

THE
COCHIN EDUCATION CODE

VOLUME III

APPENDICES



REPRINT

BY THE SUPERINTENDENT, COCHIN GOVERNMENT PRESS

ERNAKULAM

1940

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Form I (Article 8)

EDUCATION DEPARTMENT—COCHIN STATE

Application for Permission to open a School with a view to its Subsequent Recognition

1. Name of applicant
2. Position of school
Taluk
Proverthy
3. Position with respect to neighbouring schools
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. Owner of site and nature of tenure of the property by owner and by applicant
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
9. Whether the school is specially intended for any particular class of the community and if so, for what class
10. What guarantees can the applicant give of his ability to conduct the school successfully from a financial point of view?

Form I—A

EDUCATION DEPARTMENT—COCHIN STATE

Application for Recognition

1. Name of School
2. Taluk Proverthy
3. Date of establishment
4. No. and date of Order sanctioning opening of the School
5. Name of Manager
6. Name of correspondent
7. Forms or Classes already recognised

Form or Class	Strength on date of application	Remarks

8. Forms or Classes for which recognition is now sought.

9. Staff	Name of Teacher	Designation	Full salary assigned or to be assigned	Age	Forms or classes, and subject taught	Total service		Highest general education test passed and year, with full particulars	Highest grade of Trained Teachers' Certificate, and year	Highest grade of Untrained Teachers' Certificate, and year
						In the school	In other recognised schools, the names of such schools being specified			
10 Accommodation and sanitation	Total area of					{	(a) School buildings ..			
							(b) Offices ..			
							(c) Play-ground ..			
	Number of class rooms and the superficial and cubical area of each room, with the maximum number of pupils likely to be taught in each room						..			
	Sanitation, latrine and water-supply						..			

	Ordinary	Special
11. Furniture, apparatus and appliances (information separately for each form or class should be given) ..		
12. If a library is provided, whether a catalogue and a register of books taken out are kept ..		
13. Fees in each form or class ..		
14. The registers maintained, and whether in the prescribed forms		

DECLARATION

Declaration.—On behalf of the management of the school, I hereby declare that the school fulfils all the conditions specified in the 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 that Code.

Station.....

Date.....

Correspondent

Form No. II, C. E. C.

Name of School

BUILDINGS

Permanent or temporary

Site

Surroundings

Floor

Seating arrangements

Arrangements of doors, windows and ventilation

Light

SANITARY ARRANGEMENT

No. of latrines, seats in each, etc.

No. of urinals, seats in each, etc.

Remarks

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

Station

Name

Date

Rank

Form No. III*Instructions for the Medical Inspection of Schools and Pupils.*

1. The work to be done by the medical officer at the first inspection is detailed in Schedule I with the appendix thereto. The entries in groups I and II of this Schedule should be filled in by the school staff.

2. All inspections should be carried out on the school premises within school hours. The class teacher is required to render every possible assistance to the inspecting officer in the discharge of his work.

3. After Schedule I has been filled up, it should remain in the custody of the Headmaster, who should keep it ready for the next inspection. A copy of the medical officer's recommendations should be sent by the Headmaster to the pupil's parent or guardian, who will do what is possible to see that the recommendations made are duly carried out.

4. Columns II to IV are intended for subsequent or "repeat" inspections. These inspections should be conducted with special reference to previous inspections. It is, therefore, essential that the pupil should be thoroughly examined at the commencement of his school course. In the course of "repeat" inspections, the teacher should draw the attention of the medical officer to "special" cases which show or have shown symptoms of disease.

5. The medical officer will also be responsible for the inspection of school buildings and premises, as also boarding schools and hostels. This work should be

done by him without special remuneration. The manner of each inspection is detailed in Schedules II and III and the appendices thereto.

6. Another ordinary duty of the medical officer, to be discharged by him without remuneration, is to advise school authorities of the necessity for the temporary exclusion of pupils suffering from infectious or contagious disease or infected with vermin. He will also advise as to the closing of the school during outbreaks of epidemics or infectious diseases. Should an epidemic break out in the school or in its neighbourhood, the medical officer must visit the school as often as necessary and take steps for its prevention and disinfection.

7. It shall also be the duty of the medical officer, to give instructions as regards the physical education of pupils by the suggestion of suitable exercises outside school hours.

8. The equipment necessary for the medical inspection of pupils is as follows —

- (1) Avery's measuring standard—for taking heights, and measuring tapes.
 - (2) Weighing machine (portable).
 - (3) Hay's hand mercurial dynameter.
 - (4) Stethoscope.
 - (5) Ophthalmoscope and lenses or refraction.
 - (6) Svellin's test types in English and local vernaculars.
 - (7) Tongue depresser.
 - (8) Head mirror for nose and ear examination.
 - (9) One small glass-stoppered wide-mouthed bottle of camphor.
 - (10) Skeins of coloured wool especially green and red.
 - (11) A good magnifying pocket lens.
 - (12) Needles to test anaesthetic patches to take blood, etc.
 - (13) Clinical Thermometer.
 - (14) Glass slides for blood smears, etc.
- (All these can be enclosed in a box 24"×18"×9')

9. When a pupil is transferred from one school to another his medical card (Schedule I) should, on requisition, be sent to the Headmaster of the latter school.

10. A report on the work of the medical officer for each school year should be submitted by the Headmasters of departmental schools and the Managers of aided schools through the Inspector of Schools to the Director not later than the 15th Chingam. This should be accompanied by a statement in the following form.—

Column (1) Name of school.

.. (2) Number of pupils examined (1st inspection.)

(Repeat do.)

.. (3) Other work done.

.. (4) Name and designation of the medical officer.

SCHEDULE I
SCHEDULE OF MEDICAL INSPECTION

- I Name
- Address
- Caste
- Date of birth
- School
- Occupation of parents

II Personal History

(1) Previous illness of child (before admission)

Measles	Whooping Cough	Small-pox Chicken-pox	Diphtheria	Rickets, Scurvey, etc.	Other illness

9

(2) Family Medical History (if exceptional)

Present condition

	I	II	III	IV
(1) Date of inspection ..				
(2) Standard and regularity of attendance (any occupa- tion before and after school hours) ..				
(3) Age of child ..				
(4) Clothing ..				
General conditions				
(5) Height ..				
(6) Weight ..				
(7) Nutrition ..				
(8) Cleanliness and conditions of skin ..				
Scalp ..				
Body ..				
Special condition				
(9) Teeth ..				
(10) Nose and throat ..				
Tonsils ..				
Adenoids ..				
Subax and cervical glands				
(11) External eye disease ..				
(12) Vision ..				
R. ..				
L. ..				
(13) Ear disease ..				
(14) Hearing ..				
(15) Speech ..				
(16) Mental condition ..				
Disease or deformity				
(17) Heart and Circulation ..				
(18) Lungs ..				
(19) Nervous system ..				
(20) Tuberculosis ..				
(21) Rickets ..				
(22) Deformities, spinal disease, etc. ..				
(23) Infectious or contagious disease ..				
(24) Other disease or defect ..				
Medical Officer's initials				

General observations

Directions to parent or teacher.

