

# Tamil Nadu Educational Rules

TAMILNADU

India

## Tamil Nadu Educational Rules

### Rule TAMIL-NADU-EDUCATIONAL-RULES of 1968

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Tamil Nadu Educational Rules

## Chapter I Introduction

Classification of Institutions

### 1.

Educational institutions are divided into two main classes - Public and Private. Public institutions comprise - (1) Constituent colleges of the University of Madras; (2) Colleges affiliated to the University of Madras or the Madurai University; (3) Colleges forming part of the Annamalai University or recognised by it; (4) Schools imparting secular instruction in conformity with the standards of efficiency and courses of study prescribed by the department and recognised by it; (5) Schools recognised under the Tamil Nadu Elementary Education Act, 1920 (Tamil Nadu Act VIII of 1920); and (6) Special Schools and Colleges for Adults. All other educational institutions are classed as private institutions and are classified as follows: - (i) Advanced Training - (a) Arabic or Persian, (b) Sanskrit, (c) Any other Oriental Classic. (ii) Elementary Teaching - (a) A vernacular language only or mainly (b) the Koran, (c) Sanskrit. (iii) Other Schools not conforming to departmental standards. Public institutions are of two classes: (1) those under the management of Government or local boards or municipal councils known as institutions under public management; and (2) those under the management of private persons or Associations known as institutions under private management. Public institutions under private managements are classified into aided and unaided according as they do or do not receive aid from public funds.

**2.**

Public institutions are also classified according to the nature and grade of instruction imparted to them:

School Education	
General	Secondary Primary High Middle
University Education	
Arts	First-grade Colleges Second-grade Colleges College of Law
Professional	College of Medicine College of Engineering College of Teacher Education
Special	Schools for Teacher Education Schools of Arts Schools of Medicine Schools of Engineering Schools of Industries Schools of Commerce Schools of Agriculture Schools for Defective Other Special Schools
Arts Colleges	

**3.**

The classes in an Arts College depend upon the particular courses of instruction among those laid down by the University concerned which the college has been declared to be qualified to undertake. Professional Colleges

**4.**

Professional College may contain the following classes: -(i) Law College -University Classes. Special Classes. (ii) Medical Colleges -University Classes, (iii) College of Engineering -Engineering Classes. Subordinate Classes. Draughtsman's Class. (iv) Training Colleges -University Class (v) Agricultural College -University Class.

**2. College of Engineering is under the control of the Director of Technical Education. Law College is under the control of the Director of Legal Studies. The Arts and Teacher's Training College are under the control of the Director of Collegiate Education.**

Schools For General Education

**5.**

Secondary Schools are Schools whose main object is to afford a higher general education. They may be sub-divided into (i) High Schools, and (ii) Middle Schools. The nomenclature of the schools with various stages of School Education is as follows: -

Schools with Standards I to V                      Primary Schools

Schools with Standards I to VIII or VI to VIII  
Middle Schools

Schools with Standards I to XI                      High Schools  
or VI to XI  
or IX to XI

The pattern of Grants-in-aid to these schools will be governed by the rules under which the schools are recognised. (G. O. Ms. No. 563; Education, dated the 22nd April 1968) Schools For Special Education

**6.**

Schools for Special Education may contain the following classes: -

- (i) Schools for Teacher Education - Secondary Department.
- (ii) Schools of Art - Higher Technical Classes. Lower Technical Classes. (Under the Department of Industries)
- (iii) Schools of Medicine - Chemists and Druggists Class. (Under the Director of Medical Education)
- (iv) Industrial Schools of Wood Working. Industrial Schools of Metal Working. Industrial Schools of Weaving. Industrial Schools of Women's Work. Industrial Schools of Miscellaneous. (Under the Department of Industries)
- (v) Schools of Commerce - Higher Grade Classes. Lower Grade Classes.
- (vi) School of Agriculture - (Under the Director of Agriculture)
- (vii) Schools of Engineering - Subordinate Classes. (Under the Director of Technical Education)
- (viii) Oriental Schools - Standards I to IV Sanskrit Advanced School. Elementary School. Tamil Advanced Schools. Arabic Advanced School. Elementary School.
- (ix) Schools and Colleges for Adults.

**7.**

Students in unrecognised institutions will not, unless it is specially so ordered, be admitted to the privileges accorded to students of recognised institutions. Curricula may be suggested for the guidance of unrecognised institutions, from time to time, by the Director. European schools are defined in the code of regulations for such schools and are governed by those regulations and not by these rules.

**8.**

All collegiate institutions within Tamil Nadu which form part of a University or are constituent or affiliated colleges of a University are recognised. The courses of instruction in such institutions are prescribed by the University concerned. The courses of instruction in professional colleges and schools for special education are prescribed by the University or the department concerned in special regulations.

**9.**

(1) No religious instruction shall be provided in any educational institution wholly maintained out of State funds. (2) Nothing in clause (1) shall apply to an educational institution which is administered by the State, but has been established under any endowment or trust which requires that religious instruction shall be imparted in such institution. (3) Heads of institutions may, however, lend, subject to the control and direction of District Educational Officer or the Inspectress of Girls' Schools as the case may be in respect of institutions other than colleges, and the Principals in the case of colleges, buildings and grounds belonging to such institutions to responsible private bodies or persons for arranging voluntary religious instruction or devotional gatherings for the benefit of the pupils of the institutions. The granting of such permission shall be subject to the following and such other conditions as the head of the institution may prescribe: - (a) The permission shall not be claimed as a matter of right. (b) The institution shall not be used as a means of fostering one religion at the expense of another or others and the principle of strict religious neutrality shall be maintained; no discrimination shall be made between one religion and another in the matter of lending the use of the buildings. (c) The use of the premises shall be permitted only outside school hours and shall not in any way interfere with the regular activities of the school whether inside or outside school hours. (d) No permanent structure or image or other symbol of religious import shall be installed or left behind the building or grounds. (e) There shall be no compulsion on any pupil or the parent or guardian of such pupil or any threat of censure or punishment of any kind for non-participation in any religious instruction or gathering.

**9A.**

(1) Religious instruction may be given in institutions under private management; but no person attending any educational institution recognised by the State or receiving aid out of State funds shall be required to take part in any religious instruction that may be imparted in such institution or to attend any religious worship that may be conducted in such institution or in any premises attached thereto unless such person, or, if such person is a minor, his guardian has given his consent thereto. (2) The religious instruction permitted under clause (1) shall not involve an attack on other faiths. (3) The staff, pupils or buildings of the institution shall not be used for proselytization purposes. (4) There shall be no objection to the celebration of religious festivals on holidays or holding of prayer gatherings, organised by heads of institutions, subject to the following conditions, namely: - (a) They shall be outside the working hours of the institution concerned. (b) Care shall be taken to give, as far as possible, the widest scope for all denominations and religions to organise such celebrations. (c) Pupils of all denominations should be free to attend and take part actively or

passively in all such celebrations.(d)The head of the institution or, in his absence, a person deputed by him should be present on such occasions to maintain proper decorum and the atmosphere suitable for a gathering of persons of different religious faiths.(5)School buildings or grounds may be lent to responsible private bodies or persons under the conditions stated in rule 9(3).(6)Attendance at regular religious instruction or celebration of religious festivals or prayer gatherings outside working hours, shall not be secured by offer of material advantage or threat of censure or punishment or compulsion of any kind exercised on the pupils or their guardians.(7)Any time spent by a pupil on religious instruction or observance shall not form part of the prescribed curriculum period.

## 10.

The imparting of moral instruction according to the syllabus approved by the Government shall be compulsory on the Ninth, Tenth and Eleventh Standards of all Government and Recognised Secondary Schools for Boys and Girls.

## 10A.

No teacher who has completed the age of fifty-eight years shall ordinarily be appointed or re-appointed to service except in schools under private management in which case the appointment or re-appointment shall be subject to the following conditions: -(a)Such a teacher may, until the completion of sixty years of age, be appointed or re-appointed, as the case may be, for a period of one year at a time.(b)The appointment or re-appointment shall be made by an order in writing by the authority empowered in that behalf by the management concerned. The order shall state the period of which the appointment or re-appointment is made, the post or designation and the pay or scale of pay relating to the appointment or re-appointment.(c)Except as regards the tenure and scale of pay, the terms and conditions of service shall be the same as for teachers permanently appointed in the schools.(d)Such a teacher shall not, except with the special permission of the Director, be appointed as Headmaster or Headmistress unless the teacher had before the completion of fifty-eight years of age held that post in a school or has had executive experience in Government service.(e)The pay of such teacher on re-employment will be so regulated that the pension together with the pay and allowances does not exceed the total emoluments drawn by the teacher at the time of retirement.(G. O. Ms. No. 2250, Education, dated the 16th September 1961)(f)Any trained teacher who attained the age of superannuation of 58 years or 60 years, as the case may be, in the middle of the school year, should be permitted to continue in service on re-employment terms till the date of closure of the school for summer vacation, subject to the usual conditions and no prior concurrence of the Government is necessary for such continuance. In the case of teachers who have been given three months notice of retirement by the Government in respect of staff in Government and Government (Board) institutions and by local bodies in respect of the institution under their control with the prior approval of the Government, if the three months period falls during the middle of the school year such teachers also should be allowed to continue in service on re-employment terms till the date of closure of the school for summer vacation subject to the usual conditions. No prior approval of the Government is necessary for such continuance.(Memorandum No. 52401/El/69-1, Education, dated the 8th October 1969)

**10B.**

Managements of schools, whether under public or private managements, shall allow the use of the school building and furniture for the conduct of any examination approved by the Government.

**10C.**

Notwithstanding anything contained in these rules, any higher authority shall be competent to exercise the powers which any authority subordinate to it is competent to exercise under these rules.

## **Chapter II**

### **Rules For Primary Schools**

**11.**

The recognition of Primary School vests in District Educational Officers and Inspectresses in areas in which the Tamil Nadu Elementary Education Act, 1920 (Tamil Nadu Act VIII of 1920), Tamil Nadu Panchayats Act of 1958 [(Tamil Nadu Act XXXV of 1958)] [This Act has been repealed and re-enacted as the Tamil Nadu Panchayats Act, 1994 (Tamil Nadu Act 31 of 1994).] the Chennai City Municipal Corporation Act of 1919 (Tamil Nadu Act IV of 1919), and the Tamil Nadu District Municipalities Act of 1920 (Tamil Nadu Act V of 1920), are in force.

## **Chapter III**

### **Rules For Secondary Schools**

**12.**

(1) Applications for the opening of new schools or for additional classes or standards in the existing schools should be submitted to the District Educational Officer or to the Inspectress of Girls Schools, as the case may be, on or before the 31st December of the year preceding the school-year in which the new schools or standards are proposed to be opened. These applications should be forwarded by the Inspecting Officers concerned to the Director with their recommendation on or before the 31st January following: The applications received\*after the due date or with incomplete particulars will be treated as applications for the succeeding year unless they are considered urgent and unless there is sufficient justification for exempting them from the prescribed dates.(2)The recognition of Secondary Schools shall vest in the Director and it may be refused or withdrawn -(i)If the management of any Secondary School with a view to securing donations or financial help, appeals to foreign countries in such a way as to undermine the prestige of this country; and(ii)If the Director is not satisfied as regards any of the following, besides other matters specified in this Chapter: -(a)The organisation and development of the school by approved methods and upon approved lines;(b)The educational needs of the locality;(c)The financial stability of the school;(d)The constitution of the managing body;(e)The levy and administration of special

fees;(f)the introduction of an approved provident fund scheme;(g)The arrangements made for a compulsory medical inspection of pupils;(h)The arrangements made for compulsory physical training of all pupils except such as are declared unfit by the medical inspector of the school;(i)The arrangements for admission of Harijan students in accordance with the Government orders and the Directors' instructions issued from time to time;(j)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 28.(k)The terms on which the members of the non-teaching staff, clerks (including library clerk), attenders and peons are engaged including the execution of a written agreement between the managements and each such member of the non-teaching staff as prescribed in Appendix 28-A.(G. O. Ms. No. 168, Education, dated the 5th February, 1968)(iii)If a licence under the Tamil Nadu Public Buildings (Licensing) Act of 1965 (Tamil Nadu Act XIII of 1965) is not produced.(G. O. Ms. No. 1702, Education, dated the 8th October 1970)Application for recognition should be made in the prescribed form (Appendix 1)(2)In exceptional cases, where the constitution of a Managing Body has been waived, there shall be an Advisory Committee consisting of the following: -(a)The Headmaster of the school.(b)One member from the other members of the staff elected by the teaching staff.(c)A representative of the Parents' Association.(d)A nominee of the Education department preferably an educationist from the locality.(e)Two members nominated by the managements.(f)The Correspondent of the school will be the Chairman and the Headmaster of the school will be the Secretary of the Advisory Committee.(3)The Managing Body and, in its absence, the Advisory Committee of a Girls' school shall have two lady members excluding the Headmistress.(4)Each school shall have a Staff Council consisting of the Headmasters as President and from 5 to 11 members of the teaching staff according to the size of the institution. Each school shall frame its own rules in respect of the actual constitution of the Staff Council and the conduct of its business subject to the approval of the District Educational Officer. The Staff Council shall have powers to advise the Headmaster on matters of discipline, promotion, selection and any other matter that may be placed before it by the Headmaster. Members of the Council may also submit to the Council subjects which will increase their own professional efficiency and such other subjects as may be approved by the Headmaster. The Council will also offer advice to the Managing Body or the Advisory Committee of the school on such matters as may be referred to it by that Committee. (See also rules 53 to 57)Teachers' Certificates

### **13. [Amended by G. O. Ms. No.1184, Education, dated the 30th June 1988.]**

The Headmaster in every High and Higher Secondary School and at least as many teachers as there are sections in standards 9 and above should ordinarily possess B.Ed., or B.T or L.T.The other teachers should hold trained teachers' certificate of not lower than Secondary Grade. Teachers who have passed the Nursery, Montessori and Kindergarten Training School Leaving Certificates Examination of the Secondary Grade may also be employed to handle Standards I and II.The minimum qualifications for teachers in Secondary Schools under the scheme shall be as specified in the following Schedule: -

SI. No.	Name of the post	Qualification
1.		

- Headmaster of Trained Teacher's Certificate of the Collegiate Grade awarded under Rule 138 of Tamil Nadu Educational Rules.
- Secondary School
2. B. T. or Graduate Assistants  
Graduate with B.T. or B.Ed. of Tamil Nadu or Madurai University or any other University considered as equivalent.
  3. Secondary Grade Assistants  
Trained Teachers' Certificate not lower than Secondary Grade
  4. Pandits Grade I-Tamil Pandit  
Degree in the language plus L.T. or B.T. or B.Ed. or Degree in the language plus Secondary Grade Training or B.O.L. (Pass or Hons.) with S.S.L.C. completed plus L.T. or B.T. or B.Ed. or S.S.L.C. Completed and Oriental Title of Madras, Madurai or Annamalai University and Pandits, or Secondary Grade Training. Oriental Title of Madras, Madurai or Annamalai University with Pandits or Secondary Grade Training or Persons who have passed either the Pandits or the Pulavar Pandithan Examination held by the Madurai Tamil Sangam may also be entertained as Pandits on temporary basis. (G. O. Ms. No. 1105, Education, dated the 25th July 1969)
  5. Gr. II-Tamil Pandit  
Should hold titles or certificates of proficiency in Oriental learning granted by Madras, Madurai or Annamalai University and should have undergone training in the Annamalai University or in any other approved institution. Graduates of a recognised Indian University who have taken an Oriental language as a subject of a special study in their degree course and who have obtained a Degree or Diploma in teaching of the same or any other recognised University.
  6. Pandits of other languages  
Higher Grade: Government Teachers' Certificate of Higher Grade or the Special Certificate issued by the Secretary to the Commissioner for Government Examinations, Chennai. Lower Grade: Government Teachers' Certificate of Lower Grade issued by the Secretary to the - Commissioner for Government Examinations, Chennai.
  7. Physical Education Teacher  
Manual Training Certificate or Craft Instructors' Course Certificate of the Teachers' College, Saidapet, Chennai-15; or Industrial School Certificate and Technical Teachers' Certificate; or Industrial School Certificate and Technical Teachers' Certificate.
  7. Craft Instructors1. Woodwork  
Completed S.S.L.C- Do -III Form passed or E.S.L.C. or equivalent



		Successful completion of the Artisan Course or Instructors Course Certificate of the Government Textile Institute and Technical Teachers' Certificate; or Government Technical Examination Lower Grade and Technical Teachers' Certificate; or Burnayee or Khadi Pravesika Course (one year) of the All India Spinners' Association Tirupur and Technical Teachers' Certificate; or Government Technical Examination (Higher) and Technical Teachers' Certificate; or Weaving Instructors Course Certificate of the Teachers' College, Saidapet.
2. Weaving	III Form passed or E.S.L.C or equivalent - Do -- Do - E.S.L.C. or equivalent Completed S.S.L.C. - Do -- Do -- Do -	Successful completion of the Artisan Certificate of the Government Textiles Institute, Chennai and Technical Teachers' Certificate; or Bupayee or Khadi Pravesika Course (one year) of the All India Spinners Association, Tirupur and Technical Teachers' Certificate; or Government Technical Examination (Lower) and Technical Teachers' Certificate
3. Agriculture	Completed S.S.L.C. - Do - III Form Passed or E.S.L.C. or equivalent - Do -	35 per cent. Agriculture Diversified Course (theory and practical separately) and Teacher

		Teachers' Certificate; or Government Technical Examination Lower Grade and Technical Teachers' Certificate; or Government Technical Examination Higher and Technical Teachers' Certificate; or Government Technical Examination lower and Technical Teachers' Certificate.
4. Sewing Mistress	Completed S.S.L.C.- Do -III Form passed or E.S.L.C. or equivalent	A group Certificate in Needle work and Dress making and Technical Teachers' Certificate; or Industrial School Certificate and Technical Teachers' Certificate; or Industrial School Certificate and Technical Teachers' Certificate or Group Certificate in Needle work and Dress making and Technical Teachers' Certificate.
5. Music Masters/ Mistresses	-Do--Do-S.S.L.C. Completed-Do--Do--Do-S.S.L.C. Completed-Do-	Government Technical Examination (Higher) in Indian Music and Technical Teachers' Certificate; or Teachers Certificate in Indian Music awarded by the Commissioner for Government Examinations; or Sangeetha Bhushana of the Annamalai University and Technical Teachers' Certificate; or Sangeetha Vidwanti of the Central College of Karnatic Music awarded

		by Commissioner for Government Examinations and Technical Teachers' Certificate. Government Technical Examination in Indian Music Higher Grade and Technical Teachers' Certificate; or Teachers' Certificate in Indian Music, awarded by the Commissioner for Government Examinations; or Sangeetha Bhushan of Annamalai University and Technical Teachers' Certificate; or Sangeetha Siromani of the Madras University and Technical Teachers' Certificate; or Sangeetha Vidwan title of the Central College of Kamatic Music, Chennai, awarded by the Commissioner for Government Examinations and Technical Teachers' Certificate. Diploma in Indian Music, awarded by Chennai University and Technical Teachers' Certificate; or Music Diploma of the Andhra University and Technical Teachers' Certificate; or B. A. Degree of the Madras University with Music under Part 111 and Technical Teachers' Certificate.
6. Drawing Masters or Mistresses	III Form passed or VIII Standard or E.S.L.C. or equivalent - Do - S.S.L.C. - Do - Do -	Government Technical Examination - Higher Grade in Free hand

<p>7. Instructors in the following Subsidiary Crafts -</p> <ol style="list-style-type: none"> <li>1. Leather Work</li> <li>2. Lacquer work</li> <li>3. Poultry farming</li> <li>4. Bee-keeping</li> <li>5. Book binding</li> <li>6. Net making or Basket making</li> <li>7. Tape weaving</li> <li>8. Printing: (a) Stick without machine (b) Block</li> <li>9. Embroidery and Lace making</li> <li>10. Rope making</li> <li>11. Grass and Fibre work</li> <li>12. Rattan work</li> <li>13. Toy making</li> <li>14. Tailoring</li> </ol>	<p>III Form passed or E.S.L.C. or Equivalent.</p>	<p>Outline and Model Drawing and Technical Teachers' Certificate; or Government Diploma in Drawing and Technical Teachers' Certificate; or Government Technical Examination - Higher Grade in Free hand Outline and Model Drawing and Technical Teachers' Certificate; or Government Diploma in Drawing and Technical Teachers' Certificate; or B. A. Degree with Drawing and Painting under Part III and Technical Teacher's Certificate.</p> <p>Industrial School Certificate; or Government Technical Examination Lower Grade; or Certificate of the Government of India, Directorate of Resettlement and Employment (Ministry of Labour); or Artisan Course of the Government Textile Institute, Madras. Bunayee or Khadi Pravesika Course (one year) of the All India Spinners Association, Tiruppur; or Any Course of training approved by the Director.</p>
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## 8. Unqualified Instructors

Existing: Proposed:

- |   |  |
|---|--|
| <p>1. Those possessing General Educational qualification but no</p> | <p>Those possessing technical qualification but no general educational qualification</p> |
|---|--|

Technical qualification

2. Those possessing Technical qualification but no general educational qualification. Those possessing the General educational qualification and the Technical qualification but no Technical Teacher's Certificate.

