

THE  
COCHIN EDUCATION CODE

1921. Vol: I



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ERNAKULAM.

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# THE COCHIN EDUCATION CODE, 1921. ✓

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# THE COCHIN EDUCATION CODE.

1921.

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## CHAPTER I.

### General.

The Code shall come into operation on 6th June 1921 and it shall supersede all previous Codes and Rules on the subjects herein dealt with ; provided, however, that Government may, on the recommendation of the Director, postpone the date on which any rule comes into operation, or suspend the operation of any rule as applying to any class of schools or to schools situated in any particular area.

2. The appendices to the Code shall be printed in separate volumes, but shall be treated as part of the Code, and they shall have the same force as the Code.

3. No alteration in the Code shall be valid unless it has been sanctioned by Government and published in the Gazette. The Director is empowered to issue in the form of circulars, such rulings on, or interpretations of, the provisions of the Code, as may appear to him to be necessary, and these shall be published in the Gazette and submitted for the information of Government.

Note:—The word "Director" in this Code means the "Director of Public Instruction, Cochin State".

4. The decision by Government on any question that may arise as to the intention, construction or application of the rules in this Code shall be final.

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## CHAPTER II.

### Classification of Institutions.

5. Schools are divided into Primary schools—English and Malayalam, and Secondary schools—Lower and Upper.

A primary school shall consist of four classes; a lower secondary of three forms ; and an upper secondary of three forms also.

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## CHAPTER II.

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A primary school shall consist of four classes; a lower secondary of three forms ; and an upper secondary of three forms also.

6. To provide for transition from Malayalam to English schools, the Director may, attach preparatory classes either to primary or to secondary schools.

### CHAPTER III.

#### Recognition of Schools.

7. Schools under private management may be recognised by the Director subject to the following rules and conditions. The Government reserve to themselves, anything in the rules of this Code notwithstanding, the right to refuse or to withdraw the recognition of any school at their entire discretion.

8. When the management of an institution vests in any single person, to whom authority is delegated by another, the nature and extent of the power or authority so delegated must be clearly stated at the time of the application for recognition. The arrangement shall require the approval of the Director before recognition is granted, and any change made in it subsequent to recognition shall require similar approval. Application for permission to open a school, with a view to its subsequent recognition, should ordinarily be made not less than three months before the date on which it is proposed to take actual steps to establish or open the institution, and shall be in Form No. I, Volume III. The chief matter which requires attention in making such an application is the statement of reasons for the necessity of establishing the institution. The decision of the Director shall be chiefly based on:—

(a) the nature of the management and the guarantees it offers for its financial stability, and

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

9. (1) The Director may, at his discretion, demand a sanitary certificate in Form No. II, before recognition is accorded, and on any subsequent occasion. Within municipal limits, the certificate shall be signed by the Health Officer, and in other places it shall be signed by the Sanitary Inspector in whose jurisdiction the school is situated countersigned by the Director of Public Health. It shall be competent for the Director to refuse to recognise any school which in his opinion is situated, accommodated or proposed to be opened, in any insanitary or unwholesome locality or building.

(2) The Director may also ask that a certificate should be produced signed by the Diwan Peishkar to the effect that the building is on a site accessible to all castes.

(3) The Director may also demand a certificate of fitness of the buildings in Form XXII signed by the Assistant Engineer of the Division and countersigned by the Chief Engineer before recognition is accorded or on any subsequent occasion.

10. (1) In the event of refusal by the Director to approve of the opening of a new institution or to grant recognition, an appeal shall lie to Government, if preferred within thirty days from the date of receipt of the order refusing such approval.

(2) If approval is finally refused to the opening of any new institution, no renewal of the same, nor a practically similar application shall be considered, until the expiry of twelve months from the date of the first application.

(3) The approval granted by Government, or the Director, to the opening of a new institution shall lapse, unless the institution approved is started within a period, which shall be fixed in each case, when such approval is signified to the applicant, or within such period to which it has been extended by Government or the Director.

11. No class or form shall be opened in a recognised institution without the previous sanction of the Director.

12. The Director shall fix the grade of the school seeking approval or recognition.

13. All recognised schools in the different grades, primary and secondary, shall follow the curricula prescribed in Volume II. Schools for girls shall follow the special curriculum prescribed for them. Pupils attending recognised institutions qualify for admission to public examinations.

14. Recognised educational institutions are liable to have their recognition withdrawn if any of the rules contained in this Code or if any rulings of the Director thereon are violated, or if the Managers and Headmasters thereof grant, without permission, the use of their buildings or premises for meetings of a political character, or for discussion of subjects which are likely to cause ill-feeling between different communities or sections of any community.

#### CHAPTER IV.

##### Standards of Examination.

15. The following rules are prescribed:—

(1) No pupil shall be promoted from one standard to another, till he or she has passed by the lower standard, and has paid his or her fees due, if any, in full.



(2) Boys and girls, who do not intend to go up for the Matriculation Examination, shall follow a special course, from Form IV upwards, under the School Final Certificate system. The course will comprise the subjects laid down for the School Final Certificate as given in Volume II.

(3) No pupil shall ordinarily be promoted who has not gained at least 35 per cent of the total number of marks both in English and Malayalam and  $33 \frac{1}{3}$  per cent in each of the other subjects in the annual examination.

The annual examination, however, shall not be the *only test* for promotion from one class to another. The general progress of the pupil during the year, as judged by school-work, as, for example, occasional tests, as approved in the Dalton Plan, shall likewise be taken into account in determining promotion.

(4) All Public Examinations in the State shall be conducted by a General Board of Examiners to be appointed annually by Government.

Note 1:—The Director may appoint Examiners and question paper setters for all Public Examinations under his control and cancel such appointments in consultation with the Board and sanction all expenditure for conducting such examinations subject to the rates prescribed and the provision made by the Government in the Budget from time to time. He may also appoint tabulators in connection with these Examinations and accept applications for the Public Examinations even after the final date; granting exemptions from penalty in deserving cases and accord sanction for the creation of special centres for the Public Examinations.

Note 2:—The Secretary to the Board of Examiners shall announce in the Government Gazette when and how applications for certificates issued by the Board should be submitted. Applications received after the prescribed date will be granted only on payment of a penalty fee of Re. 1 for each certificate.

Note 3:—The Secretary to the Board of Examiners may, on application and on payment of annas eight, issue a certified extract of the marks obtained by a candidate at the following Public Examinations.

1. III Form Public Examination.
2. Lower Secondary Scholarship Examination.
3. Q'ran Teachers' Examination.
4. Final Industrial Examination.
5. Public Industrial Examination.
6. Special Music Examination.
7. Drawing Teachers' Practical Examination.
8. Kavya Examination.
9. Bhushana Examination.
10. Malayalam Pandits' Examination.

## CHAPTER V.

**School Discipline and Management.**

16. Regularity and punctuality of attendance of both teachers and pupils shall be strictly enforced. Applications for leave shall be made by the parent or guardian of a pupil. Only in very exceptional and unavoidable cases shall applications from pupils be accepted.

17. A working day shall ordinarily consist of not less than five hours of secular teaching, with an interval of one hour during the day. No school meeting shall last continuously for more than three hours.

18. A 'School meeting' means a registered meeting of the school for secular teaching for not less than two hours.

19. There shall be two meetings a day, one in the morning and one in the afternoon. The attendance roll shall be called at the beginning of the morning and the afternoon secular lessons.

Note 1:—The Director may relax conditions regarding the duration and hours of school work for special reasons.

Note 2:—Any pupil who comes late after roll call, shall be marked 'l' and shall lose the attendance for that meeting, except for good reasons.

Note 3:—Except for good reasons, a pupil absenting himself with leave, shall lose the attendance for that meeting, but one absenting himself without leave shall lose two attendances.

20. Pupils, absent from school without the permission of the Headmaster shall, after ten working days, have their names removed from the rolls, and shall pay the admission fee, and any school fee due, before re-admission. School hours shall ordinarily be from 10 a. m. to 4 p. m. with an interval from 12-30 to 1-30 p. m.

Pupils absenting themselves from school with leave for more than fifteen days may have their names removed from the rolls and treated as 'temporary removals'. Such pupils are not exempted from payment of fees on the due dates, but they need not pay any re-admission fee when they rejoin.

Note 1:— The duration of 'temporary removal' shall be three months from the date of beginning of a pupil's absence from school after which period, the name shall be permanently removed. If a pupil returns after the expiry of the period of temporary removal, re-admission fee shall be levied from him.

Note 2:— Re-admission fee shall be levied before the issue of transfer certificates from pupils in Malayalam Schools also whose names have been permanently removed for long absence and who afterwards apply for such Certificates.

21. No pupil shall, unless exempted by the Director, be promoted who has not put in at least 270 meetings in the year, or who has failed to pay the fees for the school year.

Note 1:—The Director may conduct special examinations for those pupils who for unavoidable reasons are absent for the terminal examinations. In such cases a special fee at the rate of Rs. 2 for each subject up to a maximum of Rs. 5 in the Primary Department and at the rate of Rs. 3 for each subject up to a maximum of Rs. 10 in the Secondary Department will be levied from each candidate. No such fee will be levied in Malayalam Schools.

Note 2:—In the case of pupils who obtain half-yearly promotion, the attendance put in by them in the two classes together during the year may be taken into account for their second half-yearly promotion, which is the annual promotion for other pupils.

22. The rules of discipline of every school shall be formulated in a definite manner, and shall be subject to the approval of the Director. They shall be explained to all pupils on admission to the school.

23. Teachers, by precept and example, should do their utmost to lead their pupils to be clean and neat in person and habit, respectful, orderly and quiet in behaviour, honest and truthful, and good loyal citizens in all circumstances. The formation of Boy Scout and Girl Guide Associations should be encouraged.

