

THE  
TRAVANCORE  
EDUCATION CODE

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FOURTH EDITION



TRIVANDRUM:  
PRINTED BY THE SUPERINTENDENT, GOVERNMENT PRESS,  
1941

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# THE EDUCATION CODE

## CHAPTER I.

### Introduction.

1. The following rules relating to educational institutions in Travancore are issued under the sanction conveyed in G. O. No. E. 2247, dated 19th November 1909, and subsequent orders of Government.

2. These rules may be referred to collectively as the TRAVANCORE EDUCATION CODE, and in the rules themselves they are referred to as The Code.

3. This edition of the Code supersedes all previous Codes and rules on the subjects herein dealt with. The Director of Public Instruction may, however, with the sanction of Government, suspend the operation of any rule as applying to any class of schools or to schools situated in any particular area.

4. The appendices to the Code shall be treated as part of the Code and they shall have the same force as the Code.

5. No alteration in the Code shall be valid unless it has been sanctioned by Government and published in the Government Gazette. The Director is empowered, however, to issue, in the form of Standing Orders, such rulings on, or interpretations of, the provisions of the Code, as may appear to him to be necessary, and such Standing Orders shall, if and in so far as they are not in contravention of the Code, have the same force as the Code.

6. Copies of the Code shall be supplied free of cost to (a) the Heads of all institutions under departmental management, and (b) to all Inspecting officers.

6 A. Officers of the Department to whom copies of the Code are supplied free will also be supplied with copies in slip form of all alterations in and Standing Orders relating to the Code, free of cost.

6 B. Institutions under private management shall supply themselves with copies of the Code and those of all alterations in and Standing Orders relating to the Code, at their own cost.



7. Copies of the Code or translations of it in Malayalam or Tamil and copies in slip form of alterations in, and Standing Orders relating to the Code may be obtained from the Superintendent, Government Press, Trivandrum at the published prices.

8. Cancelled.

9. Cancelled.

10. All officers of the Education Department to whom copies of the Code are supplied are expected to be thoroughly familiar with its provisions. Should any officer be unable to understand any portion or be uncertain as to its application, it is his duty to apply for information to the Director, through the proper channel. The absence of such request will be taken to imply that the officer concerned understands the Code and accepts responsibility for his action under it.

11. Managers, Correspondents and Heads of institutions under private management are expected to be similarly familiar with the Code. In no case of infringement of a rule will ignorance of the provisions of the Code or of any alteration therein, be accepted as a plea.

12. The provisions of the Code are intended to agree with all rules relating to other Departments, issued by, or with the authority of, Government.

12 A. In this Code, unless there is anything repugnant in the subject or context,

(i) words importing the masculine gender shall be taken to include also females and

(ii) words in the singular may include the plural and *vice versa*.

13. In the Code the term "Department" means the "Education Department, Travancore", "Director" means "The Director of Public Instruction, Travancore", and "Chief Inspecting officer" means "The Division Inspector of schools" or "The Inspectress of Girls' Schools", as the case may be.

"Inspecting officer" means "The Division Inspector of schools", "The Inspectress of Girls' schools", "The Mahomedan Inspector of schools", "The Assistant Inspector of schools", "The Assistant Inspectress of schools", or "The Assistant to the Inspectress of Girls' schools" in whose charge the school is placed for purposes of inspection; the term will also include any officer to whom the duty of inspection for specific purposes has been entrusted by competent authority.

“Month” means the “Malayalam Calendar month” unless otherwise specified.

“Division” means the area of jurisdiction of a Division Inspector of schools.

“District” means the area of jurisdiction of an Assistant Inspector or Assistant Inspectress of schools.

“Manager” means a person having financial and general control of an institution, and will also include a body of persons having similar control of an institution.

“Correspondent” means the person chosen by the Manager and approved by the Department to conduct and sign all correspondence with the Department, on his behalf.

“Particular class” means any class of the population who, in respect of their poverty or of the locality in which they live, or of any other difficulty in providing facilities for their education, require specially favourable treatment. (The term has no reference to the caste or religion of the class.)

## CHAPTER II.

## Classification.

14. Educational institutions are classified according to:

- (a) the form of management;
- (b) their conformity or otherwise with the conditions of recognition;
- (c) the nature and standard of instruction imparted;
- (d) the sex of the pupils; and
- (e) whether they are instructional or otherwise.

15. According to the form of management, educational institutions are either:—

- (a) Departmental institutions, which are Government institutions managed by the Department, or
- (b) Private institutions, which are managed by private individuals, committees, societies or other bodies.

Private institutions may be divided into (a) aided institutions which receive grants-in-aid from public funds, and (b) unaided institutions, which do not receive such grants.

16. Educational institutions are also either:—

- (a) Recognised institutions, or
- (b) Unrecognised institutions.

A recognised institution is one which is admitted by competent authority to be conducted in accordance with the conditions prescribed in Chapter XIV of this Code. An unrecognised institution is one which is not admitted by competent authority to be conducted in accordance with the conditions prescribed in Chapter XIV of this Code.

17. Educational institutions are classified according to the nature and standard of instruction imparted, as follows:—

I. Institutions for general school education.	A. Primary	(including Nursery and Kindergarten schools and Part-time schools).
	B. Middle Schools	(a) Malayalam (b) Tamil (c) English
	C. High Schools	(a) Malayalam (b) Tamil (c) English .

- A. Training Schools
- (a) Lower Grade
- i. Malayalam
  - ii. Tamil
- (b) Higher Grade
- i. Malayalam
  - ii. Tamil
  - iii. English
- II.  
Institutions for Special School Education.
- B. Vocational and Technical Schools.
- C. Other Special Schools.
- (a) The Reformatory School, Trivandrum.
- (b) Sanskrit Schools.
- (c) Schools for Physical Education.
- (d) Art and Music Schools.
- III.  
Institutions for adult education.
- (a) Night Schools.
- (b) Rural Libraries and Reading Rooms.
18. (i) Primary Schools may contain any or all of the following classes:—
- First Class
  - Second Class
  - Third Class
  - Fourth Class
- (ii) Middle Schools in which instruction is imparted through the medium of Malayalam or Tamil may contain any, or all, of the following classes with or without those of a Primary School.
- Fifth Class
  - Sixth Class
  - Seventh Class.
- (iii) Schools in which English is taught as the principal language are called English Schools. An English Middle School may contain the following classes with or without those of a Primary School, *viz.*, Preparatory Class, Forms I, II and III. High Schools which contain class VIII or classes VIII and IX with or without those of a Middle School are termed Malayalam or Tamil High Schools according as the principal language as well as the medium of instruction is Malayalam or Tamil as the case may be. An English High School is a school in which English is the

principal language taught. It may contain any or all of the Forms IV, V and VI with or without the classes of a Middle School.

NOTE:—The medium of instruction in subjects other than English in the Preparatory class and Forms I, II and III shall be Malayalam or Tamil.

19. Cancelled—(Vide rule 18)

20. Training Institutions are organised and conducted so as to provide instruction and training for those who wish to qualify themselves as trained teachers.

Lower Grade Training Schools are organised and conducted so as to provide instruction and training for those who hold the certificate mentioned in rule 157 (i) of the Code for the Lower Grade Trained Teachers' Certificate.

Higher Grade Training Schools are organised and conducted so as to provide instruction and training for those who hold the certificates mentioned in rules 157 (ii) and (iii) of the Code for the Higher Grade Trained Teachers' Certificate.

Training institutions having more than one of the grades mentioned in this rule will be designated according to the highest grade or which they provide instruction.

21. The organisation of Vocational and Technical Schools for Physical Education and Art and Music Schools shall be determined by the Director with the approval of Government.

21 A. The Reformatory School, Trivandrum is organised and conducted in accordance with the Reformatory Schools Act VI of 1099 and the rules issued thereunder.

21 B. The rules relating to Sanskrit Schools are given in Appendix A.

22. Cancelled.

23. According to the sex of the pupils educational institutions are either for boys (or men) or for girls (or women). A school which is intended for the education of boys shall be classified as a school for boys. A school which is intended for the education of girls shall be classified as a school for girls. It shall however, be competent to the Director to order that in any boys' school or in any class of boys' schools or in boys' schools in any particular area girls shall be admitted or not and *vice versa*.

NOTE:—All Primary Schools except those intended exclusively for Muslim girls are co-educational institutions. There shall be no restriction of any kind regarding the admission of boys or girls into these ordinary Primary Schools.

## CHAPTER III.

## Management.

24. All Government institutions, the expenditure on which is debited to the head of 'Education' excluding the Travancore University shall be under the administrative control of the Director.

25. Every private educational institution shall be under the management of some person or definitely constituted body of persons and such person or body of persons must be approved by the Director before recognition is granted or continued.

Changes in the personnel of the management shall require departmental approval as indicated in rule 27, before recognition is granted or continued.

NOTE: (i) No employee of the department shall be the Manager (or member of any committee or body of persons constituted for such purpose) of any institution without the previous sanction of the Director.

(ii) Students cannot be permitted to be managers of schools or members of any committee appointed for the purpose.

26. When the management of a private institution is to vest in any body of two or more persons, the constitution of the management must be subject to definite written or printed rules, which should prescribe among other things, the manner in which the managing body shall be elected or appointed, the conditions of tenure of their office, and their duties and powers with respect to the management of the institution. Such rules shall be subject to the approval of the Director before recognition is granted or continued; and any change made in such rules subsequently shall be subject to similar approval before becoming operative.

27. When the management of a private institution is to vest in any single person to whom authority is delegated by another, the nature and extent of the power or authority so delegated must be clearly stated at the time at which application for recognition is made. The arrangement shall require the approval of the Director before recognition is granted. The delegation of authority from one individual to another or the transfer of the entire management of an institution from one individual to another or the replacement of one individual by another in the Board of management of an institution, after the institution is recognised, shall require the approval of (i) the respective Inspecting Officers in the case of institutions under their direct control and (ii) the Director in the case of all other institutions.

NOTE: (i) The approval of the Inspecting Officers is sufficient for the purpose of this rule, only if there is no change in the nature or extent of the authority delegated or in the rules of the management. Otherwise the approval of the Director is necessary.

(ii) When any change of management is approved by the Inspecting Officers, the name of the new manager should be reported to the Director.

28. With the sanction of the Director or the Inspecting Officer concerned, as the case may be, the manager of a private institution may appoint any person to act on his behalf as correspondent with the Department. In such cases the correspondent is the person with whom the department will ordinarily deal and the manager shall be bound by the acts of the correspondent. When the correspondent of a school is himself a teacher in that school he shall in no case be any other than the Headmaster.

NOTE: (i) Managers of schools may be required to appoint local correspondents should there be necessity for the same.

(ii) When any change of correspondent is approved by the Inspecting Officers, the name of the new correspondent should be reported to the Director.

(iii) The sanction of the Inspecting Officer is sufficient for the purpose of this rule, only if there is no change in the nature or extent of the authority delegated or in the rules of the management. Otherwise the sanction of the Director is necessary.

29. When the Headmaster of a private institution is not also the manager thereof, the duties and powers of the Headmaster and the conditions of tenure of his office shall be clearly defined and they shall be subject to the approval of the Chief Inspecting Officers in the case of institutions under their control and the Director in the case of other institutions.

Such duties and powers shall in any case include the following:—

(i) *Duties*:—It shall be the duty of the Headmaster

(a) to devote the whole of his time to the duties of his office and not to engage in any trade, business, occupation, or special duty which will interfere with the efficient discharge of these duties or to which the manager or the Inspecting Officer may object;

(b) to attend the school regularly and punctually and not to absent himself therefrom unless prevented by illness or unless he has received the previous permission of the manager;

- (c) to allot to each teacher or other member of the staff his duties, to supervise the discharge of these duties and to report to the Manager every case in which a teacher or other member of the staff fails to discharge his duty regularly, punctually and efficiently ;
  - (d) to see that the registers and records of the school are maintained in accordance with the departmental regulations and that returns due to the department are prepared accurately and submitted promptly ;
  - (e) to maintain efficient discipline in the school in accordance with the school rules and with departmental regulations ;
  - (f) to see that the furniture, equipment, apparatus and teaching appliances are kept in good order and to report to the manager any deficiencies in them ;
  - (g) to see that the building and premises are kept in clean, tidy condition and that the sanitary state of the school and compound is satisfactory ;
  - (h) to see that the fees are collected in accordance with prescribed rules.
- (ii) *Powers.* The Headmaster shall have power:—
- (a) to admit pupils in accordance with departmental regulations ;
  - (b) to punish, discharge and dismiss pupils in accordance with departmental regulations and the rules of the school ;
  - (c) to recommend suitable and properly qualified persons to the manager for appointment to any vacancy on the staff ;
  - (d) to recommend to the manager to punish suitably any member of the staff, for negligence or disobedience of orders ;
  - (e) to decide the annual promotion of pupils ;
  - (f) to award fee concessions to pupils in consultation with the manager and in accordance with the fee concession rules.



## CHAPTER IV.

**Buildings and Sanitation—Health of Pupils.**

30. No building shall be used for the purposes of education unless it has been approved by the department.

30 A. School buildings will not be approved unless they are constructed in accordance with the approved type designs, unless their sites, plans, specifications and the accommodation provided have been approved by the department and the sanitary arrangements are satisfactory, the locality healthy, the neighbourhood respectable etc.

30 B. Appendix B contains the approved type designs of buildings for all grades of educational institutions. These type designs should invariably be followed by the managers of private schools in the case of school buildings constructed after the issue of these rules ; any deviation from these approved designs should not be effected without the previous approval of the department.

In the case of buildings put up and completed before the issue of these rules, they may be accepted if satisfactory in other respects, especially as regards Primary schools. The Inspecting Officers should do what they can to persuade managers of private schools under them to bring their school buildings into conformity with the above type designs, where and when this is necessary.

30 C. Sites for school buildings should be on an elevated level and they should be well drained and in clean surroundings. As far as possible, land under wet cultivation should be avoided. The sites should be accessible to pupils of all communities.

30 D. The minimum extent of premises required for a school of each grade shall be as follows:—

Primary School	50 cents.
Middle School	1 acre.
High School	3 acres.

31. No building which is used for the purposes of education shall be altered or added to materially, except in accordance with a plan approved by the Department.

32. The accommodation in each class room shall be such as to allow not less than 8 square feet and 80 cubic feet per pupil on the rolls of the class or classes accommodated in the room. The superficial area of the floor, the cubic contents of the room, and the maximum number of pupils which may be accommodated in accordance with the foregoing rule, shall be clearly marked in a conspicuous place in each class room.

Each class room should provide accommodation for not less than 50 pupils.

33. The maximum number of pupils who may be accommodated in any laboratory, workshop, or other room for practical work, shall be determined by the Inspecting Officer. This number shall be clearly marked on the wall of the room; the number of pupils actually accommodated shall on no account exceed that fixed by the Inspecting Officer.

34. Every English High School, shall have a common room for the teachers on the staff, and an office room for the Headmaster and a Drill shed.

In the case of each Boys' High School a separate waiting room for girl pupils should also be provided, if there are sufficient number of girls in the school.

In every High School, in which science is taught accommodation provided with the necessary equipment for demonstration and experiment, shall be specially set apart for the purpose. It shall also have a separate library and reading room which shall be well lighted and provided with tables and chairs or benches.

35. Rooms which accommodate more than one class in any school other than Primary Schools shall be divided by partitions, of height not less than 8 feet, which shall screen off one class from another.

36. All buildings used for educational purposes, which are roofed with tiles of Mangalore pattern, shall be provided with a ceiling.

37. Every building used for educational purposes shall be maintained in a state of satisfactory repair. Scribbling on the walls, doors and windows and furniture or otherwise defacing them shall be prevented. The building and premises should always be kept thoroughly clean and tidy.

37 A. The school premises should be demarcated and marked out by a small ridge or fence or by a compound wall. The compound should be kept fairly levelled and clear of rank vegetation. Where the school is near a main road there should be a suitable approach road and a board giving the name and designation of the school should also be put up in front of the school.

37 B. The manager or head of every school should put forth his best efforts for laying out gardens attached to each school.

Efforts should also be made to plant suitable trees in the school compound so that pupils may play and rest under them during leisure hours. Care should be taken to see that trees are so planted as not to (i) reduce unduly the space available for play and (ii) obstruct the entry of light into the class rooms or in course of time, cause damage to the structure.

37 C. The thatching of the school houses which have not tiled roofs and other items of annual maintenance works must be satisfactorily done during the summer vacation each year before the monsoon breaks out. Inspecting Officers and the managers will be held responsible for the safety of the school buildings.

38. Arrangements shall be made for a sufficient supply of good drinking water in all educational institutions.

High Schools and Training Schools shall each have tiffin rooms attached thereto; in the case of other institutions, necessary arrangements by way of accommodation should be made for the pupils to take their noon-day meals.

39. All schools should be provided with suitable latrines for the pupils and the staff which should always be kept clean; and satisfactory arrangements should be made for scavenging.

In the case of boys' schools, where girls attend, separate latrines should be provided for the girls with sufficient privacy and away from the latrine for boys.

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

The type designs of the Public Health Department should be consulted when planning latrines.

40. Every pupil, unless he can show that he has had small pox, shall be vaccinated, and if more than five years have lapsed since he was last vaccinated, he shall be revaccinated. When any pupil not protected from small pox as above, is admitted to the school, the Headmaster shall, within 24 hours, inform the Sanitary Officer of the District within which the school is situated, of the fact in writing and request him to make arrangements for the vaccination of the pupil. But if the school is situated within an area over which a vaccinator is placed, the Headmaster shall inform the vaccinator of the fact in writing and request him to visit the school for the purpose of vaccinating the pupil. If in either of these cases the pupil refuses to submit to vaccination or revaccination or if the parent or guardian prevents the pupil from being vaccinated or revaccinated the pupil shall be discharged from the school. No transfer certificate shall be granted in such cases without the sanction of the Inspecting Officer.

The presence in the school of pupils unprotected from small pox may be regarded as sufficient cause for withdrawal of recognition in favour of such a school.

41. Headmasters are expected to be able to detect the diseases referred to in the following table and exclude pupils suffering from any of them until recovery.

It is further desirable that parents or guardians should, as soon as possible, notify the Headmaster of the occurrence of any of these diseases in the house where a pupil lives. In any case which comes to the knowledge of the Headmaster, the pupil shall be excluded from the school for the number of days specified in the following table.

Name of disease.	No. of days the pupil should be excluded from school when any inmate of the house in which he lives is attacked by the disease.	No. of days the pupil should be excluded from school when the pupil alone is attacked by the disease.
Small-pox	16 days after every scab has disappeared in the last case in the house.	After every scab has disappeared.
Chicken-Pox	20 days Do.	Do. Do.
Measles	16 days after the appearance of the rash.	16 days after the appearance of the rash.
Mumps	One month after the subsidence of the swelling.	One week after the subsidence of the swelling.
Whooping cough	Five weeks after the cessation of the characteristic cough.	2 weeks after the cessation of the characteristic cough.
Cholera	19 days after the cessation of the diarrhoea.	7 days after the cessation of the diarrhoea.
Purulent Ophthalmia	..	One month after the complete absence of the discharge.
Ringworm	..	After complete cure.
Scabies	..	Do.

41 A. If any of the signs given in Appendix C are observed in pupils they should be sent to the nearest Government Hospital for examination and treatment. Such pupils should not be allowed to resume attendance in class until they produce a certificate from the Medical Officer in charge of the Hospital to which they were sent that their attendance at school is neither prejudicial to them nor to the health of their classmates or schoolmates.

42. The closing of schools on account of local epidemics is not permitted except with the sanction of the Inspecting Officer.

43. No school shall ordinarily be located within 200 yards of any public burial place or public cremation ground.

NOTE:—(i) The safe distance for a school from a recently disused cemetery ought to be at least 100 yards. Should it be undulating ground the location of the school ought to be on a higher level than the cemetery. The time that should elapse after burials have ceased in a cemetery before it could be treated as ordinary ground will depend on the nature of the soil, the depth at which bodies had been buried, the depth of the subsoil water, the form of burial whether in a wooden or metal coffin etc. Presuming the soil to be loam and at any rate not clay, that bodies had been buried at not more than five or six feet depth, that the sub soil water is below 8 feet from the surface or it has been drained and that no wooden or metal coffin had been used, any plot of ground which had never been used as a cemetery for six years at least, may be considered safe. In any case, a certificate from the Public Health Department as to the suitability of the sites of the kind referred to for purposes of school should be produced.

(ii) The schools in existence on 8-2-1932 within the objectionable distance of 200 yards will be exempted from the operation of rule 43, if the Public Health Department certifies that the sites of these schools are not open to objection on this account and if in other respects they are satisfactory.

44. All schools are subject to the inspection of such officers of the Medical, Public Health and Public Works Departments as Government may specify. The Director may insist on a medical examination of the pupils in any school with the object of ascertaining the physical fitness of the pupils to undergo instruction and of detecting preventable diseases. The Managers and Headmasters are bound to give every facility to such officers for such examination.

44 A. In view of the permanent injury to the juvenile constitution that is likely to result from the use of tobacco in any form or of intoxicants at an early age every effort should be made by Heads of institutions to discourage the practice of smoking, taking snuff and chewing (with tobacco) or using intoxicants. Pupils should be strictly forbidden from any of these practices and breach of this rule within or outside the school premises should be regarded as a serious offence.

## CHAPTER V.

**Furniture and Teaching Appliances.**

45. (i) Every school should be provided with the furniture, maps, models and other teaching appliances and the gymnastic apparatus declared by the Chief Inspecting Officer to be necessary for its standard of instruction. The furniture should be of approved pattern.

(ii) The furniture should be of a simple but suitable character. Benches should be provided and also desks for writing work. In the lowest class the pupils may be seated on planks or mats on the floor. There should be a table and a chair for each teacher, and a box or almirah for school records. Each class should be provided with a blackboard not less than  $4\frac{1}{2}$  ft. long and 3 ft. high.

NOTE :—Wall boards of the proper size and suitably prepared surface are not open to objection in the case of Primary schools.

(iii) In English Schools, the benches should be provided with backs and with writing desks of approved pattern at the rate of at least 2 feet of desk length per pupil on the rolls. The black boards should be reversible, one side being divided into 1 inch squares, and their dimensions should be not less than  $5\frac{1}{2}$  ft. in length and  $3\frac{1}{2}$  ft. in height.

45 A. The requirements of suitable desks and seats are that the pupil should sit with body fairly vertical for writing, and be able to lean back for reading, without any danger of curvature of the spine in either case. He should not stoop or lounge or sit in any way askew, and the book or paper should rest at a comfortable distance below his eyes.

Not more than 4 pupils should be seated at one desk.

The following table of measurements is intended as a guide to school managements in the construction of desks and seats.

## MEASUREMENTS IN INCHES.

Table.

1	Height of pupil	Below 48.	48 to 51	52 to 55	56 to 59	60 to 63	64 to 67	68 and above.
2	Distance from the top of base to top of seat board	12½	14	15	16½	18½	19½	20
3	Width of seat board	9	9½	10½	11	12	12	12
4	Distance from top of seat board to front edge of desk measured perpendicularly	9	9½	10	10½	11½	12	12½
5	Distance between front edge of desk and front edge seat measured horizontally	3	3½	3½	4	4	4½	4½
6	Width of top of desk (inclined part)	11½	12	12½	13	13½	14	14
7	Width of top of desk (horizontal part)	3	3	3	3	3	3	3
8	Depth of book shelf	10	10	10	10	10	10	10
9	Distance of same from top of desk	5	5	5	5	5	5	5
10	Slope of back of seat	1	1	1	1	1	1	1
11	Distance from top of seat board to top of back of seat measured perpendicularly	9	9½	10	11	12	12½	13
12	Distance from top of base to back edge of desk	23½	25½	27	29½	32	33½	35
13	Foot rest	Front edge flush with base : back edge 1 inch above base.						

46. Every school shall be provided with copies of the Text Books in use, and in schools of the higher grade, reference books, particularly on subjects of general information, should be supplied for the use of the teachers.

47. Every High School shall be provided with a library for the use of the pupils and a collection of reference books for the use of the teachers.

A classified catalogue (as per Appendix D) of all books in each of the above two sections of the library should be kept and revised annually; a register of issues (Appendix E) from the library should also be similarly maintained.

47 A. A set of instructions relating to departmental school libraries is contained in Appendix F. Similar rules may be adopted by private institutions.

48. For the information and guidance of Managers, the Department will issue from time to time lists of suitable reference books for teachers, and of apparatus and appliances for teaching. Inspecting Officers will, under instructions from the Director, ascertain the extent to which managers have provided the books and appliances thus recommended. It is expected that in every school there will be constant improvement up to a reasonable standard of efficiency, and continuance of recognition will largely depend on the extent to which such improvement has been effected.



## CHAPTER VI.

**Qualification of Teachers (and issue of Licenses).**

49. Every person appointed as a teacher shall within three months of such appointment apply for a license and no person who does not apply for a license within this period shall be permitted to teach in any school.

**NOTE:** In case a person who is eligible for, but does not hold a license has been newly entertained in service as a teacher (acting, on probation etc.) in a school under departmental or private management he should without fail apply for the license within three months of his admission to duty in the school.

50. Applications for licenses in the prescribed form (Appendix G) should be addressed to the Chief Inspecting Officer through the regular official channel. Printed forms for the purpose are obtainable from all Inspecting Officers.

51. Each application for a license must be accompanied by a treasury receipt for the fee payable on issue of such license. The fee in the case of teachers who are qualified to teach classes, I, II and III only is Rs. 3 and in all other cases Rs. 6. The subordinate Inspecting Officers or the Headmasters through whom the applications are forwarded shall, before transmitting the applications to their destination scrutinise the entries made in them and certify to their accuracy.

**NOTE:** A separate treasury receipt for the fee due shall be attached to each application. A common treasury receipt for the total amount of the fee due on more applications than one should not be sent.

52. The license issued in favour of any person shall state the nature of the work he is generally permitted to undertake and in the case of English School teachers the subjects he is specially permitted to teach.

53. Cancelled.

54. The general and professional examination qualification expected in those to whom licenses may be issued shall be as follows:—

Class.	General Qualifications.	Professional Qualifications.
(a) For teachers in Malayalam or Tamil Schools.		
I, II, III & IV.	Vernacular School Leaving Certificate or Malayalam or Tamil Middle School Examination certificate.	Lower Grade Trained Teachers' Certificate.
V, VI, and VII	English School Leaving Certificate, (Travancore or Cochin) with the endorsement "eligible for College admission" or Vernacular Higher Examination Certificate or Malayalam or Tamil High School Examination Certificate or Matriculation in any year of Madras or Travancore University.	Higher Grade Trained Teachers' Certificate.
VIII and IX.	B. A. or B. Sc. degree Examination of the Madras or Travancore University (Teachers of Mathematics, Science, History & Geography should have graduated in English and in the special subjects they are appointed to teach).	L. T. Degree examination of the Madras or Travancore University (In addition it is expected that teachers of Mathematics and History and Geography have attended vacation courses in these subjects and that Science teachers have undergone a course of practical instruction in class demonstration etc., in a College laboratory).
Instructor in Commercial subjects in Tamil or Malayalam High Schools.	...	Diploma issued by a recognised Institute of Commerce.
Sanskrit Pandit.	...	Sastri Test or equivalent certificate.
Drawing Master.	...	Free hand outline Drawing-Intermediate (old) or Free hand outline Drawing and Model Drawing (Lower Madras).

Class.	General Qualifications.	Professional Qualifications.
Drill Master.	...	<p>Physical training certificate issued by the Y. M. C. A. Summer Training School, Alwaye or by the Teachers' College, Saidapet, or by the Director of Public Instruction, Mysore.</p> <p>NOTE: Drawingmasters who secure the certificate in physical training (Y. M. C. A. Bangalore) issued by the Director of Public Instruction, Mysore or the certificate in Physical Training issued by the Y. M. C. A. Summer Physical Training School Alwaye will be deemed qualified to teach Drill also.</p>
Hebrew Munshies.	Oriental Title in Hebrew, Madras University or any equivalent qualification.	
Arabic Instructors in Primary Schools.	Arabic Munshy's Examination—Lower Grade.	
Arabic Munshies in Primary Schools.	do.	
Arabic Munshies in Tamil or Malayalam Middle Schools.	Arabic Munshies' Examination—Higher Grade.	
Sewing Mistresses in classes I to VII.	The Needle Work and Garment Making Examination instituted in 1925.	
	NOTE: Persons who have passed the Needle Work Examination held during the years 1918 to 1924 may be deemed qualified for appointment as Sewing Mistresses in Primary classes.	
Bhagavathars in classes I to IV.	Lower Music Test of the Travancore Music Board or any equivalent qualification.	
Bhagavathars in classes V to VII.	Higher Music test of the Travancore Music Board or any equivalent qualification.	

Class.	General Qualifications.	Professional Qualifications.
Weaving Instructor.	Certificate in Cotton Weaving (Higher Grade) issued by the Madras Government.	
Binding Instructor.	<p data-bbox="409 410 906 465">Certificate of competence from the Superintendent, Government Press.</p> <p data-bbox="409 495 906 674">NOTE: i. Teachers possessing Malayalam qualification should not be employed in Tamil schools if they have not passed the appropriate proficiency test in Tamil viz, Tamil Proficiency Test (Lower Grade) for teachers of classes I to IV and Tamil Proficiency Test (Higher Grade) for teachers of classes V to VII.</p> <p data-bbox="461 698 906 753">ii. Only persons possessing professional qualification will be newly entertained as teachers.</p> <p data-bbox="450 779 906 983">iii. Untrained teachers (Vernacular School Leaving or Vernacular Higher Certificate holders and holders of equivalent qualifications) who are not less than 35 years old and who have put in a service of not less than 15 years will, in deserving cases, be exempted from the possession of the appropriate trained teachers' certificate.</p> <p data-bbox="461 1007 906 1112">iv. Only teachers with the prescribed qualifications, and with the appropriate Teachers' Certificate will be appointed as Headmasters of complete Primary or Middle Schools.</p>	
(b) For teachers in English Schools.		
Preparatory Class and Forms I, II and III.	E. S. L. C. (Travancore or Cochin) with the endorsement "eligible for College admission".	Higher Grade Trained Teachers' Certificate (English).
Forms IV, V and VI.	B. A. or B. Sc. degree examination (Madras or Travancore University) I or II Class or III Class (Hons). Teachers of Mathematics, Science & History & Geography should have taken the degree course in the respective subjects under Part III.	L. T. Degree examination of the Madras or Travancore University. (In addition it is expected that teachers of Mathematics and History and Geography should have attended vacation courses in these subjects and that Science teachers have undergone a course of practical instruction in class demonstration etc. in a College Laboratory).

Class.	General Qualifications.	Professional Qualifications.
Headmasters (High Schools)	B. A. or B. A. (Hons) or M. A. Degree examination of the Madras or of the Madras or Travancore University.	L. T. Degree Examination of the Madras or Travancore University.
Sanskrit Pandits.		<p>(a) Siromani Examination of the Madras or Annamalai University.</p> <p>(b) Vidwan Examination of the Madras University with Sanskrit as optional subject, or</p> <p>(c) Mahopadhyaya Examination of the Sanskrit College, Trivandrum or the Travancore University, or</p> <p>(d) B. A. II Class with Sanskrit as Optional subject.</p>
Tamil Pandits.		<p>(a) Vidwan Examination of the Madras or Travancore University, or</p> <p>(b) Higher Examination of the Tamil Sangham, Madura, or</p> <p>(c) B. A. II Class with Tamil as optional subject.</p>
Malayalam Pandits.		<p>(a) Mahopadhyaya Examination of the Sanskrit College, Trivandrum or the Travancore University.</p> <p>(b) Vidwan Examination of the Madras or Travancore University with Malayalam or Sanskrit as Optional subject.</p> <p>(c) B. A., II Class with Malayalam or Sanskrit as Optional subject, or</p> <p>(d) Siromani Examination of the Annamalai University.</p>
Drawing Masters.		<p>(i) <i>According to the old scheme for the Madras Government Technical Examinations.</i></p> <p>Freehand outline Drawing (Intermediate) Geometrical Drawing (Intermediate) Design—Elementary and Painting—Elementary.</p> <p style="text-align: center;">or</p> <p>(ii) <i>According to the new scheme for the Madras Government Technical Examinations.</i></p>

Class.	General Qualifications.	Professional Qualifications.
Drill and Gymnastic Instructors.	Free-hand outline and Model Drawing (Higher) Geometrical Drawing (Lower) Design (Lower) and Painting (Lower).	Gymnastic Teachers' Certificate issued by the Director of Public Instruction, Madras or the Teachers' Certificate in Physical Training issued by the Secretary to Commissioner for Government Examinations, Madras.
Combined Drawing & Drill Mmasters.	The qualifications prescribed for drawing masters and those for Drill Masters.	
Sewing Mistresses.	Needle Work and Garment Making Examination.	
Music and Drill Mistresses and Assistants.	Senior Examination of Trinity College of Music (London) and knowledge of Drill.	
Music (Violin) Mistress.	Senior certificate in violin of Trinity College of Music (London).	
Music (Indian) Mistress.	Higher Indian Music Certificate with proficiency in Veena of the Travancore Music Board.	
Hindi Instructor.	The Rashtra Bhasha Visarad Examination in Hindi in addition to E. S. L. C.	
	<p>NOTE: i. Only teachers with training qualifications preferably graduates, should be appointed as Headmasters of complete English Middle Schools.</p> <p>ii. Persons recruited to the departmental schools as per the recruitment rules sanctioned by the Government from time to time may be deemed to possess the necessary qualifications and they may be granted licenses.</p> <p>iii. The B. A. Degree Examinations of Indian Universities other than the Travancore University will be accepted as equivalent of the B. A. Degree Examination of the Travancore University in all cases in which the syndicate of latter University accepts the B. A. degree Examination of the former Universities for purposes of entrance to the L. T. course of a Training College affiliated to the Travancore University.</p>	

Class.	General Qualifications.	Professional Qualifications.
		<p>iv. No person shall be issued a license to teach Latin in an English School unless he has passed the B. A. Degree or an examination equivalent thereto in Latin. But in view of the dearth of Latin graduates permission to teach Latin may be given from time to time to persons who are certified by competent persons to have passed the necessary examination in Latin for admission to the Roman Catholic Priesthood.</p> <p>v. European fathers of the Jesuit or the Carmelite Order who have undergone the course of training prescribed for members of that order may be entertained in English Schools under private management as teachers of subjects which they may be found competent to handle by a special Board of Examiners nominated by the Director for the purpose. In respect of such subjects as they may be found qualified to teach they will be deemed as holding qualifications equivalent to the B. A. and L. T. degrees of the Madras and Travancore Universities. Each of such cases will be decided on its own merits.</p> <p>The entire cost of examination by the Special Board of Examiners shall be borne by the management of the institution which proposes to employ such teachers.</p> <p>Ordinarily exemption from training will be granted only to persons who have completed 35 years of age and have served for 10 years continuously as a teacher.</p>

54 A. The qualifications for teachers in special schools shall be determined by the Director in each case.

54 B. Teachers who have already been granted licenses or whose appointments in recognised schools have been approved on the basis of the rules in force before the present edition of the Code became operative will continue to be recognised as such for the purposes of Rule 54.

55. In no case shall a license be issued in favour of a person whose age is less than 16 years or more than 55 years.

56. The Director is empowered to relax the conditions prescribed in rule 54 in the following cases:—

(a) when there is difficulty in obtaining the services of teachers in particular areas or for schools intended for particular classes of the community ;

(b) when the supply of professionally trained teachers is insufficient to meet the demand for them.

57. The fee paid on an application for a license shall be returned to the applicant if no license is issued in his favour.

58. When first granted, each license will be retained by the Chief Inspecting Officer until the person in whose favour it is granted has been appointed as a teacher in a recognised school. On the appointment of the teacher the license should be forwarded to the Headmaster (in the case of schools under departmental management) or the manager (in the case of private schools). If the license is in favour of a Headmaster or of a Headmaster who is also the Manager the license will be retained by the Inspecting Officer. The Headmaster, Manager or the Inspecting Officer, as the case may be, shall thereupon enter in the license the particulars of the service entered upon. When the entry is not made by the Inspecting Officer, a certified copy of the entry shall be forwarded to the Inspecting Officer. All subsequent changes in the conditions of service shall be similarly entered and reported.

Note: Intimation of the issue of a license will be given to the applicant in the form as per Appendix H.

58 A. Rules relating to the service of teachers in recognised schools, under private management are given in Appendix I.

59. On a licensed teacher leaving the service of a recognised school, the Headmaster, Manager or Inspecting Officer, as the case may be, shall enter in the license the particulars relating to such termination of service. If the entry has been made by the Headmaster or the Manager, he shall forward the license to the Inspecting Officer, and it shall subsequently be dealt with as in the case of an issue of a new license ; provided that, if the teacher has been dismissed for any fault or has left the service of the school in such manner as to infringe the conditions of that service the Chief Inspecting Officer shall take such action in the matter as he may deem fit.

60. No licensed teacher may be dismissed from the service of a private recognised school except on reasonable grounds and without the previous approval of the Director. The decision of the Director on the matter shall be final.

60 A. The services of a licensed teacher permanently employed in a private recognised school may not be terminated without the



previous sanction of the Chief Inspecting Officer having jurisdiction over the institution. In the case of teachers employed on a temporary basis without limit of time the management will have to give three months' notice or pay three months' salary in lieu thereof when the services of the teacher are dispensed with as distinguished from dismissal. Against such termination of service an appeal shall lie to the Director provided that such appeal is preferred within two months from the date of the order of termination of service. The decision of the Director on such appeal shall be final.

61. The Director may suspend or cancel a license if the person in whose favour it has been issued,

- i. has reached the age of 55 years;
- ii. has been judicially convicted of any offence involving dishonesty or immorality ;
- iii. has wilfully given incorrect information in his application for the license ;
- iv. is for any continuous period exceeding two years, not engaged as a teacher in a recognised school ;
- v. permanently undertakes teaching of any kind which is not permitted by his license ;
- vi. is known to serve as a teacher in an unrecognised school which violates the conditions of the Code in such manner as to do injury to the public interest and has refused or failed to withdraw from such service within 30 days of having been warned to do so by the Chief Inspecting Officer ;
- vii. is found to be not competent to serve efficiently as a teacher of the classes or subjects which he is permitted to teach by his license ;
- viii. is found to be physically unfit to serve as a teacher, or to suffer from any contagious or communicable disease ;
- ix. wilfully infringes any condition of service in the school wherein he is employed as a teacher ;
- x. behaves towards his pupils, their parents, the headmaster, the manager, or any inspecting officer in any manner unbecoming a teacher ;
- xi. refuses to undergo a course of training or instruction in a recognised Training School or other recognised institution or fails without reasonable cause to attend such course or to profit by it to the best of his ability ;

- xii. attends any course of instruction in law, or engages in any trade, business or occupation which, in the opinion of the Chief Inspecting Officer, is incompatible with the efficient discharge of his duties as a teacher ;
- xiii. is directly, or indirectly, solely or in conjunction with others, the editor or proprietor of any newspaper, magazine or periodical other than a purely scientific or educational publication, without the written sanction of the Director ;
- xiv. takes any part whatsoever in any political agitation directed against the authority of Government, or in any movement or agitation of any kind which may be accompanied by or result in ill-feeling between different sections of the community or gives expression in any way to opinions which may excite feelings of political disloyalty or disaffection ;
- xv. advises, encourages, or permits pupils in any school to attend any meeting of a political character or any meeting, assembly, entertainment or occasion, where the proceedings are not such as are calculated to be edifying to persons of immature mind ; or
- xvi. refuses to carry out valid orders communicated to him by the officers of the Department or violates the rules of the department.

NOTE: i. the procedure under (vii) above shall ordinarily be as follows:—

If on inspection, the work done by a teacher is found to be unsatisfactory, his name shall be communicated to the Director by the Inspecting Officer who shall make a report on the teacher's work and give full details of the matters, in which he is stated to be not competent. The Director may, either warn the person so reported against, or after six months' notice send him before a Board of Examiners to be tested in general knowledge and professional ability as a teacher. The Director shall take such action on the report of the Board as he may deem fit. Teachers so examined by a Board shall be eligible for travelling allowances under the Travancore Service Regulations.

- ii. For the retention of a teacher of more than 55 years of age on the staff of a private school the special permission of the Director must be applied for through the proper channel. The reasons should also be specified for the retention which if granted will be for one year only at a time. It is open to the Department to call upon any teacher in a private school in whose favour retention has been applied for to appear before a medical officer, if deemed necessary.

**Exception:** The Chief Inspecting Officers may, however, grant extensions not more than three—to teachers in private primary schools under their control.

62. The Director may, instead of cancelling a license under rule 61 (vii) issue a new license for such work as the teacher may be found to be qualified.

63. In any case of suspension or cancellation of a license by the Chief Inspecting Officer except under rule 61 (vii) an appeal against the order of suspension or cancellation shall lie to the Director, provided that the appeal is preferred within 30 days of the date of the order and that the appeal is made by the person whose license is suspended or cancelled.

64. Teachers in private institutions to whom licenses have been issued before they are 25 years of age or who apply for licenses before they are 25 years of age and to whom licenses are subsequently issued are exempted from the operation of Article 43 of the T. S. R., if they take employment on the teaching staff of the Education Department.

65. Teachers in private institutions, to whom licenses have been issued under the foregoing provisions will be eligible for the benefits of such pension or provident fund for teachers as may be instituted by Government.

The rules regulating the Travancore Licensed Teachers' Provident Fund open to teachers in recognised private English Schools are given in Appendix J.

65 A. Duplicates of licenses irrecoverably lost may be issued ; the issue of such duplicates should be notified in the Government Gazette.

A penalty equal to the amount of fee paid for the issue of the original license should be recovered before the issue of the duplicate from the Inspecting Officer or the Headmaster or the Manager of the school who was responsible for the loss of the original license.

## CHAPTER VII.

**Admission, attendance and withdrawal of pupils.**

66. It is the policy of the Department to encourage parents and guardians to select a well conducted school at which their children may be enrolled and which may be attended continuously until a definite course of instruction is satisfactorily completed. A transfer from one school to another is therefore regarded as an occurrence which should ordinarily take place only at the end of a given course of instruction and with a view to entering a school of higher grade, or for reasons connected with the removal of parents or guardians from one locality to another. Managers and Headmasters are expected to give all possible support to the officers of the department in carrying out this policy, and to check by all legitimate means the frequent or unnecessary transfers of pupils from one school to another. Should any manager fail to do so, the recognition of his school may be withdrawn.

67. The Director may limit admission in any school to pupils entering a particular class or form; and he may group together schools of the same class in any given area in such manner that no pupil leaving one school within that area may be admitted to any other school of the same class within that area without the sanction of the Inspecting officer.

For the purposes of this rule schools under the same management situated at a distance of less than three miles from one another shall be regarded as a single school.

NOTE: Until further notice, the following schools are grouped together for the purposes of this rule.

- |            |  |
|------------|--|
| 1st group. | All English schools in the town of Nagercoil.  |
| 2nd do.    | All English Schools in the town of Trivandrum.   |
| 3rd do.    | All English Schools in the Town of Quilon.   |
| 4th do.    | All English Schools within a radius of three miles from the Taluk Cutcherry, Thiruvalla;     |
| 5th do.    | All English Schools within a radius of three miles from the Taluk Cutcherry, Mavelikara;     |
| 6th do.    | All English Schools in the town of Alleppey;   |
| 7th do.    | All English Schools within a radius of three miles from the Taluk Cutcherry, Kottayam;       |
| 8th do.    | All English Schools within a radius of three miles from the Taluk Cutcherry, Changanacherry; |
| 9th do.    | All English Schools within a radius of three miles from the Taluk Cutcherry, Parur.          |

Provided that a pupil who has satisfactorily completed a course of instruction up to and including the highest form of an English Middle School, he may be transferred to an English High School, without the sanction of the Inspecting officer.

68. No pupil shall be permitted to continue in attendance at any school—

- i. who is not protected from small-pox, or
- ii. who is suffering from any contagious or communicable disease, or
- iii. who has been debarred from admission to any recognised school in or outside the State, by a notice duly published.

69. No pupil shall be refused admission to any school on the ground that he belongs to any class, or caste, or religion. The Director, however, may, with the approval of Government, sanction, in the case of any school or of any class of schools, such restriction or restrictions on admission as he may consider reasonable.

Pupils below 5 years of age shall not be admitted to any recognised school except Nursery and Kindergarten schools. Pupils over 20 years of age should not be allowed to remain in a school unless there is special reason for their retention ; the decision as to whether the reason is sufficient or not shall rest with the Director.

The Managers of private schools and the Heads of Departmental schools are allowed the option of removing third year pupils in any class from their schools and refusing admission to such third year pupils.

69 (a) Cancelled.

69 A. (i) No pupil shall be admitted into a recognised school for the first time, unless a written application in the prescribed form (*vide* appendix K) for his admission is made by his parent or guardian.

In the case of an application presented by a guardian it shall be deemed to be valid for the purpose of this rule only if he attaches thereto a written authority signed by the father of the child if at the time the application is presented the father is alive or by the mother of the child in case at the time the father is dead and the mother is alive, or by the nearest relation if both the father and mother are at the time not alive, and unless such authority contains the date of the child's birth.

(ii) The declaration of a child's age made by his parent or guardian on his first admission to any school is a declaration of age for a public purpose ; the entries regarding age made in the school records on the basis of such a declaration, cannot be subsequently altered on any account. Heads of schools should impress this rule upon the attention of parent or guardian of the child at the time of his first admission to a school.

(iii) Similarly the names of pupils once entered in the records of a school should not be changed; but in exceptional cases, changes may be permitted on the applications of the guardians forwarded through the Headmasters of schools, provided satisfactory reasons are given for the change requested and a fee of rupee one as a condition precedent to the consideration of every such application is remitted into a Government Treasury and the chalan in support of the remittance attached to the application.

**NOTE:** If the guardian of the pupil is changed at any time, the new guardian's name should be reported to the Headmaster and the new guardian's name must be given in all subsequent documents.

69 B. No pupil who has previously attended a recognised school shall be admitted to another school without the production of a transfer certificate (vide Appendix L) from the school last attended.

It is the duty of the officer in charge of any recognised school to know whether the school from which pupils seek admission to the school under his charge is recognised or not.

70. A pupil who has not previously attended any recognised school applying for admission to any of the three lowest classes of a Malayalam or Tamil School may be placed in such class as the Headmaster considers suitable after examination. The Inspecting Officer may, however, order the removal of such pupil from one class to another. Such removal shall be recorded in the appropriate column against the pupil's name in the Admission Register and in the original application for the pupil's admission to the school, under the initials of the Inspecting officer.

A pupil applying for admission to the fourth or any higher class of a Malayalam or Tamil School shall previous to the admission produce a transfer certificate in the form prescribed in appendix L signed by the Headmaster of the school last attended. The Headmaster shall not place such pupil in any class higher than that he would have been placed in if he had continued in attendance at the school last attended.

**NOTE:** Admission to class IV without the production of the prescribed transfer certificate may in deserving cases be allowed under the orders of the Chief Inspecting Officer provided that the pupil has not attended any recognised school at least for twelve months previous to the date of application for admission to the class.

**Admission to class VIII in Malayalam or Tamil High Schools.**

70 A. (i) Holders of Vernacular (Malayalam or Tamil) School Leaving Certificates issued prior to 1920 who have not appeared for the examination held in 1920 or subsequent years and who have obtained the following minima of marks in the public examination are eligible for admission to class VIII.

40 per cent in Language,

35 per cent in Arithmetic, and

35 per cent in English, Sanskrit or History which the candidate wishes to choose as optional.

In the case of applicants who have appeared for the Vernacular School Leaving or Malayalam or Tamil Middle School Examination of 1920 or succeeding years admission to class VIII will be limited to those who have passed the Examination.

(ii) Those who have passed the Sastri Test Examination may also be admitted to class VIII.

71. A pupil applying for admission to an English School shall produce (i) an application in the form (appendix K) from his parent or guardian stating *inter alia* that he has read the rules of discipline of the school and undertake that his son or ward will abide by them and (ii) a transfer certificate in form as per appendix L signed by the Headmaster of the recognised school he last attended. If the applicant has not previously attended an English School, the Headmaster shall place him in the Preparatory Class, if he presents a transfer certificate showing that he has satisfactorily completed the course of instruction prescribed for class IV of a Malayalam or Tamil School or produces satisfactory evidence that he is fit to receive instruction in the Preparatory Class; if the applicant has previously attended an English School, the Headmaster shall not place him in any class or form higher than that he would have been placed in if he had continued in the school last attended. It is to be noted that, under this rule, attendance at an unrecognised school is not reckoned, and that provision is not made for the admission of pupils who come from unrecognised English Schools. All such cases are to be immediately reported to the Inspecting Officer, who shall pass suitable orders in each case.

**NOTE :** (i) Only such applicants for admission to the Preparatory Class as have not attended any recognised school for a period of at least twelve months prior to the date of application can be regarded as private study pupils. No private study pupil shall be admitted to forms above the Preparatory class in English Schools without the sanction of the Director.

- (ii) In the case of a pupil having been withdrawn from school for a year or more for bonafide reasons who after having received private tuition applied for admission to a class or form higher than that to which he would ordinarily be admitted on the strength of his transfer certificate, the Headmaster should ascertain fully and as accurately as possible the reasons for the withdrawal of the pupil and treat the case as an exceptional one of promotion and deal with it in accordance with rule 87. Cases in which withdrawal has followed a failure to secure promotion are to be examined with special care if not with suspicion. If the Headmaster is satisfied that the reasons given are good and sufficient, he may then examine the pupil and admit him to the next higher class or form only if he is found fit. The details of the case shall be immediately reported to the Inspecting Officer.

72. No pupil for whose admission an application or transfer certificate is necessary shall be enrolled or allowed to attend pending the production of such application or certificate. But pupils coming from schools outside Travancore may be admitted pending production of their transfer certificates, such certificates being produced not later than 10 days after the date of reopening of the school previously attended.

72 A. Pupils from outside Travancore who seek admission to Forms IV, V, or VI of English High Schools in this State should besides conforming to the conditions laid down in rules 71 and 72 undergo a written examination in English, a Second Language, and Mathematics and before admission should satisfy the Inspecting Officer that their knowledge of these subjects is up to the standard of the form they wish to enter. Their written answer papers duly valued by the Headmaster concerned should be forwarded to the Inspecting Officer for perusal together with the question papers and with records of their previous school career (with dates) and particulars regarding age and reasons for transfer.

72 B. Special ruling relating to admissions of pupils are given below :

- (1) Pupils who seek admission to a Malayalam or Tamil Middle School from an English school may be admitted as below :
  - a. Pupils of Form I may be admitted to class VI ;
  - b. Pupils of Form II may be admitted to class VI or VII for which on examination they are found fit ;
  - c. Pupils of Form III and higher Forms may be admitted to class VII ;
  - d. Pupils who have secured English School Leaving Certificate endorsed eligible for admission to Colleges may be admitted to class IX ;



- e. Failed candidates in the English School Leaving Certificate Examination may be admitted to class VIII provided they have obtained marks not less than the State average in Malayalam or Tamil in the English School Leaving Certificate Examination.

