

**GOVERNMENT OF KERALA
EDUCATION DEPARTMENT**



GUIDE BOOK

1986

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GOVERNMENT OF KERALA

EDUCATION MINISTER

SHRI T. M. JACOB

**COMMISSIONER AND SECRETARY
TO GOVERNMENT (GENERAL EDUCATION)**

SHRI M DANDAPANI

DIRECTOR OF PUBLIC INSTRUCTION

SHRI PHILIPPOSE THOMAS

CONTENTS

<i>Chapter</i>	<i>Pages</i>
1. Organisation of the Directorate of Public Instruction ..	1
2. State Institute of Education ..	7
3. Training courses ..	16
4. Plan schemes ..	19
5. Text Books and Note Books ..	25
6. Government examinations ..	29
7. CARE School Feeding Programme ..	61
8. Scholarships ..	68
9. Fixation of staff ..	73
10. Other activities :	
(i) Sports and games activities ..	79
(ii) Formation of Youth Clubs ..	80
(iii) Scouts and guides Programme ..	82
(iv) Education of the Handicapped ..	83
(v) Programmes of the N.C.E.R.T. ..	86
(vi) Parent-Teachers Association ..	87
(vii) Kerala Aided School Employees Provident Fund ..	94
(viii) Kerala Teachers' Sanatoria Society ..	101
(ix) National Foundation for Teachers' Welfare ..	107
11. Kerala School Teachers & Non Teaching Staff Welfare Corporation ..	108
12. State Adult Education Programme in Kerala ..	111
13. Important orders ..	113
14. Statistical Tables ..	153

TELEPHONE NUMBERS

	<i>Office</i>	<i>Residence</i>
Minister for Education	60059	62151
	66700	60553
Commissioner and Secretary (General Education)	67174	64989
Additional Secretary (General Education)	67818	62677
Joint Secretary (General Education)	67846	67489
Director of Public Instruction	65106	72077
Additional Director of Public Instruction	64512	66761
Joint Director of Public Instruction	61571	..
Joint Commissioner of Government Examinations	64171	68278
Secretary to Commissioner for Government Examinations	64574	67273
Administrative Officer	64591	..
Finance Officer	65203	..
Text Book Officer	72027	65295
Senior Administrative Assistant (CARE)	61865	..
Secretary, Housing Corporation	65105	..
Director, State Institute of Education	64869	61895
Commissioner for Educational Development and Research	66883	70700
State Adult Education Officer	60061	62849
Office of the State Institute of Education	67323(PBX)	
Institute of Primary Education, Ramavarmapuram, Trichur	21070	
Office of the Director of Public Instruction	64601(PBX)	<i>Extension</i>
Director of Public Instruction		5
Joint Director	..	12
Additional Director	..	8
Administrative Officer	..	7
Finance Officer I	..	17
Law Officer	..	10
Senior Administrative Assistant (CARE)	..	3
Accounts Officer	..	14
Accounts Officer P.F. & A.P.F.O. No. 1	..	2
Administrative Assistant	..	23
Additional Administrative Assistant	..	1
P. A. to D. P. I.	..	36
Planning, Vidyarangam, Q, N, & Y Sections	..	19
Assistant Director (General), Planning }	..	15
Assistant Secretary (N.F.T.W.) }	..	13
Vigilance Section	..	11
Super Check Cell	..	6
P. R. O.	..	37
Enquiry	..	39
P. F. Quilon, Alleppey Units	..	

	<i>Off</i>	<i>Extension</i>
Finance Officer—II	..	22
Liaison Officer, Educational Survey Officer	..	40
Organiser for Sports in Schools	..	33
Chief Planning Officer, Deputy Director, P. A. (Employment)	..	21
Joint Director (Statistics)		29
R. A. Section		30
Research Officer (Statistics)		
Statistics Section	..	4
N. S. Section W. Section	..	38
Pension, L. Section	..	31
P. A. General/A. A. (Purchase)	..	34
Fair Copy, Tapal, Records	..	18
A, B, D, O & M Sections	..	9
E, F, H. Sections	..	20
K, T, S. P. Sections	..	16
Budget and R. Sections	..	24
M, G, Sections	..	32
C Section	..	25
Provident Fund A.P.F.O. No. 2	..	26
Do. do. No. 3	..	27
Do. do. No. 4	..	28
Secretary, Housing Corporation	65105	

Deputy Directors of Education

Trivandrum	..	72302/72732
Quilon	..	3657
Alleppey	..	4018
Pathanamthitta	..	2181 (Thiruvallla)
Kottayam	..	4895
Idukki	..	2863 (Thodupuzha)
Ernakulam	..	855727/855810
Trichur	..	22810
Palghat	..	4869
Malappuram	..	488
Kozhikode	..	73697/74100
Wynad	..	593
Cannanore	..	5229
Kasarugode	..	53

District Educational Officers

Erivandrum	65022
Attingal	413
Neyyattinkara	381
Quilon	2346
Kottarakkara	363
Pathanamthitta	229
Alleppey	5467
Thiruvalla	.. 2349
Mavelikara	.. 206
Kottayam	.. 3750
Palai	.. 351
Kanjirappally (Ponkunnam)	.. 357
Thodupuzha	.. 2863
Kattappana	.. 27
Ernakulam	.. 360983
Muvattupuzha	.. 2346
Alwaye	.. 4382
Kothamangalam	.. 786
Irinjalakuda	.. 247
Trichur	.. 23263
Chavakkad	.. 7343
Palghat	.. 3301
Ottappalam	.. 327
Malappuram	.. 226
Tirur	.. 302
Kozhikode	.. 73738
Badagara	.. 2398
Wynad	.. 264
Cannanore	.. 3567
Tellicherry	182
Kasaragode	

CHAPTER I

ORGANISATION OF THE DIRECTORATE OF PUBLIC INSTRUCTION

The Director of Public Instruction is the Head of the Department. All items of schools education are attended to by the Directorate. In the main office, the Director is assisted by an Additional Director, Joint Director, Deputy Director, two Assistant Directors, the Administrative Officer (deputed from the Secretariat), two Administrative Assistants, Finance Officers, (deputed from the Secretariat), Accounts Officer and other staff.

Besides there are separate officers to attend to CARE Programme, Planning, Law, Statistics, Text Books and Note Books printing and distribution, Provident Fund of Private School teachers, Sports, etc.

The Director of Public Instruction is also the Commissioner for Government Examinations in the State. For the conduct of the various Government Examinations, he is assisted by Joint Commissioner for Government Examinations, Secretary to the Commissioner, an Assistant Secretary and other staff.

The State Institute of Education which works as academic wing of the Department is headed by a Director (of Joint Director's grade). The Institute is engaged in the preparation of syllabi, text books, conduct of in-service courses/seminars, workshops on work experience, evaluation, guidance programmes, etc. The Director, State Institute of Education is assisted by various officers in each branch of specialisation including Sanskrit and Arabic/Urdu teaching. The Institute of Science and the Institute of Primary Education, Ramavarmapuram are organisations meant primarily for the improvement of science education and primary education and both the institutions are under the direct control of State Institute of Education.

For administrative convenience and for improving the efficiency in School Administration, 14 offices at the Revenue District level headed by a Deputy Director (Education) were established. The Deputy Director (Edn.) is assisted by Administrative Assistant, Accounts Officer and other staff. Each Revenue District is divided into Educational District and further into Educational Sub Districts. Each District Educational Office is headed by the District Educational Officer and he is assisted by Personal Assistant and other staff. The District Educational Officer attends to the administration of High, Training and other special types of schools in the Educational District. There are altogether 31 District Educational Offices in the State. Each educational sub district is headed by the Assistant Educational Officer (in the grade of Headmaster of a high School).

The Assistant Educational Officer is assisted by suitable staff and he is primarily responsible for the administration of all primary schools within the sub district. There are 156 Assistant Educational Offices in the State.

<i>Office of the Deputy Director (Education)</i>	<i>Office of the District Educational Officer</i>	<i>Office of the Assistant Educational Officer</i>
(1)	(2)	(3)
I. Trivandrum	1. Neyyattinkara	1. Neyyattinkara 2. Parassala 3. Kattakada 4. Balaramapuram
	2. Trivandrum	5. Trivandrum South 6. Trivandrum North 7. Kaniyapuram
	3. Attingal	8. Attingal 9. Nedumangad 10. Palode 11. Kilimanoor 12. Varkala
II. Quilon	4. Quilon	13. Chavara 14. Chathanoor 15. Karunagappally 16. Kundara 17. Quilon
	5. Kottarakkara	18. Chadayamangalam 19. Kottarakara 20. Anchal 21. Kulakkada 22. Punaloor 23. Sasthamcottah 24. Veliyam
III. Pathanamthitta	6. Pathanamthitta	25. Adoor 26. Konni 27. Kozhemcherry 28. Pathanamthitta 29. Ranni

(1)	(2)	(3)
	7. Thiruvalla	30. Mallappally 31. Pullad* 32. Thalavady* 33. Thiruvalla 34. Vennikulam
IV. Alleppey	8. Alleppey	35. Alleppey 36. Ambalapuzha 37. Haripad 38. Mankompu 39. Shertalai 40. Thuravoor
	9. Mavelikara	41. Aranmula* 42. Chengannoor 43. Kayamkulam 44. Mavelikara 45. Pandalam*
V. Kottayam	10. Kottayam	46. Changanacherry 47. Kottayam East 48. Kottayam West 49. Pampady*
	11. Palai	50. Ettumanoor 51. Kuravilangad 52. Palai 53. Ramapuram 54. Vaikom 55. Kozhuvanal
	12. Kanjirappally	56. Erattupettah 57. Kanjirappally 58. Karukachal
VI. Idukki	13. Thodupuzha	59. Arakulam 60. Thodupuzha 61. Adimali
	14. Kattappana	62. Kattappana 63. Munnar 64. Peermade 65. Udumbanchola

* Partially in Alleppey and Pathanamthitta Districts.

(1)	(2)	(3)
VII. Ernakulam	15. Ernakulam	66. Ernakulam
		67. Mattanchery
		68. Thripunithura
	16. Muvattupuzha	69. Vypeen
		70. Koothattukulam
		71. Muvattupuzha
		72. Kalloorkad
		73. Piravam
	17. Alwaye	74. Kolencherry
		75. Alwaye
		76. Ankamaly
		77. Parur
18. Kothamangalam	78. Perumbavoor	
	79. Kothamangalam	
VIII. Trichur	19. Irinjalakuda	80. Chalakudy
		81. Irinjalakuda
		82. Kodungalloor
		83. Mala
	20. Trichur	84. Cherpu
		85. Trichur East
		86. Trichur West
	21. Chowghat	87. Chowghat
		88. Kunnamkulam
		89. Mullassery
		90. Valappad
91. Wadakkancherry		
IX. Palghat	22. Palghat	92. Alathoor
		93. Chittoor
		94. Kollengode
		95. Mannarghat
		96. Palghat
		97. Parli
		23. Ottappalam
	99. Ottappalam	
	100. Pattambi	
	101. Shoranur	

(1)	(2)	(3)	
X. Malappuram	24. Malappuram	103. Areacode	
		104. Kondotty	
		105. Malappuram	
		106. Mankada	
		107. Manjeri	
		108. Nilambur	
		109. Perinthalmanna	
		110. Wandoor	
		25. Tirur	111. Edapal
			112. Kuttippuram
	113. Parappanangadi		
	114. Ponnani		
	115. Thanur		
	116. Tirur		
	117. Vengara		
	XI. Kozhikode	26. Kozhikode	118. Chevayur
			119. Kozhikode City
120. Kozhikode Rural			
121. Kunnamangalam			
122. Thamarassery			
27. Badagara		123. Badagara	
		124. Balussery	
		125. Chombala	
		126. Kunnummel	
		127. Melady	
		128. Nadapuram	
		129. Perambra	
		130. Quilandy	
		131. Thodannur	
XII. Wynad	28. Wynad	132. Sultan Batteri	
		133. Vythiri	
		134. Mananthody	
XIII. Cannanore	29. Cannanore	135. Cannanore South	
		136. Cannanore North	
		137. Irikkur	
		138. Madayi	
		139. Mattannur	
		140. Pappinisseri	

(1)	(2)	(3)
		141. Thaliparamba North
		142. Thaliparamba South
	30. Tellicherry	143. Chokli
		144. Iritty
		145. Kuthuparamba
		146. Panoor
		147. Tellicherry North
		148. Tellicherry South
XIV. Kasaragod	31. Kasaragod	149. Bekal
		150. Cheruvathur
		151. Hosdurg
		152. Kasaragode
		153. Kumbala
		154. Manjeswar
		155. Payyannur*
		156. Chittarikal

*High Schools in the Sub district under D.E.O. Cannanore.

CHAPTER II

STATE INSTITUTE OF EDUCATION AND PROGRAMMES

The State Institute of Education, Kerala was established in 1964 with the object of implementing programmes for multisided qualitative improvement at all levels of School Education. It has worked as the academic wing of the Education Department. The main branches of the State Institute of Education are Institute of Science and the Institute of Primary Education, Trichur.

The main functions of the Institute are the following :

1. Improvement of curricula and text books
2. Organising Inservice Training Programmes for teachers at all levels and Inspecting Officers.
3. Publication of literature for the professional improvement of teachers.
4. Supervision of academic aspects of Teachers Training Schools.
5. Work relating to specialised areas like Evaluation, Guidance and Councelling, Work Experience, Health and Population Education, Audiovisual Education, Education for International Understanding, Research Projects, Extension etc.

In addition to the various activities listed above, the Institute has been collaborating with all agencies working for the qualitative improvement of education in the State. Collaboration with the extension departments of Teacher Training Colleges, the National Council of Educational Research and Training, New Delhi, the Department of Education of the Kerala University, the Central Institute of English, Hyderabad, the Regional Institute of English, Bangalore, the Regional College of Education, Mysore and the Central Institute of Languages, Mysore have greatly enhanced the effectiveness of the Institute's Programme.

Improvement of Curricula and Text Books

Government have constituted a syllabus Advisory Committee with educationists, subject experts from the Universities and the State Institute of Education, representatives of teachers and parents to make the required modifications and adjustments in the curriculum.

Training of Teachers — In order to equip our teachers adequately to handle the new topics effectively, the Institute has been arranging Inservice Training to teachers every year, in the following subjects, Mathematics, Science, English, Social Studies, Malayalam and Hindi. On an average 3,000 teachers

are given Inservice Training every year. In addition to these, the Institute has been collaborating with the NCEERT in organising summer institutes in various science subjects. Radio-cum-correspondance courses, massive programmes of inservice training through voluntary agencies like academic councils and subject teachers forums and evening courses and weekend courses in selected towns and cities by utilising the physical resources as well as the expartise available in the colleges are the three novel schemes intended to give massive training to teachers.

1. Text Book Research Unit

All matters relating to the preparation and revision of syllabus and Text Books are dealt with in this unit. Guide Books and Hand Books for Malayalam and other language readers are prepared by this unit. This unit organises Inservice Training for primary and secondary school teachers in Malayalam, Sanskrit, Arabic, Urdu, Tamil and Kannada.

The various programmes of the unit are as follows:

1. Inservice training to primary and high school teachers in Malayalam, Sanskrit, Arabic and Urdu.
2. Resource persons training to selected teachers in Malayalam and other languages.
3. Giving assistance to voluntary agencies for organising teacher improvement programmes.
4. Correspondance courses in Malayalam for High School Teachers (Standard IX).
5. Workshop for preparation of Biographies of Great Indians.
6. Printing of the books prepared.
7. Preparation of text books for upper primary and secondary stages in minority languages--Kannada and Tamil.

2. Hindi Unit

This unit organises Inservice Training Courses for High School Teachers and U. P. School Teachers. This unit is also responsible for the work relating to the revision and development of curriculum text books and preparation of hand books for teachers. Enquiries regarding the application of grants from state and Central Governments by the voluntary organisations are conducted by the unit. The arrangements for the various training programmes such as Resource Persons Training Orientation Course in Hindi etc. are conducted by the unit.

3. Mathematics Unit

The main objectives of the unit are:

- (1) To revise the mathematics curriculum and text books from time to time to suit the needs of the society and on the basis of the feedback from practising teachers.
- (2) To effect qualitative improvements in the teaching of mathematics.

This unit is also responsible for the conduct of the following programmes:

- (1) Summer Institutes in Maths.
- (2) Training Courses for:
 - (a) Maths. clubs sponsors
 - (b) Resource persons
 - (c) H.S.As. and U.P.S.As.
- (3) Quiz programme in Maths. for U.P. and H.S. pupils in District level and State level.
- (4) Maths. talent search tests and enrichment camps.
- (5) Workshops for the discussion of syllabus.
- (6) Workshops for the preparation of
 - (i) Source materials
 - (ii) Supplementary reading materials
 - (iii) Motivational materials
 - (iv) Enrichment materials
 - (v) Guide Books for teachers
 - (vi) Teaching aids
- (7) Project in teaching Maths. through continuous assessment testing sequence.
- (8) Remedial classes for pupils backward in Maths.
- (9) Correspondence courses for Maths. teachers
- (10) Consultant service

The District Schools Maths. Association organised at the District level is also assisting this unit.

4. English unit

This unit is aiming at the improvement of teaching of English in schools. In collaboration with the Central Institutes of English, Hyderabad this unit is organising a contact-cum-correspondance course in English for high school teachers. Different types of training in E.L.T. for H.S.As., Primary teachers and Headmasters of High and Training Schools are organised by the unit.

5. Guidance Unit

Guidance unit is undertaking programmes in the field of Educational and Vocational Guidance in schools. This programme was introduced in Secondary schools during the third five year plan period. Trained graduate teachers were selected and given intensive training to implement minimum programmes in guidance and counselling in their schools. Their main work relating to this is career information service, namely collection compilation and dissemination of educational and occupational information. As a follow-up activity district level seminars of career masters are being organised. Career day is being celebrated in one selected High School in each educational district. State career day is also celebrated in order to give wide publicity on guidance activities in schools. Career conference and career exhibition are the main activities of the day.

Based on the recommendations of Kothari Commission, guidance programme was introduced in Primary school also.

Steps have been taken for the establishment of a guidance clinic at the State Institute of Education.

A series of guidance literature for the benefit of both teachers and pupils have been published by the unit.

6. Primary Education Research Unit

The following two schemes are under taken by this unit.

(a) *Educational Extension Services.*—The main function of this service is to attend qualitative improvement of education. There are 11 Education Extension Officers in the State attached to the following Government B.T.S. one each:

1. Government B.T.S., Neyyattinkara
2. do. Kottarakkara
3. do. Thiruvalla
4. do. Vellur
5. do. Karupampady
6. do. Chalakudi
7. G.T.T. Ramavarmapuram
8. Government B.T.S., Anakkara
9. do. Tirur
10. do. Badagara
11. do. Cannanore

They are engaged in conducting inservice courses for teachers preparation of teaching aid etc.

(b) *Removal of Educational Backwardness including the education of girls.*— The main aim of the scheme is to increase enrolment rate and to decrease droppage rate among the students. There are 35 primary Education Extension Officers in the state attached to the Office of the Assistant Educational Officers working in the pockets identified as educationally backward areas. They are organising inservice courses for teachers, conferences of head of schools and parents, supply educational materials to poor and needy children to attract them to school etc.

7. Work Experience Programme

This programme was introduced in the state from the academic year 1969-70. Now 1770 schools (1018 Primary schools and 752 High Schools) were brought under the scheme.

The programme is now implemented in the state in three different lines.

- (i) Work experience programme in Primary Schools
- (ii) Work oriented education—Secondary
- (iii) Socially useful productive work (S.U.P.W.)

The item I and II is intended to impart training to students in some specific areas to inculcate a motivation towards work. The general programme introduced under these items are book binding, fish net making, agriculture, cycle assembly and repair, plastic cane work, paper craft, clay modelling, plaster of paris work, wax moulding, chalk making, fibre extraction and fibre products, making of teaching aids, Engineering, Carpentry, Sheet metal works, electrical wiring, fitting, welding, turning, fruit preservation, cutting and tailoring, garment making, printing, composing, Electronics, photography, coir craft, repair and maintenance of domestic appliance etc.

In the 3rd item the following productive programme have been implemented under "Earn while you learn" scheme, Manufacture of exercise books, writing chalk making, office file boards, file tags and office covers, Ball pen refill, umbrella making, candle making, preparation of squash, Jan. and Pickles, coir work, weaving, printing, school uniforms and ready-made garment making, teaching aid production etc.

8. Science Institute

The Science Institute was established in 1964 and is functioning as a unit of the State Institute of Education. It aims at improvement of instruction of science subjects in the primary and secondary level. The various

activities of the unit are science correspondence course for primary school teachers, training in audiovisual equipments, study of equipment programme, preparation of new supplementary science readers and training to science club sponsor's.

Organisation of Science Fairs

The unit has been organising science fairs at school level, district level and state level for the last few years as part of the programme for improving science education in schools. The cardinal aim is to develop scientific attitude in the young generation of the country.

The N.C.E.R.T. announces a focal theme for science fairs every year. The theme and subthemes are published as soon as the school reopens. The pupils prepare the exhibits based on the theme in their science clubs. The best exhibits will be presented in the district level exhibition. District level winners are allowed to participate in the state level science fairs and also for the south India Science fair. The state level winners are selected for participating in the National Level Science Fairs conducted by the N.C.E.R.T.

(2) Science Seminar

Every year, school level, District level and state level Science Seminar is conducted on a topic suggested by the National council of science Museum. The state level winners participate in the national level competitions.

Moreover science quiz for U.P. Section pupils and Science Talent search Examination for High School pupils are also conducted at school level, district level and state level every year.

9. Integrated Education of the Handicapped

A cell for the integrated education for Handicapped children has been established to integrate handicapped children i.e. partially hearing, partially sighted and orthopaedically handicapped, in the normal schools. This is a centrally sponsored scheme. The assistance will be issued through District Educational Officers concerned.

The financial assistance and equipments will be issued on the basis of medical assessment arranged by the concerned District Educational Officers with the help of the Specialist Doctors. After the medical assessment eligible handicapped children will be given financial assistance as per the following rates.

<i>Type of handicap</i>	<i>Item of financial assistance</i>	<i>Amount per annum</i>	<i>Financial assistance for equipments</i>	<i>Remarks</i>
		Rs.		
1. Partially sighted	Books stationery allowances	150	100	Books and Stationery allowances will be paid if the annual income of parent's is below Rs. 6000.
2. Partially hearing	do.	150	400	do.
3. Orthopaedically handicapped	do.	150	300	do.
4. Severally orthopaedically handicapped children with lower extremity.	Escort allowance	750	..	Assistance will be issued if the parent's income is below Rs. 12,000.
5. All handicapped children	T.A.	500	..	do. Those who have to travel beyond 2 Km. are eligible.

More over Science quiz for U. P. Section pupils and Science Talent Search examination for High School Pupils are also conducted at School level, District level and State level every year.

10. Sanskrit Unit

The unit organises schemes for the development of Sanskrit education. It is a centrally sponsored scheme.

The following are the schemes under the programme:

1. Organisation of Inservice Courses for Junior Sanskrit Teachers, H.S.A. (Sanskrit) and Sanskrit Council Secretaries.
2. Arrangements for distribution of incentive scholarships to pupils who study Sanskrit in academic schools. The amount of scholarship is Rs. 120.
3. Distribution of reference books to school libraries.
4. Conduct of State level Sanskrit Festivals to encourage sanskrit learning.

11. Centres of continuing education

Four centres of continuing education had been established in 1978 at G.B.T.S. for women Cannanore, G.T.I. Ramavarmapuram Government B.T.S., Kottayam and Government B.T.S., Quilon. These centres are set-up with a view to give week end inservice training in all subjects to primary teacher educators and high school teachers on a regular basis. The non-recurring expenditure for setting up library and audio visual aids is met by the N.C.E.R.T. These centres are run as a collaborative venture between the State Government and the N.C.E.R.T., the recurring expenditure is being shared on 50 : 50 basis.

12. Social Science Unit

Social Science unit aims at the improvement of teaching of History Geography, Economics and Politics.

This unit organises intensive training course for the resource persons for the qualitative improvements of the technique of teaching social science.

13. The Evaluation and Examination Reforms Unit

This Unit undertakes programmes such as the introduction of internal assessment in Primary classes in selected schools, Contact courses for teachers and headmasters in internal assessment, case study of selected schools, preparation of minimum essential materials, preparation of Question Banks in workshops of evaluation trained subject experts etc.

14. Educational Development and Research

A steering Committee with the Minister for Education as the Chairman and a number of senior educationists as members was constituted late in 1982 to advise the Government on the broad policies for revising the school curriculum and other related operations. This committee began its work in April 1983 and constituted a curriculum committee to prepare draft curriculum to be introduced in the schools of Kerala from 1984-85 onwards and the draft curricula pattern and schemes were approved by the steering committee in its last sitting held on 16-12-1983.

The Commissioner for Educational Development and Research, was appointed in the State Institute of Education to head the curriculum revision work. The preparation of the curriculum and text books is done by expert bodies appointed by the Government consisting of specialists from within the Department of Education, Universities, affiliated colleges and schools.

The Government decided as a policy that the new curriculum (in all core subjects) should be introduced in Standards V and VIII from 1984-85, and to follow it up in standards VI and IX during 1985-86 and in standards VII and X during 1986-87.

Accordingly syllabus and text books in Basic Mathematics, Basic Science and Basic Social Science were prepared and introduced during 1984-85.

During 1985-86 text books in core subjects in standards VI, IX as well as Language Readers for standard I (Malayalam, Tamil and Kannada) are introduced. So also pre-vocational work experience subjects are introduced in Standard IX from 1985-86.

During 1986-87, it is proposed to introduce text books in core subjects in Standards VII and X. Parallel with this, the State Institute of Education proposes to introduce Readers in Malayalam, Tamil and Kannada for Standard II from 1986-87. This will be continued in one standard at a time. Hence this process will continue till 1989-90.

Nature of the Proposed Revision

The State Institute of Education has given final shape to sixty new text books following the new curriculum. They have been prepared on the basis of modern educational techniques and principles.

The text books have been able to maintain international standards. Text books upto seventh standard are printed with multi-coloured pictures while those of standards VIII, IX and X are in black and white. Internationally accepted size, types, self-descriptive illustrations etc. have all been included in designing them.

Each text book is designed as self-study manual for the pupils. Separate work books are also being designed to follow each new text book. In addition hand books are also being prepared to give instruction to teachers.

CHAPTER III

TRAINING COURSES

T.T.C.

The T.T.C. discontinued in 1971, was revived with effect from January 1977. Private candidates and departmental candidates are selected for the T.T.C. course as per rules in Chapter XXV, K.E.R.

The selection of private candidates under open quota is done in each Revenue District by a selection committee consisting of the Deputy Director (Edn.), a nominee of the P.S.C., Headmaster of one Government Basic Training School etc. Selection is made on the basis of marks obtained at the examination in S.S.L.C., Pre-degree and observing the rules for communal rotations.

Out of the total number of seats in Government schools, 80 per cent is reserved for private candidates and 20 per cent for untrained P.D. teachers in Departmental Schools.

In the case of Aided Training Schools other than minority schools, 20 per cent of the total seats will be filled up by the Manager, 20 per cent by the Departmental candidates and the remaining 60 per cent from the private candidates selected by the selection committee.

In minority schools selection to all seats will be done by the Managers.

Against the 20 per cent seats reserved for departmental quota, the selection is made by the Director of Public Instruction, on the basis of strict seniority. If sufficient number of departmental candidates are not available, the remaining seats will be filled by candidates under open quota.

Of the 80 per cent seats reserved for private candidates, 50 per cent is allotted for S. S. L. C. holders and 50 per cent for Pre-degree holders.

In each Revenue District 6 seats will be reserved for Ex-service Personnel. The seats left over after the selection of Ex-service personnel will be assigned to the wives and children of these personnel subject to the conditions that they would have put in a minimum service of five years in the defence forces. 2 seats in each Revenue District will be reserved for the members of the family of serving Jawans. If sufficient number of applications are not available from dependents of Jawans, Ex-servicemen and dependents of Ex-servicemen in any year the remaining seats will be filled up by other eligible candidates (G. O. MS. 52/82/G. Edn. dated 15-4-1982).

3% of the seats of the total seats under open quota is reserved for the T.T.C. Course for qualified orthopaedically handicapped, including blind persons, subject to the condition that if sufficient number of applicants possessing the

requisite qualification is not available against the reserved quota, the selection will be made from the open quota (G. O. MS. No. 38/81/G. Edn. dated 27-2-1981).

The applicants under open quota should not be below the age of 16 years and above 31 years as on 1st July.

Teachers undergoing T.T.C. course can be granted eligible leave during the period of training they apply for it (G.O. Rt. No. 2407/77/G. Edn. dated 2-6-1977).

Departmental Trainees are eligible for subsistence allowance at Rs. 100 p.m. as per G. O. MS. 116/82/G.Edn. dated 23-8-1982. P. D. Teachers belonging to Scheduled Castes/Scheduled Tribes recruited under special recruitment programme, are eligible for the minimum pay and usual allowance attached to the posts to which they were recruited, during the period of training. Teachers belonging to Scheduled Castes/Scheduled Tribes recruited under reservation quota will also be paid the minimum of the scale of pay plus usual allowances during the period of their training as per G.O. (MS) 42/84/(G.Edn. dated 7-3-1984.

The Headmasters of Training Schools will draw and disburse the subsistence allowance.

Those teachers who were once selected, but the selection was cancelled at their requests, will not be eligible for subsistence allowance/stipend on selection in any subsequent year.

B. Ed. Course

Untrained leave reserve graduate teachers in Departmental High Schools, Untrained graduate language teachers in departmental and aided High Schools and U. P. Schools, graduate P. D. teachers in departmental and private schools, specialist and craft teachers with graduation, and clerks in offices and other institutions under the Directorate will be selected for the B.Ed. Course under the departmental quota of seats in Government Training Colleges, Trivandrum, Trichur, Kozhikode and Tellicherry. The number of seats allotted for departmental candidates in each Government College will be ascertained from the principals of the college every year. The selection is made according to seniority.

The departmental trainees will be eligible for subsistence allowance at the rate of Rs. 125 p.m. as per G.O. MS. 116/82/G. Edn. dated 23-8-1982. Those trainees who belong to Scheduled Caste/Tribe communities who are recruited under special recruitment programme are eligible for minimum of the scale of pay and usual allowances attached to the posts to which they were recruited, during the period of training (Govt. letter No. 26546/C3/75/ G. Edn. dated 21-6-1975.

11,261/MC.

If the selection once made is cancelled, no subsistence allowance will be paid when selected subsequently. This fact should be recorded in the service book when the selection is cancelled.

The trainees will be granted eligible leave to undergo the training, if they apply for it (G.O. Rt. 5239/76/G. Edn. dated 31-12-1976).

Language Teachers Training Course

Language teachers training course is conducted for Malayalam, Hindi, Tamil, Sanskrit, Arabic, Kannada and Urdu at various training centres.

50 per cent of the seats are reserved for private candidates (open quota) and 50 per cent of language teachers working in schools, departmental and private.

The applicants under open quota should not be below the age of 17 years and above 33 years as on 1st January, the relaxation in upper age limit is admissible for 3 years in the case of O.B.C. candidates and 5 years for scheduled castes/scheduled tribes candidates. The upper age limit is 33 years, as on 1st January.

The selection is made on the basis of marks obtained for the oriental title examination observing the rules on communal rotation in the case of open quota and to departmental quota selection is made considering the seniority of the teachers applied for the course.

The departmental candidates will be granted eligible leave for the period of training if they apply for it (G.O. Rt. 2407/77/G. Edn. dated 2nd June 1977).

Departmental trainees will be eligible for Rs. 125 p.m. as subsistence allowance during the period of training.

CHAPTER IV
PLAN SCHEMES

(Rs. in lakhs)

<i>Name of Sector</i>	<i>Sixth Plan Outlay</i>	<i>Proposed seventh plan outlay</i>
1. Elementary Education	1568.50	1835.00
2. Secondary Education	959.50	2054.00
3. Teachers Education	80.00	190.00
4. Adult Education	50.00	50.00
5. Direction Administration and Supervision	135.00	..
6. Other Programme	62.00	371.00
Total general education	2855.00	4500.00
7. Physical education, Sports and Youth Welfare	95.00	400.00
8. Nutrition	95.00	3200.00
Grand Total	3045.00	8100.00

FIVE YEAR PLAN—SECTORWISE OUTLAY AND EXPENDITURE

(Rs. in lakhs)

Sector VI	Expenditure		Totgl	Seventh plan outlgy 1985-90	Budget estimate 1985-86	
	Plqn Outlgy (1980-85)	Actual expenditure 1980-84				Anticipated expenditure 1984-85
1. Elementary Education	1568.50	1687.89	304.00	1991.89	1835.00	290.00
2. Secondary Education	959.50	1916.77	233.50	2150.27	2054.00	330.00
3. Teachers Education	80.00	45.04	15.00	60.04	190.00	30.00
4. Adult Education	500.00	6.29	4.50	10.79	50.00	8.00
5. Direction Administration Supervision	135.00	185.52	50.00	235.52
6. Other Programmes	62.00	113.67	11.00	124.67	371.00	60.00
Total General Education	2855.00	3958.18	618.00	4573.18	4500.00	718.00
7. Physical education Sports and Youth Welfare	95.00	33.24	14.00	47.24	400.00	50.00
8. Nutrition	95.00	49.31	10.00	59.31	3200.00	500.00
Grand Total	3045.00	4037.73	642.00	4679.73	8100.00	1268.00

Sl. No.	Code No.	Name of Scheme	Approved outlay (in lakhs)	Implementing Officers
(1)	(2)	(3)	(4)	(5)
I Primary Education				
<i>Elementary Education—MNP Tribal Sub Plan</i>				
1	GEN 001	Construction of building and staff quarters (T&P)	10.00	E.S.O. and Liaison Officer (D.P.I.'s Office)
2	GEN 002	Construction of Buildings for LP/UP Schools	120.00	do.
3	GEN 003	Supply of furniture to LP/UP Schools	10.00	Administrative Assistant Purchase (D.P.I.'s Office)
4	GEN 004	Improvement of facilities (Provision of teaching Aids Other than laboratory equipment)	5.00	Director, S.I.E.
5	GEN 005	Pre-Primary Education	5.00	Director, S.I.E.
6	GEN 006	Institute of Primary Education	5.00	Director, S.I.E.
<i>NCERT/UNICEF/Centrally Aided Schemes</i>				
7	GEN 007	NCERT Assisted Schemes—State Share	4.00	Director, S. I. E.
8	GEN 008	UNICEF Assisted Programmes	2.00	Director, S. I. E.
9	GEN 009	Experimental project for Non-formal Education State share (Centrally sponsored)	2.00	Director, S.I.E.
10	GEN 010	Work experience programme other than MNP including socially useful productive work	4.00	Director, S.I.E.
11	GEN 011	Improvement of Science Education including supply of Laboratory equipment to primary schools	5.00	Director, S.I.E.

(1)	(2)	(3)	(4)	(5)
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II. Secondary Education

12	GEN 012	Building and facilities	30.00	Liaison Officer and E.S.O. of D.P.I's Office
13	GEN 013	Furniture	6.00	A.A. (Purchase) D.P.I's. Office
14	GEN 014	Improvement of Science Education including supply of Laboratory equipment to Departmental Schools	5.00	Director, S.I.E.
15	GEN 015	Work—Oriented Education	2.00	Director, S.I.E.
16	GEN 016	Vocational guidance programme	2.00	Director, S.I.E.
17	GEN 017	Development of School Libraries and laboratories	6.00	Director, S.I.E.
18	GEN 018	Examination Reforms	1.00	Director, S.I.E.
19	GEN 019	Revision of Curriculam	4.00	Director, S.I.E.
20	GEN 020	Popularisation of Science literature	1.00	Director, S.I.E.
21	GEN 021	Introduction of vocational courses in selected schools and upgrading them	50.00	J.D. and P.L. Section
22	GEN 022	Creation of scholarship unit and enhancement of scholarships	2.00	Deputy Director (G1.) and N Section
23	GEN 023	Contribution to Rajaram Mohan Roy Foundation and Allied matters	2.00	State Librarian
24	GEN 024	Educational Research and Training Institutions	2.00	Director, S.I.E. and C.P.O.
25	GEN 025	State Institute of Education	5.00	Director, S.I.E.
26	GEN 026	Institute of Science	2.50	Director, S.I.E.

	<i>Special Component Plan</i>			
27	GEN 027	Award of scholarship to scheduled Caste students (SCP)	10.00	D.D. (G1.) N. Section and Deputy Director (Edn.)
28	GEN 028	Coaching classes for scheduled caste students(SCP)	6.00	Deputy Directors (Edn.)
	<i>Tribal Sub Plan</i>			
29	GEN 029	Award of scholarships to scheduled Tribe students (T.S.P.)	1.00	Deputy Director (G1.) & Deputy Directors (Edn.)
30	GEN 030	Coaching classes for scheduled tribe students (T.S.P.)	0.50	Deputy Directors (Edn.)
31	GEN 031	Population Education State Share (Centrally Sponsored)	2.00	Director, S.I.E.
	<i>Teacher Education</i>			
32	GEN 032	Inservice Training to primary school teachers	10.00	Director, S.I.E.
33	GEN 033	Inservice training to Secondary School teachers including language teachers	5.00	Director, S.I.E.
	<i>Other Programmes</i>			
34	GEN 034	Improvement of facilities in special schools	5.00	J. D. and M. Section
35	GEN 035	Development of Sanskrit Education	3.00	Director, S.I.E.
36	GEN 036	Appointment of Hindi Teachers in Non-Hindi speaking states (state share) Centrally sponsored	5.00	Deputy Directors (Edn.)
37	SYS 001	Physical Education Sports/Youth Welfare	25.00	Director, Youth Welfare and PRO
	<i>Nutrition</i>			
1.	NUT 003	Special Nutrition Programme (b) Outside I.C.D.S.	200.00	Senior Administrative Assistant CARE D.P.I's Office
2	NUT 005	Special Component Plan	15.00	do.
3	NUT 006	Tribal Sub Plan	1.00	do.

(1)	(2)	(3)	(4)	(5)
		<i>50% Centrally Assisted Schemes (Central Share)</i>		
1	GEN 146C	Appointment of Hindi Teachers in U.P. Schools and High Schools in Non-Hindi Speaking Areas	5.00	Deputy Directors of Education
2	GEN 147C	N.C.E.R.T. Assisted Schemes	4.00	Director, S.I.E.
3	GEN 148C	Non-formal Education for age group 6—14 (Experimental Project for Non-formal Education)	2.00	Director, S.I.E.
4	GEN 149C	Population Education in Secondary Schools	2.00	Director, S.I.E.*
		<i>100% Centrally Sponsored Schemes</i>		
1	GEN 023C	Social Adult Education	40.00	State Adult Education Officer
2	GEN 024C	Education Technology CELL	20.00	Director, S.I.E.
3	GEN 025C	Integrated Education of the Handicapped	30.00	Director, S.I.E.

CHAPTER V

TEXT BOOKS AND NOTE BOOKS

A. Distribution and Sale of Text Books

The Text Books branch of the Department works as a commercial undertaking. The branch is responsible for arranging the printing, distribution and sale of all nationalised Text Books of the Department Teachers' handbooks, guide books, question banks and other priced publications are also undertaken by the branch.

There are 3 Central Text Book Stores with Headquarters at Trivandrum, Ernakulam and Shornur. A text book depot is attached to each educational district. The District Educational Officer of the educational district is the Officer-in-charge of the Text Book Depot. The text books required for each depot are supplied on indent, from the Central Text Book Stores. The Central Text Book Store, Trivandrum supplies, text books to the book depots in the Educational Districts in Trivandrum, Quilon, Pathanamthitta and Alleppey Revenue Districts. Similarly the Central Text Book Store, Ernakulam serves the depots in Ernakulam, Kottayam, Idukki and Trichur Revenue districts, (excluding Chavakkad Educational District) and Central Text Book Store, Shornur serves the depots in Palghat, Wynad, Malappuram, Kozhikode, Cannanore, Kasaragod Revenue District and Chavakkad Educational District.

A sale commission of 10 per cent in the sale proceeds is allowed to school co-operative societies, Assistant Educational Officers/Headmasters as the case may be.

The immediate charge of the text book depot is vested in a Store Keeper in the cadre of U. D. Clerk. He is assisted by a L. D. Clerk and one or two Counters. The Store-keeper is responsible to the stock and issue of stores and shall periodically submit all reports and returns to the District Educational Officer for scrutiny.

The functions of the District Educational Officer in respect of the Text Book Depot are indicated below:

1. Assess the requirement of text books for a year and to ascertain whether there is adequate supply of all Nationalised Text Books. The number of copies sold during the previous year shall be taken into account in deciding the requirement of text books, in the case of reprints in each case. In the case of text books which are revised editions (new books) the anticipated roll strength shall be taken into consideration.

2. Check up whether all schools are served by school co-operative societies (or a union of primary schools having one society). In schools where co-operative societies do not exist it has to be ensured whether the Headmaster of High Schools or Assistant Educational Officer in the case of Primary Schools have taken initiative to secure text books and to make them available to pupils.

3. Examine whether the text books are issued to school co-operative societies, etc., on the basis of the latest price list notified or as per indents passed by the District Educational Officer or an authorised officer (The D. E. O. shall keep a copy of the price list in his personal custody). The District Educational Officer will also see whether there is delay in the issue of text books. If there is any delay, arrangements shall be made to provide additional staff by deputation from the District Educational Officer's Office.

4. Check up whether the credit sale of the text books permitted to school co-operative societies does not normally exceed Rs. 7500 subject to the relaxation given by the District Educational Officer in individual cases and they settle the accounts before 31st August. No credit shall be allowed after 31st August.

5. Scrutinise whether daily sales register and stock register and other registers including cash books and receipts books are written up punctually.

6. No member of the public is denied the facility in securing text books, guide books and question bank from the depot (other than bulk purchase of books for sale) for his own use on collecting cost without commission. It should be checked whether a proper receipt in the prescribed printed form is issued to the party at the time of sale.

7. Adequate precaution is made to protect the storage from the attack of white ants, rats, etc.

8. Vigilance is exercised to see that there has been no loss, damage or pilferage of book from the storage being an abuse of code of conduct of the business of the text book depot.

9. Render such periodical returns as have been prescribed by the depot on the due dates.

10. Inspect the depot periodically and make reports about the condition and short comings and to arrange for conducting physical verification of stock at least once in a year by a person other than the Store-keeper or other employees in the depot.

11. Verify whether there is adequate supply of teacher's hand book, guide book, question bank etc., prepared by the department as reference to teachers and encourage the sale of these publications among teachers.

B. Manufacture and Distribution of note books in School under work experience programme

Manufacture of note books by the school children for the use of students from the paper allotted by the Government of India at concessional rate has been brought under work experience programme in the State during 1975-76. The scheme continues to operate with increased coverage every year.

The scheme is operated under the guidance of the Text Books Officer, the Note Books Officer and the Special Officer, work Experience Programme of the Directorate. The Note Books Officer is responsible for the effective implementation of the scheme.

Schools are selected as manufacturing centres on the recommendation of the Deputy Director (Education), taking into account, availability of electricity, machines, transport and storage facilities.

The Text Books Officer arrange the distribution of white paper allotted by Government of India to the manufacturing centres through Central Stores concerned, along with calico, straw board and printed covers. The Controller of Stationery with the concurrence of the Departmental purchase committee, arrange the purchase of the calico etc.

Orientation course is conducted by the Special Officer, Work Experience Programme to teachers in cutting, ruling and binding of note books. The course is intended for imparting training to students in turn, and to supervise the work during manufacture of note books.

The school centres purchase machinery, equipments and tools utilising the accumulated balance under special fee account. According to availability of funds in the Budget, funds are also allotted to few Departmental schools for the purchase of Cutting and Ruling Machines. In schools, where there are no machinery for cutting and ruling of books private arrangements are made.

Manufacture

3 categories of note books are generally manufactured in schools, viz., 192 pages, 120 pages and 80 pages (both ruled and unruled).

The production of books is carried out during class hours allotted for Work Experience Programme. But it is also carried out outside class

hours as the time allotted will not be enough to complete the work. The school centres can utilise the amount under the special fee account as advance amount for meeting the initial expenditure for the purchase of needle, twine, gum etc., required for the purpose which is to be reimbursed as soon as the manufacturing charges are received. An amount equal to 50 per cent of the anticipated manufacturing charge is sanctioned to the centres in advance by the Deputy Director (Edn.) to be adjusted in the final claim, on completion of the work. The District Adult Education Officer is authorised to conduct audit of manufacturing accounts of each centre in the District.

The cutting waste and other wastes occurring during the process of manufacture are sold in public auction by the Heads of Schools and the amount is deposited in a separate fund called "Manufacturing fund" which can be retained for future investment. If any school discontinue the manufacture, the balance amount under the funds has to be credited to Government.

Distribution

Distribution of note books commences from the 15th May, of every year. Each manufacturing centre is also distribution centre. Schools are grouped for each distribution centre. Books are distributed to the schools in each group based on the indent passed by the Educational Officers. Indents are passed according to the norms prescribed by Government for distribution to the students.

School co-operative societies made purchase of note books and distribute them to the students through class teachers concerned. The Heads of Schools make purchase of books and distribute them to students where there are no co-operative societies.

Credit facilities upto Rs. 7500 are allowed to the Schools/School Co-operative Societies, 5 per cent distribution commission to the schools/school co-operative societies and 1 per cent distribution commission to the centres on the gross sale value, are allowed.

The Deputy Directors (Edn.) are in-charge of implementation of the scheme at the Revenue District level. They are assisted by the District Adult Education Officers in the work. Manufacturing charges are sanctioned by the Deputy Director (Edn.) based on the approved rates fixed by the Government. 75 per cent of the balance amount of manufacturing charges after meeting the contingent expenditure is paid to the participating students as wages, 20 per cent is paid as remuneration to the supervising teachers and 5 per cent is paid to the headmasters.

CHAPTER VI

GOVERNMENT EXAMINATIONS

S. S. L. C. Examination

The examination is conducted twice a year, i. e., between 15th and 31st of March and immediately after Ramzan Holidays under the new scheme (revised syllabus). Group system has been introduced for the S. S. L. C. Examination from March 1976 onwards, as per G. O. (P) 253/75/G. Edn. dated 16th October, 1975.

Admission to the Examination

- (a) Pupil candidates—Those who have undergone the prescribed course of study in any recognised high school in the state can be presented for the examination, provided, the pupil has put in not less than 85 per cent attendance in standard X.
- (b) Private candidates—The following category of candidates are eligible to appear for the examination privately.

Academic course—The following categories can appear for the examination only as full course candidates:—

1. Overaged candidates i. e., those who are above the age of 17 as on first of March consequent on the abolition of selection examination (G. O. MS. 105/71/G. Edn. dated 4th August, 1971 and G. O. MS. 89/74/G. Edn. dated 20th May, 1974).

2. Candidates who have failed under any of the defunct scheme of examination either as full course or compartmental.

3. Candidates who have undergone the prescribed course in full in any of the recognised schools in the State but who are not able to appear for the examination due to unavoidable circumstances provided they are otherwise eligible to appear for the examination. They can appear under diversified course as in the case they have completed their course under diversified course.

4. War service personnel who have studied upto standard X (old form VI) of a recognised school in the State. Persons employed in Military service as distinct from war service are eligible under this rule.

5. Teachers who possess Rashtra Bhasha Visharad of Dakshina Bharat Hindi Prachar Sabha or Hindi Bhoosan Certificate of the Travancore Hindi Prachar Sabha or Hindi Vidwan Certificate of the Kerala University.

6. Arabic teachers who have passed the Alzalul-Ulma Examination or the Arabic Higher Test.

7. Full time teachers of the Education Department and Harijan Welfare Department who have not less than three years of approved service as full time teacher (whether broken or continuous on the date of their application).

Compartmental Appearance

1. Holders of Indian Army Certificate of Education I Class are eligible to apply for admission to the S. S. L. C. Examination in the First Language Part I and II (New Scheme) introduced from the school year 1975-76 and if successful, will be declared eligible for civil employment only. They have to get a minimum of 40 marks for a pass.

Note.—But those who have already passed the V. S. L. C. or Malayalam Middle School Examination need not appear for the Regional Language papers in order to declare them eligible for civil employment only.

2. Holders of S. S. L. C. of the former Travancore-Cochin, or Madras or equivalent are allowed to appear for Hindi alone of the S. S. L. C. Examination if Hindi was not one of the subjects for their S.S.L.C. (or equivalent) Examination (Revised scheme). On securing a minimum of 35 per cent marks required for a pass in the subject they will be given a certificate to that effect.

If a candidate's name is registered for the examination it will be considered as an appearance even if he is absent for the examination unless he applied in writing to the Secretary, Board of Public Examinations on or before the first day of the examination for cancellation of candidature.

Candidates who have passed the S. S. L. C. Examination and who wish to appear again for the examination with a view to securing better marks in all subjects will be permitted to reappear for the examination without cancelling the previous results within three years from the last successful appearance (G. O. Ms. 7/79/G, Edn. dated 12th January 1979). But such candidates should appear for all the papers according to the scheme of examination existing at the time. This concession will not however be allowed to candidates who have joined a college or public service after passing the S. S. L. C. Examination.

As per the existing orders S. S. L. C. Failed pupils are not eligible for re-admission in Standard X. But pupils who were not able to secure the minimum percentage of attendance will be re-admitted in Standard X

and will be allowed to be on the rolls till they secure the minimum attendance required to sit for the examination.

Examination Fees.—Pupils from Government and aided schools in Kerala, Laccadives and Mahe are exempted from payment of examination fees for their first appearance. Pupils from unaided schools and all private candidate have to pay fees.

1. New Scheme:—

	<i>Rs.</i>
(a) Full course	15.00
(b) One group	10.00
(c) Fine for later remittance	1.00
(d) Special appearance for 1st languages	4.00
(e) Special appearance for Hindi	3.00

Examination fees should be paid to the Chief Superintendents of the Centre concerned and proper receiptⁿ obtained for the amount remitted. The fees should be remitted to the head of account '077 Education B(a) (i) Examination fees'. If the candidates remit the amount in a Treasury or Bank outside the State the amount should be credited to the above mentioned head under I. S. S. A. to the Kerala State.

In the group system under the new scheme there shall be two groups (1) Language group and (2) subject group. The total marks for the language group will be 250 and that for the subject group 350. The minimum that a candidate should secure for all pass will be 90 out of 250 in the language group and 120 out of 350 in the subject group with the condition that the candidate should get a minimum of 20 per cent for each subject.

Under this scheme candidates should appear for all papers in the two groups in the first chance and in subsequent chances they can appear for all the papers in each group at a time. Individual papers within a group cannot be separately attempted.

Provision of scrutiny and regulation of S. S. L. C. answer script

1. Application^s for revaluation of answer scripts will be considered only if the Public Examination Marks are less than the average of the marks secured in the unit tests in Standard X by 10% or more. Other applications from those who have no eligibility to apply for revaluation will be summarily be rejected, the amount remitted by them will not be refunded.

2. Fee for revaluation is Rs. 50 per paper. It should be remitted in the name of the candidate under the Head of Account '077 B(c) Other Receipts'. The fee remitted will not be refunded if the difference in marks is below 10%.

3. Application for revaluation should be submitted within fifteen days from the date of publication of results.

4. Revaluation will be done by two different examiners not below the rank of an Additional Chief Examiner.

5. If there is a difference of 10% or more between the original marks and the average of the marks given by the two re-examiners, then the average of the marks on revaluation will be taken as the marks secured by the candidates and the fee remitted for revaluation will be refunded in full to the candidate concerned (vide G. O. Ms. 230/77/G. Edn. dated 23-1-1977).

6. The application for revaluation should be got countersigned by the Headmaster of a High School.

7. The candidate should send the application together with the chalan in original direct to the Secretary to the Commissioner for Government Examinations, Trivandrum, 695012 by Registered Post so as to reach the Office before the last date fixed.

8. Fee for revaluation and fee for scrutiny should not be remitted by a single chalan. There should be separate chalans and applications for each.

T. T. C. Examination

At present the T. T. C. Examination is being conducted under New Scheme only for I and II year and the New Scheme sanctioned in G. O. Ms. 141/77/G. Edn. dated 23-6-1977 and G. O. Ms. 173/77/G. Edn. dated 10-8-1977 is applicable to T. T. C. Examination.

The Examination under the New Scheme is intended for the following categories of candidates:—

(a) The trainees who have undergone training from June 1978 onwards (vide G. O. Rt. 2396/79/G. Edn. dated 16-6-1979).

(b) Failed candidates under the new scheme.

(c) T. T. C. Examination under re-introduced course has been discontinued as per G. O. Rt. No. 13/82/G. Edn. dated 1-1-1982.

Failed candidates under reintroduced scheme are allowed to appear for the corresponding subjects under the Re-organised Scheme (New Scheme). Such candidates should remit Rs. 4 in addition to the Examination fee to meet the cost of a new T. T. C. Book.

Full Course and Compartmental appearance

(a) The first appearance of a candidate for the examination should be as full course candidates for all subjects in the new scheme.

(b) Candidates who have failed in any one of the subjects under the New Scheme are allowed to appear for the failed subjects only as compartmental candidates.

Registration of candidates for the examination

(a) *School candidates.*—The Trainees who are appearing for the examination towards the close of their academic year are treated as school candidates.

(b) *Private candidates for theory papers only.*—All candidates who have already appeared for the examination but failed to secure a pass in the Examination and now appearing again are treated as private candidates. Each private candidate appearing for the examination should hand over his/her application form duly filled up along with the T. T. C. Book and the required examination fee amount in cash, to the Headmaster of the school selected as the centre for the examination on or before the last date prescribed.

(c) *Private candidates for Practical Examination also.*—The private candidates appearing for the examination should hand over his/her application form duly filled up along with their T. T. C. Books and fees to the Headmaster of the Training School where he/she has undergone training. The private candidates who are appearing for both II year theory and practical examination and the II year school candidates who are appearing simultaneously for I year, should hand over his/her application form duly filled up along with their T. T. C. Books and examination fees to the Head of the Training School where he/she has undergone training. A and B lists relating to the above categories of candidates should be got prepared and forwarded to the Chief Superintendent as in the case of school candidates.

(d) The candidates who have undergone training in full and secured minimum of 85 per cent of attendance by the end of February as required under Rule 7(2) Chapter VII of K. E. R. alone are eligible to appear for the examination. However necessary condonation for the shortage of attendance unto the prescribed minimum can be obtained
11/251/MC.

from the competent authority concerned. Even when they counter-sign the application for a private candidate this aspect has to be examined, in case his appearance for the examination is for the first time.

(e) If a candidate is appearing for both I and II year examinations simultaneously two applications one for the I year and another for the II year are required.

Examination fee will be as follows:

	<i>Rs.</i>
(a) Full course I year	... 25
For each paper	... 5
Full course II year (theory only)	... 30
For each paper	... 5
Part III Practical (student teaching)	... 10
Part IV Sessional Work (Internal)	... Nil
(b) Fine for late remittance	... 1

Head of Account for remittance of fees and fine: '077 B (a) (i) Examination Fees'.

(c) The fees once remitted will not be refunded or adjusted for a subsequent examination on any account. Fees remitted after the prescribed dates or under wrong head of account will not be accepted and the application from such candidates will be summarily rejected.

(d) Candidates belonging to Scheduled Caste, Scheduled Tribes and other Eligible Communities including Kudumbies and X'ian converts from among them are exempted from payment of examination fees for two appearances, provided the second chance is within a period of three years from the first appearance for the examination. Other communities are not eligible for exemption from payment of fees.

(e) Examination fees received from the candidates in one centre should be remitted in one chalan for each item into the nearest Treasury in the State, in the name of the Headmaster under the Head of Account "077 B (a) (i) Examination fees" on the next working day following the last date fixed for receipt of fees from the candidates. Special care should be taken to see that the remittance is made under the correct head of account.

(f) In the case of school candidates, as well as private candidates, collective remittance in the name of the Head of the school will alone

be accepted. Candidates should not remit the examination fee into the Treasury in their own name, such chalang will not be accepted on any account.

Cost of additional Volume of T. T. C. Books

The candidates whose certificates have no further page to enter the public examination marks should pay the cost of additional volume of T. T. C. Book of Rs. 4 to the Headmasters of the school along with the examination fees. Candidates who are appearing under the existing scheme and who are in possession of duplicate copies of their certificates should also remit the cost of another volume of the T. T. C. Book. The Head of the school should remit such amount in a separate chalan under the Head of account "077 B (c) Other receipt" and forward the chalan receipt along with a statement containing the list of candidates who required fresh book or additional books as the case may be.

Application Form for Private Candidates

(a) The entries should be carefully filled up by the candidates in their own handwriting and each such application with fee and the T. T. C. Book should be handed over to the Head of the school selected as the Centre for the Examination. Application taken in person/forwarded by post direct to the Commissioner will not be accepted.

(b) The Headmasters and the candidates should note that the application forms as prescribed in the notification along will be accepted and in case any other form is used it will be summarily rejected and the Department will not be held responsible for any loss to the party on this account.

Return of T. T. C. Books

(a) The T. T. C. Books will be sent to the Chief Superintendent concerned immediately after the publication of the results of the examination. The T. T. C. Books of the school candidates should be collected from the Chief Superintendents and distributed to the candidates by the Head of Training schools concerned after obtaining proper acknowledgement.

(b) Any complaint regarding the non-receipt of certificate books, mistake in the entry of marks, etc., should be brought to the notice of the Commissioner immediately on the receipt of the certificate books.

(c) The T. T. C. Books not claimed from the Headmasters or from the Chief Superintendent of the Centre within a period of three months from the date of publication of the result should be returned to the Secretary to the Commissioner for Government Examinations.

Such certificates will be issued to the candidates through the concerned Headmaster on payment of penalty fees as detailed below:

	Rs.
(i) Penalty fees for the certificates not claimed by the candidates within 3 months after the publication of the examination upto five years.	5.00
(ii) Penalty fee if the certificates are not claimed within 5 years upto 10 years.	10.00
(iii) Penalty fee if certificates claimed after 10 years.	25.00

Head of account for remittance of penalty fee "077 B (c) other receipts".

Scrutiny of valued answer scripts

Application from candidates in the form prescribed for scrutiny of valued answer scripts will be accepted within 15 days from and including the date of publication of result. The fees for scrutiny at the rate of Rs. 5 per paper should be remitted in the name of the candidate into the Treasury under the Head "077 B (c) Other receipts" and the original chalan attached to the application.

Application from candidates for revaluation of their answer scripts in theory part will be accepted on the following conditions.

- (a) Application for revaluation should be submitted within 15 days from the date of publication of results.
- (b) Revaluation fee will be Rs. 50 for every paper and remitted under the Head of Account "077 B (c) Other receipts" in the name of the candidate.
- (c) Revaluation will be done by two different examiners not below the rank of an Additional Chief Examiner.
- (d) If there is a difference of 10% or more (of the maximum) between the original marks and the average marks given by the two examiners on revaluation, then the average marks given in revaluation will be taken as the marks of the candidate.
- (e) If the difference between the original marks and the average marks given in revaluation is less than 10% of the maximum marks, the marks obtained in the original valuation will remain unchanged.

- (f) In case where the marks are altered in revaluation provided for in item (e) above, the amount of fees remitted will be refunded to the candidates concerned after deducting Rs. 5 per paper as handling charges.

Note.—Fee for revaluation and fee for scrutiny should not be remitted by a single chalan. There should be separate chalan and application for each.

Anglo-Indian Training School Trained Teachers Certificates Examination

The T. T. C. Examination for the trainees of St. Teresas A. I. Training School was conducted by the Commissioner for Government Examinations, Kerala as per G. O. Rt. 4545/71/G. Edn. dated 8th November 1977 based on the syllabus approved by the Government of Madras in 1960 and followed in the Training School.

As per G. O. Rt. 2209/78/G. Edn. dated 18th July 1978, Government have constituted a committee for preparation of revised syllabus and the syllabus was approved by the Government as per G. O. Ms. 45/79/G. Edn. dated 15th March 1979.

The duration of course is two years. The following are the courses of study:—

Group A—Academic Subjects:

1. Educational Psychology and Child Study
2. Principle of education
3. School Administration and Hygiene
4. English content and methods
5. Mathematics content and methods
6. Science content and methods
7. History and Geography content and methods
8. Education in moral and spiritual values.

Group B—Practical Subjects:

1. Art and Craft
2. Practical work in Science
3. Practical work in History and Geograph
4. Practical work in Child Study
5. Speach Training and Elocution
6. Work experience
7. Music and Cultural Activities
8. Physical Education.

Group C—Teaching Practice

1. Observation Lessons
2. Class discussion of lessons observed
3. Demonstration lessons and Class Room Procedures
4. Student teaching of 40 effective lessons for the whole course (English-10, Mathematics-7, Science-7, History and Geography-8, Art and Crafts-3, Physical Training-2, Moral Science-2, Singing-1).

Scrutiny

Application from candidates for scrutiny of the valued theory answer scripts will be accepted within 15 days from the date of publication of results. The fee for scrutiny is Rs. 5 for each paper.

Language Teachers' Training course Examinations

There will be two examinations, i. e., during the last week of May and first week of October.

Candidates who have secured 85 per cent of attendance as per rule and completed satisfactorily the prescribed course of studies in the Language Teachers' training institution alone are eligible for admission to the Examination.

The rate of fee to be paid for admission to the examination are as follows:—

	<i>Rs.</i>
For the whole examination	... 25
Supplementary examination	... 5 per subject

Applications from candidates for scrutiny of their valued answer scripts will be accepted within 15 days from the date of publication of the examination result.

Hindi Teachers' Training Course Examination

The Diploma Examination Hindi Teaching is conducted once a year during the last week of May.

The fee for the full course examination is Rs. 25 and that for a subject is Rs. 5 subject to a maximum of Rs. 25.

Applications from candidates for scrutiny of their valued answer scripts will be accepted within 15 days from the date of publication of result.

Sanskrit Teachers' Examination

The Sanskrit Teachers' Examination has been introduced as per G. O. Ms. 458/70/S. Edn. dated 6th November 1970. The first examination was conducted in June 1971. From 1973 onwards, only those who have appeared and failed in Sanskrit Teachers' Examinations held in the previous years are admitted to the examination. Fee for the whole examination is Rs. 25 and for one part Rs. 10 and Rs. 20 for two parts.

Arabic Teachers' Examination

As per G. O. Ms. 23/70/S. Edn. dated 14th January 1970 the Arabic Munshy's Examination was introduced. Compartmental system was introduced as per G. O. Rt. 2862/72/S. Edn. dated 21st October 1972 for the examination from March 1973 onwards. Those who have completed the age of 15 years and passed the 7th Standard can appear for the examination on payment of the required amount of examination fees.

Urdu Higher Examination

The Government Urdu Higher Examination, introduced as per G. O. Rt. 2652/74/G. Edn. dated 16th August 1974, will be conducted once in an year during May. Admission to the examination is open to all candidates who have passed Standard VII and to have completed 15 years of age.

L. S. S. and U. S. S. Examinations

Every year this examination will be conducted between 15th and 31st March along with the S.S.L.C. Examination. The selection of candidates is made on the basis of the average marks secured in class examinations.

The pupils studying in standard IV are admitted to L. S. S. Examination and those who are studying in Standard VII are admitted to U. S. S. Examination.

The aggregate marks secured in the scholarship examination will alone be considered for the scholarships.

Government of India Residential School Merit Scholarship Examination

The examination is meant for locating the most outstanding talents in the country and to select them for studying in residential schools in India. The examination is open to the children of age group 11 and 12. A preliminary screening test will be conducted

during July every year and the final test at All India level will be conducted during September.

Certificate Course in Library Science

This examination will be conducted once in an year at the Trivandrum Public Library. The four papers prescribed for the examination are:—

- (1) Library Organisation and Administration (Theory)
- (2) Classification and Cataloging (Theory)
- (3) Classification (Practical) and
- (4) Cataloging (Practical)

Certificate Examination in Food Craft

This examination will be conducted once in an year as per the syllabus approved in G. O. Rt. No. 1094/75/H. Edn. dated 26th June, 1975. Those who have undergone the prescribed course satisfactorily in Food Crafts Centre, Kalamassery alone, are eligible to appear for the examination.

Kerala Government Certificate Examination in Engineering

The Kerala Government Certificate Examination in Civil, Mechanical, Electrical and Automobile Engineering will be conducted twice in an year. Only failed candidates are admitted to the Examination in October. Those who have undergone the prescribed course satisfactorily in any one of the institutes recognised by the Director of Technical Education, alone are eligible for admission to the examination.

Certificate Examination in Drawing, Painting, Sculpture and Modelling

The duration of the course is two years and at the end of the course there will be public examination. The fee for examination is Rs. 15. The course is offered at the following institutions:—

- (1) Ravivarma Institution of Fine Arts, Mavelikara
- (2) R. L. V. Academy of Music and Fine Arts, Trippunithura
- (3) Institute of Fine Arts, Trichur and
- (4) College of Fine Arts, Trivandrum.

Diploma examination in Drawing, Painting, Sculpture and Modelling

The duration of the course is two years and those who have passed the certificate course can appear for the Diploma Examination. The fee for the examination is Rs. 20.

Post Diploma Examination in Drawing, Painting, Sculpture and Modelling

Those who have passed the Diploma Course examination can appear for the Post Diploma Examination. The duration of the course is one year and examination fee Rs. 25.

Diploma Examination in Bharathanatyam

The course is offered at the R. L. V. Academy of Music and Fine Arts, Trippunithura and the duration of the course is 4 years. The minimum qualification for admission is a pass in Standard VII and the fee for the Public Examination at the end of the course is Rs. 12.

Post Diploma Examination in Bharathanatyam (Nattuvan)

This is an advanced course and those who have passed the Diploma Examination in Bharathanatyam can appear for the post Diploma Examination. The fee for the examination is Rs. 20.

Diploma Examination in Kathakali

The minimum qualification for admission to this four year course in Kathakali, offered at the R. L. V. Academy of Music and Fine Arts, Trippunithura is a pass in Standard VII. There will be a Public examination at the end of the course and the fee for the examination is Rs. 12.

Post Diploma Examination in Kathakali

Those who have passed the Diploma Examination in Kathakali can be admitted for the two years course of the Post Diploma in Kathakali.

Music Examination

The following examinations in Music are conducted once in an year for those candidates who have undergone satisfactorily the prescribed course of studies in the Music Colleges and Music Academies:

- (1) Ganapraveena Examinations in vocal music, veena and violin.
- (2) Ganabhooshanam examination in vocal music, veena, violin and mridangam.
- (3) Natanabhooshanam certificate examination.

Junior and Senior Music Certificate Examination

These examinations are conducted once in an year for those who have completed satisfactorily the prescribed course at the music school, Trichur. Certificate will be issued to those who pass the Senior Music Examination.

K. G. T. Examination

Examinations (Lower and Higher) are conducted once in a year (April) for the following subject:

I. Drawing Group

- (1) Free hand outline and Model drawing
- (2) Geometrical drawing
- (3) Design
- (4) Painting
- (5) Engraving and
- (6) Clay Modelling

II. Printing Technology Group

- (1) Compositor's work
- (2) Proof Reader's work
- (3) Book Binding
- (4) Machine work
- (5) Press work
- (6) Printers Warehouse work
- (7) Type casting and ...
- (8) Sterio Typing

III. (1) Needle work and Dress Making

- (2) Embroidery
- (3) Tailoring
- (4) Carpentry
- (5) Smithy
- (6) Ratan work (no grade)
- (7) Matmaking (no grade) and
- (8) Handloom Weaving and Spinning (Lower and Higher Grades).

The fee for lower grade is Rs. 15 and for higher grade Rs. 20.

The minimum qualification for appearing the examination, Lower Grade is a pass in Standard VII (new) and for Higher Grade, a pass in S. S. L. C. or a pass in lower grade. But those who have passed the lower grade examination in Handloom Weaving and Spinning are alone admitted for higher grade examination in that subject.

IV. Agriculture.—K. G. T. Examinations in Agriculture, Lower and Higher are conducted once in an year during the last week of May.

The fee for the examination is Rs. 15 for Lower and Rs. 20 for Higher Grade Examination.

The minimum qualification for admission to the examination is a pass in Standard VII (new) for Lower and a pass in S. S. L. C. or Lower Grade for Higher.

K. G. T. Examination in Commerce Group

Under this group, examinations for the following subjects are conducted:

- (1) Typewriting (English) Lower, Higher and High Speed
- (2) Typewriting (Malayalam) Lower and Higher
- (3) Shorthand (English) Lower, Higher and High speed
- (4) Shorthand (Malayalam) Lower and Higher
- (5) Accountancy, Lower and Higher Grades
- (6) Banking Law and Practice
- (7) Co-operation Theory and Practice
- (8) Salesmanship and Marketing
- (9) Business Organisation and Secretarial Practices
- (10) Economics and Business Statistics.

There will be two examinations in an year. One is main and the other supplementary. The examination for typewriting and Shorthand (for all grades) will be conducted along with the supplementary examination.

Minimum general qualification for admission to the examination is the completion of S. S. L. C. Course for all lower grades and a pass in S. S. L. C. for all Higher Grade, High Speed and other subjects mentioned as item numbers 6 to 10.

Diploma Examination in Shorthand and Typewriting

Public examination for the candidates who have undergone the preliminary and final Diploma Course at the Diploma Course Institute, Triwandrump will be conducted at the end of the course every year in May.

The minimum qualification is S. S. L. C. for preliminary course and a pass in preliminary examination for the final course. The fee for the examination is Rs. 20 for preliminary and Rs. 25 for final.

Junior Technical School Leaving Certificate Examination

Two examinations will be conducted one during April and the other in September.

Group system has been introduced for this examination from March 1977 onwards. Part system is allowed as per rules.

The candidates who have satisfactorily completed the course in any of the Junior Technical Schools in the State are eligible to appear for the examination.

The examination fee is Rs. 15 for the whole examination and Rs. 4 for each group subjects. Regular candidates need not pay the examination fee for the first appearance.

Pre-Vocational Trading Certificate Examination

Candidates who have satisfactorily undergone the prescribed course in pre-vocational training centres attached to the J. T. S., Attingal, Kodungallur, Manjeri and Cannanore are admitted to the examination. No fee for examination is levied. The examination will be conducted in April every year. A practical test will be conducted before written test. The candidates who have come out successful in the examination will be given preference for admission to Junior Technical Schools.

Diploma Examination in Homoeopathic Medicine and Surgery

The candidates who have completed the prescribed course of instructions, qualifying for the particular examinations and secured minimum attendance alone are eligible for admission to the examination.

Those who appear for the examination should submit their applications through the Principal of the College where they had undergone the course. The Principal has to certify to the effect that the candidate has successfully completed the course and is eligible for admission to the examination. The fee for admission to the whole examination is given below:

<i>Name of Examination</i>	<i>Fee for the Examination (Rs.)</i>	<i>Fee for mark list (Rs.)</i>
Preliminary Science subject	30	3
Intermediate	40	3
Final Part I	30	3
Final Part II	50	3

The candidates appearing for the examination for the first time should be as full course candidates only i.e., they should appear for all subjects.

The candidates who have once appeared for the D. H. M. S. Examinations alone are eligible for compartmental appearance. Such candidates shall remit the examination fee at the rate of Rs. 10 for each subject to a minimum of Rs. 15 and Rs. 3 towards the fee for mark list for any one of the particular examination mentioned above.

The examination fee should be remitted into the treasury in the name of the candidate under the Head of Account "077 B Secondary (c) Other receipts" and the original chalan should be forwarded along with the application.

The fee once remitted will not be refunded or adjusted towards fees for subsequent examination fees remitted after the date prescribed or under wrong head of account or inadequate remittance will not be accepted and the application of such candidates will be summarily rejected.

No fee will be received direct by the Commissioner in the form of cash, cheque, draft, money order or postal order.

Application forms for the examination will be made available at the colleges concerned. The candidates will fill up the application form and form of admission ticket neatly and legibly furnishing the full details therein. Separate applications should be used for each examination.

Candidates will affix a recent passport size photograph (bust alone) in the space provided in the admission ticket duly attested by a Gazetted Officer of the State or Central Government.

Applications which do not conform with provisions in this notification or found defective shall be summarily rejected without notice.

The application should accompany true copy of mark list of their previous successful appearance fully attested by the Principal of the College concerned.

Candidates should obtain their admission tickets from the Chief Superintendents of the respective centres at least 3 days before the commencement of the examination.

Candidates must be in possession of their admission tickets while taking their examination. The same should be produced before the Chief Superintendent of the centres as and when required.

Duplicate admission tickets will be issued in production of chalan worth Rs. 3 remitted into the Treasury under the Head of Account "077 B (c) Other Receipts" and application for the purpose should be produced with a fresh passport size photograph duly attested.

The candidates will take their practical examination in the centre where they have appeared for theory part of examination. Request for change of centre for the purpose will not be entertained.

All candidates appearing for the examination according to the notification will be deemed to have given an undertaking that they will abide by all the rules now in force or those to be brought into effect hereafter in respect of the examination.

Application from candidates for scrutiny and revaluation of their valued answer script (Theory) will be accepted within 15 days from the date of publication of results. The fee for scrutiny at the rate of Rs. 5 per paper and revaluation Rs. 50 per paper should be remitted into the treasury under the Head of Account "077 B Secondary (c) Other receipts" and the original chalan receipts should be sent along with the application.

First and Higher Certificate Examination in Physical Education

Admission to the examination will be open to those who have undergone the prescribed course of study in the revised scheme introduced from 1979-80 in the College of Physical Education, Kozhikode and who have put not less than 85% of attendance during the academic year. Deficiency if any in attendance could be got condoned by competent authority before the commencement of the examination. Candidates appearing for the first time should be as full course candidates, i.e., they should appear for all subjects.

The candidates who have once appeared for the Examination alone are eligible for compartmental appearance. Such candidates shall remit the examination fee at the rate of Rs. 10 per subject. The fee for the whole examination is Rs. 25.

The first year Examination consists of two parts.

Theoretical and Practical

Those who fail in theory shall appear for the subject/subjects in which he/she has failed. The sessional marks and the marks of the subjects in which he/she has already passed will however be carried over.

Note:—The sessional marks of failed candidates also will be carried over.

Those who fail in practicals (Part II) should undergo a further course of 3 months of training at the College of Physical Education

where he/she has undergone the training during the third term and take tests in all practical activities again conducted by the College.

Those who fail in practice teaching (Part III) should appear for the practical examination again.

The examination fee will be collected by the Principal of the College and remit the same into the Treasury in one chalan under the Head of Account "077 B (a) (i) Examination fee", on the next working day after the last date fixed for remittance of fee.

The fee once remitted will not be refunded or adjusted for a subsequent examination. Fees remitted after the prescribed date or under wrong Head of Account or inadequate remittance will not be accepted and the candidature will summarily be rejected.

Candidate who have passed the first year Examination are eligible to be declared to have passed the Higher Certificate Examination (Second year) if she/he satisfied the following conditions.

- (i) The candidate must secure at least 40% aggregate marks in theory with a separate minimum of 30% in each paper.
- (ii) A candidate will be declared to have passed in Third Class, Second Class, First Class and with Distinction in accordance with the marks obtained by him/her as indicated below.

Third Class	...	Required for a pass in all the three parts.
Second Class	...	Above 50% and below 60%
First Class	...	60% and below 75%
Distinction	...	75% and above.

Note:—For awarding classes in the Higher Certificate Examination in Physical Education the total marks secured for the first year Examination and that for the Higher Certificate Examination together will be taken into account. (*Vide* G. O. MS. 188/81/H Edn. dated 4-11-1981).

Those who fail in the examination may be required to appear again as follows:—

(i) Those who fail in theory only shall appear for the subject/subjects in which he failed along with the other candidates appearing for the same Examination. The sessional marks and the marks of the subjects in which he has already passed, however, will be carried over.

(ii) Those who fail in Part II should undergo a further course of 3 months training in the College of Physical Education where he studied during the third term and take tests in activities under these parts. Those who fail in Part III should again appear for the final examination.

Admission tickets for the examination can be had from the Chief Superintendent of the centre concerned. Candidates must be in possession of their admission tickets while they are writing the examination. The same should be produced before the Chief Superintendent as and when required.

Mark list will be issued on production of a chalan worth Rs. 5 remitted into the Treasury under the Head of Account "077 B(c) Other Receipt" along with an application.

Application from candidates for scrutiny of their valued answer scripts (Theory) will be accepted within 15 days from the date of publication of results. The fee for scrutiny at the rate of Rs. 5 per paper should be remitted into the Treasury under the Head of Account "077B Secondary (c) Other Receipts" and the original chalan receipt should be sent along with the application.

Procedure for Scrutiny of Valued Answer Scripts

Applications for scrutiny of valued answer scripts will be considered only if such applications are received within the stipulated time limit supported by the fees prescribed for the same.

Vocational Higher Secondary Examination

This examination was first introduced in 1984 November. The examination was conducted in consultation with the Vocational Higher Secondary Board. Those who have passed S. S. L. C. Examination and undergone the prescribed course can be admitted for the examination. There are 71 institutions at present, with different vocational subjects. Those who pass the examination will be considered as equivalent to Pre-Degree Examination and accepted by the Calicut University at present.

Examination fees

First year—Whole Examination	Rs. 45 plus
	Rs. 5 Mark list
One subject	Rs. 15
Second year—Whole Examination	Rs. 60 plus
	Rs. 5 Mark list
One Subject	Rs. 15

The Secretary, Vocational Higher Secondary Board will issue the certificates for those who pass the examination.

Rules relating to the issue of copies of certificate

1. Copies of certificates will be issued as laid down in G. O. Ms. 552/66/Edn. dated 26th October 1966 in case of loss, on application.
2. The fee for the issue of duplicate copy of a certificate is Rs. 50 and of triplicate is Rs. 75.

Procedure for the issue

1. Applications for the award of a copy of Certificate should be submitted in the prescribed form to the Secretary, Board of Public Examination, Office of the Commissioner for Government Examinations, Trivandrum through the Head of the Institution from which the candidate was presented for the examination for the first time.

2. The applicant should give full particulars regarding the course of study, year or years in which he appeared for the examination and register numbers for each appearance.

3. The loss of the original certificate will be notified in the Gazette by the authority competent to issue the duplicate certificate and by such notification who so ever may be in possession of the original certificate shall be asked to surrender the certificate to the authority concerned.

4. The application shall be accompanied by:

- (a) A receipted chalan for having remitted the prescribed fee of Rs. 50 for the award of a duplicate certificate in a Government Treasury under the appropriate Head of Account.
- (b) A declaration by the candidate attested by a Magistrate of the Judicial Department under the seal of his court detailing the circumstances under which the original was irrecoverably lost.
- (c) A declaration to the effect that the original has not been allowed to be misused and that if it is recovered it would be surrendered to the Secretary, Board of Public Examinations, by the candidate.
- (d) If at a time it is discovered that the original certificate awarded to a candidate has been misused disciplinary action will be taken against the individual concerned and the certificate issued to the candidate will be cancelled.

Change of names, change of religion etc.

1. If any change of name is made after the issue of a Public Examination Certificate, the candidate concerned shall notify the change in name in the Government Gazette and a copy of the Notification shall be attached to the certificates book. No correction of name will be made in the qualification certificate.

2. The change of name and religion of the pupils in Standard X shall be effected only by the authority conducting the S. S. L. C. Examination.

3. The change of name and religion in regard to pupils studying in Standards below X will be regulated by the conditions laid down in the case of the alteration of the date of birth.

4. Change of community in the S. S. L. C. will be allowed only in the case of clerical error created while making entries in the school records or in the S. S. L. C. in all other cases of certificate obtained from the Tahsildar as contemplated in G. O. MS. 876/64 dated 29th December 1964 to be pasted in the S. S. L. C. Book.

Punishment imposed for Tampering with and/or altering entries of the date of birth in the certificate books and malpractices committed in the Examinations

1. Whenever an entry in the certificate book is seen tampered with, the holder of the certificate who is considered as its custodian will be held responsible for the offence. The custodian of the certificate will be asked to submit his explanation regarding the irregularity. Irrespective of the fact whether the custodian admits the offence or not, the punishment of suspending the certificate for a period up to maximum of 5 years will be imposed in all cases of tamperings detected. This punishment will be noted in the certificate book and a copy of the proceedings order will be kept in the concerned page of tabulation register kept in the office of the Commissioner for Government Examinations. The entry regarding the punishment imposed for tampering with the original certificate, will be noted in the duplicate copy of the certificate also, if such a duplicate copy is issued to the candidate.

2. When the certificates of employed persons are suspended a copy of the order suspending the certificate will be forwarded to the Controlling Officer for taking further action against the delinquent (vide G. O. MS. 462/64/Edn. dated 29th August 1964).

3. In case of malpractice detected in the examination hall, the Chief Superintendent concerned will immediately obtain a written statement from the candidate, the concerned invigilators and other persons

concerned. Instead of expelling the candidates forthwith he can be allowed to write during the remaining part of the time allotted to the paper and a different answer book supplied to him and to take the examination on the subsequent days also, provided he signs prescribed declaration. If he refuses to sign the declaration he should be expelled forthwith and should not be allowed to write the examination on the subsequent days.

The Chief Superintendent will then submit a detailed report together with the statement obtained in this connection as also the answer scripts of the candidate and the materials used for the malpractice, to the Secretary, Board of Public Examinations (vide Memorandum of instruction for the conduct of Public Examinations). If the candidate who has committed malpractice refuses to give a written statement or behaves in an unruly manner that fact should also be reported by the Chief Superintendent.

Punishment shall be imposed against the offender after giving him/her an opportunity to submit any explanation regarding the irregularity and examining the whole case.

Correction of date of birth in school records and qualification certificates

Date of birth once entered in the admission register shall not be altered except with the sanction of the authority specified by the Government. The provisions relating to this are detailed in Rule 3, Chapter VI, K. E. R.

In the G. O. (MS) 164/76/G. Edn. dated 24th August 1976, Government have fixed a time limit of ten years from the date of leaving the school or the date appearing for S. S. L. C. Examination for the last time whichever is earlier for entertaining requests for correction of date of birth in school records by the Commissioner for Government Examinations.

The procedure for submitting application for correction of date of birth is given below:

1. In order to alter/correct the date of birth in school records/qualification certificates, an application in accordance with the provisions under rule 3, Chapter VI, K. E. R. should be submitted in the form appended.
2. The application should be submitted by the guardian if the candidate is a pupil on the rolls of any school and by the candidate himself if he is not on the rolls of any school.
3. It should be forwarded through the Headmaster of the school last attended by the person concerned.

4. Court fee stamps to the value of Re. 1 should be affixed on the application.
5. As alteration/correction of date of birth in school records and qualification certificates such as S. S. L. C., T. T. C. should be made only with the sanction of the Commissioner for Government Examinations, the application for sanction should be addressed to the Commissioner for Government Examinations.
6. The following documents should be produced in stamp paper worth Rs. 3.

(i) A certified extract of Birth Register kept in the Office of the Registrar of Births and Deaths concerned or a certificate of birth issued by the Registrar of Births and Deaths concerned (Alteration of date of birth in school records will be allowed only on the basis of such a record unless the correction is due to a bona fide clerical error).

(ii) An identification certificate from local Tahsildar to the effect that "The male/female child born on and whose birth was registered at the.....Panchayat/Municipality/Corporation with Registration No.....and date of registration.....is the person (known as hereunder full name and address) of the application for correction of date of birth, the said person and the holder of S. S. L. C. with Register No.....March/September 19.....or extract of admission register with admission No.....(in respect of the applicant who is not S. S. L. C. holder) issued by the Headmaster (Here enter the name and address of the school) are one and the same person.

(iii) An affidavit sworn by the father/surviving parent or by the petitioner himself if the parents are no more, giving particulars of all the children born to his parents (including those who might have died) duly supported by the extracts from Births and Deaths concerned extract of admission Register from schools and attested copy of the relevant pages in the S. S. L. C. Book these extracts/certificates including that of the applicant should show the date of registration of births.

(iv) A statement in the form prescribed below showing the particulars (including complete postal address) of all the educational institutions attended by the applicant from primary classes onwards giving dates of entering and leaving each institutions and the date of birth entered in the records of those institutions.

<i>No.</i>	<i>Name of School with Postal address</i>	<i>Date of admission</i>	<i>Standard to which admitted</i>	<i>Date of birth entered in the school records</i>	<i>Date of leaving the school</i>	<i>Standard at the time of leaving</i>
(1)	(2)	(3)	(4)	(5)	(6)	(L)

(v) Extract of admission register from all the schools where the applicant underwent studies.

(vi) Any other documentary evidence that the applicant may want to produce in support of the date of birth claimed by the applicant.

The above documents should be submitted in original together with an attested copy of each of the documents. If any of the documents is in a language other than Malayalam or English, certified English translation of such documents should be submitted).

FORM OF AFFIDAVIT

(This should be signed before a Notary Public or a Judicial Officer).

AFFIDAVIT

I,.....(S/o/D/o).....
aged.....year and now residing.....
.....hereby solemnly affirm and declare as follows:—

I have only.....children born to me by my wife
.....(Name and address).....and all
of them except.....children is/are alive.

Their names and dates of birth are given below:

- (1)
- (2)
- (3)
- (4)
- (5)
- (6)

I also declare that the dates of birth of.....(so and so)
have been registered and the correct date of birth of.....
(Name of the person whose date of birth is to be altered) is,.....

The facts given above are true to the best of my knowledge and belief;

Place: Signature of the Deponent.

Date:

Solemnly affirmed this the.....day of.....
198.....by the deponent before.....

Seal and Signature of the attesting officer
with name and designation.

AFFIDAVIT

I,.....(S/o/D/o).....
aged.....years and now residing.....
.....hereby solemnly affirm and declare as follows:

My father.....has.....children
born to him by my mother.....and all the children
(except,.....,) are alive.

Their names and dates of birth are given below:

- (1)
- (2)
- (3)
- (4)
- (5)

I also declare that the date of birth of.....has (not been
registered at the Office of the Registrar of Birth and Deaths).....

The facts given above are true to the best of my knowledge and
belief.

Signature of Deponent
Seal and Signature of the Attesting
Officer with name and Designation

Place:

Date:

APPLICATION FOR CORRECTION/ALTERATION OF DATE
OF BIRTH IN SCHOOL RECORDS AND QUALIFICATION
CERTIFICATES

1. Name and address of the applicant
2. Name of the person whose date of birth is to be altered.
3. State whether the person whose date of birth is to be altered is employed or not (If employed give the designation and address of the Office or Institution in which employed).
4. The existing date of birth in school records or S. S. L. C., T. T. C. etc. (If the date of birth is noted differently in different schools note the names of schools and the date of birth noted in the records of each school against this column).
5. Nature of correction for alteration of date of birth requested for (give the date of birth noted in the documentary evidence produced against this column and note the records in which the entry regarding date of birth is to be corrected).
6. Explanation as to how the incorrect date of birth happened to be entered in the school records and qualification certificate (S. S. L. C., T. T. C. etc., and how it come to the notice of the applicant).
7. (a) What efforts were taken by the applicant to correct his date of birth so far and if no efforts have been made, reasons as to why no effort was taken.
(b) Date of leaving the school.
8. (a) Has the person applied previously to get the date of birth corrected. If so the date of application and a copy of the order if any passed on that application may be furnished.

(b) No. and date of Government letter condoning the delay.

9. Documentary evidence produced to prove the correct date of birth [noted against column (iv) above].
10. Whether the sworn affidavit has been furnished by the father/surviving parent the applicant and the date of birth (as noted in the sworn affidavit of the:
- (i) Immediate elder brother/sister:
 - (ii) Person whose date of birth is to be altered.
 - (iii) Immediate younger brother/sister (Note the names of the above persons and their date of birth against the column).
11. Whether the school history of the person has been furnished separately in the form prescribed together with extract of admission register from all the schools concerned.

Place:

Signature of applicant.

Date:

Change of first language change of medium, exemption from the study of regional language and Hindi

I. *Change of Regional Language.*—(1) The pupils who come from other State or Countries and join in Standard I to IV will have to study one of the Regional Languages of this State. No exemption of any kind will be allowed.

(2) The pupils who come from other States or Countries and join in Standard V to VIII and who have not studied one of the Regional Languages in Lower Primary Standards will be allowed temporary exemption only for one year from the study of a Regional Language on the definite condition that the pupils will learn the Language in the Class and that even if they secure very low marks in

the Regional Language in Annual Examination of that year, their promotion to the next standard will not be affected only for this reason. In such cases, further exemption will not be allowed during the succeeding years.

(3) In the case of pupils joining in Standard VIII to X and who are migrating from other States/Countries/System of Education and if it has not been possible for them to study the Regional Language of this State, exemption from the study of Regional Language shall be given to them. For such pupils Additional English and Special English and Additional Hindi and Special English will be the alternative Language under Part I and II respectively of First Language. For learning Additional English and Special English, sanction from the Commissioner for Government Examinations should be obtained.

II. *Exemption from studying Hindi.*—(1) Exemption will be given from the study of Hindi to students who join in Standard IX or X migrating from other Countries or from other States where Hindi is not compulsory.

(2) In the case of students migrating from other States or from another system of Education, this exemption will be given on only valid reasons.

(3) In the case of pupils coming under the above mentioned category who are joining in Standard VIII, exemption will be given only for that year's annual examination.

(4) In the S. S. L. C. Examination, an alternative paper in General knowledge have to be written in lieu of Hindi. There is no specified Text Books for General knowledge paper.

III. *Change of Medium.*—In the case of pupils, studying in Standard VIII to X and in the case of S. S. L. C. failed candidates, change of Medium to Malayalam shall be granted.

(1) Application from the guardian is required in the case of school candidates.

(2) Application from the candidates himself for S. S. L. C. failed.

IV. (1) For the study of undermentioned languages, sanction from the Commissioner for Government Examinations is not required.

First language: Part I—Malayalam, Tamil, Kannada, Sanskrit, Arabic, Gujarathi, Urdu, Additional Hindi

Part II—Malayalam, Tamil, Kannada.

(2) For learning any other Language under Part I or Part II, sanction from the Commissioner for Government Examinations is required.

(3) But in the case of pupils from Gujarathi Vidyalaya High Schools, they shall learn Special English under Part II of First Language even without any orders from the Commissioner for Government Examinations.

(4) Similarly pupils presented from Oriental Schools, i. e., schools where Arabic or Sanskrit is taught under First Language Part I and II can appear for S. S. L. C. Examination with Arabic or Sanskrit as the case may be, without any further sanction from the Commissioner for Government Examinations.

(5) Pupils in Regional Fishery Schools have to write a paper on Fishery Science, Navigation and Seamanship instead of the Regional Language under Part II of First Language.

V. (1) No prior sanction of the Commissioner for Government Examinations for change of Language is necessary for admitting a pupil in a school. The Headmasters may admit the pupils in their schools as per existing rules and then forward the required application from the guardian to the Commissioner. Application from the guardians alone and not from the pupils be sent to the Commissioner for Government Examinations.

(2) All applications for change of language, exemption from Regional Language, change of Medium etc., should be affixed with a Court fee stamp worth Rs. 2 (Rs. Two only).

(3) The details prescribed in the pro forma must filled up by the Headmaster carefully and correctly. The pro forma may be written or type written. No printed form will be supplied in this regard.

(4) The Headmaster should conduct a detailed enquiry about the previous study of the pupil and should satisfy himself that the school mentioned in column 5 of the pro forma is a bona fide, Government/aided/Recognised Institution. In the case of schools recognised by the Central Board of Education that fact should be specifically stated.

PRO FORMA

1. Name of Pupil.
2. Standard in which he is studying at the time of application.
3. Date of admission in the Standard mentioned in column 2.
4. Name of the School with complete postal address which the pupil is studying now.
5. (a) Name of the school with complete postal address in which the pupil was studying just previously before admission to the school mentioned in column 4.
(b) Name of School/Schools where the pupil studied in Standard V to VIII.
6. Language studied by the pupil in his previous schools.
Standard I to IV.
Standard V to VII
7. Mother tongue of the pupil.
8. Whether the pupil has studied any of the regional language of this State during the previous studies.
9. The Language from which exemption is sought for.
10. Reason for such request.
11. The Language taught under Part I and II under first language in the present school.
12. Language proposed to be studied under Part I and II of First Language.
13. Specific recommendation of the Headmaster.
14. I do hereby declare that the pupil is migrating from other State/Country/system of Education. The school mentioned in column 5 is following a different system of education other than one as prescribed in K. E. R. and that the school is affiliated to the.....

Signature of the H. M.

Name of the H. M.

Name and Postal address of the school.

Name of the Education district.

School Seal

Date;

CHAPTER VII

CARE SCHOOL FEEDING PROGRAMME

The CARE (Co-operative for American Relief Everywhere) School Feeding Programme was introduced in the state for first time during 1961-62.

The Director of Public Instruction is assisted by the Senior Administrative Assistant in the day to day working of programme. The Assistant Educational Officers are responsible for the proper implementation of the programme at the school level. They stock the food articles at the Sub Depots, issue the required quantities to schools on a monthly basis, maintain accounts for the receipts and issues draw and disburse the transport and preparation charges to the Heads of schools. There are 13 CARE Supervisors, one for each Revenue District (Excepting Pathanamthitta) for inspecting the Sub Depots of Assistant Educational Officers periodically and for conducting surprise checking of the accounts relating to the CARE feeding in schools. The quality and quantity of the prepared food, the accounting of stock on the date of visit and the number of children actually participating in the programme etc., will also be checked by them.

To supervise the working of the programme CARE Organisation has its own representative at Trivandrum viz. The Administrator, CARE Kerala. There are field Officers working under him to inspect the feeding at school level and to check the accounts and stocks at the school, sub depot and warehouse levels.

The CARE feeding programme is extended to all necessitous children in Standards I to IV of L. P. Schools and L. P. Sections attached to U. P. and High Schools and to pupils of Standard V of such L. P. School where Standard V is retained. The programme is also extended to the children of pre-primary/Nursery schools recognised by the Department.

The feeding given to the children consists of Uppumavu prepared with Bulgar Wheat/C.S.M. and Salad Oil.

The food articles required for the feeding programme are received from the CARE organisation as gift.

Ration:

(i) The daily ration fixed for each school during one year will continue to be in force until the ration for next year is fixed and communicated. The ration should not be increased under any circumstances by the Heads of schools, who should however reduce the ration if there is fall in feeding strength attendance, so as to avoid wastage of food.

(ii) The inspecting officials can re-fix the ration once fixed at any time during the course of the year if the number actually fed is found to be below the effective feeding strength fixed for the school.

(iii) Whenever grains ration is issued at a reduced rate for want of stock or for any other reason, a proportionate deduction in the oil ration should also be made at the rate of $\frac{1}{2}$ lb. of oil for every 5 lbs. of grains ration reduced. The daily ration is fixed in general terms as grains and not separately as C.S.M. or Bulgar Wheat. The ration for 1984-85 was fixed at the rate of 80 grams of grain and 5 grams oil per child per day, for the effective feeding strength fixed for the schools.

(iv) The effective feeding strength and the daily ration fixed for each school should be communicated to the heads of schools in writing by the Assistant Educational Officers. The details should also be recorded in the Hand book over the signature of Assistant Educational Officer or Superintendent or Head Clerk. The Heads of schools should be instructed to note the details of effective strength and ration fixed at the top of the school stock register on each page. The ration fixed for the year should be communicated in time so that it should be brought into force in all schools from the due date (Normally 1st September). Special care should be paid to avoid delay in communicating the new ration fixed at least in the case of schools where the ration newly fixed is less than that of the previous year. This is essential to avoid excess issues by the heads of schools.

(v) If the number to be fed on a day falls below the effective feeding strength for the school by ten or more a reduction in ration should be made at the rate of one pound of grain for every five pupils and $\frac{1}{2}$ a pound of oil for every 5 lbs. of grain reduced.

The reduction^{is} to be made as shown below:

<i>Fall in number of pupils to be below the effective feeding strength</i>	<i>Ration to be reduced</i>	
	<i>Grain</i>	<i>Oil</i>
Upto 9 pupils
10 to 14 pupils ..	2 lbs.	..
15 to 19 pupils ..	3 lbs.	..
20 to 24 pupils ..	4 lbs.	..
25 to 29 pupils ..	5 lbs.	$\frac{1}{2}$ lb.
30 to 34 pupils ..	6 lbs.	$\frac{1}{2}$ lb.
	as so on	

Feeding attendance:

(i) The heads of schools should obtain applications from the guardians of the pupils who wish to participate in the programme. Consolidated list of pupils to be included in the programme should be obtained by the Assistant Educational Officers from the heads of schools in duplicate and one copy returned duly approved before the end of first week of July.

(ii) Class-wise and consolidated feeding Attendance Registers should be maintained by the Headmasters. These registers are quite essential and the number actually fed on each day should be correctly recorded in the stock register every day with reference to the feeding Attendance Register.

The Hand Books should be maintained properly by all heads of schools even in Sub Districts where the contract system of transport is in vogue.

Form 2—Acknowledgements

Acknowledgements in form 2 for stock supplied should be obtained from the heads of schools and verified by the Assistant Educational Officers promptly and follow up action taken on discrepancies noticed. These acknowledgements should be filed in Chronological order and made available for inspection by the inspecting officials.

(ii) This item of work viz., obtaining and checking of the Form acknowledgements is very important especially in Sub Districts where the contract system is in vogue for the transport of food articles from Sub Depots to schools.

Checking of Form A statements

Form A statements should be obtained from all the Heads of Schools promptly and reviewed before the 10th of every month by the Assistant Educational Officers. A register has to be maintained for watching their prompt receipt and review. If the review is done properly and promptly, irregularities if any, committed by the Heads of schools can be detected and set right without delay. The Assistant Educational Officers will be responsible for excess issues and other irregularities made by the Heads of schools if they go undetected due to the laxity on their part in checking the form A statements.

Submission of Form 3 statements

(i) Form 3 statements (Stock and issue report) should be submitted by the Assistant Educational Officers promptly so as to

reach the Head Office by the 5th of the succeeding month. The requirements for the next month (i.e., the quantities to be moved to the sub depot during the next month) should be assessed correctly and noted on the reverse of Form 3, indicating also the week during which the supply is required. This is essential for arranging timely and adequate supply of the food articles. Delivery Notes (Form 1) intended for the Administrator, CARE should be attached to form 3 sent to him, as without these, the Form 3 cannot be checked.

(ii) If the allotted quantities of CARE food articles are not received in time, Assistant Educational Officers have to address promptly the Depot Officer, CARE Central Depot or the Superintendent of the Warehouse concerned as the case may be extending a copy to the Senior Administrative Assistant of the Directorate.

(iii) The accounting of stock of CARE articles in form 3 should be made in bags and cartons and tins only and not in pounds.

Monthly returns in Form D

Monthly return in form D (Consolidation of form A) should be submitted to the Director of Public Instruction and to the Administrator, CARE by the 15th of the succeeding month without fail.

Theft Cases

Cases of theft of CARE food articles should be reported to the Police and to the Head Office promptly. Normally not more than 35 days' requirements should be supplied to a school at a time. However the Assistant Educational Officers can use their discretion and issue more than 35 days requirements at a time in special cases where they are satisfied that it is necessary in view of the difficulties in transport, high cost of transport etc., provided that the storage facilities available at the school level are safe and provided further that the Headmaster concerned gives undertaking in writing that he will hold himself responsible for the safety of the stock taken delivery of by him.

Disposal of damages

Cases of damages of CARE food articles should be reported to the Administrator, CARE, Kerala direct with copy to the Head Office promptly.

(ii) If any bag or carton is received at the sub depot or school in broken, or damaged or leaky condition, they should be opened and the contents examined immediately and the sound portion transferred to sound empty bags/tins to avoid further loss and issued to nearby schools for immediate use. All efforts have to be made to reduce the loss due to the damage by taking prompt action. Under no circumstances the food articles brought to the sub depot from CARE Central Depot, Cochin or the warehouse concerned as the case may be shall be returned unaccepted, provided the quantities are delivered as per allotment orders from the Directorate or CARE.

Transportation of CARE food articles from sub depots to Schools

(i) