 & Office note.

8. In Chapter VII as renumbered, in addition to the omission referred to in para.4 supra of all reference to Colleges, rules 59 and 66 of the existing Rules regarding the Academic costume of staff and registers of gymnastics and drill and corporal punishment have been omitted as unnecessary.

Pages 97 & 104 - do -

Pages 107 - 118 - do -

9. In the Chapter on Fee Regulations now numbered VIII, ~~the only important alteration proposed by the Director was~~ the fixing of a scale of entrance fees for admission to the fourth and second year university classes and to all forms except the fourth and classes except the fourth in secondary schools. The object of this alteration is, as explained in

Page 114 - do. -

Page 7 of current

para.13 of the Director's letter, to check transfers of pupils from one institution to another. This object is no doubt desirable but it would at the same time tend, if entrance fees are made compulsory, to check boys going from an inferior to a better school. ~~On the whole therefore~~, the existing optional rule has been retained (Rule 99) with slight alterations.

H.M's orders on pages 114 & 114 a Office note

as to the propriety of an entrance fee for admission to a college or school. This not deemed desirable that such fees it be compulsory -

10. Another change introduced into the new

new Rules is the omission of the courses of studies contained in Chapter V of the existing Rules. But although these courses have been omitted so much of them as relate to schools for general education will under the new Rule 67 remain in force in Secondary schools for boys while elementary schools, secondary schools for girls and schools for special education will, under the new Rules 20, 72 and 79, have suitable courses prescribed for them.

no 68 in the draft page 73 of office note.

nos 20, 73 & 80 in the draft Pages 24, 78 & 85 of office note

Page 122 of office note.

10. A further change of importance introduced into the new rules is the re-grading of Training schools. ~~At present there are five grades of these schools, namely, (1) First Grade Training Colleges (2), Second Grade Training Colleges, (3) Upper Secondary Training Schools, (4) Lower Secondary Training Schools and (5) Primary Training Schools. In future there will be only~~ The existing reduced to three!

(1) Training Colleges for the training of Graduates,

(2) Secondary Training Schools for the training of persons who have passed the Matriculation examination, the Upper Secondary examination, the late Higher examination for women or other corresponding test, and

(3) Elementary Training schools for the training of persons who have reached only a lower stage of instruction.

As a consequence of this change ~~in the grades of Training institutions~~ the

classes

Page 158 of office note

classes of general Teacher's Certificates will ~~also~~ be reduced from five to three. The old (in)definite system of granting untrained teachers certificates will also be abolished.

~~The Government consider that this scheme of three grades of schools and three classes of certificates is better than the more elaborate classification of the existing Rules. There will be no real hardship in the abolition of the untrained Teachers' certificate since the new~~ Rule 10 provides for the recognition of untrained teachers of proved ability in the case of elementary schools. ~~Even~~ Under the existing system the number of untrained Teachers' certificates annually granted has been very small as explained ~~in para.10 of the Director's letter~~.

Para. 18 of Mr's order.

Page 14 of office note

Page 9 of Memt.

~~15. The only other change of importance is the abolition of~~ The Board of Examiners for Teachers certificates will be abolished

Paras. 22-24 of his letter on pages 10 & 11 of Memt.

The Government agree with the Director that the work done by them may with advantage be transferred to the Inspector of Training schools.

~~15.~~ 11 With these remarks ~~and alterations~~ the Government sanction the issue of the revised edition of the Educational Rules. In introducing the changes with the new Rules will effected ~~in the existing Rules~~ the Director should ascertain which of the existing Lower and Upper Secondary schools desire

vide ~~DPO's suggestions~~ Page vi of Mr. Butterworth's note.

to

to remain as Secondary schools and which of these can undertake to comply with the rules that now find a place in Chapter III within a reasonable time.

The management should be informed in definite terms at the next inspection what action should be taken and should be required to take such action before the following annual inspection. Any school the management of which has by that time failed to do what was in the opinion of the Director feasible should be removed from the list of recognised secondary schools.

The present pupils of all existing recognized Lower Secondary schools shall be eligible under the rules of the 4th edition for transfer certificates up to the close of 1907.

All registers newly prescribed or of which the form has been changed shall be maintained under the new rules from January 1907.

The new rules in regard to the levy of fees in elementary schools shall come into force with effect from January 1907.

It will be left to the Director to introduce the various changes in the Rules relating to Training Institutions and Examinations for Teachers Certificates in such a way as to produce the least possible dislocation of the existing arrangements.

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- Local & mun. Depart.
- Finl. Depart. with Appx.
- Accountant General.
Editor's Table

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

Read—the following paper :—

Letter—from the Director of Public Instruction.
To—the Secretary to Government, Educational Department.
Dated—the 13th June 1906.
No.—4540-A.

Order—No. , Educational, dated July 1906.

With his letter read above the Director of Public Instruction submits the draft of a revised edition of the Madras Educational Rules. The main object of the revision is to give effect to the policy in regard to elementary education introduced by the Grant-in-Aid Code recently issued by the Government. The more important of the changes in the new Educational Rules as approved by the Government will be briefly noticed.

2. In their Order No. 356, Educational, dated 21st May 1906, issuing the new Grant-in-Aid Code, the Government accepted the proposals of the Director that the old distinctions between lower primary, upper primary, lower secondary and upper secondary schools should disappear and that institutions for general education should be sharply divided into Elementary and Secondary schools. Under the former class will be included schools intended for the elementary education of the masses, that is, for children unlikely to continue their education beyond the elementary stage. These schools may teach up to the seventh standard but very many of them will not give instruction beyond the third standard. The medium of instruction will be the vernacular of the pupils, though English may be taught from the fourth standard upwards.

Under the class of secondary schools are to be included schools designed for boys who are likely to take up higher education. These schools may or may not have some or all of the lower classes : English will for the most part be the medium of instruction and the staff employed will possess higher qualifications.

3. In the rules as now revised the new classification of schools for general education has been adopted (Rules 2 and 5) and separate rules have been framed for elementary schools (Chapter II), secondary schools for boys (Chapter III), secondary schools for girls (Chapter IV) and schools for special education (Chapter V). Under the existing rules the regulations on the subject of recognition are for the most part identical for primary and secondary schools with the result that it has been found necessary to grant exemptions in favour of schools in backward localities and for backward classes so freely that it has been difficult to enforce the rules even in cases where no sufficient reason existed for lenient treatment. Both classes of schools have thus suffered under the system. Elementary schools have accordingly now been freed from all but the simplest regulations for recognition.

4. ~~Under~~ the foot-note to Chapter IV of the Grant-in-Aid Code the elementary school cannot, like the former primary school, be regarded as the necessary feeder of the secondary school. ~~Under this [illegible] a boy~~ in an elementary school has reached a standard higher than the fourth, nevertheless if he joins a secondary school, he must begin in the fourth standard. This has been decided to be a sound principle and is now provided for in the new rules. An elementary school leaving certificate is not however granted except on a ~~boy's~~ completing the course in the fourth standard at least, and it is necessary to consider the case of ~~boys~~ in an elementary school reading in a lower standard than the fourth whose parents may desire to transfer them to a secondary school from the lower classes of the elementary school. At the same time it does not appear essential that a ~~boy~~ in the lower classes of an elementary school should have secured an elementary school leaving certificate endorsed "good" before being admitted to a suitable class of a secondary school. Rules 44 and 47 make provision accordingly for these cases.

No. , EDUCATIONAL,

JULY 1906.

Clause (4) of rule 47 provides for boys who leave an Elementary school at an earlier stage than the fourth standard or who have not secured an Elementary school leaving certificate endorsed "good."

Clause (5) is intended to deal with the case of [illegible] who have not attended a recognised elementary school and as regards whom no such test can be applied. In these cases the orders of the Inspector are to be obtained as to the class [illegible] which they should be allowed to join.

5. The rules now issued make no provision for regulations regarding colleges as such regulations will be framed under the Indian Universities Act, 1904, section 25 (2) (*j*) to (*n*).

6. The adoption of separate rules for Elementary schools, Secondary schools and schools for special education renders necessary separate rules for such schools under public management. These rules are embodied in Chapters VI and VII as now numbered. The former of these chapters contains two important rules now numbered 81 and 82 suggesting suitable scales of teachers and salaries in elementary schools under public management. The Director raised the question whether Government would give general sanction to such scales and delegate to the Director the power of formally sanctioning the required proposition statements so long as the scales were not exceeded, and if not, or in any case, whether the submission of proposals for adding to the cost of the staff might not be restricted to a particular date, say the month of July, the additional expenditure being incurred from the beginning of the following financial year. This question will be separately considered.

7. Another important rule contained in Chapter VI (as now numbered) is rule 83 authorizing the payment of a capitation allowance to trained teachers in schools with only the Infant standard and standards I to III. This proposal is approved, any extra expenditure above the normal expenditure of local bodies arising therefrom being in the case of those bodies debited to the recurring grant of six lakhs in aid of primary education. In schools with standards above the third the teacher has the prospect ordinarily of rising to higher salaries and should require no special encouragement by way of a capitation grant.

8. The next important rule introduced is Chapter VI (as now numbered) is rule 84 on the subject of fees in Elementary schools. In Elementary schools under private management the levy of fees will be optional as is now the case in what are known as Vernacular schools. In Elementary schools under public management a system of fees will now be introduced. In schools with only the Infant standard and standards I to III no compulsory scale is laid down and it is not proposed to do so. The Director's original proposal was to prescribe a scale of fees, the amount of which, calculated upon the attendance, should be paid by the teacher into the treasury. After a careful consideration of the difficulties connected with the question, the Government have arrived at the conclusion that the best solution of the problem is in the case of these lower primary schools to allow the teacher to appropriate the whole of the fees, making his own arrangements as to these, and for Government merely to lay down a scale of fees which may appropriately be levied. By the adoption of this system there will be a small loss to the controlling authority but it is comparatively trifling. At present 629 such schools pay in only Rs. 1,307 or about Rs. 1–8–0 a month each.

In elementary schools with a fourth standard a compulsory scale of fees will be levied.

9. In the chapter on Fee Regulations now numbered VIII, the existing optional rule as to the payment of an entrance fee for admission to a college or school has been retained (rule 99) with slight alterations. It is not deemed desirable that such fees should be compulsory.

Another change introduced into the new rules is the omission of the courses of studies contained in Chapter V of the existing rules. But although these courses have been omitted so much of them as relate to schools for general education will under rule 67 remain in force in secondary schools for boys, while elementary schools, secondary schools for girls and schools for special education will, under the new rules 20, 72 and 79, have suitable courses prescribed for them.

10. A further change of importance ~~introduced into the new rules~~ is the regrading of training schools. The existing five grades will be reduced to three:—

(1) Training colleges for the training of graduates;

(2) Secondary training schools for the training of persons who have passed the Matriculation examination, the Upper Secondary examination, the late Higher examination for women or other corresponding test; and

(3) Elementary training schools for the training of persons who have reached only a lower stage of instruction.

As a consequence of this change the classes of general Teachers' certificates will be reduced from five to three. The old indefinite system of granting untrained Teachers' certificates will also be abolished; nor will this cause any real hardship since rule 10 provides for the recognition of untrained teachers of proved ability in the case of elementary schools. Under the existing system the number of untrained Teachers' certificates annually granted is trifling.

The Board of Examiners for Teachers' certificates will be abolished. The Government agree with the Director that the work done by them may with advantage be transferred to the Inspector of Training schools.

11. With these remarks the Government sanction the issue ~~of the revised edition~~ of the Educational Rules. In introducing the changes which the new rules will effect, the Director should ascertain which of the existing Lower and Upper Secondary schools desire to remain as Secondary schools and which of these can undertake to comply within a reasonable time with the rules that now find a place in Chapter III.

The management should be informed in definite terms at the next inspection what action should be taken and should be required to take such action before the following annual inspection. Any school the management of which has by that time failed to do what was in the opinion of the Director feasible should be removed from the list of recognised secondary schools.

The present pupils of all existing recognized Lower Secondary schools shall be eligible under the rules of the 4th edition for transfer certificates up to the close of 1907.

All registers newly prescribed or of which the form has been changed shall be maintained under the new rules from January 1907.

The new rules in regard to the levy of fees in elementary schools shall come into force with effect from January 1907.

It will be left to the Director to introduce the various changes in the rules relating to Training Institutions and Examinations for Teachers' certificates in such a way as to produce the least possible dislocation of the existing arrangements.

(True Extract.)

~~H. D. Farmer~~,
Ag. Secretary to Government.

To the Director of Public Instruction.
" Local and Municipal Department.
" Financial Department.
" Accountant-General.

Please see query on page 4.

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Government of Madras.

EDUCATIONAL DEPARTMENT.

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Educational Rules. Forwarding with remarks the issue of a revised Edition of the [illegible].

TENT OF MADRAS.

GOVERNM

AL DEPARTMENT.

EDUCATIONA

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To—the Secretary to Governm ent, Educational Department.
Dated—the 13th June 1906.
No.—4540-A.

31st July 1906.

Order—No. 509, Educational, dated

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13. The rules as now revised a printed as an Appendix to this order.

(To Extract.)

Ag. Secretary to Government.

To the Director of Public Instruction,
,, Local and Municipal Department,
,, Financial Department.
,, Accountant-General.
Editors' Table.

Appendix

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Clause (5) provides for the case of pupils v have previously attended a school
which is not recognized and not specified in t preceding clauses of the rule and as
regards whom no such test can be applied as se clauses lay down. In their case
the orders of the Inspector are to be obtained to the class which they should be
allowed to join. The Inspector's orders may b ither general or special.

5. The rules now issued make no provisio or regulations regarding colleges, as
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(2) (*j*) to (*n*).

6. The adoption of separate rules for Ele tary schools, Secondary schools and
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81 and 82 suggesting suitable scales of teach and salaries in Elementary schools
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would approve such scales generally and de ate to the Director the power of
formally sanctioning the required proposition s ements so long as the scales were not
exceeded, and if not, or in any case, whether submission of proposals for adding
to the cost of the staff might not be restricted a particular date, say the month of
July, the additional expenditure being incurr from the beginning of the following
financial year. This question will be separately onsidered.

7. Another important rule contained in Ch ter VI (as now numbered) is rule 83
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of studies contained in Chapter V of the exis rules. But although these courses

Appendix

MADRAS EDUCATIONAL RULES.

CHAPTER I.—INTRODUCTION.

Classification of Institutions.

1. Educational institutions are divided into two great classes,—*Public* and *Private*.

All institutions which impart secular instruction and conform to the standards of efficiency and courses of study prescribed by the University or the Department, and are recognized or have obtained recognition under these Rules are classed as "public" or "recognized" institutions.

All other educational institutions are classed as private institutions and are classified as follows:—

(i) Advanced—teaching (*a*) Arabic or Persian, (*b*) Sanskrit, (*c*) any other oriental classical language;
(ii) Elementary—teaching a vernacular language only or mainly;
(iii) Elementary—teaching the Quran;
(iv) other schools not conforming to departmental standards.

Public institutions are of two classes: (1) those under the management of Government or Local Boards or Municipalities, known as institutions under *public management*; and (2) those under the management of private persons or associations, known as institutions under *private management*.

Public institutions under private management are classified into aided and unaided, according as they do or do not receive aid from public funds.

2. Public institutions are also classified according to the nature and grade of instruction imparted in them:—

- University education
  - Arts ... : First-grade Colleges. / Second-grade Colleges.
  - Professional. : Colleges of Law. / „ of Medicine. / „ of Engineering. / „ for training Teachers.
- School education
  - General ... : Secondary. / Elementary.
  - Special ... : Schools for training Teachers. / „ of Art. / „ of Law. / „ of Medicine. / „ of Engineering. / „ of Industries. / „ of Commerce. / Other special schools.

Arts Colleges.

3. The classes in an Arts College depend upon the particular courses of instruction among those laid down by the University which the College has been declared by the Government, upon the recommendation of the University, to be qualified to undertake.

Professional Colleges.

4. Professional Colleges contain the following classes :—

(i) Law College—

University classes.	Special classes.
Pleader classes.	

(ii) Medical College—

University classes.

(iii) College of Engineering—

Engineer classes.	Upper Subordinate classes.
	Lower Subordinate classes.

(iv) Training Colleges—

University class.

Schools for General Education.

5. Secondary schools are schools whose main object is to afford a higher general education. They may contain the following classes :—

Sixth Form.	Fourth Class.
Fifth Form.	Third Class.
Fourth Form.	Second Class.
Third Form.	First Class.
Second Form.	Infant Class.
First Form.	

Elementary schools are schools the bulk of whose pupils are unlikely to continue their studies beyond an elementary stage. They may contain the following classes :—

Seventh Standard.	Third Standard.
Sixth Standard.	Second Standard.
Fifth Standard.	First Standard.
Fourth Standard	Infant Standard.

Schools for Special Education.

6. Schools for special education may contain the following classes :—

(i) Schools for training Teachers—

Secondary department. | Elementary department.

(ii) Schools of Art—

Higher class schools—

Advanced Technical classes.
Intermediate Technical classes.
Elementary Technical classes.

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Lower class schools—

Standard D class.	Standard B class.
Standard C class.	Standard A class.

(iii) Schools of Medicine—

Apothecary department—

Fourth year class.	Second year class.
Third year class.	First year class.

Hospital Assistant department—

Fourth year class.	Second year class.
Third year class.	First year class.

Chemist and Druggist class—

Second year class.	First year class.

(iv) Schools of Industries—

Higher class schools—

Advanced Technical classes.
Intermediate Technical classes.
Elementary Technical classes.

Lower class schools—

Standard D class.	Standard B class.
Standard C class.	Standard A class.

(v) Schools of Commerce—

Advanced Technical classes.
Intermediate Technical classes.
Elementary Technical classes.

7. Students in unrecognized institutions will not, unless it is specially so ordered, be admitted to the privileges accorded to students of recognized institutions.

Curricula may be suggested for the guidance of unrecognized institutions from time to time by the Director (Appendix A).

European Schools are defined in the code of regulations for such schools and are governed by those regulations and not by these Rules.

8. All collegiate institutions within British Territory in the Presidency which are affiliated to the University, are recognized.

The courses of instruction in such institutions are prescribed by the University.

The courses of instruction in Professional colleges and schools for special education are either prescribed by the University or by the Department in special regulations.

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CHAPTER II.—RULES FOR ELEMENTARY SCHOOLS.

Recognition.

9. The recognition of elementary schools shall vest in the Inspector. Each standard above the third standard shall be separately recognized. Recognition will depend upon satisfactory evidence of the educational needs of the locality as well as of the other matters specified below in this chapter. Application for recognition shall be made in the prescribed form (Appendix B).

Note.—"Inspector" means "Inspectress" in the case of girls' schools.

Qualifications and Number of Teachers.

10. The teachers should either be of proved ability or should hold trained teachers' certificates. In elementary schools with standards above the fourth, the headmaster should ordinarily hold a secondary trained teachers' certificate. Untrained teachers below the age of 35 should, wherever it is feasible, be sent for training at the earliest opportunity.

11. The Inspector may refuse or withdraw recognition on account of the employment in a school of any teacher whom he, after due enquiry, considers unfit to be a teacher.

12. There shall be at least one regular teacher for every 50 pupils on the rolls. While this number of pupils is to be in all cases the maximum permissible, it is very desirable that there should be a teacher for every 30 pupils.

Building, Furniture and Appliances.

13. The building used for the school should be suitable, should be kept clean and should admit sufficient light and air.

14. The provision of much furniture need not be insisted upon but there should be a supply of suitable pictures and other simple appliances.

Text-books.

15. No books (other than books for religious instruction) shall be used or even brought into the school by the teacher or pupils which have not been approved by Government. A list of approved books for elementary schools will be published from time to time.

Registers.

16. The following registers shall be kept in the prescribed form and submitted to the inspecting officer when required:—

(1) A register of admissions and withdrawals (Appendix C).
(2) A register of attendance of pupils (Appendix D).
(3) A register of attendance of masters (Appendix E).
(4) A register of progress and conduct (Appendix F).
(5) An inspection book.

The first three registers must be carefully kept by the headmaster and should be countersigned by every inspecting officer who visits the school. No entry should be made in the inspection register except by an inspecting officer. The entries should be in a language understood by the master. A visitor's book also should be kept in which district officials and other visitors to the school may be invited to make remarks.

Admission and Promotion.

17. No transfer certificate shall be demanded from any pupil on admission to an elementary school. The pupil shall be placed in the class which the headmaster considers suitable. The inspecting officer may order the removal of any pupil from one class to another if it seems desirable; any such removal should be recorded in the progress and conduct register.

School Leaving Certificates.

18. On leaving the school, having passed through the fourth or any higher standard, a pupil shall, on application, be granted a school leaving certificate in the authorized form, if found by the inspecting officer to be entitled to it under instructions to be issued by the Director. These certificates will be known as elementary school leaving certificates and must be on the numbered forms issued by the Director.

Medium of Instruction.

19. Instruction must be given through the medium of the vernacular of the pupils wherever this is possible. The exceptions would be cases of Muhammadans or pupils with a vernacular different from that of the bulk of the pupils.

Course of Studies.

20. The course of studies should be arranged and the time-table drawn up in consultation with the inspecting officer. No curriculum is prescribed for elementary schools. A scheme of studies from which selections should be made will be issued by the Department from time to time. The inspecting officer should record his opinion in the inspection book as to which subjects each teacher is qualified to teach and no other subjects should be attempted by him. Special care should be taken in this respect in regard to English.

The School Day and Year.

21. The full school day should, as a rule, consist of at least four hours of secular instruction, but two meetings each of not less than two hours whether on the same or on different days may be counted as one school day. In respect of any school or class the Inspector may, for special reasons, direct that any course of less than four hours shall be treated as a full school day and in the case of the three lowest standards instruction should not be given for more than two consecutive hours without a reasonable interval.

Average daily attendance for the year shall ordinarily be calculated in respect of at least 150 school days.

CHAPTER III.—RULES FOR SECONDARY SCHOOLS FOR BOYS.

22. The recognition of secondary schools shall vest in the Director who shall satisfy himself as to—

(*a*) the organization and development of the school by approved methods and upon approved lines,
(*b*) the educational needs of the locality,
(*c*) the financial stability of the school,
(*d*) the constitution of the managing body,
(*e*) the scale of fees charged as compared with those charged in other institutions in the same locality,

besides the other matters specified in this chapter, before according recognition. Applications for recognition should be made in the prescribed form (Appendix G).

Teachers' Certificates.

23. The headmaster in every Secondary School and at least three other teachers in the case of schools containing all the three Forms IV, V and VI should ordinarily hold collegiate trained teachers' certificates.

The other teachers should ordinarily hold trained teachers' certificates of not lower grade than secondary.

The drawing master should hold a technical teachers' certificate in drawing of not lower than the intermediate grade. The gymnastic instructor shall hold a gymnastic teachers' certificate.

Other Approved Certificates.

24. All European members of the Society of Jesus, native members who are graduates and are certified by the Superior General of the Mission to have completed their novitiate and juniorate, and native members who are undergraduates and are likewise certified to have completed the full course of study and preparation prescribed by the society (namely two years' novitiate, two years' juniorate and three years' Philosophy and Science) may be ranked as if they held collegiate trained teachers' certificates. Native members, who are undergraduates and who are similarly certified to have completed only their novitiate and juniorate, may be ranked as if they held Secondary trained teachers' certificates.

All European members of St. Joseph's Society, Mill Hill, London, and of the Society of Foreign Missions, Paris, who are certified by the Superior General or the Vicar-General of the society to have completed the courses of studies prescribed for them, may be ranked as if they held collegiate trained teachers' certificates.

In case of doubt Government will determine whether any other diploma or certificate shall be accepted as equivalent to a Teachers' certificate for the purposes of these rules.

Qualifications of the Staff.

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

Non-employment of Teachers in particular cases.

26. The Director may refuse or withdraw recognition on account of the employment in a school of any teacher whose certificate has been withdrawn or whom he after due inquiry, considers unfit to be a teacher.

Politics.

27. No manager or member of the staff or the establishment shall be permitted to take part in political agitation directed against the authority of Government or to inculcate opinions tending to excite feelings of political disloyalty or disaffection, nor shall any student or pupil take part in such political agitation.

Proportion of Teachers to Pupils.

28. There should be a teacher for every class in addition to the Headmaster (exclusive of pandits, munshis, writing masters, drawing masters, gymnastic instructors, sewing mistresses and sewing masters).

Provided that in schools containing no class above the fourth class, the headmaster may, with the concurrence of the Director, be treated for the purpose of this rule as one of the class masters.

29. No additional pupil shall be admitted to a class when there are already 40 pupils upon the rolls in that class unless the class is thereupon divided into sections. No section of a class shall have more than 40 pupils upon the rolls.

Site, Plan and Accommodation.

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

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

32. The plan may be prepared by any competent person. Managers who require the services of an officer of the Public Works Department shall apply to the Executive Engineer of the District, or, in the Presidency Town, to the Consulting Architect (Appendix H).

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Dimensions of Buildings.

33. (i) The dimensions of the buildings shall be such as to provide at least 8 square feet and 80 cubic feet of space for each pupil on the rolls. In calculating the dimensions of buildings under this rule, verandahs which are solidly constructed and on which class-rooms open may be included.

(ii) If any school has a dormitory intended for the accommodation of ten or more pupils attached to it, the dimensions of such dormitory shall be such as to provide at least 30 superficial feet and 400 cubic feet for each pupil. In the case of dormitories intended for less than ten pupils a proportionate increase in superficial and cubic space for every inmate less than ten up to at least 80 superficial feet and 900 cubic feet for a single pupil shall be provided.

Sanitary Inspection.

34. Every school building shall be maintained in substantial repair and in a cleanly condition. It shall be subject to inspection by the educational Inspecting officer, and such officers of the Medical, Sanitary, and Engineering Departments as Government may direct.

35. The following sanitary certificates (Appendix I) shall be produced before recognition is accorded and on any subsequent occasion if called for:—in the Presidency Town a certificate signed by the Sanitary Commissioner, the Deputy Sanitary Commissioner, a District Surgeon, or the Health Officer of the Municipality; in the mufassal a certificate signed by the District Medical officer or, if satisfactory reasons are given, by a subordinate Medical officer.

Overcrowding of Class-rooms.

36. No class-room, laboratory, or workshop shall be permanently used as such by a larger number of pupils than the Inspector or Sanitary officer has declared it sufficient to accommodate. The dimensions of each room shall be clearly indicated on the wall thereof.

Latrine.

37. Every school shall be provided with a suitable latrine.

Furniture, Apparatus and Appliances.

38. Every school shall be provided with the furniture, apparatus and appliances declared by the Educational Inspecting officer to be necessary for the standard of instruction up to which it teaches and with the gymnastic apparatus prescribed in Appendix J.

Library.

39. Every school shall be provided with a library of suitable books and with a catalogue of the books contained in it.

Annual Promotions and Payment of Fees.

40. Promotions shall be made annually, and, except with the sanction of the Inspector, no pupil shall be promoted into any class other than the class next higher than that in which the pupil was previously studying.

Undue laxity in granting promotion will, if it continues after due warning, be considered sufficient reason for the withdrawal of recognition from any of the classes of the school.

It shall be permissible for a pupil in any class to study any particular subject or subjects along with the pupils of any higher class at the discretion of the headmaster, but for all other purposes of these rules he shall be considered as belonging to the lowest class in which he is studying. The headmaster shall, on the first working day of the year, *i.e.*, the day on which promotions are made and classes formed consequent upon the annual examinations, put up in some conspicuous place in the school a statement showing the distribution of pupils into classes for the new school year. This statement shall be signed and dated by the headmaster. A copy of the statement shall be forwarded at the same time to the Inspecting officer. This list shall be considered final, and no alterations shall be allowed in it except for the purpose of correcting mistakes. It shall remain on view for a fortnight during school hours, and when taken down at the end of that time, it shall be filed in the records of the school.

41. The fee shall not be deemed due until four full working days have elapsed after the posting up of the statement referred to in the preceding rule.

42. For every payment of fee a pupil shall receive a receipt signed and dated by the headmaster or some one deputed by him. The receipt should show the class in which the pupil is reading.

Admission and Withdrawal of Pupils.

43. No pupil shall be newly admitted except on an application in the prescribed form (Appendix K) signed by his parent or guardian. All such letters of application shall be filed separately in the records of the school.

44. No pupil who has previously studied in any recognized secondary school shall be admitted to another secondary school, unless he presents a transfer certificate in the prescribed form (Appendix L) from that school showing (*a*) the date of his birth, (*b*) that he has paid all fees due to that school, (*c*) the class in which he studied at the time of leaving it, and (*d*) if he has completed the course in that class, whether he is qualified for promotion to a higher class. No pupil shall be allowed to attend school pending formal admission or enrolment, and no pupil shall be admitted or enrolled pending the production of a ~~leaving or~~ transfer certificate. All ~~leaving or~~ transfer certificates shall be endorsed with the admission number under which the pupil is enrolled. They shall be separately filed and shall be shown to the Inspecting officer when required.

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

46. The headmaster of the school into which a pupil seeks admission shall not apply for a certificate to the headmaster of the school which such pupil is leaving, but shall leave it to the parent or guardian of the pupil to apply for such certificate.

47. The headmaster of the school into which a pupil is admitted shall place him in the class for which he is found to be fit, subject to the conditions—

(1) that if the pupil produces a transfer certificate from a recognized secondary school he shall not be placed in a class higher than that shown in the certificate as the class in which he studied at the time of leaving, or if he has completed the course in that class and is shown as qualified for promotion, than the next higher class;

(2) that if the pupil does not produce a transfer certificate from a recognized secondary school he shall not be placed in a class higher than the fourth class; provided that if he produces satisfactory evidence that he has received suitable instruction but has not attended any school, he may be placed in a higher class with the previous sanction of the Inspector;

(3) that if the pupil has attended an elementary school and has obtained an elementary school leaving certificate endorsed by the examining officer "good," he may be placed in the fourth class but shall remain in that class for at least one school year;

(4) that if the pupil has attended an elementary school and has not obtained an elementary school leaving certificate endorsed "good" he shall not be placed in a class higher than the third class or in any case shall not be promoted to the First Form until after the expiry of at least two school years;

(5) that if the pupil has previously attended any school the orders of the Inspector shall be obtained in any case not provided for above.

48. Before granting a transfer certificate the headmaster is entitled to claim the term fee for one term only and that the term in which the last attendance of the pupil is registered.

49. When a pupil has been admitted at reduced rates fees shall not be calculated at higher rates for the purposes of the above rule; and a pupil admitted as a free scholar shall be considered, for the purpose of eligibility for a transfer certificate, as unconditionally free.

50. When a pupil is allowed to continue his studies in an institution during any term on the assumption that there are no arrears of fees for previous terms, a transfer certificate shall not be refused on the plea that such arrears exist.

51. When proper application for a transfer certificate is received at the end of a term, or in the interval between two terms, or in the first five working days of a term, the headmaster shall forthwith issue the certificate, provided that his claims for fees admissible under Rule 48 have been satisfied.

52. When proper application is received at any other time and when good and sufficient reasons are shown, the headmaster shall issue the certificate provided that his claims for fees admissible under Rule 48 have been satisfied. If good and sufficient reasons are not shown, the headmaster may refuse to grant the transfer certificate.

53. An application rejected under Rule 52 may be renewed at the end of a term, or in the interval between two terms, or in the first five days of a term, and if the application is so renewed the headmaster shall issue the transfer certificate forthwith, provided his claims for fees admissible under Rule 48 have been satisfied.

54. When a pupil is dismissed or expelled under Rules 57 and 58 the headmaster shall not grant a transfer certificate until the expiration of the period for which the Director has debarred the pupil from admission into a recognized school. After that period has expired the transfer certificate shall be granted subject to the above rules; but in such cases the headmaster shall endorse it with the words "dismissed for false representation," or "expelled for misconduct," as the case may be.

55. In the case of a pupil who has been a candidate for a public examination, the results of which are not published before the beginning of the school year, the seventh day after the results of that examination are published in the locality shall be counted as the first working day of the term so far as the grant of a transfer certificate to him is concerned.

56. In the event of the headmaster's refusing or delaying to give a transfer certificate, the parent or guardian of the pupil shall have the right of appeal to the Inspector whose decision shall be final unless he thinks it necessary to refer the matter to the Director.

57. If a pupil is found to have obtained admission by means of a false certificate or false representations of any kind, he shall be summarily dismissed with forfeiture of whatever fees he may have paid.

58. In the event of a pupil's being dismissed under Rule 57 or being formally expelled on account of grave misconduct, the headmaster shall record his reasons for the dismissal or expulsion, and report the fact at once to the parent or guardian of the pupil, and within seven days to the Inspector. A pupil thus dismissed or expelled from one school shall not be admitted into any recognized school within a period to be determined by the Director on the Inspector's recommendation.

Discipline.

59. The rules of discipline shall include the following :—

(*a*) Every pupil shall wear a clean and respectable dress, and, in all cases where good manners require it, a suitable covering for the head.

(*b*) No pupil shall be allowed to sit in the class with his shoes on, unless they are shoes of an English pattern and unless socks and trousers are worn also. But in plague infected areas shoes of an English pattern together with socks may be worn in class even if trousers are not worn.

(*c*) Every pupil shall salute the teachers on the occasion of his first meeting them for the day within the school precincts.

(*d*) On the teacher's entering his class-room, the pupils shall rise and remain standing till they are desired to sit or till the teacher takes his seat.

(*e*) No pupil shall be allowed to leave the class-room without the permission of his teacher, or until the class is dismissed.

Registers, Time-table and Returns.

60. (i) Every school shall keep in the prescribed form and submit to the Inspecting officer, when required, the following:—

(1) A register of admissions and withdrawals (Appendix M).
(2) A register of attendance for pupils (Appendix N).
(3) A term fee register (Appendix O).
(4) A time-table.
(5) A register of attendance for masters (Appendix E).
(6) An acquittance roll (Appendix P).
(7) A log-book.
(8) A library register.
(9) A register of scholarships (Appendix Q).
(10) A cash book showing all receipts and expenditure.

N.B.—The log-book shall be kept by the principal teacher, who shall enter in it from time to time such events as the introduction of new books, apparatus, or courses of instruction; any plan of lessons approved by the Inspector; the visits of Managers; absence, illness or failure of duty on the part of any of the staff; or any special circumstances affecting the school that may, for the sake of future reference or for any other reason, deserve to be recorded. Notes, reflections or opinions of a general character shall be entered in the log-book. A visitors' book also should be kept in which officials belonging to other departments and other visitors to the school may be invited to make remarks.

(ii) Every school shall submit punctually such returns as may from time to time be prescribed.

Recognition of Individual Classes.

61. In order to allow of the gradual development of a school, recognition may be granted to one or more classes at a time subject to the above-mentioned conditions and to the other rules contained in this chapter and in particular to Rule 62.

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

Withdrawal and Renewal of Recognition.

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

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

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

Text Books.

66. A list of text-books authorized by Government to be used under the several subjects and standards is annually published in the *Fort St. George Gazette*. Managers and headmasters of schools under private management are at liberty to select from the list such books as they may deem most suitable. No books (other than books for religious instruction) not authorized by Government shall be used in any recognized school. Government reserve to themselves the right to forbid or to prescribe the use of any book or books in recognized schools.

Courses of Instruction.

67. Courses of instruction may be prescribed from time to time for all recognized secondary schools, whether under public or private management.*

68. Managers of schools should, unless they have obtained the permission of the Inspector to do otherwise, adopt the vernacular of the pupils as the medium of instruction up to and including the Third Form.

* The courses at present prescribed are those laid down in the Fourth Edition of these Rules.

CHAPTER IV.—RULES FOR SECONDARY SCHOOLS FOR GIRLS.

69. Except as hereinafter provided the rules for secondary schools for boys shall, with necessary changes, hold good in those for girls. But the Director may relax these rules when he thinks it advisable to do so.

Teachers' Certificates.

70. The headmistress and other teachers shall possess trained teachers' certificates or shall after having taught under the special observation of the Inspectress have been declared by her in writing to be qualified to teach any particular class or subject. The grade of teachers' certificate necessary shall be laid down by the Inspectress. Recognition may be withdrawn unless the Inspectress is satisfied with the qualifications and teaching of the staff at each inspection.

Discipline.

71. The rules of discipline shall be such as are suitable to a girls' school.

Course of Instruction.

72. The courses of instruction shall be laid down in consultation with the Inspectress and shall be approved by her.

CHAPTER V.—RULES FOR SCHOOLS FOR SPECIAL EDUCATION.

73. Except as hereinafter provided the rules for secondary schools for boys shall hold good in these schools also.

Applications for recognition should be made to the Director through the Inspector of Technical Schools or through the Inspectress in the prescribed form (Appendix I).

Teachers' Certificates.

74. The general educational and the professional qualifications of the staff shall be determined by the Director with reference to the circumstances.

Proportion of Teachers to Pupils.

75. The proportion of teachers to pupils and the strength of the various classes shall be fixed from time to time by the Director; provided they have not been already laid down in any special rules sanctioned by Government for such institutions.

Dimensions of Building.

76. The dimensions of any building shall be such as may be prescribed by the Director with reference to the requirements of the institution.

Admission of Pupils.

77. No pupil who has previously studied in any recognized school shall be admitted unless he produces evidence that he has paid all fees which may be due to that school.

Registers.

78. Such additional registers shall be kept as the Director may from time to time prescribe.

Course of Instruction.

79. The courses of instruction shall be laid down in consultation with the inspecting officer and shall be approved by him, provided that in cases where a course has been prescribed by Government or by the Director that course shall be followed.

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CHAPTER VI.—ADDITIONAL REGULATIONS FOR ELEMENTARY SCHOOLS UNDER PUBLIC MANAGEMENT.

80. These schools will be open to boys and girls alike, except those girls' schools where the Inspectress considers the presence of boys, or boys above a certain age undesirable.

Number of Teachers.

81. The number of teachers must depend partly upon the number of pupils and partly upon the number of classes. The following scale may generally be found suitable:—

Any school with fewer than four standards	**One teacher.**
Any number of pupils less than 30 in four standards.	Do.
A school with 30–60 pupils in four standards ..	**Two teachers.**
A school with 61–90 pupils in four standards ..	**Three teachers.**
Any number of pupils less than 25 in five standards.	**One teacher.**
A school with 25–45 pupils in five standards	**Two teachers.**
Do. 46–75 do.	**Three teachers.**
Do. 76–100 do.	**Four teachers.**
Upwards of a 100 do.	**Five teachers.**

In a school with more than five standards there should be an extra teacher for every 35 pupils in the higher standards or for any one standard containing more than 50 pupils.

If in any standard there are more than 35 pupils it should, wherever possible, be divided into sections and no section should contain more than 35 pupils. An extra teacher should be entertained for each new section.

Salaries.

82. The following scale of salaries is recommended for adoption where funds permit:—

1 teacher	**Rs.**	**8.**
2 teachers	**,,**	**10, 8.**
3	**,,**	**,, 12, 10, 8.**
4	**,,**	**,, 15, 12, 10, 8.**
5	**,,**	**,, 20, 15, 12, 10, 8.**
6	**,,**	**,, 25, 20, 15, 12, 10, 8.**
7	**,,**	**,, 30, 25, 20, 15, 12, 10, 8.**
8	**,,**	**,, 40, 30, 25, 20, 15, 12, 10, 8.**

in cases where each standard consists of one section only. Where extra teachers have to be employed on account of the division into sections of any of the standards the additional post or posts may carry a salary of Rs. 35, 30, 25, 20, 15, 12, 10 or 8 according as it is the 7th, 6th, 5th, 4th, 3rd, 2nd, 1st or Infant Standard which has to be divided, the new teacher ordinarily receiving Rs. 8. It is by no means necessary that the lower classes should be taken by the teachers on the lower rates of pay; this is a matter in regard to which the advice of the inspecting officer should be obtained.

Capi

83. In schools, containi
trained teacher will be elig
capitation allowance made to
attendance at the rate of Re.
girls, Panchamas and pupils
have been declared by the
amount to be paid will be redu
ing officers if the result of the

The amount paid will o
trained teachers provided tha
previous year ending 31st Ma
who for any reason did no
determined by the Inspecti
particular teacher is reporte
unsatisfactory his share may

The allowance will be di
year and the average daily
March immediately preceding

84. (i) In schools contai
may be appropriated by the
mas and pupils belonging
Government to be backward
following rates :—

Infant standard	..	..
1st	do.	..
2nd	do.	..
3rd	do.	..

(ii) In schools contain
the following monthly rates

Infant standard	..	..
1st	do.	..
2nd	do.	..
3rd	do.	..
4th	do	..
5th	do.	..
6th	do.	..
7th	do.	..

Fees at half the above ra
Panchamas and pupils belo
been declared by the Gevern
schools intended for them w

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~~81~~. The text-books to be
management are prescribed
of any book not so prescribed

tion Allowance.

the four lower standards only, each
le where funds permit for a share of a
he school calculated on the average daily
a year per head or Rs. 2 in the case o
belonging to the castes or classes which
Government to be backward. The tota
ced on the recommendation of the Inspect-
inspection of the school is unsatisfactory.
dinarily be divided equally among the
they all served in the school during the
rch. The amount to be paid to a teacher
serve during the whole year shall be
g officer. If in any case the work of a
by the Inspecting officer to have been
e reduced or disallowed.
ributed on or after the 1st May in each
endance for the year ending on the 31st
will be that taken into account.

Fees.

ng the four lower standards only the fees
headmaster. Except from girls, Pancha-
the castes and classes declared by the
he should levy fees at not less than the

..	..	**Anna ½ a month.**
..	..	„ 1 „
..	..	„ 2 „
..	..	„ 2½ „

g a fourth standard fees shall be levied at

		Boys.			Girls.		
		Rs.	A.	P.	Rs.	A.	P
..	..	0	1	0	0	0	6
..	..	0	2	0	0	1	0
..	..	0	3	0			
..	..	0	4	0			
..	..	0	6	0			
..	..	0	8	0	0	2	0
..	..						

s may be levied from Muhammadan boys.
ging to the castes or cla-ses which have
ent to be backward may be admitted into
out payment of fees.

Text-books.

sed in Elementary Schools, under public
om time to time by Government, the use
is forbidden.

CHAPTER VII.—AD ITIONAL REGULATIONS FOR INSTITUTIONS UI DER PUBLIC MANAGEMENT OTHER THA ELEMENTARY SCHOOLS AN COLLEGES.

Str ngth of Classes.

86. (i) Without the san tion of the Director, the strength of a class in a secondary school sh all not continuously exceed 40.

(ii) The strength of c asses in schools for special education shall be fixed from time to time the Director, provided it has not been already laid down in any sp cial rule sanctioned by Government for such institutions.

chool Hours.

87. (i) The ordinary sc ol day shall consist of five hours. The holding of school for more an three consecutive hours is prohibited. In the lower classes, if th pupils are young, at least one break of fifteen minutes shall be owed where the course of continuous instruction extends to thre hours.

(ii) In schools for pecial education the school hours shall be prescribed from time to tim by the Government or the Director according to circumstances.

Holi ays and Vacation

88. (i) Sunday shall b a whole holiday in all schools and colleges. In the lower classes, other an those for Muhammadans Saturday shall be a half holiday. In a Muhammadan schools Friday shall be a whole holiday. In all ot r schools and colleges Saturday shall be a whole holiday.

Miscellaneous holidays.— The following miscellaneous holidays shall be allowed. With the san ion of the Inspector any local holidays may be substituted for those n ed in the following list :—

Names of holidays.	No. of days.
In Hindu schools—	
Tamil New Year's D	1
Srávanam or Avani rittam	2
Vináyaka Chaturthi	1
Krishnajayanti	1
Mahalaya Amavasya	1
Sarasvati Puja or D ara	2
Dipávali	1
Sivaráthri	1
Telugu New Year's ay	1
King-Emperor's Bir day	1
Easter	6

Name of holidays.	No. of days.
In Muhammadan schools—	
Muharram	10
Baqr-id	5
Akhir-i-chahar Shamba	1
Bara Wafat	1
Garvin	1
Shaban	1
Pir Pilvan's urus	1
Buddoo Shaheed's urus	1
Khader Walles's urus	1
King-Emperor's Birthday	1
Easter	6

Summer vacation.—The summer vacation shall usually be one month and fifteen days. In Muhammadan schools Ramzan and Id-i-Ramzan (32 days) shall take the place of the summer vacation.

Christmas vacation.—The Christmas vacation shall usually extend from the 23rd December to the 15th January. But in Muhammadan schools and in all schools having no class above the third class it shall be for two weeks only.

In all cases in which changes are made in the regular holidays, a revised list with the number and date of the order sanctioning the change and signed by the Inspector shall be hung up in the premises. The date on which a school is closed for the Summer and Christmas vacations, and that on which it is re-opened after these vacations, shall be reported to the Inspecting officer.

(ii) In schools for special education, the Summer and Christmas vacations shall be determined by the special circumstances of each institution.

Punishments.

89. Corporal punishment shall not be inflicted in schools except in a case of moral delinquency, such as deliberate lying, obscenity of word or act, or flagrant insubordination, [illegible]; and then it shall be limited to six cuts on the hand and be administered only by or under the supervision of the headmaster. The headmaster shall record in a register every case in which such punishment has been inflicted, specifying the name, class and age of the pupil, the date, the nature of the offence and the amount of the punishment. Gross cases of immorality and insubordination shall be punished by expulsion, subject to the conditions specified in Rule 58.

Examinations.

90. (i) Written or oral examinations shall also be held at least once every quarter to test the progress of students. The results of these examinations should be recorded in a book specially kept for the purpose.

(ii) In schools for special education examinations shall be held according to the rules laid down, from time to time, by Government or the Director.

Text-Books.

91. The text-books to be used are prescribed from time to time by Government. The use of any book not so prescribed is forbidden.

Use of Buildings.

