

Code of Regulations for Anglo-Indian Schools-Tamil Nadu State

TAMILNADU

India

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Rule

CODE-OF-REGULATIONS-FOR-ANGLO-INDIAN-SCHOOLS-TAMIL-NADU of 1957

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Code of Regulations for Anglo-Indian Schools-Tamil Nadu State

Chapter I Introduction

1.

The Code applies to recognized schools, intended for the education of Anglo-Indian children and institutions for training teachers for such schools. The schools are administered by the Department of School Education (hereinafter called the Department).

2.

The term "Anglo-Indian" in this Code signifies any person of European or Anglo-Indian descent pure or mixed, who retains European or Anglo-Indian habits and modes of life, but the [Local Government] [Now State Government] shall, in all cases of doubt, decide the proper interpretation of the term. The term "Director" signifies the Director of School Education. The term "Inspector" signifies the Inspector or Inspectress of Anglo-Indian Schools. "Recognised school" means a school recognised under this Code. "Headmaster" includes Headmistress.

3.

A list of recognised schools shall be kept by the Department and published, from time to time, in the Tamil Nadu Government Gazette. Any school seeking recognition must satisfy the Department that it is actually needed, that its financial stability is assured; that its governing body is properly constituted; that it provides a suitable curriculum; that due provision has been made for the instruction, health, recreation and discipline of the pupils; that the teachers are suitable as regards character, number and qualifications; and that the fees to be paid do not involve such competition with any other school as would be unfair and injurious to the interests of education.

4.

Only recognized schools shall be eligible to prepare pupils for Anglo-Indian School Leaving Certificates or to receive Government Scholarship holders or to share in any other benefits of the Code.

5.

The responsibility for the maintenance and control of every recognized school shall vest in a governing body, which shall be responsible for the fulfilment of all the conditions upon which recognition is granted. The governing body may hand over the management of a school to managers responsible to it, but such delegation will not divest it of ultimate responsibility to the Department. The Managers must be approved by the Director. The Manager of a school or, in the absence of Managers, the governing body shall appoint a Correspondent with the Department, who must, in every case,, be approved by the Inspector. In communicating with the Department, the Correspondent should invariably address the Inspector.

6.

The Inspector may visit a recognized school at any time with or without notice, and all schools recognized or desirous of recognition shall be subject to such inspection, as may be necessary in order to satisfy the Department as to the observance of the conditions laid down in the Code.

7.

The interpretation of any Article in this Code shall rest with the Department.

8.

The Appendices to the Code shall have the same effect as the Articles of the Code and shall be treated as part of the Code.

Chapter II

Regulations For Schools For General Education

9.

All recognized schools shall be graded by the Department as Primary and High. A Primary school is one which teaches upto the Standard VIII inclusive. A High school is one which teaches upto the Standard X inclusive.

10.

In fixing the grade of a school, the Department will take into consideration -(a)the standard upto which there is real and likely to be a permanent demand for instruction in the school;(b)the competence of the school staff to teach up to that standard and its sufficiency for the number of classes in the school.

11.

Pupils shall be arranged in sections as following: -Pupils reading in Standards I to VIII shall form the Primary section. Pupils reading beyond Standards VIII for the High School examination or such other examinations as may be specially recognized for this purpose by the department, shall for the High section.

12.

Schools graded as Primary shall be entitled to teach pupils in the Primary sections. Schools graded as High shall be entitled to teach pupils in the Primary and High sections.

13.

If the circumstances of a school change, its grade may be altered by the Department. Conditions of Recognition

14.

The recognition of schools shall vest in the Director who shall, before according recognition, satisfy himself as to the following: -(a)The organization and development of the school by approved methods and on approved lines.(b)The educational needs of the locality.(c)The financial stability of the school.(d)The constitution of the governing body and the managers.(e)The scale of fees charged.(f)The suitability of the accommodation.(g)The sanitary condition of the school.(h)In the case of High schools and Standards VI to VIII of Primary Schools, arrangements shall be made for the compulsory medical inspection of boys.(i)The adequacy of the equipment of the school.(j)In the

case of boarding schools that proper accommodation is provided and suitable arrangements are made for boarders.(k)That provision has been made for the instruction, health, recreation and discipline of the pupils.(l)That the staff is sufficient, suitable and qualified under the rules.(m)That the courses of study are conducted in accordance with a curriculum and time table approved by the Inspector.(n)The terms on which the teachers are engaged including the execution of a written agreement between the management and each teacher as prescribed in Appendix 48.

15.

Application for recognition shall be made in the prescribed form (Appendix 1), and shall be accompanied by the prescribed sanitary certificate (Appendix 2), a plan of the school and boarding houses if any showing how the rooms are allocated, and a site plan of the school compound showing all buildings contained therein and adjacent roads and compounds.

16.

Every recognized school shall comply with the following requirements: -(a)Any change of Managers or governing body or any change in the constitution of the governing body shall be at once reported to the Department. Changes of Correspondents must be reported at once to the Inspector for his approval.(b)All returns called for by the Department shall be duly made.(c)The admission, daily attendance and withdrawal of pupils shall be entered by, or under the supervision of, the Headmaster.(d)Accounts of income and expenditure shall be kept by the Managers in a form prescribed by the Department, regularly audited by a competent auditor not in any way connected with the school, and submitted to the Department annually.

17.

A recognized school shall not, without the previous sanction of the Director, open a standard or standards either higher or lower than those for which the school has been recognized. When such standards are opened with proper sanction, a formal application for recognition shall be made within six months from the date of opening them and, if recognition is not accorded, the standards shall be closed at the end of the term in which the refusal of recognition is communicated. The articles relating to admission and withdrawal, discipline and register shall be observed with respect to such probationary standards. Similarly, a recognized school shall not, without the previous permission of the Director, abolish any standard to which recognition has been granted. If for any reason, managers wish to close any standards, they shall address the Department for permission, giving full reasons for their request. Withdrawal and Renewal of Recognition

18.

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

19.

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

20.

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

21.

Should a recognized school cease to be efficient, the governing body shall be warned of the fact, and the grounds on which it is considered to be inefficient fully stated. A reasonable time, to be determined by the Department, shall then be allowed for improvement after the lapse of which recognition will be withdrawn should the school be still inefficient. Religious Instruction

22.

(a) It shall not be required as a condition of any child being admitted into or continuing in a recognized school as a pupil that he shall attend or abstain from attending any Sunday school or any place of religious worship; or that he shall attend any religious observance or any instruction in religious subject in the school or elsewhere from which observance or instruction his guardian has claimed exemption; or that he shall, if exemption has been claimed by his guardian, attend the classes on any day exclusively set apart for religious observance by the religious body to which, his guardian belongs. (b) The time or times during which religious observance is practised or instruction in religious subjects is given, at any meetings of the school, shall be either at the beginning or at the end or at the beginning and the end of such meetings, and shall be inserted in a time-table to be kept permanently and conspicuously hung up in every school room; and any pupil may be withdrawn by his guardian from such observance or instruction without forfeiting any of the other benefits of the school. (c) A recognized school shall be open at all times and in all its departments to the Inspectors, but it shall be no part of his duties to enquire into any instruction in religious subjects given at such school or to examine any pupil therein in religious knowledge or in any religious subjects or book. Vide also Article 126. Teachers Certificates

23.

The Head of a High School should, ordinarily, be a collegiate certificated teacher; Trained Teachers' Certificate holder.

24.

(a) Teachers in High sections should, ordinarily, hold Collegiate Trained Teachers' Certificate, and in the Primary Sections Trained Teachers' Certificates. (b) Language teachers should possess Secondary Grade Trained Teachers' Certificates. (c) In the case of Hindi teachers apart from the Secondary Grade Trained Teachers' Certificate, the teachers should have obtained the Hindi Praveen Diploma issued by the Hindi Prachar Sabha in the case of High School teaching and Visharad Diploma in the case of Primary School teaching, or The Hindi teachers should possess the Pracharak Diploma issued by the Hindi Prachar Sabha with S.S.L.C. qualification or its equivalent.

25.

Teachers teaching special subjects, such as Drawing, Physical Training and Domestic Science should hold departmental or technical teachers' certificates in these subjects. Certificates Accepted As Equivalent To Teachers Certificates

26.

All members of the Society of Jesus, the St. Joseph's Mill Hill, London, the Society of Missionaries of St. Francis De Sales, Annecy, the Society of Foreign Mission, Paris and the Salesian Congregation who are certified by the Superior General or the Vicar General of the society to have undergone the first three stages of their training, viz., the Novitiate, the Juniorate and the Philosophy with Science, extending ordinarily over a period of seven years will be permitted to appear for the Collegiate Teacher's Certificate Examination as private candidates, provided that in addition to the theoretical instruction received during their training, they are certified by the same authority to have undergone training under the various aspects of the practical course comprising the training. The award of the Teachers' Diploma which will be recognized for the purposes of teaching the High School classes will, however, be subject to the candidates passing both the written test and the practical examination.

27.

The Director will determine what other degree, diplomas or certificates shall be accepted as equivalent to a teachers' certificate for the purpose of these articles and the grade to which they will be accepted as equivalent. Qualifications of the Staff

28.

The character of the certificate which should be held by the teachers is governed by Articles 23 to 25, but recognition may be withheld or withdrawn unless the individual teachers fully satisfy the department as to their capability to teach the several subjects allotted to them and the staff as a whole is considered suitable.

28A.

A teacher shall normally retire after the completion of his/her fifty-eighth (58th) year. If he/she attains the age of superannuation of 58 years in the middle of the school-year, he/she can be allowed to continue in service on re-employment terms till the date of closure of the school for summer vacation subject to being physically found fit. Reservation of Right Regarding Employment of Teachers

29.

It shall be competent to the Director to forbid the employment in recognized schools of any teacher whose certificate has been withdrawn after due enquiry or who after due enquiry has been considered by him unfit to be a teacher.

30.

The staff will ordinarily be regarded as insufficient if any teacher required to instruct more than 40 pupils or more than two classes at one and the same time. Admission in excess of 40 pupils in a standard or a section of a Standard should not be made without the prior permission of the Inspector of Anglo-Indian Schools, provided there is accommodation for the increased strength at the rate of 10 square feet of floor space per pupil. Site and Accommodation

31.

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

32.

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

33.

The plan may be prepared by any competent person. Managers who desire the services of an officer of the Public Works Department shall apply to the Executive Engineer of the division (Appendix 3)

34.

Buildings for recognized schools will ordinarily be expected to meet the pedagogic, sanitary and hygienic requirements given in Appendix 4. Sanitary Inspection

35.

Every school building shall be maintained in substantial repair and in a clean condition. It shall be subject to inspection by the Inspector and such officers of the Public Health and Engineering departments as the department may direct.

36.

A sanitary certificate (Appendix 2) signed by the undermentioned officers shall be produced before recognition is accorded and on any subsequent occasion, if called for -In the State town -(1) Director of Public Health, or (2) an Assistant Director of Public Health, or (3) the Health Officer of the Corporation. In mufussal municipalities having Health Officers -Municipal Health Officer. In municipalities where there are no Health Officers and in the rural areas of all district -District Health Officers, or if satisfactory reasons are given, Health Inspectors. Over-Crowding of Class-Rooms

37.

No class-rooms, laboratory or workshop shall be permanently used as such by a larger number of pupils than the Inspector or the Health Officer has declared it sufficient to accommodate. The dimensions of each room shall be clearly indicated on one of its walls. Latrines

38.

Every school shall be provided with suitable latrines, urinals and lavatories. Protection From Small-Pox

39.

The presence of pupils unprotected from small-pox may be regarded as a sufficient cause for withdrawal of recognition. Furniture

40.

Every school shall be provided with the furniture, apparatus and appliances declared by the Inspector to be necessary for the subjects and the standard of instruction which it teaches. Library

41.

Every school shall be provided with staff and pupils libraries of suitable books, properly catalogued. Text Books

42.

Government reserve to themselves the right to forbid or prescribe the use of any book or books in recognized school. Courses of Instruction

43.

The second language taught in all recognized schools must be one of the South Indian languages or Urdu or Hindi. In schools where the second language taught is one of the South Indian languages, Hindi may also be taught as an additional language and the expenditure incurred by management on the provision of facilities for the study of Hindi shall be taken into account for teaching grant, provided that the number of the children in the school offering Hindi as an additional language is not less than fifteen.

44.

The Inspector may require the discontinuance of any subject in the school curriculum if he is satisfied that the staff is incompetent to teach it or that adequate provision is not made for its proper treatment.

45.

He may also require the addition to the school's curriculum of such subjects as in its opinion ought to be included and the provision of adequate equipment and properly qualified teachers. Examinations

46.

Written examination should be held at least once a term to test the progress of the pupils. The result of the examinations should be recorded in a book kept for the purpose. Correspondents of schools which present pupils for the public examination conducted under the provisions of the Code and under the authority of the Government of Tamil Nadu shall undertake to provide the necessary accommodations, furniture, etc. for the examination and the correspondents, Headmasters and other Teachers of such schools shall, except for special reasons which must be approved by the Inspector, act as Chief Superintendents or Assistant Superintendents of examination if so required.

47. Pupils may be prepared for the High School Examinations.

- Schools shall also be allowed to prepare pupils for the Indian School Certificate Examinations with the express sanction of the Inspector, who must be satisfied that such preparation does not involve any substantial departure from the curriculum approved for the school and does not impair the efficiency of instruction given to pupils who are not being prepared for the examination. Promotions

48.

Promotions will be made annually by the Headmaster or Headmistress.

49.

Except with the previous sanction of the Inspector, no pupil shall be promoted into any class other than the class next higher nor receive double promotion in any one year.

50.

Undue laxity or irregularities in making promotions will, if it continues after due warning, be considered as sufficient reason for withdrawing recognition from the school or from any of its standards.

51.

It shall be permissible for a pupil in any class to read any particular subject or subjects along with the pupils of any higher class at the direction of the Headmaster, but for all other purposes of these articles, he shall be considered as belonging to the lowest class in which he is reading.

52.

The Headmaster/Headmistress shall be responsible for making promotions and he/she, within a period of four weeks, after the closure of the school for the long vacation, put up in some conspicuous place in the school a statement showing of the distribution of pupils into classes for the new school year. This statement shall be signed and dated by the Headmaster. A copy of the statement shall be forwarded at the same time to the Inspector of Anglo-Indian Schools. This list shall be considered final and no alterations shall be allowed in it except for the purpose of correcting mistakes. It shall remain on view for a fortnight during school hours and when taken down at the end of that time it shall be filed in the records of the school vide Article 64. (See also rule 7 of the A.I.S.L.C. Schemes) Admission and Withdrawal of Pupils

53.

Application for admission shall be made in the prescribed form (Appendix 5). No application shall be deemed to be valid for the purpose of this rule unless the guardian attaches thereto a written authority signed by the father of the child if at the time the application is presented the father is alive and capable of executing such authority or by the mother of the child in case at the time the father is dead or is not capable of executing it and the mother is alive and is capable of executing it and unless such authority contains the date of the child's birth and also a statement as to the school or schools in which the child read or was reading upto and on the date of such authority. All such applications shall be filed separately in the records of the schools.

53A.

The Headmaster/Headmistress of every Anglo-Indian School shall obtain a certificate from the parent or guardian of every pupil in standard IX as to the accuracy or otherwise of the age as entered in the register of admissions and withdrawals. This should be done by the month of March of the year concerned. If the age entered in the register is accepted as correct, the certificate should be filed in the school office and a report to the effect submitted to the Inspector of Anglo-Indian Schools by the first week of April of the year concerned. If parent or guardian does not accept the age entered in the register as correct, the date of birth shown in the register may be altered if and after valid evidence is produced. Such alteration shall only be done with the sanction of the Inspector of Anglo-India Schools and shall be effected before the pupil goes to standard X. Clearest possible evidence of the correct date of birth such as the Baptism certificate in the case of a Christian pupil or the extract from the register of births together with a declaration that the extract relates to the pupil in question and to no one else, should be insisted upon before alterations are permitted. Request for alteration of date of birth should not be entertained after a pupil completes High School education and his/her results are declared except when an obviously absurd entry has to be corrected or when a Civil Court directs correction in any individual case. In these cases, the corrections should be made only under the Director's orders and should be attested by the Inspector of Anglo-Indian Schools.

54.

Before any pupil is admitted, the parent or guardian shall be supplied with a copy of the school rules, clearly stating the fees which he will be called upon to pay while the pupil remains in the school and the rules governing a pupil's withdrawal. The copy thus supplied shall be signed by the head of the school on behalf of Managers. A similar copy signed by the parent or guardian should be preserved in the school. No pupil who has not attended a recognized school in the first term shall be admitted in the second term to any recognized school unless its head is satisfied, among other things, that the non-attendance of the pupil in the first term was due to unavoidable circumstances. Such admission shall be subject to approval by the Inspector of Anglo-Indian Schools.

55.

The school year in Anglo-Indian School shall be from June to May. The school year for fee purposes shall be divided into two terms (i.e.) "June to December and January to May". The fee rules shall state clearly the dates on which fees become due, the periods for which they are due and the penalties for late payment. Fees shall be prescribed for the term and may be payable in a lump sum or by instalments at the option of the Manager. If a pupil either joins or leaves a school during a term, he shall have no right to claim a remission of any portion of the term fee, but the management may return or remit such portion as may be considered equitable, subject to the approval of the Inspector of Anglo-Indian Schools.

56.

No recognized school shall admit a pupil without a transfer certificate (Appendix 6) from the last recognized school which he attended and in no case shall a pupil be permitted to attend a class pending formal admission.

57.