APPENDIX TO SCHEDULE I
Instructions for Inspecting Medical Officer

Reference Number of Note.

- I. Date of birth to be stated exactly, date of month and year.
- II. (1) "Other illnesses" should include any other serious disorder that must be taken into account as affecting (directly or indirectly) the health of the child in after life, *e. g.*, rheumatism, tuberculosis, congenital syphilis, enteric fever, meningitis, fits, mumps. The effects of these, if still traceable, should be recorded.
- (2) State if any case of, or deaths from, phthisis, neuroses, alcoholism, insanity, etc., in family.
- III. (1)
- (2) Note absences in connection with possible sub-acute or chronic disease, *e. g.*, malaria, dysentery, tubercle, asthma, etc.
- (3) Age to be stated in years and months, thus 5-4/12.
- (4) Insufficiency, need of repair, and uncleanness should be recorded (good, average, bad).
- IV. (5) Without shoes, standing erect with feet together and the weight thrown on the heels and not on the toes or outside of the feet.
- (6) Without shoes, otherwise ordinary indoor clothes. Height and weight may be recorded in English measures if preferred. In the annual report, however, the final average should be recorded in both English and Metric measures.

Discrepancies between height and weight in a series of examinations may be a guide to disease in the child.

- (7) General nutrition as distinct from muscular development physique as such. State whether good, normal, below normal, or bad. Under-nourishment is the point to determine. Appearance of skin and hair, expression and redness or pallor of mucus membrane, xerosis of conjunctivae are among the indications.
- (8) Cleanliness may be stated generally as clean, somewhat dirty, dirty. It must be judged for head and body separately. The skin of the body should be examined for cleanliness, vermin, etc., and the scalp and hair for scurf, nits, vermin of sores. At the same time, ringworm, scabies, anaesthetic or leprous patches and other skin diseases-favus and impetigo should be looked for.
- V. (9) General condition and cleanliness of temporary and permanent teeth, and amount of decay.

Note.—Hutchinson teeth.

- (10) The presence or absence of obstruction in the naso-pharynx is the chief point to note. Observation should include inflammation, enlargement, or suppuration of tonsils; probable or obvious presence of adenoids, polypi, specific or other nasal discharge, catarrh malformation (palate), etc.

- (11) Including blepharitis, granular lids conjunctivitis, diseases of cornea and lens, muscular defects squints, nystagmus, (twitchings), blindness or other defects from small-pox.
- (12) To be tested by Snellen's Test Types at 20 feet distance (6 metre). Result to be recorded in the usual way, *e. g.*, normal V-6/6. Examination of each eye (R. & L.) should as a rule be undertaken separately. If the V be worse than 6/9 or if there be signs of eye strain or headache fuller examination should be made subsequently. Omit vision testing of children under six years of age.
- (13) Including suppuration, obstruction, etc.
- (14) If hearing be abnormal or such as interferes with class work, subsequent examination of each ear should be undertaken separately. Apply tests only in a general way in case of children under six years of age.

N. B.—Be careful to exclude apparent backwardness due to defects of vision and hearing.

- (15) Including defects of articulation, lispings, stammering, etc.
- (16) Including attention, response, signs of overstrain, etc. The general intelligence may be recorded under the following heads.—
 - (a) Bright, fair, dull, backward.
 - (b) Mentally defective.
 - (c) Imbecile. Omit testing mental capacity of children under six years of age.

VI. Under the following headings should be inserted particulars of diseased conditions actually present or signs of incipient diseases;

- (17) Include heart sounds, position of apex beat, anaemia, etc., or anything abnormal or requiring modification of school conditions or exercises. Note possible causes for anaemia such as ankylostomiasis, chronic Malaria, etc.
- (18) Including physical and clinical signs and symptoms. Look particularly for incipient phthisis or signs of chronic bronchitis.

Note.—Chest measurement on inspiration and expiration at the nipple line.

- (19) Including chorea, epilepsy, paralysis and nervous strain and disorders.
- (20) Glandular, osseous, pulmonary, or other forms.
- (21) State particular form, especially in younger children.
- (22) Including defects and deformities of head, trunk, limbs, Spinal curvature, bone disease, deformed chest, shortened limbs, etc.
- (23) Including any present infectious, parasitic, or contagious disease or any existing sequelae. At each inspection the occurrence of any such diseases since last inspection should be noted.
- (24) Any weakness, defect, or disease not included above (*e. g.*) ruptures specially unfitting child for ordinary school life or physical drill, or requiring either exemption from special branches of instructions, or particular supervision. "Hydrocele" "Enlarged spleen".

SCHEDULE II
INSPECTION OF SCHOOLS

1. Surroundings.
2. General description of school buildings.
3. Ventilation and lighting.
4. Number and kinds of latrine.
5. Water supply.
6. School furniture and equipments.
7. General health of children.
8. Reference number of note.

Place.

Date.

Medical Inspector

APPENDIX TO SCHEDULE II

Reference Number of Note

1. Proximity of public latrines, cowsheds, manure heaps, open drains, cesspits, tanks, etc., etc.
 2. Structure, state of repair, playground (if any) and size, and sanitary condition.
 3. Number, size, and position of doors, windows, and ventilators, cubic space, and number of children per room; if suitable cross ventilation. Amount of light and direction from which light comes and whether it falls on desks, etc., in proper way.
 4. Situation with respect to main building; different for boys and girls.
- Note.*—If enough space in urinal for boys and sufficient accommodation in latrines for both boys and girls, note arrangements for removal of excreta from latrines.
5. Pipe or well, etc.,—Utensils for filtering, drinking, etc.
 6. Suitability of desks and seats with relation to height, size, light, etc.
 7. Proportion of diseases such as, malaria, tubercle, etc., etc.

