

GOVERNMENT OF MYSORE



Uniform Grant-in-aid Code  
for  
Primary Teacher Training Institutions in  
Mysore State



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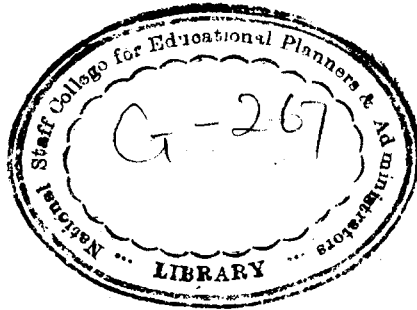
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# UNIFORM GRANT-IN-AID CODE FOR PRIMARY TEACHER TRAINING INSTITUTIONS IN MYSORE STATE

## CHAPTER I

### INTRODUCTION

#### 1. *General purposes of Grant-in-aid :*

With the object of extending and improving Teachers' Education in the State, a sum of money is annually allotted by Government for grant-in-aid to Teachers' Educational Institutions under Private Management and Local Bodies subject to the conditions specified in the Code.

2. Grants payable by Government are entirely discretionary and cannot be claimed as a matter of right.

Notwithstanding anything contained in this Code, Government reserve to themselves the right to withdraw or reduce grant at their discretion and to alter, modify or revise the rules of recognition and Grant-in-aid without assigning any reason therefor. The decision of Government in the matter is final and binding on the institution.

#### 3. *Sanctioning authority :*

All grants paid from State Funds are sanctioned either by Government on the recommendation of the Director or by the Director himself or by any other subordinate authority empowered in this behalf.

4. The rules contained in this Code shall be treated as supplementary to the general rules of expenditure and disbursement of Grant-in-aid laid down in the Mysore Financial Code and the Rules contained in the Educational Manuals where the rules laid down in this Code appear to be inconsistent with provisions of the Financial Code and the Educational Manuals, the provisions of the latter shall prevail.

### 5. *Appendices :*

The appendices to this Code shall be treated as part of the Code and shall have the same effect as the rules in this Code.

## CHAPTER II

### 6. *Definitions :*

Unless the context requires otherwise the following words any phrases used in this Code have the meanings hereby assigned to them.

- (a) "Department" means the Department of Public Instruction in Mysore, Bangalore.
- (b) "Director" means the Director of Public Instruction in Mysore, Bangalore.
- (c) "Educational Institution" means the Primary Teachers' Educational Institution run by a Management and recognised by the Department of Public Instruction.
- (d) "Local Body" means a duly constituted local authority and recognised as such.
- (e) "Management" means and includes a Local Body which maintains an Educational Institution or Institutions or registered association or a registered Body of Persons which maintains a recognised Educational Institution or Institutions or the Managing Committee or Committees of an Educational Institution which are registered and recognised as such by the Department as provided in this Code.
- (f) "Prescribed" means prescribed under the rules of this Code.

- (g) "Recognised Institution" means an institution providing approved courses of study and education according to the prescribed rules and preparing pupils for examinations conducted by the Department or Institutions approved by it and recognised as such.
- (h) "Countersigning Officer" means an Officer of the Department empowered to exercise immediate administrative control over the aided institutions or to countersign the bills of the institutions after the grants are sanctioned by the competent authority.
- (i) "Primary Teachers' Educational Institution" means an institution providing courses for professional training in teaching primary education (General and Basic) imparting instruction therein and preparing for examinations conducted or approved by the Department.
- (j) "Approved Expenditure" means expenditure both recurring and non-recurring incurred in the interest of an educational institution and approved by the Department—*Vide* Appendix I.
- (k) "Authorised Cost of Maintenance" means recurring cost for maintaining a educational institution as defined in Appendix I.
- (l) "Net authorised cost of Maintenance" means authorised cost of maintenance as detailed in para (1) above minus the income from tuition fees calculated at the rates prescribed per annum including compensation received from Government towards loss of fee, income, admission, re-admission and penal fees and fines, if any and from donations from any

source excluding those for specific purposes such as construction of building, purchase of equipment.

- (m) "Inspection Officer" means an Officer of the Department who will exercise immediate administrative control over the aided institution.
- (n) "Practising Primary School" means a school imparting education in Primary Standard from I to VII.
- (o) "Year" means academic year or financial year as the context may imply.
- (p) "Educational Excursions" means tours and travels intended to provide educational experience to the trainees, if they form compulsory part of the training.
- (q) "Social Service Camps" means camps set up in a socially backward or rural area for purposes of providing experience in Social Services.

*Income :*

The income includes *inter-alia* donations or contributions from public or from other bodies, official or non-official to the exclusion of the donations.

### CHAPTER III

#### 7. Procedure for starting and recognition :

(i) Applications for starting a Teachers' Training Institution shall be made in Form No. 1 to the Director of Public Instruction through the Joint Director of Public

Instruction of the Division before December of the year previous to that in which the institution is proposed to be started.

(ii) Such application shall be disposed off by the Joint Director of Public Instruction and the Director together within 3 months from the date of receipt of the application and a communication shall be sent to the management intimating whether the permission to start the institution has been granted or otherwise. In the event of refusal of permission to start the institution, reasons for refusal shall be communicated to the management.

(iii) In no case shall an institution be started without the previous permission of the Department. Recognition and aid shall not be granted to an institution, which has been started without previous permission.

#### 8. *General conditions for starting of new Institutions :*

While disposing off the applications for grant of the permission to start an institution, the following factors shall be kept in view :

(a) That the institution is open to all communities without any distinction of Caste, Creed, Race or Religion.

(b) That there is need for an institution in a locality and without involving any unhealthy competition with an existing institution of the same category in the neighbourhood if any.

(c) That the management should provide a suitable building either of its own or rented with class rooms having minimum dimensions of 20'×25' a Drawing Hall, a Science Laboratory and Assembly Hall, Library and Reading Room, Craft room, Office room for Principal/Superintendent and staff room and Sanitary block, etc. In special cases the teachers' educational institutions may meet by shifts in

buildings meant for High Schools, or other institutions provided the work of the institution is not dislocated or made to suffer to the satisfaction of the Department.

(d) The minimum strength for starting a Primary Teachers' Educational Institution is 40 in each class or section but this number should in no case exceed 50 per class or section. The minimum average attendance required for purposes of grant shall not be less than 35 per section or class.

9. *General conditions for recognition :*

Educational Institutions may be admitted for purposes of recognition by the Department provided they satisfy the Department with regard to :

1. Need for the institution.
2. Well-ventilated premises.
3. Equipment.
4. Syllabus and Text Books.
5. Number of teachers of the Institution.
6. Financial resources of the Institution.
7. Conforming to the rules set forth in this Code.
8. Presenting pupils for the examination conducted by the Department.

*Note :* Recognition of an institution does not automatically confer any right on the institution to claim grant-in-aid.

10. Recognition when granted shall apply only for such courses, such standards, such number of sections in each standards and for such periods as are specifically indicated in the order granting recognition.



11. The Department may at its discretion grant temporary recognition for a period not exceeding one year by relaxing one or more conditions prescribed for valid reasons. Such temporary recognition may be renewed only if all the remaining conditions of recognition are satisfied and the institution is run on efficient lines. Otherwise the recognition shall be withdrawn. If an Institution which is accorded temporary recognition continue to fulfill all the conditions of recognition continuously for a period of 5 years, it may be recognised on a permanent basis.

12. No new Section of a Standard already recognised shall be opened unless the institution makes adequate provision for additional accommodation, staff and equipment and has taken previous permission of the concerned Inspecting Officer.

13. *Managing Committee :*

(i) There shall be a duly constituted Managing Committee to look after the administration of the Institution under a private Educational Organisation, Society, or Association. The members thereof shall be duly elected by the members of the Society, Organisation or Association. The Managing Committee shall be responsible for the maintenance of the Institution. The Organisation, Society or Association shall be registered under the Mysore Societies Registration Act 1960. Not more than one member of a family shall be a member of the managing Committee. No official of the Department shall be a member of the Managing Committee of such institution. Institutions having a standing of more than 25 years are exempted from registering the Society or Association under the Societies Registration Act. Nevertheless, they shall form a managing Committee for the teachers' Educational Institution.

The Management shall appoint a correspondent or Secretary who will be authorised to correspond with the Department. Any change in the name or the address of

the Correspondent should be reported to the Department. The Head of the Institution and atleast one number of the Teaching Staff shall be included in the Managing Committee. The Managing Committee is fully empowered to take any action it deems fit against the correspondent or Secretary for any proved mismanagement.

(ii) No proprietary or single Manager Schools shall be recognised under this Code.

(iii) In the case of groups of institutions managed by a voluntary body there may be a Managing Committee for all the institutions together. The names and localities of the institutions shall be indicated while registering the Managing Committee.

(iv) A Municipal Corporation or a Council or a Taluka Board or a District or Municipal School Board or Panchayat shall form a separate managing committee for managing the institution.

(v) If there is a change in management of an institution/s or change in location of the institution/s a fresh application for a recognition shall be made as if it/they were a newly started institution/s.

(vi) The institution should be housed in a well-ventilated building with sufficient accommodation. There should be an open space around with a suitable play ground. There should be adequate sanitary arrangements.

(vii) The institution should be equipped with furniture and Library to suit the requirements of institution.

#### 14. *Stability fund :*

A stability fund of Rs. 5,000 should be deposited in a scheduled Bank or Treasury in the joint name of the Director of Public Instruction and the Secretary of the Institution before permission for starting the institution is

sought and Rs. 10,000 in cash or in the form of immovable property before permanent recognition is sought. This Stability Fund should not be diverted without the express permission of the Director of Public Instruction. The institutions which are already in existence and which are recognised by the Department temporarily should deposit the required Stability Fund and report the fact to the Department.

15. The rules prescribed by the Department from time to time shall be followed by the institution.

16. Registers prescribed by the Department shall be maintained. All periodical returns as prescribed by the Department shall be furnished as and when called for (A list of registers to be maintained is shown in Appendix III).

17. Every recognised institution shall subject itself to Departmental inspection at any time and shall abide by the instructions issued by the Inspecting Officer from time to time.

18. (i) The Society or Association shall get the accounts audited by the auditors approved by the Department. (*Vide* Form No. 4).

(ii) The management shall get the accounts of the institution audited by an Auditor approved by the Department or by the Staff of the State Accounts Department in the case of institutions managed by local bodies. Whenever a Managing Committee is formed under the auspices of an Educational Society or Association, the Accounts of such an Association also shall be got audited and report sent to the Department.