B. Subsidiary Crafts Those possessing no General educational qualification but technical qualification. (G. O. Ms. No. 1834, Education, dated the 8th October 1956)

9.  
Diversified  
Courses

SI. No.	Course	Designation of the post	Qualification prescribed
	(1)	(2)	(3)
1.	Secretarial	Secretarial Assistant	B.Com with L.T. or B.T., or B.Ed., B.Com with Teachers' Diploma obtained after undergoing a course of Teachers' Training that may be arranged for them, or p.Com. with T.T.C. or Technical Teachers' Certificate in the subjects concerned.
		Commercial Instructors	B.Com. or D.Com. untrained Technical Teachers' Certificate (Higher Grade in Typewriting)
2.	Engineering	Senior Instructor	B.E. (Mechanical) or B.E. (Electrical) or a Degree equivalent thereto. L.M.E. or L.E.E. with not less than 3 years workshop experience or teaching experience in a recognised institution after passing the diploma examination. B.Sc. (Physics Main and Electrical or Mechanical Engineering Subsidiary) with not less than 3 years workshop or teaching experience in a recognised school. B.Sc. (Physics Main and Electrical or Mechanical Engineering Subsidiary) and B.T. with not less than 2 years workshop or teaching experience in a recognised school.
		Assistant Instructor	L.M.E. or L.E.E. with a minimum of one year practical experience in Engineering workshop or as Instructor in a recognised Technical School.
		Senior Mechanic	I Form with Technical experience as First Class Engine Fitter or as Auto Mechanic for a period of at least five years.
		Junior Mechanic	Good experience as a Metal Turner or Carpenter or Certificate in Fitter Trade or Carpentry Trade awarded by the Director-General of Employment

			and Training, National Council for Training in Vocational Trades.
3.	Agriculture	Agriculture Instructor	B.Sc. (Agriculture) or B.A. or B.Sc with Agriculture as a subject in a/ degree course B.Sc with Agriculture as a subject in the intermediate, B.A. or B.Sc. Botany or Zoology with Higher Grade Certificate in Agriculture (Licentiate in Agriculture). Licentiate in Textile Manufacture with two years experience in Weaving in recognised
4.	Textile Technology	Senior Instructor in Weaving	textile manufacturing concern or Supervisor's Course of the Government Textile Institute, Washermanpet with three years experience in a recognised Weaving concern, Minimum general educational qualification S.S.L.C. eligible
		Junior Instructor in Weaving	Supervisor's course of the Government Textile Institute or Weaving Instructor's course with experience of one year in teaching. Minimum General educational qualification Completed S.S.L.C
		Junior Instructor in Bleaching, Dyeing and Printing	Supervisor's Course in Dyeing and Finishing or Instructor's Course in Bleaching, Dyeing and Printing of the Government Textile Institute, Chennai with one year practical experience. Minimum General educational qualification Completed S.S.L.C
5.	Domestic Science (Home Science)	Assistant	B.Sc. (Home Science) with L.T or B.T in their absence an untrained graduate in Home Science or any Science Graduate B.Sc. with B.T in, Home Science may be appointed as a temporary measure.
6.	Drawing and Painting	Instructor	Completed S.S.L.C. and Second Class Diploma in Drawing granted by the School of Arts and Crafts or Government Diploma in Drawing.
7.	Music	Teacher (Vocal, Instrumental and Tabla)	Graduate in Music or Diploma holder in Music Title Holders Sarigitha Siromani or Sangitha Bhushana with S.S.L.C. or Matriculation general qualification.
	Dancing		Diploma obtained after undergoing the prescribed course at the Kalakshetra, Adyar in Dancing.]

### 13A.

The clerks including library clerks, attenders and peons should possess the qualifications prescribed for the respective posts in Government service. (G. O. Ms. No. 168, Education, dated the 5th February 1968) Other Approved Certificates

**14.**

Indian Members who are undergraduates and are certified by the Superior-General or the Vicar-General concerned to have completed their Novitiate and Juniorate will be permitted to appear for the Secondary Grade Training School Leaving Certificate Examination as private candidates and on passing will be ranked as trained Secondary Grade Teachers. All Catholic Priests, other than those who are members of the Society of Jesus, who are certified by the Superior-General or the Vicar-General concerned to have undergone during their ecclesiastical training the course of studies, theoretical and practical, prescribed for the Secondary Grade Training in this State will be permitted to appear for the Secondary Grade Training School Leaving Certificate Examination as private candidates and on passing, will be ranked as Trained Secondary Grade Teachers. Graduate members from among such priests can become Collegiate Trained Teachers by passing the B.T. or B.Ed. Degree examination after undergoing training in a Training College. The Director of School Education will evaluate teachers' diplomas as certificates issued by an authority Indian or foreign outside this State. Qualifications of The Staff

**15.**

The character of the certificate which should be held by the teachers is governed by the above rules, 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. [Trained graduate teachers who have studied Tamil in their BA./B.Sc degree course alone will be appointed as B.T. Assistants to teach through Tamil in non-government Secondary Schools. Trained Graduate teachers who have studied Telugu, Malayalam, Urdu, Kannada, Hindi, Gujarathi will be appointed as B.T. Assistants to teach through the respective mediums in schools. The requirements will apply to heads of Secondary Schools also. Secondary Grade Trained teachers should have studied in their S.S.L.C. course the language of the medium of instruction of the school in which they are appointed to teach. The Specialist teachers such as Physical Education Teachers, Arts and Crafts instructors, etc., should have studied the language which they are required to teach in their S.S.L.C. or VIII Standard course which is prescribed as minimum general educational qualification for the post held by them. B.T. Assistants appointed in non-Government Secondary Schools are qualified to teach in- Standards IX and X only those subjects which they studied in their B.A., B.Sc, Degree Course.] [Added by G.O. Ms. No. 930, Education, dated the 9th June 1975.] Non-Employment of Teachers In Particular Cases

**16.**

No recognised school shall employ a teacher whose certificate has been cancelled or who has been declared by the Director of School Education, after due enquiry, to be unfit to be a teacher. Teachers, whose certificates have been suspended or whose service registers issued under rule 13(1) of the Rules (for recognition) in relation to elementary (primary) schools have been withdrawn shall not be employed for the period of suspension of certificates or of withdrawal of service registers. No person dismissed or removed from Government service or from the service of a local body, shall be employed as a teacher in any recognised secondary school under private management without the

previous approval of the Director of School Education. The Director may refuse or withdraw recognition of schools for violation of this rule. Proportion of Teachers To Pupils

## 17.

There should be a teacher for every Standard and for every section of a Standard in addition to the Headmaster (exclusive of Pandits, Munshis, Writing Masters, Drawing Masters, Physical Training Instructors and Sewing Mistress):[Provided that the work allotted to each such class teacher does not fall considerably short of a minimum of 17 hours of work per week. The District Educational Officers and the Inspectresses of Girls' Schools shall relax this rule and condone the deficiency in the minimum hours of work per week, viz., 17 hours prescribed for class teacher, after examining the merits of each case. It will also be open to the Director to permit a reduction in the number of class teachers on an examination of each case on its own merits, when the hours of work per class teacher fall short of the prescribed minimum by more than two hours.] [Added by G.O. Ms. No. 880, Education, dated the 11th May 1976.] In schools containing no class above the Eighth Standard, however, the Headmaster shall be treated for the purposes of this rule as one of the Class Masters, but if the strength of the school justifies it, the management may employ a clerk or one extra teacher who shall be of the secondary Grade in consultation with the District Educational Officer.

## 18.

No additional pupil shall, without the sanction of the District Educational Officer, be admitted to a class when there are already 40 pupils upon the rolls in the class unless the class is thereupon divided into sections. No section of a class should have more than 40 pupils upon the rolls. The powers regarding sanction of excess admissions in secondary schools have been delegated to the District Educational Officer in the case of Boys' High Schools and Inspectresses of Girls' Schools in the case of girls' schools. (G. O. Ms. No. 121178/E3/65-2, Education, dated the 7th March 1966) Site, Dimensional Sketch and Accommodation

## 19.

No School shall be recognised which is held in a building or buildings of which the site, dimensional sketch and accommodation have not been approved by the Director provided that in regard to building schemes the cost of which does not exceed Rs. 5,000 approval may be accorded by the District Educational Officer or the Inspectresses of Girls' Schools, as the case may be, before the work is commenced. In regard to construction of thatched sheds, approval should be obtained only from the District Educational Officer or the Inspectresses of Girls' Schools, as the case may be, in all cases irrespective of the cost of the scheme. When the accommodation is added to, the sketch of the additional building must be submitted for the approval of the same authority

## 20.

The sketch of the school building and of any additions to such building shall give full information



regarding the superficial and cubic space of the building, and of each room in it. It shall also show the exact position of doors, windows, stairs etc. The sketch shall be certified as correct by the person who has prepared it. The sketch of an old building submitted for purposes of recognition shall also be accompanied by a certificate from the person who has prepared it to the effect that the building is in a state of good repair.

**21.**

The sketch 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-2).Buildings

**22.**

Buildings for secondary schools will ordinarily be expected to meet the pedagogic, sanitary and hygienic requirements given in Appendix L-A of the Grant-in-aid Code.Sanitary Inspection

**23.**

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

**24.**

A Sanitary Certificate (Appendix 3) signed by the under-mentioned officers shall be produced before recognition is accorded and on any subsequent occasion if called for: -In Chennai city. - Health Officer or Assistant Health Officer of the Corporation of Chennai.In Mofussil Municipalities having Health Officers. - Municipal Health Officers.In Municipalities where there are no Health Officers and in the Rural areas of all districts. - District Health Officers or Assistant District Health Officers or, if satisfactory reasons are given, Health Inspectors.Over Crowding of Class-Rooms

**25.**

No class-room, laboratory, or workshop shall be permanently used as such by a larger number of pupils than the District Educational Officer or the Sanitary Officer has declared it sufficient to accommodate. The dimensions of each room shall be clearly indicated on the wall thereof.Latrine

**26.**

Every school shall be provided with a suitable latrine.Contagious and Infectious Diseases

**27.**

(a) No pupil shall be permitted to attend school who is found to be suffering from venereal disease or leprosy in a contagious form or from small-pox or from any other serious contagious or infectious disease. (b) The presence of pupils unprotected from small-pox may be regarded as sufficient cause for withdrawal of recognition. During the period April to August, pupils unprotected from small-pox may be admitted into schools provisionally subject to the condition that they signify their willingness to produce a certificate of vaccination or alternatively express their willingness to be vaccinated at the institution immediately on resumption of vaccination work after the hot weather by the Health Department. Furniture, Apparatus and Appliances

**28.**

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

**29.**

Every school shall be provided with a library of suitable books and with a classified catalogue of books contained in it. The choice of books for the libraries of schools under local bodies and private management shall be made by the Headmaster or Headmistress, who will be responsible for the suitability of the books chosen. Annual Promotion and Payment of Fees

**30.**

Promotions shall be made annually, and, except with the sanction of the District Educational Officer, no pupil shall be promoted into any standard other than the standard next higher than that in which the pupil was previously studying. Undue laxity in granting promotion will, if it continues after due warning, be considered sufficient reason for the withdrawal of recognition of any of the standards of the school. It shall be permissible for a pupil in any standard to study any particular subject or subjects along with the pupils of any higher standard at the discretion of the headmaster, but for all other purposes of these rules he shall be considered as belonging to the lowest standard in which he is studying. The headmaster shall be responsible for making promotions and he shall, within a period of four weeks, after the closure of the school for the summer vacation, put up in some conspicuous place in the school a statement showing the distribution of pupils into standards 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 District Educational Officer. 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. For purposes of promotions, the Headmaster shall frame definite principles for each class in consultation with the staff council and apply them strictly and impartially to all cases. If the Headmaster makes any promotion in contravention of any of the foregoing provisions of this rule, he shall be deemed to have committed

an irregularity within the meaning of rule 98(l)(b).

### **31.**

The special fee shall not be deemed due until full working days have elapsed after the posting up of the statement referred to in the preceding rule.

### **32.**

For every payment of fee, a pupil shall receive a receipt signed and dated by the Headmaster or some one deputed by him. The receipt should show the class in which the pupil is reading. Admission and Withdrawal of Pupils

### **33.**

No pupil shall be newly admitted except on an application in the prescribed form (Appendix 4) signed by his parent or guardian. All such applications shall be filed separately in the records of the school. Boys above 12 years of age shall not be admitted into girls' schools. Boys who are reading in girls' schools shall be required to withdraw from those schools on their reaching the age of 12 or at the end of the school-year immediately following their twelfth birthday at the option of the parents or guardian. But in no case shall boys be permitted to study in the upper standards of any girls' school. Girls may be admitted into boys' schools in areas and in towns where there are no girls' schools. But the management shall first make adequate arrangements for the necessary conveniences and wherever there is an appreciable enrollment of girls, the management shall appoint where possible women teachers. In areas and towns where there are girls high schools with sufficient facilities, it shall be open to the managements in consultation with the District Educational Officer and the Inspectress of Girls' Schools to restrict admission of girls into boys' schools with a view to -(i) avoid rivalry between the two sets of institutions; (ii) avoid co-education in the high school stages i.e., from Standards IX to XI; (iii) prevent as far as possible the admission of grown-up girls in boys schools; and (iv) secure the girls, the fullest advantage to be derived from their being educated in schools with special facilities for physical education and extramural activities. No application shall be deemed to be valid for the purposes of this rule unless the guardian attaches thereto, a written authority signed by the father or 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 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 up to and on the date of such authority. In the case of marumakkattayam families, it shall be sufficient, even when the parents are alive, if the Karnavan of the child's tavazhi or if there is no separate tavazhi the karnavan of the child's tarwad execute the authority except in cases where such karnavan himself signs the application. An admission fee of fifty paise shall be levied from each pupil newly admitted.

**34.**

No pupil who has previously studied in a recognised secondary school shall be admitted to another recognised secondary school unless he presents a transfer certificate in the prescribed form (Appendix 5) from that school showing (a) the date of his birth, (b) that he has paid all fees due to that school, (c) the standard in which he studied at the time of leaving it, and (d) if he has completed the course in that standard, whether he is qualified for promotion to a higher standard and in the case of a pupil who has at any time received a fee concession under rule 92 in the school previously attended by him, also his case-sheet (Appendix 19). No pupil shall be allowed to attend school pending formal admission or enrollment, and no pupil shall be admitted or enrolled pending the production of a transfer certificate. All transfer certificates shall be endorsed with the admission number under which the pupil is enrolled. They shall be separately filed and shall be shown to the District Educational Officer when required. No pupil who has not attended a recognised school in the first term shall be admitted in the second term to any recognised 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 District Educational Officer.

**35.**

Application for a transfer certificate shall be made in writing by the parent or guardian of the pupil.

**36.**

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.

**37.**

(a) The headmaster of a secondary school into which a pupil is admitted shall place him in the standard for which he is found fit, provided that in the case of admission, from one recognised school into another, the pupil shall be admitted into the standard for which his transfer certificate declares him fit, but he shall not be placed in higher standard without the previous permission of the District Educational Officer. A pupil coming from an unrecognised school or after private study shall not be admitted into a standard above Standard Eight. A pupil who passed out of the Senior Basic School with English optional and holds a Basic School Leaving Certificate issued by the Headmaster of a Senior Basic School indicating the pupil's eligibility for promotion to a higher grade from Grade VIII shall be eligible for admission into Standard IX without further examination. Similarly, a pupil who having undergone a course of training in a recognised Advanced Sanskrit school, passes the Sanskrit Entrance Examination with English as optional subject, shall be eligible for admission into Standard IX without further examination. (b) If any irregularity is committed by the headmaster of a secondary school in regard to the admission of pupils in the school, he shall be liable to disciplinary action. (c) The Director shall reserve to himself the power to permit the admission of any pupil in any

Standard of a secondary school if the circumstances of the case justify it.

**38.**

Before granting a transfer certificate, the headmaster is entitled to claim the special fee for one term only and that the term in which the last attendance of the pupil is registered.

**39.**

Deleted.

**40.**

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.

**41.**

When a proper application for a transfer certificate is received at the end of a term, or in the interval between two terms, or in first five working days of a term, the headmaster shall forthwith issue the certificate, provided that his claims for special fees admissible under rule 38 have been satisfied.

**42.**

When proper application is received at any other time and when good and sufficient reasons are shown, the headmaster shall issue the certificate provided that his claims for fees admissible under rule 38 have been satisfied. If good and sufficient reasons are not shown, the headmaster may refuse to grant the transfer certificate.

**43.**

An application rejected under rule 42 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 special fees admissible under rule 38 have been satisfied.

**44.**

When an application for a transfer certificate is made after the lapse of more than one year from the date on which the pupil left the school, the headmaster may besides enforcing the provision of rule 38, charge such search fee for the grant of the certificate as reasonable by the District Educational Officer. A fee of fifty paise may be levied for the issue of a duplicate transfer certificate which should

be clearly marked "duplicate".

#### **45.**

When a pupil is dismissed or expelled under rules 48 and 49, the headmaster shall not grant transfer certificate until the expiration of the period for which the Director has debarred the pupil from admission into a recognised school. After that period has expired the transfer certificate shall be granted subject to the above rules; but in such cases the headmaster shall endorse it with the words "dismissed for false representation" or "expelled for misconduct", as the case may be.

#### **46.**

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 that examination 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.

#### **47.**

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 District Educational Officer, whose decision shall be final unless he thinks it necessary to refer the matter to the Director.

#### **48.**

If a pupil is found to have obtained admission by means of a false certificate or false representation of any kind, the headmaster of the school shall summarily dismiss the pupil with forfeiture of whatever fees the pupil may have paid.

#### **49.**

In the event of a pupil being dismissed under rule 48, or being formally expelled on account of grave misconduct, the headmaster shall record his reason for his dismissal or expulsion and report the fact at once to the parent or guardian of the pupil and within seven days, to the District Educational Officer in the case of boy's schools and Inspectress of Girls' Schools in the case of girl's schools. A pupil thus dismissed or expelled from one school shall not be admitted into any recognised school within a period to be determined by the Chief Educational Officer, if the pupil, is in a secondary school for boys and by the Director of School Education, if the pupil is in a secondary school for girls, on the recommendation of the Inspecting Officers concerned. A pupil who is debarred by the Commissioner for Government Examinations for a specific period from appearing for the Secondary School Leaving Certificate Public Examination should not be admitted into any school during the period during which the bar is in operation. A pupil who seeks admission into a recognised 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 school for a period, not exceeding one year to be determined by the Chief Educational Officer in the case of a pupil in a secondary school for boys, and by the Director of School Education in a case of a pupil in a Secondary School for girls, on the report of the Inspecting Officers concerned.

#### **49A.**

Cases not falling under Tamil Nadu Educational Rules 48 and 49, but where the continued presence of pupil is considered by the headmaster or headmistress as subversive of good order and discipline, should be reported through the District Educational Officer or the Inspectress of Girls' 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. Education - Unauthorised correction in the SSLC Books - Action against candidates under Tamil Nadu Educational Rules.

#### **49B. [ [Inserted by G. O. Ms. 2050, Education Department, dated the 2nd November 1979.]**

If the Director of School Education is satisfied that unauthorised or fraudulent alterations or erasures have been made in a transfer certificate or Secondary School Leaving Certificate Book not authenticated by the Secretary, Board of Secondary Education, he may himself cancel or withhold or suspend the Transfer Certificate or Secondary School Leaving Certificate Book not authenticated by the Secretary, Board of Secondary Education, Tamil Nadu with due regards to the offence. If the person concerned is the holder of the Public Examination Mark certificate issued by the Secretary, Board of Secondary Education, Tamil Nadu the Mark Certificate will also be automatically cancelled or withheld or suspended for the same period as the Transfer Certificate or secondary school leaving certificate Book not authenticated by the Secretary, Board of Secondary Education, Tamil Nadu. Similarly when a certificate is cancelled or withheld or suspended under Rule VII(3)(a) of the Secondary School Leaving Certificate Notification and Examination Rules and if the person holds a Transfer Certificate or Secondary School Leaving Certificate Book not authenticated by the Secretary, Board of Secondary Education, Tamil Nadu will also be automatically cancelled or withheld or suspended for the same period as the Mark Certificate. Similarly when a Transfer Certificate is cancelled or withheld or suspended, the Training School Leaving Certificate or any other certificate shall also be cancelled or withheld or suspended by the Director of School Education, Tamil Nadu for the same period as the Transfer Certificate]. Discipline

#### **50.**

The rules of discipline shall include the following: -(a)Every pupil shall wear a clean and respectable dress.(b)No pupil shall be allowed to sit in the class with his shoes on, unless they are shoes of an English pattern and unless socks are worn also.(c)Every pupil shall salute the teachers on the occasion of his first meeting them for the day within the school precincts.(d)On the teacher entering his class-room, the pupils shall rise and remain standing till they are desired to sit or till the teacher

takes his seat.(e)No pupil shall be allowed to leave the class-room without the permission of his teacher, or until the class is dismissed.Punishments

## 51.

Corporal punishment shall not be inflicted in school except in a case of moral delinquency such as deliberate lying, obscenity of word or act, or flagrant insubordination and then it shall be limited to six cuts on the hand and be administered only by or under the supervision of the headmaster. Corporal punishment should never be inflicted in any recognised school on boys of Standard X. The headmaster shall record in a register (Appendix 16) every case in which corporal punishment has been inflicted, specifying the name, class and age of pupil, the date, the nature of the offence and the amount of punishment. Gross cases of immorality and insubordination shall be punished by expulsion subject to the conditions specified in rule 49.Register, Time-Table and Returns

## 52.

(i)Every school shall keep in the prescribed form and submit to the District Educational Officer, when required, the following: -(1)A register of admissions and withdrawals (Appendix 6)(2)A register of attendance for pupils (Appendix 7)(3)A register showing the previous school history of new admissions (Appendix 8)(4)A daily fee collection register (Appendix 9-A)(5)A term-fee register (Appendix 9-B)(6)A time-table(7)A mark list(8)A register of attendance for masters (Appendix 10)(9)An acquittance roll (Appendix 11)(10)A log book(11)A library register(12)A register of scholarships (appendix 12) and scholarship acquittance roll (Appendix 13)(13)A cash book showing all receipts and expenditure (Appendix 14)(14)A register of furniture, books and appliances purchased with the aid of grants from public funds (Appendix 15)(15)Punishment register (Appendix 16)(ii)Every school shall submit punctually such returns as may, from time to time, be prescribed.Recognition of Individual Standards

## 53.

In order to allow the gradual development of a school recognition may be granted to one or more standards at a time subject to the above-mentioned conditions and to the other rules contained in this Chapter and in particular to rule 54.

## 54.

A recognised school shall not, without the previous sanction of the Government or of the Director of School Education, open a standard or standards either higher or lower than those for which the school has been recognised. When such standards are opened under 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 rules relating to admission and withdrawal, discipline and registers shall be observed with respect to such probationary standards.Standards recognised by



competent authority may not be closed without the sanction of the Government or the Director of School Education. Similarly, schools recognised by the competent authority either permanently or on a temporary basis shall not be closed unless one years' previous notice has been given to the department communicating such intention of closure and such closure shall not be permitted except with effect from the end of a school year. Withdrawal and Renewal of Recognition

## 55.

When a school or any of its standards ceased to fulfil the conditions of recognition, or when the educational need of the locality no longer require its existence, or when permission to close has been given, the Director shall withdraw the privilege of recognition from that school or standard.

## 56.

A school or standard from which the privilege of recognition has been withdrawn shall not be restored to that privilege until it has been certified by the District Educational Officer that the defects which led to the withdrawal of recognition have been remedied and that in all respects to school or standard fulfils the prescribed condition.

## 57.

If a recognised school ceases to exist or is transferred to a different locality or different managing body its recognition lapses and for the purposes of future recognition, it shall be treated as a new school. Text Books

## 58.

(a) In respect of any subject for any standard or class for which text books have been published by the Stale Text Books Society or by or under the authority of the Government of Tamil Nadu, only such text books shall be selected by the recognised schools in respect of such subjects for such standard or class. (b) In respect of subjects other than those mentioned in sub-rule (a) the management of schools are at liberty to select such text-books as they deem most suitable from out of the list of text-books for use in recognised schools which the Text Book Committee constituted by the Government and the Director of School Education may approve and cause to be published in Tamil Nadu Government gazette. (c) The text-books so selected with reference to sub-rule (b) above may be used for one academic year: Provided that, any such text-books, which in the opinion of the District Educational Officers in the case of Boys' schools and the Inspectress of Schools in the case of Girls' schools, are not required to be prescribed in the recognised schools may be ordered to be removed from use by any school: Provided further that the Government shall have the right to change any text-book so selected and prescribe new ones in their places for one academic year at any time. (d) No text-books (other than books for religious instruction) not authorised by the Government shall be used in any recognised schools. The Government reserves to themselves the right to forbid or to prescribe the use of any text-book or text books in the recognised schools. (G. O.

Ms. 1853, Education, dated the 7th November 1970) Courses of Instruction

**59.**

Courses of instruction may be prescribed from time to time by the Director for all recognised Secondary Schools, whether under public or private management.

**60.**

Instructions in all cases of a secondary school shall ordinarily be given through the regional language. Pupils whose mother-tongue is different from the regional language may be given instruction through the medium of their mother-tongue or any language other than the regional languages provided that there is a minimum strength of 45 such pupils in the three standards in the respective stages of the secondary schools, namely, Standards VI to VIII and IX and X. The Director of School Education may, however, for special reasons, permit a school to use English as the medium of instruction in any Standard. It shall be competent for the Director of School Education to call upon any management to open separate sections in the schools for linguistic minorities provided that there is a minimum total strength of 45 pupils in the three standards in the respective stages of the secondary schools, namely, Standards VI to VIII and IX and X. Examinations

**61.**

Written examinations shall be held at least once every term to test the progress of pupils. The results of these examinations should be recorded in book specially kept for the purpose. Managers of schools which present pupils for the Secondary School Leaving Certificate Public Examination conducted under the authority of Government of Tamil Nadu shall undertake to provide the necessary accommodation, furniture etc., for the examination and headmaster and other teachers of such schools shall except for special reasons which must be approved by the Director to act as Chief Superintendents or Assistant Superintendents of the Examination, if so required.

**62.**

In the case of Secondary Schools for girls, the Director may relax any of the rules in this chapter when he thinks it advisable to do so.

## **Chapter IV**

### **Rules For Schools For Special Education**

**63.**

Except as hereinafter provided, the rules for secondary schools shall hold good in these schools also. Applications for the opening of new training schools or additional sections in the existing

training schools shall be submitted to the District Educational Officer or the Inspectress of Girls' Schools, as the case may be, on or before the 1st August of the year preceding the academic year in which the new schools or additional sections are proposed to be opened. The applications with the recommendations of the Inspecting Officers concerned should reach the Director by the 1st of the succeeding September. The applications received after the due date or with incomplete particulars will be treated as applications for the subsequent year unless they are considered urgent and there is sufficient justification for exempting them from the prescribed dates. Applications for recognition should be made to the Director through the District Educational Officer or through the Inspectress in the prescribed form (Appendix 17). Teachers' Certificates

#### 64.

The general educational and professional qualifications of the staff shall be determined by the Director with reference to the circumstances wherever they have not been laid down in these rules. Schools for defective children. - The Headmaster should ordinarily hold trained Teachers' Certificate of the Collegiate or the Secondary Grade and also the Government certificate of competency to teach defective children and the assistant teachers teaching ordinary subjects the trained teachers' certificate of the higher elementary grade and the certificates of competency in question. The qualifications for teachers of special subjects will be the same as those prescribed for corresponding teachers in secondary schools (Vide rule 13). It will be open to the Director of School Education to relax the qualification in suitable cases. Sanskrit schools of the elementary grade and elementary grade departments of advanced Sanskrit Schools. - Each school of the elementary grade or the elementary grade department of the advanced grade school, as the case may be, have on its staff a trained teacher of the secondary grade. The other teachers should ordinarily hold a trained teachers' certificate of the higher elementary grade and the Sanskrit Entrance Examination Certificate, provided that the head teacher should possess an Oriental Title of the Madras, or the Annamalai University. In special cases, the director may permit the employment of teachers with other qualifications. Sanskrit schools of the advanced grade and advanced grade departments of Sanskrit Colleges. - Each school of the advanced grade or the advanced grade department of a college, as the case may be, should have on its staff a trained teacher of the secondary grade. The other teachers should be pandits holding Oriental Titles of the Madras or the Annamalai University. One of the pandits should have passed Oriental Title Examination with the language of the locality as the main language while the other pandits should have passed the examination with Sanskrit as the main language. Teachers with other qualifications may be appointed with the previous approval of the Director. Proportion Of Teachers To Pupils

#### 65.

The proportion of teachers to pupils and the strength of the various classes shall be fixed from time to time, by the Director provided they have not been laid down in any special rules sanctioned by Government for such institutions. Sanskrit Schools and School Department of Sanskrit Colleges There shall ordinarily be a teacher for each class or section provided that in schools of the elementary grade and the advanced grade and in the elementary grade departments of the advanced grade schools and the advanced grade departments of colleges there shall in addition be a teacher

holding a trained teachers' certificate of the secondary grade, but the director may relax this rule if the strength of any class or section does not justify the employment of a separate teacher. Dimensions of Buildings

**66.**

The dimensions of any building shall be such as may be prescribed by the Director with reference to the requirements of the institution. Admission of Pupils

**67.**

No pupil who has previously studied in any recognised school shall be admitted unless he produces evidence that he has paid all fees which may be due to that school. Registers

**68.**

Such additional registers shall be kept as the Director may, from time to time prescribe. Course of Instruction

**69.**

(i) The course of instruction shall be laid down in consultation with the District Educational Officer and shall be approved by him, provided that in cases where a course has been prescribed by Government or by the Director, that course shall be followed. (ii) Examinations shall be held according to the rules laid down from time to time by Government or the Director.

## **Chapter V**

### **Special Regulations For Primary Schools Under Public Management**

**70.**

These schools will be open to boys and girls alike, except those girls' schools where the Inspectress considers the presence of boys, or boys above a certain age, undesirable. Schools should be located in places which are accessible to all classes of the population including untouchables and depressed classes.

**71.**

There shall ordinarily be at least one teacher for every 35 pupils in average attendance. While this number of pupils is to be in all cases the maximum permissible, it is very desirable that there shall be a teacher for every 30 pupils.

**72.**

Deleted.

**73.**

Deleted.

**74.**

No pupil shall be admitted to a school under public management unless he or she is protected from smallpox provided that to a school for Backward Classes or to a girls' school a pupil, who is not so protected may be admitted temporarily, but if within three months from the date of admission the said pupil shall not have been successfully vaccinated or otherwise protected, his or her attendance shall cease. During the period April to August pupils unprotected from smallpox may be admitted into schools, provisionally subject to the condition that they signify their willingness to produce a certificate of vaccination or alternatively express their willingness to be vaccinated at the institution immediately on resumption of vaccination work after the hot weather by the Health Department.

## **Chapter VI**

### **Special Regulations For Institutions Under Public Management Other Than Elementary Schools and Colleges Strength Of Classes**

**75.**

The strength of classes in schools for special education shall be fixed from time to time by the Director, provided it has not been already laid down in any special rules sanctioned by the Government for such institutions. School Hours

**76.**

(i) The ordinary school day shall consist of not less than five hours in classes from the Standard V to XI, of not less than four hours in Standards 1 to IV. The holding of school for more than three consecutive hours is prohibited. In the lower classes if the pupils are young, at least one break of fifteen minutes shall be allowed where the course of continuous instruction extends to three hours. (ii) In schools for special education, the school hours shall be prescribed from time to time, by the Government or the Director according to circumstances. Holidays and Vacations

**77.**

(i) Sunday shall be a whole holiday in all schools and colleges. In all Muslim Schools, Friday also shall be a whole holiday. In all other schools and colleges, Saturday shall be whole holiday in addition to Sunday. (ii) Miscellaneous holidays. - The following miscellaneous holidays shall be allowed. With the sanction of the District Educational Officer, any local holidays may be substituted for those named in the list below: -

Name of holidays	Number of days
(1)	(2)
<b>In Hindu Schools</b>	
Tamil New Year's Day	1
Sravanam or Avani Avittam	2
Vinayaka Chathurthi	1
Krishna Jayanthi	1
Mahalaya Amavasya	1
Saraswathi Puja or Dasara	2
Deepavali	1
Sivarathri	1
Telugu New Year's Day	1
Gandhiji's Birth Day	1
Easter	6
Mid-Term holidays	7
Vaikunta Ekadesi	1
Pongal	3
Christmas	1
New Year Day (January 1st)	1
<b>In Muslim Schools</b>	
Muharrm	10
Bakrid	5
Akhirichahar Shamba	1
Meeladi Nabi	1
Garvin	1
Shaban	1
Fir Pilvan's Urus	1
Buddo Shaheed's Urus	1
Khader Walk's Urus	1
Gandhiji's Birth Day	1

Easter	6
Id-ul-Fitr	2

(iii) Summer vacation. - The summer holidays shall usually be for six weeks. In Muslim Schools, a period of one month shall be allowed for each of the Ramzan and the Summer vacations and in the years in which these overlap, the schools shall be allowed six weeks for both combined. If Ramzan begins or ends at any time during the period between 16th May and 15th June, the duration of the combined vacation shall not exceed one month and fifteen days, being made to commence earlier or later than 15th May, when necessary. (iv) The Christmas holidays shall usually extend from 23rd December to 3rd January both days inclusive. Schools which do not close for the Christmas holidays may close for Pongal holidays for twelve days in January according to the local convenience. In Muslim schools, an extra week may be added when a combined vacation of six weeks only is granted for the summer and Ramzan holidays. In all cases in which changes are made in the regular holidays, a revised list with the number and date of the order sanctioning the change and signed by the District Educational Officer shall be hung up in the school premises. The dates on which a school is closed for the summer and Christmas vacations and those on which it is reopened after these vacations shall be reported to the District Educational Officer. (v) In schools for special education, the Summer and Christmas Vacations shall be determined by the District Educational Officer with reference to the Special circumstances of each institution.

## 78.

The rule relating to corporal punishment for secondary schools laid down in Chapter III will also be applicable to the institutions dealt within the chapter.

## 79.

The selection of text-books, from the list of approved text-books, mentioned in rule 58(b) in respect of subjects for which no text-books have been published by the State Text Book Society or by or under the authority of the Government of Tamil Nadu shall be made. (i) in the case of schools under municipal councils by the Headmaster/ Headmistress of the school concerned, but in the cases where common examinations are held for a number of schools by a Committee consisting of head teachers and subject teachers of the schools of the group constituted by the executive authority of the municipal councils. There may be a number of committees, one for each subject, and each such committee may consist of two headmasters and two or three subject teachers; (ii) in the case of the schools under the control of the Corporation of Chennai by its Standing Committee for Education; and (iii) in the case of Government schools, by such authorities as may be prescribed by the Government from time to time. The books so selected shall not be changed within one academic year of their introduction in any school managed by a Panchayat Union Council, a Municipal Council or the Corporation of Madras except with the previous approval of the District Educational Officers in the case of boys' Schools and the Inspectress in the case of girls' schools. In respect of Government schools the controlling authority shall exercise tutor her discretion in the matter of changing books within one academic year. No textbooks (other than books for religious instruction) not authorised by the Government shall be used in any case. The Government reserves to themselves the right to

forbid or to prescribe the use of any text-book or text-books in schools. (G.O. Ms. No. 1853, Education, dated the 7th November 1970)Protection From Smallpox

## 80.

No pupil shall be admitted to a school under public management unless he or she is protected from smallpox. Provided that to a school for Backward Classes or to a girls school, a pupil who is not so protected may be admitted temporarily, but if, within three months from the date of admission, the said pupil shall not have been successfully vaccinated or otherwise protected, his or her attendance shall cease. During the period April to August, pupils unprotected from smallpox may be admitted into schools provisionally subject to the conditions that they signify their willingness to produce a certificate of vaccination or alternatively express their willingness to be vaccinated at the institution immediately on resumption of vaccination work after the hot weather by the Health Department. Use of Buildings

## 81.

The premises of an educational institution, or any subsidiary building appertaining to it or a playground or vacant site belonging to the institutions, whether adjacent to or remote from it, shall ordinarily be used only for the purpose of functions conducted by such institution. But the executive authority of the local body, the District Educational Officer or the Inspector of Girls' Schools, as the case may be, in the case of a Government institution other than a Government college, the Principal in the case of Government college, the Manager or Correspondent in the case of an aided Secondary or Special Institution and the Principal in the case of an aided college, is empowered to grant permission, on such conditions as he deems fit to impose, for the use of such building or ground or site belonging to the institution for holding public functions arranged by the management or by a Department of the State or the Union Government or for any non-political purposes. The authority concerned should obtain the orders of the Director of School Education or Director of Collegiate Education, as the case may be, in doubtful cases. In no case shall the use of such building, play-grounds or vacant site be given for political meetings.

## 82.

Schools should be located in places which are accessible to all classes of the population, including untouchables and depressed classes.

## Chapter VII

### Fee Regulations For Colleges and Secondary Schools

## 83.

In institutions under private management, the rate and levy of fees will be subject to the grant of the



concessions under rule 92, be left to a large extent to the discretion of the managers, but managers may be required to levy reasonable fees and will not be permitted to compete improperly by unduly lowering the fees or permitting any method of payment other than that prescribed in these rules. Fees in all colleges under the management of Government or of a municipal council, shall, subject to the exceptions hereinafter provided, be levied according to the following regulations.

### **83A.**

(i) Notwithstanding anything contained in these rules, the Government may by general or special order, direct that no tuition fee shall be collected by the managements of aided institutions from students who are domiciled in Tamil Nadu or such other class of students as may be specified in such order, studying for any course specified therein. (ii) The tuition fee for the course specified in the order mentioned in sub-rule (i) shall not exceed the rate which the Government may, after taking into account all relevant factors fix for such course from time to time. (iii) The managements may collect tuition fee from students other than those mentioned in sub-rule (i) at such rate not exceeding the rate mentioned in sub-rule (ii). (iv) A grant equal to the amount of tuition fee in respect of the students mentioned in sub-rule (i) at the rate charged by the managements or at the rate mentioned in sub-rule (ii) whichever is less, will be paid to the managements. (G. O. Ms. No. 187, Education, dated the 5th February 1970) School Year

### **84.**

(a) Academic year. - The academic year for the fee purposes shall be divided into three terms, the first term commencing from the re-opening of the college after the summer vacation and continuing till about the end of September; the second term from about the beginning of October till the end of the calendar year and the third term from the re-opening of the college after the Christmas holidays until the summer vacation. (b) The School year, for fee purposes shall be divided into two terms, one the long-term commencing from the re-opening of the school after summer vacation and continuing till the Christmas holidays and the other the short-term commencing after Christmas holidays, and extending to the beginning of summer vacation. In cases, where the Pongal holidays are given instead of the Christmas holidays the long-term shall commence from the re-opening of the school after the summer holidays and continue till the end of December and the short-term shall commence from the first working day in January and extend to the beginning of the summer vacation. Fee - For What Period Payable

### **85.**

Every pupil shall be liable to pay the whole fee for each term during any part of which his name is on the rolls of an institution and his attendance registered, whether such fee be paid in one sum or by instalments. (See also rules 38, 87 and 97) Fee - How Payable

**86.**

(a)College. - The fees shall be paid either in one sum or in two instalments in each term. If paid in one sum, that sum or if paid in instalments, the first instalment, shall be paid not later than the fifth working day of each term and in the case of payment by instalments, the second instalment shall be paid not later than the 15th of the succeeding month in each term.(b)Deleted.Free Education(G. O. Ms. No. 575, Education, dated the 21st April 1964)Fees of New Pupils

**87.**

The fee or the instalment thereof shall be paid by a new pupil before his name is enrolled in addition to the admission fee of fifty paise payable under rule 33. A pupil shall not be enrolled or admitted after the beginning of a term unless he has paid all the instalments of fees which he would have had to pay, had his name been on the rolls from the beginning of the term.(See also rules 38, 85 and 91)Fee Receipts

**88.**

A receipt signed and dated by the Headmaster or by some one deputed by him, shall be granted for every payment of fees made. The receipt shall show among other particulars the class in which the pupil is reading. Counterfoils of the receipts should be filed.Standard Rates

**89.**

(A)The following will be the standard rates of ordinary fee. -I. College DepartmentNon-Government Colleges

		Rate of fees per term	
In advances		By two equal instalments	
Rs.		Rs.	
For a Post-Graduate course		36	...
B.A., or B.Sc., (Hons) Course		40	42
B.A., or B.Sc., (Pass) Course (Full)		40	42
For each part of theB. A., (Pass) Course (3 parts)(Free education up to P.U.C)		14	

(B)Fees in Government Arts College. -The rates of fees for the B.Sc. Pass Course are the same as those of B.A. Pass and Hon. Course, respectively.

		Presidency College Madras	Other Government Colleges
In advance	In two equal installments	In advance	In two equal installments

(1)	(2)	(3)	(4)
Rs.	Rs.	Rs.	Rs.
For Post-Graduate Course	58	60	53
B.A. (Pass) Course (full)	68	70	61
For each part of the B.A. (Pass) Course	23		21
Fees for Research Degree Courses			
Science subjects			15
Other subjects			10

(C) Special Fees. - Besides the ordinary fees, special fees may be levied in all institutions from pupils attending classes in subjects not included in the ordinary curriculum or for the use of the library or the reading room or for any other special convenience. The rates of special fee leviable in Secondary Schools will be as follows: -

SI. No.	Items of Special fees	Standards VI to VIII revised rate leviable	Standards IX and X revised rate leviable
(1)	(2)	(3)	(4)
		Rs. P.	Rs. P
1.	Admission	0 50	0 50
2.	Literary Association	0 50	100
3.	Library	0 50	100
4.	Games (Boys)	1 50	3 00
	(Girls)	0 50	2 00
5.	Science	-	1 00
6.	Medical Inspection (First)	1 00	1 00
	(Subsequent)	0 50	0 50
7.	Audio-Visual Education	-	1 00
8.	Hobbies and Crafts	0 50	0 50
9.	Excursion and Scouting	-	0 50
10.	Stationery	1 50	2 00
	Total - (Boys)	6 00	11 50
	(Girls)	5 00	10 50
11.	Amenity Fee	5 00	5 00
	(Boys)	11 00	16 50
	(Girls)	10 00	15 50

(G. O. Ms. No. 373, Education, dated the 11th March 1970) The rates of Special fees leviable in colleges will be as follows: -

	Rate per year Rs.	
1. Physical Training and Games fees	6	
2. Medical Inspection fees, where medical inspection is compulsory	1	
3. Library fees - Consolidated amount for Reading Room, Library, Union, Society, College Magazine etc.	4	For students in B.A. class.
	3	For students in Intermediate class
4. Science Fees - B.A., (Hons.) and Post Graduate	15	
B.A., (Pass) Course	12	
Intermediate Course	10	
5. Geography fee for B.Sc, (Hons) Course	15	
Geography fee for B.A., (Pass) Course	10	
Geography fee for B.Sc. (Pass) Course	10	
Geography fee for Intermediate Course	15	
6. Statistics (Hons) Course	15	
Fines		

## 90.

(a) Colleges. - If a college student fails to pay his fee on the day fixed for payment in these rules, a fine at the rate of twenty-five paise per working day shall be levied. If the fee be not paid within the end of the month the student's name shall be struck off the rolls. If, re-admitted, he shall, in addition to the fees and fines due from him, pay a re-admission fee of rupee one. (b) Deleted. Remission of Fee

## 91.

If a pupil leaves a college during a term, he shall have no right to claim a remission of any portion of the term-fee but the controlling authority may return or remit portion as may be considered equitable. (See also rules 38, 85 and 87) Exceptions

## 92.

(a) In institutions of a professional or special character, fees shall be levied at such rates as may be prescribed by any rules sanctioned by Government for them. (b) The fees leviable in any institution from girls and from Muslim boys and boys belonging to the Backward Classes reading in any class shall be one-half of the rates actually in force in that institution provided that the annual income of

the parents or guardian of the pupil does not exceed Rs. 1,500 in the case of colleges. Subject to the same condition no fee shall be levied from (i) Muslim girls or girls belonging to Backward classes, (ii) students (boys and girls) belonging to Scheduled Castes in Arts' and Professional Colleges and (iii) pupils (boys and girls) belonging to Scheduled-Tribes in all classes including Arts and Professional Colleges. The production of a certificate of income of the parents or guardian in the form prescribed in Appendix 18 should be insisted in all cases of grant of fee concessions except in respect of pupils belonging to Scheduled Castes and Tribes. The Certificate shall be issued by a Gazetted Officer, an Inspector of Police or a Non-Gazetted Officer of the Revenue Department not lower in rank than a Deputy Tahsildar or Sub-Magistrate. In respect of pupils belonging to Scheduled Castes and Scheduled Tribes, the production of poverty certificate shall not be insisted on for the grant of fee concession. It shall be sufficient if an application for fee concession stating the income of the parent or guardian is duly filled in and presented to the head of the institution, who shall check the application and recommend grant of the concession to the authority concerned. If the head of the institution has reason to believe that a particular pupil is not really poor, he should demand the production of poverty certificate in that particular case issued by any one of the authorities specified in paragraph 2 above or by the District Welfare Officer. If a pupil is found to have obtained the fee concession by false statement he or she shall be liable to be punished with fines besides the recovery of the amount involved in the concession granted. (c) Converts to Christianity or to any other religion from the communities included in Groups I, II, IV and V of Appendix 17-A below shall be eligible for full-fee remissions in colleges. A pupil belonging to any of the communities included in Group III of Appendix 17-A who is in receipt of a fee concession shall not be deprived of it, if he becomes a convert to any other religion while holding the concession. Converts to Christianity or any other religion shall produce also a certificate of conversion in the form of Appendix 17-B obtained from an officer who is competent to issue a certificate of income under rule 92(b). (d) The concession under sub-rules (b) and (c) shall be granted by the executive authority of a local body in the case of institutions under it and by the correspondent in the case of those under private managements. (e) A case sheet or record in the form prescribed in Appendix 19 shall be maintained by the headmaster of the institution for each pupil to whom the concession is granted and shall be made available for inspection by the Inspecting Officer. (f) (i) The concession shall be Withheld from a pupil who remains for more than one year in one and the same class or standard. (ii) Deleted. (iii) Deleted. (g) It shall be open to the Director of School Education or Collegiate Education, as the case may be, to cancel the concession if, in his opinion it has been awarded irregularly. (h) The concessions granted are liable to be withdrawn in all cases for misconduct such as resorting to or participating in strikes. (i) In cases where the head of an institution has reason to suspect or believe that a pupil, who is claiming fee concession under the rule, is not really poor, the head of the institution shall report the facts to the Director of School Education or Collegiate Education, as the case may be, for necessary action. Note. - A list of Backward Classes is given in Appendix 17-A(ii) Concessions under this rule will ordinarily be restricted to those who are natives of Tamil Nadu or are domiciled therein.