SCHEDULE III

INSPECTION OF BOARDING SCHOOLS AND HOSTELS

1. Surroundings ..	
2. General description of buildings, etc. ..	
3. Ventilation and lighting ..	
4. Number and kinds of latrines . . .	
5. Kitchen and dressing rooms ..	
6. Water supply ..	
7. Furniture and equipment of living and sleeping rooms ..	
8. General health of occupants of boarding house and hostel ..	

Place..... }

Date..... }

Medical Inspector

APPENDIX TO SCHEDULE III

1. Proximity of public latrines, cow sheds, manure heaps, open drains, cesspits, tanks, etc., etc.
2. Structure, state of repair, playground (if any) and size, and sanitary condition.
3. Cubic space per head; especially in sleeping rooms and dormitories.
4. Position and proximity to boarding house and hostel.
5. Sanitary condition of cook-house-utensils, water supply drainage and sanitary condition of food, sanitary condition of dressing room.
6. Suitability of desks and seats—with relation to height, size, light, etc.
7. Cleanliness of bedding, etc.
8. Proportions of disease such as malaria, tubercle, etc., etc.

POST CARD

Information for parent or guardian or doctor.

Name of child.
 Name of parent or guardian.
 Your child is suffering from
 You should

Date

Medical Inspector

MEDICAL EXAMINATION OF STUDENTS

OF FOR THE YEAR III.

1. No. of students primarily examined.
2. No. of "repeat" examinations.
3. Total number of students examined.
4. No. of healthy students.
5. No. of defective students.
6. No. requiring treatment.

Average age	Cl. I	Form I.	Form IV	Total	Percent- age of total strength	Remarks
" weight						
" height						
<i>Disease</i>						
1. Defective vision ..						
2. Eye disease ..						
3. Defective hearing ..						
4. Ear disease ..						
5. Defective speech ..						
6. Do. teeth ..						
7. Affection of tonsils and adenoids..						
8. Disease of nose and throat ..						
9. Enlarged glands ..						
10. Diseases of skin ..						
11. " of heart ..						
12. " of lung ..						
13. Anaemia ..						
14. Malnutrition ..						
15. Mental deficiency..						
16. Other defects ..						
Total ..						

Form No. IV (Article 35)**TERMINAL REPORT**

Progress report for the.....term, III —III

School.....

Name of pupil..... Form or class.....

Subjects	Percentage of Marks	Form Average	Remarks
English			
Second language			
Mathematics			
Elementary Science			
Geography and History			
History of England and India			
Optionals:			
1.			
2.			
3.			
Handwriting			

Attendance

Conduct

Date

Received by

Head-masterHead-mistress

.....Guardian Date.....

Form No. V (Article 37)**APPLICATION FOR ADMISSION**

1. School
2. Name of Pupil
3. House name or Village name
4. Religion, caste or community
5. Name of parent or guardian with occupation and address
6. Local guardian
7. Date of birth (satisfactory evidence to be produced)
8. Class seeking admission to
9. School last attended. (T. C. to be produced)
10. Whether readmission or not
11. Second language
12. Whether vaccinated or has had small-pox
13. Optional subjects in the case of F. V. and VI pupils

Place.....)

Date.....)

Signature of guardian

- 1. Admission No.
- 2. Class and division admitted to
- 3. Date of admission
- 4. Amount of fees collected
 - Regular fees
 - Admission fees
 - Other fees (Special fees)
 - Arrear fees
- 5. Date of payment of fees
- 6. Signature of officer receiving fees

Head-master
Head-mistress

Form No. V-A—(Article 39)

EDUCATION DEPARTMENT—COCHIN STATE

Age certificate

Reference No.

This is to certify that the date of birth of..... ward/son
 of..... studying in class/form.....
 of..... school as entered in the School Admission
 Register is..... (to be written in words also).

Station..... }
 Dated..... 11 . }

Head-master
Head-mistress

TRANSFER CERTIFICATE

1. Number
2. Name of institution
3. Name
4. Register number or number according to admission register
5. Date of birth as entered in the admission register
6. Class attended at the time of leaving
7. Date of admission or promotion to that class
8. Whether qualified for promotion to a higher class
9. Subjects studied
10. Whether all fees have been paid
11. Highest examination passed and date of passing
12. Reasons for transfer
13. Character
14. Date of leaving
15. Date of application
16. Date of leaving certificate
17. Number of attendance if leaving in the course of the academic year....

Station..... }
 Date..... }

Principal
Head-master
Head-mistress



EDUCATION DEPARTMENT—COCHIN STATE
TRANSFER CERTIFICATE

1. Number
2. Name of institution
3. Name
4. Register number or number according to admission register
5. Date of birth as entered in the admission register
6. Class attended at the time of leaving
7. Date of admission or promotion to that class
8. Whether qualified for promotion to a higher class
9. Subjects studied
10. Whether all fees have been paid
11. Highest examination passed and date of passing
12. Reasons for transfer
13. Character
14. Date of leaving
15. Date of application
16. Date of leaving certificate
17. Number of attendance if leaving in the course of the academic year....

Station..... }
 Date..... }

Principal
Head-master
Head-mistress

Form No. VII (Article 52)

EDUCATION DEPARTMENT—COCHIN
STATE

Counterfoil

TEACHER'S LICENSE

No.....
Name.....
son
daughter of.....
.....
Age or date of birth.....
Residence.....
Department of School.....
College.....
Subjects.....
Remarks.....
Dated..... 194

Director of Public Instruction

Form No. VII (Article 52)



EDUCATION DEPARTMENT
COCHIN STATE
TEACHER'S LICENSE

No.....
.....
son
daughter of.....
.....resident of.....
Age/date of birth.....
is hereby authorised to teach in the Primary/Lower Secondary/Upper
Secondary Vernacular Department of any school, or the Ernakulam
Anglo-vernacular College, in the Cochin State and that he/she may teach the following
subjects.
Remarks.....

TRICHUR,

Dated..... 194.. }

Director of Public Instruction



Form No. VIII (Article 53)

EDUCATION DEPARTMENT—COCHIN STATE

Application for license

Name.....

Inhabitant of.....

 Son of.....
Daughter

Aged..... on.....

Educational qualifications in full, to be accompanied by satisfactory evidence of the same.

.....
.....

Department of School, *i.e.*, Primary, Lower Secondary, or Upper Secondary Vernacular, or Anglo-vernacular, or College, in which Applicant wishes to teach.

.....
.....

Subjects which Applicant wishes to teach.—

.....
.....

I do hereby declare that no permit or license has been issued in my favour before.

.....
Signature (which must be in Applicant's own hand-writing.)

Dated 194 .