Application for a transfer certificate shall be made in writing to the Headmaster by the guardian of the pupil. (i) The Headmaster of the school into which a pupil seeks admission shall not apply for a certificate to the Headmaster of the school which such pupil is leaving but shall leave it to the parent or guardian of the pupil to apply for such certificate. (ii) Before granting a certificate, the Headmaster is entitled to claim the term fee for one term only and that the term in which the last attendance of the pupil is registered. (iii) When a pupil has been admitted at reduced rates, fees shall not be calculated at higher rates for the purposes of the above rule; and a pupil admitted as a free scholar shall be considered for the purpose of eligibility for a transfer certificate, as unconditionally free. (iv) When a pupil is allowed to continue his studies in an institution during any term on the assumption that there are no arrears of fees for previous terms, a transfer certificate shall not be refused on the plea that such arrears exist. (v) When proper application for a transfer certificate is received at the end of a term or in the interval between two terms or in the first five working days of a term, the Headmaster shall forthwith issue the certificate provided that his claim has been satisfied. (vi) In the case of a pupil who has been a candidate for a Public Examination, the results of which are not published before the beginning of the school year, the seventh day after the results of their examinations are published in the locality shall be counted as the first working day of the term so far as the grant of a transfer certificate to him is concerned. (vii) When proper application is received at any other time and when good and sufficient reasons are shown, the Headmaster shall issue the certificates provided that his claims for fees admissible under paragraph (ii) above have been satisfied. If good and sufficient reasons are not shown, the Headmaster may refuse to grant the transfer certificate. (viii) An application rejected under paragraph (vii) above may be renewed at the end of a term or in the interval between two terms or in the first five days of a term and if the application is so renewed, the Headmaster shall issue the transfer certificate forthwith provided his claims for fees admissible under paragraph (ii) above have been satisfied. (ix) In the event of a Headmaster's refusing or delaying to give a transfer certificate, the parent or guardian of the pupil

shall have the right of appeal to the Inspector of Anglo-Indian Schools whose decision shall be final unless he thinks it necessary to refer the matter to the Director.

58.

Transfer certificate to be valid shall be in the authorised form and shall be numbered serially and counter-foils maintained.

59.

Applications for a duplicate must be made to the Inspector, should he authorise the issue of the certificate, a fee of Rs. 3 shall be paid to the school for it.

60.

When an application for a transfer certificate is made after a lapse of more than one year from the date on which the pupil left the school, the Headmaster may charge for the certificate a fee at the rate of one rupee for each year that has so elapsed.

61.

If admission has been secured for a pupil by means of a false certificate or false representation of any kind, he shall be summarily dismissed with forfeiture of whatever fees he may have paid. A pupil who seeks admission into a recognized school by means of a false certificate or false representation of any kind but who does not actually obtain admission may be debarred from being admitted into any such school for a period not exceeding one year to be determined by the Director of School Education on the report of the Inspector of Anglo-Indian Schools.

62.

In the event of a pupil's being dismissed under Article 61 or expelled on account of grave misconduct under Article 73, the Headmaster shall record his reasons for the dismissal or expulsion and report the fact at once to the guardian of the pupil, and within seven days to the Inspector. A pupil thus dismissed or expelled from one school shall not be admitted into any recognized school within a period to be determined by the Director on the Inspector's recommendation.

63.

When a pupil is dismissed or expelled under Article 61 or 73 the Headmaster shall not grant a Transfer Certificate until the expiration of the period for which the Director has debarred the pupil from admission into a recognized school. After that period has expired, the Transfer Certificate shall be granted subject to the above rules, but in such cases, the Transfer Certificate shall be granted with the words "dismissed for false representation 'or' expelled for misconduct", as the case may be.

63A.

Cases not falling under Articles 61, 62 or 63 but where the continued presence of a pupil is considered by the Headmaster or Headmistress as subversive of good order and discipline should be reported through the Inspector of Anglo-Indian Schools to the Director of School Education who, after considering also the parent's or guardian's statement, may direct the issue of a transfer certificate in respect of the pupil concerned.

63B.

If the Director of School Education is satisfied that unauthorised or fraudulent alterations or erasures have been made in a Transfer Certificate, he may himself cancel or withhold or suspend the certificate, with due regard to the offence. If the person concerned is also the holder of the Anglo-Indian School Examination Certificate, the Anglo-Indian School Examination Certificate will also be automatically cancelled or withheld or suspended for the same period as the Transfer Certificate. Similarly, when an Anglo-Indian School Examination Certificate is cancelled or withheld or suspended, and if the person holds a Transfer Certificate, the Transfer Certificate will also be automatically cancelled or withheld or suspended for the same period as the Anglo-Indian School Leaving Certificate. Similarly, when a Transfer Certificate is cancelled or withheld or suspended, the Teachers Certificate or any other certificate acquired by the person concerned on the basis of the Transfer Certificate shall also be cancelled or withheld or suspended by the Director of School Education for the same period as the Transfer Certificate:

64.

When a pupil is admitted on a Transfer Certificate, he shall not be placed in any class higher than that for which the certificate shows him to be qualified, nor shall be promoted before the end of the school year without the previous sanction of the Inspector.

65.

If a pupil admitted has not previously attended a recognised school, he shall be placed in the class for which he is found fit.

66.

All Transfer Certificates received must be endorsed with the pupil's admission number and filed, and submitted to the Inspector at his visits. These certificates shall be numbered serially, and the serial number of each certificate shall be entered against the pupil's name in the appropriate column in the Admission Register.

67.

All questions arising between one school and another respecting the enforcement of these articles shall be referred to the Inspector, whose decision shall be final.

68.

Wilful transgressions of any of the foregoing Articles will render an aided school liable to the suspension, reduction or withdrawal of grant to forfeiture, of the right to prepare pupils for school leaving certificate and of the right to scholarships; and in the case of a recognized unaided school, to the loss of recognition and attendant privileges.

68A.

If the Headmaster or any other teacher of a school is found to be negligent in the discharge of his duties or is found to have committed any irregularity, the Director shall, after due enquiry declare him unfit to be a Headmaster or a teacher for a specified period or permanently as the circumstances of the case warrant. Such declaration shall not be made until the teacher or Headmaster has been informed in writing of the charges against him and a full enquiry has been made either by the Inspector of Anglo-Indian Schools or any other officer deputed by the Director for the purpose, provided that this procedure need not be followed in cases where the teacher or Headmaster has been convicted by a competent Court. The nature of the enquiry to be conducted will be as follows: - The Inspector of Anglo-Indian Schools should submit a preliminary report to the Director in regard to the conduct or work of the teacher or Headmaster. If the Director considers that a prima facie case has been made out, orders will be issued to the Inspector of Anglo-Indian Schools on the further action to be taken. Charges will then be framed and communicated to the teacher or Headmaster for his written explanation, which will be obtained and submitted together with the remarks of the Correspondent and the Inspector of Anglo-Indian Schools to the Director who will then issue suitable orders considering the merits of each case. In the majority of cases, a personal enquiry may not be found necessary. Such an enquiry may, however, be held if, in the opinion of the enquiry officers, such a procedure is found necessary. An appeal shall lie to the Government in respect of original orders passed by the Director. Fees

69.

In each recognized school, fees shall be charged at such rates as may be approved by the Inspector. The prior approval of the Inspector of Anglo-Indian Schools should be obtained for the change in the rate of school fees in recognized Anglo-Indian Schools. The rates will be fixed with reference to the grade and any special circumstances affecting the school or its pupils. In cases where pupils attend the school only in the mornings or any limited portion of the day, the management may charge proportionate fees for such pupils, with the previous approval of the Inspector. A Special fee for medical inspection shall be levied on the male pupils in Standards VI to X the amount of the fee being not less than one-third of the cost of inspection per pupil. In addition to school and boarding

fees, fees may be charged for instruction in subject not included in the school's curriculum, e.g., Music, Painting and Dancing. Fees may be charged for games, reading room or for any other special subject.

70.

Managers will be allowed to grant school scholarships in accordance with schemes approved by the Inspector upto 10 per cent of the total fees due. Any concession they make in excess of this 10 per cent will be excluded in assessing the teaching grant-in-aid. Punishment

71.

Corporal punishment shall not be inflicted in schools, except in case of moral delinquency, such as deliberate lying, obscenity of word or act, or flagrant insubordination. It shall be limited to six cuts on the hand, and shall be given only by Headmaster or under the supervision of the Headmaster. Corporal punishment should not be inflicted in any recognized school on boys of Standard XI.

72.

The Headmaster shall record in a register (Appendix-7) every case in which corporal punishment has been inflicted, specifying the name, class and age of the pupil, the date and nature of the offence and the amount of punishment.

73.

Gross cases of immorality or insubordination shall be punished by expulsion (Vide Article 63.) Registers and Records

74.

Every school shall keep in the prescribed form and submit to the Inspector when required the following: -(1)A register of admissions and withdrawals (Appendix 8).(2)A register of attendance of pupils (Appendix 9).(3)A fee register (Appendix 10).(4)Counter-foils of transfer certificates issued (Article 58).(5)A time-table.(6)A marks register (Article 46).(7)A register of attendance of masters (Appendix 11).(8)An acquittance roll (Appendix 12).(9)A log book.(10)A library register.(11)A register of scholarships (Appendix 13).(12)An acquittance roll and scholarships (Appendix 14).(13)A cash book showing all receipts and expenditure [Article 16(d)].(14)A register of equipment purchased with the aid of Government grant (Appendix 15).(15)A register of boarders under Article 156 (Appendix 38).(16)A register of boarders under Article 159 (Appendix 41).(17)A register of pupils receiving free meals and clothing (Appendix 43).(18)A register of pupils receiving fee remissions grant (Appendix 44).(19)A complete syllabus of each subject in the school's curriculum.(20)A corporal punishment register (Appendix 7).(21)Medical Inspection history sheets for boys in middle and high schools. The latest edition of the Code of Regulations for Anglo-Indian

Schools with corrections, if any, and a portfolio of correspondence shall be kept in every school.

75.

The only persons authorised to make entries in the log book are the Headmaster and the Inspector. The log book shall be kept in the custody of the Headmaster, but shall be open at all times to the inspection of the Managers. No entry once made in the log book may be removed, nor may it be altered otherwise than by a subsequent entry.

76.

At the commencement of each school year, the name of every teacher who is to form part of the school staff for the year and the distribution of the work among the staff shall be entered in the log book, and the statement signed by the Headmaster. Any subsequent change in the staff or in the distribution of the work shall be recorded in the log book.

77.

The Inspector shall be entitled to examine all school records at any time.

Chapter III

Examinations

78.

In accordance with the regulations for the award of Anglo-Indian School Leaving Certificates, the High School Examination is held annually in the month of April. The rules and regulations of this examinations are published separately.

79.

The examinations are open - (1) to pupils who have completed satisfactorily the prescribed courses of study and who, in the case of the High School Examination, are otherwise eligible under the Regulations for the award of Anglo-Indian School Leaving Certificates, and (2), to bona fide private Anglo-Indian candidates. Private candidates to be eligible must have studied privately under conditions approved by the Inspector, and can be admitted to the examination only on an order from the Inspector. No pupil of an unrecognised school and no one who has been a people of a recognised school within one year of the date of the examination will be admitted as a private candidates.

80.

Deleted.

81.

The rules and regulations for the award of Anglo-Indian School Leaving Certificates are published separately.

81A.

Schools suitably recognised under the Code may present candidates for the Indian School Certificate Examination from Standard XI with the specific permission of the Inspector. Such permission shall be granted subject to the condition laid down in Article 47.

Chapter IV

Scholarships

82.

Scholarship is of only one Grade.

1. Collegiate Scholarship. - The above scholarship is intended to enable poor but promising pupils, who would not otherwise be able to proceed satisfactorily with their education. Their award will be confined to cases where, in the opinion of the awarding authority, capacity to benefit by a further course of instruction has been demonstrated.

They are ordinarily tenable only at institutions situated in this State; but a pupil who has started his education in the State and received a scholarship under this Chapter may be allowed at the discretion of the Director, to keep his scholarship if he is transferred elsewhere. Candidates who reside outside the Tamil Nadu are ordinarily ineligible for these scholarships.

83.

The rate and duration of scholarship is as follows: Collegiate. - Not less than Rs. 18 and not more than Rs. 27 per mensem for three years or more years for study of a diploma or for a degree course. Collegiate scholarship are tenable for three or more years in a college by students reading for a diploma or for a degree.

84.

Candidates for scholarships must be under 22 years of age on the 1st July of the year of award.

85.

The normal number and allotment of scholarships are as follows:

	Boys	Girls	Total
Collegiate scholarships	2	1	3

In respect of Collegiate scholarship, the Director is competent to vary in any year, the distribution of scholarships between boys and girls.

86.

Collegiate scholarship will be awarded by the Director of Collegiate Education.

87.

Collegiate scholarships are awarded on the results of XII Standards Higher Secondary Examination or any other examination recognized by the Director for the purpose. Notifications are published every year in January and May in the Tamil Nadu Government Gazette inviting applications and giving more detailed information. Registers and acquittance rolls for scholars are to be maintained as prescribed (Appendices 13 and 14).

88.

Scholarships may be reduced or withdrawn in cases of misconduct or continued absence, or of insufficient progress in studies.

89.

A scholarship may be transferred from one school to another with the sanction of the Inspector.

Chapter V

Training Schools Recognition

90.

The recognition of Training Schools vests in the Director. In addition to the conditions of recognition contained in this Chapter, the Director, before according recognition, shall satisfy himself that such of the conditions laid down in Article 14 as are applicable to Training Schools have

been fulfilled. Applications for recognition shall be submitted in the Form prescribed (Appendix 16). The Director may exempt a school requiring special consideration from satisfying any of the conditions laid down. Object

91.

Training Schools are intended to afford theoretical instructions and practical training with a view to fitting men and women for the profession of teaching. Qualification for Admission

92.

The following classes of person are eligible for admission to the Trained Teachers Certificate course:
-(1) Persons who hold completed Anglo-Indian School Leaving Certificates which qualify them for admission to University courses of studies. (2) Persons who have passed the Matriculations Examinations of Madras University. (3) Persons who have general educational qualifications accepted by the Director as equivalent to items (1) or (2) above.

93.

Deleted.

94.

Each Training School must have a practising school attached to it Which shall contain the standards necessary for the training of teachers of the grades it includes. Controlling Authority

95.

The responsibility for the management and discipline of the school shall be vested in the governing body. Staff

96.

The Headmaster and the Assistants of Training School should ordinarily hold Trained Teachers Certificate. Teachers of special subjects must possess qualifications accepted by the Department. (ii) Holders of other than Masters Degree, Diplomas and Certificates will be held qualified to hold posts according to the value assigned for this purpose to such qualifications by the Director. Apparatus and Appliances

97.

A Training School shall be provided with the necessary furniture and physical training apparatus and with the appliances, models, apparatus and specimens needed for the courses prescribed. It

shall also have a library containing, among other books, suitable books on the theory and practice of education and a museum and where possible a garden. Curricula

98.

The curricula for the course will be laid down by the Director. Period of Training

99.

The period of training shall be two years, i.e., four terms. The Inspector may extend the period of training in the case of students who owing to illness or other unavoidable cause of absence during their period of training require an extension, or in the case of students who, having failed in the written examination, are required by the Inspector to undergo further training, or to enable a student to undergo a special or an extended course of training. Strength of Classes

100.

The number of students in any class shall not exceed twenty without the express sanction of the Inspector. Admissions and Withdrawals

101.

The dates of admission shall be fixed by the controlling authority provided that the period of training prescribed is not thereby curtailed. Conditions of Admission

102.

(1) Every candidate for admission shall submit an application in the Form prescribed (Appendix 17). (2) His age shall not be less than 16 and must not exceed 25 years, or in the case of a candidate who has been employed as a teacher in a recognised school for not less than three years, 35 years. The controlling authority may, with the sanction of the Inspector in very special circumstance, admit a candidate whose age does not fall within these limits. (3) He shall produce before admission the following certificates: - (a) Certificate of Health. - A certificate from a District Medical Officer or other medical officer accepted by the controlling authority, certifying that the candidate is physically fit to perform efficiently the duties of a teacher. (b) Certificate of Education. - A certificate of general education as laid down in Article 92. A candidate who does not possess the prescribed educational certificate may be admitted if the Inspector considers he has equivalent educational qualifications. (c) A Certificate of Conduct. - A certificate given by some responsible person acceptable to the controlling authority. Selection of Stipendiaries

103.

The selection of candidates for admission shall be left to the discretion of the controlling authority. In selecting candidates, teaching experience should be taken into consideration and also the appointment which the applicant will take up after training, but applications from within the Tamil Nadu should receive first consideration.

104.

At a Government Training School, term fees at the rate of Rs. 50 shall be paid by students coming from outside the Tamil Nadu. These fees shall be remitted into the treasury to the credit of Government funds. In aided institution too these fees may be charged, provided that no fees are levied to students on whose behalf grants for stipends from State funds are drawn.

105.

Stipends from State funds may be granted to students under training at the rate of Rs. 20 per month.

106.

The maximum number of State stipendiaries that may be admitted in any year in a training school shall be limited to the funds provided. Selection of Stipendiaries

107.

Stipends and stipendiary grants are sanctioned by the Inspector. An application in the prescribed Form (Appendix 18) together with all the required certificates should be submitted by the controlling authority as soon as possible after the expiry of fifty days' probationary period. Stipends are ordinarily drawn monthly for the previous month on the prescribed Form (Appendix 19).

108.

Ordinarily stipends are given only to candidates from Tamil Nadu. Non-Stipendiary Candidates

109.

Subject to the provisions of Article 100, the controlling authority may admit non-stipendiary student with or without fees. Probation

110.

Every student on admission shall be on probation for fifty working days and if it shall appear to the controlling authority that any student is not likely to prove an efficient teacher, such student shall, with the sanction of the Inspector, be required to leave the school. During probation, a stipendiary student shall be entitled to draw the full amount of his stipend and rejected at the end of the period of probation shall not be required to refund the amount drawn, provided that his rejection was not due to moral delinquency. Time Table

111.

A time-table showing the educational and pedagogical work, including observation, practice, model and criticism lessons for each department of the school shall be kept and shall be approved by the Inspector. Leave and Dismissal

112.

(i) The head of an institution may grant a student casual leave amounting to not more than seven days at a time exclusive of Sundays and other holidays and not more than fifteen days in the course of the academic year. In cases of real necessity, he may also give additional leave but it shall be leave without stipend. A student will forfeit one day's casual leave for every four times he is marked late. (ii) A student shall forfeit all stipend during any period, however, short of absence without leave and may be dismissed or expelled if he is absent without leave for three whole consecutive working days or for periods aggregating five whole days in any one term. (iii) The head of an institution may grant leave without loss of stipend for a period not exceeding one month in each year of the training course to a student in consequence of severe sickness certified by a registered medical practitioner or where this is not available, after full enquiry. If the leave exceeds one month, no stipend shall be granted for the excess period. (iv) A student may be dismissed or expelled by the controlling authority for continued illness or serious misconduct and, if so dismissed or expelled, he may be declared unfit for employment as a teacher. If he is a stipendiary student, he shall also be required to refund the whole amount drawn by him from State funds. Boarding House

113.