## Chapter VIII

### Disciplinary Regulations

**93.**

No student, who has been convicted in a Court of Law for disloyal activities or who has been detained under the Defense of India Rules-or the Restriction and Detention Ordinance, 1944, shall be admitted or re-admitted into a school without the previous sanction of the Director of School Education.

**94.**

Students of schools and colleges should abstain from active participation in party or communal politics.

**95.**

Headmasters, Principals, or other constituted school, college or hostel authorities may frame and issue from time to time disciplinary rules of a permanent or temporary character regulating the conduct within the school, college or hostel precincts of students on the rolls.

**96.**

Headmasters, Principals, or other constituted school, college or hostel authorities may frame and issue from time to time disciplinary rules of a permanent or temporary character regulating the conduct outside the school, college or hostel precincts of students on the rolls so far as such rules seem necessary to maintain the credit, usefulness and reputation of the school, college or hostel.

**97.**

Headmasters, Principals or other constituted school, college or hostel authorities shall have full power to inflict, the following punishments in the interest of the students or the institutions concerned: -Fines, Loss of Attendance, Loss of Term Certificates, Suspension and Expulsion

**98.**

(1)(a)If a college professor or lecturer or teacher in any school by speeches or otherwise seeks to mislead his students into activities herein deemed objectionable, he is liable to be punished for dereliction of duty.(b)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.(2)The nature of enquiry to be conducted will be the same as that referred to in rule 154.(3)An appeal shall lie to the Government in the case of orders issued by the Director.

**99.**

In the event of any misconduct being persisted in and encouraged or permitted by the masters or the managing authorities of any recognised school, the Director may, after due warning, withdraw recognition from the offending school or withdraw the grant-in-aid or withhold the privilege competing for Government scholarships and of receiving Government scholars.

**99A.**

The Director of School Education may declare any individual unfit to hold the post of Correspondent or Manager of a Recognised Secondary or Training School, either permanently or for a specified period, for proved charge of malpractice, corruption or mal-administration, besides taking any other action deemed necessary under the Grant-in-Aid Code.

**100.**

Deleted.

**101.**

Deleted.

## **Chapter IX**

### **Training Institutions Under Public Management**

**102.**

The rules contained in this chapter shall apply to every training institution under the management of Government except insofar as the Director, may from time to time, exempt their operation in schools in backward localities or for Backward Classes, schools for the training of mistresses, and schools, requiring special considerations. Except as hereinafter provided, the rules in the previous chapters shall mutatis mutandis, hold good in every training institutions under public management. Object

**103.**

The training institutions referred to in these rules are intended to afford theoretical instruction, practical training with a view to fitting men and women for the profession of teaching. Classification of Training Institutions

**104.**

Institutions for the training of teachers shall be classified as follows: -(i) Training colleges, institutions in which graduates are trained. (ii) Secondary training schools or sections, institutions in which the following classes of persons are trained: -Persons who have passed the Matriculation Examination, the European High School Examination, the late Upper Secondary Examination, the late Higher Examination for Women, holders of the Indian Army Special Certificate of Education or who have general educational qualifications accepted by the Director. (iii) Deleted.

**105.**

The following scheme shows the possible classes in a training school or section: -

Second Year  
Secondary  
First Year

Each training institution shall have a model school attached to it containing the standards necessary for the training of teachers of the grade it includes. Control

**106.**

The responsibility for the management and discipline of Government Training Colleges and Schools shall be vested in the heads of those institutions under the control of the Director in the case of Training Colleges, the District Educational Officers of the district in the case of Training schools for Masters and the Inspectress of the Circle in the case of Training Schools for Mistresses. Staff

**107.**

(i) The staff of a training institution shall depend upon (a) its grade (b) the number of departments it contains, and (c) the number of vernacular languages included in the curriculum. (ii) The following table shows the minimum qualification of all newly appointed members of the staff of Training Schools: -Qualifications of Staff

Appointments		Secondary Grade Training School
(1)	(2)	
1.	Headmaster or Headmistress	Collegiate Trained Teachers Certificate
2.	First, Second and Third Assistant	According to the number of sections.
3.	Other Assistants	According to the character of the work expected of them.



- |    |  |  |
|----|--|--|
| 4. | Drawing Master or Mistress                         | A group Certificate in Drawing with a Technical Teacher's Certificate of the Higher Grade.                       |
| 5. | Physical Training Instructor                       | Government Teacher's Certificate in Physical Training of the Higher Grade.                                       |
| 6. | Physical Training Instructress                     | A Trained Teacher's Certificate of the Secondary Grade and a Government Diploma in Physical Education for Women. |
| 7. | Sewing or Industrial teachers in Schools for women | Group Certificate in Needle-Work and Dress-Making.   |

(iii) The holders of degrees, diploma and certificates other than those of the Madras, Madurai, or Annamalai Universities will be held qualified to hold posts in training institutions according to the value assigned to such degrees etc., by the Government of Tamil Nadu or the Director of School Education. Apparatus and Appliances

### 108.

Every training institutions shall be provided with the necessary furniture and Physical Training apparatus, and with the appliances, models, pictures and specimens needed for giving instructions in elementary science. It shall also be provided with a library containing among other books, suitable works on the theory, history and practice of education and with a museum and, where possible a school garden. Curricula

### 109.

The course for the collegiate grade will be subjects prescribed by the University of Madras for a degree of Bachelor of Teaching or by the Madurai or the Annamalai Universities for the degree of Bachelor of Education and the courses for the other grades will be those laid down by the Director in the scheme of work in training schools. Period of Training

### 110.

The period of training shall consist in Colleges of three academic terms and in secondary and training schools of four terms. It shall be in the power of the Director to lengthen it in order to enable a student of any grade to undergo a special or an extended course of training. District Educational Officers and Inspectress may lengthen the period of training in training schools in the case of students who owing to illness or other unavoidable cause of absence during their period of training require an extended course or in the case of students who having failed in the Training School Leaving Certificate Examination for Teacher's Certificates seek re-admission. Strength of Classes

**111.**

The number under training in no class of training school shall exceed forty without the express sanction of the District Educational Officer. Admission and Withdrawals

**112.**

Admission shall take place ordinarily at the beginning of the first term of the year. Withdrawal in the middle of a term shall be allowed in no circumstances except in the case of continued sickness. Without the express permission of the controlling authority, no student shall be admitted later than two weeks after the beginning of a term. Qualifications For Admission

**113.**

(1) Every candidate for admission shall submit an application in the form prescribed (Appendix 20). (2) His age must be not less than 15 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 provided that the Director may in deserving cases relax the lower age-limit also. It shall, however, be in the power of the controlling authority, in very special circumstances, to admit a candidate relaxing the upper age-limit. (3) He shall also produce before admission the following certificates: - Certificate of Health (a) A certificate in the form prescribed (Appendix 20-A) from a Civil Surgeon or other medical authority accepted, in the case of colleges by the Principal, and in the case of schools by the District Educational Officer or the Inspectress of Schools. Certificate of Education (b) A certificate of general educational qualifications, as laid down in rule 104. A candidate, who does not possess the prescribed educational certificate may be admitted on the strength of a certificate accepted by the Director as equivalent. Certificate of Conduct (c) A Certificate of conduct signed by the District Educational Officer or the Chairman of a Municipal Council or the Manager or Principal, or Headmaster of a recognised College or Secondary School shall be accepted. Selection of Candidates

**114.**

The selection of candidates for admission into training colleges shall be made by the head of the respective institutions with the assistance of selection committees. The selection of candidates for admission into training schools for masters shall rest with the District Educational Officer and of those for mistresses with the Inspectress of the Circle. Applications, for admission into training colleges shall be sent through the District Educational Officers, the Chairman of Municipal Councils, or the Managers of Schools, as the case may be, to the head of the institution to which admission is sought. Applications for admission into training schools shall be submitted to the District Educational Officer or the Inspectress of the Circle (through the local Educational Officers). headmasters or Headmistresses shall, after all the admissions have been made, submit to the District Educational Officer or the Inspectress of the Circle a consolidated application for sanction of stipends in the form prescribed in Appendix 21. Every care shall be taken to exclude those who, it is

thought, wish to undergo training chiefly for the sake of the stipends and without a real intention of making teaching a profession. Secondary School Leaving Certificates presented by applicants for admission into a training school shall be carefully scrutinised by the Officer responsible for the selection of students and preference given in order of merit to those who show sufficient knowledge in two of the subjects specified in Group C other than commercial subjects. Fees

### 115.

No fees shall be levied from students of the Tamil Nadu or from those who come from outside the State of Tamil Nadu but who hold stipends granted under rule 118. Fees shall, however, be levied from other students at the following rates: -

	Fees per annum in advance	Fees per term
	(1)	(2)
	Rs.	Rs.
(1) Collegiate department (Lady Willington Training College)	80	27
(2) Collegiate Department (Teacher's College, Saidapet)	169	54
(3) Secondary Departments	80	40
Maximum Number of Stipendiaries In The Several Departments		

### 116.

Stipends shall be paid to teachers undergoing training of the Secondary Grade at the rate of Rs. 18 per month. The number of stipendiaries admitted in an institution in a particular year being strictly limited to the budget allotment provided for the institutions. (G. O. Ms. No. 71, Education, dated the 20th January 1967)

### 117.

Deleted.

### 117A.

Deleted.

### 118.

The power of sanctioning stipends rests with the Principals concerned in the case of teachers undergoing training in training schools attached to Government Colleges with the Headmasters or the Headmistress in the case of Government Training Schools having such officers with Gazetted

rank and with the District Educational Officer or the Inspectress of Girls' Schools concerned in the case of others. In awarding stipends care should be taken to see that in all the grade classes the population are as far as possible fairly represented and that candidates coming from outside Tamil Nadu (other States in the Indian Union) are excluded exception being made only in the case of bona fide teachers employed in the schools in this State with promise of appointments after training in schools within the jurisdiction of the Tamil Nadu Educational Department or any other department of Government wherein teachers are employed.(G. O. Ms. No.1014, Education, dated the 22nd June 1957)Non-Stipendiary Students

## **119.**

Subject to the provisions of rule 111 the controlling authority may admit non-stipendiary students also for training of the Secondary Grade.Probation

## **120.**

Students admitted into ordinary training schools shall be considered to be on probation for fifty working days and those admitted into Basic Training School for 30 working days, in the case of training courses of less than one academic year's duration, twenty working days (G. O. Ms. No. 336, Education, dated 4th March 1955); and if during this period the head of the institution finds that any student is not likely to prove, an efficient teacher, such student shall with the sanction of the controlling authority, be required to leave the institution. During probation, a stipendiary student shall be entitled to draw the full amount of his stipend, and if rejected at the end of the period of probation, he shall not be required to refund the amount drawn provided that his rejection was not due to moral delinquency.Subject to the same condition, candidates, detained in the one year training classes and sent away from training schools for want of satisfactory progress shall not be asked to refund stipends received by them or to pay tuition fees for the period of their training.In case of Basic Training Schools, the students should compulsorily reside in hostel attached to the school and pay the hostel dues on the dates and in the manner prescribed in the Hostel Rules. Non-payment of the hostel dues within the maximum period allowed in the Hostel Rules with fines will entail the removal of the name of the student from the rolls of the hostel as well as of the training school concerned. If so removed, he or she will be liable to pay re-admission fee of Re. I/- in addition to the hostel dues and fines according to the Hostel rules. If he or she does not seek re-admission within a month from the date of removal of the name from the rolls of the school, action will be taken against the defaulting student for recovery of stipends paid and tuition fees payable for the period the student had training in the institution.(G. O. Ms. No. 2149, Education, dated the 4th December 1958)

## **121.**

Deleted.Time Table

**122.**

A time table, showing the distribution of subjects in the different department of the institution during each hour or other period of the day, the subject of each teachers who will be engaged in teaching, and the time set apart for the work of supervision, shall be kept, and shall be submitted for the approval of the District Educational Officer or the Inspectress in the case of schools. The Time-table of the Model School shall indicate the classes to be taught and the work to be done by students in the school. Leave and Dismissal

**123.**

(i) The head of an institution may give a student casual leave amounting to not more than seven days at a time, exclusive of Sundays and other holidays, and to not more than fifteen days (twelve days casual leave and three days Optional Religious Holidays) in the 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 that he is marked late. (ii) A student shall forfeit all stipend during any period, however short, of absence without leave, and maybe dismissed 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 who is absent in consequence of severe sickness certified to by a competent medical authority 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 by the controlling authority for continued idleness or serious misconduct; and, if so dismissed, 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, Local or Municipal funds. Explanation. - Participation of the trainees in strike or indulgence in activities likely to incite or encourage strike inside or outside the training school or the hostel if any attached to it will be considered as serious misconduct coming within the purview of this rule. (G. O. Ms. No. 1589, Education, dated 13th September 1967) - (v) Notwithstanding anything contained in these rules it will be open at any time to the Director of School Education to withhold the publication of the results of any pupil trainee, who had been a candidate for the T.S.L.C Examination, if on proper enquiry, he finds that the candidate had got admission to the training school by furnishing false information or by false representation or was guilty of serious misconduct immediately preceding his appearance in the T.S.L.C. Examination. If the candidate is stipendiary student he shall also be required to refund the whole amount drawn by him by way of stipends from State, Local and Municipal funds. Examinations

**124.**

Collegiate grade students shall be required to appear at the earliest opportunity for the examination for the Degree of Bachelor of Teaching of Madras University or of the Bachelor of Education of the Annamalai University. Students of all other grades shall be required to appear at the earliest opportunity for the examination for the Teacher's Certificates in accordance with the rules laid down in Chapter XI. Agreement To be Entered Into by Students

**125.**

(i) Every stipendiary student shall as soon as possible after he joins the training institution, enter into an agreement, to be executed in such form, as may, from time to time, be prescribed (Appendix 22), binding himself (1) to remain in the institutions during the period prescribed and during that time to abide by such rules as may be laid down for regulating his attendance and conduct; (2) to abstain while under training, from engaging in any other avocation or from participating in or inciting or encouraging strike inside or outside the training school or the hostel, if any, attached to it (G. O. Ms. No. 1589, Education, dated the 13th September 1967); (3) to abstain from attending any other institution except with the permission of the head of the training college or school; (4) to appear for such examination as may be prescribed by the controlling authority; (5) (a) to serve as a teacher in a recognised institution or in a Matriculation School recognised by the Madras University or keep and teach in a recognised elementary or secondary school within the jurisdiction of the Tamil Nadu Educational or other departments of Government, wherein teachers are employed for at least three years in the case of a male students, and two years in the case of a female student within a period of six years after the completion of the training course; (6) 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 the service mentioned in clause (5) above, information regarding residence, appointment held, salary, and any other particulars which may be needed to enable the head of the institution to keep a history of the students trained in it; and (7) to make good any loss sustained by the Government due to failure on his part to give such information as is necessary to fulfill the terms of the bond to the department then and there promptly to the authorities concerned and to get the bond cancelled. This information shall be supplied in the case of Elementary teacher through the Deputy Inspector of the range, in the case of secondary teachers through the District Educational Officer of the district in which the teacher is employed and direct in the case of teacher trained in a college. (ii) If, from any cause other than continued ill-health certified to by a recognised medical authority, a student fails to fulfil the conditions of the agreement, he may be declared to be unfit, absolutely or for a specified period for employment as a teacher, and he shall also be required to refund the whole amount drawn by him from State Local or Municipal funds on account of stipend and travelling allowance, or such part of it as the authority financially concerned consider equitable in the circumstances of the case. (iii) If a student dies or becomes invalid or insane and becomes incapable of doing work as a teacher after completion of the training course, the fulfillment of the terms of the bond will become inoperative. (iv) The fulfillment of the conditions of the agreement be postponed with the sanction of the District Educational Officer in case where a student desires to study in a secondary school or in a college so as to improve the grade of his certificate. (v) The agreement shall be entered into before any stipend is paid. Registers

**126.**

In addition to the registers named in Chapter III, the following shall be kept - (1) A register giving the history of former students (Appendix 23) (2) A register summarizing the remarks of teachers engaged in supervision work of the students in the Model 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, the names of those by whom they were given, and a summary of the criticism. (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 students under training (Appendix 24)(6)An acquittance roll for stipendiaries (Appendix 25)Special Courses of Training

## **127.**

For the purpose of giving students an opportunity of acquiring professional knowledge of, and skill in, teaching special or technical subjects, arrangements may be made for their attendance at the College of Engineering, or the College of Agriculture or the School of Arts and Crafts, or such other institution as the Director may approve of. During a student's attendance at another institution he shall keep a diary showing the name of the work in which he is engaged and the time devoted to it. At the expiration of every three months the head of the institution in which the student is working shall forward to the head of training College or School a brief report on the conduct and progress of the student.

## **Chapter X**

### **Training Institutions Under Private Management**

## **128.**

The rules contained in this chapter shall apply to every recognised training school under private management, except insofar as the Director may, from time to time, exempt from their operation, schools in backward localities or for backward classes, schools for the training of mistresses of and schools requiring special consideration. Except as hereinafter provided, the rules for training institutions under public management shall hold good in every recognised training school under private management. Control

## **129.**

The responsibility for the management and discipline of a training institution under private management shall be vested in the Manager recognised by the department. Admission and Withdrawal

## **130.**

The dates of admission may be fixed by the manager with reference to the circumstances of the institution; but admissions and withdrawals of students receiving stipendiary grants from State funds shall not be allowed in the middle of a term without the express sanction of the District Educational Officer. Qualifications For Admission

**131.**

Deleted.Selection of Candidates

**132.**

The selection of candidates for admission shall be left to the discretion of the manager.Stipends

**133.**

The number, the distribution and the rate of stipends in each grade as well as the selection of stipendiaries shall be left to the discretion of the management in cases where stipends are paid from the management's funds.No fees shall be levied from students on whose behalf grants for stipends are paid from State funds.Leave and Dismissal

**134.**

The manager shall make suitable rules with regard to the leave of all students and to the dismissal of students, in respect of whom no State grant is paid.Agreements To be Entered Into by Students

**135.**

The agreement with the Governor of Tamil Nadu referred to in rule 125 shall be executed by every student receiving a stipendiary grant from the State Funds.In training schools attached to Mission Institutions for the training of Indian Christian catechists, and in which there is a theological course as well as pedagogical, the former course immediately succeeding the latter, the manager shall be at liberty to postpone fulfillment, by student receiving stipendiary grants from State Funds, on the condition of serving for three years until after they have completed than theological course.The fulfillment of this condition may also be postponed with the sanction of the District Educational Officer in cases where a student desires to study in a Secondary School or in a College so as to improve the grade of his certificate.

## **Chapter XI**

### **Examinations For Teacher's Certificate Kinds of Certificates**

**136.**

Certificates shall be of three kinds(a)Certificates of ability to teach the subjects that ordinarily enter into the curricular of schools for general instruction; (b) Certificates of ability to teach subjects included in the Government Technical Examination scheme; and (c) Certificates of ability to give instructions in Physical Training.A certificate of the first kind shall be designated "Teachers' Certificates", one of the second kind "Technical Teachers' Certificate" and those of the third kind



"Government Teachers' Certificate in Physical Training". Grades of Certificates

**137.**

Teachers' Certificates shall be of two grades, namely, (1) Collegiate and (2) Secondary. Technical Teachers' Certificates shall be of two grades, namely, (1) Diploma and (2) Certificate. Government Teachers' Certificate in Physical Training shall be of two grades, namely, (1) Higher and (2) Certificate Course. In the case of women, there shall also be Diploma in Physical Education.

**138.**

[Omitted by G. O. Ms. No. 1184, Education, dated the 30th June 1988.] Training School-Leaving Certificate Examinations

**139.**

The Examination shall be conducted by the Commissioner for Government Examinations with the assistance of the staffs of the Training Institutions and such other persons as the Director may, from time to time, depute for the purpose.

**140.**

The examination shall be held once a year and ordinarily in the last week of March. It shall be held at such centres as the Commissioner for Government Examinations may, from time to time, fix and all necessary arrangements for it shall be made by him.

**141.**

The examination for each grade shall be in such of subjects of the course laid down in the scheme of work in training schools as the Director may, from time to time, prescribe and teachers shall appear in such subjects as he may, from time to time, determine. The results of the examinations shall be entered by the Commissioner for Government Examinations in the certificates of the successful candidates in the form of marks, which shall be percentages of the maximum obtainable.

**142.**

The Commissioner for Government Examinations will determine which of the candidates shall be declared to have passed the examination and will publish their names in the Tamil Nadu Government Gazette.