92. Subject to any general instructions he may have received from the controlling authority of the school, the headmaster may allow the use of the building under his charge for public lectures, but he shall exercise great discretion in allowing such use and in doubtful cases the orders of the Inspector, President or Chairman as the case may be shall be sought. He may subject to such instructions grant the use of such building or a room in it for the holding of meetings connected with public affairs, provided that—

(*a*) application is made in writing to the headmaster by the principal person or persons interested in such meeting, at a reasonable time before the meeting. In dealing with applications, no distinction shall be made between persons who are directly connected with the institution as masters or students and persons who are not so connected;

(*b*) the application clearly states the objects of the meeting;

(*c*) the meeting is to be held at a time which will cause no interference with educational work.

In no case shall the use of such building or room be given if the object of the meeting is of a political character, or connected with any social or other question upon which the opinion of the community is likely to be seriously divided, or the discussion of which is likely to cause unnecessary offence.

The above restrictions do not apply to debating or other societies connected with the institution and working under rules approved by the headmaster.

CHAPTER VIII.—THE FEE REGULATIONS FOR COLLEGES AND SECONDARY SCHOOLS.

93. Fees in all colleges and secondary schools, under the management of Government, or of a Municipal Council, or of a Local Board, shall, subject to the exceptions hereinafter provided, be levied according to the following regulations.

In institutions under private management, the rates and levy of fees will be left to a large extent to the discretion of the managers, but managers may be required to levy reasonable fees and will not be permitted to compete improperly by unduly lowering the fees or permitting any method of payment other than that prescribed in these rules.

School Year.

94. The school year for fee purposes shall be divided into two terms, separated by the two long vacations of the year.

Fee for what period payable.

95. Every pupil shall be liable to pay the whole fee for each term during any part of which his name is on the rolls whether such fee be paid in one sum or by instalments.

Fee when payable.

96. The fee, or the instalment thereof payable, shall be paid by a new pupil before his name is enrolled, and by an old one not later than the fifth working day of the term. A pupil shall not be enrolled or admitted after the beginning of a term until after he has paid all fees or instalments of fees which he would have had to pay, had his name been on the rolls from the beginning of the term.

Fee how payable.

97. (*a*) The fee prescribed for the University courses in colleges, and the fee prescribed in secondary schools shall be paid either in one sum or in four equal instalments, at the option of the pupil. If paid in instalments, the first instalment shall be paid not later than the fifth working day of each term; and the second, third and fourth instalments shall be paid not later than the 15th of the three succeeding months.

(*b*) A receipt signed and dated by the headmaster or by some one deputed by him shall be granted for every payment of fee made under the above clause. The receipt shall show the class in which the pupil is reading.

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112

Standard Rat … —Ordinary Fees.

98. (*a*) The following are the … standard rates of ordinary fees :—

Institutions and departments.	Per term. Rs. A. P.
College department—	
Post Graduate Course .. … …	24 0 0
Third and Fourth year U… niversity Course—	
For the whole course … … …	42 0 0
For the English Langu… ge Division only .. … …	14 0 0
For the Second Languag… Division only .. … …	7 0 0
For the Science Division … nly—	
Mathematics, Phys… cs or Chemistry only … … …	25 0 0
Biology, Mental and … Moral Science or History on… y	23 0 0
First and Second year Univers… ty Course .. .. …	34 0 0
School department—	
Sixth Form .. .. … …	19 0 0
Fifth do. .. .. … …	17 0 0
Fourth do. .. .. … …	15 0 0
Third do. .. .. … …	11 0 0
Second do. .. .. … …	9 0 0
First do. .. .. … …	7 0 0
Fourth Class .. .. … …	4 8 0
Third do. .. .. … …	3 6 0
Second do. .. .. … …	2 4 0
First do. .. .. … …	1 8 0
Infant do. .. .. … …	1 2 0

(*b*) In the Presidency Col… ege the rates shall be as shown below :—

	Per term. Rs. A. P.
Post Graduate Course … … …	30 0 0
Third and Fourth year Univ… rsity Course —	
For the whole course … … …	52 0 0
For the English Language … Division only.	18 0 0
For the Second Language … Division only ..	9 0 0
For the Science Division o… ly—	
Mathematics, Physics … r Chemistry, only .. … ..	35 0 0
Biology, Mental and M… oral Science or History, only	30 0 0
First and Second year Univer… ity Course ..	38 0 0

(*c*) In college departments … the student shall have the option of paying the fee at the beginning of … he term—for the third and fourth year University course at the redu… ed rate of Rs. 40 for the whole course, and for the first and secon… d year University course at the reduced rate of Rs. 32. In the P… residency College the fee for the

whole third and fourth year Univer y course when paid in advance
shall be Rs. 50, and that for the rst and second year University
course Rs. 36.

Standard Rates— pecial Fees.

99. The rates prescribed are *mini um* rates, and fees may be levied at higher rates at the discretion of e management. In addition to ordinary fees, special fees may be lev ed from pupils attending classes in subjects not included in the ordi ary curriculum, or for the use of the library or reading-room, or for an other special convenience.

The following maximum entrance fees may be levied on admission to a college or school :—

	Rs.
To the Fourth or Second year U iversity class ..	10
To the Sixth Form	5
To any other class (except the ourth Form) higher than the Fourth Class	3

Fines

100. If a pupil fail to pay his fe or instalment of fee on the day fixed for payment in these rules, a fi e may be imposed not exceeding one anna for each rupee of fee due and if the fee or instalment of fee be not paid within ten days fro the day fixed for payment, the pupil's name shall be struck off the r olls. If re-admitted, he shall, in addition to the amount due at the da e of his dismissal, pay a fine not exceeding two annas for each rupee o fee due.

Remission f Fee.

101. If a pupil leave a college or s condary school during a term, he shall have no right to claim a remissi n of any portion of the term-fee, but the controlling authority may re urn or remit such portion as may be considered equitable.

Exceptions.

102. Nothing in these rules shall be deemed to affect the levy of fees in schools for native girls or for backward castes or classes or in the model schools attached to Training institutions or in institutions of a professional or special character. In these institutions fees shall be levied at such rates as may, from time to time, be sanctioned by the Director, or as may be prescribed by any rules sanctioned by Government for them. Fees in other institutions may be levied from Mahammadans at half the standard rates, where such concession is claimed and from girls and backward classes and castes.

CHAPTER IX.—TRAINING INSTITUTIONS UNDER PUBLIC MANAGEMENT.

103. The rules contained in this chapter shall apply to every training institution under the management of Government, except in so far as the Director may, from time to time, exempt from their operation schools in backward districts or for backward classes, schools for the training of mistresses, and schools requiring special consideration.

Except as hereinafter provided, the rules in the previous chapters shall *mutatis mutandis* hold good in every training institution under public management.

Object.

104. The training institutions referred to in these rules are intended to afford theoretical instruction and practical training with a view to fitting men and women for the profession of teaching.

Classification of Training Institutions.

105. Institutions for the training of teachers, the standards of which are determined by the highest grade of general educational qualifications which persons seeking admission to them must possess, shall be classified as follows:—

(i) Training Colleges, institutions in which graduates are trained.

(ii) Secondary Training Schools, institutions in which persons who have passed the Matriculation Examination, the Upper Secondary Examination, the late Higher Examination for women, or other corresponding test, are trained.

(iii) Elementary Training Schools, institutions in which persons who have reached some lower stage of instruction, are trained.

An institution of a higher grade may include the grades below it, in which case the grades shall be designated 'departments' and the institution as a whole shall, as in colleges and schools for general education, be designated according to the minimum general education standard required of teachers under training in the highest department.

106. Each training institution shall have a model school attached to it. The model school of a Training College shall be a complete Secondary School; that of a Secondary Training School shall be a complete Elementary School; and that of an Elementary Training School shall contain at least the lower standards of an Elementary School.

Control.

107. The responsibility for the management and discipline of Government Training Colleges and schools shall be vested in the heads of those institutions, under the control of the Director in the case of Training Colleges, the Inspector of Training Schools in the case of Training Schools for Masters and of the Inspectress of the circle in the case of Training schools for Mistresses.

St[illegible]ff.

108. (i) The staff of a training [illegible]nstitution shall depend upon (*a*) its grade, (*b*) the number of departme[illegible]nts it contains, and (*c*) the number of vernacular languages included in [illegible] the curriculum.

(ii) The following table show[illegible]s the minimum qualifications of all newly appointed members of th[illegible] staffs of Training Colleges and Schools :—

QUALIFICATIO[illegible]NS OF STAFF.

Appointments.	Training College.	S[illegible]	[illegible]condary Training School.	Elementary Training School.
Principals, Vice-Principals, Headmasters and Headmistresses.	Collegiate certificate.	Colle[illegible] Train[illegible] cate Gra[illegible] mis[illegible]	[illegible]ate certificate. [illegible]d Teachers' certificate of the Secondary [illegible]e in the case of [illegible]esses.	Collegiate certificate. Trained Teachers' certificate of the Secondary Grade in the case of mistresses.
First assistant ...	Do.	Train[illegible] cate Gra[illegible]	[illegible]d Teachers' certificate of the Secondary [illegible]e.	Trained Teachers' certificate of the Secondary Grade.
Second assistant ...	Do.		Do.	Trained Teachers' certificate of the Secondary Grade. Trained Teachers' certificate of the Elementary Grade in the case of mistresses.
Third assistant ...	Do.		Do.	
Other assistants ...	According to the ch[illegible]racter of the work expected of them.			
Drawing Master ...	Group certificate in Drawing.	Group c[illegible] ing.	[illegible]rtificate in Draw-	Intermediate Technical Examination in Drawing.
Gymnastic Instructor.	Pass certificate granted by [illegible] cates or in the case of t[illegible] having passed in calisthen[illegible]s.		[illegible]he Board of Examiners for Teachers' certificates in training schools for mistresses a certificate of [illegible]s.	
Teachers in model schools.	Qualifications prescribed		in these rules for schools of their class.	

(iii) The holders of other than [illegible] Madras degrees, diplomas and certificates will be held qualified to ho[illegible]ld posts in Training institutions according to the value assigned to such degrees, &c., by the Secretary of State, the Government of Madras or the Director of Public Instruction.

Apparatus and Appliances.

109. Every training institution shall be provided with the necessary furniture and gymnastic apparatus; and with the appliances, models, pictures, and specimens needed for giving instruction in object lessons

and elementary science. It shall also be provided with a library containing, among other books, suitable works on the theory, history, and practice of education and with a museum and, where possible, a school garden.

Curricula.

110. The course shall be as follows :—

(i) *In departments of all grades.*

(1) *Model and criticism lessons.*

(2) *Teaching in the Model School* up to the highest class or form which a teacher of each grade is qualified to teach.

(3) *Elocution.*—Practice in reading in prose and poetry with good enunciation and effective emphasis and intonation, in the language in which the students teach in the model school.

(4) *Black board work*—(*a*) *Writing.*—Writing practice with a view to the attainment of sufficient rapidity and clearness for class purposes, working arithmetical and algebraical problems of difficulty proportionate to the grade, and setting copies in the languages used in teaching.

(*b*) *Drawing.*—Map and plan drawing of an illustrative character (*e.g.*, to illustrate a passage in a book). Drawing in outline objects from the flat example. Drawing simple, natural and other objects from the round. Drawing similar objects from memory. Illustrating a very simple story or incident, or a nursery rhyme.

(ii) *Collegiate.*

The subjects prescribed by the University as the course for the degree of Licentiate in Teaching.

(iii) *Secondary Grade.*

Organization.—Site, plan and dimensions of school-buildings; sanitary requirements; fittings and furniture; apparatus; libraries—reference and lending; qualifications of teachers; teaching staff; distribution of work among the teachers; time-tables; registers and returns; correspondence.

Discipline and Moral Training.—Elements of discipline; aims of discipline; means of securing discipline; rewards and punishments; cultivation of good habits; formation of character.

Teaching.—Preparation of lessons both by the teacher and the pupils; questioning; illustrations; use of the vernacular languages in teaching English and other subjects; use of apparatus; home exercises; examinations; methods of teaching the various subjects included in the curricula of the lower classes of Secondary and of Elementary Schools, with or without text-books; physical exercises.

(iv) *Elementary* *rade.*

For Masters—

1. First language.
2. Arithmetic and Experiment Geometry.
3. Geography.
4. Civics.
5. Nature study.
6. Drill and garden work.
7. Kindergarten occupations a d training.

For Mistresses—

1. First language.
2. Arithmetic.
3. Geography.
4. Nature study.
5. Needle work.
6. Calisthenics.
7. Kindergarten occupations a l training.

Optional subjects such as a sec nd language, Music, Manual occupations, Hygiene, Agriculture, may be added to the above.

Period of Tra ning.

111. The period of training shall co sist in Colleges and Secondary Schools of two terms and in Elementar Schools of two or four terms, but it shall be in the power of the Dire tor to shorten the period under special circumstances or to lengthen it in order to enable a student of any grade to undergo a special or an ex tended course of training.

Strength of Dep rtments.

112. Without the express sanction of the Director, the number under training at one time shall not exceed 40 in each department except the Elementary department, wh ich may consist of 2 classes of 40 each.

Admissions and W ithdrawals.

113. Admissions shall take place o dinarily at the beginning of the first term of the year. Withdrawals i the middle of a term shall be allowed under no circumstances except n the case of continued sickness. Without the express permission of the ontrolling authority, no student shall be admitted later than two weeks after the beginning of a term.

Qualifications for Admission.

114. (1) Every candidate for admi sion shall submit an application in the form prescribed (Appendix S).

(2) His age must be not less t an 14 and must not exceed 25 years; or, in the case of a candidate w ho has been employed continu- ously as a teacher in a recognized sch ol for not less than three years, 35 years.

It shall, however, be in the pow r of the controlling authority, in very special circumstances, to admit a candidate whose age does not fall within the above limits.

(3) He shall also produce
certificates :—

(*a*) *Certificate of Health.*—
or other medical authority accepted, i
pal, and, in the case of schools, by
candidate is physically fit to perform

(*b*) *Certificate of Education.*—
qualifications, as laid down in Rule

A candidate who does not
certificate may be admitted on the
the Director as equivalent.

(*c*) *Certificate of Conduct.*—
an Inspector, or an Assistant Inspe
Board, or the Chairman of a Munic
Principal or Headmaster of a recog
In the case of candidates for admissio
a certificate signed by a Sub-Assistant

Selection of

115. The selection of candidates f
shall be made by the heads of the re
tion of candidates for admission into
rest with the Inspector of Training S
with the Inspectress of the Circle.

Applications for admission shall
officers, the Presidents of Local Bo
Councils, or the Managers of schools
the institution to which admission is

Headmasters or Headmistresses
mendations to the Inspector of Traini
applicants in the form prescribed (Ap

Every care shall be taken to excl
wish to undergo training chiefly for th
a real intention of making teaching
candidates preference shall be given t
the order in which they are named :—
(1) Teachers employed in pul
(2) Persons to whom Local
given provisional appointments in sc
(3) Village schoolmasters to
fession, and whose schools are ab
inspection.
(4) Persons specially selected
Headmistresses, under an agreement
(5) Persons desirous of adopti

116. The following term fees sh
outside the Madras Presidency :—

					Rs.
Collegiate department	..	..	..	..	40
Secondary do.	..	..	..	..	20
Elementary do.	..	..	..	..	10

efore admission the following

certificate from a Civil Surgeon
the case of colleges, by the Princi-
he Inspector, certifying that the
fficiently the duties of a teacher.
A certificate of general education
)5.

ossess the prescribed educational
rength of a certificate accepted by

certificate of conduct, signed by
tor, or the President of a Local
pal Council, or the Manager or
ized College or Secondary School.
to Elementary Training Schools,
Inspector shall be accepted.

andidates.

or admission into training colleges
spective institutions. The selec-
training schools for Masters shall
hools, and of those for Mistresses

be sent through the Inspecting
rds, the Chairmen of Municipal
s the case may be, to the Head of
ught.

shall submit with their recom-
g Schools or Inspectresses lists of
endix T).

de those who may be thought to
sake of the stipends and without
profession. In the selection of
those of the following classes in

schools.
ds or Municipal Councils have
ols under their management.
hom teaching is a regular pro-
ut to come under departmental

y Managers, or Headmasters, or
o return as teachers.
the teacher's profession.

Fee be paid by students coming from

Maximum Number of Stipendiaries in the several departments.

~~177~~. The maximum number of provincial stipendiaries admissible in any year into the several departments of a training institution shall ordinarily be as follows; but the Director shall be empowered to sanction a larger number of admissions in special cases:—

	For masters.	For mistresses.
Collegiate department	40	5
Secondary do.	20	10
Elementary do.	40	30

Rates of Stipends.

118. The ordinary rate of provincial stipend per mensem in the several departments shall be as follows:—

	Rs.
Collegiate department	15
Secondary do.	10
Elementary do.	5

Special rates subject to the following maxima may be sanctioned by the sanctioning authority:—

COLLEGIATE DEPARTMENT.

	Rs.
Masters of Arts	20
Europeans and Eurasians—	
Masters	35
Mistresses	25
Muhammadans	20
Hindu Mistresses	20
Panchamas	20

SECONDARY DEPARTMENT.

Stipendiaries of higher qualifications than Matriculates.	12
Europeans and Eurasions—	
Masters	30
Mistresses	20
Muhammadans	12
Hindu Mistresses	12
Panchamas	12

ELEMENTARY DEPARTMENT.

Stipendiaries who have studied up to the seventh standard.	7
Muhammadans	7
Hindu Mistresses	7
Panchamas	6
Teachers in the Agency Tracts	10

A guardian allowance not exceeding Rs. 5 per mensem may be given to Caste Hindu women and Muhammadan women who do not permanently reside in the town where the school, in which they are being trained, is situated.

Selection of stipendiaries.

119. The power of sanctioning stipends rests with the Principals of Training Colleges, the Inspector of Training Schools, and the Inspectresses of Schools in the case of girls. These authorities shall see that all the great classes of the population are, as far as practicable, fairly represented in the allotment.

Non-stipendry Students.

120. Subject to the provisions of Rule 112 the controlling authority may admit non-stipendiary students.

Probation.

121. Every student shall be considered to be on probation, in Colleges and Secondary Schools for 60 working days and in Elementary Schools and departments for the first term; and if it shall appear to the Head of the institution that any student is not likely to prove an efficient teacher, such student shall with the sanction of the controlling authority, be required to leave the institution. During probation a stipendiary student shall be entitled to draw the full amount of his stipend, and if rejected at the end of the period of probation, he shall not be required to refund the amount drawn, provided that his rejection was not due to moral delinquency.

Salaries of Teachers and others while under Training.

122. (1) A teacher who is in [illegible]cial or Local or Municipal employment may, with the sanction o[illegible] Director or President or Chairman, as the case may be, be allowed [illegible]g the course of training so much of the pay of his substantive [illegible]tment in addition to his stipend, as will raise his total emolumen[illegible] Rs. 10 per mensem while the person acting for him may also be a[illegible]d a minimum pay of Rs. 10 per mensem. If the pay of the appo[illegible]ent is sufficient and it is considered advisable to exceed these minima[illegible]he case either of the teacher under training or of his *locum tenens*, the[illegible]he teacher under training may be permitted to draw, in addition to h[illegible] stipend, a portion of the pay of the appointment not exceeding one-h[illegible], while his *locum tenens* will be permitted to draw a salary not exce[illegible]ling the remaining half of the pay of the appointment. But, in the ca[illegible] of both the teacher under training and his *locum tenens* the total em[illegible]uments enjoyed by each of them under this rule must not exceed the [illegible]ermanent pay of the appointment.

(2) Such teacher will be tre[illegible]d as detached from his original appointment, but as still in the s[illegible]rvice of the Government, of the Board or of the Municipality, as the case may be.

(3) The period spent under training will qualify for earning increments of salary, but not for earning further leave: it will not cancel any leave already earned.

Travelling Allowances.

123. Teachers employed in Gove[illegible]nment, Local, or Municipal schools who are required to receive a c[illegible]urse of training shall be entitled (subject in the case of the second an[illegible]d third classes to the sanction of the

Board or Municipal Council concerned) to draw travelling allowances from Provincial, Local, or Municipal funds, as the case may be, for a single journey on joining and on leaving the training institution, at the rates admissible to the classes to which the teachers belong as defined in the Civil Service Regulations. Other students shall be allowed travelling expenses from public funds as provided in the addition (XXXIV, dated 4th April 1903) to page 93 of the Madras Supplement to the Civil Service Regulations, second edition.

Time-tables.

124. A time-table, showing the distribution of subjects in the different departments of the institution during each hour or other period of the day, the subjects each teacher will be engaged in teaching, and the time set apart for the work of supervision, shall be kept, and shall be submitted for the approval of the Director in the case of colleges and of the Inspector of Training Schools or Inspectresses in the case of schools.

The time-table of the Model school shall indicate the classes to be taught and the work to be done by students in the school.

Leave and Dismissal.

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

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

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

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

Examinations.

126. Collegiate stipendiary students shall be required to appear at the earliest opportunity for the examination for the degree of Licentiate in Teaching of the Madras University. All other stipendiary students shall be required to appear at the earliest opportunity for the examinations for teachers' certificates in accordance with the rules laid down in Chapter XI.

Agreement to be entered into by Students.

127. (i) Every student shall, before any stipend is paid to him, enter into an agreement, to be executed on stamped paper in such form as may from time to time be prescribed (Appendix U), binding himself (1) to remain in the institution during the period prescribed and during that time to abide by such rules as may be laid down for regulating his attendance and conduct; (2) to abstain whilst under training from engaging in any other avocation; (3) to abstain from attending any other institution except with the permission of the Head of the training college or school; (4) to appear for such examinations as may be prescribed by the controlling authority; (5) to serve as a teacher in a recognized institution or keep an Elementary or Secondary school within the jurisdiction of the Madras Educational Department (or in the case of Board stipendiaries within the jurisdiction of the Board concerned) for at least three years in the case of a male student, and two years in the case of a female student, and to enter upon such duties as soon as a suitable opportunity presents itself after the period of training is over; (6) to furnish the Head of the institution, through the inspecting officer of the range in which he is employed, every six months during the three or two years referred to above, with information regarding residence, appointment held, salary, and any other particulars which may be needed to enable the Head of the institution to keep a history of the students trained in it.

(ii) If, from any cause other than continued ill-health certified to by a recognized medical authority, a student fails to fulfil the conditions of the agreement, he may be declared to be unfit, absolutely or for a specified period, for employment as a teacher. If a stipendiary student, he shall also be required to refund the whole amount drawn by him from Provincial, Local, or Municipal funds on account of stipend and travelling allowance, or such part of it as the authority financially concerned considers equitable in the circumstances of the case. In the case of a non-stipendiary student who has not already paid the fees prescribed, he shall be required to defray the cost of his training at the rate fixed in Rule 116 and to refund any sum spent as travelling allowance on his account.

Registers.

128. In addition to the registers named in Chapters II and III, the following shall be kept:—

(1) A register giving the history of former students in the form and in the manner from time to time prescribed by the Director (Appendix V).

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

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

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

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

Special Courses of Training.

129. For the purpose of giving students an opportunity of acquiring professional knowledge of, and skill in, teaching special or technical subjects, they may be permitted to attend the College of Engineering, or the College of Agriculture, or the School of Arts, or such other institution as the Director may approve of.

During a student's attendance at another institution, he shall keep a diary showing the nature of the work in which he is engaged and the time devoted to it. This diary shall be submitted for signature once a week to the Head of the college or school in which he is working, and once in two months to the Head of the training institution for countersignature.

At the expiration of every three months, the Head of the institution in which the student is working shall furnish the Head of the training college or school with a brief report on the conduct and progress of the student.

CHAPTER X.—TRAINING INSTITUTIONS UNDER PRIVATE MANAGEMENT.

130. The rules contained in this chapter shall apply to every recognized training school under private management, except in so far as the Director may, from time to time, exempt from their operation schools in backward localities or for backward classes, schools for the training of mistresses, and schools requiring special consideration.

Except as hereinafter provided, the rules for training institutions under public management shall hold good in every recognized training school under private management.

Control.

131. The responsibility for the management and discipline of a training institution under private management shall be vested in the manager recognized by the Department.

Admission and Withdrawal.

132. The dates of admission may be fixed by the manager with reference to the circumstances of the institution; but admissions and withdrawals of students receiving stipendiary grants from Provincial funds shall not be allowed in the middle of a term without the express sanction of the Director.

Qualifications for Admission.

133. The manager shall ascertain that the candidates admitted possess the necessary physical and moral qualifications.

Selection of Candidates.

134. The selection of candidates for admission shall be left to the discretion of the manager.

Stipends.

135. The number, the distribution, and the rate of stipends in each grade, as well as the selection of the stipendiaries, shall be left to the discretion of the manager; but the rates of grants towards stipends from Provincial funds shall be determined in accordance with the provisions of the Grant-in-Aid Code.

No fees shall be levied from students on whose behalf grants towards stipends are paid from Provincial funds.

Leave and Dismissal.

136. The manager shall make suitable rules with regard to the leave of all students and to the dismissal of students in respect of whom no Provincial grant is paid.

Agreement to be entered into by Students.

137. The agreement with the Secretary of State referred to in Rule 127 shall be executed by every student receiving a stipendiary grant from Provincial funds.

In training schools attached to mission institutions for the training of Native Christian catechists, and in which there is a theological course as well as a pedagogical, the former course immediately succeeding the latter, the manager shall be at liberty to postpone fulfilment, by students receiving stipendiary grants from Provincial funds, of the condition of serving for three years until after they have completed the theological course.

CHAPTER XI.—EXAMINATIONS FOR TEACHERS' CERTIFICATES.

Kinds of Certificates.

138. Certificates shall be of three kinds :—(*a*) Certificates of ability to teach the subjects that ordinarily enter into the curricula of schools for general instruction; (*b*) certificates of ability to teach subjects included in the Government Technical Examination scheme; and (*c*) certificates of ability to teach gymnastics and drill.

A certificate of the first kind shall be designated "Teachers' certificate," one of the second kind "Technical Teachers' certificate" and one of the third kind "Gymnastic Teachers' certificate."

Grades of Certificates.

139. Teachers' certificates shall be of three grades, namely :—(1) Collegiate; (2) Secondary; (3) Elementary.

Technical Teachers' certificates shall be of three grades, namely :—(1) Advanced; (2) Intermediate; (3) Elementary.

Gymnastic Teachers' certificates shall be of one grade only.

Conditions as to grant of Teachers' Certificates.

140. Persons who have taken the degree of Licentiate in teaching in the University of Madras, shall receive Collegiate Teachers' certificates of the first or second class, according to the class of their degree without further examination, on application to the Director.

Candidates for Secondary and Elementary Teachers' Certificates, respectively, must have passed through the prescribed course in recognized Secondary or Elementary Training institution or Department.

Candidates for Teachers' certificates of grades lower than the Collegiate shall pass two examinations, called the preliminary and final examinations respectively, the preliminary examination being mainly written and the final oral and practical.

Examiners for Preliminary Examination.

141. The preliminary examination shall be conducted by the Inspector of Training Schools with the assistance of the staffs of the Training Institutions and such other persons as the Director may, from time to time, depute for the purpose.

Date of Preliminary Examination.

142. The preliminary examination shall be held once a year and ordinarily in December. The examination shall be held at such centres as the Director may from time to time appoint.

Application for admission to Preliminary Examination.

143. Candidates must send their applications in the prescribed form (Appendix X) accompanied by a treasury receipt for the fee due under

Rule 157 to the Inspector of Training Schools so as to reach him not later than the 5th October.

The head of each training institution shall forward to the Inspector so as to reach him not later than the 6th December the certificate prescribed in Appendix XI.

Scope of Preliminary Examination.

144. The preliminary examination for each grade shall be in the subjects of the courses laid down in Chapter IX and shall consist of (*a*) printed papers to be answered in writing, (*b*) practical tests in elocution and black board work.

The practical tests shall be held as soon as possible, after the written examination and in accordance with instructions issued from time to time by the Director.

Number and Subjects of Question Papers.

145. For the Secondary Grade, one paper shall be set in each of the following subjects:—(1) Organization; (2) Discipline and moral training; (3) Teaching.

For the Elementary Grade, simple papers in all the subjects of the course.

Status of candidates who pass the Preliminary Examination.

146. The Director will determine which of the candidates shall be declared to have passed the examination. After approval their names will be published by the Inspector of Training Schools in the *Fort St. George Gazette*, and they shall be then called probationary trained teachers and shall be considered for all purposes of the Public service notification and the Madras Educational Rules and Grant-in-Aid Code as trained certificated teachers of their respective grades, for three years from the 1st January in the year after that in which they appeared for and passed the Preliminary Examination.

Failed Candidates.

147. A list of candidates who fail in the Preliminary Examination shall be submitted to the Director with the recommendation of the Inspector in regard to each candidate. A candidate may be allowed to appear at a part or the whole of a subsequent examination without further attendance at a Training School or may be required to attend a Training School for some specified further period either with or without a stipend, or on payment of a fee.

Certificates.

148. Each probationary trained teacher shall receive from the Inspector a combined certificate and service register.

The certificate shall state his name, age, caste, &c., his general educational qualifications and his status in the Preliminary Examination and shall contain space for recording the results and date of any final examination he may appear for.

The attached service register sha l contain pages, suitably pre-
pared, to register, under proper attesta tion, his periods of service as a
teacher and the remarks made on his work during his probation, by
inspecting officers.

The Final Exa nination.

149. The final examination shall co sist in a test of the candidate's
practical ability in teaching and prob ationary trained teachers must
appear for it within four years of t he notification referred to in
Rule 146.

Applications to appear for the ex amination in any year must be
submitted to the Inspector of Training Schools, by the 1st January of
that year.

Each applicant must submit the certificate and service register
granted to him on passing the prelimin ary examination and a treasury
receipt for the fee due as specified in Rule 157, and no applicant shall
be admitted to the examination whose r egister does not show at least 18
months' satisfactory work in a recognize d school or other school approved
by the Director.

Boards of Examiners for th e Final Examinations.

150. The final examinations shall b e conducted by Boards consisting,
at each centre, of the Inspector or Ins pectress of the Circle as President
and one or more persons appointed by the Director.

Place and date of Examination.

151. The Inspector of Training Sch ools shall arrange the places and
dates for holding the final examinati ons in such a manner as to admit
of every candidate being examined at a place reasonably accessible
from the school in which he is em ployed. He shall send to the
President of the Board who is to con duct the examination lists of all
the candidates who are to appear at it, and their certificates, at least 15
days before the first day of the exami nation.

Notice to Ca ndidates.

152. The President of the Board s hall send notices to all candidates
of the time and place at least five clear days before the day of the
examination.

Identity of C andidates.

153. Candidates shall bring to the place of examination a certificate
of identity from an Inspecting officer, or the Manager or Headmaster
of a college or recognized school.

Scope and Character of t he Final Examination.

154. Candidates shall be require d to teach in the presence of the
examiners. The class to be taught s hall ordinarily contain from 15 to
20 pupils and shall be of a suitable g rade.

The subject of the lesson shall … shall be of a kind not to require … announced to each candidate half … the lesson. If a lesson is set whi… apparatus, such objects or apparatus … the time that the subject of his lesso…

The examiners will note the … the candidate :—

(1) *Technical qualifications.*—F… use of the vernacular in lessons … especially as regards the simplicity … non-repetition of them and of the an…

The amount and quality of hi… drawing.

(2) *The Subject-matter of the L…*

(*a*) Its value and suitability …

(*b*) The teacher's method … reference to—

Presentation, i.e.—presenting th… into relation with the old; the … *developing questioning, explanation* and …

(3) *The final result* of added … particularly as shown in their powe… The Examiners shall write a brief … noting the points in which he sh… characterising the result under each … or poor and recording their opinion … be held to have passed the examinati…

Completion of t…

155. The President of the Board … case of every candidate who has satisfi… he is satisfied, enter then and there … result of the final examination and t… This shall be either first class or sec… results of the two examinations and … the service register. The entry sha… all the examiners, and the teacher sha… in-Aid Code and the Educational … from the date of such signature.

In the case of a candidate wh… entry shall be made in the certificate t… state whether, in the opinion of the … permitted to appear for the Final … period which should elapse before th…

Publication of the Results …

156. The report of the examine… dent of the Board engaged in the … Training Schools who shall publish, …

…e selected by the examiners. It …laborate preparation and shall be … hour before he is required to give …h requires the use of objects or …hall be handed to the candidate at … is announced to him.

…llowing points in the teaching of …

…uency and correctness in speaking; …n English; skill in questioning, …d definiteness of his questions and …wers.

… black-board work in writing and …

…son :—

… the class.

… handling it, particularly with …

… new knowledge and bringing it …ears used in this, *e.g.*, *exposition*, *illustration* …

…nowledg… and ski… in the pupils, …of *applying* the new knowledge. …eport on each candidate's work …wed most strength or weakness, …in heading as excellent, good, fair, …to whether the candidate should …n.

… Certificate.

…f Examiners present shall, in the …d the Board and of whose identity … the candidate's certificate the … class of the completed certificate. …d class and shall depend upon the …he nature of the other remarks in …l be dated and shall be signed by …be, for all purposes of the Grant-…ules, a fully certificated teacher …

… has not satisfied the Board an … that effect. The entry shall also …aminers, the candidate should be …amination again and, if so, the …candidate can so appear.

… the Final Examination.

… shall be forwarded, by the Presi-…examination, to the Inspector of … soon as possible, in the *Fort St.*

George Gazette, lists of trained candidates who have obtained a complete certificate, and also of those who have failed to satisfy the Board, and, in the case of those who, in the opinion of the examiners, may be permitted to appear again, the period which must elapse before they may so appear.

Fees.

157. The fees required to be paid by candidates for the Preliminary and Final Examinations shall be the following:—

	Preliminary examination.	Final examination.
	Rs.	Rs.
Secondary grade	5	2
Elementary grade	1	1

A candidate who fails in any of the examinations may be admitted, subject to the provisions of the foregoing rules to subsequent examinations on payment of the same fee on each occasion.

Grant of Technical Certificates to Certificated Teachers.

158. Any fully certificated teacher who has passed in the Advanced, Intermediate or Elementary grade in any of the subjects of the Government Technical Examinations may be granted without further examination and with the approval of the Director, a Technical Teacher's Certificate of corresponding grade, in respect of that subject.

Qualifications for admission to Test for Technical Certificates.

159. No candidate shall be admitted to the test for a technical teachers' certificate of ability to teach a special subject, unless he has passed the Advanced, or the Intermediate, or the Elementary Technical Examination, as the case may be, in the subject in which he desires to be tested, or an examination accepted by the Director as equivalent. Applications for admission to the test must be submitted to the Inspector of Training Schools in the form prescribed (Appendix Z).

Nature of Practical Test for Technical Certificates.

160. Candidates for technical teachers' certificates shall be required to show their ability in teaching a class in each of the special subjects in which they wish to obtain a certificate.

Ordinarily a candidate for an Advanced technical teachers' certificate shall be required to teach an Intermediate class in that subject; a candidate for an Intermediate technical teachers' certificate shall be required to teach an Elementary class; and a candidate for an Elementary technical teachers' certificate shall be required to teach a lower class.

Classification of Successful Candidates.

161. The Examiners shall declare whether the candidate has passed or not and shall place each candidate who has passed in the first or second class.

Fees.

162. The fees required to be paid by candidates for the practical test for a technical teachers' certificate in each subject shall be the following :—

	Rs.
Advanced grade	6
Intermediate grade	4
Elementary grade	2

A candidate who fails to pass may be admitted to subsequent tests on payment of the same fee on each occasion.

Nature of Test for Gymnastic Teachers' Certificates.

163. Candidates for gymnastic teachers' certificates shall be required to have a practical acquaintance with drill and gymnastics, and ability to teach these subjects. Applications for admission to the test must be submitted to the Inspector of Training Schools in the form prescribed (Appendix).

Fees.

164. The fee required to be paid by each candidate for gymnastic teachers' certificate is Rs. 2. A candidate who fails to pass may be admitted to subsequent examinations on payment of the same fee on each occasion.

Suspension and Cancelments of Certificates.

165. A teachers' certificate may at any time be suspended or cancelled by the Director, if, on a report by the Inspector or by the manager of a school, the teachers' character, conduct, or attention to duty is shown to be unsatisfactory. This shall not be done until the teacher has been informed in writing of the charges against him and a full enquiry has been held by the Director after consultation with the manager.

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APPENDIX A.

(Chapter I, Rule 7.)

CURRICULUM FOR SANSKRIT SCHOOLS.

The following revised curriculum is recommended for adoption in Sanskrit schools :—

I.—General Subjects.

First Class.

Raghuvamsá, the first two sargas.
Kumārasambhava, do.
Panchatantra, the first two tantras.
Declension, Conjugation, Translation, Dictation and Composition (easy).
Arithmetic from Tamil books used in Government schools.

Second Class.

Māgha, the first three chapters.
Bhāravi, do.
Bhōjachampū.
Conjugation, &c., (more difficult).
Arithmetic (from Tamil books used in Government schools).

Third Class.

Naishadha, the first six sargas.
Bhāratachampū.
Ashtādhyāyī (to be recited).
Kaumudī, from the beginning to the Ajanta.
Conjugation, &c.
Lilāvati, a portion.

Fourth Class.

Śākuntala.
Mālavikāgnimitra.
Ashtādhyāyī (to be recited).
Kaumudī, to the end of Kāraka.
Conjugation, &c.
Lilāvati, a portion.

Fifth Class.

Anargharāghava.
Mahāvīracharitra.
Ashtādhyāyī (to be recited).
Kaumudī, the whole of the first part.
Translation and Composition.
Tarkasaṅgraha.
Nirukti.
Lilāvati, last portion.

Sixth Class.

Pratāparudrīya.
Nyāyabōdhinī.

Annambhattīya.
Tiṇanta Kaumudī.
Āpastambasūtra, with commentary.
Translation and Composition.

Seventh Class.

Kuvalayānanda.
Nīlakaṇṭaprakāśikā.
Tatvabōdhinī, from the beginning to the end of Kāraka.
Translation and Composition.
Manusmriti, the first half with Kullūkabhatta's commentary.

Eighth Class.

Chitramīmāmsā.
Muktāvali.
Śēkhara, from the beginning to the end of Strīpratyaya.
Translation and Composition.
Manusmriti, the second half with the commentary of Kullūkabhatta.

II.—OPTIONAL SUBJECTS.

Pandit Classes.

I. Vēdas—One of the following three groups:—

Rig-Vēda, the first Ashtaka with Sāyana's Bhāshya—

9. First year .. { Aitarīyabrāhmana, with Bhāshya.
Rik Prātisākhya, with commentary.

10. Second year .. { The second Ashtaka, with Sāyana's Bhāshya.
Sānkhayana Brāhmana, do.
Svaraprakriyā and Vaidikaprakriyā of the Siddhāntakaumudī.

11. Third year .. { The third Ashtaka with Bhāshya.
Aitarīyāranyaka, do.
Kaushitakāranyaka, do.
Nirukta, with commentary.

or *Yajur Vēda*—

9. First year .. { The first Kānda, with Sāyana's Bhāshya.
The first Brāhmana, do.
Prātisākhya, with its commentary Tribhāshyaratna.

10. Second year .. { The second Kānda, with Sāyana's Bhāshya.
The second Brāhmana, do.
Svaraprakriyā and Vaidikaprakriyā of the Siddhāntakaumudī.

11. Third year .. { The third Kānda, with Sāyana's Bhāshya.
The third Brāhmana, do.
Nirukta, with commentary.

or *Sāma Vēda*—

9. First year .. { Ārchīka with Sāyana's Bhāshya.
Tāndya Brāhmana, do.
Prātisākhya, with commentary.

10. Second year .. { Stanbhika, or Uttarārchika, the first part in Sāyana's Bhāshya.
Shadvimśa Brāhmana, the first part in Sāyana's Bhāshya.
Svaraprakriyā and Vaidikaprakriyā of the Siddhāntakaumudī.

11. Third year	..	Stanbikha or Sāyana's B… Uttarārchika, the latter half in hāshya. Chāndōgya … Brāhmana, the latter half in Sāyana's B… hāshya. Nirukta, wit… commentary.

II. Mīmāmsa—

9. First year	..	Jaiminīya N… yāyamālāvistara, the first four chapters. Śābara Bhāsh… ya, the first four chapters. Śastradīpikā, … the first four chapters.
10. Second year	..	The above bo… ks, the next four chapters.
11. Third year	..	The above bo… ks, the last four chapters.

III. Vēdānta—

9. First year	..	Bhagavadgīt… , with a Bhāshya and commentary.
10. Second year	..	Daśōpanishad… , with a Bhāshya and commentary.
11. Third year	..	Vyāsasūtra, …ith a Bhāshya and commentary.

IV. Nyāya Vaiśēshika—

9. First year	..	Divakarī… mārudrabhattiya Gunānta. Gautama… sūtra, with Bhāshya and Iśvara…nintāmani.
10. Second year	..	Mādhuri… halakshanī Gadādharīya (Vyutpatti… Chaturdaśalakshani) and Va… shya.
11. Third year	..	Gadā… kti, Pakshata Ava… Śaktivāda and Prāmā…

V. Dharma Śāstra—

9. First year	..	Vasishta… śūtra, … ōdhāyanadharmaśūtra, Āpas… mba, Āśvalāyana or Kh… or some other work. Parāśar… ava. Bhattak… ra's Śāntimayūka.
10. Second year	..	Vaidyan… Dikshitīya, the first two Kāndas, Hēma… yaschittakānda, Śūdrakamalākara, … aschittēndu Śēkhara, Vijñāndśvarīya … avahāra Kānda).
11. Third year	..	Eighteen … ritis, omitting Parāśāra and Manusmri… s, Vaidyānāthadīkshitīya (Śrāddhakānda … d Vyavahārakānda), Kālamādhavīya … Nirṇayasindhu.

VI. Vyākarana—

9. First year	..	Mahābhāsh… the first Adhyāya Śēkhara, Kāraka…
10. Second year	..	Kaiyatiya, … first Adhyāya Mahābhāshya, second, t… d, fourth and fifth Adhyāyas. Śabdaratna … he first half.
11. Third year	..	Bhashyapra… ōdyōta, the first Adhyāya, Mahābhā… ya, sixth, seventh and eighth Adhyāya … Kaustubha, … ne Āhnikas. Śabdaratna, … he latter half.

VII. Kāvyālankāra—

9. First year	..	Kāvyaprakāśikā ; Kādambāri (Pūrvabhāgha), Uttararāmach aritra, Sarasvatī Kanthabharana, Daśarūp aka, Vrittaratnākara.
10. Second year	..	Kādambarī (U ttarabhāga), Harshacharitra, Vāsavadattā, Bālarāmayana, Mālatīmādhava, Vāma asūtra.
11. Third year	..	Shadbhāshāchan drikā, Prākritaprakāśa, Nalachāritra, R āsagangādhara, Sāhityaratnākara, arśa, Pingala Chandasūtra.

VIII. Jyautisha—

9. First year	..	Gaṇitādhyaya. Bījagaṇita. Ganakānanda.
10. Second year	..	Gōtadhyāya. Trikonamiti. Rēkhāganita.
11. Third year	..	Grahalāghava Āryabhattiy Śulbasūtra and dyāmadhavīya.

IX. Vaidya—

9. First year	..	Bahata, a por Suśruta, do. Charaka, do.
10. Second year	..	The above boo a portion.
11. Third year	..	Do. do.

District

Taluk

Town or Village

APPENDIX B.

(Chapter II, Rule 9.)

Application for Recognition.

ELEMENTARY SCHOOL.

Name of School	
Date of Establishment	
Date and Number of previous Proceedings or orders in regard to recognition	
Society, Association or person owning the School	
Correspondent	
Standards previously recognized	
Standards on behalf of which recognition is now sought	
Description of the building	
Names, qualifications and salaries of the teachers	
Scale of fees actually in force	

Application for Recognition—cont.

ELEMENTARY SCHOOL—*cont.*

		Boys.	Girls.	Backward Classes. Boys.	Backward Classes. Girls.
Number of pupils on the rolls in each standard	In'ant Standard				
	First ,,				
	Second ,,				
	Third ,,				
	Fourth ,,				
	Fifth ,,				
	Sixth ,,				
	Seventh ,,				
Remarks as to Furniture and Appliances					
Remarks as to (1) Registers					
(2) Admissions and withdrawals					
(3) Attendance					
(4) Attendance of Masters					
(5) Progress and Conduct					
(6) Inspection Book					
Vernacular in use					
Whether for Boys or Girls or both					
Remarks on Curriculam and Time Table					

DECLARATION.

Declaration.—On behalf of the management of the school, I hereby declare that the school fulfils all the conditions specified for an Elementary School, in the Madras Educational Rules, and I promise that it shall continue to fulfil those conditions so long as it remains recognized and that such returns as may be required by the Department will be duly furnished.

STATION
Date }

Correspondent.

APPENDIX C.

(Chapter II, Rule 16.)

Register of Admissions and Withdrawals.

FOR USE IN ELEMENTARY SCHOOLS.

No.	Name.	House or village name.	Name of Parent or Guardian.	Residence.	Occupation of parent or guardian.	Date of admission.	Date of birth.	Religion.	Class on admission.	Class on leaving.	Date of leaving.	Number of school leaving certificate.	Grade of school leaving certificate.	School to which the pupil has gone.	Remarks.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

APPENDIX D.

(Chapter II, Rule 16.)

Register of Attendance and Fees for the month of 190 .

For use in Elementary Schools.

same types as on page 48

Name of the school _____ **Standard** _____

Admission No.	Name.	Date. 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	No. of days Present.	School Fees.	Date of Payment.
1	2	3	4	5	6
				RS. A. P.	
	No. present daily ...				

DIRECTIONS FOR KEEPING REGISTERS.