*Signature of Head-master
or Manager*

C.E.C-2

Form No. IX

BILL FOR SCHOLARSHIP HEAD OF SERVICE.....
STIPEND

Scholarship of the scholars of the.....School at.....for the month of.....
Stipend

Serial No.	Name of scholar	Purpose for which scholarship is stipend granted	Class or Form studying in	Article of the C. E. C. or other rule under which the Scholarship is Stipend granted	Authority sanctioning the grant	Date from which the Scholarship Stipend tenable
1	2	3	4	5	6	7

Form No. IX—(cont.)

Date on which Scholarship the — Stipend expires	Amount sanctioned		Deduction for absence under absentee rules or for any other cause				Remarks
			No. of days	Reasons for deduction	Amount of deduction		
	Rs.	A. P.			Rs.	A. P.	
8	9	10	11	12	13	14	

Certified that all Scholarship amounts drawn on previous bills have been disbursed to the proper persons and the payee's acknowledgments have been duly obtained the bill for Rs. for the last preceding month having been cashed on....
 Certified also that the progress, conduct and attendance of the above scholars during the month have been satisfactory, and that they are all bona fide Cochinites.

Place.....

Date.....

Head-master or Manager

Passed for Rs.....

Place.....

Scholarships
N. B. — are paid to the scholars
 Stipends

Date.....

and not to the school.

Director of Public Instruction

Date.....	111.....
Admitted.....	
Disallowed.....	
Objected to.....	
Total amount of bill.....	
<i>Comptroller</i>	

Treasury Officer's classification

Form No. X (Article 80)

APPLICATION FOR AID

- 1. Date of recognition.....
 - 2. Nature of grant applied for, whether Ordinary, Salary or Special.....
.....
 - 3. Details as to present management.....
.....
 - 4. Qualifications in full of the staff, and the number and date of each Teacher's License.....
.....
 - 5. Whether Teachers have work unconnected with the School and of what nature.....
Date.....)
.....)
-
Manager
.....School

Declaration

I undertake, that the rules of the Education Department, as laid down in the Code, shall be strictly followed, as a condition of the School under my management being given the Grant applied for above.

Date.....)
.....)

.....
Manager
.....School

Form No. XL (Article 82 & 87, C. E. C.)

Secondary boys / Secondary girls / Primary boys / Primary girls
Grant-in-aid bill of the School for the month of / quarter of

Income						Expenditure					Ordinary grant						Half salary grant						Remarks							
Form or Class	Strength				Rate of fees	Amount of fees	Name of teacher	Permit or license No.	Qualification					Class or Form	Monthly salary	Amount claimed for	Amount admitted	Period of claim		Amount for the period	Half salary grant admitted									
	Full	Half	Free	Total					Literary	Professional								From	To											
										Grade	Theory year of passing	Practical year of passing	Fully trained or not																	
Rs.		A. P.		Rs.		A. P.		Rs.		A. P.		Rs.		A. P.		Rs.		A. P.												
Arrear fees																														
Admission fees																								Total						
Fines												Contingencies.....						O/C												
Miscellaneous																		Total						Deduct income						
Total																		Balance						Add the pay of the Specialists for their work in Sirkar School						
Half salary grant admitted																		Deduct the pay of the Specialists deputed from Sirkar School												
Managers' contribution																		Total or balance						Add half salary grant admitted						
Donation, Subscription, } grant from mission, etc. }																		Total												
Total																														

Manager.

- I certify that (1) All the teachers have been paid in full and in cash the salaries entered in the expenditure column, and their signature have been duly obtained in the acquittance roll maintained in the School.
- (2) The grant herein claimed is in accordance with the orders of the Department, and no portion of the grant herein claimed has been claimed by me before or paid to me already.
- (3) The permits or licenses and service books of all teachers on whose behalf grant is claimed in this bill, are actually in my possession, and they are in proper order.
- (4) Excepting authorised holidays, the school has been in session for the full period for which grant is claimed, and the attendance registers are properly maintained.

The bill for the month of...../.....quarter of.....for Rs.....was cashed on.....from the.....treasury.

Place..... }
 Date..... }

Manager

Countersigned for Rs.....

Place..... }
 Date..... }

Countersigning Officer }

Signature
Designation

Treasury officer's classification	
Space below for the Audit Officer	
Date	
Admitted	
Disallowed	
Objected to	
Total amount of the bill	
Auditor	<i>Reviewing Officer</i>
Recovery	

Delete Form No. XII

Form No. XIII. (Chapter IX)

EDUCATION DEPARTMENT—COCHIN STATE

Receipt for Building and Equipment Grants

Received Rs.....
 as Building grant for the..... School.
Equipment
 Date.....194
Manager

Declaration

I certify, that with the amount of this bill, the School has funds in hand,
 sufficient to pay the cost in full, and that it will be so paid. The Building has
Equipment
 been finished
procured
 Date.....194
Manager

(N.B. - In the case of Equipment, a detailed list showing what articles have been provided, shall accompany the bill).

Form No. XIV. (Chapter XI)

**APPLICATION FOR ADMISSION INTO THE GOVERNMENT
 TRAINING INSTITUTION**

Name of Candidate in full.....
 Nationality and Caste.....
 Date of Birth.....
 Native Town or Taluk.....
 Passed by what Form.....
 Vernacular.....
 Present occupation.....
 If a Teacher, length of service.....

Whether from a Sirkar or an Aided School.....

What grade { Elementary.....

 { Secondary.....

List of required Certificates forwarded.....

.....
Signature of Applicant

.....)

.....)

Countersignature and designa-
tion of officer through whom the
application is sent

Date.....

.....

Form No. XV. (Article 91)

FORM OF AGREEMENT FOR SPECIAL GRANTS

Agreement executed by AB (here enter the name and other particulars of AB) hereinafter called the grantee, to the Diwan of Cochin on behalf of the Cochin Government, hereinafter called the grantor.

Whereas the Cochin Government has as per G. O. dated..... sanctioned a special grant of Rs..... towards (here enter the purpose such as erection, purchase, or enlargement of school buildings, building for hostels, boarding houses for girls and purchase of furniture and educational apparatus) to the said grantee the receipt whereof the said grantee hereby acknowledges, the said grantee doth hereby agree as follows.—

1. In case (the building, furniture, etc., as the case may be) towards (the erection, purchase, etc., as the case may be) a grant has been given by the Government, prior to the lapse of 21 years, ceases to be used without the consent of the Director of Public Instruction for the purpose for which it was granted, the said grantee shall personally be liable to refund to the Government such portion of the grant as shall be determined by the Government on taking into consideration the length of time (the building, furniture, etc., as the case may be) has been used for the purpose for which it was granted and its deterioration. The amount so determined by the Government shall be a first charge upon the school building and other properties of the school and shall also be recoverable as arrears of land revenue.

