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INSPECTION CODE

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TRAVANCORE
EDUCATION DEPARTMENT

INSPECTION CODE

THIRD EDITION.



TRIVANDRUM:
PRINTED BY THE SUPERINTENDENT, GOVERNMENT PRESS,

1920.

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CHAPTER I.

INTRODUCTORY.

1. The following rules, relating to the organisation of the establishment of inspecting officers of the Education Department and to the duties and powers of inspecting officers, are issued under the sanction conveyed in G. O. No. E. 1023 dated 16th May 1910 and subsequent orders of Government.

2. These rules may be referred to collectively as the *Education Department Inspection Code* and in the rules themselves they are referred to as *the Code*.

3. This edition of the Code supersedes all previous Codes and rules on the subjects herein dealt with.

4. The appendices to the Code shall be treated as part of the Code and they shall have the same force as the Code.

5. No alteration in the Code shall be valid unless it has been sanctioned by Government and published in the Government Gazette. The Director of Public Instruction is empowered, however, to issue, in the form of Standing Orders, such rulings on or interpretations of the provisions of the Code as may appear to him to be necessary, and such Standing Orders shall, if and in so far as they are not in contravention of the Code, have the same force as the Code.

6. Copies of the Code shall be supplied to all inspecting officers. Such officers shall also be supplied with copies, in slip form, of all alterations and all Standing Orders.

7. Inspecting officers are expected to be thoroughly familiar with the provisions of the Code. Should any officer be unable to understand any portion or be uncertain as to its application, it is his duty to apply for information to the

Director. The absence of such request will be taken to imply that the officer concerned understands the Code and accepts responsibility for his action under it.

8. The provisions of the Code are intended to agree with all other rules relating to the Education Department and with all rules relating to other Departments issued by, or with the authority of, Government.

9. The terms used in the Code are to be interpreted in the same sense as they are respectively employed in the Travancore Education Code.

CHAPTER II.

ORGANISATION OF THE INSPECTORATE.

10. The sanctioned establishment of inspecting officers consists of:—

- 1 Inspector of English Schools.
- 3 Assistant Inspectors of English Schools.
- 2 Inspectors of Vernacular Schools.
- 1 Inspectress of Girls' Schools.
- 1 Mahomedan Inspector of Schools.
- 22 Assistant Inspectors of Vernacular Schools.
- 6 Assistant Inspectresses of Girls' Schools.

One of the three Assistant Inspectors of English Schools will be posted for duty in the Office of the Inspector of English Schools.

11. Assistant Inspectors of English Schools are subordinate to the Inspector of English Schools. Assistant Inspectors of Vernacular Schools and Assistant Inspectresses of Girls' Schools are subordinate to the Inspector of Vernacular Schools or the Inspectress of Girls' Schools respectively who has jurisdiction over the area in which they have subordinate charge. The Inspectors of Vernacular Schools and the Mahomedan Inspector of Schools are immediately subordinate to the Deputy Director. The Inspector of English Schools and the Inspectress of Girls' Schools are subordinate to the Director.

12. In addition to the Officers detailed in Rule (10), any officer of the Department may, under special or general sanction of Government, be deputed by the Director to act as an inspecting officer for particular purposes.

CHAPTER III.

LOCAL JURISDICTION OF INSPECTING OFFICERS.

13. All Higher Grade English Schools for Boys are under the administrative control of the Inspector of English Schools with the exception of the Model School attached to the Training College, Trivandrum.

13A. For the administrative control and the inspection of Lower Grade English Schools for Boys, the State is divided into two Districts, each comprising certain specified taluks. The division of the State for this purpose is shown in Appendix I.

In each District all the Lower Grade English Schools for Boys are under the immediate administrative control of the Assistant Inspector of that District.

14. All English Schools for Girls are under the administrative control of the Inspectress of Girls' Schools with the exception of the Higher Grade English School attached to His Highness the Maharajas' College for Girls, Trivandrum.

15. For the administrative control and the inspection of Vernacular Schools for Boys, the State is divided into two Ranges, each Range is subdivided into a number of Districts and each District comprises one or more taluks. The division of the State into Ranges and Districts is shewn in Appendix II.

16. For the administrative control and inspection of Vernacular Schools for Girls, the State is divided into six Districts each comprising certain specified taluks. The division of the State for this purpose is shewn in Appendix III.

17. In each Range, all the Higher Grade Vernacular Schools for Boys to which Training Schools are attached and all Higher Grade Vernacular Schools for Boys which have Classes VIII and IX, are under the direct administrative control of the Inspector of that Range. In each District all the other Vernacular Schools for Boys are under the immediate administrative control of the Assistant Inspector of that District. In each District all the Vernacular Schools for Girls whether of Lower or Higher Grade are under the immediate administrative control of the Assistant Inspectress of that District.

18. Special Schools or institutions with the exception of His Highness the Maharaja's Caste Hindu Hostel, Trivandrum, the School of Arts, Trivandrum, the Reformatory, Trivandrum, and the Training School for Girls attached to His Highness the Maharaja's College for Girls, Trivandrum, are under the direct administrative control of the Inspector of Vernacular Schools of the Range in which they are situated or the Inspectress of Girls' Schools.

19. The Model School attached to the Training College, Trivandrum, is placed in charge of the Principal of the Training College. His Highness the Maharaja's Higher Grade English School for Girls, Trivandrum, and the Training School for Girls attached there to are placed in charge of the Lady Principal. The School of Arts, Trivandrum and the Reformatory are placed in charge of their respective Superintendents and the Caste Hindu Hostel in charge of the Warden.

19A. With the special sanction of the Director, the Inspector of English Schools, an Inspector of Vernacular Schools, or the Inspectress of Girls' Schools may place any school in his or her immediate charge under a subordinate inspecting officer for purposes of inspection only. Under the special or general sanction of Government, any Inspecting Officer may for the purposes either of inspectional or administrative control, or both, be placed in permanent or temporary charge of any particular school or class of schools in any Range or District.

CHAPTER IV.

DUTIES AND POWERS OF INSPECTING OFFICERS.