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

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

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

1. If a pupil is admitted into a class on the first school day of a month, his name should be entered in red ink.
2. If a pupil is admitted on any other date than the first school day of a month, say on the 5th, a black ink line should run through the space for the first four days' attendance.
3. A pupil re-admitted, whether at the beginning or in the middle of the month, should have his name entered in black, but underlined with red ink.
4. If a pupil left school in the middle of a month, a black line should be drawn through the attendance spaces from the first day he left to the last school day of the month.

APPENDIX E.

(Chapter II, Rule 16, and Chapter III, Rule 60.)

Register of Attendance of Masters for the month of 190 .

Serial No.	Names.	Date.																											
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

APPENDIX F.

(Chapter II, Rule 16.)

Register of Progress and Conduct.

For use in Elementary Schools.

Same type as on page 48.

Name of the school.

Admission number.	Name.	Standard.	Progress and conduct.
		Infant Standard. Year .	
		First Standard. Year .	
		Second Standard. Year .	
		Third Standard. Year .	
		Fourth Standard. Year .	
		Fifth Standard. Year .	
		Sixth Standard. Year .	
		Seventh Standard. Year .	

DIRECTIONS.

A separate page must be devoted to each pupil.
Shortly before the annual inspection the entry for the then current year should be made in respect of each pupil.

APPENDIX G.

(Chapter III, Rule 22.)

Application for Recognition.

SECONDARY SCHOOL.

District.
Taluk.
Town or Village.

1. Name of School	
2. Date of establishment. Number and date of Proceedings of previous recognition of the school, under the Madras Educational Rules, if any	
3. Society, Association or person owning the school	
4. Correspondent	

	Nomenclature.	Number of pupils on the rolls on the date of	Average attendance during the term immediately
5. Forms or classes already recognized	Sixth Form		
	Fifth Form		
	Fourth Form		
	Third Form		
	Second Form		
	First Form		
	Fourth Class		
	Third Class		
	Second Class		
	First Class		
	Infant Class		
Forms or Classes for which recognition is sought			

APPENDIX G—*cont.*

Application for Recognition—cont.

SECONDARY SCHOOL—*cont.*

6. Staff.

Name of Teacher.	Desig-nation.	Full salary assigned or proposed to be assigned.	Age.	Forms or classes and subject taught.	Total Service		Highest general education test passed and year with full particulars.	Highest technical examination passed and year and subject.	Highest grade of trained teachers' certificate and year.	Highest grade of untrained teachers' certificate and year.	Highest grade of technical teachers' certificate and year and subject.
					In the school.	In other recognized schools, the names of such schools being specified.					

7. Accommodation and sanitation.

Total area of { (a) School building ... ... (b) Offices ... ... (c) Play ground		
Number of class-rooms and the superficial and cubical area of each room, with the maximum number of pupils likely to be taught in each room.		
Sanitation, latrine and water-supply		
Furniture, apparatus, appliances (*information separately*) taken over ...	Ordinary.	Special.
10. Fees in each form or class		
11. Registers maintained, and whether in the prescribed forms ..		

DECLARATION.

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

STATION }
Date }

Correspondent.

[APPENDIX G.

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| | | |

APPENDIX H

(Chapter II, Rule 32.)

Rules for Preparation of Plans of School-buildings.

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

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

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

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

IV. Managers of schools requiring the services of Public Works Department officers should apply for them to the Executive Engineer of the division or, in the Presidency Town, to the Consulting Architect.

V. The Executive Engineer or the Consulting Architect, as the case may be, will determine by what officer the necessary plan is to be prepared, regard being had in every case to the standard of the institution concerned.

APPEN X I.

(Chapter II ule 35.)

Sanitary Certificates for oses of Recognition.

Under G.O., No. 526, Educationa ated 9th July 1891, the Medical Officers of Government are required to mine all Government and Board (*i.e.*, Local and Municipal) schools as art of their ordinary duty with a view to the issue of sanitary certificate for purposes of recognition, but Managers of other schools are required to pay fees for these certificates according to the following scale :—

	Rs.
(1) Commissioned Medical Officer	10
(2) Assistant Surgeon in independent charge of a district or civil station	5
(3) Apothecaries in independent edical charge ..	3
(4) Hospital Assistants	2
(5) Sanitary Inspectors	1

2. The certificates will, on applicati n and payment of the above fees, be granted by District Medical Office for all colleges, and secondary schools, and for training colleges and condary training schools. In the Presidency town the certificates will granted by the several District Surgeons, or by the Sanitary Commissi er or his Deputy, or by the Health Officer of the Madras Municipality.

3. During their tours, Sanitary O cers will visit schools and report on their sanitary condition to the Ed ational authorities concerned, but they will not be allowed to charge fees xcept for a first inspection with a view to recognition, or where additi s or extensions of buildings are required to be certified.

4. The following is the form in w ch the Sanitary Officer's certificate should be submitted :—

I hereby declare that I have inspecte he _____ *school building and premises on the* —— _____ *and certify that the accommodation prov d for each of the sever l classes is sufficient for the maximum number of pupils t ght therein, and is properly ventilated and lighted; that the building is maintai in substantial repair; that it is neat and clean; that the latrine arrangements re adequate and satisfactory; that the supply of drinking-water is wholesome; a that in all other necessary respects the sanitation is good.*

Station _____

Date _____ *ignature* _____

APPENDIX J.

(Chapter III, Rule 38.)

Gymnastic Apparatus.

(i) For First and Second Grade Colleges—
Parallel bars.
Horizontal bar.
Trapeze.
Rings.
Ladder.
Inclined plank.
Vaulting horse.
One dozen pairs of light dumb-bells.
Two or three pairs light Indian clubs.

(ii) For Secondary Schools—
Parallel bars.
Horizontal bar.
Vaulting horse.
One dozen pairs of light dumb-bells.
Two or three pairs of light Indian clubs.

APPENDIX K.

(Chapter III, Rule 43.)

Application for Admission into the School.

Name of pupil
Date of birth
Residence
Name of parent or guardian
Occupation of do.
Residence of do.
School, if any, last attended by pupil

Number, date and class of Elementary School Leaving Certificate (in the case of pupils from an Elementary School).

Signature of parent or guardian.

Date

NOTE.—Satisfactory evidence in regard to the date of birth must be insisted upon. Headmasters will be held responsible for the accurate entry in the admission register of the date of birth. In the case of pupils presenting an Elementary school leaving certificate, the entry in regard to date of birth should be verified with particular care.

APPENDIX L.

(Chapter II Rule 44.)

Form of Transfer Certificate.

1. Name of the school which the pupil is leaving.
2. Name of the pupil.
3. Date of birth as entered in the admission register.
4. Class or form in which the pupil was reading at the time of leaving (in words).
5. Date of admission or promotion to that class or form.
6. Whether qualified for promotion to a higher class or form.
7. Whether the pupil has paid all the fees due to the school.
8. Date on which the pupil actually left the school.
9. Date on which application for transfer certificate was made on behalf of the pupil by his parent or guardian.
10. Date of the transfer certificate.
11. Signature of Headmaster.

APPENDIX M.

(Chapter III, Rule 60.)

Register of Admissions and Withdrawals (for use in Secondary Schools).

NAME OF SCHOOL.

No.	Name.	House or Village Name.	Name of Parent or Guardian.	Residence.	Occupation of parent or guardian.	School and class from which pupil has come.	Whether an Elementary School Leaving Certificate was produced on admission.	Whether a transfer certificate was produced on admission.	Date of admission.	Date of birth.	Religion.	Class on admission.	Class on leaving.	Date of leaving.	Reason for leaving.	School to which the pupil has gone.	Remarks.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

NOTE.—Special attention is drawn to the necessity for accuracy in regard to the entry of the date of birth.

APPENDIX O.

(Chapter III, Rule 60.)

TERM FEE REGISTER.

School Fee Register of the *for the term ending*

Class and Name.	Whether paying fees at full or reduced rates (to be specified).	Amount due for the term ( ).	Amount paid for the term ending								Entrance fees.	Special fees.	Fines.	Total.	Remarks.
			First instalment.		Second instalment.		Third instalment.		Fourth instalment.						
			Amount.	Date of payment.	Amount.	Date of payment.	Amount.	Date of payment.	Amount.	Date of payment.					
1	2	3	4		5		6		7		8	9	10	11	12
		RS. A. P.	RS. A. P.		RS. A. P.		RS. A. P.		RS. A. P.		RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	

When a pupil is admitted into a class at the middle of the term, the instalments which he would have paid had he been in the class from the beginning of the term should be collected and entered in the various columns, the date of admission being entered in the remark column.

60

APPENDIX P.

(Chapter III, Rule 60.)

Acquittance Roll of the Establishment of the *School / College* *for the month of* 190 .

Name.	Designation.	Salary due.			Date of receipt.	Signature.
1	2	3			4	5
		RS.	A.	P.		

190 . }

Head Master. / Principal.

[APPENDICES O AND P.

APPENDIX N.

(Chapter III, Rule 60.)

Register of Attendance for the month of 190 .

FOR USE IN SECONDARY SCHOOLS.

Name of the school_____ Class_____

Admission No.	Class No.	Name.	Date. 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	No. of days Present.
1	2	3	4	5

No. on roll at beginning of month, ; Admitted during month, ; Left ; No. on roll at end of month, ; No. of School days, ; Average attendance during month, ; Average No. on roll during month,

Directions for keeping Registers.

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

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

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

1. If a pupil is admitted into a class on the first school day of a month, his name should be entered in red ink.
2. If a pupil is admitted on any other date than the first school day of a month, say on the 5th, a black ink line should run through the space for the first four days' attendance.
3. A pupil re-admitted, whether at the beginning or in the middle of the month, should have his name entered in black, but underlined with red ink.
4. If a pupil left school in the middle of a month, a black line should be drawn through the attendance spaces from the first day he left to the last school day of the month.

153

APPENDIX Q.

(Chapter III, Rule 60.)

Register of Scholarships held in the *during the year.*

No.	Name of Scholar.	Standard of Scholarship.	College or School in which gained and when.	Monthly or term value of Scholarship.			How long tenable.	Purpose of Scholarship.	Remarks.
1	2	3	4	5			6	7	
				Rs.	A.	P.			

APPENDIX B.

(Chapter V, Rule 73.)

Application for Recognition.

SCHOOLS FOR SPECIAL EDUCATION.

1. Name of School	
2. Date of establishment (i) as a Training school or (ii) an Art, Industrial or Technical school. Number and date of Proceedings recognizing the school under the Madras Educational Rules, if any.	
3. Society, Association or person owning the school	
4. Correspondent	

	Nomenclature.	Number of students on the rolls on the date of application.	Average attendance during the term immediately preceding the application.
4. Departments or classes	*Training Section.*		
	Collegiate department		
	Secondary department		
	Art, Industrial or Technical Section.		
	Advanced Technical examination classes (subjects to be separately specified).		
	Intermediate Technical examination classes do.		
	Elementary Technical examination classes do.		
	Standard D (subjects to be separately specified)		
	Standard C do.		
	Standard B do.		
	Standard A do.		

Application for Recognition—cont.

SCHOOLS FOR SPECIAL EDUCATION—*cont.*

Names of Teachers.	Designation.	Full salary assigned or proposed to be assigned.	Age.	Departments, forms or classes and subjects taught	Total Service: In the school.	Total Service: In other recognized schools, the names of such schools being specified.	Highest general education test passed and year.	Highest technical examination passed and year and subject.	Highest grade of trained teachers' certificate and year.	Highest grade of untrained teachers' certificate and year.	Highest grade of technical teachers' certificate and year and subject.

6. Accommodation and sanitation.

Total area of { (*a*) School building ... ... (*b*) Offices ... ... (*c*) Play ground	
Number of class-rooms and the superficial and cubical area of each room, with the maximum number of pupils likely to be taught in each room.	
Sanitation, latrine and water-supply	

APPENDIX R—*cont.*

Application for Recognition—cont.

SCHOOLS FOR SPECIAL EDUCATION—*cont.*

	Ordinary.	Special.
7. Furniture, apparatus and appliances (separate information for each department, form or class should be given).		
8. If a library is provided, whether a catalogue and a register of books taken out are kept.		
9. Fees in each department or class		
10. The registers maintained, and whether in the prescribed forms ...		
11. Rate of stipend allowed in each department *		
12. Whether the certificates prescribed in the Educational Rules are demanded from all candidates for admission into the Training school.*		
13. Whether the rules relating to attendance are being observed. (In training institutions under private management, by students for whom stipendiary grants are drawn from Provincial funds.)*		
14. Whether the rules relating to leave and dismissal and examinations are being observed. (In training institutions under private management, by students for whom stipendiary grants are drawn from Provincial funds.)		

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

DECLARATION.

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

STATION
Date }

Correspondent.

APPENDIX S.

(Chapter IX, rule 114.)

Form of application for admission to Training Institutions.

1. Name of candidate.
2. Nationality and caste.
3. Date of birth.
4. Native town or taluk.
5. Examination passed with place, class and year or the class or form up to which he has studied, in the case of a candidate who has passed no examination.
6. Vernacular or other languages known.
7. Present occupation.
8. If a teacher, length of service as such.
9. Name of school or schools in which the candidate has served.
10. Name of school to which the candidate reverts after training.
11. Amount of monthly stipend sought.
12. Statement by the Manager of a recognized school or an Inspecting officer as to the employment of the applicant after training.
13. Remarks.

Countersignature and designation of officer making statement as to employment. } *Signature of Applicant.*

APPENDIX T.

(Chapter IX, Rule 115.)

Application for sanction of stipends.

Name of Candidate.	Nationality and Caste.	Date of Birth.	Native Town or Taluk.	Examination passed with class and year or the class or form up to which they have studied in the case of those who have passed no examination.	Vernacular or other languages known.	Present occupation.	If a teacher, length of service as such.	Name of school or schools in which the candidate has served.	Name of schools to which the candidate reverts after training.	Amount of monthly stipend sought.	By whom recommended for training.	Remarks.
1	2	3	4	5	6	7	8	9	10	11	12	13
										Rs.		

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161

161

APPENDIX U.

(Chapter IX, 27.)

Agreement to be entered into by Students in Training Institutions.

A

Know all men by these presents that I of am bound to the Right Honourable the Secretary of State for India in Council in the sum of Rupees to be paid to the said Secretary of State or to his certain Attorney successors or assigns for which payment I bind myself my executors and administrators by these present sealed with my seal, dated this day of 190 .

Whereas the above-bounden has entered the as a stipendiary student for the purpose of being trained as a school at the expense of Government and whereas it has been agreed that the above-bounden shall enter into a bond in the above-mentioned sum of Rupees with such condition as is hereunder written for the faithful discharge by the said of duties as such stipendiary student and as security for the repayment of all monies paid to as such. Now the condition of the above-written bond is such that if the said shall go through at the said Government for school the full course of training prescribed by of training appear for the next and shall after the completion of such course ion as a probationary trained ensuing examination necessary for qualified, and, if necessary and if teacher of the grade for which he is ination until he is qualified as permitted to do so, for every successive ified as aforesaid, as soon as a aforesaid, and shall also, after becoming an appointment as a teacher in suitable opportunity presents itself, obtain school within the jurisdiction of a recognized institution or keep an element for a period of years as the Madras Educational Department and during such course of training such teacher or keeper of a school and shall by Government with respect abide by all the rules and regulations laid during such period of years to stipendiary students at the said ions laid down by Government as aforesaid abide by all the rules and regued schools or keepers of such with respect to the teachers of such recof ill-health the said schools or in case otherwise than on account shall not go through such full rse of training as aforesaid or shall not thereafter serve for a period of years as a teacher in or keeper of a school as aforesaid or shall ide by such rules and regulations as aforesaid or any of them if the his executors or administrators shall pay to the said Secry of State for India in Council his successors or assigns all monies received from Government by the said whilst such stipendiary student as aforesaid. Then and in either of such cases the above-written bond shall be void otherwise the same shall remain in full force.

Signed, sealed and delivered by }
the above named }
in the presence of }

B.

Know all men by these presents that w
of
and
of
are
Secretary of State for India in Council i
to be paid to the said Secretary of State
sors or assigns for which payment we bin
each of our executors and administrators
seals dated this day of
bounden has entered t
student for the purpose of being trained
of Government. And whereas it has be
and
shall enter into a b
Rupees with such condition as
discharge by the said o
student and as security for the repayme
as such. Now the condition of the abo
said
shall go through at th
the full course of tra
school and shall afte
training appear for the next ensuing ex
as a probationary trained teacher of the
if necessary and if permitted to do so,
until he is qualified as aforesaid, and s
as aforesaid, as soon as a suitable opp
appointment as a teacher
elementary school within the jurisdiction
ment and serve for a period of
of a school and shall during such course
and regulations laid down by Govern
students at the said and
aforesaid abide by all the rules and regu
with respect to the teachers of such rec
schools or in case otherwise than on acco
shall not go th
as aforesaid or shall not thereafter serve
teacher in or keeper of a school as afore
and regulations as aforesaid or any of th
and o
their executors or administrators shall p
for India in Council his successors or
Government by the said
as aforesaid. Then and in either of
shall be void otherwise the same shall r

the Right Honourable the
n of Rupees
is certain Attorney succes-
selves and each of us our and
these presents sealed with our
190 . Whereas the above
as a stipendiary
school at the expense
greed that the above bounden

in the above mentioned sum of
eunder written for the faithful
duties as such stipendiary
ll monies paid to
itten bond is such that if the

l
prescribed by Government for
completion of such course of
tion necessary for qualification
e for which he is trained and,
every successive examination
also, after becoming qualified
ity presents itself, obtain an
cognised institution or keep an
e Madras Educational Depart-
ears as such teacher or keeper
training abide by all the rules
t with respect to stipendiary
g such period of years as
ons laid down by Government
ed schools or keepers of such
f ill-health the said
gh such full course of training
a period of years as a
r shall not abide by such rules
f the said
her of them their or either of
o the said Secretary of State
gns all monies received from
whilst such stipendiary student
cases the above-written bond
in full force.

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

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

Note.—Form A is applicable to the case student who is a major and can execute the agreement himself or herself.

Form B is applicable to the case of a nt who is a minor, and is therefore required to execute the agreement jointly with her parent or guardian.

163 163

APPENDIX V.

(Chapter IX, 128.)

History of form students.

1. Number.
2. Name of student.
3. Nationality and caste.
4. Year of training.
5. Date of birth.
6. General education qualification.
7. Teachers' certificate examinations.

Dates of appearing — Date of passing with class.

Preliminary
Final

8. School to which he reverts after training.
9. Subsequent appointments.

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

164 164

APPENDV.

(Chapter IX, 128.)

Register of Leave granted to its under training.

1. Number.
2. Name of student.
3. Grade for which he is being train
4. Date of admission.
5. Leave granted.

—	Jan.	Feb.	Mar.	Apl	June.	July.	Aug.	Sept.	Oct.	Nov.	Dec.
1. Casual leave											
2. Sick leave											
3. Leave on loss of stipend.											
4. Late attendance ...											
5. Remarks											

APPENDIX X.

(Chapter XI, Rule 143.)

Application for admission to the Preliminary Examination for General Teachers' Certificates.

1	2	3	4	5	6	7	8	9	10	11
Name of candidate (to be written in full in English and a Vernacular language).	Sex.	Race.	Date of birth.	Name of the institution in which trained (or under training) and period of training.	Station at which the candidate desires to be examined.	Language in which the candidate desires to be examined.	Grade for which the candidate applies.	Highest General Education Test (complete) passed, date, register number and class.	Countersignature of head of the institution.*	Remarks.
				Trained in the ——— from ——— 190 , to 190 .						

* Applications must be countersigned by the head of the training institution. The countersigning officer should satisfy himself before countersigning that the entries have been correctly made.

STATION ———

Date ——— 190 .

Signature ———

Postal address ———

[ASSEMBLY No.

71

165

591

169

145

APPEN

(Chapter V

Form of Atten ate.

I certify that ed the for
not less than three-fourths of the v s of the course and that he
is eligible to appear for the Prelimi ers' Certificate Examination.

The number of working days Training Institution during the
course was . The No. on which the candidate attended
was

(Sign

Headmaster or Principal.

169

APPENDIX Z.

(Chapter XI, Rule 159.)

Application for admission to Technical Teachers' Certificate Examination.

Name of candidate (to be written in full in English and a Vernacular language).	
Sex.	
Race.	
Date of birth.	
Whether the candidate is a pupil or a teacher.	
If pupil, the name of the institution to which the applicant is attached.	
If teacher, the recognized school or schools in which employed.	
Subjects passed in the Government Technical Examination with grade, date, register number and class.	
Subjects and grade for which the candidate presents himself for a Technical Teachers' certificate.	
Language in which the candidate desires to be examined.	
Station at which the candidate desires to be examined.	
Countersignature of the head of the institution in which the applicant is a pupil or a teacher.*	
Remarks.	

APPENDIX Z1.

(Chapter XI, Rule 168.)

Application for admission to Gymnastic Teachers' Certificate Examination.

Name of candidate (to be written in full in English and a Vernacular language).	
Sex.	
Race.	
Date of birth.	
Whether the candidate is a pupil or a teacher.	
If pupil, the name of the institution in which he is a pupil or a teacher.*	
If teacher, the recognized school or schools in which employed and period of such employment.	
Subjects passed in the Government Technical Examination with grade, date, register number and class.	
If pupil, the name of the institution in which the candidate was trained and the period of training.	
Subjects and grade for which the candidate presents himself for a Technical Teachers' certificate.	
Language in which the candidate desires to be examined.	
Station at which the candidate desires to be examined.	
Whether vaccinated or not.	
Date of birth.	
Countersignature of the head of the institution in which he is a pupil or a teacher.*	
Remarks.	

APPENDIX Z1.]

APPENDIX Z.

(Chapter XI, Rule 169.)

Application for admission to Technical Teachers' Certificate Examination.

Name of candidate (to be written in full in English and a Vernacular language).	
Sex.	
Race.	
Date of birth.	
Whether the candidate is a pupil or a teacher.	
If pupil, the name of the institution to which the applicant is attached.	
If teacher, the recognized school or schools in which employed.	
Subjects passed in the Government Technical Examination with grade, date, register number and class.	
Subjects and grade for which the candidate presents himself for a Technical Teachers' certificate.	
Language in which the candidate desires to be examined.	
Station at which the candidate desires to be examined.	
Countersignature of the head of the institution in which the applicant is a pupil or a teacher.*	
Remarks.	

APPENDIX Z.

(Chapter XI, Rule 169.)

Application for admission to Technical Teachers' Certificate Examination.

Name of candidate (to be written in full in English and a Vernacular language).	
Sex.	
Race.	
Date of birth.	
Whether the candidate is a pupil or a teacher.	
If pupil, the name of the institution to which the candidate was trained and the period of training.	
If teacher, the recognized school or schools in which employed and period of such employment.	
Countersignature of the head of the institution in which he is a pupil or a teacher.*	
Remarks.	

APPENDIX Z.

(Chapter XI, Rule 169.)

*Application for admission to Gymnastic

MADRAS

EDUCATIONAL RULES.

GOVT. PRESS, MADRAS.
23 MAR. 1905

FOURTH EDITION.

MADRAS:
PRINTED BY THE SUPERINTENDENT, GOVERNMENT PRESS.
1905.

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MADRAS EDUCATIONAL RULES.

CHAPTER I.—INTRODUCTION.

Classification of Institutions.

1. Educational institutions are divided into two great classes,—*Public* and *Private*.

All institutions which impart secular instruction and conform to the standards of efficiency and courses of study prescribed by the University or the Department are classed as "public" or "recognized" institutions.

All other educational institutions are classed as private institutions and are classified as follows:—

(i) Advanced—teaching (*a*) Arabic or Persian, (*b*) Sanskrit, (*c*) any other oriental classical language; (ii) Elementary—teaching a vernacular language only or mainly; (iii) Elementary—teaching the Quran; (iv) other schools not conforming to departmental standards.

Public institutions are of two classes: (1) those under the management of Government or Local Boards or Municipalities, known as institutions under *public management*; and (2) those under the management of private persons or associations, known as institutions under *private management*.

Public institutions under private management are classified into aided and unaided, according as they do or do not receive aid from public funds.

2. Public institutions are also classified according to the nature and grade of instruction imparted in them:—

- University education
  - Arts ... First-grade Colleges; Second-grade Colleges.
  - Professional
    - Colleges of Law.
    - „ of Medicine.
    - „ of Engineering.
    - „ for training Teachers.
    - „ of Agriculture.
- School education
  - General ...
    - Secondary ... Upper Secondary or High schools; Lower Secondary or Middle schools.
    - Primary ... Upper Primary schools; Lower Primary schools.

School education. } Special ... { Schools for training Teachers.
„ of Arts.
„ of Law.
„ of Medicine.
„ of Engineering.
„ of Agriculture.
„ of Industries.
„ of Commerce.
Other special schools.

3. Lower secondary and primary schools are also divided into—

(1) *English schools.*—These include all schools in which English is taught as a compulsory subject (that is, as the first language) and is used as the general medium of instruction throughout the school, or in one or more of the higher classes or forms.

(2) *Vernacular schools.*—These include all schools in which a vernacular language is taught as a compulsory subject (that is, as the first language) and is used as the general medium of instruction throughout the school.

Arts Colleges.

4. Arts colleges contain the following classes:—

First-grade Colleges—*

Fourth year
Third year
Second year
First year
} University class.

Second-grade Colleges—

Second year
First year
} University class.

Professional Colleges.

5. Professional Colleges contain the following classes:—

(i) Law College—

Senior University class.
Junior University class.
Pleader classes.
Special classes.

(ii) Medical College—

M.B. and C.M. Section—

Fifth year class.
Fourth year class.
Third year class.
Second year class.
First year class.

---

* Some colleges provide instruction for post graduate courses.

(ii) Medical College—*cont.*

L.M.S. Section—

Fourth year class.
Third year class.
Second year class.
First year class.

(iii) College of Engineering—

Engineer classes—

Third or Senior division.
Second division.
First division.

Engineer Subordinate class—

Third or Senior division.
Second division.
First division.

(iv) Training Colleges—

First-grade Collegiate department.
Second-grade Collegiate department.

(v) College of Agriculture—

Third year class.
Second year class.
First year class.

Schools for General Education.

6. Schools for general education contain the following classes:—

Upper Secondary or High schools—

Sixth Form.
Fifth Form.
Fourth Form.

Lower Secondary or Middle schools—

Third Form (Seventh Standard).
Second Form (Sixth Standard).
First Form (Fifth Standard).

Upper Primary schools—

Fourth Class (Fourth Standard).

Lower Primary schools—

Third Class (Third Standard).
Second Class (Second Standard).
First Class (First Standard).
Infant Class (Infant Standard).

Schools for Special Education.

7. Schools for special education may contain the following classes:—

(i) Schools for training Teachers—

Upper secondary department.
Lower secondary department.
Primary department.

(ii) Schools of Art—

Higher class schools—

Advanced Technical classes.
Intermediate Technical classes.
Elementary Technical classes.

Lower class schools—

Standard D class.
Standard C class.
Standard B class.
Standard A class.

(iii) Schools of Law—

Special classes.

(iv) Schools of Medicine—

Apothecary department—

Fourth year class.
Third year class.
Second year class.
First year class.

Hospital Assistant department—

Fourth year class.
Third year class.
Second year class.
First year class.

Chemist and Druggist class—

Second year class.
First year class.

(v) Schools of Engineering—

Draughtsman class—

Second division.
First division.

Surveyor class—

Second division.
First division.

(vi) Schools of Agriculture.

[Will be notified hereafter.]

(vii) Schools of Industries—

Higher class schools—

Advanced Technical classes.
Intermediate Technical classes.
Elementary Technical classes.

Lower class schools—

Standard D class.
Standard C class
Standard B class.
Standard A class.

(viii) Schools of Commerce—

Advanced Technical classes.
Intermediate Technical classes.
Elementary Technical classes.

8. Private institutions are unrecognized and students in such institutions will not, unless it is specially so ordered, be admitted to the privileges accorded to students of recognized institutions.

Curricula may be suggested for their guidance from time to time by the Director (Appendix A).

9. All collegiate institutions within British Territory in the Presidency, affiliated to the University, are recognized.

The courses of instruction in such institutions are prescribed by the University.

The courses of instruction in Professional colleges and schools for special education are either prescribed by the University or by the Department in special regulations.

Certain other conditions required to be fulfilled by colleges and all the conditions required to be fulfilled by other public institutions are set forth in the following rules.

CHAPTER II.—CONDITIONS OF RECOGNITION OF SCHOOLS.*

10. In so far as they are applicable, the rules contained in this chapter shall be enforced in every recognized school, including the school departments of colleges, except ~~in so far as the Government may from time to time exempt from their operation special tracts of country or the Director may similarly exempt special classes of schools.~~†

11. In the case of secondary schools ~~besides the conditions specified below recognition shall depend upon satisfactory evidence of~~—

(*a*) the organization and development of the school by approved methods and upon approved lines,
(*b*) the educational needs of the locality,
(*c*) the financial stability of the school,
(*d*) the constitution of the managing body,
(*e*) the scale of fees charged as compared with other institutions in the same locality,

~~besides the other matters~~ specified in this chapter, before according

12. In the case of primary schools recognition shall depend, ~~besides the conditions specified below,~~ upon satisfactory evidence of the educational needs of the locality, as well as of the other matters specified in this chapter.

General Education Qualifications of the Staff.

13. (i) The headmaster of an upper secondary or high school shall possess a certificate of having passed the B.A. Degree Examination. The minimum general education qualifications of the headmasters of other schools and of the assistant teachers in all schools for general education shall ordinarily be as follows:—

The teacher of an upper secondary form shall possess a certificate of having passed the First Examination in Arts; the teacher of a lower secondary form, a certificate of having passed the Matriculation or the Upper Secondary Examination, or the late Higher Examination for Women; the teacher of an upper primary class, a certificate of having passed the Lower Secondary or the late Middle School Examination; the teacher of a lower primary class, a certificate of having passed the Primary or the late Special Upper Primary Examination. With the sanction of the Inspector a teacher of proved ability and long standing may be allowed to teach a higher form or class than is herein prescribed.

A teacher who holds an approved service certificate shall be deemed qualified under this rule to teach in the classes specified in that certificate.

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* Applications for recognition of secondary schools, and schools for special education shall be addressed to the Director through the Inspector. For recognition of primary schools application shall be made to the Inspector, through the Assistant Inspector, in the case of boys' schools, and to the Inspectress, through the Assistant Inspectress, in the case of girls' schools.

Applications for recognition shall be made in such form and with such declaration as may from time to time be prescribed by the Director (Appendix B).

† Under the provisions of this article lower primary schools in villages with a population of less than 4,000, and primary schools for backward classes or situated in backward localities (schools in municipalities being excepted) shall be exempted from the operation of Rules 14, 15, 21 to 23 and 24 until the 1st April 1906 and also from the operation of Rule 13 until further notice (vide Appendix C).

In the case of a headmaster or a headmistress of a newly-opened school, or a newly appointed headmaster or headmistress, who possesses no general education certificate, the length of qualifying service in recognized schools shall be seven years on the 1st April 1895.

(ii) The general education qualifications of teachers in schools for special education shall be determined by the Director with reference to the circumstances.

Professional Qualifications of Headmasters.

14. (i) The permanent headmaster or headmistress of every newly-opened school for general education, and every newly-appointed headmaster or headmistress shall (1) hold a trained First Grade Collegiate certificate, or (2) hold an untrained First Grade Collegiate certificate with not less than four years' approved service as a teacher in recognized schools, or (3) hold a trained teachers' certificate, or (4) hold an untrained teachers' certificate with not less than four years' approved service as a teacher in recognized schools.

A headmaster or a headmistress who possesses no professional certificate, but who, on 1st April 1895, had seven years' approved service in recognized schools, and who has secured a service certificate, shall be deemed qualified under this rule.

(ii) The qualifications of the headmaster or headmistress of schools for special education shall be determined according to circumstances by the Director.

Professional Qualifications of Assistants.

15. (i) In schools for general education, excepting lower primary schools in which there is only one assistant, at least one-half of the staff of assistants (exclusive of pandits, munshis, writing masters, drawing masters, gymnastic instructors, sewing mistresses and sewing masters) shall consist of persons who (1) hold trained First Grade Collegiate certificates, or (2) hold untrained First Grade Collegiate certificates with not less than two years' approved service as teachers in recognized schools, or (3) hold trained teachers' certificates, or (4) hold untrained teachers' certificates with not less than two years' approved service as teachers in recognized schools, or (5) hold approved service certificates.

The teacher of drawing shall ordinarily hold a technical teachers' certificate in drawing; in upper secondary schools, a certificate of the Intermediate grade; in lower secondary and primary schools, that of the Elementary grade. The instructor in Gymnastics and Drill shall hold a gymnastic teachers' certificate.

(ii) In schools for special education, the qualifications of the staff shall, where not otherwise provided for, be determined according to circumstances by the Director. Ordinarily the teacher of any of the subjects of the Advanced or Intermediate Technical Examinations shall hold an advanced technical teachers' certificate in the subject taught; the teacher of any of the subjects of the Elementary Technical Examinations, an intermediate technical teachers' certificate in the subject taught; and the teacher of any of the subjects in the Art and

Industrial standards prescribed in Chapter V (III), an elementary technical teachers' certificate in the subject taught.

Other Approved Qualifications.

16. All European members of the Society of Jesus, native members who are graduates and are certified by the Superior General of the Mission to have completed their novitiate and juniorate, and native members who are undergraduates and are likewise certified to have completed the full course of study and preparation prescribed by the society (namely two years' novitiate, two years' juniorate and three years' Philosophy and Science) shall be ranked as equal to trained Licentiates in Teaching. Native members, who are undergraduates and who are similarly certified to have completed only their novitiate and juniorate, shall be ranked as equal to trained teachers of the second-grade collegiate.

All European members of St. Joseph's Society, Mill Hill, London, and of the Society of Foreign Missions, Paris, who are certified by the Superior General or the Vicar-General of the society to have completed the courses of studies prescribed for them, shall be ranked as equal to trained Licentiates in Teaching.

Government reserves to itself the power to determine what other diplomas or certificates shall be accepted, as qualifications under Rules 12, 13 and 14.

Non-employment of Teachers in particular cases.

17. The Government reserves to itself the right to forbid the employment in recognized institutions of any teacher whose certificate has been withdrawn after due inquiry, or who has, after due inquiry, been considered by the Director of Public Instruction unfit to be a teacher.

Politics.

18. No manager or member of the staff or the establishment of a recognized institution shall be permitted to take part in political agitation directed against the authority of Government or to inculcate opinions tending to excite feelings of political disloyalty or disaffection, nor shall any student or pupil take part in such political agitation.

Proportion of Teachers to Pupils.

19. In schools for general education there shall be at least one regular teacher (exclusive of pandits, munshis, writing masters, gymnastic instructors, sewing mistresses and sewing masters) for every fifty pupils on the rolls.

In schools for special education the proportion of teachers to pupils shall be determined by the Director with reference to the special circumstances.

20. Without the sanction of the Director, the strength of a secondary or a primary class shall not continuously exceed 40.

The strength of classes in schools for special education shall be fixed from time to time by the Director, provided it has not been already laid down in any special code of rules sanctioned by Government for such institutions.

Site, Plan and Accommodation.

21. No school shall be recognized which is held in a building of which the site, plan, and accommodation have not been approved by the Director in the case of secondary schools, or by the Inspector in the case of primary schools. When the accommodation is added to, the plan of the additional building must be submitted for the approval of the same authorities.

Two departments of the same school will not be recognized as separate institutions unless separate buildings are provided.

In the case of upper primary schools for girls held in rented buildings, and in the case of all lower primary schools, the submission of a plan shall not be required.

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

23. The plan may be prepared by any competent person. Managers who require the services of an officer of the Public Works Department shall apply to the Executive Engineer of the District, or, in the Presidency Town, to the Consulting Architect (Appendix D).

Dimensions of Building.

24. (i) In schools for general education held in closed buildings, the dimensions of the building shall be such as to provide at least 8 square feet and 80 cubic feet of space for each pupil on the rolls. In calculating the dimensions of buildings under this rule, verandahs which are solidly constructed and on which class-rooms open may be included.

(ii) In schools for special education the dimensions shall be such as may be prescribed by the Director with reference to the requirements of the institutions.

(iii) If any school has a dormitory intended for the accommodation of ten or more pupils attached to it, the dimensions of such dormitory shall be such as to provide at least 30 superficial feet and 400 cubic feet for each pupil. In the case of dormitories intended for less than ten pupils a proportionate increase in superficial and cubic space for every inmate less than ten up to at least 80 superficial feet and 900 cubic feet for a single pupil shall be provided.

Sanitary Inspection.

25. Every school building shall be maintained in substantial repair and in a cleanly condition. It shall be subject to inspection by the

educational Inspecting officer, and such officers of the Medical, Sanitary, and Engineering Departments as Government may direct.

26. Sanitary certificates (Appendix E) signed by the following officers shall be accepted.

For secondary, upper primary, and special schools in the Presidency Town a certificate signed by the Sanitary Commissioner, the Deputy Sanitary Commissioner, a District Surgeon, or the Health Officer of the Municipality.

For upper secondary schools in the mufassal and for mufassal lower secondary and special schools at the District head-quarters, a certificate signed by the District Medical officer.

For all other lower secondary schools, for large upper primary schools, as well as for all other special schools in the mufassal, a certificate signed by a subordinate Medical officer in charge of a dispensary.

For all primary schools situated in municipalities and kasba stations a certificate signed by a certificated Sanitary Inspector, an Inspector of schools, or an Assistant Inspector of schools, and for primary schools in rural tracts, a certificate signed by a Sub-Assistant Inspector or by a Supervisor of primary schools.

Overcrowding of Class-rooms.

27. No class-room, laboratory, or workshop shall be permanently used as such by a larger number of pupils than the Inspector or Sanitary officer has declared it sufficient to accommodate. The dimensions of each room shall be clearly indicated on the wall thereof.

Latrine.

28. All schools, except primary schools, shall be provided with a latrine, to be approved by the officer inspecting it under Rule 25.

Furniture, Apparatus and Appliances.

29. Every school above the primary grade shall be provided with the furniture, apparatus and appliances declared by the controlling officer to be necessary for the standard of instruction up to which it teaches (Appendices F and G).

Library.

30. All schools, except primary schools, and schools teaching up to the Art and Industrial standards, prescribed in Chapter V, shall be provided with a library and with a catalogue of the books contained in it.

Annual Promotions and Payment of Fees.

31. The headmaster shall, on the first working day of the year,* put up in some conspicuous place in the school a statement showing the distribution of pupils into classes or forms for the new school year.

* The first working day of the year is the day on which promotions are made and classes formed consequent upon the annual examinations.

This statement shall be signed and dated by the headmaster. A copy of the statement shall be forwarded at the same time to the Inspecting officer. This list shall be considered final, and no alterations shall be allowed in it except for the purpose of correcting mistakes. It shall remain on view for a fortnight during school hours, and when taken down at the end of that time, it shall be filed in the records of the school.

32. The fee shall not be deemed due until four full working days have elapsed after the posting up of the statement referred to in the preceding rule.

33. For every payment of fee in secondary schools and departments a pupil shall receive a receipt signed and dated by the headmaster or some one deputed by him. The receipt should show the form or class in which the pupil is reading.

Admission and Withdrawal of Pupils.

34. No pupil shall be newly admitted to any recognized school, unless promoted from a branch school under the same management, except on an application in the prescribed form (Appendix H) signed by his parent or guardian. All such letters of application shall be filed separately in the records of the school.

35. No pupil who has previously studied in any recognized school shall be admitted to another, unless he presents in the prescribed form (Appendix I) a leaving certificate from his last school showing (*a*) his age, (*b*) that he has paid all fees due to that school, (*c*) the class in which he studied at the time of leaving it, and (*d*) if he has completed the course in that class, whether he is qualified for promotion to a higher class. No pupil shall be allowed to attend school pending formal admission or enrolment, and no pupil shall be admitted or enrolled pending the production of a leaving certificate. All leaving certificates shall be endorsed with the admission number under which the pupil is enrolled. They shall be separately filed and shall be shown to the Inspecting officer when required.

36. In the case of pupils who apply for admission into a school for special education, and who are at the same time pupils in a recognized school for general education, leaving certificates shall not be required.

37. Application for a leaving certificate shall be made in writing by the parent or guardian of the pupil.

38. The headmaster of the school into which a pupil seeks admission shall not apply for a certificate to the headmaster of the school which such pupil is leaving, but shall leave it to the parent or guardian of the pupil to apply for such certificate.

39. The headmaster of the school into which a pupil is admitted shall not place the pupil in a higher class or form during the term in which he is so admitted than the one he would have been in, if he had remained in the school he has left.

40. Before granting a leaving certificate the headmaster is entitled to claim fees as follows:—

In secondary schools and in schools for special education in which fees are payable for the term, he may claim the term fee for one term only and that the term in which the last attendance of the pupil is registered.

In primary schools and in schools for special education, in which regular monthly fees are levied, he may claim the monthly fees for the month in which the pupil last attends.

In primary schools and in schools for special education, in which no definite and regular fees are levied, but in which the teacher is paid at certain intervals, in kind, he may claim either in money or in kind the proportion of the customary fee which would fall due at the end of the month in which the pupil last attends.

41. When a pupil has been admitted at reduced rates fees shall not be calculated at higher rates for the purposes of the above rule; and a pupil admitted as a free scholar shall be considered, for purposes of eligibility for leaving certificates, as unconditionally free.

42. When a pupil is allowed to continue his studies in an institution during any term on the assumption that there are no arrears of fees for previous terms, leaving certificates shall not be refused on the plea that such arrears exist.

43. When proper application for a leaving certificate is received at the end of a term, or in the interval between two terms, or in the first five working days of a term, the headmaster shall forthwith issue the certificate, provided that his claims for fees admissible under Rules 39 and 40 have been satisfied.

44. When proper application is received at any other time and when good and sufficient reasons are shown, the headmaster shall issue the certificate provided that his claims for fees admissible under Rules 39 and 40 have been satisfied. If good and sufficient reasons are not shown, the headmaster may refuse to grant the leaving certificate.

45. An application rejected under Rule 43 may be renewed at the end of a term, or in the interval between two terms, or in the first five days of a term, and if the application is so renewed the headmaster shall issue the leaving certificate forthwith, provided his claims for fees admissible under Rules 39 and 40 have been satisfied.

46. When a pupil is dismissed or expelled under Rules 43 and 45, the headmaster shall not grant a leaving certificate until the expiration of the period for which the Director has debarred the pupil from admission into a recognized school. After that period has expired the leaving certificate shall be granted subject to the above rules; but in such cases the headmaster shall endorse it with the words "dismissed for false representation," or "expelled for misconduct," as the case may be.

47. In the case of a pupil who has been a candidate for a public examination, the results of which are not published before the beginning of the school year, the seventh day after the results of that examination

are published in the locality shall be counted for him as the first working day of the term so far as the grant of a leaving certificate is concerned.

48. In the event of the headmaster refusing or delaying to give a leaving certificate, the parent or guardian of the pupil shall have the right of appeal to the Inspector who shall, if necessary, refer the matter to the Director, whose decision shall be final.

49. If a pupil is found to have obtained admission by means of a false certificate or false representations of any kind, he shall be summarily dismissed with forfeiture of whatever fees he may have paid.

50. In the event of a pupil being dismissed under Rule 48 or being formally expelled on account of grave misconduct, the headmaster shall record his reasons for the dismissal or expulsion, and report the fact at once to the parent or guardian of the pupil, and within seven days to the Inspector in the case of secondary schools, and to the Assistant Inspector in the case of primary schools for boys, and to the Assistant or Sub-Assistant in the case of primary schools for girls. A pupil thus dismissed or expelled from one school shall not be admitted into any recognized school within a period to be determined by the Director on the Inspector's recommendation.

Discipline.

51. The rules of discipline in upper secondary schools and in special schools teaching up to the standards of the Technical Examinations shall include the following:—

(*a*) Every pupil shall wear a clean and respectable dress, and, in all cases where good manners require it, a suitable covering for the head.

(*b*) No pupil 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. But in plague infected areas the condition regarding trousers may be relaxed.

(*c*) Every pupil shall salute the teachers on the occasion of his first meeting them for the day within the school precincts.

(*d*) On the teacher entering his class-room, the pupils shall rise and remain standing till they are desired to sit or till the teacher takes his seat.

(*e*) No pupil shall be allowed to leave the class-room without the permission of his teacher, or until the class is dismissed.

Registers, Time-table and Returns.

52. (i) Every school shall keep in the prescribed form and submit to the Inspecting officer, when required, the following:—

(1) A register of admissions and withdrawals (Appendix J).

(2) A monthly register or registers of attendance, fees, and fines (Appendix K).*

* The fees need not be entered in the attendance register if a separate fee register is kept.

(3) A time-table.
(4) A register of attendance for masters (Appendix L).
(5) An acquittance roll (Appendix M).
(6) A log-book.

N.B.—The log-book shall be kept by the principal teacher, who shall enter in it from time to time such events as the introduction of new books, apparatus, or courses of instruction; any plan of lessons approved by the Inspector; the visits of Managers; absence, illness or failure of duty on the part of any of the staff; or any special circumstances affecting the school that may, for the sake of future reference or for any other reason, deserve to be recorded. No reflections or opinions of a general character shall be entered in the log-book.

(ii) In schools for special education such additional registers shall be kept as the Director may, from time to time, prescribe.

(iii) Every school shall submit punctually such returns as may from time to time be prescribed.

Recognition of Individual Classes.

53. In order to allow of the gradual development of a school, recognition may be granted to one or more classes at a time subject to the above-mentioned conditions and to the other rules contained in this chapter and in particular to Rule 52.

This recognition may be either "temporary" or "permanent."

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

Continuance, Withdrawal and Renewal of Recognition.

55. A school once recognized and placed in the "permanent" section shall continue to be recognized so long as the educational needs of the locality require its existence and so long as it continues to fulfil all the conditions of recognition and such special conditions as may have been prescribed at the time of recognition.