All students under training must reside in the school boarding house unless exempted by the Inspector on the recommendation of the Headmaster.

114.

The Inspector shall satisfy himself that the accommodation is sufficient and suitable that the sanitation is satisfactory and, that the rules of the boarding house and the arrangements for the general supervision and recreation of the students in residence are satisfactory. Examinations

115.

On the completion of the training course, there will be a written and practical examination to test the students theoretical knowledge and practical capacity. Successful candidates will be placed in three classes/those who obtain 60 per cent of marks in the first class, 50 per cent in the second class and 40 per cent in the third class. If a student fails to satisfy the examiners in both parts of the examination, he/she will be required to appear for the theory part or the practical part or both, as the case may be, until he/she succeeds. However, in the case of theoretical part, candidates may, on completion of the training course, appear for all the papers in the theory part for the first time and if after the first appearance in all the papers in the theory part of the examination, a candidate, who fails in one or two subjects, he/she will have to appear again only in that one or two subjects in which he/she had, already failed. If he/she has failed in more than two subjects he/she should appear for all the papers in theory. The candidates who have passed both the theory and practical examinations will be given a Trained Teachers' Certificate.

116.

Deleted.

117.

(a) Every student shall, as soon as possible after he or she joins the training institution, enter into an agreement to be executed in such form as may, from time to time, be prescribed (Appendix 20) binding himself or herself (1) to remain in the institution during the period prescribed and during that time to abide by such rules as may be laid down for regulating his or her attendance and conduct, (2) to appear for such examination as may be prescribed, (3) to serve as teacher in a recognized Anglo-Indian School in the State of Tamil Nadu or in a Matriculation School recognised by the Madras University or keep a recognized Anglo-Indian School within the jurisdiction of the Tamil Nadu Educational Department and teach in the same for at least three years within a period of six years after the completion of the course of training and service in other States may be taken into account. The Director of School Education has to decide individual cases as per G.O. Ms. No. 1756, Education, dated 17th October 1957, (4) to supply to the head of the institution every six months after the completion of the training course and until the expiry of the period of service mentioned in clause (3) above, information regarding residence, appointments held, salary and other particulars which may be needed to enable the head of the institution to keep a history of the student trained in it. (b) If, for any cause other than continued ill-health certified to by a recognized medical authority, a student fails to fulfil the conditions of agreement he or she may be declared to be unfit absolutely or for a specified period for employment as a teacher. In case of a student who had not paid any fees he or she shall be required to refund the cost of his or her training at the rate fixed in Article 104. (c) The fulfilment of the conditions of the agreement may be postponed with the sanction of the Inspector of Anglo-Indian Schools, Tamil Nadu when a student desires to continue his or her studies so as to improve the grade of his or her certificate or to undergo religious training in an approved institution. (d) No student, while under training, shall engage himself or herself in any other avocation or attend any other institution except with the permission of the Inspector of

Anglo-Indian Schools, Tamil Nadu.Registers

118.

In addition to the register named in Chapter II, the following shall be kept: -(1)A register giving the history of ex-students (Appendix 21).(2)A register summarizing the remarks of teachers engaged in supervising the work of the students in the practising school, the time spent in it and the subject taught by each student.(3)A register showing the criticism lessons given, with the dates, the subjects and the names of those by whom they were given and a summary of the criticisms.(4)A register showing the model lessons given, with the dates, the subjects and the names of those by whom they were given.(5)A register of leave granted to student under training (Appendix 22).(6)An acquittance roll for stipendiaries (Appendix 23).

Chapter VI**Teachers and Professional Certificates****119.**

In recognized schools, every paid teacher shall be engaged under a written agreement with the management terminable on either side with three months' notice or three months' salary in lieu of the agreement shall be in the Form prescribed in Appendix-48:Provided that the teachers belonging to the Catholic religion order enjoying a vow of poverty who are employed in Anglo-Indian Schools, be exempted from executing the agreement prescribed in Appendix 48 of the Code.

119A.

Teachers' Certificate of any grade including the Collegiate, belonging to teachers or Headmasters employed in Anglo-Indian Schools under the control of the Inspector of Anglo-Indian Schools may, at any time, be suspended or cancelled by the Director, if the teacher's or Headmaster's character or conduct is shown to be bad or if the teacher or Headmaster is proved to have indulged or taken part or participated in subversive activities or if the teacher or Headmaster is found to be negligent in the discharge of his duties.Such suspension or cancellation shall not be ordered until the teacher or Headmaster has been informed in writing of the charges against him, and a full enquiry has been made either by the Inspector of Anglo-Indian Schools or by the Director or any officer deputed by the Director for the purpose, provided that this procedure need not be followed in cases where the teacher or Headmaster has been convicted by a Court. The nature of enquiry to be conducted will be the same as that referred to in Article 68-A of the Code of Regulations for Anglo-Indian Schools. An appeal shall lie" to the Government in respect of original orders passed by the Director.

120.

Teachers in recognized schools must be certified under the Code, except in the case of the following:

-(a) Teachers holding a pedagogical diploma or degree awarded by a University in India. (b) Graduates of a British or Irish University and teachers who have received certificates from the Board of Education in Great Britain. (c) Persons described in Article 26.

121.

Deleted.

122.

Holders of the Trained Teachers Certificate may not teach in a class higher than Standard VIII. Holders of Middle Grade Teachers' Certificate may not teach in a section higher than the Middle.

123.

No teaching grant will be paid on account of pupil-teacher; but they may be employed, with the previous sanction of the Inspector, if the staff of the school is complete without them.

Chapter VII

Grants-In-Aid

124.

A sum of money is annually allotted to be expended under these Articles as grants-in-aid of schools and other educational institutions under private management with the object of extending and improving secular education. Such grants will be given, impartially and without reference to any religious instruction, to all Schools which afford sound secular education, subject to the conditions hereinafter specified and with due consideration to the requirements of each locality and of each institution and of the funds available.

125.

The Government reserve to themselves, anything in the articles of this Code notwithstanding, the right to refuse or to withdraw any grant at their entire discretion. Payments of all grants will be subject to audit and in the event of an objection being upheld, the management concerned may be called upon to refund the amount paid or such portion of it as the Government may decide. Such refund may be made either by adjustment in any other grant payable to the school or in such other manner as the Government may see fit.

126.

Grants will ordinarily be withdrawn from a school if the Managers or any of the teachers employed by it take part in political agitation directed against the authority or Government or inculcate opinions tending to excite feelings of political disloyalty or disaffection among the pupils. Reg. Religious Instruction and Holidays Grants shall be withheld from a school if the management denies opportunity to pupils to attend their own places of worship or to receive religious instructions in their own faiths out of school hours or if the Republic Day, the Independence Day and the Birthday of Gandhiji and any other day specified so ordered by Government are not observed as holidays in the school. Object for Which Aid May be Given

127.

Grants are given in aid of - (1) Teaching. - Article 132. (2) Buildings. - The erection, enlargement and purchase of school buildings and boarding houses for educational institutions for extensive repairs and the purchase of land for school or boarding house purposes - Article 144. (3) Equipment. - The purchase of furniture for schools and boarding houses, equipment, apparatus and appliances for schools, books for school and staff libraries and plant, materials and tools for laboratories and workshops - Article 151. (4) Boarding. - The boarding and schooling of orphan and very poor children - Article 156. (5) Boarding. - The boarding and schooling of poor pupils residing in places where suitable schools are not available - Article 159. (6) Cadet Corps. - Maintenance of Cadet Corps - Article 162. (7) Food. - Providing food and clothing for poor pupils in the City of Chennai - Article 164. (8) Fees. - Remitting the fees of and providing books for poor pupils - Article 166. (9) Rent. - The rent of boarding houses - Article 168. (10) Medical inspection. - The medical inspection of boys in standard VI to XI - Article 170. Subject to budget provision being available and to the limit of such provision, grants under (2) and (3) are payable at whatever time and in whatever manner that may in each case, be determined; grants under (1) are paid annually for the official year; and grants under (4), (5), (6), (7), (8), (9) and (10) are paid annually for the calendar year. Sanctioning Authority

128.

Except in cases in which a reference to Government is required, all grants paid from State funds are sanctioned by the Director or the Inspector, as the case may be.

129.

Every application for aid shall be made in such form as may, from time to time, be prescribed, and shall contain a declaration, signed by the Correspondent, to the effect that the conditions of recognition and aid laid down in this Code are being and will continue to be fully observed, excepting any rules from which the institution may be specially exempted; and that the governing body is prepared to subject the institution, together with its current, endowment and trust accounts, its establishment, time-table and registers, to inspection and to furnish such returns as may be

required by the department. Income To be Devoted To Educational Purposes

130.

No aided institution shall be allowed to spend any portion of its income for other than educational purposes. Eligibility for Grants

131.

No grants are given -(a) to any school which is not recognized under the Code; (b) on account of instruction in religious subjects; (c) to any school with an average daily attendance of less than 25 European and Anglo-Indian pupils, except in places where there is only a small Anglo-Indian population or where, in the opinion of the Department, such a school is necessary; (d) to any school or section of a school which the Department declares to be unnecessary or unsuited to the requirements of the locality. (e) to any school in which the members of the teaching staff have exceeded the age limits prescribed under Article 28-A. Teaching Grant

132.

A school shall not be eligible for the full grant sanctioned for it for any year unless it has met for 200 school days in the previous school year provided that the Inspector of Anglo-Indian Schools may condone the shortage in the number of school days in deserving cases.

133.

A school day shall consist of at least five hours of secular instruction in Standards VI to XI and four hours in Standards I to V. Two meetings each of not less than 2-1/2 hours in Standards VI to XI or two hours in Standards I to V, whether on the same or on different days, shall be counted as one school day. Application for Aid

134.

Application for first admission to aid shall be made in the prescribed Form (Appendix 24) before the 1st May to the Inspector. The application shall be accompanied by such returns as may be prescribed with the view of ascertaining the financial position of the school and, its eligibility for aid. Admission for Aid

135.

The Director shall determine what institution shall be admitted to aid after taking into account the character, the efficiency and the financial condition of the institutions, the educational needs of the locality and the funds at his disposal. Withdrawal From Aid

136.

The Director may, after giving due notice, withdraw aid from an institution should the financial condition of the institution or the educational needs of the locality cease to warrant its continuance. Penalties

137.

The director, may, on the report of the Inspector, after inquiry, withhold, reduce or suspend the grant on account of falsification of registers or misrepresentation regarding fees, attendances or other matters, or violation of any of the conditions of recognition or aid, or other proved fraud or irregularity. The Director may deduct from the grant payable to an institution such amount as may be due to the teachers from the management for direct disbursement to the teacher concerned, should the management fail in the discharge of its obligations to a teacher under its employ by non-adherence to the terms of agreement entered into under Article 14(n).

138.

Grant may be reduced or withheld for sufficient reason shown in the Inspector's report. A copy of the Inspector's report shall, in such cases, be communicated to the managers, who shall have an opportunity of making to the Department such representations as they may desire. Financial Statement

139.

The management of every aided school shall submit to the Director through the Inspector of Anglo-Indian Schools, not later than 1st May of each year, a financial statement in the prescribed Form (Appendix 25) together with the subsidiary statements and retain two copies of the financial statements in the school. These statements shall be checked and audited by the Departmental Auditors who should certify to the effect that the receipts and expenditure as shown in the financial statements are correctly stated and supported by proper vouchers. Payment of Grant

140.

(i) Grants for a year shall be drawn on a bill prepared in the prescribed Form (Appendix 26) after counter-signature by the Inspector. (ii) On receipt of the counter-signed bill, the Manager shall endorse it and present it for payment at the nearest Treasury. Grants sanctioned from the allotment for a particular year must be cashed during that year. Recovery of Excess Grant Paid (iii) Any adjustments which, in consequence of the; operation of Article 137 or 138 or for any other reason, it may be found necessary to carry out in a grant once paid may be made in the grant for the following year or in the payment of any other sanctioned grant. (iv) Teaching grants shall be considered as having been paid in respect of the previous year's working of the schools. If an educational institution work throughout a financial year or part of a year, it shall be eligible for a grant for such

period, whether or not it works beyond the period.

141.

The grant will be considered as supplementing the income from fees, endowments, subscriptions, donations and other private sources, and will be determined with reference to considerations arising out of the financial statement prescribed under Article 139, the class of pupils attending the school, and such other consideration as for particular cases the Director will decide to be relevant. Teaching Grants To Schools For Special Education

142.

The amount of grants-in-aid of training and other special schools shall be fixed by the Director after consideration; of all the circumstances of each case.

143.

In the case of training schools, application for grant shall be made in the prescribed Form (Appendix 27), and a financial statement in the prescribed Form (Appendix 25), together with the subsidiary statements shall be submitted to the Director through the Inspector of Anglo-Indian School not later than 1st May of each year and two copies of the financial statement may be retained in the school. These statements shall be checked and audited by the Departmental Auditors who should certify to the effect that the receipts and expenditure as shown in the financial statements are correctly stated and supported by proper vouchers No form of application is prescribed in the case of other institution, but application for aid on their behalf should afford full information as to the object of the institution, the subjects taught, the strength of the classes, the staff of teachers and the financial conditions and should be submitted on such dates as are prescribed by the Department. Building Grant

144.

Grants-in-aid are given for the following purposes subject to a maximum limit of Rs. 4,000 (Rupees four thousand only) in the case of Primary schools having standards I to V only and Rs. 35,000 (Rupees thirty-five thousand only) in the case of High School and Primary Schools having standards I to VIII. (1) Purchasing, erecting, enlarging or improving school houses or buildings or boarding houses for pupils including residential quarters for the warden or other staff attached to the boarding house. (2) Executing extensive alterations and repairs to buildings. (3) Acquiring land for school or boarding house purposes. Sanctioning Authority

145.

Deleted. Conditions of Grant

146.

(i) In the case of new buildings, extensions, improvements or alterations, the Department must be convinced of their necessity and approve their character. Works commenced before obtaining the special permission of the Department will not be eligible for grant. In the case of the purchase of land or building, the Department must either have been consulted before the purchase is made or be convinced that the land previously purchased is to be newly devoted to an educational purpose. (ii) Grants will not ordinarily be given for a school building that fails to meet the requirements specified in Appendix 4. (iii) Rooms in boarding houses for the construction of which grant is sought must satisfy the following conditions. Dormitories must be large enough to allow 40 superficial feet and 400 cubic feet for each boarder under 12 years and 48 square feet and 480 cubic feet for boarders, over 12 years. A space of at least 8 superficial feet and 800 cubic feet per head should be provided in every room used as a dining room or for any other dwelling purpose other than sleeping. Building Grant Procedure

147.

(1) An application in the prescribed Form (Appendix 28) shall be submitted to the Department accompanied by such outline plans and specifications and information as will enable the Department to judge of the suitability of the proposals from an educational point of view. The Department shall inform the Correspondent whether it approves of the plans and estimates, making, if necessary, alterations of the plans a condition of its so doing. (ii) If the Department's reply be favourable, the Correspondent shall submit to it two copies of the detailed estimate and two copies of the detailed plans, specifications and abstract estimate (which may include architect's and engineer's fees) prepared by a recognised professional architect a member or associate member or the Institute of Civil Engineers, a gazetted officer of the Public Works Department present or retired or a present or retired District Board Engineer who will be responsible for the structural stability of the building. No building operations shall commence until after the issue of favourable orders on the suitability of the design and the reasonableness of the estimate from a technical point of view. When the total estimate exceeds Rs. 10,000, the Correspondent shall call for open tenders for the construction of the work. If after completion of the work, the Correspondent applies for a grant, he shall be required to furnish a certificate in the prescribed Form (Appendix 29) signed by the architect or the engineer in charge of the work to the effect that the building or buildings have been completed generally in accordance with the plans and specifications which were submitted and approved by the Department and another certificate signed by the Correspondent himself specifying the total amount actually spent on the building. No such application for grant will be considered, if it is submitted more than one year after the completion of the building. (iii) Where it is proved that private qualified professional, advice is not available, the management shall prior to the commencement of the work thereon give fifteen days notice in writing to the Executive Engineer in charge of the division wherein, it is proposed to construct the building. During the progress of work, access thereto and every reasonable opportunity to inspect and examine materials and take measurements shall be afforded by the management to the officer of the Public Works Department. (iv) a fee of 1 per cent of the total estimate shall be levied where actual supervision of construction by the Public Works Department is required. In cases where a grant is applied for and

proposed to be considered, the Inspector or the Director will call for a valuation of the work done from the local Engineer of the Public Works Department. Priority List of Approved Works

147A.

The Director and the Inspector (in the case of schemes not exceeding a total cost of Rs. 1,000 will maintain a list of works approved by the Department from a technical point of view. But the inclusion of a work in the list referred to implies no sort of liability on the part of the Government, legal or moral, for making a grant through the management will not be precluded thereby from applying for a grant after buildings are completed. The Director will each year recommend for the consideration of Government such schemes as he considers deserving of grant and will authorise payment of grant under the specific sanction of Government in each case out of funds placed at his disposal for the purpose. A Scheme included in the list referred to above shall be expunged from it, if the work of construction or the purchase or acquisition of land or building is not completed within a period of three years from the date of its inclusion. Extension of this time-limit may be granted by the Director in special cases for valid reasons accepted by him. Payment of Grant

148.

(i) Grants when sanctioned may be paid in instalments as funds become available, but except in cases where the governing body of the school has been exempted by the Director from the execution of a mortgage deed or a deed of acceptance no portion of the grant shall be paid before the title-deeds of the property have been examined by the Government Solicitor and found to be in order. (ii) Before the grant is paid in full, the governing body of the school shall be required to execute a mortgage deed of the property or a deed of acceptance in respect of the grant. The forms of the various deeds shall be as shown in Appendices 30, 31, 31-A, 32 and 33. The Director may, however, grant exemption from the execution of the deed in cases where grant does not exceed Rs. 10,000, if he considers that the execution of the deed is unnecessary. The Government Solicitor will be permitted to charge for the examination of title deeds and settlement of mortgage in connection with building grants sanctioned for educational institutions, fees not exceeding 1 per cent of the grant sanctioned subject, however, to a minimum of Rs. 20 and the maximum of Rs. 250 in each case. One-half of the Government Solicitor's fees, registrational fees and other expenses connected with the execution of the deed will be reimbursed to the governing body in the shape of a supplementary grant from State funds. Execution of mortgage does not necessary now. However, title deeds and encumbrance to be sent to Government pleader for opinion. (iii) Grants, sanctioned for any of the purposes mentioned in Article 144(1) and (2) except the purchase of buildings shall be drawn on bills prepared in the Form prescribed (Appendix 34) after counter-signature by the Director or the Inspector, as the case may be. Grants sanctioned for the purchase of buildings or for the purpose mentioned in Article 144(3) shall be drawn on bills prepared in the prescribed Form (Appendix 35) after the counter-signature by the Director or the Inspector, as the case may be. Amount of Grant

149.