20. It shall be the duty of each inspecting officer

(i) to control, and be responsible to his immediate superior for the efficient working of, all educational institutions placed in his charge, in accordance with the provisions of this Code and with such other regulations or instructions as may be in force from time to time,

(ii) to supervise, and be responsible to his immediate superior for the efficiency of, the work of all officers and servants subordinate to him, and to bring to the notice of his immediate superior all cases in which such officers or servants have failed to discharge their duties satisfactorily,

(iii) to have a full and accurate knowledge of the educational conditions and circumstances of every locality and community within his jurisdiction and to bring to the notice of his immediate superior any change in these conditions or circumstances which may affect the progress of education,

(iv) to have an accurate knowledge of the subjects taught in the schools under his control and of the different methods adopted in teaching those subjects, and to keep himself informed of changes in such methods,

(v) to inspect and report on schools under his control, in accordance with the provisions of this Code and with such other general or special directions as may be given from time to time by his immediate superior,

(vi) to advise, and generally to assist managers, headmasters and teachers, in all matters relating to school management, organisation, teaching, discipline, equipment and accommodation, and to illustrate the best methods of teaching by giving model lessons,

(vii) to inform, advise, and generally to assist school managers in all matters relating to applications for recognition or grant-in-aid,

(viii) to associate himself, by giving advice, encouragement and assistance, with bodies or associations whose objects include the advancement of sound education,

(ix) to check carefully all bills and accounts passing through his hands, and to prevent all unnecessary or wasteful expenditure of public money,

(x) to submit promptly to his immediate superior, or, as may be required, to such other officer such returns or information as may be called for, periodically or otherwise,

(xi) to administer the rules of the Department with firmness, fact, and with impartiality and to be accessible to all persons who may have legitimate business to transact with him, and

(xii) to act in any matter herein or otherwise unspecified in accordance with the orders of his immediate superior.

20A. In addition to the duties specified in Rule 20, it shall be the duty of an Assistant Inspector of English Schools to assist in the inspection of the Higher Grade English Schools

situated in his District when called upon to do so by his immediate superior.

20B. The Inspectors of Vernacular Schools and the Inspectress of Girls' Schools are responsible for the supervision of the work in both the Lower and Higher Grade Vernacular Schools and also for the efficiency and progress of Vernacular Education in the State.

21. Without the previous written sanction of the Director or the Deputy Director as the case may be, an inspecting officer is prohibited from

(i) travelling beyond the limits of the area of his or her jurisdiction except (a) when on leave, (b) when passing from one part of his or her area of jurisdiction to another by a direct route, (c) under orders from higher authority,

(ii) appointing, promoting, or transferring any relative or personal dependent,

(iii) entering, directly or indirectly, into any personal transaction involving money or other consideration of value, with any subordinate officer or with any person with whom he or she has or may probably have official relations.

22. Each of the following officers—the Inspector of English Schools, the Inspectors of Vernacular Schools, and the Inspectress of Girls' Schools—shall have the power

(i) to make any appointment, permanent, temporary, or 'on probation', on all sanctioned establishments under his (or her) control, provided that the salary of any such appointment does not exceed Rs. (40) forty per mensem in the case of the Inspector of English Schools and Rs. (25) twenty five in the case of the others,

(ii) to sanction periodical increments of pay under sanctioned scales to officers whom he (or she) is competent to appoint,

(iii) to dismiss, degrade, suspend, discharge, or accept the resignation of, any officer whom he (or she) is competent to appoint, and to fine any such officer, provided that no fine shall exceed Rs. (2) two,

(iv) to grant, subject to the Travancore Service Regulations, any kind of leave to a teacher under training in a Training School under his (or her) control or to any officer whom he (or she) is competent to appoint and casual leave to all officers subordinate to him (or her),

(v) to transfer any officer whom he (or she) is competent to appoint,

(vi) to approve of the transfer of management of a private school from one person to another under Rule 27, and of the appointment of a correspondent of such a school under Rule 28 of the Education Code, provided that there is no change in the nature or extent of the authority delegated, or in the Rules of the Managing Body, and also to sanction first appointments to and subsequent changes in the staff of recognised schools under private management and within his (or her) control provided that such appointments and changes are made in accordance with the conditions prescribed in the Education Code for the qualification of teachers and provided also that the amount of grant, if any, claimed for the teacher does not exceed the amount already sanctioned to the school,

(vii) to withhold temporarily, and for stated reasons the whole or any part of the grant to any aided Vernacular School under his (or her) control for any period not exceeding two months; to reduce or withdraw wholly for stated reasons the grant to any aided Vernacular School under his (or her) control for any period not exceeding one month. In either of these cases the explanation of the Manager shall be obtained before action is taken. The explanation must be forwarded to the Director or the Deputy Director as the case may be along with the copy of the order withholding or stopping the grant,

(viii) to summon subordinate inspecting officers or Heads of institutions within his (or her) control, to any place within his (or her) jurisdiction for the purposes of a conference on any general matter of an official kind which has received the special or general approval of the Director or the Deputy Director as the case may be,

(ix) to sanction special grants to schools under his (or her) control under Rule 146 (b), (c) of the Education Code, *viz.*, the purchase of furniture and educational appliances provided (1) that the amount under each section does not exceed Rs. (500) five hundred in the case of English Schools for Boys and Rs. (100) one hundred in the case of English Schools for Girls and all Vernacular Schools, and (2) that such grant is within the sum specifically allotted from the Budget for the purpose,

(x) to select teachers for training in Departmental Lower Grade Training Schools under him (or her) the total number to be admitted each year into each institution being fixed by the Director. (The list of teachers thus chosen must be forwarded immediately to the Director or the Deputy Director as the case may be.)

(xi) to sanction the supply of furniture, appliances, books and periodicals to departmental schools under his (or her) control, provided their cost is within the sum specifically allotted to them from the Budget for the purpose, and

(xii) to sanction payment for annual maintenance, petty construction and repairs to departmental institutions under his (or her) control, provided the amount does not exceed Rs. (250) two hundred and fifty in each case and the sum specifically allotted to them from the Budget for the purpose is not exceeded.