56. When a school has ceased to fulfil the conditions of recognition, or when the educational needs of the locality no longer require its existence, the Director or the Inspector, as the case may be, shall withdraw the privilege of recognition from that school.

57. A school, from which the privilege of recognition has been withdrawn, owing to its having ceased to fulfil the conditions, shall not be restored to that privilege, until it has been certified by competent authority, after an interval of not less than six months, that the defects which led to the withdrawal of recognition have been remedied, and that in all other respects the school fulfils the prescribed conditions.

CHAPTER III.—SPECIAL REGULATIONS FOR INSTITUTIONS UNDER PUBLIC MANAGEMENT.

58. The rules contained in this chapter shall be enforced in every institution managed by Government, or by Local Boards or Municipalities, in addition to the rules contained in Chapter II, except in so far as the Director may from time to time exempt from their operation primary schools for boys in backward localities or for backward classes and primary schools for girls.

Academic Costume of Staff.

59. Every professor and graduate teacher in a college or an upper secondary school shall wear his University gown while engaged in teaching. The Director may exempt a professor or assistant professor from wearing a gown during the time he is occupied in experimental teaching, or in the laboratory, or in clinical instruction, or in a workshop, when the wearing of a gown would cause serious inconvenience; but such exemption shall, in no circumstances, extend to times when he is not so occupied.

Strength of Classes.

60. (i) Without the sanction of the Director, the strength of the fourth or third year University class shall not continuously exceed 100; that of a second or first year University class 70; that of a secondary or a primary class 40.

The strength of classes in professional colleges and in schools for special education shall be fixed from time to time by the Director, provided it has not been already laid down in any special code of rules sanctioned by Government for such institutions.

School Hours.

61. (i) The ordinary school hours shall be from 10 A.M. to 1 P.M. and from 2 P.M. to 4 P.M. According to the requirements of the locality or of the season these hours may be changed and school held from 6 or 7 A.M. to 9 or 10 A.M., and again from 3 or 4 P.M. to 5 or 6 P.M. All such changes shall be reported to the controlling officer. The holding of school for five consecutive hours is prohibited. In primary schools, if the pupils are young, at least one break of fifteen minutes shall be allowed in the three hours prescribed for the morning school.

(ii) In professional colleges and in schools for special education the college or school hours shall be prescribed from time to time by the Government or the Director according to circumstances.

Holidays and Vacations.

62. (i) Sunday and Saturday, or Sunday and Friday in the case of Muhammadan schools, shall be whole holidays. In primary schools Saturday shall be a half-holiday.

Miscellaneous holidays.—The following miscellaneous holidays shall be allowed. With the sanction of the Director in the case of colleges and upper secondary schools, and of the Inspector in the case of lower secondary and primary schools, any local holidays may be substituted for those named in the list; but in lower secondary and primary schools, when a casual holiday is given, the Saturday holiday or half-holiday shall ordinarily be surrendered:—

Names of holidays.	No. of days.
In Hindu schools—	
Tamil New Year's Day	1
Srávanam or Avani Avittam	2
Vináyaka Chaturthi	1
Krishnajayanti	1
Mahalaya Amavasya	1
Sarasvati Puja or Dasara	2
Dipávali	1
Sivaráthri	1
Telugu New Year's Day	1
King-Emperor's Birthday	1
Easter	6
Michaelmas (in colleges and upper secondary schools only)	6
In Muhammadan schools—	
Muharram	10
Baqr-id	5
Akhir-i-chahar Shamba	1
Bara Wafat	1
Garveen	1
Shaban	1
Peer Peelvan's Ooroos	1
Buddoo Shaheed's Ooroos	1
Khader Whalles's Ooroos	1
King-Emperor's Birthday	1
Easter	6

Summer vacation.—The summer vacation in First-grade Arts colleges shall usually be two months. In Second-grade colleges and in upper secondary schools, including lower departments, the vacation shall usually be one month and fifteen days, and in lower secondary and primary schools one month; but in Second-grade colleges and in upper secondary schools the vacation may, with the Director's sanction, be extended when it is thought desirable, the excess being made good by reducing the Christmas vacation. In primary schools for boys in the Hill tracts of the Northern Circars, the period of the summer vacation shall generally be two months either during or immediately after the rainy season. In Muhammadan schools Ramzan and Id-i-Ramzan (32 days) shall take the place of the summer vacation.

Christmas vacation.—The Christmas vacation shall usually extend from the 23rd December to the 15th January. But in Muhammadan schools and in all primary schools it shall be for two weeks only.

In all cases in which changes are made in the regular holidays, a revised list with the number and date of the order sanctioning the

change and signed by the Director in the case of colleges and upper secondary schools and by the Inspector in the case of lower secondary and primary schools shall be hung up in the premises. The date on which a college or school is closed for the Summer and Christmas vacations, and that on which it is re-opened after these vacations, shall be reported to the controlling authority.

(ii) In professional colleges and in schools for special education, the Summer and Christmas vacations shall be determined by the special circumstances of each institution.

Discipline.

63. The rules of discipline in all colleges under public management 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. But, in plague infected areas the condition regarding trousers may be relaxed.

(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.

Whilst, in ordinary cases, the punishment of misconduct or unbecoming behaviour outside colleges would naturally be the duty of parents, the college authorities should, when serious misconduct is brought to their notice, enquire into it and deal with it as they may deem necessary.

Punishments.

64. Corporal punishment shall not be inflicted in collegiate departments; nor in schools except in a case of moral delinquency, such as deliberate lying, obscenity of word or act, or flagrant insubordination, and then it shall be limited to six cuts on the hand and be administered only by or under the supervision of the headmaster. The headmaster shall record every case in which such punishment has been inflicted, specifying the name, class and age of the pupil, the date, the nature of the offence and the amount of the punishment. Gross cases of immorality and insubordination shall be punished by expulsion, subject to the conditions of Rule 40.

Examinations.

65. (i) In Arts college classes, annual written examinations shall be held in all the subjects of instruction. Written examinations shall also be held at least once every quarter to test the progress of students. In secondary forms, written examinations shall be held at least twice, and oral examinations at least four times, during the year. The results of these examinations should be recorded in a book specially kept for the purpose. In primary classes, oral examinations shall be held by the headmaster in some of the subjects, if not in all, once every month.

(ii) In professional colleges and in schools for special education examinations shall be held according to the rules laid down, from time to time, by Government or the Director.

Registers.

66. (i) In addition to the registers prescribed in Chapter II the following shall be kept in the form and in the manner from time to time prescribed by the Director:—

(1) A library catalogue and register.

(2) A term-fee register (Appendix N).

(3) A register of gymnastics and drill, in schools for boys (Appendix O).

(4) A register of corporal punishments, in schools for boys (Appendix P).

(5) A register of scholarships (Appendix Q).

(ii) In professional colleges and in schools for special education such additional registers shall be kept as may be prescribed from time to time by the Director, in addition to such as have been already laid down in any special code of rules sanctioned by Government for such institutions.

Use of Buildings.

67. The officer in charge of an educational institution shall use great discretion in allowing the use of the building under his charge for public lectures, and in doubtful cases the orders of the controlling officer shall be sought. He shall be empowered to grant the use of such building or a room in it for the holding of meetings connected with public affairs, provided that—

(*a*) application is made in writing to the officer concerned by the principal person or persons interested in such meeting, at a reasonable time before the meeting. In dealing with applications, no distinction shall be made between persons who are directly connected with the institution as masters or students and persons who are not so connected;

(*b*) the application clearly states the objects of the meeting;

(*c*) the meeting is to be held at a time which will cause no interference with educational work;

(*d*) the object of the meeting is not of a political character, nor connected with any social or other question upon which the opinion of the community is likely to be seriously divided, or the discussion of which is likely to cause unnecessary offence.

The above restrictions do not apply to debating or other societies connected with the institution and working under rules approved by the Principal or the headmaster.

CHAPTER IV.—THE FEE REGULATIONS.

68. Fees in all colleges, upper and lower secondary and primary schools, or departments so designated, under the management of Government, or of a Municipal Council, or of a Local Board, shall, subject to the exceptions hereinafter provided, be levied according to the following regulations. The power to sanction a reduced rate of fees for a prescribed period in specially-situated institutions or in backward localities when such a reduction seems to be necessary, is reserved to Government.

In institutions under private management, the rates and levy of fees will be left to a large extent to the discretion of the managers, but the fees must be reasonable and recognized institutions will not be permitted to compete improperly by unduly lowering the fees.

School Year.

69. Except in primary schools, the school year for fee purposes shall be divided into two terms, separated by the two long vacations of the year.

Fee for what period payable.

70. In colleges, upper and lower secondary schools or departments, and in primary departments of colleges and secondary schools, every pupil shall be liable to pay the whole term-fee for each term whether such fee be paid in one sum or by instalments; and in primary English schools, the monthly fee shall be considered due for the whole of every month during any part of which the pupil's name is on the rolls.

Fee when payable.

71. The term-fee, or the instalment thereof payable, shall be paid by a new pupil before his name is enrolled, and by an old one not later than the fifth working day of the term. A pupil shall not be enrolled or admitted after the beginning of a term until after he has paid all fees or instalments of fees which he would have had to pay, had his name been on the rolls from the beginning of the term; but a pupil presenting a leaving certificate, as prescribed in Chapter II, may, at the discretion of the controlling authority, be allowed credit for what he has already paid in the institution which he has left.

Fee how payable.

72. (*a*) The term fee prescribed for the University courses in colleges, and the term fee prescribed in upper and lower secondary schools or departments, shall be paid either in one sum or in four equal instalments, at the option of the pupil. If paid in instalments, the first instalment shall be paid not later than the fifth working day of each term; and the second, third and fourth instalments shall be paid not later than the 15th of the three succeeding months.

(*b*) The fee prescribed for the primary departments of upper and lower secondary schools, shall be collected either monthly or in four equal instalments, at the option of the controlling authority. Where the fees are paid monthly, they shall be collected not later than the 15th of each month ; and where paid by instalments, in the manner prescribed for secondary schools in clause (*a*) of this rule.

(*c*) The fee prescribed for primary English schools shall be collected not later than the 15th of each month.

(*d*) A receipt signed and dated by the headmaster or by some one deputed by him shall be granted for every payment of fee made under the above clauses. The receipt shall show the form or class in which the pupil is reading.

Standard Rates.

73. (*a*) The following are the standard rates of fees :—

Institutions and departments.	Standard rates. Per month. Rs. A. P.	Per term. Rs. A. P.
College department—		
Post Graduate Course		24 0 0
Third and Fourth year University Course—		
For the whole course		42 0 0
For the English Language Division only		14 0 0
For the Second Language Division only		7 0 0
For the Science Division only—		
Mathematics, Physics or Chemistry only		25 0 0
Biology, Mental and Moral Science or History only		23 0 0
First and Second year University Course		34 0 0
Secondary department—		
Sixth Form		19 0 0
Fifth do.		17 0 0
Fourth do.		15 0 0
Third do.		11 0 0
Second do.		9 0 0
First do.		7 0 0
Primary department—		
Fourth Standard or Class	0 12 0	4 8 0
Third do.	0 9 0	3 6 0
Second do.	0 6 0	2 4 0
First do.	0 4 0	1 8 0
Infant do.	0 3 0	1 2 0

Institutions and departments.	Standard rates. Per month. Rs. A. P.	Per term. Rs. A. P.
Primary English Schools—		
Fourth Standard or Class	0 8 0	..
Third do.	0 6 0	..
Second do.	0 3 0	..
First do.	0 2 0	..
Infant do.	0 1 0	..

(*b*) In the Presidency College the rates shall be as shown below:—

	Per term. Rs. A. P.
Post Graduate Course	30 0 0
Third and Fourth year University Course—	
For the whole course	52 0 0
For the English Language Division only.	18 0 0
For the Second Language Division only.	9 0 0
For the Science Division only—	
Mathematics, Physics or Chemistry, only	35 0 0
Biology, Mental and Moral Science or History, only	30 0 0
First and Second year University Course.	38 0 0

(*c*) In college departments the student shall have the option of paying the fee at the beginning of the term—for the third and fourth year University course at the reduced rate of Rs. 40 for the whole course, and for the first and second year University course at the reduced rate of Rs. 32. In the Presidency College the fee for the whole third and fourth year University course when paid in advance shall be Rs. 50, and that for the first and second year University course Rs. 36.

(*d*) In Vernacular schools, the levying of fees shall be left entirely to the discretion of the controlling authority.

Special Fees.

74. The rates prescribed being *minimum* rates, fees may be levied at higher rates. In addition to ordinary fees, special fees may be levied from pupils attending classes in subjects not included in the ordinary curriculum, or for the use of the library or reading-room, or for any other special convenience. Entrance and registration fees may also be charged in colleges and secondary and primary schools or departments.

Reduced Fees.

75. Government may, from time to time, fix for the Presidency generally or for any district, portion of a district, or town therein, the favourable rates at which children belonging to backward or

indigent races, tribes, classes, or castes, shall be admitted to schools under public management. The Director may, from time to time, fix, for any district, portion of a district, or town, the proportion of pupils of backward or indigent classes that may be admitted without payment of fee.

Fines.

76. If a pupil fail to pay his fee or instalment of fee on the day fixed for payment in these rules, a fine may be imposed not exceeding one anna for each rupee of fee due; and if the fee or instalment of fee be not paid within ten days from the day fixed for payment, the pupil's name shall be struck off the rolls. If re-admitted, he shall, in addition to the amount due at the date of his dismissal, pay a fine not exceeding two annas for each rupee of fee due.

Remission of Fee.

77. If a pupil leave a college or secondary school during term, he shall have no right to claim a remission of any portion of the term-fee, but the controlling authority may return or remit such portion as may be considered equitable.

Exceptions.

78. Nothing in these rules shall be deemed to affect the levy of fees in schools for native girls, in schools for European and Eurasian poor and for backward or indigent races or tribes, in professional colleges, in the practising sections of training schools, or in other schools for special education. In these institutions fees shall be levied at such rates as may, from time to time, be sanctioned by the Director, or as may be prescribed by any code of rules sanctioned by Government for those institutions.

CHAPTER V.—TEXT-BOOKS AND COURSES OF INSTRUCTION.

79. A list of text-books authorized by Government to be used under the several subjects and standards is annually published in the *Fort St. George Gazette*. Managers and headmasters are at liberty to select from the list such books as they may deem most suitable. No books not authorized by Government shall be used in any recognized school. Government reserves to itself the right to forbid or to prescribe the use of any book or books in recognized schools.

80. Managers of schools are strongly advised to adopt the vernacular of the pupils as the medium of instruction up to and including the third form or seventh standard.

81. Managers are specially invited to note that the only compulsory subjects in the following courses of instruction for primary and lower secondary schools are reading, writing and arithmetic, and that there is a wide choice of optional subjects adapted to the needs of all classes of the community and all grades of schools. Managers of such schools as are intended for pupils who are not likely to continue their studies beyond the primary or the lower secondary stage are recommended to choose such optional subjects as will best fit their pupils for the duties of practical life.

82. The following courses of instruction are prescribed for all recognized schools, whether under public management or under private management.

(I) COURSES OF INSTRUCTION IN PRIMARY AND LOWER SECONDARY SCHOOLS.

Please say whether the pencil corrections are attended to?

No please. Pdy

(I) COURSES OF INSTRUCTION IN PRIMARY

Compulsory

Subjects.	Lower Primary Schools.			
	Infant Standard or Class.	First Standard or Class.	Second Standard or Class.	Third Standard or Class.
First Language :—* (1) Reading, Recitation, Grammar, and Composition.	[a] To point out and pronounce the letters of the Alphabet and to read easy familiar words of not more than two syllables.	[a] To read correctly a few lines from any Reader approved for the Standard that has not been studied in the class during the year.	[a] To read correctly a few lines from any Reader approved for the Standard that has not been studied in the class during the year.	[a] To read with ease and correctness a few lines from any Reader approved for the Standard that has not been studied in the class during the year and also from a plainly-written manuscript having the words separated.
		[b] To repeat 20 lines of very easy verse.	[b] To repeat 30 lines of easy verse.	[b] To repeat 40 lines of easy verse.
			[c] To answer simple questions on the meaning and subject-matter of the prose portion of the Standard Reader in use.	[c] To answer questions on the meaning and subject-matter of the Standard Reader in use.
				[d] To answer questions on the meaning and subject-matter of the lines recited.
				[e] To point out the nouns and verbs in any easy sentence.
(2) Writing and Spelling.	[a] To copy out, in large hand, the letters of the Alphabet on sand, slate or board.	[a] To transcribe in large hand on a slate, board or cadjan a short sentence from the Standard Reader in use.	[a] To transcribe in large hand on a slate, board or cadjan a sentence from the Standard Reader in use.	[a] To transcribe in middle-sized hand on paper a sentence from the Standard Reader in use.
	[b] To write to dictation the letters of the Alphabet.	[b] To write to dictation eight familiar words from the Standard Reader in use.	[b] To write to dictation five lines from the Standard Reader in use.	[b] To write to dictation 8 lines from the Standard Reader in use.
			[c] To submit a copy book of not less than sixteen pages in large hand, the writing to be in ink or pencil.	[c] To write in the presence of the Inspecting officer three lines of middle-sized hand in a copy book of any approved series of which fifteen pages shall have been written in ink in the same hand by the pupil previous to the day of examination.

* The languages recognised as first languages are—Tamil, Telugu, Canarese, Malayalam, Uriya, Marathi, Hindustani and English.

AND LOWER SECONDARY SCHOOLS.

Subjects.

Upper Primary Schools.	Lower Secondary or Middle Schools.		
Fourth Standard or Class.	Fifth Standard or First Form.	Sixth Standard or Second Form.	Seventh Standard or Third Form.
[a] To read with ease, correctness and intelligence a few lines from any Reader approved for the Standard that has not been studied in the class during the year and also from any plainly-written manuscript in running hand.	[a] To read with ease, correctness and intelligence a few lines from any Reader approved for the Standard that has not been studied in the class during the year and also from an ordinary manuscript.	[a] To read with ease, correctness and intelligence a few lines from any Reader approved for the Standard that has not been studied in the class during the year.	[a] To read a somewhat difficult passage of prose from a Newspaper or Magazine not previously studied.
[b] To repeat 50 lines of verse.	[b] To repeat 100 lines of verse.	[b] To repeat 150 lines of verse.	[b] To repeat 200 lines of verse.
[c] To answer questions on the meaning and subject-matter of the Standard Reader in use.	[c] To answer questions on the meaning and subject-matter of the Standard Reader in use.	[c] To answer questions on the meaning and subject-matter of the Standard Reader in use.	[c] To answer questions on the meaning and subject-matter of the Standard Reader in use.
[d] To answer questions on the meaning and subject-matter of the lines recited.	[d] To answer questions on the meaning and construction of words and on the meaning and subject-matter of the lines recited.	[d] To answer questions on the meaning and construction of words and on the meaning and subject-matter of the lines recited.	[d] To answer questions on the meaning and construction of words and on the meaning and subject-matter of the lines recited.
[e] To point out the nouns and verbs in any easy simple sentence, also the subject, object and predicate and to answer simple questions on Etymology.	[e] Exercises on the etymological portions of any approved Grammar.	[e] Exercises on the etymological and orthographical portions of any approved Grammar.	[e] Exercises on any approved Grammar.
	[f] To write from memory the substance of a short story read out or told twice, spelling, grammar, and hand-writing to be considered.	[f] To write a short letter descriptive of some place known to, or event within the experience of, the pupil, spelling, grammar and hand-writing to be considered.	[f] To write a letter on a given subject or a narrative of some well-known event, or a description of some familiar place. Composition, spelling and hand-writing to be considered.
[a] To transcribe in small hand on paper a sentence from the Standard Reader in use.	[a] To transcribe in small hand on paper a sentence from the Standard Reader in use.	[a] To transcribe in small hand on paper a printed paragraph.	[a] To transcribe in small hand on paper from a given printed or lithographed paper.
[b] To write to dictation 10 lines from any Reader approved for the Standard that has not been studied in the class.	[b] To write to dictation 8 lines from any Reader approved for the Standard that has not been studied in the class during the year.	[b] To write to dictation 8 lines from any Reader approved for the Standard that has not been studied in the class during the year.	[b] To write to dictation a passage of prose not containing more than 60 words from a newspaper or magazine.
[c] To write in the presence of the Inspecting officer three lines of small hand in a copy book of any approved series of which fifteen pages shall have been written in ink in the same hand by the pupil previous to the day of examination.	[c] To write in the presence of the Inspecting officer three lines of small hand in a copy book of any approved series of which fifteen pages shall have been written in ink in the same hand previous to the day of examination.	[c] To write in the presence of the Inspecting officer three lines of small hand in a copy book of any approved series of which fifteen pages shall have been written in ink in the same hand previous to the day of examination.	[c] To write in the presence of the Inspecting officer three lines of small hand in a copy book of any approved series of which fifteen pages shall have been written in ink in the same hand previous to the day of examination.

Compulsory

Subjects.	Lower Primary Schools.			
	Infant Standard or Class.	First Standard or Class.	Second Standard or Class.	Third Standard or Class.
Arithmetic * ...	[a] Counting forwards and backwards 1 to 20.	[a] Counting forwards and backwards and notation up to 100.	[a] Notation and numeration up to 1,000.	[a] Notation and numeration up to 100,000
	[b] Writing to dictation numbers 1 to 20.	[b] Simple addition of numbers of not more than two figures, the number of lines not to exceed five and the total not to exceed 100.	[b] Multiplication table up to 12 times 12.	[b] Multiplication table up to 16 times 16.
	[c] Simple addition of two numbers, neither of which exceeds 10.	[c] Multiplication table up to 4 times 12.	[c] Simple addition of numbers of not more than three figures, the number of lines not to exceed five, and the total not to exceed 1,000.	[c] The four simple rules applied to integers.
		[d] Addition, mentally, of two numbers whose sum does not exceed 100, one of the numbers to be less than 10 or to be a multiple of 10.	[d] Simple subtraction of numbers of not more than 3 figures.	[d] Conversion of rupees into annas and annas into pies up to Rs. 16 and *vice versâ* and the four compound rules applied to Indian money, the multiplier and divisor in the case of multiplication and division not to exceed two figures.
			[e] Addition and subtraction, mentally, of two numbers of not more than 2 figures each.	[e] Mental arithmetic involving easy processes of multiplication and division; the multiplier or the divisor not to exceed 16.

Optional

1. Kindergarten (1) Occupations,†	[a] To do three occupations in the presence of the Inspecting officer, not less than three patterns or articles in each occupation.	[a] To do four occupations in the presence of the Inspecting officer, not less than four patterns or articles in each occupation.	[a] To do four occupations in the presence of the Inspecting officer, not less than six patterns or articles in each occupation.	.....
	[b] To answer very simple questions on the form, colour and other striking qualities of the articles made and on their connection with the stories and action songs.	[b] To answer simple questions on the form, colour and other striking qualities of the articles made and on their connection with the stories and action songs.	[b] To answer questions on the form, colour and other qualities of the articles made and on the manner in which they illustrate the stories and action songs.	

* It is recommended that instruction in Arithmetic in the Infant and First Standards shall be by means of the ball frame or concrete objects.

† The materials used for each occupation to be in readiness in the school on the day of examination.

Boys' schools are allowed to omit (1) occupations, or (3) action songs of the three sub-divisions under "Kindergarten."

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Subjects—cont.

Upper Primary Schools.	Lower Secondary or Middle Schools.		
Fourth Standard or Class.	Fifth Standard or First Form.	Sixth Standard or Second Form.	Seventh Standard or Third Form.
[a] The compound rules and reduction bearing on Indian and English money, on the Madras and Indian Imperial weights and measures of length and capacity, and English time.	[a] Greatest common measure and Least common multiple.	[a] Decimal notation. Conversion of pure decimals to fractions and of fractions to decimals. The four simple rules applied to pure decimals.	[a] The compound rules bearing on Indian and English money, on Indian Imperial weights and measures of length and capacity, on English time, on English linear, square and cubic measures, and on Avoirdupois weight.
[b] Household accounts and bazaar bills.	[b] Reduction of fractions to lowest terms and conversion of fractions to their equivalents with a common denominator, and comparison of fractions.	[b] Simple proportion (Rule of three).	[b] Simple and Compound proportion.
[c] Definition of proper fractions, improper fractions and mixed numbers. Interconversion of the two latter. Addition and subtraction of fractions of the same denominator.	[c] Addition, subtraction, multiplication and division of fractions and simplification of compound and complex fractions.	[c] Simple practice ...	[c] Simple and Compound practice.
[d] Mental arithmetic applied to bazaar transactions involving a knowledge of such parts of a rupee as $\frac{1}{2}$, $\frac{1}{4}$, $\frac{1}{8}$, and $\frac{1}{16}$ and their multiples.	[d] Simple problems involving a knowledge of vulgar fractions and the four compound rules.	[d] Square measure (*i.e.*) exercises on rectangular areas.	[d] Simple interest.
	[e] Mental arithmetic: easy questions on the compound rules and vulgar fractions.	[e] Simple problems involving a knowledge of the compound rules and vulgar and decimal fractions.	[e] Vulgar and pure decimal fractions.
		[f] Easy questions on mental arithmetic.	[f] Simple problems.

Subjects.

.....	.....	.....	.....

Optional

Subjects.	Lower Primary Schools.			
	Infant Standard or Class.	First Standard or Class.	Second Standard or Class.	Third Standard or Class.
(2) Stories ...	To answer very easy questions on very simple stories which have been told by the teacher and illustrated in the occupations and songs. Not less than three stories to be brought up.	To answer easy questions on simple stories which have been told by the teacher and illustrated in the occupations and songs. Not less than four stories not previously presented to be brought up.	To answer questions on or to relate simple stories which have been told by the teacher and illustrated in the occupations and songs. Not less than four stories not previously presented to be brought up.	
(3) Action songs.	To sing very simple action songs by imitation with or without the teacher. Six songs to be brought up.	To sing simple action songs by imitation with or without the teacher. Six songs not previously presented to be brought up.	To sing action songs by imitation with or without the teacher. Six songs not previously presented to be brought up.	
2. Object lessons or Elementary Science.*	[*a*] To point out in a picture or from a collection and to name (1) common objects of every-day life, such as articles of household or school furniture, articles of clothing, and implements and utensils used in the ordinary occupations carried on in the locality; (2) familiar animals or animal products; and (3) familiar plants or vegetable products. Nine lessons to be prepared, three from each sub-division. [*b*] To answer very simple questions on the lessons prepared, with reference to the more striking properties of the objects studied, such as their size, form, colour and uses; and with reference to actual observations of the animals and plants during the year.	[*a*] To point out in a picture or from a collection, and to name (1) common objects of every-day life, such as articles of household or school furniture, articles of clothing, and implements and utensils used in the ordinary occupations carried on in the locality; (2) familiar animals or animal products; (3) familiar plants or vegetable products; and (4) familiar minerals or mineral products. Twelve lessons to be prepared, three from each sub-division. [*b*] To answer simple questions on the lessons prepared, with reference to (1) the food, habits and uses of the animals, and (2) the cultivation of the plants; and with reference to actual observations of the animals and of the cultivation of the plants during the year.	[*a*] To point out in a picture or from a collection, and to name (1) common objects of every-day life, such as articles of household or school furniture, articles of clothing, and implements and utensils used in the ordinary occupations carried on in the locality; (2) familiar animals or animal products; (3) familiar plants or vegetable products; and (4) familiar minerals or mineral products. Sixteen lessons to be prepared, four from each sub-division. [*b*] To answer questions on the lessons prepared with reference to (1) the manufacture of the common objects of every-day life; (2) the food, habits and uses of the animals, the most striking characteristics of their structure, and the adaptation of their structure to their food and habits; (3) the cultivation of the plants and their uses; and (4) the origin or preparation of the mineral substances, and their chief properties and uses. The examination shall also have reference to actual observations made by the pupils during the year.	[*a*] To show some acquaintance, derived, in part at least, from actual observation, with (1) familiar animals or animal products; (2) familiar plants or vegetable products; (3) familiar minerals or mineral products; and (4) familiar facts regarding the weather. Twenty lessons to be prepared, five from each sub-division. [*b*] To answer questions on the lessons prepared with reference to (1) the food, habits, and uses of the animals; their classification and structure and the adaptation of their structure to their food and habits; (2) the cultivation or mode of growth of the plants, their general structure and uses; and (3) the origin or preparation of the mineral substances and their chief properties and uses. The examination shall also have reference to actual observations made by the pupils during the year

* *Object Lessons.*—The pictures, objects and apparatus used to illustrate the lessons should be in readiness in the school on the day of examination.

Subjects—cont.

Upper Primary Schools.	Lower Secondary or Middle Schools.		
Fourth Standard or Class.	Fifth Standard or First Form.	Sixth Standard or Second Form.	Seventh Standard or Third Form.
[*a*] To show a fuller acquaintance than in the Third Standard with (1) familiar animals or animal products; (2) familiar plants or vegetable products; (3) familiar minerals or mineral products; and (4) familiar facts regarding the weather. Twenty-four lessons to be prepared, six from each sub-division. [*b*] To answer questions more difficult than in the Third Standard on the lessons prepared with reference to (1) the food, habits and uses of the animals, their classification and structure and the adaptation of their structure to their food and habits; (2) the cultivation or mode of growth of the plants, their general structure and uses; and (3) the origin or preparation of the mineral substances and their chief properties and uses. [*c*] To answer simple questions on the chief characteristic of the classes to which the animals, plants and minerals belong, and on the chief points of resemblance between those of the same class and of difference from those of other classes. The animals, plants, and minerals under [*a*] [*b*] [*c*] shall be selected from those in the neighbourhood and with which the pupils may be expected to be familiar, and the examination shall have reference, in part at least, to actual observations made by the pupils during the year.	[*a*] The common animals, plants and minerals of Southern India, with the elementary principles of their classification. [*b*] Familiar facts regarding the weather with their more striking causes and effects. [*c*] Common substances employed in the arts and manufactures carried on in the district or locality.	The simpler kinds of physical and mechanical appliances, *e.g.*, the thermometer, the barometer, the lever, the pulley, the wheel and axle, the spirit level.	A fuller knowledge of the appliances in the Sixth Standard or Second Form, and also of the air pump, the common pump, Bramah press, the fire engine, the siphon.

Optional

Subjects.	Lower Primary Schools.			
	Infant Standard or Class.	First Standard or Class.	Second Standard or Class.	Third Standard or Class.
3. Second Language (Vernacular). (i) Reading, Recitation, Grammar, Composition and Translation. (i) For pupils in Native schools.	Same as under the first or compulsory language.	Same as under the first or compulsory language with the following addition :—	Same as under the first or compulsory language with the following addition :—	Same as under the first or compulsory language with the following addition :—
		[c] To translate into the first language easy words selected from the portions studied in the Standard Reader in use.	[d] To translate into the first language easy words and sentences selected from the portions studied in the Standard Reader in use.	[f] To translate into the first language a passage and words selected from the portions studied in the Standard Reader in use.
[ii] For pupils in European schools.	.....	[a] Ability to point out and pronounce the letters of the Alphabet and to read easy and familiar words of not more than two syllables.	[a] To read correctly a few lines from any Reader approved for the first or compulsory language under the first Standard and that has not been studied in the class during the year.	[a] To read a few lines from any Reader approved for the first or compulsory language under the second Standard and that has not been studied in the class during the year.
			[b] To translate into English easy words selected from the portions studied in the Standard Reader in use —10 *marks*.	[b] To translate into English a passage and words selected from the portions studied in the Standard Reader in use.
				[c] To point out the nouns and verbs in any easy simple sentence and also the subject, object and predicate.

Subjects—cont.

Upper Primary Schools.	Lower Secondary or Middle Schools.		
Fourth Standard or Class.	Fifth Standard or First Form.	Sixth Standard or Second Form.	Seventh Standard or Third Form.
Same as under the first or compulsory language with the following additions:—	Same as under the first or compulsory language with the following additions :—	Same as under the first or compulsory language with the following additions :—	Same as under the first or compulsory language with the following additions:—
[f] To translate into the first language a passage and words selected from the portions studied in the Standard Reader in use.	[g] To translate into the first language a passage equal in difficulty to the portions studied in the Standard Reader in use.	[g] To translate into the first language a passage equal in difficulty to the portions studied in the Standard Reader in use.	[g] To translate into the first language a passage equal in difficulty to the portions studied in the Standard Reader in use.
[g] To translate from the first language into the second language simple sentences.	[h] To translate from the first language into the second language ten lines from any approved Standard Reader.	[h] To translate from the first language into the second language ten lines of narrative from any approved Standard Reader.	[h] To translate from the first language into the second language ten lines of narrative from any approved Standard Reader.
[a] To read a few lines from any Reader approved for the first or compulsory language under the third Standard and that has not been studied in the class during the year.	[a] To read a few lines from any Reader approved for the first or compulsory language under the fourth Standard and that has not been studied in the form during the year.	[a] To read a few lines from any Reader approved for the first or compulsory language under the fifth Standard and that has not been studied in the form during the year.	Same as under the first or compulsory language with the following additions:—
[b] To translate into English a passage and words selected from the portions studied in the Standard Reader in use.	[b] To translate into English a passage selected from the portions studied in the Standard Reader in use.	[b] To translate into English a passage selected from the portions studied in the Standard Reader in use.	[g] To translate from the first language into English a passage equal in difficulty to the portions studied in the Standard Reader in use.
[c] To point out the parts of speech in any simple sentence, and also the subject, object, and predicate.	[c] Exercises on any approved elementary grammar.	[c] Exercises with special reference to the Standard Reader in use on etymology as in any approved grammar.	
[d] To translate very easy simple sentences from English into the Vernacular language studied by the pupil.	[d] To translate ten lines from any approved Standard English Reader into the Vernacular language studied by the pupil.	[d] To translate ten lines of narrative from any approved Standard English Reader into the Vernacular language studied by the pupil.	[h] To translate from English into the first language ten lines of narrative from any approved Standard English Reader.
	[e] To repeat twenty lines of easy verse.	[e] To repeat forty lines of verse.	
		[f] To answer, in the Vernacular language studied by the pupil, questions on the subject-matter of the portions studied in the Standard Reader in use,	
		[g] To write from memory the substance of a short story read out or told twice, spelling, grammar and handwriting to be considered.	

Optional

Subjects.	Lower Primary Schools.			
	Infant Standard or Class.	First Standard or Class.	Second Standard or Class.	Third Standard or Class.
(2) Writing and Spelling. [For pupils in Native and European Schools.]	.....	[*a*] To copy out in large hand on a slate or board the letters of the Alphabet. [*b*] To write to dictation the letters of the Alphabet.	[*a*] To transcribe in large hand on a slate or board a short sentence from the Standard Reader in use. [*b*] To write to dictation eight words of one or two syllables each from the Standard Reader in use.	[*a*] To transcribe in large hand on paper a sentence from the Standard Reader in use. [*b*] To write to dictation ten words, of not more than three syllables each, from the portions studied in the Standard Reader in use. [*c*] To write in the presence of the Inspecting officer three lines of large hand in a copy-book of any approved series, of which fifteen pages shall have been written in ink in the same hand by the pupil previous to the day of examination.
4. Second Language (English) :— (1) Conversation.	.....	.....	.....	Ability on the part of the pupils to converse in simple language with the teacher and with one another. [The vocabulary to consist of not less than 100 easy and useful words.]*
(2) Reading, Recitation, Grammar, Composition and Translation.	.....	.....	.....	[*a*] To point out and pronounce all the capital and small letters of the alphabet and to read very easy sentences of not more than 4 words of one syllable from the above-mentioned vocabulary. [*b*] To repeat 20 lines of very easy verse. [*c*] To answer orally in English very easy questions on the subject-matter of the verse.

* The vocabulary of words taught should be shown to the examining officer by the teacher on the day of examination.

Note.—The revised standards of examination in English as a second language shall come into force in 1901 as regards the third standard and in 1902 as regards the fourth and higher standards.

Subjects—cont.

Upper Primary Schools.	Lower Secondary or Middle Schools.		
Fourth Standard or Class.	Fifth Standard or First Form.	Sixth Standard or Second Form.	Seventh Standard or Third Form.
[*a*] To transcribe in large hand on paper a sentence from the Standard Reader in use.	[*a*] To transcribe in middle-sized hand on paper a sentence from the Standard Reader in use.	[*a*] To transcribe in small hand on paper a printed paragraph.	[*a*] To transcribe in small hand from a given printed or lithographed paper.
[*b*] To write to dictation five words and five lines from the portions studied in the Standard Reader in use.	[*b*] To write to dictation ten words and eight lines from the portions studied in the Standard Reader in use.	[*b*] To write to dictation ten words and eight lines from the portions studied in the Standard Reader in use.	[*b*] To write to dictation a passage from any Reader in use approved for the Standard and also a few separate words of moderate difficulty.
[*c*] To write in the presence of the Inspecting officer three lines of large hand in a copy-book of any approved series, of which fifteen pages shall have been written in ink in the same hand by the pupil previous to the day of examination.	[*c*] To write in the presence of the Inspecting officer of the Inspecting officer three lines of middle-sized hand in a copy-book of any approved series, of which fifteen pages shall have been written in ink in the same hand by the pupil previous to the day of examination.	[*c*] To write in the presence of the Inspecting officer three lines of small hand in a copy-book of any approved series, of which fifteen pages shall have been written in ink in the same hand by the pupil previous to the day of examination.	[*c*] To write in the presence of the Inspecting officer three lines of small hand in a copy-book of any approved series, of which fifteen pages shall have been written in ink in the same hand by the pupil previous to the day of examination.
Ability on the part of the pupils to converse fairly correctly with the teacher and with one another on any ordinary subject familiar to school children. [The vocabulary to consist of not less than 300 common and useful words.]*	Ability on the part of the pupils to converse in correct and idiomatic language on any ordinary subject familiar to the pupils.	Ability on the part of the pupils to describe orally in correct and idiomatic language a familiar object or picture of some familiar object placed before the class, the pupils being aided, if necessary, by questions from the examining officer.	.....
[*a*] 1. To read easy sentences composed of words from the above-mentioned vocabulary. 2. To read a few lines from any Reader approved for the standard.	[*a*] To read a few lines from any Reader approved for the standard.	[*a*] To read with ease and correctness a few lines from any Reader approved for the standard.	[*a*] To read with ease, correctness and intelligence a few lines from any Reader approved for the standard.
[*b*] To answer orally in English easy questions on the subject-matter of the Standard Reader in use.	[*b*] To answer in English questions on the meaning and subject-matter of the Standard Reader in use.	[*b*] To answer in English questions on the meaning and subject-matter of the Standard Reader in use.	[*b*] To answer in English questions on the meaning and subject-matter of the Standard Reader in use.
[*c*] To repeat 30 lines of easy verse.	[*c*] To translate into the vernacular language of the pupil a short passage from the Standard Reader in use.	[*c*] To translate into the vernacular language of the pupil a passage from the Standard Reader in use.	[*c*] To translate into the vernacular language of the pupil a passage from the Standard Reader in use.
[*d*] To answer orally in English easy questions on the subject-matter of the verse.	[*d*] To translate from the vernacular language of the pupil into English very easy sentences.	[*d*] To translate from the vernacular language of the pupil into English an easy passage of not more than 10 lines.	[*d*] To translate from the vernacular language of the pupil into English an easy passage of not more than 10 lines.
	[*e*] To point out the parts of speech in any easy simple sentence and also the subject, predicate and object.	[*e*] To repeat 75 lines of fairly easy verse.	[*e*] To repeat 100 lines of verse.

Optional

Subjects.	Lower Primary Schools.			
	Infant Standard or Class.	First Standard or Class.	Second Standard or Class.	Third Standard or Class.
(3) Writing and Spelling.	.....	.....	.....	[a] To copy in large hand, on paper, with pencil, all the capital and small letters of the alphabet. [b] To write to dictation the small letters of the alphabet and 6 easy words of one syllable from the above-mentioned vocabulary.
5. Freehand outline and geometrical drawing.	.....	Freehand drawing on square ruled or chequered slates from enlarged copy on a square ruled black board, combination of straight lines forming simple geometric patterns and forms of objects.	Freehand drawing on plain slates from enlarged copy on the blackboard or from a large diagram, combination of straight lines forming simple geometric figures and forms of objects.	Freehand drawing on slates or paper from enlarged copy on the blackboard or from a large diagram, combinations of curved and straight lines, forming simple geometric figures, ornamental forms and objects.
6. Needle work (i) for girls in Native Schools.	.....	[a] Exercises in needle threading. Time allowed for threading a needle once, one minute.	To top-sew and either hem or back-stitch. The work to be fixed by the pupil.	To back-stitch and fell, to gather and darn.

Subjects—cont.

Upper Primary Schools.	Lower Secondary or Middle Schools.		
Fourth Standard or Class.	Fifth Standard or First Form.	Sixth Standard or Second Form.	Seventh Standard or Third Form.
	[f] To repeat 50 lines of easy verse.	[f] To answer in English questions on the meaning and subject-matter of the verse.	[f] To answer in English questions on the meaning and subject-matter of the verse.
	[g] To answer in English questions on the meaning and subject-matter of the verse.	[g] To write from memory the substance of a short and simple story read out or told twice: correct language, spelling and hand-writing to be considered.	[g] Exercises in etymology, parsing of words and analysis of sentences with especial reference to the Standard Reader in use.
		[h] The simple parsing of words and analysis of short and simple sentences from the Standard Reader in use.	[h] To write a letter or composition on a subject familiar to the pupils: correct language, spelling and hand-writing to be considered.
[a] To write a line in large hand in a copy-book of any approved series, of which 10 pages shall have been written in the same hand, in ink, by the pupil previous to the day of examination.	[a] To write a line in middle-sized hand in a copy-book of any approved series, of which 15 pages shall have been written in the same hand, in ink, by the pupil previous to the day of examination.	[a] To write a line of small hand in a copy-book of any approved series, of which 15 pages shall have been written in the same hand, in ink, by the pupil previous to the day of examination.	[a] To write a line of small hand in a copy-book of any approved series, of which 15 pages shall have been written in the same hand, in ink, by the pupil previous to the day of examination.
[b] To transcribe in large hand, on paper, a sentence from the Standard Reader in use.	[b] To transcribe in small hand, on paper, a sentence from the Standard Reader in use.	[b] To write to dictation eight lines from the Standard Reader in use.	[b] To write to dictation a passage of not more than 60 words from any Reader approved for the Standard that has not been studied in class during the year.
[c] To write to dictation a passage of not more than 25 words from the Standard Reader in use.	[c] To write to dictation a passage of not more than 50 words from the Standard Reader in use.		
Freehand drawing on paper from enlarged copy on the blackboard or from a large diagram, curved figures, ornamental forms, common objects, flowers, leaves, &c.	Freehand drawing on paper from enlarged copy on the blackboard or large diagram, ornamental forms, common objects, leaves, flowers, &c.	[a] Freehand drawing on paper from enlarged diagram, or from small examples or cards to different scale, ornamental forms, common objects, flowers, foliage, fruit, &c.	*Freehand Drawing.*—The test as prescribed for the Elementary Technical Examination.
		[b] Geometrical drawing on paper: The use of the inch measure, T square, set squares and compasses for drawing simple objects to scale and describing simple geometrical figures.	*Geometrical Drawing.*—The test as prescribed for the Elementary Technical Examination.
[a] To cut out from a pattern or by measurement, and to show ability to make a jacket and a petticoat, of full size suitable for a girl of from six to twelve years of age.	[a] To cut out from a pattern or by measurement, and to show ability to make a jacket and a cap suitable for a boy of from six to twelve years of age, showing back-stitching and hemming, setting on of neck-band and pocket, and button-hole.	[a] To cut out from a pattern or by measurement, and to show ability to make a native man's short jacket of full size, showing improved work of the kinds required for the Fifth Standard or First Form.	[a] To cut out from a pattern or by measurement, and to show ability to make a native man's under-jacket showing improved work of the kinds required for the Fifth and Sixth Standards.

Optional

Subjects.	Lower Primary Schools.			
	Infant Standard or Class.	First Standard or Class.	Second Standard or Class.	Third Standard or Class.
		[b] To hem or back-stitch. The hem may be fixed by the teacher.		
(ii) For girls in European Schools.	...	Same as for girls in Native Schools.	Same as for girls in Native Schools.	Same as for girls in Native Schools.
Geography ...	.....	.....	.....	[a] The meaning of scale as applied to a ground plan of the school or class-room. [b] A knowledge of the town or village in which the school is situated, studied, if possible, from a map of the locality. [c] Geographical terms as far as they can be illustrated by the physical features of the locality in which the school is situated. [d] A general acquaintance with the geography of the district as illustrated by the map of the district.

Subjects—cont.