(iii) All contributions and donations collected by the Organisation, Society or Association for purposes of improvement of the institution shall be duly accounted for in the books of the institution. Failure to submit such audited accounts shall entail the withdrawal of recognition.

19. Change of management from one registered body to another registered body may be permitted for valid reasons at the discretion of the Director.

The management shall agree not to close down the institutions abruptly when once recognition has been accorded. When it intends to close down the institutions the management shall give previous notice of one clear calendar year and obtain permission of the Department to close down the institution.

20. Recognition shall not be granted with retrospective effect. Recognition will take effect from the date of issue of the order of recognition or any subsequent date indicated in the order of recognition.

### *Appointment of Staff*

#### 21. *Primary Teachers' Training Institution*

(i) The Principal or Superintendent should be a trained Graduate conversant with Kannada. Preference shall be given to teachers who have undergone training in Basic Education. He should have atleast a minimum teaching experience of five years in recognised Primary Teachers' Training Institutions.

(ii) There should be atleast one full time trained Graduate teacher for each section or Class (Staff pattern is shown in Appendix II). This full time graduate teacher should have put in atleast six years of service in any of the recognised Secondary Institutions as Graduate teacher.

(iii) One full time Craft teacher for each Craft having the minimum experience of five years teaching in a particular Craft in any recognised High School or Teachers Training Institution will have to be appointed.

(iv) Part-time Teachers have to be appointed for each special subject such as Drawings, Music, Hindi and

Physical Education possessing prescribed qualifications. The minimum periods of work in any particular subject for allowing a part-time teacher are 4.

22. The Scales of pay and allowances applicable to corresponding posts in the Department shall be adopted by an Aided Educational Institution.

23. The management shall obtain previous approval of the Inspecting Officer concerned for all appointments and change in the staff of the institution. The inspecting officer may prohibit the employment of persons who are suffering from contagious diseases or serious physical defects.

24. Persons who are suffering from contagious diseases or serious physical defects should not be appointed as teachers in these institutions. In doubtful cases, a reference may be made to the Inspecting Officer concerned and his instructions obtained.

25. In no case shall permission be accorded to open a new section if the number of pupils is less than 40 per section.

26. *Practising Primary Schools:*

(i) A Teachers' Training Institutions should have its own practising school having the same Crafts as are taught in the Primary Teachers' Educational Institution. The Practising school should be situated near the Teachers' Training Institution and the Staff in Practising school should be fully trained. Only Primary Schools having 100 per cent trained staff should be used as practising schools.

(ii) At least 50 per cent of the Practice in teaching lessons should be supervised fully by the staff of the Training Institution. The remaining 50 per cent may be supervised by only trained teachers of the Practising school who have put in not less than 5 years teaching experience after training

27. *Syllabus :*

The syllabus for Primary Teachers' Training Institutions prescribed by the Department from time to time should be followed by all recognised Teachers' Training Institutions.

28. *Instructions :*

- (i) All instructions should be secular.
- (ii) The Institution shall follow approved curricula, use approved text books and maintain the standards prescribed.
- (iii) They shall follow the prescribed rules and procedure regarding :
  - (a) the qualification of teachers and non-teaching staff.
  - (b) the admission of pupils, their attendance, examination and promotions.
  - (c) the number of working days in the year and the total number of working hours.
  - (d) the maintenance of prescribed records, registers and the submission of periodical returns.
- (iv) The Department reserves to itself the right to forbid or to prescribe the use of any book or books.

29. Only recognised Training Institutions will be entitled to prepare and present candidates for training Examinations (T.C.J. and T.C.H.) conducted by the Department provided the candidates have completed all the requirements of the syllabus and satisfy other rules of examinations.

### 30. . Admission :

The selection of candidates should be done by a Selection Committee consisting of the following members.

- |   |                          |
|---|--------------------------|
| (i) Deputy Director of Public Instruction of the District concerned ..                          | <i>Chairman</i>          |
| (ii) The Head of the Teachers' Training Institution ..  | <i>Member</i>            |
| (iii) One Head Master and one Head Mistress of a High School nominated by the Joint Director .. | <i>Members<br/>(two)</i> |
| (iv) First Assistant of the 'Teachers' Training Institution concerned ..                        |                          |

31. (i) The minimum qualification for admission to Teachers' Certificate—Higher Class shall be pass in S.S.L.C. or its equivalent and that for Teachers' Certificate—Lower Class shall be a pass in Seventh Standard Examination of Primary schools or its equivalent. The private candidates should apply to the Principal/Superintendent in writing giving full particulars of age, qualifications, etc., before the last date prescribed in this behalf. Every Institution should maintain a register of applications received for admission to the Institution and a register of candidates selected for Training.

(ii) Preference should be given to the students of the District in which the Training Institution is situated and second preference to those belonging to the neighbouring Districts provided there is no such institution in those Districts.

(iii) If there are vacancies, candidates from other States may be admitted. Previous permission of the Director of Public Instruction should be obtained to admit

non-Mysoreans. But their strength should not exceed 5 per cent of the total number of seats allotted to the Institution provided that this percentage may be exceeded if the candidates from the Mysore State are not available.

32. *Age limit :*

There is no minimum age limit for lady candidates but in the case of male candidates they must be 16 years as on 1st June and the age may be relaxed upto six months by the Joint Director of the concerned Division.

The minimum age for admission will be 40 years in respect of Private Candidates.

33. *Period for admission :*

The admissions will commence from 1st June and close on 30th June. Thereafter, the admission should be made with the approval of the Deputy Directors, upto 15th July only. A report regarding total number of candidates admitted upto 15th July shall be sent to the concerned Joint Director of Public Instruction on 16th July of each year.

34. *Fees :*

Fees shall be levied at such rates as may be prescribed from time to time.

35. *Term days and vacations :*

There shall be two terms in the year ; the minimum number of working days shall be 220 days. In the matter of holidays and vacations, educational institutions shall be guided by such orders as may be issued by the Director of Public Instruction from time to time.

36. The Institution shall also follow other directions that may be issued by the Department from time to



time, either in regard to the working of the Institutions generally or in regard to the service conditions of any of its employees.

### 37. *Application for recognition :*

(i) Application for recognition shall be made in Form No. 2 within two months from the date of starting, to the concerned Joint Director of Public Instruction who after due inspection shall submit the records to the Director along with his specific recommendations.

(ii) Recommendations for according recognition shall be submitted to the Director within two months from the date of applications by the Institutions. Such applications shall be disposed off, by the Department within 3 months from the date of receipt of the recommendations.

### 38. *Refusal of recognition :*

(i) In the event of refusal of recognition to an institution, a copy of the order to that effect, indicating the reasons for refusal shall be communicated to the Management.

(ii) An appeal to Government may be preferred to within 30 days from the date of receipt of such communication. The decision of Government shall be final.

### 39. *Withdrawal of Recognition :*

(a) Recognition granted to any institution may at any time be withdrawn by the Director if any of the conditions of recognition are not observed or are violated or if the standard of instruction imparted is in the opinion of the Inspecting Officer found to be not satisfactory or for any other valid reasons, when an institution is mismanaged and the Departmental rules are violated, the Director after due enquiry, may declare the management as unfit to

run the Institution. Thereupon, unless the managing body is reconstituted, and the affairs are set right, the recognition shall not be continued.

Provided that due warning has been given to the Management and reasonable time allowed to rectify the defects pointed out and to carry out the instructions of the Department.

Provided further that an institution which is aggrieved by the decision on withdrawal of recognition may submit an appeal to Government within a period of 30 days from the date of receipt of communication of the withdrawal of recognition. The decision of Government thereon shall be final.

(b) An institution, the recognition of which is withdrawn, shall not be entitled to recognition again unless all the defects have been rectified and the institution commences to fulfil the prescribed conditions of recognition laid down by the Department.

## CHAPTER IV

### GENERAL CONDITIONS OF SERVICE

40. (i) The management of a Training Institution should give a very careful consideration to the question of filling up the post of the Head of the Institution. Persons who are trained and have previous experience should be preferred. The Management should, make the appointment to the post of the Head of the Institution, only on probation for a year in the first instance and communicate full particulars of the candidates so appointed to the Inspecting Officer. No Head of the Institution shall be confirmed without the approval of the Director.

(ii) A Candidate eligible to be appointed as the Head of an Institution must have at least 5 years teaching experience in a training institution recognised by the Department.

(iii) While making the appointment of the Superintendent, the Management should give due consideration to the claims of the senior and qualified persons already working in the institution. Unless the senior members of the staff are unsuitable for the post for valid reasons and or such teachers forego the opportunity on their own volition, their claims should not be overlooked.

41. (i) *Appointments* : All vacancies lasting for more than 3 months shall be advertised and applications called for from eligible candidates and a selection made from the applications received. The advertisement shall be made in reputed news papers. A copy of the advertisement shall be sent to the concerned Joint Director of Public Instruction.

(ii) Applications shall be considered by a selection Committee consisting of two representatives of the Managing Committee, Head of the Institution and one Educationist nominated by the Managing Committee and the selections made shall be subject to the approval of the Department. The Selection Committee shall recommend a panel of names and arrange them in the order of merit in respect of each appointment and the Managing Committee shall make the appointment. If the Managing Committee makes the appointment not in accordance with the order of merit, they shall record the reasons in writing and obtain the approval of the Department, preference shall be given to experienced and well qualified teachers.

A person appointed in a permanent vacancy should be appointed on probation for a year. After the satisfactory completion of the period of probation, he shall be confirmed in the vacancy.

42. In the event of unsatisfactory work or misbehaviour during the period of probation, the services of the probationers may be terminated after giving one month's notice.

43. At the time of initial appointment to a post permanently vacant, the candidate shall execute a bond to serve the institution for a period of not less than two years.

44: The management may fill up vacancies of less than three months duration without advertisement by appointing a duly qualified candidate.

45. All appointments, promotions requiring the previous approval of the Inspecting Officer concerned should be reported to him and his approval obtained before any commitment is entered into by an aided Institution in this behalf. The approval should be recorded in the form of an order in an office order book maintained by the management and numbered serially for each financial year. Leave, normal increments, etc., sanctioned by the management under the powers vested in them should also be entered in this order book maintained by the management in the form of an office order. The claims for pay and allowances of staff should have cross references to the entries made in the office order book.

46. Similarly the contingent and other charges requiring the previous approval of the Inspecting officer concerned should be reported to him and his approval obtained before any commitment is entered into by an aided institution in this behalf.

47. If considered necessary sanctions to charges not relating to emoluments of staff may be entered in a separate office order book.

48. *Vacation Pay :*

Temporary employees may be allowed summer vacation pay subject to the following conditions.

(a) The incumbent should not be one severing in leave and deputation vacancies.

- (b) The incumbent should have been on duty on the last working day before the commencement of vacation as also on the first working day after reopening of Institutions.
- (c) The incumbent should have put in a service of not less than 200 days in that academic year which the vacation forms a part.

49. In the case of termination of services of a temporary employee on or before the last working day, reasons therefor should be furnished to the Inspecting Officer by the management. Any question arising therefrom shall be decided by the Joint Director of Public Instruction.

50. *Leave Rules :*

The leave rules applicable to employees in Aided Educational Institutions would be those contained in Mysore Civil Service Rules as amended from time to time.

51. *Rules of Discipline :*

Rules of conduct and discipline may be issued from time to time by the Management provided these are not repugnant to the general rules of conduct laid down by Government in respect of their employees.

52. The age of superannuation in the case of non-teaching staff shall be 55 years. In the case of Teaching Staff, it shall be 58 years. Any employee may voluntarily retire after completing 30 years of approved service. The Director may permit the re-employment of superannuated teachers upto 60 years of age, in special cases in the same institution. No person beyond the age of sixty years shall be entertained or continued under any circumstances.

(ii) If the date of superannuation of a teacher falls during the academic year after two months from the commencement of the academic year, the teacher may ordinarily be recommended upto the end of the academic year.

53. The services of a temporary employee may be terminated by the management at any time without assigning any reason without giving any prior notice. Such a condition should always be incorporated in the appointment order.

54. Permanent employees who wish to resign should be given three months notice or in lieu thereof, pay to the management three months emoluments. Acceptance of resignation is subject to fulfilment of these conditions.

55. (a) The service of a permanent employee may be terminated on the ground of insubordination, inefficiency, neglect of duty, misconduct, delinquency or for any other cause or causes, which make the employee unsuitable for retention in service. Before such termination is made due enquiry shall be made, by an enquiry committee appointed for the purpose. The Enquiry Committee shall frame charges against the delinquent concerned and serve them on him/her together with a notice to show cause why disciplinary action should not be taken against him/her. The delinquent concerned shall answer the charges framed against him/her and submit his/her explanation to the management within such time as may be permitted by the show cause notice. He/She may also indicate his/her wishes to be heard in person. He shall be bound to appear and answer any question relevant to any of the charges levelled against him/her. In case the employee does not present himself/herself before the Enquiry Committee after due notice, *ex-parte* decision may be given, which shall be binding on the employee.

(b) If as a result of enquiry held under the foregoing rule, the employee is exonerated and reinstated, the entire period of suspension shall be treated as time spent on duty and claims to pay and allowances admitted accordingly.

(c) If the enquiry committee comes to the conclusion that the case does not warrant the termination of services of the employee and directs that the employee may

be reinstated, with some measure of punishment, they shall pass an order accordingly. Such an order shall indicate.

- (i) The nature and extent of punishment which should be imposed on the employee.
- (ii) The quantum of pay and allowances payable for the period of suspension.

(d) All claims arising out of a decision of a duly constituted enquiry committee approved by the Department, shall form part of the authorised cost of maintenance.

(e) It shall be competent for the management to suspend any employee during the course of this enquiry with the previous approval of the Inspecting Officer but the teacher may be given subsistence allowance at the scale of exceeding the scale admissible to employees in Government Institutions during the period of suspension, the cost thereof being treated as part of authorised maintenance.

56. The Enquiry Committee shall consist of three persons, two of whom will be persons nominated by the management and the third, the Head of a Higher Secondary School appointed by the Joint Director of Public Instruction. One of the nominees on behalf of the Management shall be a representative of the employees in the Institution.

57. If after such enquiry, the decision of the Enquiry Committee is to the effect that it is undesirable to continue him/her in service, the services of the employees may be terminated forthwith, without any notice.

58. In all cases of termination of services, after enquiry the findings of the enquiry and the reasons for termination shall be recorded and a copy thereof shall be sent within a week to the Inspecting Officer by Registered Post Acknowledgement Due and also to the permanent address of the Employee.

59. The employee shall be at liberty to submit an appeal to the Inspecting Officer against the orders of termination of his services provided such an appeal is preferred within 30 days from the date of receipt of the communication. The Inspecting Officer shall pass orders on this appeal within 60 days from the date of receipt of such an appeal. If for any special reasons the Enquiry takes a longer time, the Inspecting Officer should submit a report to the Director giving reasons for the delay and obtain an extension of time for the disposal of the appeal. However, in no case should the period exceed 6 months. A second appeal shall lie to the Director within 30 days from the date of receipt of the decision of the Inspecting Officer. The decision of the Director on appeal will be final. This decision will be binding both on the management and the employee.

60. The Department may at any time call upon the management to hold an enquiry against any employee and take action as indicated in the previous paragraphs. The employee concerned will be given an opportunity to defend himself/herself in the manner noted in the previous paragraphs. Notwithstanding anything stated above, the Department shall have full powers to call for the records, if necessary and pass such orders as deemed fit and the management and the employee concerned shall be bound by such an order.

61. *Private tuition :*

(a) Heads of Educational Institutions should not undertake any private tuition. They may however, undertake part-time educational work with the permission of the management.

(b) Every employee shall obtain the previous permission of the Head of the Institution before he/she undertakes any private tuition. He/She should submit to the Head of the Institution a statement showing the names of the pupils to whom he/she has been giving tuition, the period for which he/she is giving tuition each day, the



standard in which they are studying and the amount of remuneration received. The number of tuitions undertaken by a teacher should not exceed five in all and the hours of tuition should not exceed two per day.

(c) No tutor shall be allowed to conduct classes directly or indirectly or work in any coaching classes on a remunerative basis to prepare pupils for the internal or external examinations conducted by the Department. When the number of pupils taking Private tuition from a teacher exceeds five, it shall be deemed to be a coaching class.

(d) The Head of the Institution concerned should maintain a register of Private Tuitions given by each teacher in the Institution showing the particulars of pupils and the remuneration for each tuition in respect of each teacher. This register should be signed by the teacher concerned. He shall furnish this information to the Inspecting authority at the time of Inspection whenever required.

(e) Any infringement of the rules under this para either on the part of the employee or the Head of the Institution will result in disciplinary action against them.

(f) *Private work.*—No employee shall undertake any trade of business without obtaining the previous permission of the management and the Department.

#### 62. *Extra curricular activities :*

The employees may also be required to participate in any extra-curricular activities of the institution including Social Education, whenever they are so called upon to participate in such activities.

#### 63. *Items of work and attendance :*

All full-time employees should be present in the premises of the institution during the working hours except

during the daily recess. Part-time employees shall attend to their duties in the premises of the Institution during the periods allotted to them in the time-table. There should be a fair and equitable distribution of work among all the teachers as far as possible.

The Head of the institution must take teaching work which should not be less than 50 per cent of the normal teaching work done by a teacher.

64. *Submission of representations :*

All representations submitted by the employees of the institution either to the Management or to the Department shall pass through the Head of the Institution. If no reply is received within a period of two months he/she may address the management or authorities of Department concerned direct.

65. *Staff not to engage in political activities :*

(a) The staff of a recognised institution whether admitted to aid or not shall not engage themselves in political activities of any kind directed against the authority or Government or in any agitation or movement which is or may be accompanied by or result in illfeeling between different sections of the community or give expression in any way to opinion which may tend to excite feelings of political or communal disloyalty or disaffection against Government.

(b) If any employee of an Aided Institution, who is elected as a member of the State Legislative Assembly, State Legislative Council, Lok Sabha, Rajya Sabha, Taluk Board, Municipal Council or Corporation or any other statutory body, an intimation thereof shall be sent by the employee to the Management and to the Director within a month of his/her election. Such employees should resign and the management may take them back at the end of the term of membership.

66. *Transfer of employees from one Educational Institution to another Educational Institution.*

When an employee already in service in one recognised educational institution is transferred to another recognised Educational Institution under the same management his previous service shall count.

67. When an employee already in service in one recognised Educational Institution is transferred to another recognised Educational Institution under different management in the State, the pay that he was drawing in the previous institution may be protected and also be taken into consideration for calculation of grants, provided previous permission of the Director has been obtained for such transfer. As regards seniority such employees have to take their rank below the similar employees working in the latter Institution.

## CHAPTER V

### *General conditions of Aid for Teachers' Training Institutions*

68. Subject to the general conditions of aid, recognised Training Institutions are eligible for grant-in-aid from the Department. The following are the different types of grants payable to the Institution.

- (a) Maintenance grant.
- (b) Building grant.
- (c) Equipment grant.

*Note* :—Financial assistance, if any, received by the Institution from any Department of Government shall be deemed as part of the income of the institution and grants payable regulated accordingly.

69. No educational Institution shall be eligible for grant-in-aid, if its income from all sources more than the expenditure during any year.

70. Grants may be paid subject to availability of funds and on principles of strict religious neutrality, due consideration being given to the requirements of each institution. No institution will be eligible for grant-in-aid during the first two years of its starting.

71. The Management shall credit to an account all income from fees, grants, donations, interest on endowments and all other receipts of the institution. No amount so collected shall be utilised before crediting it to the Bank or Treasury account.

72. The management shall not incur any additional expenditure even on approved items, without previous permission of the Department.

73. The management shall furnish a true summary of the transactions entered in the register, once in a quarter to the Joint Director of Public Instruction concerned in Form No. 3 not later than the 10th of the month following the end of each quarter.

74. The Joint Director of Public Instruction will scrutinise these accounts and intimate the results to the management within one month from the date of receipt of the account. Disallowances or defects noticed as a result of scrutiny should be immediately attended to by the Management. When memos of disallowances are challenged by the management, in the form of appeal, the Director shall decide the issue and pass orders and communicate the same to the management within a month from the date of receipt of such appeal. The decision of the Director shall be final.

75. (i) The auditors are required, among other things, to look into the points specifically mentioned in the audit report and also any other point or points intimated by the Director, the Joint Director of Public Instruction or any officer authorised by the Joint Director of Public Instruction and furnish remarks regarding the results of their scrutiny. The audit report shall be in Form Nos. 3 and 4.

(ii) The audit report on the final accounts of a year shall be sent to the Joint Director of Public Instruction not later than 30th June of the following year. The audit report shall be scrutinised by the Joint Director of Public Instruction with reference to the accounts of actual expenditure already rendered by the Institution and the Discrepancies pointed out in the audit report. The grant due on the basis of final accounts of the year will be sanctioned provided the position of the accounts is satisfactory and the school conforms to the conditions of recognition and aid.

76. The application for grant-in-aid shall be made to the sanctioning authority through the Inspecting Officer in Form No. 5 before 1st August of the following year duly supported by the audited financial statement in the prescribed Forms, No. 3 and 4. Applications not supported by the audited financial statements or those sent after the prescribed date are liable to be rejected.

77. The institutions once taken on the list of Aided Institutions will continue to get grant-in-aid from year to year so long as they continue to fulfil the conditions of recognition and grant-in-aid and observe other rules and instructions issued by the Department from time to time.

78. The payment of grant is however subject to the following conditions :

(i) That the institution has at least a minimum strength of 40 per section on the roll and 35 in average attendance.

(ii) that the institution has worked for not less than 220 days during the year ;

(iii) that the scales of pay and allowances prescribed by the Department are adopted for the staff of the institution.

(iv) that the qualifications of members of the staff are the same as those prescribed for similar category of staff in Government institutions.

(v) and the staff pattern prescribed has been adopted.

79. The maintenance grant for a year shall be calculated on the basis of the "authorised cost of Maintenance" for the previous year as per the annual accounts certified by the approved auditor and accepted by the Department. Sanction of grant-in-aid will be accorded by 1st October of the following year.

*Rule 80.*—Quantum of grant admissible—the quantum of grant for maintenance of the teachers' Training Institute shall consist of salary grant. The salary grant shall be one hundred per cent on the teachers salaries including D.A., and other allowances at the scales not exceeding those sanctioned by Government. Government may arrange for payment of the salaries direct to the teachers every month as per rules to be specifically prescribed for the purpose, treating such pay as advance maintenance grant, subject to adjustment of excess payment if any, from the stability fund.

*Note.*—The term and other allowances' include leave salaries substitutes salaries and any other allowances, sanctioned by competent authority as per orders issued by Government from time to time.

*Rule 81.*—Grants once sanctioned may be modified under orders of Government.

*Rule 82.*—The salary grant shall be released every month based on the annual grant fixed for the previous year or the net estimated expenditure for the current year provided the institution continues to function without any reduction in the number of courses or the number of sections.

83. The following certificates shall be furnished to the order sanctioning the final grants for each year issued by the Joint Director of Public Instruction :

(i) Certified that the conditions attached to the grant paid during the previous year have been fulfilled.

(ii) Certified that the expenditure incurred in respect of (i) appointments made, (ii) employment of leave and deputations substitutes.

(iii) leave allowances admissible under the rules, purchases and other changes requiring previous approval of the Inspecting Officer have been covered by sanction of the Inspecting Officer *vide* Memo No. .... dated ..... detailed below and the grant-in-aid regulated accordingly.

(iv) certified that the grant of Rs. .... given for the previous year ..... has been fully utilised by the grantee for the purpose for which the grant was intended.

The above certificates shall be signed by the (1) The Head of the Institution, (2) Correspondent and (3) Auditor.

84. The Director will arrange to get the accounts of the aided institutions inspected locally by the accounts staff of the Department atleast once in two years. During such inspection, a selected months transaction should be subjected to minute test audit and the defects omissions, etc., should be pointed out to the management for clarification and rectification.

#### 85. *Reduction in grants.*

(i) Grants may be reduced by the Director after due warning to the management, if it is found that the provisions of the rules laid down in this Code are not followed and the standard has deteriorated.

(ii) In case of gross mismanagement or breach of instructions or orders issued by the Department or infringement of the provisions of the rules in this Code, which in the opinion of the Department, is of a serious nature, the grant may be reduced or withdrawn by the Director, without any previous warning.

86. *Building grants.*

The following provisions regulated the sanction of the grants for the purchase of or construction or extension of buildings.

(a) Grants for the purchase of buildings for the use of the educational institutions may be considered by the Department.

(b) Grants for the construction of a new building for the use of the institution or to improve, extend or alter an existing building of the institution may also be considered by the Department.

(c) No grants will be admissible in respect of construction of buildings, extensions or alterations unless the plan and estimates are got approved by the competent authorities of the Public Works Department and the Director is convinced of the necessity for undertaking the works.

(d) The quantum of building grant payable either for extension and improvement will be 50 per cent of the purchase consideration or estimated expenditure, subject to a maximum of Rs. 40,000.

(e) The management should own a site for the construction of the building before a grant is applied for the construction of a building.

(f) In case of purchase of a building, the Director shall be consulted before the purchase is effected, who shall ensure that the building is suitable for the institution and the title of the seller is good and free from dispute.

*Notes.*—(1) If building grants cannot be given for want of funds, loans may be given for the same purpose subject to availability of funds, rules governing such loans are given in Chapter VI.



- (2) Ordinarily the buildings of the institution which are constructed from out of Government grants should not be rented out for non-Educational purposes. In case where a building has to be rented out to private parties for non-political and educational purposes, previous permission of the Joint Director concerned should be obtained and the rent so collected should be remitted to the Treasury for credit to Government under XXII Education.
- (3) Where private benefaction has been received for the purchase or construction of buildings the management may reckon it as part of its share of cost. Should the, benefaction be in excess of the managements share of cost, such excess shall go to reduce the Government share of cost.

87. Application for building grant shall be made in Form No. 6.

88. (i) In the application, the management shall furnish information regarding its ability to bear its share of expenditure and whether the Government grant applied for will be sufficient, for the construction of the building and completing it within the prescribed time. The application should be supported by approved plans, estimates and specifications and indicate the manner of calling for and acceptance of tenders in the case of buildings to be constructed or extended or altered.

(ii) The application for building grant shall be addressed to the Director and sent to him or before 30th April of each year.

*Note* : Ordinarily the lowest tender shall be accepted. If the lowest tender cannot, for valid reasons be accepted in any case, the next higher tender

may be accepted in consultation with the Executive Engineer or other higher authorities of Public Works Department having jurisdiction over the area.

89. Before the grant is sanctioned, the Department must be satisfied with regard to :

(a) The means relied upon as available, a declaration to that effect being appended to the application.

(b) The building being solely devoted to secular educational purposes.

(c) The clear title of the management to the site on which the building is to be put up.

(d) The building being constructed within the stipulated period.

90. In the case of grants for construction, improvement or extension of buildings, every reasonable opportunity shall be afforded by the management, to the officers of the Public Works Department during progress of work to inspect and examine the materials used, to take measurements and to verify whether the building is being constructed according to the approved plans and specifications.

The grant may be paid in not more than 4 instalments according to the progress of work. The amount of each instalment payable shall not exceed 50 per cent of the value of the work actually done as certified by the Public Works Department authorities less the amount of grant for paid already.

91. The last instalment shall be payable only on production of a completion certificate from the Public Works Department authorities. The bill should contain a certificate to the effect that the building has been completed in accordance with the approved plans and specifications

and to the effect that the claims of the contractor have been settled in full and final settlement. The final bill evidencing such settlement shall also be furnished in support of the claims for final instalment of grant.

92. The order sanctioning the grant shall specify the date by which the building should be completed. The period should not normally exceed 2 years. The Director may, in special cases, extend the period for not more than one year.

93. If the building is not completed within the specified period the Department may call upon the management to explain the delay in construction and in the event of sufficient reasons not being given, the Director may require the management to refund within a reasonable time, such portion of the grant as may have been drawn and if the management fails to do so, summarily enter upon and take possession of the incomplete structure with the site on which it stands and all the buildings and materials lying thereon and take such steps and do such acts as the Department may deem necessary for the recovery of the grants paid.

94. When works are executed on piece work system or by engaging labour on daily wages, the management shall be responsible to see that the work is got supervised by qualified Engineers. For the purpose of drawing the grant, the progress of work and its value should be certified by officers of Public Works Department. The rates claimed in the bill should not exceed the current rates in force in the Public Works Department.

95. Only grant for extension or improvement for such existing buildings would be admissible and not for the purchase or construction.

96. When the grant applied for is for purchasing a building, the Director should satisfy himself as to the :

(a) right and title of the seller and whether the property can be made over to the management immediately on payment and

(b) whether the building is suitable for the institution in regard to sanitation, water supply ventilation, lighting, adequacy of accommodation, size of rooms, playground etc.

97. Before rent is paid, the management shall execute a bond in Form No. 7 binding itself to abide by the conditions governing the payment of grant. Where the grant exceeds Rs. 10,000 the management shall execute in lieu of the above bond, a deed of Mortgage of the property in favour of Government in Form No. 8.

98. The management of an institution shall be bound to refund the whole or a portion of the building grant drawn by it, if the building for construction, extension or improvement of which a grant has been drawn ceases to be used for the purposes for which the grant was drawn, within a period of 40 years from the date of final payment of grant, the amount refundable bearing the same ratio to the grant drawn, as the period still required to complete 40 years of use of the building bearing to 40 years.

99. The application should explain clearly the need for the building with reference to the number of pupils and the various courses which have been introduced.

100. Permanent recognition cannot be granted unless all the conditions of recognition are fulfilled, one of the conditions for permanent recognition being to own a building.

101. The sanctioning authority should furnish in the sanction order the following certificate.

“Certified that the conditions of sanction of grant have been fulfilled and the management has executed a non-alienation deed of property in the form prescribed by Government”.

102. The sanction of grant shall be communicated to the management on or before the thirtieth of November.

The order sanctioning the grant shall specify the date by which the building shall be completed.

103. The countersigning officer while releasing the first and subsequent instalments of the grant should furnish the following certificate.

“Certified that the management has spent an amount not less than quarter/half/three-fourth of the estimated cost of the building till now which is not less than the grants so far released by the Department on this account”.

104. At the time of payment of final instalment of grant, the following certificate shall be furnished by the countersigning officer :

“Certified that the management has spent the full amount of Government grant drawn so far as also the management's share which is not less than the Government grant in full and the building is completed”.

105. *Equipment grant.*

Subject to the availability of funds grants will be given to educational institutions for the purchase of equipment, furniture, permanent fittings and teaching aids including craft.

106. The management shall get the list of equipment required duly approved by the Inspecting Officer.

107. An application in Form No 9 for equipment grant should reach the Deputy Director on or before 31st July.

108. The application shall explain the need for the equipment and shall be accompanied by details about the number, description and price of each article along with the details of the articles already existing in the institution.

109. The purchase made shall be checked by the Inspecting Officer at the time of Inspection. Furniture and other equipment shall not be rented out or permitted to be used by any other private party or person.

110. The equipment grant admissible shall not exceed 50 per cent of the approved expenditure incurred on the items of equipment purchased. The amount of grant is further subject to a maximum of Rs. 5,000 during the first year and Rs. 1,000 during each subsequent year.

111. (i) No grant for the purchase of books furniture or appliances shall be paid unless the previous approval of the Department is obtained and the articles have been actually purchased.

(ii) Grants sanctioned, if any, shall lapse, if the amount of grant is not drawn from the Treasury before the end of the financial year in which it was sanctioned.

112. The expenditure to be taken for purchase of calculation of equipment grant will be arrived at after deducting the amounts on the following items :

- (a) Recoveries towards cost of books lost.
- (b) Recoveries towards breakages of Laboratory articles.

113. Where a management receive private benefaction, it shall be entitled to take full credit for the same for approving at its share of the cost of equipment. If such benefaction is in excess of the Management's share of cost, the excess shall go to reduce the Government share of cost.

114. The application for equipment grant shall be made in the prescribed form so as to reach the Joint Director not later than 1st July of each year. The Joint Director shall send up the recommendation to the Director within one month thereafter.

115. For purchase of articles of furniture, the institution should obtain competitive quotations from reputed firms. In respect of heavy purchase of each group of articles costing more than Rs. 500 tenders shall be called for. In respect of articles for which there are Stores Purchase Department rate contracts, rates higher than those rates will not be admitted for the purpose of grant and the grant are assessable on these accepted rates.

116. If a school which has received aid for purchase of equipment under the above rules is closed or the grant is diverted for purposes other than that for which the grant is paid, the Director is competent to take over the articles for which grants are paid or direct that the articles should be sold in auction or take any other steps for the recovery of the amount of grants. The sale proceeds shall be credited to Government.

## CHAPTER VI

### *Loans.*

117. Loans for construction or purchase of buildings for the institution may be given to Aided Management on the following conditions :

(a) The management shall own a suitable site and produce satisfactory evidence of title to it free of encumbrances.

(b) The maximum period for the repayment of the loan shall be twenty years and shall carry interest at the rates fixed by Government at the time of sanction of loan.

(c) The department should be satisfied about the ability of the management for the repayment of the loan according to conditions of the loan.

(d) The management shall mortgage the site, the buildings, and if considered necessary by the Department,

its other assets also as security for payment of the loan and execute the necessary mortgage bond.

(e) The conditions regarding the plans and estimates shall be the same as for the construction of the buildings for which grant is sanctioned.

(f) The loan shall be paid in four quarterly instalments on the production of bills relating to complete works certified by the Public Works Department. The first instalment shall be paid in advance after an agreement bond is executed, adjustments being made if necessary in the succeeding quarterly payment.

(g) The Government grant for the construction/or purchase of buildings and the loans to be sanctioned for the same purpose should not together exceed fifty per cent of the cost of the building.

(h) The loan granted under these rules together with the interest accrued thereon shall be repaid in quarterly/half yearly instalments in not more than 20 years.

(i) Repayments towards principal and interest shall fall due as per the provisions contained in the Mysore Financial Code.

(j) In case of delay in the repayment of the amount of loan together with interest, the amounts so due will be adjusted against the amount of grant due to the institution, without prejudice to other remedies open to Government.

(k) Penal rates of interest shall be levied in case of delay or default in accordance with the provisions of Mysore Financial Code.

(l) The Government grant for construction of the building and the loans to be sanctioned should not together exceed 50 per cent of the cost of the building.



APPENDIX I

[Rule 6 (J)]

1. Salaries, Dearness Allowance, Part-time and other allowances at the rates and scales actually allowed limited however to the scales and rates obtaining in corresponding educational institutions run by Government in respect of approved employees coming under the following categories.—

- (a) Teaching Staff.
- (b) Clerical Staff
- (c) Class—IV Employee.

2. Leave allowance actually paid subject to the conditions that the grant of leave is regulated strictly in accordance with the prescribed rule in Mysore Civil Service Rules.

3. Extra cost on account of substitutes provided prior approval has been obtained.

4. Subsistence allowance paid to employees who have been placed under suspension strictly in accordance with the disciplinary rules applicable to employees.

5. Pay and allowances ordered to be paid for the period of suspension in the case of reinstated employees provided that the disciplinary proceedings are strictly regulated in accordance with the disciplinary rules.

6. *Rents of School buildings.*—(a) Subject to the conditions and limits as per the provisions of the grant-in-aid Code.

OR

(b) In respect of buildings constructed or purchased by the Management Central or its own funds (other than grants from Government State, or from the Local authority or from earmarked Donations).

(i) Actual maintenance cost of the building.

(ii) Municipal and other taxes paid in accordance with the Local laws as in force from time to time.

- (iii) Actual cost of major repairs subject to the maximum of 3 per cent of the capital cost of the school building as certified by the Public Works Department.

*Note.*—The grant permissible under items 7(a) and 7(b) are alternative and not cumulative. The quantum of grant payable under item 7(b) shall always be limited to what would have been payable under item 7(a) if the buildings were hired buildings.

7. *Contingencies.*—The following are the approval items of contingent expenditure which will be admitted without prior approval (Separate list enclosed) upto Rs. 3,000 per annum.

8. Cost of raw materials for craft and vocational subjects provided that the expenditure is incurred with the previous approval of the inspecting officer.

9. Expenditure on account of repairs to furniture actually incurred but limited to 5 per cent of the original cost of furniture.

10. Expenditure relating to youth tours and hikes provided such tours and programmes are previously approved by the Joint Directors.

11. Audit fees at approval rates as follows :—

- |   |              |
|---|--------------|
| (a) For the audit of the accounts of one year's accounts of a school having a strength above 200        | .. Rs. 50—00 |
| (b) For the audit of the accounts of one year's accounts of a school having a strength of 200 and below | .. Rs. 30—00 |

*Note.*—The fees are payable only after the relevant audit report is accepted by the countersigning Officer.

(ii) The auditors shall be those that are approved by the Director for the purpose.

12. Actual Travelling allowances of the members of the staff of the school in connection with the work of the school for the Department, in accordance with the specific rules as approved by

the Department, limited to the amount admissible as per Mysore Civil Services Rules subjects to a maximum of Rs. 50 per year per school.

13. Managements' contribution for approved staff, Provident Fund Schemes or other approved retirement benefits.

14. Pay and allowances and T.A. of employees who are required under orders of competent authority, to attend Departmental enquiries conducted by the Department or the Vigilance Commissioner or other agency constituted for the purpose by Government. Provided that the claims are duly supported by attendance certificates issued by the enquiry officer.

15. Institutional Membership fees of Recognised professional organisation.

16. T.A. and D.A. for attending professional conferences with the approval of the Department.

Items of contingent articles admitted for purposes of calculation of grant without prior approval in each case

1. Chalk pieces
2. White paper
3. Buff paper
4. Pen holder
5. Nibs
6. Lead Pencil
7. Red and Blue Pencils
8. Pins
9. Thabalak Thread
10. Blotting paper
11. Tags
12. Flat files
13. Ink or Ink powder
14. Needles
15. Thread reels
16. Candles
17. Match Box
18. Sealing Wax

19. Duster Cloth
  20. Typewriter ribbon
  21. Stamp Pad
  22. Carbon paper.
  23. Erasures
  24. Stencil Sheets for Office use
  25. Stencil Ink Tubes
  26. Envelopes
  27. Gum Clips
  28. Pad Ink
  29. Exercise books and Note books
  30. Rubber Stamps
  31. Broom Stick
  32. Waste paper baskets
  33. Electric bulbs
  34. Printing of letter-heads, Circular rules and regulations
  35. Conveyance Charges
  36. Railway freight charges
  37. Repairs to Cycle
  38. Repairs to clocks
  39. Postage
  40. Light and water charges
  41. Purchase of forms and registers.
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## APPENDIX II

(Vide Rule 21 (ii))

Statement showing the staff pattern of a Teachers' Training Institution with an intake capacity maximum of 100 candidates.

1. Superintendent	..	(One)	}
2. Graduate Teachers (One of them D.P.E.D.)	..	(Three)	
3. Craft Teachers	..	(Two)	
4. Part-time teachers to teach Kannada, Hindi, Drawing, Music and Physical Education, Tamil, Telugu, Urdu, Marathi	..	(Five)	
5. Second Division Clerk	..	(One)	
6. Class IV	..	(One)	

For every additional section sanctioned subject to the provisions of Clause (d) of Rule 10 one additional graduate teacher will be admitted where the work load warrants the appointment of a full-time teacher in place of part-time teacher normally admissible as per the above pattern, specific approval of the Director or should be obtained before the full-time appointment is actually made.

*Note.*— (i) In the case of practising schools attached to Training Institutions, grants payable will be as applicable to Primary Schools.

(ii) A part-time Languagee teacher will have to be approved for each language with a minimum strength of ten.

(iii) The Superintendent and Graduate Teachers may be given 20 per cent allowance per month.

\* Scales of pay as prescribed for corresponding posts in Government Service.

## APPENDIX III

(Vide Rule 16)

List of Account Books, Registers and the period for which they are to be maintained.

1. Cash book and abstract cash ledger (Permanent).
2. Register of fund and other deduction (Permanent).
3. Acquittance Roll (Permanent).
4. Register of contingent charges and Postage Stamps (5 years).
5. Stock and Issue Register of Stationery Articles (3 years).
6. Register of permanent stock (Permanent).
7. Register of Audit objections (Till objections are finally cleared).
8. Treasury bill book (5 years).
9. Attendance register of staff and Class IV servants (Permanent).
10. Register of valuables and valuable documents (Permanent).
11. Admission Register (Permanent).
12. Register of fees collected (5 years).
13. Stock Register of printed receipt books (5 years).
14. Register of refund of fees (3 years).
15. Register of Miscellaneous receipts like donations, Laboratory fees, Union fees, etc. (10 years).
16. Register of collections towards examination fees, Printing answer books (3 years).
17. Account Register of Sports and Reading Room Funds (Permanent).
18. Stock account of sports articles (5 years).
19. Issue register of sports articles (3 years).
20. Register of magazines and papers subscribed for (3 years).
21. Library Accession register (Permanent).
22. Library issue register (5 years).
23. Order books of appointments, grant of leave etc. of staff (Permanent).
24. Register of Breakages (5 years).
25. Register of increments sanctioned (Permanent).
26. Register of service books (Permanent).
27. Register of special charges (Permanent).

## FORM No. 1

[Vide Rule 7(1)]

Form of application for starting a Teachers' Educational Institution under Private management in Mysore State.

1. Name of the Organisation, Society or Association proposing to start the institution.
2. Date of its Registration.
3. Name of the proposed institution.
4. Management and its constitution.
5. If other institutions are already started by it, Names of such institutions should be furnished.
6. Name and address of the Secretary or Correspondent.
7. Educational needs of the locality.
8. Name/Names of the Institution already existing in the locality.
9. Whether the starting of the institution will not create unhealthy competition with any existing recognised institution. What is the distance from the nearest institution in the locality.
10. Courses of instruction to be provided.
11. Classes proposed to be started :—
  - (a) Number of pupils expected to be admitted to the institution.
12. Financial position of the Association, etc.,
  - (a) Permanent funds.
  - (b) Other sources of income.
  - (c) Stability fund of Rs. 5,000 how deposited
13. Is the Association, etc., prepared to run the Institution without any financial aid from the Government.

## 14. Accommodation and sanitation.

- (a) Total area of the building in which the proposed institution is to be located.
- (b) Play ground.
- (c) Number of class rooms—Superficial area and cubical contents of each room with the maximum number of pupils likely to be accommodated in each room. Facilities available regarding sanitation, lighting and water supply.

## 15. Furniture, Apparatus and appliances (information separately for each class).

## 16. Remarks.

*Declaration*

(a) I, on behalf of the management of the institution hereby declare that the institution fulfils all the conditions specified in the Grant-in-aid Code for the Teachers' Training Institution and I promise to comply with all the conditions, laid down in the Grant-in-aid Code regarding starting of institution.

(b) I declare that all the facts stated in the above statement are true to the best my knowledge.

(c) I, on behalf of the management, hereby declare that not more than one member of any family is a member of the management of the institution.

Place :

Date :

*Signature of the  
Correspondent/Secretary.*

(Seal.)



## FORM No. 2

[Vide Rule 37 (i)]

Form of application for Recognition of Teachers Education  
Institutions

1. Name of the Institution.
2. Date of Establishment.
3. Name of the Organisation, Society or Association.
4. Management and its constitution.
5. Name and address of the Secretary or Correspondent.
6. Is the Association or management running any other institution or institutions recognised by the Department.
7. Financial position of the management.
  - (a) Permanent funds.
  - (b) Other sources of income.
  - (c) Whether stability fund of Rs. 10,000 has been deposited if so, give details.
8. Whether the management is prepared to run the Institution without any financial aid from the Department or not may be stated.
9. Is any subject or activity which is not included in the curriculum prescribed ; if so, give details and the number of periods utilised for its institution.
10. Class or Classes to be recognised.

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Nomenclature	No. of pupils on the date of application in each class or Section.	Average attendance during the month immediately Preceding the month in which application is made.
I Year		
II Year		

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## 11. Schedule of Establishment :

(i) Names of Teacher or Teachers.

(ii) Designation.

(iii) Scale of pay :

Present Pay	D. A.	H. R. A.	Any other allowance	Total
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(details to be given for each member of staff separately)

(iv) Age

(details to be given for each member of staff separately)

(v) Class and the subjects taught.

(by each member of the teaching staff)

(vi) Total service :

(a) in this institution, and

(b) in other recognised Institutions with full details of such institutions.

(vii) General and special Educational qualification (of each one of the staff member) .

(viii) Professional Training obtained and year of passing the Training (of each one of the members of the teaching staff) .

(ix) Any special attitudes or hobbies of the teacher (of each one of the members of the teaching staff) .

## 12. Accommodation, sanitation, lighting, water supply and play ground.

(a) Total area of the Institution building.

(b) Total area of the Play ground.

(c) Number of class rooms and the superficial area and cubical contents of each room with the maximum number of pupils likely to be taught in each room.

(d) Facilities available regarding, sanitation, latrine and water supply.

## 13. Furniture, equipment, apparatus and appliances available for institutions (information separately for each class) .

(a) Ordinary.

(Special) .

14. If a Library is provided, what is the number of books kept. Whether a catalogue and a register of books have been maintained.
15. Rates of fees levied in each class.
16. Whether the prescribed registers are maintained in the prescribed form.
17. Remarks.

### *Declaration*

1. I, ..... on behalf of the management of the institution, declare that the institution fulfils all the conditions specified in the Grant-in-aid Code and I promise to comply with all the conditions relating to grant of recognition of the institution which are prescribed by the Department or which may be prescribed by the Department from time to time.

2. I, ..... on behalf of the management, agree to the condition that the institution once recognised shall not be closed down abruptly at any time during the course of the academic year and without giving previous notice of one year and obtaining previous sanction of the Department in the matter.

3. I, ..... on behalf of the management, agree to the condition that no staff member who has completed one year of probationary service shall be removed from service without due enquiry and permission of the Department.

4. I, ..... on behalf of the management, agree to the condition that all fees, contributions or donations collected by the Association and Management and the Institution shall be duly accounted for and audited accounts thereof shall be submitted to the Department annually within the prescribed dates.

*Signature of the Correspondent  
or Secretary (Seal).*

## Financial Statement for the

*As reported in the monthly**Receipts—*

- I. Government Grants—
  - (a) Maintenance grant.
  - (b) Arrear grant due for last years.
  - (c) Equipment grant.
  - (d) Building grant.
  - (e) Grant on other items, if any.
  
- II. Subscription to Provident funds etc. recovered—
  - (a) Admission and Re-admission fees.
  - (b) Fines.
  - (c) Sports and Reading Room fees.
  - (d) Other fees to be specified.
  
- III. Subscriptions—
  - (a) General.
  - (b) Donations.
  - (c) Receipts from recognised Associations or Mission and other public bodies.
  
- IV. Receipts from Endowments—
  - (a) Interest.
  - (b) Net realisations from immoveable properties, if any.
  
- V. Miscellaneous receipts—
  
- VI. Contribution of the management to meet the deficit of expenditure—

Total Receipts ..

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(Vide Rule 73)

year ending 31st March

cash accountant for March

---

**Expenditure—**

**I. Authorised Cost of Maintenance—**

- (1) Pay and Allowances.
- (2) D.A./H.R.A.,
- (3) Contingencies (General).
- (4) Raw materials for Craft and Vocational subjects.
- (5) Repairs to buildings (Minor).
- (6) Refund of fees.
- (7) Other authorised items.

Total I . . .

**II. Capital expenditure on buildings/Play grounds.**

**III. Scholarships—**

- (a) Government.
- (b) Endowment.
- (c) Others, if any.

**IV. Expenditure from Sports and Reading Room funds—**

**V. Equipments—**

- (a) Furniture.
- (b) Books.
- (c) Laboratory equipment.
- (d) Others, if any.

**VI. Contribution by the Management towards Provident Fund of the employees.—**

---

---

**VII. Opening Balance—**

(a) Cash.

(b) Bank.

Grand Total ..

---

I, hereby certify that I had audited the accounts of the .....  
 ..... and ending on ..... and  
 stated and that all items of expenditure are supported by proper

Place .....

Dated .....

(Concl.)

---

**VII. Other items of expenditure (to be specified)—**

Total Expenditure of the year closing Balance ..

Grand Total ..

---

..... institution for the year commencing from .....  
 the receipts and payments shown in the above statement are correctly  
 vouchers.

*Signature and address of the  
 Approved Auditor.* ..

(Reference to Sl. No. assigned to the approved  
 answer should be given).

## FORM No. 4—(Vide Rule 18 and 76).

*Question to be answered by the auditor***General—**

1. Have all the prescribed Registers relating to each transactions been maintained and are they free from over writings, erasures, or unauthorised inter-polations ?

2. Explain the cause of all differences between the annual figures reported in the monthly cash accounts of the Institution for March and the figures arrived at by you in audit with explanation of the management for the discrepancies.

(A separate statement may be used for the purpose)

**Cash Books—**

3. What was the actual Cash balance of the School on the first day of your audit ?

On hand	Rs.
In Bank	Rs.

Did the above cash balance agree with the book balance on that day ? If not, please state how the discrepancy was explained.

4. Are daily totals worked out in the Several receipt and payment registers correctly and have they been taken to the Cash book correctly from day to day ?

5. Do the closing balance worked out in the Subsidiary registers agree with the corresponding balances in the abstract Cash Ledger ? If not, state reasons in brief.

6. Is an abstract of Cash Transactions put up at the end of each month and on the cash balance verification certificates recorded and do the former figures agree with these taken to the monthly cash account furnished to the Department ?

7. Are there any items of transactions of receipts directly or indirectly connected with the school not brought on to the Cash Book. If so, furnish a statement of such cases with the explanation of the management.



8. Are Printed receipt books used invariably for issuing receipt for money received on whatever account. Are there any cases of money received without drawing receipts.

*Fee Collection Registers—*

9. Are the Registers prescribed by the Department maintained ?

10. Have the demands been noted properly on term basis in respect of all students ?

11. Are full collections made against demands. Please get a list of part collections and enclose to this report.

12. Are concessions granted to students noted in these registers correctly in respect of each pupil and are all such cases covered by proper authority.

13. Did you check the receipts entered in this register individually from the counterfoils of the Receipt Books ? State irregularities noticed if any.

14. Has the daily account of collection been noted in the 'Acknowledgement Column' under proper attestation ?

15. Have the daily total of collections of several registers taken to the Fee Abstract Register correctly at the end of each day and has an abstract of collections been put up in that register at the end of each month ?

16. Are amounts of uncollected fee at the end of each term noted in the Admission Register against the names of the pupils concerned so as to facilitate their collection at the time of issue of Transfer Certificates ?

17. Is Class-wise or Section-wise abstract put up at the end of each month in the Fee Abstract Register ? Do the monthly totals for each Class or Section worked out in that register tally with the monthly collections worked out in the respective class fee registers ?

*Other Receipts—*

18. Were other items of receipts verified with the relevant counterfoils of Receipt Books ?

*Acquittance Roll—*

19. Is there a proper acknowledgement for every payment shown in this register and are daily totals of such payments taken to the Cash Book correctly ?

*Contingent Register—*

20. Are all items of expenditure charged in this Register supported by proper vouchers and are totals of this Register taken to the Cash Book correctly from day-to-day ?

21. Have all articles of permanent nature purchased been taken to the stock register then and there under the attestation of the Superintendent ?

*Scholarship Disbursement—*

22. Has the amount drawn in favour of each pupil been disbursed to the pupil concerned and proper acknowledgement obtained ? Is there evidence of such amounts having been disbursed to the pupils by the Superintendent with the association of a teacher.

*Refunds—*

23. Have you checked the Register of Refunds in detail so as to ensure that refunds made were actually due to the pupils with reference to the collection in the Fee Register ?

Have all such references been noted against the Original entries of collection under proper attestation so as guard against a second payment ?

24. Are all refunds covered by valid acknowledgements ? Is there evidence to refunds having been disbursed by the Superintendent to the pupils with the association of a teacher ?

*Compensation for loss of fee income—*

25. Were all the students in whose favour the loss is claimed on the roll of the institution ? Have cross references been furnished in the fee collection register for having drawn the loss ?

26. Has any compensation been drawn in favour of pupils who were granted fee concessions ? If so, quote all such cases with explanation of the Management ?

27. Has any compensation been claimed correctly in favour of scholarship holders who were defaulters ?

*Sports and Reading Room Funds—*

28. Has a budget been prepared according to rules and got approved by the Committee appointed for the purpose and is the expenditure under various items within the budget allotment ?

29. Note cases of deviations from the Budget not covered by competent sanction. Have the funds been diverted for any other purpose ? Enumerate the cases in a separate statement with explanation or the management.

30. Has the amount of Sports and Reading Room fees collected been deposited in the Savings Bank regularly at the end of the each day of each week ? If not, quote instances.

31. Are abstracts of receipts payments and balance for the month put up at the end of each month in this register and do the figures correspond with those worked out in the abstract each ledger ?

*Register of Permanent Stock—*

32. Are registers of permanent stock properly maintained ? Have the balances been verified by actual count by a senior teacher or Superintendent in April each year When was it last so certified Please append a statement of permanent stock in the enclosed form and attest the statement at the end in token of verification with the balance noted in the Stock Register.

*Service Books—*

33. Are these books maintained for every employee and are they up-to-date ? Check entries made for one year since April in 25 per cent of the books with reference to Barawards and note the results in a separate statement service-book wise. Please attest the relevant service books in token of this review. Confirm that you have done so.

*Auditor.*

## FORM No. 4—(Vide Rule 18 and 76).

*Question to be answered by the auditor**General—*

1. Have all the prescribed Registers relating to each transactions been maintained and are they free from over writings, erasures, or unauthorised inter-polations ?

2. Explain the cause of all differences between the annual figures reported in the monthly cash accounts of the Institution for March and the figures arrived at by you in audit with explanation of the management for the discrepancies.

(A separate statement may be used for the purpose)

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On hand	Rs.
In Bank	Rs.

Did the above cash balance agree with the book balance on that day ? If not, please state how the discrepancy was explained.

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5. Do the closing balance worked out in the Subsidiary registers agree with the corresponding balances in the abstract Cash Ledger ? If not, state reasons in brief.

6. Is an abstract of Cash Transactions put up at the end of each month and on the cash balance verification certificates recorded and do the former figures agree with these taken to the monthly cash account furnished to the Department ?

7. Are there any items of transactions of receipts directly or indirectly connected with the school not brought on to the Cash Book. If so, furnish a statement of such cases with the explanation of the management.

8. Are Printed receipt books used invariably for issuing receipt for money received on whatever account. Are there any cases of money received without drawing receipts.

*Fee Collection Registers—*

9. Are the Registers prescribed by the Department maintained ?

10. Have the demands been noted properly on term basis in respect of all students ?

11. Are full collections made against demands. Please get a list of part collections and enclose to this report.

12. Are concessions granted to students noted in these registers correctly in respect of each pupil and are all such cases covered by proper authority.

13. Did you check the receipts entered in this register individually from the counterfoils of the Receipt Books ? State irregularities noticed if any.

14. Has the daily account of collection been noted in the 'Acknowledgement Column' under proper attestation ?

15. Have the daily total of collections of several registers taken to the Fee Abstract Register correctly at the end of each day and has an abstract of collections been put up in that register at the end of each month ?

16. Are amounts of uncollected fee at the end of each term noted in the Admission Register against the names of the pupils concerned so as to facilitate their collection at the time of issue of Transfer Certificates ?

17. Is Class-wise or Section-wise abstract put up at the end of each month in the Fee Abstract Register ? Do the monthly totals for each Class or Section worked out in that register tally with the monthly collections worked out in the respective class fee registers ?

*Other Receipts—*

18. Were other items of receipts verified with the relevant counterfoils of Receipt Books ?

*Acquittance Roll—*

19. Is there a proper acknowledgement for every payment shown in this register and are daily totals of such payments taken to the Cash Book correctly ?

*Contingent Register—*

20. Are all items of expenditure charged in this Register supported by proper vouchers and are totals of this Register taken to the Cash Book correctly from day-to-day ?

21. Have all articles of permanent nature purchased been taken to the stock register then and there under the attestation of the Superintendent ?

*Scholarship Disbursement—*

22. Has the amount drawn in favour of each pupil been disbursed to the pupil concerned and proper acknowledgement obtained ? Is there evidence of such amounts having been disbursed to the pupils by the Superintendent with the association of a teacher.

*Refunds—*

23. Have you checked the Register of Refunds in detail so as to ensure that refunds made were actually due to the pupils with reference to the collection in the Fee Register ?

Have all such references been noted against the Original entries of collection under proper attestation so as guard against a second payment ?

24. Are all refunds covered by valid acknowledgements ? Is there evidence to refunds having been disbursed by the Superintendent to the pupils with the association of a teacher ?

*Compensation for loss of fee income—*

25. Were all the students in whose favour the less is claimed on the roll of the institution ? Have cross references been furnished in the fee collection register for having drawn the loss ?

26. Has any compensation been drawn in favour of pupils who were granted fee concessions ? If so, quote all such cases with explanation of the Management ?

27. Has any compensation been claimed correctly in favour of scholarship holders who were defaulters ?

*Sports and Reading Room Funds—*

28. Has a budget been prepared according to rules and got approved by the Committee appointed for the purposed and is the expenditure under various items within the budget allotment ?

29. Note cases of deviations from the Budget not covered by competent sanction. Have the funds been diverted for any other purpose ? Enumerate the cases in a separate statement with explanation or the management.

30. Has the amount of Sports and Reading Room fees collected been deposited in the Savings Bank regularly at the end of the each day of each week ? If not, quote instances.

31. Are abstracts of receipts payments and balance for the month put up at the end of each month in this register and do the figures correspond with those worked out in the abstract each ledger ?

*Register of Permanent Stock—*

32. Are registers of permanent stock properly maintained ? Have the balances been verified by actual count by a senior teacher or Superintendent in April each year When was it last so certified Please append a statement of permanent stock in the enclosed form and attest the statement at the end in token of verification with the balance noted in the Stock Register.

*Service Books—*

33. Are these books maintained for every employee and are they up-to-date ? Check entries made for one year since April in 25 per cent of the books with reference to Barawards and note the results in a separate statement service-book wise. Please attest the relevant service books in token of this review. Confirm that you have done so.

*Auditor.*

## FORM No. 5—(Vide Rule 76).

*Form of Application for Grant-in-aid*

1. Name and address of Institution.
2. Name of Society or Association running the Institution.
3. Name and address of Secretary of Correspondent.
4. (a) Number and date of the order of recognition.  
(b) Period for which the recognition is granted.  
(c) Classes for which recognition is granted.
5. Strength and attendance of each class as on 31-3-
6. Approved expenditure on maintenance (as per the financial Statement).
7. Description of donations/contributions with yearly income by way of interest from each type of donation/contribution.
8. Amount of grant claimed.
9. Remarks.

*Note.*—This application for grant should be accompanied by the Financial Statement and all the other statements pertaining to the receipts and expenditure to facilitate the sanction of grants by the competent authority.

*Declaration*

On behalf of the management of the Institution, I hereby declare that the conditions of recognition and aid laid down in the Grant-in-aid Code and relevant Manuals are being and will continue to be fully complied with and that I am prepared to submit all the accounts of the institutions (including donations, trust accounts, its establishment) to inspection and to furnish the returns as may be required by the Department and that no unauthorised collection of contributions or donations is made and that all contributions and donations received for the school whatsoever raised are accounted for in the school accounts.

Place .....

Date .....

*Correspondent/Secretary.*



## FORM NO. 6

(Vide Rule 87)

Application for Grant-in-aid for construction or purchase of buildings for the use of Teachers' Educational Institution.

1. Name of the institution, its locality and particulars of the institution.
2. Purpose for which grant is claimed whether for purpose of buildings or for fresh construction.
3. (a) Courses of instruction introduced.  
(b) Standards in each course.  
(c) Number of sections in each course.
4. Details of building in which the institution is housed at present and its floor area.
5. Number of rooms/halls proposed to be constructed or purchased with dimension of each room and hall. (Please attach 2 copies of the plan of the building).
6. Necessity for the proposed construction or purchase of accommodation, additional accommodation and total estimated cost.
7. Name and address of the owner of the building which has been purchased or which is proposed to be purchased and where is it situated. (A copy of the Plan to be attached). Is it free from encumbrance? Has an encumbrance certificate been obtained and attached?
8. Amount of Government grant applied for.
9. Amount of building grant drawn in previous years.
10. Value of cost of work actually executed and paid to date of application
11. Number and date of the order sanctioning the grant.

12. Whether the management owns a site. If so whether the site has been granted by Government or Local Body and under what orders and terms? Where is it situated? What are its dimensions? Attach a site plan.
13. Whether the title of the management to the site is valid and legal?
14. The Agency through which the work will be carried out.
15. Probable date by which the work is proposed to be completed
16. Remarks.

*Note*.—Plan and estimates and copies of contracts/sale deeds proposed to be entered into with the contractor/vendor should be enclosed.

### DECLARATION

On behalf of the management of the above institution, I hereby declare that there are no encumbrances to the property and that it will not be alienated or encumbered without the consent of the Government and the conditions of aid said down in the Grant-in-aid Code are being and will continue to be fully observed. I also declare that I shall abide by the provision contained in the Grant-in-aid Code regarding the refunds to be made to Government in the event of the building being diverted, prior to the lapse of the limit stipulated to any purpose other than educational purpose approved by Government.

Place .....

Date .....

*Correspondent/Secretary*  
(Seal of the Management)

FORM No. 7 (*Vide* Rule 97)

Form of agreement to be executed by the management of a Teachers' Education Institution in respect of building Grants.

We, whose names are entered in the margin and whose signatures appear at the foot thereof, thereof accept the building grant of Rs. .... only, sanctioned by the Government in their Order No. .... dated ..... for the construction of ..... in the District of ..... conveyed in the Director's order No. .... dated ..... and in consideration of such grant, we hereby jointly and severally and on behalf of our successors in office and owners for the time being of the premises now to be occupied by the institution agree that if prior to the expiration of the time limit fixed in Rule 108 Chapter V of the Grant-in-Aid Code for Teachers' Training Institutions from the date of final payment of the grant the Building for which the grant has been drawn ceases to be used for educational purposes approved by the Government, the Management shall refund such portion of the grant as may be determined by the Government and that if we fail to make such a refund, Government may summarily take possession of the building till the amount is refunded or recover the amount by such means as Government may deem fit.

That in case the grant is not utilised either in part or in full within the period during which it is current, we will forfeit its claim to the portion remaining undrawn.

That in case the grant is not utilised either in part or in full the help of a portion of the grant and remains incomplete after the period for which the full grant was current, the Government may notify and on sufficient cause not being shown, summarily enter upon to take possession of the incomplete structure with the site on which it stands and all the buildings and materials lying thereon and take such steps and do such acts as the Government may deem fit for recovery of such portion of the grant as may have been drawn by us.

Dated the ..... date of .....  
 one thousand Nine hundred and .....

Signed by the said  
 in the presence of .....

FORM No. 8—(Vide Rule 97).

THIS INDENTURE MADE THIS date of One thousand nine hundred and ..... between ..... hereinafter called the Mortgagor// Mortgagors of the one part and the Governor of Mysore (hereinafter called "the Mortgagee" which expression shall where the context admits include his successors in Office and assigns of the other part ..... WHEREAS the Mortgagor is// Mortgagors are well and duly entitled to and possessed of the piece or parcel of land particularly described in the schedule hereunder written and has erected and built a school house and other buildings thereon with the buildings thereon and has enlarged and improved such buildings at an actual cost of Rupees .....

AND WHEREAS the Mortgagor has/Mortgagors have in accordance with the provisions of the Grant-in-aid Code of the Mysore Educational Department now in force in the State of Mysore in respect of Teachers' Training Institutions applied to the Government of Mysore (hereinafter called the Government) for a grant-in-aid of the sum of Rupees ..... being part of the said sum of Rupees and has/have submitted to the Government the vouchers and certificate referred to in rules of Chapter V of the said Grant-in-aid Code as to the cost and completion of such buildings/alterations and whereas Government have consented and agreed to make the said grant in the manner provided in Chapter V of the said Grant-in-aid code upon the Mortgagor/Mortgagors entering into the covenants on his/their part and giving the security hereinafter contained NOW THIS INDEITURE WITNESSTH that in consideration of the said agreement to make a grant upto a maximum of Rupees ..... and the sum of Rupees ..... only a part thereof now paid by the Government to the Mortgagor/Mortgagors as he/they the mortgagor doth mortgagors do hereby for himself / themselves his/their respective heirs, executors administrators legal representatives and assign covenant with the mortgagee.

That he/they the mortgagor/mortgagors or his/their heirs executors administrators legal representatives or assigns will from time to time and at all time so long as the said buildings shall be used for the purposes of the said school conducted and manage such school or cause such school to be conducted and managed by the person for the time being in charge of the same in accordance with

the rules and regulations for the same in accordance with the rules and regulations for the time being in force in the Mysore Educational Department so far as the same respectively are applicable to the said school and will not prior to the lapse of 40 years from the date here of divert or allow to be diverted the said piece or parcel of land particularly described in the schedule hereunder written or any part or portion thereof and/or the buildings and erections now being on which may hereafter be thereon to other than educational purposes approved by the Government and will during such period keep such buildings in good and substantial order and repairs so that the same may always be efficient for use for the purposes of the said school and will in the event of said piece or parcel of land particularly described in the schedule hereunder written or any part or portion thereof and for the buildings and erections now being or which may hereafter be thereon prior to the lapse of such period ceasing to be used for educational purposes approved by the Government forthwith repay to the Government a sum which shall bear a like proportion to the amount hereby advanced as the unexpired number of years of the period of forty years limited herein bears to the total number of years so limited PROVIDED always that nothing herein contained shall be deemed to prevent the use by the Mortgagor/Mortgagors his/their heirs executors administrators, legal representatives or assigns or the person or persons for the time being in charge of the said piece or parcel of land particularly described in the schedule hereunder written or any part or portion thereof and/or the buildings and erections now being or which may hereafter be thereon out of the hours during which the same should be used for the objects of such school for such other reasonable and proper purposes other than educational as the mortgagor/mortgagors his/their heirs, executors, administrators, legal representatives or assigns or the person or persons for the time being in charge of the said buildings may direct. AND THIS INDENTURE FURTHER WITNESSETH THAT in consideration of the said agreement to make a grant up to a maximum of Rupees ..... and the sum of Rupees ..... only a part thereof now paid as aforesaid the mortgagor/mortgagors doth/do and each of them doth hereby grant convey and assign on to the Mortgagee at the piece or parcel of land particularly described in the Schedule hereunder written together with all singular the buildings and erections now being or which may hereafter be thereon AND all rights case ment and appurtenances what so ever be there on AND usually held on connected therewith or reported to belong be appurtenant thereto AND also all furniture, fixtures, fittings, maps and other school apparatus, school books and chattels for the time being in and belonging to or used or to be used for the said school and all the estate right title interest claims and demand of the

mortgagor/mortgagors and each of them into and upon the said hereditaments and premises **TO HAVE and TO HOLD** the said piece or parcel of land hereditaments chattels and effects, and all other the promises expressed to be hereby assured unto the Governor and according to the nature and tenor thereof respectively **UPON TRUST** to permit the same hereditaments and premises to be used by the Mortgagor/mortgagors his/thier heirs, executors, administrators, legal representatives or assigns or his or their nominees as a school for ..... and with power in case the mortgagor/mortgagors his/their heirs, executors administrators, legal representatives or assigns shall fail to pay on demand the sum then due and payable in manner hereinbefore provided to sell and absolutely dispose of the said hereditaments and premises and apply the proceeds of such sale after repayment there out of all cost and expenses attending the same in or towards recouping or reimbursing to the Government the said Grant-in-aid or sum then due and payable hereunder as aforesaid and to pay the surplus if any, to the mortgagor/mortgagors his/their heirs, executors administrators legal representatives or assigns **PROVIDED** always that the mortgagee shall not exercise the said power of sale unless and until he shall have caused to be served on the mortgagor/mortgagors his/their heirs executors, administrators legal representatives or assigns a notice in writing requiring payment of the sum then due and payable hereunder and default has been made in payment thereof for thereof for three months after such service **PROVIDED ALWAYS** it is hereby agreed and declared that at the expiration of the said period of forty years hereinbefore referred to the mortgagee shall in the event of covenants hereinbefore contained on the part of the mortgagor/mortgagors his/their heirs, executors, administrators, legal representatives or assigns having been in the meantime duly performed and observed recovery and re-assign having been in the meantime duly performed and observed recovery and reassign at his or their cost upto the mortgagor/mortgagors his/their heirs executors, administrators, legal representatives or assigns or as he or they may direct all the singular the piece or parcel of and hereditaments chattels goods or other premises hereby expressed hereby expressed to be granted, conveyed or assigned.

**IN WITNESS** whereof the said .....

and

Director of Public Instruction for the State of Mysore acting on behalf of any by the order and direction of the Governor of Mysore have hereunto set their respective hands and seals the day and year first abovewritten.

Schedule to which the abovementioned indenture refers.

All that piece or parcel of land situated at .....  
..... in the District of ..... and  
..... Taluk of ..... and in  
the sub-registration district of ..... registration district of  
bounded of the north side thereof ..... on the  
south side thereof by .....

On the east side thereof by  
and on the West side thereof by  
and containing together in the

whole by admeasurement the same a little more or less all which said  
piece or parcel of land was formerly in the occupation of but is now  
in the occupation of signed sealed and delivered by the abovenamed,  
in the presence of signed sealed and delivered by the abovenamed,  
in the presence of—

## FORM No. 9—(Vide Rule 107)

APPLICATION FOR GRANTS FOR THE PURCHASE OF  
BOOKS FURNITURE AND TEACHING APPLIANCES

1. Name and place of the Institution ..
2. (a) Society or Association owning the Institution. ..  
(b) Number and date of recognition ..  
(c) Period of recognition ..
3. Description of the article re-quired.      No... already existing      No... required      Rate      Estimated Cost
4. (a) Number of pupils Class-wise ..  
(b) Average monthly attendance ..
5. Amount of grant applied for ..
6. (a) Whether the articles proposed to be purchased are in accordance with the requirements of the Grant-in-aid Code ..  
(b) Whether previous approval of the sanctioning authority has been obtained to make these purchases? If so, the No. and date of the order of the competent authority. ..  
(c) Quantum of benefaction received from the public for the purpose which is reckoned towards the management share of cost. ..
7. (a) Amount of previous grant drawn, if any, for the same purpose. ..  
(b) No. and date of the order sanctioning the grant. ..
9. Remarks ..



*Declaration*

On behalf of the management of the Institution, I hereby declare that the books, furniture, appliances etc., included in the above list are in the above list are in accordance with the approved list of the Department and the furniture is of approved dimensions and standard. I also declare that the articles for which the grant is applied for will be used only for the purposes of the institution.

*Correspondent/Secretary.*

*Inspecting officers' Remarks.*

Certified that the institution is in need of the articles of equipment applied for and the amount of grant of Rs. .... may be sanctioned.

Place .....

Date .....

*Signature and Designation*

*Signature and Designation*

(Seal)

CT - 267

NIEPA - DC



G0267