

E. P. H. (1949) Department.

(1)

MS SERIES.

G.O. NO. 88 Edu.

Dated 17-1-49.

0 for RS

p-106 }
p-234 } copy in
Army

17

[Despatch Abstract.]

colleges - Govt. Employment of P. A.s. to
Principals - Defered.

Back Papers.

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

Further Papers.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
J.O.	3400	Edn.	7-11-47				
Memo	4415/ G/Sr						
	9/14/52						

Separate file
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3 PA.

C.F. 32

EDUCATION Department
From (Name) SRI D.S. REDDI M.A. (OXON).
Designation DIRECTOR OF PUBLIC INSTRUCTION,
Station MADRAS.

Received.....Registered.....
To
The SECRETARY TO GOVERNMENT,
Education & Public Health Department.

Enclosures: C. No. 1185 K.2/48 dated 25th May 1948.

Sir,

SUB: GOVERNMENT COLLEGES - Employment of personal Assistants to the Principals - Proposals.

The general Inspection Commission of the Madras University have drawn pointed attention to their report to the onerous work of the Principals of Government Colleges. In addition to the statements and returns due to the University, the Principal is responsible for all the financial transactions, administrative details and the continuous correspondence with the Director, with the result that he finds very little time to devote to the academic activities of the college. The Commission, therefore suggests that the Principals should be relieved of much of the present routine work and financial responsibilities which could be delegated to a separate officer such as a Secretary or Office Manager. I agree with the remarks of the Commission that Principals should be relieved of a greater part of their routine and administrative work. The strain of administrative work is greater in colleges with a large strength and a number of courses of studies provided in them. For the present I recommend the employment of a Personal Assistant in the Grade of an Assistant Lecturer to each of the Principals of the Presidency College, Government Muslim College, Madras and the College of Engineering, Guindy.

2. The Presidency College is the biggest Government College in the Province providing a number of courses of study upto the Honours standard. Even though the Intermediate classes are to be removed from this College, the administrative work will not in any way be minimised as the strength of the B.A., B.Sc., and Honours classes are to be increased. In regard to the Muslim College, I have already recommended the employment of a Personal Assistant Vide my letter R.O.C.1226K2/47 dated 14-2-1948. Among the Professional Colleges, the College of Engineering, Guindy is the biggest wherein a number of courses have been provided. In addition a supervisor's course has been introduced in the College from the current year. I feel that in recent years the routine work of the Principal has increased enormously. I, therefore, request that Government may kindly accept my recommendation and sanction the employment of 3 Assistant Lecturers in the scale of Rs.120-240 plus Rs.5 for L.T.'s from the beginning of the academic year 1948-49.

3. The extra cost in 1948-49 as well as the ultimate cost will be as follows:-

1948-49:-

Pay of 3 Assistant Lecturers for 8 months	Rs. 3,000/-
3 x 125 x 8	
Ultimate:-	
Average of 3 Assistant Lecturers.	6,660/- or
3 x 185 x 12	6,700

Ram.26/5/48.

For DIRECTOR OF PUBLIC INSTRUCTION.

Back Papers.

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

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G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
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39034

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Ultimate:-		
Average of 3 Assistant Lecturers.	3 x 185 x 12	Rs. 6,660/- or 6,700

Separate file
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2 PA.

Ram.26/5/48.

for DIRECTOR OF PUBLIC INSTRUCTION.

Edward P. H. Dept

Telephone Message by Post
No. 39034-1/68A Edn. dated 1.6.48

From

The Secy. to Govt. Edn & P. H. Dept

To the D. P. S.

Employment of P. As to the
Principals of certain Govt
colleges.

Ref D. P. S. letter no: 1185 K2/48

25.5.48.

Please furnish information on the
following points:-

- (1) The items of routine work, the
Principals are now attending to
and which may be entrusted to P. As.
- (2) The hours of lecturing work the Principals
are now taking.
- (3) the hours of ^{addl} lecturing work the Principals
can take if P. As are sanctioned.
- (4) the staff now employed in the
college offices and why they
cannot assist the Principal in
disponing of the routine work.
- (5) whether P. As are attached to the
Principals of big private colleges
like the ^{Deoria} Chhatra and ^{Deoria} Kalya colleges.
- (6) why posts in the cadre of Asst-
lecturers and not posts in
the administrative series are necessary.
- (7) whether addl staff has not been
sanctioned in the past to assist
the Principals.
- (8) why the proposal is so very
urgent and why it cannot

be treated as a part of scheme for 1949-50.