Upper Primary Schools.	Lower Secondary or Middle Schools.		
Fourth Standard or Class.	Fifth Standard or First Form.	Sixth Standard or Second Form.	Seventh Standard or Third Form.
[b] To work button-holes. [c] To darn on old cloth.	[b] To patch on old cloth neatly. [c] To darn on old cloth neatly. [d] To work a simple pattern in any one kind of fancy work, and to mark the English or Vernacular letters on canvas or cloth.	[b] To patch on old cloth neatly. [c] To darn on old cloth neatly. [d] To work two or more patterns in one or two kinds of fancy work and to mark letters finely on fine cloth.	[b] To patch on old cloth neatly. [c] To darn on old cloth neatly. [d] To make finely and neatly a finished article, such as a bag, sock, or scarf, and to mark letters finely on fine cloth.
[a] To cut out from a pattern and show ability to make in full size a chemise suitable for a girl of from six to twelve years of age, showing running and felling, back-stitching, gathering, setting on of band, and button hole.	[a] To cut out from a pattern and show ability to make a simply-shaped night-dress in full size, showing improved work of the kinds required for the Fourth Standard or Class.	[a] To cut out from a pattern and show ability to make a European child's frock in full size, showing improved work of the kinds required for the First Form with the addition of tuck.	[a] To cut out from a pattern and show ability to make a night-dress of full size and showing improved work of the kinds required for the First Form, with the addition of a yoke and tuck fronts.
[b] To show one finished garment of the above kind done in the course of the year.	[b] To show one finished garment of the above kind done in the course of the year.	[b] To show one finished garment of the abovekind done during the course of the year.	[b] To show one finished garment of the above kind done during the course of the year.
[c] To patch on old cloth.	[c] To patch on old cloth neatly.	[c] To patch on old cloth very neatly.	[c] To patch on old cloth very neatly.
[d] To darn on old cloth or stocking.	[d] To darn on old cloth or stocking neatly. [e] To work a simple pattern in any one kind of fancy work and to mark the English or Vernacular letters on canvas or cloth.	[d] To darn on old cloth or stocking very neatly. [e] To work two or more patterns in one or two kinds of fancy work and to mark letters finely on fine cloth.	[d] To darn on old cloth or stocking very neatly. [e] To make finely and neatly a finished article such as a bag, sock, or scarf, and to mark letters finely on fine cloth.
[a] Shape and size of the earth, simple notions regarding the relations of sun, moon and earth.	[a] Simple notions of the solar system.	[a] Latitude and Longitude and the Zones.	[a] Circumstances which determine climate and the seasons.
[b] The oceans and continents of the world.	[b] The situation of the great rivers and mountain chains and of the important countries of the world.	[b] A knowledge of the geography of Europe and Africa as in any approved book.	[b] Outlines of general geography as in any approved book. The geography of India as in any approved book.
[c] The geography of the Madras Presidency, Coorg, Travancore, Mysore, Cochin and Hyderabad as in any approved book; also of the important physical features of the rest of India.	[c] A knowledge of the geography of Asia as in any approved book. [d] * *Map-drawing.*—To insert the chief rivers and mountain ranges of India on an outline map.	[c] * *Map-drawing.*—To insert the chief physical features and the important countries of Africa and Europe on outline maps.	[c] * *Map-drawing.*—To insert the chief physical features of any continent (including Australia) or of any great country in Europe or Asia, on an outline map. To draw the outline of any continent, or of any great country in Europe or Asia.

* *Map-drawing.*—Outline maps to be provided by the Inspecting officer or Examining Board.

Optional

Subjects.	Lower Primary Schools.			
	Infant Standard or Class.	First Standard or Class.	Second Standard or Class.	Third Standard or Class.
8. Singing ...	.....	.....	.....	[*a*] To sing a diatonic scale, the key note only being given.
[*i*] For pupils in European Schools.				[*b*] To name and to sing simple interval in the diatonic scale.
				[*c*] To sing a simple song learned by imitation. Three songs to be brought up.
				Note.—The teacher should count or beat the time.
[*ii*] For pupils in Native Schools.	.....	.....	.....	[*a*] To sing the *Sankarâbharanam* or diatonic scale in the ascending or descending order, the key note being given.
				[*b*] To name and sing from sight small groups of notes in the diatonic scale (2, 3 or 4 notes), the key note being given, notation being taught.
				[*c*] The easier time measures, such as చతురశ్రం, తిస్రజాతిత్రిశ్రం
				[*d*] To sing six songs learnt by imitation.
9. Hygiene and Elementary Sanitary Science.	.....	.....	.....	.....
10. History of India.	.....	.....	.....	.....

Subjects—cont.

Upper Primary Schools.	Lower Secondary or Middle Schools.		
Fourth Standard or Class.	Fifth Standard or First Form.	Sixth Standard or Second Form.	Seventh Standard or Third Form.
[*a*] Given the key note, to sing any simple interval in the diatonic scale.	[*a*] To name and to sing the intervals, simple and compound.	[*a*] Improved notation. Key relations and key signatures.	The test as prescribed for the Elementary Technical Examination.
[*b*] Rudiments of notation as far as regards pitch and duration.	[*b*] A further knowledge of notation including use of rests, accidentals, clefs, bars and time signatures.	[*b*] To sing from notes a simple melody chosen by the Inspecting officer from any four learnt during the year.	
[*c*] To sing a simple song in two parts. Three songs to be brought up.	[*c*] To sing a simple time exercise, written on the black-board, time being marked by the teacher.	[*c*] To sing a time exercise, and to mark time.	
	[*d*] To sing in correct time a song in two parts. Three songs to be brought up.	[*d*] To sing a song in two parts in correct time. Three songs to be brought up.	
.....	*Note.*—Credit to be given especially for attention to time.	*Note.*—Credit to be given especially for attention to time.	
[*a*] To sing the notes in *Kalyâni* and *Thôdi* ragams (ascending and descending order).	[*a*] To sing the notes in other familiar ragams.	[*a*] To sing the notes in 12 ragams in ascending and descending order.	[To be notified hereafter.]
Note.—In *Kalyâni* F is sharp; in *Thôdi* D, E, A and B are all flat.			
[*b*] To sing from sight small groups of notes in these ragams, the necessary notation being taught.	[*b*] A further knowledge of notation.	[*b*] To sing from sight any simple melody chosen by the Inspecting officer.	
[*c*] Additional time measures.	[*c*] To sing from sight easy time and tune measures in the familiar ragams.	[*c*] To sing some of the more difficult time exercises, marking time.	
[*d*] Easy time and tune exercises to be sung.	[*d*] To sing six songs learnt by the ear in correct time.	[*d*] To sing six songs previously learnt in correct time.	
[*e*] To sing six songs learnt by imitation.	.....	.....	.....
Elements of Hygiene as in any approved book.	Elements of Hygiene as in any approved book.	Elements of Hygiene as in any approved book.	The test as prescribed for the Elementary Technical Examination.
About 20 easy stories from the History of India as in any approved book, such stories being fairly representative of the whole of Indian History.	The leading facts of the History of India to the death of Aurungzeb, with such a knowledge of geography as may be necessary for the intelligent study of the subject.	The outlines of the History of India to the fall of Seringapatam, with such a knowledge of geography as may be necessary for the intelligent study of the subject.	The outlines of the History of India to the present time, with such a knowledge of geography as may be necessary for the intelligent study of the subject.

Optional

Subjects.	Lower Primary Schools.			
	Infant Standard or Class.	First Standard or Class.	Second Standard or Class.	Third Standard or Class.
1. Agriculture (for boys only).	.....	.....	.....	.....
12. Mensuration (for boys only).	...	.....	.....	.....
13. Second Language (Sanskrit,* Arabic, Latin, Persian, French German†). (1) Reading, Recitation, Grammar & Translation.	.....	.....	.....	.....

* In the Devanagari character. † In the Gothic character.

Subjects—cont.

Upper Primary Schools.	Lower Secondary or Middle Schools		
Fourth Standard or Class.	Fifth Standard or First Form.	Sixth Standard or Second Form.	Seventh Standard or Third Form.
[*a*] The elements of agriculture as in any approved book. [*b*] *Practical test*—Identification of the ordinary farm implements and tools and purposes for which they are used.	[*a*] The elements of agriculture as in any approved book. [*b*] *Practical test*—Identification of the ordinary farm implements and tools, their uses and the principles underlying the ordinary farm operations.	[*a*] The elements of agriculture as in any approved book. [*b*] *Practical test*—Identification of the ordinary farm implements and tools, their approximate cost and uses and the cost of working an acre with each of them.	The test as prescribed for the Elementary Technical Examination.
Identification of the different kinds of agricultural produce raised in the locality and their uses.	Identification of the different kinds of agricultural produce raised in the locality, their uses and the methods by which they are prepared for the market. A knowledge of the manures used in the locality. The feeding stuffs used and the quantities supplied daily to (1) a cow and (2) a bullock or buffalo.	Identification of the different kinds of agricultural produce raised in the locality, their uses and the methods by which they are prepared for the market. The cost per acre of growing (1) a crop of paddy and (2) any two other principal crops of the locality; and also their average yield and the probable amount realizable by the sale of the produce and the net income. The annual cost of maintaining (*a*) a cow, (*b*) a bullock or buffalo with reference to the conditions of the locality. Manures, their value, preparation and application.	
Definitions of, and connected with, the various figures named below— [*a*] Lengths—Linear measures, English and Indian. Practical use of the chain, tape and rod. [*b*] Areas—Square, Rectangle.	Definitions of, and connected with, the various figures named below. [*a*] Length—Linear measures, English and Indian. Practical use of the chain, tape and rod. Sides of Right-angled Triangles. [*b*] Areas—Rectangle, Parallelogram, Right-angled Triangle. [*c*] Volumes—Rectangular parallelopiped.	Definitions of, and connected with, the various figures named below— [*a*] Lengths—Linear measures, English and Indian. Practical use of the chain, tape and rod. Sides of Regular Polygons. Circumference of a Circle. [*b*] Areas—Rectangle, Parallelogram, Triangle, Quadrilateral, Regular Polygon, Circle. [*c*] Volumes—Rectangular parallelopiped Prism, Cylinder, Right Cone. [*d*] Areas of curved surfaces—Right circular Cylinder.	The test as prescribed for the Elementary Technical Examination.
.....	[*a*] To read a few lines from any Reader in use approved for the Standard.	[*a*] To read a few lines from any Reader approved for the Standard that has not been studied in the class during the year.	[*a*] To read a few lines with ease and correctness, from any Reader approved for the Standard that has not been studied in the class during the year.

Optional

Subjects.	Lower Primary Schools.			
	Infant Standard or Class.	First Standard or Class.	Second Standard or Class.	Third Standard or Class.
(2) Writing and Spelling.	.....	.....	.....	.....

Subjects—cont.

Upper Primary Schools.	Lower Secondary or Middle Schools.		
Fourth Standard or Class.	Fifth Standard or First Form.	Sixth Standard or Second Form.	Seventh Standard or Third Form.
	[*b*] Exercises on etymology as in any approved elementary grammar.	(*b*) Exercises on etymology and syntax as in any approved elementary grammar.	(*b*) Exercises on etymology and syntax as in any approved elementary grammar: the formation of nouns, adjectives, adverbs, and the analysis of easy sentences.
	For Latin.—Declension of regular nouns, adjectives and pronouns; regular comparison of adjectives; conjugation of regular verbs in the active and passive voices; concords of noun and adjective and of noun and verb.	*For Latin.*—As in the Fifth standard, with irregular comparison of adjectives; conjugation of deponent and anomalous verbs; principal parts of more common irregular verbs; remaining concords and government by prepositions.	*For Latin.*—As in the Sixth Standard, with easy numerals; principal parts of irregular verbs, and the common rules of syntax as contained in any approved Grammar.
	[*c*] To translate into English or the Vernacular language of the pupil a passage selected from the portions studied in the Standard Reader in use.	[*c*] To translate into English or the Vernacular language of the pupil a passage selected from the portions studied in the Standard Reader in use.	[*c*] To translate into English or the Vernacular language of the pupil a passage selected from the portions studied in the Standard Reader in use.
	[*d*] *For Persian, French and German.*—To translate from English or the Vernacular language of the pupil into the second language ten very easy simple sentences.	[*d*] *For Persian, French and German.*—To translate from English or the Vernacular language of the pupil into the second language ten lines of very easy narrative.	[*d*] *For Persian, French and German.*—To translate from English or the Vernacular language of the pupil into the second language ten lines of very easy narrative prose.
	[*e*] To read with ease, correctness and intelligence a few lines from any vernacular Reader approved for the standard that has not been studied in the class during the year and also from an ordinary manuscript.	[*e*] To repeat fifty lines of verse.	[*e*] To repeat seventy-five lines of verse.
	[*f*] To write from memory in the vernacular language of the pupil the substance of a short story read out or told twice; spelling, grammar and hand-writing to be considered.	[*f*] To answer * questions on the subject-matter of the portions studied in the Standard Reader in use.	[*f*] To answer * questions on the subject-matter of the portions studied in the Standard Reader in use.
		[*g*] To read with ease, correctness and intelligence a few lines from any vernacular Reader approved for the standard that has not been studied in the class during the year.	
		[*h*] To write in the vernacular language of the pupil a short letter descriptive of some place known to, or even within the experience of, the pupil; spelling, grammar and hand-writing to be considered.	
.....	[*a*] To write in the presence of the Inspecting officer three lines in a copy-book of any approved series, of which fifteen pages shall have been written in ink by the pupil previous to the day of examination.	[*a*] To write in the presence of the Inspecting officer three lines in a copy-book of any approved series, of which fifteen pages shall have been written in ink by the pupil previous to the day of examination.	[*a*] To write in a good clear hand from a printed or lithographed paper.

* When French or German is brought up the answers must be in the language brought up.

Optional

Subjects.	Lower Primary Schools.			
	Infant Standard or Class.	First Standard or Class.	Second Standard or Class.	Third Standard or Class.
14. History of Great Britain and Ireland.	.....	.....	.....	.....
15. Domestic Economy (for girls only).	.....		.....	.....
16. Book-keeping.	.....	.....	.....	.....
17. Commercial Correspondence.	.....	.....	.....	.....

Subjects—cont.

Upper Primary Schools.	Lower Secondary or Middle Schools.		
Fourth Standard or Class.	Fifth Standard or First Form.	Sixth Standard or Second Form.	Seventh Standard or Third Form.
.....	[*b*] To write to dictation ten words from the portions studied in the Standard Reader in use.	[*b*] To write to dictation ten words and eight lines from the portions studied in the Standard Reader in use.	[*b*] To write to dictation a passage from a book equal in difficulty to the Standard Reader in use and also a few separate words of moderate difficulty.
.....	The outlines of the History of Great Britain and Ireland to 1558, with such a knowledge of geography as may be necessary for the intelligent study of the subject.	The outlines of the History of Great Britain and Ireland to 1688, with such a knowledge of geography as may be necessary for the intelligent study of the subject.	The outlines of the History of Great Britain and Ireland to the present time, with such a knowledge of geography as may be necessary for the intelligent study of the subject.
.....	The elements of Domestic Economy as in any approved book.	The elements of Domestic Economy as in any approved book.	Domestic Economy as in any approved book.
.....	.....	.....	The test as prescribed for the Elementary Technical Examination.
.....	.....	.....	Do.

(II) COURSES OF INSTRUCTION IN UPPER

(1) *In Schools preparing for the Matriculation Examination of the Madras University.*

Subject.	Fourth Form.	Fifth Form.	Sixth Form.	Remarks.
1. English Language— (1) Reading.	[a] About forty pages (8vo) of prose. [b] About five hundred lines of verse.	[a] About sixty pages (8vo) of prose. [b] About seven hundred lines of verse.	[a] About ninety pages (8vo) of prose. [b] About twelve hundred lines of verse.	To be taught so that the pupil may understand the construction of words and analysis of sentences, and be able to recast forms of expression and explain figures of speech.
(2) Translation.	(*Oral.*) Into the pupil's second language, of selected lessons from the prose that has been studied. (*Written.*) Into English, of selected portions, already studied, of the reading book in use for the pupil's second language.	(*Oral.*) Into the pupil's second language, of selected lessons from the prose that has been studied. (*Written.*) Into English, of selected portions of easy narrative in the pupil's second language.	(*Oral.*) Into the pupil's second language, of selected lessons from the prose that has been studied. (*Written.*) Into English, of selected portions of any standard work in the pupil's second language.	Written exercises in translation and composition should be done both in class and at home. When done at home, they should be written in exercise books of uniform size with broad margins.
(3) Recitation.	Three pieces of poetry to be recited with suitable expression, intonation and gesture.	Four pieces of poetry to be recited with suitable expression, intonation and gesture.	Four pieces of poetry to be recited with suitable expression, intonation and gesture.	
(4) Writing and Dictation.	Dictation from portions of the reading book already studied; with additional words.	Dictation (with pen and ink on paper) from the reading book in use; with additional words.	Dictation (with pen and ink on paper) from a book not already studied, of not much greater difficulty than the reading book in use.	
(5) Grammar.	English Grammar with special study of idiomatic expressions; analysis of sentences from prose and poetry; recasting sentences.	English Grammar including syntax and prosody; construction and recasting of the various forms of sentences, and analysis of simple, compound and complex sentences. Idiomatic and proverbial expressions of greater difficulty.	Revision of whole, with more advanced exercises.	
(6) Composition.	[a] Simple rules and exercises bearing on composition. [b] Short stories to be reproduced from memory or from a summary taken down by the pupil. [c] Forms of address, etc., for letters.	[a] Exercises in the recasting of sentences. [b] Reproduction of a narrative. [c] Letters in correct form. [d] Essays from skeleton given by the teacher.	[a] Punctuation; style; suitable varieties of style. [b] Stories from memory. [c] Essays on prescribed subjects. [d] Paraphrasing.	
2. Second Language— Sanskrit, Arabic and Persian— (1) Reading.	[a] About forty pages (8vo) of prose. [b] About four hundred lines of verse.	[a] About sixty pages (8vo) of prose. [b] About five hundred lines of verse.	[a] About eighty pages (8vo) of prose. [b] About six hundred lines of verse.	In Sanskrit the Devanagari character is to be used.

SECONDARY OR HIGH SCHOOLS.

(2) *In Schools preparing for the Upper Secondary Examination of the Madras Government.*

Subject.	Fourth Form.	Fifth Form.	Sixth Form.	Remarks.
1. English Language— (1) Reading.	As in schools preparing for the Matriculation Examination.	As in schools preparing for the Matriculation Examination.	As in schools preparing for the Matriculation Examination.	As in schools preparing for the Matriculation Examination.
2) Translation.	Do.	Do.	Do.	Do.
3) Recitation.	Do.	Do.	Do.	
4) Writing and Dictation.	Do.	Do.	Do.	
5) Grammar.	Do.	Do.	Do	
(6) Composition.	Do.	Do.	Do.	
2. Second Language— 1. Sanskrit, Arabic and Persian— (1) Reading	Do.	Do.	Do.	Do.

(II) COURSES OF INSTRUCTION IN UPPER

(1) *In Schools preparing for the Matriculation Examination of the Madras University*—cont.

Subject.	Fourth Form.	Fifth Form.	Sixth Form.	Remarks.
(2) Translation.	(*Oral.*) Into English, of selected lessons from the prose that has been studied. (*Written.*) Of selected portions, already studied, of the English reading book in use.	(*Oral.*) Into English, of selected lessons from the prose that has been studied. (*Written.*) Of selected portions, already studied, of the English reading book in use.	(*Oral.*) Into English, of selected lessons from the prose that has been studied. (*Written.*) Of selected portions, already studied, of the English reading book in use.	Written exercises in translation should be done both in class and at home. When done at home, they should be written in exercise books of uniform size with broad margins.
(3) Recitation.	One hundred lines of verse.	One hundred and fifty lines of verse.	Two hundred lines of verse.	
(4) Grammar.	Orthography and etymology.	Syntax and prosody.	Revision and exercises.	
(5) Composition.	[*a*] Exercises in writing a letter on a prescribed subject. [*b*] Exercises in reproducing the substance of a narrative that has been twice read aloud.	[*a*] Exercises in paraphrasing. [*b*] Exercises in reproducing the substance of a narrative that has been twice read aloud.	[*a*] Exercises in paraphrasing. [*b*] Exercises in reproducing the substance of a narrative that has been twice read aloud.	
ii. Latin and Greek— (1) Translation.	(*Written.*) [*a*] Of selected portions, already studied, of the Reader or Author, used in the class. [*b*] Of some easy narrative and sentences, not previously studied, the use of a vocabulary or dictionary being allowed.	(*Written.*) [*a*] Of selected portions, already studied, of any two Latin or Greek Authors, one in prose and the other in verse. [*b*] Of some passage from a Latin or Greek author, not previously studied, use of a dictionary being allowed.	(*Written.*) [*a*] Of selected portions of greater difficulty already studied, of any two Latin or Greek Authors, one in prose and the other in verse. [*b*] Of any two passages, one in prose and the other in verse, from Latin or Greek Authors not previously studied, no dictionary being allowed.	Written exercises in translation should be done both in class and at home. When done at home, they should be written in exercise books of uniform size with broad margins.
(2) Grammar	Etymology and syntax.	Etymology and syntax (more advanced).	Etymology and syntax, as required for the Matriculation Examination.	
iii. Hindustani, Marathi, Tamil, Telugu, Canarese, Malayalam, Uriya— (1) Reading ...	[*a*] About forty pages (8*vo*) of prose. [*b*] About four hundred lines of verse.	[*a*] About sixty pages (8*vo*) of prose. [*b*] About five hundred lines of verse.	[*a*] About eighty pages (8*vo*) of prose. [*b*] About six hundred lines of verse.	
(2) Translation.	(*Oral.*) Into English, of selected lessons from the prose that has been studied. (*Written.*) Of selected portions, already studied, of the English reading book in use.	(*Oral.*) Into English, of selected lessons from the prose that has been studied. (*Written.*) Of selected portions, already studied, of the English reading book in use.	(*Oral.*) Into English, of selected lessons from the prose that has been studied. (*Written.*) Of selected portions, already studied, of the English reading book in use.	Written exercises in translation should be done both in class and at home. When done at home, they should be written in exercise books of uniform size with broad margins.
(3) Recitation.	One hundred lines of verse.	One hundred and fifty lines of verse.	Two hundred lines of verse.	
(4) Grammar	Orthography and etymology.	Syntax and prosody ...	Revision and exercises.	
(5) Composition.	[*a*] Exercises in writing a letter on a prescribed subject. [*b*] Exercises in reproducing the substance of a narrative that has been twice read aloud.	[*a*] Exercises in paraphrasing. [*b*] Exercises in reproducing the substance of a narrative that has been twice read aloud.	[*a*] Exercises in paraphrasing. [*b*] Exercises in writing short essays on prescribed subjects.	

SECONDARY OR HIGH SCHOOLS—*cont.*

(2) *In Schools preparing for the Upper Secondary Examination of the Madras Government*—cont.

Subject.	Fourth Form.	Fifth Form.	Sixth Form.	Remarks.
(2) Translation.	As in schools preparing for the Matriculation Examination.	As in schools preparing for the Matriculation Examination.	As in schools preparing for the Matriculation Examination.	As in schools preparing for the Matriculation Examination.
(3) Recitation	Do.	Do.	Do.	
(4) Grammar.	Do.	Do.	Do.	
(5) Composition.	Do.	Do.	Do.	
ii. Latin— (1) Translation.	Do.	Do.	Do.	Do.
(2) Grammar.	Do.	Do.	Do	
iii. Hindustani, Marathi, Tamil, Telugu, Canarese, Malayalam, Uriya— (1) Reading.	Do.	Do.	Do.	
(2) Translation.	Do.	Do.	Do.	Do.
(3) Recitation.	Do.	Do.	Do.	
(4) Grammar.	Do.	Do.	Do.	
(5) Compcsition.	Do.			

(II) COURSES OF INSTRUCTION IN UPPER

(1) *In Schools preparing for the Matriculation Examination of the Madras University*—cont.

Subject.	Fourth Form.	Fifth Form.	Sixth Form.	Remarks.
iv. French and German—				
(1) Reading ...	[*a*] About fifty pages (8*vo*) of prose. [*b*] About two hundred lines of verse.	[*a*] About sixty pages (8*vo*) of prose. [*b*] About four hundred lines of verse.	[*a*] About eighty pages (8*vo*) of prose. [*b*] About five hundred lines of verse.	In German the Gothic character is to be used. E.T.n
(2) Translation.	(*Oral.*) Into English, of selected lessons from the prose that has been studied. Into French or German of easy sentences taken from every day life. (*Written.*) Of selected portions already studied of the English reading book in use.	(*Oral.*) Into English, of selected lessons from the prose that has been studied. Into French or German of easy sentences taken from every-day life. (*Written.*) Of selected portions already studied of the English reading book in use.	(*Oral.*) Into English, of selected lessons from the prose that has been studied. Into French or German of easy sentences. (*Written.*) Of passages in prose not studied previously, equal in difficulty to the English reading book in use in the Fourth form.	
(3) Recitation ...	Two hundred lines of verse.	Two hundred and fifty lines of verse.	Three hundred lines of verse.	
(4) Grammar ...	Orthography and Etymology.	Syntax and prosody.	Revision and idioms.	
(5) Composition.	[*a*] Rendering of English sentences, framed to illustrate syntax rules, into French or German. [*b*] Exercises in reproducing the substance of a narrative that has been twice read aloud.	[*a*] Exercises in writing a letter on a prescribed subject. [*b*] Exercises in reproducing the substance of a narrative that has been twice read aloud.	[*a*] Letter-writing and descriptions. [*b*] Exercises in reproducing the substance of a narrative that has been twice read aloud.	
3. Mathematics—				
(1) Arithmetic.	Revision of decimals, recurring decimals, their addition, subtraction, multiplication and division. Practical methods of shortening labour, in multiplication and division. Advanced exercises in proportion. Simple interest ... Advanced exercises in square measure.	Advanced exercises on decimals, vulgar fractions, and proportion. Extraction of square-root. Proportional parts. Profit and loss. Revision of practice ... Present worth and discount at simple interest. Compound interest ... Advanced exercises in cubic measure.	The chain rule. Alligation. Partnership. Percentages and averages. Discount and present worth at compound interest. Stocks and shares. The metric system. General revision.	The order o teaching the various rules may be varied at the discretion of the teacher.
(2) Algebra ...	The four simple rules, including interpretation of signs. Resolution into factors. L.C.M. and G.C.M. Simple identities and substitutions. Very easy fractions.	More difficult identities and substitutions resolution into factors (with special care and intelligence). G.C.M. and L.C.M. by factors and rules. Involution. Fractions. Simple equations of one unknown quantity. Very easy problems.	Evolution. Simple and quadratic equations of one unknown quantity. Simultaneous equations of two and three unknown quantities. Easy problems. General revision.	
(3) Geometry ...	As in Euclid Book I ... Easy deductions ...	As in Euclid, Books I and II, and Book III, Propositions 1—15. Easy deductions.	As in Euclid, Books I, II and III. Deductions.	Deductions to be done in class on the board, and not only as home work. The propositions need not be taken in Euclid's order, and Euclid's methods need not be followed. The pupils should be taught to make simple constructions with the use of scales, ruler and compasses.

SECONDARY OR HIGH SCHOOLS—*cont.*

(2) *In Schools preparing for the Upper Secondary Examination of the Madras Government*—cont.

Subject.	Fourth Form.	Fifth Form.	Sixth Form.	Remarks.
iv. French and German—				
(1) Reading ...	As in schools preparing for the Matriculation Examination.	As in schools preparing for the Matriculation Examination.	As in schools preparing for the Matriculation Examination.	As in schools preparing for the Matriculation Examination.
(2) Translation.	Do.	Do.	Do.	
(3) Recitation.	Do.	Do.	Do.	
(4) Grammar.	Do.	Do.	Do.	
(5) Composition.	Do.	Do.	Do.	
3. Mathematics—				
(1) Arithmetic.	Do.	Do.	Do.	Do.
(2) Algebra	Do.	Do.	Do.	
* (3) Geometry.	Do.	Do.	Do.	Do.

* Instead of Algebra and Geometry female pupils may bring up any subject selected from the Government Technical Examination scheme, Intermediate standard.

(II) COURSES OF INSTRUCTION IN UPPER

(1) *In Schools preparing for the Matriculation Examination of the Madras University*—cont.

Subject.	Fourth Form.	Fifth Form.	Sixth Form.	Remarks.
4. Physics and Chemistry—				
(1) Physics ...	Expansion by heat: the thermometer: boiling: evaporation: rain: ice: water: steam: winds: the balloon: the siphon: the air-pump: the common pump: the barometer: the lever: the inclined plane: the wedge: the wheel and axle: the pulley: falling bodies: the pendulum: the clock: the mariner's compass.	Physics as in any approved book.	Physics as in any approved book.	In teaching Physics and Chemistry in the Fourth Form, experiments and instruments should be shown, but *no text-book should be used.*
(2) Chemistry.	Solution: crystallization: precipitation: elements: compounds: mixtures: combustion: decomposition: air: oxygen: hydrogen: carbonic acid gas.	Chemistry as in any approved book.	Chemistry as in any approved book.	
5. History and Geography—				
(1) History ...	[*a*] India: up to A.D. 1765. [*b*] Great Britain and Ireland: up to A.D. 1558.	[*a*] India: up to A.D. 1828. [*b*] Lee Warner's *Citizen of India*, chapters I—V. [*c*] Great Britain and Ireland: up to A.D. 1714.	[*a*] India: up to A.D. 1876. [*b*] Lee Warner's *Citizen of India*, chapters VI—XII. [*c*] The outline of the History of England up to the end of the 19th century.	
(2) Geography...	[*a*] *India.* The Madras Presidency, Coorg, Cochin, Travancore, Ceylon, the French Possessions, Mysore, Hyderabad, the Central Provinces. [*b*] Europe. Great Britain and Ireland in detail. [*c*] Map-drawing on prepared projections without outlines.	[*a*] *India.* The Bombay Presidency, the Portuguese Possessions, Malwa, Katch, Gujerat, Rajputana, the Punjab, Kashmir, Nepaul, Bhutan. [*b*] Asia and Africa ... [*c*] Map-drawing on prepared projections without outlines.	[*a*] *India.* The North-West Provinces, Behar, Bengal, Orissa, Assam, Burma. The Straits Settlements. [*b*] America, Oceania. Combined view of the British Empire. [*c*] Map-drawing on prepared projections without outlines.	The prescribed maps should be of some country or portion of a continent that is being studied; and should show the physical features and the most important towns, railways, and canals.
6. Drawing ...	Elementary free-hand drawing.	Elementary free-hand drawing.	Elementary free-hand drawing.	

SECONDARY OR HIGH SCHOOLS—*cont.*

(2) *In Schools preparing for the Upper Secondary Examination of the Madras Government*—cont.

Subject.	Fourth Form.	Fifth Form.	Sixth Form.	Remarks.
* 4.				
5. History and Geography—				
(1) History ...	As in schools preparing for the Matriculation Examination.	As in schools preparing for the Matriculation Examination.	As in schools preparing for the Matriculation Examination.	
(2) Geography.	Do.	Do.	Do.	
6. Drawing ...	Do.	Do.	Do.	

* Instead of the Physics and Chemistry of the Matriculation course, two subjects selected from the Government Technical Examination scheme, Intermediate Standard, shall be brought up.

(III) COURSES OF INSTRUCTION IN INDUSTRIAL AND ART SCHOOLS AND CLASSES.*

Subjects.	Standard A.	Standard B.	Standard C.	Standard D.
1. Carpentry.	[a] To make from a given half-inch blank a plain box with screwed ends—such a box as entails sawing, planing, squaring, hole making and screw-driving.	[a] To make a square frame with mitre joints to given measurements.	[a] To join two boards by grooving and slip-feathering or by rebating and dowelling.	[a] To make a frame (trapezoid) with double mortise and tenon to given measurements.
	[b] To mark out and cut a plain mortise and tenon.	[b] To make a square frame with double mortise and tenon to given measurements.	[b] To join two boards at right angles by ordinary or lap dovetails.	[b] To join two pieces of timber by scarfing with plug.
		[c] To saw straight without a line.	[c] To make from a sketch and given measurements a small box with sliding lid, the ends being lap dovetailed, and the bottom screwed.	[c] To join two boards by a hidden mitre compound dovetail joint.
		[d] To make an ordinary stool with three or four legs.		[d] To make from a plan either (1) a panelled door, or (2) a drawer.
				[e] To grind and sharpen a chisel.
				[f] To sharpen and set a saw.
2. Wood-turning.	[a] To understand the construction of simple forms of lathes.	[a] To sharpen and set chisels and gouges for wood-turning.	[a] To turn simple ornamental forms from dimensioned sketches or to templates supplied.	[a] To turn a wooden box with lid, complete.
	[b] To prepare wood for turning and to fix it on the lathe.	[b] To turn simple ornamental forms from a plain cylinder.	[b] To turn chair legs and rails of a given pattern.	[b] To turn a wooden cup or bowl of ornamental form from sketches or to templates.
	[c] To turn a plain cylinder not more than 18" long and 2" in diameter.	[c] To turn small articles such as tool handles, bobbins, hat pegs, reels, &c., and to make a number of them exactly alike.	[c] To turn trays and simple articles involving the use of chucks or face plates for holding the wood.	[c] To turn table legs or similar articles of large size from dimensioned sketches or patterns.
	[d] To make simple turned handles suitable for files, gouges, chisels, &c.			
3. Blacksmith's work.	[a] To strike true with sledge-hammer.	[a] To cut a circle from sheet iron.	[a] To make simple drill bits up to three-quarter inch diameter and temper them.	[a] To steel-point a crowbar and harden it.
	[b] To weld together two pieces of half-inch round or square iron.	[b] To forge a half inch bolt and nut to given length with square head, screwed complete.	[b] To make a pair of blacksmith's pincers.	[b] To upset a piece of iron so as to form a collar in centre.
	[c] To make clout nails, staples, right-angled corner irons with countersunk holes.	[c] To weld together two pieces of three-quarter inch round or square iron.	[c] To make and harden flat chisels or cross cut chisels to given sketch.	[c] To make (1) one foot of a three-inch link chain from an iron rod three-eighths of an inch in diameter, (2) a pair of large T-hinges, (3) a three-pronged pitch-fork with hollow handle piece.
		[d] To make (1) a ferrule for a mamoty with brazed joint, (2) a square band with rivetted ends, (3) a hasp.	[d] To make a horse-shoe with nails.	

* The time allowed for the examination in any of the standards shall not be less than three hours. It shall be left to the discretion of the examiner to determine whether the articles shall be completely finished or not by the candidate. The examiner shall be at liberty to extend the time at his discretion, so as to enable him to form an accurate opinion of the ability of the candidates; but in such cases the duration of the examination should be reported.

(III) COURSES OF INSTRUCTION IN INDUSTRIAL AND ART SCHOOLS AND CLASSES—*cont.*

Subjects.	Standard A.	Standard B.	Standard C.	Standard D.
3. Blacksmith's work—*cont.*	.....	.....	[*e*] To make a small tire for a wheel, welded ends. [*f*] To make a three-quarter inch bolt with hexagonal head and nut screwed complete. The head and nut to be made to standard dimensions.	
4. Fitter's work.	[*a*] To chip cast iron smoothly with a flat or cross cut cold chisel.	[*a*] To chip and file a surface of cast or wrought iron and to make it as true as can be done with a straight edge.	[*a*] To chip and file true a cube or rectangular block of wrought iron from a piece cut off a bar or a rough forging (suitable size $2\frac{1}{2}'' \times 1\frac{1}{4}'' \times 1\frac{1}{4}''$).	[*a*] From rough forgings to turn and file to standard size a bolt with hexagonal head and nut, to screw and tap the same with taps and dies and to finish completely. The shank of the bolt should not exceed one inch in diameter and the length may conveniently be 6 or 8 inches.
	[*b*] To chip and file smooth a surface of cast iron about 6 inches by 3 inches.	[*b*] To tap a nut and screw bolt to fit.	[*b*] To cut a sunk key-way on a shaft to given dimensions.	[*b*] To fit together a simple piece of machinery such as a small pedestal block.
	[*c*] To grind flat chisels, cross cut chisels and centre punches correctly.	[*c*] To make a pair of callipers, or a small steel centre punch.	[*e*] To file a sneck-headed key to fit the above key-way, the thickness and taper to be filed to given dimensions.	[*c*] To make a small pocket square.
			[*d*] To mark out simple pieces of work, using a marking out table, square, compass, callipers and scribing block.	[*d*] To cut a key-way on a shaft or in a pulley.
4-A. Metal-work.	[*a*] To cut out a piece of sheet copper or aluminium to a given pattern and to enlarge the same to a given size by hammering.	[*a*] To make one or more of the following :— Pela, Panchapatram, Tumbler, A small circular box with lid, or Two small vessels of similar shape and size. *N.B.*—One of the above should be of brass.	[*a*] To make any one of the following :— (1) Circular tray (not more than six inches in diameter). (2) Lotas of all kinds with or without stands.	[*a*] To make any of the following from dimensioned sketches :— Chembu, Sandal cup, A tray of any shape, Salt cellar, A number of vessels not less than four of sizes to fit into one another exactly.
	[*b*] To make a cup of hammered copper or aluminium not more than three inches in diameter.	[*b*] To join two pieces of copper by brazing.	[*b*] (1) To turn or file clay models and finish cores ready for waxing. (2) To make moulds of and cast circular cups, handles, &c.	[*b*] (1) To wax clay models previously prepared and make them ready for casting. (2) To make moulds of and cast ferrules, spoons, &c.
		[*c*] (1) To take moulds of and cast small articles of simple form. (2) To make a clay model of any simple thing for casting.	[*c*] To polish the articles made.	[*c*] To show a knowledge of the methods of mixing and preparing the various kinds of mud and clay required for casting.

(III) COURSES OF INSTRUCTION IN INDUSTRIAL AND ART SCHOOLS AND CLASSES—*cont.*

Subjects.	Standard A.	Standard B.	Standard C.	Standard D.
5. Rattan work.	[a] To scrape and clean a bundle of rattans, removing the knobs and all other superfluities.	[a] To string or cord together a bundle of dressed rattans so as to make a mat.	[a] To split a rattan equally into two or three strips.	[a] To spear a bundle of drawn rattans for mat-making.
	[b] To cane-seat a chair or stool with single or double wire.	[b] To cut a piece of corded matting to required dimensions, the sides to be perfectly straight and equi-distant. To nick and bind the edges with rattan wire.	[b] To draw or square the edges of a bundle of split rattans, arranging the knives to required gauge.	[b] To make a circular soiled-linen basket of fine work, or a child's cradle of elliptical shape.
		[c] To make a rattan window-chick or blind to required dimensions, to cut the sides and bind them with cotton or linen tape, and affix rollers, pulleys and ropes.	[c] To split and draw rattans into wire suitable for different kinds of work according to sample.	[c] To make an oblong or square tiffin or other basket with tray and partitions.
		[d] To cane-seat a chair or stool, diamond pattern; or to make a circular bottom for a soiled-linen basket.	[d] To make an ordinary child's chair; or to make a circular basket to given measurements.	[d] To make ornamental baskets of very fine work for flowers, work, waste-paper, &c.
6. Printing ...	*Composition.*—To be thoroughly acquainted with the plan or lay of a pair of English cases and the various types, accented letters, notes of reference, &c., belonging thereto, together with their correct use. To distribute type cleanly and to compose plain matter from reprint copy, the proof showing but few errors. (About a page of small pica, royal 8vo, to be given as a test.)	*Composition.*—To know the sizes and uses of type, leads, rules and other materials employed in composing. To know the sizes and divisions of ordinary printing paper. To compose plain matter with few errors and with good and equal spacing, from fair manuscript copy. To compose a piece of simple tabular matter, print copy	[a] *Composition.*—To set up plain matter from manuscript copy at the rate of about 400 "ens" or letters and spaces per hour. To compose from print copy any ordinary piece of tabular statement. To impose or arrange the pages for printing in folio and quarto sizes. To punctuate a page of ordinary matter. To know the sizes and divisions of writing paper, and sizes of cards.	[a] *Composition.*—To distribute and compose, at the rate of at least 600 "ens" per hour with accuracy, and punctuate from rough manuscript copy. To cast off and set up from manuscript an ordinary tabular statement. To make up and impose, and make the margins of the matter set up for ordinary book-work any size up to 8vo. To set up with neatness ordinary display matter, such as half titles, &c.
			[b] *Presswork.*—To know the names of all the parts of a press and inking-table and their use. To regulate the ink-duct, increase and reduce the pull or impression, to make a solid forme ready for striking off.	[b] *Presswork.*—To cover and cut out a frisket. To cover a tympan. To make ready for striking both a solid and a light forme, and regulate the impression for each.
7. Bookbinding.	To fold sheets up to 8vo. To stitch thin pamphlets. To stab thin books.	To sew books. To bind in stiff covers with cloth backs.	To know the sizes and divisions of printing paper. To bind an 8vo. book in cloth case with paper label, and to cut and stain the edges.	To know the sizes and divisions of writing paper, and sizes of cards. To bind a folio book in half leather with gilt lettering.
8. Boot and shoe-making.	[a] To name the tools and their uses.	[a] To select a bristle and to bristle a thread.	[a] To close uppers.'	[a] To take measurements and note them.
	[b] To blacken, dub and slick skin.	[b] To stitch uppers, to stitch on galosh and vamp and to do all other upper work.	[b] To stitch on insole, welt and heel.	[b] To select and fit a last for the measurements taken.

(III) COURSES OF INSTRUCTION IN INDUSTRIAL AND ART SCHOOLS AND CLASSES—*cont.*

Subjects.	Standard A.	Standard B.	Standard C.	Standard D.
Boot and shoe-making—*cont.*	[c] To prepare thread for the reception of bristle.	[c] To punch and fix eyelets.	[c] To pare and slick the sole and heel.	[c] To finish a pair of boots or shoes completely.
	[d] To stitch leather.	[d] To distinguish different kinds of leather.	[d] To take out the last.	
9. Pottery ...	[a] To throw and finish on the wheel, according to given sample, two or more vessels of the same shape and size, such as a cup without handles, a saucer, or simple shaped vase not exceeding 4″ in diameter and 5″ in height.	[a] To throw and finish on the wheel, according to given sample, two or more vessels of the same shape and size, such as a vase, cup or goblet, not exceeding 6″ in height and 5″ in diameter.	[a] To throw and finish on the wheel from given sample the bodies and lids of two or more vessels of the same shape and size such as a teapot or jug not exceeding 9″ in height. To turn out the handles and spouts from moulds and to fasten and finish them.	[a] To throw and finish on the wheel from a given sketch drawing two or more articles of the same shape and size such as a vase, finial or flowerpot of moderately difficult shape, not exceeding 15″ in height and 10″ in diameter.
	[b] From a given mould to take a cast of a simple flowerpot, vase or baluster not exceeding 9″ in height.	[b] From a given mould to take a cast as required in standard A and to turn and finish the cast by hand.	[b] To take moulds of handles and spouts, flowerpots, balusters and other ornamental work.	[b] To take mould of ornamental terra-cotta work, to obtain casts from the moulds and to finish by hand.
	[c] To understand the drying of slips and preparation of clay for the wheel.	[c] To make moulds for porous cells, or other vessels which are required to be cast; to pour in slip, turn out the articles from the moulds, and finish them.	[c] To engrave neatly a moulding or simple pattern on an ornamental vase or plaque.	[c] To give recipes for and to prepare slips, glazes, and pottery colours.
	[d] To prepare plaster of Paris from gypsum.	[d] To throw and finish on the wheel a small gaya or ornamental vase of any common native shape.	.....	[d] To decorate a vase with simple ornaments, engraved or stamped. To model simple embossed ornaments, handles, &c., and make moulds for them.
10 (a). Weaving (on the native hand-loom).*	[a] To prepare hanks for winding.	[a] To wind two or three threads on the bamboo spool.	[a] To dress and size the warp.	[a] To loom the warp and to arrange the treadles complete for weaving.
	[b] To wind one thread on the bamboo spool.	[b] To wind as above on the small spool.	[b] To heddle and reed two sections of the warp and to fix them.	[b] To adjust and tie the batten.
	[c] To wind one thread on the small spool.	[c] To stand by a loom at work and mend broken warps.	[c] To tie two sections of the healds.	[c] To correct and prevent faults in the cloth to be woven.
	[d] To run the warp on warp posts.	[d] To weave a cloth of any simple pattern 27″ wide.	[d] To weave a cloth of any simple pattern, 27″ wide.	[d] To weave 1½ yards of cloth of check, or diaper pattern, 27″ wide, with two colours in the weft.
10(b). Weaving (on the European hand-loom).	[a] To size the hanks for reeling.	[a] To separate a warp on loom with cross sticks and arrange in wooden reeds.	To take up the work of Standard B, where test [b] finished, fix the treadles and weave a yard of cloth of any useful width with two shuttles and of two different colours in the weft.	[a] To fix a warp on the loom complete for weaving with four treadles a check of any useful pattern and of any convenient width.
	[b] To wind two or three threads on bobbin.	[b] To thread the above warp through four harness and reed suitable for standard C.		

* In weaving on the native hand-loom, the European system of warping (by the warping-mill and spool frame) is recommended. If that system is used, test (d) under standard A should be modified accordingly.