2. The said grantee further agrees to abide by the rules laid down in the Education Code now in force and also such other rules as may hereafter be framed by the Government in this behalf.

In witness whereof, etc.

Witnesses.

- 1.
- 2.

(Signature)

Form No. XVI (Article 100)

EDUCATION DEPARTMENT
COCHIN STATE

Counterfoil

**FINAL CERTIFICATE, TRAINING
INSTITUTION**

Serial No.....

No. of certificate.....

Name.....

Department of school.....

Grade.....

Admission No.....

Age.....

Trichur }
Date } *Head of the Department*

Form No. XVI (Article 100)



EDUCATION DEPARTMENT—COCHIN STATE
FINAL CERTIFICATE, TRAINING INSTITUTION

Serial No.....

No. of certificate.....

Date.....

.....aged.....years, a pupil teacher
of the Training Institution, Ramavarmapuram, has passed the Practical
Examination laid down for Training Schools by the Secondary grade,
Elementary
has undergone the necessary practical tests and is declared a fully trained
teacher. He is qualified to teach in the L. S. D. Department.
She L. P. A. V.
L. P. V.

Trichur,
Date..... *Head of the Department*

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Form No. XVI A (Article 100)

COMPLETION CERTIFICATE

I hereby certify that I have examined the work of.....holder
of certificate number.....granted by.....Training Institution
.....and found his/her work to be.....He she
has put in 18 months' approved service after training.

Inspecting Officer

Station.....

Date.....

Head of the Department

N. B.—This certificate is valid in the State only.

Form No. XVII (Article 52)

No.....

TEACHER'S PERMIT

Counterfoil

Name.....

son/daughter of.....

Age/date of birth.....

Address.....

Department.....

Date.....

Director

Form No. XVII (Article 52)



EDUCATION DEPARTMENT—COCHIN STATE

Teacher's Permit

No.....

Name.....

son/daughter of.....

Age/date of birth.....

Address.....

Department.....

Date.....

Director of Public Instruction

Form No. XVIII (Article 28)

The following Records and Registers should be maintained.—

- (a) Admission and Progress Register.
- (b) Attendance and Fee Register.
- (c) Attendance Register for Teachers.
- (d) Acquittance Roll.
- (e) Transfer Certificate Book, with counterfoil (*this must be kept by the Headmaster under lock and key.*)
- (f) Visitors' Books, departmental and non-departmental.
- (g) Register of Letters received and despatched.
- (h) File of Official Correspondence.
- (i) File of Circulars and Standing Orders.
- (j) Head-master's Inspection Book of Lower Classes.
- (k) Library Catalogue.
- (l) Stock Book.
- (m) Cash Book, showing all receipts and expenditure.
- (n) Scholarship Acquittance Roll.
- (o) Vouchers for Receipts and Disbursements.
- (p) Half Term Report.
- (q) Receipt Book, in counterfoil, for fees.
- (r) File of transfer certificates received at the time of admission with admission numbers noted.

Form No. XVIII (a)

Register of Admissions

No.	Name	House or village name	Name of parent or guardian	Residence	Occupation of parent or guardian	School and class from which pupil has come	Whether a transfer certificate was produced on admission	Whether vaccinated or has had Small-pox
1	2	3	4	5	6	7	8	9

and Withdrawals

Date of admission	Date of birth	Religion	The caste or community to which the pupil belongs	Class on admission	Class on leaving	Date of leaving	Reason for leaving	No. and date of T. C. issued	Remarks
10	11	12	13	14	15	16	17	18	19

- N. B.*—1. Special attention is drawn to the necessity for accuracy in regard to the entry of the date of birth.
 2. New numbers should be noted in red ink. Old numbers should be given for re-admissions.
 3. Corrections, if any, should always be attested to by the Head-master.
 4. Transfer certificates received at the time of admissions should be arranged in the order of admission with admission numbers boldly noted on them and filed along with the applications for admission.
 5. Authority for admissions made after the time-limit should be noted in the remarks column.

Form No. XVIII (b)

Form or Class

Register of
 194 .
 111 .

Register No.	Names	Fees			1	2	3	4	5	6	7	8	9	10	11
		Rs.	As.	Ps.											
	Total	..													

On Register at the beginning

Increase { Promotions or Transfer
 New admission
 Re-admission

Promotions or transfer
 Removals

No. remaining at the end

Directions for keeping the Attendance Register

1. Great care should be taken to keep it correctly. No entries are to be made in pencil to be inked afterwards. There should be no blanks or erasures. If any error has been made, it should be corrected by the teacher in charge and initialled. In every case the register produced should be the original register and not a fair copy.
2. The attendance register should be filled up daily. It should never be entered two or three days at a time. Morning attendance should be marked thus / afternoon attendance / ; full attendance X. There should be no dot. Pupils sick may be marked s; absent with leave, l; absent without leave, 'a'.
3. The average attendance during the month is obtained by adding up the daily attendance, and dividing it by the number of times the pupils met during the month.
4. If a pupil is admitted into a class on the 1st school day of a month, his name should be entered in red ink.
5. If a pupil is admitted on any other date than the first school day of a month, say on the 5th, a black line should run through the space for the 1st four days' attendance.
6. A pupil readmitted whether at the beginning or in the middle of the month, should have his name entered in black, but underlined in red ink.
7. If a pupil left school in the middle of the month, a black line should be drawn through the attendance spaces from the first day he left to the last school day of the month.

Form No. XVIII (c)—(cont.)

Names of Officers with designations	111 .	
	9	
Hour of attendance		
Hour of leaving		
Hour of attendance	10	
Hour of leaving		
Hour of attendance	11	
Hour of leaving		
Hour of attendance	12	
Hour of leaving		
Hour of attendance	13	
Hour of leaving		
Hour of attendance	14	
Hour of leaving		
Hour of attendance	15	
Hour of leaving		
Hour of attendance	16	
Hour of leaving		

194 .