May 29/51/48
JRM 31/5/48 S W 11/6/48

115
5/7

T.M (by post) 25/7/48.

From The A.S. Ed H.
To The Dy Dir.

Sub Employment of P.A.s to the Principals of certain Govt. Colleges.

P.C. 3720
4/8/48

Ref. Secy's T.M (by post) to the Dir. no. 39034-1/48-A Edn 2 1-6-48

Pl. State when the Director's reply to in the matter may be expected.

ES 2/7/48 May 21/7/48
JRM 27/7/48

OFFICE OF THE C.F. 304.
Date 19 7 1948
53790 Hours Minutes
TELEPHONIC MESSAGE.
From The D.P. 4 To The Asst. Secy. Edn
Ref: T.M no. 39034-1/48-A
Edn No. 1-6-48 from the Secy. to
Govt. Edn. re: the employment
of personal Assistant to the principal
of certain Govt. colleges.
A reply will be sent on
receipt of a report from the Principal
College of Engineering, Guindy.
Edn & P.H. Dept.
The J.P.s may be reviewed
on 15.8.48
JRM 17/7/48
Please write on both sides.

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POST COPY OF THE TELEPHONIC MESSAGE DATED 19TH JULY 1948.

FROM

THE DIRECTOR OF PUBLIC INSTRUCTION,
MADRAS.

TO

THE ASSISTANT SECRETARY TO GOVERNMENT,
EDUCATION & PUBLIC HEALTH DEPARTMENT,
FORT ST. GEORGE, MADRAS.

53994

REF: TELEPHONIC MESSAGE NO. 39034-1-48, Education, dated 11
1st June 1948 from the Secretary to Government,
Education & Public Health Department, regarding
the employment of Personal Assistants to the
Principals of certain Government Colleges.

-:000:-

A reply will be sent on receipt of a report from the
Principal, College of Engineering, Guindy.

FOR DIRECTOR OF PUBLIC INSTRUCTION.

SNS/20.7



Office of the
Director of Public Instruction,
Madras, Dated 4-9-1948.

From

The Director of Public Instruction, Madras.

To

The Secretary to Government,
Education and Public Health Department.Sub: Employment of Personal Assistants to the Principals of
certain Government Colleges.

Ref: Your T.M. by post No.39034-1-48-A Bdn dated 1-6-48



I am enclosing herewith a copy of letters RC.No.205/48 dated 1-6-48 from the Principal, Govt. Muslim College, Madras, RC.No. 575/48 dated 25-6-48 from the Principal, Presidency College, Madras and RC.No.2-60-A/48 dated 25-7-48 from the Principal, Engineering College, Guindy containing detailed information on the first four points raised in your T.M. referred to above. As regards the other points, the position is explained below:-

67160

Point 5: In big private colleges like the Madras Christian, Pachaiappa College, Chetput and the Loyola there are Bursars and Rectors who deal with entire financial transactions of the colleges besides several items of other routine work. The Bursar in the Pachaiappa's College is appointed from the staff of the college with an allowance of Rs.30/- p.m.

Point 6: To give relief to the Principal in the capacity of a Personal Assistant it is necessary that one should possess experience in the organisation and functioning of a college and hence the need for a Personal Assistant to be in the cadre of Assistant Lecturers.

Point 7: It is the practice in each college to employ a member on the staff in the subject in which the incumbent to the Principal's post is qualified to teach in order to assist such Principal in the discharge of his entire duties without being saddled with more teaching work than is possible. From the position explained by the Principals of the 3 colleges in question it may be seen that none of the existing members of the staff in any college can undertake to relieve the Principal in his routine and administrative work.

Point 8: It is time the Principals who are administrative heads of the college should get into touch with the students of their institutions which is possible by their sharing a portion of the academic duties. The Principals of the Presidency and Engineering Colleges have at present no scope for undertaking teaching work. The Government Muslim College, Madras, has already expanded very much and compared to the administrative work of the Principal, the 4 hours of teaching which he now does is really a strain on him. It will be to the advantage of the three institutions in question if Principal Personal Assistants are appointed to the Principals from the current year itself.

In the light of the position explained above, I request the favour of early orders on the question.

Yours faithfully,

for Director of Public Instruction.

RVR 7/9/-

P.T.O.