(III) COURSES OF INSTRUCTION IN INDUSTRIAL AND ART SCHOOLS AND CLASSES—*cont.*

Subjects.	Standard A.	Standard B.	Standard C.	Standard D.
10(b). Weaving (on the European hand-loom)—*cont.*	[c] To wind one thread on the quill. [d] To fix bobbins on the bobbin frame and wind warp on warping wheel.	[c] To weave half a yard of cloth with two treadles and one shuttle on any loom.	.....	[b] To weave one yard of cloth, from the above warp with three shuttles and of three different colours in the weft.
11. Carpet-weaving.	To wind, yarn and weave a portion of a plain woollen pile carpet with any simple border pattern of good design.	To weave a portion of carpet with border, and any moderately difficult ground pattern of good design.	To weave from a given squared-out paper drawing a portion of carpet with a simple diaper pattern and border.	To design and square out on paper a simple diaper pattern border in four colours for a mat 6 feet × 3 feet; to set up and arrange, warp and weave and finish a portion of the design.
12. Tailoring ..	The use of the needle and thread. To hem, plain sew, and button hole.	To sew a pair of trousers which has been cut.	To sew completely a waistcoat which has been cut, including lining, collar, &c.	To cut out from patterns an ordinary suc coat, waistcoat, and a pair of trousers, and to sew the coat completely.
13. Embroidery.	To embroider neatly in silk in one colour on dungaree, any simple border of good design for a table-cover 3 feet × 3 feet.	To embroider neatly in gold thread and silk of three colours on cloth, any simple border of good design for a table-cover 3 feet × 3 feet.	To make a sketch on paper or a pattern on a piece of chintz, to adapt the design for a border for a table-cloth 3 feet × 3 feet and work it out in gold thread and silk of three colours.	To make a design for a punkah fringe, table-cloth, border for a native coat or other similar work, and embroider it in gold thread or silk, or both, on dungaree, silk, cloth, or velvet.
14. White embroidery (chickan work).*	[a] To embroider two simple patterns, about three-quarters of an inch wide, introducing over-sewn holes of moderate size and a simple scalloped edge, worked in button hole stitch.	[a] To embroider three elaborate patterns, about one and-a-half inches wide, having fancy scalloped edges and small over-sewn holes, and introducing French knots and satin stitch leaves.	[a] To embroider three still more elaborate patterns, about one and-a-half inches wide, having fancy scalloped edges and worked with any, or all of the stitches in previous standards, and also introducing hem-stitch, and filled-in stitch work.	.....
	[b] To embroider in satin stitch the letters of the English alphabet of simple formation.	[b] To embroider in satin stitch the letters of the English alphabet of more elaborate formation; also simple monograms.	[b] To embroider in satin stitch more elaborate monograms.	.....
15. Lace-making.	To work one or more flowers of a simple pattern, previously learnt by the pupil, the materials and appliances having been arranged beforehand.	To work a simple pattern previously learnt, showing the plait introduced, the net stitch, the weaving stitch and the bead-stitch and the beading which will have been learnt in the standard A. The materials and appliances should be arranged beforehand.	To commence a pattern without assistance, introducing the various stitches, including the plait already learnt. The pattern to be one previously learnt by the pupil.	To commence and work as many flowers as possible of a pattern not previously learnt. To show a thorough knowledge of the various sorts of stitches and also to judge the number of bobbins the pattern will require.
16 Braid-making (Lace Braid for Native Cloth).	To weave one foot of braid, one-eighth of an inch wide, the materials and appliances having been arranged and the braid begun beforehand.	To commence without assistance and to weave half a yard of braid, a quarter of an inch wide, the materials and appliances having been arranged beforehand.	To commence without assistance and to weave half a yard of braid, half an inch wide, the materials and appliances having been arranged beforehand.	To arrange materials and appliances, to commence without assistance, and to weave a quarter of a yard of braid, two inches wide.

* *Materials to be used.*—French embroidery, cotton and cambric, graduated in fineness according to the standard. The pattern to be previously stamped upon the cambric.

(III) Courses of Instruction in Industrial and Art Schools and Classes—*cont.*

Subjects.	Standard A.	Standard B.	Standard C.	Standard D.
17. Tape-making.	[*a*] To weave three yards of tape half to three-quarters of an inch wide, the appliances having been arranged beforehand.	[*a*] To arrange the warp for weaving as under.	[*a*] To weave broad tapes from one inch to three inches in width, peon's belt, cotton webbing and belting. Not less than three-quarters of a yard to be woven.	[*a*] To weave two feet of *kachayi*, *kummarbund* or sash.
	[*b*] To twist not less than six strands for warp. (This operation may be performed on a twister.)	[*b*] To commence without assistance and to weave three yards of one-inch tape, appliances having been arranged beforehand.	[*b*] To spool, warp, and loom for weaving as above, and to adjust the spring sticks, string harness, and treadles.	[*b*] To spool, warp, and loom for weaving as above, and to adjust the spring sticks, string harness and treadles.
	[*c*] To wind twisted thread on a large spool for warping.	[*c*] To wind spindles for the twister and to arrange for twisting.	[*c*] To tie healds for any given web specified in (*a*).	[*c*] To tie healds for any given web specified in (*d*).
		[*d*] To tie healds for one-inch tape.		
18. Hand-knitting.	To knit a child's sock, consisting of plain knitting with two inches ribbing at the top.	[*a*] To knit a man's sock and a woman's stocking, having the leg shaped, and consisting of plain knitting with ribbed top.	[*a*] To knit a man's sock and a woman's stocking, consisting entirely of ribbing, and having the leg shaped.	[*a*] To knit in fine material a man's sock and woman's stocking, plain or ribbed, and having the leg shaped.
		[*b*] To knit a baby's boot, showing at least two fancy stitches, such as purling and those required in the formation of holes and scallops.	[*b*] To knit any two fancy articles, such as comforters, shawls, table-mats, children's petticoats, antimacassars, &c.	[*b*] To knit a woman's open-worked stocking, having the leg shaped.
				[*c*] To knit a woman's and a child's mittens, and three patterns of fine lace.
	Materials.—Ordinary stocking wool, such as Scotch fingering or coarse knitting cotton. Four knitting needles of size suitable for the wool or cotton used.	*Materials.*—For [*a*] as in standard A; for [*b*] two or four steel or bone needles, and Berlin wool.	*Materials.*—For [*a*] as in standard A; for [*b*] Berlin wool, silk or cotton.	*Materials.*—For [*a*] fine wool, cotton or silk; for [*b*] the same as [*a*]; for [*c*] fine silk or thread.
19. Machine-knitting.	To set up work. To knit plain and herring-bone on a coarse cylinder; to heel and toe. The kind of work to be as on an infant's small boot.	Same as standard A; only a finer cylinder, and with finer wool, besides various fancy stitches. To make a pair of stockings of Saxony yarn.	To make shirts, jackets, jerseys, woollen drawers, &c., from patterns, and to finish them off, showing narrowing, knitting together, throwing off, &c.	To enlarge any pattern from a small scale, and to make any and all of the articles in the other standards.
20. Instrumental Music.	.....	*Theoretical.*—West's Theory of Music, the first five chapters, which include the exercises in tune; or similar portions of Troutbeck and Dale's Primer.	*Theoretical.*—West's Theory of Music, chapter VI, to page 18, which includes writing all the major and minor scales and placing all the flats and sharps as they occur, according to rule; or similar portions in Troutbeck and Dale's Primer.	*Theoretical.*—West's Theory of Music, pages 18 to 30, which includes how to determine in what key a piece of music is written and in what mode; or similar portions in Troutbeck and Dale's Primer.

(III) COURSES OF INSTRUCTION IN INDUSTRIAL AND ART SCHOOLS AND CLASSES—*cont.*

Subjects.	Standard A.	Standard B.	Standard C.	Standard D.
20. Instrumental Music.—*cont.*	.....	*Practical.* One of the following:— (1) *Clarionet.*—To play Kappey's Clarionet Tutor, exercises 1 to 24 inclusive. (2) *Cornet-a-Piston.*—To play Distin's Cornet Tutor, exercises 1 to 22 inclusive. (3) *Althorn.*—To play Kappey's Althorn, Baritone and Saxhorn Tutor, exercises 1 to 23 inclusive. (4) *Saxhorn.*—To play Kappey's Althorn, Baritone and Saxhorn Tutor, exercises 1 to 23 inclusive, omitting the exercises and studies containing passages above G, above the treble stave. (5) *Euphonium.*—To play Kappey's Euphonium Tutor, pages 6 to 11 inclusive. (6) *Bombardon in* E 6. ♭.—To play Kappey's Bombardon and Contra Bass Tutor, pages 7 to 10 inclusive.	*Practical.* One of the following:— (1) *Clarionet.*—To play Kappey's Clarionet Tutor, exercises 25 to 50 inclusive. (2) *Cornet-a-Piston.*—To play Distin's Cornet Tutor, pages 6 to 9 inclusive. (3) *Althorn.*—To play Kappey's Althorn, Baritone and Saxhorn Tutor, pages 7 to 11 inclusive. (4) *Saxhorn.*—To play Kappey's Althorn, Baritone and Saxhorn Tutor, pages 7 to 11 inclusive, omitting the exercises and studies containing passages above G, above the treble stave. (5) *Euphonium.*—To play Kappey's Euphonium Tutor, pages 12 to 17 inclusive. (6) *Bombardon in* E 6. ♭.—To play Kappey's Bombardon and Contra Bass Tutor, pages 11 to 13 inclusive.	*Practical.* One of the following:— (1) *Clarionet.*—To play Kappey's Clarionet Tutor, exercises 51 to 71 inclusive. (2) *Cornet-a-Piston.*—To play Distin's Cornet Tutor, pages 10 to 14 inclusive. (3) *Althorn.*—To play Kappey's Althorn, Baritone and Saxhorn Tutor, pages 12 to 15 inclusive. (4) *Saxhorn.*—To play Kappey's Althorn, Baritone and Saxhorn Tutor, pages 12 to 15 inclusive, omitting the exercises and studies containing passages above G, above the treble stave. (5) *Euphonium.*—To play Kappey's Euphonium Tutor, pages 18 to 24 inclusive. (6) *Bombardon in* E 6. ♭.—To play Kappey's Bombardon and Contra Bass Tutor, pages 14 to 18 inclusive.

(IV) COURSES OF INSTRUCTION IN DRILL AND GYMNASTICS FOR BOYS' SCHOOLS.

(IV) COURSES OF INSTRUCTION IN DRILL

Primary Schools.			
Infant Standard.	First Standard.	Second Standard.	Third and Fourth Standards.
[a] Extension motions; head, body and limb flexions, as in any approved book, with or without singing or instrumental music. Two practices in each exercise to be brought up.	[a] As in Infant Standard or class, but three practices in each exercise to be brought up.	[a] As in First Standard or class, but four practices in each exercise to be brought up.	All the exercises in physical drill without apparatus according to any approved book.
[b] Marching in double lines to singing or instrumental music.	[b] Improved marching in double lines to singing or instrumental music.	[b] Improved marching in single and double lines to singing or instrumental music.	* *Native Gymnastics.*—Two kinds of "buskies" of ten each. Ten dandals.

* In the Third and Fourth Standards of primary schools for Native pupils in rural tracts, Native gymnastics may be brought up instead of the other course.

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Secondary Schools.		
Junior Section.	Senior Section.	Advanced Section.
[a] Parallel bars:—As in any approved book.	[a] Parallel bars:—As in any approved book.	All the exercises prescribed for the Senior section, and in addition some advanced exercises on all the apparatus available.
[b] Horizontal bar:—As in any approved book.	[b] Horizontal bar:—As in any approved book.	
[c] Dumb bells:—As in any approved book.	[c] Vaulting horse:—As in any approved book.	
[d] Marching, turning and forming fours.	[d] Rings:—As in any approved book. [e] Dumb bells:—As in any approved book. [f] Marching, turning and forming fours.	

(V) COURSES OF INSTRUCTION IN DRILL

Lower Primary Schools.			
Infant Standard or Class.	First Standard or Class.	Second Standard or Class.	Third Standard or Class.
1. Drill and Calisthenics.*			
[a] Extension motions; head, limb and body flexions, as in any approved book, and with or without singing or instrumental music. Two practices in each exercise to be brought up.	[a] As in the Infant Standard or Class, but three practices in each exercise to be brought up.	[a] As in the First Standard or Class, but four practices in each exercise to be brought up.	[a] Preliminary exercises in forming, opening and closing ranks.
[b] Marching in double times to singing or instrumental music.	[b] Improved marching in double lines to singing or instrumental music.	[b] Improved marching in single and double lines to singing or instrumental music.	[b] Calisthenic exercises without apparatus. Six practices to be brought up.
			[c] Slow and quick marching.
2. Kummi and Kolatum.*			
Kummi.—Two exercises with the various changes in each to be brought up.	*Kummi.*—As in the Infant Standard or Class, but three exercises with their various changes to be brought up.	*Kummi.*—As in the First Standard or Class, but four exercises with their various changes to be brought up.	[a] *Kummi.*—As in the Second Standard or Class.
			[b] *Kolatum.*—Two exercises with the various changes in each to be brought up.

* Nos. 1 and 2 are alternative. They are not to be brought up together.

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Upper Primary Schools.	Lower Secondary or Middle Schools.		
Fourth Standard or Class.	Fifth Standard or First Form.	Sixth Standard or Second Form.	Seventh Standard or Third Form.
[a] Exercises informing, opening and closing ranks.	[a] As in the Fourth Standard.	[a] As in the First Form.	As in the Second Form, but greater precision and accuracy of movement required.
[b] Calisthenic exercises without apparatus. Nine practices to be brought up.	[b] Improved marching of all kinds.	[b] As in the First Form.	
[c] Slow and quick marching.	[c] Dumb bells, bar bells and rings, or any alternative exercise, such as hoop-drill, ball-drill. Three exercises with six practices in each to be brought up.	[c] As in the First Form, but nine practices to be brought up.	
[d] Dumb bells. Six practices to be brought up.			
[a] *Kummi.*—As in the Third Standard or Class.	[a] *Kummi.*—As in the Fourth Standard or Class.	[a], [b] and [c] As in the Fifth Standard or Class, but greater precision and accuracy of movement required.	
[b] *Kolatum.*—Three exercises with their various changes to be brought up.	[b] *Kolatum.*—As in the Fourth Standard or Class.		
	[c] Plaiting Kolatum.		

(VI) COURSES OF INSTRUCTION IN PRIMARY SCHOOLS FOR SAVARAS.

Subject.	Lower Primary Schools for Savaras.				Upper Primary Schools for Savaras.
	Infant Standard or Class.	First Standard or Class.	Second Standard or Class.	Third Standard or Class.	Fourth Standard or Class.
1 Reading.	.....	.....	.....	To read 20 simple words in which conjunct consonants do not occur, according to the "look and say" method.	[a] To point out the letters of the alphabet occurring in the words learnt (a, ā, i, ī, u, ū, e, ē, i, o, ō, k, g, n, j, d, t, p, b, m, y, r, l, v, s).* [b] Simple words in which these letters occur are to be taught.
2. Writing.	.....	.....	.....	.....	To write words consisting of three simple letters.
3. Arithmetic.	Counting forwards 1 to 12.	Counting forwards and backwards 1 to 50.	Counting forwards and backwards 1 to 100.	Notation and numeration up to 1,000.	On slates. Four simple rules. Simple bazaar transactions.
	Simple addition of two numbers whose sum does not exceed 10.	Addition of two numbers whose total does not exceed 50.	Multiplication 5 times 12.	Multiplication table up to 10 times 12.	
		Multiplication up to 2 times 12.	Addition and subtraction mentally of two numbers of not more than two figures.	Addition and subtraction (on slates) of numbers of not more than three figures.	
				Multiplication and division mentally or on slates, the multiplier or divisor not to exceed 10.	
4. Fables and stories.	Six simple fables.	Eight fables ...	Twelve fables ...	Sixteen fables ...	Twenty stories. Accounts of four savage races in India and how they were civilized.
5. Songs.	Two	Four	Six	Eight	.....
6. Object Lessons.	As in curriculum I. Six lessons to be prepared.	As in curriculum I. Nine lessons to be prepared.	As in curriculum I. Twelve lessons.	As in curriculum I. Sixteen lessons.	As in curriculum I. Twenty lessons.
7. Drawing.	.....	Four figures ...	Six figures ...	Eight figures ...	Twelve figures.

* These are the only sounds that occur in the Savara language.

CHAPTER VI.*—TRAINING INSTITUTIONS UNDER PUBLIC MANAGEMENT.

83. The rules contained in this chapter shall apply to every training institution under the management of Government, except in so far as the Director may, from time to time, exempt from their operation schools in backward districts or for backward classes, schools for the training of mistresses, and schools requiring special consideration.

Except as hereinafter provided, the rules in the previous chapters shall *mutatis mutandis* hold good in every training institution under public management.

Object.

84. The training institutions referred to in these rules are intended to afford theoretical instruction and practical training with a view to fit men and women for the profession of teaching.

Classification of Training Institutions.

85 Institutions for the training of teachers, the standards of which are determined by the highest grade of general educational qualifications which persons seeking admission to them must possess, shall be classified as follows:—

(i) First Grade Training Colleges, institutions in which graduates are trained.

Second Grade Training Colleges, institutions in which persons who have passed the First Examination in Arts or other corresponding test, are trained.

Upper Secondary Training Schools, institutions in which persons who have passed the Matriculation Examination, the Upper Secondary Examination, the late Higher Examination for women, or other corresponding test, are trained.

Lower Secondary Training Schools, institutions in which persons who have passed the Lower Secondary Examination, or have reached a corresponding stage of instruction, are trained.

Primary Training Schools, institutions in which persons who have passed the Primary Examination, or have reached a corresponding stage of instruction, are trained.

(ii) An institution of a higher grade may include some or all of the grades below it, in which case the several grades shall be designated 'departments' and the institution as a whole shall, as in colleges and schools for general education, be designated according to the minimum general education standard required of teachers under training in the highest department.

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* The changes introduced in the rules in this chapter will come into force from a date to be notified hereafter; meanwhile the provisions of existing Chapter VI should be considered to be still in force.

86. Each training institution shall have a model school attached to it. The model school of a First Grade Training College shall contain at least a complete secondary department; that of a Second Grade Training College shall contain, in addition to the fifth and fourth forms, a complete lower secondary department; that of an Upper Secondary Training School shall contain complete lower secondary and primary departments; that of a Lower Secondary Training School shall contain a complete primary department; and that of a Primary Training School shall contain at least a complete lower primary department.

Control.

87. The responsibility for the management and discipline of Government Training Colleges and schools shall be vested in the heads of those institutions, under the control of the Director in the case of First and Second Grade Training Colleges, the Inspector of Training Schools in the case of Training Schools for Masters and of the Inspectress of the circle in the case of Training Schools for Mistresses.

Staff.

88. (i) The staff of a training institution shall depend upon (*a*) its grade, (*b*) the number of departments it contains, and (*c*) the number of vernacular languages included in the curriculum.

(ii) The following table shows the minimum qualifications of all newly appointed members of the staffs of Training Colleges and Schools:—

QUALIFICATIONS OF STAFF.

Appointments.	First Grade Training College.	Second Grade Training College.	Upper Secondary Training School.	Lower Secondary Training School.	Primary Training School.
Principals, Vice-Principals, Headmasters and Headmistresses.	First Grade Collegiate Certificate.	First Grade Collegiate Certificate.	First Grade Collegiate Certificate. Trained Teachers' certificate of the Second Grade Collegiate in the case of mistresses.	First Grade Collegiate Certificate. Trained Teachers' certificate of the Second Grade Collegiate in the case of mistresses.	First Grade Collegiate Certificate. Trained Teachers' certificate of the Upper Secondary Grade in the case of mistresses.
First assistant	~~L.T. Degree of the Madras University.~~	~~L.T. Degree of the Madras University.~~	~~L.T. Degree of the Madras University. Trained Teachers' certificate of the Second Grade Collegiate in the case of mistresses.~~	Trained Teachers' certificate of the Second Grade Collegiate. Trained Teachers' certificate of the Upper Secondary Grade in the case of mistresses.	Trained Teachers' certificate of the Upper Secondary Grade.
Second assistant	Do.	~~First Grade Collegiate Certificate.~~ Trained Teachers' certificate of the Second Grade Collegiate in the case of mistresses.	Trained Teachers' certificate of the Second Grade Collegiate. Trained Teachers' certificate of the Upper Secondary Grade in the case of mistresses.	Trained Teachers' certificate of the Upper Secondary Grade.	Trained Teachers' certificate of the Upper Secondary Grade. Trained Teachers' certificate of the Lower Secondary Grade in the case of mistresses.
Third assistant	Do.	Trained Teachers' certificate of the Second Grade Collegiate. Trained Teachers' certificate of the Upper Secondary Grade in the case of mistresses.	Trained Teachers' certificate of the Upper Secondary Grade.	Trained Teachers' certificate of the Upper Secondary Grade. Trained Teachers' certificate of the Lower Secondary Grade in the case of mistresses.	
Other assistants	According to the character of the work expected of them.				
Drawing Master	Group certificate in Drawing.	Group certificate in Drawing.	Group certificate in Drawing.	Intermediate Technical Examination in Drawing.	Intermediate Technical Examination in Drawing.
Gymnastic Instructor ...	Pass certificate granted by the Board of Examiners for Teachers' certificates or in the case of training schools for mistresses a certificate of having passed in calisthenics.				
Teachers in model schools.	Qualifications prescribed in Chapter II of these Rules.				

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(iii) The holders of other than Madras degrees, diplomas and certificates will be held qualified to hold posts in Training institutions according to the value assigned to such degrees, &c., by the Secretary of State, the Government of Madras or the Director of Public Instruction.

Apparatus and Appliances.

89. Every training institution shall be provided with the necessary furniture and gymnastic apparatus; and with the appliances, models, pictures, and specimens needed for giving instruction in object lessons and elementary science. It shall also be provided with a library containing, among other books, suitable works on the theory, history, and practice of education and with a museum and, where possible, a school garden.

Curricula.

90. The course shall be as follows :—

(i) *In departments of all grades.*

(1) *Model and criticism lessons.*

(2) *Teaching in the Model School* up to the highest class or form which a teacher of each grade is qualified to teach.

(3) *Elocution.*—Practice in reading in prose and poetry with good enunciation and effective emphasis and intonation, in the language in which the students teach in the model school.

(4) *Black board work*—(*a*) *Writing.*—Writing practice with a view to the attainment of sufficient rapidity and clearness for class purposes, working arithmetical and algebraical problems of difficulty proportionate to the grade, and setting copies in the languages used in teaching.

(*b*) *Drawing.*—Map and plan drawing of an illustrative character (*e.g.*, to illustrate a passage in a book). Drawing simple line ornament or object in outline. Drawing simple objects from nature. Illustrating a story.

(ii) *First Grade Collegiate.*

The subjects prescribed by the University as the course for the degree of Licentiate in Teaching.

(iii) *Second Grade Collegiate.*

Organization.—Systems of organization; site, plan and dimensions of school-buildings; sanitary requirements; fittings and furniture; apparatus; libraries—reference and lending; qualifications of teachers; teaching staff; distribution of work among the teachers; time-tables; registers and returns; correspondence.

Discipline and Moral Training.—Elements of discipline; aims of discipline; means of securing discipline; rewards and punishments; cultivation of good habits; formation of character.

Teaching.—Preparation of lessons both by the teacher and the pupils; questioning; illustrations; use of vernacular languages in teaching English and other subjects; use of apparatus; home exercises; examinations; methods of teaching the various subjects included in the curricula of Secondary and Primary Schools, with or without text-books; physical exercises.

(iv) *Upper Secondary Grade.*

Organization.—Site, plan and dimensions of school-buildings; sanitary requirements; fittings and furniture; apparatus; libraries—reference and lending; qualifications of teachers; teaching staff; distribution of work among the teachers; time-tables; registers and returns; correspondence.

Discipline and Moral Training.—Elements of discipline; aims of discipline; means of securing discipline; rewards and punishments; cultivation of good habits; formation of character.

Teaching.—Preparation of lessons both by the teacher and the pupils; questioning; illustrations; use of the vernacular languages in teaching English and other subjects; use of apparatus; home exercises; examinations; methods of teaching the various subjects included in the curricula of Lower Secondary and Primary Schools, with or without text-books; physical exercises.

(v) *Lower Secondary Grade.*

Organization.—Site, plan and dimensions of school-buildings; sanitary requirements; fittings and furniture; apparatus; libraries—reference and lending; qualifications of teachers; teaching staff; distribution of work among the teachers; time-tables; registers and returns.

Discipline.—Elements of discipline; aims of discipline; means of securing discipline; rewards and punishments.

Teaching.—Preparation of lessons both by the teacher and the pupils; questioning; illustrations; use of the vernacular languages in teaching English and other subjects; use of apparatus; methods of teaching the various subjects included in the curricula of Primary Schools with or without text-books; physical exercises.

(vi) *Primary Grade.*

For Masters—

1. First language.
2. Arithmetic and Experimental Geometry.
3. Geography.
4. Civics.
5. Nature study.
6. Drawing.
7. Drill and garden work.
8. Kindergarten occupations and training.

For Mistresses—

1. First language.
2. Arithmetic.
3. Geography.
4. Nature study.
5. Needle work.
6. Drawing.
7. Calisthenics.
8. Kindergarten occupations and training.

Optional subjects ~~may be added to the above~~ such as a second language, Music, Manual occupations, Hygiene, Agriculture/ may be added to the above

Period of Training.

91. The period of training shall consist in the grades from the Lower Secondary upwards of two terms and in the Primary grade of four terms, but it shall be in the power of the Director to shorten the period under special circumstances or to lengthen it in order to enable a student of any grade to undergo a special or an extended course of training.

Strength of Departments.

92. Without the express sanction of the Director, the number under training at one time shall not exceed 30 in each department except the primary department, which may consist of 2 classes of 30 each.

Admissions and Withdrawals.

93. Admissions shall take place ordinarily at the beginning of the first term of the year. Withdrawals in the middle of a term shall be allowed under no circumstances except in the case of continued sickness. Without the express permission of the sanctioning authority, no student shall be admitted later than two weeks after the beginning of a term.

Qualifications for Admission.

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

(2) His age must be not less than 14 and must not exceed 25 years; or, in the case of a candidate who has been employed continuously as a teacher in a recognized school for not less than three years, 35 years.

It shall, however, be in the power of the sanctioning authority, in very special circumstances, to admit a candidate whose age does not fall within the above limits.

(3) He shall also produce before admission, in addition to the leaving certificate required under Rule 35, the following certificates :—

(*a*) *Certificate of Health.*—A certificate from a Civil Surgeon or other medical authority accepted, in the case of colleges, by the Principal, and, in the case of schools, by the Inspector, certifying that the candidate is physically fit to perform efficiently the duties of a teacher.

(*b*) *Certificate of Education.*—A certificate of general education qualifications, as laid down in Rule 81.

A candidate who does not possess the prescribed educational certificate may be admitted on the strength of a certificate accepted by the Director as equivalent.

(c) *Certificate of Conduct.*—A certificate of conduct, signed by an Inspector, or an Assistant Inspector, or the President of a Local Board, or the Chairman of a Municipal Council, or the Manager or Principal or Headmaster of a recognized College or High School. In the case of candidates for admission to Primary and Lower Secondary Training Schools, a certificate signed by a Sub-Assistant Inspector shall be accepted.

Selection of Candidates.

95. The selection of candidates for admission into training colleges shall be made by the heads of the respective institutions. The selection of candidates for admission into training schools for Masters shall rest with the Inspector of Training Schools, and of those for Mistresses with the Inspectresses of the Circle.

Applications for admission shall be sent through the Inspecting officers, the Presidents of Local Boards, the Chairmen of Municipal Councils, or the Managers of schools, to the Head of the institution to which admission is sought.

Headmasters or Headmistresses shall submit to the Inspector of Training Schools or Inspectresses lists of selected and rejected candidates in the form prescribed (Appendix S).

Every care shall be taken to exclude those who may be thought to wish to undergo training chiefly for the sake of the stipends and without a real intention of making teaching a profession. In the selection of candidates preference shall be given to those of the following classes in the order in which they are named :—

(1) Teachers employed in public schools.

(2) Persons to whom Local Boards or Municipal Councils have given provisional appointments in schools under their management.

(3) Village schoolmasters to whom teaching is a regular profession, and whose schools are about to come under departmental inspection.

(4) Persons specially selected by Managers, or Headmasters, or Headmistresses, under an agreement to return as teachers.

(5) Persons desirous of adopting the teacher's profession.

Fees.

96. The following fees shall be paid by students coming from outside the Madras Presidency for the complete course of two terms :—

	Rs.
First-grade collegiate department	80
Second-grade do. do.	60
Upper secondary department	40
Lower do. do.	30
Primary department	20

Maximum Number of Stipendiaries in the several departments.

97. The maximum number of provincial stipendiaries admissible in any year into the several departments of a training institution shall ordinarily be as follows; but the Director of Public Instruction shall be empowered to sanction a larger number of admissions in special cases:—

	For masters.	For mistresses.
First-grade collegiate department	25	2
Second-grade do. do.	25	3
Upper secondary department	10	10
Lower do. do.	15	15
Primary department	25	15

Rates of Stipends.

98. The standard rate of provincial stipend per mensem in the several departments shall be as follows:—

	Per mensem. Rs.
First-grade collegiate department	15
Second-grade do. do.	12
Upper secondary department	10
Lower do. do.	7
Primary department	6

The following additions may be made to the standard rates:—

(1) First-grade collegiate stipendiaries coming from the district of South Canara to the Teachers' College may be given an additional allowance not exceeding Rs. 5, and Second-grade collegiate stipendiaries from the same district an additional allowance not exceeding Rs. 3 a month. Masters of Arts may also be given an additional allowance not exceeding Rs. 5.

(2) An additional allowance not exceeding Rs. 2 per mensem may be given to (*a*) Europeans and Eurasians, (*b*) Muhammadans and Panchamas of grades above the Primary, and (*c*) Hindu Female Teachers who are being trained in the Presidency Training School for Mistresses.

(3) An additional allowance of Re. 1 may be given to Muhammadans and Panchamas of the Primary Grade.

(4) In Primary Training schools in the Agency tracts, and for teachers in the Agency tracts sent for training, an additional allowance not exceeding Rs. 5 may be given.

(5) A guardian allowance not exceeding Rs. 5 per mensem may be given to caste Hindu women and Muhammadan women who do not permanently reside in the town where the school, in which they are being trained, is situated.

Selection of Stipendiaries.

99. In allotting stipends, preference (other things being equal) shall be given to the candidate standing highest in ~~the~~ order of merit

in the corresponding general education examination, subject to the condition that all the great classes of the population shall, as far as practicable, be fairly represented in the allotment. The power of sanctioning stipends rests with the Principals of Training Colleges, the Inspector of Training Schools, and the Inspectresses of Schools in the case of girls.

Non-stipendiary Students.

100. Subject to the provisions of Rule 99 the sanctioning authority may admit without stipends—

(1) Students receiving stipends from funds other than those by which the school is maintained, whether these funds are supplemented by aid under the Grant-in-aid Code or not;

(2) Teachers who are on the staff of public schools and who receive from their employers full pay or part pay during training;

(3) Private students who receive neither pay nor stipend from any source, but who are eligible for stipends as vacancies occur;

(4) Students sent for training from outside the Madras Presidency.

Probation.

101. Every student shall be considered to be on probation, in institutions of the Lower Secondary and higher grades for 50 working days and in Primary schools and departments for the first term; and if it shall appear to the Head of the institution that any student is not likely to prove an efficient teacher, such student shall, with the sanction of the sanctioning authority, be required to leave the institution. During probation a stipendiary student shall be entitled to draw the full amount of his stipend, and if rejected at the end of the period of probation, he shall not be required to refund the amount drawn, provided that his rejection was not due to moral delinquency.

Salaries of Teachers and others while under Training.

102. (1) A teacher who is in Provincial or Local or Municipal employment may, with the sanction of the Director or President or Chairman, as the case may be, be allowed during the course of training a portion of the pay of his substantive appointment in addition to his stipend, but the stipend together with the allowance shall, in no case, exceed the pay of his substantive appointment.

(2) Such teacher will be treated as detached from his original appointment, but as still in the service of the Government, of the Board or of the Municipality, as the case may be.

(3) The period spent under training will qualify for earning increments of salary, but not for earning further leave: it will not cancel any leave already earned.

Travelling Allowances.

103. Teachers employed in Government, Local, or Municipal schools who are required to receive a course of training shall be entitled (subject in the case of the second and third classes to the sanction of the

Board or Municipal Council concerned) to draw travelling allowances from Provincial, Local, or Municipal funds, as the case may be, for a single journey on joining and on leaving the training institution, at rates following the classes to which the teachers belong as defined in the Civil Service Regulations. Other students shall not be allowed travelling expenses from public funds.

Time-tables.

104. A time-table, showing the distribution of subjects in the different departments of the institution during each hour or other period of the day, the subjects each teacher will be engaged in teaching, and the time set apart for the work of supervision, shall be kept, and shall be submitted for the approval of the Director in the case of colleges and of the Inspector of Training Schools or Inspectresses in the case of schools.

The time-table of the Model school shall indicate the classes to be taught and the work to be done by students in the school.

Leave and Dismissal.

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

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

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

(iv) A student may be dismissed by the sanctioning authority for continued idleness or serious misconduct; and, if so dismissed, he may be declared by the Director ineligible for employment in the Educational Department, or in an aided or recognized institution. If he is a stipendiary student, he shall also be required to refund the whole amount drawn by him from Provincial, Local, or Municipal funds.

Examinations.

106. First-grade collegiate students shall be required to appear at the earliest opportunity for the examination for the degree of Licentiate in Teaching of the Madras University. All other students shall be required to appear at the earliest opportunity for the examinations for teachers' certificates in accordance with the rules laid down in Chapter VIII.

Agreement to be entered into by Students.

107. (i) Every student shall, before any stipend is paid to him, enter into an agreement, to be executed on stamped paper in such form as may from time to time be prescribed (Appendix T), binding himself (1) to remain in the institution during the period prescribed and during that time to abide by such rules as may be laid down for regulating his attendance and conduct; (2) to abstain whilst under training from engaging in any other avocation; (3) to abstain from attending any other institution except with the permission of the Head of the training college or school; (4) to appear for such examinations as may be prescribed by the controlling authority; (5) to serve as a teacher in a recognized institution or keep a result school within the jurisdiction of the Madras Educational Department (or in the case of Board stipendiaries within the jurisdiction of the Board concerned) for at least three years in the case of a male student, and two years in the case of a female student, immediately after the period of training is over, or as soon as a suitable appointment offers itself; (6) to furnish the Head of the institution, through the inspecting officer of the range in which he is employed, every six months during the three or two years referred to above, with information regarding residence, appointment held, salary, and any other particulars which may be needed to enable the Head of the institution to keep a history of the students trained in it.

(ii) If, from any cause other than continued ill-health certified to by a recognized medical authority, a student fails to fulfil the conditions of the agreement, he may be declared by the Director to be ineligible, absolutely or for a specified period, for employment in the Educational Department, or for receiving a grant from public funds in an aided school. If a stipendiary student, he shall also be required to refund the whole amount drawn by him from Provincial, Local, or Municipal funds on account of stipend and travelling allowance, or such part of it as the controlling authority considers equitable in the circumstances of the case, together with the cost of his training at the rate laid down in Rule 91. In the case of a non-stipendiary student who has not already paid the fees prescribed, he shall be required to defray the cost of his training at the rate fixed in Rule 91.

Registers.

108. In addition to the registers named in Chapters II and III, the following shall be kept:—

(1) A register giving the history of students in the form and in the manner from time to time prescribed by the Director (Appendix U).

(2) A register summarising the remarks of teachers engaged in supervising the work of students in the model school, the time spent in it and the subjects taught by each student (Appendix U_1).

(3) A register showing the criticism lessons given, with the dates, the subjects, the names of those by whom they were given, and a summary of the criticisms prepared by the members of the staff holding them (Appendix V).

CHAPTER VII.—TRAINING ISTITUTIONS UNDER PRIVATE MAN GEMENT.

110. The rules contained in this ch ter shall apply to every recognized training school under private ma gement, except in so far as the Director may, from time to time, exe t from their operation schools in backward localities or for backwar lasses, schools for the training of mistresses, and schools requiring sp al consideration.

Except as hereinafter provided, rules for training institutions under public management shall hold od in every recognized training school under private management.

Contr

111. The responsibility for the ma gement and discipline of a training institution under private man ment shall be vested in the manager recognized by the Departm

Admission and ithdrawal.

112. The dates of admission m be fixed by the manager with special reference to the circumstan of the institution; but admissions and withdrawals of students eiving stipendiary grants from Provincial funds shall not be allow n the middle of a term without the express sanction of the Director.

Qualifications Admission.

113. The manager shall ascer that the candidates admitted possess the necessary physical and n l qualifications.

Selection of ididates.

114. The selection of candidat r admission shall be left to the discretion of the manager.

Stip .

115. The number, the distribut and the rate of stipend in each grade, as well as the selection of t ipendiaries, shall be left to the discretion of the manager; but t tes of stipendiary grants from Provincial funds shall be determin n accordance with the provisions of the Grant-in-Aid Code.

Leave an smissal.

116. The manager shall make ble rules with regard to the leave and dismissal of students.

Agreement to be entered into by Students.

117. The agreement with the Secretary of State referred to in Rule 102 shall be executed by every student receiving a stipendiary grant from Provincial funds.

In training schools attached to mission institutions for the training of Native Christian catechists, and in which there is a theological course as well as a pedagogical, the former course immediately succeeding the latter, the manager shall be at liberty to postpone fulfilment, by students receiving stipendiary grants from Provincial funds, of the condition of serving for three years until after they have completed the theological course.

CHAPTER VIII.—EXAMINATIONS FOR TEACHERS' CERTIFICATES.

Kinds of Certificates.

118. Certificates shall be of three kinds :—(*a*) Certificates of ability to teach the subjects that ordinarily enter into the curricula of schools for general instruction; (*b*) certificates of ability to teach subjects included in the Government Technical Examination scheme; and (*c*) certificates of ability to teach gymnastics and drill.

A certificate of the first kind shall be designated "Teachers' certificate," one of the second kind "Technical Teachers' certificate" and one of the third kind "Gymnastic Teachers' certificate."

Grades of Certificates.

119. Teachers' certificates shall be of five grades, namely :—(1) First Grade collegiate; (2) Second Grade collegiate; (3) Upper Secondary; (4) Lower Secondary; (5) Primary.

Technical Teachers' certificates shall be of three grades, namely :—(1) Advanced; (2) Intermediate; (3) Elementary.

Gymnastic Teachers' certificates shall be of one grade only.

Board of Examiners for Teachers' Certificates.

120. Candidates for Teachers' certificates of grades below the First Grade collegiate and all candidates for technical certificates and gymnastic certificates shall be examined by a Board, to be designated the Board of Examiners for Teachers' Certificates. The Board shall be appointed by Government, on the recommendation of the Director, for a period of three years, and shall consist of a President and not less than twelve members, one of whom shall be Secretary. The Director may appoint additional examiners to assist the Board in conducting the examinations in the vernacular languages, the practical tests in the mofussil, the examinations in drill and gymnastics or calisthenics, and the examinations for Technical Teachers' certificates.

121. Persons who have taken the degree of Licentiate in teaching in the University of Madras, shall receive First Grade collegiate Teachers' certificates of the first or second class, according to the class of their degree without further examination, on application to the Director.

Candidates for Teachers' certificates of grades lower than the First Grade collegiate shall pass two examinations, called the preliminary and final examinations respectively, the preliminary examination being mainly written and the final oral and practical.

Qualifications for Admission.

122. The minimum general education qualifications for admission to examinations for teachers' certificates of untrained candidates are the same as those for admission to the training institutions of the corresponding grades.

A candidate who does not possess the prescribed qualification may be admitted on the strength of one accepted by the Director as equivalent.

Classification of Candidates.

123. Candidates shall be classified as (1) trained and (2) untrained according as (1) they have gone through the prescribed course at a recognized training institution and have attended not less than three-fourths of the total number of working days in the course or (2) without doing so, have served as teachers in a recognized school or other school approved by the Director for not less than two years.

Candidates, who have failed to attend the prescribed number of working days in a training school, can appear for any future examination as untrained candidates or join a training school for such period as the controlling authority may prescribe and then appear for the examination as trained candidates.

Date of Preliminary Examination.

124. The preliminary examination shall be held once a year in December. The examination shall be held at such centres as the Director may from time to time appoint.

Application for admission to Preliminary Examination.

125. Candidates must send their applications in the prescribed form (Appendix X) accompanied by a treasury receipt for the fee due under Rule 139 to the Secretary to the Board of Examiners so as to reach him not later than the 5th October.

The head of each training institution shall forward to the Secretary so as to reach him not later than the 6th December the certificate prescribed in Appendix X_1.

The Preliminary Examination.

126. The preliminary examination for each grade shall be in the subjects of the courses laid down in Chapter VI and shall consist of (*a*) printed papers to be answered in writing, (*b*) practical tests in elocution and black board work.

The practical tests shall be held as soon as possible, after the written examination and in accordance with instructions issued from time to time by the Board of Examiners.

Number and Subjects of Question Papers.

127. For the Second Grade Collegiate and the Upper Secondary Grade, one paper shall be set in each of the following subjects:—(1) Organization; (2) Discipline and moral training; (3) Teaching.

For the Lower Secondary Grade, two papers—the first on Organization and Discipline, and the second on Teaching.

For the Primary Grade, simple papers in the subjects of the course.

The same question papers shall be given out to trained and to untrained candidates.

Order of time and the subjects of papers in Preliminary Examination.

128. The Preliminary Examination shall be conducted in the order of time and subjects set forth in the following table :—

Days.	Hours.	Subjects.
	Second Grade Collegiate and Upper Secondary Grades.	
First day ...	10–1	Organization.
	2–3·30	Discipline and moral training.
Second day ...	10–1	Teaching.
	Lower Secondary Grade.	
First day ...	10-1	Teaching.
	2-4	Organization and discipline.
	Primary Grade.	
	According to instructions given by the Board of Examiners.	

Status of passed candidates.

129. The Board of Examiners will determine which of the candidates shall be declared to have passed the examination. Their names will be published by the Secretary in the *Fort St. George Gazette*, and they shall be then called probationary teachers and shall be considered for all purposes of the Madras Educational Rules and Grant-in-aid Code as trained or untrained certificated teachers of their respective grades, for three years from the 1st January in the year after that in which they appeared for and passed the Preliminary Examination.

Certificates.

130. Each probationary teacher shall receive from the Secretary a combined certificate and service register.

The certificate shall state his name, age, caste, &c., his general educational qualifications and his status in the Preliminary Examination and shall contain space for recording the results and date of any final examination he may appear for.

The attached service register shall contain pages, suitably prepared, to register, under proper attestation, his periods of service as a teacher and the remarks made on his work during his probation, by inspecting officers of the department and Local Boards.

The Final Examination.

131. The final examination shall consist in a test of the candidate's practical ability in teaching.

Applications to appear for it must be submitted to the Secretary by the 1st January of the probationary teachers' third year.

Each applicant must submit the certificate and service register granted to him on passing the preliminary examination and a treasury receipt for the fee due as specified in Rule 136, and no applicant shall be admitted to the examination whose register does not show at least 18 months' satisfactory work in a recognized school or other school approved by the Director.

Examiners for the Final Examination.

132. The examiners for the final examination shall be, in Madras or Saidapet, two Members of the Board of Examiners. Elsewhere, they may be one member of the Board who shall ordinarily be an Inspector or Inspectress of Schools, and one or more additional examiners nominated by the Chairman of the Board and approved by the Director.

Place and date of Examination.

133. The Secretary to the Board of Examiners shall arrange the places and dates for holding the final examinations in such a manner as to admit of every candidate being examined at a place reasonably accessible from the school in which he is employed and ~~in the course of his third year of probation.~~ He shall send to the senior member of the Board who is to conduct the examination lists of all the candidates who are to appear at it, and their certificates, at least 10 days before the first day of the examination.

Notice to Candidates.

134. The senior member shall send notices to all candidates of the time and place at least five clear days before the day of the examination.

Identity of Candidates.

135. Candidates shall bring to the place of examination a certificate of identity from an Inspecting officer, or the Manager or Headmaster of a college or recognized school.

Scope and Character of the Final Examination.

136. Candidates shall be required to teach in the presence of the examiners. The class to be taught shall ordinarily contain from 15 to 20 pupils and shall be of a grade that the candidate is entitled to teach under the Madras Educational Rules.

The subject of the lesson shall be selected by the examiners. It shall be of a kind not to require elaborate preparation and shall be announced to the candidates half an hour before they are required to give the lesson.

The examiners will note the following points in the teaching of the candidate :—

~~(1)~~ *Technical qualifications.*—Fluency and correctness in speaking; use of the vernacular in lessons in English; skill in questioning,

especially as regards the simplicity and definiteness of his questions and non-repetition of them and of the answers.

The amount and quality of his black-board work in writing and drawing.

(2) *The subject matter of the lesson and the teachers' method of handling it—Preparation, i.e.,* ascertaining the extent and nature of pupils' existing knowledge and reviving of so much of it as is required for the lesson.

Presentation, i.e., bringing the new knowledge into proper relation with the old,

the means used in this, *e.g.,* exposition, developing, questioning, explanation and illustration.

(3) *The final result* of added knowledge and skill in the pupils. The Examiners shall write a brief report on each candidate's work noting the points in which he showed most strength or weakness, characterising the result under each main heading as excellent, good, fair, or poor and recording their opinion as to whether the candidate should be held to have passed the examination.

Completion of the certificate.

137. The senior member of the Board of Examiners present shall, in the case of every candidate of whose identity he is satisfied, enter then and there in the candidate's certificate the result of the final examination and the class of the completed certificate. This shall be either first class or second class and shall depend upon the results of the two examinations and the nature of the other remarks in the service register. The entry shall be dated and shall be signed by all the examiners, and the teacher shall be, for all purposes of the Grant-in-aid Code and the Educational Rules, a fully certificated teacher from the date of such signature.

Publication of the Results of the Final Examination.

138. The report of the examiners shall be forwarded, by the senior member of the Board engaged in the examination, to the Secretary who shall publish, as soon as possible, in the *Fort St. George Gazette*, classified lists of trained and untrained candidates who have obtained a complete certificate, and also of those who have failed to pass the Final Examination.

Fees.

139. The fees required to be paid by candidates for the Preliminary and Final Examinations shall be the following:—

	Preliminary examination.	Final examination.
	Rs.	Rs.
Second-grade collegiate	8	3
Upper Secondary grade	5	2
Lower Secondary grade	4	1
Primary grade	2	1

A candidate who fails in any of the examinations may be admitted, after an interval to be determined by his Examiners, to subsequent examinations on payment of the same fee on each occasion.

Qualifications for admission to Test for Technical Certificates.

140. No candidate shall be admitted to the test for a technical teachers' certificate of ability to teach a special subject, unless he has passed the Advanced, or the Intermediate, or the Elementary Technical Examination, as the case may be, in the subject in which he desires to be tested, or an examination accepted by the Director as equivalent. Applications for admission to the test must be submitted to the Secretary in the form prescribed (Appendix Y.)

Nature of Practical Test for Technical Certificates.

141. Candidates for technical teachers' certificates shall be required to show their ability in teaching a class in each of the special subjects in which they wish to obtain a certificate.

Ordinarily a candidate for an Advanced technical teachers' certificate shall be required to teach a class preparing for the Intermediate examination in that subject; a candidate for an Intermediate technical teachers' certificate shall be required to teach a class preparing for the Elementary Examination; and a candidate for an Elementary technical teachers' certificate shall be required to teach a class preparing for the art or industrial standards laid down in Chapter V.