(2) Pupils who have been granted Malayalam or Tamil Middle School (Vernacular School Leaving) Examination Certificates may be admitted to Form II. Rule 74 regarding the latest date for admission will be applicable to them.

(3) Pupils who have passed the Malayalam or Tamil High School Examination with English as an Optional subject may be admitted to any class not above Form IV, for which they are on examination found fit.

(4) Pupils who have failed in the Malayalam or Tamil High School Examination or Sastri Examination shall not be admitted to any class higher than Form III.

(5) Pupils who have passed the Sastri Test Examination of the Sanskrit College, may be admitted to any class of an English School not above Form IV for which they are on examination found fit and those from the fourth Kavya class may be similarly admitted to any class not higher than Form I.

(6) Pupils in the several classes in Sanskrit Schools might be admitted to classes in Malayalam or Tamil Schools as indicated below :

Classes in a Sanskrit School.	Classes in a Malayalam or Tamil Middle School to which pupils from Sanskrit Schools may be admitted.
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Class I	Class V after examination and if found fit.
,, II	Class V without examination.
, II	Class VI after examination and if found fit.
,, III	Class VI without examination.
,, III	Class VII after examination and if found fit.
,, IV & V	Class VII without examination.

Admission to classes V and VI in Malayalam or Tamil Schools may be made only with the permission of the Inspecting Officer concerned and to class VII only with the previous permission of the Director.

(7) The subjoined statement gives a list of corresponding classes in Travancore, Cochin and British Indian Schools. A pupil who has passed from one of the classes in a Cochin or British Indian School may, if on examination found fit, be admitted into the class next above the corresponding class in the Travancore school.

Travancore.	BRITISH.		COCHIN.		
	Elementary schools.	Schools for Europeans.	Secondary schools.	English Primary.	Vernacular (Primary or Secondary.)
Preparatory Class	Standard V } Do. VI }	Standard III	Class V	Class IV	Preparatory Class
Form I	Do. VII	Do. IV	Form I	Form I	Form I
Form II	Do. VIII	Do. V	Do. II	Do. II	Do. II
Form III	—	Do. VI	Do. III	Do. III	Do. III

(8) In cases not covered by the foregoing rules, the Inspecting Officer may with the Director's permission in each case order the admission of pupils to classes for which they may on examination be found fit.

73. Admission to classes I and II of Primary classes shall be made only twice a year *viz.*, (1) within the first six weeks of the school year and (2) within the first fifteen working days after the Pooja holidays.

Transfers from one school to another may in the case of pupils of these two classes be however permitted at any time of the school-year.

74. (a) Admissions to a Malayalam or Tamil School in classes above the second and all admissions to an English School may be made by the Headmaster or Headmistress up to the first fifteen working days of the school year; admissions to class VIII may similarly be made within fifteen working days after the results of the Middle School Examination are published. Readmissions to Forms V and VI and to classes VI, VII, VIII and IX, of pupils whose names have been removed from the rolls and who seek re-admission in a subsequent year cannot be made even within the first fifteen working days without the previous permission of the Inspecting Officer.

(b) Admissions after the first fifteen working days can be made only with the previous sanction of the Inspecting Officer to whom the parent or guardian should apply; but, except in cases of misconduct, the re-admission of pupils whose names have been removed from the rolls may be made at any time of the same year without the previous permission of the Inspecting Officer.

**NOTE:** Candidates who have failed twice or more at the English School Leaving Certificate, Malayalam or Tamil School Leaving Examination shall not be readmitted in the schools in the State. But exceptional cases shall be considered on their merits by the Chief Inspecting Officer concerned if recommended by the Heads of the respective schools.

74 A. No pupil convicted in a court of law for any crime shall be admitted into a school without the previous sanction of the Director.

75. Immediately after the admission of a pupil, the Headmaster shall enter the particulars with regard to the admission in the Admission Register in the form prescribed in Appendix M and he shall also endorse (in red ink) on the application or transfer certificate or both connected therewith, the admission number and the date of admission of the pupil.

All these applications and transfer certificates should be carefully arranged and filed separately in the records of the school.

76. Cancelled.

77. Every school shall maintain, for each class or form or division thereof an attendance register in the form prescribed in Appendix N. In this register the attendance of pupils shall be marked at the hours of assembly in the morning and after the daily interval. The summary of attendance shall be filled in on the evening of the last school day of each month.

78. Cancelled.

79. Application to the Headmaster of a school for a transfer or leaving certificate should be made by the parent or guardian of the pupil. The parent or guardian shall at the time of application state the reason assigned for the proposed transfer and shall intimate to the Headmaster the name of the school to which he wishes the pupil transferred. Subject to rules 66 and 67 the certificate shall be given at once, provided ;

(i) that, except as provided in rule 73, the application has been made as above, between the last working day of one school year and the fifth working day of the next school year inclusive ; and

(ii) that the pupil has paid all fees due up to the date of application. Transfers at any other time of the year can only be given with the sanction of the Inspecting officer, to whom the parent or guardian should apply.

**NOTE:** Transfers of pupils necessitated by the transfer of their parents or guardians who are Government servants may be permitted by the Headmasters themselves and reported to the Inspecting Officer.

79 A. A pupil whose name has been temporarily removed from the rolls under rule 82 (6) shall not be granted a transfer certificate until the expiration of the period for which he has been debarred from attendance in the school. After the period has expired a transfer certificate shall, subject to the above rules, be granted to him with the endorsement thereon, "suspended from the school for ..... days, months etc., from..... (date) for .....(reasons)"; a pupil who has been dismissed or whose name has been permanently removed from the rolls may also be similarly issued a leaving certificate with the words "Permanently removed from the rolls of the school on .....(date).. .....(for).... .....reasons". "Dismissed for..... .....(reasons)", as the case may be, endorsed thereon.

79 B. A pupil dismissed from a school shall not be admitted to any other recognised school.

79 C. 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 fifth working day after the publication of the results of that examination shall be regarded as the first working day for the purposes of rule 79 (i).

79 D. Applications for admission of pupils attending the Model School attached to the Training College, Trivandrum to any other English School in the State and *vice versa* may subject to the provisions of rule 67, 74 and 79 be disposed of by the Chief Inspecting Officer or the Principal, Training College, as the case may be, in consultation with each other. The officer concerned with the school from which the transfer is sought should take the initiative in such cases and supply to the other officer all the necessary details regarding the application for transfer.

80. If the Headmaster refuses or delays to grant a transfer certificate for insufficient reasons, the parent or guardian may appeal to the Inspecting Officer.

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## CHAPTER VIII.

### Progress, Conduct and Discipline of Pupils.

81. (a) The progress made by every pupil in a school shall be carefully ascertained, in a methodical manner at regular intervals during each school year. This may be done by written or oral examinations and by a consideration of the daily class work of the pupil. Headmasters are at liberty to frame in accordance with the instructions given below, their own schemes for the work of the pupils being registered in a complete and systematic manner and any scheme adopted should be regularly and consistently followed in practice.

(b) The frequency of written examinations is not desirable as they are a disturbance to normal school work. The closer and more effective the Headmaster's supervision of teaching is, the less frequent should the examinations be. Two examinations in each school year, one about the middle of December and the other at the close of the year will be enough ; if necessary three examinations may be held, the first about the middle of August, the second about the middle of December and the third at the close of the school year. The last examination should not be held in the case of Form VI of English Schools and classes VII and IX of Malayalam or Tamil Schools.

(c) Soon after the beginning of the School year the dates for the examinations should be settled and communicated to the Inspecting Officer and a day or two previous to each examination the time table of subjects and hours therefor should be published. The work of preparing question papers in different subjects should be allotted to the members of the staff some weeks before each examination, and estimates should be carefully framed of the class work that will be done by the time of the examination. Each question paper must be so framed as regards length and difficulty, that it can be completely answered within the allotted time by any pupil who is thoroughly well prepared in the subject. The Headmaster should give each paper his personal attention and see that these instructions are strictly carried out ; no paper should be given which has not been approved by him. Satisfactory arrangements should be made for preparing the required number of copies of each question paper ; necessary precautions should be taken to maintain secrecy. The arrangements in the examination room in respect of spacing of pupils and supervision by teachers should be such as to absolutely preclude malpractice of any kind.

The valuation of answer papers by teachers should proceed on lines settled beforehand in consultation with, and after approval by, the Headmaster and should be completed by a date to be fixed by the Headmaster who should test the valuation after it is completed. It is open to the Headmaster to revise the marks allotted, in such manner as he may consider necessary, but the reasons for and the extent or nature of such revision must be clearly recorded and capable of explanation to the Inspecting Officer.

Once settled in this way, the marks allotted should be entered in the mark register. On no account shall any marks entered in the register be altered except for the purpose of correcting a material error and the reason for any such alteration must be made the subject of record. Headmasters shall keep all mark registers under lock and key and will be personally held responsible for the entries of marks.

(d) In the case of pupils in English Schools, the results as noted above should be entered in the progress register as per form given in Appendix O. As this register is of considerable importance entries in it must be made with great care.

On leaving the school each pupil will be given a certified copy of the entries in the progress register under his name. If he leaves one school to attend another, the Headmaster of the school the pupil is leaving should forward to the Headmaster of the school the pupil joins, a copy of the pupil's progress register up-to-date. The latter Headmaster should enter the details in his own progress register, but should place at the top of each page, in red ink, the name of the school from which the pupil has come.

For the above purpose loose sheets similar to the pages of the progress register should be kept by Headmasters but the stock of them should be kept in a lock fast place.

*Note:* In the case of pupils of Forms IV, V and VI the school Leaving Certificate Book contains copies of the entries in Vol. II of the Progress register. Hence copies of that register need not be sent to the school to which a pupil goes on transfer, but copies of Vol. I of the Progress Register should be sent.

82. The rules of discipline of every school shall be formulated in a definite manner and shall be subject to the approval of the Inspecting Officer. A copy of the rules should be posted on the school notice board. In all cases they shall include the following provisions:—

(1) Every pupil shall wear clean clothes.

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

(3) 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.

(4) No pupil shall be allowed to leave the class room without the permission of the teacher or until the class is dismissed.

(5) Pupils are forbidden to organise or attend any meetings in the school or to collect money for any purpose without the express permission of the Headmaster.

(6) Any pupil

(a) who is persistently insubordinate ;

(b) who is repeatedly or wilfully mischievous ;

(c) who is guilty of fraud or malpractice in connection with examinations ; or

(d) who, in the opinion of the Headmaster, is likely to have an unwholesome influence on his fellow pupils, shall be removed from the rolls. The removal shall be either temporary or permanent according to the gravity of the offence.

*Note :* (1) Taking any part whatsoever in any political agitation directed against the authority of Government or in any movement or agitation of any kind which may be accompanied by or may result in ill feeling between different sections of the community or which tends to excite feelings of political disloyalty or disaffection is an instance of an action calculated to exercise an unwholesome influence.

(ii) Removal of a pupil under clause (6) above is within the competence of Headmasters of English High Schools. In other schools the Headmaster shall make a recommendation to the Inspecting Officer (who shall be competent to deal with the matter) stating in detail the facts of the case, but he may suspend a pupil until orders are received.

(iii) If a pupil is temporarily removed from the rolls under clause (6) above, it is not necessary to remove the pupil's name from the register of the school and to treat his case as one of readmission at the expiry of the period for which he was removed. All that need be done in such a case is to enter opposite the name of the pupil in the attendance register the fact of his temporary removal for a specified period. Removal of the name from the attendance and admission registers and other records of the school is necessary only in case of permanent removal.

(7) Any pupil who is found to have secured admission or attempted to secure admission by means of a false certificate or by false representations of any kind shall be summarily dismissed. The Headmaster shall immediately report the facts of the case to the parent or guardian of the pupil, and at the same time to the Inspecting Officer.

(8) The name of any pupil who is absent from school for more than fifteen consecutive school days without satisfactory explanation shall on the sixteenth day, be removed from the rolls of the school and he shall be regarded as having withdrawn. The date of removal of his name shall be regarded as the date of withdrawal.

83. Appeal, if any, against the orders of the Headmaster or the Inspecting Officer as per rule 82 shall lie to the Inspecting Officer or the Director as the case may be and it should be preferred within ten days of the receipt of the order.

83 A. Teachers should so conduct themselves in or outside the school that their behaviour may be a model for the pupils. Teachers are forbidden to utter any words or make any signs which are likely to wound the religious susceptibilities of any pupil in their classes.

83 B. The Headmaster shall be responsible for carrying out the orders received from the superior officers and seeing that his subordinates also abide by such orders in so far as they are concerned.

83 C. The Headmaster may require any of his assistant teachers during holidays or outside school hours on week days, to do any work connected with the school, provided that such work, if not attended to on such days would cause public interests to suffer.

83 D. The Headmaster shall make suitable arrangements so that every member on the staff of a school may be familiar with the general orders and circulars issued by the department except purely official or confidential correspondence.

83 E. No teacher shall undertake external work of any kind without the written permission of the departmental Officer competent to grant such permission.

84. Headmasters should clearly understand that malpractices at Public Examinations on the part of their pupils will be regarded as indicative of the character of the discipline of the school and that action may be taken against the school as well as the offending pupil.

85. In every case in which a pupil of an English High School is removed for misconduct, the Headmaster shall at once inform the parent or guardian, and at the same time report the facts of the case to the Inspecting Officer. An Inspecting Officer ordering the removal of a pupil shall similarly inform the parent or guardian. In no such case should the Headmaster grant a transfer certificate without the permission of the Inspecting Officer. If a Headmaster grants a transfer certificate to a pupil in order to get rid of him on account of misconduct, thereby evading the foregoing rule, he will be most severely dealt with.



86. Corporal punishment shall be administered rarely; this form of punishment should be resorted to only in the case of boys and in the following cases. -

- (i) continued repetition of minor offences which minor punishments have failed to check.
- (ii) moral delinquencies which are not serious enough to merit expulsion, such as deliberate lying, cheating, making false excuses, bearing false tales about others, obscenity of words, insubordination, etc.

When this form of punishment is resorted to, it should be limited to six cuts on the palm of the hand and administered only by the Headmaster of the school in such a way as to inflict pain without bodily injury.

86 A. An entry of every grave punishment inflicted on pupils such as caning, fining, suspension and expulsion should be made in a separate register to be maintained for the purpose as per form given in Appendix P. Entries of punishments should not be made in the school log book and serious notice will be taken of cases of infliction of punishments without an entry thereof being made in the punishment register.

87. Promotions from one class to the next higher one shall ordinarily be made once annually on the first working day of each school year. Any exceptional case which may arise can be referred to the Inspecting Officer for decision. Promotion shall only be made in the case of those pupils who have attended regularly worked steadily, have satisfactorily completed the course of instruction for the past year, and are fit for instruction in the next higher class.

87 A. Promotions of pupils from all classes in Malayalam and Tamil Schools except classes VII and IX and all classes in English Schools except Form VI may be made by the Headmasters of the schools who shall be held responsible for the same.

The Headmaster shall on such date as may be fixed by the Inspecting Officer post in a conspicuous position in the school the lists of pupils promoted from those classes. The lists shall be signed and dated by the Headmaster and copies thereof forwarded to the Inspecting Officer together with a statement of the principles of promotion. No alteration shall be made in the promotion lists except with the sanction of the Inspecting Officer. The promotion lists shall remain posted for the first fifteen working days in the new school year after which they shall be removed and preserved in the school records.

All examination papers, answer papers, mark lists, teachers' reports etc. used in determining the promotion of pupils shall be preserved until the annual inspection of the school in the year following that to which they refer.

The annual examination of class IV shall be conducted and promotions therefrom made in accordance with the instructions issued in this matter by the Chief Inspecting Officers.

87 B. (i) No attendance is prescribed for purposes of promotion for pupils of classes I to III of Primary Schools. In class IV of Primary Schools pupils are expected to put in at least 75 per cent attendance.

(ii) The minimum attendance required for the promotion of pupils of (i) classes V and VI of Malayalam and Tamil Middle Schools (ii) class VIII of Malayalam and Tamil High Schools and (iii) Preparatory Class and Forms I to V of English Schools is 85 per cent in the case of boys and 75 per cent in the case of girls.

(iii) The promotion of pupils who do not make the required attendance requires the sanction of the Inspecting Officer. In deciding cases of promotions of pupils who do not make the prescribed attendance, Inspecting Officers shall be guided by the following considerations :

- (a) that the pupil whose work throughout the year (and his previous record may also be looked into) is really good and full of promise should not be made to lose a year even if his attendance is less than the prescribed minimum,
- (b) that the average pupil who just gets the bare minimum marks for a pass deserves only a slight concession in the matter of attendance.

*Note:* In the case of pupils who have appeared for the Middle School Examination and who join English Schools before or after the publication of the examination results their attendance shall be calculated from the latest day fixed for the resumption of attendance in class VII of the pupils who fail in the examination.

88. Laxity in the promotion of pupils will be sufficient reason for the withdrawal of recognition in the case of private schools ; in the case of departmental institutions, the Headmasters thereof will be suitably dealt with.

## CHAPTER IX.

## Courses of Instruction—Text Books—General Organisation.

89. The courses of instruction in the various classes of schools shall be in accordance with the curricula published by the Director under the authority of Government.

The Director may with the approval of Government grant to the Manager permission to teach according to any other specially organised curriculum.

90. Cancelled.

91. Cancelled.

92. Cancelled.

93. The Director shall publish annually in the month of Makaram (Tai) a list of Text books which may be used in schools during the following school year. No book which is not included in the published list may be used for the purposes of secular instruction, in any class of schools without special permission.

93. (a) Cancelled.

94. Headmasters are expected to see that pupils provide themselves with all the text books necessary for the given course of instruction and with suitable note books, copy books and materials for exercises in geometry, map-drawing etc. Headmasters are also expected to discourage, by every means in their power the use by pupils of cram books, annotated editions of texts and other unsuitable books of the kind.

95. The general organisation of a school (including the framing of time-tables, division of work among assistants etc.) shall be a matter for the discretion of the Headmaster but all arrangements of the kind are subject to inspection, and, if they are considered unsatisfactory, must be altered in accordance with the instructions of the Inspecting Officer. In all cases, the following rules shall be observed :—

(a) The time table must be framed so as to allow adequate time for supervision by the Headmaster of the class work done by his assistants. A record giving details of such supervisory work and of the results observed, shall be maintained.

NOTE:—(i) A separate note book should be maintained by Headmasters of English schools for each teacher and the Headmaster's observations about the teacher's lesson should be recorded in this note book *as soon as the lesson is over*, and the note book sent to the teacher concerned. The latter should

read the Headmaster's observations and note below them any explanation that he may have to offer in respect of them; if the teacher has no explanation to offer he may simply initial (with date) below the observations in token of his having read them and return the note book to the Headmaster.

(ii) When a teacher is transferred from one school to another the supervision diary relating to that teacher should be sent to the Headmaster of the school to which the teacher is transferred.

(iii) All Headmasters should do sufficient regular teaching work.

(b) The maximum number of pupils on the rolls of each Class or Form or Division thereof shall not exceed 45 in Malayalam and Tamil Schools, 35 in the Preparatory Class and 40 in Forms I to VI of English Schools. But to allow for possible shrinkage in the course of the year, Managers and Headmasters of all recognised schools are permitted to admit five pupils in excess of the number specified in any Class or Form within the first fifteen days of the school year.

(c) (i) In Primary Schools there shall be one teacher on the staff for each class or division of a class. Wherever necessary, a Bhagavathar, a Sewing Mistress and an Arabic Instructor should be appointed in addition.

(ii) In Middle Schools there shall be one teacher on the staff for each class or division of a class excluding Pandits, Drawing Masters, Gymnastic Instructors, Sewing Mistresses and Bhagavathars.

(iii) For the High School Classes there shall be one teacher for each Class or Form or Division thereof, excluding the Headmaster, Pandits, Drawing Masters, Gymnastic Instructors etc.

(iv) The staff for Training Schools and other special Schools shall be fixed by the Director in each case.

NOTE:—(i) The Director may relax the conditions relating to strength and staff, and may also insist on the appointment of additional staff notwithstanding rule (95) (c) above if the staff is inadequate for imparting proper instruction.

(ii) The introduction of plural class teaching, that is to say one teacher being in charge of more than one class, can be considered in backward areas in which there are no other schools and in which there are not sufficient children of school age to make a complete primary school possible. In one-class school in such areas pupils should not be allowed to remain in the same class receiving the same elementary instruction year after year, or to leave school from the first class with no elements of literacy. What should be done is that promotions, from the first class to the second class, should be made in the ordinary way and the one teacher should give elementary

instruction to the pupils of the first class and higher instruction to the pupils of the second class. This process may be continued until the pupils are found fit to pass out of the fourth class. The consideration of the question as to whether under the plural class teaching system, a teacher can handle more than two classes will depend largely on the number of pupils in each class. No general permission for plural class teaching can be given. Each case will be decided on its merits by the Director.

(d) Headmasters shall draw up for each class in each subject a scheme of work which will provide for the allotted portions of each subject being adequately taught during the school year and if possible to allow a certain time for revision. Having planned out such schemes it is one of the chief duties of the Headmaster to ascertain from time to time how the work in accordance with these schemes is progressing, what defects have been discovered and what alterations are necessary. Nothing short of the greatest care and closest attention will reveal defects in a teaching scheme and it is incumbent on Headmasters to bestow that amount of care and attention. The Headmaster (particularly in an English High School) should therefore devote the major portion of his time to supervision of the teaching with a view to ascertain whether the work allotted has been satisfactorily done, and should note in his Diary of supervision the fullest details of what has been discovered.

In the preparation of schemes of work, the first requisite is an adequate supply of well chosen reference books for teachers. Lists of books suitable for teachers' reference will be issued by the Department from time to time. Suitable reference books having been provided, Headmasters are expected to see that the books are properly and constantly used.

96. When the number of applications for admission to a given class, together with the number already enrolled, is greater than the maximum prescribed in Rule 95 (b), the manager may, on application to the Inspecting Officer, obtain sanction to the admission, *for a limited period*, of a number in excess of the maximum pending the formation of an additional division of the class. In no case shall the period referred to exceed two months, without the sanction of the Director.

(a) In the curricula prescribed for schools no mention is made of instruction in manners and morals. It is not intended that this omission should be taken to mean that instruction of this kind is not compulsory. Moral instruction should form a definite objective in every school but it should in no way affect the social or religious ideas of pupils generally. It should be impressed upon them that the components of a high character are truthfulness, in

word and deed, self control and unselfishness, respect to superiors and reverence for elders, tenderness to animals and compassion for the poor, obedience and diligence, and habits of order and punctuality.

As example is more effectual than precept the teachers should set the example of a high character before the eyes of the pupils under them and realise the great responsibility which rests upon them in regard to the moral training of those committed to their charge.

(b) Headmasters of English Schools should take an active interest in Scouting and should encourage in all possible ways the movement in their schools, as it gives an excellent training to the pupils in all virtues with its ideal of serving God, King and Country and practice of personal virtues and social service.

A set of instructions regarding scouting in schools is given in Appendix Q.

(c) Physical Education (Physical Drill, Gymnastics, small area games, athletics and organised games) is compulsory and every recognised school should make adequate provision for it and see that every pupil is having regular and systematic exercise in the open air.

(d) (i) Religious instruction may be permitted outside school hours provided,

(a) that no pupil should be compelled to attend religious instructions in a faith which is not his (or her) own ; and

(b) that pupils of one denomination should not be permitted to attend religious instruction of another denomination except at the request in writing of their parents or guardians.

(ii) Religious instruction should not be treated as a subject for purposes of promotion in the case of any pupil.

## CHAPTER X.

**School day, School year, vacations and holidays.**

97. Every school shall provide secular instruction for five hours daily between 9-30 A. M. and 3-30 P. M. from Monday to Thursday according to the following programme in regard to hours of work.

1st period	45 minutes
2nd period	45 "
Interval	10 "
3rd period	40 "
4th period	40 "
Interval (Noon)	60 "
5th period	40 "
6th period	40 "
Interval	5 "
7th period	35 "

On Fridays, the working hours in all schools will be between 9-30 A. M. and 4 P. M. and the following programme in regard to hours of work will be followed on that day.

1st period	35 minutes
2nd period	35 "
Interval	10 "
3rd period	35 "
4th period	35 "
Interval (Noon)	120 "
5th period	40 "
6th period	40 "
Interval	5 "
7th period	35 "

Under special circumstances, the Director may at his discretion allow different working hours to suit the requirements of schools in particular areas provided that such institutions will give secular instruction for not less than five hours a day with suitable intervals.

98. Each day on which a school meets for instruction, in accordance with Rule 97, shall be reckoned as one school-day.

99. Deleted

100. The school year in all schools shall begin on the first Monday in Edavom in each calendar year and shall be constituted by not less than 200 school days.

The number of working days, may, however, be reduced by the number of unforeseen special holidays if any, with the specific sanction of the Director in each case.

100A. For purposes of attendance, instruction and examinations, the school year shall be divided into three terms, the first term extending from the date of commencement of the school year up to the end of the Onam holidays, the second term from the reopening of the schools after the Onam holidays up to and including the last working day immediately preceding the Christmas holidays, and the third term from the date on which the school reopens after the Christmas holidays up to and including the last working day in the school year.

101. All schools shall be closed on the following days:—

- (1) Birthday of His Highness the Maharaja
- (2) Birthday of His Majesty the King Emperor
- (3) The Empire Day
- (4) Temple Entry Proclamation Day
- (5) All Saturdays
- (6) All Sundays
- (7) All New Moon Days
- (8) Solar Eclipse Day
- (9) Good Friday
- (10) Christmas holidays
- (11) Onam holidays
- (12) Ashtami Rohini
- (13) Yejurveda Upakarmam
- (14) Gayatrijapam
- (15) Avanipirappu
- (16) Pooja Vaipu—2 days
- (17) Dipavali
- (18) Vishu
- (19) Ramzan
- (20) Bakrid
- (21) Barawafat

} Will be fixed each year

22. Samadi day of Sri Narayana Guru

101 A (i) The following days may also be declared as holidays for departmental Schools provided that if any one of them falls on a working day the Saturday following will be treated as a working day instead.

- (1) Thye Pongal
- (2) Sivaratri
- (3) Karkadaka Vavu Orikal
- (4) Swargavathal Ekadesi
- (5) Vinayaka Chathurthi

Note:—Pupils and teachers belonging to the Jewish Community will be exempted from attendance on Saturdays declared as working days.



(ii) the following shall be local holidays for Departmental Schools :—

- (1) Bhuthapandi Car Festival—Thovala and Bhuthapandi Pakuthies
  - (2) Suchindram Car Festival—Thovala, Agasteeswaram and Kalkulam Taluks
  - (3) Alpasi and Panguni Arat days in the Sri Padmanabhaswami Temple at Trivandrum—Neyyattinkara, Trivandrum, Nedumangad and Chirayinkil Taluks
  - (4) Sarkara Bharani—Chirayinkil Taluk
  - (5) Shencottah Car Festival—Shencottah Taluk
- Note.—For the Ayikudi Departmental English School, this day will be a regular working day and a holiday will be granted to the school in lieu thereof on the Skanda Shasti Day in Thulam each year
- (6) Oachirakali—Karunagappalli, Karthigapalli and Mavelikara Taluks
  - (7) Thye Pooyam—Karthigapalli and Parur Taluks
  - (8) Aranmula Vallamkali—Thiruvella and Pathanamthitta Taluks
  - (9) Moolakazhcha—Ambalapuzha Taluk
  - (10) Pooram—Sherthalai Taluk
  - (11) Arat Day in the Ettumanur Temple—for the Schools in the Ettumanur Pakuthy
  - (12) St. Sebastian's Day in the Athirampuzha Church—for the Schools in the Ettumannur Pakuthy
  - (13) Mandakattu Kodai—Agasteeswaram Taluk, Kalkulam Taluk and Kizhmidalam, Midalam, Kizhkulam, Killiyur and Nattalam Pakuthies of Vilavancode Taluk
  - (14) Vaikathu Ashtami—Sherthalai, Vaikom, Kunnathunad and Parur Taluks
  - (15) Car Festival Day at Nagercoil—Agasteeswaram Taluk
  - (16) Nineth Ulsavam Day in the Ettumanur Temple—for the Malayalam Middle School for girls, Ettumanur
  - (17) Sattanathan Day—for the departmental English High School, Shencottah
  - (18) Kumbha Bharani Day—for all the Schools in the Mavelikara Taluk
  - (19) Pettai Festival (26th and 27th Dhanu every year)—for the Public offices at Ponkunnam and Kanjirappalli

NOTE.—If any of the days as per items Nos. 14, 16, 17 and 18 falls on a working day and if departmental Schools are closed in consequence on that day the schools should work on a Saturday instead.

(iii) The following will be holidays for special classes

- (a) For Christians :—Ascension day

(b) For Roman Catholic

Christians:—Corpus Christi

(c) For Muslims:—1. Muharrum—2 days

2. Bakrid—1 day (in addition to the one general holiday)

3. Shababarat (or Shaban) 1 day

4. Akhara Charchamba—1 day

5. Ramzan—1 day (in addition to the one general holiday)

6. Chandanakudam—1 day (local—to be deducted from those for Muharam)

(iv) Jewish pupils may be allowed the following special holidays falling within the school session, in departmental Schools.

Serial No	Name of holiday.	Number of days allowed	Hebrew dates.	English dates
1	New Year Days	2	1st and 2nd Thisri	August and September
2	Days of Atonment	2	9th and 10th Thisri	September
3	Tabernacle	2	15th and 16th Thisri	Do.
4	Last Day of Tabernacle	1	21st Thisri	Do.
5	The Feast of the Law	2	22nd and 23rd Thisri	Do.
6	Feast of Dedication	1	25th Kislev	November and December
7	Feast of urim	1	14th either Adar I or Adar II	Either in February or in March
8	Passover	2	15th and 16th Nessian	April and May
9	Last Day of Passover	2	21st and 22nd Nessian	Do.
10	Pentecost	2	6th and 7th Sivan	May and June
11	Fast of Abe	1	9th Abe	July and August

102. In the case of private schools the Manager shall, on the first day of each school year, forward to the Inspecting Officer a list of the days which are chosen in order to constitute the school year and he shall not make any change in that list without giving seven days' previous notice to the Inspecting Officer.

103. All private Schools shall, subject to the provisions of Rule 100, provide for a vacation from a date not later than the second Saturday in Meenom to the first Monday in Edavom and fix the Christmas and Onam holidays in accordance with notices which shall be published by the Director annually in the month of March.

104. The School day and School year for special schools shall be constituted in such manner as may be approved by the Director in each case.

105. Deleted.

106. The Director may for purposes of Departmental convenience, fix the vacation for schools within any area.

**Note.**—The Malayalam and Tamil Schools in the Peermade and Devicolam Taluks may be allowed an annual vacation for two months from the 15th Edavom to the 15th Karkadagom each year, the number of days for the Christmas and the Onam holidays being suitably reduced if necessary in order to make up the required minimum number of school days.

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## CHAPTER XI.

## Records, Registers and Statistical Returns.

107. Every school shall maintain the following records and registers :—

- (1) Admission Register (Appendix M)
- (2) Vaccination A Register (Appendix R)
- (3) Vaccination B Register (Appendix S)
- (4) File of applications for admission, declarations of dates of birth and transfer certificates of pupils admitted into the school
- (5) Counterfoils of transfer certificates issued
- (6) Register of pupils' attendance and fees (Appendix N)
- (7) Register of attendance of staff (Appendix T)
- (8) Acquittance Roll of staff (Appendix U)
- (9) (a) Register of letters received :  
(b) File of departmental circulars, standing orders and notices :
- (10) Register of letters despatched
- (11) Cash Book showing all receipts and expenditure
- (12) Stock Registers of
  - (a) Furniture (Appendix V)
  - (b) Appliances ( do. W)
  - (c) Books
- (13) Log Book :
- (14) Punishment Register (Appendix P)
- (15) List of holidays
- (16) Class time-table
- (17) Teachers' Time Table
- (18) Notice Book
- (19) Mark books
- (20) Calendar for periodical Returns (Appendix X)
- (21) Register of periodical Returns despatched  
(Appendix Y)
- (22) Register of records maintained
- (23) Register of records destroyed (Appendix Z)

108. (i) Every Middle and High School shall, in addition to the registers prescribed in Rule 107, maintain the following :—

- (1) Fee Concession Register [Appendix A (a)]
- (2) Headmaster's Supervision Diary
- (3) Scholarship Register [Appendix A (b)]

## 4 Acquittance Roll of Scholarship holders

(Appendix A (c))

(5) Library catalogue (Appendix D)

(6) Register of issues from the Library (Appendix E) ]

(7) Visitor's book

(ii) Every Primary School shall in addition to the registers prescribed in Rule 107, maintain a register of children of school age in the locality in the form given in Appendix A (d)

(iii) Every English School shall also maintain a Progress Register of pupils in the form prescribed in Appendix (O)

108. A. The following instructions should be observed in the maintenance of the registers, specified below:—

(a) *Admission Register.*

(i) The serial number may be started afresh once in five years in small schools and once in three years in large schools if the number runs high and its continuance becomes inconvenient. Re-admissions should be given fresh numbers, the old number also being given for reference.

Note:—Reference to admission numbers should be indicated by a fraction, the numerator of which will represent the admission number and the denominator the year to which the admission relates.

(ii) Special attention should be paid to the accuracy of the date of birth; the date of birth should be entered in figures as well as in words.

(iii) Admissions or withdrawals of pupils should be recorded in this register before entries are made in the pupils' attendance register.

(b) *Register of attendance of pupils:—*

(i) This register should be maintained in books of prescribed printed form having their pages numbered. Great care should be taken to keep it perfectly correct and clean. 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 crossed out and a correct entry made in red ink, and initialled and dated by the person making it.

(ii) The register should be original and not copies from slates, papers or note books on any pretext whatever.

(iii) The attendance should be marked daily. It should never be entered for two or more days at a time.

(iv) Morning attendance should be marked thus: / afternoon attendance \ full attendance x. There should be no dots. Pupils on sick leave may be marked S; absent with leave L; and without leave, a.

(v) When holiday occurs on any date, the fact should be written across the column concerned.

(vi) The average daily attendance during the month is obtained by adding up the daily attendance and dividing it by the number of days the pupils met during the month.

(vii) If a pupil is admitted into a class on any other day than the first school day of a month, say on the fifth, a black ink line should run across the columns for the first four days' attendance.

(viii) If a pupil leaves school in the middle of a month, a black line should be drawn through the attendance columns from the day he left to the last school day of the month.

(c) *Register of attendance of staff:—*

This register should be in the Headmaster's room except at the hours when the school commences work in the forenoon and afternoon when it may be kept in some prominent place for the members of the staff to sign and note the time of attendance.

Note :—It will be enough if the attendance of menials is marked by the Headmaster.

(d) *Log Book —*

The log book should be kept by the Headmaster who should enter in it from time to time such events as the introduction of new courses of instruction, any plan of lessons approved by competent authority, the visits of distinguished visitors, and any special circumstance affecting the school that may, for the sake of future reference or for any other reason, deserve to be recorded.

(e) *Register of children of school age :—*

Children between  $5\frac{1}{2}$  and  $10\frac{1}{2}$  years of age are to be regarded as of school age. When there are two or more schools in the same locality the names of the children of school age in a particular house must be entered in the register of the school nearest to it; the members on the staff of each school should consult one another in the matter and decide which houses and hamlets are in closest proximity to and feed which schools, so that details relating to the same children may not be entered in the registers of more schools than one.

109. (i) Every training school shall maintain the records and registers specified in Rule 190.

(ii) Other special schools shall maintain such records and registers as may be prescribed by the Director in each case.

110. Cancelled.

INa.

111. In addition to what is prescribed in Rules 107, 108, 108A, 109 and 190, departmental and private institutions shall maintain such records and registers as may be prescribed by the Director from time to time, and departmental institutions such other records and registers as have to be maintained in accordance with the rules of the Financial and Account Code.

111 A. (1) The following registers also should be maintained in Departmental schools where fees are collected and instructions given below in regard to maintenance of the registers, should be strictly adhered to.

- (i) Consolidated Fee Collection Register [ (Appeddix A (a) ]
- (ii) Abstract of fee collection register.
- (iii) Arrear register.
- (iv) Statement showing the daily collection of fees by class teachers.
- (v) Register of monthly D. C. B. Statements.

(2) The attendance registers of pupils are the most important records to check the demand, collection and balance under fees ; the registers should be handled with the utmost care and maintained properly and the entries therein should be made very carefully.

(3) The name of the community to which the pupils belong should be noted in red ink in the attendance Register just below the names of the pupils to whom fee concessions have been granted *e. g.* Pulaya—no fee, Ezhava—half fee, Brahmin—half fee etc.

(4) The entries relating to current and arrear fees should be made in the class Attendance Register against the name of each pupil in the following manner : -

- (a) Current fees—In black ink
- (b) Arrears of fees of current year—In red ink
- (c) Arrear fees of previous year—In red ink but with a red line below the entry to distinguish it from (b).

(5) When arrears of fees are realised, entries relating thereto should be made in accordance with the instructions given above, against the name of each pupil in the Attendance Register on the page relating to the month in which the payment is actually made, while in the page relating to the month to which the arrears relate, the date of payment alone may be noted in red ink so that it may be found out at a glance who the defaulters are.

(6) At the close of each day, the daily total of the collections should be noted at the foot of the class attendance Register. An abstract of the fee collections as per Form in Annexure A should

also be prepared by the class teachers and entered in the attendance register at the foot of the page for each month if space permits it or at the end of the register.

(7) *Abstract of Fee Collection Register* :—

This should be maintained as per Form in Annexure B.

The daily transactions recorded in the several attendance registers should be posted in this register when the amounts collected by the class teachers are handed over to the Headmaster or to his clerk.

(8) *Arrear Register* :—

This should be maintained in the Form in Annexure C.

This Register need be opened only at the end of each school year. When the names of all defaulters of a year and the amount due from them are entered in the Register, the totals for each division of a Class or Form and also for the whole school should be worked out and noted. Details for the balance at the end of a year should be worked out and carried forward to the beginning of the succeeding year. An arrear register once opened may be used for many years.

(9) *Statement showing the daily collection of Fees by class teachers* :—

This should be maintained in the Form in Annexure D. The class teachers realise fees from pupils and hand the collections over to the Headmaster or the clerk. For convenience sake the collections may be sent to the office twice a day—once in the forenoon before the close of the fore-noon session and a second time in the afternoon and the acknowledgment taken in the column provided therefor. By this arrangement it will be possible for the collection received in the forenoon being remitted into the treasury the very same day, those received in the afternoon being remitted the next day.

The monthly total of this register should tally with the monthly total as per the class Attendance Register.

(10) *Cash Book* :—

The form prescribed in the Financial and Account Code (Form No. 10) should be maintained exhibiting all the transactions of the school. The daily total as per the "Abstract of fee collection Register" and other transactions as per subsidiary registers such as Acquittance Rolls, Contingent Register etc., should be daily incorporated in the Cash Book and the closing balance of each day with the details thereof worked out in red ink.



When money is remitted into the Treasury an entry should be made to that effect in the Cash Book and the number and date of the Chalan received by the Treasury Officer should invariably be noted.

All collections should invariably be remitted into the Treasury on the date of the collections or, when that is not possible, on the next day on which the Treasury is open.

(11) *Demand Register* :—

This should be maintained as per Form in Annexure E and should be written up from the Demand, Collection, Balance, and worked out in the several class attendance Registers. The total of the collections should tally with the total collection as per the Abstract of Fee Collection Register. In the remarks column of the Register the details of arrears of fees and fines, if any, under collections should be furnished.

Note :—Private institutions also are advised to follow the instructions given above.

112. Appendix Z gives the lists relating to departmental institutions of records to be permanently preserved and the rules relating to the destruction of records which are not permanently required. The rules shall be adopted by private institutions also.

113. Cancelled.

114. Cancelled.

115. All recognised institutions are bound to furnish such returns or information as may be called for from time to time by the Department.

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ANNEXURE A.

[ Rule 111 A (6) ]

Abstract of Fee Collections for the month of.....111

Date of payment.	Number paying.				Current.		Current years' arrears.		Arrears of previous year or years.		Total.	Number yet to pay.				Remarks.
	Full fee.	Three-fourths fee.	Half fee.	Three-eighths.	Fees.	Fines.	Fees.	Fines.	Fees.	Fines.	Rs. Ch. C.	Full fee.	Three-fourths fee.	Half fee.	Three-eighths fee.	
					Rs. Ch. C.	Rs. Ch. C.	Rs. Ch. C.	Rs. Ch. C.	Rs. Ch. C.	Rs. Ch. C.						

## ANNEXURE B.

[ Rule 111 A (7) ]

Abstract of Fee Collection Register.....111 .

Date	Class	No. of pupil paying.				Collections.				Total.	Daily total carried to the cash book.	Refund of fees.	Remarks.							
		Full fee.	Three-fourths fee.	Half fee.	Three-eighths fee.	Arrears.		Current.												
						Fees.	Fines.	Fees.	Fines.											
		Rs.	Ch.	C.	Rs.	Ch.	C.	Rs.	Ch.					C.	Rs.	Ch.	C.	Rs.	Ch.	C.
Total for the month of.....																				

	School year.				
	Serial Number.				
	Admission Number.				
	The Class or Form the Pupil was in during the year.				
	Name of pupil				
	Instalment for which the fees are due.				
	Full fees or three-fourths fees or half fees or three-eighths fees.				
	<table border="1"> <tr> <td>Fees.</td> <td rowspan="3">Amount due as.</td> </tr> <tr> <td>Fines.</td> </tr> <tr> <td>Total.</td> </tr> </table>	Fees.	Amount due as.	Fines.	Total.
Fees.	Amount due as.				
Fines.					
Total.					
	Date of realisation of arrears.				
	<table border="1"> <tr> <td>Fees.</td> <td rowspan="3">Amount realised.</td> </tr> <tr> <td>Fines.</td> </tr> <tr> <td>Total.</td> </tr> </table>	Fees.	Amount realised.	Fines.	Total.
Fees.	Amount realised.				
Fines.					
Total.					
	Date of remittance to the Treasury with Chalan No.				
	<table border="1"> <tr> <td>Fees.</td> <td rowspan="3">Amount still to be realised.</td> </tr> <tr> <td>Fines.</td> </tr> <tr> <td>Total.</td> </tr> </table>	Fees.	Amount still to be realised.	Fines.	Total.
Fees.	Amount still to be realised.				
Fines.					
Total.					
	Remarks				

Arrear Register.....

ANNEXURE C.  
[Rule III A. (8)]

ANNEXURE D.

[RULE 111 A (9) ]

..... School.

Statement of Fee collections during the month of..... 111 . Class or Form.....

Name of class teacher.	Date	Number of payments.				Current year's fees.			Current year's fines.			Arrear fees of previous year or years.			Fines on arrear fees of previous year or years.			Total.		Initials of Headmaster or clerk with date.	Remarks.	
		Full	Three-fourths	Half.	Three-eighths	Rs.	Ch	C.	Rs.	Ch.	C.	Rs.	Ch	C	Rs.	Ch.	C.	Rs.	Ch.			

**ANNEXURE E.**  
[ Form III A (II) ]

*Demand Register for the month of*

111

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Class or form.	
															Strength of the class at the beginning of the month.	Strength at the end of the month.
															Paying full fees.	Strength of the class at the beginning of the month.
														Paying 3/4 fees.		
															Paying half fees.	Admissions and withdrawals.
														Paying 3/8 fees.		
															Paying no fees.	Strength at the end of the month.
														Paying full fees.		
															Paying 3/4 fees.	Admissions and withdrawals.
														Paying 1/2 fees.		
															Paying 3/8 fees.	Strength at the end of the month.
														Paying no fees.		
															Paying full fees.	Admissions and withdrawals.
														Paying 3/4 fees.		
															Paying half fees.	Strength at the end of the month.
														Paying 3/8 fees.		
															Paying no fees.	Admissions and withdrawals.
														Paying full fees.		
															Paying 3/4 fees.	Strength at the end of the month.
														Paying half fees.		
															Paying 3/8 fees.	Admissions and withdrawals.
														Paying no fees.		
															Rate of fee.	Demand.
														Arrears up to the end of the previous month.		
															Fees due for the current month.	Demand.
														Laboratory fees, Library fees, fines and miscellaneous.		
															Total.	Demand.
															Collections.	
															Balance pending collections.	Demand.
															Balance pending remittance at the end of the previous month.	
															Remitted into the Treasury.	Demand.
															Balance pending remittance.	
															Remarks.	Demand.

I certify that I have personally verified the above entries with Attendance, Fee and Admission Registers, and with the counterfoils of the fee receipts and have found them correct.

Signature of \_\_\_\_\_  
Headmaster.  
Principal.

## CHAPTER XII.

### Fees, Fee Concessions and Scholarships.

116. The head of every institution shall cause to be placed and kept in a conspicuous position in the institution, a notice stating the rates of fees which are levied, the dates on which fee payments are due, and penalties, if any, for unpunctuality or default in such payment. No other rates of fees, conditions of payment or penalties for unpunctuality or default, shall be recognised by the department or imposed on those attending the institution. In departmental institutions, the dates of payment and the penalties for unpunctuality or default shall be in accordance with the instructions as per rules 120, 123 A and 126 below. In private institutions they shall be subject to the approval of the Inspecting Officer.

117. No institution shall be permitted to levy fees at such rates or in such manner, as in the opinion of the Director, may tend to unhealthy competition with other institutions of the same class.

118. No entrance or admission fee of any kind shall be levied in any institution. No separate fee for athletics, Gymnasium, library or other purpose shall be levied in any Malayalam and Tamil School. In all departmental English Schools for boys, games fees at the following rates will be levied except in the case of girl pupils :—

<i>Class or Form</i>	<i>Games fee per annum.</i>
Preparatory Class.	Nil.
Form I	14 Chackrams.
"    II	14     "
"    III	14     "
"    IV	21     "
"    V	21     "
"    VI	21     "

Separate fees for any other purpose should not be levied in English Schools, but in the Model English High School, Tri-vandrum, an annual fee of Chackrams four from pupils of the Middle School classes and Chackrams seven from pupils of the High School classes shall be collected for Manual Training along with the 1st instalment of tuition fees. The managers of private English Schools will be permitted to levy games fees from the pupils in their schools at the rates sanctioned by the Director in each case, provided that the amounts so collected are accounted for properly.

119. No fee of any kind shall be levied in Class I of any Malayalam or Tamil School or in Classes II, III and IV of Schools under departmental management. The maximum rates of fees permissible in Classes II, III, IV, V, VI, VII, VIII and IX in private schools and in Classes V, VI, VII, VIII and IX of boys' schools under departmental management shall ordinarily be those in the subjoined table provided that if a school under private management receives a grant under Rule 147 (a) of the Code for a teacher in any of the Classes II, III or IV no fee of any kind shall be levied in that class.

<i>Class.</i>	<i>Fee per mensem.</i>
II	2 Chackrams.
III	4 "
IV	6 "
V	18 "
VI	18 "
VII	18 "
VIII	1 Rupee
IX	1 "

The maximum rates of fees permissible in Classes V, VI and VII of Malayalam and Tamil Middle Schools for boys where English is taught as a compulsory subject shall be twenty-one chackrams per pupil per mensem.

For girls in Classes V to IX in boys' and girls' schools, the maximum rate of fees shall be three-fourths of the above rates.

120. Every pupil whose name is on the rolls of a Malayalam or Tamil School during a given Malabar month is liable for the fee levied during that month.

Fees in Departmental Malayalam and Tamil Schools for the different months of the year are due on the following dates :—

<i>Month for which the fee is due.</i>	<i>Date on which the fee is due.</i>
Edavom	15th Edavom
Mithunam	15th Mithunam
Karkadagom	15th Karkadagom
Chingom	15th Chingom
Kanni	15th Kanni
Thulam	15th Thulam
Vrischigom	15th Vrischigom
Dhanu	5th Dhanu
Makarom	15th Makarom
Kumbhom	15th Kumbhom
Meenom	5th Meenom
Medam	



**NOTE:—(i)** If the school is not open on the date on which payment is due, the fee shall be paid on the next working day.

**(ii)** If a pupil fails to pay the fee for a month on the due date he shall be liable to pay a fine of one chackram. If he fails to pay the fee and fine he shall not be permitted to attend school after the last day of the month and shall be permitted to renew his attendance, only on payment of the fee due and the fine for which he is liable as above. Rule 82 (8) applies also to absence from the school due to the above cause.

**(iii)** If a pupil's name is removed from the rolls in a certain month when the fee for the previous month is due from him he shall, when he returns to school be liable for the fee for the previous month with any fine that may be due under the rules but he shall not be liable for the fee for the month in which his name was removed, if he did not attend school *at all* in that month. This does not however apply to the month of Medam the fee for which month is payable in the month of Meenom along with the fee for that month.

**(iv)** Pupils of Classes VII and IX must pay all fees and fines due for a school year before the last working day of that year failing which they will not be permitted to sit for the Public Examination.

**(v)** If the date on which a given instalment is due be a holiday, the fee may be paid without any fine at the first working day thereafter. But on the succeeding working day the fine will be leviable.

121. Canceled.

122. The following are the rates of fees in all Departmental English Schools for boys:—

*Class or Form.*

*Fee per School year.*

	Rs.
Preparatory Class	18
Form I	24
"  II	24
"  III	24
"  IV	42
"  V	42
"  VI	42

122 A. Every pupil whose name is on the rolls of an English School during any given school-year is liable for all fees leviable during that school year; provided that, if a pupil is transferred with the sanction required under rule 74 from one school to another during a school year, the Inspecting Officer shall decide what proportion of the total fee for the school-year is payable to each school concerned in the transfer; provided further that the Inspecting Officer may exempt a pupil who leaves the school in the middle of the year for good and for sufficient reason from paying any fee for the remainder of the year.

NOTE :—(i) A pupil who leaves the school in any month of the year becomes a defaulter in respect of any portion of the annual fees he may not have paid at the time of his leaving. If he is readmitted he should be called upon to pay the proportion of the annual fee for which he is liable up to date and continue to pay the remainder by instalments. Acquittance Certificates should on no account be issued to defaulters.

(ii) A pupil who is compelled by circumstances to discontinue his studies in the middle of a year or is prevented by prolonged sickness testified by a competent medical officer from continuing his studies and leaves school for such reason may be exempted from paying any instalments that may begin to accrue after the date of his leaving, if the Chief Inspecting Officer is satisfied that the reasons given are satisfactory.

(iii) Credit should be given to the fees paid by a pupil in a British Indian School before his admission to a school in Travancore in the middle of a school year if his transfer is for good and sufficient reasons. On admission he should pay the last instalment collected from the pupils prior to his admission.

123. For girls in Departmental English Schools the standard rates of fees shall be three-fourths of those in Rule 122.

123 A. (i) Fees in Departmental English Schools are payable in eight equal monthly instalments on the tenth of each Malabar month beginning from Edavom, during the school-year.

(ii) If the school is not open on the date on which a given instalment is due, it shall be due on the first school day following that date.

(iii) If any pupil fails to pay a given instalment on or before the date on which it is due, he shall be liable to pay a fine of four chackrams. If he fails to pay the instalment and fine he shall not be permitted to attend school after the last day of the month and shall only be permitted to renew his attendance on the payment of fee due and the fine for which he is liable as above. Rule 82 (8) applies to absence from school due to the above cause.

(iv) When more than two instalments are due from a pupil a fine of twelve chackrams only shall be realised for all the instalments of default taken together, whether the pupil is actually on the rolls or has left the school and pays the arrears while applying for readmission or for his transfer certificate.

NOTE :—If the date on which a given instalment is due be a holiday the fee may be paid without fine on the first working day thereafter but on the succeeding working day the fine will be leviable.

124. For each fee payment in any school a receipt in form as per Appendix A (c) shall be given.

125. Cancelled.

126. (i) The rates of fees in Departmental Malayalam or Tamil Training Schools shall be as below :—

Higher Grade Schools Rs. 45 per annum.

Lower do. Rs. 30 do.

Fees shall be paid by all students under training.

(ii) The rates of fees in Sanskrit Schools are given below :—

Class	Fee per mensem.		
	Rs.	Chs.	C.
I	0	8	0
II	0	12	0
III	0	16	0
IV	0	18	0
V	1	0	0
VI	1	0	0

(iii) The rates of fees in other Departmental Special Schools shall be determined in each case by the Director with the approval of Government.

(iv) In departmental Training Schools fees shall be paid in ten equal monthly instalments on or before the 15th of every month from Edavom to Kumbhom.

In case of default the pupil-teachers shall not be deprived of their attendance at the Training School but they shall not be permitted to sit for the Examination at the end of their course or to enjoy any of their privileges until the fees are fully paid by them with a fine of four chackrams on every instalment in arrears.

126 A. Cancelled.

126 B. Cancelled.

126 C. Fee concession shall be allowed in schools on the basis of literacy and the economic condition of the communities to which the pupils belong as per Annexure in accordance with the rules sanctioned by Government.

Mahomedan boys shall be given half fee concession in English Schools and in Malayalam and Tamil Schools provided they are poor. The award of concession to these pupils in Malayalam and Tamil Schools is subject to the condition that the number of pupils enjoying such concession should not exceed 15 per cent of the strength of those pupils in each Section, High or Middle.

All Mahomedan girls shall be given full fee concession in schools provided they are poor. The percentage restriction referred to above will not apply to them.

Rajas and Koil Tampurans are exempted from payment of fees in the Special English Middle School and English High School (both departmental) at Mavelikara.

126 D. Deleted.

126 E. H. H. the Maharaja's scholarships and the Mahomedan scholarships are awarded in schools as per rules approved by Government.

H. H. the Maharaja's scholarships are of two kinds—namely:—

- (1) Open scholarships *i. e.*, those open to all communities and
- (2) Close scholarships *i. e.*, those intended for communities backward in point of education.

The Mahomedan scholarships are those intended exclusively for Mahomedan pupils.

These scholarships will be awarded every year as per details given below:—

(a) In English High schools:—

- (1) 76 'Open' scholarships,
- (2) 19 'Close' scholarships,
- (3) 10 scholarships reserved exclusively for girls, and
- (4) 5 Mahomedan scholarships.

These scholarships are of the value of Rs. 3½ per mensem and are tenable for three years.

(b) In English Middle Schools, 8 Mahomedan scholarships of the value of Rs. 2½ per mensem tenable for four years.

(c) In Malayalam and Tamil Middle Schools, 12 Mahomedan scholarships of the value of Rs. 2½ per mensem tenable for three years.

The above scholarships will be awarded for the first time in Form IV in English High Schools, in the Preparatory Class in English Middle Schools and in Class V in Malayalam and Tamil Middle Schools.

Mahomedan pupils can compete with others for all scholarships except "Close" scholarships. For scholarships tenable in Malayalam and Tamil Middle Schools, Mahomedan girls can compete with Mahomedan boys. All Mahomedan girls attending English Schools will be awarded scholarships at the rates admissible for Mahomedan boys in such institutions.

127. No scholarship, fee concession or other favourable fee rate shall be given or allowed by any Manager or Headmaster except in accordance with definite published terms which have been previously approved of by the Director at the time of recognition or on subsequent application to change the terms already approved. In all cases of the kind the number of scholarships, fee concessions or favourable fee rates shall be strictly limited to a definite number, which shall depend on the circumstances of each school. The terms on which they are awarded and the particular conditions attached to each shall, after approval by the Director, be published annually on the first working day of each school-year, in a notice, signed and dated by the Manager or Headmaster, and placed in a conspicuous position in the school. It shall remain so posted for one month and shall thereafter be placed among the school records.

ANNEXURE.—(RULE 126 C)

I. Full fee concession in all schools and colleges to communities with less than 100 literates per 1000 of the population of all ages 7 and over.

1. Kanikaran (including Malavelan)
2. Kuravan including Malankuravan Hindu.  
and Malayadiyar } Christian.
3. Mala Urali All.
4. Malayarayan All.
5. Marakkan (Hindu).
6. Maravan (Hindu and Christian).
7. Pallan do.
8. Paraya (including Sambavar) Hindu.
9. Pulaya Cheramar Hindu.
10. Ullatan.
11. Vetan (including Malavetan) } Hindu.  
} Christian.
12. Malapandaram.
13. Malapulayan.
14. Muthuvan.
15. Paliyan.
16. Thanda Pulayan.
17. Mannan (മന്നൻ)
18. Vattuvan.
19. Valluvan.
20. Kakkalan
21. Vathiriyar
22. Ottar.

II. Full fee concession in English Schools and half fee concession in Malayalam and Tamil Schools to communities with less than 25 literates in English per 10,000 of the population of all ages 7 and over.

1. Chemman.
2. Sakkiliyan.
3. Thantan (Chakka)
4. Valan (വാലൻ)
5. Velan (വേലൻ)
6. Velan (വേലൻ) (including Kusavan).

III. Half fee concession in English, Malayalam and Tamil Schools to communities with 100 to 150 literates per 1000 of the population of all ages 7 and over:

1. Aiyavar (Christian).
2. Catholic Arasar (Christian).
3. Kudumi.
4. Mukkuvan.
5. Nadar (Channan) Hindu
6. Paraya (including Sambavar) Christian.
7. Pulaya (Cheramar) Christian.

IV. Half fee concession in English Schools only to communities with 25 to 100 literates in English per 10,000 of the population of all ages 7 and over.

1. Arayan.
2. Ambattan.
3. Ezhava (including Thiyya).
4. Ezhavathi or Komara.
5. Kammalan (Viswakarma) (including Asari, Chayakurup Chembuthatty, Kallasari, Kannan, Kollan, Pandy Kammalan, Silpasari Thatchan, Thattan, Valan (വലൻ) Vilkurup).
6. Kaniyan.
7. Kavathi.
8. Krishnavagai.
9. Maravan (Christian).
10. Paravan.
11. Saliyan.
12. Vaniyan.
13. Veluthedanayar.
14. Vilakkithalanayar.
15. Veerasaivar (Pandaram).
16. Vannan including (Chayakkaran and Makkavazhi Dhobi).
17. Varnavar (including Mannan (വണ്ണൻ)—Pathiyan etc.
18. Yadhava (Edayan) Hindu.

## CHAPTER XIII.

## Certificates and Examinations.

## A. ENGLISH SCHOOL LEAVING CERTIFICATE.

127 A. Pupils who have satisfactorily completed the course of instruction prescribed for recognised English High Schools and who have taken the examination at the end of the prescribed course will be granted certificates testifying to their progress, attendance and conduct while in school.

NOTE:—The course of instruction referred to in this Rule must be pursued in recognised English High Schools of the State. Pupils cannot be considered as having undergone a complete course, if such course is followed partly in schools outside the State and partly in those in the State. Accordingly, the names of pupils admitted from schools outside Travancore in the middle of the course should not be included in the lists of candidates presented for the public examination for these certificates without the special permission of the Director which should be sought by Headmasters on the admission of such pupils to the IV or any higher Form. The admission of such pupils to schools in the State is governed by Rule 74 A.

127 B. English School Leaving Certificates may qualify the holders thereof for such appointments to teacherships in schools, and for admission into such ranks of the public service of the State and to such other courses of further study, as may be notified from time to time. They may also, subject to such conditions as may be laid down by the University of Travancore, qualify the holders thereof for admissions to courses of study in Colleges affiliated to the University.

127 C. Cancelled.

127 D. The character of each certificate shall depend on —

(a) the entries made in the pupils' progress register maintained in accordance with Rule 81 of the Code, and

(b) the results of a public written examination held at the end of the prescribed course of instruction.

NOTE:—The attention of Managers and Headmasters of schools is specially drawn to the different factors which go towards making up the character of the certificate granted to a pupil. The scheme promises that the instruction given is adequate in scope and is imparted according to sound principles and by the best known methods, that a high standard of conduct and discipline is expected and is maintained, that the tests applied for quantitative valuation of the pupils' progress are reasonable and fair and that all statements made regarding matters of opinion or estimate are thoroughly impartial. Hence if the

certificate is to be of any value it should indicate not merely the extent to which the pupil has approximated to the standards set by the school but also what these standards are worth.

127 E. No English School Leaving Certificate will be granted to any person unless

(a) he has been a pupil on the rolls of Form VI of a recognised English High School during the whole of the school year in which he applies for a certificate ;

(b) he has completed fifteen years of age on or before the first day of July of the year in which he applies for the certificate ;

NOTE :—It shall however be competent to the Director to grant exemption from this rule in deserving cases in favour of pupils on whose behalf recommendations for exemption are received from their respective Headmasters, provided such recommendations are invariably accompanied by certificates of physical fitness from medical practitioners (in the subjoined form) holding at least the L. M. P. Diploma.

*Form of Certificate of Physical fitness.*

I ..... do hereby certify that I examined ..... pupil of Form VI in the English High School ..... and that I find that he is physically fit to sit for the English School Leaving Certificate Examination of 19.....

Station :—

Signature :—

Date :—

Designation :—

\*The name and Examination qualifications of the medical officer who grants the certificate should be entered here.

(c) he has been recommended for a certificate by the Headmaster of the school which he attends during the school year in which he applies for the certificate and has made the prescribed attendance as laid down in Rule 127 Q. A.

(d) he has been certified by the Headmaster of the school which he attends, either to have had small-pox or to have been vaccinated not more than five years prior to the written examination at the close of the school year.

127 F. Cancelled.

127 G. All pupils presented for the English School Leaving Certificate Examination should be able to show a record of three years' progress beginning ordinarily from Form IV of an English School. For this purpose the record of the school work of a pupil in any year in which he is not promoted to the next higher Form or in which his progress in Form VI was not considered satisfactory for being presented for a School Leaving Certificate need not be taken into account.



**NOTE** :— Pupils who have been absent from the whole or any part of the written examination at school or who have no class marks in certain subjects and whose progress records are not complete in any respect should be given clearly to understand that even though presented for the public examination they will not be entitled to certificates unless satisfactory reasons for their deficiencies are recorded in their certificates by the Headmasters.

127 H. Cancelled.

127 I. Three months before the close of the school year the Headmaster shall prepare a list in the form given in Appendix A (J) of pupils whom he recommends for certificates. The Headmaster shall not include in the list the name of any pupil who does not satisfy any of the conditions specified in Rules 127 E and 127 G or any pupil whose conduct has been unsatisfactory. The list should be prepared with great care and Headmasters should scrupulously observe the rules and orders governing the presentation of pupils for the public examinations. From each pupil whose name is so entered in the list, the Headmaster shall collect a fee of Rupees twelve. He shall remit the amount so collected into a Government treasury and shall forward to the Director before a date which will be notified each year (*Vide* Rule 127 Q) the Treasury receipt obtained for the purpose, two copies of the list above and a statement in the following form regarding the pupils recommended for certificates and those detained.

1. Name of school.
2. Number of pupils on rolls in Form VI at the time of despatch of the list of pupils to be presented for the examination.
3. Number of pupils included in the list of pupils to be presented for the examination.
4. Number detained owing to shortage of attendance.
5. Number detained as the pupils concerned have not attained the prescribed age.
6. Number detained for want of satisfactory progress.
7. Number detained on other grounds (to be specified).
8. Total number detained.
9. Percentage of detention.

**NOTE** :— i. In no circumstances shall the fee remitted into the treasury be refunded or adjusted for a subsequent examination.

- ii. Poor and deserving candidates belonging to the backward communities specified under Group I in annexure to Rule 126 C of the Code are exempted from the payment of examination fees. The concession will not be allowed for more than two appearances for the same examination in respect of any candidate. (This concession has been sanctioned only as a temporary measure).

127 J. Cancelled.

127 K. At the close of the school year a written examination shall be held of the pupils whose names are on the list mentioned in Rule 127 I and of those who are permitted to appear privately. The examination shall be conducted by a Board of Examiners in accordance with such instructions as may be given from time to time by the Director.

The English School Leaving Certificate books of all pupils who have been presented for the Public Examination shall be forwarded by the Headmasters concerned to the Director so as to reach the latter not later than the middle of Meenam each year. The entries in the certificates should be complete and correct and neatly made.

127 L. The results of the written examination shall be considered by the Director in consultation with the Board of Examiners who shall also be consulted as to the principle of moderation of examination marks to be adopted where such moderation is considered necessary. Marks shall be allotted to each candidate in accordance with such principle and the certificate shall be issued over the signature of the Director. The certificate will or will not contain the endorsement testifying to the candidate's eligibility for admission to a college affiliated to the University of Travancore according as he does or does not satisfy the rules of eligibility for admission issued by the University.

- NOTE :—i. Before issuing any English School Leaving Certificate to a pupil who was presented from a school, a copy of the summary of marks in the certificate should be taken in a register to be kept for the purpose in the institution.
- ii. The certificate is not the property of the pupil until it has been signed and issued by the Director and till then the pupil has no claim for it.

127 M. Cancelled.

127 N. Pupils who have once at least appeared for the English School Leaving Certificate Examination from a recognised English High School in the State will be permitted to sit for it again as private candidates. Their application [*vide* Appendix A (g)] for admission to the examination should be countersigned by the Head of the institution from which the candidate was last presented for the examination.

- NOTE :—Those who have already appeared for and failed in the E. S. L. C. Examination on three occasions subsequent to the examination of 1934 will not be permitted to appear for it again.

127 O. Cancelled.

127 P. The subjects of study for pupils applying for the English School Leaving Certificates shall be as follows :—

1. English
2. A second language
3. Elementary Mathematics
4. Elementary Science
5. Outlines of History of England and India and Geography.

The second language chosen may be any one of the following:— Malayalam, Tamil, Sanskrit, Arabic, Latin, French, Hindi and Urdu.

At the written examination held at the close of the school year the candidates shall be examined in all the subjects.

The course of studies in subjects in Rule 127 P shall begin in Form IV and be completed in Form VI.

Applications for exemption from the study of a second language may, in very exceptional cases, be considered by the Director, provided that the following three conditions are satisfied :

(a) No language with which the pupil is familiar or which he may have previously studied is taught in any of the recognised High Schools in the State.

(b) The pupil has not already made such progress in the language or languages taught in the schools in the State as to render it likely that with ordinary industry and expenditure of time he will satisfy the examiners in the English School Leaving Certificate Examination.

(c) The pupil's parent or guardian has consented in writing to the pupil's discontinuing the study of a second language.

NOTE:—i. In the case of candidates whose mother tongue is English, Composition in English will take the place of one of the languages referred to above. It should be noted that it is not optional for any candidate to offer English Composition in lieu of second language. The rule applies only to European pupils or pupils of European descent. It is not permissible to regard English as the mother-tongue of pupils of Indian birth, although their parents may have adopted it in their houses. Doubtful cases should be referred to the Director.

- ii. As the second languages to be studied may be either an Indian, a Classical or a Modern European language, the evasion of the study of it should be checked and cases where evasion is practised or attempted should be brought to the notice of the Director.

The number of question papers in the different subjects for the English School Leaving Certificate Examination, the duration and the marks for each paper shall be as follows:—

1. English	... 2 papers each of 2½ hours duration.	50 marks each.	
2. Second language (except Malayalam, Latin and French)	2 papers each of 2 hours duration.	Do.	
Malayalam	... 2 papers each of 2½ hours duration.	Do.	
Latin or French	... 1 paper of 3 hours duration.	100 marks.	
3. Elementary Mathematics	... 2 papers each of 2 hours duration.	50 marks each.	
4. Elementary Science	... Do.	Do.	
5. {	History	... 1 paper of 2½ hours duration.	60 marks.
	Geography	... 1 paper of 2 hours duration.	40 marks.

(History and Geography together will have one minimum).

127 Q. The dates by which Headmasters should forward the lists of pupils, the dates on and the centres at which the written examinations will be held, the time table for the examination, instructions regarding the submission of application by private candidates etc., will be duly notified early in December each year by the Director.

117 Q. A. Headmasters shall not recommend for a certificate any pupil who has not attended 75 per cent (65 per cent for girls) of the number of school days in that portion of the school year preceding the date of submission of the list of pupils to be presented for the examination [*vide* rule 127 E (c)]. No English School Leaving Certificate will be granted to any person, unless he has attended on 85 per cent (in the case of girls 75 per cent) of the working days of the school year.

It shall be competent to the Chief Inspecting Officer to condone shortage of attendance up to a limit of 5 per cent, provided that the Headmaster certifies that the pupil's absence was with permission and due to illness or other unavoidable causes and that the pupil's conduct has been satisfactory; exemption from shortage of attendance in deserving cases in which the deficiency exceeds 5 per cent. can be granted only by the Director.

NOTE :—i. Percentage of attendance should be calculated correct to the nearest integer.

- ii. The Headmaster of every High School should carefully watch the attendance of the pupils who are to be presented for the public examination and as soon as it is seen that any pupil, owing to an unavoidable cause will or may be unable to secure the required attendance (*viz.*, 85 per cent in the case of boys and 75 per cent, in the case of girls of the working days) during the year, he should make the necessary application for the exemption of the pupil from the rule regarding attendance. Each such application must be accompanied by a statement of the percentage of attendance made by the pupil and a detailed report on the reasons for the shortage in attendance.

Where exemption is granted in time the order granting the exemption should be quoted in the appropriate page of the pupil's School Leaving Certificate.

In cases where exemption has been applied for and orders thereon have not been received and in cases where the deficiency of attendance is due to the absence of the pupil at the end of the year so that exemption could not be applied for before the last working day in the school year, pupils otherwise eligible for the examination, may at their own risk be presented for the examination and their certificates forwarded to the Director but their results will not be announced if the exemption sought is not granted.

As it is inadvisable that pupils should be presented for examination whilst the question of their eligibility for it is under consideration, the Headmasters of schools should see that all applications for exemption are made in time.

- iii. Any pupil who has not made the required percentage of attendance for the year except as provided in note (ii) above should not be given an admission ticket for the examination nor should any such pupil be allowed to sit for the examination.

127 Q. B. The number of school days for the first term and for the whole year should for purposes of Rule 127 Q. A., be calculated as follows :—

i. In the case of pupils not presented for the examination held in the immediately previous school-year—from the first working day in the school year.

ii. In the case of pupils who having appeared for the examination held in the immediately previous school year and not having been declared eligible for admission to a University course of study wish to study for another year including those who may be specially permitted in accordance with Rule 127 Q. C. below, to resume attendance after the prescribed date—from the date which will be annually notified by the Director for the resumption of attendance of such pupils.

NOTE :—(i). In no case except those for which special sanction to the contrary is given by the Director should the number of school days for any pupil be calculated from any date other than either of the two dates specified above.

- ii. The attendance put in by a pupil before the latest day prescribed for his resuming attendance should not be taken into account; but if a pupil who fails to make the required percentage of attendance according to this calculation makes it when the number of school days and the number of days attended by him are calculated from the date on which he actually resumed attendance, his case should be reported to the Director and the special permission of the Director obtained for his presentation.

127 Q. C. Pupils of Form VI who wish to resume attendance in that class at the beginning of a school year after appearing for the English School Leaving Certificate Examination of the school year preceding, may be permitted by the Headmasters of their schools to resume attendance even after the latest date fixed by the Director for such resumption, provided the failure of the pupil to resume attendance on or before the date fixed was due to satisfactory causes and provided also the total number of working days in the year for such pupils is reckoned as laid down in Rule 127 Q. B.

127 Q. D. Pupils of Form VI whose attendance has been interrupted and who have been readmitted in accordance with Rule 74 (a) of the Code, may be presented for the public examination in the year of readmission, if the interruption was for adequate reasons and provided they can make the prescribed attendance.

127 Q. E. Pupils of Form VI who are not presented for the public examination in any year will not be accepted as candidates for the next year's examination if they fail to make the required percentage of attendance in the year in which they were not presented, unless specially exempted by competent authority.

127 Q. F. A pupil who was once presented for the English School Leaving Certificate Examination and who after an absence of one school year rejoins school with a view to improve his certificate may be presented again at the end of the year in which he rejoins school, if he is otherwise eligible therefor.

As regards pupils who rejoin school after an absence of more than one school year, the question as to when they may be presented for the English School Leaving Certificate Examination should be referred to the Director.

127 Q. G. The names of pupils who have been presented for the English School Leaving Certificate Examination should not be removed from the rolls at the end of the school year but should be retained until the last date (or dates) in the succeeding year fixed by the Director for resuming their attendance has expired (vide rule 127 Q. B. of the code). If they do not resume attendance they will, of course, incur no fee liability. The rules regarding transfer to other schools are equally applicable to them.

127 Q. H. Recommendations from Headmasters of English Schools for exemption from the application of any of the rules relating to the English School Leaving Certificate Examination except in regard to deficiency of attendance during the year of presentation or for such special permission required as per these rules should reach the Director or the Chief Inspecting Officer as the case may be, not later than the 30th September each year.

Applications for exemption or special sanction of any kind should not be made by the pupils direct to the Director or the Chief Inspecting Officer. At the beginning of each school year Headmasters should inform the parents or guardians of pupils of Form VI who require exemption or special sanction, of the nature of the exemption or special sanction required. They should also be informed that the applications for the required exemption or special sanction should be made to them and that no action will be taken on applications made direct to the Director or Chief Inspecting Officer. Headmasters should take special precaution to see that they make their recommendations regarding all pupils who deserve exemption or special sanction. In cases where exemption or special sanction is not recommended, the parents or guardians should be informed of the fact; appeals, if any, from the parents or guardians against the Headmaster's decision should reach the authorities concerned within ten days of the receipt of the Headmaster's communication in the matter.

NOTE:—i. The fact that the parent or guardian of a particular pupil fails to apply for exemption or special sanction will not be a valid reason for the Headmaster's failure to make the necessary recommendation in deserving cases.

ii. Exemption from shortage of attendance will not be granted, unless the absence of the pupil was due to illness or other unavoidable reasons, and such absence was with the Headmaster's written permission.

127 Q. I. An English School Leaving Certificate which has been lost or destroyed cannot be replaced; but on production of a certificate from a gazetted officer of the department testifying that the original certificate was irrecoverably lost and an identification certificate from the Headmaster of the school from which the holder of

the original certificate was presented for the examination, copy of the page of the School Leaving Certificate containing the summary of marks and the endorsement, if any, may be issued. A fee of Rs. (3) three will be levied for the purpose. The amount should be remitted into a treasury and the treasury receipt and the certificates referred to above should be forwarded along with the application therefor to the Director.

127 Q J. Certificate holders who have been found guilty of having tampered with any entry in their certificates are liable to be debarred from entry into Public Service or service in any recognised institution in the State for a period of not less than three years; the certificates will also be cancelled.

NOTE:—The pupils should be informed of this rule before the certificates are handed over to them by the Headmaster.

B. MIDDLE SCHOOL EXAMINATION (PRIOR TO 1940 KNOW  
AS VERNACULAR SCHOOL LEAVING EXAMINATION.

127 R. Pupils in Class VII of recognised Malayalam or Tamil Schools may, if their attendance, progress and conduct in Classes VI and V.I have been satisfactory, be permitted to appear for the Middle School Examination.

NOTE:—i. Candidates who have once at least appeared for the Middle School Examination will be permitted to appear as private candidates for the examination, provided however, that in the case of each such candidate's form of application [vide appendix A (h)] for admission to the examination is countersigned by the Head of the institution from which he was last presented for the examination.

- ii. The applications of pupils in English Schools appearing for the Middle School Examination as private candidates should be countersigned by the Headmaster of the English School which they are attending as well as by the Headmaster of the Malayalam or Tamil School from which they were last presented for the Middle School Examination. The Headmaster of the English School may however refuse to countersign the application of a pupil if he thinks that the pupil's preparation for the examination will interfere with his studies in the English School. Headmasters of Malayalam or Tamil schools are therefore requested to ascertain before countersigning the applications of private candidates for the Middle School Examination whether they are studying in English Schools and if so countersign the applications only after they have been countersigned by the Headmaster of the English School concerned.

127 S. No pupil of Class VII will be allowed to appear for the examination, unless



(a) he has completed the age of thirteen years (in the case of girls twelve years) on the first day of March of the school year in which he applies for the examination.

NOTE:—It shall however be competent to the Director to grant exemption from this rule in favour of pupils on whose behalf recommendations for exemption are made by their respective Headmasters, provided such recommendations are invariably accompanied by certificates of physical fitness (in the subjoined form) from medical practitioners holding at least the L. M. P. Diploma.

*Form of certificate of physical fitness.*

I \* do hereby certify that I examined pupil of Class VII in the school and that I find that he is physically fit to sit for the Middle School Examination of 19 .

Station:—

Signature:—

Date:—

Designation:—

\* The name and examination qualifications of the Medical Officer who grants the certificate should be entered here.

(b) his application for admission to the examination is countersigned by the Headmaster of the school which he attends during the school year in which he applies for the examination ; and

(c) he has been certified by the Headmaster of the school which he attends either to have had small pox or to have been vaccinated not more than five years prior to the date of the examination.

127 T. Applications for admission to the examination [form as per appendix A (i) ] should be made in December before a date which will be notified by the Director in the Government Gazette each year. A Headmaster shall not countersign the application of any pupil of Class VII whose attendance or progress or conduct has been unsatisfactory; The fee for admission to the examination is Rupees six. The amount should be paid into a Government Treasury and the treasury receipt should be submitted along with the application to the Director. The Headmaster of each school presenting candidates for the examination should forward along with their applications a list of pupils in the form as per Appendix A (j).

NOTE:—I. In no circumstances will any amount paid as fees for the examination be refunded or allowed to be utilised for a subsequent examination.

- ii. Poor and deserving candidates of the backward communities specified under group I in annexure to rule 126 C of the Code are exempted from the payment of examination fees. The concession will not be allowed for more than two appearances for the same examination in respect of any candidate. (This concession has been sanctioned only as a temporary measure.)

127 U. The date by which the Headmasters should forward the list of pupils to the Director, the dates on and the centres at which the written examination will be held, the time-table for the examination, instructions regarding the submission of applications by private candidates etc., will be duly notified by the Director early in December each year. The examination will usually be held in the third week of Meenam. It shall be conducted by a Board of Examiners and in accordance with such instructions as may be given from time to time by the Director.

127 V. The subjects for the examination and the duration of the examination in each subject shall be as follows :—

#### A. Compulsory Subjects.

<i>Paper.</i>	<i>Duration.</i>
1. Malayalam (or Tamil) Texts	2 hours.
2. do. do. Grammar	2 "
3. Arithmetic and Mensuration	2 1/2 "
4. History and Civics	2 1/2 "
5. Geography and Nature Study	2 1/2 "
6. Drawing	3 "

#### B. Optional Subjects.

(AT LEAST TWO TO BE TAKEN BY EACH CANDIDATE)

<i>Paper.</i>	<i>Duration.</i>
1. Sanskrit	2 1/2 hours.
2. English	2 1/2 "
3. Nature Study	2 1/2 "
4. Agriculture	2 1/2 "
5. Domestic Economy and Hygiene	2 1/2 "
6. Needle work	3 "
7. Weaving (Theoretical)	3 "
8. do. (Practical)	4 "
9. Arabic	2 1/2 "
10. Urdu (Hindustani)	2 1/2 "
11. Malayalam (for candidates with Tamil as the compulsory language)	2 1/2 "
12. Indian Music (Theoretical)	2 "
13. do. (Practical)	Viva Voce tests of 15 to 20 minutes in the case of each candidate.
14. English II paper	2 1/2 "

NOTE :—Pupils who take English as a compulsory subject in classes V, VI and VII in Malayalam or Tamil Schools are exempted from the necessity to offer another optional subject for the Middle School Examination. But instead they will be tested by two papers in English each of 2½ hours duration, the first paper being common to pupils offering English as one of the optional subjects and the second paper consisting of questions on an additional Reader and of some general questions, its standard being slightly higher than that of the first paper.

NOTE :—Candidates must appear for the whole examination i. e., both for the compulsory and optional subjects each time ; they cannot be permitted to appear for the examination in parts.

127 W. The minima of marks required for a pass in the examination shall be as follows :—

- (a) 40 per cent in Language (Texts and Grammar together)
- (b) 30 per cent in Arithmetic and Mensuration.
- (c) 30 per cent in (1) History and Civics  
(2) Geography and Nature Study and  
(3) Drawing together.
- (d) 35 per cent in the two optional subjects together.

127 X. Certificates over the signature of the Director shall be issued to the successful candidates.

NOTE :—Before issuing a pupil's certificate, the Headmaster of the school from which the pupil was presented should copy his marks in a register to be kept for the purpose in the school.

127 Y. Of pupils who are sent up for the examination from recognised schools only those who have attended class VII on 85 per cent (in the case of girls 75 per cent) of the number of working days of the school year in which they appear for the examination shall be eligible for certificates. But it shall be competent to the Chief Inspecting Officer concerned to condone shortage of attendance up to a limit of 5 per cent, provided the Headmaster certifies that the pupil's absence was with permission and due to illness or other unavoidable causes and that the pupil's progress and conduct have been satisfactory ; condonation of the shortage of attendance in cases in which the deficiency exceeds 5 per cent requires the sanction of the Director.

NOTE :—i. Percentage of attendance should be calculated correct to the nearest integer.

- ii. The Headmaster of every school should carefully watch the attendance of the pupils who are to be presented for the public examination at the end of the year and *as soon as it is seen that any pupil owing to unavoidable cause will or may be unable to secure the required percentage of*

attendance, he should make the necessary application for exemption of the pupil from the rule regarding attendance. Each such application must be accompanied by a statement of the Percentage of attendance of the pupil and a detailed report on the reasons for the shortage in attendance.

Where exemption is granted in time the order granting the exemption should be quoted in the certificate referred to in note iii below. In cases where exemption has been applied for and orders thereon have not been received and in cases where the deficiency of attendance is due to the absence of the pupil at the end of the year so that exemption could not be applied for before the submission of the certificate referred to in note (iii) below pupils otherwise eligible for the examination may at their own risk be given their admission tickets and presented for the examination but their results will not be announced if the exemption sought is not granted.

As it is inadvisable that the pupils should be presented for the examination whilst the question of their eligibility for it is under consideration the Headmasters should see that all applications for exemption are made as soon as possible.

iii. On the last working day of the school year the Headmaster of every school shall forward to the Director an attendance certificate [vide Appendix A (k)] of the pupils who have been presented by him for the Middle School examination. The names of the pupils should be arranged in the certificate as follows:—

Under *A* should be given the names of the pupils who have made the required percentage of attendance, under *B* the names of the pupils who are deficient in attendance but have been granted the necessary exemption and under *C* the names of the pupils who are deficient in attendance and have been recommended for the necessary exemption but in whose case the orders of the authority competent to grant the exemption have not been received. In the case of pupils included in list *B* the orders granting exemption and in the case of pupils included in list *C* the letters recommending the grant of exemption should be referred to in the "remarks" column

127 Y A. The number of school days for the whole school year should, for purposes of rule 127 Y above be calculated as follows:—

(1) In the case of pupils not presented for the examination held in the immediately previous school year from the first working day in the school year,

(2) In the case of pupils who having appeared for the examination held in the immediately previous school year and failed in it wish to study another year, including those who may be specially

permitted in accordance with rule 127 Y B below to resume attendance after the prescribed date—from the date which will be annually notified by the Director for the resumption of attendance of such pupils.

NOTE:—i. In no case except those for which special sanction to the contrary is given by the Director should the number of school days for any pupil be calculated from any date other than either of the two dates specified above.

ii. The attendance put in by a pupil before the latest day prescribed for his resuming attendance should not be taken into account but if a pupil who fails to make the required percentage of attendance according to this calculation makes it when the number of school days and the number of days on which he attends are calculated from the date on which he actually resumed attendance his case should be reported to the Director and the special permission of the Director obtained for his presentation.

127 Y B. Pupils of Class VII who wish to resume attendance in that class at the beginning of a school year after appearing for the Middle School Examination of the school year preceding may be permitted by the officers noted below to resume attendance even after the latest date fixed by the Director (vide rule 127 Y A above) for such resumption, provided the failure of the pupils to resume attendance on or before the date fixed was due to satisfactory causes and provided also that the total number of working days in the year for such pupils is reckoned as laid down in Rule 127 Y A.

(1) In the case of Malayalam or Tamil High Schools having a Middle School Section and of Malayalam or Tamil Middle Schools attached to Training Schools—by the Headmasters of those schools.

(2) In the case of other Malayalam or Tamil Middle Schools—by the Assistant Inspecting Officers having immediate administrative control over them.

127 Y C. Pupils whose attendance has been interrupted after promotion to Class VII will not be permitted to sit for the Public Examination unless specially exempted by the Director.

127 Y D. Pupils of class VII who are not presented for the Public Examination in any year will not be accepted as candidates for the next year's examination if they fail to make the required percentage of attendance in the year in which they were not presented unless specially exempted by competent authority.

127 Y E. All pupils presented for the Middle School Examination should be able to show a record of two years' progress beginning ordinarily from Class VI of a Malayalam or Tamil School. For this purpose the record of the school work of a pupil in any year in

which he is not promoted to the next higher class or in which his progress in Class VII was not considered satisfactory for being presented for the examination need not be taken into account.

127 Y F. Although according to Rule 127 Y E above each pupil should be able to show a progressive record of two years' work in each subject of instruction it is considered undesirable that pupils should be called upon to select finally their optional subjects on entrance to Class V. To avoid such early specialisation the selection is postponed to the sixth class stage when the pupils with the advice of the teachers should choose not fewer than two of the optional subjects.

127 Y G. Pupils presented for the examination may bring up only those optionals which they have studied in school continuously for two years immediately before the examination, unless specially exempted by the Director or as provided for in Rule 127 Y I below.

127 Y H. Provided that the condition specified in Rule 127 Y G above is satisfied, pupils may at the end of the first year drop any optional subject that they may have studied in Class VI but they are prohibited from adopting a fresh one on their promotion to Class VII.

Pupils of class VI who are not promoted to Class VII at the end of the school year will be allowed the same choice in the matter of optional subjects at the beginning of the next school year as the new pupils of Class VI.

127 Y (I) Girls who have completed a course of study up to and including Class VI in a girls' school and who are compelled to join a boys' school for the continuance of their studies for want of Class VII in the girls' school or for other satisfactory reasons and those who having been in Class VII of a girls' school migrate to a boys' school for sufficient reasons, may if difficulties regarding their optional subjects arise, offer other optional subjects with the permission of the Director. They may further with the permission of the Inspectress of girls' schools receive instruction in needle work from the Sewing Mistress of a neighbouring Malayalam or Tamil Middle School for Girls, if there be any, within a reasonable distance or if that be not feasible, practise that subject privately.

(2) Girls in Classes V and VI of boys' schools should take only such optionals as are taught in the school.

(3) Girls who have completed a course of study up to and including Class VI in a boys' school and who have joined a girls' school for the continuance of their studies owing to the migration of their guardians or for other satisfactory reasons may, with the special permission of the Director be given instruction in their optional

subjects by teachers on the staff who are qualified to teach those subjects, if any, if they are not among those which are in the usual course taught in the school.

127 Y J. A pupil who was once presented for the Middle School Examination but failed in it and who after an absence of one school year rejoins school may be presented again at the end of the year in which he rejoins school, if he is otherwise eligible for presentation.

As regards pupils who rejoin school after an absence of more than one school year, the question as to when they may be presented for the Middle School Examination should be referred to the Director who will dispose of each case on its merits.

127 Y K. The names of pupils presented for the examination should not be removed from the rolls at the end of the school year but should be retained until the last date (or dates) in the succeeding year fixed by the Director for resuming their attendance has expired (vide rule 127 Y A). If they do not resume attendance, they will of course, incur no fee liability. The rules regarding transfer to other schools are equally applicable to them.

127 Z. Certificates may qualify the holders thereof for such appointment to teacherships in schools and for admission into such ranks of the Public Service of the State and to such courses of further study as may be notified from time to time.

127 A A. Cancelled.

127 A B. Recommendation from Headmasters for exemption from the application of any of these rules except in regard to deficiency of attendance during the year of presentation or for such special permission as may be required as per these rules should reach the Director or the Chief Inspecting Officers as the case may be, not later than the 3rd week of Kanni each year.

Application for exemption or special sanction of any kind should not be made by the pupil direct to the Director or the Chief Inspecting Officer. At the beginning of each school year Headmasters should inform the parents or guardians of pupils of class VII who require exemption or special sanction of the nature of the exemption or special sanction required. They should also be informed that the application for the required exemption or special sanction should be made to the Headmasters and that no action will be taken on applications made direct to the Director or the Chief Inspecting Officer. Headmasters should take special precaution to see that they make their recommendations regarding all pupils who deserve exemption or special sanction. In cases where exemption or special sanction is not recommended, the parents or guardians

should be informed of the fact; appeals, if any, from the parents or guardians against the Headmaster's decision should reach the authorities concerned within ten days of the receipt of the Headmaster's communication in the matter.

NOTE :—i. The fact that the parent or guardian of a particular pupil fails to apply for exemption or special sanction will not be a valid reason for the Headmaster's failure to make the necessary recommendation in deserving cases.

ii. Exemption from shortage of attendance will not be granted unless the absence of the pupil was due to illness or other unavoidable reasons and such absence was with the Headmaster's written permission.

127 A C. A Middle School Certificate which has been lost or destroyed cannot be replaced but on production of a certificate from a gazetted officer of the department testifying that the original certificate was irrecoverably lost and an identification certificate from the Headmaster of the school from which the holder of the original certificate was presented for the examination, copy of the certificate may be issued. A fee of Rs. (3) three will be levied for the purpose. The amount should be remitted into a treasury and the treasury receipt and the certificate referred to above should be forwarded along with the application therefor to the Director.

127 A D. Certificate holders who have been found guilty of having tampered with any entry in their certificate are liable to be debarred from entry into Public Service or service in any recognised institutions in the State for a period of not less than three years; the certificates will also be cancelled.

NOTE :—The pupils should be informed of this rule before the certificates are handed over to them by the Headmasters.

C. High School Examination (Prior to 1940 known as Vernacular Higher Examination).

127 A E. The following rules relate to the High School Examination.

(1) (i) Pupils in Class IX of recognised Malayalam or Tamil High Schools may, if their attendance, progress and conduct in Classes VIII and IX have been satisfactory, be permitted to appear for this examination.

(ii) No pupil of class IX will be allowed to appear for the examination unless (a) his application [in the prescribed form—[vide Appendix A (d)] for admission to the examination is countersigned by the Headmaster of the school which he attends during the school year in which he applies for the examination and (b) he has been certified by the Headmaster of the school which he attends, either to have had small-pox or to have been vaccinated not more than five years prior to the date of the examination.



(2) (i) The examination will also be open to *bona fide* teachers (as private candidates) who have been employed in the recognised schools of the State for not less than two years on the date of their application for admission to the examination and who have passed one or other of the examinations noted below.

- (a) English Middle School Examination (Abolished.)
- (b) Vernacular Middle School, Examination. do.
- (c) Middle School Examination.
- (d) Sastri Test, Upadhyaya and Mahopadhyaya Examinations.
- (e) English School Leaving Certificate Examination.

(ii) Candidates who have appeared at least once for the examination from a school are also permitted to appear as private candidates for the examination.

NOTE:—Applications [Appendix A (m)] for admission to the examination should in the case of those referred to in (i) above be countersigned by an Inspecting Officer of the department and in the case of those referred to in (ii) above by the Head of the institution from which the candidate was last presented for the examination.

(3) Applications for admission to the examination should be made before a date which will be notified by the Director in the Government Gazette in Vrischigom each year. A Headmaster shall not countersign the application of any pupil of Class IX whose attendance or progress or conduct has been unsatisfactory. The Headmaster of each school presenting candidates for the examination should forward along with the applications of the candidates a list of pupils in the prescribed form [Appendix A (n)].

(4) The fee for the examination is Rupees twelve per candidate. The amount should be paid into a Government treasury and the treasury receipt should be submitted along with the application for admission to the examination.

NOTE:—i. In no circumstances will any amount paid as fees for the examination be refunded or allowed to be utilised for a subsequent examination.

- ii. Poor and deserving candidates of the backward communities specified under group (1) in annexure to Rule 128 C of the Code are exempted from the payment of examination fees. The concession will not be allowed for more than two appearances in respect of any candidate. (This concession has been sanctioned only as a temporary measure.)

(5) The examination will usually be held in the middle of Meenom. The date by which applications should be submitted to the Director, the time table for the examination and the dates on and the centres at which the examination will be held will be notified in December each year in the Government Gazette. It shall be

conducted by a Board of Examiners and in accordance with such instructions as may be given from time to time by the Director.

(6) The subjects for the examination and duration of question papers in each subject shall be as follows :

(a) *Compulsory.*

Subject.	Duration of question papers.
	Hours.
Language :—	
1. Text books	3
2. History of language, Grammar and Rhetoric	3
3. Composition	3
Mathematics :—	
Arithmetic and Practical Geometry.	3
Elementary Science and Nature-Study	3
First paper	3
Second paper	3

(b) *Optional subjects.*

(Any one to be chosen.)

1. English.
2. History and Political Economy.
3. Sanskrit.
4. Commercial subjects.

There will be two papers in each optional subject, the first paper of three hours' duration and the second paper of 2 hours' duration.

(7) (i) The minima of marks required for a pass in the examination shall be (a) 40 per cent in language and (b) 35 per cent in each of three other subjects (Mathematics, Elementary Science and Nature Study and Optional) or failing to secure the minimum in Mathematics or optional subject, 40 per cent on the whole and at least 25 per cent in the subject of failure.

(ii) Candidates who have secured 60 per cent or above of the total number of marks for all the subjects will be declared to have passed in the *First Class*.

(iii) Successful candidates will be given certificates over the signature of the Director.

(8) Of pupils who are sent up for the examination from recognised schools only those who have attended class IX on 85 per cent (in the case of girls 75 per cent) of the number of working days of the school year in which they appear for the examination shall be eligible for the certificates. But the Chief Inspecting Officers may condone shortage of attendance up to a limit of 5 per cent, provided the Headmaster certifies that the pupil's absence was

with permission and due to illness or other unavoidable cause and that the pupil's progress and conduct have been satisfactory; condonation of the shortage of attendance in cases in which the deficiency exceeds 5 per cent requires the sanction of the Director.

NOTE:—Percentage of attendance should be calculated correct to the nearest integer.

(9) Pupils of Class IX absenting themselves from school without permission and without satisfactory explanation for more than 15 consecutive school days cannot, even if readmitted, be presented for the public examination at the end of the year in which they so absent themselves unless specially exempted by the Director.

(10) Pupils of Class IX who are not presented for the Public Examination in any year will not be accepted as candidates for the next year's examination, if they fail to make the required percentage of attendance in the year in which they were not presented, unless specially exempted by competent authority.

(11) (i) Except as provided in Rule 12 below, no pupil shall offer for the public examination any optional subject that he has not studied continuously for the whole of the two years immediately preceding his appearance for the examination.

(ii) No pupil can change the optional subject in Class IX.

(iii) Pupils of class VIII who are not promoted to Class IX at the end of the school year will be allowed the same choice in the matter of optional subjects at the beginning of the next year as the new pupils of class VIII.

(iv) No subject that is not actually taught in a school may be brought up for the examination by any pupil from that school.

(12) (i) A pupil who was once presented for the examination and who after an absence of one school year rejoins school, with a view to appear once again from the school, may be presented again at the end of the year in which he rejoins school, if he is otherwise eligible for the same.

(ii) As regards pupils who rejoin school after an absence of more than one school year, questions as to when they may be presented for the examination should be referred to the Director who will pass orders in each case on its merits.

(13) The names of those pupils who have appeared for the examination should not be removed from the rolls at the end of the school year, but should be retained until the last date in the succeeding year fixed by the Director for resuming their attendance has expired. If they do not resume attendance they will of course incur no fee liability. The rules regarding transfer to other schools are equally applicable to such pupils. Instructions regarding the date on which pupils who having sat for the public examination desire to return to school should resume their attendance will be issued annually.

(14) Recommendations from Headmasters for exemption from the application of any of these rules except in regard to deficiency of attendance during the year of presentation or for such special permission as may be required as per these rules should reach the Director or the Chief Inspecting Officer as the case may be, not later than the middle of Kanni each year.

Applications for exemption or special sanction of any kind should not be made by the pupils direct to the Director or the Chief Inspecting Officer. At the beginning of each school year Headmasters should inform the parents or guardians of pupils of Class IX who require exemption or special sanction, of the nature of the exemption or special sanction required. They should also be informed that the applications for the required exemption or special sanction should be made to the Headmasters and that no action will be taken on applications made direct to the Director or Chief Inspecting Officer. Headmasters should take special precaution to see that they make their recommendations regarding all pupils who deserve exemption or special sanction. In cases where exemption or special sanction is not recommended, the parents or guardians should be informed of the fact; appeals if any, from the parents or guardians against the Headmaster's decision should reach the authorities concerned within 10 days of the receipt of the Headmaster's communication in the matter.

- NOTE:—i. The fact that the parent or guardian of a particular pupil fails to apply for exemption or special sanction will not be a valid reason for the Headmaster's failure to make the necessary recommendation in deserving cases.
- ii. Exemption from shortage of attendance will not be granted unless the absence of the pupil was due to illness or other unavoidable reasons and such absence was with the Headmaster's written permission.

(15) A certificate which has been lost or destroyed cannot be replaced; but on production of a certificate from a Gazetted Officer of the department testifying that the original certificate was irrecoverably lost and an identification certificate from the Headmaster of the school from which the holder of the original certificate was presented for the examination, a copy of the certificate may be issued. A fee of Re. (1) one will be levied for the purpose. The amount should be remitted into a treasury and the treasury receipt and the certificates referred to above should be forwarded along with the application therefor to the Director.

(16) Certificate holders who have been found guilty of having tampered with any entry in their certificates are liable to be debarred from entering the Public Service or service in any recognised institution in the State for a period of not less than three years; the certificates will also be cancelled.

**NOTE:**—The pupils should be informed of this Rule before the certificates are handed over to them by the Headmasters.

**D. The qualification test for teachers of Tamil in Tamil Schools or Classes,**

(Tamil Proficiency Test.)

127. A. F. The rules relating to the Tamil Proficiency Test are given below:—

(1) There shall be two grades of certificates—the Lower and the Higher. Candidates for the Lower Grade Certificate shall appear for the Tamil Test and Grammar papers of the Middle School Examination and those for the Higher Grade Certificate for (i) Texts (ii) History of Language, Grammar and Rhetoric and (iii) Composition papers in Tamil in the High School Examination.

(2) The purpose of the certificates shall be to declare candidates to be competent to teach in Tamil schools.

(3) (i) Admission to the examination is restricted to the teachers and other candidates for employment in Tamil schools who already hold certificates in Malayalam qualifying for service in the department.

(ii) Those who are eligible for teacherships in primary schools are eligible to appear for the Lower Grade Test and those who are eligible for teacherships in the higher classes in Tamil schools are eligible to appear for the Higher Grade Test.

**NOTE:**—Applications for admission to the examination shall be made in the prescribed form (Appendix A. o.)

(4) Those who secure 40 per cent marks in the two papers together for the Lower Grade Examination and 40 per cent in the three papers together for the Higher Grade Examination will be declared to have passed. Certificates will be issued to all successful candidates over the signature of the Director.

Of the successful candidates those who obtain 60 per cent and more marks will be placed in the first class and the rest in the second class.

(5) The fee for admission to the examination is Rupees (3) three for the Lower Grade and Rupees (5) for the Higher Grade. The amount should be remitted into a Government treasury and the treasury receipt obtained for the purpose should be forwarded along with the application to the Director.

**NOTE:**—i. In no circumstances will the amount remitted as fees for the examination be refunded or adjusted for a subsequent examination.

- ii. Poor and deserving candidates of the Backward communities specified under Group I in annexure to rule 126 C of the Code are exempted from the payment of examination fees. The concession will not be allowed for more than two appearances for the same examination in respect of any candidate. (This concession has been sanctioned only as a temporary measure.)

6. The dates by which the applications for admission to the examination should reach the Director, the time table, the dates on and the time and the centres at, which the examination will be held etc., will be notified by the Director in Vrishigom each year in the Government Gazette.

#### E. Music Examinations.

127. A. G. The rules relating to the Music Examinations are given below :—

(1) The Examinations shall be known as the Travancore Music Examinations and shall be of two grades, Higher and Lower.

(2) The Examinations shall be conducted by a special Board of Examiners appointed every year for the purpose by the Director and in accordance with such instructions as may be given from time to time.

(3) All Bhagavathars employed permanently in recognised Malayalam or Tamil schools of the State are allowed to appear for the examinations. Of others the examinations are limited to those who have passed Class VI of a recognised Malayalam or Tamil School or Class IV of a recognised Sanskrit School or to those who have studied in Form II of a recognised English School in the State. Candidates who have passed the Lower Grade Examination are alone allowed to appear for the Higher Grade.

(4) Only those candidates who have completed sixteen and eighteen years of age on or before the 1st Meenom of the year of the examinations shall be permitted to appear for the Lower and the Higher Grade Examinations respectively, the Director being empowered to sanction exemptions in deserving cases.

(5) The Examinations shall comprise two parts written and practical. For the written examination there shall be one paper of two hours' duration for the Higher Grade and one of the same duration for the Lower Grade, on the Theory of Music. The practical Examination shall be conducted in Vocal Music, Veena, Violin, Flute or Nadaswaram at the option of the candidate.

(6) All candidates shall take both the Theory and the Practical Tests, the Practical Test being conducted soon after the Theory Test is over.

(7) The written part of the examination shall be conducted along with the English School Leaving Certificate Examination in such of the centres as are considered necessary by the Director.

(8) The Practical Examination shall be conducted at Trivandrum only, at a place which shall be notified to the candidates.

The Candidates shall bring their own Sruthi instruments and those who wish to be examined in other than Vocal Music (*Vide* Section 5) shall bring their own musical instruments for the examination.

(9) The number of candidates for the Practical Examination shall not exceed ten per day. If the number of candidates exceeds ten, the examination shall be conducted in batches of ten or less for each day.