23. Each Assistant Inspector of Vernacular Schools and each Assistant Inspectress of Girls' Schools shall have the power

(i) to make any appointment permanent, temporary, or 'on probation' to any vacancy in his (or her) office establishment,

(ii) to dismiss, degrade, suspend, discharge, or accept the resignation of, any officer whom he (or she) is competent to appoint, and to fine any such officer, provided that no fine shall exceed Rs. (2) two.

(iii) to fine any teacher under him (or her) except headmasters or headmistresses of Schools provided that no such fine shall exceed half-a-Rupee,

(iv) to grant, in accordance with the Travancore Service Regulations, leave of any kind to any officer whom he (or she) is competent to appoint and to any officer on the staff of any Vernacular School under his (or her) immediate control,

(v) to appoint qualified substitutes in the Schools under his (or her) control for periods not exceeding one month in any case and

(vi) to sanction payments for annual maintenance, petty construction and repairs to departmental Vernacular Schools under his (or her) control, provided the amount does not exceed Rs. (50) fifty for each school, and the sum specifically allotted to them from the Budget for the purpose is not exceeded.

23A. Each Assistant Inspector of English Schools shall have the power

(i) to deal with, in the first instance, questions of 'admissions into' and 'withdrawals from' and promotions in the schools under his control,

(ii) to grant in accordance with the Travancore Service Regulations leave of any kind except examination leave to all non-gazetted officers drawing not more than a salary of Rs. (40) forty per mensem on the staffs of the schools under his control or in his office establishment,

(iii) to appoint in anticipation of sanction duly qualified undergraduates to act in temporary vacancies in the schools under his control for periods not exceeding one month in any case,

(iv) to recommend transfers of graduate teachers and to transfer undergraduate teachers within his District,

(v) to make any appointment, permanent, temporary, or 'on probation', in any vacancy in his office establishment, and

(vi) to dismiss, degrade, suspend, discharge or accept the resignation of, any officer in his establishment whom he is competent to appoint, and to fine any such officer, provided that no fine shall exceed Rs. (2) two.

24. In making appointments, inspecting officers shall comply with departmental regulations prescribing the qualifications for such appointments.

25. The written explanation of an officer shall always be taken before he is dismissed, degraded, suspended, discharged or punished in any other way. An officer may, however, be placed under suspension, pending the submission of his explanation. The order dismissing, degrading, suspending or discharging an officer shall state firstly, the charges against such officer; secondly, an abstract of the evidence in support of such charges; thirdly, the finding on each charge; fourthly, the previous punishments, if any, imposed upon him. The officer punished shall be furnished with a copy of the order of punishment.

26. Appeals against the punishment orders of Assistant Inspectors and Assistant Inspectresses shall lie to the Inspector of English Schools, the Inspectors of Vernacular Schools, or the Inspectress of Girls' Schools as the case may be; and

against those of the Inspector of English Schools, Inspectors of Vernacular Schools, and the Inspectress of Girls' Schools to the Director or the Deputy Director as the case may be, provided, however, that the appeal in each case is preferred within thirty days from the receipt of the copy of the order appealed against. No appeal shall lie against an order of a fine, nor shall a second appeal against an order of punishment lie to any authority higher than the appellate authority prescribed in this Rule.

CHAPTER V.

OFFICE ESTABLISHMENTS OF INSPECTING OFFICERS.

27. Each inspecting officer shall have at headquarters a definite place where his (or her) office shall be held, and each such office shall be so located that it shall be accessible at all times to all persons who may have legitimate business to transact at it.

28. Until permanent arrangements are made for their office accommodation, inspecting officers who are not allowed office rent may hold their offices in their private houses with the approval of the Director.

29. Inspecting officers who have office accommodation separate from their private houses shall attend office during office hours when they are at headquarters and not engaged in the inspection of schools.

30. The offices of all inspecting officers shall be open for the transaction of public business on all days not being Sundays or departmental holidays from 11 A. M. till 5 P. M. Suitable arrangements shall be made for the receipt of letters, telegrams, etc., at times when the office is closed.

31. The office establishments of the Inspector of English Schools, the Inspectress of Girls' Schools, and the Inspectors of Vernacular Schools will each consist of the following :—

- 1 Manager on Rs. 50 per mensem.
- 1 Head Accountant on Rs. 40 per mensem.
- 1 Head Clerk on Rs. 30 per mensem.
- 1 Clerk on Rs. 25 per mensem.
- 2 Clerks each on Rs. 20 per mensem.
- 1 peon on Rs. 8 per mensem.
- 2 peons each on Rs. 7 per mensem.

32. When on tour the Inspector of English Schools, the Inspectors of Vernacular Schools and the Inspectress of Girls' Schools may each take with him (or her) not more than two clerks and two peons.

33. The office establishments of the Assistant Inspectors of English Schools will each consist of the following :—

1 Clerk on Rs. 20 per mensem.

1 Peon on Rs. 7 per mensem.

The office establishments of the Assistant Inspectors of Vernacular Schools and the Assistant Inspectresses of Girls' Schools will each consist of the following :—

1 Clerk on Rs. 25 per mensem.

1 Clerk on Rs. 20 per mensem.

2 Peons each on Rs. 7 per mensem.

34. When on tour, an Assistant Inspector or an Assistant Inspectress may take with him (or her) his (or her) entire establishment.

35. The work in the office of each inspecting officer shall be carried on in accordance with rules which definitely prescribe the duties and responsibilities of each member of the staff. Such rules shall be drawn up by the inspecting officer concerned.

36. Any communication received by an inspecting officer from a superior authority which is marked 'Urgent' shall be dealt with at once ; that is, all office work shall stand aside until it is disposed of. All references relating to errors or discrepancies in accounts are to be treated as urgent communications, whether or not they be so marked.

37. The Inspector of English Schools and the Inspectress of Girls' Schools are the only inspecting officers who may ordinarily correspond directly with the Director and the Inspectors of Vernacular Schools with the Deputy Director. In cases of urgency however or when so instructed by higher authority, or as provided in this Code, Sub-Subordinate officers may communicate directly with the Director or the Deputy Director. When an urgent communication is forwarded under this rule to the Director or the Deputy Director a copy of the same shall be sent to the intermediate officer for his information. Assistant Inspectors and

Assistant Inspectresses are prohibited from addressing the Director or the Deputy Director on personal matters such as leave, promotion etc.

38. The Inspector of English Schools, the Inspectors of Vernacular Schools and the Inspectress of Girls' Schools shall annually inspect the offices of all the inspecting officers subordinate to them, in accordance with such instructions as may be issued from time to time by the Director or the Deputy Director as the case may be and shall in each case within ten days of the date of such an inspection, submit to the Director or the Deputy Director a report embodying the results of the inspection. The Director or the Deputy Director shall make an annual inspection of the Offices of the Inspectors and the Inspectress.

CHAPTER VI.

REGISTERS AND RECORDS MAINTAINED BY INSPECTING OFFICERS.

39. The following registers and records shall be maintained in the offices of the Inspector of English Schools, the Inspectors of Vernacular Schools and the Inspectress of Girls' Schools.

- | | | |
|-------|---------------------------------------|-------------------|
| i. | Register of inward letters | ...(Appendix IV.) |
| ii. | Register of outward letters | ... (Do. V.) |
| iii. | Peon's Letter delivery book | ... (Do. VI.) |
| iv. | File index, alphabetical | ... (Do. VII.) |
| v. | File number and subject register | (Do. VIII.) |
| vi. | Office attendance register | ... (Do. IX.) |
| vii. | Contingent register | |
| viii. | Service register | |
| ix. | Recognised Schools Staff register | (Do. X.) |
| x. | Confidential Service register | ... |
| xi. | Office Order Book | |
| xii. | Calendar for Periodical Returns | (Do. XI.) |
| xiii. | List of Departmental Schools | ... (Do. XII.) |
| xiv. | List of aided Schools | ... (Do. XIII.) |
| xv. | List of recognised unaided
Schools | ... (Do. XIV.) |

- xvi. List of unrecognised Schools ... (Appendix XV.)
- xvii. Office pay-bill and Acquittance Roll ...
- xviii. Register of pay-bills passed for payment to departmental Schools ... (Do. XVI.)
- xix. Register of leave granted ... (Do. XVII.)
- xx. Register of first appointments made ... (Do. XVIII.)
- xxi. Register of increments of pay sanctioned ... (Do. XIX.)
- xxii. Register of transfers effected... (Do. XX.)
- xxiii. Register of punishments imposed ... (Do. XXI.)
- xxiv. Register of grants withheld or reduced ... (Do. XXII.)
- xxv. Register of Inspection Reports. (Do. XXIII.)
- xxvi. Inspecting Officer's Diary ...
- xxvii. Register of Periodical returns forwarded ... (Do. XXIV.)
- xxviii. File of Departmental circulars received ...
- xxix. File of Departmental Circulars issued ...
- xxx. File of Grant-in-aid Memoranda ...
- xxxi. Register of Teachers' licenses (Do. XXV.)
- xxxii. File of Duplicate Acquittance Rolls ...
- xxxiii. Register of applications for employment ... (Do. XXVI.)
- xxxiv. Register of Grants sanctioned under Rule 146 (a), (g), (h) of the Education Code ...
- xxxv. Register of Grants sanctioned under Rule 146 (b), (c), (d), (e) of the Education Code.
- xxxvi. Register of Travelling allowance bills passed ...

40. The Service Register mentioned in Rule (39) viii shall form a complete history of the service of each officer subordinate to the inspecting officer who maintains the register, and shall be kept in the form prescribed by the Director. On transfer of an officer beyond the jurisdiction of the inspecting officer, an entry shall be made of the fact, with the date of the transfer and the reason for it, and a copy of the register shall be sent to the inspecting officer into whose jurisdiction the officer is transferred. A copy of each entry made in the Service Register shall be forwarded to the Director for incorporation in the General Service Register of the Department.

The Confidential Service Registers under Rule (39) are books to be maintained by the Inspector of English Schools, the Inspectors of Vernacular Schools and the Inspectress of Girls' Schools, in which shall be entered any facts which may come to the knowledge of the Inspectors or the Inspectress regarding the conduct and general efficiency of all officers whose salaries are not less than Rs. (20) twenty per mensem. While all entries are to be made with the most careful circumspection, each register must contain all facts of the kind which come within the cognisance of the inspecting officer maintaining the register. It must on no account be used for the record of what are merely opinions. It must be perfectly just to the officers to whom it refers and to the Department in which they serve. The entries are to be made by the inspecting officer personally, and the register shall be kept in safe custody and in such manner as will ensure its being open to perusal by no person other than the officer maintaining it. On transfer, or when otherwise relinquishing office each Inspector or Inspectress shall hand it over to his or her successor, and obtain a receipt for its delivery.

The registers (xxxiv, xxxv) under Rule (39) shall be kept in the form prescribed by the Central Account and Audit Office.

The Office Diary under Rule (39) xxvi is intended to contain a brief abstract of the daily work of the inspecting officer, such as office work, inspection, interviews, journeys. Entries relating to inspection shall, subject to the provisions of Rule (62), give only the name of the school inspected, the date, and the hours within which the inspection took place. Entries relating to interviews shall give the name of the person concerned and the substance of the proceedings. Entries

relating to journeys shall give the hours of arrival at and departure from each place at which there is a break of journey.

The Office Contingency Register under Rule (39) vii shall be maintained in the form prescribed by the Account Code.

The Office Order Book under Rule (39) xi shall be a record of general or special instructions given to the Manager of the office regarding the despatch of office business.

The lists of schools mentioned in Rule (39) xiii, xiv, xv, xvi and particularly the list of unrecognised schools (xvi) shall be kept up to date. It is the duty of each inspecting officer to watch closely any change in the list (xvi) and to be acquainted with the character and prospects of schools newly opened and with the reasons for the closing of unrecognised schools.

41. It is the duty of inspecting officers to examine periodically the office registers. When at headquarters, they shall examine registers (i), (ii), (iii), (iv), (v), (vi), (xix), (xx), (xxii), (xxv) weekly. All other registers shall be examined monthly. The registers examined should be initialled and dated by the inspecting officer. On 15th February, 15th May, 15th August and 15th November in each year, the inspecting officer shall forward to the Director or the Deputy Director a certificate in the form shown in the Appendix XXVII to the effect that the office registers are in order and have been maintained up to date.

42. Assistant Inspectors and Assistant Inspectresses shall maintain the registers and records referred to in Rule (39) (i), (ii), (iii), (iv), (v), (vi) (vii), (ix), (xi), (xii), (xiii), (xiv), (xv), (xvi), (xvii), (xviii), (xix), (xx), (xxi), (xxiii), (xxv), (xxvi), (xxvii), (xxviii), (xxix), (xxx), (xxxi), (xxxii), (xxxiii), (xxxiv), and (xxxv) with such changes in form as may be necessary to suit the requirements of their offices.

The Assistant Inspectors of English Schools shall also maintain register (xxii) mentioned in Rule 39 but they need not maintain register (xviii).

Rules (40), (41) regarding the maintenance of registers and records shall be followed by Assistant Inspectors and Assistant Inspectresses and the certificate required by Rule (41) shall be forwarded to the Inspector of English Schools, the Inspector of Vernacular Schools, or the Inspectress of Girls' Schools as the case may be.

43. The following official publications will be supplied to all inspecting officers :—

Travancore English (or Malayalam) Almanac	1 copy.
Sheet Almanac	1 copy.
Travancore Education Code (English or Vernacular)	3 copies.
Education Department Inspection Code	2 "
Account Code	2 "
Treasury Manual	1 copy.
Travancore Service Regulations	2 copies.
Travancore Administration Report	1 copy.
List of recognised schools	2 copies.
List of approved text books	2 "
Taluk Maps of area of jurisdiction	1 copy.

Inspecting officers to whom the Government Gazette is supplied shall see that the issues of the Gazette are suitably bound in annual volumes.

44. Records not permanently required in the office of any inspecting officer shall not be destroyed until the expiry of a definite interval after the close of the year to which each record relates. The intervals for the different classes of records which may be destroyed shall be as follow :—

(a) *After one year.*

- Annual returns from schools.
- Monthly returns of attendance.
- Calendar for periodical returns.
- List of Schools under departmental management.
- List of Aided Schools.
- List of recognised unaided schools.
- List of unrecognised schools.
- Applications for appointments etc.

(b) *After two years.*

- Inspecting officers' diaries.
- Peons' letter delivery books.
- Office attendance registers.
- Registers of leave granted.
- Registers of appointments made.
- Registers of increments sanctioned.
- Registers of transfers effected.
- Registers of punishments imposed.
- Mark lists and other nominal rolls relating to school leaving certificates.

Grant-in-aid memoranda for lapsed grants.
Registers of establishment pay bills passed.

(c) *After five years.*

Inspection reports.
Office order books.
Registers of inspection reports.

(d) *After thirty years.*

Acquittance rolls.

45. When an inspecting officer wishes to issue any general instructions in the form of a circular to subordinate officers, he shall first lay the matter before his immediate superior, with a draft of the circular which it is proposed to issue. No general circular shall be issued unless it has been approved by, or is in consequence of orders from, the Director.

CHAPTER VII

PERIODICAL RETURNS.

46. The following periodical returns shall be submitted by Assistant Inspectors and Assistant Inspectresses :—

(a) from the Assistant Inspectors of Vernacular Schools to the Deputy Director and from the Assistant Inspectresses of Girls' Schools to the Inspectress of Girls' Schools.

- | | |
|---|------------|
| (i) Return of changes in school lists | } Monthly. |
| (ii) Return of appointments made | |
| (iii) Return of increments granted | |
| (iv) Return of leave granted | |
| (v) Return of punishments imposed | |
| (vi) Return of pay bills passed | |
| (vii) Return of abstract contingent
bills passed | |
| (viii) Return of grant bills counter-
signed | |

(b) from the Assistant Inspectors of Vernacular Schools to the Inspector of Vernacular Schools and from the Assistant Inspectresses of Girls' Schools to the Inspectress of Girls' Schools.

- | | |
|---|------------|
| (i) Inspecting officer's diary | } Monthly |
| (ii) Return of changes in school lists | |
| (iii) Certificate of maintenance of records | |
| (iv) Annual Report | Quarterly. |
| (v) Tour programmes | Annually. |

(c) From the Assistant Inspectors of English Schools to the Inspector of English Schools.

- | | |
|---|------------|
| (i) Return of changes in school lists | } Monthly. |
| (ii) Return of appointments made | |
| (iii) Return of leave granted | |
| (iv) Return of transfers effected | |
| (v) Return of punishments imposed | |
| (vi) Inspecting officer's diary | |
| (vii) Certificate of maintenance of records | |
| (viii) Annual Report | Quarterly. |
| (ix) Tour programmes | Annually. |

Monthly returns shall be despatched on or before the third day of the month following that to which they relate, irrespective of that day being a departmental holiday or not. The dates for submission of the quarterly returns are given in Rule 41. The annual report shall be submitted *as early as possible* after the close of the official year, and in no case later than 1st September. Tour programmes shall be forwarded in accordance with Rule 56.

47. The following periodical returns shall be submitted by the Inspector of English Schools, Inspectors of Vernacular Schools and the Inspectress of Girls' Schools to the Director or the Deputy Director as the case may be.

- | | |
|--|------------|
| (i) Pension progress report | } Monthly. |
| (ii) Inspecting officer's diary | |
| (iii) Return of changes in school lists | |
| (iv) Return of appointments made | |
| (v) Return of increments granted | |
| (vi) Return of leave granted | |
| (vii) Return of transfers effected | |
| (viii) Return of punishments imposed | |
| (ix) Return of pay bills passed | |
| (x) Return of contingent bills passed | |
| (xi) Certificate of maintenance of records | |
| | Quarterly. |

- | | | |
|--------|---|------------|
| (xii) | Report on subordinate inspectors' offices | } Annually |
| (xiii) | Report of maintenance of service books | |
| (xiv) | Annual report | |
| (xv) | Tour programmes | |

The weekly pension progress report shall be despatched each Monday, whether or not the office be open on that day. The monthly returns shall be despatched on the third day of the month following that to which they relate, irrespective of whether the office be open on that day or not; the return of grants withheld or reduced shall be despatched on or before the fifth day. The dates of despatch of the quarterly return xi are given in Rule 41, and that of the annual return xii in Rule 38. The annual returns xiii, xiv, shall be despatched as soon as possible after the close of the official year and in no case later than 10th September. Tour programmes shall be forwarded in accordance with Rule 55.

48. In all statistical records and returns, taluks shall be arranged in the order shown in Appendix I.

49. In order to obtain information for the annual report, inspecting officers shall, one month before the close of the official year, send to each school under their control two copies of a blank form to be filled up by the manager. The manager shall also be given instructions to forward, not later than the fifth day after the close of the official year, both copies to the Inspecting officer. The compilation of the statistical tables required for the reports should then be undertaken at once. The annual report of each inspecting officer shall only deal with those schools for which he acts as inspecting officer; that is, the Assistant Inspectors of Vernacular Schools shall report on all Vernacular Schools for Boys except the Higher Grade Schools with classes VIII and IX and the Higher Grade Schools to which Training Schools are attached, the Assistant Inspectors of English Schools shall report on Lower Grade English Schools for Boys, and the Assistant Inspectresses on all Vernacular Schools for Girls, while the Inspectors of Vernacular Schools, the Inspectress of Girls' schools and the Inspector of English Schools shall report on the institutions which are under the immediate control of each. The reports of Assistant Inspectors and Assistant Inspectresses shall be reviewed by the Inspectors and the Inspectress respectively and copies of such reports

and reviews shall be forwarded by the latter officers to the Director or the Deputy Director, as the case may be, along with their own annual reports.

The Departmental Administration Report contains the following Chapters:—

<i>Chapter.</i>	<i>Subject.</i>
I	Introduction.
II	General Statistics.
III	Controlling Agencies.
IV	Collegiate Education.
V	English School Education.
VI	Vernacular School Education.
VII	Female Education.
VIII	Special School Education.
IX	Education of special classes.
X	Private unrecognised Schools.
XI	Hostels and Boarding Houses.
XII	Orphanages.
XIII	Examinations.
XIV	Scholarships and Endowments.
XV	Text Book Committees.
XVI	Conclusion.

Inspecting officers shall observe the above order in framing their reports. Where any Chapter deals with matters on which an inspecting officer has not to report, the heading shall be entered, and the word "Nil" placed below it. In commenting on the different matters included in the report, inspecting officers should take particular care to explain, by reference to facts within their own knowledge, any marked change which has occurred during the year. Repetitions of figures, which are obviously or immediately deducible from the tabular statistics accompanying the report, are to be avoided. In connection with each class of school, special information is required as to the methods of teaching followed and improvements which have been effected in these methods, the character of the organisation in different schools, the general efficiency of management, and the manner in which the regulations in force have worked. In connection with education in different areas and in different sections of the community, it is of importance that the causes which advance or retard progress should be noted, their operation explained, and any noticeable alteration in their incidence reported.

CHAPTER VIII.

INSPECTION TOURS.

50. All arrangements for inspection of schools shall be based on the principle that each recognised school shall be inspected thoroughly at least once in each school year and visited at other times as frequently as circumstances will permit.

51. No Inspector of schools or the Inspectress may ordinarily and except for satisfactory reasons visit any given taluk more than three times in any school year.

52. No Assistant inspecting officer may ordinarily and except for satisfactory reasons visit any given pakuthy or similar revenue division more than three times in any school year.

53. Inspecting officers are expected to be in camp for not less than 180 days in each school year.

54. For purposes of inspection tours a school year will be divided into two parts:—The first part from 15th May to 15th August and the second from the 16th August to 31st March.

55. The Inspectors of Schools and the Inspectress of Girls' Schools shall submit to the Director (or the Deputy Director as the case may be) draft tour programmes for the two periods noted above which shall reach him not later than a fortnight before the beginning of the period.

The tours in the first period shall be devoted to

(1) the inspection of schools seeking recognition or aid; and

(2) the checking of annual promotions and the scrutiny of admissions in the Schools.

The tours in the 2nd period shall be mainly devoted to the annual inspection of schools.

In the course of the second tour each inspecting officer will be expected to watch the general progress of education in different areas, study the requirements and take steps to supply their needs.

56. Assistant Inspectors and Assistant Inspectresses shall submit their programmes to the Inspector or the Inspectress concerned a fortnight before the beginning of the period.

57. Inspecting officers are prohibited from altering their approved tour programmes without the previous permission of the approving authority. They are, however, permitted to deviate from these programmes in such detail as may not affect the general result and in such manner as involves no additional expenditure for travelling charges. Sudden or violent changes of programmes and hurried journeys which have no important object or effect, will not be permitted on any account except when due to the illness of the officer concerned. The travelling allowance bill of any inspecting officer who undertakes a journey which is not distinctly in the public interest will not be passed for payment.

CHAPTER IX.

PROCEDURE AT INSPECTION.

58. Seven days' notice of the date of an annual inspection shall be given by the inspecting officer to the headmaster. In cases where the headmaster is not the manager, a notice shall also be sent to the manager or his correspondent. The notice to the headmaster shall be accompanied by a blank inspection report form and shall contain a request that the statistical information required for the inspection report be entered in the form by the day of inspection, and that it be ready in the school on that day. No notice of any kind shall be given regarding any other visit by an inspecting officer.

59. The annual inspection of a school shall be held in the school premises and within the recognised hours of work. The registers, records and accounts may, if or in so far as they do not require to be checked by the presence of the pupils, be examined either previous to the assembly or after the dismissal of the pupils for the day.

60. The annual inspection of a school shall be conducted and recorded in accordance with such separate instructions as may be issued from time to time for the guidance of inspecting officers.

61. The results of each annual inspection shall be embodied in an inspection report, of which the inspecting officer shall prepare two copies. The first copy shall be written in

English and shall be forwarded within five days of the inspection to the inspecting officer's immediate superior, who shall pass such orders on the report as may be deemed necessary. The second copy shall be written in English if the school is an English School, or in the case of Vernacular Schools, in such language as the manager desires. On receipt of the orders passed by the immediate superior, the inspecting officer shall insert in the second copy, a copy or translation of the orders passed, and shall forward the second copy to the manager or correspondent, who shall cause it to be kept in the school among the school records. The inspecting officer shall retain a copy of the orders passed by his immediate superior.

62. In addition to visiting a school for the annual inspection it is the duty of the inspecting officer to make as many other visits to the school as his programme will permit. During these occasional visits, he shall (i) note the extent to which the defects, if any, observed at the last annual inspection have been removed, (ii) examine the attendance, admission, and progress registers, (iii) observe the general condition of the school in respect of order, cleanliness and sanitation, and (iv) make such other notes or observations as are possible in the time at his disposal. The facts noted are to be entered in the visitors' book kept in the school and in the inspecting officer's diary.

CHAPTER X.

PAY BILLS, CONTINGENT BILLS, AND OTHER ACCOUNTS.

63. With regard to departmental accounts, the general principle is that inspecting officers shall carefully check all bills which they countersign, but shall be relieved as far as possible of the duty of keeping accounts of the receipts and disbursements of schools. They must therefore organise their office work so that the information required for the examination and passing of all bills shall be readily forthcoming in a systematic manner, and that no bill is unduly delayed in its transmission to the authority with whom its final disposal lies.

64. The Inspector of English Schools is the countersigning officer for his office establishment. The Assistant

Inspectors of English Schools are the countersigning officers for their office establishments. The Inspectors of Vernacular Schools and the Inspectress of Girls' Schools are the countersigning officers for their office establishments and for all special schools under their charge. The Assistant Inspectors of Vernacular Schools and the Assistant Inspectresses of Girls' Schools are countersigning officers for their office establishments and for the Vernacular Schools and other institutions under their charge. The Headmasters of English Schools are the countersigning officers for the English Schools under them. The countersigning officer shall deal directly with the Central Account and Audit Office with regard to any error, discrepancy, or unauthorised payment.

65. The drawing officers and the controlling officers for contingent bills are as follow:—

Institutions.	Drawing officers.	Controlling officers.
Offices of the Assistant Inspectors of Vernacular Schools and all institutions placed in their charge.	Assistant Inspectors.	Inspectors of Vernacular Schools.
Higher Grade Vernacular Schools for Boys with classes VIII and IX, Higher Grade Vernacular Schools for Boys to which Training Schools are attached, and Vernacular Training Schools for men.	Headmasters.	Do.
Offices of the Inspectors of Vernacular Schools, and special schools (except Training Schools) under their control.	Inspectors of Vernacular Schools.	The Deputy Director of Public Instruction.
Vernacular Schools for Girls, and Offices of the Assistant Inspectresses of Girls' Schools.	Assistant Inspectresses.	The Inspectress of Girls' Schools.
Office of the Inspectress of Girls' Schools, and English and Special Schools under her control.	The Inspectress of Girls' Schools.	The Director.

Institutions.	Drawing officers.	Controlling officers.
Offices of the Assistant Inspectors of English Schools.	Assistant Inspectors.	The Inspector of English Schools.
Offices of the Inspector of English Schools and the Deputy Director of Public Instruction.	The Inspector or the Deputy Director of Public Instruction.	The Director.
English Schools.	Headmasters.	The Inspector of English Schools.

66. The bill for a sanctioned grant shall be drawn by the Manager, or Correspondent if there is one, of the school or institution, in the form prescribed, and forwarded to the countersigning officer under whose control the school or institution is.

The Assistant Inspector of Vernacular Schools and the Assistant Inspectress of Girls' Schools shall countersign all grant bills of Vernacular Schools placed in his or her charge. The Inspector of English Schools and the Inspectress of Girls' Schools shall countersign grant bills of English Schools. The Inspectors of Vernacular Schools and the Inspectress of Girls' Schools shall countersign grant bills of special schools.

APPENDIX I.

Division of the State into Districts for Lower Grade English Schools for Boys.

Taluk.	District.	Headquarters.
Thovala	...	
Agastiswaram	...	
Eraniel	...	
Kalkulam	...	
Vilavancode	...	
Neyyattinkara	...	
Trivandrum	...	
Nedumangad	...	
Chirayinkil	...	
Kottarakara	...	
Pathanapuram	...	
Shencottah	...	
Kunnathur	...	
Quilon	...	
Karunagapalli	...	
Karthigapally	...	
Mavelikara	...	
Pathanamthitta	...	
Cheungannur	...	
Thiruvalla	...	
Ambalapuzha	...	
Shertala	...	
Vaikam	...	
Ettumanur	...	
Kottayam	...	
Changanacherry	...	
Minachil	...	
Muvattupuzha	...	
Thodupuzha	...	
Kunnathunad	...	
Alangad	...	
Parur	...	
Devicolum	...	
Peermade	...	

All the English Schools are under the control of the Inspector of English Schools.

APPENDIX II.

*Division of the State into Ranges and Districts for
Boys' Schools.*

Taluks.	Districts.	Headquarters.	Range.	Head- quarters.
Thovala Agasteeswaram	I	Nagercoil.	Southern Range.	Trivandrum.
Eraniel Kalkulam (Pakuthies of Kalkulam, Thuckalay, Kappiara, Valvachi- thottam and Kotha- nalloor)	II	Eraniel.		
Kalkulam (Remaining Pakuthies) Vilavancode Neyyattinkara (Pakuthies of Kunnathukal and Parassala)	III	Kuzhithur.		
Neyyattinkara (Remaining Pakuthies) Trivandrum	IV V	Neyyattinkara. Trivandrum.		
Nedumangad Chirayinkil	VI	Attingal.		
Kottarakara Pathanapuram Shencottah	VII	Kottarakara.		
Quilon	VIII	Quilon.		
Kunnathur Pathanamthitta Mavelikara (Pakuthies of Nunad, Palamel, Pan- dalam South and Thou- nallur)	IX	Adoor.		
Karuagapally Karthikapalli (Keerikad Pakuthy Mavelikara (Pakuthies of Vallikunnam, Thamara- colam, Bharanikavu and Chunakara)	X	Padanayar- kulangara.		

APPENDIX II.

*Division of the State into Ranges and Districts for
Boys' Schools.—contd.*

Taluks.	Districts.	Headquarters.	Range.	Head-quarters.
Karthikapalli (Remaining Pakuthies) ... Mavelikara (Do.) ...	XI	Haripad.	Southern Range (contd.)	Kottayam.
Chengannur ... Thiruvalla (Pakuthies of Koipuram and Thottapazhasery) ...	XII	Chengannur.		
Thiruvalla (Remaining Pakuthies) ...	XIII	Thiruvalla.		
Ambalapuzha (without the Pakuthies of Pulincunnu and Champakulam) ... Shertala ...	XIV	Alleppey.	Northern Range.	
Vaikam (Pakuthies of Panavalli, Pallipuram and Thycattusery) ...				
Vaikam (Remaining Pakuthies) ... Ettumannur ...	XV	Ettumanur.		
Kottayam ...	XVI	Kottayam.		
Ambalapuzha (Pakuthies of Pulinkunnu and Champakulam) ... Changanacherri ...	XVII	Changanacherri.		
Meenachil ...	XVIII	Palai.		
Muvattupuzha ... Thodupuzha ...	XIX	Muvattupuzha.		
Kumathupad ...	XX	Perumbavoor.		
Alangad ... Parur ...	XXI	Alwaye.		
Peermade ... Devicolam ...	XXII	Peermade.		

APPENDIX III.

Division of the State into Districts for Girls' Schools.

Taluks.	Districts.	Headquarters.
Thovala	...	I Eraniel.
Agasteeswaram	...	
Eraniel	...	
Kalkulam	...	
Vilavancode	...	
Neyyattinkara	...	II Trivandrum.
Trivandrum	...	
Nedumangad	...	
Chirayinkil	...	
Kottarakkara	...	III Quilon.
Pathanapuram	...	
Shencotta	...	
Kunnathur	...	
Quilon	...	
Karunagapally	...	
Karthigapally	...	
Mavelikara	...	
Pathanamthitta	...	IV Mavelikkara.
Chengannur	...	
Thiruvella	...	
Changanachery	...	
Sherthallay	...	V Kottayam.
Vycome	...	
Kottayam	...	
Ambalapuzha	...	
Devicoolam	...	
Peermade	...	
Ettumanur	...	VI Muvattupuzha.
Meenachil	...	
Muvattupuzha	...	
Thodupuzha	...	
Kunnathunad	...	
Alengad	...	
Parur	...	

All Girls' Schools are under the control of the Inspectress of Girls' Schools.

APPENDIX VI.

Peon's Letter Delivery Book.

Despatch Reg. No.	Addressee.	By peon No.	Delivery acknowledged by.

APPENDIX VII.

Alphabetical File Index.

Subject.	File number.

APPENDIX VIII.

File Number and Subject Register.

File number.	Subject.

APPENDIX XI.

Calendar for Periodical Returns.

Number.	Name of the Return.	Whether weekly, monthly, quarterly, annual, &c.	The date on which it is due in the office of the higher authority.	Remarks.

APPENDIX XVII.

Register of leave granted during the month of

109

Number.	Name of officer.	Designation.	Pay.	Nature and Period of leave.		* Previous leave taken during Service.	Article of T. S. R. under which the leave was granted.	Amount of leave Rs. Chs.		Date of return of duty.	Authority sanctioning the leave.	Acting arrangements, if any.			Remarks.		
				Nature of leave.							Designation. Letter No.	Date.	Name of substitute. Allowance.	Period of acting tenure.		Reported in the monthly return for.	
				From.	To.									From.	To.		

APPENDIX XX.
Register of transfers effected during the month of 109

Number.	Name of Officer.	Appointment held before transfer.				Date of relief.	Appointment to which transferred.				Date of joining duty.	Authority for the transfer.			Qualifications.		Service (in the department)	Reason for the transfer.	Reported in the monthly return for.	Remarks.	
		Designation.	Minimum.	Increment.	Maximum.		Pay drawn.	Designation.	Minimum.	Increment.		Maximum.	Pay.	Pay assigned.	Letter No.	Date.					General.

APPENDIX XXI.

Register of Punishments inflicted during the month of 1909.

Serial No.	Name of School.	Grade or School.	Reference to sanction. Memo Number.	Nature of offence and of punishment.			Reference to previous punishments if any.	Authority for the Punishments.		When effected.	Reported in the monthly return for.	Remarks.
				Punishment.	Nature of offence.	Designation.		Letter No.	Date.			
1	2	3	4	5	6	7	8	9	10	11	12	13

APPENDIX XXII.

Return of grants withheld or reduced for the Schools for the month of 1909.

Serial No.	Name of School.	Grade or School.	Reference to sanction. Memo Number.	Date.	Amounts withheld or reduced.			Report by Inspecting Officer who proposes to reduce or withhold the grant with explanation of the manner, if any.	Orders of authority competent to take action under the rule.		
					Amount of grant.	Amount received.	Amount withheld.				
1	2	3	4	5	6	7	8	9	10	11	12

APPENDIX XXIII.

Register of Inspection Reports.

Serial No.	School reported on.	Inspecting officer.	Date of receipt.	No. and date of order passed on Report.	Forwarded to Director with Docket No. dated.

APPENDIX XXIV.

Register of Periodical Returns.

No.	Name of return.	The period to which the return relates.	Date on which it is due in the office of the higher authority.	Date of signature by officer submitting the return.	Date of despatch.	Remarks.

APPENDIX XXVI.

Register of application for employment.

Name and address of Applicant.	Date of birth.	Caste or Religion.	Birthplace.	Examinations passed and the dates of the Gazette in which the result is published.	If a Graduate subject with the optional class and second language.	Names of Schools or Colleges attended.	Vacation lectures attended if any.	Professional qualification if any, name of Training School or College attended and year of passing.	What Vernacular Language the applicant knows.	If already employed, the nature of present employment with salary and service.	Inter-ruption in services, if any, with reasons.	Salary applicant would accept.	List of testimonials from persons and former employers forwarded with this application.

APPENDIX XXVII.

Certificate of examination of Office Registers.

Certified, that I have this day completed an examination of all the registers maintained in this office under Rules 39 to 42 of the Education Department Inspection Code, that they are being maintained in the prescribed form, that they are in order, and that they are up to date.

Station.....)

Date.....)

Signature.....

Designation.....