Classification of Successful Candidates.

142. The Examiners shall declare whether the candidate has passed or not and shall place each candidate who has passed in the first or second class.

Fees.

143. The fees required to be paid by candidates for the practical test for a technical teachers' certificate in each subject shall be the following:—

	Rs.
Advanced grade	6
Intermediate grade	4
Elementary grade	2

A candidate who fails to pass may be admitted to subsequent tests on payment of the same fee on each occasion.

Nature of Test for Gymnastic Teachers' Certificates.

144. Candidates for gymnastic teachers' certificates shall be required to have a practical acquaintance with drill and gymnastics, and ability to teach these subjects. Applications for admission to the test must be submitted to the Secretary in the form prescribed (Appendix Z.).

Fees.

145. The fee required to be paid by each candidate for gymnastic teachers' certificate is Rs. 2. A candidate who fails to pass may be admitted to subsequent examinations on payment of the same fee on each occasion.

Certificates approved by Government.

146. The following is the complete scheme of certificates recognized by Government :—

TEACHERS' CERTIFICATES.

I. GENERAL TEACHERS' CERTIFICATES.

1. *Trained Teachers' Certificates.*

(1) First-grade collegiate	First class. Second class.
(2) Second-grade collegiate	First class. Second class.
(3) Upper secondary	First class. Second class.
(4) Lower secondary	First class. Second class.
(5) Primary	First class. Second class.

2. *Untrained Teachers' Certificates.*

(1) First-grade collegiate	First class. Second class.
(2) Second-grade collegiate	First class. Second class.
(3) Upper secondary	First class. Second class.
(4) Lower secondary	First class. Second class.
(5) Primary	First class. Second class.

3. *Approved Service Certificates.*

(1) First-grade collegiate.
(2) Second-grade collegiate.
(3) Upper secondary.
(4) Lower secondary.
(5) Primary.
(6) Unpassed.

II. TECHNICAL TEACHERS' CERTIFICATES.

(1) Advanced	.. ..	First class. Second class.
(2) Intermediate	.. ..	First class. Second class.
(3) Elementary	.. ..	First class. Second class.

III. GYMNASTIC TEACHERS' CERTIFICATES.

Suspension and Cancelment of Certificates.

147. A teachers' certificate may at any time be suspended or cancelled by the Director, if, on a report by the Inspector or by the manager of a school, the teacher's character, conduct, or attention to duty is shown to be unsatisfactory. This shall not be done until the teacher has been informed in writing of the charges against him and a full enquiry has been held by the Director after consultation with the manager.

APPENDIX TO CHAPTERS II, III AND V.

Hints and Suggestions on the Management of Schools.

i. *Time table.*—The time-table should be carefully devised with the following main objects in view:—

(1) The time devoted to each group of subjects, such as English, Mathematics, Science, Geography, and History, should be proportioned to their relative difficulty and extensiveness; (2) the subjects requiring the severest mental application should be taken when the pupils are freshest; (3) comparatively difficult and easy subjects should alternate; and (4) no lesson should be so long as to weary the pupils, or so short as to conclude before the pupils have thoroughly entered into the subject. There should be a general time-table for the whole school, one for each class, and one for each teacher. The class time-tables should show the daily work of the pupils, and by whom each subject, including gymnastics, is taught, and the home exercises to be done. The time-tables of the masters should show, besides their regular class work, the time devoted to supervision, which in the case of the Headmaster will be general, and in the case of the others particular. School should not be held continuously for more than three hours at a time. The time-tables should be rigidly adhered to, and changes should rarely be made; but when changes are found necessary, revised time-tables should at once be prepared. Each time-table should be dated, and should be hung up in a conspicuous place in each class-room.

Each pupil should have a copy of the time-table of his class.

Care should be taken that the school is always opened strictly at the hour mentioned in the time-table.

ii. *Distribution of Staff.*—In upper secondary schools the practice of allotting to each teacher certain subjects in different classes, which he is specially qualified to teach, may be advantageously followed, without interfering with the responsibility of an individual teacher for the general discipline of each class. In lower secondary and primary schools, however, each teacher should, as far as possible, have charge of the same class in every subject, and be responsible for it, subject to the general supervision of the Headmaster. It is, however, particularly recommended that the regular English lessons, throughout the school, be entrusted to none but teachers who are competent to teach the subject.

The regular translation exercises also, both from the vernacular language into English and *vice versâ*, require to be conducted by teachers who know both languages well.

iii. *Course of Instruction.*—All European, Eurasian, and Muhammadan pupils should be encouraged to study the vernacular language of the district in which they reside, so far as to be able to use it for the purposes of every-day life. Such Hindu pupils also as study a classical language should be required to continue the study of their own vernacular language, especially as regards reading, writing, translation and composition.

It is very important that the pupils go through in the year the portions prescribed as a year's work for each class. If the amount prescribed as a year's work is not done within the year, it must be inferred that the pupils

have been promoted to a class for which they are unfit, or that the teacher is unequal to his duties, or that, owing to want of judgment, he dwells too long on minor particulars, and so gets through in the time devoted to each subject much less than he ought to do.

iv. *Subjects of Instruction.*—As the teachers employed in aided and recognized schools may be supposed to be properly qualified for their work, detailed instructions as to the mode of teaching the various subjects are unnecessary. Experience has, however, shown that there are several respects in which the teaching or treatment of some subjects is almost universally defective. The following hints are therefore offered:—

1. *English.*—The practical command of English which pupils possess is much more limited than it ought to be, and with the view of remedying this deficiency it is recommended—

(*a*) that teachers accustom their pupils to express their answers in the form of complete sentences, instead of, as is the common practice, in words or phrases;

(*b*) that *oral* translation from the vernacular language into English of detached sentences, involving some idiom or peculiarity of construction, form a short part of every lesson in English, the object to be aimed at being readiness and accuracy of rendering;

(*c*) that, similarly, oral composition in English be practised by requiring sentences to be formed in which given words and phrases are introduced;

(The teacher should make the preparation beforehand for these last two exercises, in order that they may be performed without waste of time.)

(*d*) that, when English synonyms are given involving a change in the dependent words, the synonyms with the necessary changes in additions should be substituted for the original words, and the sentences containing them read by the pupils.

2. *English Reading.*—The defects which very generally prevail and which should, therefore, be remedied, are the incorrect pronunciation of words in respect of certain consonant powers and vowel sounds, and accent; the improper use of emphasis; indistinctness of utterance; and absence of proper expression.

3. *Recitation of English Poetry.*—The same defects as noticed above, and, in addition, inattention to elisions and proper pauses, and a monotonous sing-song style.

Neither good reading nor good recitation can be secured unless a great deal of pains is bestowed on them by way of example, instruction, and practice.

4. *Recitation of Vernacular Poetry.*—This is recommended to be done not in the style of English poetry, as is most commonly the case, but in the national style, that is, with the appropriate *ragams*.

5. *Vernacular Grammar.*—The rules laid down in the text-books are usually well-learnt, but the application of the rules is very generally neglected. It is most important not only that the rules should be learnt, but that the practical application of them should be attended to.

6. *Writing.*—The appointment of a special master, qualified to teach writing, is strongly recommended in all schools which can afford to pay for his services. Mere supervision by the class-master of the pupils when engaged in writing is quite inadequate.

In very few schools is any attempt made to teach a *current* hand, which, however, is what should be aimed at. The style of writing recommended is a round, bold, upright or slightly forward-inclined, current hand, with capitals of the simplest possible form.

7. *Spelling.*—The common practice in class work is to test spelling orally. But it should be understood that the practical use of spelling is to write words in their correct forms, and the proper test to apply for spelling is, therefore, writing the words. As a means of casual testing, the black board is the most convenient. It has been found that pupils who can spell correctly orally, frequently write the same words wrongly.

8. *Arithmetic.*—The prominent defects in Arithmetic as generally taught are inaccuracy of computation, slowness in working, slovenliness of arrangement and execution, and very often an unnecessary amount of explanation. A thorough acquaintance with the tables, the practice of making all calculations mentally that can easily be done, instead of working out even the simplest operations in full, the adoption of the shortest intelligible methods, and the working of model sums by the teachers, are the remedies suggested.

9. *Use of Vernacular.*—Teachers oftener than not, when teaching English subjects, address their classes whether by way of questioning or explanation, solely in English, ignoring the fact that the greater part of their explanations, and not a few of their questions, are partially or completely unintelligible owing to the very limited practical command of the language possessed by the pupils. Thus pupils are put questions which they do not completely understand, and as they are expected to answer them, they acquire the very bad habit of guessing. Every teacher should convince himself of the necessity of making himself perfectly intelligible to his class in all he teaches and should act accordingly. This he can often do only by resorting to the use of the vernacular language of his pupils.

10. *Use of the Black Board.*—Nearly every teacher has a black board placed in front of his class when he is engaged in teaching, but very few use it, except to work out examples in Mathematics and draw the figures in Geometry. No instrument lends more effective aid to teaching than the black board when judiciously used. Every teacher should, therefore, acquire the habit of using it. But he should be careful that all he exhibits on it should serve in every way as a model of imitation for his pupils.

11. *Drawing.*—Drawing, though it is now a compulsory subject in upper secondary forms, has not yet secured a generally acknowledged position in the school curriculum. It is, however, deserving of consideration as "not only in a practical sense indispensable to the skilled artisan, and capable of manifold useful applications by scholars of every class, but its indirect effect on the training of the perceptions, on taste, on clearness of vision and firmness of hand, is still more important as an element in a liberal education."

12. *Map-Drawing.*—This forms one of the home-exercises, but it is considered of such importance that a few remarks are offered on it separately. There is absolutely no uniformity observed in any respect in connection with this subject. In different schools, and even in different classes of the same schools, the maps drawn vary very much in size, some being unwieldily large and others very small, in style, in execution, in completeness or want of completeness, in the mode of colouring (the majority being covered with gaudy daubs of colour), in the spelling of the names which are frequently incorrect, and in the number drawn in the same class; absurdities also frequently abound, such as rivers stopping short of the sea or of other rivers of which they are supposed to be tributaries, rivers crossing one another and running over mountain ranges; numerous *imaginary* tributaries attached

to most of the rivers; rivers running in the wrong directions, coast-lines interrupted, towns located in the wrong places, &c. &c. From all this it may be inferred that pupils generally have no correct idea of what a map is, that no instructions have been given them as to how a map should be drawn, and that the pupils have been left to do as much or as little as they pleased. In order to remedy this very unsatisfactory condition of things, the following hints are offered :—

(*a*) Approved projection and outline maps should be used, the book form being preferable to loose sheets.

(*b*) Every continent and country studied in the class should be drawn, and they should follow one another in the order in which they are treated of in the text-book.

(*c*) The maps should be drawn in the simplest manner possible, and all attempts at elaboration, ornamentation and colouring should be avoided, so as to incur the least possible expenditure of time. Pupils, however, who show a particular taste for map-drawing, may be encouraged to produce highly-finished maps during vacation time.

(*d*) Mountain chains should be represented by more or less broad lines according to their elevation, which may be drawn by a single stroke of the pen; peaks should be indicated by small rings in the lines of mountains, and when rivers find their way through gorges, the gorges should be indicated by a short break in the line.

(*e*) Rivers should be delineated by wavy lines similar to those used for coast-lines, but should gradually increase in thickness with the increasing volume of the river.

(*f*) Table-lands should be shown by shading, the shading being deeper the higher their elevation.

(*g*) Political boundaries should be indicated as they usually are in printed maps, viz., the major boundaries by a series of short lines, and the minor ones by a series of dots.

(*h*) Only those physical features and places should be represented which are treated of in the text-book of the class.

(*i*) All the features and places indicated on the map should be neatly lettered, the teacher instructing his pupils in the manner of doing it, which he may ascertain by noticing how it is done in an Atlas or printed map.

(*j*) A fair amount of accuracy should be required, and particular attention should be directed to the proper spelling of the names.

13. *Kindergarten Method of Instruction.*—Very great attention is now being given in schools in Europe to the Kindergarten method of instruction. It is absolutely necessary that all teachers of elementary schools should be acquainted with this method. In connection with it a great deal of importance is attached to Object lessons. These should form an essential part of the curriculum of elementary schools. The introduction of Object lessons in the infant and primary classes will not only draw out the children's powers of observation which is the most important part of early education, but it will also give a practical turn to elementary instruction and lay the foundation of technical instruction as well. In organizing special infant departments care should be taken to adapt the instruction to the requirements of infants, by neglecting no means likely to stimulate their interest

in their earliest school work and especially by giving prominence to such exercises as may develop the faculties of observation, manual dexterity and general intelligence.

v. *Home Work.*—In addition to the careful preparation of the daily lessons, pupil should be required from time to time to prepare exercises in—

(*a*) Translation from the vernacular language into English and *vice versâ*.

(*b*) Exercises in Arithmetic, Geometry and Algebra.

(*c*) Exercises in Grammar and Composition.

(*d*) Maps.

There should be separate exercise books of uniform shape and size for each subject. From the third form upwards the books should be without horizontal lines, as the higher classes should acquire the habit of writing straight, equidistantly, and neatly, without the aid of lines. Classes below the third form may be allowed the use of ruled books. If paper of good quality is used, both sides may be written on; otherwise only one side. A line should be ruled on the left-hand side of each page about an inch from the edge, and in the margin thus ruled off should be entered the serial number of the exercise and the date of its execution, thus $\frac{\text{No. 6}}{\text{12-6-90.}}$. At the bottom of each exercise a line should be ruled right across the page, so that the different exercises may be distinctly separated.

The translation books should be divided into two columns, if large enough, the left-hand one of which should contain the passage to be translated, and the right-hand one the translation. If the books are not large enough to be thus divided, opposite pages should be used.

Translation should hold the first place among home exercises and arithmetic the second. At least two exercises in translation from the vernacular language into English should be given for one from English into the vernacular language.

vi. *Admission of New Pupils.*—The admission of new pupils should, as far as possible, take place early in the first term of the year. The only other convenient time is the commencement of the second term. The admission of pupils at other times should be discouraged, except when good reasons can be shown for complying with such applications, such as a change of residence necessitated by the death or transfer of a pupil's parent or guardian. All such admissions must be subject to the conditions specified in Chapter II, under section headed 'Admission and Withdrawal of pupils.' The Headmaster should in all cases exercise his own discretion in regard to such admissions. It must be clearly understood that admissions into a class at any other time than immediately after the year's course has commenced will, in most instances, interfere to a greater or less extent with the due progress of the whole class. When new pupils are admitted, the Headmaster should be careful to see that they are not admitted into classes beyond their own standard of attainments. A pupil should not be admitted into a class on trial, and some time afterwards degraded if he is not found fit for the class. When, owing to an error of judgment, he has once been admitted, he should be allowed to remain.

vii. *Promotion of Pupils.*—It is recommended that pupils be promoted from one class to another only after a regular examination to test their fitness, and only such pupils as prove their fitness should be promoted.

Importunity on the part of parents and others to have unqualified pupils promoted should be resolutely withstood.

Next after the efficiency of the staff, the most important element of success in a school is the strict promotion of pupils into classes which they are properly qualified to enter. Schools in which these two necessary elements of success exist ought to pass not less than 75 per cent. of their pupils in the public examinations, with a fair proportion in the first class.

The practice of selecting the best boys to go up for any of the public examinations, and forbidding the rest to appear is wrong in principle. As a general rule, the soundness of the work done in any class should be judged not by the absolute number of pupils who pass, nor even by the proportion which these bear to the number sent up, but by the proportion they bear to the number in the class.

viii. *Leave to Pupils.*—It should be a standing rule of every school that pupils should not absent themselves from school without leave *previously* obtained from the Headmaster. In a case of sudden illness, the fact should at once be communicated to the Headmaster by the pupil's parent or guardian. Continuous absence without leave for a week ought to be considered equivalent to the withdrawal of a pupil from school, and his name ought to be struck off the roll of his class.

In marking the class register, care should be taken to indicate the circumstances under which a pupil is absent, whether on leave previously obtained (*l*), on account of sickness (*s*), or without leave (*a*).

ix. *Physical Training.*—The benefits, moral as well as physical, derived from physical training being almost universally acknowledged, it is strongly recommended that it be made generally compulsory in every school, exemptions being made only on medical certificates issued by competent medical officers.

Schools should be provided with suitable gymnastic apparatus, and a carefully-prepared curriculum should be followed. A trained gymnastic instructor should be employed.

Whenever gymnastics and drill are being taught, a regular class master should be present in order to see that prompt obedience is yielded to the gymnastic instructor, and that the exercises are properly performed.

Out-door games such as cricket, lawn-tennis, and foot-ball should be encouraged.

x. *Moral Training.*—In every institution, whether conducted on a secular or a religious basis, the teacher should take advantage of suitable opportunities for cultivating the moral sense of the pupils entrusted to his charge. He should aim not merely at training the faculties of the pupils for the acquisition of knowledge, but also at producing a high type of character. The tone of the school will largely depend on the personal character and conduct of the masters. By mingling as frequently as possible with the pupils in their sports and out-door exercises, the teachers will be able to influence them beneficially, besides helping to create a corporate feeling. It will be the duty of the teachers to check any exhibition of want of politeness and respect on the part of pupils towards their elders and superiors; but, on the other hand, they should not encourage cringing servility. The habit of self-reliance should be fostered. The retention at school of pupils of a comparatively advanced age who do not rise beyond the lower classes should be discouraged as much as possible, as the presence of such pupils is not only morally dangerous, but is apt to lower the tone of the school and thus to check the desire to excel among the younger scholars.

Whilst, in ordinary cases the punishment of misconduct or unbecoming behaviour outside schools would naturally be the duty of parents, the school authorities should, when serious misconduct is brought to their notice, enquire into it and deal with it as they deem necessary.

xi. *Furniture and Apparatus.*—An upper secondary school should be provided with the following articles of furniture:—

(*a*) As many benches and writing desks as are required to accommodate all the pupils in the school, allowing 18 inches lateral space for each pupil.
(*b*) A black board in good condition and of not less size than 4½ feet × 3 feet, supported on an easel adjustable for height, for each class.
(*c*) A complete set of maps required for the fourth, fifth and sixth forms, of sufficient size to be used in class-teaching.
(*d*) A complete supply of physical and chemical apparatus and chemicals.
(*e*) A reference library.
(*f*) A lending library.
(*g*) A terrestrial globe.
(*h*) A complete set of class-books for each class.
(*i*) A clock that will keep time, a large and small bell, a pointer for each class, a duster for each black board, and a supply of chalk prepared in pieces of suitable form and size.
(*j*) Suitable receptacles for the library and the scientific apparatus.
(*k*) A table and a wooden chair or stool for each teacher. Rattan-bottomed chairs are not recommended.

Other things, such as charts and diagrams, may be added.

Lower secondary schools require a similar supply, with the exception of physical and chemical apparatus and chemicals.

Primary schools should be provided with mats at least, for the pupils to sit on; a black board for each teacher, not less than 3½ feet × 2½, the maps required for each standard class, stools for the teachers to sit on, one table at least, a ball frame, and Kindergarten apparatus when Kindergarten methods are used.

Pictures of animals and common objects should also be provided wherever they can be afforded. It would also be desirable to form collections of such common objects as are treated of in Object lessons.

xii. *School Libraries.*—Every secondary school, whether upper or lower, should be provided with reference library and a lending library. The former is intended mainly for teachers and the latter for pupils, and in selecting books for forming new libraries, or for adding to existing libraries, these facts should be borne in mind.

Books in the vernacular languages should find a place in all *school* libraries, and libraries for lower secondary schools are recommended to be composed very largely of vernacular books.

xiii. *Condition of the school house and its surroundings.*—The school-house ought to be swept early every morning and the furniture dusted. The walls and roof require occasional sweeping to keep them free from dust and cobwebs. Rubbish of any kind should not be allowed to accumulate in the school compound, and bits of paper should be daily removed. The pupils should not be allowed to scrawl on the walls either outside or inside,

or on the doors and windows, with pencil or chalk. The walls should be white-washed or colour-washed at least once a year, and the inner walls should be washed or painted with a darker colour to the height of four feet from the floor. Every article in the school should be kept in its proper place, and attached to every Secondary school there should be a store-room in which to place any articles not in immediate use, so that they may not lie about in corners of the school-room, and thus give it an untidy appearance. *The school-room and its surroundings ought always to be a model of neatness and cleanliness.*

Broken furniture that does not admit of repair, worn-out maps, and other articles that can no longer be used, should be disposed of either by private sale or by auction.

APPENDIX TO CHAPTER V (iii).

Hints and Suggestions on the Management of Industrial and Technical Schools.

Schools of Carpentry.

The following hints and suggestions for the formation and working of Carpentry classes will be found useful to Managers :—

1. *Instructors.*—The number of really good native carpenters is very small and these few are chiefly to be found in the Railway and other Engineering workshops and in the employ of a few private firms, so that it is seldom possible to secure their services. Carpenters trained in native workshops as a rule do not make good instructors. The number of tools with which they are accustomed to work is limited, and although they frequently exhibit considerable dexterity in their use, the work which they turn out is generally inaccurate and wanting in neatness and finish. If possible, an English trained carpenter should be obtained as instructor, and he should be strongly impressed with the absolute necessity of producing only work of the highest possible kind. Whether he does so or not will of course be easily ascertained by the Inspecting officer at the annual examination of the class, and in the event of the report proving unfavourable, it would be well to try to secure a more competent man. In industrial classes the whole object of their existence is practically unattained unless results be produced superior to those of the ordinary native carpenter, and in schools where carpentry is taught for the sake of the training it affords in accuracy, patience and dexterity, the student obtains but little benefit unless great attention is paid to these points. The average pay of native carpenters is from 8 to 10 annas a day, but a man capable of taking charge of a class is worth considerably more ; Rs. 25 to Rs. 30 a month would, in most instances, be a fair remuneration.

2. *Buildings.*—On the formation of a carpentry class it is usually located in existing buildings or sheds which are generally, though not always, totally unsuitable. In such cases it would be preferable to erect a new shed for the carpenter's shop, as it seldom happens that there is not a convenient site in the immediate neighbourhood. The main requisites are an open situation, with a good light, so that the shop may be freely ventilated by the prevailing winds and thus be cool and pleasant to work in. The floor space should be ample, so that the benches and tools may be conveniently arranged and all crowding avoided. The benches should be arranged transversely to the length of the shed in two groups with an interval between them, in which two lathes, a grindstone, almirahs for tools, and a small black-board may be placed, and which will afford room for putting together pieces of work when the space between the benches is insufficient. The floor should be raised at least one foot above the general level of the ground and may be of well rammed earth, stone, brick, chunam, or wood, the latter, though somewhat more expensive, being by far the most comfortable to work on.

3. *Equipment.*—It is of primary importance that the bench should be firm, have a smooth hard surface and be of that height which is most convenient for the students to work at. At the outset the number of students in a carpentry class will probably be considerably under the

maximum number for which accommodation will ultimately be required, so that if one or two benches are provided, the cost of the rest may be considerably reduced by having them made under the superintendence of the instructor. Similarly, saw-benches, almirahs, shooting boards, mitre-boxes and other articles necessary for the complete equipment of the shop may be gradually provided at comparatively trifling expense. The tools, when not in use, should be protected from rust by coating them with tallow or oil and should be kept in strongly-made chests or almirahs which should be fitted with racks and shelves conveniently arranged, so that any tool may be procured at a moment's notice. Round the walls of the room one or two lines of shelves about a foot broad will be found very useful for storing the unfinished work of the students. They may, with advantage, be divided by partitions into lengths of 4 or 5 feet and each length numbered. Every student can then be provided with a place in which to keep his work, thereby avoiding much confusion and litter.

With regard to tools there is no economy in the long run in buying cheap tools which are invariably of inferior design and bad material. The best English-made tools are in reality but little more expensive; they last a much longer time, and much better work can be turned out with them. Moreover, each tool having been specially designed to perform a specific operation, it affords an excellent example of the means adopted to produce a certain result, which should in every case be fully explained to the students. Good tools are worthy of proper treatment, and no tool should be placed in the hands of a student until he has first been informed of the legitimate uses, to which it may be put, of the way in which it operates and of the proper method of handling it. The strict observance of this rule will greatly tend to the preservation of the tools in good order and thus considerably diminish the cost of maintaining the workshop in an efficient state. The following list of the tools, necessary for a class of from 24 to 30, all working at the same time, has been carefully prepared and will, it is believed, be found the smallest number which should be provided in order that work may be conveniently carried on. In a second column the number of tools necessary for a class of half that number of students has also been stated, from which it will be seen that the proportion of tools required to the number of students is somewhat greater with the smaller class.

The cost of tools of English make can only be approximately stated in rupees, owing to constant fluctuations in the rate of exchange. The prices given below for small tools have been mainly furnished by Messrs. Oakes & Co., Popham's Broadway, Madras, and the cost of almirahs, benches, lathes and such articles as can be manufactured locally is based upon actual experience in the workshops of the College of Engineering, Madras:—

List of fittings and tools required for the equipment of a Carpenter's shop.

Tools.	Number required for a class of		Approximate cost of each.		
	24	12	Rs.	A.	P.
Almirahs	2	1	45	0	0
Benches	6	3	40	0	0
Saw-bench	3	2	3	0	0
Black-board	1	1	10	0	0
† Bench-cramp	6	3	5	0	0
Screw-cramp	2	1	10	0	0
* Lathe	2	1	from Rs. 60 to Rs. 200.		

List of fittings and tools required for the equipment of a Carpenter's shop—cont.

Tools.	Number required for a class of 24	Number required for a class of 12	Approximate cost of each. Rs.	A.	P.	
Grindstone, 30″ diameter 6″ face	1	1	40	0	0	
* American axe	1	1	3	0	0	
* Hatchet	1	1	3	0	0	
Rip saw, 30″	2	1	6	0	0	
Crosscut-saw, 26″	2	1	5	8	0	
Hand-saw, 20″	4	2	3	12	0	
Tenon-saw, 12″	4	2	6	2	0	
* Dovetail-saw, 9″	2	1	7	0	0	
* Key-hole saw, with 6 blades.	1	1	3	8	0	
* Trying plane, 2½″	4	2	5	8	0	
† Jack-plane, 2½″	10	5	5	4	0	
Smoothing plane, 2⅛″ ..	6	3	4	4	0	
Rabbit-plane, 1″	2	1	2	12	0	
* Fillister	1	1	12	0	0	
Plough with 8 irons complete.	1	1	16	8	0	
* Moulding and beading planes (⅜″, ½″, ¾″ and 1″)	1	1	11	4	0	
Chisels, firmer, ⅛″	4	2	0	10	0	
Do. do. ¼″	4	2	0	11	0	
Do. do. ½″	6	4	0	12	0	
Do. do. ¾″	8	4	0	13	6	
Do. do. 1″	6	4	0	15	0	
Do. do. 1½″	4	2	1	6	6	
Do. mortice, ¼″	6	3	0	12	0	
Do. do. ½″	6	3	1	4	0	
Do. do. ¾″	6	3	1	14	0	
Do. do. 1″	6	3	2	8	0	
Gouges, sets ⅜″ to 1½″ ..	1	1	4	8	0	
* Spokeshave	1	1	2	0	0	
Gimlets, of sizes (twisted) ..	24	12	4	8	0	per doz.
Bradawls, of sizes	24	12	2	4	0	do.
* Augers, 1″	1	1	2	12	0	
Do. ½″	1	1	1	10	0	
Do. ¼″	1	1	1	8	0	
† Brace and centre bits (set of 8 from ⅜″ to 1½″)	2	1	22	0	0	
Hammers, of sizes	6	3	2	4	0	
Pincers, 10″	2	2	2	8	0	
† Screw-drivers, of sizes ..	6	3	2	0	0	(average price).
Mallets	8	4	may be made in the workshops.			
Rules, 2 feet	8	4	1	12	0	
† Squares, 6″ blade	6	3	2	8	0	
Do. 18″ blade	2	1	7	0	0	
Compasses, 10″	2	1	2	8	0	
Oilstones, 9″ × 2½″	6	3	5	0	0	
Marking gauges	6	3	1	4	0	
Glue pots with brush ..	1	1	2	0	0	
Callipers	2	2	2	8	0	
Oils cans	2	1	2	8	0	
Rasps, 12″	2	2	1	0	0	
* Turning tools, miscellaneous.	2	1	5	0	0	per set.

The total cost of the above equipment will be for the larger workshop Rs. 1,141, and for the smaller Rs. 634.

In some cases it may be impossible to allot so large a sum for the establishment of a carpentry class, and in fact it may be necessary either to start with a less elaborate outfit or not to start at all under these circumstances. Those items marked * may be omitted and the number of those items marked † may be reduced without seriously impairing the efficiency of the workshop, if the instructor be capable of exercising the necessary ingenuity in arranging the work of the boys so that their time is not wasted in waiting for tools which are already being used.

In addition to the above list of carpentry tools, a few fitter's tools will often be found of great use. They might include an iron vice, a fitter's hammer, a few cold chisels and two or three kinds of files. A soldering iron and some solder will also occasionally be found useful.

Among the miscellaneous stores which should be found in every carpenter's shop, are glass-paper, putty (both of which should be used sparingly), bees' wax, French polish, linseed oil, varnish, shell-lac, spirits of wine, glue and cocoanut or some other cheap oil. Screws, nails and tacks of different sizes hardly require mentioning, but a few feet of iron rods, about $\frac{1}{4}$ or $\frac{3}{8}$ of an inch in diameter, and some iron wire, are articles not always provided which are often of great use.

The tools used in carpentry are necessarily very sharp, and, placed in inexperienced hands, they often lead to nasty accidents, and it certainly would be advisable to keep in every shop some lint, sticking plaster and carbolic lotion so that wounds, when they occur, may at once be properly washed and dressed; they will then heal quickly and cause but little inconvenience.

4. *Attendance.*—In industrial schools where the boys are trained to become skilful workmen, the attendance in the workshop should be from 4 to 6 hours a day, beginning with the shorter period and gradually increasing it to the longer. In schools of the other class, from 4 to 6 hours a week is the least time which can be spent in the workshop with any hope of the training being of material advantage to the student. No doubt it will be found difficult to spare more time from other studies, but it should be remembered that physical work is a mental relaxation and may be regarded rather as a pleasant recreation than a serious addition to the labours of the already-hard worked student. Part of the attendance might, therefore, be outside the ordinary school-hours, or at any rate, attendance after-hours should not only be permitted but encouraged. When the time spent by each student is so small a portion of the available time during which the workshop may be used, by dividing the classes into squads a large number of students may receive training in a small workshop. Thus, supposing the workshop to be capable of accommodating twelve at a time, and that the time spent by each student is six hours a week, then a single instructor can easily look after four squads or 48 students. There are probably few schools in which so large a number are likely to be in course of training at one time, and in large towns a single workshop and instructor might suffice for the requirements of several schools, who would each make use of it a certain number of days or hours per week. In this way the expense to individual schools would be greatly reduced, whilst the capital expended and the services of the instructor would be more efficiently employed.

5. *Duties of Instructor.*—The instructor should be in charge of the workshop and should be required to be always present when it is open. He should be responsible for the maintenance of discipline and good order. To enable him to do this successfully, it will be necessary to render him every possible assistance by prompt attention to his reports and severe punishment

for infraction of such rules as may be laid down for observance in the workshop. He should be strongly impressed with the idea that his work is to teach others and not to actually perform the work himself. He should aid the student in selecting a piece of timber for his work, should show him how to set it out, how to use the necessary tools, but should leave the student to do the work entirely by himself, watching him carefully and from time to time correcting him when he sees him going wrong. In his verbal explanations he should, as far as possible, be encouraged to use the black-board, as intelligent sketches are of far greater value and convey more exact notions to the student's mind than any amount of mere talking. It is not as a rule desirable that his whole time, which may be reckoned at eight hours a day for five and-a-half days in the week, should be taken up with actual teaching work. Preferably from one-half to two-thirds of the time should be so occupied and the balance will be fully required for all kinds of miscellaneous business which always arises in connection with a workshop. If he has any spare time, he may advantageously be employed in the preparation of well executed examples of carpentry which may serve as models, to the excellence of which the students in their work should endeavour to attain. The number of students which can be properly taught by an instructor at the same time is, at the most, twelve, and when it is necessary to have larger classes, assistant instructors should be appointed in the ratio of one to every additional twelve students. In industrial schools where the number of boys is large, the services of the older boys may often be rendered useful in assisting the instructor, but generally it is better to employ additional experienced carpenters, as the extra expense is more than compensated for by the greater outturn of more valuable work.

6. *Course of Instruction.*—Before the student is allowed to make useful articles involving a considerable amount of labour, he should first of all be taught to make models of the most commonly occurring forms of joints, such as those given in the *Examples for Carpentry Classes*, beginning with the simplest, and gradually, as he acquires skill in the use of tools, going on to the more difficult. By so doing, much of the expenses of providing large quantities of timber to be wasted in preliminary essays to convert it into finished work will be avoided, as the models are small and the novice may be made to obtain considerable practice with his stools without the destruction of much wood.

It can scarcely be expected that the first attempts should be very neat, but, as soon as the student has succeeded in making the two pieces fit together with fair accuracy, he should be allowed to proceed to the next exercise, as it is only by assiduous practice at all kinds of work that even a moderate degree of manual skill can be attained. Nothing is more injudicious than the custom prevalent in many schools of keeping boys working only at such things as it is probable they may have to make afterwards under the inspector's eye. It cramps the ideas and instils into the boys' minds the notion that the only object of all their work is to obtain a large percentage of marks in the annual examinations and a favourable report from the inspecting officer. A lamentable failure can be the only possible result, so that such a course of procedure has not even expediency to recommend it.

When the student has gone through this preliminary training, he should be allowed to make articles for himself, provided he supplies the material of which to make them. A drawing of the proposed article, showing the dimensions and the mode of construction, should first be prepared and approved by the instructor. All such work should be very carefully done, any defective work being removed and replaced by fresh. In industrial schools where part of their cost of maintenance is defrayed by the profits from work executed by the boys, such latitude is not allowable. They will,

of course, have to make whatever is ordered, or such things as are likely to find a ready sale, but in other respects the work should be done in the same way.

7. *Workshop practice.*—The following remarks are intended to draw attention to certain points, in respect to which the practice in workshops in this country is exceedingly defective:—

(*a*) It has been very generally observed that but little attention is paid to accurate working to dimensions, a rough approximation is too often considered sufficient, and in some cases no attention whatever is paid to this most important point. Before undertaking any piece of work a sketch of it should be made and not only the main dimensions, but also those of every detail, should be carefully considered and set down on the drawing and then rigidly adhered to. Pieces of wood of suitable size can then be selected and the whole work marked out before actually commencing operations. By proceeding in this way not only is much time saved, but the student has a clearer idea of what he is doing and of the importance of making each part exactly the determined size, so that, when he comes to put all the separate pieces together, they may make a perfect fit.

(*b*) If natives are to be taught carpentry after English methods and with English tools. it is evidently essential that they should work in the same fashion as an English carpenter. Instead of this, however, they still squat at their work whenever it is possible and use their feet to hold a piece of wood while they chip at it with a chisel or a light adze when they ought to hold it in a vice and cut it with a saw or dress it with a plane. No doubt it is picturesque to see a native carpenter working on the ground with one or two simple tools, and that too with a skill and ease, the inheritance from generations of men who have worked in a similar manner. But he does so at a great disadvantage when he comes to doing work his forefathers never dreamt of. The toes are a poor substitute for the vice, and the cramped position prevents full advantage being taken of the better-made and more mechanical tools with which he now works. In technical schools it should be rigidly insisted on that every boy shall stand to his work and do it in the way he is naturally fitted to do it. Not one of the least advantages of the introduction of carpentry work into the ordinary school course is the physical exercise which it affords, but the benefits which might thus accrue are thrown away so long as the boys are allowed to squat on the floor, contract the lungs and render their feeble legs still feebler by sitting with their legs crossed under them when they ought to stand upright and throw the strain on every muscle in the way it was fitted to be strained.

(*c*) Another point of great importance is the frequent misuse of tools. This partly arises from the ill-furnished condition of many workshops which compels the carpenter to put tools to work which they were never designed to perform, partly from the tendency of natives to do every thing with as few implements as possible, but mainly from ignorance of the real function of each tool. The range of employment of many tools is very limited, and the distinctive features by which they are rendered peculiarly fit for certain kinds of work are sometimes rather refined. For instance, a jack-plane and a trying plane are very similar in appearance; they both perform the same operation, but if the trying plane be used as a jack-plane, it will probably be spoiled. The former is only intended for use on surfaces which have already been dressed by the jack-plane when it is necessary to bring them up to a high degree of truth, and its under-surface, upon which this depends, should be treated with great care; whereas the jack-plane is intended to be used on rough wood and its working face cannot therefore be preserved in a state which would render it possible to perform with it what the trying plane should be used for. Similarly, the distinction between cross-cut and rip saws is frequently lost sight of. Hammers are used when

mallets ought to be employed, chisels in place of turn-screws, bradawls for gimlets, and so on. In other cases, the method of performing the work is totally wrong; the operation which each tool is called upon to perform is quite within its function, but the fault lies in the fact that the work is done in a wrong way and with a wrong tool, and, in fact, it can be far more expeditiously and more accurately performed in a different way with other tools. For instance, it is extremely common to see tenons and dovetails cut with a chisel instead of a saw. There is no doubt that this frequent misuse of tools, particularly in such cases as those in which the chisel and adze is used in place of the saw and plane, is due to the habit already mentioned of squatting down to work. The saw and plane compel the operator to stand to use them and their use will become more common when it is insisted on that carpenters shall work standing.

(*d*) The practice in many workshops is for the instructor to sharpen all the tools, lest any should be spoiled through the inexperience of the boys. This plan is open to two serious objections: (1) that the boys will never learn to sharpen their tools unless they make a beginning; (2) that boys are obliged frequently to work with blunt tools, because the instructor has no time to sharpen them. In every workshop there is a grindstone, but often it is not in a fit state to use. Sometimes they are as much as two or three inches out of truth, and the edge is scored with deep grooves caused by bad usage. In many cases the stone is allowed to get into this condition through ignorance of any remedy but the troublesome one of dismounting the stone and chipping it true. If a stout iron bar or piece of wood be placed across the frame in front of the edge so as to form a rest, the stone may easily be turned true with a bar of soft iron or an old file tang. This should be done as soon as the stone shows any signs of wear; it will then be very little trouble and it will always be possible to grind tools properly. Greater attention also should be paid to the oilstone. A certain number should be reserved for sharpening plane irons as they require a very flat surface, and oilstones which are used for chisels are certain to become more or less irregular. With the hard woods of this country frequent resetting of the edges of tools amply repays the labour expended by the increased facility with which work can be done.

(*e*) Lastly, attention must be drawn to the generally slovenly way in which work is put together. Screws are driven up carelessly into holes which have not been properly bored, or countersunk so as to admit the head being left flush with the surface of the wood. Nails are put in crookedly or too near the edge, and the wood around them is often split or damaged by the hammer. All this is the reverse of what it should be, and it is evidently necessary to impress upon instructors the importance of early directing the student's attention to the necessity of being very careful in this particular.

8. *Drawing.*—Carpentry is an art in which it is impossible to attain to any great proficiency without a knowledge of drawing, by which is meant not the drawing of elaborate curves and ornamental outlines, but how to use a pencil so as to make an intelligible sketch of any object it is desired to represent and to be able to understand such a sketch when brought before one. Elementary free-hand is necessary to acquire facility and ease with the pencil, and then model-drawing and simple problems in Geometry should be taught the student, after which he must learn the elements of projection, both orthographic and isometric. In the *Examples for Carpentry Classes* the latter method of projection has been adopted on account of the graphic and easily-comprehended drawings which can be produced by means of it, and it would be a good exercise for the student to reproduce the plans in orthographic projection. Such drawings need not be inked

in, but they should be accurately drawn to scale and carefully dimensioned. The drawings of standard exercises for the shop should, however, be inked in to secure the greater permanance of the lines. The most convenient plan to prevent them rapidly becoming unserviceable is to mount them on stout mill-board or thin wooden-boards and then to varnish them. In this way they are protected from ill-usage and may, at any time, be cleaned by the application of a wet cloth.

9. *Timber.*—Good timber is always expensive, and with the exception of Burmese teak, it is generally difficult to procure well seasoned. For carpentry classes red cedar is probably the best wood that can be provided for boys to practise the preliminary exercises on. In most places it can be procured without difficulty, it is a cheap wood and is very easily worked. It is very light, of a fine red colour, and often very handsomely grained. It is essential, however, that the wood should be thoroughly seasoned, and the unfavourable opinions, which the managers of technical schools have occasionally expressed about it, have been formed after trial of imperfectly seasoned wood. For structural purposes it is of little value, as it possesses no great strength, and in large scantlings it is liable to warp very badly. In the College of Engineering it has been found a very suitable wood for drawing boards and large numbers have been made during the last seven years.

Teak is an excellent wood to work with. It is a fine, close grained timber, but is rather too hard and tough for beginners who will make more satisfactory progress if put to work on a softer wood. Its properties are so well known and it is so extensively employed in all workshops that it is needless here to say more about it.

For wood-turning exercises and for tool handles, mitre-boxes, winding strips, mallets and such articles Trincomallee wood is very suitable, though Pedowk, when it can be obtained, is equally good.

Rose wood, satin wood and white cedar or Chittagong wood are all good timbers and suitable for employment in high class cabinet work; but for general workshop use with the exception of the last-mentioned they are too expensive. On the west coast it is possible to procure from local timber merchants a great variety of woods which are commonly known under the generic term of 'jungle wood,' many of which are exceedingly useful and good woods, though they are little known and less used on this side of India. Mr. A. Brown of Calicut has made a speciality of the supply of these timbers, and it would probably pay managers of technical schools which are situated in towns near the Madras and South Indian Railways to procure timber in large quantities from him, cut up into planks of convenient thickness. The local prices are comparatively low and though the charges for freight materially add to the ultimate cost, yet to do so will often be found cheaper in the end than buying wood in the local bazaar.

Besides the timbers already mentioned, viz., teak, which grown in Malabar is in every way superior to Burma teak, red cedar, rose wood, white cedar and Pedowk, there are others which might be used with great advantage. Of these, mention may be made of *Aynee*, the product of the wild jack tree, a light-coloured wood of considerable strength, very light and capable of taking a high polish, so that it is very suitable for furniture; *Jack-wood* very similar to the above, but of a slightly darker colour. *Poon*, a good straight grained timber suitable for shafts of carts, masts, spars and any class of work in which a long straight grain is a desideratum; *Ben-teak*, a moderately dark coloured wood with a straight grain and very easily worked. It might be used with great advantage as a substitute for teak wood for many purposes as it is much cheaper. *Ebony*, a very dark, sometimes almost black wood, exceedingly hard and very heavy, suitable

for cabinet and decorative work generally. It is very expensive and is only likely to be of use in comparatively small quantities.

A stock of timber having been procured, it should, if it has not already been done, be cut up into planks of suitable thickness and carefully stacked, so that the air may have access to it on all sides to enable the seasoning to go on as long as possible, and in such a manner that any particular plank may be removed without having subsequently to shift on one side half the wood in stock. How this may best be done will depend on the facilities that may exist for stocking timber, and it is useless to enter into details which only require the exercise of ordinary intelligence to satisfactorily arrange when once attention has been drawn to their importance.

APPENDIX TO CHAPTERS VI AND VII.

HINTS AND SUGGESTIONS ON THE MANAGEMENT OF TRAINING SCHOOLS.

The following general instructions will be found useful as hints and suggestions in all classes of training institutions, Government, aided or merely recognised.

2. *Time to be spent by students in the model school.*—It is of the utmost importance that as much time as is available for the purpose should be spent by students in the model school in teaching a class under the supervision of trained teachers. No hard-and-fast rule can be laid down as to the exact proportion of time that should be thus spent; but students who are undergoing training only should spend at least half their time in teaching under supervision. In the Primary and Lower Secondary Grades less time will be so spent.

3. *Variety of work in the model school.*—The teaching experience of students of training colleges should not be confined to one particular department or class of the model school, but they should pass a portion of their time in each class. They should become familiar not only with the processes of lesson-giving and of management applicable to schools for older children, but also with the principles of Kindergarten instruction, and with the methods of infant-training and discipline generally. This is necessary, seeing that the teachers of schools for older children have often infant classes attached to their schools, and they ought to be in a position to supervise the work done in those classes. During the second term the students should, for certain periods, be made responsible for the entire work of the classes entrusted to them; and occasional opportunities should be afforded them of superintending the whole model school.

4. *The nature of teaching in training institutions.*—The teaching and the training should be such as to give scope for reflection, independent thought and effort. The lessons given by the training master or mistress should be interspersed with questioning and recapitulation. Opportunities should be given to the students at the beginning or end of each lecture for the frank statement of any difficulties which have been found in mastering the subject. Above all, it should be kept in view that the young men and women are intended to be teachers, and those to whom their training is entrusted should, therefore, seek to make each lesson a model of the way in which the subject should be handled, arranged and illustrated, if it were taught to young children.

5. *Lesson-giving.*—There is a tendency among students under training to suppose that all topics ought to be handled in the same way. The recurrence of conventional types and lessons should be discouraged. The students should be made to devise new and telling forms of visible illustration, such as diagrams, pictures, models, specimens and the like. The order in which the facts are presented should be such as is most likely to find a ready admission into a child's mind. Hard and technical words should not be needlessly obtruded; they should be reserved until the need for them actually arises. Technical details and book knowledge about common things have a meaning and a value to young children if they come immediately after some familiar facts about those objects which have been recalled. But such details are dry and very unattractive if they occur at the beginning of a lesson, before any curiosity has been aroused on the subject and before any link of association has been established between the lesson and the children's previous knowledge.

In gauging the teaching abilities of a student when teaching a class, care should be taken to note the language and method; the signs of attention on

the part of the children; the manner in which they respond to recapitulatory and testing questions at the end; the tact, fluency and self-possession of the student; and his power of winning the sympathy of his scholars.

6. *Model and Criticism lessons.*—Model lessons should be given as often as possible by the Head of the institution to a class in the presence of the students, to serve as a model for his own criticism and ordinary lessons. Criticism lessons form not only one of the effective instruments for instructing students in the art of teaching, but are also a distinctive feature in the discipline of every training institution, and as such should receive greater methodical attention than is usually given to them. The duty of superintending the exercise and of summing up at the end of the criticism should be undertaken, as much as possible, by the headmaster or the headmistress. Criticisms should not be made while the lesson is proceeding. If the exercise is interrupted by questions or by a running fire of remonstrance and suggestion, the student feels no responsibility for his utterances and gets little or no real practice in forming or expressing an independent opinion. Whoever presides should reserve his comments to the end. There are various methods of conducting the criticism lesson, but the following is the plan that is adopted in some of the best training colleges in England:—

(1) The student, who is to give the lesson, writes beforehand for the use of his fellow students an outline sketch of the intended lesson, so that, as it is delivered, the critics are able to compare the promise and plan with the performance. (2) The various teachers take it in turn to be present with the Principal, and are called on by him to take a share in the criticism. (3) The students are told to keep in view three or four main points to which their observations should be directed, *e.g.*—(*a*) the *matter* of the lesson—its amount, its fitness for the class, its interest and usefulness; (*b*) the *method* of the lesson—the mode of its introduction, its arrangement, the style of the questioning, the completeness of the recapitulation, the effectiveness of the oral illustrations, and the skill with which book, map, apparatus and black-board are handled; (*c*) the *language* of the teacher—its accuracy, its fluency, its simplicity, its fitness for the purpose and for the class; (*d*) the *order* of the class—the means by which it is secured, the behaviour and animation of the children, and their readiness to respond to questions; (*e*) the *result*—the final outcome of the lesson, its relation to what has been known before and to what is to be learned hereafter, and the degree in which it is likely to be remembered or to be worth remembering. The Principal calls upon several of the students, each of whom is told to confine his observations to one of these points. After this another student is invited to make any more general comments which occur to him, and the Principal sums up with a sort of judicial estimate of the criticisms which have been given and of the merits and demerits of the lesson itself.

7. *Object lessons.*—The need of continuity in the schemes of object lessons should be impressed on the students. They should devote a few minutes and a few preliminary questions to the task of ascertaining what the scholars already know, and how what is intended to be communicated can be best made to fit on to what is already possessed. Unless what is learnt each day is shown to have some relation to what has been known before and to what is intended to be taught hereafter, it is apt to prove ephemeral and well-nigh useless. A scheme of object lessons for the term should be drawn up by the Head of the institution. Such scheme should be carefully graduated and should be presented to the Inspector on his visit, together with the names of the students who have taken the various lessons.

APPENDIX A.

(Chapter I, Rule 8.)

The following revised curriculum is recommended for adoption in Sanskrit schools :—

I.—General Subjects.

First Class.

Raghuvamsá, the first two sargas.
Kumārasambhava, do.
Panchatantra, the first two tantras.
Declension, Conjugation, Translation, Dictation and Composition (easy).
Arithmetic from Tamil books used in Government schools.

Second Class.

Māgha, the first three chapters.
Bhāravi, do.
Bhōjachampū.
Conjugation, &c., (more difficult).
Arithmetic (from Tamil books used in Government schools).

Third Class.

Naishadha, the first six sargas.
Bhāratachampū.
Ashtadhyāyī (to be recited).
Kaumudī, from the beginning to the Adanta.
Conjugation, &c.
Lilāvati, a portion.

Fourth Class.

Śākuntala.
Mālavikāgnimitra.
Ashtadhyāyī (to be recited).
Kaumudī, to the end of Kāraka.
Conjugation, &c.
Lilāvati, a portion.

Fifth Class.

Anargharāghava.
Mahāvīracharitra.
Ashtādhyāyī (to be recited).
Kaumudī, the whole of the first part.
Translation and Composition.
Tarkasaṅgraha.
Nirukti.
Lilāvati, last portion.

Sixth Class.

Pratāparudrīya.
Nyāyabōdhinī.

Annambhattīya.
Tiṇanta Kaumudī.
Āpastambasūtra, with commentary.
Translation and Composition.

Seventh Class.

Kuvalayānanda.
Nīlakantaprakāsikā.
Tatvabōdhinī, from the beginning to the end of Kāraka.
Translation and Composition.
Manusmriti, the first half with Kullūkabhatta's commentary.

Eighth Class.

Chitramīmāmsā.
Muktāvali.
Śēkhara, from the beginning to the end of Strīpratyaya.
Translation and Composition.
Manusmriti, the second half with the commentary of Kullūkabhattā.

II.—OPTIONAL SUBJECTS.

Pandit Classes.

I. Vedas—One of the following three groups:—

Rig-Vēda, the first Ashtaka with Sāyana's Bhāshya—

9. First year .. { Aitarīyabrāhmana, with Bhāshya. / Rik Prātisākhya, with commentary.
10. Second year .. { The second Ashtaka, with Sāyana's Bhāshya. / Sānkhayana Brāhmana, do. / Svaraprakriyā and Vaidikaprakriyā of the Siddhāntakaumudī.
11. Third year .. { The third Ashtaka with Bhāshya. / Aitariyarānyaka, do. / Kaushitakāranyaka, do. / Nirukta, with commentary.

or *Yayur Vēda*—

9. First year .. { The first Kānda, with Sāyāna's Bhāshya. / The first Brāhmana, do. / Prātisākhya, with its commentary Tribhāshyaratna.
10. Second year .. { The second Kānda, with Sāyana's Bhāshya. / The second Brāhmana, do. / Svaraprakriyā and Vaidikaprakriya of the Sidhāntakaumudi.
11. Third year .. { The third Kānda, with Sāyana's Bhāshya. / The third Brāhmana, do. / Nirukta, with commentary.

or *Sama Vēda*—

9. First year .. { Archīka with Sāyana's Bhāshya. / Tāndya Brāhmana, do. / Prātisākhya, with commentary.
10. Second year .. { Staubhika, or Uttarārchika, the first part in Sāyana's Bhāshya. / Shadvimśabrāhmana, the first part in Sāyana's Bhāshya. / Svaraprakriyā and Vaidikaprakriyā of the Siddhāntakaumudī.

11. Third year	..	Stanbikha or Uttarārchika, the latter half in Sāyaṇa's Bhāshya. Chāndōgya Brāhmana, the latter half in Sāyana's Bhāshya. Nirukta, with commentary.

II. Mimamsa—

9. First year	..	Jaiminīya Nyāyamālāvistara, the first four chapters. Śābara Bhāshya, the first four chapters. Śastradipika, the first four chapters
10. Second year	..	The above books, the next four chapters.
11. Third year	..	The above books, the last four chapters.

III. Vēdānta—

9. First year	..	Bhagavadgītā, with a Bhāshya and commentary.
10. Second year	..	Daśōpanishad, with a Bhāshya and commentary.
11. Third year	..	Vyāsasūtra, with a Bhāshya and commentary.

IV. Nyāya Vaiśēshika—

9. First year	..	Divakarīya Rāmārudrabhattiya Gunānta. Gautamanyāyasūtra, with Bhāshya and Iśvaranumānanachintāmani.
10. Second year	..	Mādhuri Panchalakshaṇī Gadādharīya (Vyutpattivada and Chaturdaśalakshaṇi) and Vaiśēshikasūtra, with Bhāshya.
11. Third year	..	Gadādharīya (Sāmānyanirukti, Pakshata Avayava, Satpratipaksha, Śaktivāda and Prāmānyavāda).

V. Dharma Śāstra—

9. First year	..	Vasishtadharmaśūtra, Bōdhāyanadharmaśūtra, Grihyaśūtra, Āpastamba, Āśvalāyana or Khādira or some other work. Parāśaramādhava. Bhattabhāskara's Śāntimayūka.
10. Second year	..	Vaidyanātha Dikshitīya, the first two Kāndas, Hēmadriprāyaschittakānda, Śūdrakamalākara, Prāyaschittēndu Śēkhara, Vijñāneśvarīya (Vyavahāra Kānda).
11. Third year	..	Eighteen smritis, omitting Parāśāra and Manusmritis, Vaidyanāthadīkshitīya (Śrāddhakānda and Vyavahārakānda), Kālamādhavīya and Nirṇayasindhu.

VI. Vyākarana—

9. First year	..	Mahābhāshya, the first Adhyāya Śēkhara, Kāraka.
10. Second year	..	Kaiyatiya, the first Adhyāya Mahābhāshya, second, third, fourth and fifth Adhyāyas. Śabdaratna, the first half.
11. Third year	..	Bhashyapradīpōdyōta, the first Adhyāya, Mahābhāshya, sixth, seventh and eighth Adhyāyas. Kaustubha, nine Āhnikas. Śabdaratna, the latter half.

VII. Kāvyālankāra—

9. First year	..	Kāvyaprakāśikā, Kādambāri (Purvabhāgha), Uttararamacharitra, Sarasvatī Kanthabharana, Daśarūpaka, Vrittaratnākara.
10. Second year	..	Kādambarī (Uttarabhāga), Harshacharitra, Vāsavadattā, Bālarāmayana, Mālatīmādhava, Vāmanasūtra.
11. Third year	..	Shadbhāshāchandrikā, Prākritaprakāśa, Nalachāritra, Rāsagangādhara, Sāhityaratnākara, Kāvyādarśa, Pingala Chandasūtra.

VIII. Jyautisha—

9. First year	..	Ganitādhyaya. Bījaganita. Ganakānanda.
10. Second year	..	Gōtadhyāya. Trikonamiti. Rēkhāganita.
11. Third year	..	Grahalāghava. Āryabhattiya. Śulbasūtra and Vidyāmadhavīya.

IX. Vaidya—

9. First year	..	Bahata, a portion. Suśruta, do. Charaka, do.
10. Second year	..	The above books, a portion.
11. Third year	..	Do. do.

APPENDIX B.

(Chapter II, Note * to heading.)

Application for Recognition.

(i) SCHOOLS FOR GENERAL EDUCATION.

1. Name of School			
2. Date of establishment as an upper secondary, lower secondary, upper primary or lower primary school. Number and date of Proceedings of previous recognition of the school, under the Madras Educational Rules, if any			
3. Whether Vernacular or English			
4. Name of Responsible Manager			
5. Forms or classes	Nomenclature.	Number of pupils on the rolls on the date of application.	Average attendance during the term immediately preceding the application.
	Sixth Form		
	Fifth Form		
	Fourth Form		
	Third Form		
	Second Form		
	First Form		
	Fourth Standard or Class		
	Third Standard or Class		
	Second Standard or Class		
	First Standard or Class		
	Infant Standard or Class		

APPENDIX B—*cont.*

Application for Recognition—cont.

(i) SCHOOLS FOR GENERAL EDUCATION—*cont.*

6. Staff.

Name of Teacher.	Designation.	Full salary assigned or proposed to be assigned.	Age.	Forms or classes under instruction.	Total Service: In the school.	Total Service: In other recognized schools, the names of such schools being specified.	Highest general education test passed and year.	Highest technical examination passed and year and subject.	Highest grade of trained teachers' certificate and year.	Highest grade of untrained teachers' certificate and year.	Highest grade of technical teachers' certificate and year and subject.

7. Accommodation and sanitation.

Total area of (a) School building	
Total area of (b) Offices	
Total area of (c) Play ground	
Number of class-rooms and the superficial and cubical area of each room, with the maximum number of pupils likely to be taught in each room.	
Sanitation, latrine and water-supply	

	Ordinary.	Special.
8. Furniture, apparatus and appliances (information separately for each form or class should be given).		
9. If a library is provided, whether a catalogue and a register of books taken out are kept.		
10. Fees in each form or class		
11. The registers maintained, and whether in the prescribed forms ...		

DECLARATION.

I, the responsible manager of the above school, declare that the school fulfils all the conditions specified in the Madras Educational Rules, and I promise to comply with all the conditions relating to the recognition of schools affording public instruction which are laid down in the Madras Educational Rules, including those relating to inter-school rules and to furnish such returns as may be required by the department.

STATION }
Date }

Manager.

APPENDIX B—*cont.*

Application for Recognition—cont.

(ii) SCHOOLS FOR SPECIAL EDUCATION.

1. Name of School			
2. Date of establishment (i) as a Training school or (ii) an Art, Industrial or Technical school. Number and date of Proceedings recognizing the school under the Madras Educational Rules, if any.			
3. Name of Responsible Manager			
4. Departments or classes	Nomenclature.	Number of students on the rolls on the date of application.	Average attendance during the term immediately preceding the application.
	Training Section.		
	Second grade collegiate department		
	Upper secondary department		
	Lower secondary department		
	Primary department		
	Art, Industrial or Technical Section.		
	Advanced Technical examination classes		
	Intermediate Technical examination classes		
	Elementary Technical examination classes		
	Standard D		
	Standard C		
	Standard B		
	Standard A		

APPENDIX B—*cont.*

Application for Recognition—cont.

(ii) SCHOOLS FOR SPECIAL EDUCATION—*cont.*

5. Staff.	Names of Teachers.	Designation.	Full salary assigned or proposed to be assigned.	Age.	Departments, forms or classes under instruction.	Total Service		Highest general education test passed and year.	Highest technical examination passed and year and subject.	Highest grade of trained teachers' certificate and year.	Highest grade of untrained teachers' certificate and year.	Highest grade of technical teachers' certificate and year and subject.
						In the school.	In other recognized schools, the names of such schools being specified.					

6. Accommodation and sanitation.	Total area of { (*a*) School building ... ... (*b*) Offices ... ... (*c*) Play ground	
	Number of class-rooms and the superficial and cubical area of each room, with the maximum number of pupils likely to be taught in each room.	
	Sanitation, latrine and water-supply	

APPENDIX B—*cont.*

Application for Recognition—cont.

(ii) SCHOOLS FOR SPECIAL EDUCATION—*cont.*

	Ordinary.	Special.
7. Furniture, apparatus and appliances (separate information for each department, form or class should be given).		
8. If a library is provided, whether a catalogue and a register of books taken out are kept.		
9. Fees in each department or class		
10. The registers maintained, and whether in the prescribed forms ...		
11. Rate of stipend allowed in each department *		
12. Whether the certificates prescribed in the Educational Rules are demanded from all candidates for admission into the Training school.*		
13. Whether the prescribed agreement has been entered into by each student. (In the case of training institutions under private management, by students for whom stipendiary grants are drawn from Provincial funds.)*		
14. Whether the rules relating to leave and dismissal and examinations are being observed. (In training institutions under private management, by students for whom stipendiary grants are drawn from Provincial funds.)		

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

DECLARATION.

I, the responsible manager of the above school, declare that the school fulfils all the conditions specified in the Madras Educational Rules, and I promise to comply with all the conditions relating to the recognition of schools affording public instruction which are laid down in the Madras Educational Rules, including those relating to inter-school rules, and to furnish such returns as may be required by the department.

STATION
Date }

Manager.

APPENDIX C.

(Chapter II, Rule 10.)

Classes of communities and localities declared backward for the purposes of the exemption under Rule 10.

For the purposes of the exemption under Rule 10, the following classes of the community and the following localities shall be declared backward :—

CLASSES RECOGNIZED AS BACKWARD.

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

LOCALITIES RECOGNIZED AS BACKWARD.

1. *Ganjam.*

Boys' schools.—The whole district excepting municipal towns and kasba stations in plain tracts.
Girls' schools.—The whole district excepting municipal towns.

2. *Vizagapatam.*

Boys' schools.—The whole district excepting municipal towns and kasba stations in plain tracts.
Girls' schools.—The whole district excepting municipal towns.

3. *Gódávari.*

Boys' schools.—Agency taluks, Tuni division, and Yernagudem taluk, with the exception of the towns of Tuni, Tallapudi and Kovvur.
Girls' schools.—The whole district excepting municipal towns.

4. *Kistna.*

Boys' schools.—Nandigama, Vinukonda and Palnad taluks and Nuzvid and Vissanapet divisions, kasba stations excepted.
Girls' schools.—The whole district excepting municipal towns.

5. *Kurnool.*

Boys' schools.—The whole district excepting municipal towns and kasba stations.
Girls' schools.—The whole district excepting municipal towns.

6. *Nellore.*

Boys' schools.—The whole district excepting municipal towns and kasba stations.
Girls' schools.—The whole district excepting municipal towns.

7. *Chingleput.*

Boys' and girls' schools.—Ponnéri taluk and the Sathiavedu portion of the Tiruvallúr taluk including the Madarpak division of the Kálahasti zamindari.

8. *Bellary.*

Boys' schools.—The whole district excepting municipal towns and kasba stations.
Girls' schools.—The whole district excepting municipal towns.

9. *Anantapur.*

Boys' schools.—The whole district excepting the municipal town of Anantapur and kasba stations.
Girls' schools.—The whole district excepting the municipal town of Anantapur.

10. *Cuddapah.*

Boys' schools.—The whole district excepting Cuddapah and Madanapalle towns and kasba stations.
Girls' schools.—The whole district excepting the municipal town of Cuddapah.

11. *North Arcot.*

Boys' and girls' schools.—Palmaner taluk, Punganur and Kangundi zamindaris.

12. *Coimbatore.*

Boys' schools.—Kollegal and Satyamangalam taluks and the Burghur hills in the Bavani taluk, excepting Satyamangalam and Gopichettipalayam towns.
Girls' schools.—The whole district excepting municipal towns.

13. *The Nilgiris.*

Boys' and girls' schools.—The whole district excepting municipal towns.

14. *Salem.*

Boys' schools.—Uttangarai and Hosúr taluks excepting the town of Hosúr, Kollimalai hills in the Namakkal taluk, and parts north of the Vasishta river in the Atur taluk.
Girls' schools.—The whole district excepting municipal towns and kasba stations.

15. *Trichinopoly.*

Boys' schools.—Perambalúr and Udaiyárpálaiyam taluks, excepting the kasba stations.
Girls' schools.—The whole district excepting municipal towns and kasba stations.

16. *Madura.*

Boys' schools.—Kambam valley of the Periyakulam taluk, *i.e.*, those parts lying to the south of the Teni and the Vaigai with the exception of the towns of Bódináyakkanúr, Uttamapálaiyam and Chinnamanúr.
Girls' schools.—The whole district excepting the towns of Madura and Dindigul.

17. *Malabar.*

Boys' schools.—Wynaad and Cochin excepting the Cochin Municipality.
Girls' schools.—The whole district excepting the municipal towns.

18. *South Canara.*

Boys' schools.—Uppinangadi and Coondapoor taluks, the kasba station in the Coondapoor taluk excepted.
Girls' schools.—The whole district excepting the municipal town of Mangalore.

NOTE.—By kasba stations are meant the head-quarters of Tahsildars and Deputy Tahsildars.

APPENDIX D.

(Chapter II, Rule 23.)

Rules for Preparation of Plans of School-buildings.

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

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

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

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

IV. Managers of schools requiring the services of Public Works Department officers should apply for them to the Executive Engineer of the division or, in the Presidency Town, to the Consulting Architect.

V. The Executive Engineer or the Consulting Architect, as the case may be, will determine by what officer the necessary plan is to be prepared, regard being had in every case to the standard of the institution concerned.

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APPENDIX E.

(Chapter II, Rule 26.)

Sanitary Certificates for purposes of Recognition.

Under G.O., No. 526, Educational, dated 9th July 1891, the Medical Officers of Government are required to examine all Government and Board (*i.e.*, Local and Municipal) schools as part of their ordinary duty with a view to the issue of sanitary certificates for purposes of recognition, but Managers of other schools are required to pay fees for these certificates according to the following scale :—

	Rs.
(1) Commissioned Medical Officer	10
(2) Assistant Surgeon in independent charge of a district or civil station	5
(3) Apothecaries in independent medical charge ..	3
(4) Hospital Assistants	2
(5) Sanitary Inspectors	1

2. The certificates will, on application and payment of the above fees, be granted by District Medical Officers for all colleges, for upper secondary or high schools, for lower secondary or middle schools at head-quarters and for all training colleges and secondary training schools. They will be granted by Subordinate Medical Officers in charge of dispensaries for all other lower secondary or middle schools and large primary schools and for primary training schools. In the Presidency town the certificates will be granted by the several District Surgeons, or by the Sanitary Commissioner or his Deputy, or by the Health Officer of the Madras Municipality. In the case of primary schools other than those noted above, it will suffice if the certifying officer satisfies himself that there is no overcrowding and that the school building is maintained in substantial repair and in a cleanly condition.

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

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

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

*Station*_____

*Date*_____ *Signature*_____

APPENDIX F.

(Chapter II, Rule 29.)

Chemicals and Chemical and Physical Apparatus.

These lists contain only those articles which are absolutely necessary for teaching Chemistry and Physics to the present Matriculation standard.

CHEMISTRY.

1. APPARATUS.

Test tube stand, 12 holes ..	No. 1
Glass tube for taper, fitted with cork	1
Caoutchouc tubing, ¼" ..	feet 2
German flasks, 8 oz.	6
Do. do. 16 ,, ...	6
Iron tripod stand	1
Deflagrating spoons, iron or brass	2
Bell jar, tabulated and stoppered, 40 oz. capacity ..	1
Porcelain evaporating basins, 2" diameter	4
Do. do. 4" do.	2
Do. do. 6" do.	2
Glass mortar and pestle, 3½" ..	1
Spirit lamp and wick, 4 oz. ..	1
Do. do. 6 ,, 2 wicks	1
Woulff's bottle, pint size, 2 necks	2
Glass cylinders, 10"	4
Long clay pipes	3
U-shaped drying tubes ..	3
Hard glass reduction tubes, 1 bulb	2
Stoppered retort, 4 oz ..	1
Do. do. 8 ,, ..	1
Retort stand, iron, with three brass rings and clamp ..	1
Pair of scissors	1
Glass funnels, 2"	3
Do. 3"	1
Swedish filter paper .. .. quire	1
Tin-plate filter cutters .. set	1
Steel spatula	1
Test tubes, 5" × ½" .. .. doz.	3
Test tubes, 6" × 1" .. .. ,,	1
Stoneware pneumatic trough, 1' diameter, 5" deep ..	1
Bee-hive shelf, 5" diameter ..	1
Rat tail file, wooden handle ..	1
Triangular file, wooden handle.	1
Flat file, one side to rasp ..	1
Iron wire gauze, 6" square .. pieces	2
Set of three brass cork borers and iron rod	1
Conical brass blow-pipe with bone mouth-piece	1
Test tube brushes	2
Straight acid funnels	3
Glass tubing, ¼" to ⅛" in 3' lengths .. .. .. lb.	3
Stirring rods	3
Assorted corks .. .. .. doz.	6
Brass test tube holder, wooden handle	1
Ground glass plates, 3' diameter	6
Watch glasses	6
Set of fine glass beakers with lips	1
Stoneware cylinder for proteeting spirit lamp	1
Gas trays, 3", 4", 5", and 6" diameter .. .. .. set	4
Barometer tube, plain ..	1
Glass bottles, stoppered, narrow-necked, 4 oz.	6
Do. do. do. 8 ,,	6
Do. do. do. 16 ,,	6
Do. do. wide-necked, 8 ,,	6

Specific gravity bottle in tin case with counterpoise, 50 grammes	1
Glass globe for burning phosphorus, 8″ diameter	1
Brass spoon on iron stand for burning phosphorus ..	1
Explosion tubes, stout glass ..	2
Rupert's drops	doz. 1
Sand bath, sheet iron, 8″ diameter	1
Glass syphon with suction tube, 12″ long	1
Wire triangles covered with pipeclay	2
Thermometer tubes, 9″ long, with bulbs	2
Balance to weigh to ¼ grain ..	1
Set of gramme weights ..	1
Aspirator holding about 3 gallons, tin, iron, or stoneware (oil-can or drum provided with a brass tap) ..	1

2. CHEMICALS.

Sulphuric acid, concentrated ..	lb.	3
Nitric acid, do. ..	,,	1
Hydrochloric acid, do. ..	,,	3
Alcohol for lamps (if procured from England or purchased at a shop should be methylated spirit)	,,	5
Sodium	oz.	4
Calcium chloride, fused ..	lb.	1
Bleaching powder	,,	1
Manganese dioxide	,,	3
Plaster of Paris	,,	1
Liquor ammonia, forte, sp. gravity 0·880	,,	1
Potassium chlorate	,,	1
Copper sulphate	oz.	8
Iron filings	lb.	1
Ammonia alum	oz.	4
Potassium nitrate	,,	8
Copper oxide	,,	8
Indigo	,,	1
Caustic soda stick	,,	8
Sodium carbonate	,,	8
Sodium carbonate, crystal ..	,,	8
Silver, nitrate, crystal ..	,,	½
Marble in lumps	lb.	4
Roll, sulphur	oz.	8
Flour of sulphur	,,	8
Copper filings	,,	8
Granulated zinc	lb.	4
Potassium ferrocyanide ..	oz.	2
Potassium chromate	,,	2
Mercury	lb.	2
Litmus	oz.	1
Quicklime in lumps	lb.	2
Antimony, metal	oz.	8
Lead, acetate	,,	4
Yellow phosphorus	,,	4
Red phosphorus	,,	4
Mercuric oxide	,,	2
Yellow Dutch metal	bk.	1
Sodium sulphate	oz.	4
Sodium nitrate	,,	4
Potassium permanganate, crystal	,,	4
Bone ash	,,	4
Magnesium sulphate	,,	4
Ammonium chloride	,,	4
Litharge	,,	2
White lead	,,	2
Red lead	,,	2
Iodine	,,	1
Bromine	,,	1
Aluminium	,,	¼
Tin, granulated and foil ..	,,	4
Lead foil	,,	8
Iron pyrites	Specimen.	
Magnetic oxide of iron ..		
Chrome iron ore		
Galena		
Zinc blende		
Copper pyrites		
Cinnabar		
Tin stove		
Graphite		
Crystallized quartz (rock crystal)		
Kaolin		
Coal		

NOTE.—The specimens should be a single lump in each case and should show the crystalline form of the mineral, except in the case of those minerals which do not ordinarily crystallize, *e.g.*, Kaolin, Graphite, Cinnabar.

PHYSICS

Apparatus.

Balance to carry 2 lb. in each scale; beam 2 feet long.
Set of weights, 600 grains to ½ grain.
Two pounds mercury in a bottle.
Two 4-lb. weights.
Stoneware dish for mercury.
Tube for showing level of water.
Metal cylinder with two tubes and stoppers.
Tube with moveable bottom and cord.
Water-jar for tube.
Substance weighing 1,000 grains, same specific gravity as water.
Hollow brass cylinder.
Bucket to contain it.
Apparatus for attaching the bucket to balance.
Block to illustrate flotation.
Tate's air-pump.
Bell-jar receiver.
Two India-rubber balls.
Jar with neck and flange.
Two pieces of India-rubber for it.
Magdeburg hemispheres.
Brass cock for do.
Tube for barometer.
Two boxwood metre scales divided into millimetres.
One Winchester quart (7 lb.) of strong nitric acid.
Two Winchester quarts (10 lb.) of strong sulphuric acid.
Four bottles Winchester, quart size.
Glass mortar for cistern.
Funnel for filling barometer.
Model thermometer.
Centigrade thermometer.
Six flask and corks.
Triangle and wire gaus to support flask.
Pan to hold sulphuric acid *in vacuo* and shallow vessel to hold water.
Wires to show unequal power of iron and copper to conduct heat.
Apparatus to show image of candle.
A glass prism.
Plates of red and blue glass, 3″ square.
Several pieces of elder pith.
Electrical machine, Wimshurst.
Rod, half brass, half glass.
Brass ball, with point, on insulated stand.
Leyden jar, pint size.
Discharger.
Grove's battery, 4 cells, in frame.
Yard of fine platinum wire.
Voltameter.
Electro-magnet.
Apparatus for Oersted's experiment.
Thirty feet of covered wire.

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APPENDIX G.

(Chapter II, Rule 29.)

Gymnastic Apparatus.

(i) For First and Second Grade Colleges—
Parallel bars.
Horizontal bar.
Trapeze.
Rings.
Ladder.
Inclined plank.
Vaulting horse.
One dozen pairs of ~~4 lb.~~ dumb-bells.
Two or three pairs ~~6 lb.~~ Indian clubs.

(ii) For Upper Secondary Schools—
Parallel bars.
Horizontal bar.
Vaulting horse.
One dozen pairs of ~~3 lb.~~ dumb-bells.
Two or three pairs of ~~4 lb.~~ Indian clubs.

(iii) For Lower Secondary Schools—
Parallel bars.
Horizontal bar.
One dozen pairs of ~~2 lb.~~ dumb-bells.

APPENDIX H.

(Chapter II, Rule 34.)

Application for Admission into the School,

Name of pupil
~~Age~~ and date of birth
Residence
Name of parent or guardian
Occupation of do.
Residence of do.
School, if any, last attended by pupil

Signature of parent or guardian.

Date

Note Satisfactory evidence in regard to the Date of birth must be insisted upon. Headmasters will be held responsible for the accurate entry of the Date of birth.

APPENDIX I.

(Chapter II, Rule 35.)

Form of Leaving Certificate.

1. Name of the school which the pupil is leaving.
2. Name of the pupil.
3. ~~Age of Pupil at date of his certificate.~~
4. Class or form in which the pupil was reading at the time of leaving (in words).
5. Date of admission or promotion to that class or form.
6. Whether qualified for promotion to a higher class or form.
7. Whether the pupil has paid all the fees due to the school.
8. Date on which the pupil actually left the school.
9. Date on which application for leaving certificate was made on behalf of the pupil by his parent or guardian.
10. Highest examination passed and the date of passing the same.
11. Last standard examination for which grant was paid.
    (*a*) Date of examination.
    (*b*) Optional subjects for which it was paid.
12. Date of the leaving certificate.
13. Signature of Headmaster.

Date of birth as entered in the Admission register

APPENDIX J.

(Chapter II, Rule 52.)

Register of Admissions and Withdrawals.

Date of birth

No.	Name.	House or Village Name.	Name of Parent or Guardian.	Residence.	Occupation of parent.	School and class from which pupil has come.	Whether a leaving certificate was produced on admission.	Highest examination passed and date of passing.	Date of admission.			Age last birth day.	Religion.	Class on admission	Class on leaving.	Date of leaving.		Reason for leaving.	School to which the pupil has gone.	Remarks.
1	2	3	4	5	6	7	8	9	10			11	12	13	14	15		16	17	18
									Y.	M.	D.					Y.	M.			

Note. Special attention is drawn to the necessity for accuracy in regard to the entry of the Date of birth

/a

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APPENDIX K.

(Chapter II, Rule 52.)

Register of Attendances, Fees and Fines for the month of 190 .

Name of the school_____ Class_____

Admission No.	Class No.	Name.	Date. 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	No. of days Present.	School Fees. Rs.	A.	P.	Fines. Rs.	A.	P.	Date of Payment.	Con duct.
1	2	3	4	5	6			7			8	
		No. present daily ...										

No. on roll at beginning of month, ; Admitted during month, ; Left ; No. on roll at end of month, ; No. of School days, ; Average attendance during month, ; Average No. on roll during month,

Directions for keeping Registers.

This form may be modified if a separate fee register is kept.

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

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

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

1. If a pupil is admitted into a class on the first school day of a month, his name should be entered in red ink.
2. If a pupil is admitted on any other date than the first school day of a month, say on the 5th, a black ink line should run through the space for the first four days' attendance.
3. A pupil re-admitted, whether at the beginning or in the middle of the month, should have his name entered in black, but underlined with red ink.
4. If a pupil left school in the middle of a month, a black line should be drawn through the attendance spaces from the first day he left to the last school day of the month.

APPENDIX L.

(Chapter II, Rule 52.)

Register of Attendance of Masters for the month of 190 .

Serial No.	Names.	Date.																												
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

APPENDIX M.

(Chapter II, Rule 52.)

Acquittance Roll of the Establishment of the *School / College* *for the month of* 190 .

Name.	Designation.	Salary due.	Date of receipt.	Signature.
1	2		4	5
		RS. A. P.		

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Head Master. / Principal.

APPENDIX N.

(Chapter III, Rule 66.)

TERM FEE REGISTER.

School Fee Register of the *for the term ending*

Class and Name.	Whether paying fees at full or reduced rates (to be specified).	Amount due for the term ( ).	Amount paid for the term ending												Entrance special fees and fines.	Total.	Remarks.
			First instalment.		Second instalment.		Third instalment.		Fourth instalment.		Fifth instalment.		Sixth instalment.				
			Amount.	Date of payment.	Amount.	Date of payment.	Amount.	Date of payment.	Amount.	Date of payment.	Amount.	Date of payment.	Amount.	Date of payment.			
1	2	3	4		5		6		7		8		9		10	11	12
		RS. A. P.	RS. A. P.		RS. A. P.		RS. A. P.		RS. A. P.		RS. A. P.		RS. A. P.		RS. A. P.	RS. A. P.	

(1) It is only in primary schools or departments that fees may be levied in six equal instalments. Columns 5 and 6 are therefore exclusively intended for the fifth and sixth monthly instalments in such schools or departments.

(2) When a pupil is admitted into a class at the middle of the term, the instalments which he would have paid had he been in the class from the beginning of the term should be collected and entered in the various columns, the date of admission being entered in the remark column.

(3) When credit is allowed for payments in the school from which he has come, the fact should be noted in the column for remarks. Each class section of the registers should be signed by the headmaster at the close of the term in token of the correctness of the entries.

APPENDIX O.

(Chapter III, Rule 66)

Gymnasium Register.

Name.	Date.			Measurements, &c.						Increase.					Remarks.
	Day.	Month.	Year.	Age.	Height.	Weight.	Chest.	Fore-arm.	Upper-arm.	Height.	Weight.	Chest.	Fore-arm.	Upper-arm.	
1	2			3						4					5
				YRS. M.	FT. IN.	LB.	IN.	IN.	IN.	IN.	LB.	IN.	IN.	IN.	
Syed Ahmed.	16th	Jan.	1881	10 1	4 4½	66	26	7½	7½	...	...	...	...	...	
	22nd	Dec.	1881	11 0	4 7½	75	28½	8½	8½	2½	9	2½	1½	1	
	Do.	Do.	1882	12 0	4 8½	84	30½	8½	8½	1½	9	2	...	1	
	Do.	Do.	1883	13 0	5 0½	100	32½	9½	9½	3½	16	2	½	1	
	Do.	Do.	1884	14 0	5 3½	115	35½	9½	10½	3½	15	3	½	1	
	Do.	Do.	1885	15 0	5 7	142	37½	11	12½	3½	27	2	1½	1½	
	Do.	Do.	1886	16 0	5 7½	153	38½	11½	12½	½	11	1	½	½	
	Do.	Do.	1887	17 0	5 8½	156	39½	11½	13½	1½	3		½	1	
									Total Increase ...	16	90	13½	4½	5½	

APPENDIX P.

(Chapter III, Rule 66.)

Register of Corporal Punishments.

Name of pupil.	Form or Class.	Age.	Date.	Offence.	Number of cuts.
1	2		4	5	6

APPENDIX Q.

(Chapter III, Rule 68.)

Register of Scholarships held in the *during the year.*

No.	Name of Scholar.	Standard of Scholarship.	College or School in which gained and when.	Monthly or term value of Scholarship.			Amount paid by Government.			How long tenable.	Purpose of Scholarship.	Remarks.
1	2	3	4	5			6			7	8	9
				Rs.	A.	P.	Rs.	A.	P.			

APPENDIX R.

(Chapter VI, Rule 94.)

Form of application for admission to ~~Training School.~~

1. Name of candidate.
2. Nationality and caste.
3. ~~Age.~~ Date of birth
4. Native town or taluk.
5. Examination passed with place, class and year or the class or form up to which he has studied in the case of a candidate who has passed no examination.
6. Vernacular or other languages known.
7. Present occupation.
8. If a teacher, length of service as such.
9. Name of school or schools in which the candidate has served.
10. Name of school to which the candidate reverts after training.
11. Amount of monthly stipend sought.
12. Statement by the Manager of a recognized school or an Inspecting officer as to the employment of the applicant after training.
13. Remarks.

Countersignature and designation of officer making statement as to employment.

Signature of Applicant

Date of birth

APPENDIX S.

(Chapter VI, Rule 95.)

Application for sanction of stipends.

Name of Candidate.	Nationality and Caste.	Age.	Native Town or Taluk.	Examination passed with class and year or the class or form up to which they have studied in the case of those who have passed no examination.	Vernacular or other languages known.	Present occupation.	If a teacher, length of service as such.	Name of school or schools in which the candidate has served	Name of schools to which the candidate reverts after training.	Amount of monthly stipend sought.			By whom recommended for training.	Remarks.
1	2	3	4	5	6	7	8	9	10	11			12	13
										RS.	A.	P.		

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APPENDIX T.

(Chapter VI, Rule 107.)

Agreement to be entered into by Students in Training Institutions.

A.

Know all men by these presents that I of am bound to the Right Honourable the Secretary of State for India in Council in the sum of Rupees to be paid to the said Secretary of State or to his certain Attorney successors or assigns for which payment I bind myself my executors and administrators by these presents sealed with my seal, dated this day of 190 .

Whereas the above-bounden has entered the as a stipendiary student for the purpose of being trained as a school at the expense of Government and whereas it has been agreed that the above bounden shall enter into a bond in the above-mentioned sum of Rupees with such condition as is hereunder written for the faithful discharge by the said of duties as such stipendiary student and as security for the repayment of all monies paid to as such together with tuition fees. Now the condition of the above-written bond is such that if the said shall go through at the said the full course of training prescribed by Government for school and shall after the completion of such course of training appear for the next ensuing examination necessary to secure a teacher's certificate of the grade for which he is trained, and, if necessary, for every successive examination until he secures such certificate, and shall also, after the completion of such course of training serve for a period of years as a school in a recognized institution or keep a result school within the jurisdiction of the Madras Educational Department and shall during such course of training abide by all the rules and regulations laid down by Government with respect to stipendiary students at the said and during such period of years as aforesaid abide by all the rules and regulations laid down by Government with respect to the teachers of such recognized schools or in case the said shall not go through such full course of training as aforesaid or shall not thereafter serve for a period of years as a school in a recognized institution within the jurisdiction of the Madras Educational Department as aforesaid or shall not abide by such rules and regulations as aforesaid or any of them if the said his executors or administrators shall pay to the said Secretary of State for India in Council his successors or assigns all monies received from Government by the said whilst such stipendiary student as aforesaid together with tuition fees leviable from students failing from any cause other than ill-health to serve as teachers. Then and in either of such cases the above-written bond shall be void otherwise the same shall remain in full force.

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

B.

KNOW all men by these presents that we
of
and
of
are bound to the Right Honourable the Secretary of State for India in Council in the sum of Rupees to be paid to the said Secretary of State or to his certain Attorney successors or assigns for which payment we bind ourselves and each of us our and each of our executors and administrators by these presents sealed with our seals dated this day of 190 . Whereas the above bounden has entered the as a stipendiary student for the purpose of being trained as a school at the expense of Government. And whereas it has been agreed that the above bounden and shall enter into a bond in the above mentioned sum of Rupees with such condition as is hereunder written for the faithful discharge by the said of duties as such stipendiary student and as security for the repayment of all monies paid to as such together with tuition fees. Now the condition of the above written bond is such that if the said shall go through at the said the full course of training prescribed by Government for school and shall after the completion of such course of training appear for the next ensuing examination necessary to secure a teachers' certificate of the grade for which he is trained and, if necessary, for every successive examination until he secures such certificate, and shall, also, after the completion of such course of training serve for a period of years as a school in a recognised institution or keep a result school within the jurisdiction of the Madras Educational Department and shall during such course of training abide by all the rules and regulations laid down by Government with respect to stipendiary students at the said and during such period of years as aforesaid abide by all the rules and regulations laid down by Government with respect to the teachers of such recognized schools or in case the said shall not go through such full course of training as aforesaid or shall not thereafter serve for a period of years as a school in a recognized institution within the jurisdiction of the Madras Educational Department as aforesaid or shall not abide by such rules and regulations as aforesaid or any of them if the said and or either of them their or either of their executors or administrators shall pay to the said Secretary of State for India in Council his successors or assigns all monies received from Government by the said whilst such stipendiary student as aforesaid together with tuition fees leviable from students failing from any cause other than ill-health to serve as teachers. Then and in either of such cases the above-written bond shall be void otherwise the same shall remain in full force.

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

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

Note.—Form A is applicable to the case of a student who is a major and can execute the agreement himself or herself.

Form B is applicable to the case of a student who is a minor, and is therefore required to execute the agreement jointly with his or her parent or guardian.

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APPENDIX U.

(Chapter VI, Rule 108.)

History of Normal Students.

1. Number.
2. Name of student.
3. Nationality and caste.
4. Year of training.
5. ~~Age.~~ Date of birth
6. General education qualification.
7. Teachers' certificate examinations.

	Dates of appearing.	Date of passing with class.
Preliminary		
Final		

8. School to which he reverts after training.
9. Subsequent appointments.

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

APPENDIX U1.

(Chapter VI, Rule 108.)

Supervision and Course Remarks Register.

Number.
Name of student.
Grade.

——	Class.	Subject.	Supervision Remarks.
First Course ...			
Second do. ...			
Third do. ...			
Fourth de. ...			
Fifth do. ...			
Remarks			

APPENDIX V.

(Chapter VI, Rule 108.)

Register showing the Criticism lessons given in the month of 190 . *during the*

1	2	3	4	5	6	7	8	9
Admission number.	Name.	Grade for which being trained.	Form or class taken.	Subject.	Portion.	Date of criticism lesson.	Results.	Remark.

APPENDIX V$_1$.

(Chapter VI, Rule 108.)

Register showing the Model lessons given in the *during the month of* 190 .

1	2	3	4	5	6	7
Name.	Form or class taught.	Grade of students present.	Subject.	Portion.	Date.	Remarks.

APPENDIX W.

(Chapter VI, Rule 108.)

Register of Leave granted to Normal students.

1. Number.
2. Name of student.
3. Grade for which he is being trained.
4. Date of admission.
5. Leave granted.

—	Jan.	Feb.	Mar.	Apl.	May.	June.	July.	Aug.	Sept.	Oct.	Nov.	Dec.
1. Casual leave												
2. Sick leave												
3. Leave on loss of stipend.												
4. Late attendance ...												
5. Remarks												

Date of birth

APPENDIX X.

(Chapter VIII, Rule 125.)

Application for admission to the Preliminary Examination for General Teachers' Certificates.

Name of candidate (to be written in full in English and a Vernacular language).	Sex.	Race.	Age.	To be filled in by trained candidates.	To be filled in by untrained candidates.		Station at which the candidate desires to be examined.	Language in which the candidate desires to be examined.	Grade for which the candidate applies.	Highest General Education Test (complete) passed, date, register number and class.	Countersignature of head of the institution.*	Remarks.
				Name of the institution in which trained (or under training) and period of training.	Recognized schools in which employed.	Period of employment in each.						
1	2	3	4	5	6	7	8	9	10	11	12	13
				Trained in the _____ from —— 190 , to —— 190 .	(1) (2) (3)	Y. M. (1) From—190 , to—190 . (2) " " (3) " " Total ...						

* Applications from trained candidates must be countersigned by the head of the training institution, and those from untrained candidates by the head of the institution in which they are employed as teachers. In the case where an untrained candidate is himself the head of the institution, his application must be countersigned by the Supervisor or the Sub-Assistant Inspector of Schools of the Range. The countersigning officer should satisfy himself before countersigning that the entries have been correctly made.

STATION _____

Date _____ 190 .

Signature _____

Postal address _____

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APPENDIX X1.

(Chapter VIII, Rule 125.)

Form of Attendance Certificate.

I certify that has attended the for not less than three-fourths of the working days of the course and that he is eligible to appear for the Preliminary Teachers' Certificate Examination.

The number of working days in the Training Institution during the course was The No. of days on which the candidate attended was

(Signed)

Headmaster or Principal.

APPENDIX V.

(Chapter VIII, Rule 140.)

Application for admission to Technical Teachers' Certificate Examination.

1	Name of candidate (to be written in full in English and a Vernacular language).
2	Sex.
3	Race.
4	Age.
5	Whether the candidate is a pupil or a teacher.
6	If pupil, the name of the institution to which the applicant is attached.
7	If teacher, the recognized school or schools in which employed. (1) (2) (3)
8	Subjects passed in the Government Technical Examination with grade, date, register number and class. (1) (2) (3)
9	Subjects and grade for which the candidate presents himself for a Technical Teachers' certificate. (1) (2) (3)
10	Language in which the candidate desires to be examined.
11	Station at which the candidate desires to be examined.
12 *	Countersignature of the head of the institution in which the applicant is a pupil or a teacher.*
13	Remarks.

* The countersigning officer should satisfy himself before countersigning that the entries have been correctly made.

STATION _____
Date _____ 190 .

Signature _____

Postal address _____

APPENDIX Z.

(Chapter VIII, Rule 144.)

Application for admission to Gymnastic Teachers' Certificate Examination.

1 Name of candidate (to be written in full in English and a Vernacular language).		
2 Race.		
3 Age.		
4 Whether vaccinated or marked.		
5 Station at which the candidate desires to be examined.		
6 Whether the candidate is a pupil or a teacher.		
7 If pupil, the name of the institution in which the candidate was trained and the period of training.		
8 If teacher, the recognized school or schools in which employed and period of such employment.	(1)	
	(2)	
	(3)	
9 Countersignature of the head of the institution in which he is a pupil or a teacher.*		
10 Remarks.		

* The countersigning officer should satisfy himself before countersigning that the entries have been correctly made.

STATION _____ } 190
DATE _____ }

Signature _____

Postal address _____