

Grant-in-Aid Code of the Tamil Nadu Educational Department

TAMILNADU

India

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Rule

GRANT-IN-AID-CODE-OF-THE-TAMIL-NADU-EDUCATIONAL-DEPARTMENT of 1968

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Chapter I Introduction

1. Preamble.

- A sum of money is annually set apart to be expended under these rules as grants-in-aid of recognized educational institutions under private management with the object of extending and improving secular education, and such grants will be given impartially and without reference to any religious instructions to all schools which impart sound, secular instruction, subject to the conditions hereinafter specified and with due consideration of the requirements of each locality, and of each institution and of the funds available: Provided that grants shall be withheld from institutions which refused admission to any pupil merely on the ground of the caste or community to which he belongs, provided also that no grant of any kind shall be paid to a new institution or in respect of a new department or course in an existing institution which has been opened without the previous consent of the director. These rules do not apply to Anglo-Indian Schools or to Primary including Adult Literacy Schools which are aided under separate rules.

2. Reservation of discretion by Government.

- (i) The Government reserve to themselves, anything in the rules of this Code, notwithstanding the right to refuse or to withdraw any grant at their entire discretion. (ii) Grants will, ordinarily, be

withdrawn from a manager if he or any of the teachers employed by him takes part in political agitation directed against the authority of Government or inculcates opinions tending to excite feelings of political disability or disaffection among the pupils.(iii)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 of 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 deem fit.(iv)In cases where the managements of aided educational institutions (other than primary schools) do not pay dearness allowance at Government rates to the staff under their control, the Director shall carry out investigation into the financial position of the institutions and if, after such investigation, he is satisfied that the managements can afford to pay the allowance at Government rates shall direct the managements concerned to pay the allowance at Government rates. If even after the issue of such a direction, the managements receiving grants from State funds do not pay the allowance at Government rates, the grant payable to them may be withheld either in full or in part. The refusal of the payment of the allowance at Government rates by managements which do not earn any teaching/staff grants may be considered as valid reason for the withdrawal of recognition.(v)The Director shall have power to refuse grants to any institution which directly or indirectly encourages propaganda calculated to bring into hatred, ridicule or contempt the beliefs and practices of any religion.

3. Definitions of terms.

- The term "Director" signifies Director of School Education or Director of Collegiate Education, as the case may be, the term "District Educational Officer" includes Inspectresses; the term "Local Board" includes a Municipal Corporation or Council; the term "Local Funds" includes Municipal funds; the term "President" includes the Chairman of a Municipal Corporation or Council; and the, term "Manager" includes a Board of Managers.

4. Objects for which aid may be given.

- (i) Grants are given for teaching.(ii)Grants are also given for -

1. The payment of stipends to teachers under training;

2. The payment of fee to medical officers on account of medical inspection in educational institutions;

3. The payment of boarding charges to Indian orphanages and boarding homes;

4. The erection, enlargement and purchase of school buildings and hostels or boarding houses for students attached to educational institutions;

5. The purchase of school and hostel furniture, apparatus, chemicals and appliances; of books for school libraries and of the plant, materials and tools required for laboratories and workshops;

6. The cost of needle-work or other art and industrial exhibitions; and

7. The purchase of land for school, hostel or playground purposes.

5. Teaching/Staff grant.

- Teaching grant paid to an educational institution other than those schools for which staff grant system is introduced shall be considered as having been paid in respect of the previous year's working of the institution. If an aided educational institution works 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.

6. Sanctioning authority.

- Except in cases where reference to Government is required, or where authorities subordinate to the director have been permitted to sanction grants, all grants paid from State funds are sanctioned by the Director, Joint Director of School Education (Finance) or Deputy Director of Collegiate Education, as the case may be, are also empowered to exercise the powers of the Director in this behalf. The powers conferred under rule 6 of the Grants-in-aid Code on the Director of School Education or Director of Collegiate Education, Chennai, as the case may be, will be exercised by the Gazetted Officers subordinate to him, in the Head office in the matter of sanctioning grants.

7. Interpretation of rules.

- The interpretation of any rule in this Code shall, in the first instance, rest with the Director; provided that no interpretation of a general nature shall be binding on a manager, which has not been approved by the Government and notified in the Tamil Nadu Government Gazette.

8. Appeal to sanctioning authority.

- An appeal shall lie to the sanctioning authority for the revision of its orders.

9. Appendices to have the effect of the rules.

- The appendices to this Code shall have the same effect as the rules of the Code and shall be treated as part of the Code.

Chapter II

General Conditions of Aid

10. Management.

- Every institution on behalf of which aid is sought shall be under the management of one or more persons recognized by the department, who in the capacity of proprietors or of trustees, or of members of a committee elected by society or association by which the institution is maintained, shall undertake to be answerable for the maintenance of the institution and the fulfilment of all the conditions of recognition and aid including the due enforcement of such rules of discipline as are prescribed, from time to time. The management may, with the approval of the department, appoint a person as Correspondent to transact the current business of the institution with the department. Applications for change of management of institutions other than elementary schools should be made to the Director.

11. Declaration by the management.

- 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 the Tamil Nadu Educational Rules and in the Grants-in-aid Code are being and will continue to be, fully observed, excepting any rules from which the institution may be specially exempted and that the management 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.

12. Reservation of right regarding the use of books.

- The Government reserve to themselves the right to forbid or to prescribe the use of any book or books in aided schools and colleges. Managers of schools shall, as a condition of receiving grants-in-aid from public funds, be required not to use without the express sanction of the Director, any text-book which is not included in the authorised list of text books, which may, from time to time, be issued by them.

13. Income to be devoted to educational purposes.

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

14. Reservation of right regarding employment of teachers.

- It shall be competent to the Director to forbid the employment in aided colleges and 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.

14A.

Omitted.

15. Grant of fee concessions.

- The Managers of Aided Colleges shall, as condition of receiving grant-in-aid from public funds, be required to grant fee concessions to eligible students in accordance with the rules and orders issued by the Government from time to time subject to the payment, in such manner as the Government, may prescribe, of compensation for the fee income thereby foregone. In cases of failure to grant fee concessions, the Director shall have the power to refuse or to withdraw any grant at his discretion.(G. O. Ms. No. 1930, Education, dated the 23rd December 1968)

16. Age limit for sanction of teaching/staff grant.

- No grant will, ordinarily, be paid on behalf of members of the teaching staff in a school who have completed their 58th year. The Director may, however, relax this rule in special cases upto the age of sixty with effect from 1st July 1940.(G. O. Ms. No. 1482, Education, dated the 11th August 1965)No grant will be paid on behalf of teachers who are retained in service beyond sixty years.

Chapter III (Omitted)

Chapter IV Staff Grants on Behalf of Secondary Schools

23. Average daily attendance of pupils.

- A grant shall not be given to an institution which had not for the previous official year on an average daily attendance of 45 pupils in Standards VI to VIII in the case of middle schools or standards IX to XI in the case of high schools.The Director may, however, relax this rule in special cases.

24. Number of school meeting.

- An institution shall, not ordinarily, be eligible for the full grant sanctioned for it in any year unless it met on 200 school days in the previous school year.

25. Definition of school day.

- The school day shall consist of at least four hours of secular instruction, but two meetings, each of not less than two hours, whether on the same day or on different days shall be counted as one school day.

26. Qualification of teachers.

- The general and professional qualifications of teachers shall be in accordance with the Tamil Nadu Educational Rules.

27. Subjects of instruction.

- The subjects of instruction and standards of examination shall be such as are approved by the department.

28. Protection from small pox.

- (i) No teacher, who is not protected from small pox, shall, without the express and previous sanction of the Director, be permanently employed in an aided institution.(ii)(Omitted)29.
Application for aid.- Application for first admission to aid shall be made in the prescribed form (Appendix E) to the Director through the District Educational Officer before 1st May. The application shall be accompanied by such returns as the Director may, from time to time, prescribe with the view of ascertaining the financial position of school and its eligibility for aid.