	Names of Officers with designations	111 .	
	Hour of attendance	17	
	Hour of leaving		
	Hour of attendance	18	
	Hour of leaving		
	Hour of attendance	19	
	Hour of leaving		
	Hour of attendance	20	
	Hour of leaving		
	Hour of attendance	21	
	Hour of leaving		
	Hour of attendance	22	
	Hour of leaving		
	Hour of attendance	23	
	Hour of leaving		
	Hour of attendance	24	
	Hour of leaving		

	Names of Officers with designations	111 .	
	Hour of attendance	25	
	Hour of leaving		
	Hour of attendance	26	
	Hour of leaving		
	Hour of attendance	27	
	Hour of leaving		
	Hour of attendance	28	
	Hour of leaving		
	Hour of attendance	29	
	Hour of leaving		
	Hour of attendance	30	
	Hour of leaving		
	Hour of attendance	31	
	Hour of leaving		
	Hour of attendance	32	
	Hour of leaving		
	Remarks		

Form No. XVIII (d)

Acquittance roll of the establishment of

for the month of

Consecutive No.	Name of incumbent	Name of appointment	Pay	Fines	Other deductions	Net amount	Date of payment	Signature of payee	Remarks
			Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.			
1	2	3	4	5	6	7	8	9	10

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Form No. XVIII (k)

Library Catalogue

General No.	Serial No.	Name of book	Author	Price		Remarks
				Rs.	A. P.	

Form No. XVIII (I)

Stock Book of

School

Serial No.	Description of articles	No. of articles	Cost			Date of supply	Remarks
			Rs.	A.	P.		

N. B.—Separate pages or books may be allotted for Furniture, Laboratory, Library books, Class books and Miscellaneous articles.

Form No. XVIII, Article 8 (mi)

Cash book of Receipts.....School.....

Date	Form or class	No. paid		Rate	Regular fee	Admission fee	Library fee	Games fee	Stationery fee	Arrear fee	Miscellaneous fee	Total	No. and date of chalan of remittances into the treasury	Initials of Headmaster	Remarks
		Full	Half												

No.

Form No. XVIII (q)—(Article 90)

FEE RECEIPT

School

Received the sum of Rupees

and Annas from

School No. of Class or Form

for the $\frac{\text{Instalment}}{\text{term}}$ of 194 .

Date of payment

	Rs.	A.	P.	}
Fee				
Entrance fee				
Total				

.....
Head-master
Head-mistress



No.

Form No. XVIII (q)—(Article 90)

FEE RECEIPT

School

Received the sum of Rupees

and Annas from

School No. of Class or Form

for the $\frac{\text{Instalment}}{\text{term}}$ of 194 .

Date of payment

	Rs.	A.	P.	}
Fee				
Entrance fee				
Total				

.....
Head-master
Head-mistress

Form No. XIX—(Article 95)

(i)

Articles of agreement made and entered into this day of.....between
.....of.....village.....taluk of the first part and.....
village.....taluk, surety of the abovesaid.....of the second part and the
Director of Public Instruction, Cochin State, of the third part, whereby each of the
parties hereto so far as the covenants and conditions on his own part are to be
observed and performed, covenants with the other of them as follows.—

1. The said.....hereby of his own free will and consent agrees with the
Director of Public Instruction and his successors in office that he, the said.....
shall well and faithfully pursue his studies at the Government Training Institution
or.....College.....and qualify for the educational service of the Govern-
ment of Cochin.

2. The said.....shall, after completing his studies at the said.....
and if so required to do, serve in the Education Department of Cochin for a period
of not less than three years on such appointment or appointments as the Department
might give him and shall during the whole of such period diligently and efficiently
do all acts and discharge all duties which may be required to be done by him in his
capacity as an officer of the said department.

3. The Director of Public Instruction and his successors in office hereby
engage to educate the said.....at.....in all matters that may be deemed
necessary by the authorities of the said.....to teach the said.....

4. The Director of Public Instruction shall pay the said.....during the
whole period of his study at the said.....at the rate of Rs.....per
ensem aggregating in all to Rs.....including his stipend, tuition fee, travelling
allowance and such other items as may be determined necessary, and thereafter while
the said.....shall faithfully and diligently serve as an officer of the said Educa-
tion Department at such pay per month as the Director of Public Instruction might
deem fit and the said.....shall be entitled to all the rights and privileges in
respect of pay, pension and promotion accorded to the officers of the said Depart-
ment for the time being by rules and regulations of the department.

5. Lastly it is hereby agreed and declared that the Director of Public Instruc-
tion and his successors in office shall be at liberty to rescind this agreement on
account of the negligence, failure to attend to duty, idleness or any insubordination
or misconduct on the part of the said.....or for any other sufficient and
reasonable cause and to dismiss him from the said appointment or the services of the
said Department, and the said.....shall not be entitled to any of the privileges
hereby imposed on him. But the said.....or the said.....shall thereupon
refund to the Director of Public Instruction the said total cost including the monthly
payments made to the said.....in respect of the education of the said.....
at the said.....

In witness whereof the said parties to these presents have hereunto set their
respective hands and seals this day and year first above written.

(Signed) 1.
2.
3.

Witnesses

1.

Form No. XIX (ii). (C. E. C., Volume III.)

FORM OF BOND BETWEEN THE MANAGER AND THE SIRKAR

Articles of agreement made and entered into this.....day of..... between.....of village.....Taluk and Manager of..... of the first part and.....village.....Taluk, surety of the above-saidof the second part and the Director of Public Instruction, Cochin State, of the third part, whereby each of the parties hereto so far as the covenants and conditions on his own part are to be observed and performed, covenants with the other of them as follows.—

1. The said.....hereby of his own free will and consent agrees with the Director of Public Instruction and his successors in office to depute from his school teacher or teachers.....for training in the Training School or Training College.....and to obtain from the teacher or teachers.....agreement for Rs.....including his stipend and other payments made to him during the period of such training to serve in his school or such other school to which he might be posted under proper authority if so required to do for an aggregate period of not less than three years on such appointment or appointments as might be approved by the Director of Public Instruction and during such period to diligently and efficiently do all acts and discharge all duties which may be required to be done by the said teacher in his capacity as a member of the Education Department.

2. The Director of Public Instruction and his successors in office hereby engage to educate the said.....at.....in all matters that may be deemed necessary by the authorities of the said.....to teach the said.....

3. The Director of Public Instruction shall pay the said Manager during the whole period of training of the said teacher or teachers at the said..... at the rate of Rs.....per month aggregating in all to Rs.....including the said teacher's or teachers' stipend and other payments due to him as may be determined necessary and thereafter the Manager of the said school shall be bound to retain the said teacher or teachers in the said school for a period of not less than three years from the date of the said teacher's or teachers' reversion from the said Training School or College unless he is transferred to another school in the meantime.

4. The said.....(Manager) further agrees to remit the regular tuition fees, etc., of the said.....before the.....of every month in.....equal monthly instalments in the months of..... in the.....Treasury. If the said Manager makes default in remitting the amount in the Treasury on or before the date above fixed, the Director shall be at liberty to recover the same from the ordinary or special grant-in-aid bills of the saidschool or to recover it from the Manager in the manner provided for the recovery of arrears of Land Revenue.

5. The said.....(Manager) also agrees to refund to the Director of Public Instruction half the amount spent by Government for the training of the teacher or teachers deputed from his school if the said teacher or teachers should be obliged to discontinue study owing to ill-health or such other reasonable causes.

6. Lastly it is hereby agreed and declared that the Director of Public Instruction and his successors in office shall be at liberty to rescind this agreement on account of the negligence, failure to comply with or perform any of the said conditions for any reason whatever by the said Manager of the said school or his

successors in office or for any other reasonable and sufficient cause and thereupon the said Manager and his successors in office or the said..... shall refund to the Director of Public Instruction the said total cost or such proportionate cost as the case may be including the monthly payments made to the said Manager in respect of the training of the said..... at the said.....

In witness whereof the said parties to these presents have hereunto set their respective hands and seals this day and year first above written.

Witnesses.....

- 1.
- 2.

Signed

- 1.
- 2.
- 3.

Note.—Section 4 applies only to teachers selected for training outside the State in Training Colleges where seats are reserved on a contribution basis.

Form No. XIX—(iii)

Form of bond between the Manager and Sirkar in respect of teachers selected for training in institutions in the State.

Articles of agreement made and entered into this the..... day of..... between..... of village..... Taluk and Manager of..... of the first part and..... Village..... Taluk, surety of the above-said..... of the second part and the Director of Public Instruction, Cochin State, of the third part, whereby each of the parties hereto so far as the covenants and conditions on his own part are to be observed and performed, covenants with the other of them as follows.—

1. The said..... hereby of his own free will and consent agrees with the Director of Public Instruction and his successors in office to depute from his school..... teacher of his school for training in the..... The said..... has obtained from..... teacher..... an agreement for Rs. including his stipend and other payments to be made to him during the period of his training in the..... to serve in his school or such other schools to which he might be posted under proper authority, if so required to do for an aggregate period of not less than three years on such appointment or appointments as might be approved by the Director, and during such period to diligently and efficiently do all acts and discharge all duties which may be required to be done by the said teacher in his capacity as a member of the Education Department.

2. The Director of Public Instruction and his successors in office hereby engage to educate the said..... at..... in all matters that may be deemed necessary by the authorities of the said..... to teach the said.....

3. The Director of Public Instruction shall pay the said teacher during the whole period of his training at the said..... at the rate of Rs. per month aggregating in all to Rs. including the said teacher's stipend and other payments due to him as may be determined necessary and thereafter the Manager of the said school shall be bound to retain the said teacher in the said school for a period of not less than three years from the date of the said teacher's reversion from the said..... unless he is transferred to another school in the meantime,

4. The said..... (Manager) also agrees to refund to the Director of Public Instruction half the amount spent by Government for the training of the teacher or teachers deputed from his school if the said teacher or teachers should be obliged to discontinue study owing to ill-health or such other reasonable causes.

5. Lastly it is hereby agreed and declared that the Director of Public Instruction and his successors in office shall be at liberty to rescind this agreement on account of the negligence, failure to comply with or perform any of the said conditions for any reason whatever by the said Manager of the said school or his successors in office or for any other reasonable and sufficient cause and thereupon the said Manager and his successors in office or the said..... shall refund to the Director of Public Instruction the said total cost or such proportionate cost as the case may be including the monthly payments made to the said teacher in respect of his training at the said

In witness whereof the said parties to these presents have hereunto set their respective hands and seals this day and year first above written.

Witnesses.

- 1.
- 2.

Signed.

- 1.
- 2.
- 3.

Form No. XX

SECONDARY SCHOOL-LEAVING CERTIFICATE

(Issued under the authority of the Government of Cochin)

Serial No.....

Issued by the Director of Public
Instruction, Trichur

Date.....

1. Name of the pupil (in full)
2. Nationality, caste or religion
3. Sex
4. Date of birth (to be written in words also)
5. Father's name
6. Personal marks of identification*

- (1)
- (2)

Date.....

(Signature)

Head master
mistress

.....School

7. School or schools attended for the High School course commencing from Form IV with the years and forms—
Name of School. Period of study. Form or forms.
8. School or schools attended for supplementary courses with the years of study.—
Name of School. Period of study.

* Care should be taken to select only two or three distinctive marks.

Note.—(No fractions, decimal or vulgar, should be entered anywhere in this certificate; one half or a larger fraction should be reckoned one, anything below one half should be neglected)

SCHOOL RECORD

FORM

June 194 to April 194

School work	Percentage of marks	Form average	
1. English ..			
2. Second language ..			
3. Elementary Mathematics ..			
4. Elementary Science ...			
5. Outlines of History of England and India and Geography ..			
6. Manual Training or Domestic Science ..			
7. ..			
8. ..			
9. Remarks.— { Hand-writing ..			
{ Physical training ..			
{ Conduct, etc. ..			
.....	First term	Second term	Total
10. Number of School days ..			
11. Number of attendances ..			
12. Percentage of attendances ..			

13. Signature of pupil

14. Signature of Head-master (with date)

.....High School.....

Note.—(No fractions, decimal or vulgar, should be entered anywhere in this certificate; one half or a larger fraction should be reckoned one, anything below one half should be neglected)

SCHOOL RECORD

FORM

June 194 to April 194

School work		Percentage of marks	Form average
1.	English ..		
2.	Second language ..		
3.	Elementary Mathematics ..		
4.	Elementary Science ..		
5.	Outlines of History of England and India and Geography ..		
6.	Manual Training or Domestic Science ..		
7.	..		
8.	..		
9.	Remarks.— { Hand-writing ..		
	{ Physical training ..		
	{ Conduct, etc. ..		
.....		First term	Second term
		Total	
10.	Number of School days ..		
11.	Number of attendances ..		
12.	Percentage of attendances ..		

13. Signature of pupil

14. Signature of Head-master (with date)

.....High School.....

Note.—(No fractions, decimal or vulgar, should be entered anywhere in this certificate; one half or a larger fraction should be reckoned one, anything below one half should be neglected)

SCHOOL RECORD

FORM

June 194 to April 194

School work	Percentage of marks	Form average	
1. English ..			
2. Second language ..			
3. Elementary Mathematics ..			
4. Elementary Science ..			
5. Outlines of History of England and India and Geography ..			
6. Manual Training or Domestic Science ..			
7. ..			
8. ..			
9. Remarks.— { Hand-writing ..			
{ Physical training ..			
{ Conduct etc. ..			
.....	First term	Second term	Total
10. Number of School days ..			
11. Number of attendances ..			
12. Percentage of attendances ..			

