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CODE OF REGULATIONS FOR ASSISTED
VERNACULAR AND ANGLO-VERNACULAR
SCHOOLS.

THE following amended Code of Regulations for Assisted Vernacular and Anglo-Vernacular Schools which has been passed by the Board of Education is hereby published for general information in accordance with Section 10 (2) of Ordinance No. 1 of 1920.

By His Excellency's command,

A. G. M. FLETCHER,
Colonial Secretary.

Colonial Secretary's Office,
Colombo, October 12, 1927.

CODE FOR ASSISTED VERNACULAR AND ANGLO-VERNACULAR SCHOOLS.

CHAPTER I.—ORDINARY SCHOOLS.

Section I.—CLASSIFICATION AND GRADING.

1 Schools are classified as boys' schools, girls' schools, and mixed schools. Classification of schools.

2 Vernacular schools in which the medium of instruction is Sinhalese are called Sinhalese schools. Vernacular schools in which the medium of instruction is Tamil are called Tamil schools. Sinhalese and Tamil schools are graded as Primary and Middle. Grading of Vernacular schools.

A Primary school is a school which provides a course of instruction up to Standard. V.

A Middle school is a school which provides a course of instruction up to the V. S. L. C. class.

3 An Anglo-Vernacular school is a school which provides a course of instruction in Vernacular and in addition a course of instruction in English. Anglo-Vernacular school.

4 Schools which provide the course of instruction for Middle schools and in addition a course of higher studies in Sinhalese, Sanskrit, Pali, or Tamil literature are graded as Classical schools. Classical school

5 No application for a change of class or grade of a school will be considered except at the annual inspection. Such applications may be approved provisionally and may be confirmed or cancelled at the subsequent annual inspection. Application for change of class or grade of school.

6 The Director shall have the power to decide the classification of schools and to transfer schools from one class or grade to another. In deciding this question the following points will be considered :— Director to decide classification and grading of schools:

- (a) The nature of the premises, accommodation, and equipment.
- (b) The qualification of the staff.
- (c) The curriculum.
- (d) The quality of the work.

In deciding upon the reclassification or regrading of a school, consideration will be given to the effect which such reclassification or regrading would have upon neighbouring Government or Assisted schools.

Section II.—CONDITIONS FOR RECOGNITION AND REGISTRATION.

7 Schools which are certified by the Director as providing adequate and suitable instruction under clause 25 of Ordinance No. 1 of 1920 are called "Recognized schools." Recognized schools.

8 Schools which are in receipt of Government grant are called "Registered schools." Registered schools.

- Duty of persons opening new schools.** **9** It shall be the duty of any person who desires to open a school to report particulars of such a school to the Director at least one month before its opening. Such a school will be recognized provisionally until such time as it is inspected.
- First inspection of new school.** **10** The first inspection will be held after the school has been in session for at least three months and, if possible, for not more than four months.
- Report on first inspection.** **11** At the first inspection a report will be made as to whether the school is (a) unfit for recognition, or (b) fit for recognition, or (c) fit for registration.
- Application for registration of new school.** **12** If a school is considered fit for registration and if an application for registration has been made by the Manager, such application will be gazetted for observations to be received within thirty days. At the end of this period a school which satisfies the conditions for registration will be provisionally registered.
- Second inspection of new school.** **13** The second inspection will take place in the month of the annual inspection of the schools in the locality, provided that not less than seven months have elapsed since the date of the first inspection. If such inspection does not take place within thirteen months of the date of the first inspection, then a special inspection of the school will be held within the thirteen months. If the school has maintained the conditions for registration, as defined below, it may be registered as an Assisted school. Notification to this effect will appear in the *Government Gazette*.
- Refusal of recognition or registration of school** **14** If the recognition or registration is refused, the Manager will be informed of the reason for this refusal.
- Distance between schools.** **15** No school will be registered when there already exists a school of the same class and grade within one mile of the new school without some intervening obstacle, unless the average daily attendance of eligible pupils of the new school for the previous twelve months exceeds 30. But in any case, however large the attendance, no new school will be aided within a quarter of a mile of an existing registered school of the same class, except in towns and in such other places as may, in the discretion of the Director, justify exceptional treatment.
- Transfer of children from one school to another.** **16** The attendance of children transferred during one year subsequent to the date of the first inspection from existing Government or Assisted schools within a one-mile limit will not be counted, except in such schools as may, in the discretion of the Director, justify exceptional treatment.
- Change of site of school.** **17** Applications to change the site of a registered school, if approved by the Director, will be notified in the *Government Gazette*, but no such change will take effect until thirty days after the date of such publication.
- Accommodation, furniture, apparatus, and sanitary condition of school.** **18** The accommodation, furniture, and apparatus must be sufficient and suitable. All rooms used for teaching purposes must be well lighted and ventilated and protected from sun and rain. Classes must not be held in portions of buildings which are not shaped so as to allow of the classes being arranged properly for teaching purposes. Class rooms must provide 10 square feet per unit of average attendance of all pupils. No room will be accepted as suitable the length or breadth of which is less than 9 feet. The seating accommodation provided must be sufficient to allow all the classes to be seated simultaneously for writing work; desks when used must be of suitable height and the furniture in general must be adapted to the physical requirements of the pupils. The sanitary condition of the school must be satisfactory, and sufficient and suitable latrine accommodation must be provided.

19 (i.) The school must be open for instruction for at least 180 days during the year, and the names of all pupils above the age of 5 attending the school must be entered in the Admission and Attendance Registers. The rules for keeping these registers must be carefully carried out. Pupils' names to be entered in registers.

