



SUPPLEMENT TO THE
CEYLON GOVERNMENT
GAZETTE

No. 7,722 — FRIDAY, JULY 12, 1929.

Published by Authority.

E 134/29

CODE OF REGULATIONS FOR ASSISTED
VERNACULAR AND BILINGUAL SCHOOLS.

THE following amended Code of Regulations for Assisted Vernacular and Bilingual Schools which has been passed by the Board of Education and has been confirmed by the Governor in Executive Council is hereby published in accordance with Section 10 (3) of Ordinance No. 1 of 1920.

By His Excellency's command,

F. G. TYRRELL,
Acting Colonial Secretary.

Colonial Secretary's Office,
Colombo, July 8, 1929.

CONTENTS.

	PAGE
CHAPTER I.—SCHOOLS—	
Section I.—Classification and Grading	1
Section II.—Recognition and Registration	2
Section III.—General	8
CHAPTER II.—GRANTS	9
CHAPTER III.—TEACHERS—	
Section I.—Pupil Teachers	15
Section II.—Teachers	16
APPENDIX A.—Salaries of Vernacular Teachers in Vernacular and Bilingual Schools	18
APPENDIX B.—Salary Scales for English Teachers in Bilingual Schools	19
APPENDIX C.—Managers' Contributions	20

INDEX.

(The numbers indicate the clauses of the Code.)

Accommodation in schools	19
Admission of pupils, Refusal of, on medical grounds	17 (vi.)
Admission Register	16
Admission standard of pupil	17 (v.)
Age limit for retirement of teachers	18 (vi.)
Annual Inspection (see Inspection).	
Annual Returns to be furnished by Manager	32 (x.), 47
Apparatus in schools	19
Appointment of teachers	18 (iii.)
Attendance diminished by epidemics	53
Attendance of children transferred	14
Attendance Register	16
Augmentation of grant	67B
Average attendance, Units of, Calculation of	44
Bilingual schools, Conversion of Vernacular into	3
Definition of	3
English teachers in, Grant for	39
Staff eligible for grant	37, 38
Bond for admission to Training Schools	26
Bonus to teachers for training pupil teachers	66
Building grant	64
Calculation of grant	35-44
Calculation of units of average attendance	44
Certificated Teachers : Provisional Certificates	77
Third Class Certificates	78
Second Class Certificates	79
First Class Certificates	80
Second Class Trained	81
First Class Trained	82
Oriental Languages Certificates	84
Other approved certificates	83
Proportion of certificated teachers in school	18 (i.), 36 (a)
Certificates, Leaving	17 (ii.) (iii.) (iv.)
Certificates, Teachers' : Suspension or cancellation	85
Change of class or grade of schools	8
Change of site of school	15
Classification of schools	1
Classification and grading of schools, Director to decide	9
Closure of schools for special reasons to be notified	32 (xii.)
Correspondents appointed by General Managers	32 (vi.)
Differential treatment of pupils prohibited	48
Director's general powers	86
Discontinuance of teachers	18 (iv.)
Distance between schools	13
English teachers in Bilingual schools, Grant paid for	39
Epidemics, Attendance diminished by	53
Equipment Grant	64 (i.)
Estate schools, Grant for	56, 57
Registration of	22, 23
Examinations, Training School	27
Falsification of registers	51
Falsification of salary receipts	50
Fees payable in lieu of notice of withdrawal	17 (vii.)
Fractions not to be counted in calculating grant	42
Furniture in schools	19

Grading of schools	2
Change of	8
Director to decide	9
Grant, Augmentation of	67B
Building	64
Calculation of	35-44
English teachers in Bilingual schools	39
Equipment	64 (i.)
Estate schools	56, 57
Home occupations for girls	67
Industrial schools	61-63
Ineligible pupils	52
Night schools	55
Object of	34
Orphanages	65
Remote schools	40-41
School gardens	67A
Staff eligible for	36-38
Training schools	59, 60
Holidays : List to be sent to Divisional Inspector	32 (xi.)
Home occupations for girls, Grant for	67
Income from schools to be devoted to educational purposes	30
Increments to teachers' salaries	45
stoppage for unsatisfactory work	46
Industrial schools, Definition of	7
Grant to	61-63
Registration of	28
Ineligible pupils for calculation of grant	52
Infant Departments, Staff in	36 (c)
Inspection, Annual : Cost of second inspection	32 (viii.)
Notice of	32 (ix.)
Pupils to be present throughout	17 (viii.)
Junior Secondary schools, Definition of	2
Languages, Certificates in	84
Leave to teachers	54
Leaving certificates	17 (ii.), (iii.), (iv.)
Local Managers (see Managers).	
Log Book	16
Managers and General Managers	32
Duties of	32 (ii.)
Names to be gazetted	32 (v.)
Not to receive profit from school	32 (vi.)
Salaried public servants not to be managers	32 (iv.)
Temporary, Appointment of	32 (iii.)
Matters not provided for in Code	86
Needlework to be taught in girls' and mixed schools	20 (iii.)
Night schools, Definition of	6
Grant to	55
Registration of	21
Notice of annual inspection	32 (ix.)
Notice of withdrawal of pupils	17 (vii.)
Oriental languages, Certificates in	84
Orphanages, Grant for	65
Part-time teachers	43
Primary schools, Definition of	2
Staff eligible for grant	36 (a)
Provisional recognition of schools	10
Provisional registration of schools	11
Public servants not to be Managers of schools	32 (iv.)
Pupils ineligible for calculation of grant	52

Pupil teachers, Bonus to teachers for training	66
Course for ..	71
entry at first examination ..	73
inspection of practical work	74 (d)
Manager's certificate ..	72
notebook ..	74 (c)
practical work ..	74 (a)
Registration of ..	70
selection of candidates ..	69
time table ..	74 (b)
to be nominated by Manager ..	68
Recognition of schools, Conditions governing ..	10
Recognized schools, Definition of ..	4
Records of work to be retained for inspection ..	20 (iv.)
Refusal of admission of pupils on medical grounds ..	17 (vi.)
Register, Admission ..	16
Register, Attendance ..	16
Register of teachers ..	75
Registers, Admission and Attendance, Pupils names to be entered in ..	17 (i.)
Registers, Falsification of ..	51
Registered schools, Definition of ..	5
Registration of estate schools ..	22, 23
Industrial schools ..	28
Night schools ..	21
Pupil teachers ..	70
Schools, Conditions governing ..	11, 12
Training schools ..	24
Remote schools : Staff eligible for grant ..	40, 41
Removal from list, of schools not fulfilling conditions ..	31
Returns, Annual, to be furnished by Manager ..	32 (x.), 47
Salaries of part-time teachers ..	43
Salaries of teachers to be according to Code ..	18 (v.)
Salaries of teachers to be paid monthly ..	49
Salary receipt, Falsification of ..	50
Schools, Accommodation, furniture and apparatus in ..	19
Bilingual, Definition of ..	3
Change of class or grade of, Application for ..	8
Change of site of ..	15
Classification of ..	1
Classification and grading to be decided by Director ..	9
Closure for special reasons to be notified ..	32 (xii.)
Distance between ..	13
Estate schools, Grant to ..	56, 57
Registration of ..	22, 23
Gardens, Grant for ..	67A
Grading of ..	2
income to be devoted to educational purposes ..	30
Industrial schools, Definition of ..	7
Grant to ..	61-63
Registration of ..	28
Junior Secondary, Definition of ..	2
Night schools, Definition of ..	6
Grant to ..	55
Registration of ..	21
not fulfilling conditions to be removed from list ..	31
not under recognized societies ..	29
Primary, Definition of ..	2
Recognition of ..	10
Recognized, Definition of ..	4
Registered, Definition of ..	5
Registration of ..	11, 12
Remote, Staff eligible for grant ..	40, 41
Senior Secondary, Definition of ..	2
sessions during year, Number of ..	17 (i.)
Sinhalese, Definition of ..	2
Staffing of ..	18
Tamil, Definition of ..	2

Schools, Training schools, Grant to	59, 60
Registration of	24
Vernacular, Divisions of	2
Senior Secondary schools, Definition of	2
Sessions during year, Number of	17 (i.)
Sinhalese schools, Definition of	2
Site of school, Change of	15
Staff	18
Age limit for retirement of teachers	18 (vi.)
Appointment of teachers	18 (iii.)
discontinuance of teachers	18 (iv.)
eligible for grant	36-38
in Bilingual schools	37, 38
in Infant Departments	36 (c)
Increments to salaries	45, 46
Leave to teachers	54
Salaries of teachers	18 (v.), 49
Standard of pupil on admission	17 (v.)
Syllabuses to be those prescribed by Director	20 (i.)
Syllabuses and schemes of work to be retained for inspection	20 (iv.)
Syllabuses and schedules may be varied with consent of Director	33
Tamil schools, definition of	2
Teachers, certificated (see certificated teachers)	
Register	75
Trained : Proportion in schools	36 (a)
(see also certificated teachers)	
Uncertificated	76
Women, in girls' and mixed school	18 (ii.)
(see also staff)	
Terminal tests : Results to be retained for inspection	20 (iv.)
Time table	20 (ii.)
Training schools : Annual returns	32 (x.)
Bond to be signed by students	26
Course	25
Examinations	27
Grant	59, 60
Registration of	24
Transfer of children from schools	14
Uncertificated teachers	70
Units of average attendance, Calculation of	44
Vernacular schools, Divisions of	2
Withdrawal of pupils, Notice of	17 (vii.)
Women teachers in girls' and mixed schools	18 (ii.)

CODE FOR ASSISTED VERNACULAR AND BILINGUAL 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, Junior Secondary, and Senior Secondary. Grading of schools.

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

A Junior Secondary school is a school which provides a course of instruction up to the V. S. L. C. Examination.

A Senior Secondary school is a school which provides the course of instruction for Junior Secondary schools, and in addition a further two years' course of instruction in Sinhalese, Tamil, Pali or Sanskrit literature or a special course approved by the Director.

3 A Bilingual school is a Sinhalese or Tamil school in which a second language is used in progressive stages as the medium of instruction. Bilingual school.

No Vernacular school shall be converted into a Bilingual school unless there are at least 30 units of average attendance of eligible pupils learning English in such school.

4 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.

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

6 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. Night schools.

7 Industrial schools are schools which 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:— Industrial schools.

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.

Application for change of class or grade of school.

8 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.

Director to decide classification and grading of schools.

9 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 :—

- (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.—RECOGNITION AND REGISTRATION.

Provisional recognition.

10 It shall be the duty of any person who desires to open a school to report particulars of such school to the Director at least one month before its opening. The school will be recognized provisionally until it is inspected and its recognition confirmed. If, on inspection, the school is found unfit for recognition, the provisional recognition will be cancelled. Provided that an extension of the provisional recognition may be allowed if, in the opinion of the Director, the defects noted can be remedied within thirty days.

Provisional registration.

11 When the Manager is satisfied that the conditions for registration required by the Department have been fulfilled, he shall apply to have the school inspected for registration. An inspection for this purpose will not be held until the school has been in session for at least three months.

If, on inspection, the school is considered fit for registration, the application of the Manager 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 from the date on which it satisfied those conditions.

If the school is refused provisional registration, the Manager will be informed of the reasons for this refusal. The Manager of such a school may re-apply to the Director for registration when he is satisfied that the necessary conditions have been fulfilled.

Confirmation of registration.

12 The inspection for the confirmation of registration will take place during 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 provisional registration of the school. If such inspection does not take place within thirteen months of the date of the provisional registration of the school, a special inspection of the school will be held within the thirteen months. If the school has maintained the conditions for registration, it may be registered as an Assisted school. Notification to this effect will appear in the *Government Gazette*.

Distance between schools.

13 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.

14 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.

Transfer of children from one school to another.

15 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.

Change of site of school.

16 (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.

Admission and Attendance Registers.

(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 \oslash , 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 \oslash , 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.

Pupils' names to be entered in registers.

17 (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.

Leaving certificates.

(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.

(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 Bilingual 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 a Bilingual 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.

Admission standard of pupil.

(v.) No pupil on admission to a school shall be placed in a class higher than the one immediately above that which his record sheet shows him to have passed.

Refusal of admission.

(vi.) Any child may be refused admission to a school if, in the opinion of a competent medical officer, his exclusion is desirable in order to prevent the spread of disease or on the ground of his mental or physical condition.

Notice of withdrawals.

(vii.) In Bilingual 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.

Pupils to be present at annual inspection.

(viii.) All pupils must be present throughout the annual inspection unless prevented by illness or other unavoidable cause.

Staffing of schools.

18 (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 woman teacher on the staff. Mixed schools. The head teacher of a girls' school must be a woman teacher.

(iii.) No teacher shall be appointed to a school except with the Appointment of teachers. previous approval of the Director, but such approval shall not be withheld except on educational grounds. In case of emergency, however, provisional appointments may be made pending the approval of the Director.

(iv.) The services of a teacher shall not be discontinued except with Discontinuance of teachers. the previous approval of the Director, but in cases of emergency a teacher's services may be discontinued or notice may be given of such discontinuance by the Manager pending the approval of the Director.

(v.) The scale of salaries adopted by the school must not be less than Salaries. that prescribed by the Code.

(vi.) No men teachers who are 60 years of age, no women teachers Age limit. who are 55 years of age, and no teachers who are in receipt of a pension under any of the rules of the School Teachers' Pension Ordinance, No. 6 of 1927, shall be employed on the staff of a school without the permission of the Director.

19 The accommodation, furniture, and apparatus must be sufficient Accommodation, furniture, apparatus, and sanitary condition of school. 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.

20 (i.) The school must follow the syllabuses of work prescribed Syllabuses. by the Director.

(ii.) The regular work must be conducted in an orderly and disciplined Time table. 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.

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

(iv.) Syllabuses and schemes of work, records of work, and the results Records of work, &c., to be retained. of terminal tests must be retained for inspection.

21 (a) Before a night school can be registered for grant, it must have Registration of night schools. 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.

(b) 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.

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

(d) 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.

22 Estate schools which satisfy the conditions laid down for Vernacular schools may be registered as such. Registration of estate schools.

23 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 4 P.M. Provided, however, that a session between 4 and 6 P.M. may be held for pupils over 10 years of age.
- (f) In order to qualify for grant the average attendance must be at least :—In Boys' and Mixed Schools, 15 ; in Girls' Schools, 10.

Registration of training schools.

24 Sinhalese and Tamil Training schools for training men or women teachers may be registered under the following conditions :—

The Director must be satisfied that—

- (a) The staff of teachers is sufficient in number and quality. Any changes or additions to the staff must be approved by the Director ;
- (b) The Manager is in a position to guarantee the stability of the school ;
- (c) Properly equipped dormitories, kitchens, and dining rooms are provided in addition to the usual lecture rooms ;
- (d) The sanitary arrangements are satisfactory ;
- (e) 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 schools must be properly staffed and equipped, and must have a satisfactory Infant Department.

Training school course.

25 (a) A Training school course shall consist of a first year and a second year course.

(b) The aim of the first year class shall be the study of the Principles of Teaching (including the methods of teaching the Primary school subjects), together with a more advanced study of the subjects of the school curriculum. The aim of the second year class shall be a more advanced study of the Principles of Teaching, of methods of teaching the school subjects, together with the study of Language and Literature and such other subjects as may be prescribed.

(c) Students will be admitted to the first year class on their passing the Training Schools Entrance Examination held by the Department.

(d) Candidates for the Training Schools Entrance Examination must apply to the Department on the prescribed form through the Manager of an Assisted school, or, in the case of a Government school, through an Inspector of the Department, and must be recommended by him. They must also be not less than 17 years of age at the time of admission to the Training school, and must have passed at least the V. S. L. C. Examination or the E. S. L. C. Examination with Sinhalese or Tamil, or the Cambridge Junior Examination with Sinhalese or Tamil.

Bonds.

26 Before admission to a first year class a student shall be required to sign a bond on the prescribed form requiring him to serve in a Government or an Assisted school for a period of not less than five years in the case of men and three years in the case of women after leaving the Training school. He should also furnish a medical certificate of fitness to follow the teaching profession.

27 (a) There shall be three Training school examinations: a Training School Entrance Examination, a Training School First Year Examination, and a Training School Second Year Examination, the first and third of these being conducted by the Department. The school shall keep a record of all examinations held by them, the question papers, and the answer papers of the candidates for inspection by the Department. Students whose progress during the first year has not been satisfactory shall not be allowed to proceed to the second year course and may be discontinued with the approval of the Director.

Training school examinations.

(b) If a student fails to pass the second year examination, he may, on the recommendation of the school authorities, be allowed to sit a second time for the examination after another year's course in the Training school.

28 Applications for registration of Industrial schools will be entertained on the following conditions:—

Registration of Industrial schools.

(a) 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.

(b) The raw material must be supplied by the Manager except as provided for in 61 (a).

(c) 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.

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

(e) 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.

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

29 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.

Schools not under recognized societies.

30 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.

31 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.

Section III.—GENERAL.

Managers and General Managers.

32 (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.

Appointment of temporary Manager.

(iii.) Where there is no Manager of an Assisted school or the Manager who has been appointed refuses to act or absents himself from his duties, the Director may appoint a Manager temporarily until such time as the head or governing body of the school is able to appoint a Manager, and such temporary Manager shall during the time of his appointment have all the powers of a Manager appointed by any such head or governing body.

Salaried public servants.

(iv.) Salaried public servants generally are not permitted to hold offices as Managers of schools, but Chief Headmen may, on application, be granted special permission in any case in which the granting of such permission is not considered objectionable. This restriction does not apply to minor headmen.

Gazetting of names of Managers.

(v.) The names of Managers of all schools will be gazetted.

Manager not to make profit on school.

(vi.) The Manager or proprietor of any school shall not receive any personal profit or emolument therefrom.

Correspondents.

(vii.) 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."

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.

The annual returns of Training schools for the year ending August 31 must be forwarded as early as possible in September to the Divisional Inspector.

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.

Syllabuses.

33 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.

CHAPTER II.—GRANTS.

34 The object of the grant is to aid local exertion by a reimburse- Object of grant.
ment of the expenditure incurred in accordance with the rules of
this Code—

- (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.

35 The grant paid to any Vernacular or Bilingual school Calculation of
is the salary cost of an adequate staff as defined below, together with a grant.
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 attend-
ance for the maintenance and equipment of the school.

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

Where the average attendance is not more than 55 eligible pupils, the allowance will be one teacher for every 18 units of average attendance.

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 post-primary classes (*i.e.*, above Standard V.) 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.

37 Bilingual (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.

38 Bilingual 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.

English teachers in Bilingual schools.

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

Remote schools.

40 In remote and sparsely populated districts, schools will be allowed one teacher for 15 units of average attendance. When the average attendance is less than 15 a school may receive a proportionate grant if, in the opinion of the Director, the proportion which the average attendance in the school bears to the total number of children of school-going age in the school area justifies the payment of such grant.

41 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.

Fractions.

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

Part-time teachers.

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

Units of average attendance.

44 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.

Increments to teachers' salaries.

45 When the salary of a teacher is on an incremental scale the teacher is not entitled to draw any increment as by right. 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.

Stoppage of increments for unsatisfactory work.

46 The increment of a teacher whose work, conduct, or attendance has been found to be unsatisfactory may be stopped for a year or for a shorter period. When the condition of a school as a whole is found to be unsatisfactory the Government grant for the following year may be reduced.

Annual returns.

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

Differential treatment.

48 Where, in the opinion of the Director, a pupil of any school receives differential treatment on account of race, caste, nationality, or creed, the grant for such school may be withheld in whole or in part.

Salaries of teachers must have been paid.

49 The full grant assessed for any school will not be paid unless the Director is satisfied that the salaries of teachers have been paid before the 10th of the month following that for which they were due, and that all teachers on the staff who are eligible for grant are registered.

50 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. The Government grant for the salary of any teacher in respect of whom a false salary receipt is presented may be withheld. Falsification of salary receipt.

51 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.

52 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) Pupils in Standard I. who are over ten years of age.
- (h) Pupils for whom there is insufficient accommodation in the school.

53 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 on the previous year's grant with a proportionate increase or decrease according to the increase or decrease of the average number on the list. Attendance diminished by epidemics.

54 (a) Full grant towards the salaries of eligible teachers will be paid only if the following rules have been observed. Grant will not be paid in case of absence in excess of the leave approved by these rules. Leave to teachers.

Teachers are entitled to vacation leave during the usual vacation of their school or college but not at any other time of the year except—

- (i.) Where leave is required owing to private reasons of the gravest urgency when casual leave on full pay may, at the discretion of the Manager, be allowed for periods of not more than six days at a time up to a maximum of fourteen days in the school year.
- (ii.) In cases of serious illness during term time necessitating leave beyond the period provided for above, when, if the Director is satisfied that the concession is deserved, full pay leave may be granted for a period not exceeding six weeks in respect of any school year provided that arrangements approved by the Inspector are made for the absent teacher's work without additional expense to the Department.

(b) Except as provided for in (i.) and (ii.) above, leave granted on account of illness during term time shall be on half pay, and leave granted for any other purpose shall be on no pay. In the case of no pay leave the Department will pay grant for an approved substitute according to his qualifications.

(e) (i.) All applications for leave on account of illness must be supported by a medical certificate to the satisfaction of the Manager; otherwise the leave will be on no pay;

(ii.) In cases where teachers are summoned as witnesses in criminal or Crown cases or have to serve on the jury or attend a military camp of exercise or are required to attend an official inquiry, such absence will be regarded as on duty and full pay allowed. In all applications for leave of absence on such grounds the summons or order requiring the teacher's presence should be attached;

(iii.) Applications for leave on private business must, as a rule, reach the Manager at least ten days before the date from which the leave is asked for;

(iv.) When teachers attend Court in civil cases instituted by or against them, leave will be on no pay.

(d) The Manager shall give in his annual returns particulars of no pay leave granted to teachers during the previous year, stating whether or not a substitute has been appointed to succeed him. Where such a substitute is appointed, his name and qualifications, the number of days in which he acted, the salary to which he was entitled, and the amount actually paid should be stated.

(e) A record of all leave granted under these rules shall be kept in each school.

Grant to
night schools.

55 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.

Grant to
estate schools.

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

57 Estate schools which are not registered as Vernacular ones, and which fulfil the conditions laid down in clause 23 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.

Provided that the grant paid to any estate school shall not exceed the expenditure incurred on the approved salaries of teachers and an additional sum for the maintenance of the school not exceeding Re. 1.50 per unit of average attendance of eligible pupils. Provided also that if the assessed grant exceeds the expenditure incurred, then only the amount of the expenditure incurred will be paid.

58 No grant will be payable in respect of the following pupils in Estate schools:—

(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 presented for examination in a standard which they have already passed.

59 (a) The Training school must have a minimum number of 20 residential students in order to be eligible for grant. In the case of new schools, the minimum required would be 10 for the first year course. Grants to Training schools.

(b) The grant paid to any Training school which satisfies the foregoing conditions, is the salary cost of an adequate staff together with a grant of Rs. 150 per unit of average attendance of residential students towards the maintenance and equipment of the Training school.

(c) The question of the adequacy of the staff will be decided by the Director who will approve the number to be employed.

(d) The Assistant Masters will receive salaries according to their qualifications, on the scale for Head Teachers in Vernacular schools. The Head Master will receive a salary according to his qualifications on the scale for Head Teachers in Vernacular schools increased by 50 per cent.

The salaries of English Assistants in Vernacular Training schools shall be those for Head Masters in Primary or Junior Secondary English schools (Scale C) according to qualifications, the grant to the school being the Government contribution towards the salaries of such teachers, and, in addition, half the Manager's contribution.

60 A Training school or an ordinary school which has been approved by the Director may prepare students for the Entrance Examination. Such students must be over 16 years of age and must have passed at least the V. S. L. C. Examination or the E. S. L. C. Examination with Sinhalese or Tamil or the Cambridge Junior Examination with Sinhalese or Tamil.

Schools preparing students for the Entrance Examination, as above, may receive a grant of Rs. 50 for each student who completes a year's course preparatory to taking the Entrance Examination and who passes this examination.

61 (a) The Director, 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. Grant to Industrial schools.

(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 63.

62 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 63.

63 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 and half-time pupils shall be fixed by the Director for each particular school, having regard to its accommodation and to the efficiency of the instruction given.

Grant for building and equipment.

64 (i.) In cases where new or additional buildings are being erected or where new or additional buildings or equipment have been provided in schools carried on by governing bodies of assured stability, the Director may make a grant towards their cost.

(ii.) The allocation of building grants will be made according to the merits of the school from a purely educational standpoint, and such grants will be subject to the following conditions :—

(a) Building grants shall be given only to schools which show evidence of assured stability such as incorporation or by incorporation under the Trusts Ordinance or by registration under the Societies Ordinance, 1891, or such other evidence as the Director may consider satisfactory, and which fulfil such other requirements as the Director may consider satisfactory.

(b) The assistance given to a school by way of building grants shall not exceed fifty per cent. of the expenses incurred by the school authorities on the building or extension for which the grant is given.

(c) The following limits are placed on the total building grants which schools may receive :—

	Rs.
Bilingual schools ..	7,500
Vernacular schools ..	5,000

(d) 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 January, and must be accompanied by plans and estimates of cost.

Grant for Orphanages.

65 A capitation grant of Rs. 75 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, and in the case of an orphan who is studying for the Vernacular School-Leaving Certificate Examination on the Entrance Examination to a Training school with a view to becoming a teacher, the age limit may be extended at the discretion of the Director.

Bonus to teachers for training pupil teachers.

66 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.

Grant for home occupations for girls.

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

(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) If an additional teacher is required for this purpose, 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 or 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. In special cases part-time teachers may be employed.

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

(e) Only pupils who have passed Standard V. and who are under 18 years of age will be eligible for assessment of grant.

(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 two hours daily, and not less than 125 days in a year, except in the case of pupils who are receiving instruction in the House Crafts syllabus, when one hour a day will be considered sufficient.

(h) Pupils undertaking any of the above courses may be relieved of one subject of the school curriculum other than Language and Physical Training.

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

67A. 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. Grant for school gardens.

67B. The Director shall have discretionary power to augment the grant in schools where the conditions may necessitate exceptional treatment. Augmentation of grant.

CHAPTER III.—TEACHERS.

Section I.—PUPIL TEACHERS.

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

69 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.

70 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.

71 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.

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

Condition for entry at first examination.

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

Practical work.

74 (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.—TEACHERS.

Register of teachers.

75 All teachers 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. Any person who possesses an approved academic qualification or who has undergone an approved course of instruction or training for teachers may, with the approval of the Director, be registered as a teacher.

Uncertificated teachers.

76 Persons over 17 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 Bilingual school, and will be provisionally registered as uncertificated teachers for a period of three years.

Provisionally certificated teachers.

77 Persons over 17 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.

Third class certificated teachers.

78 Third Class Certificates will be awarded to teachers over 17 years of age who have passed the Vernacular Teachers' Certificate Examination. Such teachers will be registered as Certificated Teachers.

Second class certificated teachers.

79 Third Class Certificated Teachers under clause 78 will be awarded a Second Class Certificate after doing satisfactory work for three successive years in a Government or an Assisted Vernacular or Bilingual school. In special cases a period of service in recognized schools, not exceeding two years, may be counted towards these three years.

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.

80 Second Class Certificated Teachers under clause 79 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 Bilingual school. In special cases a period of service in recognized schools, not exceeding two years, may be counted towards these five years. 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.

81 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).

82 Second Class Trained Teachers under clause 81 will be awarded a First Class Certificate (Trained) after doing satisfactory work for five successive years in a Government or an Assisted school. In special cases a period of service in recognized schools, not exceeding two years, may be counted towards these five years. First class certificates (trained).

Second Class Trained Teachers under clause 81, who, before they entered the Government or an Assisted Training School, held a Second Class Teacher's Certificate under clause 79; will be awarded a First Class Certificate (Trained) after doing satisfactory work for three successive years in a Government or an Assisted School.

Second Class Provisional Trained Teachers under clause 81 will be awarded a Second Class Certificate (Trained) after doing satisfactory work for a prescribed period not exceeding three 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.

83 Any person who has completed an approved course of instruction or training for teachers, in Ceylon, and who has passed the final examination prescribed for such a course, will be awarded a certificate indicating the course of instruction or training followed. Other approved courses.

84 Teachers who are employed on the scale of salaries applicable to Vernacular teachers and who hold a certificate granted on passing an approved test in one of the following :— Special qualifications in languages.

- (i.) Advanced Sinhalese and either Pali or Sanskrit,
- (ii.) Advanced Tamil and either Sanskrit or Arabic,
- (iii.) English (approved course),

will be allowed two years' increment on the scale to which their other qualifications entitle them, in the case of those who have passed the final or pundit examinations, and one year's increment in the case of those who have passed the intermediate or bala pundit examinations. Provided that such teachers are employed in teaching the subjects relating to their special qualifications.

The approved courses for the above certificates are as follows :—

- (i.) Intermediate or Final Examinations (Oriental Studies Society).
- (ii.) Bala Pundit or Pundit Examinations (Jaffna Oriental Society and the Madura Tamil Sangams) and final certificate in Arabic of recognized Madrassas.
- (iii.) Courses prescribed or approved by the Director.

Suspension or cancellation of certificates.

85 Any certificate issued to a teacher may be suspended or cancelled by the Director for breach of contract with the Manager, for offences under clauses 17 and 51 of this Code, for a breach of the rules made under the Teachers' Pension Ordinance, No. 6 of 1927, for conviction of an offence under the Penal Code, or for grave misconduct.

Matters not provided for.

86 Nothing in this Code shall limit the general powers of the Director to deal with matters relating to Assisted schools not provided for by this Code.

APPENDIX A.

Salaries of Vernacular Teachers in Vernacular and Bilingual 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	<u>648—840</u>
	48
First class trained	<u>900—1,500</u>
	60
Teachers of—	
Lace-making, embroidery, and cross-making	<u>300—360</u>
	10
Grass mat weaving, rattan work, basket weaving, and spinning ..	270

APPENDIX B.

Salary Scales for English Teachers in Bilingual Schools.

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

Special Grades.

2nd class certificate (certificated before December 31, 1910)	} <u>1,200 to 1,800</u>	} <u>1,500 to 2,100</u>
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)	<u>1,080 to 1,560</u>	<u>1,320 to 1,800</u>
	60	120
Teachers in service before December 31, 1910	<u>960 to 1,320</u>	—
	60	

APPENDIX C.

**Fixed Contributions from Managers towards the Salaries of
English Teachers in Bilingual Boys' Schools and
Men Teachers in Bilingual 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
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	—	—
<i>Special Grades.</i>				
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 Bilingual Girls' and in Bilingual 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
<i>Class II.</i>				
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
<i>Class III.</i>				
3rd class certificate ..	250	0	412	50
Provisional certificate ..	250	0	—	—
Uncertificated ..	200	0	—	—
<i>Special Grades.</i>				
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	—	—