- 13. Signature of pupil
- 14. Signature of Head-master (with date)

.....High School.....

Note.—(No fractions, decimal or vulgar, should be entered anywhere in this certificate; one half or a larger fraction should be reckoned one, anything below one half should be neglected)

SCHOOL RECORD

FORM

June 194 to April 194

School work	Percentage of marks	Form average	
1. English ..			
2. Second language ..			
3. Elementary Mathematics ..			
4. Elementary Science ..			
5. Outlines of History of England and India and Geography ..			
6. Manual Training or Domestic Science ..			
7. ..			
8. ..			
9. Remarks.— { Hand-writing ..			
{ Physical training ..			
{ Conduct, etc. ..			
.....	First term	Second term	Total
10. Number of School days ..			
11. Number of attendances ..			
12. Percentage of attendances ..			

13. Signature of pupil

14. Signature of Head-master (with date)

.....High School.....

Note.—(No fractions, decimal, or vulgar, should be entered anywhere in this certificate; one half or a larger fraction should be reckoned one, anything below one half should be neglected)

SCHOOL RECORD

FORM

June 194 to April 194

School work	Percentage of marks	Form average	
1. English ..			
2. Second language ..			
3. Elementary Mathematics ..			
4. Elementary Science ..			
5. Outlines of History of England and India and Geographly ..			
6. Manual Training or Domestic Science ..			
7. ..			
8. ..			
9. Remarks.— { Hand-writing ..			
{ Physical training ..			
{ Conduct, etc. ..			
.....	First term	Second term	Total
10. Number of School days ..			
11. Number of attendances ..			
12. Percentage of attendances ..			

13. Signature of pupil

14. Signature of Head-master (with date)

.....High School.....

(Note.—(No fractions, decimal or vulgar, should be entered anywhere in this certificate; one half or a larger fraction should be reckoned one, anything below one half should be neglected)

SCHOOL RECORD

FORM

June 194 to April 194

School work	Percentage of marks	Form average	
1. English ..			
2. Second language ..			
3. Elementary Mathematics ..			
4. Elementary Science ..			
5. Outlines of History of England and India and Geography ..			
6. Manual Training or Domestic Science ..			
7. ..			
8. ..			
9. Remarks.— { Hand-writing ..			
{ Physical training ..			
{ Conduct, etc. ..			
.....	First term	Second term	Total
10. Number of School days ..			
11. Number of attendances ..			
12. Percentage of attendances ..			

13. Signature of pupil

14. Signature of Head-master (with date)

.....High School.....

COMBINED RESULT OF SCHOOL

Name of pupil (*in full*)

Subjects	PERCENTAGE OF MARKS AT SCHOOL					
	Form IV		Form V		Form VI	
	Marks	Form average	Marks	Form average	Marks	Form average
1. English ..						
2. Second language () ..						
3. Elementary Mathematics ..						
4. Elementary Science ..						
5. Outlines of History of England and India and Geography ..						
6. ..						
7. ..						
8. ..						
9. ..						

Signature of Head-master

Date

.....School

COURSE AND PUBLIC EXAMINATION

.....

Percentage of marks at the Public Examination	School average	State average

(Signature)

Date

Secretary to the Board

**COMBINED RESULT OF SUPPLEMENTARY SCHOOL COURSE
AND EXAMINATION**

Name of pupil (*in full*)

Subjects	AT SCHOOL		AT THE PUBLIC EXAMINATION			Signature of Head-masterSchool
	Percentage of marks	Form average	Percentage of marks	School average	State average	
1.						Date
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						

(Signature)

Date

Secretary to the Board

**COMBINED RESULT OF SUPPLEMENTARY SCHOOL COURSE
AND EXAMINATION**

Name of pupil (*in full*).....

Subjects	AT SCHOOL		AT THE PUBLIC EXAMINATION			
	Percentage of marks	Form average	Percentage of marks	School average	State average	
1.						Signature of Head-masterSchool Date
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						

(Signature)

Date

Secretary to the Board

COMBINED RESULT OF SUPPLEMENTARY SCHOOL COURSE
AND EXAMINATION

Name of pupil (*in full*).....

Subjects	AT SCHOOL		AT THE PUBLIC EXAMINATION		School
	Percentage of marks	Form average	Percentage of marks	School average	State average	
1.						Signature of Head-master
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						

Date

(Signature)

Date

Secretary to the Board

Form No. XXI

- (a) Name in full, Caste and Residence.
- (b) Father's name or Karanavan's name in full, Caste and Residence (name of house, Village and Taluk).
- (c) Unit and Rank and Number.
- (d) Division in India to which attached.
- (e) Whether (i) Died, or (ii) Permanently incapacitated owing to wounds or disease while on active duty since 4th August 1914.

Form No. XXII.**CERTIFICATE OF FITNESS OF BUILDINGS**

1. Name of school
2. Buildings
 - (a) Permanent or temporary
 - (b) Strength of the building
 - (c) Floor
 - (d) Arrangement of doors, windows and ventilation
 - (e) Light
 - (f) Site
3. Remarks

I hereby declare that I have inspected the.....school buildings and premises on the.....and certify that the buildings erected are of adequate strength ; that they are properly ventilated and lighted and that they are maintained in a state of substantial repair.

Station.....

Assistant Engineer

Date.....

Chief Engineer

Form No. XXIII (Article 127-Note 1)**S. S. L. C. EXAMINATION**

(Certificate of attendance)

I certify that the following candidates have kept three-fourths of the attendances prescribed by the Education Code, Volume I for the School Final class, that their conduct and progress have been satisfactory and that they have completed the course of study laid down for the S. S. L. C. Examination. Exemption has been obtained in the case of those who have not put in the required attendances and their names are marked in asterisks.

Name of school.....

No. according to the final list of candidates	Name of candidates	Second language

Place.....

Date.....

*Signature of the Head of the school***Form No. XXIV. (Article 111 I.)****CERTIFICATE OF HAVING PASSED THE FORM III
PUBLIC EXAMINATION**

Form III Public Examination.....

This is to certify that.....Reg. No.....has passed the Form III Public Examination held in the year.....

Office of the Board of Examiners, }
Trichur, }

Dated..... }

Secretary, the Board of Examiners