(ii.) The teacher of every Vernacular school must, on the application of the parent or guardian, furnish a certificate in the prescribed form to every pupil who leaves the school. Books of forms for this purpose will be issued by the Director to Managers of Vernacular schools. The counterfoils must be retained in the school. Leaving certificates.

(iii.) No teacher can refuse to issue a leaving certificate to a parent or guardian who applies for one ; but in the case of a pupil against whose parent or guardian a prosecution has been instituted for the irregular attendance of the child, the certificate shall be on the form known as Q1. No pupil of a Government, Assisted, or Recognized Vernacular school may be admitted to another Government or Assisted Vernacular school without the production of this leaving certificate.

(iv.) No pupil who has previously attended any Government, Assisted, or Recognized Anglo-Vernacular school shall be admitted to any Government or Assisted school, unless he has produced a certificate in the prescribed form signed by the Manager or Principal of the last Government or Assisted school which he attended. Any child who is over seven years of age, and who is stated not to have attended an Anglo-Vernacular school before, should produce an affidavit to that effect before admission, and this must be filed. The leaving certificate must be retained by the Manager or Principal of the school which the pupil is attending, and when the pupil is withdrawn it must be brought up to date and handed over to the parent or guardian or any person authorized in writing by the parent or guardian to receive it. Its issue shall not be refused except on the ground of non-payment of fees. Arrears of fees may not be claimed under this rule for more than three months.

(v.) In Anglo-Vernacular schools fees in lieu of notice of withdrawal may be claimed only if provided for in the school rules and in any case not for a period exceeding one month. Notice of withdrawals.

(vi.) All pupils must be present throughout the annual inspection unless prevented by illness or other unavoidable cause. Pupils to be present at annual inspection. Staffing of schools.

20 (i.) The school must have an adequate and efficient staff, at least half of whom must be certificated save in exceptional circumstances.

(ii.) In mixed schools there must be a female teacher on the staff. The head teacher of a girls' school must be a female teacher.

(iii.) No teacher who has been dismissed or who is suspended by the Department can be employed without the permission of the Director of Education.

(iv.) The scale of salaries adopted by the school must be that prescribed by the Code. In the case of teachers eligible for grant, their salaries for the previous year must have been paid.

21 (i.) The school must follow the syllabuses of work prescribed by the Department. Syllabuses.

The schedules and syllabuses published separately shall have the same effect as if they had been incorporated in the Code, provided, however, that any provision contained in any schedule or syllabus may be varied with the consent of the Director first had and obtained.

(ii.) The regular work must be conducted in an orderly and disciplined manner and in accordance with a satisfactory time table signed by the Manager and approved by the Inspector. The time table should indicate what standard and what subject each teacher is in charge of, and the time per week devoted to each subject. Time table.

(iii.) The girls in a girls' school or in a mixed school with not less than 15 girls on the roll should be taught plain needlework as part of the ordinary course of instruction. Needlework.

- Records of work, &c., to be retained. (iv.) Syllabuses and schemes of work, records of work, and the results of terminal tests must be retained for inspection.
- Managers and General Managers. **22** (i.) For the purposes of this Code the Local Manager as defined in section 16 of Ordinance No. 1 of 1920 shall be referred to as "Manager"; and where the Manager is in charge of a group of schools, he shall be referred to as "General Manager."
- Duties of Managers. (ii.) Assisted schools are administered by Managers whose duties are—
(a) To see that the requirements of the Code are carried out in the school or schools for which they are responsible;
(b) To correspond with the Department;
(c) To furnish all returns that may be required by the Director of Education or Chairmen of Education District Committees.
- Schools not under recognized societies. (iii.) No school which is not under the control of a recognized society or trust shall be registered save in exceptional circumstances, when the Manager will be required to furnish substantial security for the maintenance of the school for a period of not less than three years.
- Gazetting of names of Managers. (iv.) The names of Managers of all schools will be gazetted.
- Manager not to make profit on school. (v.) The Manager or proprietor of any school shall not receive any personal profit or emolument therefrom.
- Correspondents. (vi.) A General Manager may authorize certain persons to sign letters on his behalf and to carry on correspondence with the Department. These persons shall be known as "Correspondents."
- Changes of staff to be notified. (vii.) The Manager must immediately notify to the Director all changes of staff, *e.g.*, new appointments, dismissals, retirements. When a teacher is appointed from another school, the name of this school must be stated in the manager's notification.
- School to pay expenses of second inspection if necessary. (viii.) If it is necessary for an Inspector to visit a school a second time owing to the Manager's failure to supply complete returns at the annual inspection, the expenses of such second visit must be borne by the Manager.
- Notice of inspection. (ix.) Managers will receive at least fourteen days' notice before the date of the annual inspection, but an Inspector or any person authorized by the Director may visit an Assisted or Recognized school at any time without notice.
- Annual returns (x.) The Manager shall hand to the Inspector on the first day of the annual inspection three copies of the annual returns duly filled in.
- List of holidays. (xi.) In order to facilitate inspection the Manager shall send to the Divisional Inspector not later than January 31 of each year a list of holidays both usual and special which it is proposed to observe during the ensuing twelve months.
- Closure of school for special reasons. (xii.) In case of any closure for epidemics, sickness, or other special reason the Manager shall notify the Divisional Inspector as soon as possible.
- Admission and Attendance Registers. **23** (a) The Register of Admission and Attendance of a type approved by the Director, together with the Log Book, must always be kept in the school during school hours.
(b) The names of all pupils must be entered in the Register of Daily Attendance according to their standards. The names in each standard must be entered and preserved in the order of admission. The attendance of each teacher, pupil teacher, and pupil must be marked at every session of the school. For this purpose the afternoon session shall count as a separate meeting of the school if it is separated by an interval of more than 15 minutes from the morning session.
(c) In order to register punctuality of attendance, the register shall be opened at the beginning of each session, and each child who is present shall receive a mark in black ink, thus /.
(d) A period of 3 minutes in each session of the school must be set down on the school time table for the closing of the registers, during which the attendance of late comers will be marked with an oblique

stroke in red ink. Absence will be indicated by means of a cipher, thus 0. The registers shall be closed at least three hours before the end of a one-session school and at least one and a half hours before the end of each session of a two-session school.

The register must be checked and the total attendances entered at the foot of the column by the responsible teacher during the 3 minutes set apart for closing, and this total may be changed only by the addition of plus or minus signs.

(e) In a one-session school the attendance of any pupil who does not put in at least three hours after the closing of the register shall not be counted, and the attendance of any pupil who leaves the school during this period shall then and there be cancelled, thus 0, by enclosing the mark indicating presence with a circle in black ink.

In each session of a two-session school the attendance of any pupil who does not put in at least one and a half hours after the closing of the register shall not be counted, and the attendance of any pupil who leaves the school during this period shall then and there be cancelled, thus 0, by enclosing the mark indicating presence with a circle in black ink.

(f) All teachers and pupils must be present throughout the meeting of the school. Pupils who are withdrawn from any religious observance or instruction in accordance with section 15 of the Ordinance No. 1 of 1920 must be provided for separately.

(g) If a pupil is marked absent and is subsequently discovered to be present, the oblique stroke shall be drawn through the mark indicating absence.

(h) These alterations shall be endorsed in red ink at the foot of the column, thus :

No. 26 Absent 14. 3. 26

or

No. 14 Present 15. 3. 26

and shall be initialed by the head teacher.

(j) In no circumstances whatever may erasures be made.

(k) Normally the class teachers will mark the registers, but in all cases the Principal or head teacher will be responsible that the foregoing rules are observed.

(l) If a pupil is admitted to or leaves the school at any time other than the beginning or end of a term, the unoccupied portion of the register devoted to his name shall be ruled through forthwith.

(m) When a holiday is given, a line must be drawn through the whole length of the register for those occasions upon which the school does not meet.

(n) At the end of each month the summary must be filled up, showing (1) the number of school meetings during the month; (2) the total number of attendances; (3) the number on the list and the average attendance for the month.

24 Falsification of the register or violation of the rules for keeping registers may involve forfeiture of an amount not exceeding one half of the grant for the year; and in the case of certificated teachers the suspension or cancellation of the certificate. Penalty for falsification of registers.

25 Any school accepted by the Director which ceases to fulfil the above conditions may, unless satisfactory reasons be furnished to the Director, be removed from the list of Assisted schools. If the Manager wishes to re-register at any time a school removed from the list, application must be made in the same form as for a new school. Schools not fulfilling conditions to be removed from list.

26 The total income of a school from grants and fees must be devoted exclusively to educational purposes. Income of school to be applied to educational purposes.

CHAPTER II.—GRANTS.

Section I.—ORDINARY GRANTS.

Object of grant. **27** The object of the grant is to aid local exertion—

- (a) In promoting education ;
- (b) In maintaining schools ; and
- (c) In training teachers.

Grants cannot be claimed for any new school irrespective of the circumstances of the case and the limits of the sum placed at the disposal of the Director by the Legislative Council. Should a grant be refused, the reason for its refusal will be communicated to the applicant.

Calculation of grant.

28 The grant paid to any Vernacular or Anglo-Vernacular school is the salary cost of an adequate staff as defined below, together with a sum not exceeding the amount which has been actually spent for this purpose, and in no case exceeding Re. 1.50 per unit of average attendance for the maintenance and equipment of the school.

Maximum staff eligible for grant.

29 (a) Primary schools which have an average attendance of not more than 100 eligible pupils for the past school year will be allowed to count one teacher for every 20 units of average attendance, and the maximum staff eligible for grant will be four teachers.

Where the average attendance is over 100 and not more than 300 eligible pupils, the allowance will be one teacher for every 25 units, and the maximum staff eligible for grant will be ten teachers.

Where the average attendance is more than 300 eligible pupils, the allowance will be one teacher for every 30 units.

To secure the adequate distribution of trained teachers, there should not, in the above staff, be more than one trained teacher for every 40 units of average attendance.

(b) In middle classes (Standards VI., VII., and VIII.) the allowance will be one teacher for every 15 units of average attendance.

(c) The staff eligible for grant in Infant Departments of Vernacular schools will be one teacher for every 20 units of average attendance. To obtain the assessment, the eligible pupils in the Infant Department will be counted separately from those in other departments of the school. The teachers made eligible by this assessment must be employed in the Infant Department during the working hours of this department, but they may be employed in other work during the rest of the time in which the school is in session.

30 Anglo-Vernacular (Non-Boarding) schools which have an average attendance of not more than 80 eligible pupils for the past school year will be allowed to count one teacher for every 15 units of average attendance, and the maximum staff eligible for grant will be four teachers.