The grant payable shall not exceed in the case of buildings erected one-half of the total cost of the work shown in the management's estimates as approved by the department can modified by the Public Works Department or certified in the valuation statement of the Executive Engineer, whichever is less and in the case of buildings and lands acquired one-half of the Collector's estimate of the value of the same or of the actual cost of acquisition or purchase whichever is less, subject to the maximum limit prescribed in Article 144. Before making the payment in full, the Director will require the management to furnish the certificate referred to in Article 147(2) showing the actual amount expended by them in completing the works, purchase or acquisition and, if necessary, he may call for the vouchers at any time in support of the expenditure incurred. Claims of the Government

150.

The governing body of any institution receiving a grant under this Chapter shall refund the grant or a portion of it as specified below if the land or building in respect of which the grant was made ceases to be used for educational purposes approved by Government within a period of 30 years from the date of payment of the grant where the grant does not exceed Rs. 50,000; 50 years from the date of the payment of the grant where the grant exceeds Rs. 50,000 but does not exceed one lakh and 99 years from the date of payment of the grant where the grant exceeds one lakh of rupees. The amount to be refunded shall bear the same proportion to the total grant as the unexpired portion of the period for which the building or land is secured against diversion bears to the total period. If the governing body fails to make such refund, the Government may recover the amount by such means as they think fit. Equipment Grant Application For Aid

151.

Application for grants under this head shall be in the prescribed Form (Appendix 36) and shall be submitted to the Inspector. They shall be accompanied by details showing the number, description and price and, in the case of furniture, a sketch of each article which it is proposed to provide. Object and Proportion of Aid

152.

(1)(a) Grants not exceeding one-half of the total cost may be given for school and boarding house furniture, and for apparatus, chemicals, maps, diagrams and models, for books and periodicals for school and staff libraries and for the plant, materials and tools needed in industrial and technical classes. (b) Grants may be given in connection with approved expenditure on physical training and games when such expenditure exceeds the amount of games fees collected from pupils and staff. The maximum grant to be given to a school during any financial year shall be limited to the amount of games fees collected during the year and it shall not exceed one-half of the difference between the expenditure and games fee collections during the year taken together with any credit balance

outstanding in the games fund, the management must contribute a sum not less than the grant received. The amount of grant applied for should be based on a budget estimate of the games fund of the school for the year in which the grant is sought. The accounts of the games fund shall be submitted along with the financial statement referred to in Article 139. Should it be found that the management has contributed less than the amount of the Government grant, the whole difference will be adjusted against any grant subsequently applied for under this section: Provided that schools which are exempted from the levy of games fees by the Inspector of Anglo-Indian Schools, Tamil Nadu shall be eligible for grants not exceeding half the total approved expenditure on physical training and games. (ii) Grants shall not be given to meet the cost of seat or desks of a pattern which has not been approved by the Department. (iii) Grants shall not be given for articles regarding which the Department has not been consulted and for which aid has not been promised previously to purchase or manufacture. Payment of Grant

153.

The grant shall be paid only on submission of vouchers duly receipted. It shall be drawn on a bill prepared in the prescribed Form (Appendix 37) after counter-signature by the Director or Inspector, as the case may be. Vide also Article 155. Claims of the Government

154.

If an institution which has received aid under this head ceases, within five years from the date on which the grant was drawn, to use the equipments for educational purposes approved by the Department, the Government shall be at liberty to purchase the articles towards the supply of which the grant was given, at a valuation to be made by an officer to be deputed by the Government for the purpose. When the Government purchase the articles at the valuation so fixed, the amount to be paid to the management should be only the excess of the valuations over the amount already given as grant towards their original purchase. Alternatively, the Government may direct that the articles should be sold in auction, in which case the proceeds shall be paid into the Government Treasury provided that if the proceeds exceed the amount of grant already paid towards the purchase of the articles, the difference shall be payable to the management of the school.

155.

Grants exceeding Rs. 2,500 are sanctioned by Government grants up to Rs. 2,500 by the Director and grants up to Rs. 500 by the Inspector. Boarding Grant For Orphans and Very Poor Children

156.

A grant not exceeding Rs. 25 per month for each child, in the case of students, who are residing in hostels or boarding houses attached to Anglo-Indian School and Rs. 26 per month in the case of those residing in hill area boarding houses may be made in aid of boarding charges to schools, or orphanages attached to schools, which, in the opinion of the Department make suitable provision

for the education and boarding of orphans or children whose guardians are in such indigent circumstance that in the opinion of the Inspector financial assistance is necessary. The above boarding grant may be paid for a period of 10 months to the students who do not reside in hostels or boarding houses attached to Anglo-Indian Schools during the holidays and for a period of 12 months to those who reside in the hostels or boarding houses during the holidays. A register in the prescribed Form (Appendix 38) shall be maintained showing the names of the pupils in receipt of this grant.

157.

The following conditions govern the bestowal of this grant: -(a)For every child for whom application is made for the first time, a certificate (Appendix 39) must be obtained from the Magistrate of the district or cantonment to which the child belongs or a Gazetted Officer of the Revenue Department certifying to its condition. In the case of children belonging to Chennai, the certificates should be obtained from the Chief Presidency Magistrate, Chennai or a Gazetted Officer of the Revenue Department. The certificate must be submitted to the Inspector with the application and, on return by him, will be filed in the school for reference. Applications for renewal of grants need not be accompanied by such certificates, unless specially demanded by the Inspector. (b)Both boys and girls are eligible for the grant upto the age of 20. Both boys and girls who reach the age of 20 in the middle of the year may be permitted grants upto 31st December of the year in which they reach the age of 20. (c)Pupils may be permitted to remain in the orphanage till they complete their High School course. (d)Children whose guardians are resident outside the limits of the Tamil Nadu are not eligible for this grant. (e)Children in receipt of military pensions and children paid for from private or public funds are not entitled to grant under Article 156. (f)Grants shall be awarded for a pupil if he/she has/had only four failures during his/her study in Standards I to X. No boarding grant shall, however, be allowed to a student studying in the same standard for the third year.

158.

Grants under this head are sanctioned by the Inspector and are drawn on bill forms (Appendix 46) after counter-signature by the Inspector. Application will be invited by special circular each year in March. Boarding Grant for Children Living in Places Where Schools are not Available

159.

In the case of children of poorer classes of Anglo-Indians in out of the way places where suitable education is not available, arrangements may be made by the Inspector for the education of such children at the nearest suitable school, the entire cost of such education or such part thereof as may be deemed necessary and of the conveyance to and from the school being met by the Government, provided the necessity for this is certified (Appendix 40) by some responsible person to the satisfaction of the Inspector. A register in the prescribed Form (Appendix 41) shall be maintained of the pupils in receipt of this grant. Children whose guardians are resident outside the limits of the Tamil Nadu State are not eligible for this grant. Grant shall be awarded for a pupil studying in the same class provided he/ she has/had only one failure during the course from standard I to VIII and

one failure during the course from standards IX to XI. In all such cases discretion shall vest in the Inspector of European and Anglo-Indian Schools to continue or withdraw the grant or to sanction or refuse a new grant.

160.

The children of Coast Light-keepers are not eligible for these grants, as they are otherwise provided for by Government. Similarly, children drawing military pensions are not eligible.

161.

Grants under this head are sanctioned by the Inspector, and are drawn on bill Forms (Appendix 46) after counter-signature by the Inspector. Cadet Grant

162.

A grant of Rs. 6 per annum may be given for every cadet in the school who is certified by the Commanding Officer of the Corps as efficient, and at the rate of Rs. 8 for every cadet similarly certified as extra-efficient, provided that no cadet shall be eligible for the grant if he is below the age of 14 or over the age of 18 years and if he has not been on the rolls of the school and of the Cadet Corps for a period of not less than six months during the year for which the grant is paid. Application for the grant shall be made in the prescribed Form (Appendix 42) and submitted in April for the previous official year.

163.

Grants under this head are sanctioned by the Inspector and are drawn on bill Forms (Appendix 47) after counter-signature by official year. Food and Clothing Grant in the City of Chennai

164.

Grants not exceeding Rs. 16 per annum for clothing. Twenty-five paise per day per meal for each pupil may be given to schools for the purpose of clothing and feeding poor day pupils of primary, middle and high schools. A register of pupils benefited under this grant shall be maintained in the prescribed Form (Appendix 43). Such grants are confined to schools in the city of Chennai and its immediate neighbourhood. Detailed instructions for applying for this grant are issued annually in January. Grant shall be awarded for a pupil studying in the class provided he/she has/had only one failure during his/her study within the standards I to VIII and one failure during the course in classes from Standards IX to XI.

165.

Grants under this head are sanctioned by the Inspector and are drawn on bill Forms (Appendix 46) after counter-signature by the Inspector. Grant for Remission of Fees and for Class Books

166.

Deleted.

167.

Deleted. Grant Towards the Rent of Boarding Houses

168.

Grants may be sanctioned by the Director towards the rent of buildings to be used as boarding houses provided that satisfactory arrangements are made by the managers for the supervision of the pupils residing therein. Grant in each case shall not exceed one half of the net expenditure incurred by the managers from their own funds on the rent of the boarding house after deducting the rent due from the pupils residing in the boarding house. The rent due for the purpose of the grant will be fixed by the Director.

169.

Applications for grants under this Chapter should be submitted in the Form prescribed in Appendix 45 and should be accompanied by outline plans and a recommendation supported by reasons as to what may properly be considered the rent due from the pupils. Grant for the Medical Inspection of Boys in Standards VI To XI

170.

Grant for the medical inspection of boys of standards VI to XI shall be paid according to the following rules: -(1) Managers shall select with the approval of the Director of School Education one or more medical officers from among local registered medical practitioners. Whenever possible, officers with M.B.B.S. or L.M.S. or equivalent qualification should be chosen. (2) The fee payable to the medical officer shall not exceed Rupee one for the first inspection of a pupil and fifty paise for each of the subsequent annual inspection. (3) The grant payable shall be limited to one-third of the expenditure incurred by the management, subject, however, to an upper limit of twenty-five paise for the first inspection of each pupil and twelve paise for the subsequent inspections. (4) The award of grants shall be contingent on the levy of a special fee from each pupil so as to cover at least one-third of the cost of his medical inspection. (5) The management of the school shall undertake to maintain the records and submit the returns prescribed for the purpose of medical inspection and to comply with all other conditions that may be laid down in this regard by the Government or their authorised

officers.

171.

The grant will be liable to reduction at the discretion of the Director -(i)if, on an examination of the report of the medical officer, it is found that the inspection has not been conducted satisfactorily; or(ii)if, after due warning, the management concerned fails to take action to remedy defects of sanitation and hygiene brought to the notice of the Director in the medical officer's report.

172.

Grants under this head payable for the calendar year are sanctioned by the Director and are drawn on teaching grant bill Forms (Appendix 26) after counter-signature by the Inspector.

173.

The medical inspection of boys in Standards VI to XI (Boys, Girls and Mixed) is a necessary condition of the recognition of such schools. Appendices Appendix 1 (Article 15) Application for Recognition District: Town:

1. Name of School

2. Date of establishment, number and date of proceedings of previous recognition of the school under the Code of Regulations for Anglo-Indian Schools, if any -

3. Governing body

4. Managers

5. Correspondent

6. Standards already recognized.

Nomenclature	No. of pupils on the rolls on the date of application	Average attendance during the term immediately preceding the application
Standard XI		
Standard X		
Standard IX		
Standard VIII		
Standard VII		

Standard VI

Standard V

Standard IV

Standard III

Standard II

Standard I

7. Standards for which recognition is sought.**8. Staff**

Total

Designation of post	Name of teacher occupying	Full salary assigned or prepared to be assigned	Age (years)	Standard and subject taught	In the school
(1)	(2)	(3)	(4)	(5)	(6)

In

other recognised school, names of such schools being specified	Highest general education test passed and year with full particulars	Highest technical examination passed and year subject	Highest grade of teachers certificate and year	Highest grade of technical teachers certificate and year and subject	Department certificates held	Any other certificate or qualifications held
(7)	(8)	(9)	(10)	(11)	(12)	(13)

9. Accommodation -

Total area of - (a) School building (b) Offices (c) Playground Class rooms and the superficial and cubical area of each room with the maximum number of pupils likely to be taught in each room.

10. Sanitation - Description of latrines, urinals, lavatories and water supply.**11. Furniture - Apparatus and appliances (information should be given separately for each standard).**

Ordinary Special

12. Library -

Staff - Number of volumes, whether catalogued and registered. Pupil - Number of volumes, whether catalogued and registered.

13. Fees in each standard.

14. The registers maintained, and whether in the prescribed forms.

15. If application for recognition as a boarding school, particulars of boarding houses, e.g., number of rooms, area of each lavatory, bathing and latrine arrangements, matron, doctor, sick room, charges etc.

16. In the case of Standards VI to XI, the arrangements made for the compulsory medical inspection of boys.

Declaration On behalf of the governing body of the school, I hereby declare that the school fulfils all the conditions specified in the Code of Regulations for Anglo-Indian Schools, 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 of Regulations for Anglo-Indian Schools including those relating to inter school rules and to furnish such returns as may be required by the Department. Station: Date: Correspondent. Appendix 2 (Article 15) Sanitary Certificate

1. Governing bodies of schools under private management will be required to produce sanitary, certificates in the Form prescribed in paragraph 3 below when applying for recognition of schools under their management or on any subsequent occasion if called for. The following officers are competent to issue these certificates.

In Chennai City. - (1) Director of Public Health, (2) All Assistant Directors of Public Health, and (3) Health Officer of the Corporation. In mufussal. - Municipalities having Health Officer - Municipal Health Officers. In municipalities where there are no Health Officers and in the rural areas of all districts - District Health Officer or, if satisfactory reasons are given, Health Inspector. During their tours, the above officers will visit schools and report on their sanitary condition to the Educational Authorities concerned.

2. When a sanitary certificate is called for in pursuance of the rules in this Code in respect of a school under private management, the management of the school shall pay a fee of rupees five.

The management will pay the fee into the Government Treasury to be credited to the Budget Head "XXIII-C. Public Health -Collection of payments for services rendered" and enclosing the chalan for the amount, will address the officer concerned, requesting him to inspect the school for the issue of sanitary certificate. The management will also submit a copy of this letter to the Director of Public Health for information. The officer concerned will then inspect the school and issue the certificate and report to the Director of Public Health, enclosing the chalan for the fees credited into the Treasury. If a Municipal Health Officer has issued the certificate, the Director of Public Health will then make the necessary arrangements to pay the municipality the amount due to it according to G.O. Ms. No. 119, Public Health, dated the 16th January 1935.

3. The following is the Form in which the Sanitary Officer's certificate should be submitted with necessary modifications being made when the actual conditions do not permit of the exact wording being used: -

I hereby declare that I have inspected the school building and premises on the.....and certify that the accommodation provided for each of the several classes is sufficient for the maximum number of pupils taught therein and is properly ventilated and lighted; that the building is maintained in substantial repair that it is neat and clean that the supply of drinking water is whole some and that in all other necessary respects the sanitation is good. Appendix 3(Article 33)Rules for Preparation of Sketch Plans of School Buildings

1. Plans of school buildings and of additions and extensions to such buildings shall give full information regarding the extent of superficial and cubic space of all the rooms of such buildings and show the exact positions of doors, windows, stairs, etc. The plans may be prepared by any competent person and shall be certified by the maker. Plans must always indicate orientation.

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

3. Officers of the Public Works Department who are required to prepare plans shall be remunerated by the Managers' of the schools concerned according to the following scale: -

	Rs.
(1) Officers of the Engineering Establishments*	20
(2) Officers of the Upper Subordinate Establishment**	10

Note: - *Refers to Executive Engineers and Assistant Executive Engineers of the Indian Services of Engineers and Assistant Engineers of the Tamil Nadu Engineering Service.**Refers to Supervisors

of the Public Works Department.

4. Managers of schools desiring the services of Public Works Department, the officers should apply for them to the Executive Engineer of the division.

5. The Executive Engineer will determine whether any and, if so, what officer can be spared for the preparation of the sketch, regard being had in every case to the standard of the institution concerned.

Appendix 4(Article 34)Instructions As To the Sanitary and Hygienic Requirements to be Observed in the Designing and Construction of School Buildings in the State of Tamil NaduSelection of Site

1. In the selection of a site, the following point should be weighted against considerations of economy, convenience, proximity to houses of parents, etc: -

(i)A site should not be selected if its natural position is in a hollow or in the neighbourhood of high trees or houses which prevent the free circulation of air and the access of a sunlight to the school buildings. Shady trees are, however, of value in the playground provided that they do not unduly reduce the space available for play and are not planted so close to the school buildings as to obstruct the entry of light into the class rooms or, in course of time, to cause damage to the structure.(ii)Mud soil should be avoided and, as far as possible, all soils which are specially retentive of moisture.(iii)Sufficiency of space is important, and in this connection, the possibility of future extension and the necessity of giving subsequent class rooms, the proper orientation should be borne in mind.(iv)Channels and tanks in the vicinity are disadvantage.(v)The presence of rank vegetation more especially prickly pear is objectionable should, as far as possible, be avoided.(vi)The neighbourhood of dusty and noisy roads and shops, mills or factories should, as far as possible, be avoided.

2. All site plans should show the nature of the surroundings the height of the neighbouring buildings, the north point and the direction of the prevailing wind.

Orientation of Buildings

3. This will differ for different parts of the State and will depend chiefly on the best way to secure perflation of air. Subject to this, the more buildings are lighted from the north the better.

Floor Space

4. When funds are available, they should be utilized in providing floor space in excess of the following minimum requirements: -

For ordinary schools 12 square feet per pupil

For training colleges and technical schools 15 square feet per pupil

Rooms which are intended to be used for practical work, such as laboratories, drawing rooms, workshops, etc., should be carefully designed with a view to the nature of the work and the number of pupils to be accommodated. Composition of Floors

5. It is desirable that the floors should be made of a material which will admit of their being washed with water, stone flagging or something better must be aimed at in rooms where desks or benches are provided.