**143.**

A candidate who fails in the examination may be allowed to appear at a part or the whole of a subsequent examination without further attendance at a training school, or may be required by the Director to attend a training school for some specified further period either with or without a stipend or on payment of a fee. Certificates

**144.**

On passing the examination each trained teacher shall receive from the Commissioner for Government Examinations a Trained Teacher's Certificate and service register. The Certificate shall be in a form prescribed by the Director and shall state the teacher's name, age, caste, his general educational qualifications and his rank in the Training School-Leaving Certificate Examination.

**145.**

Deleted. Completion of Teacher's Certificate

**146.**

The fees required to be paid by candidates for the Training School-Leaving Certificate Examination shall be the following: -For the whole examination -

	Rs.
Secondary Grade	10
Elementary Grade	6
Senior Grade	15
For one or two subjects at subsequent examinations: -Secondary Grade	5
Elementary Grade	3
For Subsequent examination:	
Senior Grade	
For a single subject	5
For two subjects	10
For three or more subjects	15

A candidate who fails in an examination may be admitted subject to the provisions of the foregoing rules to a subsequent examination on payment of the same fee on each occasion.

**147.**

Technical Teachers' Certificate shall be awarded to such candidates as undergone the prescribed training course and secure a pass in the examination conducted by the Commissioner for

Government Examinations, Chennai. The subjects and the centres where the courses are to be conducted shall be fixed by the Director of School Education and notified in the Tamil Nadu Government Gazette. Qualifications For Admission To The Courses

**148.**

Candidates possessing the minimum general educational and technical qualifications, prescribed by the Director of School Education, from time to time, are eligible for admission to the Technical Teachers' Certificate course. Examinations

**149.**

The Secretary to the Commissioner for Government Examination will arrange for an examination (Theory and Practical) at the end of the prescribed course on the result of which the successful candidates shall be awarded Technical Teachers' Certificate of the particular grade in one of the following cases:

**1. First Class with Distinction.**

**2. First Class.**

**3. Second Class.**

**4. Third Class.**

**150.**

Trained Teachers of Secondary, Higher, Elementary, Senior and Junior Basic Grades, and holders of the Nursery, Montessory and Kindergarten Training Certificates, who possess the Government Technical Examination Certificate of the grade prescribed for the subject, are also required to undergo the full Technical Teacher's Certificate course in the subject and take the practical examination. They shall be exempt from writing the Technical Teachers' Certificate Examination in Educational Psychology, School Administration and General Methods of Teaching. Similarly, persons who have obtained a Teacher's Certificate after undergoing the regular training course in one subject if they desire to obtain a certificate in some other subject shall undergo the full Technical Teacher's Certificate course in the other subject and take the practical examination but shall be exempt from writing the Technical Teacher's Certificate Examination in Educational Psychology, School Administration and General Methods of Teaching. (Substituted by G.O. Ms. No. 1043, Education, dated the 9th May 1977.) Fee

## 151.

The fees required to be paid by the candidates, shall be as follows: -

Rs.

Certificate course 4

Diploma Course 5

A candidate who fails to pass in the Theory part alone shall be allowed to appear for a subsequent examination as a private candidate on payment of the same fee on each occasion. The candidate, who fails in the practical, shall be required to undergo the prescribed course again. Nature of Test For The Certificate Course In Physical Training

## 152.

Candidates for certificate course in Physical Training shall be required to have undergone the prescribed training at a recognised Physical training class and to have a practice acquaintance with Physical training and games and ability to teach these subjects. Applications for admission to the test must be submitted to the Commissioner for Government Examinations in the form prescribed by him.

## 152A.

Teachers of the Lower Certificate in Physical Education (Men and Women) and of the Higher Grade Certificate in Physical Education (Women) who have undergone the necessary full year's training at the Y.M.C.A College of Physical Education, Saidapet, Alagappa College of Physical Education, Karai-kudi and Maruthi College of Physical Education, Periyanaickenpalayam for their respective certificates and who have either during -their Physical Training Course or later secured the required educational qualifications for the next higher certificate, viz., Secondary Grade, Senior Basic Teachers' Certificate or a pass in first year of the three years degree course or a pass in the Intermediate in Arts Examination of a University for a Higher Grade Certificate in Physical Education (Men and Women) and a B.A., B.Sc., Degree of a University in Physical Education (Women) shall be eligible to appear for the examination (both Theory and practical) of the Higher Grade Certificate in Physical Education (Men and Women) without further training. (G. O. Ms.No. 1356, Education, dated the 30th August 1968) Fees

## 153.

The fee to be paid by each candidate for admission to the test is Rs.6 in the case of the Certificate course in Physical Training, Lower Grade and Rs.10 in the case of the certificate in Physical Training (Higher Grade). Suspension and Cancellation of Certificates

**154.**

A Teacher's Certificate of any grade other than the Collegiate, belonging to 'teachers or headmasters employed in Elementary Schools under the control of the District Educational Officer may, at any time be suspended by the Chief Educational Officer, 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. A Teachers' Certificate of any grade belonging to teachers or headmaster 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 except when the teacher or headmaster has been convicted in a court, 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 Chief Educational Officer or by the Director, or by any officer deputed by either of them for the purpose. The nature of enquiry to be conducted will be as follows: -The District Educational Officer or the Inspectress should submit a preliminary report to the Director or the Chief Educational Officer, as the case may be, in regard to the conduct or work of the teacher or headmaster. If the Director or Chief Educational Officer considers that a prima facie case has been made out, orders will be issued to the inspecting officer on the further action to be taken. Charges will then be framed by the inspecting officer and communicated to the teacher or headmaster for his written explanation, which will be obtained and submitted together with the remarks of the Manager to the Director or the Chief Educational Officer, as the case may be, by the Inspecting Officer with his remarks thereon, the officers empowered to inflict the punishment will then issue suitable orders considering the merits of each case. In a majority of cases a personal enquiry may not be found necessary. The enquiry may, however, be held if, in the opinion of the Enquiry Officer, such a procedure is found necessary. An appeal shall lie to the Government in respect of original orders passed by the Director and to the Director in respect of orders passed by the Chief Educational Officer.

**154A. [ [Inserted by G.O. Ms. No. 228, Education, dated the 7th December 1977.]**

The powers to cancel or suspend the T.S.L.C. or the Diploma in Teacher Education for the offences and malpractices committed by the candidates or cause to be committed by the candidates at the Public Examinations or in the Certificates themselves by making false entries or presenting bogus T.S.L.C. or Diploma in Teacher Education are vested with the Director of Government Examinations inasmuch as the Director of Government Examinations is the authority to issue such certificate. (B) If the Director of Government Examinations is satisfied on proper enquiry, either before or after the examinations that candidate got admission to the Training School-Leaving Certificate or Diploma in Teacher Education Training Course of Examination or any other examinations conducted by him furnishing false information or false records or certificates or was guilty of serious misconduct, the Director of Government Examinations may himself cancel or withhold or suspend the Training School-Leaving Certificate or Diploma in Teacher Education or other Certificates issued by him

which were obtained on the basis of false records. Similarly, when a Secondary School-Leaving Certificate is cancelled or suspended or withheld under Rule VII(3) of the Secondary School-Leaving Certificate, notification and Examination Rules and if the person holds Training School-Leaving Certificate or Diploma in Teacher Education or any other certificate issued by his department which was obtained on the basis of the Secondary Schools-Leaving Certificate, then the Training School-Leaving Certificate or the Diploma in Teacher Education or other Certificates, as the case may be, will also be cancelled or withheld or suspended for the same period as the Secondary School-Leaving Certificate as decided by the Director of Government Examinations, the authority issuing the original certificate.](G.O. Ms. No. 2527, Education, dated the 2nd December 1977)

## **Chapter XII**

### **Special Regulations For Hostels For Girls Not Attached To Recognised Educational Institutions**

**155.**

The recognition of hostels for girls which are not attached to particular educational institutions under the Tamil Nadu Educational Rules shall vest in the Director. Such recognition shall be refused or withdrawn unless: -(i)the management of the hostel is registered under any law for the time being in force in India;(ii)the accommodation provided in the hostel is suitable and adequate;(iii)the inmates of the hostel are pupils studying in recognised educational institutions;(iv)a competent staff is employed to exercise supervision over the hostel; and(v)the management -(a)undertakes to maintain the accounts of the hostel according to the directions that may be issued by the Director, from time to time and submit them to such audit as the Director may prescribe;(b)frames suitable rules relating to the constitution and working of the hostel and submits them to the Director for his approval; and(c)produces a sanitary certificate in the form prescribed in Appendix 30 to the Tamil Nadu Educational Rules.Application for recognition should be made to the Director through the Inspectress in the prescribed form (Appendix 29).

## **Chapter XIII**

### **Special Regulations For Rural Colleges For Adults Under Public and Private Managements**

**156.**

The rules contained in this Chapter shall apply to rural colleges for adults under public and private managements.The recognition of rural colleges for adults shall vest in the Director of Collegiate Education and it may be refused or withdrawn in, the case of any college which does not satisfy the requirements specified in this Chapter. Applications for recognition shall be made in the form given in Appendix 17. Before applying for such recognition any agency proposing to open a rural college for adults shall obtain the permission of the Director of Collegiate Education for the opening of such

a college which will be considered with reference to the needs of the locality for such an institution, the constitution of the managing body and the evidence of the financial and administrative stability of the institution. Courses of Study

**157.**

The courses of study of rural colleges shall be conducted with the aim of improving the general, and technical knowledge and widening the outlook of adults who have had limited early education and desire to pursue further studies under conditions suited to their daily occupations in life. In the planning of these courses the syllabuses prescribed by the Director of Collegiate Education for respective subjects shall be followed. Duration of The Course

**158.**

The course shall be for a continuous period of two years divided into six terms. Each term shall consists of 60 working days or sessions. Each day or session shall consist of two period of 1 hour and 45 minutes in the aggregate, 80 minutes of which shall be devoted to talks by lecturers and 20 minutes for discussions, with an interval of five minutes between lectures.

**159.**

The courses of study shall be so arranged as to enable students to take all the subjects or particular subjects of their choice. Accommodation

**160.**

School buildings may be utilised for this purpose outside school hours. Where they are not so available, any other suitable building may be used for location of the rural colleges. Apparatus and Appliances

**161.**

Each college shall be provided with the necessary teaching aids, magic lantern and lantern slides or film slide projector and film slides, and other audio-visual aids as may be suggested or approved by the Director of School Education and a library to the satisfaction of the District Educational Officer. Staff

**162.**

There shall be a manager or organiser for each college who shall be a full-time officer and also be the correspondent of the college. He should have at least a Higher Elementary Teachers' Certificate. Non-teachers with higher qualifications may also be appointed as manager or organiser.

**163.**

The lecturers of the college shall be part-time and there shall ordinarily be a lecturer for each subject. They shall ordinarily be graduates qualified in the respective subjects. Medical and health Officers, lawyers, and other professional persons, agricultural demonstratoes and other specialist teachers are also eligible for appointment as lecturers. The Director may relax the qualifications wherever necessary.

**164.**

A remuneration at the rate of not less than Rs. 3 for each, lecture may be paid to the lecturers and, in the case of aided colleges, expenditure shall be admitted on the basis of Rs. 3 only per lecture. Admission

**165.**

Adults who are not less than 18 years of age and have passed Standard VIII or a Secondary school are eligible for admission. The Director may grant exemption from the possession of this minimum qualification in individual cases. Fees

**166.**

Fees at the following rates shall be collected from the students: -

- |     |   |  |
|-----|---|--|
| (a) | For those students who take the complete course:      | Re 1 per term of Rs. 3 a year  |
| (b) | For those who take the course in particular subjects: | Rupee 1 when the total number of lectures on the subject does not exceed 20, Rs. 2 where it exceeds 20 but does not exceed 40 and Rs. 3 where it exceeds 40, irrespective of the terms or years. |

Fees shall be paid within fifteen days of the starting of the term of course and the names of students who fail to pay the fees shall be removed from the rolls after fifteen days. Subject to the conditions prescribed in rule 92(b) of these rules, no fees shall be levied from any poor woman adult in Rural Colleges for women or from adults belonging to Harijan communities. The production of an income certificate as prescribed in that rule and in the form referred to therein need not be insisted upon except in case of doubt and, in such cases, the adults should be asked to produce the certificates from Deputy Tahsildars. Examinations

**167.**

After the completion of a course in every subject or at the end of the terms, there shall be a test and there shall be a comprehensive test at the end of the two years. The test, will be conducted by the Government and a small fee to be fixed by the Director with the approval of the Government, may be charged from candidates to cover the expenses connected with the examinations.



**168.**

Those who successfully complete the course in a particular subject shall be awarded a certificate of having passed the course in that subject. Those who take the whole course shall be awarded a certificate of having passed successfully the entire course. The award of certificates is also subject to the condition that the adult must put at least 75 per cent of attendance in the subject or subjects of study. The Director may, however, grant exemption in deserving cases. Appendix 1 (Chapter III, rule 12) Application For Recognition (For use in Secondary Schools) District ..... Taluk ..... Town or Village.

**1. Name of school.****2. Date of establishment, number and date of proceedings of previous recognition of the school under Tamil Nadu Education Rules, if any.****3. Society, associations or persons owning the school.****4. Correspondent.**

Nomenclature	Number of pupil on the rolls on the date of application	Average attendance during the term immediately preceding the application
5. Standards already recognised	Eleventh Standard Tenth Standard Ninth Standard Eighth Standard Sixth Standard Fifth Standard Fourth Standard Third Standard Second Standard First Standard	

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

Name of the teacher	Designation	Full salary assigned or proposed to be assigned	Age	Department Standards and Subjects	Total service in the school	Total service in other recognised Schools, thenames of such school being specified	Highest general education test passed and year with full particulars	Highest technical Examination passed and year and subject	Highest grade of Teacher Certificate and year
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

## 8. Accommodation and sanitation -

Total area of -

- (a) School buildings
- (b) Office
- (c) Play-ground

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

Sanitation, latrine and water supply.

9. Furniture, apparatus and appliances (information should be given separately for each standard)

Ordinary/Special

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

**11. Fees in each standard**

**12. The register maintained, and whether in the prescribed forms.**

**13. The arrangements made for the compulsory medical inspection of pupils.**

Declaration On behalf of Management of the School, I hereby declare that the School fulfils all the conditions specified in the Tamil Nadu Educational Rules and I promise to comply with all the conditions relating to the recognition of School affording public instruction which are laid down in Tamil Nadu Educational Rules including those relating to Inter-Schools Rules and to furnish such returns as may be required by the Department. In the event of the management deciding to close down the school, I agree to give one year's notice to the Department before actual closure, the closure being made only at the end of the school year.

Station:

Date: Correspondent.

Appendix 2 (See Chapter III, rule 21) Rules for Preparation of Dimensional Sketches of School Buildings

**1. Dimensional sketches of school buildings and of additions and extensions to such buildings shall give full information regarding the extent of superficial and cubic space of the buildings and show the exact position of doors, windows, stairs, etc. The sketches may be prepared by any competent person and shall be certified by the maker.**

**2. The sketch 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 good state of repair.**

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

(Rs.)

1. [ Officers of the Engineering Establishment.] [Refer Executive Engineers and Assistant Executive Engineers of the Indian Service of Engineers and Assistant Engineers of the Madras Engineering Service.] 20
2. [ Officers of the Upper Subordinate Establishment.] [Refer to Supervisor of the Public Works Department.] 10

**4. Managers of schools desiring the services of Public Works Department 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 3(See Chapter III, rule 24)Sanitary Certificates for Purposes of RecognitionThe Health Officers of Government are required to examine all Government and Board (i.e., Local and Municipal) schools as part of their ordinary duty for the issue of sanitary certificates for purposes of recognition. Managers of schools under private management will be required to produce a sanitary certificate in the form prescribed in paragraph 3 below when applying for recognition of schools under their management or any subsequent occasion if called for. The following Officers are competent to issue these certificates: -In the Chennai City - Health Officer or Assistant Health Officer of the Corporation of Chennai.In the Mufassal Municipalities having Health Officers - Municipal Health Officers.In municipalities where there are no Health Officers and in the rural areas of all districts. District Health Officers or Assistant Health Officers, or if satisfactory reasons are given, Health Inspectors.Managers of schools under private management are required to pay a fee of Rs. 5 for the issue of the Certificates.The management will pay the fee into the Government Treasury to be credited to the Budget head "XXIIIC, Public Health - Collection of payment for services rendered" - Other Public Health receipts - Other receipts and enclosing the challan for the amount will address the officer concerned requesting him to inspect the school for the issue of the sanitary certificates. 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, issue the certificate and report to the Director of Public Health enclosing the challan 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 arrangement to pay the municipality the amount due to it according to G.O. No. 119,

Public Health, dated 16th January 1935. In case in which the certificate is issued by the Health Officer, Corporation of Chennai, the fee will be credited to the Corporation. In such cases the management concerned will remit the fee into the Corporation Treasury and enclosing the challan for the amount will address the Commissioner of the Corporation of Chennai requesting him to arrange for the inspection of the school by the Corporation Health Officer and for the Issue of the Certificate.

**2. During their tours the above officers will visit schools and report on their sanitary condition to the educational authorities concerned but, they will not be allowed to charge fees except for an inspection with a view to recognition or where additions of buildings are required to be certified.**

**3. The following is the form in which the Sanitary Officer's Certificates should be submitted necessary modification being made when the actual conditions do not permit for 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 minimum number of pupils taught therein and is properly, ventilated and lighted; that the building is maintained in substantial repair, that it is neat and clean; that the latrine arrangements are adequate and satisfactory; that the supply of drinking water is wholesome; and that in all other necessary respects the sanitation is good.

Station:

Date:      Signature

Appendix 4(See Chapter III rule 33)Application for Admission into School

1. Name of Pupil:
2. Date of birth:
3. Nationality and State to which the pupil belongs:
4. Religion (this information is intended only for statistical purposes):  
Does the candidate belongs to Scheduled Castes or the Scheduled Tribes or other socially and educationally Backward Classes specified in the Tamil Nadu Educational Rules or is he a convert from the Scheduled Castes or the Scheduled Tribes? If so, please specify.
6. Whether living with parent or guardian and local residence if not living with parent or guardian.
7. (a) Name of parent  
(b) Occupation  
(c) Full address
8. (a) Name of guardian  
(b) Occupation

(c) Full address

9. Class last studied, name of school last attended and whether qualified for promotion.
10. Whether Transfer Certificate or Elementary School-Leaving Certificate and (or) Record Sheet is attached.
11. Class into which admission is sought.
12. Mother-tongue of the pupil
13. Languages proposed to be taken under First Language
  - (a) Part I
  - (b) Part II
14. Whether opting for a third language (Hindi) or for an additional craft.
15. In the case of admission into Standard IX, the course applied for
16. In the case of admission to Standard X or XI whether taking elective or core mathematics
17. Protection from small-pox whether vaccinated or small-pox marked.
18. Previous school history of pupil.

I declare that the statement above is correct and that the pupil has not attended any other school besides those mentioned above. Station:

Date: Signature of Parent/Guardian Orders of the Headmaster (regarding admission with signature and date).

Examiner's remarks in the case of admission from Elementary School or from private study (with signature, designation and date). Appendix 5 (See Chapter III, rule 34) Form of Transfer Certificate

1. Name of the School (district)
2. Name of the pupil
3. Name of the father of the pupil
4. Nationality, religion or caste.

Date of birth (in words) as entered in the admission register. (a) Standard which the pupil was reading at the time of leaving (in words) (b) In the case of pupils of the Higher standards: - (i)

5. Course offered, i.e., whether academic or bifurcated and the subject offered under the bifurcated course, (ii) Languages studied under Part I and under Part II in Standards IX and X as the case may be.
6. Date of admission or promotion to that standard (the year to be entered in words)
7. Whether qualified for promotion to a higher standard under the Tamil Nadu Educational Rules and the Secondary School Leaving Certificate Rules.
8. Whether the pupil has paid all the fees due to the school, (a) Whether the pupil was in receipt of any scholarships (Nature of the scholarships to be specified)
9. Whether the pupil has undergone medical inspection during the year first or repeat (to be specified)
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 parent or guardian.

12. Date of the Transfer Certificate.

13. Signature of Headmaster

Appendix 6(See Chapter III, rule 52)Register of Admissions and Withdrawals(For use in Secondary Schools)Name of school .....

Number	Name	House of village Name	Name of parent	Name of guardian	Residence	Occupation and parent or guardian	School and class from which pupil has come	Whether an Elementary School Leaving Certificate issued by the department was produced on admission	Whether a Transfer Certificate issued from a Secondary School was produced on admission	Date of admission
1	2	3	4a	4b	5	6	7	8	9	10

Whether protected from small pox or not	Nationality and Caste to which the pupil belongs	Religion	Does the pupil belong to the Scheduled Castes or Scheduled Tribes or Socially and educationally Backward Classes specified in the Tamil Nadu Educational Rules or is he a convert from Scheduled Castes Tribes? If so	Mother tongue of the pupil	Class on admission	Number and date of Transfer Certificate produced	Class of leaving	Date of leaving	Number and date of Transfer Certificate issued
---	--	----------	---	----------------------------	--------------------	--	------------------	-----------------	--

the  
community  
should  
be specified

12 13 14 15 16 17 18 19 20 21

Appendix 7(See Chapter III, rule 52)Register of Attendance For The Month of ..... 20.(For use in Secondary School)

Name of School Class

.....

Admission  
number

Class No.

Name Date.....

Number  
of days  
present

1 2 3 4 5 6 7 8 9 10 11 12 13 17

Date

18 19 20 21 22 23 24 25 26 27 28

29 30 31

(1)

(2)

(3)

(4)

(5)

Number present  
daily

Number on roll  
at the beginning  
of the month

Number on roll  
at the end of the  
month

Number of  
school days.

Admitted during  
the month.

Average  
attendance  
during the  
month

Average number  
on roll during  
the month.