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: 2 :
Copy of letter RC.No.205/48 dated 19th June 1948 from the Principal, Govt. Muslim College, Madras to the Director of Public Instruction, Madras.

Ref: Your Proceedings RC.No.1185-K.2/48 dated 15th June 1948

With reference to your Proceedings cited above, I desire to furnish the information called for in serial:-

1. The routine correspondence; checking of attendance and cash book; Routine certificates to the University; Detailed checking of D.C.B. statements of both the High School and the college; Checking of S.S.L.C. registers of the school; Correspondence in connection with the Transfer certificates and conduct certificates; Consolidation of marks registers; Time-tables for periodical examinations, invigilation schemes for the various examinations; Checking of returns and statements; Checking of contingent and other bills; Attendance of students and exemptions from attendance concerning the University; Checking of records, forms stocks, etc; All Correspondence with other Colleges other than the Director of Public Instruction.
2. Four hours.
3. Four more hours.
4. Each of the members of the staff has about 14 hours of work per week the maximum allowed by the University and in addition to this he has correction of either about 60 composition books or Laboratory Record books per week. Besides this, the staff of the Science department have to arrange apparatus for demonstration experiments to their lecture classes.

Therefore I feel that no member of the staff can be burdened with this extra work, which would require the services of one man exclusively.

Hence a personal assistant having the qualifications of an Assistant Lecturer, sufficient experience of office work and qualifications in accountancy, may be appointed in the cadre of Assistant Lecturers to attend to this routine work.

Copy of letter RC.No.575/48 dated 25th June 1948 of the Principal, Presidency College, Madras to the Director of Public Instruction, Madras.

I have the honour to submit below the particulars required by Govt. with reference to the employment of a Personal Assistant to the Principal of the college:-

1. The items of routine work the Principal is now attending to and which may be entrusted to the Personal Assistant are:-

- (a) Signing fair copies of correspondences addressed to equal and subordinate officers.
- (b) Checking cash balance with the daily cash account and looking to the proper and prompt maintenance of account books.
- (c) Sanctioning casual leave to all menial servants and attendants on the recommendations of the Heads of respective Departments.
- (d) Sanctioning of leave to all students on the recommendations of the respective Heads of classes or Departments.
- (e) Checking of inventory of stores etc., forms stationery etc.
- (f) Attending to all routine interim correspondences which do not require personal and direct attention of the Principal.
- (g) Opening of tappals excepting that from the Director of Public Instruction. Supervising the work of the Sergeant, and the menials attached to the college. Such other work as the Principal thinks fit and delegates from time to time.
- (h) In general charge of the arranging for the proper conduct of examinations (such as drawing up schemes for the examinations, arrangements of rooms, superintendents for invigilation and peons for distributing answer papers, printing of question papers etc.) checking up the attendance

7
: 3 :
attendance registers and marks books of students, in charge of issue of Transfer and Conduct Certificates, checking and signing Railway concession and scholarship forms and other miscellaneous work, now done by the Principal.

As the proposed personal assistant will be in the cadre of Asst. Lecturer, I do not think it fit to entrust him with other work such as attending to accounts work, verification of service books etc. This part of work also takes away the major portion of the time of the Principal.

2. The hours of lecturing work the Principal is now taking:-

The Principal has been and is an administrative Officer with no teaching work, though technically he is still the head of a teaching Department. The present Principal was however giving inter collegiate lectures for the students for 4 hours a week for two terms last year.

3. The Hours of additional lecturing work the Principal can take if Personal Assistants is sanctioned: about one hour a day for teaching, on the whole, besides guiding the practical work for Honours students, if the Principal is a Science Professor.

4. The staff now employed in the college and why they cannot assist the Principal in disposing of the routine work:-

There are 20 gazetted officers (excluding the Principal) and 48 assistant lecturers (excluding those posts which are now being transferred to the Govt. Muslim College.) Each member of the staff has roughly 17 to 20 hours of work per week and cannot be expected to do more, besides they have to do some work in the laboratories, preparing for next day's and that day's lecture demonstration or doing their own research or reading work in preparation for the practical or lecturing work.

Copy of letter RC.No.2-60-A/48 dated 25th July 1948 of the Principal, College of Engineering, Guindy to the Director of Public Instruction, Madras.

Ref: Your Proceedings RC.No.1185-K.2/48 dated 15th June 1948.