(10) The fee for the Higher Grade and the Lower Grade Examinations shall be Rs. 6 and Rs. 4 respectively. The fee shall be remitted by the candidate into any Sirkar treasury and the Chalan receipt forwarded to the Director along with the application (Appendix A p) for admission to the examination. In no circumstances shall the fee remitted into the treasury be refunded or adjusted for a subsequent examination. The date by which the application should reach the Director, the dates on and the time and the centres at which the written examination will be held will be notified by the Director in the Government Gazette in Vrischigom each year.

NOTE:—Poor and deserving candidates of the backward communities specified under Group I in annexure to Rule 126 C of the Code are exempted from the payment of examination fees. The concession will not be allowed for more than 2 appearances in respect of any candidate. (This concession has been sanctioned only as a temporary measure.)

(11) The results of the candidates shall be announced on the basis of the marks secured by them for both the Theoretical and the Practical Tests as detailed below:—

- (a) Only those who secure not less than 40 per cent of marks in each of the parts will be declared to have passed.
- (b) Among the successful candidates those who get not less than 60 per cent but less than 70 per cent of the aggregate marks will be declared to have passed in the First Class.
- (c) Those who get not less than 70 per cent of the aggregate marks will be declared to have passed with distinction.

(d) All the other successful candidates will be declared to have passed in the second class.

(e) The names of the candidates who pass in the First Class or with distinction will be arranged in the order of merit and those of the other successful candidates in the alphabetical order.

(12) A list of the successful candidates shall be published in the Government Gazette and certificates of having passed the examination shall be granted to those candidates over the signature of the Director.

Only those who have passed both the Theoretical and Practical Tests in the same year are eligible for certificates.

(13) Persons who have passed the Music Examinations will be eligible for appointment to Music Instructors' posts in schools as indicated in Chapter VI of the Code.

#### **F. The Examination in Needle Work and Garment Making.**

127 A. H. The following rules relate to the Examination in Needle Work and Garment Making.

(1) The Examination shall be open to female candidates only.

(2) No one who has not completed 16 years of age on the first day of the Middle School Examination along with which the Examination in Needle Work and Garment Making is held shall be considered eligible to appear for the examination.

(3) A Vernacular School Leaving Certificate or Middle School Certificate or English (Middle School or Lower Secondary Certificate or in the absence of any such public examination certificate a declaration from the head of the school in which the candidate received her education that she has been declared eligible for promotion from Form III of a recognised school, shall be deemed the minimum qualification for the candidate.

(4) The fee for the whole examination shall be Rs. (8) eight and for any one part Rs. (4) four. It shall be remitted by the candidate into any Sirkar Treasury and the Chalan receipt in support of the remittance should be attached to the application for admission to the examination. The application shall be in form given in Appendix A (q). In the case of those who hold no appointment in any recognised school, the Middle School Certificate or other certificate prescribed in Rule 3 above shall also be attached to the application.

**NOTE :-i.** In no circumstances will any amount paid as fees for the examination be refunded or allowed to be utilised for a subsequent examination.



(ii) Poor and deserving candidates of the backward communities specified under Group I in annexure to Rule 126 C of the Code are exempted from the payment of examination fees. The concession will not be allowed for more than 2 appearances in respect of any candidate. (This concession has been sanctioned only as a temporary measure).

(5) The date on and the time and the centres at which the examination will be held, the date by which the applications should reach the Director etc., will be notified by him in the Government Gazette early in December each year.

(6) The examination shall consist of two parts (1) a written examination and (2) a practical test.

The written test shall be of two hours' duration and the practical test of three hours' duration.

(7) The candidates shall bring their own thimbles, scissors and measuring tapes for the practical examination.

(8) Candidates who obtain a minimum of 35 marks in the written examination and 50 in the practical examination out of a maximum of 100 respectively, shall be declared to have passed in the second class. Candidates obtaining the above minimum and an aggregate of not fewer than 140 marks shall be ranked in the first class. Candidates who pass the examination will be given certificates over the signature of the Director.

(9) A candidate shall appear for both the parts until she passed in any one part, but she need not appear again on any subsequent occasion for any one of the two parts in which she may have passed.

#### G. Arabic Munshies' Examinations.

127 A. I. The rules relating to the Arabic Munshis' Examinations are given below :—

(1) The Arabic Munshis' Examinations shall be of two grades — the Higher and the Lower.

(2) They shall be conducted by a Board of Examiners in accordance with such instructions as may be issued from time to time by the Director.

(3) The fee for the Higher Grade Examination is Rupees (6) six and that for the Lower Grade is Rupees (5) five. The amount should be remitted into a Government treasury and the receipted chalan should be forwarded along with the application for the examination [ in the form as per appendix A (r) ] to the Mahomedan Inspector of Schools, Trivandrum who is ex-officio Chairman of the Board.

NOTE : -L. Candidates from Cochin who wish to qualify for the post of Arabic Teachers there may be admitted for the two grades of the examination provided that they pay the fees and sit at the

centres at which the examination is held in Travancore. Such candidates may remit their fees into the Branch of the Imperial Bank of India, Cochin.

- ii. In no circumstances will any amount paid as fees for the examination be refunded or allowed to be utilised for a subsequent examination.

(4) Subjects for the examinations, duration of the question papers in each subject etc., are as follows :—

*Higher Grade.*

Subject.	Duration.	Maximum marks.	Total marks.
Arabic Texts and Grammar	2 hours	100	160
Reciprocal translation and composition	2 "	60	
Malayalam, Tamil or Urdu	3 "	100	100
and a Viva Voce Examination		40	40
			300

*Lower Grade.*

Subject.	Duration.	Maximum marks.	Total marks.
Arabic	2½ hours	100	140
Arabic Dictation and Hand writing	1 "	40	
Malayalam or Tamil or Urdu Dictation and Hand writing	1 "	40	40
and a Viva Voce Examination		40	40
			220

(5) (i) Separate minima are required for a pass in either grade of the examinations as follows :—

Arabic (both papers together)	35%
Malayalam or Tamil or Urdu	35%
Viva Voce	35%

(ii) Candidates who besides obtaining separate minima as specified above obtain not less than 60 per cent of the total marks shall be declared to have passed in the First Class.

(iii) Candidates who, besides obtaining separate minima as specified above, obtain not less than 50 per cent but less than 60 per cent of the total of marks shall be declared to have passed in the second class.

(iv) Candidates who besides obtaining separate minima as specified above, obtain not less than 35 per cent but less than 50 per cent of the total marks shall be declared to have passed in the Third class.

(6) The marks should be tabulated by the Chairman after consideration by the Board and the lists of successful candidates in the examination should be drawn up and forwarded by the Chairman to the Director for approval. The result shall be passed by the Director and published by him in the Gazette. Certificates to the successful candidates shall be signed and issued by the Director.

(7) A notification regarding the conduct of the examinations specifying the time, place and centre of the examinations and time tables and forms of application for the examinations shall with the approval of the Director be published by the Mahomedan Inspector of schools early in Chingom every year. The examinations shall be conducted in the first week of Medom every year. The latest date for the receipt of applications will be the last day of Dhanu in every year.

#### H. The Sastri Test Examination

127 A. J. The following rules relate to the Sastri Test Examination :—

(1) Pupils in Class VI of recognised Sanskrit Schools may, if their attendance, progress and conduct in classes V and VI have been satisfactory be permitted to appear for the Examination.

(2) No pupil of Class VI will be allowed to appear for the examination unless (i) his application for admission to the examination is countersigned by the Headmaster of the school which he attends during the school year in which he applies for the examination (ii) he is certified by the Headmaster of the school which he attends, either to have had small-pox or to have been vaccinated not more than five years prior to the date of the examination.

A Headmaster shall not countersign the application of any pupil of Class VI whose attendance, progress and conduct have not been satisfactory.

(3) Private candidates for the examination should produce the following certificates :—

(i) a certificate of good conduct from an educational officer of the standing of a First Grade Teacher.

(ii) a certificate stating that the candidate has followed a course of studies approved by Government for the Sastri Class of the Sanskrit College, Trivandrum, from the Principal of the Sanskrit College or the Headmaster of a Sanskrit School recognised by the Government or a Pandit of a recognised Collegiate institution.

(4) All applications for admission to the examination [appendix A (s) ] must be sent to the Director before the end of Dhanu,

(5) The fee for the examination is Rs. 3 for candidates appearing from a recognised school and Rs. 6 for all other candidates.

The amount should be paid into a Government Treasury and the chalan receipt should be submitted along with the application.

(6) The examination will be held at centres previously notified by the Director.

(7) The examination will be conducted by the Board of Examiners appointed by the Director each year in accordance with such instructions as may be given from time to time by him.

(8) The subjects for the examination and the duration of the examination in each subject shall be as follows :-

Group I.	1. Sanskrit—Text Books (Detailed)	3 hours
	2. do. (Non-detailed)	3 "
	3. do. General Language	3 "
	4. Sastra	3 "
Group II.	5. English Text Books and Translation	3 "
III.	6. History of England & India	3 "
IV.	7. Arithmetic	3 "
V.	8. Malayalam—Text Books and Composition	3 "

NOTE :- The four papers in Group I shall be answered in Sanskrit only. The papers in Groups II, III, IV and V may be answered in Malayalam except where otherwise directed.

(9) Each of the subjects for the examination shall carry 50 marks.

The minima of marks qualifying for a pass in the Examination shall be as follows :-

- 35% in the 4 papers in Group I taken together
- 30% in each of the subjects in Groups II to V
- 35% of the total marks.

Successful candidates getting an aggregate of not less than 60% of the total marks shall be placed in the first class.

(10) Other details regarding the examination will be notified by the Director each year in the Government Gazette.

127 A. K. The Rules relating to the Trained Teachers Certificate Examinations are contained in Chapter XVI of the Code.

## CHAPTER XIV.

## Recognition.

128. A recognised educational institution is an institution which is recognised to be conducted in conformity with the conditions of the Code.

129. All educational institutions under departmental management are recognised educational institutions.

130. All private recognised educational institutions are eligible for grants under Chapter XV of this Code, and by attendance at them pupils may qualify for appearance at Public Examinations and for School Leaving Certificates.

No educational institution which is not recognised under the Code shall be admitted to any of the above privileges or shall be eligible for participation in the Provident Fund Scheme or the benefits of scholarships and other concessions specified in the Code.

131. Cancelled.

132. Cancelled.

133. Cancelled.

134. (1) No private institution which is opened without the previous approval of the Director shall be subsequently recognised. Application for this approval with a view to subsequent recognition should be made not later than the 1st Makaram, previous to the school year at the beginning of which it is proposed to open the institution.

NOTE:—Applications for opening Training Schools should be made so as to reach the Inspecting Officers concerned not later than the last day of Thulam of each year immediately preceding the school year in which the school is proposed to be opened.

Such applications in duplicate (in triplicate in the case of the applications for permission to open Malayalam and Tamil Middle or Primary Schools) in the prescribed form [Appendix A (t),] printed copies of which may be obtained from the Inspecting Officers, should be sent registered to the Chief Inspecting Officer in whose jurisdiction the proposed institution will be situated.

The application should be accompanied by a description of the site on which it is proposed to locate the school with a sketch plan of the locality showing institutions which already serve the educational needs of the locality. These should be sent in triplicate in the case of Malayalam and Tamil Middle or Primary Schools and in duplicate in the case of other schools.

(2) The chief matter which requires attention in making such an application is the statement of reasons for the necessity of establishing the institution. The reports of the Inspecting Officer

on such applications should invariably be accompanied by a statement showing details of (i) the existing schools in and around the locality in which the proposed school is to be started, (ii) the strength of the several classes and the accommodation available in each of the above existing schools and (iii) the distance from each of these existing schools to the site on which it is proposed to locate the new school. The decision of the Director shall be chiefly based on:

(a) the nature of the management and the guarantees it offers of financial stability ; and

(b) the extent to which the requirements of the locality in the matter of education are already met by existing institutions.

(3) The order sanctioning the opening of a school shall specify (a) the class or classes to be opened (b), the date of opening the school, (c) the management of the school and (d) the particular conditions to be fulfilled by the management in respect of such matters as the site, its area, location, building, equipment, staff, financial guarantee etc. The management shall, at the time of communicating the sanction also be informed of the period—which shall not ordinarily exceed three months—within which the conditions of recognition should be fulfilled and application for recognition made. In all cases possession of the necessary site prescribed by the rules shall be a *sine qua non* and in no case shall permission to open a school without the requisite area be granted.

(4) In the event of the refusal of the Director to approve of the opening of any new institution an appeal shall lie to the Government if preferred within thirty days of the date of the order refusing such approval.

(5) If approval of the opening of any new institution is finally refused, no renewal of the same or of practically similar application shall be considered until the expiry of twelve months from the date of the first application. The procedure to be followed in the case of a renewed application shall be the same as in the case of the original application.

(6) The approval of the opening of a new institution shall lapse unless the institution approved is started within a period which shall be fixed in each case, after such approval is signified to the applicant.

NOTE:— i. Recognition can be sanctioned in favour of schools only on the clear understanding that they are open to all classes of the population though mainly attended by any particular class.

ii. The financial guarantee to be executed by the Manager should be in the form as per Appendix (A)(u). The cash security to be deposited in the case of corporate and individual managements will be as follows.—

(1) Corporate managements like the N. S. S., L. M. S., etc., will each deposit a cash security of Rs. 5,000 as a financial guarantee for all the schools under their control, Rs. 3,000 being deposited immediately and the balance of Rs. 2,000 in annual instalments of Rs. 400 in the course of the next five years. They will thus be exempted from furnishing individual financial guarantee in respect of each school. They will also be exempted from pledging the pass book in favour of the Director, but they will have to give an undertaking to maintain this Education Fund and will not be allowed to spend any amount out of it without the permission of the Director.

(2) Individual managements.

- (a) In the case of English High Schools, which are newly opened, a cash security of Rs. 3,000 is fixed, the amount being deposited in twelve equal annual instalments, the first, before recognition is applied for, the second at the time of presenting candidates for the School Leaving Examination and the balance in ten further annual instalments. The pass-book must be pledged in favour of the Department.
- (b) In the case of English Middle Schools, and Malayalam and Tamil High Schools and Training Schools, the cash security is fixed at Rs. 1,500 to be paid in ten annual instalments of Rs. 150 each.
- (c) As regards Malayalam and Tamil Middle Schools and Sanskrit Schools, a cash security of Rs. 500 should be deposited in instalments, the initial deposit being Rs. 100 to be supplemented by ten equal annual instalments of Rs. 40 each.

134 A. Rule 134 above shall apply also to the opening of higher classes or Forms in existing schools.

135. Application for recognition should be sent registered in duplicate (in triplicate in the case of Malayalam and Tamil Middle and Primary Schools) in the prescribed form [Appendix A (v)] to the Inspecting Officer, printed copies of which may be obtained from the Inspecting Officers under whose immediate administrative control the institution works.

Each application should be accompanied by a site plan of the school drawn to a scale of 10 feet to 1 inch and a ground plan of the building or buildings drawn to a scale of 8 feet to 1 inch. On the latter plan shall be shown clearly the classes which it is intended to accommodate in each room of the building.

NOTE:—In cases in which buildings have been put up in accordance with plans previously approved by the Department, it will be sufficient to quote the order approving the plans.

135 A. The power of granting recognition in favour of a school or of withdrawing it shall vest in the Director.

136. (i) In order that a private institution may be recognised, it must satisfy the following requirements:—

(a) Its original establishment must have received the approval of the Director.

(b) It must be necessary to meet the educational needs of the locality.

(c) Its financial condition must be satisfactory.

(d) The terms on which teachers engaged in the school must have been clearly defined and written agreements accordingly entered into between the Manager and each teacher.

(e) In the case of English Schools, the Managements should undertake to have the school accounts annually audited by Auditors holding certificates under Section 148 of the Travancore Companies Act I of 1932, and to submit regularly to the Director the audited statements of accounts. The name of the Auditor which the management of each school proposes to employ should be reported to the Director through the Inspecting Officer for previous approval and Auditors approved by the Director should alone be employed.

(f) It must be conducted in accordance with the other provisions of the Code not specified above.

(g) The management should undertake to abide not only by the rules and regulations current at the time of recognition but also by such subsequent rules as may be adopted in this behalf.

(ii) In no case shall recognition be granted if there is reason to believe that the institution has, at any time prior to application for such recognition, been conducted in open violation of the general principles of the Code or has competed in any improper manner with existing recognised institutions.

If recognition is finally refused to a school, or a Class or Form thereof, no renewal of the application for the recognition of the same school, Class or Form shall be considered until after the expiry of twelve months from the date of the first application.

If the defects which led to the refusal of recognition are not remedied within a period which shall be specified in each case, permission granted to open the school or a Class or Form as the case may be, shall be withdrawn.

137. Recognition, when granted, shall apply only to the Classes or Forms for which it is granted, to the Manager to whom it is granted, and to the particular location of the institution at the time of recognition. No Class or Form shall be opened or continued in addition to those Classes or Forms which have been recognised. If



any change is made without the previous sanction of the Inspecting Officer, in either the management or the location of the institution, the recognition lapses.

NOTE :—Divisions of classes opened with permission do not require formal recognition for the purpose of this rule.

138. Recognition when granted, shall have effect from the beginning of the school year in which it is granted. In no case shall recognition be granted with retrospective effect.

139. In order that a private institution may continue to be recognised, it should continue to conform to the conditions of recognition as prescribed in the Code.

139 A. (i) Recognition granted in favour of a school may be withdrawn for reasons to be recorded in writing and on any one or more of the following grounds :—

(a) It has committed a wilful breach of departmental rules and regulations.

(b) It has not attained or does not maintain a reasonable standard of efficiency.

(c) It does not maintain a satisfactory standard of discipline,

or (d) It appears to the Director for any other reason to be injurious to the interest of education.

(ii) In the case of English Schools, recognition is liable to be summarily withdrawn if the audited statements of accounts referred to in Rule 136 (i) (e) are not received by the Director within three months after the close of the year to which the accounts relate.

139 B. When the recognition of an institution is withdrawn under rule 139 (A) or permission to open a school or class is withdrawn under rule 136 (ii) the fact shall be notified in the gazette over the signature of the Chief Inspecting Officer.

Guardians of pupils shall withdraw their wards from such institutions and get them admitted into other recognised institutions.

140. Recognised institutions are prohibited from :—

(a) admitting without the previous sanction of the Inspecting Officer, any pupil from an institution opened without the permission of the Department, but such sanction shall not be necessary in the case of any class below Class IV in a Malayalam or Tamil School ;

(b) Competing in any improper manner with other recognised institutions.

141. Managers and Headmasters of educational institutions are expected to exercise the greatest care in granting the use of their

buildings or premises for meetings of any kind which are not connected with the ordinary purposes of the school. Permission in desirable cases should be given only on receipt of a written application from a responsible party, stating the hours within which and the purposes for which the meeting is to be held: in the case of Departmental institutions such permission can be granted only under written orders from the competent authority concerned. In no case shall the building or premises of an educational institution be granted for a meeting in connection with any political agitation directed against the authority of Government, or for the discussion of subjects which are calculated to cause ill-feeling between different sections of the community.

NOTE :--Headmasters of Schools (Departmental and private) are generally permitted to allow school buildings to be utilised for holding general meetings of the Cooperative Societies on holidays or after school hours provided that on each occasion the Headmasters are given timely notice in the matter.

141 A. Schools shall not under any circumstances be held in Churches or places of public worship or prayer houses, nor shall the buildings intended for educational purposes be used temporarily or permanently as prayer houses or as places of public worship.

NOTE :--The above rule does not, however, apply to schools held in prayer houses or other places of public worship prior to 23-11-1936. These schools may continue to be held in their present buildings, on the following conditions :--

1. The buildings referred to should not be used as prayer houses or places of public worship except out of school hours.
2. Even out of school hours they may be used only for the purpose of prayer or public worship and not for religious propaganda of a controversial nature calculated to produce illfeeling and strife between members of different religious denominations or sects.
3. Where there are pupils belonging to denominations other than the one which uses the buildings for non-secular purposes, there should be no compulsion as to the attendance of pupils belonging to any but this denomination at worship or prayers conducted by it.
4. The violation of any of the above conditions will entail the withdrawal of the permission to conduct the school in the building intended for prayer or public worship.

## CHAPTER XV.

### Grants-in-aid.

142. With the object of maintaining, extending and improving the means for secular education in the State, a sum of money is annually allotted by Government for distribution as grants-in-aid to institutions which are not under Departmental management and which satisfy certain specified conditions.

143. Cancelled.

144. Cancelled.

145. The following general conditions shall apply to all grants-in-aid sanctioned on or after 1st January 1910 :—

- (a) All grants shall be given impartially and on principles of strict religious neutrality.
- (b) No grant shall be given on consideration of any particular religious instruction which may be given or not given.
- (c) Every grant shall be given solely on consideration of the merits of the particular institution, as tested by the conditions prescribed in the Code, the educational requirements of the locality, and the public funds allotted for the purpose.
- (d) No grant shall be sanctioned to any institution except in accordance with the provisions of the Code.
- (e) No grant shall be sanctioned to, or in connection with any institution which is not a recognised institution within the meaning of the Code.
- (f) Grants shall ordinarily be withdrawn when the conditions of recognition have been violated or cease to be fulfilled.
- (g) No grant for general purposes shall ordinarily be permanently withdrawn before the expiry of its guaranteed period, without the Manager having had an opportunity of stating reasons why it should not be withdrawn ; but notwithstanding this or any other condition in the Code, Government reserve the exercise, in their own discretion, of their right to withdraw, suspend or reduce any grant.
- (h) The Manager of an institution applying for aid must declare in his application that the conditions of this rule and all other conditions attaching to recognition are being, and will continue to be fulfilled.
- (i) All grants are given on the condition that the Manager will, as far as his financial resources permit, act in accordance with the advice of the Department when such advice is given with regard to alternative courses of study, the training of teachers on the staff, or the raising or lowering of the grade of the school.
- (j) No part of the income of any institution in receipt of a grant may be utilised for purposes other than educational purposes.

- (k) The Manager of an institution in receipt of a grant shall not engage in political agitation directed against the authority of Government, or in any agitation or movement, which is or may be accompanied by or result in ill-feeling between different sections of the community, or give expression in any way to opinions which may excite feelings of political disloyalty or disaffection.
- (l) The authority competent to sanction a grant has also the right to refuse or withdraw a grant.
- (m) Should any aided institution which is in receipt of grant-in-aid show a surplus balance on the year's working, such balance or portion thereof to the extent of the grant received should be kept as a reserve fund to be utilised towards the improvement of the school generally.
- (n) Grants sanctioned to Managers are not debts due to them by Government. They have no power of assigning it in the name of any nominee of theirs. Until any grant is actually drawn from the Treasury it does not become the Manager's property.
- (o) A grant is liable to be withdrawn if the authority sanctioning it has reason to believe that it is not likely to be utilised for the purpose for which it is sanctioned.
146. Grants may be given to recognised institutions in aid of:—
- (a) Payment of salaries of teachers and salaries of wardens and tutors of hostels ;
  - (b) purchase of furniture and permanent fittings;
  - (c) purchase of educational appliances, games accessories, sports goods and gymnastic apparatus;
  - (d) erection or extension of educational buildings;
  - (e) erection or extension of hostels;
  - (f) payment of stipends to teachers
    - (i) under training in training institutions—Departmental as well as private—or
    - (ii) attending approved courses of special instruction ;
  - (g) fee concessions allowed to pupils in accordance with rule 126 of the Code ;
  - (h) Cancelled
  - (i) erection or extension of gymnasiums and the purchase of land for and the layout of playgrounds.
  - (j) Cancelled.
147. Grants under rule 146 (a) shall be paid at the rates and on the conditions hereunder specified.
- A. Malayalam and Tamil Schools.*
- (1) The rates of monthly grants for teachers in the different classes will be as follows :—

Class or teacher,	Trained teachers.						Untrained teachers.						Special teachers.						
	Boys' schools.		Girls' schools.				Boys' schools.		Girls' schools.				Boys' schools.		Girls' schools.				
			Men.		Women.				Men.		Women.				Men.		Women.		
	Rs.	Ch.	Rs.	Ch.	Rs.	Ch.	Rs.	Ch.	Rs.	Ch.	Rs.	Ch.	Rs.	Ch.	Rs.	Ch.	Rs.	Ch.	
Teachers of classes I, II																			
III or IV	10	14	10	14	10	14	8	14	8	14	8	14	...	...	...	...	...	...	...
do V, VI or VII	8	...	8	...	12	...	6	...	...	...	9	..	...	..	..	..	..	..	..
Munshis (Sanskrit, Arabic, Hebrew)	...	...	...	...	...	...	...	...	...	...	...	...	6	...	6	...	9	...	...
Sanskrit Munshis with Upadhyaya or equivalent test	...	...	...	...	...	...	...	...	...	...	...	...	8	..	8	...	12	..	..
Drawing master	...	...	...	...	...	...	...	...	...	...	...	...	6	..	6	..	9	..	..
Drill-master	...	...	...	...	...	...	...	...	...	...	...	...	6	..	...	...	...	...	...
Combined Drawing and Drill Instructor	...	...	...	...	...	...	...	...	...	...	...	...	8	..	...	...	...	...	...
Bhagavathar in Malayalam or Tamil Middle Schools	...	...	...	...	...	...	...	...	...	...	...	...	..	..	6	..	9	..	..
Sewing Mistress do.	...	...	...	...	...	...	...	...	...	...	...	...	..	..	..	..	9	..	..
Bhagavathar in complete Primary schools	...	...	...	...	...	...	...	...	...	...	...	...	..	..	8	14	8	14	..
Sewing Mistress do.	...	...	...	...	...	...	...	...	...	...	...	...	..	..	..	..	8	14	..
Bhagavathar in incomplete Primary schools with the 1st three classes	...	...	...	..	...	...	...	...	..	..	..	..	..	..	3	...	3	..	..
Sewing Mistress do.	...	...	...	..	..	..	..	..	..	..	..	..	..	..	..	..	3	..	..

Arabic Munshis in complete Primary schools	..	..	..	..	..	..	..	..	..	..	..	..	..	8	14	8	14	8	14
Arabic Instructors with at least the Lower Grade Arabic Munshis' Examination certificate	..	..	..	..	..	..	..	..	..	..	..	..	..	7	14	7	14	7	14

\* Payable as extra grant to qualified class teachers who teach the special subject.

- (a) Heads of complete Malayalam or Tamil Middle schools with Primary section attached will be given an additional allowance of Rs. 5 per mensem.
- (b) Heads of complete Malayalam or Tamil Middle schools with no Primary section attached will be given an additional allowance of Rs. 3 per mensem.
- (c) Heads of incomplete Malayalam or Tamil Middle schools with all the Primary classes will be given an additional allowance of Rs. 2 per mensem.
- (d) Heads of incomplete Malayalam or Tamil Middle schools without the Primary classes can be given only the grants which they are entitled to as class teachers.
- (e) Heads of complete Primary schools will be given an allowance of Rs. 2 per mensem.

NOTE:—(i) Grant in favour of any teacher can be paid only if the pay given to him by the Manager is not less than the rate of grant payable.

- (ii) Grants for classes I to IV shall only be given on the condition which will be most strictly enforced that no fees are levied in these classes.
- (iii) (a) The higher rates of aid sanctioned above for women teachers will be given to such teachers only in those girls' schools in which not less than 80 per cent of the pupils on the rolls are girls.  
(b) Similarly the grants payable to Bhagavathars and Sewing Mistresses in Primary schools can be sanctioned only to such teachers in Primary schools in which not less than 80 per cent of the pupils on the rolls are girls.
- (iv) Holders of Malayalam or Tamil Higher Certificates who secured the lower Grade Trained teacher's certificate prior to the school year 1921-22 and those who underwent the Lower Grade Training course prior to the school-year 1921-22 and passed the Lower Grade Trained Teachers' Certificate Examination afterwards will be regarded as holding the Higher Grade Trained Teachers' Certificate for purposes of grant. Similarly teachers exempted from training will be regarded as holding the appropriate Trained Teachers' Certificate for purposes of grant.
- (v) Teachers in schools in High Range (Taluks of Devicolum and Peermade) shall be allowed an additional 50 per cent of the grants admissible to teachers of the same class in the plains.
- (vi) The additional grants sanctioned to teachers of more than 10 years service before September 1924 when the first examination for Untrained teachers' certificate was conducted may be continued.

(2) No grant shall be given for any class if its strength is less than 25 in the Primary classes and 20 in the Middle School classes provided that in particular areas or in schools for particular classes the Director may fix a lower minimum in each case.

NOTE: In Primary schools intended for the benefit of particular classes and accepted by the Department as such the minimum strength in a class for the maximum grant under the rules shall be 20, of whom 11 at least must be children of particular classes.

For a class with a strength of 14 or over but below 20 of whom 11 pupils at least belong to particular classes, the monthly grant shall be  $\frac{n}{20}$  of the maximum grant where  $n$  the total number of pupils in the class.

No class with a strength below 14 pupils or with less than 11 pupils belonging to particular classes will be eligible for a grant.

(3) (a) Full grant shall be given only if the average daily attendance in each class is at least 75 per cent.

(b) If the attendance is less than 75 per cent but is not less than 70 per cent, only half the eligible grant may be given.

(c) If the attendance is less than 70 per cent, grant should be refused.

NOTE: The Director will be competent to relax these conditions in deserving cases.

(4) Grants to Malayalam and Tamil High Schools, *i. e.*, classes VIII and IX shall be fixed after an examination of the school accounts and shall be based on the difference between the income and expenditure relating to these classes working under normal conditions during the preceding school year as checked and admitted by the Department. The rules governing the awards of grants to English Schools (*vide* rule 147 B below) shall *mutatis mutandis* apply to the grants to Malayalam and Tamil Schools.

### B. English Schools.

The grant shall be fixed after an examination of the school accounts and shall be based on the difference between the income and expenditure of the school working under normal conditions during the preceding school year as checked and admitted by the Department. In calculating the income of the school the fee receipts of the school and the other miscellaneous items of income shall be included but not the Manager's contribution in ready money or the interest accruing from endowments. The fee receipts shall be calculated at the standard rates for departmental schools shown in rules 122 and 123 if the rates of fees levied in the school are lower than those levied in Departmental schools. If higher rates of fees are levied, the fee income should be calculated at those rates. No deductions will be made on account of scholarships, fee concessions, etc. Under expenditure the following items are alone admissible:—

Salaries, maintenance of buildings, purchase of school furniture, chemicals, apparatus, maps, diagrams, and teaching appliances generally, purchase of school stationery, purchase of reference books for teachers and books for school libraries: provided that the salaries paid are reasonable, that the expenditure under maintenance only includes current repairs and not structural renewal and that the purchases under furniture, chemicals, apparatus, teaching appliances and books are approved.

Also fees paid for the audit of school accounts may be admitted under expenditure at a rate of S. Rs. (15) fifteen per (100) one hundred pupils subject to a minimum fee of Rs. (25) twenty-five, but if the audit fee actually paid is less than the amount that may be allowed as per the preceding clause, only the amount that has been paid shall be admitted.

The grant shall ordinarily be equal to a third of the annual deficit as calculated above for Boys' schools and a half of such deficit for Girls' schools. It may however be reduced firstly if the contribution of the Manager is insufficient for the general purposes of the school and secondly, if the ordinary strength of the school is so small as to increase seriously the amount of grant per pupil per annum or if the attendance of pupils is poor.

NOTE: (i) Full grant may be given only if the minimum strength of each class in an English school is 30 in the case of Boys' schools and 25 in the case of Girls' schools. For every class the strength of which falls short of the prescribed minimum a deduction of  $\frac{1}{4}$  in the case of complete Middle schools and of  $\frac{1}{7}$  in the case of complete High schools shall be made from the grant to which the school is entitled on the basis of the deficit. In the case of incomplete Middle and High schools similar reduction should be made in the proportion of the number of classes the strength in which is less than the minimum, to the number of classes in the school.

(ii) Detailed instructions regarding the calculation of eligible grant in English schools, for the guidance of Inspecting Officers are given in Appendix A (W.)

C. (i) The rules relating to grants to Sanskrit Schools, Hostels and Orphanages are given in Appendices A, A (x) and A (y), respectively, and the rules relating to grants to Reading Rooms and Libraries and Night Schools are given in Chapter XVIII of the Code.

(ii) The grants to Training and Technical Schools and other special schools shall be fixed after consideration of the circumstances of each case and shall be of such amount as the sanctioning authority may deem fit.

148. (i) Grants under rule 146 (b) and (c) may be given on the purchase or supply of the following articles.

(a) Benches, writing desks, tables, chairs

(b) Blackboards and easels,



- (c) Almirahs and cup boards for the storage of chemicals, apparatus, tools, books, maps, wood work and metal work models, specimens, materials for object lessons and teaching appliances
- (d) Shelves for books
- (e) Working benches and drawing desks for manual training classes
- (f) Benches, tables, stools, shelves, almirahs and cup boards for practical work in Physics or Chemistry
- (g) Apparatus and appliances for the teaching of Physics
- (h) Chemicals, apparatus and appliances for the teaching of Chemistry
- (i) Apparatus, illustrations, specimens and other appliances for the teaching of Botany or Agriculture
- (j) Type-writers for use in commercial classes
- (k) Reference books for teachers
- (l) Books for pupils' libraries, excluding religious books
- (m) Journals or magazines dealing with educational subjects
- (n) Maps, diagrams, illustrations and specimens
- (o) Cancelled
- (p) Tools and plant for industrial or technical schools
- (q) Games accessories, sports goods and gymnastic apparatus.

(ii) The amount of the grant on the purchase or the supply of the above articles shall ordinarily be equal to, but shall in no case be greater than, one half of the cost of the articles excluding incidental charges such as packing or freight charges. But the amount of grant on games accessories, sports goods and gymnastic apparatus [*vide* (q) above] is subject to the further restriction that if the amount of fees for games collected during the preceding school year from the staff and pupils is less than 50 per cent of the cost of the articles, including incidental charges such as packing or freight charges, the grant will be limited to the amount collected as games fees.

(iii) Grants under this rule shall not be allowed in respect of initial equipment by Managers towards fulfilment of conditions of recognition. Also applications for grants under this rule for supplies less than Rs. 200 except in the case of supplies under (i) above shall not ordinarily be considered.

NOTE : As the amount required by a school for replenishing its supply of appliances, articles of furniture necessarily must vary from year to year it is for the Officers recommending and sanctioning the grants to judge, not whether the Manager spends a certain sum, but whether he spends as much as he ought, it being remembered that only occasional large supplies should be dealt with under these rules.

(iv) No grant shall be given on the purchase of any article which has been previously approved by the sanctioning authority, or which has not been ordered, purchased or supplied before sanction of the grant has been promised. A grant promised under this rule shall lapse if the articles are not supplied or if the amount of the grant is not drawn from a treasury before the date which shall be specified in each case. In cases in which the Manager is not responsible for the delay, he may be permitted to renew his application in the succeeding year. Such applications will have priority over other similar ones.

(v) Grants under rule 146 (b) and (c) shall only be disbursed on receipt of a certificate from an Inspecting Officer that the articles, on the purchase of which grant has been sanctioned, have been supplied, and of vouchers for the payment of their cost. The certificates and vouchers must be forwarded within the period allotted for the supply of articles ; otherwise the grant lapses.

(vi) Managers drawing a grant under this rule shall be required, before the disbursement of the grant, to execute an agreement as per form given in Appendix A (z) with Government embodying the conditions on which the grant has been given.

149. (a) (i) grants under rule 146 (d) and (e) shall ordinarily amount to, but shall not be greater than, one-third of the cost of the buildings or extensions ; but in the case of buildings and extensions constructed and used exclusively for the teaching of scientific subjects the grant shall ordinarily amount to, but shall in no case be greater than, one-half of the cost. They can only be sanctioned for work considered by the sanctioning authority to be necessary, the plans and estimates for which have been approved and grant applied for before it has been commenced, which is completed to the satisfaction of, and whose cost is certified to, by officers of the Public Works Department. No grant shall be given if the building or extension is intended for any purpose other than purposes of education.

NOTE :—The policy of Government is to conform to plain designs for educational buildings. While deciding the amount of grant under this rule, the expenditure for *ornamentation and other luxuries* should be excluded. It is open to the P. W. Department, when the plans and estimates are scrutinised, to suggest any alteration (in the plan) which will reduce the cost but will not detract from the convenience of the institution concerned and also the adoption of any approved cheaper design which will serve the purpose equally well.

(ii) Grants under this rule shall not be allowed in respect of buildings put up in pursuance of conditions of recognition.

(iii) The order sanctioning a grant under this rule shall state a date before which the building must be completed. The grant shall lapse if the building is not completed by that date. The amount finally disbursed shall ordinarily be one-third or one-half, as the case may be, of the actual cost of the completed works as certified to by an Officer of the Public Works Department and shall in no case exceed one-third (or one-half) of the cost according to the originally approved estimates. The Manager shall, before disbursement of the grant, furnish a statement of expenditure on the work, with the necessary vouchers. All reasonable facilities shall, during the progress of the work, be afforded to the Officers of the Public Works Department, deputed for the purpose to examine the materials used and the work done.

(iv) Managers drawing a grant under this rule shall be required, before the disbursement of the grant, to execute an agreement with the Government in the form given in Appendix B (b) embodying the conditions on which the grant has been given.

Grants under rule 146 (d) and (e) and grants towards the construction or extension of gymnasium and lay out of play grounds under rule 146 (i) shall only be disbursed on receipt of a certificate from the Public Works Department stating that the work has been completed in accordance with the plans and estimates originally approved and also stating the amount of savings, if any, on the original estimate. Vouchers for all expenditure incurred in connection with the work must also be forwarded. The certificate and vouchers must be forwarded within the period allotted for the completion of the work; otherwise the grant lapses.

(b) Grant under rule 146 (i) shall ordinarily amount to, but shall in no case be greater than, one-third of the cost of construction or extension of the gymnasium or the cost of the land for and lay out of play grounds. The provisions of rule 149 (a) relating to grants under rule 146 (d), and (e) shall *mutatis mutandis* apply to grants relating to construction or extension of gymnasium and lay out of play-grounds.

In the case of purchase of land for play ground, the amount of grant shall ordinarily amount to, but shall in no case be greater than, one-third of the cost of the land as certified to by the Land Revenue authorities. Also, approval of the Director in cases where the cost of the land does not exceed Rs. 1,500 and approval of the Government in cases where the cost of the land exceeds Rs. 1,500 should be obtained before the purchase is made. Managers shall also be required before the disbursement of the grant to execute an agreement with Government as per form given in Appendix B (b) embodying the conditions on which the grant has been given.

150. (i) Grants under rule 146 (f) are given with the object of assisting Managers who desire that teachers in their employment may undergo (i) a course of training in a Training Institution, Departmental or Private, (ii) Special courses of instruction approved by the Department. The amount of grant will depend on the amount of stipend paid by the Manager and will be at the rates specified below.

(a) *For teachers under training in Training Institutions.*

The grant paid to Managers of schools in respect of stipends paid by them to teachers under training will be 50 per cent of the amount of stipend subject to the maximum rates specified below :—

*Maximum rates of stipend grant per mensem.*

	Rs.	Ch.
1. Training College L. T. section ...	17	14
2. do. Under-graduate section and Higher Grade Training Schools (English) ...	8	14
3. Higher Grade Training Schools (Malayalam or Tamil) ...	5	...
4. Lower Grade Training Schools (Malayalam or Tamil) ...	4	14

NOTE:—(1) No stipend grant will be allowed on behalf of any person recruited to a teacher's post after 1st April 1934.

(2) In the case of teachers of private schools stipend grants may be paid only on behalf of those who have continuous service from a date prior to 1-4-1934 till the date of their selection for training.

(b) The grant that may be paid on behalf of teachers undergoing other approved courses of instruction will in each case be decided by the Director with the approval of Government.

(2) Managers who receive grant under this rule shall enter into an agreement with Government and the teachers who receive stipend from the Managers shall similarly enter into an agreement with the Managers embodying the conditions subject to which the grants and stipends, respectively, are paid as required in rule 188 of the Code.

150. A. Cancelled.

151. The rules relating to grants under rule 146 (g) are as per rule 126. Managers of private schools shall be reimbursed to the extent of 60 per cent of the loss occasioned by the award of fee concessions in accordance with these rules over and above the ordinary maintenance grant to their schools.

152. All applications for grants under rule 146 should be made in duplicate on printed forms *vide* Appendices B (c), B (d), B (e), B (f) and B (g) which may be obtained from the Inspecting Officers.

These applications should be sent registered to the Director or Chief Inspecting Officer, as the case may be, under whose administrative control the institution works.

In order that grants under rule 146 (a) in the case of schools may take effect on any date in a given school year applications must reach the Inspecting Officer not later than the 1st Mithunam (Ani) in that school year. But in the case of Malayalam or Tamil schools grant may take effect in a school year even if the application is made after 1st Mithunam (Ani) in that school year provided that the application for grant is necessitated by additions to the staff made after 1st Mithunam consequent on the opening of additional divisions of classes or by the teachers in the school passing the immediately preceding Training Examinations and provided also that applications in the latter case are made within a month after the first publication in the Government Gazette of the results of the Teachers' Certificate Examinations.

Applications for grants under rule 146 (b) and (c) in the case of schools may be made at any time but in order to ensure disbursement during a given financial year, they should be made not later than 1st Karkadagom (Adi) in the preceding financial year. Such applications must state the time, after the receipt of sanction, within which the Manager is prepared to supply the articles.

Applications for grants under rule 146 (d), (e) and for grants towards the construction or extension of gymnasium under rule 146 (i) may be made at any time and must be accompanied by plans and estimates of the proposed building or extension. Applications for grants for laying out of play grounds should be accompanied by site plans showing contour levels (or levels showing longitudinal and cross-sections of the site). Plans should be prepared by a competent draughtsman and in such manner as will permit of their being scrutinised in every detail. Estimates must be drawn up in the same manner as detailed estimates for buildings constructed by the Public Works Department and copies of contracts which it is proposed to enter into for the work must accompany the application. The Manager must also fix a definite time after the date of receiving sanction, within which he is prepared to complete the work. No grant shall be sanctioned on any work which cannot be completed within two years from the date of receiving sanction.

In order that a grant under rule 146 (f) may take effect in any school or academic year application must be made for it, not later

than ten days after the teacher's admission in the Training School or College.

153. (i) Details regarding the powers of the various authorities to sanction grants in aid, the authorities competent to countersign grant bills etc. are given in the table in the Annexure.

(ii) All sanctions of grants should be communicated to the Accountant General by the authority sanctioning the grant.

[A statement of grants sanctioned under rule 146 (a) in the form as per appendix B (f) shall be forwarded to the Accountant General by the Officers sanctioning grants, as soon as the memorandum or other communications conveying the sanction of the grants are issued. Schools, grants to which are to be paid from Treasuries under the control of the same Divisional Treasury, should be grouped together and the name of the Divisional Treasury noted prominently on the top. Schools falling under the jurisdiction of each Assistant Inspecting Officer should be grouped together and shown separately in the statement.]

(iii) When a grant bill is countersigned, intimation of such countersignature should be given to the Officer in charge of the Treasury at which the bill is to be cashed. Countersigned bills will be honoured at the Treasuries only if they bear the seal of the Office of the countersigning Officer.

(iv) Applications for change of treasury for the encashment of bills may be disposed of by the authority competent to sanction the grant and if they are sanctioned, the sanction may be communicated to the Treasuries concerned direct. No instructions to the Treasuries from the Accountant General are necessary for such changes. In case where the payments are transferred from one Divisional Treasury (or its sub treasuries) to another Divisional Treasury (or its sub treasuries, the fact should be communicated to the Divisional Treasuries and to the Account Office for note of the change in the Audit Registers.

Grants under rule 146 (f) will be paid only on the production of the receipts from the teachers under training of all amounts due under the stipend for the period for which the grant is claimed.

The stipend due to the teacher under training for each Malabar month shall be remitted by the Manager to the Head of the Training Institution on or before the tenth day of the following month. In the event of stipends being paid late, the Department may reduce or withhold the Government stipendiary grant.

The Head of the Training Institution shall pay the stipend to the teacher and obtain a receipt for the same in an acquittance roll book kept for the purpose in the Institution.

ANNEXURE

RULE 153 (i).

*Details re :* the powers of the various authorities to sanction grants in aid, the authorities competent to countersign grant bills etc.

Reference to authority.	Nature of payment.	Sanctioning authority.	Extent of power.	Bills on which payment is made.		Remarks.
				Signed by	Countersigned by.	
Rule 146 (a) of the Education code.	Grants for payment of salaries to teachers, wardens and tutors.	Director of Public Instruction.	Reading rooms and Libraries.	Manager or Correspondent.	Assistant Inspecting Officers.	All grants under this rule are guaranteed for a period of one year.
			Sanskrit schools.	do.	Division Inspectors.	
			Orphanage	do.	do. or Inspectress..	
		Division Inspectors or Inspectress.	Training schools.	do.	do.	
			Mal. High schools	do.	do.	
			Mal. Mid. schools.	do.	Assistant Inspecting Officers.	
			Division Inspectors.	Primary schools.	do.	

Rule 146 (b) and (c) of the Education Code.	Grants for the purchase of furniture and permanent fittings and purchase of Educational appliances, games accessories, sports goods and Gymnastic apparatus-	Director of Public Instruction,	To all institutions except Colleges (vide also remarks column)	do.	Division Inspectors or Inspectress.	*(Vide note at foot)
Rule 146 (d) of the Education Code.	Grant for erection or extension of Educational buildings.	Director of Public Instruction.	To all institutions except Colleges up to Rs. 2,500 in each case.	Manager.	Director of Public Instruction.	Grants under this rule will ordinarily amount to but shall in no case be greater than one third of the cost of the buildings or extension ; but in the case of buildings or extensions exclusively constructed and used exclusively for the teachings of scientific subjects the grant shall ordinarily amount to but shall in no case be greater than one half of the cost. The bills should be supported by completion certificates and passed by the Director of Public Instruction.
Rule 146 (e) of the Education Code.	Grants for erection or extension of Hostels.	Government		do.	Director of Public Instruction.	Grants under this rule will ordinarily amount to but shall in no case be greater than one third of the cost of the buildings or extension.

\*The amount of the grant under these rules will ordinarily be equal to but shall in no case be greater than one half of the cost of the articles, excluding incidental charges such as packing or freight charges. Bills should be accompanied by a certificate to the above effect by the counter-signing officer. The grants under this rule will lapse if the articles are not supplied or if the amount of the grant is not drawn from a treasury before the end of the financial year in which it is sanctioned. In the case of grants for the purchase of games accessories, sports, goods, and gymnastic apparatus under rule 146 (c) the Director of Public Instruction can sanction grant up to Rs. 500. Sanction of Government is required for the grant of any sum exceeding Rs. 500. It is also subject to the further condition that if the amount of fees for Games collected during the preceding year from the staff and pupils is less than 50 per cent. of the cost of the articles including incidental charges such as packing or freight charges the grant will be limited to the amount collected as Games Fees.



ANNEXURE—(contd.)

Reference to authority	Nature of payment.	Sanctioning authority.	Extent of power.	Bills on which payment is made.		Remarks.
				Signed by	Countersigned by	
Rule 146 (f) of the Education code.	Grant in respect of stipends to teachers of private schools under training.	Director of Public Instruction.	Training College and Secondary Training Schools.	Manager.	The Heads of Institutions in Departmental Training schools, Division Inspectors or Inspectress in Private Training Schools.	
Rule 146 (g) of the Education code.	Grant on account of fee concessions awarded to pupils.	As per general sanction contained in fee concession G. O.	In all schools.	Manager of the Schools.	Chi Inspecting Officers.	Grant under this rule is paid to the extent of 60 percent of the loss sustained on account of fee concession awarded to pupils.
Rule 146 (h)	Cancelled.					
Rule 146 (i) of the Education code.	Grants for erection or extension of Gymnasium and the purchase of land for the lay out of playgrounds.	Director of Public Instruction.  Government.	To the extent eligible subject to a maximum of Rs. 500 in each case.  Above Rs. 500	Manager.  do.	Division Inspectors or Inspectress.  do.	One third of the approved cost may be aid as grant.

## CHAPTER XVI.

**Teacher's Certificates.**

154. Teachers' Certificates are granted to those who having secured certain general educational qualifications have thereafter undergone an approved course of instruction and training in a recognised training School and who satisfy the conditions detailed in the following rules.

155. Teachers' Certificates are of two grades :—

- (a) Lower Certificates (Malayalam or Tamil)
- (b) Higher Certificates
  - (i) Malayalam or Tamil
  - (ii) English.

The Lower Certificate shall be the requisite professional qualification for teachers of classes I, II, III and IV of a Malayalam or Tamil School. Higher Certificate (English, Malayalam or Tamil) shall be the requisite professional qualification for teachers of classes V, VI and VII of a Malayalam or Tamil School. The English Higher Certificate shall be the requisite professional qualification for teachers of English in classes V, VI and VII of a Malayalam or Tamil school and also for teachers of the Preparatory class and Forms I, II and III of an English School.

156. Those who wish to become eligible for Teachers' Certificates must satisfy the following conditions :—

- (a) they must produce evidence of having received a sound general education up to the standard for the certificates they wish to obtain,
- (b) they must have undergone a course of training in a recognised Training School,
- (c) cancelled,
- (d) cancelled,
- (e) they must appear for and prove their efficiency at a theoretical and practical examination to be held by the Department at the end of the prescribed course.

157. The following certificates will be accepted as sufficient evidence for the purposes of rule 156 (a)

- (i) *For the Lower Certificate.*  
Vernacular School Leaving or Middle School Certificate.
- (ii) *For the Higher (Malayalam or Tamil) Certificate.*  
Vernacular Higher or Malayalam or Tamil High School Examination.

(iii) *For the Higher (English) Certificate.*

The English School Leaving Certificate showing eligibility for admission to Collegiate Courses of study.

The Matriculation Certificate,

The Intermediate Examination Certificate.

NOTE:—Teachers who hold certificates other than those specified above and are eligible for licenses to teach all the middle school classes of English, Malayalam or Tamil Schools may also be considered to satisfy the provisions of this rule.

158. The course of training required under rule 156 (b) must consist of not less than one complete School year for the different grades of certificates referred to in rule 155 and be conducted in accordance with such separate departmental regulations as may be in force from time to time. The candidate must have attended not less than 85 per cent of the number of working days in the year. It shall however be competent to the Director to grant exemption from the operation of the rule regarding attendance, in deserving cases, or to order a supplementary course of training for a fixed period without stipend but the candidate shall not be required to pay the tuition fee for such supplementary course.

NOTE :—(i) The head of every training institution should carefully watch the attendance of those under training and *as soon as it is seen that any such pupil owing to an unavoidable cause will or may be unable to secure the required percentage of attendance during the year of training, he should make the necessary application for the exemption from the rule regarding attendance in his favour.*

Each such application must be accompanied by a statement of the percentage of attendance put in by the pupil.

Where exemption is granted in time the order granting exemption should be quoted in the certificate referred to in note (ii) below.

In cases where exemption has been applied for and orders thereon have not been received and in cases where the deficiency in attendance is due to the absence of the pupil at the end of the year of training so that exemption could not be applied for before the submission of the certificate referred to in note (ii) below, pupils otherwise eligible for the examination may at their own risk be given admission tickets for the examination and presented for the examination but their results will not be announced if the exemption sought is not granted.

(ii) On the last working day in the school year the Head of every training school shall forward to the Director an attendance certificate in form as per Appendix B (g) of pupils who have been presented by him for the teachers' Certificate Examination of the year. The name of the pupils should be arranged in the certificate as follows :—

Under *A* should be given the names of the pupils who have made the required percentage of attendance, under *B* the names of those who are deficient in attendance but have been granted the necessary exemption by the Director, and under *C* the names of those who are deficient in attendance and have been recommended for the necessary exemption but in whose case the orders of the Director granting the exemption have not been received. In the case of pupils included in list *B* the orders granting the exemption and in the case of those included in list *C* the letters recommending the grant of exemption should be quoted in the 'remarks' column. In calculating the attendance of pupils the days of the Teachers, Certificate Examinations should not be reckoned.

If any pupil who has made the required percentage of attendance has been reported under rule 189 of the Code about his work and conduct and final orders on the report have not been received, his name shall be included in the list of pupils to be presented for the examination and the correspondence on the subject quoted in the 'remarks' column in the list.

159. Cancelled.

160. (1) The examinations will be held in Meenam each year. The dates on, and the centres at which, the examinations will be held, the time-table for the examinations the date by which the applications for admission to the examinations should reach the Director etc. will be notified early in Vrischigom each year in the Government Gazette.

(2) The examination shall consist of the following parts:—

A. *Higher Certificate (English)*

(i) *Written Examination.* Methods of teaching English; Methods of teaching Mathematics, Methods of teaching any one of the following optional subjects *viz.*, History and Civics, Geography, Elementary Nature study including Agriculture and Hygiene, the mother-tongue and domestic Science. Theory and Practice of Education including Psychology, Methods of discipline, organisation, departmental regulations, maintenance of records etc.—2 papers.

(ii) *Practical and oral Examination.*

Preparation of Teaching Notes; Teaching a class.

*Viva Voce.* Examination on any of the subjects included in the syllabus of studies for the examination.

B. *Higher Certificates (Malayalam or Tamil).*

(i) *Written Examination.* Methods of teaching Malayalam or Tamil, Methods of teaching Mathematics, Methods of teaching any one of the following optional subjects: -

History and Civics, Geography, Elementary Nature-study including Agriculture and Hygiene and Domestic Science. Theory and Practice of Education including Psychology, methods discipline, organisation, departmental regulations, maintenance of records etc.— 2 papers.

(ii) *Practical and Oral Examination.* Preparation of Teaching Notes.

Teaching a class.

*Viva Voce Examination* on any of the subjects included in the Syllabus of studies for the Examination.

C. *Lower Certificate* (Malayalam or Tamil)

Same as B (i) and (ii) above, but a lower standard.

(3) The examination shall be conducted by a Board of Examiners and in accordance with such instructions as may be issued by the Director. The Board shall make a report to the Director on each candidate appearing for the examination.

(4) The fee payable for the examination is rupees thirteen for the Higher English Certificate Examination, rupees nine for the Higher Malayalam or Tamil Certificate Examination and rupees seven for the Lower Certificate Examination. Candidates appearing for the written examinations only or the practical and oral examination only or any portion of the former need however pay only rupees six for the Higher English, rupees four for the Higher Malayalam or Tamil, and rupees three for the Lower Certificate Examination. The amount of fees should be remitted into a Government Treasury and the Treasury receipt obtained therefor should be forwarded to the Director along with the application for admission to the Examination.

NOTE:—(i) In no circumstances will any amount paid as fees for the examination be refunded or allowed to be utilised for a subsequent examination.

(ii) Poor and deserving candidates of backward communities specified under group I in annexure to rule 126 C of the Code are exempted from the payment of examination fees. The concession will not be allowed for more than two appearances in respect of any candidate for the same examination. (This concession has been sanctioned only as a temporary measure.)

160 A. Candidates shall apply for both the theoretical and practical portions of the test on their first presentation for the examination but may appear in any subsequent year for one or both of the portions as provided in rule 160 of the Code in which they may have failed in their earlier attempts.

160 B. Teachers who have received a course of training in a recognised institution in the State and obtained the Malayalam or Tamil Lower Grade Teachers' Certificates and have passed the Malayalam or Tamil High School Examination may without a further course of training appear for the Malayalam or Tamil Higher Grade Teachers' Certificate Examination if they have on the date of their application for admission to the examination completed a service of two years subsequent to their passing the Malayalam or Tamil High School Examination. Such candidates need appear for and pass in the subjects which are not common for the Lower and the Higher Examinations *viz.*, (1) School organisation (2) Language (3) Arithmetic and Mensuration (4) History and Geography and (5) Practical and Oral Examinations in order that they may secure the Malayalam or Tamil Higher Grade Teachers' Certificates.

161. The report of the Board of Examiners about each candidate who has appeared for the Examination shall be sent to the Director who will issue certificates to such candidates as have passed all the parts of the examination.

162. Cancelled.

163. Cancelled.

**CHAPTER XVII.**  
**TRAINING INSTITUTIONS.**

164. Every Training Institution shall have associated with it a Model School or Schools in which the students under training may have adequate opportunity for practice in teaching.

In a Higher Grade English Training School, the Model School shall contain classes I, II, III, IV, V, VI and VII of a Malayalam or Tamil School and the Preparatory class and forms I, II and III of an English School.

In a Higher Grade Malayalam or Tamil Training School the Model School shall contain classes I, II, III, IV, V, VI and VII of a Malayalam or Tamil School.

In a Lower Grade Training school the Model school shall contain classes I, II, III and IV of a Malayalam or Tamil school.

165. The Model School attached to a Training Institution shall be completely staffed in all its classes independently of the training institution. The Headmaster of the Model school shall be under the orders of the head of the Training Institution to which it is attached. In the Higher and Lower Grade Training Schools, the head of the Training School may also be the Headmaster of the Model School attached thereto.

166. The teachers on the staffs of the Model Schools excluding Drawing and Drill-masters shall all hold trained Teachers' Certificates, L. T. in the English Higher, and Malayalam or Tamil Higher Trained in the Malayalam or Tamil Training Schools—Higher and Lower—and be capable, if so required, of assisting the supervision of the practical work done by the teachers under training.

167. Model Schools should be located in the immediate vicinity of, if not in the same premises as, the Training Institutions to which they are attached.

168. Cancelled.

169. The general organisation of a Higher Grade English Training School shall include provision for instruction and training in the following :—

- A. (1) Methods of teaching English  
(2) Methods of teaching Mathematics  
(3) Methods of teaching at least two of the optional subjects, History and Civics, Geography, Elementary Nature-study including Agriculture and Hygiene, the mother tongue and Domestic Science, one of the two subjects representing Humanities and the other Sciences.

- B. The principles of teaching including organisation, Discipline and Hygiene.
- C. I. Drawing and Blackboard work.  
 II. Map-drawing and the preparation of Maps (Geography students only.)  
 III. Preparation of Schemes of work and notes of lessons and the proper use of reference books.  
 IV. Model Lessons. Observation Lessons and Teaching Practice.  
 V. Physical Exercises and Drill.  
 VI. Excursions and out door observation lessons (Nature-study students only.)  
 VII. Singing and } In Training Schools for  
 VIII. Needle-work } Women.

Singing should be encouraged in the Training Schools for men also.

169 A. The general organisation of a Higher Grade Malayalam or Tamil Training School shall include provision for instruction and training in the following :—

(a) *Professional subjects.*

- I. Maintenance of school records, Departmental Regulations and School Organisation.  
 II. Teaching of subjects in general and the following in particular.  
 1. Malayalam or Tamil  
 2. Arithmetic and Mensuration  
 3. Geography  
 4. History and Civics  
 5. Elementary Nature-study including Agriculture and Hygiene  
 6. Domestic Science

III. SCHOOL DISCIPLINE.

(b) *Practical Instruction and Training.*

- I. Drawing and Blackboard work.  
 II. Map-drawing.  
 III. Notes of lessons.  
 IV. Preparation of Schemes of work.  
 V. Model Lessons, Observation Lessons, Criticism Lessons and Teaching Practice.  
 VI. Elocution, Reading and Recitation.  
 VII. Physical Exercise and Drill.  
 VIII. Singing, Needle-work etc. in Women's Training Schools. Singing should be encouraged in Men's Training Schools also.  
 IX. Physical Instruction and Games.



170. The General organisation of a Lower Grade Training School shall include provision for instruction and training in the following :—

(a) *Professional subjects.*

- I. Maintenance of school records and Departmental Regulations.
- II. Teaching of subjects in general and the following in particular.
  1. Malayalam or Tamil
  2. Arithmetic and Mensuration
  3. Geography
  4. History and Elementary Civics
  5. Elementary Nature-study including Agriculture and Hygiene
  6. Hand and Eye work, singing etc.
  7. Physical Instruction and Games
- III. SCHOOL DISCIPLINE.

(b) *Practical Instruction and Training.*

- I. Drawing and Blackboard work.
- II. Map drawing.
- III. Preparation of schemes of work and Notes of lessons.
- IV. Reading and Recitation.
- V. Model Lessons, Observation Lessons, Criticism Lessons and Teaching Practice.
- VI. Drill and Games.
- VII. The use of Kindergarten and Montessori apparatus.
- VIII. Simple projects.

171. Every Training Institution shall be provided with :—

- (a) A Library of suitable reference books.
- (b) A school Museum with object specimens etc. suitable for the purposes of Naturestudy, illustration of lessons etc. and
- (c) An adequate supply of all appliances necessary for teaching and practical Training including maps, globes, pictures, Kindergarten, Montessori apparatus etc.
- (d) A school garden
- (e) Suitable grounds and equipment for Games and Athletics.

172. The head of every Training School of the Higher or the Lower Grade shall hold a University Degree in Arts and the Degree of Licentiate in Teaching obtained after a course of study in a Training College.

173. The Assistants on the staff of the English Higher Grade Training Schools shall be L. T.'s while those in the Malayalam or Tamil Training Schools shall be L. T.'s or teachers holding English Higher Training or Malayalam or Tamil Higher Training Certificates. There shall be at least two L. T.'s in a Higher Training Institution, one representing the humanities and the other the Sciences. Physical Instructors and Instructors in Drawing, Needlework, Singing and such other special subjects shall hold certificates prescribed in the Public service Recruitment Manual and shall be persons quite competent for the work in Training Institutions.

174. Time-tables shall be maintained in each training institution showing:—

(a) The distribution of work among the members of the staff including both teaching and supervision;

(b) The work on which during each hour of the week the teachers under training are engaged; and

(c) The practical work allotted to each teacher under training.

In the time-table (a) adequate provision shall be made for general supervision by the Head of the Institution.

175. Cancelled.

176. Cancelled.

177. The school year in Training schools shall begin on the first Monday in Edavom and shall consist of not less than 200 working days. The working day shall be of the same length as in an English school.

178. The period of training in all Training Schools shall be one school year.

179. The strength of each class in the Model School of a Training Institution shall not exceed 30.

180. Teachers who have been selected for training shall join the training institution on the first working day of the school or academic year. The head of each Institution may admit teachers up to the tenth working day provided good cause is shown and the approval of the Chief Inspecting officer is obtained.

181. Withdrawals from a training institution shall only be permitted on the ground of ill-health certified to by competent medical authority not below the rank of an Assistant Surgeon.

182. Teachers employed in Non-departmental Schools seeking admission into any Departmental Training Institution shall submit the application [Appendix B (h)] to the Inspecting Officer concerned not less than three months before the commencement of the school-year. If a person seeks admission into a private recognised training institution, the application should be forwarded to the Manager

of that institution. Teachers selected for training other than those holding substantive appointments in departmental schools when seeking admission into training institutions, departmental or private, should produce certificates of health and physical fitness to undergo the course of training and to serve afterwards as teachers and to such as fail to produce such certificates admission shall not be granted. The certificates of health and physical fitness should be from competent medical officers not below the rank of an Assistant Surgeon. The Managers and heads of training schools shall forward these certificates to the Chief Inspecting Officer concerned.

NOTE:—Applications for admission to Training Institutions need not be obtained from teachers in Departmental Institutions.

182. A. Cancelled.

182. B. The number of candidates to be trained each year in any training school shall be determined by the Director; the number shall not under any circumstances exceed twenty-four. Generally teachers in Departmental Schools will not be selected for training in Training Schools under private management.

183. No teacher shall be admitted to a training school who is not eighteen years of age at the time of admission. In the case of those who are over twenty-five years of age, the sanction of the Director must be obtained previous to admission.

184. In training schools under Departmental management one-fourth of the number selected for training in any year may be teachers in schools under private management.

NOTE:—In the Departmental Tamil Training School at Nagercoil one-half of the number of teachers under training may be from private recognised schools.

185. The rates of fees in Training institutions are given in chapter XII of the Code.

186. Departmental teachers under training will be paid as stipends the substantive pay, the salary or acting allowance, as the case may be, which they were in receipt of immediately before their selection for training subject however to the minima rates mentioned below.

*Stipends per mensem.*

	Rs.	Chs.	Cash.
Higher Grade Training Schools (Malayalam or Tamil)	15	0	0
Lower Grade Training Schools	12	14	0

No stipend shall be paid by the Government to any teacher under training who entered service as a teacher in the Department after the 1st April 1934.

187. In the case of teachers deputed by the Managers of private schools to undergo training in Training Institutions (Departmental or Private) the Managers are at liberty to grant stipends to these teachers in such manner or of such amount as they may consider fit, but in all such cases the conditions on which the stipend is granted shall be clearly stated in writing and acknowledged by the stipendiary. No grant on such stipends will however be given under Rule 146 (f) of the Code exceeding the rates given in Rule 150 (1) (a) of the Code.

188. In Training Institutions all teachers who are on deputation from departmental institutions and in receipt of a deputation allowance shall enter into an agreement with Government in the form prescribed in Appendix B (i) or B (j).

As regards private schools any teacher from a private school who undergoes training in a Training Institution and is in receipt of a stipend from the management of his school shall enter into an agreement with the Manager in the form prescribed in Appendix B (k) or B (l) as the case may be; the Manager who is in receipt of a grant under Rule 150 of the Code shall in his turn enter into an agreement with Government in the form prescribed in Appendix B (m) or B (n) as the case may be.

NOTE :- In the case of managers who have a number of schools under them and which have a duly constituted central control under an officer responsible to the Department the form of the agreement to be executed shall be modified so as to allow of the teachers deputed for training by such Managers with a stipend grant from Government being transferred from one school to another under the same Manager. Such Managers should furnish to the Department beforehand a complete list of all the Institutions under them.

188. A. Heads of Training Institutions shall forward to the Chief Inspecting Officers concerned quarterly reports of the history of teachers (to whom stipends or in respect of whom stipend grants were given by the Department) for a period of five years after each such teacher has left the Institution after his training course.

188. B. Leave to teachers under training from Departmental Schools will be governed by the rules of the Travancore Service Regulations. The teachers under training from private schools will be eligible during each school year for seven days' casual leave and another seven days' leave in case of illness supported by proper medical certificates; leave for any period in excess of the above should be referred to the Director.

189. The head of any training institution shall report to his official superior and the Director any teacher who, in his opinion, is unable to profit by continuing in attendance or who is absent without leave, persistently neglectful of his work or guilty of serious

misconduct. In extreme cases of inefficiency in theoretical or practical work or of misconduct or of physical incapacity a student may not be presented for the Examination by the Head of the Training Institution.

190. Training Institutions shall maintain the following registers and records :—

- (a) Admission Register
- (b) Attendance Register
- (c) Register of fee payments
- (d) Attendance Register of teachers
- (e) Acquittance Roll
- (f) Time-table book
- (g) Log Book
- (h) Letter Book
- (i) File of letters received
- (j) Stock book
- (k) Museum Catalogue
- (l) Library Catalogue
- (m) Register of Library issues
- (n) Registers of the practical work of the teachers under training.

NOTE :—There should be separate Registers for.—

1. Model lessons
  2. Criticism lessons
  3. Teaching Practice
  4. Health and Games.
- (o) Progress Register showing the marks of each pupil-teacher for written examinations, for records of Observation lessons, for criticism lessons, Critical ability, Notes of lessons, Teaching ability, Library work, Hand and Eye work, Physical Drill and Games etc.
  - (p) Register of leave granted to teachers under training ; and
  - (q) History of teachers after training
  - (r) Cash book.
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## CHAPTER XVIII.

## Adult Education.

191. With a view to meet the demand for adult education in the State and to prevent the lapse into illiteracy provision has been made for the organisation and maintenance of Institutions of the following kinds :—

- (a) Night Schools,
- (b) Libraries and Reading rooms,
- (c) Rural Libraries.

192. The organisation and maintenance of Night Schools and Libraries and Reading rooms shall be left to private enterprise and the Rural Libraries will be organised and managed by the Department, subject to the following rules.

193. The rules relating to Night schools are given below :—

- (1) Night schools may be opened by private agencies with the help of grant-in-aid from the Department to meet the needs of the adult labouring classes and so as not to compete with day-schools.
- (2) Night schools shall be under the general supervision of the Division Inspectors of Schools and shall be under the immediate observation and administrative control of the Assistant Inspecting Officers of the Districts in which they may be situated.
- (3) Applications in the prescribed form (appended) for permission to open Night schools with a view to their subsequent recognition and receipt of grant-in-aid shall reach the Assistant Inspecting Officers in whose Districts they may be located, three months prior to the date on which they are to be opened. The Director shall dispose of the applications on receipt of reports on them from the Assistant Inspecting Officers through the Division Inspectors of Schools.
- (4) Night schools shall be accommodated in satisfactory buildings which may be rented, or erected for the purpose, or in day-school buildings lent for the purpose by the proprietors thereof.
- (5) Night schools shall be supplied with furniture and appliances necessary for the satisfactory conduct of work and also with good and sufficient lighting.
- (6) Persons of either sex who are above 16 years of age only shall be admitted as pupils.

- 7) Teachers in Night schools shall be such as are eligible for a license but shall not be less than 25 years of age. Persons who are teachers in Departmental schools shall not be permitted to be teachers in Night schools unless they obtain the sanction of the authority competent to sanction the undertaking of private work.
- (8) A class in a Night school shall consist of not less than 20 and not more than 40 pupils.

*Note* :—The rule relating to day schools for particular classes—vide note to paragraph 5 of rule 147 (a) of the Code—will apply as well to night schools intended for particular classes in cases where the circumstances warrant the grant of such concessions.

- (9) There shall be a minimum of 160 school days in the year. The Managers shall before the first week of Edavom each year, prepare with reference to local conditions and submit to the Assistant Inspecting Officer for approval lists of working days for the following school-year. Any change in the approved list can be made only with the approval of the Inspecting Officer. The schools shall not work on Sundays and other recognised holidays.
- (10) Instruction shall be given for not less than 2, and not more than 3 hours between 7 and 10 P. M. each day.
- (11) The scheme of work in Night schools shall be prepared with a view to cover the course in two years.
- (12) Simple lessons in the three R's, stories of historical interest and elementary lessons in hygiene and first aid shall form the subject of study in Night schools. The scheme of work shall be submitted to the Assistant Inspecting Officer for approval.
- (13) The applications for grant-in-aid shall be submitted to the Assistant Inspecting Officer in the form prescribed for use in regard to private day schools, three months after the school commences work.
- (14) The Division Inspectors of schools shall dispose of the reports on application for aid and the aid shall be as follows:
- (a) i. A grant of Rs. 3 per mensem to a teacher who has also work in a day school; or
  - ii. a grant of Rs. 5 per mensem to a teacher who has no other employment; and
  - (b) Lighting charges at the rate of Re. 1 per calendar month provided work is held on 15 or more nights in that month.

**Form of Application for permission to open a Night school.**

- (1) Name and address of Manager.
- (2) Position of school Kara  
Pakuthy Taluk.
- (3) Position with reference to neighbouring schools.
- (4) Necessity for the school.
- (5) Date on which school is proposed to be opened.
- (6) Whether the school is open to all classes ; if not, what classes are proposed to be excluded.
- (7) Whether the school intended specially for any particular class ; and if so for what class.
- (8) What guarantee can the applicant give of his ability to conduct the school successfully from a financial stand point.
- (9) The probable number of pupils expected at opening.
- (10) Nature of accommodation.

**Libraries and Reading rooms.**

194. The rules detailed below relate to Libraries and Reading Rooms.

- (1) "Library" means a collection of books that may be issued to persons for perusal. "Reading room" in addition to all that is included by 'Library' implies the existence of a room on the premises in which persons may read. Libraries and Reading Rooms may or may not be supplied with periodicals and newspapers.
- (2) Libraries and Reading rooms in the State shall be eligible for grant-in-aid from Government provided they satisfy the following conditions :—
  - (a) They shall be under the management of a Committee and office bearers approved by the Director.
  - (b) They shall be freely open to the public for purposes of consultation.
  - (c) They shall be entirely undenominational.
  - (d) The Library and Reading room rules should have been approved by the Director.
  - (e) Each Library or Reading room shall contain a minimum of 200 approved books.
  - (f) The minimum guaranteed annual income from subscriptions should not be less than Rs. 40.
  - (g) The contribution from the Library funds should at least be equal to the Government contribution towards the up-keep of the Institution. (Expenditure on the



- purchase of useful periodicals and purchase and binding of books may be reckoned as part of the contribution by the management; but the expenditure on establishment, purchase of newspapers and maintenance of library building shall not be so treated).
- (3) Separate buildings are necessary to accommodate Libraries and Reading rooms.
  - (4) Authorities of aided Reading rooms and Libraries are expected to exercise the greatest care in granting the use of their buildings or premises for meetings of any kind which are not connected with the ordinary purposes of the Institutions. Permission should only be given on receipt of a written application from a responsible party, stating the hours within and the purpose for which the meeting is to be held. In no case shall the building or premises of any aided Reading room and Library be granted for a meeting in connection with any political agitation directed against the authority of Government, or the discussion of subjects which are calculated to cause ill-feeling between different sections of the community.
  - (5) Complete accounts, Registers and records should be maintained in the Library and Reading room and these shall be open to inspection by the Inspecting Officer.
  - (6) Books and periodicals vetoed by the Director shall not find a place in any Library or Reading room aided by Government. The indents for books to be purchased for Libraries should receive the approval of the Chief Inspecting Officer.
  - (7) Applications for grant in the form as per Appendix B (c) shall be made not later than the 1st Kanni each year, to the Assistant Inspecting Officer having jurisdiction over the Library or Reading room. The Assistant Inspecting Officer shall forward the application with his report thereon to the Director, through the Chief Inspecting Officer. A consolidated list of such applications received should be submitted to the Director by the Chief Inspecting Officer not later than the 15th Thulam each year.
  - (8) Each application for grant shall be accompanied by
    - i. a copy of the Library and Reading room rules,
    - ii. a complete list of books in the Library or Reading room and of periodicals subscribed for.
  - (9) The maximum amount that may be sanctioned as grant for an Institution shall not in any one year exceed Rs. (200) two hundred.

- (10) Building grants and furniture grants to Libraries may be awarded under the provisions of chapter XV of the Code.
- (11) The authority competent to sanction grant under these rules is the Director.
- (12) The annual grant shall be paid in four instalments ordinarily in Thulam, Makaram, Medom and Karkadagom on bills countersigned by the Assistant Inspecting Officers.
- (13) Grants are liable to be withdrawn by the Director for infringement of any of the rules set forth above.
- (14) (i) The Government Gazette will be supplied to all Reading rooms and Libraries in receipt of grant-in-aid at half the price.
- (ii) Malayalam and Tamil publications as per list subjoined will be supplied free to all grant-in-aid Libraries located in rural and urban areas.

English

1. Budget
2. Administration Report
3. Almanac and Directory
4. Statistics of Travancore
5. Annual reports of all Departments of the State.

Malayalam

Almanac.

195. The rules relating to Rural Libraries are as follows :—

- (i) The Rural libraries (including Reading rooms) shall be started in selected rural areas where other library facilities do not exist.
- (2) These libraries will be accommodated in the Departmental Primary schools in the areas concerned ; in cases where Primary school buildings are not available, Departmental Training or Malayalam and Tamil Middle schools will be utilised for the purpose.
- (3) The Headmaster of each school where a Rural Library is housed shall be the Honorary Librarian; in the management of the Library he will be assisted by a committee of three members nominated by him; the nomination of the committee shall be subject to the approval of the respective Assistant Inspecting Officer.
- (4) Each Headmaster of the school who is the Honorary Librarian will be paid an allowance of Rs. (3) three per mensem in addition to his substantive pay, for his work in connection with the Library.

- (5) The Library and Reading room shall be kept open between 5 and 7 P. M. during the school days and between 8 and 11 A. M. and 3 and 7 P. M. during other days (including Sundays) except on specified holidays.
- (6) Copies of suitable books and one or two newspapers and magazines shall be made available in the Library and Reading room for use.
- (7) The use of the Library and Reading room shall be free to the men and women of the locality.
- (8) There shall be two classes of subscribers to the Library and Reading room viz., (i) those who pay a monthly subscription of two chuckrams and (ii) those who pay a monthly subscription of three chuckrams; the former will be allowed to take out only one book from the library and the latter two books at a time.
- (9) Each Library will be allowed a small amount for recurring contingent charges.
- (10) The Division Inspectors of schools and the Assistant Inspectors of schools shall inspect these Institutions and report on their working in the course of their usual tours of inspection.
- (11) The Assistant Inspector shall correspond directly with the Director in all matters pertaining to these Rural Libraries and Reading rooms.
- (12) It shall be competent to the Director to frame further rules and issue necessary instructions for the conduct of these Institutions.

## APPENDIX A.

(RULES 21 B.)

## Rules relating to Sanskrit Schools.

## I. Classification.

A Sanskrit school is a school in which Sanskrit is the main language taught and the pupils are given instruction in Sanskrit and in such other general school subjects as are hereinafter mentioned through the medium of Malayalam or Sanskrit.

Sanskrit schools may contain any or all of the following Classes beginning with Class I.

Class	I
”	II
”	III
”	IV
”	V
”	VI

Rule 23 of the Education Code shall apply to Sanskrit schools.

## II. Management

Rules 24 to 29 of the Education Code shall apply to Sanskrit schools.

## III. Buildings and Sanitation.

Rules 30 to 32 and 36 to 44 of the Education Code shall apply to Sanskrit schools.

## IV. Furniture and Teaching Appliances.

Rule 45 of the Education Code in so far as it applies to Malayalam schools, Rule 46 and Rule 48 shall apply to Sanskrit schools.

## V. Qualifications of Teachers.

Subject to the exceptions specified below, no person shall be permitted to teach in any recognised Sanskrit school unless he holds a license granted by the Inspecting Officer.

*Exception 1.* English School Leaving Certificate holders who have been granted licenses to teach up to Form III in an English School shall be permitted without a fresh license to teach English, History, Geography, Arithmetic, but no other subject in any class of a Sanskrit school.

*Exception 2.* Holders of Higher Certificates (Malayalam or Tamil High School certificates) who have been granted licenses to teach Malayalam, History, Geography and Arithmetic up to Class VII of a Middle School shall be permitted without a fresh license to teach those subjects in any class of a Sanskrit School.

Applications for licenses from persons not coming under exceptions 1 and 2 of the previous rule should be made to the Inspecting Officer. Printed forms for the purpose are obtainable from him and from all Inspecting Officers and Headmasters of all schools under departmental management.

Each application for a license should be accompanied by a Treasury Receipt for Rs. six, the fee for the license.

The license issued in favour of any person shall state the nature of the work he is generally permitted to undertake and the subjects he is specially permitted to teach.

The General and professional qualifications expected in those to whom licenses may be issued shall be as follow;—

Subject.	(Kavya Section) Class.	Minimum Qualification.
Sanskrit.	Class I.	Vidwan test (with Malayalam for main language and Sanskrit for subsidiary language.)
Do.	Classes I, II, and III.	Sastri test; Vidwan Test (with Sanskrit as main language.)
Do.	Class IV.	Upadhyaya Examination of the Sanskrit College.
Do.	Classes V and VI.	Mahopadhyaya Examination of the Sanskrit College; Siromani Examination.
Malayalam.	Classes I, II and III.	Sastri test; or Vidwan test (with Malayalam as main language or as one of the two Dravidian languages) or the Malayalam Middle School Examination with T. T. C.
Do.	Classes IV, V and VI.	Upadhyaya Examination in the Sanskrit College as per the new curricula of studies; Malayalam High School Examination, Vidwan test (with Malayalam as main language or as one of the two Dravidian languages).
English.	Classes III, IV, V and VI.	English School Leaving Certificate qualified for admission to University courses of study (preferably trained and with Sanskrit as Optional.)
General subjects History, Geography and Arithmetic.	Classes I, II and III.	Sastri test, English School Leaving Certificate (qualified for admission to University Courses of study) or Malayalam Middle School with T. T. C.
Do.	Classes IV, V and VI.	Upadhyaya Examination in the Sanskrit College as per the new curricula of studies, English School Leaving Certificate (qualified for admission to University courses of study) or Malayalam High School Examination.

Rules 55 to 65 of the Education Code shall apply to Sanskrit Schools.

*VI. Admission, Attendance and withdrawal of pupils.*

Rules 66 to 69 of the Education Code shall apply to Sanskrit Schools.

Admission to a Sanskrit School shall be restricted to those who have satisfactorily completed the course of instruction prescribed for Class III of a Malayalam or Tamil School and a pupil applying for admission shall produce (1) a letter of application from his parent or guardian and (2) a transfer certificate in the form prescribed in Appendix L of the Education Code signed by the Headmaster of the recognised School he last attended. If a pupil applying for such admission has previously attended a recognised Sanskrit School the headmaster shall not place him in any class higher than that he would have been placed in, if he had continued in the school last attended. If the applicant has not previously attended a recognised Sanskrit School he may be placed in such class as the headmaster considers suitable provided the admission is to a class not above Class IV. A report of such admission shall be made to the Inspecting Officer.

Admissions of pupils who have not previously attended any recognised Sanskrit School to Classes V and VI shall not be made without the sanction of the Inspecting Officer. The application of the parent or guardian must be submitted to the Inspecting Officer for his orders, along with a report from the Headmaster showing the attainments of the pupil in all subjects generally and in Sanskrit particularly, which should be tested by a written examination. The standard of the question papers should be that of the papers set for the annual examination of the next lower class i. e., question papers of the standard of Class IV in the case of pupils seeking admission to Class V and question papers of the standard of Class V in the case of pupils seeking admission to Class VI.

Admission to all classes of a Sanskrit School may be made by the Headmaster up to the first 15 working days of the school-year, but re-admission to classes V and VI of pupils whose names have been removed from the rolls and who seek re-admission in a subsequent year cannot be made even within the first 15 working days without the previous permission of the Inspecting Officer.

Admissions after the first 15 working days can be made only with the previous sanction of the Inspecting Officer to whom the parent or guardian should apply; but except in cases of misconduct, the re-admission of pupils whose names have been removed from the rolls may be made at any time of the same year without the previous permission of the Inspecting Officer.

Rules 72, 75, 77, 79 and 80 of the Education Code shall apply to Sanskrit Schools.

*VII. Progress, Conduct and Discipline of Pupils.*

Rules 81—88 of the Education Code shall *Mutatis Mutandis* apply to Sanskrit Schools.

*VIII. Courses of Instruction, Text Books and General Organisation.*

The courses of instruction in Sanskrit Schools shall be in accordance with the curricula published by the Department.

The Director shall publish a list of text books which may be used in Sanskrit Schools. No book which is not included in the published list may be used for the purposes of instruction in any class of a Sanskrit School.

The General organisation of a School including the framing of time tables, division of work among assistants, etc., shall be left to the discretion of the Headmaster provided that the number of periods per week devoted to the various subjects be roughly as shown below:—

Sanskrit	...	13	periods.
Malayalam	...	4	"
Arithmetic	...	4	"
History or Geography	...	4	"
Copy-writing, dictation and recitation in classes I and II or English in Classes III to VI	...	5	"
Total	...	30	

In schools having class V or classes V and VI the time table must be framed so as to allow adequate time for supervision by the Headmaster of the class work done by his assistants. A record giving the details of such supervision work together with the results observed shall be maintained.

The number of pupils in each class or division thereof shall not exceed 40 in Sanskrit Schools. But to allow for possible shrinkage in the course of the year Managers and Headmasters of schools are permitted to admit 5 pupils in excess of the number specified in any class within the first 15 days of the school year.

In schools which have any or all of the classes above Class III there shall be as many teachers as there are class divisions plus one extra teacher, provided instruction in the various subjects in the several classes is imparted only by those who possess the prescribed examination qualification.

Rules 94 and 96 of the Education Code shall Mutatis Mutandis apply to Sanskrit Schools.

#### *IX. School-Day, School-Year, Vacations, Holidays etc.*

Rules 97 to 102 and Rule 103 of the Education Code in so far as they are applicable to Malayalam and Tamil Schools shall apply to Sanskrit Schools.

#### *X. Records, Registers and Statistical Returns.*

Rules 107, 108, 111, 112, 114, and 115 of the Education Code in so far as they are applicable to Malayalam schools shall apply to Sanskrit Schools.

#### *XI. Fees, Scholarships and Fee Concessions.*

Rules 116 to 118 of the Education Code shall apply to Sanskrit Schools.

The maximum rates of fees leviable in Sanskrit Schools shall be as below :—

		Per mensem.
Class	I	8 chs.
"	II	12 "
"	III	16 "
"	IV	18 "
"	V	23 "
"	VI	28 "

Every pupil whose name is on the rolls of a Sanskrit School during a given Malayalam month is liable for all fees levied during that month.

The Headmaster shall grant receipts for the payments of fees, and keep a record of the fees paid and collected each month.

### XII. Examinations and Certificates.

Pupils in Class VI of recognised Sanskrit Schools may, if their attendance, progress and conduct in classes V and VI have been satisfactory, be permitted to appear for the Sastri Examination.

No pupil of Class VI will be allowed to appear for the Examination unless.—

(a) his application for admission to the examination is countersigned by the headmaster of the school which he attends during the school year in which he applies for the examination.

(b) he has been certified by the headmaster of the school which he attends, either to have had small pox or to have been vaccinated not more than five years prior to the date of the examination.

A headmaster shall not countersign the application of any pupil of Class VI whose attendance, or progress or conduct has been unsatisfactory.

Private candidates for the Sastri Examination should produce the following two certificates :—

(i) A certificate of good conduct from an educational officer of the standing of a first grade teacher.

(ii) a certificate stating that the candidate has followed a course of studies approved by Government for the Sastri Class of the Sanskrit College, Trivandrum, from :

(a) the Principal of the Sanskrit College, or

(b) the Headmaster of a Sanskrit school recognised by the Government; or

(c) a Pandit of a recognised collegiate institution.

The Director may, for satisfactory reasons exempt any candidate from producing any or both of the above certificates.

All applications for admission to the examination must reach the Office of the Director of Public Instruction on or before the 1st Kumbhom preceding the date of examination.

The fee for the examination is S. Rs. 3 for candidates appearing from a recognised School and S. Rs. 6 for all other candidates.

The amount should be paid into a Government Treasury and the Treasury Receipt should be submitted along with the application.



The examination will be conducted by the Board of Examiners for Sanskrit Examinations appointed by the Director every year and the subjects and duration of examination will be as follows :—

	Hours.
1. Sanskrit Text Books—Detailed ...	3
2. do. Non-detailed ...	3
3. do. General language.	3
4. Sastra ... ..	3
5. English Text Books and Translation...	3
6. History of England and India ...	3
7. Arithmetic ... ..	3
8. Malayalam Text Books and Composition ... ..	3

Each of the above subjects shall carry 50 marks. The minima of marks qualifying for a pass in the examination shall be as follows :

35 per cent. in subjects 1, 2, 3, and 4, together forming Group I, 30 per cent. in each of the subjects 5, 6, 7, and 8 with a total of 35 per cent.

Successful candidates getting an aggregate of not less than 60 per cent. of the total number of marks shall be placed in the first class. Papers 1, 2, 3 and 4 will be answered in Sanskrit only, others will be answered in Malayalam except where otherwise directed.

Applications for Sastri Examination Certificates shall be made to the Director within three months after the date of the publication of results in the Government Gazette and a fine of Re. one will be demanded for each application made after that period.

#### XIII. Recognition.

Rules 128 to 144 of the Education Code in so far as they relate to Malayalam or Tamil Schools shall apply to Sanskrit Schools with the following modifications (*Vide* Rule 134).

Applications in accordance with Rule 134 should be sent registered to the Inspecting Officer who shall submit them to the Director with his opinion thereon.

#### XIV. Grants-In-Aid.

Rule 145 of the Education Code shall apply to Sanskrit Schools.

The rates of monthly grants for teachers in Sanskrit Schools shall be as follows :—

Teachers of	Rate of grant per mensem.
Class I	Rs. 7½
„ II	„ 7½
„ III	„ 5
„ IV	„ 5
„ V	„ 5
„ VI	„ 5
English Teacher	„ 10
Headmaster in Schools with class VI	„ 20

Special teachers in Malayalam not in charge of classes. Rs. 5 p. m. if they possess the Sastri Test or the M. S. L. Certificate, and Rs. 7½ p. m. if they possess the Upadhyaya, Malayalam Higher or the Vidwan Test.

Teachers of general subjects not in charge of classes. Rs. 5 p. m. if they possess the Sastri Test or the M. S. L. Certificates, and Rs. 7½ p. m. if they possess the Upadhyaya, Malayalam higher or the E. S. L. Certificate.

The minimum strength prescribed for a class to earn the sanctioned grant is twenty five

## APPENDIX C.

## (RULE 41 A)

*Signs of Illness in pupils.*

- . Itch in any part of the body.  
This will commonly be found in front of wrist, between fingers, at bend of elbow, ankle, buttocks etc.
- . Ring worm in any part of the body.
- . Open sores or ulcers anywhere especially if multiple (the sores with a raised pale and weeping surface are specially dangerous).
- . Thickenings of skin specially about the eye brows, face in general etc. having the appearance of the skin of an orange.
- . Pinkish coloured patches (the colour may be dull or clear according to the complexion of the individual), devoid of sensation. (To test for sensation ask the pupil to close the eyes and lightly touch the patches with cotton wool, soft flower or a pin point. The patches are not devoid of sensation if he feels the touch and knows the actual spot touched.)
- . Frequent cough.
- . Unusual warmth of body.
- . Paleness, protruding or pendulous belly, thin weak arms and legs and wrinkled or flabby skin.
- . Great paleness of the body.
- . Breathlessness while playing or running or disinclination for active place.
- . Books are habitually held at less than 10 inches distance for reading, or screwing of eyes when reading.
- . Frequent complaints of headache.
- . Redness or watering of eyes, swelling or fullness of lids, discharge from eyes; redness and raw appearance of lid edges or sleepy look.
- . Habitually keeping mouth open.
- . Pigeon chest or barrel chest.
- . Dilatation of nostrils while breathing.
- . Diminished hearing or sight.
- . Increasing thinness of the body.
- . Enlarged glands on neck, armpit or bend of thigh.
- . Dull vacant look and general stupidity.

APPENDIX D.  
(RULE 47)  
*Library Catalogue.*

Serial No.	Title	Author	Price
			Rs. Ch. C

## APPENDIX E.

(RULE 47)

*Register of issues from Library.*

No.	Date of issue	Title	Author	Issued to	Date of return.

## APPENDIX F.

(RULE 47A)

*Rules regarding school Libraries.*

1. Till a separate Librarian is appointed, a member of the teaching staff of the school should be put in charge of the School library. The Drill Master may be entrusted with the work, if the arrangement will be satisfactory.
2. No books from the library should be lent out to the Pupils direct.
3. Each class teacher should, according to necessity, indent for the books required for his class, on the Librarian who will issue the books in the name of the teacher and the class teacher shall distribute the books among his pupils.
4. Each class may have a class library of its own to enable the teacher to circulate the books among his pupils without reference to the Librarian.
5. Ordinarily a book shall be kept only for a week. But with the permission of the teacher, it may be renewed for another week.
6. It is the duty of the class teacher to bring to the notice of the Headmaster the loss of any book to enable the latter either to recover the book or to realise the cost of the same.
7. Before issuing transfer certificates to any pupil the Headmaster shall ascertain from the class teacher if any book is due from the pupil under reference. The transfer certificate shall not be issued if the pupil has to return any school book.
8. Loss of books due to the removal of pupils as defaulters should be made good when such pupils apply for re-admission or for transfer certificates. A separate register showing details of the books due from such pupils should be maintained. It should give the following details:
  - (a) name of the pupil
  - (b) admission number
  - (c) class or Form at the time of removal
  - (d) name of the book due from the pupil
  - (e) library number
  - (f) cost of the book.
9. Teachers wishing to take out books must, in their own hand, make the necessary entries in the Library Issue Register, and when books are returned by them, the date of return with initial should be entered. If the return is not noted in the register, the teacher will be held responsible for the loss of the book.
10. Teachers shall not take more than six books at a time, except the class text books, nor keep them longer than a fortnight.
11. When any teacher takes out any book for only a few hours' use, the Librarian shall issue the book asked for, on receipt of a chit for the same. This chit will have to be got back by the teacher, when the book is returned, as otherwise, he will be held responsible if the book is found missing.
12. No books shall be lent to outsiders in the name of the teacher.

13. No books (including class Library Books) shall remain in the hands of a teacher for more than a year. Two days before the closing of the schools for the mid-summer vacation, all books should be returned and the stock checked.
  14. A certificate that the stock has been checked and found correct should be entered on or before 15th April in the Stock Register by the Headmaster. A copy of the certificate should be forwarded to the Division Inspector of Schools so as to reach him on or before 15th April every year.
  15. In the case of teachers who leave a particular school on transfer or otherwise, without returning books, the Headmaster of the school should take immediate steps to recover the same and seek the help of the Inspector, if necessary.
  16. On the 30th Idavam of each year a list of books which cannot be recovered should be forwarded to the Division Inspector of Schools and these may be recommended to be written off the stock book. Every attempt should be made by the Headmaster to minimise this list as much as possible.
  17. The class text books in English and in Malayalam and Tamil except those on the non-language subjects may be written off at the end of the year if they are badly damaged by use.
  18. Small books meant for the use of pupils which are generally paper bound editions may be written off with the permission of the Inspector if the price of the book is less than a Rupee and if they are so damaged by use as could not be bound.
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APPENDIX G.

(RULE 50.)

APPLICATION FOR TEACHERS' LICENSE.

അദ്ധ്യാപകനേമസൻസിനുള്ള അപേക്ഷ.

1. Applicant's Name in full (with sex)  
അപേക്ഷകൻറെ പൂർണ്ണമായ പേര് (പുരുഷനോ സ്ത്രീയോ)
2. Applicant's Signature  
അപേക്ഷകൻറെ ഒപ്പ്
3. Name of Father or Guardian  
അപ്കൻറെതൊ രക്ഷകൻ്റെവിൻറെതൊ പേര്
4. Birth place  
ജനനസ്ഥലം
5. Date of birth (in figures and in words)  
ജനിച്ച തീയതി (അക്കത്തിലും അക്ഷരത്തിലും)
6. Present Residence and Address  
ഇപ്പോഴത്തെ വാസസ്ഥലവും മേൽവിലാസവും
7. Caste or Religion  
ജാതിയോ മതമോ
8. Personal marks of identification  
അളിറിയുന്നതിനുള്ള പ്രത്യേകചക്ഷണങ്ങൾ  
(a) Height (Ft. & in.)  
(എ) ഉയരം (അടി ഇഞ്ച്)  
(b) Other marks  
(ബി) മറ്റ് ചക്ഷണങ്ങൾ
9. General Educational qualifications  
സാധാരണ വിദ്യാഭ്യാസയോഗ്യതകൾ (സർട്ടിഫിക്കറ്റനന്വരം  
ആണ്കൂടി കാണിച്ചിരിക്കണം)
10. Professional qualifications  
അദ്ധ്യാപകജോലിക്കുള്ള വിശേഷാൽ യോഗ്യതകൾ
11. Present employment  
ഇപ്പോഴത്തെ ജോലിയും ഉദ്യോഗപ്പേരും സ്കൂളിൻറെ പേരും
12. Present salary with scale, if any  
ഇപ്പോഴത്തെ ശമ്പളവും സ്കെയിൽ വല്ലതുമുണ്ടെങ്കിൽ അതും
13. Number and nature of enclosures  
ഉള്ളടക്കത്തിൻറെ എണ്ണയും സ്വഭാവവും
14. (See next page)

I hereby solemnly state that the particulars entered in this form are true. I have attached to this application the Treasury Receipt for Rs..... being the fee payable on application for a license.

ഈ ഫാർത്തിൽ എഴുതിയിട്ടുള്ള വിവരങ്ങൾ സത്യമാണെന്ന് ഇതിനാൽ സത്യം വേദാപ്തമെന്നു. ചെലുസൻസിനുള്ള അപേക്ഷക്ക് കൊടുക്കേണ്ടതായ ഫീസു രൂപം ..... ഒടുക്കിയിരിക്കു ചെങ്കനാസീച്ച് ഈ അപേക്ഷയോടുകൂടി ചേർന്നിട്ടുണ്ട്.

Station സ്ഥലം

Signature of applicant അപേക്ഷകൻറെ ഒപ്പ്.

Date തീയതി

14. HISTORY OF SERVICE.

Name of School and employment പള്ളിക്കൂടവും ഉദ്യോഗപ്പേരും	Taluq & Pakuthy താലൂക്കും പകുതിയും	Manager മാനേജർ	Date of entry in service. സർവീസിൽ ചേർന്ന തീയതി	Date of termination of service സർവീസ് അവസാനിച്ച തീയതി	Total service at the time of application, അപേക്ഷസമയത്തുള്ള ആകെ സർവീസ്			Reason for termination. സർവീസ് അവസാനിച്ച തിരക്കുകാരണം	Salary. ശമ്പളം	Class or Form with subjects taught. പഠിപ്പിക്കുന്ന ക്ലാസോ ഫോറമോ അതിൽ പഠിപ്പിക്കുന്ന വിഷയങ്ങളും
					Days. ദിവസം	Months മാസം	Years വർഷം			

I do hereby certify that I have verified the entries made in this application and that they are correct.

Signature ഒപ്പ്

ഈ അപേക്ഷഫോറമിൽ ഏഴുതിയിട്ടുള്ള വിവരങ്ങൾ ഞാൻ റിക്കോർഡുമായി ഒത്തുനോക്കിയിട്ടുള്ളതും അവ ശരിയെന്നെന്നും ഇതിനാൽ സാക്ഷ്യം വഹിക്കുന്നു. Designation, ഉദ്യോഗപ്പേര്

## APPENDIX H.

(RULE 58.)

Memorandum No.  

---

With reference to his/her application dated \_\_\_\_\_ is informed that a license No. \_\_\_\_\_ as a school teacher permitting him/her to teach \_\_\_\_\_ in \_\_\_\_\_ of a \_\_\_\_\_ school has been issued in his/her favour. The license has been forwarded to \_\_\_\_\_ in whose custody it is to be retained.

This memorandum should be preserved as evidence that a license has been issued.

Office of the

Station :

Date.

Signature :

Designation

Certificates Returned.



## APPENDIX—I.

## (RULE 58 A.)

Rules relating to the service of teachers employed in recognised schools under private management.

1. An agreement stating in clear terms the conditions under which a teacher is engaged shall be executed between the school-manager on the one side and the teacher on the other, except in the case of teachers appointed in Temporary vacancies.

The draft form of the agreement which may serve as a model is annexed.

2. A copy of the agreement duly executed shall be filed in the school office and another in the office of the Inspecting Officer.

3. The agreement shall among other things contain details on the following :—

- (a) the nature of the post, period of probation, if any, shall be specified; the maximum period of such probation shall be one year.
- (b) the initial and maximum pay of the post, and the rate of increment (annual, biennial etc.)
- (c) Vacation pay.
- (d) Leave rules and
- (e) Conditions of termination of service.

4. The services of a licensed teacher permanently employed in a private recognised school may not be terminated without the previous sanction of the Chief Inspecting Officer having jurisdiction over the institution. In the case of teachers employed on a temporary basis without limit of time, the Management will have to give three months notice or pay three months' salary in lieu thereof, when the services of the teachers are dispensed with as distinguished from dismissal.

5. In the event of gross misconduct on the part of a teacher as calls for action under the rules of the Code, the Manager may pending enquiry and without notice place the teacher under suspension; all such enquiries shall be completed within a fortnight and a report on the subject should be forwarded to the Chief Inspecting Officer.

In cases of misconduct the Manager may also remove a teacher from service subject to the provisions contained in rule 60 of the Code. The salary payable in such cases shall be that due only up to the date of dismissal.

6. In cases of suspension the teacher shall be furnished with a statement of charges levelled against him and called upon to submit his explanation in writing for each of these charges, for which he shall be allowed time of one week from the receipt of the communication asking for his explanation, within which he should submit his explanation to the Manager. In the event of such explanation not being sent up within the said period of one week, the Manager may proceed in the matter without further delay.

7. All cases of removal from employment of a teacher shall be reported to the Director through the Inspecting Officer, together with a full statement of the charges against the teacher and a copy of his explanation if one has been submitted.

8. Salaries shall be paid monthly within ten days of the termination of the month for which they are due and the necessary receipts obtained in the school acquittance roll.

9. The duties of teachers shall be such as are usual and customary in schools in the State and shall consist of teaching in class, preparation of notes, supervising during play hours etc., and such other items of work as the Headmaster of the School shall from time to time allot to them. Teachers shall not undertake private tuition or any other extra work likely to be prejudicial to the discharge of their legitimate school work, without the written permission of the Manager.

10. Any disputes that may arise between teachers and Managers may be referred to the Inspecting officer for orders. An appeal shall lie to the Director against the Inspecting Officer's orders; such appeal shall be preferred within thirty days of the receipt of the Inspecting Officer's orders and the Director's decision on the matter shall be final.

11. Applications for appointments under Government from teachers employed in a private school should not be sent except through the manager of that school.

*Form of Agreement Referred to in item 1,—Appendix I.*

Agreement made the.....day of.....  
 .....One Thousand Nine Hundred and  
 .....(A. D.) corresponding to the.....  
 .....day of.....One Thousand One Hundred and.....  
 (M. E.) Between.....(Full name and address of teacher) .....  
 (Hereinafter called the Teacher) of the one part and.....Manager of  
 the.....School of the other part (Hereinafter called the Manager).  
 The Manager hereby agrees to employ the teacher and the Teacher hereby  
 agrees to serve as... ..in the above said School

Now these Presents Witness and the parties hereto do hereby mutually  
 covenant, contract, and agree in manner following, that is to say.

1. The Teacher's employment shall begin from the .....day  
 of.....One Thousand Nine Hundred and.....A. D. cor-  
 responding to the.....day of.. ..One Thousand one Hundred  
 and..... M. E. He shall be employed in the first instance on pro-  
 bation for one year and shall be paid a monthly salary of Rs ..... by the  
 Manager.

2. If by the end of his period of probation no notice of the termina-  
 tion of this agreement as provided for under clause 9, has been received or  
 given by the teacher, he shall *Ipsa Facto* be confirmed in his appoint-  
 ment.

3. If confirmed in his appointment at the end of his period of proba-  
 tion he shall be employed on a monthly salary of Rs.... ..per mensem  
 for the first year which shall be increased each subsequent year of his  
 service by Rs.....per mensem up to maximum of Rs.....but that  
 in the event of the teacher's temporary absence from duty or otherwise he  
 shall be paid such salary only as shall be determined by the rules in force  
 in the said School.

4. The teacher shall perform honestly, efficiently, and diligently all  
 such duties connected with the work of a school as shall be required of him  
 by the Headmaster and shall, in carrying out those duties at all times,  
 obey the direction of the Headmaster in charge of the school.

5. The teacher shall devote his whole time to the duties of the said  
 employment and shall not on his own account or otherwise carry on or be  
 concerned in any trade or business whatsoever without having first obtained  
 the permission of his superior officers authorised in this behalf.

6. The Teacher shall conform to all rules and regulations in force in the  
 said school inclusive of leave rules.

7. The Manager shall pay the teacher the said monthly salary not later  
 than the tenth day of the month following that for which the salary is  
 earned and the teacher shall on receiving the salary sign the acquittance  
 roll (duly stamped, if necessary) in token of such receipt.

8. The Manager may at any time, without notice place a teacher under  
 suspension for any one or more of the following reasons.

- (a) Immorality.
- (b) Insubordination and.
- (c) Deliberate neglect of duty.

9. While the Teacher is on probation as provided in clause 1, the  
 Manager may at any time terminate this agreement by giving the Teacher  
 one calendar month's notice in writing or upon paying to the Teacher a  
 sum equal to his salary for one month in addition to any pay which he has  
 then earned. The Teacher may similarly terminate this agreement, during

the period of probation by submitting one calendar month's notice in writing to the Manager (through the Headmaster) or paying to the Manager a sum equal to his salary for one month.

10. After the teacher has been confirmed, neither the teacher nor the Manager subject to the provision of clause 8 shall terminate this agreement except with the sanction of the Chief Inspecting Officer and by giving to the other three calendar month's notice in writing to take effect from the tenth day of the succeeding month or by paying to the other a sum equivalent to three times the monthly salary which the Teacher is then earning.

11. If the Teacher violates the provisions of either clause 9 or clause 10, he shall forfeit all pay then due to him and the Manager may dispense with his services.

12. The Manager shall not in exercising his rights under clause 8 or clause 11 terminate this agreement except with the previous sanction (to be obtained in writing) of the Director. The Manager shall not also except with the previous sanction (to be obtained in writing) of the Director exercise his rights under clause 10 during the period of vacation for the school.

13. The Teacher shall be eligible for only ten days casual leave during a school year. He may at the discretion of the Manager, be granted privilege leave for a period not exceeding a month during the year and his leave allowance during the period will be half his pay.

14. The parties to this agreement agree that in the event of any dispute arising between them in respect of any matter referred to in this agreement they will abide, by the decision of the Director.

15. The Parties to this agreement accept its conditions subject to such rules for the conduct of private recognised schools as may be issued from time to time by the Department.

In witness whereof the parties hereto have hereunto set their hands the day and year first above written.

Signed by \_\_\_\_\_ }  
in the presence of \_\_\_\_\_ }

Witness 1.

Name:  
Address:

Witness 2.

Name:  
Address:

Signed by \_\_\_\_\_ }  
in the presence of \_\_\_\_\_ }

Witness 1.

Name:  
Address:

Witness 2.

Name:  
Address:

## APPENDIX J.

(Rule 65).

### RULES REGULATING THE TRAVANCORE LICENSED TEACHERS' PROVIDENT FUND.

1. The Fund is instituted under the order of the Government No. E. 1299 dated the 18th May 1914 and shall be known as the Travancore Licensed Teachers' Provident Fund.

Authority and designation.

2. The Fund shall be open to all licensed teachers in permanent employ of all recognised private English Schools in the State whose Managers have joined the Fund.

Scope of Fund.

NOTE :—(i) Teachers appointed on probation are also eligible to contribute to the Fund.

(ii) Licensed teachers of Recognised schools, who are subscribers to the Fund, may be allowed to continue their membership in the Fund, if they are engaged within the State in Educational work approved by the Education Department though not in the teaching line.

(iii) In the case of Teachers under training in a Government School the period of training shall be counted as service in the institutions from which they were sent, provided they return to those institutions after training. Contributions to the Fund will therefore be accepted after they rejoin duty, for the period of training and in as many monthly instalments as the number of months of training.

3. The object of the Fund is to improve the position of the licensed teachers in recognised private schools by securing for them a provision in their old age or retirement.

The object of the Fund.

4. In these rules unless there is something repugnant in the subject or context :—

Definition.

(i) 'Licensed teacher' means a teacher who holds a license under rule 49 ET. SEQ. of the Education Code.

(ii) 'In permanent employ' and its cognate expressions mean all cases of appointments as teachers made substantively and not temporarily by competent authority.

(iii) 'Pay' means the pay of the substantive or permanent appointment held.

(iv) 'Salary' means pay plus additional allowances for doing the work of a higher appointment.

(v) 'Teacher' means only a licensed teacher in a recognised private school, male or female.

(vi) Words importing the masculine gender when applying to teachers shall include females.

(vii) 'Manager' means and includes the individual or individuals or a corporate body or committee or association, whether incorporated or not, on whom the management of a school rests.

(viii) 'Recognised School' means a school which is recognised by competent authority to be conducted in accordance with the conditions prescribed in Chapter XIV of the Travancore Education Code.

(ix) 'Depositor' means a teacher who subscribes to the Fund at the rates specified in Rule 5 below.

(x) 'Contributor' means the manager of a recognised school who contributes to the Fund as per rule 8 below.

(xi) 'Accountant General' means the Accountant General to the Government.

(xii) 'Year' and 'Month' shall respectively mean year and month reckoned according to the Malayalam Calendar.

(xiii) 'Rupee' means the Sirkar Rupee.

(xiv) 'Government' means the Government of His Highness the Maharaja of Travancore.

5 It shall be optional with the present teachers to subscribe to the Fund. In case of teachers entertained hereafter, it shall be optional with the Manager to make the joining of the Fund a condition of employment. The rate of contribution shall be one Chackram per Rupee of their pay or salary fractions of a rupee being omitted.

Conditions of membership and rates of subscriptions.

6. If the teachers are on leave, with allowances, they shall subscribe at the above rate on their leave allowances. If the teacher is re-instated after a period passed under suspension, he shall, after a reinstatement, subscribe for that period on the pay or allowances drawn if any, during such period.

Subscription during leave or suspension.

7. If subscriptions are discontinued more than three times on any account, the privilege of subscribing to the Fund shall lapse.

8. Managers who join the Fund shall contribute an amount equal to the subscriptions by their teachers.

Contributions by Managers.

9. The Government shall also contribute an amount equal to the subscriptions by each teacher.

Contributions by Government.

10. Interest at 3½ per cent per annum from 1-1-1102 will be allowed on deposits; but Government reserve the right to reduce this rate at any time for teachers who join the Fund after the Government have announced their intention of reducing the rate.

Rate of interest.

NOTE :- If a depositor dies, retires or quits the service, interest will be allowed up to the end of the month preceding that in which he dies, retires or quits the service. If he is without employment as a teacher, interest will be allowed on the amount at his credit for not more than a year after the termination of the employment. If he is re-employed the amount at credit not withdrawn will commence again to bear interest from the date on which contributions are renewed [Vide also Rule 12 (a) (b) and (c).]

11. Subscriptions shall be recovered by the Managers of institutions from pay bills of teachers.

Realisation of subscriptions.

12. (a) When a teacher quits the service in the usual course, his claims on the Fund shall be subject to the following conditions:—

Withdrawals on quitting service or death.

(i) A teacher, quitting service after a period of not more than five years shall receive only his contributions to the Fund together with interest thereon calculated as per Rule 10.

(ii) A teacher, who has put in more than five years' but not more than ten years' service shall receive his contributions and 25 per cent of the contributions by the Manager and the Government together with interest thereon calculated as per Rule 10.

(iii) A teacher, who has put in more than ten years' but not more than fifteen years' service shall receive his contributions and fifty per cent of the contributions by the Manager and the Government together with interest thereon calculated as per Rule 10.

(iv) A teacher, who has put in more than 15 years' but not more than 20 years' service shall get his own contributions and 75 per cent of the contributions by the Manager and the Government together with the interest thereon calculated as per Rule 10.

NOTE:—The balance including interest standing to the credit of an account after making payments due to a teacher in accordance with the scale prescribed above shall be divided equally between the Government and the Manager.

(v) A teacher, who has put in more than 20 years' service shall receive the full benefit of the contributions by himself, the Manager and the Government together with interest thereon calculated as per Rule 10.

NOTE:—In interpreting the Rule given above the service of teachers previous to their joining the Fund will also be taken into account in case such teachers have put in two or more years of approved service anterior to the establishment of the Provident Fund provided the Managers are also prepared to bear on behalf of the teachers in their schools the loss of participating in lapses the concessions might involve them in, and provided also that the Director of Public Instruction is satisfied as to the previous services of such teachers.

(b) When a teacher is made to quit the service for no fault of his he shall receive the full amount standing to his credit.

(c) When a teacher is made to quit the service for any default on his part he shall receive the subscriptions paid by him alone together with interest thereon calculated as per Rule 10.

(d) In the event of a teacher's death before or after quitting the service but before the withdrawal of the amount it shall be paid to the legal representative of the estate as determined by a Civil Court having competence to pass orders in respect, unless a special request in Form C (annexed) had been submitted by the depositor as to the disposal of the amount due or unless the sum remaining as credit of depositor does not exceed Rs. 200 when it may be paid to such person or persons as the Government may consider to be entitled thereto.

(e) Lapses of deposits shall be divided in equal shares among the teacher or his heirs, the Manager of the institution concerned and the Government.

13. The General Administration of the Fund will rest with the Accountant General who will keep the Accounts of the Fund. The Administration of the Fund. cost of the management of the Fund shall be borne by the Government.

14. Applications from teachers for admission to the privileges of the Fund shall be made in Form A (annexed) and submitted to the Accountant General by the Managers of the Schools concerned, through the Chief Inspecting Officer concerned. Procedure. On receipt of the applications, the Accountant General will scrutinise the same and, if found correct, will assign a number to each application and communicate it to the Manager as well as to the Treasury in which the subscription is proposed to be remitted. The advice will be in Form D (annexed).

15. The subscriptions recovered from the teachers under Rules 5 to 7 and 11 supplemented by the contributions to be made by the Managers under Rule 8 shall be remitted, by the Managers to the nearest Government Treasury before the 15th of each month, with a list in triplicate in Form B (annexed)

16. The Treasury officer shall retain one copy of the list and return the duplicate, duly receipted; to the Manager who shall send one copy immediately to the Accountant General retaining the other as a document in support of the remittance.

17. On receipt of all these Treasury Receipts from Managers the Accountant General shall post the amounts shown as realised to the credit of each account in the Fund, and shall check their correctness with the monthly accounts and schedules received from the Treasuries. He shall then credit each account with the Government contribution for the month by making the necessary adjustments in his office.

18. Interest under Rule 10 shall be allowed for each calendar month upon the minimum balance of the depositors' account between the close of the fourth day and the end of the month. It shall be calculated annually and added to the principal at the end of each year except when the account is to be finally closed.

19. As soon as possible after the close of each year, each depositor shall receive a statement of his account, with interest made up Yearly advise to contributors. to the close of Karkadagom. A copy of the statement will also be supplied to the Manager of the school concerned. Depositors are requested to satisfy themselves as to the correctness of these statements; and unless errors in them are brought to the notice of the Accountant General within one month from the date of their receipt, Government shall not be responsible for any sums not included in the Accounts.

20. Any depositor may once in the official year, but not oftener, receive, on application to the Accountant General, a copy of his account for the last official year and for so many months of the current year as may have been posted and agreed.

21. The Accountant General shall endeavour to secure by the issue of reminders that all depositors shall submit, in the prescribed form the 'request' provided for in Rule 12(d) of these Rules. Each depositor should be invited to revise this declaration at least once a year. All such declarations still in force shall be carefully recorded. It may be mentioned here that a depositor is at liberty to change his nominee or nominees as often as he



pleased. Only the person or persons last specified shall be recognised by the Government; and a receipt by the last nominee or nominees shall be a full discharge against the Fund.

22. Besides the general fund maintained by the Government, Managers of schools or groups of schools are permitted to form separate funds on the following conditions:—

(1) The rules regarding the General Fund shall apply to the private funds as well, with the following exceptions and modifications:—

(i) The rules 1, 16, 17 and 18 will not apply.

(ii) 9. The Government shall pay to the teachers on retirement the same amount as paid by the Managers including interest.

(iii) 12 (a) (i to iv). The balance standing to the credit of a teacher's account after payment to him of the amount that he is entitled to receive under any of these clauses shall be repaid with interest to the Manager.

(iv) 12 (e). Lapses of deposit shall be divided equally between the teacher or his heirs and the Manager of the school concerned.

(v) 13. The general administration of the fund shall rest with a committee to be elected by the schools, joining the funds subject to the approval of the Government. The Chief Inspecting Officer need not have a seat on the board of management, provided that the minute books of each committee of management are subjected to his inspection. The costs of management will be borne by the institutions concerned. The accounts of the Fund will be maintained by the committees of management.

(vi) 14. Applications from teachers for admission to the fund shall be made in Form A and submitted to the managing committee through the Chief Inspecting Officer. On receipt, the committee will scrutinise the same and if found correct, assign a number to each and communicate it to the Manager of the school concerned.

(vii) 15. The subscriptions recovered from the teachers and the contribution of the Manager shall be remitted by him to the committee of management which will invest it in the Sirkar Savings Bank.

(viii) 19, 20 and 21. For "The Accountant General" and "The Government" read "The Managing Committee".

(2) That the accounts are subjected annually to the audit of the officer managing the General Fund and the Chief Inspecting Officer.

(3) That the Manager invests the Fund in the Sirkar Savings Bank or any other security approved by Government.

(4) That the Manager guarantees that the funds will not be utilised except in such manner as directed by the Government.

(5) That the Manager agrees to transfer all moneys and accounts to the General Fund, if it is found that the private fund is not conducted properly.

(6) That the Manager agrees to transfer the accounts and funds of a teacher transferred on promotion or otherwise to another school, to the fund formed for the benefit of the latter school or to the General Fund as the case may be.

FORM A.

APPLICATION FOR ADMISSION TO THE TRAVANCORE LICENSED  
TEACHERS' PROVIDENT FUND.

Name of school.	Taluk in which situated.	Name of applicant for deposit.	Permanent appointment held.	Pay.	Temporary higher appointment held if any.		Signature of applicant in token of his willingness to deposit one chukram for every rupee of his pay or salary.	Signature of the Manager in token of his willingness to contribute his share.
					Name of appointment.	Salary (permanent pay) plus allowances.		
1	2	3	4	5	6	7	8	9

Forwarded to the Accountant General, Trivandrum through.....

*Manager.*

FORM B.

Memo of monies remitted into.....Treasury by the Manager of.....on account of the Travancore Licensed Teachers' Provident Fund.

Name of depositor.	Number of Deposit Account.	Month for which paid.	Pay or salary for the month.	Amount deposited by depositor.	Manager's contribution.	Total.
1	2	3	4	5	6	7

Grand Total.....

Received the above amounts.  
Head Accountant and Treasurer.

*Manager.*  
*Treasury Officer.*

FORM C.

FORM OF DECLARATION.

I hereby declare that in the event of my death the following persons shall be entitled to receive payment of the amount to my deposit in the Travancore Licensed Teachers' Provident Fund in the proportion noted against their names, and I make this my will so far as regards such deposit.

I also request that the amount payable to the minors be paid to the person named below :—

Name and address of the nominee.	Relation-ship with the subscriber.	Whether Major or Minor. If minor, state age.	Share of the deposit payable.	Name and address of the person to whom share is to be paid on behalf of minor.	Sex and percentage of person referred to in previous column.
1	2	3	4	5	6

Two witnesses to Signature.

Signature.

FORM D.

ADVICE.

Accountant General's Office,  
Trivandrum.....

To

.....

Sir,

An Account No..... has been allowed in the Travancore Licensed Teachers' Provident Fund in favour of.....  
.....  
Subscription has to be realised from him from the month of.....  
The accompanying Declaration Form C may be got signed by the depositor and returned to this office.

I have the honour to be,

Sir,

Your most obedient servant,

Accountant General.

APPENDIX K.

(RULE 69 A).

Date of admission, .....  
 Admission Number, .....  
 Class to which admitted, .....

APPLICATION FOR ADMISSION.

1. Class (with the name of the school) to which admission is sought, } .....
2. Name of pupil (initials to be given at the end). } .....
3. Name of parent or guardian and his relation to the pupil. } .....
4. Occupation and address of parent or guardian. } .....
5. Name, occupation and address of local guardian in case the pupil does not live with his responsible guardian. } .....
6. Schools previously attended with time in each. } School. Class. Date of admission. Date of leaving.
7. Date of birth (in words and figures). } .....
8. Age on the date of application in words (to be recorded in years and completed months calculated according to the Malabar Era). } .....
9. Caste or religion. ....
10. No. and Date of transfer certificate produced on admission. } .....
11. Date of last vaccination, .....  
 (a) I have read the rules of discipline of this school and I undertake that my ward will abide by them.  
 (b) I solemnly declare that the above particulars about.....  
 .....are true and correct.  
 \* (c) I enclose a declaration from.....the.....(here state the relationship of the pupil certifying to the correctness of the date of birth of the pupil entered above.

Station.....  
 Date.....

Signature of parent or responsible guardian.

NOTE:—Columns 6 and 10 may be left blank in the case of admission of pupils who have not attended any school previously.

\* See rule 69 A (i) paragraph 2.

## APPENDIX L.

## RULE 69 (B).

Transfer  
Leaving Certificate.

Name of school. ....

Name of pupil. .... Ad. No. ....

Date of birth (in words) according }  
to admission register. ....

Class or Form (in words) in which }  
the pupil was last enrolled. ....

Date of admission or promotion to }  
that class or form. ....

Whether qualified for promotion to }  
a higher class or form. ....

Whether the pupil has paid all fees }  
due to the school. ....

Whether the pupil was in receipt of }  
fee concession (the extent of }  
concession to be specified.) ....

Date of pupil's last attendance at }  
school. ....

Date on which the name of the pupil }  
was removed from rolls. ....

Date of application for certificate by }  
parent or guardian. ....

Date of issue of this certificate. ....

Date of last successful vaccination. ....

No. of school days up to the date on }  
which the pupil's name was re- }  
moved from rolls. ....

No. of school days the pupil attend- }  
ed. ....

Headmaster/Headmistress.

NOTE :—On the reverse side of the transfer certificate the Headmaster shall enter (1) a statement of the reasons assigned by the parent or guardian for the transfer and (2) the name of the school to which the parent or guardian desires to transfer the pupil. The Headmaster shall sign his name below these entries.

(ii) After the entry "Name of school" the Headmaster should add in brackets the word "recognised" if the school has been recognised or the words "opened with permission" if the school has been opened with permission but is not recognised.

APPENDIX M.  
(Rule 75).  
*Admission Register.*

No.	Name
	Name of parent or guardian and the relationship of the pupil to the guardian.
	Occupation of parent or guardian.
	Schools previously attended and the periods spent in each class (dates to be specified.)
	Date of admission.
	Date of birth.
	Caste or religion.
	Class or form on admission.
	Class or form on leaving.
	Date of removal.
	No. and date of transfer certificate received on admission.
	No. and date of transfer certificate granted on leaving.
	Reasons for removal.
	Date of vaccination.
	Remarks.

N. B.— Only two names need be written on a page.



APPENDIX O.  
 Rule 81 (d)  
 PROGRESS REGISTER.

Vol. I.

Name of pupil.....  
 Name of guardian.....  
 Relationship of the guardian to the pupil.....  
 Occupation and address of the guardian.....  
 Caste or religion of the pupil.....  
 Sex.....Date of birth (in figures and in words).....  
 .....  
 Date of admission.....  
 Admission No.....  
 Permanent bodily marks.....  
 Schools previously attended.....

Name of school.	Class or form.	Date of admission.	Date of leaving.	Remarks

Continued in Vol. II next page.

Signature of Headmaster.



**PROGRESS REGISTER.**  
(Vol. II.)

Name of pupil.  
Admission No.

School year  
Class or Form  
Date of promotion to the class.

Continued from Vol. I page.

Subjects.	Percentage of marks.		Percentage of marks.		Number in class.	Place in class.	Remarks by Headmaster on hand—writing, physical training and games etc.
	Class Work.		Written Examination.				
	1st term.	2nd term.	1st term.	2nd term.			

Number of school days in the First term  
Number of days present in the First term  
Percentage  
Number of school days during the year  
Number of days present during the year  
Percentage.

Punctuality :—  
1st term

During the year.

Signature of Headmaster.

*N. B.*—Punctuality should be indicated by a fraction; the numerator of which showing the number of occasions on which the pupil was late in attendance and the denominator showing the number of school days in the year.

## APPENDIX P.

(RULE 86 (A))

Register of punishments inflicted on pupils.

1. Serial Number
2. Admission Number
3. Name of pupil
4. Age
5. Class or form
6. A brief account of the offence for which punishment is awarded
7. Date of offence
8. Date of award of punishment
9. Nature of the punishment (full details to be given)
  - (a) Caning—No. of cuts to be specified
  - (b) Fine—Amount to be specified
  - (c) Suspension—Period to be specified
  - (d) Removal
10. Remarks
11. Signature of the Headmaster
12. Date of realisation of fine
13. Initials of the Headmaster

## APPENDIX Q.

(RULE 96 B)

## SCOUTING IN ENGLISH SCHOOLS.

1. It is the desire of the Department that Headmasters of English Schools should take an active interest in scouting and should encourage the movement in their schools in all possible ways.

2. A rapid increase in the number of teachers of English Schools taking to scout work after training as Scout-masters will be greatly appreciated.

3. Scout troops should be started and run efficiently. Scouts should make regular progress within the reasonable prescribed limit of time stage by stage and take their badges one after another in due course.

4. Camps and open air activity should form a prominent part of the programme for the year. Each unit should take up some job of social service and execute it successfully during the year.

5. A reasonable portion *viz.*, one-fifth of the collection under games fees may be used for expenditure under scouting. The school should help its scout troops in the matter of equipment. A list of equipment required and a list of books which should be available for a Scout-master's reference are annexed.

6. The following points should be specially observed in the conduct of Scout rules.

- (a) Formal Uniform Parades are necessary from time to time say once a fortnight. Scout-masters should wear them at troop meetings
- (b) The patrol system should be followed. Court of honour meetings should be held.
- (c) Copies of "Scoutings for Boys in India" or "Policy Organisation and Rules" should be available for reference in schools.
- (d) There should be week-end camps during term time and longer camps during vacation.
- (e) The scouts should be taken through boy scout tests promptly. Each tender foot should become second class in six months and each second class scout should become first class in a year. There are 63 proficiency badges to choose from and each second class scout should attempt a few.
- (f) At least once a year, there should be a Troop Day Celebration, to which the parents should be invited,

## Equipment.

	Approximate cost.		
	Rs.	As	Pa.
1. A Troop-Flag or a Totem Pole with a Wolf's Head	Rs. 5 to 10.		
2. A Union Jack	...	2	8 0
3. Eight to twelve sets of semaphore Flags		7	0 0
4. Eight to twelve sets of Morse flags			
5. Magnetic needles -four- one for each patrol	...	4	0 2

6. A map of the locality (Ordinance one inch map) ...	2	0	0
7. Extra staves two dozen for practice in pioneering ...	8	0	0
8. Two Footballs and half a dozen Tennis balls ...	8	0	0
9. Two spades, two pickaxes, a crowbar, a knife, and two big sized axes and two hand saws ...	12	0	0
10. A First-Aid-Box ...	3	0	0
11. If help is intended to be given for the camping equipment:—			

*Haversacks and cooking utensils for the Patrol* as a unit may be provided. But it is best for the initiative of the Troop to get them to make their Camp-gear and to pay for it out of money earned by the Scouts. Also every boy should provide for himself his personal set of camp utensils for a night's outing.

For camps it is supposed that the boys pay their own transport charge and bring their provision or pay for rations supplied.

12. The Registration fee of Rs. 2 may be met by the controlling Institution.
13. Levying a small subscription from boys for running expenses is desirable, too.

**List of books which should be available for the Scout-master's reference in a Troop.**

*1. Scouting for boys in India by Baden Powell	Rs. 2 As. 8
*2. Wolf-cub Hand Book by do.	Sh. 3 d. 6
*3. Rovering to Success by do.	Sh. 3 d. 6
*4. Aids to Scout-mastership by do.	Re 1 As. 8
*5. Scouting Games by do.	Sh. 1 d. 9
*6. Gilcraft's book of Games by Gilcraft	1 6
*7. Games for Wolf-cubs by V. C. Barclay	2 0
*8. Rover scouting by F. W. W. Griffin	1 9
*9. Rover quests by do.	0 3
*10. The quest of the Boy by do.	1 9
*11. Letters to a Patrol Leader on the Scout Law, Patrol System and Tenderfoot and Second class Scouts (By Roland Philipps)	Re. 1 As. 4
12. Boy Scout Tests and how to pass them by Earnest Young	Sh. 5 d. 10
13. How to run a Troop by Earnest Young	2 9
*14. How to run a Patrol by do.	
15. Book on Knot Craft by Gilcraft	1 0
16. Training in Tracking by do.	5 4
17. Scouting Out of Doors by do.	1 9
18. Pioneering by do.	
19. Exploring by do.	
*20. Policy, Organisation and Rules	As. 3

\*Books marked with a star are indispensable for the Troop Library.

**APPENDIX R.**  
**(Rule 107)**  
**Vaccination A Register.**

Serial Number.	Admission Number.	Name of pupil.	Class at the time of admission.	Date of birth.	Date of previous vaccination or that taken from transfer certificate.	Date of re-vaccination.			Remarks. (Removals to be noted.)
						1st	2nd	3rd	
1	2	3	4	5	6	7	8	9	10

APPENDIX S  
(Rule 107)  
Vaccination B Register.

Serial Number.	Admission Number.	Name.	Age.	Class or Form.	Date of vaccination with the vaccinator's initials.	Date and result of verification by the Vaccinator with his initials.	Remarks
1	2	3	4	5	6	7	8

APPENDIX T.

(RULE 107)

Register of Attendance of Staff for the Month of 11 .

Number.	Name.	Designation.	No. of days Casual leave (already availed)	Mal. Eng. date. 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	32	Days.			
					Pre- sent.	Late.	Ab- sent,																																	

APPENDIX U.

(Rule 107)

Acquittance Roll of the Establishment of.....for the month of.....: 111 .

Consecutive number.	Name of incumbent.	Name of appointment.	Pay			Pay, allowance etc. withheld for future payment.	Other deductions.		Amount deducted.	Net amount paid.	Date of payment.	Signature of payee	Remarks.
			Rs.	Ch.	C.		Rs.	Ch.					
			Rs.	Ch.	C.	Rs.	Ch.	C.	Rs.	Ch.	C.		



**APPENDIX V.**

(RULE 107)

**Stock Register of Furniture or Appliances.**

(Separate registers should be maintained for furniture and appliances).

Serial No.	Name and description of article.	Price.	From where received.	Date of receipt.	Initials of Headmaster.	Date of removal from stock.	Reasons for removal.	Initials of Headmaster.	Remarks.

**APPENDIX W.**

(RULE 107)

**Stock Register of Books.**

Serial No.	Title.	Author.	Price.	Date of receipt.	Initials of Head of Institution.	Date of removal from stock.	Reasons for removal.	Initials of Head of Institution.	Remarks.

APPENDIX X.  
(RULE 107)

*Calendar for Periodical Returns.*

Serial Number.	Name of the return.	Whether weekly, monthly, quarterly, annual, etc.	The date on which it is due in the office of the higher authority.	Remarks.

APPENDIX Y.  
(RULE 107)

*Register of Periodical Returns Despatched.*

Serial Number.	Name of return.	The period to which the return relates.	Date on which the return is due in the office of the higher authority.	Date of signature by the officer submitting the return	Date of despatch.	Remarks.

APPENDIX Z.  
(RULES 107 & 112.)

*Rules regulating the Destruction of Records.*

1. These rules supersede the previous rules and standing orders relating to the Destruction of Records in the Department.

2. Schedule A, hereto annexed shows the names of the records to be kept permanently and Schedule B, contains the names of the records together with the period for which they are to be preserved.

3. Records in Departmental Offices and Institutions may be destroyed after the periods specified in Schedule B.

4. The Destruction of Records shall be done in the presence of responsible officers as specified below:—

Director's Office	...		Personal Assistant.
Offices of the Inspecting Officers	...		Inspectors or Inspectress.
Offices of the Assistant Inspecting Officers	...		Assistant Inspectors or Assistant Inspectresses.
Colleges	...	...	Principals.
Hostels	...	...	Wardens.
Schools	...	...	Headmasters.
Educational Bureau	...		Officer in charge.
Text Book Committee	...		Secretary.

5. A register as per form subjoined shall be maintained in each Office or Institution for the records destroyed under the rules from time to time.

6. Records to be destroyed shall be burnt.

7. Under no circumstances shall any record be sold as waste paper or utilised otherwise.

8. No record relating to account matters shall be destroyed before the period of complete account years prescribed by the Account Code and without a certificate obtained from the Accountant General to the effect that there are no unsettled claims or objections bearing on such record.

9. No Paper or record of any kind relating to the subject matter of an agreement of which one of the contracting parties is the Dewan shall be destroyed except with the sanction of Government. No papers or records relating to agreements of which one of the contracting parties is the Director of Public Instruction or any officer subordinate to him shall be destroyed until the full period of limitation prescribed by law has expired after the last day of the contract period or the date of last transaction, whichever is later.

10. A list of records that may be destroyed under these rules shall be prepared in each office or institution and submitted to the Director of Public Instruction before the last day of Chingom in each year. The list should be accompanied by a certificate in the following form;—

"Certified that the records items Nos. have been examined by me. They do not contain papers of any value which will make their further retention necessary."

11. The Director shall after examination of the list sanction the destruction of records. He may at his discretion direct the retention for a longer period or permanently of any record which he may consider likely to be useful in the future.

12. A list of records sanctioned to be destroyed shall be published in the Government Gazette and the records shall be actually destroyed on the expiry of three months after the date of publication.

13. On the expiry of the period referred to under clause 12 above, the officer responsible for the destruction of records shall submit to the Director a certificate signed by him stating that the records as per the sanctioned list have been so destroyed in his presence.

14. A list of the records destroyed shall be immediately entered in the Register prescribed for the purpose.

15. The Director shall, if found necessary, make any change in the rules herein contained subject to the sanction of Government.

FORM OF REGISTER OF RECORDS DESTROYED.

Serial No.	Year	Section.	File No.	Subject matter of the record	Number of letter or papers in the File or book.	No. and date of the order sanctioning the destruction.	Date of destruction.	Initials of the officer destroying the Records.
1	2	3	4	5	6	7	8	9

SCHEDULE A.

RECORDS TO BE PERMANENTLY PRESERVED IN THE  
EDUCATION DEPARTMENT.

- 1 Register of inward letters.
- 2 Register of outward letters.
- 3 File of circulars received and issued.
- 4 Civillist (printed book).
- 5 File of standing orders received and issued.
- 6 Admission register.
- 7 Travancore Government and Fort St. George Gazettes.
- 8 Curricula of studies in schools.
- 9 Interpretations of the Rules on the Education and Inspection Codes.
- 10 Important rulings *re* publication of prescribed and approved text books for schools.
- 11 Schemes *re* the introduction of Departmental Public Examinations of the State.
- 12 Duties and Powers of the Officers of the Department.
- 13 All matters *re* acquisition of sites for schools and colleges, transfer of buildings to the Department by registered deeds and construction of buildings for schools and colleges.
- 14 Type designs for all grades of schools.
- 15 Correspondence *re* recognition of English High Schools by the University of Madras.
- 16 Affiliation of the Colleges in the several groups to the Madras University.

- 17 Sree Moolam Popular Assembly representations of general importance,
- 18 Interpellation in the Legislative Council on questions of general and statistical importance.
- 19 Important G. O's and letters of general nature *re* the grant of vacation and holidays.
- 20 Correspondence *re* throwing open of schools not accessible to all classes of pupils.
- 21 Provident Fund Scheme.
- 22 Rulings *re* institution of fees and fee concessions and all subsequent additions and alterations thereto.
- 23 Rules *re* all Government, endowed and special scholarships and prizes.
- 24 Correspondence *re* imparting of religious instruction in schools and holding of Sunday classes in school buildings.
- 25 All important Papers in connection with the introduction of Manual Training in Schools.
- 26 Important papers *re* drafting of male teachers in Girls' Schools to Boys Schools.
- 27 Papers *re* ranking of officers in the Department.
- 28 Papers *re* Hill and House rent allowances to the officers in the Department.
- 29 Important and general rulings *re* the constitution of the Text-Book Committees.
- 30 Permission to keep portraits of officers in institutions.
- 31 Duties and powers of Managers and Headmasters of Private Schools.
- 32 Important negotiations between Travancore and Cochin Durbars on the educational matters.
- 33 Rulings *re* appearance for Law Examinations by the officers of the Department.
- 34 Inspection of Colleges by the University of Madras and the reports thereon.
- 35 All important rulings issued regarding tampering with certificates.
- 36 Important rulings in connection with admissions, withdrawals and promotions of pupils in educational institutions.
- 37 Important papers in connection with educational conferences.
- 38 Important rulings on co-education of boys and girls in schools.
- 39 Tamil education.
- 40 Decentralisation Scheme in the administration of the Department.
- 41 Schemes *re* night schools, rural schools, special schools &c.
- 42 Papers *re* transfer of management of departmental schools to private agency and *vice versa*.
- 43 Contract with Companies, firms &c. *re* printing of books and copy-books.
- 44 Latest rulings *re* special concessions in matters of strength and attendance in certain schools,
- 45 Papers *re* the institution of a University in Travancore.
- 46 Tabulation sheets of marks for the several Public Examinations.
- 47 Bound volumes of papers relating to the issue of license.
- 48 Correspondence with Government regarding grant of license to teachers with special qualifications.
- 49 Qualifications of teachers for licenses.

- 50 File index -- alphabetical  
 51 File number and subject register  
 52 Register of teacher's license  
 53 Annual administration reports (Printed copies)  
 54 All important letters received and despatched which are of a permanent value  
 55 Log book  
 56 Stock book  
 57 Register of teachers' licenses issued  
 58 Confidential Service Register  
 59 Files relating to the opening of a school which has not been closed, i. e. all school files  
 60 Abstract of receipts and expenditure (only totals of each year)  
 61 Register of records destroyed  
 62 Office copies of graduate and undergraduate teachers' diplomas  
 63 Receipt book for the issue of examination certificates  
 64 Examination result register  
 65 Minutes book of the Committee of Visitors of the Reformatory School  
 66 Register of books finally returned  
 67 File of meetings and lists of books recommended by Text Book Committees.  
 68 Fee concession scheme  
 69 Registers of books and appliances  
 70 Furniture registers  
 71 Library Stock Registers  
 72 Kuthagapattom Register  
 73 Register of the lease of the produce of compounds.

## SCHEDULE B.

Lists showing the periods for which Departmental records have to be preserved

N. B. The records specified below include all routine correspondence and copies of papers, statements, lists &c. on the subjects dealt with.

	Years.
1 Acquittance Rolls	35
2 Cash Book	20
3 Contingent Registers	3
4 Registers of undistributed salaries	3
5 Leave registers	3
6 Registers of liabilities and Court attachments	35
7 Travelling allowance registers	3
8 Remittance books	3
9 Service books:—To be disposed of with pension application or destroyed 6 months after the death or dismissal of the Officer	
10 Anchal receipt books	1
11 (a) Register of Service Anchal stamps	3
(b) Register of Postal stamps	3
12 Stock book of stationery articles	10
13 Chalang	3
14 Contingent bill vouchers, which need not be sent to the Account office	4
15 Budget estimates and statements	3
16 Duplicates of money order receipts	2
17 Hundi vouchers	2

	Years.
18 Office attendance registers	85
19 Registers of appointments made	2
20 Registers of increments sanctioned	2
21 Registers of transfers effected	2
22 Registers of punishments imposed	2
23 Registers of establishment pay bills passed	2
24 Registers of grants sanctioned	Whenever renewed,
25 Registers of periodical returns forwarded	2
26 Recognised schools' staff register	3
27 Grant-in-aid memoranda for lapsed grants	2
28 Encashment statements	2
29 Copies of bills of departmental and aided schools	2
30 Copies of T. A. bills passed	3
31 D. C. B. Statements	5
32 Statements of grants sanctioned communicated to the Account Officer	2
33 Statements of work done in the Government Press for the Department	3
34 Copies of estimates passed	5
35 Service lists of teachers	3
36 Lists of educational appliances and furniture	2
37 Statements of sewing materials and stationery from schools	2
38 Change of staff reports	1
39 Lists of schools under departmental management	1
40 Lists of aided schools	1
41 List of Recognised unaided schools	1
42 List of unrecognised schools	1
43 List of prescribed and approved books in schools	5
44 List of prescribed books for the Public Examinations	5
45 Inspection Reports, Notes of Visits, Reviews	5
46 Registers of Inspection Reports	5
47 Registers of Attendance of pupils on the days of the E S L C. Examinations	2
48 Attendance Certificates of V. S. L. Candidates	2
49 Promotion lists	1
50 Preliminary lists	-2
51 Final lists	2
52 Mark books and lists	2
53 Valued answer books	3 monthg.
	Years.
54 Spare copies of question papers	1
55 Probationary certificates of teachers who passed the Trained Teachers' Certificate Examinations	1
56 Examination certificates of persons who have died	1
57 Unclaimed examination certificates	7
58 Applications for examinations	2
59 Applications for certificates from successful candidates at Examination	3
60 Cancelled licenses	1
61 Copies of fresh entries made in licenses	2
62 Rejected applications for licenses	2
63 Applications for refund of license fees	3

	Years.	
64	Peons' letter delivery books	2
65	Office order books	5
66	Minutes of meetings of the College Council	3
67	Minutes of meetings of the Text book Committees	7
68	Applications for appointments	1
69	Applications for recognition and grant and reports thereon	5
70	Petitions, memorials and representations	3
71	Stationery indents	3
72	Indents for forms	3
73	Duplicates of Gazette	
74	Old and useless forms	
75	Monthly returns from schools	1
76	Return of changes in school lists	1
77	Return of appointments made	1
78	Returns of increments granted	1
79	Return of leave granted	1
80	Return of punishments imposed	1
81	Return of pay bills passed	1
82	Return of abstract contingent bills cashed	1
83	Return of grant bills countersigned	1
84	Return of transfers effected	1
85	Return of grants stopped	1
86	Returns of receipts and expenditure	1
87	Calendar for periodical returns	1
88	Annual Returns from schools	1
89	Annual Returns of establishments	3
90	Annual Returns of licenses issued by the Chief Inspector	5
91	Reports on subordinate Inspector's Office	3
92	Reports of maintenance of service books	3
93	Inspecting Officer's diary	2
94	Certificate of maintenance of records	3
95	Tour programmes—correspondence relating to	1
96	Contingent bills	3
97	Travelling allowance bills	3
98	Budget Estimates, diversions, special funds &c.	3
99	Pensions	
100	Grant memos	2
101	Casual leave	1
102	Leave other than casual leave	4
103	Increments to pay	5
104	Revision of staff consequent on the opening or abolition of classes	7
105	Revision of staff consequent on the increase or reduction of hands in offices and institutions	7
106	Fixed contingent grants to schools	7
107	Opening of higher classes, additional divisions etc. in schools	5
108	Provision to keep excess over the maximum strength in schools	3



	Years.	
109	Exemption from the operation of the age rules and examination qualifications	7
110	Selection of teachers for training	5
111	Selection of teachers for manual training	5
112	H. H. the Maharaja's scholarships	5
113	Anantharama Iyer scholarships	5
114	Mahommedan scholarships	5
115	S M P A representations not on subject of general importance	3
116	Interpellations when not on questions of general or statistical importance	3
117	Incomplete applications for license	3
118	Forwarding applications for license to the Chief Inspector	2
119	Revision of licenses	5
120	Service of summons	1
121	Withdrawals from State Life Insurance	1
122	Disposal of unserviceable articles in institutions	1
123	Sale of trees, old materials of buildings and old and useless buildings	2
124	Change of management or correspondent of schools	2
125	Financial transactions of schools with treasuries	5
126	Printing of forms, reports etc.	1
127	Requisition for forms etc.	1
128	Requisitions from Officers and others outside the Department as also outside the State for information pertaining to Education	1
129	Forwarding books and miscellaneous publications to T. B. C's. and Institutions	1
130	Supply of Gazette Sheets to schools	2
131	Admissions, promotions, transfers and withdrawals of pupils	2
132	Requisition from outside for the verification of transfer certificates issued by Travancore Schools	1
133	Complaints against Officers	5
134	Complaints against Managers from teachers of private schools	3
135	Arrears of pay to Officers	2
136	Malpractices of pupils at school and at examinations	5
137	Annual report	2
138	Supply of provisions for the C. H. Hostel, Mavelikara Boarding Houses &c.	3
139	Revision of education and inspection Codes	7
140	Supply of Quinine to schools	2
141	Exhibitions	2
142	Distinguished Visitors	7
143	Change of entries in date of birth of pupils	2
144	Change of names of pupils	2
145	Applications for the issue of duplicate copies of Examination certificates	3
146	Cases of tampering with the entries in the School Leaving Certificates and transfer certificates	7
147	Exemption from the operation of circulars and standing orders relating to examinations	2

	Years.
148	Defects in application for examination, certificates, forms etc. 2
149	Appointment of Assistant Examiners 2
150	Nomination of Chief and Assistant Superintendents for Examinations and conduct of examinations 2
151	Despatch of answer books, discrepancies in mark lists etc. 2
152	Remuneration to Superintendents, Examiners, Contingent expenses etc. 3
153	Issue of Probationary certificates 2
154	Permission to teachers to take up private tuition 5
155	Correspondence regarding permission for undertaking work in connection with University Examinations 1
156	Correspondence regarding transfers 5
157	Posting of teachers for manual training 5
158	Correspondence regarding petty constructions and repairs 5
159	Correspondence regarding returns of Europeans and Eurasians etc. 3
160	Approval of plans for buildings to aided institutions 7
161	Supply of furniture, educational appliances, chemicals and physical apparatus to educational institutions 7
162	Return of appointments of ex-soldiers 3
163	Castewar return of appointments 5
164	Agreements by teachers while under training in the Training College and institutions 7
165	Payment of compensation to the University for the English School Leaving Certificate Examinations 5
166	Closing of the schools on account of prevalence of small-pox and other epidemics 7
167	Contribution of Government towards the construction of school buildings 7
168	Supplying of clothing to the inmates of Reformatory 3
169	Conferences of Assistant Inspectors 5
170	Correction of Civil Lists 3
171	Correction of the list of officers of the Department to be included in the Almanacs and other publications 1
172	Unimportant papers in connection with conferences of managers and headmasters 5
173	Complaint against teachers (when brought to light)—appeals and their proceedings 30
174	Register of application for teacher's license 30
175	General Consolidated Attendance Register 35
176	Register of grant bills passed 5
177	„ applications for appointment 5
178	„ expenditure 5
179	„ estimate of annual maintenance passed 5
180	„ receipts 3
181	„ grants withheld 3
182	„ sanctioned scale of establishment 5
183	Students' fee registers 7
184	File of leave applications from students 2
185	Fee receipt books (counterfoils) 3

	Years.	
186	Correspondence <i>re</i> the disbursement of stipends to teachers under training and of stipend grant to Managers	3
187	Correspondence <i>re</i> the disbursement of stipends to Cochin students	5
188	Correspondence <i>re</i> the supply of books and periodicals, timber for Manual Training, tools and plant for Manual Training and sporting materials	7
189	Office copies of establishment bills	10
190	Office copies of stipend, scholarships and grant bills	5
191	Applications for training	5
192	File of postal receipts	2
193	Copies of sanctioned proposition statements	35
194	Register of books issued for binding	10
195	Applications for transfer	5
196	Statement received from schools showing the requirements of staff for each school year	5
197	Miscellaneous correspondence not of an important nature	2
198	Personal files of teachers, clerks, etc. who have been retired, discharged and dismissed from service	A year after retirement or death or dismissal.
199	Application for the opening of new schools and for which permission was either not granted or rejected	5
200	Correspondence <i>re</i> refund of fees	3
201	Correspondence <i>re</i> exemption from the payment of fees or remission of fees	3
202	Correspondence <i>re</i> grant of fee concession	5
203	Fee concession grant bills passed	5
204	Intimations sent to treasuries <i>re</i> bills passed	1
205	Presentation of pupils for the E. S. L. C. and grant of exemption etc.	2
206	Irregular presentation of pupils for the E. S. L. C. Examination	2
207	Change of examination centres	1
208	Examination Board	3
209	School day, school year, vacations and holidays in schools	3
210	Permanent advance and correspondence relating to	1
211	Anchal complaints	2
212	Certificate of maintenance of license	2
213	Verifications <i>re</i> stocks received from schools	2
214	Celebration of schools	2
215	Realisation of stamps on bearing letters	1
216	Census	10
217	Conduct and Discipline	For the whole of the pupil's career in the school.
218	Statement of landed properties	Till the officer's retirement.
219	Complaints against private school teachers	3
220	Professional tax	1

	Years.	
221	Leakage of question papers	5
222	Loan of school buildings, furniture etc.	2
223	False personation at examinations	5
224	Applications from subordinates for change of departments	1
225	Applications for permission to extend private school buildings	7 or till the question is finally disposed of.
226	Demise of public servants	1
227	Printing and binding	1
228	Application to join the State Life Insurance etc.	1
229	Statements of receipts and expenditure	1
230	Scarcity Allowance	1
231	Applications for stipend grants to pupils under rule 146 (g) and the correspondence relating to the award	3
232	Grants under Rule 146 (a, b, c, d, e, etc.)	3
233	Intimation received from Schools regarding conduct of terminal examinations	1
234	Detention of pupils	1
235	Register of scholarship bills passed	6
236	Register of scarcity allowance	1
237	Unlicensed teachers' list	2
238	Routine correspondence re-Murajapam	6
239	Report of leaving stations and availing holidays and vacations	3
240	Catalogues of books and scientific apparatus	3
241	Correspondence re: identification of female prisoners by officers of the Education Department	3
242	Correspondence re; investigation of arrear claims of officers, teachers, etc.	3
243	Papers re: excursion of students and pupils	3
244	Lending of services of teachers of departmental schools to private schools	Till the teachers retire from service.
245	Permission to give addresses, send off presentation of medals, etc., to officers on transfer, retirement etc.	5
246	Correspondence re; the constitution of the personnel of the Text Book Committee	Till the formation of a new Committee.
247	Miscellaneous papers re: invitation of officers and teachers to attend meetings etc.	1
248	Correspondence re: distribution of journals and other publications to Educational institutions	2
249	Correspondence re: the supply of standing orders and circulars to the Educational Institutions	2
250	Statements prepared in connection with the several examinations	3
251	Rough works re: moderation of marks, notes of defects etc.	1

	Years.	
252	Probationary certificates of trained teachers accompanying applications for Teachers' Certificate Examination	1
253	Correspondence with Chief Superintendents re: conduct of examinations, identification of pupils, etc.	2
254	Fixing of centres for the examinations	2
255	Misconduct of pupils	2
256	Correspondence re; audit of the accounts of the educational institutions and offices by the outside Audit Branch of the Account office final close.	2 years after the
257	Award of all endowed scholarships and special scholarships	5
258	Permission to edit magazines journals, etc. by officers of the department	5
259	Permission to serve as members, etc., in the co-operative or other Societies by Officers of the department	5
260	Appointment of European Officers and their covenants	2 years after their retirement
261	First appointment of persons to the public service and subsequent promotions	death or discharge 5
262	Correspondence re: transmission of licenses between different institutions	5
263	Pupils Attendance and Fee register	5
264	Attendance register of teachers	25
265	Counterfoils of transfer certificates	5
266	Letter Book	5
267	File of received letters	5
268	File of transfer certificates	5
269	File of application for admission	2
270	Register of issues from the Library	3
271	Scholarship register	3
272	Time table book	5
273	Vaccination register	7
274	Class mark book	2
275	File of leave application from pupils	2
276	Examination answers and mark list	1
277	Indents for service stamps	1
278	Punishment register of pupils	2
279	Notice Book	1
280	Headmasters' supervision book	3
281	Fee receipt book	3
282	List of periodicals received	1
283	Register of service stamps	3
284	Stationery and sewing account	3
285	Scheme book	1
286	Museum Catalogue	When renewed,
287	Register showing monthly accounts concerning finance	4
288	File book of stationery indent	3
289	Summary of attendance	1
290	Rules of discipline	3
291	Headmasters' Diary	1
292	Discipline Register	12

		Years.
	<i>Schools.</i>	
293	Fee sheets	1
294	File of written statements from the Guardians of pupils that they have read the disciplinary rules	2
295	Address books of teachers	1
296	Schedule 1 of medical inspection (For the whole of the pupil's career in the school)	
297	Signature book of attendance of the teachers	3
298	Progress Register Vol I	15
299	Do. Do. Vol. II	12
300	Correspondence note book of pupils (Till the pupil leaves the school)	
301	Work record books	Till the pupil leaves the school.
302	English S. L. C. books of pupils of Forms IV, V and VI who have discontinued their studies	7
303	Acting arrangement book	1
304	Attendance returns	1
	<i>Other Records in Training Schools.</i>	
305	Register of fee payments	3
306	Register of practical work of teachers under training	3
307	History of teachers after training	10
308	Register of criticism lessons	2
309	Register of model lessons	2
	<i>Other Records in Technical Schools.</i>	
310	Register of issues and receipts of raw materials	5
	<i>Other Records in the Sanskrit College.</i>	
311	List of Sastri, Upadhyayas and Mahopadhyayas	10
312	Applications for certificates from students	5
	<i>Other Records in H. H. The Maha Raja's College Trivandrum.</i>	
313	Applications for certificates from students	1
314	Class Attendance registers maintained by members of staff	1
315	Binding register in the College Library	10
	<i>Colleges.</i>	
316	Inspection of students' lodgings and papers relating thereto	1
317	Students' Attendance registers	5
318	File of applications for admission	2
319	Register of issues from the library	3
320	Mark registers	5
	<i>Training College.</i>	
321	Valued answer papers and mark lists	2
322	Register of practical work of teachers under training	5
323	History of teachers after training	10
324	Register of criticism lessons	2
325	Register of model lessons	2
326	Lecturers' supervision note books during practice of training students	

		Years.
327	Class attendance registers maintained by the members of the staff	1
328	Rough attendance registers signed by students and members of the staff	1
329	Teachers' Certificate Examination—report of examiners as regards the practical and oral examinations of candidates	1
330	File of notices	3
331	Correspondence re: the issue of Graduate Teachers' Diploma	3
332	Daily statement of absentees among members of the staff received from the Model School	1
333	Opinions on books received in review from the Text Book Committees	3
334	Address of students (entries made in loose sheets)	1
335	Correspondence to and from schools re: the despatch of service books, licenses, last pay certificates of teachers under training	5
336	Counterfoils receipts granted for all moneys received except fees	3
337	Mark registers maintained by Lecturers	2
338	Students' rough notes of lessons for the practice course and the criticism lessons	1
339	File of applications for admission filled in by students when they join the college	5
	<i>Reformatory</i>	
340	Register of articles made in the Tailoring Class	30
341	Day book of sales of garden produce	30
342	Private Visitor's Book	12
343	Official Visitor's Book	12
344	Punishment book (of boys)	12
345	Superintendent's journal	12
346	Medical Officers' journal	12
347	Register of stock of provisions	12
348	Ledger for Tailoring materials	12
349	Weight register	6
350	Vaccination register	6
351	Register of appeals	6
352	Register of receipts of provisions	6
353	Register of issue of Do.	6
354	Register of receipts and issue of tailoring and issue of tailoring materials	6
355	Office copy of Establishment pay bill	10
356	Absence statements	10
357	Register of quinquennial articles	5
358	Papers re: supply of bedding and clothing	5
359	Valuation of work done in the Press	5
360	Conduct Register	5
361	Mark money register	5
362	Pocket money register	5
363	Register of boys' clothes and vessels	5
364	Ledger for Do.	5
365	Gate receipt book	5

	Years.	
366	Register of work done in the Press	5
367	Do. Do. in the book binding class	5
368	Register of work done in the tailoring class	5
369	Register of private work done in the tailoring class	5
370	Papers relating to auction sale of contract	5
371	Office copies of detailed bills	3
372	Stationery issue register	3
373	Teachers' duty register	3
374	Peon's duty register	3
375	Provision Bill	3
376	Papers re: deceased boys of the school	3
377	Papers re: annual meetings, treats etc. to the boys	3
378	Boys' used note books	1
379	Acknowledgment of calendars	1
380	Do. annual report	1
381	Statement re: number and disposal of pupils	1
382	Do re: health of pupils	1
383	Do. re: monthly admissions	1
384	Do. re: monthly releases	1
385	Do. re: punishment inflicted on boys	1
386	Monthly statement of mark money	1
387	Holiday officers' list	1
388	Peon's holiday list	1
389	Letters to boys from parents and relatives	1
390	Office copy of letters sent by boys	1
391	Deputy Superintendent's journals	1
392	Steward's journals	1
393	Teachers' class diary	1
394	Head peon's diary	1
395	Press foreman's diary	1
396	Boys' muster roll book	1
397	Gate book for visitors	1
398	Night patrol book	1
399	Peon's diary	1
400	Book of indentments on contractors for provisions	1
<i>Hostels.</i>		
401	Application for admission to hostels	3
402	Counterfoils of receipts granted on account of room and furniture rent	3
403	Counterfoils of receipts granted on account of caution money	3
404	Register of applications received and disposed of	3
405	Register of deposits of students	3 or after the transactions are closed.
406	Do. contractors	Do.
407	Do. menial members of the staff	3
408	Register of repayment of deposits	3
409	Counterfoils of receipts of money received	3
410	Register of receipt and remittance of money	3
411	Register of boarding charges	3
412	Ledger of boarding charges	3



	Years.
413 Ledger of extras	3
414 Attendance register of inmates for messing	3
415 Attendance register of night attendance	3
416 Discipline register	(5 or till the pupil's career in the Hostel is over).
417 Sick register	3
418 Instruction book (for the issue of rations etc. from the Tutor to the Steward)	3
419 Register of loss incurred to Government on account of local purchases	3
420 Register of arrears of boarding charges	3 or till the arrears are realised.
421 Register of earnest money received and returned to the contractor	(3 or after the transactions are closed).
422 Register of furniture issued to the messes	7
423 Register of furniture issued to the students	7
424 Visitors' book	7
425 File book of notices posted in the notice board	3
426 Medical Officer's book	10
427 Guest register	3
428 Guest chits	3
429 Register of amounts drawn and remitted	3
430 File book of the copy of the bills of the contractors	Till the accounts with the contractors are finally settled.
431 Minutes book of the Governing body	3
432 File book of the detailed contingent bills (copy) <i>Educational Bureau and Museum.</i>	3
433 Register of issue of books and appliances (Teachers)	5
434 Register of issue of books and appliances (Students)	2
435 Index register of teachers taking books	5
436 Register of acknowledgment of articles returned	5
438 Register of fines and penalties (provided that all fines in the register have been realised) <i>Text Book Committees.</i>	5
438 Register of books received	7
439 List of books considered at the meeting	7
440 Opinions sent in by members re: books	5
441 Report of Sub-Committees	5
442 Correspondence of a routine nature	2

APPENDIX A (a).  
(Rule 108).  
*Fee concession Register.*

	Serial Number.
	Admission number.
	Name of pupil.
	Caste.
	Whether backward or forward.
	Class at the time of award.
	Whether I or II year in the class at the time of award.
	Year of award.
	School from which concession was first awarded.
	Taluk Committee that sanctioned the concession.
	1924-25
	1925-26
	1926-27
	History of concession granted.
	Remarks.

APPENDIX—A (al)

(RULE 111 A.)

*Fee Register.*

S. No.	Admission No.	Name of Student.	1st Instalment			2nd Instalment.			3rd Instalment.			4							
			Fees	Fine	Date of payment.	Fees	Fine	Date of payment.	Fees	Fine	Date of payment.	Fees	Fine	payment					
			Rs. Ch. C	Rs. Ch. C		Rs. Ch. C	Rs. Ch. C		Rs. Ch. C	Rs. Ch. C		Rs. Ch. C	Rs. Ch. C						

APPENDIX—A (a1)—(contd.)

(RULE 111 A)

Fee Register.

Class or Form  
194 —194

5th Instalment.			6th Instalment.			7th Instalment.			8th Instalment.			Games Fees.			Remarks
Fees.	Fine.	Date of	Fees.	Fine.	Date of	Fees.	Fine.	Date of	Fees.	Fine.	Date of	Fees.	Fine.	Date of	
Rs. ch. c.	Rs. ch. c.	Payment	Rs. ch. c.	Bs. ch. c.	payment	Rs. ch. c.	Rs. ch. c.	payment	Rs. ch. c.	Rs. ch. c.	payment	Rs. ch. c.	Bs. ch. c.	Date of	

APPENDIX A (b).  
(RULE 103 (i)).  
*Scholarship Register.*

No.	Name of scholar.	Class or Form.	Monthly value Rs. Ch. C.	How long tenable.	Date from which scholarship is held	Date of withdrawal.

APPENDIX A (c).

(RULE 108)

*Acquittance Roll of Scholarship holders.*

Name of pupil.	Class or Form.	Nature of scholarship.	Period of claim.	Amount due		Amount paid		Date of payment.	Signature of the payee.	Remarks, if any, by the Headmaster.
				Rs.	Ch. C.	Rs.	Ch. C.			

APPENDIX A (d)

(RULE 108 (ii))

*Register relating to the children of school age.*

Name of Fakuthy or Fakuthia.	Full names of children of school age.	Sex.	Date of birth.	Name of guardian.	Full address of guardian.	Occupation of guardian.	Whether the child is attending school or not.	If the child is not attending the school, the reason therefor.

*N. B.*—The details re : boys and girls should be shown separately.

APPENDIX A (e).

(RULE 124)

*Fee Receipt.*

.....School

No.                      Name of pupil.....

Admission No..... Form..... Division.....

Rs.    Ch.    C.

Instalment                      Fees

Fines

Date of payment.....

Signature,



## APPENDIX—A. (f)

(RULE 127I).

List of Pupils presented for the English School  
Leaving Certificate Examination in 194 .

Name of School.....

Centre.....

INSTRUCTIONS.

1. No entries should be made under the heading "Number under which the pupil's name is registered for the Examination"

2. The names of candidates should be classified according to their Second Languages and written in the following order of Second Languages:—

- (1) Malayalam.
- (2) Tamil.
- (3) Sanskrit.
- (4) Arabic.
- (5) Latin.
- (6) French.
- (7) English Composition.
- (8) Hindi.

and in each of these groups the candidates should be arranged in the alphabetical order of their names. The names of the female candidates should, however, be entered last. The entries of the names of pupils and their guardians in the list of pupils should be exactly similar to those in the certificate books; in cases in which there is difference owing to change of guardians, the reasons should be stated in the letter forwarding the list of pupils or in a separate column in the list itself. In the cases of candidates with the same or similar names, their names should be distinguished from one another by the addition of the names of their houses or otherwise.

3. The names of pupils should be written in block capitals, or typed.

4. When there are both male and female pupils in a school the names of the female pupils should be indicated by the addition of the letter "F" after the name of each Pupil.

5. The Second Language of each candidate should be indicated by symbols, as given below, against the name of each in the column provided for the purpose:—

I. Malayalam "M", II. Tamil "T", III. Sanskrit "S", IV. Arabic "A", V. Latin "L", VI. French "F", VII. English Composition "E" and Hindi "H".

6. Percentage of attendance should be calculated correct to the first place of decimal.

7. Three copies of the list should be prepared; two copies should be submitted to the Director's office and the other should be kept among the school records.

*List of Pupils presented for the English School Leaving Certificate in 194*  
**NAME OF SCHOOL. TALUK. PAKUTHY.**

Number under which the pupil's name is registered for the Examination.	Serial No.	Name of pupil.	Name of guardian.	Date of birth of pupil.	Age (on 1st July of the year of Examination).	Percentage of attendance during the first term.	Second Language selected by the pupils. (See reverse)	Reference to the special orders, if any, authorising the presentation of the pupil.	Signature of Headmaster identifying the pupil.			Subjects, if any, for which pupil was absent during the Examination.
									Date of first identification.	Date of second identification.	Date of third identification.	
1	2	3	4	5	6	7	8	9	10	11	12	13

I, \_\_\_\_\_ Headmaster of \_\_\_\_\_ English High School, declare that the particulars entered in this form are true to the best of my knowledge and belief. I further declare that the name of no pupil is included in the list whose promotion or presentation for the Examination is contrary to the rules and standing orders of the Department unless exempted by competent authority as noted in column 9. I also certify that the progress and conduct of the pupils in the list are satisfactory. I attach herewith a Treasury Receipt for Sirker Rupees \_\_\_\_\_ being the fee for the \_\_\_\_\_ pupils now presented for School Leaving Certificates.

Station.

Date.

*Signature of Headmaster.*

*Signature of Chief Superintendent.*

• .....Centre.

**APPENDIX—A (g)**  
(RULE 127—N)

Form of application for admission to the English School Leaving  
Certificate Examination 19  
(For private candidates only.)

1. Name (in full) \_\_\_\_\_
  2. Name of parent or guardian \_\_\_\_\_
  3. Address of candidate \_\_\_\_\_
  4. Caste or Religion \_\_\_\_\_
  5. Sex \_\_\_\_\_
  6. Date of birth (in words) \_\_\_\_\_  
" in figures \_\_\_\_\_
  7. Centre chosen for the Examination \_\_\_\_\_
  8. School from which the candidate  
was last presented \_\_\_\_\_
  9. The year or years in which the  
candidate appeared for the  
E. S. L. C. Examination \_\_\_\_\_
  10. Second Language \_\_\_\_\_
  11. Number and date of Treasury  
Receipt for the Examination  
Fee and the name of the  
Treasury into which the  
amount of fee was remitted \_\_\_\_\_
- (The treasury receipt and the E. S. L. C.  
should be attached);
12. Signature of the candidate \_\_\_\_\_

**CERTIFICATE OF THE HEADMASTER.**

I hereby certify that the entries against 1, 4, 6, 8, 9 and 10 have been verified by me and I have found them to agree with those given in the candidate's English School Leaving Certificate No.....of 19

Station.....  
Date.....

Signature.....  
Designation.....

- \* N. B.—(i) The Certificate should be from the Headmaster of the school from which the candidate was last presented for the E. S. L. C. Examination.
- (ii) The candidates who appeared for and failed in the Examination under the new scheme in any previous year or years and who rejoined Form VI in any school this year may, if they are not presented from the school, appear as private candidates, subject to the restriction as per item (iii) below; the certificates in these cases should be from the Headmasters of the schools in which the candidates have been undergoing instruction.
- (iii) The candidates who appeared for and failed in the Examination three beginning with 1935 or any subsequent year are not allowed to appear for the Examination for the fourth time.

APPENDIX—A (i)  
(Rule 127 R—Note 1)

മിഡിൽ സ്കൂൾ പരീക്ഷയ്ക്ക് ചേരുന്നതിനുള്ള അപേക്ഷാഫോറം മന്ദിരം

[ഈ ഫോറം പൂരിപ്പിക്കുന്നതിന് ആവശ്യമായ സൂചകങ്ങൾ മേൽപ്രകാരമാണ്.]  
(ഔദ്യോഗിക പേരമ്പൽ ഉപയോഗിക്കേണ്ടത്)

- മ. പൂർണ്ണമായ പേര് (എ)
- ൨. പിതാവിന്റെയും, രക്ഷകർത്താവിന്റെയും പേര്
- ൩. പരീക്ഷയ്ക്കുവേണ്ടി തിരഞ്ഞെടുത്ത സ്ഥലം (ബി)
- ൪. മറ്റ് അല്ലെങ്കിൽ ജാതി
- ൫. പുരുഷനോ സ്ത്രീയോ
- ൬. നേതൃത്വത്തിൽ
- ൭. പരീക്ഷാസ്ഥലം (സി)
- ൮. ഇതിനു മുമ്പ് പരീക്ഷയ്ക്ക് ഈ പരീക്ഷയ്ക്കു ഏതു പള്ളിക്കൂടത്തിൽനിന്നും ഹാജരാകപ്പെട്ടിട്ടുണ്ടോ
- ൯. പരീക്ഷയ്ക്കുവേണ്ടി പ്രധാനഭാഷ (മലയാളമോ, തമിഴ്)
- ൧൦. പരീക്ഷയ്ക്ക് എടുത്തിട്ടുള്ള ഏറ്റവും വികാസങ്ങൾ (ഇതിനു മുമ്പ് പരീക്ഷയ്ക്ക് ഈ പരീക്ഷയ്ക്ക് ചേർന്നിരുന്നപ്പോൾ എടുത്തിട്ടുണ്ടായിരുന്ന വികാസങ്ങൾ മാത്രമേ ഉപയോഗിക്കേണ്ടതാണ്)
- ൧൧. പരീക്ഷയ്ക്കു ഹിന്ദുവല്ലെങ്കിൽ ഖരിദാവിന്റെ പേരും ഖരിദാദാനിന്റെ നമ്പരും തീയതിയും
- ൧൨. പരീക്ഷയ്ക്കുവേണ്ടി ഒപ്പ്
- ൧൩. ഇതിനു മുമ്പ് ഒടുവിൽ ഈ പരീക്ഷയ്ക്കു ഏതു പള്ളിക്കൂടത്തിൽനിന്നും ഹാജരാകപ്പെട്ടാലോ ആ പള്ളിക്കൂടത്തിലെ ഒന്നാംപാഠ്യഭാഗത്തെ സർട്ടിഫിക്കറ്റ്

പള്ളിക്കൂടം  
(മറയ്ക്കുക)  
രജിസ്റ്റർ നമ്പർ  
വർഷം

മറ്റൊരു പേരും ഒപ്പും തീയതി

പരീക്ഷയ്ക്കുവേണ്ടി മുമ്പായി തിരഞ്ഞെടുക്കേണ്ട കാര്യങ്ങൾ.

൧. അപേക്ഷയോടുകൂടി മറ്റു സക്കാർ രൂപായുടെ ഒരു ഖരിദാ രസീതു അയച്ചിരിക്കണം. പരീക്ഷയ്ക്കുവേണ്ടി ഹിന്ദുവിന്റെ ഉടമസ്ഥതയുള്ള പണമായിരിക്കുകയും അയക്കേണ്ടതായ കാര്യം പ്രത്യേകം രേഖപ്പെടുത്തണം. ഒരിക്കൽ ഒടുക്കപ്പെട്ട ഹിസ് യാദാദേഹ കാരണവശാലും തിരിച്ച കൈമാറ്റപ്പെടുകയോ പിന്നീട് ഒരു പരീക്ഷയ്ക്ക് ഉപയോഗിക്കുന്നതിന് സമ്മതിക്കപ്പെടുകയോ ചെയ്യുന്നതല്ല.

- എ. പരീക്ഷയ്ക്കുൻ്റെ പേരു ഏല്പം ചുഴുതണം. ചിന്നീടു പിതാവിൻ്റെയോ രക്ഷകൻ്റെയോ പേരു എഴുതണം. ഈ രണ്ടു പേരുകളുടെ ഇടയിൽ ഒരു അപൂർണ്ണവിരാമം (,) ഇട്ടിരിക്കണം. പേരിൻ്റെ അടിയിൽ ചുവന്ന മഷിപ്പാണ്ടു ചരച്ചിരിക്കണം.
- ബി. മേൽവിചാരസം ശരിയായും പൂർത്തിയായും ഇരിക്കണം. ഡയറക്ടർമാർ സിക്നിനും ഏതെങ്കിലും വിവരം ആവശ്യപ്പെട്ടാൽ അനുവശ്യകമായി സംകൂടാതെ ആ അഫീസിലെ എഴുത്തുകാർ കിട്ടണമെന്നായിരിക്കണം പരീക്ഷയ്ക്കുൻ്റെ മേൽവിചാരം.
- സി. പരീക്ഷാസ്ഥലം തിരഞ്ഞെടുക്കുന്നതിൽ തങ്ങളെ മനസിചാക്കുന്നതിനു എളുപ്പമുള്ള സ്ഥലമോ, അല്ലെങ്കിൽ സാക്ഷിപ്പെടുത്തുന്നതിനു സൗകര്യമുള്ള സ്ഥലമോ ആയിരിക്കണമെന്നു പരീക്ഷയ്ക്കുൻ്റെ ഒർമ്മിക്കണം. അപേക്ഷകളിൽ എഴുതിയിരിക്കുന്ന പരീക്ഷാസ്ഥലം അപേക്ഷകൾ ഡയറക്ടർമാർ ഫീസിൽ വന്നു ചേർന്നതിൽ പിന്നീടു മാറ്റുന്നതിനു അനുവദിക്കപ്പെടുന്നതല്ല.



## APPENDIX—A (j)

(RULE 127 r)

List of pupils presented for the Middle School Examination  
194 .

Name of School.....  
Centre.....

## INSTRUCTIONS.

1. No entries should be made under the heading "Number under which the pupil's name is registered for the examination."
2. The names under the heading "Name of pupil" should be given in alphabetical order. In the case of candidates with same or similar names their names should be distinguished from one another by the addition of the names of their houses or otherwise.
3. When there are male and female pupils, the names of the female pupils should be entered in separate group in alphabetical order below the names of the male pupils.
4. One copy of the list should be forwarded to the office of the Director and another copy should be kept among the school records.
5. Column 21 should be filled up by the Chief Superintendent at the Examination Centre.
6. Across mark (x) should be made against each pupil's name under each of the different optional subjects in which he or she is to be presented for the ensuing Middle School Examination. Headmasters are requested to mark the language selected and optional subjects with great care. If compulsory English is offered, it should be noted.

**LIST OF PUPILS APPEARING FOR THE MIDDLE SCHOOL EXAMINATION 194 .**  
 Name of School. Taluk. Nearest Anchal Office.

Number under which the pupil is registered for the Examination.	Serial No.	Name of pupil.	Name of guardian.	Date of birth.	Age completed on the 1st March of the year.	Principal language in which pupil wishes to be examined.		Optional subjects chosen by the pupil.										Signature of Headmaster identifying the pupil.			Subjects if any, for which the pupil was absent during the examination.	Centre.	Remarks.
						Malayalam.	Tamil.	Sanskrit.	English.	Nature Study.	Agriculture.	Domestic Economy and Hygiene.	Needle work.	Weaving (Theoretical)	Weaving (Practical)	Arabic.	Date of first identification.	Date of second identification.	Date of third identification.				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	

I, Headmaster of Malayalam/Tamil Middle School  
 certify that the above entries in columns 3 to 17 have been compared by me with the entries in the application forms of the pupils whose names are contained in this list and that they are correct. I attach herewith a Treasury receipt for Sirkar Rupees being the fees for the  
Station Signature of the Chief Superintendent.  
Date. Signature of the Headmaster.



APPENDIX--A (k)  
(RULE 127 y-- Note iii)

.....Malayalam/Tamil Middle School  
March 194 .

I do hereby declare that the pupils whose names are noted below have been presented from this school for the Middle School Examination of 194 , that the pupils included in List A have made the required attendance during the school year 194 - 194 , that those in list B have been exempted from the rule regarding attendance for the current year by the orders of the authority quoted against each, that the necessary exemption has been applied for in respect of those included in C and that the progress and conduct of the pupils included in Lists A, B and C, have been satisfactory.

*Signature.*

*Designation.*

Serial No.	Reg. No.	Name.	Remarks.
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*N. B.*—The attendance required for boys and girls is 85 and 75 per cent, respectively, of the number of working days during the year.

The names of pupils should be as in the list of pupils and in the same order.

APPENDIX—A (i)  
[Rule 127 A E I ( )]

സൂര്യം സീരിയൽ നമ്പർ.

മലയാളം, തമിഴ് ഹൈന്ദവസൂര്യ പരീക്ഷണ ചേരുന്നതിനുള്ള  
അപേക്ഷാഫാറം മുൻപ് .

(പ്രസ്തുത പരീക്ഷ പള്ളിക്കൂടത്തിൽനിന്നും ഹാജരാക്കുവാനുള്ള വിദ്യാർത്ഥികൾക്കുമാത്രം)

- 1. \* അപേക്ഷകൻറെ പേര്  
(സൂര്യപരീക്ഷയിൽ 'സൂര്യ'  
എന്നെഴുതണം)
- 2. അപേക്ഷകൻറെ വീട്ടുപേരും  
സ്ഥിരതാമസസ്ഥലവും
- 3. അമ്മൻകോട്, അമ്മൻകോട്  
കോട്, രാജകുമാരൻകോട്, കോട്,  
പേരും, ജോലിയും, മേൽവിലാ  
സവും
- 4. ജനനത്തീയതി (അക്ഷരത്തിൽ) പൂർണ്ണവയസ്സ്
- 5. മതം അല്ലെങ്കിൽ ജാതി
- 6. അപേക്ഷകൻ ജയിച്ചിട്ടുള്ള പരീക്ഷയുടെ പേരും, ആണ്ടും, രജിസ്റ്റർ നമ്പരും സാമാന്യം  
വിശേഷം
- 7. അപേക്ഷകൻ പരീക്ഷിക്കുവാനുള്ള പള്ളിക്കൂടത്തിൽനിന്നും ചേരുന്ന എന്ന്
- 8. അപേക്ഷകനെ പരീക്ഷിക്കേണ്ടതുള്ള പള്ളിക്കൂടത്തിൽ എന്ന് (മലയാളം മാത്രമായിട്ട്)
- 9. ഐക്യ വിഷയം
- 10. പരീക്ഷാസ്ഥലം
- 11. അപേക്ഷകൻറെ കയ്യൊപ്പ്

വിജ്ഞാപനം \* എന്ന്

വിദ്യാർത്ഥി ഇപ്പോൾ നടപ്പിലാക്കുന്ന ചട്ടങ്ങൾ അനുസരിച്ച് (ശീട്ട്) മുൻപ് ചെ നാട്ടുതൊഴിലുപാടിന്റെ ചേർക്കുന്നതിനു യോഗ്യരായവനാണെന്നും ടി ചട്ടത്തിനുമനുസരിച്ചുള്ള നടപടിയെ നീക്കി)

ഉത്തരവുണ്ടായിട്ടുള്ളതാണെന്നും

മുഹൂർത്തം

വാങ്ങിയ താൻ ഉത്തരവുപ്രകാരമായി സാക്ഷിപ്പെടുത്തിക്കൊള്ളുന്നു. ടി വിദ്യാർത്ഥിയെ ഈ വർഷത്തെ പരീക്ഷയ്ക്കു ചേർക്കുന്നതിനു താൻ പ്രത്യേകബാധ്യസ്ഥനാണ്.

മുൻപ് ചെ പരീക്ഷ തീയതിയായ മാർച്ച് മാസം നാലു മുനായി അയച്ചു വർഷത്തിനകം \* എന്ന വിദ്യാർത്ഥിയെ

(വിദ്യാർത്ഥി) വസൂരി വന്നിട്ടുണ്ട്/വസൂരി കീറിവെച്ചിട്ടുണ്ട് എന്നു താൻ സാക്ഷിപ്പെടുത്തിക്കൊള്ളുന്നു.

സ്ഥലം പ്പേര്  
തീയതി ഉദ്യോഗപ്പേര്

ഈ വകുപ്പിന്റെ കാരണപക്ഷം ബ്രാഹ്മണനകത്തുള്ള മേലാളരോട് ചേർന്നുവെക്കുന്നതും, മേൽ ഇതിനുമുമ്പ് ചേർന്ന് ഉയിർച്ച പരീക്ഷയ്ക്ക് കിട്ടിയിട്ടുള്ള സർട്ടിഫിക്കറ്റിനുള്ള ഉപോപയോഗിക്കണം.

APPENDIX—A (m).

[Rule 127 A. E. 2 (ii) Note]

മലയാളം/തമിഴ് ഫൈനാൻസ് പരിഷ്കരണ പ്രവഹരായി

ചേരുന്നതിനുള്ള ഓപ്ഷനുകൾ.

(ഈ ഫാറം പൂരിപ്പിക്കുന്നതിന് ആ പശ്ചാത്യ സൂചകങ്ങൾ മറുപടിയ്ക്കുക കാണ്.)

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പേര്  
 ഇരട്ടപ്പേര്

സാമാന്യം  
 വിശേഷം

വർഷം      മാസം

സ്ഥലം  
 തീയതി

അപേക്ഷകൻ്റെ കയ്യൊപ്പ്

I.T

൧൪ വിജ്ഞാപനം

ഈ അപേക്ഷകനെ ഏതിക്കു നേരിട്ടറിയാമെന്നും മേൽ ഏഴുതീട്ടുള്ളതെല്ലാം അപേക്ഷകന്റെ കൈപ്പടയ്ക്കണെന്നും അവ എന്റെ അറിവിലും വിശ്വാസത്തിലും സത്യമാണെന്നും ഞാൻ ഇതിനാൽ സത്യബോധപ്പെടുത്തുന്നു.

സ്ഥലം  
തീയതി

പേര്  
പേര്

ഉദ്യോഗപ്പേര്

അപേക്ഷഹാരം പൂരിപ്പിക്കുന്നതിനുള്ള സൂചകങ്ങൾ

(താഴെപ്പുള്ള തസ്തകൾ ഭാവശം അപേക്ഷഹാരത്തിലെ തസ്തകൾ തന്നെയാകുന്നു.)

൧൩ അപേക്ഷകൻ ജോയിന്റാക്കുന്ന പള്ളിക്കൂട്ടത്തിൽ ഏറ്റവും അടുത്ത പരീക്ഷാ സ്ഥലം തിരഞ്ഞെടുക്കണം

൧൪ കൈപ്പത്രമായി പരീക്ഷയ്ക്കു ചേരുന്നവരുടെ അപേക്ഷഹാരം ഇൻസ്പെക്ടീംഗ് ഓഫീസർ ഒപ്പിടണം. എന്നാൽ അവർ ഇതിനുമുമ്പ് ഒരു പള്ളിക്കൂട്ടത്തിൽ നിന്നും പരീക്ഷയ്ക്കു അയയ്ക്കപ്പെട്ടവരായിരുന്നാൽ അവർ ഏതു പള്ളിക്കൂട്ടത്തിൽ നിന്നും ഒടുവിൽ അയയ്ക്കപ്പെട്ടുവോ ആ പള്ളിക്കൂട്ടം പ്രഥമഃശ്യാപകൻ വിജ്ഞാപനം ഒപ്പിടണം.

ഈ അപേക്ഷഹാരം അപേക്ഷകന്റെ കൈപ്പടയിൽ ഇംഗ്ലീഷിലോ അപേക്ഷകന്റെ മൗഢോക്ഷയിലോ ഏഴുതാവുന്നതാകുന്നു.

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APPENDIX A (n)

[RULE 127 A. E. 3].

High School Examination 194 .

Name of School \_\_\_\_\_

Centre \_\_\_\_\_

P. T. O.

## Register of Candidates for the High School Examination 194 . Centre.

Register Number.	Serial No.	Name of pupil	Address.	Language.		Optional Subject.				Signature of the person identifying the candidate.		Subjects for which candidate was absent for the examination.
				Mala- yalam.	Tamil.	Eng- lish.	History and Politi- cal Eco- nomy.	Sansk- krit.	Com- mercial Sub- ject.	Date of first identi- fication.	Date of second identi- fication	
1	2	3	4	5	6	7	8	9	10	11	12	

I,

Headmaster of

Malayalam/Tamil High School,

certify that the above entries in columns 2 to 9 have been compared by me with the entries in the application forms of the pupils whose names are contained in this list and that they are correct. I attach herewith a Treasury receipt for Sirkar Ruppes being the fees for the pupils.

Station  
Date

*Signature of the Chief Superintendent.*

*Signature of the Headmaster*

## APPENDIX A (c).

[Rule 127 A. F.—3 (ii) Note.]

திருவிதாங்கோட்டுக்கவர்ன்மென்ட்.

தமிழில் யோக்கைதையுடைமையை அறிவதற்குள்ள பரீகை 19

1. அபேகைகருடைய பெயர் முழுப் பெயர்.

2. தகப்பனார் அல்லது தாயார் அல்லது கைக்கர்த்தாவின் பெயர்.

3. ஜாதி அல்லது மதம்.

4. பிறந்தவருஷம், மாசம் தீயதி (வார்த்தைகளில்).

5. அபேகைகர் இப்பொழுது உபாத்தியாயராயிருந்துக் கொண்டிருக்கிற பள்ளிக்கூடத்தின் பெயரும், அந்தப் பள்ளிக்கூடம் ஒப்புக்கொள்ளப்பட்டிருக்கிறதோ, இல்லையோ என்பதும்.

6. அவர் ஒரு உபாத்தியாயராயிருந்து கொண்டிருக்கவில்லையானால், அவருடைய மேல்விஸாவிவரங்கள்.

7. இதற்குமுன் ஜயித்த பரீகையில் அவருடைய ரஜிஸ்டர் நம்பரும், அதன் வருஷமும் பெயரும்.

8. பரீகைக்குள்ளகட்டணம் செலுத்தப்பட்ட கஜனாவின் பெயரும் கட்டணத் தொகையும்.

9. பரீகைக்கப்பட்ட விரும்பும் இடம்.

10. பரீகைப்பின்க்ரோட்.

இடம்:—

கீயதி:—

அபேகைகருடைய கையொப்பம்.

என்னை தலைமை உபாத்தியாயராக உடைய என்னுடை டிஸ்ட்ரிக்க்டில் என் ஆளுகைக்குட்பட்ட ..... (இன்ன) பள்ளிக்கூடத்தில் ..... (இன்னார்) ஒரு உபாத்தியாயராயிருக்கிறார் என்றும், இனிமேல் வரும் பரீகைக்கு ஒரு அபேகைகராவதற்கு வேண்டிய யோக்கைதையை அவர் உடையவராயிருக்கிறதைப்பற்றி நான் திருப்தியடைந்திருக்கிறதாகவும் நான் இதனால் உறுதியாய் கூறுகிறேன்.

இடம்:—

கையொப்பம்

கீயதி:—

உத்தியோகப்பெயர்.

குறிப்பு:— அபேகைகர் ஒப்புக்கொள்ளப்பட்டிருக்கிற ஒரு பள்ளிக்கூடத்தில் ஒரு உபாத்தியாயராயிருந்தால், பதிவுகளைப்பற்றி உறுதிமொழி கூறவேண்டியவர் அந்த பள்ளிக்கூடத்தின் தலைமை உபாத்தியாயர்; தலைமை உபாத்தியாயரே அபேகைகரானால் உறுதிக்கூற வேண்டியவர் அந்த டிஸ்ட்ரிக்க்டின் அவிஸ்டென்ட் இன்ஸ்பெக்டர்.

APPENDIX—A (p).  
[Rule 127 A. G. 10]

മൻ്റെ ഒരു സാഗീതാഖ്യാപകപരീക്ഷയ്ക്കുള്ള അപേക്ഷാഫാറം.

- ൧. പരീക്ഷാർന്നു (സ്രീ അണകിൻ സ്രീ ട്രാനേഴ്സ് മേൽ തന്നെ)
- ൨. മേൽവിചാസമു
- ൩. ജാതി അല്ലെങ്കിൽ മതം
- ൪. ജനനാശീയതി (ജന്മസ്ഥലം)
- ൫. പരീക്ഷാപേരും.
- ൬. പരീക്ഷാൻ്റെ ഹയർഗ്രേഡ് പരീക്ഷയ്ക്കോ ചോവർഗ്രേഡ് പരീക്ഷയ്ക്കോ ചേരുന്ന എന്ന്
- ൭. ഏതു ഭാഷയിൽ പരീക്ഷിക്കപ്പെടുന്നതെന്ന് (മലയാളമോ തമിഴ്നോ)
- ൮. പ്രാഥമിക പരീക്ഷയ്ക്കു താഴെപ്പറയുന്നവയിൽ ഏതിൽ പരീക്ഷിക്കണമെന്ന് [പാട്ട് (Vocal music), വീണ, ഹിഡിൽ, ഫ്ലൂട്ട്, നാദസ്വരം]
- ൯. ഒട്ടക്കിയ ഫീസിയൻ്റെ തുകയുടമയെന്ന വിവരം കേൾക്കുന്നതിനോടുകൂടി (ഖജനാസീച്ച് ഈ അപേക്ഷയോടുകൂടി ചേർക്കേണ്ടതാണ്).
- ൧൦. അപേക്ഷകൻ്റെ ഒപ്പ്.

സ്ഥലം  
തീയതി

കുറിപ്പ്:—ഏതു തരം വിവരങ്ങളെ വ്യവസ്ഥകളിൽ ഉൾപ്പെടുത്താൻ പരീക്ഷക്കു ചേരാവുന്നതാണ്.

I. ചോവർഗ്രേഡ് പരീക്ഷ.

- ൧. അംഗീകാരം സിദ്ധിച്ചിട്ടുള്ള പെൺ-ജിനിക്കുടമയിലെ സ്ഥിര ഭാഗവതർ:
- ൨. അപേക്ഷാസമയത്തു അംഗീകാരം സിദ്ധിച്ചിട്ടുള്ള പെൺ-ജിനിക്കുടമയിൽ തൽക്കാരം ഭാഗവതർജാലി നോക്കുന്നവർ.
- ൩. പ്രാഥമിക പരീക്ഷകളിൽ സംഗീതാഖ്യാപകരായിട്ടുള്ളവർ സിദ്ധിക്കണമെന്ന് ആഗ്രഹിക്കുന്നവർ.

II. ഹയർ ഗ്രേഡ് പരീക്ഷ.

ചോവർഗ്രേഡ് പരീക്ഷയിൽ ജയിച്ചിട്ടുള്ളവർ മാത്രം

- ൧. മുകളിൽ ൧-III—൧൦൦൦ വകുപ്പിലുടമയെ അപേക്ഷകർ അവർ ഭാഷയിൽ നോക്കുന്ന സ്കൂളുകളിലെ പ്രഥമഃഖ്യാപകരെക്കൊണ്ടു ഉറവകളെ കൊടുത്തിട്ടുള്ള "സർട്ടിഫിക്കറ്റ് നമ്പർ എ" പൂരിപ്പിക്കേണ്ടതാണ്.
- ൨. I—൧൦൦൦൦ വകുപ്പിലുടമയെ അപേക്ഷകർ അവരുടെ സ്കൂൾയിൽ സർട്ടിഫിക്കറ്റ് (സ്കൂൾയിൽ സർട്ടിഫിക്കറ്റ് ഉൾപ്പെടെയുള്ളവർ) ഈ അപേക്ഷയോടുകൂടി അയക്കേണ്ടതാണ്. അല്ലാത്തപക്ഷം അവർ ഒടുവിൽ പഠിച്ചിരുന്ന സ്കൂൾ



ഭീമ ലിഖിതപ്രാർത്ഥനകൾക്കാണ് മറുവശത്തു കൈപ്പത്തിട്ടുള്ള "സർട്ടിഫിക്കറ്റു നമ്പർ ബി" പുരിപ്പിക്കടയാ ചെയ്യേണ്ടതാണ്.

- ന. എ II-ാം വകുപ്പു നമ്പർ 9 അപേക്ഷകർ ചെയർ ഒട്ടലിൽ പഠിച്ചിരുന്ന സ്ത്രീകളായ ലിഖിതപ്രാർത്ഥനകൾക്കാണ് മറുവശത്തു കൈപ്പത്തിട്ടുള്ള "സർട്ടിഫിക്കറ്റു നമ്പർ സി" പുരിപ്പിക്കടയാേണ്ടതാണ്. അപേക്ഷകർ അവർക്ക് ചെടിച്ചിട്ടുള്ള ചെറുകുറ്റിയുടെ അടിയിൽ സർട്ടിഫിക്കറ്റും ഈ അപേക്ഷകൾക്കു കൂടി അടയ്ക്കണം.
- ര. ഈ മതമുള്ള ഉള്ളടക്കങ്ങൾ കൂടാതെയുള്ള അപേക്ഷകൾ സീക്രട്ടാക്കുന്നതല്ല.

സർട്ടിഫിക്കറ്റു നമ്പർ ഏ.

മൻ റ ചെ ചെവർ ഗ്രൂപ്പ് സംഗീതപ്രാർത്ഥനകൾക്കായ്ക്കു ഒരു അപേക്ഷകനായ ..... ക്കു തിരുവിതാംകൂർ വിദ്യാലയം വിപ്പാർട്ടുമെൻറിന്റെ അതീകാരം സിദ്ധിച്ചിട്ടുള്ള ഈ വിദ്യാലയത്തിൽ ഭാഗവതമായി സ്ഥിരം ജോലിമുണ്ടെന്നും മറുവശത്തു അപേക്ഷയിൽ ചേർന്നുവന്നതിൽ പുരിപ്പിക്കടയാേണ്ടതായി ഈ സ്ത്രീകളായ റിക്കർവരസരിച്ചു ശരിയാക്കണമെന്നും അൻ തിരുവിതാംകൂർ വിപ്പാർട്ടത്തിൽക്കുള്ളതും.

സ്ത്രീകൾ (ഒപ്പ്) ഹെഡ്മിസ്ട്രസ്/ഹെഡ്മാസ്റ്റർ.

സർട്ടിഫിക്കറ്റു നമ്പർ ബി.

മൻ റ ചെ ചെവർ ഗ്രൂപ്പ് സംഗീതപ്രാർത്ഥനകൾക്കായ്ക്കു ഒരു അപേക്ഷകനായ ..... ക്കു തിരുവിതാംകൂർ വിദ്യാലയം വിപ്പാർട്ടുമെൻറിന്റെ അതീകാരം സിദ്ധിച്ചിട്ടുള്ള ഈ \*ചെയ്താലും\* മിയിൽസ്ത്രീകളിൽ ആരാജാസ്സിയം പഠിച്ചു പഠിച്ചിട്ടുണ്ടെന്നും തമിഴ് ഇംഗ്ലീഷ് സ്ത്രീകളിൽ രണ്ടാം ഹാജരായി പഠിച്ചിട്ടുണ്ടെന്നും സെന്റ് മേരീസ് കോളേജിൽ നാച്ചാർട്ടാസ്സിയം പഠിച്ചു ലഭിച്ചിട്ടുണ്ടെന്നും

മറുവശത്തു അപേക്ഷയിൽ ചേർന്നുവന്നതിൽ എഴുതിയിട്ടുള്ള ജനനത്തിലായി ഈ സ്ത്രീകൾ അഡ്മിഷൻ രജിസ്ട്രിയിൽ ചുക്കാം യെരിയാണെന്നും അൻ തിരുവിതാംകൂർ വിപ്പാർട്ടത്തിൽക്കുള്ളതും.

സ്ത്രീകൾ (ഒപ്പ്) ഹെഡ്മിസ്ട്രസ്/ഹെഡ്മാസ്റ്റർ.

സർട്ടിഫിക്കറ്റു നമ്പർ സി.

മൻ റ ചെ ചെവർ ഗ്രൂപ്പ് സംഗീതപ്രാർത്ഥനകൾക്കായ്ക്കു ഒരു അപേക്ഷകനായ ..... ക്കു തിരുവിതാംകൂർ വിദ്യാലയം വിപ്പാർട്ടുമെൻറിന്റെ അതീകാരം സിദ്ധിച്ചിട്ടുള്ള ഈ \*ചെയ്താലും\* മിയിൽസ്ത്രീകളിൽ ആരാജാസ്സിയം പഠിച്ചു പഠിച്ചിട്ടുണ്ടെന്നും തമിഴ് ഇംഗ്ലീഷ് സ്ത്രീകളിൽ രണ്ടാം ഹാജരായി പഠിച്ചിട്ടുണ്ടെന്നും സെന്റ് മേരീസ് കോളേജിൽ നാച്ചാർട്ടാസ്സിയം പഠിച്ചു ലഭിച്ചിട്ടുണ്ടെന്നും

സ്ത്രീകൾ (ഒപ്പ്) ഹെഡ്മിസ്ട്രസ്/ഹെഡ്മാസ്റ്റർ.

\* ഈ അപേക്ഷകൾ ഇട്ടിട്ടുള്ള ഭാഗങ്ങളിൽ മേൽമതമില്ലാതെ പഠിച്ചിട്ടുള്ളവർക്കാണ്

## APPENDIX A (q).

[RULE 127 A H 4.]

*Form of Application for admission to the Examination in  
Needle Work and Garment Making 194 .*

1. Candidate's Name.  
(As entered in the School admission Register or Examination certificate)
2. Permanent address.
3. Official address, if candidate holds a permanent appointment in a Recognised School.
4. Date of birth (in words).
5. General Education.  
(The declaration on the reverse should be filled in or examination certificate attached).
6. Professional Qualification, if any.
7. Whether candidate appeared for the examination before and if so, part or parts in which she failed, and particulars of the Register Number and year of appearance.
 

Part	year	Register No.
8. The part or parts candidate applies to appear for.
9. Amount of money remitted to Treasury, with name of Treasury, Chalan No. and date.
10. The names of the documents attached to this application.
11. Language in which candidate desires to be examined.  
(English, Malayalam, or Tamil.)
12. Centre of Examination.
13. Whether chalan and certificate are attached.

Place.

Date.

*Signature of Candidate.*  
P. T. O.

*Declaration in regard to Candidate having passed Form III  
of a Recognised School (Vide Rule 2.)*

I hereby certify that  
candidate for the Examination in Needle-work and Garment-making to be  
held in April 191 was declared eligible for promotion from Form III  
from the School in the year  
and that her date of birth according to the School  
records is

Place.

*Signature.*

Date

*Designation.*

## APPENDIX A (r).

(RULE 127 A. I—3)

*Form of application for the Arabic Munshis Examination  
to be held in the year 194 .*

1. Name in full.
2. Address.
3. Whether the applicant appears for the  
Higher or Lower Grade.
4. Caste or Religion.
5. Date of birth.
6. Native place.
7. Name, occupation and address of  
father or guardian.
8. If a teacher, name of school in which  
employed.
9. Amount of fees paid, Sirkar Rs.
10. Countersignature of the Assistant Ins  
pector of the District in case the  
applicant is employed in Primary or  
Malayalam or Tamil Middle Schools  
or of the Headmaster, in case the  
applicant is employed in the school  
attached to Training Schools or  
Malayalam or Tamil High Schools.
11. Details of enclosures attached:
12. Language (Malayalam, Tamil or Urdu)  
in which candidate wishes to be  
examined.
13. Details of the general qualification, if  
any.
14. Name of Treasury in which money was  
remitted.

Station.

Date.

*Signature of Applicant.*

APPENDIX—A (s).  
(RULE 127—A, J.—4.)

School S. No.  
Private study.

EDUCATION DEPARTMENT.

Form of application for the Government Sanskrit Examinations—194 .

1.	Examination centre.	
2.	Name of Examination.	
3.	Name of candidate.	English. Male or Female.
		Malayalam or Tamil.
4.	Date of Birth.	Age.
5.	Name and occupation of father or guardian.	
6.	Race (i. e. nation, tribes etc.)	
7.	Religion.	
8.	Address of the candidate.	
9.	School from which the candidate appears.	
	In the case of candidates appearing after private study, write here private candidate.	
10.	Year or years, if any, in which the candidate has already applied for the Examination and the Register No. in the year.	Year. Register No.
<i>Signature of Applicant.</i>		

Certificate of the Headmaster.

I hereby certify that the name and date of birth of the candidate as entered in this application have been verified by me and I have found them to agree with those entered in the School Admission Register.

Station

Date.

*Signature of the Headmaster.*

APPENDIX—A (t)

(RULE 134.)

**Application for permission to open a school or a new class with a view to its subsequent recognition.**

1	Name and address of applicant			
2	Position of school	Taluk.	Pakuthy.	Kara.
3	Position with respect to neighbouring schools	Malayalam and Tamil Schools. Distance from the proposed site.		English Schools. Distance from the proposed site.
4	Class and grade of school with highest standard of instruction intended at opening.			
5	Date on which it is proposed to open the school.			
6	(a) Owner of the site and nature of tenure of the property by owner. (b) Whether the applicant proposes to acquire the site for the school, and if so, when?			
7	Reasons for opening the school.			
8	Whether the school will be open to all classes of the community, and if not, what classes are to be excluded, or, whether the school is specially intended for any particular class and if so, for what class and why?			
9	Details of the guarantees the applicant can give of his ability to conduct the school successfully from a financial point of view.	(a) Site.		
		(b) Landed property for the School.		
		(c) Ready money.		
		(d) Other guarantees.		

Station.

Date.

*Applicant or Manager.*

## APPENDIX- A (u)

(RULE 134)

Financial guarantee to be executed by managers of private  
Schools.

*Draft Agreement Form.*

I..... of .....  
 Manager of the Private ..... School at.....  
 in ..... Taluk bind myself\* to invest in the Savings  
 Bank an initial deposit of Rs. ( ) ..... and an  
 annual addition of Rs. ( ) ..... till  
 the total deposits reach Rs. ( ) ..... for  
 the support of the said school, over and above whatever other sums may be  
 received as income of the school, this day at..... the .....  
 of 19.....

Signed by the above named

In the presence of witnesses :

(1)

(2)

APPENDIX A (v)

(RULE 135)

Application for Recognition.

1. Name of School.
2. Taluk. Proverthy. Kara.
3. Class of School. Grade of School.
4. Date of Establishment.
5. No. and date of order sanctioning opening of School if it was opened after 1st January 1910.
6. Name and address of Manager.
7. Name and address of Correspondent.

8. Forms or Classes already recognised.		9. Forms or Classes for which recognition is now sought.	
Forms or Classes.	Strength on date of application.	Forms or Classes.	Strength on date of application.

10. Total area of
  - a. Class rooms.
  - b. Other buildings.
  - c. Playground.
11. Number of Class-rooms and the superficial and cubic area of each room, with the maximum number of pupils likely to be taught in each room.
12. Fees in each Form or Class.



	Name of Teacher.
	Designation.
	Full salary assigned or to be assigned.
	Date of Birth.
	No. of license held by the teacher.
	Forms or classes and the subjects taught.
	In the School.
	In other recognised schools the names of such schools being specified.
	Total service.
	Highest general Education test passed with year and full particulars.
	Highest Technical Examination passed with year and subject.
	Highest grade of trained teachers' certificate with year.
	Highest grade of non trained teachers' certificate with year.
	Highest grade of technical teachers' certificate with year and subject.

13. STAFF.

14. Sanitation, latrine and water supply.

	Ordinary.	Special.
15. Furniture, apparatus and appliances. (Information separately for each form or class should be given.)		

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

17. The Registers maintained, and whether in the prescribed forms.

### Declaration.

On behalf of the management of the school, I hereby declare that the school fulfils all the conditions specified in the Travancore Education Code, and I promise to comply with all the conditions relating to the recognition of schools affording public instruction, which are laid down in the Code.

Station.

Date.

*Manager or Correspondent.*

## APPENDIX A (w)

## RULE 147 B Note (ii)

*Instructions to Inspecting Officers in the matter of making recommendations for grant to English schools.*

1. *Basis of Calculation of Grants.*

The amount of grant for each school is to be fixed on the basis of income and expenditure of the immediately preceding school year.

2. *Items of Income entering into the Calculation.*

Under the head of income, Managers' contribution or interest on endowment or income on account of sale proceeds from landed property need not be included; but fines of all kinds, subscriptions and donations and athletic and library fees, if any, should be included with fees.

3. *Calculation of fees.*

Fees have to be calculated on the basis of the numbers on the rolls for each class and for each of the instalments. In making this calculation, care has to be taken to include arrears of fees of the previous year collected during the year but to exclude the dues of instalments not actually paid by those who may have left the school during the middle of the year and also to exclude, in the case of Form VI, those pupils of the previous year whose names may have been on the rolls for Edavom but who may not have been liable for the fees of that month. If there be any school in which the fee-rate is lower than the standard rate for Departmental schools the latter should be followed for purposes of calculation; but in cases where the standard rate for Departmental schools may be lower, the prevailing rate in the school should be adopted.

Full rate of fees for all male pupils should be taken for calculation, since fee concessions and free scholarships are not to be taken into account for purposes of maintenance grant. So far as girl pupils are concerned, full or half rates may be taken according as the school authorities have not or have allowed half rates for them.

4. *Maintenance and Fee concession Grants.*

Any maintenance grant that may have been received from the Department during the year and fee concession grant should also not be included under income.

5. *Stipendiary Grants received by the Manager and Stipends paid by him to Teachers under Training* are to be left out from income and expenditure; so also the scholarships and contributions to any Provident Fund.

6. *Expenditure on staff and General Maintenance.*

The scale should be one that can be accepted as reasonable by the Department. It may be possible to accept, as they are, the salaries assigned by Managers to individual teachers; but cases may exist where certain members of the staff (such as a third Malayalam Munshi or a Second Drill Master or a separate librarian in a small High school) may be found superfluous.

7. *The Expenditure on Menial Establishment and Contingency* should be accepted only to a reasonable extent, though it is not possible to have a uniform standard.

8. *Maintenance of building and compound.*

No amount spent on additional building or structural alteration should be accepted; and the amount of the maintenance of the building itself should be accepted not on mere vouchers but only after a personal examination of the items of work attended to. Cost of new land or outlay on new playground should not be allowed, though cost of ordinary maintenance of existing land and repairs to existing playground may be accepted.

9. *Expenditure on Furniture books and other Teaching Appliances.*

Any amount under this head which may be naturally expected during a year in a school that had a reasonable stock at the start may be accepted. But if an abnormal expenditure on any of these items is found, even though it may have been incurred to make up a good stock, any fraction out of it which may appear reasonable should alone be accepted, since it is the duty of the management to get a good stock at the start.

If on any of the supplies herein mentioned, grant under 146 (b and c) has been separately given or promised, no expenditure on that head should be accepted for purposes of maintenance grant also.

10. *Miscellaneous Expenditure* if any should be examined with special care. Allowance of any kind to the Manager or any extraneous agency, rents and taxes paid for school house and compound, travelling allowance to Headmasters or teachers and school celebrations cannot be legitimately charged to the school-account for purposes of maintenance grant. Expenditure on newspapers cannot be allowed, though that on Magazines of any educational significance or importance may be.

NOTE: 1. If there is a hostel attached to the school, the Warden's salary should not be a charge on the school funds but should be met from the Boarding charges of the Hostel.

2. Municipal taxes may be admitted for purposes of grant.

11. *The amount of grant* usually allowed is  $\frac{1}{3}$  of the deficit in the case of English Schools for boys and  $\frac{1}{2}$  of the deficit in the case of English schools for girls; but in rare cases a less percentage may be recommended for stated reasons if, on account of very small strength in certain classes, the expenditure on staff may have been out of proportion to the fee-income or if, as a result of frequent or unnecessary change of staff, or poor expenditure towards the improvement of necessary equipment or other unfavourable conditions, the work in the school may not have been satisfactory.

12. *Unrecognised classes.*

No grant under Rule 146 (a) is intended to be given to a school which has none of its classes recognised. But income and expenditure on account of the existence of unrecognised classes in a partly-recognised school may be included.

13. *Cost of Medical Inspection and Grant thereon.*

Expenditure and grant on the same, if any, received from Government in connection with the Medical Inspection of pupils should be excluded from calculating the accounts for maintenance grant.

14. *Detention of pupils from appearing for the English School Leaving Certificate Public Examination.*

In reports on applications for grants from High schools information on the following should be given under "7-progress, conduct and discipline of pupils."

- i. No. of pupils on the rolls in Form VI at the time of the despatch of the list of pupils to be presented for the English School Leaving Certificate Examination.
- ii. No. of pupils included in the above list.
- iii. No. detained owing to shortage of attendance.
- iv. No. detained as the pupils concerned have not attained the minimum age prescribed.
- v. No. detained on other grounds (unsatisfactory conduct etc.) to be specified in each case.
- vi. Total number detained.

*N. B.*—Latest information available at the time of submitting the report should be given.

15. *Statements of receipts and expenditure.*

Under "13—Finance" in the report on application for grant, the Inspecting Officer should give 2 statements one for Receipts and the other for Expenditure in the forms prescribed (Annexures A & B). Separate statements may be submitted if there is not sufficient space for the purpose in the report form. All data required to arrive at the figures in the statements should be furnished in full separately in the form of subsidiary statements. Managers should however continue to give full information regarding all items of income and expenditure in their applications for grants.

---

ANNEXURE A.  
 RULE 147 B--NOTE II.

.....*School*  
**Statement of Receipts for the School—year 19—19.**

No.	Items.	According to						Allowed by			Remarks.
		Manager.			Inspecting Officer.			* Director.			
		Rs.	Ch.	C.	Rs.	Ch.	C.	Rs.	Ch.	C.	
1	Tuition fees										
2	Fines										
3	Subscription										
4	Donation										
5	Miscellaneous (full details to be furnished)										

N. B. Maintenance and other grants are not to be included.  
 \* This column should be left blank by the Inspecting Officer.

ANNEXURE B.  
(RUEE 147—B NOTE II.)

..... School.  
Statement of expenditure for the School—year 19 —19.

No.	Items.	According to				Allowed by		Remarks
		Manager.		Inspecting Officer.		*Director.		
		Rs.	Ch. C.	Rs.	Ch. C.	Rs.	Ch. C.	
1	Salaries of teachers							
2	do. servants							
3	Wages of sweepers, scavengers etc.							
4	Appliances							
5	Books							
6	Maintenance & repair of buildings							
7	Purchase of furniture							
8	Repairs to furniture							
9	Athletics and games							
10	Refund of fees							
11	Contingencies (full details to be furnished)							
12	Other items (full details to be furnished)							

N. B. Expenditure on items for which grant from Government are drawn should not be included.

\* This column should be left blank by the Inspecting Officer.

## APPENDIX A (x).

(RULE 147 C.)

RULES RELATING TO (i) HOSTELS ATTACHED TO SCHOOLS AND  
(ii) BOARDING HOUSES.

## A. Conduct and management.

1. The Hostels and Boarding Houses shall be open to inspection by the Director of Public Instruction or by any Educational Officer deputed by him for the purpose.

2. The management shall undertake to abide by the rules which the Department may prescribe from time to time.

3. As far as possible boarders should not be lodged in pairs. Rooms should ordinarily have one boarder only or three or more.

4. There shall be a Warden (a lady in the case of Girls' hostel) appointed with the approval of the Department and he (or she) shall be Correspondent of the Hostel.

5. Parents or guardians, visiting boarders, may be allowed to stay for periods not exceeding three days at a time and occasional visitors may be allowed by the Warden to take meals in the hostel.

6. The Warden shall supervise the studies and conduct of the boarders and promote the growth of a healthy corporate life among the members by means of games, excursions, literary associations etc.

## B. Aid from Government.

1. Hostels attached to private schools and private hostels conducted for the use of pupils are eligible for maintenance grants at the capitation rate of (i) Rupee one in the case of pupils attending English Schools and (ii) half a rupee in the case of those attending Malayalam or Tamil Schools per mensem per pupil in residence in the hostel, provided that they shall be open to members of all communities.

Pupils attending English Training schools will be treated as those attending English schools and pupils attending Malayalam or Tamil Training schools as those attending Malayalam or Tamil schools.

The application for grant under this rule should be made in the annexed form.

2. The grant should not exceed the total net cost to the management of the hostel. In calculating the net cost, the deficit, if any, in the Boarding Charges should not be taken into account. All other reasonable charges may enter into the calculation.

3. The capitation rate may be allowed only in the case of pupils who are Travancoreans.

4. The Director of Public Instruction shall have power to withdraw aid at any time; but an appeal will lie to the Government within thirty days of the orders of withdrawal.



## ANNEXURE.

## RULE 147 C.

Application for grant-in-aid to hostels under Rule 147 C  
of the Education Code.

---

1. Name of Hostel
2. Date of Establishment
3. Taluk
4. Pakuthy
5. Kara
6. Name of Manager
7. Name of Correspondent

I hereby certify that the particulars given in the application are correct

Station.

Date.

*Signature of Manager.*

- N. B.—1. The particulars in the following pages should be those relating to the academic year previous to that in which the application is submitted.
2. Copy of the rules governing the hostel should be attached to the application.

- I. 1. Date on which the Hostel was opened during 194 to 194  
 2. Date on which the Hostel was closed during 194 to 194  
 3. Periods of vacation during 194 to 194

II. Statistics regarding inmates.

Month.	Institutions in which the inmates are studying.						Remarks.
	1		2		3		
	Travan- coreans.	Non- Travan- coreans.	Travan- coreans.	Non- Travan- coreans.	Travan- coreans.	Non- Travan- coreans.	
Mithunam							
Karkadagam							
Chingam							
Kanni							
Thulam							
Vrisohigam							
Dhanu							
Makaram							
Kumbham							
Meenam							
Meenam							
Edavam							

III. Statement of staff Supervision, (clerical and menials.)

Name.	Designation.	Pay.	Remarks.

**IV. Statement of receipts and expenditure for 194 to 194**

(The entries under this head should be as detailed and clear as possible and all items of expenditure should be supported by proper vouchers).

*Signature of Manager.*

## APPENDIX A (y)

(Rule 117 c)

Rules for the award of grant-in-aid to Orphanages and Boarding Homes for destitute children.

1. Only institutions which are primarily orphanages or boarding homes for destitute children, which in the opinion of the Director of Public Instruction, provide an education suitable for orphans and destitute children, shall be eligible for aid under these Rules.

2. An institution shall not ordinarily be considered deserving the grant in aid sanctioned by these Rules unless 50 per cent. of its inmates at the least are orphans or non-orphan destitutes, who are provided with free boarding, clothing, lodging, attendance, medical care and education without any charge whatsoever to the inmates, parents or guardians. The Director of Public Instruction is competent to relax the above condition in special cases.

3. The term 'orphan' used in these rules means a child which has lost either or both of its parents.

4. Applications for grant-in-aid made under these Rules by an institution will be considered only if:—

- (1) the management is vested in the hands of a responsible person or body of persons with practical experience in the working of such institutions.
- (2) the institution has been working as an orphanage or a boarding home for destitutes for not less than three years.
- (3) the institution will receive and care for, as an inmate, any destitute child sent to it under the orders of Government on their paying for such child an amount equivalent to the average annual cost of maintenance of an inmate as shown by the accounts of the institution, provided that the child is of the same religious persuasion as the other orphans of the institution, and that it has not been dismissed from another institution for improper conduct; and
- (4) satisfactory arrangements exist for imparting religious and moral instruction to the inmates.

5. An institution shall be eligible for a grant in aid, provided it satisfies the following conditions:—

- (a) The site of the institution should be suitable from the point of view of sanitation, play grounds, educational facilities and supervision by the officers of the institution, and by the Inspecting Officers of the Education Department, or by such officials or persons whom the Government may from time to time authorise therefor;
- (b) the buildings should be well lighted and ventilated.
- (c) the kitchens and messes should be clean and sanitary and suitable meals should be provided;
- (d) male and female children above the age of 8 should be accommodated in separate dormitories;
- (e) separate bedding should be provided for each inmate, and the clothing of the inmates should be clean and tidy, and adequate provision should be made for regular baths for the inmates.
- (f) Rule 40 of the Code regarding vaccination shall apply *Mutatis Mutandis* to the inmates of the institution.

- (g) an admission register should be maintained in which all ascertainable particulars regarding the inmates admitted should be entered with regard to age, caste, creed, names of parents or failing them of relatives with their occupations and addresses, and the managers of the institution should certify, after the entries relating to each inmate, that the particulars recorded are, to the best of his or her belief true;

**NOTE:—**The register will be kept confidential but it shall be available for inspection by the Inspecting Officers mentioned in clause (a) above;

- (h) arrangements should be made to the satisfaction of Government for the medical care and treatment of the inmates;
- (i) the upper age-limit of the inmates for the purposes of grant shall be 16 in the case of boys and 18 in the case of girls. Inmates reaching these respective age limits may continue as such in the institution but no grant shall be payable in respect of them.
- (j) withdrawals of the inmates from the institution with a brief statement of the circumstances in each case should be entered in the admission register;
- (k) the institution should provide instruction in the three R's besides instruction in religion and morals to every inmate above the age of five not physically or mentally defective; this instruction may be given either in the institution itself or in a school situated nearby; it is desirable that each inmate should go through a complete primary school course.
- (l) for inmates who are above the age of 12 or those who have completed the primary school course, some vocational training as far as possible, with due regard to the natural inclination of the inmate, should be arranged for either in the institution itself or outside.
- (m) in respect of every inmate on whose account a grant is claimed a certificate testifying to its destitution should be obtained from the Tahsildar of the taluk to which the child belongs or from such other person or class of persons as the Government may approve as a certifying authority and filed with the records of the institution for reference; the possession of a trifling income by the parents of the inmates does not necessarily exclude the inmates from the category of destitutes.

6. Applications for grants-in-aid of boarding charges under these rules shall be made in the form prescribed (Annexure D) for the purpose and submitted to the Director of Public Instruction through the Inspecting Officer concerned so as to reach the latter not later than the first of Kannu of each Malabar year. As soon as an application for grant-in-aid is received, the Inspecting Officer shall inspect the institution and investigate the case. The application should not be considered unless the investigating officer is satisfied that the requirements of these rules have been duly complied with that the education provided by the institution is suitable and that the accounts show that the institution is not conducted for private profit. The Inspecting Officer shall invariably consult a Medical Officer on matters relating to the sanitary condition of the buildings and their surroundings. The Inspecting Officer shall afterwards submit a report containing his recommendation, so as to reach the Director of Public Instruction not later than the first of Pphanu each year.

7. Every institution desiring to receive grant-in-aid, shall along with the application for grant, submit its annual account for the preceding Malabar year in the prescribed form (Annexure II).

8. The grant shall not exceed Rs. (24) twenty-four per annum per inmate, and shall on no account exceed Rs. (1200) one thousand and two hundred per annum or three-fourths of the excess of expenditure of the institution over all its sources of income for the year (which should include income from permanent endowments, donations and subscriptions, earnings of inmates etc.) whichever may be less.

NOTE :- Destitute children admitted under orders of Government and for whom full maintenance cost is paid by Government will be excluded from the calculation of *per capita* grant-in-aid.

9. All grants will be subject to the sanction of the Director of Public Instruction.

10. Grants sanctioned shall be drawn quarterly on bills as per account Code Forms Nos. 34 or 37. Such bills shall be drawn by the Manager or Correspondent of the institution and countersigned by the Inspecting Officer.

11. In case of non-compliance with the Rules for grant-in-aid, such aid shall be withdrawn. When the Government consider that the grant-in-aid should be withdrawn, six months' notice of withdrawals reckoned from the close of the last quarter for which payment has been made will be given.

12. The following records shall be maintained by the institutions :-

- (1) individual register of health and progress.
- (2) register of income and expenditure with vouchers
- (3) copies of letters despatched and
- (4) file of letters received.

13. The following periodical returns shall be made to the Director of Public Instruction, by the institutions receiving grant-in-aid under these Rules :-

- (a) quarterly return of strength ;
- (b) annual balance sheet and statement of admissions and withdrawals;

## ANNEXURE I.

APPLICATION FOR GRANT-IN-AID TO ORPHANAGES OR BOARDING HOMES  
FOR DESTITUATES.

1. Name of Orphanage.
2. (a) Taluk.\*  
(b) Pakuthy.
3. Date of Establishment.
4. Name of (a) Manager  
(b) Correspondent  
(c) Medical attendant (with qualifications)
5. (a) Number of Orphans  
(b) Number of non-orphan destitutes  
(c) Total number of inmates
6. (a) Number of destitute orphans within the described age limits who are given education.  
(b) Number of non-orphan destitutes within the prescribed age limits who are given education.
7. The education work done by the institution
8. Accommodation provided for dormitories &c.
9. Sanitary condition of the building and its surroundings as reported by the Medical Officer.
10. Other work done by the institution.
11. Financial statement for the preceding complete Malabar year.  
(a) (i) from endowment  
(ii) contributed by management  
(iii) from other sources.  
(b) Expenditure
12. Average boarding cost per mensem for each orphan and non-orphan destitute.
13. Net cost of maintenance per annum { Recurring  
Non-recurring.

Station.....

*Manager or Correspondent.*

Date.....

**ANNEXURE II.**

Name of Orphanage:—

Financial statement for the year 111 M. E.

	Amount.				Amount.		
	Rs.	Ch.	C.		Rs.	Ch.	C.
<b>INCOME.</b>				<b>EXPENDITURE.</b>			
1. From endowment ...				1. Salaries (full details with salaries paid to each member should be given) ...			
2. From other sources (to be specified) ...				2. Mess charges ...			
(i) Donations ...				3. Annual maintenance and repairs to buildings ...			
(ii) Subscriptions ...				4. New buildings ...			
(iii) Grant-in-aid from Government ...				5. Lighting charges ...			
(iv) Sale of materials ...				6. Medical charges and Sanitation ...			
(v) Miscellaneous (with details thereof) ...				7. (i) Furniture - purchase of ...			
(a) ...				(ii) Repairs to furniture ...			
(b) ...				8. Cost of clothing ...			
&c., ...				9. Expenditure for the education of the orphans (such as fees, price of the books, note books etc.) ...			
(vi) ...				10. Games and Physical exercises ...			
&c., ...				11. Contingencies (with details) ...			
8. Deficit made good by management ...				12. Other charges (full details should be furnished) ...			
<b>Total</b> ...				<b>Total</b> ...			



APPENDIX A (z)

Rule 148.

On an Eight anna Stamp Paper (Travancore), Agreement under Rule 148.

Whereas sanction has been accorded by..... in his letter..... for the purchase of..... for the use of the ..... school and an amount of Rs..... has been allowed as grant thereon in the said letter and whereas I am asked to execute an agreement in letter No..... of..... dated..... for Rs..... I do hereby declare that..... to the cost of Rs..... have been duly supplied as per the list submitted by me with my letter No..... dated..... and bind myself and my successors to use them for the purposes for which they were sanctioned and for no other purpose.

Station.....

MANAGER.

Date.....

Witnesses :-

1  
2

Sd.  
Sd.

## APPENDIX B (b)

## Agreement under Rule 149 (a).

This Indenture made the \_\_\_\_\_ day of  
 One Thousand Nine Hundred and \_\_\_\_\_ between

(herein after called the party of the first part) of the one part and

Dewan of Travancore, acting for and on behalf of the Government of His Highness the Maharaja of Travancore (herein after called the party of the second part) of the other part Whereas the party of the first part is/are well and truly entitled to and possessed of the piece or parcel of land particularly described in the schedule hereunder written and has erected and built a school house and other buildings thereon at an actual cost of.....Rupees. Whereas the party of the first part has/have in accordance with the provision of the Travancore Education Code now in the State of Travancore applied to the Director of Public Instruction, Travancore for a grant-in-aid of the sum of

Rupees being part of the said sum of .....Rupees and has/have submitted to the said Director of Public Instruction, the vouchers and certificates referred to in rules one hundred and forty nine and one hundred and fifty three of the said Travancore Education Code as to the cost and completion of such buildings and Whereas the party of the second part hath consented and agreed to make the said grant in the manner provided in Chapter XV of the said Travancore Education Code upon the party of the first part entering into the covenants on his/their part and giving security herein after contained. Now this Indenture witnesseth that in pursuance of the said agreement and in consideration of the sum of Rupees

paid by the party of the second part to the party of the first part (the receipt and satisfaction whereof the party of the first part doth/do hereby acknowledge) he,they the party of the first part doth/do hereby for himself,themselves his/their respective heirs, executors, administrators and legal representatives covenant with party of the second part its successors and assigns that,he they the party of the first part of his,their heirs, executors, administrators or legal representatives will from time to time and at all times so long as the said buildings shall be used for the purposes of the said school conduct and manage such school or cause such school to be conducted and managed by the person for the time being in charge of same in accordance with the rules and regulations for the time being in force in the Travancore Education Department so far as the same respectively are applicable to the said school and will not prior to the lapse of twenty years from the date hereof divert or allow to be diverted the said buildings to other than educational purposes approved by the Director of Public Instruction and will during such period keep such buildings in good and substantial order and repair so that the same may be always efficient for use for the purpose of the said school and will in the event of the said building at any time prior to the lapse of the said period ceasing to be required for the purposes of the said school or being diverted to other than educational purposes approved by the said Director of Public Instruction forthwith repay to the party of the second part its successors or assigns the said sum of Rupees

or so much thereof as shall be determined by the said Director of Public Instruction And will further in the event of such repayment not being made within one month from the determination of the amount of same if so required to do by the party of the second part its successors or assigns sell to the party of the second part its successors or assigns the said piece or parcel of land with

the school and buildings thereon at a valuation to be determined by the said Director of Public Instruction who in making his award shall deduct from the price thereof such portion of the said grant as may seem to him equitable provided always that nothing in the last preceding clause contained shall release the party of the first part his/their, executors, administrators or legal representatives from the repayment of the said amount to be fixed by the said Director of Public Instruction as aforesaid in the event of the party of the second part not being desirous of purchasing the said piece or parcel of land and buildings And this Indenture further witnesseth that in further pursuance of the said agreement and in consideration of the said grant-in-aid so paid as aforesaid the party of the first part doth/ do and each of them doth hereby grant convey and assign unto the party of the second part, its successors and assigns all that piece or parcel of land particularly described in the schedule hereunder written together with all and singular the buildings and erections now being or which hereafter be thereon And all rights easements and appurtenances whatsoever usually held or connected therewith or reputed to belong or be appurtenant thereto And also all furniture fixtures fittings maps and other school apparatus, school books and chattels for the time being in and belonging to or used or to be used for the said school and all the estate, right, title or interest, claim and demand of the party of the first part into and upon the said hereditaments and premises To Have and To Hold the said piece or parcel of land hereditaments, chattels and effects and all other the premises expressed to be assured unto the party of the second part its successors and assigns according to the nature and tenure thereof respectively upon Trust to permit the same hereditaments and premises to be used by the party of the first part his/their heirs, executors, administrators or legal representatives of his or their nominees as a school

And with power in case there shall be a breach of any of the covenants herein before contained and on the part of the party of the first part his/their heirs, executors, administrators or legal representatives to be observed and performed or any breach of the person or persons for the time being in charge of the said school of the said rules and regulations of the Travancore Education Department and if the party of the first part his/their heirs, executors, administrators or legal representatives shall fail to pay on demand the said sum of Rupees

other the amount so to be fixed by the Director of Public Instruction in manner hereinbefore provided with the period hereinbefore mentioned or to sell the said premises to the party of the second part as also hereinbefore provided as the case may be then and in any of such cases to forthwith sell and absolutely dispose of the said hereditaments and premises and apply the proceeds of such sale after payment thereof of all costs and expenses attending the same in or towards recouping or reimbursing to the party of second part its successors or assigns the said grant in aid or sum of Rupees

or other the amount so to be fixed by the Director of Public Instruction as aforesaid and to pay the surplus if any to the party of the first part his/their heirs, executors, administrators or legal representatives or assigns Provided always and it is hereby agreed and declared that at the expiration of the said period of twenty years hereinbefore referred to the party of the second part or its successors or assigns, as the case may be, shall in the event of the covenants hereinbefore contained on the part of the party of the first part his/their heirs executors, administrators or legal representatives having been in the mean time duly performed and

observed reconvey and reassign unto the party of the first part his/their heirs, executors, administrators or legal representatives or as he or they may direct all and singular the piece or parcel of land, hereditaments, chattels, goods or other premises expressed to be hereby granted-conveyed or assigned.

In witness Whereof the said parties hereto of the first and second part have hereunto set their respective hands and seals the day and year first above written.

Schedule to which the above written Indenture refers :—

All that piece or parcel of land situated at  
in the district of and taluk of  
the Sub Registration District of  
Registration District of

and in  
and  
bounded

on the north side thereof by  
on the south side thereof by  
on the east side thereof by  
on the west side thereof by

and

containing together in the whole by admeasurement

(be the same little more or less) and all which  
said piece or parcel of land was formerly in the occupation of

and now in the occupation of

Signed & sealed by the above named  
in the presence of

- 1.
- 2.

Signed & sealed by the above named  
in the presence of

- 1
- 2.

## APPENDIX B (c).

[RULE 152].

**Application for Grant in aid under Rule 146 (a) of Education Code.**

1. Name of School.
2. Taluk.  
Pakuthi.  
Kara
3. Date of Establishment.
4. Name of Manager.
5. Name and address of Correspondent.
6. Grant now drawn.

7 Form or Classes (with divisions.)	Strength on date of application.	Amount of grant sanctioned.	Amount of grant sought.

8. Teaching staff on the date of application.

Name of teacher.	Designation.	Salary.	Date of birth.	Forms or Classes taught.	Total Service.	General Educational Qualification.	Professional Qualification.	License No. & class permitted to be taught.

9. Abstract of account for the year ending

RECEIPTS.	Rs. Ch. C.	EXPENDITURE.	Rs. Ch. C.
Fees (each Form or Class to be given separately).		Salaries (amount paid to each person to be separately specified.)	

Donations or subscriptions.  
Interest on endowments.  
Other items (each to be specified.)

Maintenance and repairs  
New buildings  
Furniture  
Teaching appliances and apparatus  
Library books  
Contingencies  
Other items (each to be specified)

Declaration I,           Manager           of the above school hereby declare that the particulars entered in this form are true. I undertake to comply with all the conditions relating to grants which are prescribed in the Education Code.

Station

Date

*Manager/Correspondent.*

APPENDIX B (d)  
[RULE 152]  
TRAVANCORE GOVERNMENT.  
Education Department.

Application for grant-in-aid under Rule 146, (b) and (c) of the  
Travancore Education Code.

1	Name of institution.	
2	Name and address of Manager.	
3	Number and date of order granting recognition.	
4	Whether lists are attached showing in detail articles with cost.	
5	Total cost of the supply proposed.	
6	Amount of grant applied for.	
7	In the case of furniture, in- formation as regards the Forms or Classes for which they are required with the average strength of each and the dimensions of each article with cost should be furnished.	
8	Inspecting Officer's remarks regarding the supply in his last inspection report.	
9	Remarks (showing the neces- sity for the proposed supply.)	

*Declaration*—On behalf of the management of the school I hereby declare that the conditions of recognition and aid laid down in the Travancore Education Code are being and will continue to be fully observed, and that I am prepared to submit the institution together with its current endowment and trust accounts, its establishment, timetable and registers to inspection and to furnish such returns as may be required by the department and that I shall abide by all other conditions on which this grant may be sanctioned.

Station. . .

Date.

*Correspondent.*

*Note*—Separate application forms should be used for books, furniture, educational apparatus for teaching Science etc.



## APPENDIX B. (e)

(RULE 152)

Travancore Government,

Education Department.

Application for grant under Rule 146 (d) (e) or (l) of the Education Code.

(Building Grant)

(This form is drawn up mainly to suit the applications for building grants to *schools*. The necessary modifications should be made in the case of applications relating to other institutions;

1. Name of Institution.	
2. Taluk and Pakuthy in which it is located.	
3. Name and address of Manager.	
4. Name and address of Correspondent.	
5. Highest class in the Institution.	
6. Highest class recognised.	
7. Number of pupils in each class or class division on the date of application (Vide Note 1 also).	
8. Existing accommodation (Number of Rooms and the size of each).	
9. Proposed additions (Character of, and necessity for, the proposed work should be given in detail).	

## APPENDIX B (e) - (contd.)

10. Estimated cost (Detailed plan and estimate should be attached -- Vide No. 2).	
11. Inspecting Officer's Remarks regarding accommodation contained in the last two Annual Inspection Reports on the Institution.	
12. Director's review of such remarks.	
13. Amount of building grant drawn by the Institution in previous years with number and date of the order sanctioning the same.	
14. (a) Full details regarding the ownership of the site, buildings and other properties of the Institution.	
(b) The area and survey number of the site.	
15. The latest date on which the management wishes to begin the work and the time required for its completion.	

- 
16. The Treasury at which the grant, if sanctioned, is to be payable.
- 

**DECLARATION:—**On behalf of the management of the Institution I hereby declare that the property is unencumbered and that it will not be alienated or encumbered without the consent of the Government and that the conditions of recognition and aid laid down in the Travancore Education Code are being and will continue to be fully observed and that the management is prepared (a) to subject the Institution together with its current, endowment and trust accounts, its establishment, time-table and registers to inspection (b) to furnish such returns as may be required by the Department and (c) to execute the necessary agreement in the form prescribed by Government stipulating the conditions subject to which the grant may be sanctioned.

Station:—

Date:—

Manager.

**NOTE:—**(1) A statement showing the strength of the different classes or forms as it stood on the last day of every Malabar year for 5 years preceding the year in which the application is submitted should be attached.

(If there are any striking variations in the strength as shown above, such variations should be accounted for.)

(2) The name, designation and qualification of the person by whom the plans, estimates and specifications were prepared should be noted on them.

(3) A statement showing the annual expenditure for the last 5 years, incurred in the up keep of the Institution and how much of it is met from:

(a) Fees	(c) Other sources
(b) Government Grant	(d) Manager's funds.

should be attached.

(4) If the property is encumbered, the declaration should be suitably modified.

APPENDIX B. (f).

RULE 153 (ii).

*Statement of Grant-in-aid sanctioned under Rule 146 (a) of the Education Code.*

No.	Name of School.	Grade.	Taluk.	Name of Manager or correspondent.	Amount of grant sanctioned. Rs.	Authority for the sanction.			Treasury drawn on.	Reference to previous Memo sanctioning grant to the school.
						Memo No.	Date.	With effect from.		
1	2	3	4	5	6	7	8	9	10	11

## APPENDIX B (g)

## RULE 158—NOTE (ii)

Training School,

194

I do hereby declare that the teachers whose names are noted below have been presented from this school for the Trained Teacher's Certificate Examination of Lower Higher Grade, that the teachers included in the list A have made the required attendance during the school year that those in List B have been exempted from the rule regarding attendance by the orders of the Director quoted against each and that the necessary exemption has been applied for in respect of those included in List C.

Signature :—

Designation :—

Names of teachers.

APPENDIX B (h).  
(RULE 182.)

Application for Admission to the Training College/School.

1. Applicant's name (in full) }  
with designation. } .....
2. Applicant's address. ....
3. Applicant's signature. ....
4. Name, address and occupation }  
of parent or guardian. } .....
5. Date of birth of the applicant. ....
6. Birth place. ....
7. Caste or religion. ....
8. Applicant's mother tongue. ....
9. Schools and colleges pre- }  
viously attended with time }  
in each. } .....
10. Qualifications with class in }  
B. A. or B. A. (Hons.) or }  
M. A. and the name of the }  
University which awarded }  
the degree. } .....
11. Schools, if any, in which ap- }  
plicant has served as a }  
teacher with time in each. } .....
12. Whether applicant has at any }  
time been employed other- }  
wise than a teacher; if so }  
in what capacity and for }  
what time. } .....
13. Whether the applicant is now }  
employed as a Teacher; if }  
so the school in which he }  
or she is now employed. } .....
14. Class to which admission is }  
sought and special subjects }  
chosen for the training }  
course. } .....

15. Optional subject for the E. S. }  
 L. C or the B. A. Degree }  
 Examination. } .....
16. Whether applicant is to be in receipt of a stipend from any manager; if so, name and address of manager and amount of stipend or whether the applicant desires to undergo Training as a Non-stipendiary. }  
 } .....
17. Date of admission. ....

Station.

Date.

Declaration by the manager.

I ..... the manager of .....  
 ..... hereby agree to pay to .....  
 ..... the above applicant a stipend at the rate of Sirkar  
 Rs..... per mensem from ..... to ..... provided  
 he/she attends during the period and provided that I receive from the Govern-  
 ment of Travancore a grant equal to half of the sum so paid.

Station.

Date.

Signature.

## APPENDIX B (i).

(RULE 188).

*Agreement.*

Know all men by these presents that I \_\_\_\_\_ of  
 and bound to \_\_\_\_\_ Dewan of Travancore  
 acting for and on behalf of the Government of His Highness the Maharaja  
 of Travancore in the sum of Sirkar Rupees \_\_\_\_\_ to be paid to the  
 said Dewan of Travancore or to his certain attorney, successors in office or  
 assigns for which payment, I duly bind myself, my executors and adminis-  
 trators by these presents depend at \_\_\_\_\_ this  
 day of \_\_\_\_\_ one thousand nine hundred and \_\_\_\_\_

Whereas the above bounden \_\_\_\_\_ has been  
 admitted to and entered the Trivandrum Training College for Teachers as  
 a teacher on deputation allowance for the purpose of being trained for the  
 examination for the Degree of Licentiate in Teaching of the University of  
 Travancore at the expense of Government having been granted for the said  
 purpose a deputation allowance of Sirkar Rupees \_\_\_\_\_ per mensem,  
 being the substantive pay which he was drawing immediately before his  
 deputation for training tenable for the period he stayed in the College  
 during the academic year \_\_\_\_\_ And whereas it has been agreed that  
 the above bounden \_\_\_\_\_ shall enter into a bond in the  
 above mentioned sum of Sirkar Rupees \_\_\_\_\_ with such  
 condition as is hereunder written for the faithful discharge by the said  
 \_\_\_\_\_ of his duties as such teacher on deputation  
 allowance and as security for the payment of all moneys paid to him as  
 such. Now the condition of the above written bond is such that if the said  
 \_\_\_\_\_ shall remain in and go through at  
 the said Trivandrum Training College for Teachers for the period for which  
 the said allowance is tenable the full course of training prescribed by the  
 University of Travancore for the Degree of Licentiate in Teaching and shall  
 appear for the next ensuing examination necessary for qualification as a  
 Licentiate in teaching and if necessary and if permitted to do so for every  
 successive examination until he is qualified as aforesaid and shall after the  
 course of training and passing of the examinations so prescribed follow the  
 profession of and serve for a period of at least five years as a teacher sub-  
 sequent to the examinations at the close of the period of training in a  
 school or schools in Travancore under Departmental Management and  
 shall during such course of training abide by the rules and regulations laid  
 down by Government with respect to teachers under training at the said  
 Training College for teachers at Trivandrum and during such period of five  
 years as aforesaid abide by all the rules and regulations laid down by Gov-  
 ernment with respect to teachers of such schools under Departmental  
 Management and shall also during the said period of five years supply the  
 Principal of the said Training College with such information as may from  
 time to time be prescribed as will enable the Principal to keep up the  
 History of trained students and shall not engage himself in any other  
 occupation, trade or business during such courses of training as aforesaid in  
 the said Training College at Trivandrum 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 five years as a teacher  
 in a school or schools in Travancore under Departmental Management as



aforesaid or shall not abide by such rules and regulations as aforesaid or any of them or any other conditions herein to be observed and performed by the said \_\_\_\_\_ and the said \_\_\_\_\_

his executors or administrators shall on such failure from any cause or reason whatsoever otherwise than ill health duly certified to by a competent medical officer and before his resignation is accepted or he is relieved of his work as a teacher pay in to the said Dewan of Travancore, his successors in office or assigns all moneys received from Government by the said \_\_\_\_\_ while such teacher under training as aforesaid, it being understood that in this latter case the resignation of the said \_\_\_\_\_ shall not be accepted or he be relieved of his work, unless and until he has paid into the said Dewan, his successors in office or assigns all such sums of moneys as aforesaid 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 witnesses:—

- 1.
- 2.

## APPENDIX B (J).

(RULE 188.)

*Agreement.*

Know all men by these Presents that I \_\_\_\_\_ am bound to  
 Dewan of Travancore acting for and on behalf of the Government of His  
 Highness the Maharaja of Travancore in the sum of Sircar Rupees  
 to be paid to the said Dewan of Travancore or to his certain attorney,  
 successors in office, or assigns for which payment I duly bind myself, my  
 executors and administrators by these presents \_\_\_\_\_ at  
 this \_\_\_\_\_ day of \_\_\_\_\_ one thousand nine hundred and  
 Whereas the above bounden \_\_\_\_\_ has been  
 admitted to and entered \_\_\_\_\_ as a teacher on deputation allo-  
 wance for the purpose of being trained as a \_\_\_\_\_ Teacher at the  
 expense of Government, \_\_\_\_\_ having been granted for the said  
 purpose a deputation allowance of Sircar Rupees \_\_\_\_\_ per mensem  
 being the substantive pay which he was drawing immediately before his  
 deputation for training tenable for one academic year and whereas it has  
 been agreed that the above bounden \_\_\_\_\_  
 shall enter into a bond in the above mentioned sum of Sircar Rupees  
 with such condition as is hereunder written for the faithful dis-  
 charge of the said \_\_\_\_\_ of his duties as such teacher on deput-  
 ation allowance and as security for the payment of all moneys paid to him  
 as such. Now the condition of the above written bond is such that if the  
 said \_\_\_\_\_ shall remain in and go through at the said  
 for the one year for which the said deputation allowance is tenable the full  
 course of training prescribed by Government for  
 for and shall immediately after the conclusion of his period of training  
 serve as a teacher on probation in any school, which the Director of Public  
 Instruction \_\_\_\_\_ may sanction for the purpose for such a period  
 not exceeding two school years as the Director of Public Instruction may  
 deem necessary and shall after the period of training and probation appear  
 for the next ensuing examinations for qualification as a trained  
 and if necessary and if permitted to do so for every suc-  
 cessive examination until he is qualified as aforesaid and shall after the  
 course of training and passing of the examinations prescribed follow the  
 profession of and serve for a period of at least five years as a teacher sub-  
 sequent to the examinations at the close of the period of training in a  
 school or schools in Travancore under Departmental Management and shall,  
 during such course of training abide by the rules and regulations laid down  
 by Government with respect to teachers on deputation allowance at the  
 said \_\_\_\_\_ and during such period of five years as aforesaid  
 abide by all the rules and regulations laid down by Government with res-  
 pect to teachers of such schools under Departmental management and also  
 during the said period of five years supply the \_\_\_\_\_ with such infor-  
 mation as may from time to time be prescribed as will enable the  
 to keep up the History of trained teachers and shall not engage himself  
 in any other occupation, trade or business during such course of training as  
 aforesaid in the said \_\_\_\_\_ 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 five years as a teacher in a school or schools in Travan-  
 core under Departmental management as aforesaid or shall not abide by  
 such rules and regulations as aforesaid or any of them or any other conditions  
 herein to be observed and performed by the said and the said

his executors or administrators shall on such failure from any cause or reason whatsoever otherwise than ill-health duly certified to by a competent Medical Officer and before his resignation is accepted or he is relieved of his work as a teacher pay in to the said Dewan of Travancore, his successors in office or assigns all moneys received from Government by the said while such teacher on deputation allowances as aforesaid, it being understood that in this latter case the resignation of the said shall not be accepted or he be relieved of his work unless and until he has paid up to the said Dewan his successors in office or assigns all such sums of money as aforesaid 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 :—

Witnesses :—

1.

2.

## APPENDIX—B (k)

(RULE 188.)

## Agreement between Manager and Student.

*(Graduate.)*

Know All Men By These Presents that I..... of.....  
 ..... am bound to ..... Manager  
 ..... in the sum of Sirkar Rupees .....  
 ..... to be paid to the said Manager or to his certain attorney, suc-  
 cessors in office or assigns, for which payment, I duly bind myself my exe-  
 cutors and administrators by These Presents dated at ..... this  
 ..... day of ..... Ole Thousand Nine Hundred and.....

Whereas the above bounden..... has been admitted to and  
 entered the Trivandrum Training College for Teachers as a teacher on  
 deputation allowance for the purpose of being trained for the examination  
 for the Degree of Licentiate in teaching of the University of Travancore  
 having been granted for the said purpose by the Manager a stipend of Sirkar  
 Rupees... .. per mensem tenable for the period he stayed in the College  
 during the period of one academic year.

And Whereas it has been agreed that the above bounden ..... shall  
 enter into a bond in the above mentioned sum of Sirkar Rupees.....  
 with such condition as is hereunder written for the faithful discharge by the  
 said..... of his duties as such teacher on deputation allowance and as  
 security for the payment of all moneys paid to him as such. Now the  
 conditions of the above written bond is such that the said ..... shall  
 remain in and go through at the said Trivandrum Training College for  
 Teachers..... for the period for which the said allowance is tenable  
 the full course of training prescribed by the University of Travancore for  
 the Degree of Licentiate in Teaching and shall appear for the next ensuing  
 examination necessary for qualification as a Licentiate in Teaching and if  
 necessary and if permitted to do so, for every successive examination until  
 he is qualified as aforesaid and shall after the course of training and pass-  
 ing of the examinations so prescribed follow the profession of and serve for  
 a period of at least five years as a teacher subsequent to the examinations at  
 the close of the period of training in the..... school and shall during  
 such course of training abide by the rules and Regulations laid down by  
 Government with respect to teachers under training at the said Training  
 College for teachers at Trivandrum and during such period of five years as  
 aforesaid abide by all the rules and regulations laid down with respect to  
 teachers of such schools and shall also during the said period of five years  
 supply the Principal of the said Training College with such information as  
 may from time to time be prescribed as will enable the Principal to keep up  
 the History of the trained students and shall not engage himself in any other  
 occupation, trade or business during such course of training as aforesaid in  
 the said Training College at Trivandrum 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 five years as a teacher in the said.....  
 school as aforesaid or shall not abide by such rules and regulations as  
 aforesaid or any of them or any other conditions herein to be observed  
 and performed by the said..... and the said bounden  
 shall, on such failure from any cause or reason whatsoever otherwise than  
 ill-health duly certified to by a competent medical officer and before his

resignation is accepted or he is relieved of his work as a teacher, pay in to the said Manager his successors in office or assigns all moneys received from the said Manager of the said.....while such teacher under training as aforesaid, it being understood that in this latter case the resignation of the said.....shall not be accepted or he be relieved of his work, unless and until he has paid into the said Manager, his successors in office or assigns all such sums of money as aforesaid 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 witnesses :

1.

2.

## APPENDIX B. (I)

(RULE 188.)

### Agreement between Manager and Student.

(Under-Graduate.)

Know All Men by These Presents that I..... of ..... am bound to ..... Manager..... in the sum of Sirkar Rupees..... to be paid to the said Manager or to his certain attorney, successors in office or assigns, for which payment, I duly bind myself my executors and administrators by These Presents dated at..... this..... day of..... One Thousand Nine Hundred.....

Whereas the above bounden..... has been admitted to and entered..... as a teacher on deputation allowance for the purpose of being trained as a..... having been granted for the said Purpose by the Manager a stipend of Sirkar Rupees..... per mensem tenable for the period he stayed in the.....

during the period of one  $\frac{\text{academic}}{\text{school}}$  year.

And Whereas it has been agreed that the above bounden..... shall enter into a bond in the above mentioned sum of Sirkar Rupees..... with such condition as is here-under written for the faithful discharge by the said..... of his duties as such teacher on deputation allowance and as security for the payment of all moneys paid to him as such. Now the condition of the above written bond is such that the said..... shall remain in and go through at the said..... for the period for which the said allowance is tenable the full course of training prescribed by the Government of His Highness The Maharaja of Travancore for..... and shall after the period of training appear for the next ensuing examination for qualification as a trained... and if necessary and if permitted to do so for every successive examination until he is qualified as aforesaid and shall after the course of training and passing of the examinations prescribed follow the

Profession of and serve for a period at least five years as a teacher subsequent to the examinations at the close of the period of training in the..... school and shall during such course of training abide by the rules and regulations laid down by Government with respect to teachers under training at the said.....and during such period of five years as aforesaid abide by all the rules and regulations laid down with respect to teachers of such schools and shall also during the said period of five years supply the.....with such information as may from time to time be prescribed as will enable the.....to keep up the History of trained students and shall not engage himself in any occupation, trade or business during such course of training as aforesaid in the said 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 five years as a teacher in the said.....school as aforesaid or shall not abide by such rules and regulations as aforesaid or any of them or any other conditions herein to be observed and performed by the said..... and the said bounden shall, on such failure from any cause or reason whatsoever otherwise than ill-health duly certified to by a competent medical officer and before his resignation is accepted or he is relieved of his work as a teacher pay in to the said Manager his successors in office or assigns all moneys received from the said Manager of the said .....while such teacher under training as aforesaid, it being understood that in this latter case the resignation of the said..... shall not be accepted or he be relieved of his work, unless and until he has paid into the said Manager, his successors in office or assigns all such sums of money as aforesaid 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 witnesses :—

- 1.
- 2.

#### APPENDIX B. (m)

(RULE 188.)

#### Agreement between Manager and Government in respect of a Graduate Student.

Know All Men by These Presents that I.....Manager of.....am bound to.....Dewan of Travancore acting for and on behalf of the Government of His Highness the Maharaja of Travancore to the extent of Sirkar Rupees.....\* to be paid to the said Dewan of Travancore or to his certain attorney, successors in office or assigns for which payment I duly bind myself, my successors and assigns by These Presents dated at .....this.....day of..... One Thousand Nine Hundred and.....

\* (The figure to be entered is the money payable under rule 146 (b) for the entire period of training of Teachers.)

Whereas at the request of the above bounden.....  
 .....Mr.....a teacher in.....of which the above  
 bounden is Manager, has been admitted to and entered the Trivandrum  
 Training College for Teachers as a teacher on deputation allowance for the  
 purpose of being trained for the examination for the Degree of Licentiate in  
 Teaching of the University of Travancore having been granted by the said  
 bounden for the said purpose a stipendiary allowance of Sirkar Rupees.....  
 .....per mensem tenable for the period he stayed in the College  
 during the academic year.

And whereas the Government grant unto the said bounden in respect  
 of such teacher a sum of Rupees.....monthly for a period of.....  
 from.....under bills signed by the bounden.

And Whereas it has been agreed that the above bounden.....  
 shall enter into a bond in the sum of Rupees .....with such  
 conditions as are herunder written for the faithful discharge by the said  
 .....\* of his duties as such teacher as security for the pay-  
 ment of all moneys paid to the bounden as grant for such purpose. Now  
 the condition of the above written bond is such that if the said.....  
 shall remain in and go through at the said Trivandrum Training College for  
 Teachers for the period for which the said allowance is tenable the full  
 course of training prescribed by the University of Travancore for the Degree  
 of Licentiate in Teaching and shall appear for the next ensuing examination  
 necessary for qualification as a Licentiate in Teaching.....  
 and if necessary and if permitted to do so for every successive examination  
 until he is qualified as afore-said and shall after the course of training and  
 passing of the examinations so prescribed follow the profession of and  
 serve for a period of at least five years as a teacher subsequent to the  
 examinations at the close of the period of training in the.....  
 school under the management of the said bounden and shall during such  
 course of training abide by the rules and regulations laid down by Govern-  
 ment with respect to teachers under training at the said Training College  
 for Teachers at Trivandrum and during such period of five years as afore-  
 said abide by all the rules and regulations laid down with respect to teachers  
 of the above-said.....school and shall also during the said period  
 of five years supply the Principal of the said Training College with such  
 information as may from time to time be prescribed as will enable the  
 Principal to keep up the History of trained students and shall not engage  
 himself in any other occupation, trade or business during such course of  
 training as aforesaid in the said Training College at Trivandrum 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 five years as a  
 teacher in the said.....school as aforesaid or shall not  
 abide by such rules and regulations as aforesaid or any of them or any  
 other conditions herein to be observed and performed by the said.....  
 .....and the said bounden shall on such failure from any  
 cause or reason whatsoever otherwise than the ill-health of such teacher  
 duly certified to by a competent medical officer and before his resignation is  
 accepted or he is relieved of his work as a teacher, pay in to the said  
 Dewan of Travancore his successors in office or assigns all moneys received  
 from Government by the said bounden in respect of such teacher under  
 training as aforesaid, it being understood that in this latter case the resigna-  
 tion of the said.....shall not be accepted or he be  
 relieved of his work, unless and until the said bounden has paid unto the

\* Which sum is the total sum the Government grant into the said bounden for the  
 entire period of the training.

said Dewan, his successors in office or assigns all such sums of money as afore-said, in either of such cases the above written bond shall be void; otherwise the same shall remain in force.

Signed, sealed and delivered by the above named..... in the presence of witnesses :—

- 1.
- 2.

APPENDIX—B. (n).

(RULE 188.)

**Agreement between Manager and Government in respect of an Under-graduate Student.**

Know All Men By These Presents that I.....Manager of ..... am bound to..... Dewan of Travancore acting for and on behalf of the Government of His Highness the Maha Raja of Travancore to the extent of Rupees..... to be paid to the said Dewan of Travancore or to his certain attorney, successors in office or assigns for which payment I duly bind myself, my successors and assigns by These Presents dated at.....this..... day of..... One Thousand Nine Hundred.....

Whereas at the request of the above bounden..... Mr..... a teacher in..... of which the above bounden is Manager, has been admitted to and entered the..... as a teacher on deputation allowance for the purpose of being trained as a..... having been granted by the said bounden for the said purpose a stipendiary allowance of Sirkar Rupees..... per mensem tenable for the period he stayed in the..... during the <sup>academic</sup> school year.

And Whereas the Government grant unto the said bounden in respect of such teacher a sum of Rupees..... monthly for a period of..... from..... under bills signed by the bounden.

And Whereas it has been agreed that the above bounden..... shall enter into a bond in the sum of Rupees..... with such condition as is hereunder written for the faithful discharge by the said..... of his duties as such teacher as security for the payment of all moneys paid to the bounden as grant for such purpose. Now the condition of the above written bond is such that if the said.....

\* [The figure to be entered is the money payable under article 146 (h) for the entire period of training of the teachers.]

† Which sum is the total sum the Government grant into the said bounden for the entire period of the training



shall remain in and go through at the said.....for the period for which the said allowance is tenable the full course of training prescribed by the Travancore Government and shall after the period of training appear for the next ensuing examination for qualification as a trained..... and if necessary and if permitted to do so for every successive examination until he is qualified as aforesaid and shall after the course of training and passing of the examinations prescribed follow the profession of and serve for a period of at least five years as a teacher subsequent to the examinations at the close of the period of training in the.....school under the management of the said bounden and shall during such course of training abide by the rules and regulations laid down by Government with respect to teachers under training at the said..... and during such period of five years as aforesaid abide by all the rules and regulations laid down with respect to teachers of the abovesaid..... school and shall also during the said period of five years supply the..... with such information as may from time to time be prescribed as will enable the Principal to keep up the History of trained students and shall not engage himself in any other occupation, trade or business during such course of training as aforesaid in the said.....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 five years as a teacher in the said.....school as aforesaid or shall not abide by such rules and regulations as aforesaid or any of them or any other conditions herein to be observed and performed by the said..... and the said bounden shall, on such failure from any cause or reason whatsoever otherwise than the ill-health of such officer duly certified to by a competent medical officer and before his resignation is accepted or he is relieved of his work as a teacher, pay into the said Dewan of Travancore his successors in office or assigns all moneys received from Government by the said bounden in respect of such teacher under training as aforesaid it being understood that in this latter case the resignation of the said..... shall not be accepted or he be relieved of his work, unless and until the said bounden has paid unto the said Dewan, his successors in office or assigns all such sums of money as aforesaid, in either of such cases the above written bond shall be void, otherwise the same shall remain in force.

Signed, sealed and delivered by the above named..... in the presence of witnesses :-

- 1.
- 2.

## APPENDIX B (o).

(RULE 194.)

## Education Department.

*Application for Grant to Libraries and Reading Rooms.*

1. Name of institution

Taluk

Proverthy

Kara

2. Date of establishment

3. Constitution of management

4. No of books in the Library in

(1) English

(2) Malayalam

(3) Tamil

(4) Other Languages  
(to be specified)5. Periodicals, Newspapers, etc,  
subscribed for  
Name of periodical

Cost

6. Whether the institution is free to  
the public for consultation7. Accounts for the Malabar year  
previous to date of application*Income*

Rs. Ch. C.

- (1) Subscription  
 (2) Donations  
 (3) Interest on fund or  
 property belonging  
 to the institution. }  
 (4) Other items

*Expenditure*

Rs. Ch. C.

- (1) Establishment  
 (a)  
 (b)  
 (c)  
 etc.,  
 (2) Books  
 (3) Periodicals  
 (4) Contingencies  
 (5) Other items

Station.

Date.

*Signature of Responsible Manager.*