

PROCEEDINGS OF THE DIRECTOR OF SCHOOL EDUCATION: MADRAS-6.  
Re.No.68979 WL/77, Dated: 3.4.78.

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GOVERNMENT OF TAMILNADU  
Abstract.

Higher Secondary Education- Rules for Recognition of Higher  
Secondary Schools-Approved.

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Education Department

G.O.Ms.No.587.  
Read:

Dated: 22.3.78.

From the Director of School Education, Re.No.88375  
WL/75, dated 4.9.77.

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ORDER:

The rules for recognition of Higher Secondary  
School as approved by the Government are appended to this order.

2. The Director of Stationery and Printing is  
requested to print the rules in the Tamil Nadu Government Gazette.

By Order of the Governor/

Sd/-  
Commissioner and Secretary to  
Government.

/true copy/

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No.  
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S.E.  
DC  
Date 22/3/84

RULES FOR RECOGNITION OF HIGHER SECONDARY SCHOOL/ADDITIONAL COURSE,

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SECTION: I.

It is open to any educational institution in Tamilnadu or outside Tamil Nadu which wishes to prepare candidates for the examinations conducted by the Government Tamilnadu apply to the director of School Education for Recognition.

2. Applications for Recognition of new institutions or existing institutions or for Recognition in additional language or languages, subject or subjects (in case of institutions already recognised) shall be made to the director in the form prescribed vide Annexure.I- not later than the 30th September of the year preceding the year in which it is proposed to open the first year of the Higher Secondary Course or the additional languages or subjects. The Director however may entertain application for Recognition after the prescribed date ~~or~~ for any other reason.

3. Every application seeking Recognition for the first time shall be accompanied by a copy of the constitution of the managing committee in case of private schools and a receipt from a Government Treasury for the remittance of the Recognition fee prescribed in the case of private and Local Body schools.

4. The fee for granting Recognition to an Higher Secondary institution ~~for ~~and additional language or subject shall be rupees~~~~ shall be rupees two Hundred only. The fee for granting Recognition for an additional language or subject shall be rupees fifty only. The amount shall be remitted in a Government Treasury as fees for Recognition of Higher Secondary Schools. No recognition fee shall however be payable in respect of any Government institut

5. The Managing Committee shall create cash endowment as prescribed in Section.III of these rules.

6. Institutions administered by Departments of Government and Civic bodies shall also apply to the director of Recognition in the form prescribed and shall fulfill all the conditions other than those relating to creation of endowment or cash security and agreement with the teachers. In lieu thereof, public contributions should be raised to the extent indicated and remitted in a Government Treasury. In lieu of a managing Committee such institutions shall form advisory committees including some of the principal donors.

7. ~~where~~ Where the permission granting Recognition is refused the applicant shall apply to the Director for the refund of one half of the fee remitted along with the original application.

8. An institution applying for Recognition shall have to comply with the following requirements.

9) The Managing Committee: The Managing Committee or Trust or organisation or the Educational Agency of a private institution should be properly constituted, its members should

possess managerial abilities and experience of educational administration. The Managing Committee or the organisation which sets up and maintains the institution should be registered under the Societies Registration Act if it is not already a registered body and for every institution there should be a Governing Council constituted as prescribed below and which should function regularly in the best interest of the institution

The Managing Committee of a private institution may be the same for the high school and the Higher Secondary school.

2. The Governing Council shall consist of
  - a) representatives of the Management administering the institution.
  - b) The head of the institution.
3. No person shall be eligible to become a member of the Managing Committee, if he is a person found responsible for any serious, irregularity as a result of enquiry by the Education Department.
4. The Managing Committee shall nominate one of its representatives in the Governing Council as its President.
5. The Managing Committee shall nominate one of its representatives as Secretary of the Governing Council and Correspondent of the Institution.
6. The Secretary of the Governing Council shall function for and on behalf of the Managing Committee.
7. The Secretary of the Governing Council shall act according to the resolutions passed at the meeting of the Governing Council.
8. The Secretary of the Governing Council if he is not also the head of the institution shall not interfere in the internal administration of the institution such as admission, examination promotion of students and other academic matters as also the Administration of special fee funds which shall be made the exclusive responsibility of the head of the institution.
9. The Secretary of the Governing Council shall be responsible for the maintenance of proper and accurate accounts and the administration of the school funds, except special fee funds.
10. The minutes of the meeting of the Governing Council shall be recorded and shall be circulated to the members of the Council. A copy of the minutes shall be communicated by the Secretary to the Managing Committee within three days and to the Director within fifteen days from the date of the meeting.

SECTION.II

BUILDING, PLAY GROUND, SANITARY FACILITIES, LIBRARY EQUIPMENT  
AND FURNITURE.

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1. The institution should have adequate and suitable accommodation and extensive play-ground both of which should be accessible to all communities, irrespective of Nationality Religion or caste.

2. The premises of the institution or subsidiary building appertaining to it or a play ground or a vacant site belonging to it, whether adjacent to or remote from it, shall ordinarily be used for the purposes of conducting the classes or for functions conducted by the institution or for such other purposes specifically permitted by the director.

3. For the campus of a higher secondary school situated in places except in an urban area, 10 acres will be needed. The campus for a higher secondary school in an urban area recognised as such by Government should have a total of 5 acres with provision for play ground.

4. If out-station students are admitted there should be adequate hostel facilities.

5. The building for the institution itself may be two or three storeyed building to spare as much space as possible where it is located in a 5 to 10 acres plot.

6. Quarters for staff may not be possible in urban areas but it is desirable that the head of the institution and the wardens of the hostel are provided with quarters.

7. In the case of Women's institutions, quarters will be very necessary and where the institution is situated in rural areas, quarters, for the Head of the Institution warden and as many members of the staff as possible may be provided.

8. The management should produce a licence permitting the use of the buildings as Public buildings under the Tamilnadu Public Buildings (Licensing Act) 1965, (Tamilnadu Act.) III. of 1965), where the licence has been issued for a specified period, a fresh licence shall be produced before the expiry of the period of the said licence.

9. Sanitary facilities (Lavatories and urinals) should be provided adequately for the staff, separately for men and women and pupils separately for Boys and Girls, A certificate should be obtained from the Health Officer of the area where the institution is located regarding the Health and sanitary conditions of the school.

10. It should have suitable equipment and furniture.

11. It should provide suitable and adequate apparatus and equipment in science, Home science, commerce and Technical and vocational subjects and such other subjects as the school is teaching as may be prescribed from time to time.

12. It should have a well equipped library which should contain not less than 5000 books including reference books, but excluding text books prescribed for study and should undertake to supply additional books every year. No notes or examination guides shall be stocked in the library.

13. It is expected that the subjects offered in the HIGHER Secondary School will be those under Group-III.A. Science and Humanities or those in Group-III. P. Vocational course or both. Social and Moral Education shall be integral part of the course. Physical Education shall also form part of Academic course. Recognition will be granted in the Science group if the laboratories are fully equipped and in working condition not later than the 15th April of the preceding year and under no circumstances will Recognition be given unless at the time of the inspection by the Expert Committee, the Laboratories are fully equipped. If the laboratories are not ready by the 15th April, Recognition will be granted only in Humanities. Likewise Recognition will be granted in the vocational groups if the workshops, work rooms and equipment needed are fully provided by the 15th April, before the time of inspection.

14. When the Higher Secondary Course includes the teaching of Physics, Chemistry, Botany and Zoology the Laboratories for each of these subjects should be fully equipped.

15. If an institution is started in a temporary building, a plan of the building, should be sent along with the application. The steps proposed for putting up permanent buildings should be clearly indicated.

16. Till permanent buildings are made available with all the necessary laboratory and hostel provision, only limited batches of the students as decided by the Director will be normally admitted to the institution.

SECTION: III:

ENDOWMENT AND LOCAL PUBLIC CONTRIBUTION

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It shall be a condition for the starting of each Higher Secondary School that in the case of each private Institution, the management shall create cash endowment of Rs.25,000/- and that in the case of each Government and local Body Institution the local public shall make a contribution of Rs.25,000/- In either case the amount can also be paid in three annual instalments of Rs.15,000 + Rs.5,000 + Rs.5,000.

2. The cash endowment should be created in the name of the private Higher Secondary School in the shape of Government securities like National defence Certificate or National Plan Certificates or in the Fixed Deposits for a period of not less than seven years with the Tamil Nadu Industrial Investment Corporation Limited, Madras, or in the Tamil Nadu Industrial Co-operative Bank at Madras or in the Tamil Nadu State Co-operative Bank (or) in the Madras Central Co-operative Bank, Madras or in any corresponding new Bank as defined in the Banking companies (Acquisition and Transfer of Undertaking) Act, 1970 (Central Act 5 of 1970).

3. The entire annual income derived by way of interest from the endowed amount should be brought to the general accounts of the school. The endowed amount should not be disposed of in any manner without the prior approval of the Department.

4. The Managing Committee is advised to deposit in the Tamil Nadu State Co-operative Bank Limited or Madras Central Co-operative Bank Limited or in any corresponding Bank in the name of the High School, a sum equivalent to a minimum of one month's salary of the staff employed in the Higher Secondary School to serve as working capital of the Institution, which may be drawn for the disbursement of salary to the members of the staff on the due date in the event of any delay in the sanction of grant by the Education Department.

SECTION: IV.

STAFF.

1. Teaching staff on such scale as may be fixed by the Department/ should be appointed with the qualifications prescribed from time to time.

2. In institutions exclusively for women, only women teachers should be appointed. Appointment of men teachers in such institutions will require the prior approval of the Director.

3. The scales of pay and Dearness Allowance and other allowances prescribed by the Government of Tamilnadu from time to time should be adopted by the Management for all categories of staff.

4. There should be proper leave rules framed in accordance with the conditions of service of teachers in Higher Secondary Schools as approved by Government.

5. The Committee shall not appoint any teacher who has been declared unfit to be a teacher by the Department or whose certificates have been suspended or cancelled or who has been convicted for an offence involving moral turpitude.

6. The number of teachers and other employed shall not exceed the number of posts fixed by the Director from time to time with reference to the academic requirements and norms of workload prescribed by the Department.

7. The management of every private institution shall enter into an agreement with the teacher and other Employees in the Form prescribed (Annexure-II-A) and if the appointment is for a period not exceeding three months, the agreement shall be made in Forms prescribed (vide Annexure-II.B).

8. Four copies of the agreements referred to in clause 7 shall be executed of which one copy shall be furnished to the teacher or other employee one retained by the Management, one forwarded to the Director and one to be filed (with the service Register of the teacher/other employee.) Fresh agreements shall be executed whenever there is a change of post specified in the earlier agreement.

9. The institution should have in operation a Provident Fund scheme and such retirement benefits as approved by the State Government.

10. Non-Teaching staff should be appointed according to the scale of staff laid down by the Department.

11. The teachers should be engaged generally as whole-time employees, except in the case of teachers of special subjects and vocational course where the work-load does not justify the appointment of a whole time teacher.

12. No teacher teaching the Higher Secondary Course shall be required to teach for more than 18 clock hours a week, including practicals and tutorial work (two hours of practical or tutorial work will be equal to an hour of instructional work).

SECTION V :

FEES AND ACCOUNTS

1. No fee (other than the prescribed fees which are permitted to be collected) or other charges or donation of any kind shall, except with the prior permission of the Director, be collected either from the students or from parents, or from the public. The managements should given an undertaken that donations will not be collected from students seeking admission to any course.

2. If any of the matriculation schools or Anglo-Indian schools which already levy fees in Standards I to 11) is upgraded as Higher Secondary School, it will be allowed to levy tuition fees in the Higher Secondary Course and the existing system of grant in aid will be applicable.

3. In case where the collection of special fees has been permitted there shall be no deviation from the permitted rate or the purpose for which such levy is authorised. Separate accounts shall be maintained for such special fees and the unutilised amount at the end of the year shall be carried over to the next year's account under the same head.

4. The funds of the Institution shall be utilised for bonafide purposes connected with the institution. In cases where donations are collected with the previous permission of the competent authority for any specified or earmarked purposes they shall be utilised only for such purpose. Balance amount, if any, shall be credited to the general funds of the institution. Proper accounts shall be maintained for the donations collected.

5. Every institution shall maintain registers and records specified by the Department.

6. Every institution shall keep the accounts and other records within the school premises and they shall be made available at all reasonable time for purpose of audit/enquiry and or inspection by the Director by any person or persons authorised in this behalf.

7. Annual Audit of Accounts: Every private Educational institutions shall submit to the Department an annual financial statement for the period ending with the 31st day of March of that year and other subsidiary statements as may be prescribed by the Department from time to time, not later than the 1st day of July of every year or within such further time as may be permitted by the Department. The statement shall bear the signatures of the Secretary of the Governmentizing Council of the institution and the head of the institution.

8. The financial statements, account and other records of the institutions including the accounts relating to the donations collected shall be subject to audit by such authorities as may be specified by the Department. The Heads of all Government, Local Body and private Aided Institutions should maintain proper accounts relating to the special fees collection and make them available for scrutiny by the officers of the Department.



SECTION VI - GENERAL

1. The academic year of Higher Secondary Schools will be from the first day of June of the year to the 31st day of May of the following year.

2. It should teach the subjects upto a proper standard and make due provision for instruction, health, recreation and discipline of the pupils.

3. Closure of institution: No management shall close an institution or a class or a course of instruction therein without giving notice in writing to the Department one year prior to such closure. Every such notices shall set out the alternate arrangements proposed to be made for the continuance of instruction to the student of the institution or class or course of instruction ~~to~~ as the case may be. Such closure ~~shall~~ however be permitted only with effect from the end of the academic year. The Department shall while giving such permission satisfy itself about the adequacy of the alternative arrangements proposed to be made and that any property endowed to the institution proposed to be closed shall be continued to be used for educational purposes in accordance with the objects of the Trust or Endowment. All other properties of institution like contributions and donations from the public shall also be continued to be utilised for the Educational Purposes as decided by the department.

4. The Recognition may be withdrawn or suspended by the Department in any particular subject of the institution, may be struck off the list of Recognised institutions if the conditions of the Recognition cease to be fulfilled at any time or if an unfavourable report is received either from the Education Department or from the Inspection Committee or if it is found that the Manager or any member of the staff employed in the Institution had taken part in any ~~or any~~ political activity against the authority of the Government, or inculcates opinions tending to excite feelings of disloyalty or disaffection against Government or creates enmity or hatred between different classes or carries on any form of political or communal agitation or for any other reasons, the Department is of opinion that the institution ought not to continue to be recognised as an institution, provided that in every case, in which withdrawal or suspension of Recognition is proposed, the management of the institution shall be afforded an adequate opportunity of explanation and decision shall be taken by the Department after such explanation has been duly considered.

5. No institution shall be recognised or continue to be Recognised unless it complies with the requirement that it shall be open to inspection by the Departmental authorities as well as to inspection by such person or persons as the Department may for the purposes of inspection depute.

6. All information and returns and reports called for from the institution by the Department shall be duly furnished by the Heads of the Institution and or Secretary of the Governing Council.
7. It shall ~~not~~ place its building and furniture at the disposal of the Department for the conduct of its examinations. etc free of charge.
8. Each private institution shall submit to the Department by the 31st of August every year an annual return giving the personnel and pay of the teaching and non-teaching staff and names of the members of the Governing Council as on the 1st August along with the brief report on the working and activities of the institution during the preceding year. Similar reports shall be furnished by Heads of Schools in the case of Government schools and Executive authorities in the case of local body schools.
9. The institution Recognised by the Department shall be required to maintain all such records and regulations prescribed by the Department and to produce them for inspection by authorities authorised by the Department.
10. Where recognition to the Institution in a particular subject or a course of study is granted for a specified period, the management should renew the request for further continuance of recognition sufficiently in advance at least six months, before the expiry date of recognition.
11. Only Nationalised, Text Books and other books prescribed by the Director should be used. No text books or materials which have not been prescribed or disapproved by Government shall be used in the institution.
12. The Government shall have the power to modify, amend or add to those conditions from time to time and shall grant exemption from any of these stipulations, on the merits of each case.

#### SECTION VII RULES FOR ADMISSION.

1. a) Candidates who have secured a minimum of 35% of marks in each subject in one or more sittings under the compartmental system in the Secondary School leaving certificate examination (OSI) or Anglo-Indian School leaving Certificate Examination (AISLC) or the Matriculation examination conducted in Tamilnadu at the end of X standard or any other examination recognised by the department as equivalent thereto are eligible for admission to the first year of the Higher Secondary Course.
- b) Candidates should have completed the age of 15 on the 31st of July of the year of admission to the first year of the Higher Secondary course.

2. (a) Candidates who have been declared eligible for University courses or have secured a minimum of 35% of marks in each subject in one or more sitting under the compartmental system in the Secondary School Leaving Certificate (SSLC) or the Oriental School leaving Certificate Examination (OSLC) of the Anglo-Indian School leaving Certificate examination (AISLC) or the Matriculation examination conducted in Tamilnadu at the end of XI Standard or any other examination recognised as equivalent thereto by the department shall be admitted into the second year of the Higher Secondary course.

b) Candidates should have completed the age of 16 on the 31st of July of the year of admission to the second year of the higher secondary course.

3. Candidates who do not satisfy the age rule should not be admitted without the prior permission of the director.

4. When selecting Candidates for admission to the Higher Secondary course all institutions (under all kinds of managements) reservation of seats for scheduled castes and tribes and for Backward (including more backward) classes shall be made following the percentages of reservation in force from time to time (current percentages are 18% for S.Cs & S.Ts. and 31% for B.Cs. these percentages being over and above the seats got by these communities in the unreserved quota of 51% of seats).

5. The application for admission received in the form prescribed shall be maintained for every student joining a recognised institution. The student admission register shall be retained by the Head of the institution himself or under his supervision.

6. In no case a student shall be admitted into a class higher than that to which the Transfer Certificate held by him declares him fit.

7. A student seeking admission from one recognised school to another recognised by the director shall be admitted during any time of the year.

8. The director shall be the competent authority to permit the admission of any candidate into the Higher Secondary Course if the circumstances of the case justify it.

c. Any of the conditions may be waived in special circumstances by the Director.

/true copy/

## ANNEXURE.II.

### COURSES OF STUDIES.

The number of working days per year will be 200 including examination days. The suggested number of periods per week will be 35, each period being not less than 45 minutes in duration.

The first year of the Higher secondary course will commence in June, 1978 and the second year in June, 1979. The first batch of Higher Secondary Candidates after completion of the two years' course will take the public examination in March, 1980.

Under this new pattern, two streams of options have been visualised-Academic and vocational. The Higher Secondary Course will be terminal for some and preparatory for higher studies for others. The courses of study are suitably designed for two groups.

#### Courses of study.

Part.I: Tamil or mother-tongue or a classical language or any foreign language, other than English.

Any one of the following languages may be offered:-  
a. Tamil 2) Hindi 3) Kannada, 4) Telugu 5) Malayalam 6) Urdu, 7) Gujarathi, 8) Sanskrit, 9) Arabic, 10) Persian, 11) French, 12) Latin and 13) German (German may be taken under Part.I or Part.III-Group A and not under both).

Part.II. English (Both the languages under parts I and II are compulsory).

Part.III- Optionals:-

Group:A: Sciences and Humanities (any four of the following subjects may be offered):-

1. Mathematics 2) Physics, 3) Chemistry, 4) Biology (Botany and Zoology), 5) Botany, 6) Zoology 7) Home Science 8) History, 9) Geography, 10) Elements of Economics 11) Political science-Modern constitution and Civics, 12) Sociology, 13) Elements of Commerce, 14) Accountancy, 15) Logic, 16) Psychology, 17) Philosophy, 18) any one of the advanced languages, English, Tamil, Sanskrit, French, Urdu, Arabic, German (German may be taken under Part.I or Part.III.Group-A and not under both) Gujarathi, Hindi, Telugu, Kannada, Malayalam, Persian and Latin, 19) any one of the Fine Arts; a) Drawing and Printing, b) Indian Music, c) Western Music, 20) Indian culture and 21) Environmental studies.

Group:B: Vocational.

The following major occupational areas have been identified and a number of allied vocational subjects have been offered under each area of study:-

1) Agriculture 2) Home Science 3) Commerce and Business 4) Engineering, and Technology 5) Health, 6) Miscellaneous.

Candidates shall offer one vocational subject from any one of the occupational areas listed below:--

1. Agricultural Vocations:--

1. Dairying.
2. Poultry.
3. Small Farm Management.
4. Agrib-based Industries.
5. Farm Mechanic and Post-Harvest Technology.
6. Rural Construction Technology and Soil Conservation.
7. Sericulture and Apiculture,
8. Plant protection (pests, diseases and weeds),
9. Vegetables and Fruits.
10. Floriculture and medicinal plants.
11. Agricultural chemicals,
12. Crop production.
13. Spices and plantation crops,
14. Fisheries
15. Farm Forestry and forest products.

2. Home Science:--

1. Food preservation.
2. Baking and Confectionery.
3. Catering,
4. Dietetics, Nutrition and Food preparation,
5. Interior Decoration,
6. Dress designing and making,
7. Designing, Dyeing and Printing,
8. Textile and Designs,
9. Child Welfare and Nutrition.

3. Commerce and Business:--

1. Office Secretaryship,
2. Insurance,
3. Accountancy and Auditing,
4. Banking,
5. International Trade,
6. Marketing and Salesmanship,
7. Materials Management,
8. Business Management for Small-Scale Industries,
9. Co-operative Management.

4. Engineering and Technology:--

1. Building Maintenance,
2. Electrical Domestic appliances - Repairs and maintenance,
3. Domestic, Electronic Equipment, projection Equipment - Servicing and Maintenance,
4. Radio and Television - Maintenance and Repairs,
5. General Machinist,
6. Electrical Motor Rewinding,
7. Leather Technology,
8. Textile Manufacture.

5. Health:--

1. Medical Laboratory Assistant,
2. E.E.G. - E.C.G. - Audiometry Technician,
3. Aphthalmic Technician,
4. Dental Mechanic

5. Dental Hygienist,
6. Radiological Assistant,
7. Nursing Course,
8. Hospital House-Keeping.

6. Miscellaneous:--

1. Tourist Guide,
2. Photography
3. Music.

Moral Instruction, Physical Education, and Community Service shall also form part of the course.

The following allocation of periods is suggested:--

Language/Subject.	For a week of 5, or 35 periods.	For a year of 180 Instructional working days excluding examination days:	
		Academic.	Vocational.
1.	2.	3.	4.
Part.I - Language.	4	144	144
Part.II - Language.	4	144	144
Part.III - Optionals- Subjects: 1.	6	216	936 for Vocational course and a related subject.
subject : 2.	6	216	
subject : 3.	6	216	
subject : 4.	6	216	
Physical Education and Community services.	) 2	72	
Moral Instruction :	1	36	36
	<u>35</u>	<u>1,260</u>	<u>1,260</u>

Note: (i) Students offering a vocational subject under Part.III-Group B shall do Parts.I and II and a subject under Part.III - Group A related to the vocational subject chosen.

(ii) The institution offering courses in the Health area should find time for covering the subject "Foundation Course for Health Sciences" within the periods allotted (936 per year) for the study of vocational courses.

Science of Examination:

There shall be a Public Examination at the end of the second year covering the portions studied in the second year only.

The will be only an internal examination at the end of the first year.

A N N E X U R E - I.

CONDITIONS TO BE FULFILLED BY INSTITUTIONS SEEKING RECOGNITION AND AID FOR THE HIGHER SECONDARY COURSE.

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The following are the essential conditions to be satisfied by an Institution desirous of starting the Higher Secondary Course:--

1. The application for Recognition (and aid) should be sent in the prescribed form before to the Director. For Aided and Local Body Institutions, a recognition fee of Rs.200/- each should be remitted into the treasury under the head: "077. Education-G. General-ac. Other Receipts-04. Other Receipts" D.P. Code: 077 AGAA 0404 and the chalan should be enclosed with the application for recognition. No recognition fee need be paid by Government Institutions.

2. Managing Committee:--(1) The Managing committee or Trust or Organisation of a private institution should be registered under the Societies Registration Act and for every Institution there should be governing council constituted as prescribed by the Department. The Secretary of the Managing Committee will function for and on behalf of the Management and will be responsible for carrying on correspondence with the Department and for the maintenance of the general accounts of the institution. The Head of the Higher Secondary School should be a member of the governing council.

(ii) The Managing Committee of a private Institution may be the same for the high school and the Higher secondary school.

(iii) In the case of Government or Local body Institutions, Local School Committees should be formed as may be laid down from time to time.

3. Building and site: Normally, the institution should be located in a campus of 10 acres in rural areas and 5 acres in urban areas, with playground. Buca buildings assessible to all pupils irrespective of caste, creed or community should be provided to accommodate classes, laboratories, library, staff, workshop for vocational courses, etc, adequately and suitably.

4. A Licence under Tamilnadu Public Buildings Licensing Act, 1965, should be produced along with the application for recognition (and aid).

The Local Committee should provide land and building sufficient to accommodate the new classes and convey it to the Director through a registered deed, the committee meeting the stamp and registration charges.

4. Sanitary facilities - Lavatories and urinals should be provided adequately for students and staff sepafately for men and women.

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A Certificate from the Health Department regarding the Health and Sanitary condition of the Institution should be produced along with the application for recognition (ad aid).

5. Furniture - Suitable and adequate furniture, apparatus and equipment in Science, Home Science, Commerce Technical and Vocational subjects should be provided as prescribed in the syllabus and as required by the Department.

The buildings and furniture of the institution should be placed at the disposal of the Department free of charge for the conduct of its examinations.

6. Laboratory - For starting Science courses, provision should be made for separate Laboratories in working condition for the teaching of Physics, Chemistry, Botany and Zoology. They should be fully equipped for conducting practicals as suggested in the Syllabus.

7. Library - A well equipped library with not less than 5,000 books for Higher Secondary, including reference books but excluding text-books should be provided.

8. Endowment: (i) A cash endowment of Rs.25,000/- should be created either in one instalment or in three annual instalments of Rs.15,000/- Rs.5,000/- and Rs.5,000/- the first instalment being paid before starting the institution/introducing the course.

(ii) The cash endowment should be created in the name of the private Higher Secondary School in the shape of Government securities like National Defence Certificates or National Plan Certificates or in the Fixed Deposits for a period of not less than seven years with the Tamil Nadu Industrial Investment Corporation Limited, Madras, or in the Tamil Nadu Industrial Co-operative Bank Limited, Madras or in the Tamil Nadu State Co-operative Bank or in the Madras Central Co-operative Bank, Madras or in any corresponding new Bank as defined in the Banking Companies (Acquisition and Transfer of Undertaking) Act, 1980 (central Act 5 of 1970)

(iii) The entire annual income derived by way of interest from the endowed amount should be brought to the general accounts of the school. The endowed amount should not be disposed of, in any manner without the prior approval of the Department.

(iv) The Managing Committee is advised to deposit in the Tamil Nadu State Co-operative Bank Limited or Madras Central Co-operative Bank Limited or in any corresponding Bank in the name of the high School, a sum equivalent to a minimum of one month's salary of the staff employed in the Higher Secondary School to serve as working capital of the Institution, which may be drawn for the disbursement of salary to the members of the staff on the due date in the event of any delay in the sanction of grant by the Education Department.



In the case of Government or Local Body Institutions, the Local Committee should deposit the cash contributions as specified under (i) above (in lieu of cash endowment) in a Treasury or Sub-treasury under the Head "077.Education-G.General-ac.Other Receipts-01.contributions and Income from Endowments-20Other contributions(Public Contributions)". D.P.Code: 0770 ACAA 0126 specifying that the remittance is the cash contribution towards the maintenance of the Government Higher Secondary School at

and the original chalan should be enclosed with the application to be filled in and signed by the Head of the Institution.

9. Staff:- Qualified staff should be appointed on the scale prescribed by the Department (both teaching and non-teaching) and only teachers possessing the following qualifications should be appointed for each subject:--

- Ⓒ Head of Higher Secondary School. : M.A.,/M.Sc.,/M.Com.,and B.Ed.,/B.T., with 10 years teaching experience in recognised schools or colleges.
- Teachers: : M.A.,/M.Sc.,/M.Com.,with B.Ed.,/B.T., in the language or subject.

Where teachers with the above qualifications are not available teachers with the following qualifications may be appointed in the following order:--

- i) B.A.,/B.Sc.,/B.Com.,in the language or subject with B.Ed.,/B.T.  
ii) B.A.,/M.Sc./M.Com.,in the language or subject without B.Ed.,/B.T.

Note:-The Instructional workload per teacher will be 18 clock hours per week. (2 hours of practical or tutorial) work will be equal to one instructional hour.

The Higher Secondary Institution shall carry out the orders of the Government or the Education Department in regard to the appointment of teaching and other personnel, including any orders to employ such staff as may be posted to them by redeployment from elsewhere.

10. Pay scales:-The pay scales prescribed by the Government from time to time should be adopted.

11. Service conditions:-An agreement in the prescribed form should be entered into with each member of the staff - vide Annexure.III.

The Management should have in operation a scheme for provident fund and retirement benefits to employees and leave rules, approved by Government.

12. Fees and Account:-Only such fees and at such rates as are permitted by Government should be collected. Donations should not be collected at the time of admissions. Prior permission of the Director should be obtained for collecting donation in other special circumstances. The accounts of the Institution should be subject to departmental audit.

Special fees and Amenity fees may be collected at the following rates:--

Rates of special fees:--			Rs. P.
1. Admission fee.	..	...	0.50
2. Literafy Association	..	...	1.50
3. Library	..	...	2.00
4. Games and Community service		...	3.00
5. Medical Inspection.	..	...	1.00
6. Audio Visual Education	..	...	2.00
7. Examination and Stationery		...	4.00
8. Calendar	..	...	1.00
			-----
Total:			15.00

i) Amenity fee Rs.10/- per year to be collected in two instalments.

ii) Laboratory fees for Science students only. Rs.20/- per annum.

iii) Vocational course fee of Rs.20/- in lieu of the fee for games and community service.

The registers and records in the form prescribed by the Department should be maintained and produced for inspection. The returns and reports prescribed by the Department should be submitted to the authority concerned as per the schedule fixed.

13. Grant-in-aid:- In the case of Institution, where no fee is levied, the following pattern of grant-in-aid will be adopted.

(i) Full monthly approved staff grant to the approved staff both teaching and non-teaching at Government rates (in Anglo-Indian and Matriculation schools, the existing system will be followed).

(ii) Maintenance grant to cover the net deficit on approved items of expenditure over and above the amenity fee collection will be paid. The system will be the same as applicable to the private secondary school.

(iii) The Government will consider extending to Municipal and Corporation Higher Secondary Schools, the same pattern of grant in aid as that applicable to aided Higher Secondary Schools.

14. Academic year:- The Academic year of Higher Secondary Institutions will be from the first day of June of the year to the 31st May of the following year. The Institutions will work for not less than 200 days including examination days in a year.

15- Admission:- Enrolment pattern and procedure should be as per the stipulation of the Department and admission to Institution should be open to all. The rule of reservation of seats for Scheduled Castes/Scheduled Tribes and Backward classes should be strictly followed.

/contd../

An intake of about 200 students in the normal course for the first year with a class strength of 50 not less than 30 (for each group) is suggested. If more students have to be admitted, a special request stating the circumstances may be made to the Director.

16. Medium of Instruction and Tuition Fees: Tamil shall be the medium of instruction in Higher Secondary Schools in both the 11th and 12th Standards. No tuition fee will be charged from those who study in Tamil Medium or in the medium of their mother tongue. Only the special fees prescribed will be charged.

However, those who want to study in English medium in the Higher Secondary classes will be permitted to do so on payment of tuition fees of Rs.20/-p.m., in 10 instalments or Rs.200/- a year. They will not be entitled to free education in these classes.

17. Curriculum and Text-Books:-The course of studies, the syllabus and the scheme of examination approved by Government should be followed.

\*2. Only the nationalised text-books brought out by the Tamilnadu Text-Book Society and other books prescribed by the Department should be used.

18. Vocational course:-Normally, the Institution should provide vocational course for atleast 25% of the students admitted in the Higher Secondary courses and introduce at least two of the approved vocational courses as given in the syllabus. The qualification of teachers for the various courses will be prescribed as and when the course are introduced.

19. General: The recognition (and aid) granted to an Institution or permission granted for introducing a subject may be withdrawn permanently or for a specified period for violation of the conditions of recognition (and aid) or for other valid reasons.

/contd..

A N N E X U R E . III (1).

FORM OF AGREEMENT

Form of agreement to be executed by the Managing Committee of a private Institution in respect of permanent teachers or others.

Agreement made this \_\_\_\_\_ day of \_\_\_\_\_ one thousand nine hundred \_\_\_\_\_ between the managing committee of \_\_\_\_\_ (Name of the Institution) of the one part and \_\_\_\_\_ (teacher) of the other part.

Whereas the managing committee has agreed to engage the said Thiru/Tmt./Selvi \_\_\_\_\_ (hereinafter referred to as the said teacher) to serve in the \_\_\_\_\_ (Name of the Institution (in the capacity of a teacher and on the pay and allowance hereinafter mentioned)).

Now, these present witness and the parties hereinto do hereby agree as follows:

1. That the managing committee shall employ the said teacher as a \_\_\_\_\_ in the institution at \_\_\_\_\_ from the date of his/her taking charge of such appointment until such employment is determined as hereinafter provided.

2. That the said teacher shall be on probation for a period of not less than one year from the date of taking charge of his/her appointment. The managing committee may for reasons to be recorded in writing extend the period of probation to a further period not exceeding one year.

If no orders extending the period of probation are passed in writing within six months after the period of probation, the said teacher shall be deemed to have completed his/her probation.

3. (a) That the said teacher shall employ himself/herself honestly, efficiently and diligently under the orders and instructions of the Headmaster/Headmistress or the managing committee of the said institution.

(b) If the said teacher is a Headmaster/Headmistress, he/she shall in the capacity, is responsible for the internal management of the institution and the academic work of the institution exercise such powers as may be necessary for the due discharge of his/her duties.

4. That the said teacher shall not normally or on any pretext absent himself/herself from his/her duties without the previous permission of Headmaster/Headmistress and if he/she is a Headmaster/Headmistress without the prior permission of the managing committee. In case of sickness or other inevitable causes, he/she shall forward a proper medical certificate or communication explaining the extraordinary circumstances to the Headmaster/Headmistress or if the said teacher is a Headmaster/Headmistress, he/she shall send such communication to the managing committee.

5. That the said teacher shall during the tenure of employment devote his/her attention to the duties of his/her employment and shall not on his/her own account or otherwise either directly or indirectly, carry on or be concerned in any trade, business or canvassing work private tuition or the like, of a remunerative nature, without the specific sanction of the managing committee in writing in that behalf.

6. That the said teacher and the managing committee shall conform to all the provisions of the Rules and Regulations of the Board of Higher Secondary Education.

7. (a) That the managing committee shall not dismiss, remove or reduce in rank or terminate the services of the said teacher without informing him/her in writing of the grounds, on which they intend to take action and shall follow the following procedure before taking any final decision regarding the punishment to be imposed on him/her and giving him/her in writing reasonable time to send his/her explanation to the managing committee.

(b) After considering his/her explanation, the managing committee shall communicate to him/her its findings and if so desired by the teacher, conduct a personal hearing or enquiry wherein he/she shall be given the opportunity to examine or cross-examine any of the witness and also produce witness.

(c) After the conduct of the personal hearing or enquiry by the managing committee, the report of such personal hearing or enquiry shall be furnished to the said teacher and a notice shall be issued to him/her setting out the proposed punishment and he/she shall be given a reasonable time to submit the statement of defence against the proposed punishment.

(d) After the receipt of the statement of defence from him/her and after taking it into consideration, the managing committee shall inform him/her in writing about its final decision.

8. It shall be open to the managing committee, at any time, if satisfied on medical evidence that the said teacher is unfit to discharge his/her duties for reason of ill health to terminate his/her services on paying him/her three months' pay and allowances less any amount which might have been paid to him/her as leave salary after the date of his/her last appearance in the institution for the regular discharge of his/her duties and subject to a minimum of one months' full pay and allowances.

9. That the said teacher shall be entitled to have his/her services terminated either by giving to the managing committee, three months' notice thereof in writing or by paying the managing

committee three months' pay and allowances in lieu of such notice if he/she is a permanent teacher. In the case of a teacher who is not permanent, the period of notice shall be two months and the amount payable in lieu thereof shall be two months' pay and allowances.

10. That the managing committee may impose major punishments such as dismissal, removal or reduction in rank or termination of service or any of the following minor punishments on the said teacher for any irregularity, viz.,

- i) Censure,
- ii) withholding of increment, with or without cumulative effect, and
- iii) recovery from pay to the extent necessary of the monetary value equivalent to the amount of increments ordered to be withheld where such an order cannot be given effect to.

Entries shall be made in the service register of the said teacher only in respect of penalties other than censure. Such entries shall be made only after the appeal, if any, preferred by the said teacher is disposed of by the competent appellate authorities specified in the rules.

11. That the said teacher shall be paid a sum of Rs. \_\_\_\_\_ per mensem in the scale of pay of Rs. \_\_\_\_\_

with effect from \_\_\_\_\_ and other allowance granted by Government from time to time. Such teacher shall be entitled to increment indicated in the said scale.

12. Any permanent teacher whose certificate is suspended on a temporary measure or who is declared unfit to hold the post for a temporary period, shall have a right for reinstatement in service in the institution in which he was working prior to his/her relief, on the expiry of the term of his/her punishment.

The managing committee shall reinstate him/her in the post which he/she held before such punishment was imposed.

In witness whereof..... The Secretary  
Correspondent of the Managing Committee and Thiru \_\_\_\_\_

have hereunto now set their hands on the day, month and year first written above.

Signed by the said  
of the Managing committee

Signature of the  
Secretary or  
Correspondent.

In the presence of :

(1) First Witness

Signature :

Name :

Address :

Occupation :

(2) Second Witness :

Signature :

Name :

Address :

Occupation :

Signed by the said  
(teacher) :

Signature of the )  
teacher )

In the presence of :

(1) First Witness :

Signature :

Name :

Address :

Occupation :

(2) Second witness :

Signature :

Name :

Address :

Occupation :





ANNEXURE III(2)

FORM OF AGREEMENT.

Form of Agreement to be executed by the Managing Committee of Private Institutions in respect of the temporary teachers/ others.

Agreement made this \_\_\_\_\_ day of \_\_\_\_\_  
one thousand nine hundred \_\_\_\_\_ between the  
Managing Committee of \_\_\_\_\_ (name of the  
Institution) of the one part and \_\_\_\_\_ (teacher)  
hereinafter referred to as the 'said teacher' of the other  
part.

Whereas the Managing Committee has offered to engage the said Thiru/Thirumathi/~~Shri~~ Selvi \_\_\_\_\_ (name of the Institution) in the capacity of a teacher on a purely temporary in the institution .

Now these present witness and the parties hereto hereby agree as follows:-

1. That the managing committee shall employ the said teacher and the said teacher shall serve as a teacher in the institution at \_\_\_\_\_ purely on a temporary basis from the date of her/his taking charge of his/her appointment until such appointment is determined as hereinafter provided.

2.a. that the said teacher shall employ himself/herself honestly, efficiently and diligently under the order and instruction of the Head of the Institution.

b. If the employee is a Headmaster/Headmistress, he/she shall in that capacity be responsible for the internal management of the institution and the academic work of the institution and shall exercise such powers as may be necessary for the due discharge of his/her duties.

3. That the said teacher will not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the Headmaster/Headmistress and if he/she is a Headmaster/Headmistress without the prior permission of the managing committee. In case of sickness or other inevitable causes he/she shall forward proper medical certificates, or communication explaining the extraordinary circumstances to the Headmaster/Headmistress. If the said person is a Headmaster/Headmistress, he/she will send communication to the managing committee.

4. ~~That~~ That the said teacher shall, during the tenure of employment devote his/her attention to the duties of the said employment and shall not on his/her own account or otherwise, either directly, or indirectly carry on or be concerned in any trade business or canvassing work, private tuition or the like of a remunerative nature without the specific sanction of the managing committee in writing in their behalf.

5. That managing committee shall have the right to discharge the said teacher without assigning any reasons at the end of the specific period for which he/she has been engaged as a temporary teacher.

6. That the said teacher and the managing committee shall conform to all the provisions of Rules and Regulations of the Board of Higher Secondary Education.

7. That the said teacher shall be entitled to relinquish his/her appointment at the end of the specific period for which he/she has been appointed or earlier if he/she so desires.

8. That the said teacher shall be paid a sum of Rs. \_\_\_\_\_ monthly as pay and other allowances with effect from the date of his/her taking charge as such teacher.

In witness whereof \_\_\_\_\_ The Secretary/  
Correspondent of the managing committee and the said teacher  
have hereunto set their hands on the day, month and year  
first written above.

Signed by the said  
(Secretary)

Signature of the Secretary of the  
Managing Committee or Correspondent.

In the presence of :

1. First witness :

Signature :  
Name :  
Address :

~~xxxx~~ Occupation :

2. Second Witness :

Signature :  
Name :  
Address :

Occupation :

Signed by the said  
(Teacher)

In the presence of : Signature of the teacher.

1. First Witness :

Signature :  
Name :  
Address :

Occupation :

2. Second Witness :

Signature :  
Name :  
Address :

Occupation :

ANNEXURE IV

APPLICATION FORM FOR RECOGNITION OF EXISTING HIGH SCHOOLS,  
EXISTING HIGHER SECONDARY SCHOOLS AND MATRICULATION SCHOOLS AS HIGHER  
SECONDARY SCHOOLS.

(To be submitted in triplicate to the Director of School  
Education, Madras-6, Tamilnadu before 31 st December  
A recognition fee of Rs.200 should be remitted into Treasury  
into Treasury and the original chalan should be enclosed  
to the application)

1. ~~xx~~Name of the institution as it exists on the date of application where Higher Secondary course is proposed.
2. Name of the town/village and Municipality/Panchayat Union and District/Taluk and Post office where the institution is established.
3. Whether the institution is intended for men or women or for both (in localities where there are no separate institutions for girls, both boys, and girls should be admitted).
4. Name and address of the Managing Committee and whether it is a Registered Society, fulfilling, the conditions laid down by the Department. Give details and enclose copies of the documents and Rules and bye-laws.
5. Name of the authority (University Board or Department) under whose control of the institution is now functioning)
6. Number and date of order of the competent authority for granting permission to establish the institution.
7. The existing courses, sanctioned intake and the number and date of order(s) granting recognition to the existing courses.
8. Existing teaching and non-teaching staff strength -category wise.
9. Need for establishing the Higher Secondary school (to be briefly stated)
10. The languages proposed to be introduced under Part I.
11. The combination of subjects proposed to be introduced under part III-A.
12. The vocational course proposed to be introduced under Part III-B.
13. The medium of instruction proposed for the Higher Secondary course.
14. Whether the Higher Secondary School will provide free education or proposes to levy fees. If fee levying, the rate of fees proposed.
- \* 15. Names of the educational institutions under the same management

which provided for the courses now proposed and the intake capacity and the medium of instruction.

\* 16. Names of the other Higher Secondary Schools in the Dist. in which the proposed courses are ~~not~~ introduced and the sanctioned intake, the distance between them and the proposed institution.

Name	Distance	Name of the Course	Students strength
------	----------	--------------------	-------------------

\* Note: Name of other Higher Secondary schools in the ~~near~~ neighbouring districts, if any, within 15 kms of the proposed institution may also be included.

17. Staff :- Whether the managing committee will appoint teaching and non-teaching staff who will satisfy the qualifications, age and other conditions laid down by the Department when the new courses are introduced.

18. The amenities available to students and teachers when the Higher Secondary Course is introduced and whether any other institution will continue to function in the same campus. If so give details.

19. If other institutions are also located in the same campus or the premises, whether separate, location will be available for class-rooms, laboratories, library etc. for the Higher Secondary course.

20. Whether the teaching and non-teaching staff in the existing institution will be affected by introducing the Higher Secondary course and if so the details. How does the management propose to redeploy the services of the staff found surplus or to absorb them in other institutions under the same management?

21. Endowment :-

- Total amount of the ~~new~~ endowments to be created for establishing the Higher Secondary School.
- Details of the endowment already created by the management.
- If the endowment is not created fully, the reasons therefor and when the management proposed to create the endowment proposed.

22. Site and Buildings :- Site, location and number of hectares of lands owned by the management, for the proposed higher secondary school.

Survey number	Location	Extent in Hectares.
1	2	3

23. Buildings :-

- Whether the institution will be held in a temporary

building or permanent buildings.

b. If permanent buildings are to be constructed, amount set apart by the management for this purpose.

c. Whether three copies of sketch plans of the existing building and the proposed additional building, if any are enclosed.

d. Whether the ~~licence~~ licence under Tamilnadu Public Buildings licencing Act 1963, has been produced and enclosed with the application.

e. Whether sanitary facilities are provided adequately for boys and girls separately and for the staff. A certificate should be produced from the local health department authorities and enclosed with the application.

24. Details of other non-recurring items of expenditure for running the institution and how it is proposed to be met by the management where necessary-

	Amount required	Amount provided by the management
	1	2
a. Hostel buildings if any		
b. Laboratory buildings		
c. Workshop buildings, if any		
d. Furniture		
e. Laboratory equipment, for Chemistry, Physics, Botany Zoology and Home Science		
f. Equipment for vocational courses.		
g. Library books		
h. Other facilities if any.		

25. Vocational courses-

a. Whether adequate facilities are provided for the vocational courses proposed to be introduced-Give details.

b. What arrangements are proposed for imparting practical training to pupils taking the vocational courses-Give details

c. What arrangements will be made for securing the services of fulltime and part-time instructors for the vocational courses introduced.

d. Names of bifurcated courses if any previously introduced and how the staff and equipments will be utilised in the future set up

26. List out the items for which cent percent or partial grant in-aid has been received from Govt. for buildings, laboratories hostels, furniture, equipment, library etc. and the number and date of the order of the sanctioning authority in each case.

27. Whether all these buildings, equipments, books, furniture library books etc. for which Government aid in full or in part was sanctioned will be fully utilised in the proposed institution. Give details as to how it is proposed to be utilised.

28. Details of recurring items of expenditure on staff, contingencies, etc. for the proposed institution.

contd.

Amount required Amount provided by for first year/the management- 2nd year

- (i) Teaching Staff.
- (ii) Non-Teaching staff-
- (iii) Contingencies.

29. In the case of Higher Secondary Schools offering free education whether the financial position of the management is sound enough to meet the entire recurring expenditure for a year if no grant is payable to the institution during the first year.

30. Whether the permission to grant affiliation to the new Higher Secondary School/College or new course in the institution was rejected at any time. If so, copy of the previous order refusing permission should be enclosed

31. Whether the chalan for the fee prescribed is enclosed (if so, the number and date of chalan with amount remitted may be specified)

Note:- Will not apply to Higher Secondary Courses to be introduced in 1978-79

DECLARATION.

I hereby certify that the particulars furnished above are correct.

I declare that I shall abide by Rules and Regulations of the Department in the Administration of the Higher Secondary School

Place: Signature of the Correspondent  
or the person duly authorised by  
Date: the Managing Committee

GOVERNMENT OF TAMIL NADU

G.O. Ms. No. 2439, Education, 14th November 1977  
Higher Secondary Education - Number of working days, periods and hours - Curriculum, syllabus - Preparation of Text Books etc. - Orders - Issued.

Read:-

1. G.O. Ms. No. 2415 Education, dated 5th November 1976
2. From the Director of School Education, No. 20777W2/77 dated 29th January 1977
3. From the Director of School Education No. 20780W2/77 dated 29th January 1977
4. -do- No. 20778W2/77 dt. 29 January 1977
5. -do- No. 20779W2/77 dt. 29th January 1977
6. -do- No. 68145 W2/77 dt. 4th April 1977

7. From the Director of School Education No.88376/W1/77 dated 19th July 1977.
8. From the Director of School Education No.24241/W1/77 dated 16th May 1977 and 17613/W6/77 dated 19th July 1977 and 29th August 1977.
9. From the Director of School Education No.116080/W6/77 dated 31st August 1977.
10. From the Director of School Education. No.194391/77 dt.21st September 1977 and 152734/W1/77 dated 17th October 1977.

ORDER: No.2439, Education, dated 14th November 1977.

A DURATION OF ACADEMIC YEAR, ETX, FOR HIGHER SECONDARY COURSE

In pursuance of the recommendation made by the Board of Higher Secondary Education, at its school meeting held at Madras on 20th January 1977 the Government approve that the number of working days etc. for the Higher Secondary stage (+2 stage of the 10+2+3 pattern) be regulated as follows:-

(i) The number of working days per year will be 200 including examination days (It is open to institutions to work for 5 or 6 days a week, but the minimum number of working days per year should be kept up).

ii) The number of periods per week a minimum of 35 periods per week, each period being not less than 45 minutes.

iii) The instructions work load per teachers may be fixed as 18 clock hours per week including practicals and tutorial work (two hours of practical or tutorial work will be equal to one instructional hour).

B. Curriculam

2. The following recommendations of the said Board at the said meeting (as modified as its third meeting held at Kodaikanal on 24th May 1977) in regard to (i) the courses of studies to be offered at the +2 stage and (ii) allocation of periods are also approved.

i) Courses of Studies for the Higher Secondary Stage:-  
Part 1. Tamil or mother-tongue or a classical language or any foreign language other than English.

Any one of the following Languages may be offered.

- |              |              |             |
|--------------|--------------|-------------|
| 1. Tamil     | 7. Gujarathi | 13. German. |
| 2. Hindi     | 8. Sanskrit. |             |
| 3. Kannada   | 9. Arabic.   |             |
| 4. Telugu    | 10. Persian  |             |
| 5. Malayalam | 11. French   |             |
| 6. Urdu      | 12. Latin.   |             |

Part II English.

(Both the languages under Parts I and II are compulsory).

Part III. Optionals:

Group - Sciences and Humanities.

(Any four of the following subjects may be offered):-

contd.

1. Mathematics.
  2. Physics.
  3. Chemistry
  4. Biology (Botany and Zoology).
  5. Botany
  6. Zoology
  7. Home Science
  8. History
  9. Geography
  10. Elements of Economics.
  11. Political Science (Modern Constitution and Civics).
  12. Sociology.
  13. Elements of Commerce.
  14. Accountancy.
  15. Logic and Scientific Method.
  16. Psychology.
  17. Philosophy.
  18. Any one of the 14 languages mentioned under Parts I and II at advanced level (German may be taken either under Part I or Part III groups A and not under both).
  19. Fine Arts (Any one of the following):-
    - a. Drawing and Printing.
    - b. Indian Music
    - c. Western Music.
  20. Ethics and Indian Culture.
  21. Environmental Studies.
- Group-B- Vocational Subjects-  
Major Occupational Area.

1. Agriculture

- Subjects.
1. Fisheries.
  2. Vegetables and Fruits.
  3. Floriculture and Medicinal plants.
  4. Small Farm Management
  5. Agricultural Chemicals
  6. Agrobased Industries.
  7. Farm Mechanics and Post Harvest Technology.
  8. Soil Conservation and Rural construction Technology.
  9. Sericulture and Agriculture.
  10. Plant Protection.
  11. Crop production
  12. Spices and Plantation Crops.
  13. Dairying.
  14. Poultry.

II. Home Science

1. Food preservation
2. Baking and confectionery
3. Catering.
4. Dietetics, Nutrition and Food Preparation.
5. Interior Decoration
6. ~~xxx~~ Dress Designing and Making
7. Designing, Dyeing and Printing.

cont



1.	2.	3.	4.
Group A--			
Subject 1	6 0	216	936
Subject 2	6 0	216	for vocational
Subject 3	6 0 24	216	course plus a
Subject 4	6 0	216	related subject.
Physical Education and community Service	2	72	...
Moral Instruction	1	36	36
	----- 35 -----	----- 1260 -----	----- 1260 -----

### C. SYLLABUS

3. The draft syllabi for the Higher Secondary Course were published in the Tamil Nadu Government Gazette in batches in March-May 1977. Based on the comments received from the teachers educationists and the public, the syllabus committees have finalised the syllabi for all the subjects mentioned in paragraph 2 above except the following four vocational subjects:-

- Music
- Farm Forestry and Forest Products
- Leather Technology.
- Textile Manufacture.

While finalising the syllabus, the syllabus committees took note of the general feeling that the Higher Secondary Syllabus is somewhat heavy and examined the possibility of reducing the workload without affecting the general standard expected at the level and that the State Syllabus should be comparable to the syllabus of the National Council of Educational Research and Training, Central Board of Secondary Education and other States. The finalised syllabus received with the letters No. 176131/W6/77 dt. 29th August 77 and 10th October 1977 of the Director of School Education are approved. They may be published in the Tamil Nadu Government Gazette immediately. The syllabi returned herewith to the Director of School Education may be properly arranged and sent to the Government Press immediately.

4. Sanction is accorded to the printing of 3000 additional copies of the relevant portions of the Tamil Nadu Government Gazette in which the final Higher Secondary Syllabus is going to be published with reference to paragraph 3 above. Out of the 3000 copies, 1500 shall be supplied to the Director of School Education free of cost and the remaining 1500 copies stocked in the Government Publications Depot for sale to the public.

### D. MEDIUM OF INSTRUCTION AND TUITION FEES.

5. Tamil shall be the medium of instruction in Higher Secondary Schools in both the 11th and 12th Standards. No tuition fee will

contd.

be charged from those who study in Tamil Medium. Only the special fees prescribed will be charged.

However, those who went to study in English Medium in the Higher Secondary Classes will be permitted to do so on payment of tuition fees to be prescribed. They will be entitled to free Education in those classes.

If any of the Matriculation Schools or Anglo-Indian Schools (which already levy fees in Standards I to XI) are upgraded as Higher Secondary Schools, they will be allowed to levy tuition fees in the Higher Secondary Course and they will also be eligible for grants on the existing system.

6. Rates of special fees:- The rates of special fees to be collected in the Higher Secondary Course will be as follows:-

	Rs. P.
1. Admission fee	0.50
2. Literary Association	1.50
3. Library	2.00
4. Games and Community Service	3.00
5. Medical Inspection	1.00
6. Audio Visual Education	2.00
7. Examination and Stationery	4.00
8. Calender	1.00
Total	15.00

Amenity fee of Rs.10 per year will be collected in two instalments. Laboratory fee of Rs.10 per annum will be collected from Science Students only. Vocational course fee (in lieu of Games and Community Service fee) is Rs.3 per annum. Higher Secondary Examination fee for Science, Humanities and Vocational Courses is Rs.40.

#### E. TEXT BOOKS.

6. For the following languages and subjects text-books shall be brought out as Nationalised Text Books by the Tamil Nadu Text Book Society:-

##### Part I.

- Tamil (for all selections-Prose, Poetry and Non-detailed).
- Telegu
- Malayalam (For Prose and Poetry, Selections and Grammar).

##### Part II.

English (for all Selections-Prose, Poetry and Work books).  
Part III- (Both for English medium and Tamil Medium).

Sciences and Humanities:-

Serial Number as in  
paragrah 2 above

Subject.

1.

Mathematics.

contd.

- |        |   |
|--------|---|
| 1.     | 2.  |
| 2.     | Physics.  |
| 3.     | Chemistry   |
| 4.     | Biology (Botany and Zoology)  |
| 5.     | Botany  |
| 6.     | Zoology   |
| 7.     | Home Science  |
| 8.     | History   |
| 9.     | Geography   |
| 10.    | Elements of Economics.  |
| 11.    | Political Science (Modern Constitution and Civics).   |
| 13.    | Commerce.   |
| 14.    | Accountancy.  |
| 15.    | Logic and Scientific Method   |
| 16.    | Psychology  |
| 18(i)  | Advanced English-Poetry only (for Detailed and Non-detailed prose and drama, books already published will be prescribed). |
| 18(ii) | Advance Tamil-Prose and Poetry.   |
| 21.    | Environmental Studies.  |

Group B. Vocational Courses:- The Tamil Nadu Text Book Society need publish text-books for only such of the vocational subjects for which suitable text-books are not already available and for which it is considered unavoidable to bring out new books. It can also publish for vocational courses, guide books or manuals, where there are no suitable text-books and it is also not possible immediately to bring out text-Books.

Moral Instruction: The hand books in the Moral Instruction (English and Tamil Medium) will also be published by the Text Book Society.

8. As recommended by the Board of Higher Secondary Education on 20th January 1977 the members of the various syllabus committees for the +2 stage, and others appointed as authors by the Director of School Education, may themselves prepare and give to the Tamil Nadu Text Book Society under the overall supervision of the Chairman of the concerned syllabus committee, the manuscripts of the text-books for the concerned languages/subjects wherever books are to be brought out by the Tamil Nadu Text Book Society.

9. (i) The Tamil Nadu Text Book Society shall pay from its own funds to the concerned syllabus committees (mentioned in paragraph 7 above) a remuneration of Rs.10 (rupees ten only) per printed page for writing text-books including proof correction. One fourth of the amount paid to the authors may be paid for translation. The remuneration may be shared among the authors in any manner mutually agreed to among them.

ii) There shall be a separate review committee, for each language/subject consisting of a Chairman and a few members (as may be decided by the Director of School Education) for scrutiny of the text-book materials before they are finalised. The Chairman

contd.

and Members of the various Review Committees shall be appointed by the Director of School Education and shall be paid remuneration by the Tamil Nadu Text Book Society from its own funds at the rate of Rs.50/- (Rupees Fifty only) per book per number.

(iii) In case any text books for vocational subjects are brought out by the Tamil Nadu Text Book Society, the Society can pay a lump-sum of Rs.10,000 for the preparation of each such book and the amount may be shared equitably among the persons who prepared such vocational course book-those who wrote it, translated (if a Tamil version is brought out) and reviewed it.

10.(i) In the case of Sanskrit, the Text Book Society will explore the possibilities of printing the books. In the meantime, the Director of School Education will find out whether the books could be prescribed from other sources.

(ii) For other languages under Part I and Part III the books used in other States, Universities or other sources may be explored by the Director of School Education for being prescribed by him in this State.

(iii) The available text-books may be prescribed for the following subjects:-

12. Sociology.

17. Philosophy

19. (i) Drawing and Painting.

ii) Indian Music.

iii) Western Music.

20. Ethics and Indian Culture.

18.(i) Advanced English-Prose (Detailed and Non-detailed and Drama).

Such of the Vocational Courses for which suitable books are already available.

(By order of the Governor).

C.G.RANGABASHYAM,  
Commissioner and Secretary to Government.