With reference to the Proceedings quoted above, the following detailed remarks are submitted with respect to the four queries raised:

1. Even since I have taken charge of the work of Principal of this college and on previous occasions when I have temporarily acted on the instructions of the former Principal, Dr. Mudra and on a later occasion for a period of nearly 3 weeks when he was on leave, I found that the routine work of the Principal is very heavy. Unless he spends the whole day and a good part of the time in the night, correspondence and other matters pertaining to the college have a tendency to be delayed. The routine work of the Principal is now more or less on the following lines.

- | | |
|------------------------|--|
| 8 a.m. to 9 a.m. | Interview students representatives
Interview students for urgent matters.
Interview Engineers from Departments.
Interview firms' representatives.
Interview others who call without appointment. |
| 9 a.m. to 9-45a.m. | Opening of tappals and disposal of the same. |
| 10 a.m. to 11-30a.m. | Approve office copies and other correspondence. |
| 11-30a.m. to 12-30P.M. | Inspection of drawing halls, lecture halls etc. |
| 12-30 to 1-P.M. | Interview students. |
| 1 p.m. to 2 p.m. | Lunch interval. |

- 2 p.m. to 2-45 p.m. Second tapal and disposal of the same.
- 2-45 to 3-30 p.m. Signing of fair copies.
- 3-30 to 4 p.m. Leave letters from students and others.
- 4 to 5 p.m. Attend to correspondence relating to time-table, classes, hostel, sports etc.

In addition to the above, the Principal invariably has to deal with very important files from the Director of Public Instruction and from the Government wherein considered opinion is asked about various matters and important schemes relating to this Presidency and relating to the Central Government. Correspondence with the University on matters relating to the syllabus, examination, Board of studies, Academic Council etc. takes up a considerable time. As Secretary of the Standing Advisory Board for Technical Education, a large amount of correspondence has to be dealt by him. It would therefore be seen that the Principal of the Engineering college has very little time for real supervision work.

In this college there are several departments. The work of each department is under a departmental head. It is, however, the Principal who has got to decide whether the work in each Department is being carried out on approved lines and that there is co-ordination between the departments for the ultimate benefit of the institution and for the instruction of students in this college. Daily inspection and going round each department is considered by me as very important. The discipline of the college, and the standard of instruction in each subject will only be ensured if the Principal has the time to go round the various laboratories, drawing halls and class rooms. From the details of the work of the Principal given above, it would be seen that the Principal has practically no time, or would be seen that the Principal has practically no time, or has very little time for this purpose. Inspection of the Laboratories between 6-30 and 8-30 A.M. is considered essential as most of the practical work is done in the morning. Inspection of drawing halls in the forenoon and inspection of the laboratories and drawing halls in the afternoon is also of vital importance. Unless the Principal is relieved of his routine duties to a large extent, this will not be possible. If a Personal Assistant is appointed, he would relieve the Principal of a good share of the routine duties as detailed below:-

1. Opening of tapals and disposing of the same.
2. Approval of office copies relating to very ordinary routine work and signing of fair copies.
3. Inspecting of drawing halls, lecture halls etc. before the commencement of the class work.
4. Disposal of ordinary leave letters.
5. Checking of attendance register, record of class work, time-table etc.
6. Programme of local inspection and inspection Tours.
7. Any other routine matters.

Querries II and III: At the present time, the Principal is not doing any lecturing work for any of the classes. It is very necessary in the interest of discipline and deportment students, that the Principal should be in touch with a Personal Assistant is sanctioned, it is proposed to allot a minimum of three lectures to the Principal in his subject, one for the first year, one for the final year Engineer class and one for the final year Overseer class. This contact with the tone of the classes as the Principal of a college wields a very high influence in directing the conduct of the students in any institution. In previous years, Mr. James, Mr. Nararatnam Iyer and D. Chakko continued to take lectures to certain classes in their respective subjects, even after they were made principals. Even Dr. Rudra, the former Principal was taking lectures for sometime, but was obliged to discontinue owing to the heavy demand made on his time in attending to the administrative and

and routine side of the Principal's work.

Query IV: This college is completely under-staffed as far as the instructional staff is concerned. The ratio of staff to students is 1 to 20, which is considered a very high figure for a technical institution. Apart from this ratio, taking individual timetables in the various departments, it is found that adequate number of staff members are not available for practical work and drawing classes. From time to time this point has been brought to the notice of the Director of Public Instruction. Owing to the introduction of the New Regulations by the Madras University last year, the numbers in each classes have swelled up considerably and especially in the third year Engineer class, there has been about 50% increase. The admission of the first year students of the Arthur Hope College of Technology, Coimbatore in this college this year has also increased the total periods of work for each member of staff. The departmental correspondence without the assistance of ministerial staff has imposed a lot of additional work on Professors and their assistants in addition to their instructional work. The instructional staff in addition to their lecturing and supervision work should have a certain amount of spare time for valuation of drawings, records etc. which is extra work for Engineering Colleges. A certain amount of spare time is also necessary for reference to the latest Engineering Journals in order to make instruction and lectures upto date. Moreover, a fully residential institution like the college of Engineering, Guindy, which is the largest of its kind in this Presidency, throws additional work on the Deputy wardens and Honorary Deputy Wardens. I cannot therefore think of any Assistant Lecturer whose normal periods of work vary from 20 to 23 in this college to assist me in attending to any of the routine work mentioned in the previous paragraphs, which could be given to the Personal Assistant.

As far as the ministerial staff of this college is concerned, the two senior hands are the Accountant and the Upper Division Clerk. None of the items of work detailed for the Personal Assistant can with fairness be given to them for disposal. All the remaining members of ministerial staff are junior members and cannot therefore be considered for these duties. The appointment of a Personal Assistant to the Principal is therefore very necessary and may be sanctioned at an early date.

Even if a personal assistant is sanctioned, the Principal will still have to deal with the bulk of the administrative and routine duties as enumerated below:-

1. Proposals for improvement, organisation and equipment.
2. Appointments, transfers, leave, increments etc.
3. Submission of budget estimates and other accounts.
4. ~~xxx~~ Signing of Establishment bills, T.A. bills, contingent bills and scholarship bills
5. Submission of Confidential Reports and other reports regarding staff
6. Indents for Europe Stores, American Stores and surplus stores.
7. Admissions, promotions, conduct of classes and University Examination
8. Maintenance and control of hostel.
9. Approval of drafts relating to important correspondence and signing of such fair copies.
10. Grant of fee concessions.
11. Issue of certificates and diplomas to students.

(TRUE COPIES)

for Director of Public Instruction.

8/9

39034/48H
in On

Principals of Govt.
Colleges - Adminis-
trative duties -
Relief.

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Extract of para 11 on p.17-18.

There is another matter connected with Govt. Colleges which needs consideration. The work of the Principal in a Government College is much more onerous addition to the usual statements and returns to the University, for all the financial transactions, administrative details, the indents for supplies that have to be prepared and for continuous correspondence either with the Director of Public Instruction or with Government. The result has been, as Principals have frankly admitted, that administrative routine takes up the bulk of the Principal's time and leaves him too little time to go into the academic activities of the college as thoroughly as he would like. In fact once a senior Professor is promoted as principal, he ceases to be effective on the academic side, and can have but few classes under his charge. It seems unfortunate that at a time when a particular officer has distinguished himself as a very competent Professor and his services are greatly appreciated by the students, he should be burdened with administrative and financial responsibilities which from the academic point of view are less important. In some Government Colleges, the Principal is given a Junior assistant in the particular Department of which he is the Head, but this does not compensate for the loss to the Department of a fair portion of the services of the Principal. The Commission is convinced of the need for relieving the Principal of much of the routine and financial responsibilities and delegating them to a separate officer, such as a Secretary or Office Manager, who may be of the grade of a Superintendent. He should be responsible for these particular duties and ~~not~~ in general act under the direction of the Principal in matters pertaining to the general administrative work of the College Office. Such a person should have no part in the academic work of the college, nor control over the teaching staff, the Principal being entirely responsible for the internal discipline and welfare of the college. The Commission feels that this will be an efficient method and in the long run also economical: it would make it possible to utilise the services of experienced teachers on the academic side much more than at present.

E & P.H. (G3)

~~The views of the D.P.I. may be invited on the suggestion.~~

The need for giving relief to Principals of big colleges in the matter of administration, has been recognized by the D.P.I. and he has submitted proposals on the subject separately. These are under examination.

I.B.M.
31-8-48. No separate action necessary here.
M.V.S.
31-8-48

The matter has been under examination for quite a long time. I remember I had put up a note that Principal may be relieved of the administrative work and delegating the work to a separate Officer when the matter of the reorganisation of the Presidency College was considered. Even then it was noted that the matter was separately under consideration. I wonder how long it will take to consider the matter. The matter may be put up soon.

T.S.A.
5-11-48.

1. The first step is to identify the problem or question that needs to be answered. This involves understanding the context and the specific requirements of the task.

To the S.P.G.
and
and
2/12

It has been suggested that instead of employing P.A.S. to the Principals of Govt. Colleges, Vice principals without any addl. allowance may be appointed. The D.P.I. is requested to examine the suggestion and offer his remarks in the matter at an early date.

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E.P.A.-(A)

Memo. No. 39034-4/48A ¹dated 8-12-48.

Sub: Colleges - Govt. - Employment of P.A.s.
to the Principals.

Ref: Memo. No. 39034-3/48A Edn. d. 1.12.48.

The D.P.-9. is requested to send immediately his reply to the memo read above.

To the D.P.G.

8-12-48

8-12-48

$$\frac{187}{81248}$$

8/12/18

R.C.No.1185 K2/48

Office of the
Director of Public Instruction,
Madras, dated 13th Dec. 1948.

FROM

THE DIRECTOR OF PUBLIC INSTRUCTION,
M A D R A S.

TO

THE SECRETARY TO GOVERNMENT,
EDUCATION AND PUBLIC HEALTH DEPARTMENT,
FORT ST. GEORGE, M A D R A S.



93921

Sir,

Subject:- Government Colleges -- Employment of
Personal Assistants to Principals.

Reference:- Government Memo No.39034-3/48-A Edn.,
dated 1--12--1948.

With reference to the government memo cited above
I have the honour to state that the proposal for the employ-
ment of Personal Assistants to three Principals has been
submitted in view of the urgent need for separate Administra-
tive Officers, completely free from academic duties, to relieve
the Principals of a major portion of the routine work. The
employment of Vice Principals instead, as suggested in the
government Memo, will not be to the advantage either of the
office or of the officer as it is not possible for the vice
Principals, to attend to the administrative duties in addition
to their regular academic work. I invite the attention of
government to the various items of administrative work furnished
in my letter R.C.No.1185 K2/48 dated 4--9--1948.

I would therefore recommend the employment of separate
Personal Assistants as originally proposed.

Yours faithfully

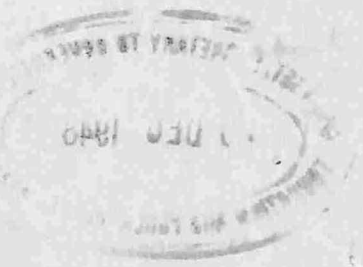
R. M.

For Director of Public Instruction.

SH/14/12.

14/12

Director of Public Instruction,
Madras, dated 13th Dec. 1948.



THE DIRECTOR OF PUBLIC INSTRUCTION,
MADRAS.

THE SECRETARY TO GOVERNMENT,
EDUCATION AND PUBLIC HEALTH DEPARTMENT,
MADRAS.

13221

Subject: Government Colleges - Employment of
Principal Assistants to Principals.

Reference: Government Order No. 13012-3/48-4 dated
1-12-1948.

With reference to the Government order cited above
have the honor to state that the proposal for the employ-
ment of Principal Assistants to Principals in Government
colleges in view of the need for separate administrative
officers, completely from academic duties, has been
considered by a major portion of the working staff of the
Government colleges. It is suggested that the Principal
Assistants to Principals should be employed in the
office of the Principal as it is not possible for the Vice
Principal to attend to the administrative duties in addition
to their regular academic work. I invite the attention of
the Government to the various items of administrative work
which are being handled by the Principal Assistants to
Principals in Government colleges. I am, Sir, Sir,
Yours faithfully,

I am, Sir, Sir,
Yours faithfully,

I am, Sir, Sir,
Yours faithfully,

I am, Sir, Sir,
Yours faithfully,

I am, Sir, Sir,
Yours faithfully,

I am, Sir, Sir,
Yours faithfully,

I am, Sir, Sir,
Yours faithfully,

I am, Sir, Sir,
Yours faithfully,

I am, Sir, Sir,
Yours faithfully,

I am, Sir, Sir,
Yours faithfully,

13 23 E.P.H.(K)

Sub: Colleges - Govt. - Employment of P.A.s to
Principals - ~~Proposal~~ Deferred.

Re on the D.P.O. No. 1185 K2/48 d. 25.5.48 4.9.48
and 13.12.48.

G.O. No. Ms. 88 Edu. dated 17-1-49

The D.P.O. is informed
that the proposal ~~to employ~~ should be
deferred.

To the D.P.O.
17/1/49

6-1-49/167
7/1/49

SM
8/1/49

Part II Scheme

There is one other proposal which I would like to consider along with this, that is, the appt. of an Administrative Officer in the cadre of the Subordinate Service rank to help the Principal of the Presidency College to look after the administration of the College. It is unfortunate that our Senior Professors who are put in charge of the Presidency College become merely administrative officers, which work can be done by Subordinate Service people. The D.P.I. has proposed in a different file that administrative officers may be apptd. for the Presy. College. He may be on the grade of the Subordinate Service rank. That cost also may be met out of this saving (consequent on abolition of about 8 posts of

conversion of Profs. and Lecturers into posts of Asst. Professors and Asst. Lecturers).

T.S.A., 25-5-48.

T.P.H. (A)

The D.P.I.'s reply to the T.M. on p 3 c f. may be awaited till 2.7.48.

23.6.48. RM 25/6/48

The D.P.I. has not yet replied to the T.M. on p 3 c f. He may be reminded. The draft T.M. on p 4 c f. is for approval.

ES 3/7/48

RM 3/7/48

[Issued as T.M. dated 5.7.48.]
From the D.P.I. No. 1185 K₂/48 d. 25.5.48 & 4.7.48.

The D.P.I. has submitted proposals for the employment of Personal Assistants to the Principals of the Presidency College, the Fort Muslim College, Madras and to Engg. College, Guindy. The proposed personal

P.T.O.

assistants are in the grade of Asst. Lecturers. The need for the posts has been explained at length in the D.P.I.'s letters and the enclosures thereto. The ultimate cost on account of the proposals is ^{about} Rs 6,700 p.a. The proposals may be accepted. The Director wants that the posts should be sanctioned from the current year itself. It would however seem sufficient if the proposal is sanctioned with effect from the academic year 1949-50, provision for the necessary expe. being made in Part II of the B. E. for 1949-50.

2. The remarks of Finance may be invited u.o.

7.10.48
11/10/48
B.M. 12/10/48
K.P.M. 39234A/48-2
15/10/48

Finana (E II)
(Part II Scheme for 1949-50.)

The proposal relates to the employment of a Personal Assistant in the grade of an Asst. Lecturer (150-250), to each of the Principals of the following Govt. Colleges:-

- 1) Presidency College, Madras
- 2) Govt Muslim College, Madras and
- 3) The College of Engineering, Guindy.

The proposal involves ^{a recurring} extra cost of Rs 4,800 ^{ultimately} during 1949-50 and Rs 9,000 ^{ultimately} recurring.

v/. Please see the minutes of HM (Edn) extracted at 'x' orp 1 above. In connection with the institution of a cadre of chief Professors in the Presidency College, it was suggested by HM (Edn) that the appointment of an Administrative Officer in the cadre of

the subordinate service rank, will be helpful to the Principal of the Presidency College, to look after the administration of the College. The D.P.I. has now suggested the employment of P.A. in two other Government Colleges also. The proposal is mainly supported for the reason that much of the service of Senior Professors, acting as Principals are lost, because of their administrative duties, which can as well be done by Subordinate Service people.

3. According to existing practice in private institutions like the Madras Christian^{College}, the Pachaiappa's College and the Loyola^{College}, Bursars and Rectors, deal with the entire financial transactions of the colleges, besides several other items of routine work. The Bursar in Pachaiappa's is appointed from the staff of the College with an allowance of Rs.30/- p.m. In Government Colleges, it is the practice to employ an Assistant Lecturer in the subject in which the Principal is qualified in order to assist the Principal in the discharge of his duties. The Principal, Govt. Muslim College, has stated that he is giving lectures for 4 hours per week at present, and if a P.A. is appointed he can take up 4 more hours of work. The Principal, Presidency College, Madras is stated to ^{be} giving 4 hours of inter collegiate lectures and if a P.A. is appointed he can take about one hour a day for teaching on the whole, beside guiding the practical work of Honours students, if the Principal is a science Professor. As regards the Principal, Engineering College, it is stated that the Principal is not doing any lecturing work at present, and if a P.A. is appointed the Principal can give three lectures, one for the first year, one for the final year of Engineering Class and one for the final year overseer class (presumably per week).

4. From the statement of routine work attended to by the Principals in the 3 Govt. Colleges, it is observed

that most of them relate to routine correspondence, checking of various registers, certificates, return statements, contingent and other Bills and forms stocks etc. Most of this work ^{is} usually attended to by the ministerial head of the Office like the Head Clerk, Head Accountant etc. Further the Principal will still remain as the Head of the institution even after the appointment of a Personal Assistant and ~~all~~ important papers cannot be disposed of by the Assistant himself, without the knowledge of the Principal. It is also observed that ^{while} ~~whereas~~ every other member of the staff is taking about 14 hours of work per week, the Principal, even after the appointment of an Assistant can take up only 3 or 4 hours of lecturing work per week. That means the rest of the time of the Principal will be required for the administrative supervision, and the purpose for which the employment of P.A's are proposed viz. to relieve the Principal of his administrative duties, cannot be fulfilled. Further the P.A, appointed in a non-gazetted capacity, cannot assist the Principal ^{to a great extent} ~~greatly~~ or relieve him of his responsibility in any way. Thus there does not seem to be a strong case for the appointment of Personal Assistants to the Principals of the three Colleges. Further the proposal does not seem to satisfy any of the criteria laid down in G.O.No. 765, Fin. dated 6-8-48 for the consideration of Part II schemes. In the circumstances this department may strongly advise that the proposal be deferred.

of...
that...
by...
1300

8m
2/10/48
19.4.48

The proposal is to sanction the employment of Personal Assistants to the Principals of the Presidency College, Madras, the Govt. Muslim College, Madras, and the Jang. College, Quindy. The

E- P.H. (A)
FIN. U.O. 91033/ENR.1
20.11.48



need for the posts is set out on p 12 9-13 of. Though the Principals will not be relieved of all the routine work which they are attending to now and will still have to attend to some of it, even after the appointment of P.A.s to them, yet, it seems desirable to go ahead with the proposal, for the reason that the relief afforded to the Principals by the appointment of P.A.s, though not much, is valuable and beneficial to the students, in that ~~it~~ the leisure thus afforded is utilised for teaching and supervision purposes. The proposal may therefore be pressed. The file may be circulated to H.M. (Educ.) & H.M. (Fin.)

4-11-48
4/11/48

MM 5/11/48 S. by

H. (Lr.)
H. (Lr.)

ISA

10.11.48

The govt. of appointing vice-principals without any additional allowance may be considered.

M.A.
15.11

H.O. (Edn) may see

MM 25/11/48 S. by

H. (Lr.)

D.P.I. may be consulted on this suggestion

ISA

28.11.48

A draft memo is submitted for approval.

29.11.48
29/11/48

MM 30/11/48

[Issued as Memo. No. 39034-3/48A Edu. d. 1.12.48]

6
39034/48A
C. no. 93921 from the D.P.D. No. 1185 K₂/48 d. 13.12.48.

The letter of the D.P.D. d. 13.12.48 may be perused. In the circumstances stated therein, the original proposal to appoint P.A.s. to Principals of Govt. Arts Colleges may be pressed. The file may be circulated to H.M. (edu.) & H.M. (fin) for orders.

15.12.48
15/12/48

16/12/48

H.M. Finance will see to D.P.1. repts. I think they may be allowed only in the larger institutions.

ISA

16.12.48
After from the limits, I am afraid it is to be included as Part 2.

23.12
H.M. (edu.) may see again.

23/12/48

16.12.48
H.M. (edu.)

H.M. Finance may go through the matter from the point of view of the merits of the case. If he agrees, any other suitable procedure that may be necessary may be taken.

ISA

24.12.48

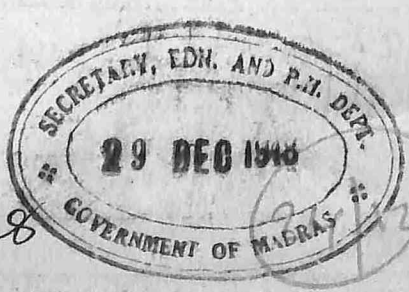
The file may be circulated to H.M. (edu.)

24/12/48

H.M. (edu.)

May be deferred.

25.12



20/12



39034/48A 17 1
H.M. (edu.) may see again with the minute of H.M. (edu.) on page 6 ante.

29/12/48

H.M. (edu.)

ISA

30.12.48

A draft order is submitted for approval.

6-1-49
7/1/49

8/1/49

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੦੮