30. Admission to aid.

- The Director shall determine what institutions 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.

31. Withdrawal from aid.

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

32. Fixing the amount of grant.

- Amount of grant payable in any one year to aided secondary schools and accruing from 1st April 1964 will be based on -(a)The full approved expenditure for the preceding financial year on teaching staff, non-teaching staff and servants paid from contingencies; plus(b)Such approved expenditure for the preceding financial year on rents, taxes, ordinary repairs and upkeep contingencies and other miscellaneous items, as exceeds the prescribed annual managerial contribution of Rs. 1,500 in the

case of schools opened prior to 1965-66. In the case of schools opened in 1965-66 and after the management contribution shall be Rs 5,000 a year for schools with a strength of 500 and below and Rs. 7,000 a year with a strength of above 500.(G.O. Ms. No. 186, Education, dated the 8th January 1968)The grant for item (a) above shall be called as staff grant and shall be sanctioned monthly by the District Educational Officer, Inspectress of Girl's Schools and the grant for item (b) above as maintenance grant and shall be sanctioned by the authorities specified in rule 6 (Chapter 1) of the Grant-in-aid Code. In fixing the staff grant, the District Educational Officer/Inspectress of Girls School shall follow such instructions as maybe issued by the Director, from time to time. In fixing the maintenance grant, the Director of School Education shall follow such rates as may be approved by the Government for individual items of expenditure, from time to time.The staff grant for every aided secondary school to cover the approved expenditure on teaching staff, non-teaching staff and servants paid from contingencies shall be sanctioned monthly subject to adjustment and in advance. The grant shall be drawn by the sanctioning authority on a bill in the prescribed form and the bill shall be endorsed for payment in favour of the Correspondent of the school.(G. O. Ms. No. 730 Education, dated the 13th May 1964)Director of School Education is empowered in special cases to pay grant direct to secondary schools.The District Educational Officers/Inspectresses of Girl's Schools of the areas are empowered to make direct payment to the headmasters of secondary schools in special cases when the correspondents are away from the headquarters or where a school is mismanaged.(G.O. Ms. No. 1904, Education, dated the 16th December 1968)(ii)(Omitted)(a), (b) and (c) (Omitted)(iii)Registered managements of schools will be allowed to retain any profits they may make during the year subject to the condition that the money thus retained is not allowed to accumulate but is spent with the approval of the Director on improvements to the school.

33. to 34.

(Omitted)35. Amount of grant payable.(1)The amount of grant payable in any one year may be decreased should, the expenditure be considered as unreasonable or on account of deterioration of efficiency or on account of failure to remedy defects in organisation, discipline, instruction or accommodation pointed out in writing after a previous inspection, or as the result of the operation of rule 24 or 36 or on account of insufficiency of funds.(2)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 rule 12(i) of the Tamil Nadu Educational Rules.(G. O. Ms. No. 2460, Education, dated the 7th November 1947)

36. Penalties.

- The Director may, on the report of the inspecting officer or auditor after enquiry, withhold, reduce or suspend the grant on account of falsification of the registers, or misrepresentation regarding fees, attendance or other matter or violation of any of the conditions of recognition or aid, or other proved fraud or irregularity.

37. Financial statement.

- The management of every aided secondary school shall prepare financial statements (Appendix "F") and submit to the District Educational Officer not later than 1st May of each year, and a copy of the Financial Statement shall be kept in the school for departmental audit.

38. Payment of grants.

- (i) Grants for a year may be drawn on a bill prepared in the prescribed form (Appendix 'G') and counter-signed by the District Educational Officer. (ii) On receipt of the counter-signed bill, the manager shall endorse it and present it for payment at the nearest Treasury in accordance with the instruction given in the sanction. (iii) Any adjustment which in consequence of the operation of rule 24 or rule 36 or for any other reason, it may be found necessary to carry out in a grant already paid may be made in the grant paid in the following year or in the payment of any other sanctioned grant.

Chapter IV

A Grants Towards The Medical Inspection of Pupils in Secondary Schools (Kept In Abeyance)

Chapter V

Teaching Grants on Behalf of Colleges

40. Income from private sources.

- The grant will be considered as supplementing the income guaranteed from endowments, subscriptions, donations, and other private sources over and above any expenditure incurred by the management on scholarships or in defraying any difference between the fees calculated as standard rates and those actually collected.

41. Fixing the amount of grant.

- (i) The amount to be paid in any one year to the College department, whether it provides instruction up to the standard required for a University degree or not, will be determined by the Director after taking into consideration all the circumstances of the case, provided that the amount so determined shall not exceed two-thirds the approved net cost of maintenance for the previous financial year, i.e., two-thirds of the excess of the approved recurring expenditure over the income from tuition fees reckoned at standard rates. (ii) In addition to the amount payable under sub-rule (i), the management will also be paid a grant equal to (a) the loss in the fee income on account of the award of fee concessions under rule 92 of Tamil Nadu Educational Rules; and (b) half the expenditure incurred on scholarships and fee remissions up to a limit of 10 per cent of the fee income reckoned at standard rates, provided that the scheme for such scholarships and fee

remissions has received the prior approval of the Director.(iii)Where, consequent on the orders issued by the Government, from, time to time, grant is paid for the tuition fee foregone by the management of any institution in respect of any class of students and where the amount of tuition fee collected by the management from such students exceeds the amount of grant fixed by the Government, such amount of excess collection may, notwithstanding anything contained in this Code, be deducted from the grants due to the management under this Code.(G. O. Ms. No. 163, Education, dated the 2nd February 1970)

42. Reservation of control by Government.

- As a condition of the continuance of the grant or any portion thereof, the Government reserve to themselves the right to prescribe any particular line of action to be taken by the management in regard to any matter affecting the college.

43. Increase or reduction of grant.

- The amount once determined shall not, ordinarily, be reduced (except as elsewhere provided in this Code) unless due notice has been given to the Manager so as to give him the opportunity of showing cause why such decrease should not be effected.

44. Financial statement.

- The management shall submit to the Director, not later than 1st May, a financial statement in the prescribed form (Appendix 'F') which should bear the counter-signature of a competent auditor not in any way connected with the institution. The auditor should certify to the receipt and expenditure being correctly stated and supported by proper vouchers. The decision of the Director as to whether any person is a competent auditor will be final.

Chapter V

A Grants Towards Rent of Hostels

44A. Fixing The Amount of Grants.

- Grants may be sanctioned by the Director towards the rent of buildings if be used as hostels, provided satisfactory arrangements are made by the management for the supervision of the student residing therein.Grants in such cases shall not exceed one-half of the net expenditure incurred by the management from its own funds on the rent of the hostel buildings' after deducting the rent due from the students residing in the hostel.The rent due for the purpose of the grant will be fixed by the Government on the recommendation of the Director.

44B. Application for aid.

- Applications for grants under this Chapter should be submitted in the form prescribed in Appendix 'GG' and be accompanied by outline plans and a recommendation supported by reasons as to what may properly be considered the rent due from students.

44C. Drawal of grant.

- The grant shall be drawn on a bill duly counter-signed by the District Educational Officer or Inspectress of Girls' Schools concerned.

Chapter VI

Teaching Grants on Behalf of Schools For Special Education

45.

(a)Oriental schools. - (i) All oriental schools (Sanskrit and Arabic) shall be paid monthly grants to cover the entire expenditure on salary to staff approved by the Director and the approved expenditure on the maintenance of these schools less Rs. 1,500 which shall be paid by managements as annual contribution towards maintenance.(ii)The minimum strength in the lowest class in the oriental schools shall be ten with effect from 1965-66 and this minimum strength in respect of other classes shall be maintained progressively.(G. O. Ms. No. 2130, Education, dated the 16th December 1965)(b)Schools for the handicapped. - (i) Staff grant shall be paid as in the case of aided secondary schools with effect from 1967-68.(ii)Maintenance grant shall be paid in full by the authority specified in rule 6 (Chapter I).(G. O. Ms.No. 1428, Education, dated the 16th August 1967)(G. CX Ms. No. 101534 E8/67-2, Education, dated the 27th October 1967)(c)Other special schools. - The amount of grant-in-aid of training and technical schools, institutions for home, education classes and of other special form of teaching grants shall be fixed by the Director after a consideration of all the circumstances of the case.

46. Application for aid.

- Application for grants on behalf of oriental schools and schools for the handicapped shall be made as in the case of aided secondary schools [vide rule 32 (a) and (b)].Application for grants on behalf of other special schools shall be made in the prescribed forms (Appendices 'H and 'J'), respectively. No form of application is prescribed in the case of other institutions; but all applications 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. A financial statement in the prescribed form (Appendix 'F') shall be submitted to the Director through the District Educational Officer not later than 1st May.

Chapter VII

Grants Towards Stipends In Training Schools

47. Applications for aid.

- Applications for grants under this Chapter shall be submitted to the District Educational Officer in the prescribed form (Appendix 'K').

48. Scale of grants for students under training.

- Grants may be given to managers of recognized training institutions to enable them to pay stipends to students under training at rates laid down in rule 117 of the Tamil Nadu Educational Rules.

48A. Fixing the amount of grant.

- The amount of, grant given on behalf of a training school shall be determined by the District Educational Officer or the Inspectress, as the case may be, after taking into consideration the restrictions imposed on the number of students in each grade by the Tamil Nadu Educational Rules or by the Director and the relevant circumstances of the case and also the funds allotted for each district or circle.

49. Duration of grant.

- The period for which the grant will be allowed shall not ordinarily exceed twelve months except in the case of Secondary or Senior Basic Grade teachers when it may extend to two years.

50. Payment of Grants.

- Stipendiary grants shall be drawn monthly on a bill prepared in the prescribed form (Appendix 'L').

Chapter VIII

Grants For Buildings, Building Sites and Playgrounds

51. Object of aid.

- Grants may be sanctioned for any of the following purposes: -(1) Purchasing, erecting, enlarging or improving school houses or buildings or student's hostels including residential quarters for the warden or other staff attached to the hostel and for sinking wells. (2) Executing extensive alternation and repairs to buildings. (3) Acquiring land for school, hostel or playground purposes.

52. Conditions of grant.

- (i) In the case of new buildings, extensions or alterations, the Director must have been convinced of their necessity and have approved their character. Works commenced before obtaining the special permission of the Director will not be eligible for grant. In the case of purchases of land or buildings, the Director must either have been consulted before the purchase was made or be convinced that land previously purchased is to be newly devoted to an educational purpose. (ii) Grants will not generally be given for a school building that fails to meet the requirements specified in Appendix 'LL'. (iii) Rooms in hostel buildings for the construction of which grant will be sought at any time must be of not less than the following dimensions: -Dormitories must be large enough to allow, if for a single pupil 7-43 square metre and 25.50 cubic metre, if for more than one pupil, a proportionately diminishing space down to 2.79 square metre and 11.30 cubic metre per head for ten or more pupils. A space of at least 0.74 square metre and 2.30 cubic metre per head should be provided in every room used as a dining room or for any other dwelling purposes, other than sleeping. (iv) Building grant will not be given to Harijan hostels which have not been in existence for more than five years.

53. Building grant-procedure.

- (i) Applications in the prescribed form (Appendix M) shall be submitted through the District Educational Officer to the Director of School Education except in the case of colleges, accompanied by such outline plans as will enable the Director to judge the suitability of the proposal from an educational point of view. The correspondents of colleges shall submit their applications to the Director of Collegiate Education direct. (ii) If the Director of School Education or Director of Collegiate Education, as the case may be, consider the scheme in general as essential and suitable, the correspondent shall then submit to him in triplicate the detailed plans, specifications and estimates (which may include architect's and engineer's fee) prepared by a professional Engineer or Architect having a recognised qualification such as A.M.I.C.E., A.M.I.E. (India), or an Engineering Degree from a recognised University and Gazetted Officers of Public Works or Highways Department, present or retired who will be responsible for the structural stability of the building. In preparing the plans and estimates, the instructions contained in Public Works Department Circular Memo. No. 916-G.50-1, dated the 29th June 1950, shall be followed. 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 the technical point of view. When the total estimate exceeds Rs. 10,000, the Correspondent of the school shall call for open tenders for the construction of the work. The tenders shall be received only in closed and sealed covers or packets and they shall be opened in the presence of the District Educational Officer. (iii) Where it is proved that private qualified professional advice is not available, the management shall prior to the commencement of 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 the work, access thereto and every reasonable opportunity to inspect and examine materials and take measurements shall be afforded by the management to the officers of the Public Works Department. 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 respect of cases where a grant is applied for, and proposed to be considered, the Director of School Education or Director of Collegiate Education, as the case may be,

will call for a valuation of the work done from the Local Engineer, Public Works Department.(iv)In cases where the managements do not adhere to the instructions of the Department or fail to conform to the provisions of the Grant-in-aid Code, the Director of School Education or Director of Collegiate Education may, after giving an opportunity to the grantee to explain the omission, either reduce the grant or even withhold the entire grant, due according to his discretion.

53A. Priority list of approved works.

- The Director will maintain a list of works approved by him 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 Government legal or moral for making a grant though managements 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 new schemes out of the list as he considers deserving of grant and will authorize payments of grant under specific sanction of Government in each case out of the 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 complete within 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.

54.

(i)(Omitted)(ii)Title examination. - Soon after the scheme is admitted to aid by Government, the management shall be required to submit to the Director, the original title deeds relating to the site on which the construction is to be raised together with a "NIL" encumbrance certificate for the previous 13 years for obtaining the legal opinion of the Additional Government Pleader, High Court, Chennai. No grant or advance shall be paid before the management proves to the entire satisfaction of the Additional Government Pleader, High Court, Chennai, its title to the property in question by providing all the connected title deeds and before the Additional Government Pleader, Chennai declares the title of the management to the property to be in order.(G. O. Ms. No. 1135, Education, dated the 4th July 1970)(iii)Grants. - After the completion of the scheme (building or playground), the correspondent will be required to furnish a certificate in the prescribed form (Appendix 'N') signed by the Architect or Engineer in-charge of the work, to the effect that the scheme has been completed generally in accordance with plans and specifications which were approved by the Director and another certificate signed by the correspondent himself, specifying the total amount actually spent on the scheme.Advance. - The grants sanctioned for the construction of buildings under this Chapter may be paid in part as the work progresses on the production of the following: -(a)A certificate from the qualified engineer in charge that the construction is proceeding on sound lines in accordance with the approved plans, specifying the stage of the work and his estimated value of the work done.(b)A certificate signed by the Correspondent himself specifying the actual amount spent on the construction and that the grant claimed is not more than one-half of the actual expenditure incurred towards the construction.(iv)Legal charges. - The State Counsel will be permitted to charge for the examination of titles and settlement of mortgages in connection with building schemes for educational institutions placed on the approved list by the Director, fees not exceeding one-half per cent of the estimated cost of the scheme approved by the Director, subject to

a minimum of Rs. 20 and a maximum of Rs.250 in each case. The fees charged shall be paid by the management of the institution concerned whether a grant is paid by the Government or not. One-half of the State Counsel's fees and registration fees incurred in connection with the execution of the deed of agreement will be reimbursed to the management in the shape of a supplementary grant from the State funds. If a building grant is not sanctioned by the Government, the question of reimbursing the management, for one-half of the expenditure incurred on State Counsel's fees will be considered on the merits of each case. (v) Bills. - Grants sanctioned for any of the purposes mentioned in rule 51 (1) and (2) except the purchase of buildings, shall be drawn on bills prepared in the form printed as Appendix 'S'. Grants sanctioned for the purchase of buildings or for the purpose mentioned in rule 51 (3) shall be drawn on bills prepared in the prescribed form printing as Appendix 'SS'.

55. Amount of Grant.

- In the case of buildings erected, the grant payable will not exceed the percentage specified below of the total cost of the work shown in the managements estimates as approved by the Director and modified by the Public Works Department, subject to the maximum monetary limit specified. In the case of buildings constructed with reference to Article 53(iii) and in all other cases where the procedure prescribed in the Grant-in-aid Code has not been followed, the grant payable shall not exceed the percentage specified below of the total cost of the work or as certified in the valuation statement of the Executive Engineer whichever is less subject to the maximum monetary limit specified: -

Institution	Percentage of Total cost	Maximum Grant
(1)	(2)	(3)
Colleges, First Grade and Training Colleges	50	75,000
Second Grade Colleges	50	50,000
Secondary and Special Schools	50	35,000
Basic Training Schools	75	50,000

In the case of buildings or land acquired, the grant payable will be based on the Collector's estimate of the value of the same or of the actual cost of acquisition or purchase whichever is less; and shall not exceed the percentage and maximum monetary limits prescribed for buildings erected. In the case of lands or buildings purchased, the expenditure actually borne by the management of the institution in connection with the transfer of property, viz., stamp duty, registration charges, etc., will be added to the purchase value of land or building required for an educational institution for the purpose of payment of grant from State funds. However, where a management receives a private benefaction of the construction or purchase of a building or acquisition of land for an educational institution, it shall be entitled to take full credit for such benefaction in arriving at its' share of the cost of the construction, or purchase of the buildings or acquisition of land and where the private benefaction is in excess of the Management's share of the cost, such excess shall be taken as deduction of the State Government's share of the cost. (G. O. Ms. No. 2095, Education, dated the 8th September 1953) Before making payment, the Director will require the management to furnish the certificates referred to in rule 53(ii) or will obtain the valuation referred to in rule 53(iii), as the case

may be, showing the actual amount expended by them in completing the work, purchase or acquisition and, if necessary, he may call for the vouchers at any time in support of the expenditure incurred. He may also require the management to furnish a certificate specifying the total amount of private benefactions received in respect of the work. [The building schemes of the aided colleges which are already aided by the Government of India or the University Grants Commission or other agency will not be eligible for State Government Grant.] [The paragraph was added by G. O. R. No. 2213, Education, dated the 9th October 1973.]

56. Claims of the Government.

- The manager 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 the Government within a period of thirty years from the date of payment of the grant, where the grant does not exceed fifty thousand rupees, fifty years from the date of payment of the grant where the grant exceeds fifty thousand rupees 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 manager fails to make such refund, the Government may recover the amount by such means as they think fit.

Chapter IX

Grants For Furniture, Books And Appliances

57. Application for aid.

- Applications for grants under this Chapter, which shall be in the prescribed form (Appendix "T"), and which shall be submitted through the District Educational Officer so as to reach the Chief Educational Officer or the Director, as the case may be, not later than 1st July, shall be accompanied by details showing the number, description and price of each article which it is proposed to provide. Before making the payment, the Director will require the management to furnish a certificate specifying the total amount of private benefactions received in respect of the equipment.

58. Object and proportion of aid.

- (i) (a) Grants not exceeding one-half of the total cost may be given for furniture, and for apparatus, chemicals, maps, diagrams and models; for books and periodicals; for school libraries; for the plant, materials and tools needed in industrial and technical schools; and for needlework or other art and Industrial exhibitions. However, where a management receives a private benefaction amounting to not more than one-half of the cost of equipment, it shall be entitled to take full credit for such benefaction in arriving at its share of the cost of the equipment; and where the private benefaction is in excess of the management's share of the cost, viz., one-half of such excess shall be taken in deduction of the State Government's share of the cost. (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 the games fee collection 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 rule 37 of this Code; 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 thereunder. (ii) Grants shall not be given to meet the cost of seats or desks of a pattern which has not been approved by the department. (iii) Except in the case of industrial and technical schools, aid shall not, as a rule, be afforded for the purchase of articles to be used by the pupil, as distinguished from those required by the teacher in giving instruction. But, in special case, grants may be given for books and slates for the use of pupils on the condition that the books and slates remain the property of the school, are used by the pupils during school hours only and are not removed from the premises. (iv) Grants shall not be given for articles regarding which the Director has not been consulted and for which aid has not been promised previously to purchase or manufacture.

59. Payment of grant.

- The grant shall be paid only on submission, before the date specified in the order sanctioning the grant of vouchers duly receipted. It shall be drawn on a bill prepared in the prescribed form 5 (Appendix 'U').

60. Claims of the Government.

- If an institution which has received aid under this Chapter has, within five years from the date on which a grant under this chapter is drawn, been closed or diverted to other than educational purposes approved by the Government, 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 shall be only the excess of the valuation over the amount already given as grant towards their original purchase. Alternatively, the Government may direct that the articles shall 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.

61. Sanctioning authority.

(a) In respect of Aided Colleges Schemes eligible for a grant exceeding Rs. 10,000 are sanctioned by Government for inclusion in the approved list, schemes eligible for a grant of Rs. 10,000 and less are sanctioned by the Director of Collegiate Education. In respect of Secondary Schools and Training

Schools Schemes eligible for a grant exceeding Rs. 5,000 are sanctioned by the Government for inclusion in the approved list, schemes eligible for a grant of Rs. 5,000 and less are sanctioned by Director of Collegiate Education, but in the case of Secondary Schools for boys and Training Schools for masters schemes for which grant payable does not exceed Rs. 1,000 are sanctioned by the Chief Educational Officers and schemes for which the grant payable does not exceed Rs. 500 are sanctioned by the District Educational Officers.(G. O. Ms. No. 931, Education, dated the 1st April 1949)(G.O. Ms. No. 1174, Education, dated the 3rd June 1959)(b)Payment of grant on all schemes except those sanctioned by the Chief Educational Officers is authorised by the Director of School Education. The amount required for disbursement of grants for the schemes sanctioned by the Chief Educational Officers is placed at their disposal by the Director of School Education and payment is authorised by them.Grants for furniture, books, apparatus, appliances, materials, chemicals, plant, etc., required for the introduction of bifurcated courses of studies in the case of Secondary Schools in which the introduction of bifurcated course of studies have been approved on non-recurring grant equal to three-fourths of the cost of the equipment purchased in a year subject to a maximum of rupees as noted below, for each bifurcated course introduced shall also be sanctioned by the Director for each school in the same year in which the articles of equipment are purchased: -

Equipment non-recurring grants

	Rs.
Engineering	11,250
Secretarial	9,000
Home Science	3,750
Agriculture	4,500

(Vide G.O. Ms. No. 1881, Education, dated the 15th October 1966)

Chapter X

Grants To Enable Villages To Erect and Equip Village School Houses

[Omitted]

Chapter XI

Boarding Grants To Homes For Children

62. Objects and conditions of aid.

- In addition to ordinary grants of all descriptions, a special grant may be made to homes for children in aid of boarding charges: Provided that such grants shall not exceed three-fourth of the net Boarding charges of the institution subject to a maximum limit, calculated at Rs. 12 a month for each certified free destitute pupil in the case of institutions in places other than hill stations and at Rs. 18 a month for such pupils in the case of institutions functioning in hill stations:(G. O. Ms. No.

932, Education, dated the 19th April 1969)(G. O. Ms. No. 174679/ww/69, dated the 28th December 1970)Provided also that such grant shall not be admitted on behalf of a pupil whose age on the 1st July of the year under consideration -(a)exceeded twenty but was below five years in the case of a boy or girl; and(b)exceeded twenty-five but was below five years in the case of physically handicapped children.Explanation. - Pupils from whom a nominal fee not exceeding Rs. 9 in a year is collected shall be considered free for the purpose of the above rule and also of note (1) under rule 64.

63.

In support of a claim for grant for the first time in respect of every pupil, a certificate testifying to his or her destitution in the form prescribed in Appendix 'X(i)', if the pupil is an orphan, and in Appendix 'X(ii)', if the pupil is a non-orphan should be produced from an officer of the Revenue Department not below the rank of Deputy Tahsildar or Commissioner, Panchayat Unions, having jurisdiction over the place where the parent or guardian of the pupil resides. In the case of pupils whose guardians reside in Chennai City, the Chief Presidency Magistrate, Chennai may also issue the destitution certificates.(G.O. Ms. No. 4, Education, dated the 4th January 1954)(G. O. Ms. No. 742, Home, dated the 2nd March 1963)

64.

Only institutions which are primarily Homes for 4 Children and which make suitable arrangements for the education of the inmates in recognized schools shall be admitted, to aid.(G. O. Ms.. No. 3085, Education, dated the 28th August 1965)Children whose parents are in receipt of an annual gross income Exceeding Rs. 300 (rupees three hundred only) will not be eligible for any Boarding grant.(G. O. Ms. No. 804, Education, dated the 2nd May 1955)The occupation of the parent(s) is..... the annual gross income from all sources of the parent(s) is Rs..... per annum(4)"Boarding charges" for the purpose of the grant comprise only the following: -(i)Cost of foodstuffs.(ii)Pay of cook and other servants, if any, employed for the purpose of cooking and serving meals and expenditure towards the salaries of warden and accountant.(iii)Contingencies, i.e., sundry expenses connected with the provision of meals and items such as stationery, oil, cost of clothing, medicines, medical aid, textbooks and soap.(G. O. Ms. No. 330, Home, dated the 1st February 1960)(5)The net boarding charges shall be arrived at by deducting from the boarding charges (a) the wages, if any, earned by the inmates paying no fees or only nominal fees, and (b) the fees, if any, collected including the nominal fees referred to in the Explanation under rule 62.(6)No inmate shall be eligible for a grant under this Chapter unless he is a native of the Tamil Nadu.

65. Application for aid.

- Application for grants under this Chapter shall be made in the prescribed form (Appendix 'V' and shall be submitted to the Director of School Education through District Educational Officer, so as to reach him not later than the 1st of August of each year.

66. Boarding grant-procedure.

- As soon as an application for grant-in-aid under this Chapter is received, the local District Educational Officer shall investigate the case. The application should not be considered unless the investigating officer is satisfied that the education provided by the orphanages or boarding home for destitute children is suitable and that the accounts of the orphanage or the boarding home show that it is not conducted for private profit. A Medical Officer should, invariably, be consulted by the District Educational Officer on matters relating to the sanitary condition of the buildings and their surroundings. The District Educational Officer shall, then, submit the application along with his recommendation to the Director of School Education who will sanction the grant at the rate fixed in rule 62.

67. Payment of grants.

- The grant shall be drawn on a bill prepared in the prescribed form (Appendix 'G') counter-signed by the District Educational Officer.

Chapter XII

Teaching Grant on Behalf of Rural Colleges For Adults

68. Average daily attendance of students.

- A grant shall not be given to a rural college which has not for the previous official year an average daily attendance of fifteen students.

69. Number of working days.

- A rural college shall not, ordinarily, be eligible for the full grant which can be sanctioned for it unless it worked for 180 days in the previous academic year.

70. Definition of a full working day.

- A full working day shall consist of not less than one hour and 45 minutes.

71. Qualifications of staff.

- The qualifications of the staff shall be in accordance with rules 162 and 163 of the Tamil Nadu Educational Rules.

72. Subjects of instruction.

- The subjects of instruction and standard of examination shall be such as are approved by the Director of Collegiate Education.

73. Fixing the amount of grant.

- The amount of grant-in-aid to rural colleges shall be fixed by the Director after a consideration of all the circumstances of the case. Grant payable to a college in any one year will not exceed two-thirds of the approved net cost for the preceding financial year. For the purposes of this rule, the Director shall determine what items may be considered as receipts and approved expenditure.

74. Application for aid.

- Application for grants on behalf of rural colleges shall be made in the prescribed form (Appendix 'J')-A financial statement in the prescribed form (Appendix 'F') bearing the counter-signature of a competent auditor not in any way connected with the college shall be submitted to the Director through the District Educational Officer not later than 1st May. The decision of the District Educational Officer as to whether any person is a competent auditor will be final.

75. Payment of grant.

- Grants will be drawn on a bill prepared in the prescribed form (Appendix 'G') and counter, signed by the District Educational Officer. Appendix A (Chapter III Rule 17) Application For Admission to Aid on Behalf of An Elementary School (Omitted) Appendix B (Chapter III, Rules 18 and 20) List of Recognised and Aided Elementary Schools For Boys and Girls In District during the year 20 ... -20 (Omitted) Appendix C (Chapter III, rule 21) (Omitted) Appendix D (Chapter III, rule 22) (Omitted) Appendix E (Chapter IV, rule 29) Application For Teaching Grants On Behalf of A Secondary School

1. Name and address of the school.

2. Society, association or person owning the school.

3. Correspondent.

4. Standards and classes under instruction with strength of each.

5. Fees levied in each standard or class per term.

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

7. Description of endowments with yearly income from each.

8. 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 at less than standard rates.

9. Remarks.

Declaration On behalf of the management of the school, I hereby declare that the conditions of recognition and aid laid down in the Tamil Nadu Educational Rules and in the Grant-in-aid Code 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. Station: Date: Correspondent. Appendix F (Chapter IV, rule 37 and Chapter V, rules 44 and 46) Financial Statement For The Use in Secondary Schools and Colleges The total on the receipts side (excluding A) should agree with the total on the expenditure side. Receipts Side

1. The amount shown against item A should agree with the amount shown in the fee returns as fee due for the official year.

Expenditure Side

2. Item 1 should be supported by a separate statement in the form given below showing the names of the teachers employed, their monthly salaries and the total salary paid to each.

3. Item 2 should be supported by a separate statement in the form given, below showing the designation of the servants, etc., their monthly salaries and the total salary paid to each.

4. Item 6 should be supported by a statement showing the details of the expenditure and in particular accounting separately for each item exceeding Rs.10.

Serial number	Name of teacher or servant	Designation	Period for which employed	Monthly salary	Total salary	Salary actually paid
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Rs. P. Rs. P. Rs. P.

Total

Certificate. - I hereby certify that the expenditure shown above was actually incurred by the management and that the salary actually paid is correctly stated. Station: Date: Correspondent. School/ College Financial Statement for the year 20.....

Receipts

Amount

Rs. P.

A. Fees due at standard rates April 20.....to March 20....

1. Amount brought forward from the last years' accounts

2. Income from endowments

3. Subscriptions and donations

4. Actual receipts by fees

(a) Ordinary

(b) Special

5. Grants-in-aid received

(a) Staff grant

(b) Building

(c) Furniture and apparatus

(d) Endowments

6. Miscellaneous receipts

7. Amount contributed by management for the upkeep of the school during the year.

Total

Expenditure

Amount

Rs. P.

Expenditure on -

1. Teaching staff (as shown in the detailed statement attached)

2. Servants including writer (As shown in the detailed statement attached)

3. Rents

4. Taxes

5. Ordinary repairs and upkeep

6. Contingencies

7. Scholarships

8. Prizes

9. New buildings

10. Furniture

11. Science apparatus and materials

12. Other appliance for teaching

13. Library
14. Gymnasium and Games
15. Outlay not falling under above heads
16. Amount carried over to the next year's account

Total

Certificate(1) On behalf of the management, I hereby certify that expenditure shown in the above statement under items 1-6 has been actually incurred and that no part of it relates to scholarships or to articles for which a special grant is sanctionable under the Grant-in-Aid

Code. Station: Date: Correspondent. (2) I hereby certify that I have audited the accounts of the College/School for the year..... and that the receipts and expenditure shown in the above statement are correctly stated and supported by proper vouchers. Station: Date: Auditor. Appendix G (See rules 38 and 67) Colleges _____ Schools _____ Children _____

Bill for = | Teaching | Boarding | grants on behalf of

1. If there are more schools than one under the same management, the grants of all the institutions except those on behalf of elementary schools should be drawn in the same bill, but the names and class of the institutions and the amounts for each should be entered in two separate sheets of paper, one to be attached to the original and the other to the copy of the bill.

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

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

District Grant-in-aid bill of..... for the Year ending 31st March
20..... Payable from State Funds

District Voucher No. of the
month of 20.....

Teaching	Grants	Rs. P
Boarding		
Teaching grants sanctioned in proceedings of the Director of School Education or Director of Collegiate Education No dated	Collages Men	
Women		
Secondary Schools	Boys	
Girls		
Special Training Schools	Masters	
Mastresses		
Special Technical Schools	Boys	
Girls		

Special Offers	Boys	
Girls		
Boarding	Boys	
Girls		
		Total

(In words) Rupees.....

Station:Date: Correspondent.

Counter-signed

Date District Educational Officer.

Pay Rupees

Treasury Accountant. Treasury Officer.Date

Content received

Date: Correspondent

Appendix GG(Chapter V-A, rule 44-B)Application For Grants Towards Rent To Hostel

- 1. Name of the school or college.**
- 2. Society, association or person owning the school.**
- 3. Correspondent.**
- 4. Standards /and classes in which the students, for whom hostel accommodation is proposed, are reading with the number in each.**
- 5. Total rent paid to the owner of the building.**
- 6. Rent collected from students.**
- 7. Rent paid by the Management from its own funds.**
- 8. Remarks.**

Appendix H(Chapter VI, rule 46)Application For Teaching Grants on Behalf of Training Schools

- 1. Name and address of schools.**
- 2. Serial number in Gaining school list.**

- 3. Society, association or person owning the school.**
- 4. Correspondent.**
- 5. Training classes with strength of each.**
- 6. Names of teachers employed in the training school with qualifications on monthly salaries.**
- 7. Standards in practising school with strength of each.**
- 8. Names of teachers permanently employed in the practising section with qualifications and monthly salaries.**
- 9. Description of endowments with yearly income from each.**
- 10. Amount with which the management proposes to spend yearly on the schools.**
- 11. Remarks.**

Declaration On behalf of the management of the school, I hereby declare that the conditions of recognition and aid laid down in the Tamil Nadu Educational Rules and in the Grant-in-Aid Code are being, and will continue to be fully observed, excepting those rules from which the institution has been specially exempted by the Directors 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. Station: Date: Correspondent. Appendix J(Chapter VI, rule 46) Application For Teaching Grants on Behalf of Technical, Industrial and Art Schools

- 1. Name and address of schools.**
- 2. Serial number in special school list.**
- 3. Society, association or person owning the-school.**
- 4. Correspondent.**

5. Subjects of instruction with classes and strength of each class.**6. Names of teachers employed with their qualifications, the subjects taught by each and their monthly salaries.****7. Description of endowments with yearly income from each.****8. Amount which the management proposes to spend yearly on the school.****9. Remarks.**

Declaration On behalf of the management of the school, I hereby declare that the conditions of recognition and aid laid down in the Tamil Nadu Educational Rules and in the Grant-in-Aid Code are being and will continue to be fully observed, excepting those, rules from which the institution has been specially exempted by the Director's Proceeding 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. Station: Date: Correspondent. Appendix K (Chapter VII, rule 47) Application For Stipendiary Grants In Training Schools

Name of School	Names of pupils	Caste	Age	Native town or Taluk	Public examination already passed or School-leaving Certificate obtained with class or year
(1)	(2)	(3)	(4)	(5)	(6)
Date of admission into the training class	Grade for which the student is to be trained	Amount of subsidiary grant sought per mensem	Date from which grant is required and for what period	Previous occupation of the student	
(7)	(8)	(9)	(10)	(11)	
If a teacher, length of service as such	School, if any, to which the student returns after training	Period for which stipendiary grant has already been drawn for the grade	Remarks		
(12)	(13)	(14)	(15)		

Declaration On behalf of the management of the school, I hereby declare that the conditions of recognition and laid down in the Tamil Nadu Educational Rules and in the Grant-in-Aid Code are being, and will continue to be fully observed, excepting those rules from which the institution has been specially exempted by proceedings of the Director of School Education No..... dated..... and that I am prepared to subject the institutions", 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. Station: Date: Correspondent. Appendix L (Chapter VII, rule

50) Grants Towards Stipends In Training Schools District..... Grant bill for the month of..... Training schools for the..... District..... Voucher number of the month of 20 ... Rs. P. Stipendiary grants sanctioned by the District Educational Officer in No..... dated.....

Grants in aids Training Schools| for masters for mistress|

_____ Total _____ (In words) Rupees.....

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 stipendiary grants are claimed in this bill have been on the rolls during the month.

Station: Date: _____ Correspondent.

Pay Rupees.....

Treasury Accountant. Date Treasury Officer.

Content received

Date: _____ Correspondent.

Appendix LL (Chapter VIII, rule 52) Instructions As To The Sanitary and Hygienic Requirements To Be Observed In The Designing and Construction of School Buildings In The State of Tamil Nadu

Selection of Sites In the selection of site, the following points should be weighed against considerations, 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 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) Made 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 born in mind. (iv) Channels and tanks in the vicinity are a disadvantage. (v) The presence of rank vegetation, more especially prickly, pear, is objectionable. (vi) The neighbourhood of trusty and noisy roads and of shops or factories should of 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 Elementary Schools ... 0.88 square metres

For Secondary Schools ... 0.99 square metres

For training colleges and technical schools ... 1.40 square metres

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

5. It is desirable that the floors should be made of a material which will admit of there being, washed with water. Stone flagging or something better must be aimed at in rooms where desks or benches can be provided. Where the pupils have to sit on the floor, stone floors need not be insisted on if objected to. At the same time, it must be recognized that from the hygienic point of view, they are to be preferred and objection on the score of their coldness can be met by providing boards or mats. But where this is done, the greatest care must be taken to ensure that the mats are kept scrupulously clean.

Seating Arrangements

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

11. Window sills should not be more than 12.20 d.m. from the ground in room in which the scholars are seated at desks. When pupils sit on the floor the sills should come to within 7.60 d.m. or 9.10 d.m. of the floor level. Windows for subsidiary lighting may have their sills more than 12.20 d.m. from the floor.

12. The windows area should not be less than one-fifth of the floor area and whenever 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 passages or verandahs. No classroom should have more than two doors and in most case one is preferable. The door or doors should be at the teacher's end of the room.

Height of Class Rooms

14. The minimum height of the rooms in Secondary

	Height between floor level to the bottom of floorslab or roof slab	Height between floor level to the bottom of the beam in the case of sloped roof
1. Single storeyed building having terraced or sloped roof	36.60 d.m	33.55 d.m.
2. Double storeyed building having both ground floor and first floor terraced or first floor with sloping roof.	36.30 d.m. below floor in ground floor and 33.55 d.m. between floors in the first floor.	Height of bottom of the beam from top of floor in the case of sloping roof in first floor - 33.55 d.m.

In the case of Elementary Schools, the height of room should be 10 to the bottom of the beam in the

case of sloping roof and 11" upto the underside of the roof slab in the case of terraced roof.(G. O. Ms. No. 1454, Education, dated the 17th August 1964)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 Classrooms

16. It is important that no school or class room should be more than 7.30 metres 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 7.30 metres x 7.60 metres, 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, be 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 door's windows or cup-boards. Cup-board recesses 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 6.40 metres wide and 7 metres long. The arrangement of such a room is shown in the enclosed diagram No. C. A. 306 of 1917 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

18. Latrines should not be placed nearer than 12 metres, to any school building. They should be so situated that the prevailing wind will not blow from them in the direction of the school.

19. The type designs of the sanitary department should be consulted when planning latrines.

20. For boy's schools, separate urinals and latrines should be provided. Separate accommodation should, in all schools, be provided for the teaching staff.

21. The number of latrine seats should be on the following scale: -

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

22. In addition, there should be urinals for boys at the rate of six urinal compartments each 51 cms. wide for every 100 boys, or if separate urinals are not provided, the number of latrine seats should be correspondingly increased.

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

Number of Scale of water closets Number of Scale of water closets

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

In addition, provision should be made for urinals at 6 per 100 boys. Annexure (I) The requirements of suitable desks and seats are that the pupil should sit with body fairly vertical for writing and be able to lean back for reading without any danger of curvature of the spine in either case. He should not stoop or lounge or sit in any way, askew, and the book or paper should rest at a comfortable distance below his eyes. Table Measurement in CMs.

Height of pupil	Below 122 CMs.	122 CMs. to 129.60 CMs.	132.10 CMs. to 140 CMs.	142.50 CMs. to 150 CMs.	152.50 CMs. to 160.10 CMs.	162.60 CMs. to 170.50 CMs.	173.00 CMs. and
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			CMs.		Cms.	Cms.	above	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	
2.	Distance from top of base to top of seat board	31.60 c.m.	36.00 c.m.	38.50 c.m.	42.00 c.m.	46.60 c.m.	49.10 c.m.	51.00 c.m.
3.	Width of seat board	22.80 c.m.	24.10 c.m.	25.60 c.m.	27.50 c.m.	30.50 c.m.	30.50 c.m.	30.50 c.m.
4.	Distance from top of seat board to front edge of desk measured perpendicularly.	20.80 c.m.	24.10 c.m.	25.00 c.m.	26.90 c.m.	28.80 c.m.	30.50 c.m.	31.80 c.m.
5.	Distance between front edge of desk and front edge seat measured horizontally.	7.60 c.m.	8.90 c.m.	8.90 c.m.	10.00 c.m.	10.00 c.m.	11.30 c.m.	10.60 c.m.
6.	Width of top of desk (inclined part)	28.80 c.m.	30.50 c.m.	31.80 c.m.	33.00 c.m.	34.30 c.m.	35.50 c.m.	35.50 c.m.
7.	Width of top of desk (horizontal part)	7.60 c.m.	7.60 c.m.	7.60 c.m.	7.60 c.m.	7.60 c.m.	7.60 c.m.	7.60 c.m.
8.	Depth of book-shelf	25.00 c.m.	25.00 c.m.	25.00 c.m.	25.00 c.m.	25.00 c.m.	25.00 c.m.	25.00 c.m.
9.	Distance of same from top of desk	12.50 c.m.	12.50 c.m.	12.50 c.m.	12.50 c.m.	12.50 c.m.	12.50 c.m.	12.50 c.m.
10.	Slope of back seat	2.50 c.m.	2.50 c.m.	2.50 c.m.	2.50 c.m.	2.50 c.m.	2.50 c.m.	2.50 c.m.
11.	Distance from top of seat board to top of back of seat measured perpendicularly.	20.80 c.m.	24.10 c.m.	25.00 c.m.	27.50 c.m.	30.50 c.m.	31.80 c.m.	33.00 c.m.
12.	Distance from top of base to back edge to desk	59.90 c.m.	64.70 c.m.	69.00 c.m.	74.70 c.m.	81.00 c.m.	83.60 c.m.	88.50 c.m.
13.	Footrest - Front edge flush with base; back edge 2.50 c.m. above base.							
14.	Space for each pupil	46.00 c.m.	48.50 c.m.	51.00 c.m.	53.50 c.m.	53.50 c.m.	56.00 c.m.	58.50 c.m.

Not more than four pupils should be seated at one desk. Individual chairs and tables to suit pupils may be used in all standards or classes. (G. O. Ms. No. 2261 Education, dated the 23rd August 1951) The following table of measurements is intended as a guide to school managements in the

construction of desks and seats: -TableMeasurements in Inches

Height of pupil	Below 48	48 to 51	52 to 65	56 to 59	60 to 63	64 to 67	68 and above	
1.	Distance from top of base to top of seat board.	12-1/2	14	15	16-1/2	18-1/4	19-1/4	20
2.	Width of seat Board	9	9-1/2	10-1/2	11	12	12	12
3.	Distance from top of seat board to front edge of desk measured perpendicularly.	9	9-1/2	10	10-3/4	11-1/2	12	12-1/2
4.	Distance between Front edge of desk and front edge to seat measured horizontally	3	3-1/2	3-1/2	4	4	4-1/2	4-1/4
5.	Width of top of desk (inclined part)	11-1/2	12	12-1/2	13	13-1/2	14	14
6.	Width of top of desk (horizontal part)	3	3	3	3	3	3	3
7.	Depth of book shelf	10	10	10	10	10	10	10
8.	Distance of same from top of desk	5	5	5	5	5	5	5
9.	Slope of back of seat	1	1	1	1	1	1	1
10.	Distance from top of seat board to top of back of seat measured perpendicularly.	9	9-1/2	10	11	12	12-1/2	13
11.	Distance from top of base to back edge of desk.	23-1/2	25-1/2	27	29-1/2	32	33-1/2	35
12.	Footrest - Front edge flush with base; back edge one inch above base							
13.	Space for each pupil	18	19	20	21	21	22	23

Appendix M (Chapter VIII, Rule 53) Application For Approval of a Building Scheme In Respect of School/college.....at in the District of.....

1. Number and date of the proceedings or memorandum recognizing the school under the Tamil Nadu Educational Rules.

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 condition.

20... 20... 20... 20... 20... Number of pupils in each class on the date of the Number of pupils that can be accommodated in each class

application

room

XI

Standard

XDo.

IX Do.

VIII Do.

VII Do.

VI Do.

VDo.

IV Do.

III Do.

II Do.

I Do.

Total

Class room area Class room area Class room area

A G N

B H o

C J P

D K Q

E L R

F M S

4. Character of, and necessity for, the proposed work in detail.**5. (i) Is a sketch plan of the proposed site and building attached ?**

(ii) Does it show - (a) the relation of the proposed building or extension to the existing buildings ? (b) Any alteration in existing buildings necessitated by it ? (c) The purpose to which the existing buildings are now put ? (d) The purpose to which they will be put when the new buildings of extension is complete ?

6. (a) Probable cost of the proposed work.

(b) Whether manager/management has the necessary funds to complete the work in case the scheme is approved. (c) Whether the managing body has been registered under the Indian Companies Act of 1913 or any other Act and, if so, whether, attested copies of the Memorandum of Association and the Articles of Association are submitted. (d) If the scheme relates to the purchase of site, declaration that it is the cheapest suitable site. (e) Amount of building grants drawn by the institution in previous years with the number and date of the sanction and the purposes for which given (particular should be given for 40 years). (f) If the scheme relates to the construction of hostel, declaration that the hostel will be managed according to rules approved by the Director of School Education or Director

of Collegiate Education, as the case may be.(g)The annual expenditure incurred in the upkeep of the institution and how much of it is met from: -

Fees	Government Grant	Other Sources	Manager's Funds.	Total
(1)	(2)	(3)	(4)	(5)
Rs.	Rs.	Rs.	Rs.	Rs.
19 -				
19 -				
19 -				
19 -				
19 -				
Total				

7. Inspecting Officer's remarks about accommodation from his inspection reports for the two previous years.

8. Director's review of such remarks.

Station:Date:Manager/Correspondent.Inspecting Officer remarks and recommendations.Appendix N[Chapter VIII, rule 53(11)]Form of Completion CertificateName or nature of work -Amount of the approved estimate RsCertified 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 effect the stability or the suitability of the building and that, in my opinion, the deviations would have resulted in saving/cost and excess of Rs.....above/under the approved estimate.Station:Date:(Signature)Designation of Officer.Appendix O(Chapter VIII, rule 54)(Cancelled)Appendix P(Chapter VIII, rule 54)(Cancelled)Appendix PP(Chapter VIII, rule 54)(Cancelled)Appendix Q(Chapter VIII, rule 54)(Cancelled)Appendix R(Cancelled)Appendix S(Chapter VIII, rule 54)Grant-In-Aid Under Chapter VIII - Building Grants

Government of Tamil Nadu Bill for building grants sanctioned under ruleof the Grant-in-Aid Code district Voucher No.....of the month of 20...
Head of Service

37. Education Buildings Grants For

Name of Institution	Nature of work and department or departmentsfor which provided	Date of commencement	Amount contributed by the Manager up-to-date	Amount of Government grant
			Rs.P	Rs.P
Date of completion	Authority	Remarks		

Certificate and Declaration On behalf of the management, 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 rule 56 of the Grant-in-aid Code in the event of the building being diverted to purposes other than those for which the grant was sanctioned.

Station:Date:

Correspondent.Counter-signed.

Received the amount, viz.,

Rupees.....

The District Educational Officer/The Inspectress of Girls' Schools.

Treasury Officer Treasury

Accountant.

Date Date

Correspondent.

Appendix SS(Chapter VIII, rule 54) Grant-In-Aid Under Chapter VIII - Acquisition of Land and Buildings Grants for the Acquisition of land

Government of
Tamil Nadu

Bill for acquisition grant sanctioned under rule
of the Grant-in-Aid Code

district Voucher No..... of
the month of 20...

Budget Head

Education

Name of Institution	Nature of work and department or departments which provided	Date of acquisition	Amount contributed by the manager up-to-date	Amount Government grant	Authority	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
			Rs. P.	Rs. P.		

(Rupees in words)..... Declaration On behalf of the management, I declare that I agree to abide by the conditions prescribed by rule 56 of the Grant-in-Aid Code in the event of the land or buildings being diverted to purposes other than those for which the grant was sanctioned.

Correspondent.Counter-signed.

Station:Date:

The District Education Officer The Inspectress of Girls' Schools Paid rupees.....

Treasury Officer Treasury

Accountant Date

Appendix T(Chapter K, rule 57) Application For Grants For Furniture, Books, Etc.

Name of Institution	Society, association or person owning the institution	Number and date of the order, recognising the school under	Number of books, articles, etc., required	description of articles, book, etc., required	Total cost	Amount of grant applied for
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the Educational
Rules

(1) (2) (3) (4) (5) (6) (7)

In Case of Furniture

Standards or classes for which the new furniture is required with average strength of each of	Dimension of each	Total cost of one article	Inspecting Officers remarks regarding the supply of furniture in the last report on the school	Amount of furniture and (necessity other, special for the grants drawn proposed by the school supply) in previous year, with number and date of the order sanctioning them	Remarks
(8)	(9)	(10)	(11)	(12)	(13)

Declaration On behalf of the Management of the school, I hereby declare that the condition of recognition and aid laid down in the Tamil Nadu Educational Rules and in the Grant-in-Aid Code are being, and will continue to be fully observed, expecting, 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, inspection, and to furnish such returns. as may be required by the department, and that I shall abide by the provisions of rule 60 of the Grant-in-Aid Code in the event of the school being closed within five-years from the date on which grant has been drawn. Station: Date: Correspondent. Appendix U (Chapter IX, rule 59) School Furniture, Maps, School Libraries, Apparatus, Diagrams, Models and Took

Government of Tamil Nadu Bill for acquisition grant sanctioned under rule of the Grant-in-Aid Code district Voucher No..... of the month of 20...

Head of Service

31. Education

Nasme of institution	Date of previous grant for similar objects	Nature of charge and department or departments for which provided (to be specified)	Approved cost	Actual cost
(1)	(2)	(3)	(4)	(5)
			Rs. P.	Rs. P.

Total

Amount contributed by the management	Amount of Government grant	Total Government grant	Authority/Government order for the Director's proceedings	Remarks
(6)	(7)	(8)	(9)	(10)
Rs. P	Rs. P	Rs. P		

Total

(In words) Rupees.....Certificate and DeclarationOn behalf of the management, 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 conditions imposed in rule 60 of the Grant-in-Aid Code.

Station:Date: Joint Director of School-Educationor DeputyDirector of Collegiate Education_____District Educational Officer_____Inspectress of Girls' SchoolsCorrespondent.

Counter-signed

Station:

Date: Pay rupeesTreasury Officer.

Treasury Accountant Date:Correspondent.

Received the amount,

viz.,

Rupees.....Date:

Appendix V(Chapter XI, rule 65)Application For Boarding Grants

1. Name of Home for Children or school to which it is attached.

2. (a) Number of free orphan destitutes for the previous year.

(b)Number of free non-orphan destitutes.(c)Number of non-destitutes: -(i)Paying inmates for the previous years,(ii)Others.(d)Total number of inmates (a) plus (b) plus (c) for the previous year.(e)Total number of orphan and non-orphan destitutes for the current year.

3. (a) Number out of 2(a) who are within the prescribed age-limits and reading in recognized schools.

(b)Number out of 2(b) who are within the prescribed age-limits; and reading in recognised schools.(c)Total number of free destitutes within age-limits and reading in recognized schools [3(a) plus 3(b)].

4. The educational work done for the inmates by the institution (i.e., general and vocational).

5. Other work done by it, if any.

6. Accommodation provided for dormitories, etc.

7. Sanitary condition of the buildings and their surrounding as reported by the medical officer. A certificate may be produced in the form prescribed in Appendix 30, Tamil Nadu Educational Rules, from any registered medical practitioner or an officer of the Public Health Department.

8. Income for 20 20 from -

(a)Orphan and non-orphan destitutes paying fees;(b)Other paying inmates Total of (a) and (b).

9. Other sources of incomes for the year 20 ... -20

10. Whether separate provision is made for boarding, lodging and supervision and whether accounts are maintained separately for the Home for Children or boarding houses in case when it is connected with an ordinary, hostel or residential school.

11. Net cost boarding charges for the previous year.

12. Average boarding cost per mensem for an orphan or non-orphan destitute.

Station:District:Date:Correspondent or Manager.This should be supported by a statement of receipt's and expenditure in the form that may be prescribed by the Director, from time to time, with separate monthly details or each item of expenditure shown therein.Appendix X(i)(See rule 63)Destitution Certificate for an Orphan PupilI hereby certify that is a native of the State of Tamil Nadu and belongs to the Village/Town of..... situated in my jurisdiction and is the.....son/daughter of father and of mother, and thefather/mother.....have deceased, the condition of this orphan and surviving parents/orphan is so destitute as to entitle the orphan to the..... benefits of Chapter XI of the Grants-in-Aid Code. The occupation of the parent(s)..... is The annual gross income from all sources of the parent(s) is Rs. per annum.Station:Date: District:Signature.Designation of the Certifying Officer.Appendix X(ii)(See rule 63)Destitution Certificate for a Non-Orphan PupilI hereby certify that.....is a native of the State of Tamil Nadu and belongs to the Village /Town ofsituated in my jurisdiction and is the daughter/son of.....father.....and of mother and the condition of the boy /girl and his/her parents is so destitute as to entitle the pupil to the benefits of Chapter XI of the Grant-in-Aid Code. The occupation of the parent(s) is the annual gross income from all sources of the parent(s) is Rs. per annum.Station:Date: District:Signature.Designation of the Certifying Officer.