Directions for Keeping RegistersThe 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 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. There should be no dots. Pupils sick may be marked "S"; absent with leave "E", 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: -(1) If a pupil admitted into a class on the first school day of month, his name should be entered in red ink. (2) If a pupil admitted on any other day than the first school day of a month, say on the 5th, a black ink line should run through the space for the four days' attendance. (3) A pupil re-admitted, whether at the beginning or in the middle of a month, should have his name entered in black ink, but underlined with red ink. (4) 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 8 (See Chapter III, rule 52) Register Showing the Previous School History of New Admissions In the statement showing the previous history of pupils admitted since last inspection, the pupils should be divided into the following classes: -(a) Those who come from recognised Secondary Schools. (b) Those who come from recognised Elementary Schools. (c) Those who have not previously attended any school. The statement should include the following details: -For (a) (1) Name of pupil. (2) Age of pupil. (3) Name and occupation of parent or guardian. (4) Name of school last attended by pupil. (5) Standard to which admitted. (6) Standard in which the pupil was reading in last school. (7) Date of admission to that standard. (8) Whether described as fit for promotion in transfer certificate. For (b) (1) Name of pupil. (2) Age of pupil. (3) Name and occupation of parent or guardian. (4) Name of school last attended by pupil. (5) Standard to which admitted. For (c) (1) Name of pupil. (2) Age of pupil. (3) Name and occupation of parent or guardian. (4) Name of school last attended by pupil. (5) Standard to which admitted. (6) The measures which have been taken to provide a suitable substitute for attendance at a school. Appendix 9-A (See Chapter III, rule 52) Daily Fee Collection Register

Daily Fee

Collection Register of Particulars  
the.....for the year ....

Date of Collection		School fee receipt number	Standard and Division	School fee	Admission fee	Fines	Medical fee	Library fee		
1		2	3	4	5	6	7	8		
				Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.		
Games fee	Library fee	A.V Education fees	Hobbies and Crafts fees	Excursion fee	Stationary fee	Amenity fee	Daily Total	Amount remitted	Initials of Head master	Remarks (number date of remittance challan)
Collection										
9	10	11	12	13	14	15	16	17	18	19
Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	

Appendix 9-B (See Chapter III, rule 52) Term fee Register School fee for register of the ..... for the term ending .....



Serial number class and name	Whether paying fees at full or reduced rates (to be specified)	Amount due for the term ()	Amount paid for the term ending	Entrance	Pecial fees	Other Receipts	Total	Remarks			
First Installment	Second Installment	Third Installment	Fourth Installment	Fifth Installment							
Amount	Amount	Amount	Amount	Amount							
Date of payment	Date of payment	Date of payment	Date of payment	Date of payment							
1	2	3	4	5	6	7	8	9	10	11	12
		Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.

Appendix 10(See Chapter III, rule 52)Register of Attendance of Master For The Months of .....  
20.....

Serial Number	Names	Date
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16		
Date		
17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		
(1)	(2)	(3)
Morning		
Evening		
Morning		
Evening		
Morning		
Evening		

Appendix 11(See Chapter III, rule 52)Acquittance Roll for the Establishment for the ..... Month of  
20 ....

Name	Designation	Salary due	Date of Receipt	Signature
(1)	(2)	(3)	(4)	(5)
	Headmaster			
	Principal			

Appendix 12(See Chapter III, rule 52)Register of Scholarship Held in the ..... During the Year

Number	Name of Scholar	Standard of Scholarship	Collage or School in which	Monthly or term value of scholarship	How long tenable	Purpose of scholarship	Order sanctioning
--------	-----------------	-------------------------	----------------------------	--------------------------------------	------------------	------------------------	-------------------

gained and  
when

1	2	3	4	5	6	7	8
				R. P.			

Appendix 13(See Chapter III, rule 52)Scholarship Acquittance Roll

**1. Number.**

**2. Name of scholar.**

**3. Standard of scholarship.**

**4. College or School in which gained and when.**

**5. Monthly value of scholarship.**

**6. How long tenable.**

**7. Number, date of order in which scholarship was sanctioned.**

**8. Month for which the scholarship bill was drawn.**

**9. Date of encashment of the bill.**

**10. Date of disbursement of the scholarship.**

**11. Signature of the scholar.**

Appendix 14(See Chapter III, rule 52)Form of Cash BookName of school .....Receipts during the month of.....

Date	Particulars of receipt	Opening Balance	Receipts during the month	Closing total [(column (3) plus (column (4))]
(1)	(2)	(3)	(4)	(5)
		Rs. P.	Rs. P.	Rs. P.

1. Actual Receipts by fees: -

(a) Ordinary fees

(b) Special fees

(c) Other Collection

2. Income from endowments
3. Subscription and donations
4. Miscellaneous receipts  
grants-in-aid received:

- (a) Teaching
- (b) Building
- (c) Furniture and Apparatus
- (d) Endowments

Grand total

Name of School.

Expenditure during the month  
of.....

Nature of expenditure	Amount spent during the month	Closing balance, i.e., actual cash on hand at the end of the month	Closing total [column (7) plus column (8)]	Initials of the head of office or institution
(6)	(7)	(8)	(9)	(10)
1. Teaching Staff				
2. Clerical Staff				
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 appliances for teaching				
13. Liberty				
14. Gymnasium and games				
15. Outlay not falling under the above heads				
16. Closing balance				
Grand total				

Grand total

Signature of the Correspondent with date. Signature of the Headmaster with date. Appendix 15 (See Chapter III, rule 52) Register of Furniture, Book and Appliances Purchased With the Aid of Grant From Public Funds

Number	Name of article	Number of such articles	Rate of supply	Actual Cost	Number and date of the Director's proceedings sanctioning the grant for the article mentioned in column (2)	Amount grant sanction	Remarks
1	2	3	4	5	6	7	8
				Rs. P.		Rs. P	

Appendix 16 (See Chapter III, rules 51 and 52) Corporal Punishment Register

**1. Name of pupil**

**2. Standard**

**3. Age**

**4. Offence**

**5. Date**

**6. Punishment**

**7. Signature of Headmaster**

Appendix 17 (See Chapter IV, Rule 63 and Chapter XIII, Rule 156) Application For Recognition (School for Special Education)

**1. Name of school**

**2. Date of establishment**

**3. Society, association or person owning the school**

**4. Correspondent**

## 5. Departments or classes

## 6. Staff

Name of teacher	Designation	Full salary assigned or proposed to be assigned	Age	Department Standards and subjects	Nomenclature	Number of students on the rolls on the date of application				
Total Service	in other recognised schools, the names of such school 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					
1	2	3	4	5	6	7	8	9	10	11

Total area of -(a)School building(b)Offices(c)Playground

## 7. Accommodation and sanitation

Number of class rooms and the superficial and cubical area of each room, with maximum number of pupils likely to be taught in each room Ordinary / Special Sanitation, Latrine and water supply

## 8. Furniture, apparatus and appliances (Separate information for each department, standard should be given)

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

## 10. Fees in each department or class

## 11. The registers maintained and whether in the prescribed forms

**12. Rate of stipend allowed in each department**

**13. Whether the certificates prescribed in the Educational Rules are demanded from all candidates for admission into the Training school**

**14. 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)**

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

Declaration On behalf of the management of the school, I hereby declare that the school fulfills all the conditions specified in the Tamil Nadu Educational Rules, and I promise to comply with all the conditions relating to the recognition of school affording public instruction which are laid down in the Tamil Nadu Educational Rules, including those relating to inter school rules, and to furnish such returns as may be required by the Department. In the event of the management deciding to close down the school, I agree to give one year's notice to the department before actual closure, the closure being made only at the end of the school-year.

Station: Date: Correspondent.

Appendix 17-A List of Classes of Citizens who are Backward Classes, Most Backward Classes and Denotified Communities [(G.O. Ms. No. 28, Backward Classes and Most Backward Classes Welfare, dated the 19th July 1994)] [Published in Part 11-Section 1 of the Tamil Nadu Government Gazette Extraordinary, dated the 19th July 1994.] Under clause (a) of section 3 of the Tamil Nadu Backward Classes, Scheduled Castes and Scheduled Tribes (Reservation of Seats in Educational Institutions and of appointments or posts in the Services under the State) Act, 1993 (Tamil Nadu Act 45 of 1994), the Governor of Tamil Nadu hereby notifies the lists of classes of citizens who are socially and educationally Backward including the Most Backward Classes and the Denotified Communities specified in the Schedule below as Backward Classes of Citizens: -

**Schedule**

I. List of Backward Classes:

**1. Agamudayar including Thozhu or Thuluva Vellala.**

**2. Agaram Vellan Chettiar.**

**3. Alwar, Azhavar and Alavar (in Kanniyakumari District and Shencottah Taluk of Tirunelveli-Kattabomman District).**

**4. Servai (except Tiruchirapalli and Pudukottai Districts).**

**5. Arayar, Nulayar (in Kanniyakumari District and Shencottah Taluk of Tirunelveli-Kattabomman District).**

**6. Archakarai Vellala.**

**7. Aryavathi (in Kanniyakumari District and Shencottah Taluk of Tirunelveli-Kattabomman District).**

**8. Ayira Vaisyar.**

**9. Badagar.**

**10. Billava.**

**11. Bondil.**

**12. Boyas (except Tiruchirapalli, Pudukottai, The Nilgiris, Salem, [Dharmapuri] [Substituted for the words 'and Dharmapuri' by G. O. Ms. No. 78, BC/IBS&MW, dated the 4th August 2005.]'and Krishnagiri Districts).**

Pedda Boyar (except Tiruchirapalli and Pudukottai Districts), Oddars (except Thanjavur, Nagai-Quaid-e-Milleth, Tiruchirapalli, Pudukottai, Madurai and Dindigul-Anna Districts).Kaloddars (except Chengalpattu-MGR, Ramanathapuram, Pasumpon Muthuramalinga Thevar, Kamarajar, Madurai, Dindigul Anna, Pudukottai, Tiruchirapalli, Tirunelveli-Kattabomman, Chidambaranar and Salem Districts).Nellorepet Oddars (except North Arcot-Ambedkar and Tiruvannama-lai-Sambuvarayar Districts).Sooramari Oddars (except Salem District).

**13. Chakkala (except Pasumpon Muthuramalinga Thevar, Kamarajar, Ramanathapuram, Thanjavur, Nagai-Quaid-e-Milleth, Pudukottai, Tiruchirapalli, Madurai, Dindigul-Anna and The Nilgiris Districts).**

**14. Chavalakarar (in Kanniyakumari District and Shencottah Taluk of Tirunelveli-Kattabomman Districts).**

**15. Chettu or Chetty (including Kottar Chetty, Elur Chetty, Pathira Chetty, Valayal Chetty, Pudukkadai Chetty) (in Kanniyakumari District and Shencottah Taluk of Tirunelveli-Kattabomman Districts).**

**16. Chowdry.**

**17. Donga Dasaris (except Chengalpattu-MGR, Tiruchirapalli, Pudukottai, Chennai and Salem Districts).**

**18. Devangar, Sedar.**

**19. Dombs (except Pudukottai and Tiruchirapalli Districts).**

Dommars (except Thanjavur, Nagai Quaid-e-Milleth, Pudukottai, North Arcot-Ambedkar and Tiruvannamalai-Sambuvarayar Districts).

**20. Enadi.**

**21. Ezhavathy (in Kanniyakumari District and Shencottah Taluk of Tirunelveli-Kattabomman District).**

**22. Ezhuthachar (in Kanniyakumari District and Shencottah Taluk of Tirunelveli-Kattabomman District).**

**23. Ezhuva (in Kanniyakumari District and Shencottah Taluk of Tirunelveli-Kattabomman District).**

**24. Gangavar.**

**25. Gavara, Gavarai and Vadugar (Vaduvar) (other than Kamma, Kapu, Balija and Reddi).**

**26. Gounder.**

**27. Gowda (including Gammala, Kalali and Anuppa Gounder.)**

**28. Megde.**



**29. Idiga.**

**30. Illathu Pillaimar, Illuvar, Ezhuvar and illathar. SI.Jhetty.**

**32. Jogis (except Chengalpattu-MGR, Madurai, Dindigul-Anna, South Arcot-Vallalar, Villupuram-Ramasami Padayachiyar, North Arcot-Ambedkar and Tiruvannamalai - Sambuvarayar Districts).**

**33. Kabbera.**

**34. Kaikolar, Sengunthar.**

**35. Kaladi (except Pasumpon Muthuramalinga Thevar, Kamarajar, Rama-nathapuram, Madurai, Dindigul-Anna, Thanjavur, Nagai Quaid-e-Milleth, Pudukottai and Tiruchirapalli Districts).**

**36. Kalari Kurup including Kalari Panicker (in Kanniyakumari District and Shencottah Taluk of Tirunelveli-Kattabomman District).**

**37. Kalingi.**

**38. Kallar including Easanattu Kallar, Gandarvakottai Kallars (except Thanjavur, Nagai Quaid-e-Milleth and Pudukottai Districts), Kootappal Kallars (except Pudukottai and Tiruchirapalli Districts), Piranmalai Kallars (except Pasumpon Muthuramalinga Thevar, Kamarajar, Ramanathapuram, Madurai, Dindigul-Anna, Pudukottai, Thanjavur and Nagai Quaid-e-Milleth Districts), Periyasooriyur Kallars (except Tiruchirapalli and Pudukottai Districts).**

**39. Kaliar Kula Thondaman.**

**40. Kalveli Gounder.**

**41. Kambar.**

**42. Kammalar or Viswakarma, Viswakarmala (including Thattar, Porkollar, Kannar, Karumar Kollar, Thacher, Kal Thacher, Kamsala and Viswabrahmin).**

- 43. Kani, Kanisu, Kaniyar, Panikkar.**
- 44. Kaniyala Vellalar.**
- 45. Kannada Saineegar, Kannadiyar (Throughout the State) and Dasapalanjika (Coimbatore, Periyar and The Nilgiris Districts).**
- 46. Kannadiya Naidu.**
- 47. Karpooora Chettiar.**
- 48. Karuneegar (Seer Karuneegar, Sri Karuneegar, Sarattu Karuneegar, Kaikatti Karuneegar, Mathuvazhi Kanakkar, Sozhi Kanakkar and Sunnambu Karuneegar).**
- 49. Kasukkara Chettiar.**
- 50. Katesar, Pattamkatti.**
- 51. Kavuthiyar.**
- 52. Kerala Mudali.**
- 53. Kharvi.**
- 54. Khatri.**
- 55. Kongu Vaishnava.**
- 56. Kongu Vellalars (including Vellala Gounder, Nattu Gounder, Narambukkatti Gounder, Tirumudi Vellalar, Thondu Vellalar, Pala Gounder, Poosari Gounder, Anuppa Vellala Gounder, Karumba Gounder, Padaithalai Gounder, Chendalai Gounder, Pavalankatti Vellala Gounder, Pala Vellala Gounder, Sanku Vellala Gounder and Rathinagiri Gounder).**
- 57. Koppala Velama.**

**58. Koteyar.**

**59. Krishnanvaka (in Kanniyakumari District and Shencottah Taluk of Tirunelveli-Kattabomman District).**

**60. Kudikara Vellalar.**

**61. Kudumbi (in Kanniyakumari District and Shencottah Taluk of Tirunelveli-Kattabomman District).**

**62. Kuga Vellalar.**

**63. Kunchidigar.**

**64. Lambadi.**

**65. Lingayat (Jangama).**

**66. Mahratta (non-Brahmin) (including Namdev Mahratta).**

**67. Malayar.**

**68. Male**

**69. Maniagar.**

**70. Maravars (except Thanjavur, Nagai Quaid-e-Milleth, Pudukottai, Ramanathapuram, Pasumpon Muthuramalinga Thevar, Kamarajar, Tirunelveli-Kattabomman and Chidambaranar District) including Karumaravars, Appanad Kondayamkottai Maravar (except Pasumpon Muthuramalinga Thevar, Kamarajar, Ramanathapuram, Madurai and Dindigul-Anna Districts) and Sembanad Maravars (except Pasumpon Muthuramalinga Thevar, Kamarajar and Ramanathapuram District).**

**71. Moondrumandai Enbathunalu (84) Ur. Sozhia Vellalar.**

**72. Mooppan.**

- 73. Muthuraja, Muthuracha, Muttiriyar, Muthiriyar, Mutharaiyar.**
- 74. Nadar, Sannar and Gramani.**
- 75. Nagaram.**
- 76. Naikkar (in Kanniyakumari District and Shencottah Taluk of Tirunelveli-Kattabomman District).**
- 77. Nangudi Vellalar.**
- 78. Nanjil Mudali (in Kanniyakumari District and Shencottah Taluk of Tirunelveli-Kattabomman District).**
- 79. Odar (in Kanniyakumari District and Shencottah Taluk of Tirunelveli-Kattabomman District).**
- 80. Odiya.**
- 81. Oottruvalanattu Vellalar.**
- 82. O.P.S. Vellalar.**
- 83. Ovachar.**
- 84. Paiyur Kotta Vellalar.**
- 85. Pamulu.**
- 86. Panar (except in Kanniyakumari District and Shencottah Taluk of Tirunelveli-Kattabomman District where the community is a Scheduled Caste).**
- 87. Panisaivan (including Virakodi Vellala.)**
- 88. Kathikarar in Kanniyakumari District.**

- 89. Pannirandam Chettiar or Uthama Chettiar.**
- 90. Parkavakulam (including Surithimar, Nathamar, Malayamar, Moopa-nar and Nainar).**
- 91. Perike (including Perike Baliya).**
- 92. Perumkollar (in Kanniyakumari District and Shencottah Taluk of Tirunelveli-Kattabomman District).**
- 93. Podikara Vellalar.**
- 94. Pooluva Gounder.**
- 95. Poraya.**
- 96. Pulavar (in Coimbatore and Periyar Districts).**
- 97. Pulluvar or Pooluvar.**
- 98. Pusala.**
- 99. Reddy (Ganjam).**
- 100. Sadhu Chetty (including Telugu Chetty, Twenty-four Manai Telugu Chetty).**
- 101. Sakkaravar or Kavathi (in Kanniyakumari District and Shencottah Taluk of Tirunelveli-Kattabomman District).**
- 102. Salivagana.**
- 103. Saliyar, Padmasaliyar, Pattusaliyar, Pattariyar and Adhaviyar.**
- 104. Savalakkarrar.**
- 105. Senaithalaivar, Senaikudiyar and Illaivanianar.**

**106. Sourashtra (Patnulkarar).**

**107. Sozhia Vellalar (including Sozna Vellalar, Vetrilaikarar, Kodikalkarar and Keeraikarar).**

**108. Srisayar.**

**109. Sundaram Chetty.**

**110. Tnogana Veerakshatriya.**

**111. Tholkollar (in Kanniyakumari District and Shencottah Taluk of Tirunelveli-Kanyakumari District).**

**112. Tholuva Naicker and Vetlakara Naicker.**

**113. Thoraiyar.**

**114. Thoriyar.**

**115. Ukkirakula Kshatriya Naicker.**

**116. Uppara, Uppillia and Sagara.**

**117. Urali Gounder (except Tiruchirappalli and Pudukottai District) and Orudaya Gounder or Oorudaya Gounder (in Madurai, Dindigul-Anna, Coimbatore, Periyar, Tiruchirappalli, Pudukottai and Salem Districts).**

**118. Urikkara Nayakkar.**

**119. Vallambar.**

**120. Valmiki.**

**121. Vaniyar, Vania Chettiar (including Gandla, Ganika, Telikula and Chekkalar).**

**122. Veduvar and Vedar (except in Kanniyakumari District and Shencottah Taluk of Tirunelveli-Kattabomman District where the community is a Scheduled Caste).**

**123. Veerasaiva (in Kanniyakumari District and Shencottah Taluk of Tirunelveli-Kattabomman District).**

**124. Velar.**

**125. Vellan Chettiar.**

**126. Veluthodathu Nair (in Kanniyakumari District and Shencottah Taluk of Tirunelveli-Kattabomman District).**

**127. Vokkaligar (including Vakkaligar, Okkaligar, Kappiliyar, Kappiliya, Okkaliga Gowda, Okkaliga, Gowda, Okkaliya Gowder, Okkaliya Gowda.)**

**128. Wynad Chetty (The Nilgiris District).**

**129. Yadhava (including Idaiyar, Telugu Speaking Idaiyar known as Vaduga Ayar or Vaduga Idaiyar or Golla and Asthanthra 'Golla.)**

**130. Yavana.**

**131. Yerukula.**

**132. Orphans and destitute children who have lost their parents before reaching the age often and are destitutes; and who have nobody else to take care of them either by law or custom; and also who are admitted into any of the schools or orphanages run by the Government or recognised by the Government.**

Backward Class Mulims

**1. Ansar.**

**2. Dekkani Muslims.**

**3. Dudekula**

**4. Labbais including Rowthar and Marakayar (whether their spoken language is Tamil or Urdu).**

**5. Mapilla.**

**6. Sheik.**

**7. Syed.**

Backward Class Chirstans

**1. Converts to Christianity from Scheduled Castes irrespective of the generation of conversion for the purpose of reservation of seats in Educational Institutions and for seats in Public Services.**

**2. C.S.I. formerly S.I.U.C. (in Kanniyakumari District and Shencottah Taluk of Tirunelveli-Kattabomman District).**

**3. Latin Catholics (in Kanniyakumari District and Shencottah Taluk of Tirunelveli-Kattabomman District).**

**4. Converts to Christianity from any Hindu Backward Classes Community or Most Backward Classes Community or Denotified Communities except the Converts to Christianity from Meenavar, Parvatharajakulam, Pattanavar, Sembadavar, Mukkuvar or Mukayar and Paravar.**

**5. Christian Nadar, Chrisitan Shannar and Christian Grammani**

II List of Most Backward Classes:

**1. Ambalakarar.**

**2. Andipandaram.**

**3. Bestha, Siviara.**



- 4. Bhatraju (other than Kshatriya Raju).**
- 5. Boyar, Oddar.**
- 6. Dasari.**
- 7. Dommara.**
- 8. Eravallar (except in Kanniyakumari District and Shencottah Taluk of Tirunelveli Kattabomman District where the Community is a Scheduled Tribe).**
- 9. Isaivellalar.**
- 10. Jambuvanodai.**
- 11. Jangam.**
- 12. Jogi.**
- 13. Kongu Chettiar (in Coimbatore and Periyar Districts only).**
- 14. Koracha.**
- 15. Kulala (including Kuyavar and Kumbarar).**
- 16. Kunnuvar Mannadi.**
- 17. Kurumba.**
- 18. Kuruhini Chetty.**
- 19. Maruthuvar, Navithar, Mangala, Velakattalavar, Velakatalanair and Pronopakari.**
- 20. Mond Golla.**