24. Provision shall be made for moral instruction in schools where the heads of schools are satisfied that favourable conditions exist for such teaching. A period may be devoted for this purpose in the time table and regular and systematic instruction given by means of stories, illustrations, biographies, etc.

25. In every school arrangements shall be made for physical exercise, sports and games.

26. Provision shall be made for the medical examination of pupils at intervals of three years and ordinarily thrice during the school life of a pupil, under the rules prescribed by Government in Form No. III.

27. In every school, for purposes of nature study and for recreation, provision shall, as far as possible, be made for school gardens.

27. A. The Director may sanction excursion charges in connection with educational tours of students and teachers.

28. Every school building shall be in substantial repair and in a clean condition. It shall be subject to inspection by the Inspecting Officers of the Education Department and such officers of the Medical, Sanitary and Engineering Departments, as Government may direct. Every building shall be provided with a suitable latrine.

29. Neither teachers nor pupils shall attend or take any part whatever in any meeting, or in any agitation, directed against the authority of Government, or in any movement or agitation of any kind which may be accompanied by or result in ill-feeling between different sections of any community or which gives expression in any way to opinions, that may excite feelings of disloyalty or disaffection.

30. The Headmaster shall keep a record of all cases of corporal punishment noting the reasons for awarding the punishment in each case.

31. Promotions from one class to the next higher one shall ordinarily be made once annually on the first working day of each school year. Half-yearly promotions may be permitted by the Director.

32. The Headmaster shall, before the first working day of each school year, post up in a conspicuous position in the school, a notice giving the names of all pupils who have been promoted, and he shall, on the same day, forward a copy of the notice to the Inspecting Officer. It shall remain posted for the first fifteen working days of the school year, after which it shall be taken down and preserved in the school records. All examination papers, answer papers and mark lists shall be preserved for one month after the reopening.

33. Teachers shall not claim casual leave as a matter of right.

34. Headmasters shall be required to devote at least an hour a day for the supervision of the work of assistant masters, for which they will keep a supervision book.

35. The Headmaster of every school shall issue a terminal report on the progress of each pupil to his parent or guardian in Form No. IV.

## CHAPTER VI.

## Admission and Transfer Rules.

36. Except in the case of primary schools, girls' schools shall be open to girls only and boys' schools to boys only. For the admission of girls in secondary schools for boys, and vice versa, the special sanction of the Director should be obtained.

Application for admission to the College classes should be made in writing in the prescribed form with a Registration fee of Re. 1 without which the application will not be registered. The registration fee is not returnable.

37. Pupils shall ordinarily be admitted once a year within the first three weeks of the reopening of schools, after which no pupil shall be admitted without the special sanction of the Director. Applications for admission should be made, on a printed form, Form No. V, by the parent or guardian, *who should authorise the admission in person or by letter. The name of the parent or guardian must be registered, and in all matters concerning pupils, no other person will be recognised.* The correct age of the pupils must be entered. No pupil shall be admitted who is not protected from small-pox, or who is suffering from any contagious or communicable disease, or who has been debarred from admission to a recognised school by any notification issued by the Director. In the case of pupils not protected from small-pox one month's time from the date of admission shall be allowed for vaccination.

38. A pupil on joining a school shall give his correct name. A change of name may afterwards be allowed by the Director for good reasons and on payment of a fee of two rupees ; but in the case of pupils belonging to the Depressed Classes a fee of annas eight only will be levied.

Note:—Depressed Class pupils who change their names in consequence of a change of faith are exempted from the operation of the above rule.

39. Satisfactory evidence of age in the case of new pupils shall be produced before admission or within five working days after admission. An age once entered can be altered only with the sanction of the Director and on payment of a fee of three rupees.

Note 1:—The Headmaster of a school may, on application, issue a certificate in Form No. V A based on the school register as to the age of a pupil, on payment of a fee of rupee one.

Note 2:—A fee of Re. 1 will also be levied for the issue of an extract from the school Admission Register.

**Correction slip No. 154 to C.E.C., Volume I**

Article 37.

Insert the following as the second sentence of the article.

"Pupils below 5 years of age shall not be admitted to any school except in montessori classes."

*Order R. Dis. 12796/18, dated 14th March 1943*  
*Development Department*

(By order of the Government of Ceylon)

C. J. MATHEW

*Joint Secretary to Government*

40. The strength of a class shall not exceed 40, except with the special sanction of the Director.

41. A pupil *before he is admitted to a school* will be required to produce a certificate which shall be in counterfoil and in Form No. VI, from the Headmaster of the last school in which he was reading. A pupil who joins a school for the first time having never been in a school before, shall be required to join at the reopening of the school year, provided that if he joins at another time with the sanction granted by the Director, he shall be admitted only on payment of the full annual fees for the course to which he is admitted.

Note 1:—No certificate is valid or should be received that is not on the authorised printed form supplied by the Department, and signed by the Headmaster or Headmistress.

Note 2:—Pupils admitted in class I after the Navarathri holidays will be allowed to sit for the annual examination if they are of the proper standard and pay the fees for the whole course. They need put in only 75% attendance of the total number of working days after the holidays.

42. *Bona fide* private pupils seeking admission into a class or form may join a school, a month before the last terminal examination, and appear for the examination on payment of an admission fee of Rs. 5 in the Primary Department and Rs. 10 in the Lower Secondary Department. No such fee will be levied in Malayalam Schools.

Note:—Pupils, who, after a period of attendance at school and a long absence, desire to present themselves for promotion examinations, will be permitted to do so as 'private pupils' provided that they have been away from school at least one year and with the restriction that they can only be allowed to sit for the promotion examinations of one class lower than they would have done, had they attended regularly and had they obtained promotion year by year, but not lower than the class in which they last studied.

43. Application for transfer certificates shall be made by the recognised guardian, in person or in writing, at the end of a term, or in the interval between two terms or within the first ten working days of a term. The certificate shall be issued forthwith provided no fee is due from the pupil for the term in which his last attendance is registered.

In the case of a pupil of the Primary Department it is enough to levy the fee for the month in which his last attendance is registered.

Note:—Duplicate certificates may be issued for good reasons and on payment of three rupees.

44. Pupils coming from schools outside the State may be admitted into the classes for which their transfer certificates entitle them, provided the Heads of Schools concerned are satisfied of the standard of the institutions they come from; but in cases where the standards cannot be determined, the pupils shall, with the permission of the Director, be admitted into whatever class they are found fit for, on examination.

45. A pupil coming for admission shall not ordinarily be placed in a class higher than that to which he was promoted in the school he left.

Note 1:—When vernacular pupils are admitted into English Schools, they should be placed either two classes lower with the benefit of half-yearly promotions or in the same class after being examined in English as bona fide private pupils and found fit. A fee of Rs. 2 shall be levied for the examination in English. Pupils from English Schools, may be admitted into Vernacular Schools in the same class; but they will be treated as *bona-fide* private pupils as regards English for which they may be allowed to appear privately at the annual examination on payment of the fee prescribed in Article 42. Pupils who fail to get promotion in English Schools and who wish to join Vernacular Schools may be admitted in the next higher class in Vernacular Schools provided they have failed only in English and not in any other subject.

Note 2:—Admissions and transfers of pupils of class IV of an English School to the Preparatory class and vice versa will be allowed in deserving cases.

46. In the case of a pupil's being dismissed or formally expelled on account of grave misconduct, the Headmaster shall record his reasons for the dismissal or expulsion, and report the fact at once to the parent or guardian of the pupil, and within seven days to the Inspecting Officer concerned. 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 Director.

47. If a pupil's name be struck off for non-payment of fees, he shall not receive a certificate until he has paid them.

48. Attendance at a non-recognised school between leaving a recognised one and applying to enter another does not dispense with the necessity of complying with the provisions of Article 41.

49. If a pupil be found to produce a false certificate or to make a false statement as to his attendance at any school, the Director may debar him for a period not exceeding one year from admission to any examination.



50. A pupil leaving a recognised school during the year with the sanction of the Director for good reason and joining another school, shall pay only the balance of the year's fee in the school which he joins.

51. Wilful transgression of any of the foregoing rules will render a school liable to suspension, reduction, or withdrawal of grant, or withdrawal of recognition.

## CHAPTER VII.

### The Licensing of Teachers.

52. No person shall be permitted to teach in any school in the State unless he possesses the qualifications herein prescribed and holds a license granted by the Director in Form No. VII.

*Exception 1:*—Teachers that have been employed in schools managed or aided by the Cochin, Travancore or British Government, for 15 years and upwards, prior to 1st Chingam 1087, are exempted.

*Exception 2:*—Teachers of the primary classes who were licensed on or before 24th Edavam 1056, *i. e.*, the date of issue of the new Code, are exempted from the general qualifications herein below prescribed and will be permitted to teach as per their licenses but the licenses shall lapse if they fail to qualify professionally within the time allowed by the old Code.

*Exception 3:*—Persons possessing the requisite general qualifications, but not the professional qualifications, may be permitted to teach in schools on their obtaining a temporary permit from the Director. Such temporary permits will be valid only for one year after completion of the training course in the case of graduate teachers and for three years after completion of the training course in the case of non-graduate teachers and will become automatically void on the expiry of the period, before which the holders should get themselves professionally qualified.

The minimum qualifications of teachers shall ordinarily be:—

Class or Form	General qualifications	Professional qualifications
Classes 1 and 2 (Malayalam Schools)	S. S. L. C. complete of the Cochin State.	Secondary trained or trained in Industries or Agriculture
Classes 3 and 4 (Malayalam Schools)	do	do
Classes 1 to 4 (English Schools)	do	do
Forms I, II and III	do or Matriculation	do
Forms IV, V and VI	B. A.	L. T. trained or B. T.
<b>Specialists.</b>		
Sanskrit Pandit	..	Pandit's examination or Siromani
Malayalam Pandit	...	Pandit's examination
Tamil Pandit	...	Tamil examination
Arabic Maulvi	...	Maulvis' examination
Drawing Master	P. D. Class IV of the Cochin State	Freehand Outline and Model Drawing and any one of Painting, Design and Geometrical Drawing (Lower Grade)
	L. S. D. Form III of the Cochin State	Freehand Outline and Model Drawing, Painting, Geometrical Drawing and Design (Lower Grade)
	H. S. D. Form III of the Cochin State	Group certificate in Drawing (Freehand Outline and Model Drawing, Higher Grade), Geometrical Drawing (Lower), Design (Lower) and Painting (Lower)
<i>N.B.</i> —Drawing Masters should also pass the Practical Examination conducted by a Board constituted for the purpose.		
Drill Master	..	Gymnastic examination
Music Teacher	A pass in Form III of the Cochin State Public Examination	Junior or Senior of the Special Music class of the V. G. School, Trichur
Needle-work Teacher	P. D. Class IV of the Cochin State	Needle-work and any two of the following, viz., Knitting, Embroidery, Crochet or Pillow Lace

Class or Form	General qualifications	Professional qualifications
Needle-work Teacher	Secondary Department  Form III of the Cochin State	Needle-work and any 3 of the following:—Knitting, Embroidery, Crochet or Pillow Lace.

Note 1:—The Director may, at his discretion, accept examinations equivalent in his opinion to the tests prescribed above.

Note 2:—Teachers trained in Industries or Agriculture will not, until they become the Headmasters or Headmistresses of Primary or Lower secondary schools, be required to undergo the 'Teachers' Training'.

Note 3:—The Director may grant temporary exemption to specialists from requisite professional qualifications up to a limit of 2 years provided qualified hands are not available.

53. Applications for licenses shall be made in Form No. VIII. Each application for the issue of a license or permit for the first time shall be accompanied by a chalan for the remittance of Rs. 3 in any of the State treasuries, no such fee being levied either for the conversion of a permit into a license or for their modification.

Note 1:—Duplicate licenses may be issued for good reasons and on payment by the applicant of a fee of Rs. 5.

Note 2:—A fresh license may be issued free of charge when the old one is worn out.

54. In no case shall a license be issued in favour of a person whose age is less than 18 years or who is physically unfit to teach.

55. When first granted, the license shall be retained by the Director until the person in whose favour it is granted is appointed as a teacher. On appointment, the license shall be forwarded to the Headmaster in the case of Government schools or to the Manager in the case of aided schools. If the license is in favour of a Headmaster, or of a Headmaster who is also the Manager, it shall be retained by the Inspecting Officer.

56. If a teacher has been dismissed for any fault or has left the service of the school in such a manner as to infringe the conditions of that service, the license shall be recovered and forwarded by the Inspecting Officer to the Director.

57. No licensed teacher shall be suspended or dismissed from an aided school except for good causes. Against the suspension or dismissal, an appeal shall lie to the Director, provided that such appeal is preferred within thirty days from the date of the order of suspension or dismissal. The decision of the Director on such appeal shall be final.

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

- (1) is not protected from small-pox;
- (2) becomes physically unfit to teach;
- (3) has been judicially convicted of any offence involving dishonesty or immorality;
- (4) has given incorrect information or wilfully suppressed information in his application for license;
- (5) is, for any continuous period exceeding two years, not engaged as a teacher in a recognised school;
- (6) permanently undertakes teaching of any kind which is not permitted by his license or private tuition without the written permission of the Headmaster;
- (7) is known to serve as a teacher in an unrecognised school, which violates the conditions of the Code in such manner as to do injury to the public interest, and refuses or fails to withdraw from such service within thirty days of his having been warned to do so;
- (8) is found to suffer from any contagious or communicable disease;
- (9) wilfully infringes any condition of service in the school wherein he is employed;
- (10) behaves in any manner unbecoming a teacher and a gentleman;
- (11) is offered a stipend or scholarship of an amount considered to be reasonable in a recognised Training school or other recognised institution, for the purpose of undergoing a course of training or instruction, and refuses or fails without reasonable cause to attend such course;
- (12) engages in any trade, business or occupation which is incompatible with the efficient discharge of his duties as a teacher;
- (13) is, directly or indirectly, solely or in conjunction with others, the editor or proprietor of any newspaper, magazine or periodical, other than a purely scientific or educational publication, without the written sanction of the Director;

belonging to the depressed classes. In English schools the rates of fees for other pupils shall be as follows:—

Primary Department—Class I—4 annas. Class 2—5 annas, Class 3—9 annas and class 4—12 annas monthly.

Preparatory class—Rs. 1½ monthly.

Lower Secondary Department—Forms I, II and III—Rs. 24 per annum.

Upper Secondary Department—Forms IV, V and VI—Rs. 42 per annum.

College Department—Intermediate class—Rs. 84 per annum. B. A. Class—Rs. 112 per annum.

N. B.—If fees are paid for the whole year in a lump sum in advance, the annual fees for the Intermediate class will be only Rs. 80 and that for the B. A. only Rs. 106.

Notes 1:—Special fees shall be levied in these departments at the following rates:—

	L. S. D.	U. S. D.	College Department (Intermediate and B. A. classes)
Library fees	8 as.	Re. 1	Rs. 2 per annum
Sports fees	4 as.	8 as.	Rs. 2—8—0 do
Stationery fees	8 as.	Re. 1	Rs. 2 do
Fees for medical inspection			Re. 1 (This need be collected only from the 1st and 3rd class students)

N. B.—(1). In addition to the special fees, students in Groups I and II of the Intermediate classes shall pay an annual fee of Rs. 5 each and those of Groups II B, II C and II E of the B. A. classes shall pay Rs. 10 each towards laboratory fees. However, students of Groups II B and II C of the B. A. classes who take Mathematics as their subsidiary subject shall pay a sum of Rs. 5 only towards laboratory fees. The laboratory fee is payable along with regular fees for the second instalment of the first term and shall be collected only from those students whose names are on the rolls on the date of payment. Special fees and laboratory fees shall not be counted in fixing arrear demand from a student.

(2) In the case of students seeking admission to the Senior Intermediate or Senior B. A. class during the second or last term of an academic year special fees shall be levied at half rates only.

2. Half the standard rates of fees shall be levied from girls. Pupils in model schools attached to Training Institutions and pupils belonging to backward classes will also be eligible for the concession provided they are certified by competent authorities to the satisfaction of the Director, to be really poor and unable to pay full rates. No fees shall be levied in the Government



Trades School, Trichur from pupils belonging to the Depressed classes.

N. B.—A certificate of poverty from the Parvathiakaran of the village in which the pupil lives will be considered a sufficient authority for the purpose of this note.

This concession will not be allowed for more than 2 years to the same student in the same class.

3. A class or community shall be styled as backward or depressed only from the standpoint of literacy, and the term backward classes shall include:—

Paramban	Pattarya	Raju
Chakkilyan	Kakkalan	Pathukudy
Devadasis	Kaikolan	Kudumi
Tharakan	Kaniyan	Panan
Arayan or	Otanaiken	Chedan
Mukkuvan	Thindal Thattan	Karuvan
Devangan	Velakkathalayan	Chakkan
Pandithattan	Asari	Barber
Velan	Kollan	Vaniyars
Muhammeden	Ezhuthachan or	Kusavan
Jew	Othazhan	Pandaran
Kallan	Chovan	Veluthedan
Theendal Vannans	Kammalan	Moosari
Yadhavas	Koravar	Thottiar
Telugu Chetties	Vadukans	Goudas
Naidu	Kalari Kurup	Vil Kurup
Chaliyan or	Tamil Chetties	Tamil Pillai
	Vellala Pillai	Saiva Vellalas
		Kannada Chetties

The term depressed classes shall include:—

Kanakkan	Vettuvan	Pulayan
Malayan	Nayadi	Ullatan
Sambavan	Kadar	Pulluvan
Kavara	Vathis	

and such other communities as may, from time to time, be declared by Government to be backward or depressed.

Note.—In the case of children of the depressed classes attending a school a change of religion will not make them ineligible for the concessions enjoyed by them.

Converts to other religions from the communities classed as depressed shall be eligible for all the educational concessions granted to the depressed classes.

N.B.—Converts should produce certificates of conversion from the authorities of the Church or Mosque or from the Arya Samaj Adhikari or Buddhist priest or any other religious head by whom the conversions have been effected, to show that they are themselves converts.

4. (a) In the case of a student of the Senior Intermediate or the Senior B. A. class who attends for part courses only under the New

Regulations the amount of fees prescribed shall be as follows, payable in eight equal instalments; but no concessions shall be allowed in the matter of special fees.

	Intermediate	B. A.
Part I	Rs. 36	Rs. 48.
Part II	„ 28	„ 28.
Part III	„ 42	„ 56.

4. (b) In the case of a student of the Senior B. A. class who attends only for one of the two parts under the old or Transitory Regulations, half the amount of the prescribed fees alone be levied but no concession shall be allowed in the matter of special fees.
- N. B.—Girls studying for part course only in the Intermediate and B. A. classes shall, if they are Cochinites, pay only one-third of the full course fees levied from boys.
5. In the case of a student of the Senior Intermediate class or the Senior B. A. class who appears for the September Examination fees for the first term (three instalments) only shall be levied.
6. In the case of a student seeking admission to the Senior Intermediate class or the Senior B. A. class after having failed in the September Examination, only half the year's fee shall be levied.
6. (a) In the case of students of the Maharaja's College, Ernakulam, who fail in Part II of the B. A. degree examination and who wish to do only practical work in the College laboratories with a view to appear for the next examination, a fee of Rs. 10 per term shall be levied for the use of the laboratories besides the caution money of Rs. 12—8—0 which they should deposit in the Treasury on the date of admission and from which deductions will be made for breakages. This concession shall not apply to students of other colleges.
7. If a boy in the primary department does not attend school throughout the whole of a month, no fee need be levied from him for that month.
8. If a boy in the secondary department does not attend school throughout the whole of a term, no fee of any kind need be levied from him for that term.
9. Students joining the Junior Intermediate and Junior B. A. classes of the Maharaja's College, Ernakulam and taking non-laboratory subjects, such as Mathematics, History, Economics, Logic or Malayalam as their optionals, are to deposit a sum of Rs. 10 each at the beginning of their course. The money after deducting the dues, if any, will be returned to the students concerned, when they leave the college.



65. An admission fee of 8 annas in the primary department of English schools, of Re. 1 in the lower secondary, of Rs. 2 in the upper secondary and of Rs. 3 in the college departments shall be levied.

In the case of *bona fide* private pupils seeking admission into the primary and lower secondary departments, an admission fee of Rs. 2 and Rs. 5 respectively shall be levied.

Pupils seeking admission to Form IV after passing Form III Public Examination as *bona fide* private pupils shall pay an admission fee of Rs. 10.

In Malayalam schools a fee of six annas shall be levied for re-admissions only.

Note 1:—No admission fee shall be levied from a pupil transferred from one school to another owing to the official transfer of the parent or guardian, provided the sanction of the Director has been obtained to the transfer of the pupil.

Note 2:—Commercial Classes.—

#### A. Fees.

- (1) Regular pupils of schools who have taken up commercial subjects as optionals for the School Final Examination will be exempted from the payment of any special fee for the subjects.
- (2) Regular pupils of schools who, not having taken up Type-writing as an optional for the School Final Examination, desire to practise it without prejudice to their regular study will be charged a special fee of Rs. 3 per term.
- (3) In the case of purely private pupils learning Type-writing and other commercial subjects in High Schools, where provision exists for the teaching of these subjects, an annual fee of Rs. 18 per pupil for Type-writing and Rs. 6 for each of the other commercial subjects will be collected in 8 equal monthly instalments, as in the case of secondary literary classes, of Rs. 2-4-0 and annas 12 respectively.
- (4) Private candidates are allowed to be coached up in Short-hand and Type-writing by the Commercial teachers of High Schools out of school hours i. e. from 8 to 9-40 a. m. and from 5-10 to 6-50 p. m., half the fee collected from private pupils being remitted into the Treasury and the other half paid to the Commercial teachers as remuneration for their extra work.

#### B. Admission.

- (1) An admission fee of Re. 1 per pupil will be collected from the private pupils joining the commercial classes attached to High

Schools unless their names are on the rolls of the school on the date of admission.

- (2) In the collection of fees from the private pupils in commercial classes, the rules laid down under Articles 66 and 67, C. E. C. Vol. I will be applicable; but in the matter of fines such pupils will be treated as pupils of the Lower Secondary Department.
- (3) The regular as well as private candidates will be allowed free use of Government type-writers, for class and examination purposes. But a caution money of Rs. 5 should be levied from each private candidate at the time of admission. This amount will be returned to them only on their leaving the school, after recovering the cost of damages to the machine.
- (4) In the case of regular pupils, who have not taken 'Type-writing as an optional subject for the School Final Examination, but who are allowed to practise Type-writing as private candidates no caution money will be levied from them so long as they are regular students of the school subject to the disciplinary control of the school.
- (5) With a view to enable private pupils who have to appear for the Madras Government Technical Examination in Type-writing and who have, therefore, to take the machines to the examination centres at Trichur and Ernakulam, the machine will be entrusted by the schools to the Commercial teachers who will accompany the pupils to the centres. The Commercial teachers who thus accompany the pupils will be considered as on duty during their absence from school and the pupils concerned will have to pay the teachers their usual travelling allowance.

66. The school year shall be divided into three terms to be called the Onam, the Christmas and the Summer terms. Every pupil shall be liable to pay the whole fee for a term during any part of which he actually attends the class, unless he or she applies for a transfer certificate within the first ten working days of the term. The fee, or the instalment thereof payable, shall be paid by a new pupil before his name is enrolled, and by an old one not later than the dates fixed for the collection of fees of the term. A pupil shall not be enrolled or admitted after the beginning of a term until after he has paid all fees or instalments of fees which he would have had to pay, had his name been on the rolls from the beginning of the term. If paid in instalments the fees shall be realised not later than the tenth of Karkadagam, Chingam, Kanni, Thulam, Vrischigam, Makaram and Kumbham and when the tenth happens to be a holiday not later than the next working day in the month. The Edavam instalment shall be collected not later than the 5th working day of the month. There shall be three instalments in the first term in the months of Edavam, Karkadagam

and Chingam, three in the second term in the months of Kanni, Thulam and Vrischigam, and two in the third term in the months of Makaram and Kumbham. Special fees shall be paid along with the first instalment of fees for the first two terms—one half being paid at the beginning of the first term and the other half at the beginning of the second term. In the primary classes, fees shall be paid monthly from Mithunam onwards not later than the tenth of each month and when the tenth happens to be a holiday not later than the next working day, two months' fees being levied in Meenam to make up for the vacation month of Medam. The Edavam fees shall be collected not later than the 5th working day of the month.

These rules shall apply to the college department as well, except that the three terms of the college year shall be called the Michaelmas (from June to September), the Christmas (from October to December) and the Easter (from January to April) terms, and that the payment of fees in instalments from the second onwards shall be made not later than the fifth working day of each of the succeeding English months, instead of the Malayalam months. The Principal may notify the date on which each instalment of fees shall be paid, and he is authorised to alter the date of payment of fees in the college classes under special circumstances.

The fees for each of the Intermediate and B. A. classes of the college shall be Rs. 84 and Rs. 112 respectively per annum payable in 8 equal instalments, three in the first term in the months of June, July and September, three in the second term in the months of October, November and December, and two in the third term in the months of January and February.

Every student in the college classes shall be liable to pay the fee for the whole term during any part of which his or her name is on the rolls.

Note 1:—In *bona fide* cases where admission is sought for professional or Honours courses in Madras and elsewhere, the Principal of the Maharaja's College, Ernakulam, is empowered to issue transfer certificates collecting only as many instalments as may fall due on the date of leaving.

Fee for the whole term shall be levied from students who may leave the college to take up courses for which provision has been made in this college.

Note 2:—The Director may modify or alter the dates for the collection of fees and write off irrecoverable arrears of fees up to a limit of Rs. 25 in each case.

67. If the fees are not paid within the time specified, a fine of annas 2 per week shall be charged for late payment of fees up to a maximum of annas 4 in the primary department of English schools, of annas 4 per week up to a maximum of annas 8 in the lower secondary department, of annas 8 per week up to a maximum of Rs. 1-8-0 in the upper secondary department and of annas 2 per day up to a maximum of Rs. 3 in the college classes. If the fees are not paid by the end of these periods, the student's name shall be removed from the rolls, and he / she will be readmitted only on payment of all the arrears and readmission fees. In the case of the Meenam instalment, the latest date for payment of fees with fines shall be the closing day. The names of pupils who fail to pay on that day with the fines that may have accrued till then shall be removed and they shall be readmitted on the reopening day only after levying readmission fees together with the arrears of regular fees.

68. If a pupil withdraws during the year, he shall, on rejoining, pay a readmission fee equivalent to the admission fee.

69. A pupil who leaves during the year shall have no right to claim a remission of any portion of the fee paid.

70. Managers or Headmasters of schools are required to keep a receipt book in cheque and counterfoil, and to give on demand by the guardian a signed receipt on payment of the tuition fee.

#### SCHOLARSHIPS.

71. *A. Open scholarships.* These shall be open to everybody of whatever class or sex and shall be awarded annually as follows:—

(1) One senior university scholarship of the monthly value of Rs. 20 tenable for three years for the Honours course in any of the colleges approved by Government or of Rs. 15 tenable for two years for the Pass course in any of the State colleges, to the best student who passes the Intermediate examination from a college in the State.

(2) Six junior university scholarships of the monthly value of Rs. 10 each tenable in any college in the State for two years will be awarded to the first six students who pass from a recognised High School in the State School Final Examination. Of these, one will be reserved for a girl who obtains the highest number of marks among girls in the School Final Examination, provided she obtains not less than 50 per cent of the total marks.

Note:—In the case of a candidate appearing for three optional subjects in the School Final Examination, the optional in which the candidate gets the lowest number of marks will be left out of consideration for purposes of deciding first class and scholarships.

(3) Ten upper secondary scholarships of the monthly value of Rs. 5 each tenable for three years in any upper secondary school in the State.

(4) 25 lower secondary scholarships of the monthly value of Rs. 3 each tenable for three years in any lower secondary school in the State.

The last two shall be awarded on the results of a special scholarship examination to be held for the purpose.

*B. Scholarships special to members of backward or depressed classes.*—A similar number of scholarships as in A shall be given annually to deserving pupils of the backward or depressed classes; but the stipends in the case of the senior university, the junior university, upper secondary and lower secondary classes shall be reduced to Rs. 8, Rs. 6, Rs. 3 and Rs. 2 respectively making allowance for the half rate of fees charged to members of backward classes and free education permitted to members of the depressed classes.

N. B.—The value of the Senior University scholarship will be Rs. 20 for the Honours course in any of the colleges approved by Government.

Note:—Out of the 25 lower secondary scholarships, 6 will be reserved exclusively for pupils of the depressed classes.

*C. Scholarships special to Muhammadans only.*—(1) One scholarship of Rs. 20 a month tenable for three years for the Honours course in any of the colleges approved by Government or of Rs. 15 a month tenable for two years for the Pass course in any of the State colleges will be given annually to the best Muhammadan boy who passes the Intermediate examination from a college in the State.

(2) One scholarship of Rs. 30 monthly tenable for four years will be given in alternate years to a promising Muhammadan boy from the State who has passed the School Final Examination to enable him to join the Muhammadan University at Aligarh.

Note:—In the absence of School Final applicants, the scholarship may be awarded to the best Muhammadan candidate from the State

who has passed the Intermediate Examination. In this case the scholarship will be tenable for two years only.

(3) Every Muhammadan girl in the primary, lower secondary or upper secondary classes of English schools in the State will be given a monthly stipend of annas 8, Rs. 3 and Rs. 5 respectively. Every Muslim girl studying in the Intermediate and B. A. classes in any of the colleges in the State will be given a stipend at the rates of Rs. 8 and Rs. 10 respectively.

(4) Every Muhammadan boy reading in the college or upper secondary classes of any institution in the State will be given a stipend of Rs. 6 and Rs. 3 respectively. This stipend will not, however, be given to a student who is granted a scholarship under clause (1) above.

Note:—Stipends shall be forfeited at the closing of schools for the mid-summer vacation, if the pupils are prevented from sitting for the annual examination by their failure to put in the required attendance.

*D. Scholarships special to women.*—(1) A literary scholarship of Rs. 20 a month tenable for three years for the Honours course in any of the colleges for women approved by Government, or Rs. 15 a month tenable for two years for the Pass course in the Maharaja's College, Ernakulam, will be given annually to the best woman student who passes the Intermediate Examination from a college in the State.

(2) The Lady Willingdon Scholarship will be given annually to the most deserving Cochinite girl student passing the Intermediate Examination, to enable her to continue her studies for the B. A. The value of the scholarship will be Rs. 15 per mensem, tenable in the Maharaja's College, Ernakulam, and Rs. 20 per mensem, tenable in one of the Women's colleges in Madras, or in the Presidency College for the Honours course. The Director's choice will be final provided the student chosen is certified to be in need of financial assistance by a competent authority. It will be tenable for the minimum period required for taking a degree either in the Pass course or in the Honours course.

*E. Half-free scholarships.*—(1) Six half-free scholarships tenable for two years in any college in the State will be awarded on the results of the School Final Examination to boys coming from any recognised school in the State.

(2) Fifty half-free scholarships tenable for three years in any upper secondary school in the State will be awarded on the

results of the special scholarship examination held under article 73.

(3) Fifty half-free scholarships tenable for three years in any lower secondary school in the State will be awarded in the same manner as No. 2 above.

These half-free scholarships entitle the holders thereof to remission of half the ordinary fee referred to in article 64, but they will be liable to pay in full the special fees prescribed in note (1) to article 64 and the admission fees prescribed in article 65.

These half-free scholarships are reserved for *bona fide* Cochinites and for pupils whose poverty is proved to the satisfaction of the Director of Public Instruction and are subject to the conditions in rules (2) to (4) and (6) and (7) prescribed for scholarship holders in article 75.

72. Scholarship bills shall be submitted monthly by the Headmaster of the school for counter-signature by the Director in Form No. IX, and the amounts should be disbursed to the holders as soon as the bill is cashed.

The stipends provided in article 71 C (3) and (4) shall also be disbursed monthly.

73. The examination referred to in the last para of article 71-A shall be conducted annually by the Board of Examiners appointed and shall be held annually in April or May at recognised centres. Obviously unfit pupils shall be discouraged by Headmasters from sitting for the examination.

74. The candidates shall be required to answer the following papers:—

(1) A paper of two and a half hours' duration in English including composition and translation from Malayalam or a modern language to English.

(2) A paper of two and a half hours' duration in general knowledge, and

(3) A paper of two and a half hours' duration in Arithmetic.

Each paper will carry 100 marks. No pupil will be eligible for a scholarship who does not obtain in the aggregate 150 marks.

75. Scholarships are awarded under the following rules:—

(1) The holders shall pay their tuition and other fees.



(2) They shall be conditional on good behaviour and progress. Failure to gain annual promotion means forfeiture of the allowance.

(3) If not availed of at the beginning of the school year they shall be forfeited.

(4) When the holder leaves one school and joins another with the sanction of the Director, the scholarship shall be tenable in the latter school.

(5) Each holder shall acknowledge receipt of his allowance in an acquittance roll book.

(6) Holders absent for more than three months for *any cause whatsoever*, shall render themselves liable to forfeit their allowances. All such cases must be reported to the Director.

(7) Casual leave for urgent reasons may be given to a scholarship holder, for not more than 15 days in the year and not more than 3 days at one time. It shall not be taken in anticipation of sanction.

(8) Absence without leave is strictly forbidden. A scholarship holder, who violates this rule and stays away without permission, forfeits his scholarship for the days of absence, and for any holiday which may precede or follow the absence.

(9) Scholarships are given only to *bona fide* Cochinites. In doubtful cases the decision of Government will be final.

(10) All scholarships and stipends shall cease with the examinations at the end of the courses for which they are allowed.

These rules, excepting clause (3) shall apply to all kinds of stipends as well.

Note:—The Director may grant exemption from the restrictions contemplated in clauses (iii) and (x) in deserving cases.

#### 75-A.

A. (1) The children of all men of whatever rank, whether combatants or non-combatants, who have since 4th August 1914, died, while on active duty or become permanently incapacitated owing to wounds or disease contracted while on the active list and who are *bona fide* subjects of the State, will be entitled to the following concessions on receipt of their applications through the Agent to the Governor-General in Form No .21.

(a) Free vernacular primary education or anglo-vernacular primary education as a scholarship holder, the value of the scholarship being fixed at Rs. 2 a month, plus an annua



**Correction slip No. 149 to C. E. C. Volume I**

Article 75 (8). Delete the second sentence of the article and substitute the following.—

"A scholarship holder who violates this rule and stays away without permission forfeits his scholarship for the days of absence and for any holiday which may precede, intervene or follow such absence subject to a minimum of half-a-day's scholarship. Deduction under this rule shall not be less than one anna in respect of any claim in a bill.

The rule regarding the minimum deduction will also apply in the case of those who exceed 15 days' casual leave or who avail themselves of more than 3 days' casual leave as laid down in rule (7) supra."

*Order R. Dis. 9002/18, dated 11th January 1943*  
*Development Department*

(By order of the Government of Cochin)

C. J. MATHEW

*Joint Secretary to Government*

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allowance in either case, of Rs. 12 to cover incidental charges for books, etc.

(b) Lower secondary education as a scholarship holder, the value of the scholarship being fixed at Rs. 4 a month, plus an annual allowance of Rs. 14 to cover incidental expenses.

(c) Upper secondary education as a scholarship holder, the value of the scholarship being fixed at Rs. 6 a month, plus an annual allowance of Rs. 30 to cover incidental expenses.

(d) Industrial education on stipends of the value of Rs. 4 a month, plus an annual allowance of Rs. 9 to cover incidental expenses:

Provided that

(i) The holders of the allowances satisfy rules 2, 4, 5, 6, 8 to 10 of article 75.

(ii) No scholarships and allowances excepting the industrial will be open to children who up to the age of ten have not attended any school. Cases where a rigorous application of this rule may cause hardship will, however, be leniently viewed.

(2) The scholarships and allowances under these rules will be disbursed to pupils attending Government primary schools by the Inspecting officers concerned, and in the case of pupils attending Government secondary and industrial schools, by the Headmaster of the institution concerned. In the case of pupils attending aided institutions, the Manager of the institution concerned will disburse the amount.

(3) The Government will not interfere with the discretion of the guardians as to the institution to which the child should be sent provided the institution is within the State and is recognised by the Education Department.

(4) An officer commanding any Military unit may be given such information as is possible, regarding the education of the children of any man of his unit coming under the category described in sub-para 1 of rule 1 above, should he call for it.

(5) The continuance of the scholarships and allowances herein sanctioned will be subject to the conditions laid down in rule 1 and to any other regulation that may be framed hereafter by the Director of Public Instruction.

*Further*

B. The children of all soldiers who joined during the war will be given primary education free and secondary education at half rates, provided they are *bona fide* subjects of the State.

## CHAPTER IX.

**Grant-in-Aid Rules.**

76. The rules in this chapter are a mere definition of the circumstances under which aid may be given to schools. Grants are a matter of grace and cannot be claimed as a matter of right; and all the rules contained in this chapter must be read as subject to the absolute right of the State to grant or reject any application at discretion.

77. Government reserve to themselves, anything in the rules of this Code notwithstanding, the right to refuse or to withdraw any grant or any portion of it at their entire discretion.

78. Aid shall be granted on the following conditions:—

(1) The school shall be subject to the rules of the department and be open to regular inspection and to a full examination and audit of its accounts, vouchers being produced for all receipts and disbursements. It shall maintain the records prescribed in Volume III and submit such returns as may be called for.

(2) The school shall be under the management of one or more persons who in the capacity of proprietors, trustees, managers or members of a committee are prepared to undertake the general superintendence of the school and to be answerable for the proper application of its funds and its permanence.

(3) If the management of the school vests in a body of two or more persons, the constitution of the management must be embodied in definite written rules which should prescribe among other things the manner in which the managing body shall be appointed, the conditions of the tenures of their office and their duties and powers with respect to the management.

(4) The Director must be satisfied that the building and the premises are sanitary, in good repair, properly drained and ventilated and contain sufficient accommodation, that each class is provided with the furniture and apparatus necessary and that the staff is competent as to qualification and numbers for the grade to which the school is registered.

(5) No pupil shall be refused admission or sent away on capricious grounds or for reasons not conformable to the educational policy of Government.

(6) The staff must be approved by the Director and every change in the staff or management shall be duly reported for his approval.

(7) No portion of the income of the school shall be utilised for other than strictly educational purposes.

(8) Laxity in the promotion of pupils shall not be allowed.

79. With the sanction of the Director, the manager of an aided school may appoint any person to act on his behalf as correspondent with the department. The Manager shall be bound by the acts of his correspondent. When the correspondent is a teacher, he shall in no case be any other than the Headmaster of the institution in which he is employed.

80. All applications for aid shall be submitted in Form No. X, not later than the 15th of April, so that provision may be made in the budget.

81. The grants-in-aid obtained are:—

(1) Half-salary grants to fully trained teachers.

(2) Ordinary grants calculated on the difference between the income and expenditure of a school.

(3) Special grants for land, buildings for schools, hostels, and boarding houses for girls, school furniture, and school equipment including library.

82. The employment of fully trained and full-time teachers will enable a school to obtain a salary grant equal to half the salary given by the school, up to a maximum of the scale laid down for Government schools. If any teacher receives an actual salary higher than the maximum, half of that actual may be taken into account in the grant-in-aid bill subject to the orders of the Director. The half-salary paid by the school *must be in cash, board and lodging supplied by the management not being accepted as an equivalent*. No deductions of any kind may be made, and each teacher will sign in the acquittance roll book kept for the purpose, *for the whole salary* that he receives each month.

Note 1:— Half-salary grant will also be allowed on behalf of those teachers who have passed the theory portion of the Trained Teachers Certificate Examination, from the date of publication of its results, but such grant will be discontinued in the case of those who do not get through the practical examination held after one year, it being disallowed from the date of publication of the results of that examination.

Note 2 — Assistant teachers who are trained in Industries or Agriculture will also be allowed half-salary grant under this article subject to the following conditions:—

- (1) It will be given only from the date of completion of one year after their reversion from training.
- (2) They should have passed their respective examinations fully.
- (3) Teachers trained in Industries and Agriculture should have done satisfactory work in the school and made themselves generally useful to such of the public as seek their advice or assistance.
- (4) Previous sanction of the Director should be obtained in each case before their half-salary grant is claimed.

83. Deleted.

84. No teacher shall teach in a department of a school, for which he is not qualified by his license.

85. No half-salary grant shall be given for any class if its strength is less than 30; but in particular areas or in Girls' schools, the Director may fix a lower minimum.

86. Any mis-representation of facts or presentation of a wrong bill with a false certificate or claim will not only render the drawer of the bill legally answerable for such false statements, but will also render the school liable to removal from grants and from recognition.

87. Ordinary grants shall be calculated and paid on the actual difference between the income and the expenditure, subject to a reduction of one-fourth when the strength of a class or form falls below 30 but not below 25, and of one half when it falls below 25. In the case of specially backward areas or communities, the Director may fix a lower minimum.

88. The *income* shall include:—

- (1) Half-salary grants to fully trained teachers.
- (2) Total of fees, *that ought to have been received during the year.*

(3) Contribution from the Manager, which, for the purpose of the grant-in-aid bill, shall be one-fourth of the net expenditure, i. e., one-fourth of the difference between the net cost of the staff and fees, the net cost of staff being the difference between the actual cost of staff and the salary grant.

(4) Grants from missionary or private bodies *for the day-school-proper and not for any attached boarding institutions.*

89. The *expenditure* shall include the actual cost of the staff during the year and 12½ per cent of the same for contingencies, subject to the following conditions:—

- (1) In schools where the staff receives no fixed salaries the cost of the staff, if qualified under the rules, shall be

that of the Government schools of the same grade. The salaries of none but—

(a) teachers licensed and fully qualified under article 69 of the Code,

(b) teachers who, on 15th June 1911, have had 15 years' or more continuous service and have passed the examination under Chapter XII, shall count for expenditure.

(2) Ordinarily, the grant shall be equal to, but in no case shall it be greater than, the excess of expenditure over income. It may however be reduced, first, if the guaranteed contribution of the manager is insufficient for the general purpose of the school, and secondly, if the attendance is so small as to increase the amount of grant.

(3) In cases where the half-salary grant and fees exceed the actual cost of the staff, but is less than the expenditure, the Manager's contribution shall be calculated as one-fourth of the difference between the expenditure and income (half-salary grant and fees). In cases where this income exceeds the expenditure, the half-salary grant shall be curtailed to cover the difference between the two.

90. The maximum sum a school may draw shall be the sum required to meet that part of the current expenditure of the day-school, which will not be covered by fees, endowments and grants from missionary or private bodies.

Note:—Special grants are not permissible as credits on the receipt side in the grant-in-aid bill.

90. A. (1) Both the ordinary and half-salary grant bills for a period should be submitted together and in duplicate at the end of the period to which the claim relates. The primary schools will, however, submit the grant bills monthly, at the end of each month and the secondary schools quarterly, at the end of each quarter. The secondary schools to which Malayalam primary departments are attached will, however, submit bills monthly for the secondary department, also, as in the case of primary schools.

(2) Every grant bill should be accompanied by the Teachers' attendance report for the period to which the bill relates, and the teachers' acquittances for their pay. The declarations in both the ordinary and half-salary grant bills should be carefully gone through and signed by the Manager. The date of encashment and the amount of the main bill of the just preceding period should be noted in all bills in respect of the

half-salary and ordinary grants. In the case of schools that have joined the Cochin Aided School Teachers' Provident Fund, the bills should be accompanied by a statement showing the amount of teachers' subscriptions and the Managers' contributions to the fund during the month or quarter, and also the chalan of remittance thereof into the treasury. The chalans will be returned to the Managers after perusal with the countersigned bills. Schools maintained or managed by Government and which have Personal Deposit accounts with the treasuries are exempted from the production of teachers' acquittances and the chalan of remittance of the subscription to the fund. The last date of the remittance of the amount of a month to the credit of the fund is the 8th of the succeeding month. The bills of schools that have not remitted the amount within the prescribed date will be passed only if the Director is satisfied that the delay was on reasonable grounds.

(3) The Inspecting Officers will countersign the grant bills of the aided Malayalam primary schools under the jurisdiction of each, while all other grant bills will be countersigned by the Director.

(4) The special fees (library, stationery and games fees) collected in secondary schools are not to be entered as receipts in grant bills. They should be spent wholly for the purpose for which they are collected, and exclusively for the benefit of the pupils. Deviations will be permitted only in exceptional cases, with the previous sanction of the Director. As a rule the amount of special fees, collected in an educational year would be wholly spent in that educational year itself. If, however, there is any unspent balance in any year sanction should invariably be sought for to carry over the unspent balance to the next year's account and the amounts carried over should be spent away in that year to which they are carried over. The bills of the third quarter of a secondary school will be countersigned only on production of the statement of expenditure under the special fees collected during the educational year as detailed above, and also vouchers in support of the expenditure. The Managers may continue sending the statements and vouchers along with the bills of other quarters also, but the accounts of special fees should be complete before the bill of the third quarter shall be countersigned.

91. Special grants may, when funds permit, be given up to a third of the cost of the erection, purchase, or enlargement of school buildings, buildings for hostels and boarding houses for

girls and up to half the cost of furniture and educational apparatus under the following conditions:—

(1) that in the case of buildings, the application, which shall be submitted before construction is begun, shall be accompanied by a detailed plan and estimate prepared by a professional or competent person;

(2) that the Director is satisfied that the work has been done in accordance with the sanctioned plan and estimate;

(3) that grants are not given to pay off debts on buildings or for former expenditure, or for buildings or enlargement not meant for any purposes other than purposes of education;

(4) that the grantee shall execute an agreement for the grants paid in Form No. XV;

Note:—The agreement must be executed by the owner or owners of the building, enlargement, etc., as the case may be. The agreement should also be registered if the amount of the grant is Rs. 100 or more.

(5) that all applications under this head reach the Director by 15th April.

91. A. Any persons affected by an order of the Director under this chapter may prefer an appeal to the Diwan within 30 days from the date of receipt of such order. Every appeal thus preferred shall be accompanied by a copy of the order appealed against.

## CHAPTER X.

### Vacations and Holidays.

92. The following vacations are fixed for all schools—Government or aided:—

(1) Christmas vacation—Two weeks from 22nd December to 5th January.

(2) Summer vacation—From the last day of March to the first Monday after the 29th May.

93. The minimum number of days of work during the year in all schools shall be 180.

Note:—The Director may grant exemption from this rule and sanction the closing of schools for special reasons.



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94. The following holidays shall be observed by all schools:—

Attachamayam	→	1 day
Onam	1 week, the exact dates being notified by the Director	
Vinayakachaturti	..	1 day
Upakarmam or Avaniavittam..		2 days
Ashtami Rohini	→	1 day
Navarathri	..	3 days
Deepavali	..	1 day
Sivaratri	..	1 day
Vishu	..	1 day
Karkataka Sankramam	..	1 day
Karkataka Amavasi	..	1 day
Corpus Christi	..	1 day
Easter	→	3 days
Maharaja's Birthday	..	1 day
King's Birthday	..	1 day
Solar Eclipse	..	1 day
Inter-school sports (special to the sports centre only)		2 days
Mohurram	..	3 days
Bakrid	..	1 day
Ramzan	..	1 day
All New Moon days	..	
Thula Sankramam	..	1 day
Makara do	→	1 day
Thiruvathira in Dhanu	..	1 day
Thai Pooyam	..	1 day
Makom in Kanni	..	1 day

Note 1:—One full Saturday should be worked for 2 New Moon holidays availed of, and schools which do not make up the required minimum of 180 working days after availing of all these holidays will have to work on free Saturdays to cover the deficiency.

Note 2:—Deleted.

## CHAPTER XI.

### Training Schools.

95. The rules under which Training Schools for general education are conducted are given below:—

(1) The minimum qualification for admission is a pass in the Matriculation or the School Final Examination for the

Secondary grade, and the completion of Form VI course for the Elementary grade.

(2) The period of training shall be one year irrespective of previous teaching experience and other professional qualifications.

(3) Tuition shall be ordinarily free and stipends at the following rates shall be paid:—

FOR MASTERS AND MISTRESSES.

Secondary grade training—half their pay at the time of deputation subject to a minimum of Rs. 20. Elementary grade training—half their pay at the time of deputation subject to a minimum of Rs. 15.

L. T. training—half their pay at the time of deputation subject to a minimum of Rs. 30 and a maximum of Rs. 40.

Note 1.— Teachers from aided schools shall be admitted only (1) if they execute agreements to the managers of the schools concerned to go back to serve the schools they come from or such other schools to which they may be transferred under proper authority for an aggregate period of at least 3 years, and (2) if the managers execute agreements in Form No. XIX (2) holding themselves responsible to the department for the stipends in case the stipendiaries fail to abide by the conditions imposed. In case of default, the amount due shall be recovered from the grants due to the school, but if no such grant is available, the manager shall be held personally responsible according to the agreement.

Note 2.—The amount of stipend payable shall be fixed when the teacher is deputed for training and it shall be specified in the agreement taken at the time of deputation. A periodical increment accruing during the period of training shall have effect only from the date on which the teacher rejoins duty after training, but an increase of substantive pay due to a general revision in the department shall take effect immediately.

Note 3.—Teachers selected for special training within the State, such as for Agriculture, Industries, etc., will be allowed stipends at the rates fixed for Secondary and Elementary training.

School Finals and under-graduates will be paid at the secondary rates and those with lower qualifications at the elementary rates. Graduates will be paid at the rate prescribed in the general rule in article 51, C. S. R. Graduate teachers selected for special training outside the State may, however, be given such stipends as may be fixed by the Head of the Department with the sanction of the Government.

Note 4.—Private candidates will also be admitted into both the grades in the Training School as non-stipendiaries on payment of fees at the rate of Rs. 24 per annum for the Elementary grade and Rs. 40 per annum for the Secondary grade, payable in eight

equal instalments. Those candidates who have put in an uninterrupted service of not less than one year as teachers in any of the recognised schools of the State will be exempted from payment of fees. Members of the Depressed Classes will be given free tuition. Admission fees at Rs. 2 and Re. 1 will be charged from the private candidates seeking admission into the Secondary and Elementary grades respectively. Re-admission fees will be levied at the same rates. If the fees are not paid within the time specified a fine of annas four per week up to a maximum of annas eight in the Elementary grade and of annas eight per week up to a maximum of Re. 1—8—0 in the Secondary grade will be charged for late payment of fees. If the fees are not paid by the end of these periods, the pupil's name will be removed from the rolls and he/she will be readmitted only on payment of all the arrear and readmission fees.

96. Teachers who have not obtained certificates as fully trained teachers, other than those specially exempted by the Director, shall be called upon to undergo training in the State, or elsewhere. The minimum age for admission is 18 in the case of stipendiary candidates and 17 in the case of private candidates.

Note:—Teachers trained in Industries or Agriculture will be exempted from the provision of this article so long as they do not become Headmasters or Headmistresses.

97. Teachers under training as stipendiaries are allowed the following privileges:—

(1) They shall be treated while under training, as still in the service.

(2) The period of training shall qualify for increments of pay, permanent promotions and leave.

(3) Travelling allowance shall be granted for journeys to and from the Training institutions.

98. A candidate for admission shall produce a certificate of health signed by a medical officer not below the rank of Sub-Assistant Surgeon and his transfer certificate.

99. At the end of the training the students shall undergo an examination in the subjects prescribed in the curriculum in Volume II. They shall after one year be subjected to a written test consisting of Malayalam for all and English for those of the Secondary grade and teachers in English schools. There will be only one examination *written* and *viva voce*, every year.

Note 1:—All teachers who pass or have passed all the subjects of the old T. T. C. with the exception of Mathematics will be considered as fully trained.

Note 2:—Old incompletely trained teachers appearing for Malayalam or Method will be permitted to answer the first paper in Malayalam (omitting questions on non-detailed portions) or the second paper in Method of the new T. T. C.

Note 3:—Teachers, who have passed Malayalam, either optional or compulsory, of the Intermediate Examination in Arts, will be exempted from the course and examination in Malayalam.

Note 4:—All those who had had a full year course in Agriculture in the Central Farm or in Industrial subjects in the Government Trades School, Trichur, will be exempted from the course and examination in Agriculture or Handicrafts in the Training School.

Note 5:—Trained teachers of the Elementary grade who complete their School Final certificates will be considered to have passed the training examinations in the Secondary grade provided they have secured 10 per cent marks more than the minimum prescribed for each subject at the Elementary grade examination.

100. Successful candidates will be given provisional certificates signed by the Director which will be made final after the holders thereof have subsequently put in 18 months' approved and satisfactory service in recognised schools in or outside the State provided that within these 18 months, the certificates contain the remarks of the Inspecting Officer as to the satisfactory nature of the teacher's work.

Note:—Duplicate certificates may be issued for good reasons and on payment of a fee of Rs. 3.

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## CHAPTER XII.

### Special Classes and Examinations for Teachers.

101. (1) For children below 5 years of age a Montessori class will be attached to the Primary department of the Training School. A fee of 8 annas per mensem will be levied from these pupils, they being exempted from the ordinary rules regarding admission, withdrawals, attendance and fees. For readmissions a sum of annas 6 will be charged.

(2) A special Music class will be attached to the V. G. S., Trichur, to provide for advanced study in Music and also to train up candidates as Music teachers. It will comprise three

sections, the Preliminary, the Junior and the Senior; fees in these shall be as follows:—

Class.	Admission fee.	Tuition fee.
	Rs.	Rs.
1. Preliminary	1	16 per annum in 8 instalments.
2. Junior	2	24 do
3. Senior	3	40 do

Note:—The course of study shall extend in these classes over a period of 8 years, being divided into

- (a) The Preliminary, consisting of 4 years.
  - (b) The Junior and
  - (c) The Senior, each of two years.
- (2) No pupil shall be eligible for admission into the Preliminary unless she has passed the Third Form Public Examination and an Entrance Examination in Music of the Lower Secondary standard. Pupils of the V. G. S., Trichur, reading in Form III shall however be eligible for the same as there are special facilities for Music teaching in this school.
  - (3) Entrance into the Junior Class shall be strictly confined to successful candidates of the Preliminary class, the G. I. School Final year, and the S. S. L. C. Optional Music. Those who have attained proficiency in Music equivalent to these and have passed the Third Form Public Examination shall also be admitted to the above Preliminary Examination as private candidates and on passing shall be admitted to the Junior class.
  - (4) Entrance into the Senior class is strictly confined to successful candidates of the Junior class or teachers already in service but desirous of qualifying themselves for higher licenses.
  - (5) The course in the Preliminary, Junior or Senior may be shortened by one year if any pupil were to show exceptional proficiency as also to Teachers having approved service of three years.
  - (6) There shall be Government Examinations for the Preliminary, the Junior and the Senior. The fee for admission to the Examination shall be Rs. 3 for the Preliminary, Rs. 5 for the Junior and Rs. 8 for the Senior. The Examination for the Preliminary shall be the same as the S. S. L. C. Public Examination in Optional Music. The Examinations for the Junior and Senior shall consist of two written papers each of 2½ hrs. duration and two Practical Tests and *Viva Voce* as hereunder.
    - i. One paper in "Theory of Music".
    - ii. One paper in the "Principles of Teaching Music".

- iii. One Practical Test in "Ability to sing".
- iv. One Practical Test in the "Actual handling of a class".
- v. *Viva voce*.
- (7) Practical test, i. e., iii in 6 supra for the Junior class shall comprise the following:—
- (a) Adithalavarna in two kalams.
- (b) Krithi (c) Kirthanam (d) Raga (e) Swara (f) Talam and for the Senior (a) Adathalavarna in two kalams (b) Krithi (c) Kirthanam (d) Padam (e) Manodharmaragas (മനോധർമ്മ) (f) Swaras, Sruthi, and Tala, etc., 35 per cent of marks in i and ii (written test) in 6 above and 35 per cent in iii, iv and v (Practical) shall be required for a pass in either Junior or Senior. Pupils can appear for the two parts together or in parts. A fee of Rs. 3 for each part in the case of the Junior Examination and a fee of Rs. 5 for each part in the case of the Senior Examination shall be levied if pupils appear in parts.
- (8) Those who secure a pass in both parts in the Junior Examination shall be given a "Junior Certificate" making the person eligible for a teaching license up to and inclusive of the Lower Secondary, and those who secure a similar pass in the Senior shall be awarded a "Senior Certificate" which shall entitle the person for a Secondary license.

(3) Similar examinations for appointment as Needle-work teachers in Secondary and Primary schools will be instituted and those who pass in these examinations will be qualified to teach in schools.

(4) Examinations will also be instituted for other specialists as noted below:—

Sanskrit Pandit.  
Malayalam Pandit.  
Q'ran teachers.  
Drawing Master.

Sanskrit Pandits' Examination.  
Malayalam Pandits' Examination.  
Q'ran Teachers' Examination.  
Practical Examination in Drawing.

N. B.—The syllabuses for the above examinations will appear in Volume II. Those desirous of being appointed as Arabic Munshis should pass the Travancore Arabic Munshis' test, and Drill Masters, the Gymnastic Examination held by the Madras Government or other approved test. Drawing Masters should have passed the Madras Government Examinations before appearing for the practical examination.

102. Heads of High Schools shall form classes for the instruction of their subordinates in the Lower Secondary and

Primary departments. The Inspectors should arrange for such instruction.

### CHAPTER XIII.

#### Night Schools.

103. Night Schools shall work under the following rules:—

(1) The hours of work shall ordinarily be from 7 p. m. onwards—3 periods of 50 minutes each.

(2) The course shall extend over two years.

(3) The curriculum is prescribed in Volume II. It may with the sanction of the Director be modified to suit local conditions.

(4) No fees shall be charged.

(5) Night schools shall be eligible for aid under the ordinary grant-in-aid rules.

### CHAPTER XIV.

#### Hostels.

104. Hostels shall be subject to periodical inspection and shall work under the rules prescribed in each case.

### CHAPTER XV.

#### The Text-book Committee.

105. The Text-book Committee shall consist of 13 members appointed for three years by Government.

106. Its constitution shall be as follows:—

- |                   |  |
|-------------------|--|
| <i>President.</i> | Director.  |
| <i>Members.</i>   | (a) Two Headmasters.   |
|                   | (b) Two Headmistresses.  |
|                   | (c) The Senior Sanskrit and Malayalam Pandits of the Maharaja's College. |
|                   | (d) Two distinguished literary men.                                      |
|                   | (e) One member of the Malayalam Improvement Committee.                   |
|                   | (f) One member of the Oriental Department of the Madras University.      |
|                   | (g) Two of the Inspecting Officers.                                      |



107. The duty of the Text-book Committee shall be to decide as to the suitability of books forwarded to it for opinion and to make recommendations on subjects that come within its purview.

108. A Board of Studies appointed for three years by Government consisting of the Director as Ex-officio Chairman and four members, two selected from the Text-book Committee and two from outside, shall recommend text-books from among the list of books approved by the Text-book Committee to the Director for the orders of Government.

Note 1:—The Chairman will ordinarily be guided by the advice of the members but in the case of difference of opinion his opinion shall prevail.

Note 2:—One of the official members shall be appointed as Secretary to the Text-book Committee and the Board of Studies.

109. The Board of Studies shall ordinarily meet in December of each year.

110. The Text-books shall be the same in all schools and unless otherwise ordered by Government be in use for not less than five years.

111. The list of books approved and prescribed shall be published in the Gazette.

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## CHAPTER XVI.

### The School Final Certificate.

112. Certificates shall be awarded on the completion of their school course to boys or girls, who have attended a recognised secondary school from the Fourth Form upwards and have attended each of these Forms for the full number of days required by this Code.

Note:—Trained teachers, who have failed in Form VI and failed or passed in Form V or IV but who still desire to improve their literary qualification, will be allowed to appear for the special examination for teachers if they have previously put in not less than two, three or four years' continuous teaching service respectively in recognised schools of the State.

113. The certificates shall be awarded by the Board of Examiners on the results of written examinations held once a year.

114. The certificate shall take into account the school work done by the pupils from the Fourth Form upwards, and shall also contain, the results of the public examination conducted by the Board.

115. The subjects of study will ordinarily include those specified in Volume II. The change of a subject under Group C (optional subjects) once chosen when a pupil has already reached the Sixth Form, cannot ordinarily be permitted unless he begins from Form V again.

Note 1:— The subjects under Group 'C' should ordinarily be studied for at least six terms, i. e., for 3 terms in Form V and 3 in Form VI before taking the 1st Public Examination. In exceptional cases and for valid reasons pupils may with the approval of the Director be permitted to change the subject at the beginning of the course in Form VI; no subject under Group 'C' can be presented for the Public Examination if it has not been studied at least during the entire course in Form VI.

Note 2:— The Director may grant exemption from the study of Vernacular to deserving pupils up to and inclusive of the School Final class, subject to the condition that such exemption will not hold good for College classes.

116. Every pupil on entering a Fourth Form shall be provided with a blank certificate, in the form given in Volume III, to be kept in the custody of the school so long as he or she remains there, the entries in the certificate for each term being made in due course by the Headmaster.

Note 1:— The certificate is the property of the pupil and shall be delivered up to him when he quits the school.

Note 2:— When evidence is laid before the Director showing that any person to whom a certificate has been or is proposed to be given under the rules, has been convicted by a court of what is, in his opinion, a serious offence, the Director may himself cancel or withhold the certificate.

117. At the end of the course, the Headmaster shall forward to the Secretary to the Board the certificates of such of his pupils as wish to appear for the public examination.

118. No pupil shall appear for the public examination unless he is fifteen years of age on the first day of the examination. The Director may, in special cases, grant exemption from age-bar in the case of pupils appearing for the S. S. L. C. Examination.

119. The fee for admission to the examination shall be twelve rupees.

120. The public examination shall include the subjects of Group A, and any of the subjects of Group C as specified in Volume II.

121. The marks obtained out of a maximum of 100 in each subject at this examination shall be entered by the Board on the last page of the certificate, and the Board shall also be competent to moderate the marks obtained in school work except those obtained in the subjects of Group B in conformity with the principles laid down by the University.

122. The certificates thus filled in and completed shall be returned by the Board to the Headmaster of each school for delivery to those who are leaving the school.

Note 1:— Duplicate Certificates may be issued for good reasons and on payment of a fee of Rs. 5.

Note 2:— The Secretary to the Board of Examiners may, on application, issue a certified extract of the Public Examination marks of a candidate on payment of a fee of rupee one.

123. The certificate of a pupil who is not, in the opinion of the Headmaster, competent to appear for the public examination shall, if he is leaving the school be endorsed to that effect over the Headmaster's signature in the proper column.

124. If a pupil wishes to improve the certificate whether in regard to its quality in one or more subjects already brought up, or by bringing up additional subjects under Group C, he may go back to the same or any other recognised school and appear at a succeeding examination conducted by the Board in any subject or subjects in which the examination is held:

Provided, however, (1) that for the purpose of improving the quality of the certificate in one or more subjects already brought up, a candidate can sit for the examination as a private candidate, if he has appeared once for the public examination from a recognised school in the State and failed to complete his certificate. In such cases, the words "appeared as a private candidate" shall be endorsed on the certificate;

(2) that for the purpose of improving the quality of the certificate in one or more subjects already brought up, a candidate who has been employed as a teacher for at least one school year in a recognised school in the State can sit for the examination as a private candidate if he has appeared once for the public examination from a recognised school in the State and failed to complete the certificate;

(3) that for the purpose of improving the quality of the certificate in one or more subjects already brought up, a candidate who has been declared eligible for the University course can sit for the examination as a private candidate if he has completed the Intermediate course and failed to pass that examination;

and (4) that for the purpose of improving the quality of the certificate in one or more subjects already brought up, non-stipendiary incomplete School Final pupil teachers of the Training School with no teaching experience will be allowed to appear privately for the School Final Examination.

Note.—No person who is eligible to appear for the examination of any year as a 'private' candidate will be admitted as such, if his or her name is on the rolls of a school during any part of that school year.

125. The fee for the re-examination shall be Rs. 12, if the re-examination be in a subject or subjects in which a pupil has already been examined by the Board, and if otherwise Rs. 3 for each new subject under Group C. The fee at a time shall, under no circumstances, exceed Rs. 12. In either case a further endorsement shall be made on the pupil's original certificate with regard to his or her progress in a manner similar to that laid down for the entries in the original certificate.

126. At the beginning of each school year, the Headmaster of each recognised school presenting pupils for the examination shall prepare a preliminary list of the rolls who intend applying at the close of the school year, with the subjects they take up, and shall forward it to the Secretary to the Board.

127. Not later than March 1st of each year, the Headmaster shall prepare a final list of those pupils whose names are on the revised list, and whom he considers as qualified to appear for the March examination. No pupil shall be sent up who has not kept the full attendance required by the Code or whose progress and conduct have not been satisfactory.

Note 1.— Pupils of Form VI need put in only an attendance of 75 per cent of the total number of working days in the year, attendance being calculated up to the date of despatch of the S. S. L. C. books from each school to the Secretary to the Board of Examiners.

Note 2.— The Director may, in special cases, grant exemption from minimum attendance in the case of pupils appearing for the S. S. L. C. Examination.

128. In subjects in which regular instruction is not given at school, the school marks of a candidate need not be entered

in the school record. The admission of such candidates should have the previous sanction of the Director.

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## CHAPTER XVII.

### Teachers' Conferences.

129. The schools of the State shall be grouped together, from time to time, by the Director for the purpose of holding Teachers' Conferences on matters of educational interest. Nothing shall be discussed outside the province of education.

130. The conferences shall ordinarily be held once a year.

131. The Director may convene a conference of the Inspecting Officers, their deputies, the Heads of all High Schools in the State, the Principal, Government Training Institution, and the Secretary to the Board of Examiners, the Text-book Committee and the Board of Studies not oftener than once a year and submit for the information of Government a copy of the proceedings.

132. On no account should the Education Code and its provisions be the subject of discussion at the conferences without the written approval of Government previously obtained.

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