Seating Arrangements

6. The general principles which should govern the construction of desks are Setforth in Annexure (i). Where dual desks are used, the desks may be arranged most suitably as shown in diagram Annexure (ii).

7. Forms without backs and desks are objectionable; type designs for desks are issued by the department.

8. Pupils should be seated in rows with the main light falling from the left side, they should never face the light.

The same remark applies to the teachers. Windows

9. Windows serve two purposes -

(a) Admission of light. (b) Admission of air.

10. They should be placed at regular distances so as to ensure uniformity of light and should either open outwards or be so hinged as to lie flat against the walls.

11. Window sills should not be more than 4 feet from the ground in rooms in which the pupils are seated at desks. Windows for subsidiary lighting may have their sills more than 4 feet from the floor.

12. The window, area should not be less than one-fifth of the floor area and wherever possible, the principal lighting should be from the north.

Doors

13. Class rooms should not have to Be used as passages from one part of the building to another. They should consequently not open into one another, but into passage or verandah. No class room should have more than two doors and in most cases one is preferable. The door or doors should be at the teacher's end of the room and should open outwards.

Height of Class Rooms

14. The minimum height of the room should be 12 feet to the tie beam when the room has an open sloping roof and 14 feet to the under side of the joints, where the room has terraced ceiling.

Ventilation

15. Unless there are windows reaching to the top of the wall and capable of being opened, ventilators are necessary near the top of the wall. The ventilators should be regularly distributed in the same way as the windows. For each pupil, 48 square inches of open ventilator should be provided.

Dimensions and Fittings of Class Rooms

16. It is important that no school or class room should be more than 24' in width or otherwise the rows of pupils will be too long to be properly controlled by the teacher. The length of a room must depend on the number of classes to be/held in it. In the case of a school divided into a number of class rooms, the dimensions of any room should not exceed 23' x 25' that is an approximate square. If it is admitted that a square is the best area for teaching purposes, the length of a class room in a one-roomed school should approximately close to some multiple of the width. Ample wall black-board space should be provided especially on the wall at the teachers end of the room which should be unbroken by doors, windows or cupboards. Cupboards recessed in other walls should be provided, also recesses with open shelving. Rails under the cornice for hanging maps, pictures and diagrams are essential. The smallest class room for 40 boys in dual desks

should be 21" wide and 23" long. The arrangement of such a room is shown in the enclosed diagram No. C.A. 306-7- Annexure (ii). To accommodate similarly desks of larger dimensions, those of the room must be proportionately increased.

Roofs

17. The roof should, as far as possible, be impervious to heat.

Sanitary Arrangements for Schools

18. (i) Latrines shall not be placed nearer than 40 feet to any school building. They should be so situated as to be out of public view, as far as possible, and so that the prevailing wind will not blow from them in the direction of the school.

(ii) In the design, location and construction of school latrines, District Health Officers should be consulted and type-designs used when available. (iii) For boys, urinals and latrines should be provided. In mixed schools, there should be separate and detached provisions for boys and girls. Separate accommodation should, in all cases, be provided for the staff. (iv) The number of latrine seats should be on the following scale -

	Girls	Boys
Under 30 children	2	1
Under 50 children	3	2
Under 70 children	4	2
Under 100 children	5	3
Under 150 children	6	3
Under 200 children	8	4
Under 300 children	12	5
Under 500 children	20	8

(v) In addition, for boys, urinals should be provided at the rate of 4 per 100. The urinal should have a well-paved impervious flooring, suitably drained to a gully connected with a sewer, other public drain or soak-pit or cess-pool, as the case may be. The walls should be rendered impervious to a height of 4 feet and coated with tar at least once a quarter. (vi) The latrine seats should be screened from each other by low partition walls. Half doors may also be provided to screen the seat from the passage. The flooring and seats and the walls all round should be rendered impervious and coated with tar to a height of 4 feet from the floor at least once a quarter. (vii) The flooring should have a proper slope drained to a gully connected with a sewer or other public drain or soak-pit or cess-pool, as the case may be. (viii) A sufficient supply of water at or close to the latrine and urinal for periodical flushing, and for washing purposes should be provided. (ix) In order that all latrines and urinals may

be kept in a sanitary condition, the school authority shall maintain such permanent staff as may be necessary for the proper daily cleaning of the latrines and urinals and shall make suitable arrangements for the daily removal and disposal of night-soil and urine.

18.

-A. If the flushout system of latrines is in vogue, the number of water closets should be on the following scale: -

Number of pupils	Scale of water closets	
	Girls	Boys
25	1	1
50	2	1
75	3	2
100	3	2
150	6	3
200	8	4
300	12	5
500	20	8

In addition, provision should be made for urinals at 6 per 100 boys. Drinking Water

19. A supply of pure drinking water should be provided in all schools.

Annexure I

1. The seat should not be so high as to prevent the child resting its feet upon the floor, or on a footboard, and if the latter, the knees should not be elevated.

2. Assuming a child to be sitting upright in his seat and the arm to be hanging freely down the edge of the desk next the body should be about an inch higher than the level of the elbows in the case of boys, and from 1-1/2 to 1 inches in the case of girls. (if the desk be higher than this, there is a tendency for the boy to be twisted and for one shoulder to be raised above the other with the consequent risk of lateral curvature of the spine).

3. A line dropped from the edge of the desk ought to strike the edge of the seat. (This arrangement obliges the child to assume an upright position which is best for the eyes and the spine).

4. No seat should be without a back, and the top of this should be one inch lower than the edge of the desk in the case of boys, and one inch higher than the edge of the desk in the case of girls (In school, which are graded, great inequalities will be found in the size of the scholars in each room, to meet which it is desirable to provide three sizes of desks. In schools of mixed ages, there should be a large number of sizes).

5. The desk must not be flat. It should slightly incline towards the child at an angle of 100.

6. The seat should not be flat, but saddle-shaped. Change of position will be desirable.

7. The desks must be easy of access yet compactly arranged. The angle of vision for the teachers should be not more than 450.

Height and Dimensions

8. (i) The sloping part of the top should be not less than 14 inches in width.

(ii)The inclination should be about 100.(iii)The flat portion of the desk with groove should be 3 inches in width.(iv)The proper height allows the forearm of the seated child to rest horizontally upon the desk without discomfort.

(a) Youngest children 20" to 25" to the middle of the slope

(b) Intermediate children 22" to 28" -do-

(c) Oldest scholars 30" to 36" -do-

The seat should be about 16-1/2 inches high.(v)The back rail should be not more than 7 inches for younger children and not more than 10 inches for the older ones.All seats should have proper backs so as to support the small of the back upto the level of the shoulder blades.(vi)The minimum space for each child should be 20 inches, 22 inches would be better.(vii)The width of the gangway should be 18 inches at least.(viii)The seats should be 8 inches wide in primary schools and from 8 to 12 inches in secondary schools.
Annexure II
Appendix 5(Article 53)Application For Admission Into The School

1. Name of pupil (Surname first)

2. Date of birth.

3. Nationality -

(a)Father(b)Mother

4. Residence

5. Name of guardian and occupation and residence

6. Last school attended by pupil

7. Number and date of the transfer certificate from the last school

8. Whether exemption from religious instruction is claimed.

Date:Signature of guardian.Appendix 6(Article 56)Form of Transfer Certificate(a)Number of years for the Cambridge School Certificate Examination - Eleven.(b)The highest standard from which pupils for Anglo-Indian High School Examination or the Cambridge School Certificate Examination are presented - Standard XINo.

1. Name of the school which the pupil is leaving

2. Name of the pupil.

3. Nationality

(a)Father(b)Mother

4. (a) Religion

(b)Community: State whether the pupil belongs to -(i)Adi-Dravidar (Scheduled Caste) or Scheduled Tribe(ii)Backward Class(iii)Most Backward Class(iv)Convert to Christianity from Scheduled Caste(v)Denotified Communities

5. Date of birth as entered in the Admission Register.

6. Standard in which the pupil was reading at the time of leaving (in words)

7. Date of admission or promotion to that standard. The year to be entered in words.

8. Whether qualified for promotion to a higher standard under the Code of Regulations for Anglo-Indian Schools and the Anglo-Indian School Leaving Certificate Rules.

9. Whether the pupil has paid all the fees due to the school.

10. Date on which the pupil actually left the school.

11. Date on which application for transfer certificate was made on behalf of the pupil by his guardian.

12. Date of transfer certificate.

13. Signature of Headmaster.

Appendix 7(Article 72)Corporal Punishment Register

1. Name of pupil

2. Standard

3. Age

4. Offence

5. Date

6. Punishment

7. Signature of Headmaster

Appendix 8(Article 74)Registers of Admissions and Withdrawals(No pupil shall be permitted to join any class until his name appears in this register and when a pupil has previously attended a recognised school, his name shall not be entered until the transfer certificate has been received)

Admission

Admission Number	Date of Admission	Pupil's name in full	Date of birth as given in the transfercertificate, if any
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	Day	Month	Year	Surname	Christian	Day	Month	Year
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Name and address of guardian	Nationality of Parents	Exemption from religious institution enter "claimed" or "not claimed"	Standard into which admitted	Name of the school file of transfer certificate received
Father	Mother			
(10)	(11)	(12)	(13)	(14)
				(15)

These columns must be filled up from transfer certificate received

School last attended	Date when that school was last attended	Standard in which then studying
Day	Month	Year
(16)	(17)	(18)
		(19) (20)

Withdrawal These columns must be filled up immediately a pupil withdraws the corresponding entries in the transfer certificate issued must be copied from these:

Date of withdrawal	Standard in which then studying	If withdrawn at the end of the year to what standard promotion (if any) was intended	Number of transfer certificate issued
Day	Month	Year	
(21)	(22)	(23)	(24)
			(25) (26)

(a) If no transfer certificates, this entry should be made from the application for admission (Appendix 5). Appendix 9 (Article 74) Register of Attendance for the Month of..20 Name of School Standard

Admission number	Standard number	Name (Surname first)	Date
1	2	3	4 5 6 7 8 9 10 11 12
(1)	(2)	(3)	

Date - Cont.

13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	No. of days present
(4)	(5)																		

Number on rolls at beginning of month	:
Admitted during month	:
Number on rolls at end of month	:
Number of school days	:

Average attendance during month :.....

Average number on roll during month :.....

Directions for keeping Registers :.....

The register of attendance should be kept in books of prescribed printed form, having the pages numbered. Great care should be taken to keep it perfectly correct. No entries are to be made in pencil and to be inked over afterwards. There should be no blanks or erasures. If any error has been made, it should be corrected by a footnote and initialled by the person making the correction. In every case, the register produced should be the original register and not a fair copy. The attendance should be filled up daily. It should never be entered two or three days at a time. Morning attendance should be marked thus afternoon attendance full attendance X. There should be no dots. Pupils sick may be marked S; absent with leave L; absent without leave A. The average attendance during the month is obtained by adding up the daily attendance and dividing it by the number of times the pupils met during the month. If a pupil is admitted on any other day than the first school of a month, say on the 5th, a black ink line should round through the space for the first four days attendance. If a pupil left school in the middle of a month, a black line should be drawn through the attendance spaces from the first day he left to the last school day of the month. Appendix 10 (Article 74) Term Fee Register

School fee register of the		For the term ending			
Serial Number standard and name	Whether paying fees at hill or reduced rates (to be given)		Amount due for the term	Amount paid for the term ending	
	Ist Instalment	2nd Instalment			
Amount	Date of payment		Amount	Date of payment	Amount Date of payment
Rs. P			Rs. P		Rs. P
(1)	(2)		(3)	(4)	(5) (6)

4th Instalment	5th Instalment	6th Instalment	Entrance fees		
Amount	Date of Payment	Amount	Date of Payment	Amount	Date of Payment
Rs. P.		Rs. P.		Rs. P.	Rs. P.
(7)	(8)	(9)	(10)		

Special fees Rs. P.	Other receipts Rs. P.	Total Rs. P.	Remarks
(11)	(12)	(13)	(14)

Fines should be entered in red ink under the fees due for the month. Appendix 11 (Article 74) Register

of attendance of masters for the month of..... 20

SI. No.	Name	Date
	A.M.	1 2 3 4 5 6 7 8 9 10 11 12
	P.M.	
	A.M.	
	P.M.	
	A.M.	
	P.M.	
	A.M.	
	P.M.	
	etc.,	

Date - cont.

13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Appendix 12(Article 74)Acquittance roll of theSchool for the month of..... 20.....

Designation	Name	Salary due	Date of receipt	Signature
(1)	(2)	(3)	(4)	(5)

Headmaster.Appendix 13(Article 74)Register of Scholarships held in the.....during the year

Number	Grade of scholarship	Name of scholar	College or school in which gained and when	Monthly value of scholarship	Year of holding 1st, 2nd or 3rd	Standard in which reading	Order sanctioning
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Appendix 14(Article 74)Scholarship Acquittance Roll

- 1. Number**
- 2. Name of scholar**
- 3. Grade of scholarship**
- 4. College or school in which gained and when**
- 5. Monthly value of Scholarship**
- 6. How long tenable**
- 7. Number and date of order in which the scholarship was sanctioned.**
- 8. Month for which the scholarship bill was drawn.**
- 9. Date of encashment of the bill.**
- 10. Amount for which cashed.**
- 11. Date of disbursement of the scholarship**
- 12. Signature of the scholar.**

Appendix 15(Article 74)Register of Furniture books and appliances purchased with the aid of grants from public funds

Number	Name of articles	Number of such articles	Date of supply	Actual cost (Rs.P)	Number and date of the Directors proceedingsanctioning the grant for	Amount of grant sanctioned	Order authorising payment	Remarks
					Inspectress of Anglo-Indian schools			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Appendix 16(Article 90)Application for Recognition (Schools for Special Education)

1. Name of School**2. Date of establishment****3. Governing body****4. Managers****5. Correspondent****6. Departments or Classes**

Nomenclature	Number of students on the rolls on the date of application	Average attendance during the term immediately preceding the application
(1)	(2)	(3)

7. Staff -

Total service

Designation of post	Name of teacher	Full salary assigned or proposed to be assigned	Age (years)	Standard and subjects taught	In the school
(1)	(2)	(3)	(4)	(5)	(6)

In other recognised school, the names of such schools being specified	Highest general education test passed and year	Highest technical examination passed and year and subject	Highest grade of teachers certificate and year	Highest grade of technical teachers certificate and year and subject	Department certificates held	any other certificate held
(7)	(8)	(9)	(10)	(11)	(12)	(13)

8. Accommodation. -

Total area of

(a) School
building

(b) Offices

(c) Playground

Number of class rooms and the superficial area and cubical content of each room with the maximum number of pupils likely to be taught in each room.

9. Sanitation, Latrine, Lavatory and Water-Supply

10. Furniture, apparatus and appliances (separate information for each department or class should be given)

Ordinary Special

11. If a library is provided whether a catalogue and a register of books taken out are kept.

12. Fees in each department or class.

13. The register maintained and whether in the prescribed forms.

14. Rate of stipend allowed in each department*

15. Whether the certificates prescribed in the Code are demanded from all candidates for admission into the Training School.*

16. Whether the prescribed agreement has been entered into by each student (in the case of training institutions under private management, by students for whom stipendiary grants are drawn from State Funds)*

17. Whether the rules relating to leave and dismissal and examination are being observed (In training institutions under private management, by students for whom stipendiary grants are drawn from State Funds)

Declaration On behalf of the governing body of the school, I hereby declare that the school fulfills all the conditions specified in the Code of Regulations for Anglo-Indian Schools 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 of Regulations for Anglo-Indian Schools including those relating to inter-school rules, and to furnish such terms as may be required by the Department. Station: Date: Correspondent. These columns to be filled up only in the case of Training

Schools.Appendix 17(Article 102)Form of Application for Admission to Training Schools

1. Name of Candidate

2. Nationality

(a)Father(b)Mother

3. Date of birth

4. Residence

5. School in which educated

6. Examination passed, class and year or the standard upto which he has studied in the case of a candidate who has passed no examination.

7. Indian language or other languages known.

8. Present occupation.

9. If a teacher, length of service as such.

10. Name of school or schools in which the candidate has served.

Signature of applicant.Appendix 18(Article 107)Application for Stipends in the School

1. S. No.

2. Name of the candidate (Surname first)

3. Nationality

4. Native place

5. Date of birth

6. Examination passed with date and class

7. Grade for admission

8. Rate of stipend sought

9. Period for which stipend is sought (with date)

10. Date of admission

11. Whether all prescribed certificates are attached.

12. Service as teacher, if any.

Station:Date:Correspondent.Appendix 19(Article 107)Grant for Stipends in Anglo-Indian Training SchoolsDistrict.....Grant bill for the month of for the Anglo-Indian Training School District Voucher No.....of the month of 20.....Stipends sanctioned by the Inspector of Anglo-Indian Schools in his No.....

Rs. P.

For MastersFor Mistress

Total

(In words) Rupees.....The amount is debitable to the head per cent 37(edn)(m) special - Direct grants to non-Government Special Schools - B European Voted Stipendiary in the Budget Estimate for 20....20.....

1. Certified that the grants drawn in the previous month have been disbursed to the students for whom they were sanctioned.

2. Certified that the students for whom stipends are claimed in this bill have been on the rolls during the month.

Station:Date:Counter-signed / Correspondent.Inspector of Anglo-Indian Schools, Chennai.Pay Rupees Treasury AccountantDate:Contents receivedTreasury Officer.Correspondent.Appendix 20(Article 117)A Form of Bond for MajorsKnow all men by these presents that I,.....son of/daughter of.....residing at.....am bound upto the Governor of Tamil Nadu in the sum of Rs.....to be paid to the Government of Chennai (hereinafter called the Government), their successors or assigns or their certain attorney or attorneys for which payment I bind myself my heirs, executors, administrators and legal representatives firmly by these present.Sealed with my seal, dated thisday of.....20.....Whereas the above bounden.....has entered the..... as a stipendiary/non-stipendiary student for the purpose of being trained as a School

Master/Mistress at the expense of the Government; And Whereas it has been agreed that the above bounden shall enter into the above bond in the above mentioned sum of Rs. with such condition as is hereunder written. Now the condition of the above written bond is such that the bond shall be void if the said. shall go through at the said. the full course of training prescribed by the Government for School Master/Mistress unless he/she is prevented by ill-health certified by a competent medical authority to the satisfaction of the Director of School Education, Tamil Nadu for the time being (hereinafter called "The Director") from going through such full course of training as aforesaid and shall during such full course of training abide by all the rules and regulations laid down by the Government with respect of stipendiary/non-stipendiary students at the said. and shall during such course of training abstain from engaging in any other avocation or attending any other institution except with the permission of the head of the said* and shall after completion of such course of training appear for the next ensuing examination necessary for qualification as a probationary trained teacher of the grade for which he/she is trained and in the event of failure to pass such examination appear for the succeeding examination or examinations with a view to his/her becoming qualified as aforesaid and shall within six years after completing his/her course of training as aforesaid serve as a teacher in a recognized Anglo-Indian Institution in the State of Tamil Nadu for a period of three years or keep a recognized Anglo-Indian School within the jurisdiction of the Tamil Nadu Educational Department for a period of three years and teach the same during such period unless his/her inability to do, either is shown to the satisfaction to the Director and shall during such period of three years as aforesaid abide by all the rules and regulations laid down by the Government with respect to the teachers of recognized schools and shall during such period of six years or until he/she shall have completed the three years service as above stated if the same is earlier send to the head of the training institution once at least in every six months, full and complete information regarding his/her residence, appointment, if any held, salary, and all or any other particulars which may be needed to enable the head of such institution to keep a correct record of the students trained therein. Otherwise the bond shall remain in full force and virtue. Signed, sealed and delivered by the above named in the presence of. B Form of Bond for Minors Know all Men by these presents that I, son of/daughter of residing at am bound unto the Governor of Tamil Nadu in the sum of Rs. to be paid to the Government of Tamil Nadu (hereinafter called the Government), their successors or assigns or their certain attorney or attorneys for which payment I bind-myself, my heirs, executors, administrators and legal representatives firmly by these presents. Sealed with my seal, dated this day of 20 Whereas one, son of/daughter of, has entered the as a stipendiary/non-stipendiary student for the purpose of being trained as a school master/mistress at the expense of Government and whereas the said being a minor the above bounden has agreed in consideration of the said. being trained as such teacher at the expense of the Government to enter into the above mentioned bond in the above said sum of Rs. with such conditions as is hereunder written. Now the condition of the above written bond is such that the bond shall be void if the said shall go through as the said the full course of training prescribed by the Government for school master/mistress unless he/she is prevented by ill-health certified by a competent medical authority to the satisfaction of the Director of School Education, Tamil Nadu for the time being (hereinafter called the Director) from going through such full course of training as aforesaid and shall during such course of training abide by all the rules and regulations laid down by the Government with respect to stipendiary/non-stipendiary students at

the said and shall during such course of training abstain from engaging in any other avocation or attending any other institution except with the permission of the head of the saidand shall after completion of such course of training appear for the next ensuing examination necessary for qualification as a probationary trained teacher of the grade for which he/she is trained .and in the event of failure to pass such examination appear for the succeeding examination or examinations with the view to his/her becoming qualified as aforesaid and shall within six years after completing his/her course of training as aforesaid serve as a teacher in a recognised Anglo-Indian Institution in the State of Tamil Nadu for a period of three years or keep a recognised Anglo-Indian School within the jurisdiction of the Tamil Nadu Educational Department for a period of three years and teach in the same during such period unless his/her inability to do, either is shown to the satisfaction of the Director and shall during such period of three years as aforesaid abide by all the rules and regulations laid down by the Government with respect to the teachers of recognized schools and shall during such period of six years or until he/she shall have completed the three years service as above stated if the same is earlier send to the head of the training institution once at least in every six months full and complete information regarding his/her residence, appointment, if any, held, salary and all or any other particulars which may be needed to enable the head of such institution to keep a correct record of the students trained therein. Otherwise the bond shall remain in full force and virtue.Signed, sealed and delivered by the above named in the presence ofAppendix 21(Article 118)History of Ex-Student

1. Number

2. Name of student (Surname first)

3. Nationality :

(a)Father(b)Mother

4. Date of birth

5. Year of training

6. Grade

7. General Educational Qualifications

8. Date of passing written tests

9. Appointments after training

Date Appointment Salary Initial of the Headmaster

(1) (2) (3) (4)

First half-year.

Second half-year.

Third half-year.

Fourth half-year.

Fifth half-year.

Sixth half-year.

Appendix 22(Article 118)Register of Leave Granted to Students Under Training

1. Number

2. Name of Student

3. Grade

4. Date of admission

5. Leave granted.

	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	
1. Late attendance												
2. Casual leave												
3. Sick leave												
4. Leave on loss of stipend												

Appendix 23(Article 118)Acquittance Roll for Stipendiaries

1. Name of stipendiary

2. Grade

3. Year

4. Value of stipend

5. Order sanctioning

6. Month

7. Date of disbursement

8. Signature of stipendiary.

Appendix 24(Article 134)Application for Teaching Grants On Behalf of a Secondary or Primary School

1. Name and address of the school

2. Serial number in the list of recognized schools

3. Governing body

4. Managers

5. Correspondent

6. Standards under instruction with strength of each

7. Fees levied in each standard per term

8. Names of teachers with qualifications and monthly salary of each

9. Description of endowments with yearly income from each

10. Amount which the management proposes to spend on the school yearly exclusive of any amount required for payment of scholarships and for meeting any loss of fee income due to levy of fees at less than approved rates.

11. Remarks

DeclarationOn behalf of the governing body of the school, I hereby declare that the conditions of recognition and aid laid down in the Code of Regulations for Anglo-Indian Schools are being and will continue to be fully observed, excepting those rules from which the institution has been specially exempted by the Director's Proceedings No..... dated..... and that I am prepared to subject the institution, together with the current, endowment and trust accounts, its establishment, time-table and registers to inspection and to furnish such returns as may be required by the department.Station:Date:Correspondent.Appendix 25(Article 139)Financial Statement for the Official Year Ending 31st March 20

Receipts

School Rs. P. Boarding Rs. P.

1. School fees due at approved rates -

High section

Middle section

Infant and Primary section

2. Special fees due at approved rates -

(a) Games

(b) Library and reading rooms

(c) Medical inspection

(d) Entrance

(e) Manual instruction

3. Boarding fees -

High section

Middle section

Infant and primary section

4. Current subscriptions -

(a) School

(b) Boarding house

5. Donations and contributions -

(a) School

(b) Boarding house

6. Receipts from endowments -

(a) School

(b) Boarding house

7. Miscellaneous receipts -

(a) School

(b) Boarding house

8. Government grants -

(a) Teaching (132)

(b) Boarding (156)

(c) Boarding (159)

(d) Food and clothing (164)

(e) Fees and books (166)

(f) Cades (162)

(g) Equipment (151)

(h) Building (144)

(i) Scholarship (Chapter IV)

- (j) Medical inspection (170)
- (k) Fees and books for military dependents

9. Cost to Management -

- (a) School
- (b) Boarding house

Total

School Rs. P. Boarding Rs. P.

1. Salary - School -

- (a) Teachers
- (b) Clerks
- (c) School servants

2. Provident Fund contribution -

- (a) School

3. Salary - boarding house -

- (a) Matrons
- (b) Servants

4. Scholarships -

- (a) Government
- (b) From Endowment
- (c) School
- (d) Fees and books for military dependants

5. Rent -

- (a) School
- (b) Boarding house

6. Rates and taxes

- (a) School
- (b) Boarding house

7. Repairs to building

- (a) School
- (b) Boarding house

8. New building

- (a) School
- (b) Boarding house

9. Library

10. Reading room

11. Physical training and games

12. Prizes

13. Equipment

(a) School

(b) Boarding house -

14. Class Books

15. School Contingencies

16. Miscellaneous charges

(a) School

(b) Boarding house

17. Boarding charges

(a) School (164)

(b) Boarding house

18. Clothing

(a) School (164)

(b) Boarding house

19. Boarding house contingencies

20. Profit to the management

(a) School

(b) Boarding house

Total

Date:Correspondent.Auditors CertificateI hereby certify that I have audited the accounts of the.....school for the year.....20 and that the receipts and expenditure shown in the above statement are correctly stated and supported by proper vouchers.Station:Date:Auditor.Notes for ReceiptsItem A-1. - No deductions for school scholarships should be made here (Article 70).Item A-2. - Fees for subjects not in the School's curriculum, e.g., Music should not appear here.Item A-6. - If the endowments are for a specific purpose, e.g., scholarships or books or prizes, each purpose should be shown separately. If for scholarship the same amount should be entered in B-4(b) and the fees of scholars included in fee income.Item A-7. - In this item should be included fees for subject outside the schools curriculum, e.g., Music and any other miscellaneous receipts that cannot be classed under any other item. Also miscellaneous items recovered from the pupils and appearing under item B-16.Item A-8. - (e) Amounts for each to be shown separately.(k)This amount to be entered also under B-4(d) and the scholars' school fees included in school fee income A-1.(k)This amount to be entered also under B-4(d) and the pupil's school fees included in item A-1.Notes For ExpenditureItem B-1. - (a) Music mistresses and Mistresses for extra subjects outside the school curriculum should be excluded.Item B-2. - Only contributions to the Government or to an approved school scheme will be admitted.Item B-4(c). - For sanctioned scheme under Article 70.Item B-7. - If any grant sanctioned, please quote order and amount.Item B-8. - If any grant sanctioned, please quote order and improvements should be included.Item B-11. - Expenditure will ordinarily be admitted only if special fees are collected.Item B-13. - If any grant sanctioned, please quote order and amount.Item B-14. - If this amount is met by grant A-8(e) or collected from pupils, it should be so stated, and the item of income under which it appears given; If for staff, it should be so stated if for all these three purposes, details should be given showing so much for each purpose.Item B-16. -

In this item will be included details that cannot be classed under any other item in the list and which are recovered from the pupils under item A-7. Expenditure on mistresses and masters for subjects outside the school curriculum, e.g., Music should be included. Appendix 26(Article 140) Bill for Teaching and Medical Inspection Grants on Behalf of Primary, Secondary and Special Schools

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

2. Bills for a year should be drawn and cashed before the 15th March of that year.

District.....Grant-in-aid bill of..... for the Voucher No.year ending 31st March 20 of the month of.20.payable from State funds.

Medical inspection -	Rs. P
Secondary Schools	
Primary Schools	
Special Training Schools	
Special Technical Schools	
Special - Others	_____
	Total

District:Date:(In words) Rupees.....The amount is debitable to the head:

-CorrespondentStation:Date:Counter-signedDate:Inspector or Inspectors of Anglo-Indian Schools, Tamil Nadu.Pay Rupees.....Treasury AccountantDate:CorrespondentTreasury Officer
Contents received. Appendix 27(Article 143) Application for Teaching Grants on Behalf of Training Schools

1. Name and address of School.

2. Serial number in the list of recognized schools.

3. Governing body.

4. Managers.

5. Correspondent.

6. Training classes with strength of each.

7. Name of teachers employed in the Training School with qualifications and monthly salaries.

8. Standards in practising school with strength of each.

9. Names of teachers permanently employed in the practising school with qualifications and monthly salaries.

10. Description of endowments with yearly income from each.

11. Amount which the management proposes to spend yearly on the school.

12. Remarks.

Declaration On behalf of the governing body of the school, I hereby declare that the conditions of recognition and aid laid down in the Code of Regulations for Anglo-Indian Schools are being, and will continue to be, fully observed, excepting those rules from which the institution has been specially exempted by the Director's proceedings No..... datedand that I am prepared to subject the institution, together with the current endowment and trust accounts, its establishment, time-table and registers to inspection and to furnish such returns as may be required by the Department. Station: Date: Correspondent. Appendix 28 (Article 147) Application for Approval of a Building Scheme in Respect of School at in the District of

1. Number and date of the proceedings of memorandum recognizing the school under the Code of Regulations for Anglo-Indian Schools.

2. Brief history of the institution from the date of its establishment to the date of application tracing its growth and development and furnishing, among other things, an accurate account of its financial conditions.

3. Governing body.

4. Management.

5. The strength of the different standards as it stood on the 31st March of every year for the five years preceding the year in which the application is submitted.

Standard	20	20	20	20	20	Number of pupils in each standard on the date of the application	Number of pupils that can be accommodated in each class room
Standard XI							
Standard X							
Standard IX							
Standard VIII							
Standard VII							
Standard VI							
Standard V							
Standard IV							
Standard III							
Standard II -							
Standard I							

Fees	Government grant	Other source	Management Funds	Total
(Rs.)	(Rs.)	(Rs.)	(Rs.)	
(1)	(2)	(3)	(4)	(5)
20				
20				
20				
20				
20				
Total				

Inspecting officer's remarks about accommodation from his Inspection reports for the two previous years. Director's review of such remarks. Station: Date: Correspondent. Inspecting Officer's recommendation. -Appendix 29 Form of Completion Certificate Under Article 147 Name or nature of work: Amount of the approved estimate: Certified that the above work, which has been in my charge has been carried out according to the approved plan and estimate in a satisfactory manner, with the following exceptions: -(Here enter items of deviation with particulars as to dimensions and cost) That the deviations are not of such a nature as to affect the stability or the suitability of the

building and that, in my opinion, the deviations would have resulted in saving/an excess cost of Rs. under/above the approved estimate. Station: Date: Signature: Designation of Officer. Appendix 30 (Article 148) (To be used for construction and improvements for which grants over Rs. 1,000 are paid) This Indenture made this day of two thousand and Between..... (hereinafter called the mortgager/mortgagers) of the one part and the Governor of Tamil Nadu (hereinafter called the Government which expression shall where the context admits include his successors in office and assigns) of the other part. Whereas the mortgager/mortgagers 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 with the buildings thereon and has enlarged and improved such buildings at an actual cost of Rupees..... And Whereas the mortgager/mortgagers has/have in accordance with the provisions of the Code of Regulations for Anglo-Indian Schools now in force in the State of Tamil Nadu applied to the Government of Tamil Nadu (hereinafter called "The Government") for a grant-in-aid of the sum of Rupees being part of the said sum of Rupees and has/have submitted to the Government the vouchers and certificates referred to in Articles 147, 148 and 149 of the said Code as to the cost and completion of such buildings/ alterations; And Whereas the Government have consented and agreed to make the said grant in the manner provided in Chapter VII of the said Code upon the mortgager/mortgagers entering into the covenants on his/their part and giving the security hereinafter contained. Now This Indenture Witnesseth that in consideration of the said agreement to make a grant up to a maximum of Rupees and the sum of Rupees only a part thereof now paid by the Government to the mortgager/mortgagers as he/they the mortgager doth/mortgagers do hereby acknowledge he/they the mortgager doth/ mortgagers do hereby for himself/themselves his/their respective heirs, executors, administrators, legal representatives and assigns covenant with the Governor that he/they the mortgager/ mortgagers his/their heirs, executors, administrators, legal representatives or assigns, will, from time to time and at all times so long as the said building shall be used for the purpose 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 the same in accordance with the rules and regulations for the time being in force in the Tamil Nadu Educational Department so far as the same respectively are applicable to the said school AND will not prior to the lapse of years from the date hereby divert or allow to be diverted the said piece or parcel of land particularly described in the Schedule hereunder written or any part or portion thereof and/or the buildings and erections now being or which may hereafter be thereon other than educational purposes approved by the Government and will during such period keep such buildings' in good and substantial order and repairs 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 piece or parcel of land particularly described in the schedule hereunder written or any part or portion thereof and/or the buildings and erections now being or which may hereafter be thereon prior to the lapse of such period ceasing to be used for educational purposes approved by the Government forthwith repay to the Government a sum which shall bear a like proportion to the amount hereby advanced as the unexpired number of years of the period of..... years limited herein bears to the total number of years so limited. Provided always that nothing herein contained shall be deemed to prevent the use by the mortgager/mortgagers, his/their executors, administrators, legal representatives or assigns or the person or persons for the time being in charge of the said piece or parcel of the land particularly described in the Scheduled hereunder written or any part or portion thereof and/or the buildings

and erections now being or which may hereafter be thereon out of the hours during which the same should be used for the objects of such school for such other reasonable and proper purposes other than educational as the mortgager, his mortgagers, their heirs, executors, administrators, legal representatives or assigns or the person or persons for the time being in charge of the said buildings may direct. And this Indenture further witnesseth that in consideration of the said agreement to make a grant upto a maximum of Rupees and sum of Rupees only a part thereof now paid as aforesaid the mortgager/ mortgagers doth/do and each of them doth hereby grant convey and assign, unto the Governor 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 may 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 interest claim and demand of the mortgager / mortgagers and each of them 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 do hereby assured unto the Governor and according to the nature and tenor thereof respectively upon trust to permit the same hereditaments and premises to be used by the mortgager/ his/ mortgagers/their heirs, executors, administrators, legal, representatives, or assigns of his or their nominee or nominees as a school for..... And with power in case the mortgager/mortgagers, heirs, executors, administrators, legal representatives or assigns shall, fail to pay on demand the sum then due and payable in manner hereinbefore provided to 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 Government, the said grant-in-aid or sum then due and payable hereunder as aforesaid and to pay the surplus if any to the mortgager/mortgagers, his/their heirs, executors, administrators, legal representatives or their assigns. Provided always that the Governor shall not exercise the said power of sale unless and until he shall have caused to be served on mortgager/mortgagers, his /their heirs, executors, administrators, legal representatives or assigns a notice in writing requiring payment of the sum then due and payable hereunder and default has been made in payment thereof for three months after such service. Provided always and it is hereby agreed and declared that at the expiration of the said period of years hereinbefore referred to, the Governor shall, in the event of the covenants hereinbefore contained on the part of the mortgager/mortgagers, his/their heirs, executors, administrators, legal representatives or assigns having been in the meantime duly performed and observed reconvey and reassigned at his or their cost unto the mortgager/mortgagers, his/ their heirs, executors, administrators, legal representatives or assigns or as he or they may direct all and singular the piece or parcel of land hereditaments chattels goods or other premises hereby expressed to be granted conveyed or assigned. In Witness whereof the said and Director of School Education for the State of Tamil Nadu acting on behalf of, and by the order and direction of, the Governor of Tamil Nadu have hereunto set their respective hands and seals, the day and year first above written.

to Which the Above Written Indenture Refers

All that piece or parcel of land situated at in the district of..... and taluk of and in the sub-registration district of and registration district of bearing S. No.....and bounded on the north side thereof by.....and on the south side thereof by.....on the east side thereof by and on the west side thereof by.....and containing together in the whole by admeasurement (be the same a little more or less) and all which the said piece or parcel of land was formerly in the occupation of but is now in the occupation of.....Signed, sealed and delivered by the above named in the presence of.....Signed, sealed and delivered by the above named in the presence of.....Appendix 31(Article 148)For Grants Over Rs. 1,000 for the Purchase of BuildingsThis Indenture made thisday of two thousand and..... Between (hereinafter called the mortgager/mortgagers of the one part and the Governor of Tamil Nadu (hereinafter called "the Governor" which expression shall where the context admits include his successors in office and assigns of the other part;Whereas the mortgager/mortgagers has/have purchase at the price of Rupees for the purposes of a school and is/are well and truly entitled to and possessed of the piece or parcel of land particularly described Jin the Schedule, hereunder written with the buildings thereon.And Whereas the mortgager/mortgagers has/have in accordance with the provisions of the Code of Regulations for Anglo-Indian Schools in force in the State of Tamil Nadu applied to the Government of Tamil Nadu (hereinafter called "the Government") for a grant-in-aid of the sum of Rupees being part of the said purchase money and has/have submitted to the Government the certificate referred to in Articles 147,148 and 149 of the said Code as to the value of the said buildings;And Whereas the Government have consented and agreed to make the said grant in the manner provided in Chapter VII of the said Code upon the mortgager/ mortgagers entering into the covenants on his/their part and giving the security hereinafter contained.Now this Indenture Witnesseth that in consideration of the said agreement to make a grant upto a maximum of Rupees and the sum of Rupees only a part thereof now paid by the Government receipt whereof the mortgager/mortgagers doth/do hereby acknowledge he/they the mortgager/mortgagers doth/do hereby for himself/themselves his /their respective heirs, executors, administrators, legal representatives and assigns covenant with the Governor that he/they the mortgager/mortgagers or his/their heirs, executors, administrators, legal representatives or assigns will from time to time and at all times so long as the said building 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 the; same in accordance with the rules and regulations for the time being in force in the Tamil Nadu Educational Department so far as the same respectively are applicable to the said school and will not prior to the lapses of years from the date thereof divert or allow to be diverted the said piece or parcel of land particularly described in the Schedule hereunder written or any part or portion thereof and/or the buildings and sections now being or which may hereafter be thereon to other educational purposes approved by the Government 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 purposes of the said school and will in the event of the said piece or parcel of land particularly described in the Schedule hereunder written or any part or portion thereof and/ or the buildings and erections now being or which may hereafter be thereon prior to the lapse of such period ceasing to be used for educational purposes approved by the Government forthwith repay to

the Government a sum which shall bear a like proportion to the amount hereby advanced as the unexpired number of years of the period of years limited herein bears to the total number of years so limited Provided Always that nothing herein contained shall be deemed to prevent the use by the mortgager/mortgagers his/their heir, executors, administrators, legal representatives or assigns or the person or persons for the time being in charge of the said piece or parcel of land particularly described in the Schedule hereimder written or any part or portion thereof and/or the buildings or erections now being or which may hereafter be thereon out of the hours during which the same should be used for the object of such school for such other reasonable and proper purposes other than educational as the mortgager/mortgagers, his/their heirs, executors, administrators, legal representatives or assigns or the person or persons for the time being in charge of the said buildings it may direct And this indenture further witnesseth that in consideration of the said agreement to make a grant upto a maximum of Rupees and the sum of Rupees only a part thereof now paid as aforesaid the mortgager/mortgagers doth/do and each of them doth, hereby grant convey and assign unto the Governor 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 may 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 furnitures, fixtures, fittings, maps and other school apparatus, school books and chattels for the time being and belonging to or used or to be used for the said school and all the estate right title interest claim and demand of the mortgager/mortgagers and each of them into and upon the said hereditaments and premises to have and to hold the said piece or parcel of land hereditaments chatties and effects and all other the premises expressed to be hereby assured unto the Governor according to the nature and tenor thereof respectively is upon trust to permit the same hereditaments and premises to be used by the mortgager /mortgagers, his/their heirs, executors, administrators, legal representatives or assigns or his or their nominee or nominees as a school for..... And with power in case the mortgager/mortgagers his/their heirs, executors, administrators, legal representatives or assigns shall, fail to pay on demand the sum then due and payable in maimer hereinbefore provided to 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 Government the said grant-in-aid or sum then due and payable as aforesaid and to pay the surplus, if any, to the mortgager/mortgagers, his/ their heirs, executors, administrators, legal representatives or assigns Provided always that the Governor shall not exercise the said power of sale unless and until he shall have caused to be served on the mortgager/mortgagers, his/their heirs, executors, administrators, legal representatives or assigns a notice in writing requiring payment of the sum then due and payable hereunder and default had been made in payment thereof for three months after such service provided always and it is hereby agreed and declared that at the expiration of the said period of years hereinbefore referred to, the Governor shall, in the event of the covenants hereinbefore contained on the part of the mortgager/mortgagers, his/their heirs, executors, administrators, legal representatives or assigns having been in the meantime duly performed and observed, reconvey and reassign at his or their cost unto the mortgager/ mortgagers his/their heirs, executors, administrators, legal representatives or assigns or as he or they may direct all and singular the piece or parcel of land hereditaments chattels, goods or other premises hereby expressed to be granted conveyed or assigned. In witness whereof the said and

Director of School Education for the State of Tamil Nadu acting on behalf of, and by the order and direction of, the Governor of Tamil Nadu have hereunto set their respective hands and seals the day and year first above written.

to Which the Above Written Indenture Refers

All that piece or parcel of land situated at in the district of and taluk of.....and in the sub-registration district of.....and registration district of and bearing S.No bounded on the north side thereof by on the south side thereof by on the east side-thereof by and on the west side thereof by containing together in the whole by admeasurements (be the same a little more or less) and all which said piece or parcel of land was formerly in the occupation of but is now in the occupation of.....Signed, sealed and delivered - by the above named in the presence ofSigned, sealed and delivered by the above named in the presence ofAppendix 31-AFor Grants Over Rs. 1,000 for Purpose of LandThis Indenture made this.....day oftwo thousand and Between(hereinafter called the mortgager/ mortgagers).....of the one part and the Governor of Tamil Nadu (hereinafter called "the Governor" which expression shall where the context admits include his successors in office and assigns) of the other part;Whereas the mortgager/mortgagers has/have purchased at the price of Rupees.....for the purpose of a school and is/are well and truly entitled to and possessed of, the piece or parcel of land particularly described in the Schedule hereunder written and whereas the mortgager/mortgagers has/have in accordance with the provisions of the Code of Regulations for Anglo-Indian Schools now in force in the State of Tamil Nadu applied to the Government of Tamil Nadu (hereinafter called "the Government") for a grant-in-aid of the sum of Rupees..... being part of the said sum of Rupees.....);And whereas the Government have consented, and agreed to make the said grant in the manner provided in Chapter VII of the said Code upon the mortgager/mortgagers entering into the covenant on his/their part and giving the security hereinafter contained;Now this indenture witnesseth that in consideration of the said agreement to make a grant upto a maximum of Rupees.....and the sum of Rupees only a part thereof paid by the Government to the mortgager/mortgagers the receipt whereof he/they the mortgager/mortgagers doth/do hereby acknowledge. He/they..... the mortgager/mortgagers doth/do hereby for himself/themselves his/their respective heirs, executors, administrators, legal representatives and assigns covenant with the Government that he/ they the mortgager or his/ their heirs executors, administrators, legal representatives or assigns will from time to time and at all times so long as the said piece or parcel of land shall be used for the purpose of the said school conduct parcel of land particularly described in the Schedule hereunder written together with all rights, easements and appurtenances whatsoever usually held or connected therewith or reputed to belong, or be appurtenant hereto and all the estate right, title, interest claim and demand of the mortgager/mortgagers and each of them into and upon the said hereditaments and premisesTo Have And To Hold the said piece or parcel of land expressed to be hereby assured unto the Governor according to the nature and tenor thereof respectively Upon Trust to permit the same to be used by the mortgager/mortgagers, his/their heirs, executors, administrators, legal representatives or assigns or his or their nominee or nominees for the purpose of a school AND with power in case the mortgager/mortgagers, his/their heirs, executors, administrators, legal representatives or assigns shall fail to pay on demand the sum then due and payable in manner hereinbefore provided to sell and absolutely dispose of the said piece or parcel of

land 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 Government the said grant-in-aid or sum then due and payable as aforesaid and to pay the surplus if any to the mortgager/mortgagers, his/their heirs executors, administrators, legal representatives or assigns Provided Always that the Governor shall not exercise the said power of sale unless and until he shall have caused to be served on the mortgager/mortgagers, his/their heir executors, administrators, legal representatives or assigns a notice in writing requiring payment of the sum then due and payable hereunder, and default has been made in payment thereof for three months after such service Provided Always and it is hereby agree and declared that at the expiration of the said period of.....years hereinbefore referred to, the Governor shall, in the event of the covenants hereinbefore contained on the part of the mortgager/ mortgagers, his/their heirs, executors, administrators, legal representatives or assigns having been in the meantime duly performed and observed reconvey and reassign at his or their cost unto the mortgager/mortgagers and manage such school or cause such school to be conducted and managed by the person for the time being in charge of the same in accordance with the rules and regulations for the time being in force in the Tamil Nadu Educational Department so far as the same respectively are applicable to the said school and will not prior to the lapse of years from the date hereof divert or allow to be diverted the said piece or parcel of land or any part or portion thereof to other than educational purposes approved by the Government and will during such period keep such piece or parcel of land in good and substantial order so that the same may be always efficient for use for the purposes of the said school and will in the event of the said piece or parcel of land or any part or portion thereof prior to the lapses of such period ceasing to be used for educational purposes approved by the Government forthwith repay to the Government a sum which shall bear a like proportion to the amount hereby advanced as the unexpired number of years of the period of.....years limited herein bears to the total number of.....years so limited Provided Always that nothing herein contained shall be deemed to prevent the use by the mortgager/mortgagers, his/their executors, administrators, legal representatives or assigns or the person or persons for the time being in charge of the said piece or parcel of land or any part or portion thereof out of the hours during which the same should be used for the object of such school for such other and reasonable and proper purposes other than educational as the mortgager/mortgagers, his/their executors, administrators, legal representatives or assigns or the person or persons for the time being in charge of the said piece or parcel of land may direct And this Indenture Furtherwitnesseth that in consideration of the said agreement, to make a grant upto a maximum of rupees and the sum of rupees.....only a part thereof now paid as aforesaid the mortgager doth/mortgagers do and each of them doth hereby grant, convey and assign unto the Governor all that piece or parcel of land particularly described in the Schedule hereunder written together with all rights, easements and appurtenances whatsoever usually held or connected therewith or reputed to belong or be appurtenant thereto and all the State right, title, interest, claim and demand of the mortgager/mortgagers and each of them into and upon the said hereditaments and premises To Have And To Hold the said piece or parcel of land expressed to be hereby assured unto the Governor according to the nature and tenor thereof respectively Upon Trust to permit the same to be used by the mortgager/mortgagers his/their heirs executors, administrators, legal representatives or assigns or his or their nominee or nominees for the purpose of a school And with powers in case the mortgager/mortgagers, his/their heirs, executors, administrators, legal representatives or assigns shall fail to pay on demand the sum then due and payable in manner

hereinbefore provided to sell and absolutely dispose of the said piece or parcel of land 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 Government the said grant-in-aid or sum then due and payable as aforesaid and to pay the surplus, if any, to the mortgager/mortgagers, his/their heirs, executors, administrators, legal representatives or assigns Provided Always that the Governor shall not exercise the said power of sale unless and until he shall have caused to be served on the mortgager/mortgagers, his/their heirs, executors, administrators, legal representatives or assigns a notice in writing requiring payment of the sum then due and payable hereunder, and default has been made in payment thereof for three months after such service. Provided Always and it is hereby agreed and declared that at the expiration of the said period of.....years hereinbefore referred to, the Governor shall, in the event of the covenants hereinbefore contained on the part of the mortgager/mortgagers, his/their heirs, executors, administrators, legal representatives or assigns having been in the meantime duly performed and observed re-convey and re-assign at his or their cost unto the mortgager/mortgagers, his/their heirs, executors, administrators, legal representatives or assigns or as he or they may direct all and singular the piece or parcel of land hereditaments, chattels, goods or other premises hereby expressed to be granted conveyed or assigned. In Witness whereof the said.....and.....the Director of School Education for the State of Tamil Nadu acting on behalf of, and by the order and direction of, the Governor of Tamil Nadu have hereunto set their respective hands and seals the day and year first above written.

to Which the Above Written Indenture Refers

All that piece or parcel of the land situated at.....in the district of and taluk of and in the sub-registration district ofand registration district of.....and bearing S.No..... bounded on the north side thereof by.....on the south side thereof byon the east side thereof by.....and on the west side thereof by and containing together in the whole by admeasurement(be the same a little more or less) and all which said piece or parcel of land was formerly in the occupation of.....but is now in the occupation of.....Signed, sealed and delivered by the above named in the presence ofSigned, sealed and delivered by the above named in the presence ofAppendix 32(Article 148)(To be used when the grant exceeds Rs. 500, but does not exceed Rs. 1,000).Governing Body MembersWe.....whose names are entered in the margin and whose signatures appear at the foot thereof hereby accept the special grant of Rs only sanctioned by Government (Governing body members) through the Director of School Education, Tamil Nadu for the school/college at in the district of.....in the Proceedings of the Director of School Education No.....dated the.....and in consideration of such grant we hereby jointly and severally and on behalf of our successors in office and the owners for the time being of the land and premises described in the schedule hereto now/to be occupied by the said school/college agree that if the school/ college is prior to the lapse of years from the date thereof abolished or the land or buildings thereon diverted to other than educational purposes approved by Government. The Government shall be paid a sum which shall bear a like proportion to the amount hereby advanced as the unexpired number of years of the period of.....years limited herein bears to the total number of years so limited.The Government shall have a charge on all the said land and premises for the amount to be paid as above provided and shall have power in the event of failure of payment within three months from the date of demand thereof to sell and transfer such land and premises and deduct such amount together with

all costs of sale from the proceeds thereof. Dated this.....day of.....Two thousand and.....The schedule above referred to.....All that piece or parcel of land situated at.....in the district of..... and taluk of and in the sub-registration district of.....and registration district of..... bounded on the north side thereof by..... on the south side thereof by.....on the east side thereof by..... and on the west side thereof by.....and containing together in the whole by admeasurement (be the same a little more or less) and all which the said piece or parcel of land was formerly in the occupation of..... but is now in the occupation of.....Signed by the said in the presence of Appendix 33(Article 148)(To be used when the grant does not exceed Rs. 500) Governing Body Members We whose names are entered in the margin and whose signature appear at the foot thereof hereby accept the special grant of Rs..... only sanctioned by Government (Governing body members) through the Director of School Education, Tamil Nadu for the School/College atin the district of in the proceedings of the Director of School Education No dated the.....and in consideration of such grant, we hereby jointly and severally and on behalf of our successors in office and the owners, for the time being of the land and premises now to be occupied by the said school/college agree that if the school/college is prior to the lapse of years from the date thereof or the land or buildings thereon diverted to other than educational purposes approved by the Government. The Government shall be paid by the owner thereof for the time being a sum which shall bear a like proportion to the amount advanced as the unexpired number of years of the period of years limited herein bears to the total number of years so limited. Dated this day of two thousand and Signed by the said in the presence of Appendix 34(Article 148) Original Payable at the Treasury Grant-In-Aid Under Chapter VII - School Buildings Grant, Certificate and Declaration

Bill for building grants
Government sanctioned under Article
of Tamil Nadu 144 (1 District and 2) of District
the Code of Regulation
for Anglo-Indian Schools
"37.
Head of Education.....in Voucher No. of
Service the Budget Estimate for the month of 20.
20.."

Name of Institution	Nature of work and departments or department for which provided	Date of commencement	Date of completion	Amount contributed by the manager upto date	Amount of Government grant	Authority
				Rs. P.	Rs. P.	

On behalf of the governing body, I hereby certify that the work for which the grant is herein claimed has been completed according to the plan and estimate approved in the order approving the scheme and I do declare that I agree to abide by the conditions laid down in Article 150 of the Code of Regulations for Anglo-Indian Schools in the event of the building being diverted for the purpose other than those for which the grant sanctioned.

Station:Date:Counter-signed

Correspondent.

Director of School Education, Tamil Nadu, Inspector or
Inspectress of Anglo-Indian Schools, Tamil NaduPay Rupees.....Treasury
Accountant

Date: Treasury Officer

Received the amount, viz.,
Rupees.Date:

Correspondent.

Appendix 35(Article 148)Original Payable at the Treasury Grant-In-Aid Under Chapter VII -
Acquisition of Land and Building. Building Grants for the Acquisition of Land

Bill for building grants

Government sanctioned under Article

of 144(3) of the Code of District
Tamil Nadu Regulation for Anglo-Indian
SchoolsHead of "37.....Education.....in Voucher
Service the Budget Estimate for No. of the
20.." month of
20.....

Name of Institution	Nature of work and departments or department for which provided	Date of acquisition	Amount contributed by the manager upto date	Amount of Government grant	Authority	Remarks
---------------------	---	---------------------	---	----------------------------	-----------	---------

Rs. P.

Rs. P.

In words (Rupees).....Declaration On behalf of the governing body, I declare that I agree to abide by the conditions prescribed by Article 150 of the Code of Regulations for Anglo-Indian School in the event of the land or building diverted to purposes other than those for which the grant was sanctioned.

Station:Date:and Signed by the said
in the presence of Date

Correspondent.

Signed by the said in the presence
of Date:Counter-signedDirector of School Education, Tamil Nadu, Inspector
or Inspectress of Anglo-Indian Schools, Tamil NaduPay Rupees.....Treasury
Accountant

Date: Treasury Officer

Received the amount, viz.,
Rupees.....Date:

Correspondent.

Appendix 36(Article 151)Application for Grant of Equipment

1. Name of school.

2. Serial Number of articles.**3. Description of articles e.g. furniture, books, maps, apparatus.****4. Total cost****5. Standard for which intended****6. Purpose for which intended****7. Grant applied for****8. Equipment grant drawn previously with amount and orders sanctioning****9. Remarks**

The application should be accompanied by details under each item of column 3. These detailed statements must give the serial number of each detailed item under the major item, and (1) for furniture, must give dimensions, estimate, specifications, drawings, supplier; (2) for chemicals and apparatus, firm supplying, catalogue, number, price per article or unit number of articles of total units, cost of the number or units; (3) for maps-kind of maps and publisher (4) for books-Author, publisher, cost of each book, number and total cost. Certificate and Declaration On behalf of the governing body, I hereby certify that the condition of recognition and aid laid down in the Code of Regulations for Anglo-Indian Schools are being and will continue to be fully observed excepting those rules from which the institution has been specially exempted by the Director's-Proceedings No..... dated and that I am prepared to subject the institution, together with its current, endowment and trust accounts, its establishment, time-table and registers to inspection and, to furnish such returns as may be required by the department and that I shall abide by the provisions of Article 154 of the Code of Regulations for Anglo-Indian Schools in the event of the school being closed within five years from the date of which grant has been drawn. Station: Date: Correspondent. Appendix 37(Article 153) School, Furniture, Maps, School Libraries, Apparatus, Diagrams, Models and Tools

Government Bill for of Tamil Nadu	District equipments of grants sanctioned under Article 152 of the Code of Regulations for
---	---

Anglo-Indian Schools(Here enter the budget head)						
Voucher						
Head of Service	Number of the month of 20...					
Date of previous grant for similar nature of charge and purpose for which provided (to be specified)	Approved cost	Actual cost	Amount contributed by the management	Amount of Government grant	Total Government grant	Authority - Government order or the Director's proceedings or Inspector's memorandum
	Rs.	Rs.	Rs.	Rs.	Rs.	Remarks

In words
(Rupees) Total

Certificate and Declaration On behalf of the governing body, I hereby certify that the work, for which the grant is herein claimed, has been executed in accordance with the approved estimate (or that the articles, the purchase of which has been sanctioned have been purchased in accordance with the sanction) and I do declare that, in the event of the institution concerned being closed. I agree to abide by the conditions imposed in Article 154 of the Code of Regulations for Anglo-Indian Schools.

Station: Date: Counter-signed

Correspondent.

Inspector or Inspectress of Anglo-Indian Schools,
Tamil Nadu.

Pay Rupees..... Treasury Accountant Date Treasury Officer.

Received the amount, viz.,

Correspondent.

Rupees..... Date:

Appendix 38(Article 156) Register of Boarding Grants Under Article 156 for the School Year 20.....

1. Name of pupil (Surname first)

2. Date of birth

3. Date of admission

4. Standard now reading in

5. Standard last year

6. Name and address of guardian

7. Pay and particulars of guardian

8. Contribution of guardian per mensem

9. Order sanctioning grant

10. Whether in receipt, of any other grant or scholarship

11. Date of leaving

12. Remarks

Appendix 39(Article 157)Form of Application for Grants Under Article 156(This certificate is applicable to orphans and very poor children)A separate form is to be used for each child

1. Name of the child

(Surname first and full baptismal Christian names)

2. Date of birth

3. Nationality

(a)Father(b)Mother

4. Whether attending school, if so, name of school

5. Whether in receipt of military pension or help from any public or private source

6. Name of guardian

7. Relation of guardian to child

8. Residence of guardian

9. Employment of guardian

10. Monthly pay or income of guardian

11. Number of children of guardian

12. Number of children of school-age

13. Number already receiving aid from Government or any other aid for their education with particulars

14. Number of children earning their own living or independent

15. Amount per month the guardian is able to contribute

16. Signature of guardian

Dated this day of..... 20.....Station:Signature.DesignationAppendix 40Certificate
Issued/or Aid Under Article 159 of the Code of Regulations for Anglo-Indian SchoolsThis is to
certify that, after carefully scrutinizing the evidence placed before me on the subject, I am of the
opinion that son or daughter of and (1) is of Anglo-Indian descent, pure or
mixed, (2) retains Anglo-Indian habits and modes of life, (3) lives in an out of the way place where
no suitable education is available and that his or her parents (or guardian) are in receipt of an
income of about Rs per mensem (or annum) and that they are so poor as to be unable to
educate their children without Government aid. Dated this day 20
.....SignatureDesignation.Appendix 41Register of Boarding Grants Under Article 159 for the
School Year 20.....

1. Name of pupil (Surname first)

2. Date of birth

3. Date of admission**4. Standard now reading in****5. Standard last year****6. Name and address of guardian****7. Pay and particulars of guardian****8. Contribution of guardian per mensem****9. Rate of grant sanctioned per mensem****10. Order sanctioning grant.****11. Whether in receipt of any other grant or scholarship****12. Date of leaving****13. Remarks**

Appendix 42(Article 162)Name of School.....Nominal Roll of Cadets Belong to the Above School for Whom Cadet Grant is Applied of 20..... 20.....

Register Number	Name of cadet	Date of birth	Date of admission into the school	Date of enrolment in the cadet corps	Efficient or extra-efficient	Whether on strength on 31st March	Date of leaving school	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

CertificateI hereby certify that the cadets named hereon have been trained with corps under my command during the military year 20.....20.....and that they have rendered themselves efficient or extra-efficient as stated against their names.Station:Date:Commanding Officer.Appendix 43Register of food and clothing grant under Article 166 for the school year 20.....

1. Name of pupil (Surname first)

- 2. Date of birth**
- 3. Date of admission**
- 4. Standard now reading in**
- 5. Standard last year**
- 6. Name and address of guardian**
- 7. Monthly pay and particulars of guardian**
- 8. Contribution of guardian**
- 9. Order sanctioning grant**
- 10. Whether in receipt of any other grant**
- 11. Date of leaving**
- 12. Remarks**

Appendix 44 Register of fee remission grant and grant for books under Article 166 for school year 20.....

- 1. Name of pupil (Surname first)**
- 2. Date of birth**
- 3. Date of admission**
- 4. Standard last year**
- 5. Standard now reading in**
- 6. Name and address of guardian**
- 7. Monthly pay and particulars of guardian**

8. Fee remission grant and cost of books

(a) Amount claimed

Fees Books Total

Rs. Rs. Rs.

(b) Amount sanctioned

Fees Books Total

Rs. Rs. Rs.

9. Order sanctioning grant

10. Whether in receipt of any other grant

11. Date of leaving

12. Remarks

Appendix 45 Application for Grant Towards Rent of Boarding Houses Under Article 169

1. Name of school

2. Governing body of the school

3. Managers

4. Correspondent

5. Standards in which the pupils for whom boarding house accommodations is proposed are reading with the number in each

6. Total rent paid to the owner of the building.

7. Rent collected from pupils

8. Rent paid to the management from its own funds

9. Remarks

Station: Date: Correspondent. Appendix 46 (Articles 158, 161 and 165) Bill for Boarding and Food and Clothing Grants for Primary and Secondary Schools District Voucher No. of the month of . 20

....districtGrant-in-aid bill of.....for the year ending 20....For the quarter ending.....20.....Rs.....Boarding grants under Article 156/159 of the Code of Regulations for Anglo-Indian Schools for pupils at Rs each per mensem sanctioned by the Inspector or Inspectress of Anglo-Indian Schools in his/her Memorandum R.O.P. Nodated.....Food and clothing grants under Article 164 of the Code of Regulations for Anglo-Indian Schools sanctioned by the Inspector or Inspectress of Anglo-Indian Schools in his/her Memorandum R.O.P. No.....dated..... TotalRupees(in words)The amount is debitable to the head "37" Education Secondary (g)/Primary(k) Direct grant to non-Government secondary/primary schools-B. Anglo-Indian i/k B.2. Boarding - voted - in the budget estimate for 20.....20...

1. Certified that none of the children for whom boarding grants are claimed in this bill are the children of coast-light keepers, or are in receipt of military pensions.

2. Certified that the pupils for whom boarding grants and Article 159 are claimed in this bill were actually boarded in the school during in receipt of military pensions.

3. Certified that the contribution prescribed in the Inspector's or Inspectress Memorandum R.O.P. No dated for pupils Nos.....(on the reverse of the bill has been received from the parent or guardian for the quarter).

Correspondent.Station:Date:Counter-signedInspector or Inspectress of Anglo-Indian School, Tamil Nadu.Pay RupeesTreasury AccountantTreasury OfficerDate..... 20....Contents received Date 20.....Instructions

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

2. The first certificate only need be signed for the claim under Article 156 of the Code of Regulations for Anglo-Indian Schools.

3. All the three certificates should be signed for the claim under Article 159 of the Code of Regulations for Anglo-Indian Schools.

4. Details should be given for the claims under Article 159 of the Code of Regulations for Anglo-Indian Schools as per statement below. The names of pupils should be given in the statement in the same sequence as in the

Inspector's/Inspectress order or orders sanctioning the grant.

SI. No.	Name of pupil	No. and date of memorandum sanctioning the grant	Amount of grant sanctioning per mensem	Period for which the grant is claimed From	Total amount claimed Rs. To	Remarks	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

(In words) Rupees.....Total claim:Correspondent.Appendix 47(Article 162 and 166)Bill for Cadet and fee Remission Grants for Primary and Secondary SchoolsDistrict.....Voucher No.....District.....of the month of Grant-in-aid bill of.....20.... for the year ending 20....Cadet grant sanctioned by the Inspector or Inspectress of Anglo-Indian Schools in his memorandum R.O.P. Nodated.....Fee remission grant sanctioned by the Inspector or Inspectress of Anglo-Indian Schools in his/her memorandum R.O.P. No..... dated..... Total(In words) Rupees.....The grant is debitable to the head "37" Education Secondary/Primary -(g)/(k) Direct grants to non-Government Secondary/Primary Schools - B. Anglo-Indian g.B.4/k.B.2. other grants-voted (School fee remission)/(Cadet) in the Budget estimate for 20.....20.Station:Correspondent.Date:Counter-signedInspector or Inspectress of Anglo-Indian Schools, Tamil Nadu.Pay RupeesTreasury AccountantTreasury OfficerDate20.....Contents received.Date:Correspondent.Appendix 48Form of Agreement to be Adopted by All Aided ManagementsAgreement made this day of two thousand andbetween.....(School authority) of the one part and(teacher)of the other part;Whereas the School authority have agreed to engage the said teacher to serve in the name of the school at (place) in the capacity of a teacher and on the salary hereinafter mentioned:Now these presents witness and the parties hereto do hereby agree as follows: -

1. That the school authority shall employ the said teacher and the said teacher shall serve the school authority as a teacher at.....(place) from the date of his taking charge of such appointment until such employment shall be determined as hereinafter provided.

2. That the said teacher shall be on probation for a period of twelve months from the date of taking charge of his appointment, but the school authority may, before the expiry of that period, extend it to a further period not exceeding twelve months for reasons to be recorded in writing.

3. That the said teacher will employ himself honestly, efficiently and deli-gently under the orders and instructions of the Headmaster or Correspondent or other officers of the said school under whom he shall,

from time to time, be placed as teacher if the said school in which capacity he will discharge all such duties appertaining to that office and do all things which may be required of him or which are necessary to be done in his capacity as aforesaid and will make himself in other respects generally useful as may be required of him.

4. That the said teacher will not normally or on any pretence absent himself from his duties without first having obtained the permission of his superior officers authorised in this behalf or in case of sickness or inevitable accident without forwarding where necessary a medical certificate satisfactory to the school authority as may be required by the leave rules for the time being in force in the said school.

5. That the said teacher will devote his whole time to the duties of the said employment and will not on his own account or otherwise either directly or indirectly carry on or be concerned in any trade, business or canvassing work, private tuition or the like of a remunerative and without the specific written sanction of the school authority.

6. That the said teacher shall conform to all the rules and regulations for the time being in force in the said school and obey all lawful order and directions as he shall, from time to time, receive from any authorized officer of the said school.

7. (i) That the school authority shall have the power to appoint teachers but when once a qualified Indian is appointed on the staff, he or she should not be sent away subsequently merely to provide for an Anglo-Indian.

(ii) That the school authority shall have the power to terminate the services of the said teacher when he becomes a permanent member of the staff of the school. (a) Without notice for any or all of the following reason: -Wilful neglect of duty, serious misconduct, gross insubordination; mental unfitness; suspension or cancellation of teachers certificate by the Director of School Education under the Code of Regulations for Anglo-Indian Schools. (b) with three months notice or three months salary in lieu thereof for the following reasons: -Incompetence, retrenchment, physical unfitness or any other good cause: Provided that - (1) (i) The school authority shall not terminate the services of the said teacher whether summarily or otherwise without informing him in writing of the grounds on which they intend to take action and giving him, what in their view is a reasonable opportunity for stating his case in writing and before coming to a final decision, shall duly consider his statement and if he so desires give him a personal hearing; (ii) the school authority shall not, except with the previous permission of the Inspectress of Anglo-Indian Schools, terminate the

services of the said teachers for incompetence if he has put in five years of efficient service after being confirmed in his appointment; and (iii) it shall be lawful for the school authority at any time if satisfied on medical evidence that the said teacher is unfit, and is likely for a considerable period to continue unfit by reason of ill-health, for the discharge of his duties as such teacher, to terminate his services on paying him three months' salary less any amount which may have been paid to him as leave allowance after the date of his last appearance in the school for the regular discharge of his duties as teacher subject to a maximum of one month's full salary. (2) That the said teacher when he becomes a permanent member of the staff of the said school shall be entitled to have his services terminated either by giving to the school authority three months notice thereof in writing or by paying that authority three months salary in lieu of such notice. (3) That the said teacher shall not during the period of this agreement when he has not been given notice of termination of his services by the school authority or has not given notice to the school authority for such termination of his services, apply for an appointment under any other authority except through the school authority for such termination of his services, apply for an appointment under any other authority except through the school authority and the penalty for any breach of this may, at the discretion of the school authority, be dismissal from service. The school authority shall not refuse to forward such application but may decline to relieve him when the need arises unless he gives due notice or pays an amount equal to the salary for three months which he is drawing at the time. (4) That in respect of the teachers appointment temporarily or to act on probation, the school authority shall have power to terminate the services of any such teacher. (i) Without notice for any or all on the following reasons: - Wilful neglect of duty; serious misconduct; gross insubordination, mental unfitness; suspension or cancellation of teachers certificate by the Director of school Education under the Code of Regulations for Anglo-Indian Schools; (ii) With notice of two months or two months salary in lieu thereof for the following reasons: - Incompetence; retrenchment; physical unfitness or any other good cause.

8. That the said teacher shall be paid for such time as he shall be in the service of the said monthly salary in the scale of Rs.....starting on an initial salary of Rs.....with effect from..... (date) and the following additional allowances (here specify the allowances).

9. That in the event of the temporary absence of the teacher from duty by reason of sickness or leave or otherwise, he shall be paid such salary only as shall be determined by rules for the time being in force in the said school:

Provided always that the said teacher shall get the full salary or a proportionately reduced amount per month during the vacation, according as he has worked for the full period from January upto and inclusive of November or a shorter period, subject to the instructions given by the Director of School Education.

10. That in the event of either party to this agreement failing to observe the terms thereof, the aggrieved party shall have a right to represent to the Director of School Education/Inspectress of Anglo-Indian Schools who shall pass suitable orders in the matter. An appeal shall lie to the Government against the orders passed by the Director of School Education and to the Director of School Education against the orders passed by the Inspectress of Anglo-Indian Schools, as-the case may be:

Provided that an appeal under this clause shall be preferred within one month from the date of receipt of the orders. In witness whereof and have here set their hands. Signed by the above named in the presence of.....Signed by the above named in the presence of.....Instructions

1. That no formal agreement need be entered into between the management and the teachers appointed for three months and less as it would be sufficient in cases of such short engagement, if the management stated in the order of appointment the approximate period of appointment and the salary offered and the teachers accepted the terms in writing.

2. That a formal agreement should be entered into between the management and the teachers including the Headmaster in all other cases. The agreement between the Headmaster and the management should specifically secure for the Headmaster's freedom in the control of internal management of the school and the academic work of the school.

The following shall be inserted in such cases in paragraph 3 of the agreement: - "That the said teacher in his capacity as Headmaster shall be responsible for the internal management of the school and the academic work of the school and shall exercise such powers as may be necessary for the due discharge of his duties."

3. That no appointment should be kept on a temporary basis for longer than three' years and that any appointment retained beyond that period should be made permanent.

4. That approved service put in a school in a particular grade of temporary appointment, e.g., High Grade, Middle Grade, etc. shall be considered as counting toward probation in that grade of appointment in that school.

5. That in school where the sanctioned scale of permanent posts provide for a time scale of pay, the salaries attaching to temporary appointments also should be on time scale.

6. The appellate authority competent to dispose of an appeal under paragraph 10 of the agreement shall be as hereunder:

Director of School Education - Appeals from or in respect of person holding the posts of Headmaster, Headmistress and L.T. Assistants. Inspectress of Anglo-Indian Schools - Appeals from or in respect of persons holding posts under all other categories.

7. That the vacation salary shall be regulated as hereunder:

That the teacher holding a temporary post on the last working day of the school year will get a proportionate salary. The teacher appointed to act or temporarily in a permanent appointment may get proportionate vacation salary provided he was on duty on the last working day of the school year subject to the principle that if there is a permanent man who draws the whole or any part of the vacation salary, the vacation salary drawn by the acting man shall not exceed the allowance for the period represented by the difference between the entire vacation period and the period for which the permanent teacher draws the vacation salary. The teacher should have the right to vacation salary if he was on duty on the last working day of the school year and had served for at least eight months in the school year.

8. The new appointments made in the vacancies caused as a result of action under Articles 68-A and 119-A of the Code of Regulations for Anglo-Indian Schools will be only temporary in character and individuals appointed to the post will not have any claim to continue as Headmasters or teachers for a period beyond that for which the old Headmasters or teachers have undergone the punishment imposed upon them under Article 68-A or 119-A of the Code of Regulations for Anglo-Indian Schools, the Headmaster or teacher whose certificate is suspended as a temporary measure or who is declared unfit to hold the post for a temporary period under the Code of Regulations for Anglo-Indian Schools, will have a right to claim reinstatement in service in the school in which he was working prior to his relief on the expiry of the term of his punishment provided that he was a permanent incumbent at the time of his punishment. The management shall reinstate him in the post which he held before his relief.