Where the average attendance is over 80 and not more than 250 eligible pupils, the allowance will be one teacher for every 20 units, and the maximum staff eligible for grant will be ten teachers.

Where the average attendance is more than 250 eligible pupils, the allowance will be one teacher for every 25 units.

The number of full-time English teachers included in the above staff will be one teacher for every 30 units of average attendance of eligible pupils learning English.

31 Anglo-Vernacular Girls' Boarding Schools which have an average attendance of not more than 150 eligible pupils for the last school year will be allowed to count one teacher for every 12 units of average attendance, and the maximum staff eligible for grant will be ten teachers.

Where the average attendance is more than 150 eligible pupils, the allowance will be one teacher for every 15 units.

The number of full-time English teachers included in the above staff will be one teacher for every 25 units of average attendance of eligible pupils learning English.

32 The grant paid on account of English teachers in Anglo-Vernacular schools shall be the difference between the approved salaries of these teachers and the Manager's contribution as shown in Appendix C.

33 In remote and sparsely populated districts, schools will be allowed one teacher for 15 units of average attendance.

34 In remote and sparsely populated districts, mixed schools which have an average attendance of between 15 and 39 pupils inclusive, may be allowed, at the discretion of the Director, an additional part-time teacher.

35 In calculating the number of teachers eligible for grant fractions will not be counted.

36 Where there are part-time teachers, special arrangements should be made with the Director as regards their salaries.

37 To find the number of units of average attendance the total number of attendances of eligible pupils is divided by the total number of sessions held in the year.

38 When the salary of a teacher is on an incremental scale the teacher is not entitled to draw any increment as by right. Increments to teachers' salaries. Increments should be given only to those teachers whose recommendations from their Managers are endorsed by Inspectors. New appointments and transfers are not eligible for increments unless the teacher has been employed in the school for six months or over before the beginning of the school year, except when a transfer is made at the end of the school year when the late Manager's recommendation can be considered or where a transfer is made between schools under the same management. In the case where the salary drawn by a teacher at the time of promotion is not less than the minimum salary of his new grade, he will continue to draw his former rate of salary in his new grade, and the period qualifying for the first increment is to be reckoned from the date on which he began to draw that rate of salary. His first increment will be of such amount as will bring his salary to the next incremental step in the scale of the salary of the new grade.

39 If the work of the teacher is found to be unsatisfactory his or her increment may be stopped. Stoppage of increments for unsatisfactory work. When the condition of a school as a whole is found to be unsatisfactory the Government grant for the following year may be reduced.

40 Before a grant is paid to a school the annual returns required by the Department must be furnished. Annual returns.

41 Before a grant is paid to a school the Director must be satisfied that the salaries of the teachers as shown in the returns have been paid. Salaries of teachers must have been paid.

42 In the event of a salary receipt being falsified the Manager submitting such a receipt will be removed from the list of Managers and be liable to prosecution under the Penal Code. Falsification of salary receipt. The Government grant for the salary of any teacher in respect of whom a false salary receipt is presented may be withheld.

43 In calculating the units of average attendance the attendances of the following pupils, described as ineligible, will not be counted :— Pupils ineligible for calculation of average attendance.

(a) Pupils who are under five or over eighteen years of age. Attendances before their fifth or after their eighteenth year will not be counted.

(b) Pupils in the Infant Department, who during the whole school year, have been over eight years of age.

(c) Pupils attending any course not approved by the Director.

- (d) Girls taught in a school registered as a boys' school and boys over nine years of age taught in a school registered as a girls' school.
- (e) Pupils who have passed the V. S. L. C. Examination.
- (f) Pupils who have been promoted or admitted by the school authorities to classes for which they are found by the Inspector to be unfit.
- (g) Orphans who receive a capitation grant under clause 47.
- (h) Pupils in Standard I. who are over ten years of age.
- (i) Pupils for whom there is insufficient accommodation in the school.

Attendance diminished by epidemics.

44 When the Director is satisfied that by reason of an epidemic being prevalent in the locality or by reason of the exclusion under medical advice of children from infected houses, the average attendance has seriously diminished and consequently a loss of annual grant will be incurred, the Director shall have power to make a special grant calculated the previous year's grant with a proportionate increase or decrease according to the increase or decrease of the average number on the list.

Augmentation of grant.

45 The Director shall have discretionary power to augment the grant in schools where the conditions may necessitate exceptional treatment.

Section II.—SPECIAL GRANTS.

SCHOOL GARDENS.

Grant for school gardens.

46 A grant of Rs. 50 may be paid to any school which has a school garden of not less than one-third of an acre under cultivation, provided that the work is certified by the Superintendent of School Gardens to be satisfactory. If there is not less than an acre under cultivation, the grant may be raised to Rs. 75.

ORPHANAGES AND HOMES FOR DESTITUTE CHILDREN.

Grant for Orphanages.

47 A capitation grant of Rs. 90 may be paid to the Manager on account of each orphan or destitute child between the ages of 5 and 15 who has attended a registered school and is eligible for examination, and who has been in residence at an Orphanage or Home for a period of not less than nine months. For the purposes of this clause an orphan will be regarded as a child who has lost his (or her) male parent and has no other means of support. In the case of deaf and/or blind children who are not engaged in occupations or who are incapable of being so employed, the age limit may be extended at the discretion of the Director.

BUILDING AND EQUIPMENT.

Grant for building and equipment.

48 In cases where additional buildings and equipment are required in schools carried on by local authorities or governing bodies of assured stability, the Director may make a grant towards the cost of same. Applications for building grants for payment during the next financial year (October 1 to September 30) should reach the Director not later than the end of December, and must be accompanied by plans and an estimate of cost.

PUPIL TEACHERS.

Allowance to passed pupil teachers.

49 (a) Pupil teachers will not be entitled to any allowances until they have passed their final examination. Pupil teachers who have passed this examination will be paid an allowance of Rs. 7.50 a month from the date of passing their final examination until such time as they receive appointments as teachers or assistant teachers.

Bonus to teachers for training pupil teachers.

(b) Bonus will be paid to teachers for training pupil teachers after the latter have passed their final examination. On account of each pupil teacher who has successfully completed his course and passed the final examination the following bonuses are payable :—

	Rs.
For a first-year pupil teacher ..	40
For a second-year pupil teacher ..	50

If more than one teacher has been responsible for a pupil teacher's training the bonus will be distributed proportionately amongst them, but no payment will be made to any teacher who has been in charge of the pupil teacher's training for less than six months.

HOME OCCUPATIONS FOR GIRLS.

50 Grant may be paid for certain Home Occupations in registered girls' or mixed schools on the following conditions :—

Grant for home occupations for girls.

(a) The school shall teach one or more of such occupations as lace-making, embroidery, dress-making, grass mat weaving, rattan work, basket weaving, and spinning on the lines of the syllabuses of work published by the Department, or a special syllabus approved by the Director.

(b) The Manager shall provide suitable accommodation and a teacher who must be approved by the Director.

(c) One teacher's salary at the rates laid down in the salary scale or in any similar scale which may be approved later will be approved for each occupation of 20 units of attendances, and Re. 1 per pupil in the first stage lace-making for waste of material, &c. The attendance of a child taking two or more occupations may not count towards the salary of more than one teacher. The time table must be so arranged that the teacher is employed in teaching the occupation for at least four hours a day.

(d) No pupil can qualify for grant for more than six years' instruction in all.

(e) No grant will be paid for a pupil who has not attained the age of 10 or is over 18 years of age. Orphans in boarding schools who are eligible for capitation grant for orphans will not also be eligible for grant under these rules.

(f) A record of the work done by the pupils must be kept, and one or more pieces of finished work of each stage must be retained for inspection on examination day.

(g) In order to be eligible for grant, a pupil must have received instruction in any particular occupation for not less than 2 hours daily, and not less than 125 days in a year.

(h) The Director must be satisfied with the efficiency of the instruction given and with the results of the annual examination.

CHAPTER III.—TEACHERS.

Section I.—REGISTRATION OF PUPIL TEACHERS.

51 Pupil teachers may be nominated by the Manager to receive systematic training for the profession of teaching.

Pupil teachers to be nominated by Manager.

52 In selecting such candidates the Manager is required to observe the following conditions :—

Conditions for selecting candidates as pupil teachers.

(a) Application for registration of pupils as pupil teachers must be made on the prescribed form supplied by the Department. The candidates must have passed the V. S. L. C. Examination save in exceptional cases.

(b) Pupil teachers at the date of registration must be not less than 14 years or over 18 years of age.

53 Pupil teachers will be registered only in schools which satisfy the following conditions :—

Registration of pupil teachers in schools.

(a) The whole school must be favourably reported on by the Inspector as regards instruction, accommodation, equipment, and discipline, and there must be at least one trained teacher on the staff.

(b) To entitle a school to one pupil teacher the average attendance must not be less than 40 in a boys' or mixed school and 30 in a girls' school ; for every additional 30 in average attendance a school will be entitled to an additional pupil teacher ; but not more than three pupil teachers will be registered for service in any school during one and the same year.

Course for pupil teachers.

54 The course for pupil teachers will be one of two years. Pupil teachers who fail to pass the first Pupil Teachers' Examination within two years from the date of registration will be discontinued.

Pupil teachers who pass the final examination will be awarded a Provisional Certificate.

Pupil teachers to produce certificate from Manager. Condition for entry at first examination.

55 Every pupil teacher presented for examination must produce a certificate from the Manager of his school on the prescribed form.

56 No pupil teacher shall be presented for the first year's examination within nine months of the date of registration.

Practical work.

57 (a) Pupil teachers must have definite practical work assigned to them under the supervision of a qualified teacher. The practical work shall consist of—

- (1) Observation of the class teacher's lessons.
- (2) The giving of lessons by the pupil teacher.
- (3) Assistance with the routine work of the class.
- (4) In the case of pupil teachers in girls' schools, assistance with one of the classes in needlework.

Time table.

(b) The Pupil Teachers' time table shall provide for an equal division between practical work and study, and shall be submitted to the Inspector for approval.

Notebook.

(c) Each pupil teacher must keep a notebook which shall contain—

- (1) A diary of work done during the hours allotted to practical work, which should not be more than three hours a day.
- (2) Notes of lessons given by himself.

Inspection of practical work.

(d) The practical work of the pupil teacher will be inspected during the course of the year and at the annual examination of the school.

Section II.—CLASSIFICATION AND REGISTRATION OF TEACHERS.

Register of teachers.

58 All teachers in Vernacular and Anglo-Vernacular schools who are eligible under this code to have their names entered in the Departmental Register of Teachers, must furnish through the Manager the necessary particulars for registration immediately on their first appointment.

Uncertificated teachers.

59 Persons over 16 years of age who hold the Vernacular School Leaving Certificate, and who undertake to enter for the Preliminary Examination for the Vernacular Teachers' Certificate may, with the permission of the Director, be appointed to teach in a Vernacular or Anglo-Vernacular school, and will be provisionally registered as uncertificated teachers for a period of three years.

Provisionally certificated teachers.

60 Persons over 16 years of age who have passed the Preliminary Examination for the Vernacular Teachers' Certificate will, on appointment to the staff of a school, be registered as Provisionally Certificated Teachers.

A Provisional Certificate will also be issued to every registered pupil teacher who has passed the final Pupil Teachers' Examination.

61 Third Class Certificates will be awarded to teachers over 18 years of age who have taught continuously for two years in a Vernacular or Anglo-Vernacular school and have passed the Vernacular Teachers' Certificate Examination. Such teachers will be registered as Certificated Teachers. Third class certificated teachers.

62 Third Class Certificated Teachers under clause 61 will be awarded a Second Class Certificate after doing satisfactory work for three successive years in a Government or an Assisted Vernacular or Anglo-Vernacular school. Second class certificated teachers.

The Director will decide, on the endorsements made by the Inspector on the teacher's certificate after each annual inspection, whether the teacher's work has been satisfactory. A teacher must work for at least nine months in one school to obtain an endorsement.

63 Second Class Certificated Teachers under clause 62 will be awarded a First Class Certificate after doing satisfactory work for five years from the date of the Second Class Certificate in a Government or Assisted Vernacular or Anglo-Vernacular school. First class certificated teachers.

The Director will decide, on the endorsements made by the Inspector on the teacher's certificate after each annual inspection, whether the teacher's work has been satisfactory. A teacher must work for at least nine months in one school to obtain an endorsement.

64 Students who have completed a two years' course in a Government or Assisted Training School will, on passing the final examination, be awarded a Second Class or Provisional Second Class Certificate (Trained) in accordance with their record of work during the course and their performance at the final examination, and will be registered as Trained Teachers. Second class certificates (trained).

Second Class Certificated Teachers under clause 62 who have completed at least seven years' service as teachers will also be eligible for registration as trained teachers after attending a special one-year course in a Government or Assisted Training School and passing the prescribed examination.

65 Second Class Trained Teachers under clause 64 will be awarded a First Class Certificate (Trained) after doing satisfactory work for five successive years in a Government or an Assisted school. First class certificates (trained).

Second Class Provisional Trained Teachers under clause 64 will be awarded a Second Class Certificate (Trained) after doing satisfactory work for three successive years in a Government or Assisted school and may then qualify for a First Class Certificate (Trained) as above.

The Director will decide, on the endorsements made by the Inspector on the teacher's certificate after each annual inspection, whether the teacher's work has been satisfactory. A teacher must work for at least nine months in one school to obtain an endorsement.

Applications for First Class Certificates shall in every case be accompanied by a report from the Manager on the teacher's conduct and his success in maintaining discipline.

66 Any certificate issued to a teacher may be suspended or cancelled by the Director for breach of contract with the Manager, for offences under clause 24 of this Code, for conviction of an offence under the Penal Code, or for grave misconduct. Suspension or cancellation of certificates.

CHAPTER IV.—SPECIAL SCHOOLS.

NIGHT SCHOOLS.

67 (a) Night schools are schools intended to provide education for adults who have had no previous instruction, and for boys and girls of 14 years of age and over whose circumstances prevent them from receiving such instruction in ordinary day schools. Conditions for registration of night schools.

(b) Before a night school can be registered for grant, it must have been in existence for a period of not less than three months and have had during that period an average daily attendance of not less than 20 pupils.

(c) A session of one and a half hours will be the minimum for a night school, such session to be held between 5 and 9 P.M.

(d) The staff must be approved by the Director before appointment.

(e) Proper lighting is indispensable in a night school. A sufficient number of lamps to obviate any strain on the eyes of the pupils must, therefore, always be used.

Grant to night schools.

68 All pupils in night schools who have made not less than 100 attendances will be eligible for grant at the rate of Rs. 10 per pupil.

ESTATE SCHOOLS.

Conditions for registration of estate schools.

69 Estate schools which satisfy the conditions laid down for Vernacular schools may be registered as such.

70 Estate schools which do not satisfy the conditions laid down for Vernacular schools are subject to the following regulations :—

(a) The building must, in the opinion of the Director, be a satisfactory one, and must have a floor space of 10 square feet for each child on the school register.

(b) Bench and desk accommodation and adequate equipment must be provided for each child on the school register.

(c) A competent teacher or teachers must be employed.

(d) The registers must be correctly and properly kept.

(e) The minimum session must be of two hours' duration, and no class must be held after 5 P.M.

(f) In order to qualify for grant the average attendance must be at least :—In Boys' and Mixed Schools, 15 ; in Girls' Schools, 10.

Grant to estate schools.

71 Estate schools which are registered as Vernacular schools will be paid grant under the conditions applicable to Vernacular schools.

72 Estate schools which are not registered as Vernacular ones, and which fulfil the conditions laid down in clause 70 will be paid grant at the following rates :—

(a) *Attendance Grant*.—Rs. 7 per unit of average attendance for the year. The average attendance is obtained by taking the mean of the monthly average attendances.

(b) *Result Grant*.—Rs. 4 for each child presented for examination at the annual inspection, provided the percentage of passes in all subjects is not less than 80.

Rs. 3 for each child presented for examination at the annual inspection, provided the percentage of passes in all subjects is less than 80 and not less than 65.

Rs. 2 for each child presented for examination at the annual inspection, provided the percentage of passes in all subjects is less than 65 and not less than 50.

73 No grant will be payable in respect of the following pupils :—

(a) Pupils below 5 years of age or above 18 years of age.

(b) Pupils in excess of the floor space allowed, i.e., 10 square feet per pupil.

(c) Pupils for whom no desk and bench accommodation is provided.

(d) Pupils promoted into higher standards when they have failed to pass the lower standard.

TRAINING SCHOOLS.

74 Grants-in-aid may be made to Vernacular Training schools, for male or female teachers, under the following conditions :—

Conditions for registration of Training schools.

The Director must be satisfied that—

- (a) The staff of teachers is sufficient in number and quality ;
- (b) The manager is in a position to guarantee the stability of the school ;
- (c) Adequate and suitable arrangements are made for board and residence of the students ;
- (d) There is a practising school in which students may learn the exercise of their profession, either immediately connected with the training school or within easy reach and under the same management. Such school must have a satisfactory Infant Department.

75 An examination of candidates for admission to training schools will be held annually in the month of August. Holders of Third Class Teachers' Certificates will not be required to pass this examination.

76 A training school or an ordinary school which has been approved by the Director may have an admission class attached to it. Admission to this class will be confined to those who are over 16 years of age and have passed at least the V. S. L. C. Examination.

77 The candidates are selected and recommended for admission to the examination by the authorities of each school on their own responsibility, subject to the conditions that the candidates—

- (a) Intend *bona fide* to adopt and follow the profession of teacher and to sign the bond appearing in Form IV.
- (b) Have attained the age of seventeen years on the date of examination.
- (c) Furnish a medical certificate of physical fitness.

78 At the end of the first year's course at the training school an examination will be held in the subjects prescribed, and a grant may be paid at the rate of Rs. 225 for each male and Rs. 250 for each female students who has passed the first-year examination. No student will be admitted to the examination for first-year students who has not signed the necessary bond.

Grant to Training schools.

79 At the close of the second year there will be a final examination for such students as have passed their first-year's examination, and grant may be paid at the rate of Rs. 225 for each male and Rs. 250 for each female student who has passed the final examination.

80 In schools where an admission class has been approved by the Director, a grant of Rs. 50 may be paid for each student who completes a year's course of training preparatory to taking the examination for admission to the first-year class of the training school. This grant will be paid only in those schools in which the Director is satisfied that the equipment and teaching staff is adequate, and will not be paid unless 75 per cent. of passes is obtained in the admission class examination.

INDUSTRIAL SCHOOLS.

81 Applications for registration of Industrial Schools will be entertained on the following conditions :—

Conditions for registration of Industrial Schools.

(a) The school shall teach one or more of the following trades on the lines of the syllabuses of work published by the Department, or a special syllabus approved by the Director :—

In Boys' Schools.—Carpentry, printing, bookbinding, shoemaking, Metal work, cloth weaving, rattan work, basket making, pottery, lacquer work, agriculture, or any other industry or art approved by the Director.

In Girls' Schools.—Cloth weaving, dress-making, lace-making, embroidery, grass mat weaving, rattan work, basket weaving, spinning, nursing, cooking, or any other industry or art approved by the Director.

(b) The Manager shall—

- (i.) Provide a suitable building and a teacher who must be approved by the Director ;
- (ii.) Guarantee the stability of the school for five years ;
- (iii.) Promise an average attendance of at least six full-time or ten half-time pupils ;
- (iv.) State that there is the possibility of his pupils finding employment in the industry which they will be taught ;
- (v.) Submit the probable cost of buildings, tools, and equipment.

(c) The raw material must be supplied by the Manager except as provided for in 82 (a).

(d) The difference between the cost of the raw material and the selling price of the finished article shall be distributed at the rates prevailing in Government schools, in the following proportions :—

Sixty per cent. to the pupils, twenty per cent. to the teacher, twenty per cent. to the school.

In order to encourage pupils to possess, by the time they finish their training, their own tools or looms in such industries as carpentry and weaving, a certain proportion of the amount earned by the pupils may be devoted by the Manager to this purpose.

(e) The Manager of an Industrial School will be required to prepare a statement of accounts for the annual examination on the prescribed form.

(f) Notice of the date of the annual inspection will be given by the Inspector at least 14 days before the date fixed. The school will also be informed at the same time what materials will be required at the examination.

(g) The articles mentioned in the syllabuses are only suggestive. Other models may be substituted with the approval of the Director.

Grant to
Industrial
Schools.

82 (a) The Department, after approving the establishment of the school, will give a certain lump sum towards the initial expenses of the school. This amount will be decided after a scrutiny of the probable cost of tools and equipment or of raw material, when the cost of tools and equipment is small. If the school fails to continue for five years, the Manager shall pay back to the Department one-fifth of this amount for each year which the school shall fail to complete.

(b) An annual grant based upon the cost of wear and tear of equipment will be paid. In order to be eligible for this grant, pupils in a Registered Industrial School must have received instruction in the workshop in any particular industry for not less than two hours daily on ordinary school days if half-time workers, and for not less than five hours daily if full-time workers, for not less than 125 days in a year. The Inspector must also be satisfied with the efficiency of the instruction given and with the results of the annual examination.

(c) One teacher's salary at the rates sanctioned for Industrial Teachers in Government schools will be provided if there is an average attendance of at least six full-time workers or ten full-time and half-time workers who fulfil the conditions in clause 84.

83 In industries which are run as business concerns, apart from the training of pupils, grant will not be given for equipment or materials, but an annual capitation grant of Rs. 50 will be given for each full-time, and Rs. 20 for each half-time pupil who satisfies the condition in clause 84.

34 No grant will be paid for a pupil who has not attained the age of 12 years or who is over 21 years of age.

The maximum number of full-time pupils (not exceeding ten in any particular trade) shall be fixed by the Director for each particular school, having regard to its accommodation and to the efficiency of the instruction given.

No grant will be paid for half-time pupils in excess of twice the number of full-time pupils in the school.

APPENDIX A.

Salaries of Vernacular Teachers in Vernacular and Anglo-Vernacular Schools.

Assistant Teachers.

Uncertificated ..	Rs. 300, if in service before December 31, 1916; Rs. 240, if in service after December 31, 1916. To be discontinued after October 1, 1931, if not certificated before that date
	Rs.
Provisional 3rd class certificate ..	420
Third class certificate ..	480—504
	12
Second class certificate ..	516—612
	24
First class certificate ..	636—900
	24
Second class provisional certificate (trained) ..	480
Second class trained ..	516—660
	36
First class trained ..	720—1,200
	48

Head Teachers.

Uncertificated ..	Rs. 360, if in service before December 31, 1916; Rs. 240, if in service after December 31, 1916. To be discontinued after October 1, 1931, if not certificated before that date
Third class certificate ..	516—564
	24
Second class certificate ..	588—732
	36
First class certificate ..	768—1,200
	36
Second class provisional certificate (trained) ..	540
Second class trained ..	648—840
	48
First class trained ..	900—1,500
	60
Teachers of—	
Lace-making, embroidery, and dress-making ..	300—360
	10
Grass mat weaving, rattan work, basket weaving, and spinning ..	270

APPENDIX B.

Salary Scales for English Teachers in Anglo-Vernacular Schools.

Class.	Assistants.	Head Masters.
	Rs.	Rs.
1st Class trained or graduate	1,800 to 2,400	1,980 to 3,600
	120	180
2nd class trained	1,380 to 1,620	1,500 to 2,100
	120	120
3rd class and 2nd class provisional trained	1,200 to 1,320	1,380 to 1,860
	60	120
London Inter Arts or Science	960 to 1,320	1,380 to 1,860
	60	120
2nd class certificate	1,020 to 1,320	1,380 to 1,860
3rd class or 2nd class service certificate (in service before December 31, 1910)		
3rd class certificate	840 to 960	1,020 to 1,260
	60	120
Provisional certificate. Cambridge Senior or London Matriculation or First in Arts of Indian Universities	720	—
Uncertificated	480 to 900	—
	30	
<i>Special Grades.</i>		
2nd class certificate (certificated before December 31, 1910)	1,200 to 1,800	1,500 to 2,100
3rd class, certificate (certificated before December 31, 1910)		
3rd class certificate (in service before December 31, 1910, but certificated after that date and before January 1, 1925)	1,080 to 1,560	1,320 to 1,800
	60	120
Teachers in service before December 31, 1910	960 to 1,320	—
	60	

APPENDIX C.

Fixed Contributions from Managers towards the Salaries of English Teachers in Anglo-Vernacular Boy's Schools and Men Teachers in Anglo-Vernacular Mixed Schools.

Note.—This contribution is five-eighths of the contribution to the salaries of teachers in Scale C for English schools.

Class.	Assistants.	Head Teachers.
	Rs. c.	Rs. c.
<i>Class I.</i>		
Graduates	575 0	750 0
Trained 1st class	550 0	750 0
Trained 2nd class	550 0	750 0
3rd class or 2nd class provisional (trained)	525 0	700 0
Inter Arts or Science	312 50	450 0

Class.	Assistants.		Head Teachers	
	Rs.	c.	Rs.	c.
2nd class certificate ..	300	0	450	0
3rd class or 2nd class service certificate (in service before December 31, 1910) ..				
3rd class certificate ..	250	0	450	0
Provisional certificate ..	250	0	—	—
Uncertificated ..	200	0	—	—

Special Grades.

2nd class certificate (certificated before December 31, 1910) ..	437	50	450	0
3rd class certificate (certificated before December 31, 1910) ..	437	50	450	0
3rd class certificate (in service before December 31, 1910, but certificated after that date and before January 1, 1925) ..	350	0	437	50
Teachers in service before December 31, 1910 ..	312	50	—	—

Fixed Contributions from Managers towards the Salaries of Women Teachers in Anglo-Vernacular Girls' and in Anglo-Vernacular Mixed Schools.

Class.	Assistants.		Head Teachers.	
	Rs.	c.	Rs.	c.
Graduates ..	525	0	700	0
Trained 1st class ..	500	0	700	0
Trained 2nd class ..	500	0	700	0

Class II.

3rd class or 2nd class provisional (trained) ..	500	0	650	0
Inter Arts or Science ..	312	50	412	50
2nd class certificate ..	275	0	412	50

Class III.

3rd class certificate ..	250	0	412	50
Provisional certificate ..	250	0	—	—
Uncertificated ..	200	0	—	—

Special Grades.

2nd class certificate (certificated before December 31, 1910) ..	400	0	450	0
3rd class certificate (certificated before December 31, 1910) ..	400	0	450	0
3rd class certificate (in service before December 31, 1910, but certificated after that date and before January 1, 1925) ..	337	50	437	50
Teachers in service before December 31, 1910 ..	300	0	—	—

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