- 21. Moundadan Chetty.**
- 22. Mahendra, Medara.**
- 23. Mutlakampatti. ;**
- 24. Narikoravar.**
- 25. Nokkar.**
- 26. Vanniakula Kshatriya (including Vanniyar, Vanniya, Vannia Gounder, Gounder or Kander, Padaychi, Palli and Agnikula Kshatriya).**
- 27. Paravar (except in Kanniyakumari District and Shencottah Taluk of Tirunelveli-Kattabomman District where the Community is Scheduled Caste) (including Converts to Christianity).**
- 28. Meenavar (Parvatharajakulam, Pattanavar, Sembadavar) (including Converts to Christianity).**
- 29. Mukkuvar or Mukayar (including Converts to Christianity)**
- 30. Punnan Vettuva Gounder.**
- 31. pannayar (other than Kathikarar in Kanniyakumari District).**
- 32. Sathatha Srivaishnava (including Sathani, Ghattadi and Chattada Srivaishnava).**
- 33. Sozhia Chetty.**
- 34. Telugupatty Chetty.**
- 35. Thottia Naicker (including Rajakambalam, Gollavar, Sillavar, Thocka-lavar and Thozhuva Naicker).**
- 36. Thondaman.**

**37. Valaiyar (including Chettinad Valayars).**

**38. Vannar (Salaivai Thozhilalar) (including Agasa, Madivala, Ekali, Rajakula, Veluthadar and Rajaka) (except in Kanniyakumari District and Shencottah Taluk of Tirunelveli-Kattabomman District where the community is a Scheduled Caste).**

**39. Vettaikarar.****40. Vettuva Gounder.****41. Yogeeswarar.****III. List of Denotified Communities:**

- |                                    |   |
|------------------------------------|---|
| 1. Attur Kiliad Koravars           | Salem, South Arcot<br>- Vallalar, Villupuram-Ramasamy Padayachiyar, Ramanathapuram, Pasumpon Muthuramalinga Thevar and Kamarajar Districts. |
| 2. Attur Melnad Koravats.          | - Salem District.   |
| 3. Appanad Kondayamkottai Maravar. | - Pasumpon Muthuramalinga Thevar, Kamarajar, Ramanathapuram, Madurai and Dindigul-Anna Districts.   |
| 4. Arrlbalakarar.                  | - Thanjavur, Nagai Quaid-e-Milleth, Tiruchirapalli and Pudukottai Districts.  |
| 5. Ambalakkarar.                   | - Suriyanur, Tiruchirapalli District.   |
| 6. Boyas.                          | - Tiruchirapalli, Pudukottai, The Nilgiris, Salem and Dharmapuri Districts.   |
| 7. Sattu Tarkas.                   | -   |
| 8. C.K. Koravars.                  | - South Arcot-Vallalar and Villupuram-Ramasamy Padayachiyar Districts.<br>Pasumpon Muthuramalinga Thevar, Kamarajar, Ramanathapuram,        |
| 9. Chakkala.                       | - Thanjavur, Nagai Quaid-e-Milleth, Pudukottai, Tiruchirapalli, Madurai, Dindigul-Anna and The Nilgiris Districts.                          |
| 10. Changayampudi Koravars.        | - North Arcot-Ambedkar and Tiruvannamalai-Sambuvarayar Districts.   |
| 11. Chettinad Valayars.            | - Pasumpon Muthuramalinga Thevar, Kamarajar and Ramanathapuram Districts.   |
| 12. Dombs.                         | - Pudukottai and Tiruchirapalli Districts.  |
| 13. Dobba Koravars.                | - Salem District.   |
| 14. Dommars.                       | - Thanjavur, Nagai Quaid-e-Milleth, Pudukottai, North Arcot-Ambedkar and Tiruvannamalai-Sambuvarayar Districts.                             |
| 15. Donga Soya.                    | -   |

16. Donga Ur. Korachas. -
17. Devagudi Talayaris. -
18. Dobbai Korachas. - Tiruchirapalli and Pudukottai Districts.
19. Dabi Koravars. - Thanjavur, Nagai Quaid-e-Milleth, Tiruchirapalli, Pudukottai, North Arcot, Ambedkar and Tiruvannamalai-Sambuvarayar Districts.
20. Donga Dasaris. - Chengalpattu-M.G.R., Tiruchirapalli, Pudukottai, Madras and Salem Districts.
21. Gorrela Dodda Soya. -
22. Gudu Dasaris. -
23. Gandarvakottai Koravars. - Thanjavur, Nagai Quaid-e-Milleth, Tiruchirapalli, Pudukottai, South Arcot-Vallalar and Villupuram-Ramasamy Padayachiyar Districts.
24. Gandarvakottai Kallars. - Thanjavur, Nagai Quaid-e-Milleth and Pudukottai Districts.
25. Inji Koravars. - Thanjavur, Nagai Quaid-e-Milleth, Tiruchirapalli and Pudukottai Districts.
26. Jogis. - Chengalpattu-MGR, Madras, South Arcot-Vallalar, Villupuram
27. Jambavanodai. - Ramasamy Padayachiyar, North Arcot-Ambedkar and Tiruvannamalai-Sambuvarayar Districts.
28. Kaladis. - Pasumpon Muthuramalinga Thevar, Kamarajar, Ramanathapuram, Madurai, Dindigul-Anna, Thanjavur, Nagai Quaid-e-Milleth, Pudukottai and Tiruchirapalli Districts.
29. Kal Oddars. - Chengalpattu-MGR, Ramanathapuram, Pasumpon Muthuramalinga Thevar, Kamarajar, Madurai, Dindigul-Anna, Pudukottai, Tiruchirapalli, Tirunelveli- Kattabomman, Chidambaranar and Salem Districts.
30. Koravars. - Chengalpattu-MGR, Ramanathapuram, Pasumpon Muthuramalinga Thevar, Kamarajar, Pudukottai, Thanjavur, Nagai Quaid-e-Milleth, Tiruchirapalli, Tirunelveli-Kattabomman, Chidambaranar, Madurai, Dindigul-Anna and The Nilgiris Districts.
31. Kalinji Dabikoravar. - Thanjavur, Nagai Quaid-e-Milleth and Pudukottai Districts.
32. Kootappal Kallars. - Tiruchirapalli and Pudukottai Districts.
33. Kala Koravars. - Thanjavur, Nagai Quaid-e-Milleth, Tiruchirapalli and Pudukottai Districts.
34. Kalavathila Boyas. -
35. Kepmaris. - Chengalpattu-MGR, Pudukottai and Tiruchirapalli Districts.

36. Maravars. - Thanjavur, Nagai-Quaid-e-Milleth, Pudukottai, Ramanathapuram, Pasumpon Muthuramalinga Thevar, Kamarajar, Tirunelveli Kattabomman and Chidambaranar Districts.
37. Monda Koravars. -
38. Monda Golla. - Salem District.
39. Mutlakampatt. - Tiruchirapalli and Pudukottai Districts.
40. Nokkars. - Tiruchirapalli and Pudukottai Districts.
41. Nellorepet Oddars. - Tiruvannamalai-Sambuvarayar Districts.
42. Oddars. - Thanjavur, Nagai-Quaid-e-Milleth, Tiruchirapalli, Pudukottai, Madurai and Dindigul-Anna Districts.
43. Pedda Boyas. - Tiruchirapalli and Pudukottai Districts.
44. Ponnai Koravars. - North Arcot-Ambedkar and Tiruvannamalai-Sambuvarayar Districts.
45. Piramalai Kallars. - Pasumpon Muthuramalinga Thevar, Kamarajar, Ramanathapuram, Madurai, Dindigul Anna, Pudukottai, Thanjavur and Nagai Quaid-e-Milleth Districts.
46. Peria Suriyar Kallars. - Tiruchirapalli and Pudukottai Districts.
47. Padayachi. - Vellayan Kuppam in South Arcot-Vallalar District and Tennore in Tiruchirapalli District.
48. Punnan Vettuva Gounder. - Tiruchirapalli and Pudukottai Districts.
49. Servai. - Tiruchirapalli and Pudukottai Districts.
50. Salem Melnad Koravars. - Madurai, Dindigul-Anna, Coimbatore, Periyar, Pudukottai, Tiruchirapalli, Salem, North Arcot-Ambedkar and Tiruvannamalai-Sambuvarayar Districts.
51. Salem Uppu Koravars. - Salem District.
52. Sakkaraitthamada Koravars. - Tiruvannamalai-Sambuvarayar Districts.
53. Saranga Palli Koravars. -
54. Sooramari Oddars. - Salem District.
55. Sembanad Maravars. - Pasumpon Muthuramalinga Thevar, Kamarajar and Ramanathapuram Districts.
56. Thalli Koravars. - Salem District.
57. Thelungapatti Chettis. - Tiruchirapalli and Pudukottai Districts.
58. Thottia Naickers. -

PasumponMuthuramalinga

Thevar,Kamarajar,Ramanathapuram,Chengalpattu-MGR,Thanjavur,Nagai-Quaid-e-Salem,NorthArcot-Ambedkar,Tiruvannamalai-Sambuvarayar,Coimbatoreand Periyar Districts.

59. Thogamalai

Koravars or - Tiruchirapalli and Pudukottai Districts.

Kepmaris.

60. Uppukoravars or - Thanjavur,Nagai-Quaid-e-Milleth,Pudukottai, Madurai,Dindigul-Anna,  
Settipalli Kovavars. - NorthArcot-Ambedkar andTiruvannamalai-Sambuvarayar Districts.

61. Urali Goundars. - Tiruchirapalli and Pudukottai Districts.

62. Wayalpad or

Nawalpeta Korachas. -

63. Vaduvarpatti Madurai,Dindigul-Anna,Ramanathapuram,PasumponMuthuramalingaThevar,  
Koravars. - Kamarajar,Tirunelveli-Kattabomman,Chidambaranar,Tiruchirapalli and  
Pudukottai Districts.

64. Valayars. - Madurai,Dindigul-Anna, Tiruchirapalli,Pudukottai, Periyarand  
CoimbatoreDistricts.

65. Vettaikarar. - Thanjavur, Nagai Quaid-e-Milleth and PudukottaiDistricts, Salem District.

66. Vetta Koravars. - Salem District

67. Varaganeri - Tiruchirapalli and Pudukottai Districts.  
Koravars.

68. Vettuva Gounder. - Tiruchirapalli and Pudukottai Districts.

Appendix 17-B(See Chapter VII, rule 92)Form of Certificate of ConversionI hereby certify that .....  
or his parent or guardian named .....originally belonged to ..... Caste of Hindu Community and  
Later became convert to.....Certifying Officer's Signature/Designation.Office seal of the Certifying  
Officer.Appendix 18(See Chapter VII, rule 92)Form of Income CertificateI. (i) Name of  
pupil(ii)Standard or Class in which he/she is reading(iii)Standard or Class and the school in which  
the pupil studied in the previous school year.(iv)Whether the pupil has remained for more than a  
year in any standard or class previously and, if so, full details of the standard or class in which  
he/she remained for more than one year should be specified.

Name Occupation (in full) Designation to be noted Salary

Pay D.A Other Allowance

1 2 3 4 5

II. (i) Father(ii)Mother(iii)Guardian (if both the parents are not alive)

Name Occupation (in full) Designation to be noted Salary

Pay D.A Other Allowance

1 2 3 4 5

III. Whether the pupil belongs to the Scheduled Caste/Scheduled Tribe/ Backward Class and, if so,  
give details.IV. Native place: -(i)Village(ii)Taluk(iii)DistrictV. Whether there is any landed or house  
property in the name of the parent or parents or guardian and, if so, in which village, taluk and  
district.VI. (i) Annual income from landed or house property of the parent or parents or

guardian.(ii)Annual income from any other source as business, pension, endowed income, etc., to the parent or parents or guardian.VII. Total annual income (Items II plus VI (i) plus VI (ii)Declaration of The Parent or Guardian(To be signed by father only, if he is alive, or by the mother, if the father is not alive or if he has deserted the family and his whereabouts are not known for a considerable period, or by the guardian if both the parents are not alive)(G.O. Ms. No. 2075, Education, dated the 6th December 1966)I do hereby declare that the facts mentioned above are correct and true to my knowledge. I also hereby undertake to bind myself, my heir, executors and others to refund the amount of fee concessions granted on the strength of this certificate, if it is found at any date that the concession were irregularly awarded or facts furnished are proved to be false subsequently and in the event of failure to refund the amount involved in the grant of concessions, the Government may recover the amount by such means as they deem appropriate.

Date:Station: Signature of parent or guardian. Signature of Karnamor [Village Munsif.] [Now, Village Administrative Officer.]

Certificate II certify that the particulars furnished above are correct to the best of my knowledge. Station: Date: Signature and designation of the Officer issuing the certificate. Certificate III hereby certify from my personal knowledge, that the particulars furnished above are correct.

Station: Date: Signature and designation of the Officer issuing the certificate

Appendix 19 (See Chapter VII, rule 92) Form of Case Sheet or Record of Pupil II. Name of pupil III. The backward community to which he/she belongs III. The pupil's age IV. The village to which he/she belongs V. The name, occupation and income of the parent or guardian (When both the parents are earning members, particulars in respect of both should be given) VI. Special circumstances, if any, which justify the grant of the concession. VII. Concession under rule 92 of the Tamil Nadu Educational Rules enjoyed by the pupil up to the date of entry showing the school, the year, and the class in which such concession was enjoyed.

Name of the School	Class or Standard	Year	Whether concessions renewed or withheld	Headmaster initials
(1)	(2)	(3)	(4)	(5)

Appendix 20 [See Chapter IX, rule 113(1)] Application form for Admission Into the Teacher Training Course

- I.
  - (A) Candidate's Name in full (in Block Letters) (Note: - Women candidates shall add the w names)
  - (B) Age and exact date of birth (Christian era) and place of birth.
  - (C) Nationality
  - (D) Religion (This information is intended only for statistical purposes)
  - (E) Do you belong to any of the categories mentioned below ? (A certificate of social status enclosed)
    - (i) Scheduled Caste or Scheduled Tribe
    - (ii) Backward (including Most Backward) Community
    - (iii) Convert from Scheduled Castes or Scheduled Tribes (The conversion having taken place)
- II.
  - (A) Native village / town, taluk and district
  - (B) Permanent Address

(C) Address to which all communications are to be sent.

III. Academic qualification

(A) Name and place of the High School, in which last studied (B) Whether P.U.C. passed, in College in which studied and the grades obtained in each part.

(C) Subjects and Marks obtained at the S.S.L.C. Public Examination and year of Examination  
Subjects

I Sitting II Sitting III Sitting

1. First Language-Tamil/Telugu/Malayalam/Urdu.

2. 3. 4. 5. 6. 7. 8. 9. 10. English. Mathematics. General Science. Social Studies. Electives. Diversified Courses.....  
secured out of Maximum 500/700/800

IV. (A) Mother tongue (B) Language, Medium through which you have Studied in the High School

V. (A) Name of father (B) Name of guardian, (if father is not alive) (C) Occupation and annual income  
Address (or Guardian's Address)

VI. Place in which your father/mother owns immovable property (Revenue Taluk and Village)  
Acquired property (iii) Value of the properties (iv) Whether you have a right or share? (v) ...

VII. (a) Did you apply for admission into any Training School in Tamil Nadu in previous years?  
in previous years? (c) If yes, give details. (d) Whether you had been admitted into any one of them  
previously and whether you left the course in the middle? If so, give reasons.

VIII. (i) Whether you were a member of N.C.C., a Boy Scouts, Girl Guide and Blue Bird movement, etc.  
Sevak Samaj, etc. (ii) Handicraft, in which you have some proficiency, (Name of crafts, degree of proficiency,  
any, possessed in the craft) (iii) Sports and games in which you have shown your proficiency  
regarding extra-curricular activities the candidate desires to mention.

IX. (i) Are you employed at present? If so, give details. (ii) Have you worked as a teacher before?  
you have served and specify the period of service in each school.

Name of School

(i).....(ii).....(iii).....

X. (i) Height - M, CM (ii) Weight (K.G.) Normal (iii) Eye sight Having Squint/If wearing glasses  
Normal Defective (v) Speech Normal Stammering (vi) Any Physical disability? If so, specify

XI. Have you applied for admission into and other Training School in this or any other District?  
details.

XII. Married or Single. If married, state - (a) Date of Marriage (b) Number of children and their names  
husband/wife, if employed.

Joint Declaration by Parent or Guardian and the Candidate I, ....., do hereby solemnly and  
sincerely affirm that the statements made and information furnished in my son's/daughter's or  
ward's application form as also in all the enclosures thereto submitted by me/him/her are true.  
Should it however be found that any information furnished therein is untrue in material particulars,  
I realise that I am liable to criminal prosecution and I also agree to forego my/his/her seat in the  
Training School at any stage. Signature of the parent or guardian., (With nature of relationship to



Candidate)Signature of the candidateStatement AI declare that I am prepared to board in the common mess of the school hostel and do such manual and practical work as may be necessary under the scheme of training and serve in schools in the State on the completion of training.

Station:Date:Counter-signature ofparent or guardian. Signature of the applicant.

Statement BI,....., do hereby bind myself to the Governor of Tamil Nadu to pay on demand by the head of the institution the tuition fees leviable from students under the relevant rules of the Tamil Nadu Education Rules in the event of my admission to training for which the application is made and failure to complete the prescribed course, the consideration for this undertaking being my admission to training without payment of the tuition fees.I,....., do hereby bind myself also to abstain from participating in or inciting or encouraging strikes inside or outside the Training School or Hostel attached to it in the event of my admission to the Training School for which an application is now made by me.

Station:Date:Counter-signature ofparent or guardian. Signature of the applicant.

Statement C(To be given by the Inspecting Officer if the candidate is working as a teacher)(i)The applicant is of good character and is likely to make an efficient teacher.(ii)The service claimed in column IX has been verified with reference to inspection report of the respective schools and found to be Correct (Variations, if any should be noted).

Station:Date: Signature of Inspecting Officer.

Certificate of Permanent ResidenceCertified that Thiru/Thirumathi ..... the parent/guardian of a candidate for admission into the teacher training school has permanent Residence at ..... village/town ..... taluk ..... district in Tamil Nadu.Signature of Village Munsif.Signature and rank of the counter-signing Officer (with designation and date)

Village/Town of..... Station:

Taluk..... Date:

District..... Seal of Office:

Notes. - 1. This certificate should first be signed by the Village-Munsifi of the Village/Town concerned which is claimed at the place of permanent residence and thereafter countersigned, by an Officer of the Revenue Department not below the rank of Deputy Tahsildar.

## **2. The certificate should bear the stamp, of the Office of the Officer signing the Certificate.**

Certificate of Social Status[Vide column 1(E) of the application](To be produced by candidates belonging to Scheduled Castes, Scheduled Tribes, Backward Classes, etc.)Certified that..... son/daughter of..... a candidate for admission to one of the teachers training schools in the State of Tamil Nadu -(a)belongs to the ..... community which has been recognised by the Government as a Backward/Scheduled Caste/ Scheduled Tribe;(b)is convert to ..... (religion) from the community which has been recognised by Government as a Scheduled Caste, Scheduled Tribe, the conversion having taken place.....in the generation of the candidate.

Place:Date: Signature:Rank:Seal of Officer:

Notes. - 1. The certificate of social status should be signed by the Officer of the Revenue Department

not lower in rank than a Deputy Tahsildar or the Head Master of the school where the student studied last.

## 2. The certificate shall bear the stamp of the office of the officer signing the certificate.

(G.O. Ms. No. 256, dated the 18th February 1971) Appendix 20-A [See Chapter IX, rule 113(3)] Form of Certificate of Health I, ....., do hereby certify that I examined.....(full name), an applicant seeking admission into a training institution in the State of Tamil Nadu and cannot discover that he/she has any physical deformity, blindness of one or both eyes or deafness or stammering or stuttering or other defect of speech. I further certify that I cannot discover that he/she has and disease constitutional affection or bodily infirmity except. I do not consider this would affect his/her performing efficiently the duties of a teacher, and taking active part in physical or other manual activities. His/her age is ..... years, according to his/her own statement and by appearance ..... years. I certify that he/she has marks of small-pox vaccination. Personal marks of identification:

1.

2.

3.

Signature. Appendix 21 (See Chapter IX, rule 114) Application for Sanction of Stipend

Name of candidate	Religion	Caste	Examination passed with class and year or the class or standard up to which they have studied in the case of those who have passed no examination	Amount of monthly stipend sought	Remarks
1	2	3	4	5	6

In the case of Indian Christians of Backward origin, the caste or class to which their families originally belonged should be indicated in brackets. Appendix 22 (See Chapter IX, rule 125) Agreement to be Entered Into by Students In Training Institutions Know all men by these presents that we, (1) ..... son of ..... residing at ..... (2) ..... son of ..... residing at ..... (the second bounden, as surety) are hereby held and firmly bound into the Governor of Tamil Nadu (hereinafter called the Governor which expression shall where the context so admits include his successors in office and assigns) in the sum of Rs. .... (Rupees only) to be paid to the Government of Tamil Nadu (hereinafter called the Government) for which payment well and truly to be made we the first above bounden as principal debtor and the second bounden as surety, bind ourselves, our respective heirs, executors, administrators and legal representatives, jointly and each of us bind himself, his heirs, executors, administrators and legal representatives severally firmly by these presents. Signed by us this ..... day of two thousand ..... Whereas the first above bounden has entered the ..... as a stipendiary student for the purpose of being trained as

school master/mistress at the expense of Government and whereas the said above first and second bounden have agreed in consideration of the said first above bounden being trained as such teacher the expense of Government to enter into the above mentioned bond in the above said sum of Rs.....with such consideration as is hereunder written. Now the condition or the above written bond is such that the bond shall be void if the said first above bounden shall, go through at the said ..... the full course training prescribed by Government school for 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, Chennai, 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 students at the said.....and shall during such course of training abstain from engaging in any other avocation or from participating in strikes or indulge in activities like to incite or encourage in strikes inside or outside the training school or the hostel, if any, attached to it 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 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 an institution recognised by the Tamil Nadu Educational or other Departments of Government for a period of three /two years or keep a recognised primary or secondary school within the jurisdiction of the Tamil Nadu Educational and other Departments of Government for a period of three/two 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/two years as aforesaid abide by all the rules and regulations laid down by Government with respect to the teachers of recognised schools and shall during such period of six years or until he/she shall have completed three/ two years service as above stated if the same is earlier sent to the head of the said training institution through the appropriate channel once at least in every six months full and complete information regarding his/her residence, appointments, if any, held salary and all or any other particulars which may be necessary in the opinion of the head of such institution to enable him to keep a correct and complete history of the students trained therein. Otherwise, the bond shall remain in full force and virtue so long as the said ..... be live. And the Government may, without prejudice to any other right they may have, recover under the Tamil Nadu Revenue Recovery Act, 1864, any sum or sums of money due under the bond, as if it were arrears of land revenue. Signed, sealed and delivered by the above named in the presence of.....BKnow All Men by these presents that I, ....., son/daughter of.....residing at ..... and bound Unto His Excellency 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/daughter of ..... has entered the ..... as a stipendiary student for the purpose of being trained as a-schoolmaster/ mistress at the expense of the Government; And Whereas the said ..... being a minor/women student the above bounden ..... has agreed in consideration of the said being trained as such teacher at the expense of Government to enter into the above mentioned bond in the above-said sum of Rs.....with such condition as is

hereinunder written. Now the condition of the above written bond is such that the bond shall be void if the said ..... shall go through the said ..... the full course of training prescribed by the Government school for 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, Chennai, 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 students at the said ..... and shall, during such course of training, abstain from engaging in any other avocation or from participating in strikes or indulge in activities like, to incite or encourage in strikes inside or outside the training school or the hostel, if any, attached to it or attending any other institution except with the permission of the head of the said and shall, after the completion of such course of training, appear for the next ensuing examination necessary for qualification as a 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 an institution recognised by the Tamil Nadu Educational or other departments of Government for a period of three/two years or keep a recognised elementary or secondary school within the jurisdiction of the Tamil Nadu Educational and other departments of Government for a period of three/two 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/two years as aforesaid abide by all the rules and regulations laid down by the Government with respect to the teachers of recognised schools and shall, during such period of six years or until he/she shall have completed the three/two year's service as above stated, if the same is earlier send to the head of the training institution through the appropriate channel once at least in every six months full and complete information regarding his/her residence, appointments, if any, held, salary, and all or any other particulars which may be necessary in the opinion of the head of such institution to enable him to keep a correct and complete history of the students trained therein and in the event if his failure to furnish the above particulars shall undertake to make good any loss sustained by the Government on this account. Otherwise, the bond shall remain in full force and by virtue so long as the said ..... believe. And the Government may without prejudice to any other right they may have, recover under the Tamil Nadu Revenue Recovery Act, 1864 (Tamil Nadu Act II of 1864), any sum or sums of money due under the bond, as if the same were arrears of land revenue. Signed, sealed and delivered by the above named in the presence of .....Appendix 23(See Chapter IX, rule 126)History of Former Students

## **1. Number**

## **2. Name of Student**

## **3. Nationality and caste**

## **4. Year of training -**

(i)Date of appearing(ii)Date of passing with class.(iii)Date of completion of Training School-Leaving

Certificate.

**5. Date of birth**

**6. General Educational Qualification.**

**7. Training School-Leaving Certificate Examination.**

**8. School to which he reverts after training.**

**9. Subsequent appointments -**

Date	Appointment	Salary	Initials 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 24(See Chapter IX, rule 126)Register of Leave Granted to Students under Training

**1. Number**

**2. Name of the student**

**3. Grade for which he is being trained**

**4. Date of Admission**

**5. Leave granted**

June July August September October November December January February March April May

**1. Late attendance**

**2. Casual leave**

### **3. Sick leave**

### **4. Leave on loss of stipend**

Appendix 25(See Chapter IX, rule 126)Acquittance Roll for Stipendiaries

#### **1. Name of stipendiary**

#### **2. Class**

#### **3. Year**

#### **4. Value of stipend**

#### **5. Order sanctioning**

#### **6. Month**

#### **7. Date of disbursement**

#### **8. Signature of stipendiary**

Appendix 26(Deleted)Appendix 27(Deleted)Appendix 28[See Chapter III, rule 12(2)(J)]Form of Agreement to be Adopted by All Aided ManagementsAgreement made the ..... day of.....two thousand and between(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 in the school 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 diligently 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 in 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 kind 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 of the said school and obey all lawful orders and directions as he shall, from time to time, receive from any authorised officer of the said school.**

**7.**

(1) That the school authority shall have the power to terminate the service of the said teacher when he becomes a permanent member of the staff of the said school -(a) without notice for any or all of the following reasons: -Willful neglect of duty; serious misconduct; gross insubordination, mental unfitness; suspension or cancellation of teacher's certificate by the Director of School Education under the Tamil Nadu Educational Rules; and (b) With three month's notice or three month's salary in lieu thereof for the following reasons: -Incompetence, retrenchment, physical unfitness or any other good cause: Provided that -(i) the school authority shall not terminate the services of the said teacher 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 earning;(ii)the school authority shall not, except with the previous permission of the District Educational Officer, terminate the services of the said teacher for incompetence if he has put in five years of efficient service after being confirmed in his appointment;(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 month's 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 minimum of one month's full salary.(2)That the said teacher when he becomes a permanent teacher of the staff of the said school shall be entitled to have his services terminated either by giving the school authority three month's notice thereof in writing or by paying that authority three month's 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 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 appointed 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 of the following reasons: -Willful neglect of duty, serious misconduct, gross insubordination, mental unfitness, suspension, or cancellation of teacher's certificate by the Director of School Education under the Tamil Nadu Educational Rules:(ii)with notice of two months or two month's salary in lieu thereof for the following reasons;Incompetence, retrenchment, physical unfitness or any other good cause.(iii)that the said teacher (appointed temporarily or to act' on probation) shall be entitled to have his services terminated, if he gives to the school authority two month's notice thereof in writing or pays that authority two months' salary in lieu of such notice.The following shall be added as note under clause 7(1) (a) of the agreement: -New appointments made in vacancies caused as a result of action under Rule 98 or 154 of the Tamil Nadu Educational Rules will be only temporary in character and the individuals appointed to the posts will not have any claim to continue as Headmasters or teachers for period beyond that for which the old headmasters or teachers have undergone the punishment imposed upon them under Rule 98 or 154 of the Tamil Nadu Educational Rules.The Headmaster or a teacher whose certificate was suspended as a temporary measure or who was declared unfit to hold the post for a temporary period under the Tamil Nadu Educational Rules, will have a right to claim for reinstatement in service in the school in which he was working prior to his relief, on the expiry of the terms of his punishment, provided he was a permanent incumbent. The management shall reinstate him in the post which he held before relief.

## 7.

-A. The authority which may impose the following penalties on the teaching staff shall be the school authority: -(1)Censure; (2) withholding of increment; (3) recovery from pay to the extent necessary of the monetary value equivalent to the amount of increment ordered to be withheld, where such an



order cannot be given effect to. Entries in the Teacher's Service Register shall be made only in respect of penalties other than censure. Such entries shall be made after the appeal, if any, preferred by the teacher is disposed of. (G. O. Ms. No. 770, Education, dated the 20th May 1968)

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

**9. That in the event of the temporary absence of the said 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 rules:**

Provided always that the 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 July upto and inclusive of March or a shorter period, subject to the instructions given by the Department 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/Chief Educational Officer/Inspectress of Girls Schools, who shall pass suitable orders in the matter. An appeal shall, however, lie to the Government in respect of orders passed by the Director of School Education and to the Director of School Education in respect of orders passed by the Chief Educational Officer or the Inspectress of Girls Schools, as the case may be:**

Provided that an appeal under the provisions of clause 10 shall be preferred within one month from the date of receipt of the orders to appellate authority and any appeal preferred the expiry of the above period will be liable for summary rejection.

**11. Notwithstanding anything contained in clause 1, the Director of School Education may call for the records relating to the enquiry into the conduct of any teacher in secondary schools under private management and pass such orders as may be deemed fit. In such cases, the teacher shall be given an opportunity to submit his explanation against the punishment proposed to be inflicted by the Director of School Education. An appeal shall lie to the Government against the orders passed by the Director of School Education.**

In witness whereof.....and have hereunto set their handsSigned by the above named in the presence ofSigned by the above named in the presence of.Instructions

- 1. That the teachers belonging to Catholic religious order enjoying a vow of poverty who are employed in aided secondary schools shall be exempted from executing the agreement prescribed in the Appendix.**
- 2. That no formal agreement need be entered between the management and the teachers appointed for three months and less as it would be sufficient in cases of such short engagements if the management stated in the order of appointment the approximate period of appointment and the salary offered and the teacher accepted the terms in writing.**
- 3. 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".

- 4. 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.**

Every person appointed as teacher may be required to be on probation for a period of-one year. This period may be extended by a further year at the absolute discretion of the governing body. This extension should when it is made by a written order be communicated to the teacher on probation within one calendar month after the expiry of the original period of probation. In the absence of any such extension, the teacher shall be deemed to have completed his probation satisfactorily. A teacher whose probation is extended after the first year of probation shall be deemed to have satisfactorily completed his probation and be confirmed unless his services are terminated by an order communicated to him before the last day of the further period of probation.

- 5. That approved service put in a school in a particular grade of temporary appointment e.g., secondary grade teacher, L.T. Assistants, etc., shall be considered as counting towards probation in that grade of appointment in**

that school.

**6. That in school where the sanctioned scale of permanent posts provide for time scale of pay the salaries attaching to temporary appointment also should be on time scale. Increments according to the scale stated in the contract shall be granted as a matter of course.**

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

(i) Director of School Education. - Appeals from or in respect of persons holding the post of Headmaster, Headmistress, L.T, or B.T or B.Ed., Assistant, Pandits, Munshis and Physical Training Instructors belonging to Grade I both in Boys and Girls' Schools. (ii) Chief Educational Officers. - Appeals from or in respect of persons holding posts under all other categories of teachers in Boys Schools. (iii) Inspectress of Girls Schools. - Appeals from or in, respect of persons holding posts under all other categories of teachers in Girls Schools. (G.O. Ms. No. 2331, Education, dated the 13th September 1962)

**8. 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.

**9. A service register shall be maintained for every teacher, showing among others the date of appointment, the scale of pay on which he was appointed, the increments given from time to time and the leave to his credit and the leave granted.**

**10. Every teacher shall be entitled to enjoy school holidays unless he is specifically required by the Headmaster to work on those days.**

**11. Every teacher may avail himself of the summer vacation subject to the condition that he shall be present in the station and help the Headmaster in the matter of promotions, admissions and examination at the beginning and at the end of the vacation. Ordinarily every teacher shall be free to enjoy at least one month of the vacation either continuously or in not more than two broken periods. Every teacher shall be present in the school on the last working day of each term in the year and on the first working day and no leave other than medical leave or leave on half average pay shall be combined with the summer vacation.**

**12. Casual leave may be granted upto a limit of twelve days and three days Optional Religious holidays in a year. Except in Unavoidable circumstances, casual leave must be applied for and obtained by the teacher before he avails himself of it. The Correspondent shall have power to grant casual leave to the teacher. Casual leave may be combined with Sundays, or other authorised holidays provided that the resulting period of absence from duty does not exceed ten days.**

A teacher desirous of leaving station during the week-end holidays or any other holidays during the year, shall do so with the previous permission of the Correspondent.

**13. Medical leave or leave on half average pay may be combined with Dasara Holidays or Christmas holidays Provided that the period of leave exceeds fifteen days duration.**

(Government Memo. No.42319-E3/67-1, Education, dated the 28th April 1967)Appendix 28-AForm of Agreement to be Adopted by All Aided Schools (Non-Teaching Staff)Agreement made the ..... day of ..... two thousand ..... between ..... (School Authority) of the one part and .(Clerk/Attender/Peon) of the other part.Whereas the school authority have agreed to engage the said Clerk/Attender/Peon to serve in the.....at ..... in the capacity of a Clerk/Attender/Peon 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 Clerk/ Attender/Peon and the said Clerk/Attender/Peon shall serve the school authority as a Clerk/ Attender/Peon in the School ..... (Place) from the date of his/her taking charge of such appointment until such employment shall be determined as hereinafter provided.**

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

**3. That the Clerk/Attender/Peon will employ himself/herself honestly, efficiently and diligently under the orders and instructions of the Headmaster / Headmistress or Correspondent or other officers of the said school under whom he/she shall from time to time be placed as Clerk/Attender/Peon in the said school in which capacity he/she will discharge all such duties appertaining to that office and do all things, which may be required of him/her or which are necessary to be done in his/her capacity as aforesaid and will ask himself/herself in other respects generally useful as may be required of him.**

**4. That the said Clerk/Attender/Peon will not normally or on any pretence about himself/herself from his/her duties without first having obtained the permission of his/her superior officers authorised in the 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 Clerk/Attender/Peon will devote his/her whole time to the duties of the said employment and will not on his/her account or otherwise either directly or indirectly carry on or be concerned in any trade, business or canvassing work, or the like, of a remunerative kind without the specific written sanction of the school authority.**

**6. That the said Clerk/Attender/Peon shall conform to all the rules and regulations for the time being in force of the said school and obey all lawful orders and direction as he/she shall from time to time receive from any authorised officers of the said school.**

**7.**

(1)That the School authority shall have the power to terminate the services of the Clerk/Attender/Peon when he/she becomes a permanent member of the staff of the said school(a)Without notice for any or all of the following reasons:Willful neglect of duty; serious

misconduct; gross insubordination and mental unfitness. The Clerk/Attender who was declared unfit to hold the post for a temporary period (under the Tamil Nadu Educational Rules) will have a right to claim for reinstatement in service in the school in which he/she was working prior to his/her relief on the expiry of the terms of his punishment, provided he/she was permanent. The management shall reinstate him/her in the post which he/she held before relief. (b) With three months notice or three months salary in lieu thereof for the following reasons: Incompetence, retrenchment, physical unfitness or any other good causes provided that - (i) the school authority shall not terminate the services of the said Clerk/Attender/Peon whether summarily or otherwise without informing him/her in writing of grounds in which they intend to take action by giving him/her what their view is a reasonable opportunity, for stating his/her case in writing, and before coming to a final decision shall duly consider his/her statement and if he/she so desires, given him/her a personal hearing; (ii) the school authority shall not, except with the previous permission of the District Educational Officer/Inspectress of Girls Schools, terminate the services of the said Clerk/Attender/Peon for incompetence if he/she has put in five years of efficient service after being confirmed in his/her appointment. (iii) it shall be lawful for the school authority at any time is satisfied on medical evidence that the said Clerk/Attender/Peon is unfit and is likely for a considerable period to continue unfit by reason of ill-health for the discharge of his/her duties as such Clerk/Attender/Peon to terminate his/her 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/her last appearance in the school for the regular discharge of his/her duties as Clerk/Attender/Peon subject to a minimum of one month's full salary. (2) That the said Clerk/Attender/Peon when he/she becomes a permanent Clerk/Attender/Peon of the staff of the said school will be entitled to have his/her services terminated either by giving the school authority three months' notice thereof in writing or by paying that authority three month's salary in lieu of such notice. (3) That the said Clerk/Attender/Peon shall not during the period of this agreement, when he/she has not been given notice of termination of his/her services by the school authority or has not given notice to the school authority for such termination of his/her 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/her when the need arises unless he/she gives due notice or pays an amount equal to the salary for the three months which he/she is drawing at the time. (4) That in respect of the Clerk/Attender/Peon appointed temporarily or to act on probation, the school authority shall have power to terminate the services of any such Clerk/Attender/Peon. (i) Without notice for any or all of the following, reasons, Willful, neglect of duty, serious misconduct, gross insubordination, mental unfitness. (ii) With notice of two month's or two months' salary in lieu thereof for the following reasons: - Incompetence, retrenchment, physical unfitness or any other good cause. (iii) That the said Clerk/Attender/Peon (appointed temporarily or to act on probation) shall be entitled to have his/her services terminated if he/she gives to the school authority two months' notice thereof in writing or pays that authority two months salary in lieu of such notice.

**8. That the said Clerk/Attender/Peon shall be paid for such time as he/she shall be in the service of the said school monthly salary in the scale of Rs. starting on the initial salary of Rs.with effect from (date ) and the following additional allowance..... (here specify the allowances).**

**9. That in the event of the temporary absence of said Clerk/Attender/Peon from duty by reason of sickness or leave or otherwise he/she shall be paid salary only as shall be determined by rules for the time being in force in the said school.**

**10. That in the event of either party to this agreement failing to observe the terms of, the aggrieved party shall have a right to represent the District Educational Officer/Inspectress of Girls Schools who shall pass suitable orders in the matter. An appeal shall however lie to the Chief Educational Officer in respect of orders passed by the District Educational Officer/Inspectress of Girls School.**

**11. Notwithstanding anything contained in Clause 10, "The Chief Educational Officer" may call for the records relating to the enquiry into the conduct of Clerk/Attender/Peon in Secondary School under private management and pass such orders as may be deemed fit. In such cases, Clerk/Attender/Peon shall be given an opportunity to submit his/her explanation against the punishment proposed to be inflicted by the Chief Educational Officer. An appeal shall lie to the Director of School Education against the orders passed by the Chief Educational Officer and to the Government against the orders passed by the Director of School, Education.**

In witness thereof.....and have hereunto set their hands.Signed by the above named in the presence of -Instructions

**1. That the Clerk/ Attender/Peon belonging to Catholic Religious order enjoying a vow of poverty who are employed in aided Secondary Schools shall be exempted from executing the agreement prescribed in the Appendix.**

**2. That no formal agreement need be entered between the management and the Clerk/Attender/Peon appointed for three months and less as it would be sufficient in cases of such short engagements if the managements stated in the order of appointment the approximate period of appointment and the**

**salary offered and the Clerk/Attender/Peon accepted the terms in writing.**

**3. That a formal agreement should be entered into between the management and the Clerk/Attender/Peon.**

**4. 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. Every person appointed as Clerk/Attender/Peon may be required to be on probation for a period of one year. This period may be extended by a further year at the absolute discretion of the governing body. This extension should, when it is made by a written order, be communicated to the Clerk/Attender/Peon on probation within one calendar month after the expiry of the original period of probation. In the absence of such extension, the Clerk/ Attender/Peon shall be deemed to have completed his probation satisfactorily. A Clerk/ Attender/Peon whose probation is extended, after the first year of probation shall be deemed to have satisfactorily completed his/her probation and confirmed unless his/her services are terminated by another order communicated to him/her before the last day of further period of probation.**

**5. That approved service put in a school in a particular grade of temporary appointment shall be considered as counting towards probation in that grade of appointment.**

**6. That in school where the sanctioned scale of permanent posts provided for time scale of pay the salaries attached to temporary appointment also should be on time scale.**

**7. Increments according to the scale stated in the contract form shall be granted as a matter of course.**

**8. The appellate authority competent to dispose of an appeal under paragraph 10 of the agreement shall be as hereunder -**

District Educational Officer for appeals from or in respect of persons holding the posts of Clerk/Attender/Peon in respect of Boys Schools. Inspectress of Girls Schools for appeals from or in respect of persons holding the posts of Clerk/ Attender/Peon in. respect of Girl's Schools.



**9. Service register shall be maintained for every Clerk/Attender/Peon showing among others, the date of appointment, the scale of pay on which he/she was appointed, the increments given from time to time and leave to his/her credit and the leave granted.**

**10. Every Clerk/Attender/Peon shall be entitled to enjoy the Public Holidays unless he/ she is specifically required by the Headmaster/Headmistress or those specified in clause 2 of the agreement to work on these days.**

**11. Casual leave may be granted upto a limit of twelve days in a year. Except in unavoidable circumstances, casual leave must be applied for and obtained by the Clerk/Attender/Peon before he/she avails himself/herself of it. The Headmaster/Headmistress shall have power to grant casual leave to the Clerk/Attender/Peon. Casual leave may be combined with Sundays, or other holidays provided that the resulting period of absence from duty does not exceed ten days.**

A Clerk/Attender/Peon desirous of leaving the station during the week-end holidays or any other holidays during the year, shall do so with previous permission of the Headmaster/Headmistress. Appendix 29 (See Chapter XII, rule 155) Form of Application for Recognition of Hostels

**1. Name of the hostel.**

**2. Date of establishment.**

**3. (a) Society, Association or person managing the institution.**

(b) Whether the management has been registered.

**4. Name of the Correspondent.**

**5. Strength and the institution in which each inmate is studying.**

**6. Details of the establishment employed, in the hostel -**

Warden or Superintendent (full time or part-time) Deputy Warden (Full-time or part-time) Matron (Full-time or Part-time) Menials (employed Cooks, Gardener, Sweeper, etc.)

## **7. Accommodation -**

(1) Whether the hostel is held in a rental building or one owned by the Society. (2) Whether a dimensional sketch of the building is submitted showing the total area and the following particulars: - (a) Hostel building i.e., rooms and dormitories in which the inmates live. (b) Offices, dining-hall and kitchen. (c) Playground and open space. (d) Number of rooms and dormitories and the superficial and cubical area of each room and dormitory with the maximum number of inmates that can live in each room.

## **8. Sanitation, latrine, water-supply and medical attendance.**

## **9. Furniture, if any, provided for each inmate and for the hostel.**

## **10. Particulars of the registers maintained.**

## **11. Whether the accounts of the hostel are audited annually.**

## **12. Whether there exists a set of rules governing the constitution and working of the hostel.**

Declaration On behalf of the management of the hostel, I hereby declare that the hostel fulfils all the conditions specified in the Tamil Nadu Educational Rules, and I promise or comply with all the conditions relating to the recognition of hostels, and to furnish such returns as maybe required by the department. Station: Date: Correspondent. Appendix 30 [See Chapter XII, rules 155(V)(C)] Sanitary Certificate for Purposes of Recognition of Hostels The following is the form in which the Sanitary Officer's Certificate should be submitted: - "I hereby declare that I have inspected the hostel, buildings and premises on the ..... and certify that the accommodation provided is sufficient and is properly ventilated and lighted that the building is maintained in substantial repair, that the bathing and latrine arrangements are adequate and satisfactory that the supply of drinking water and food is wholesome and that in all other respects the sanitation is good".

Station: Date: Signature: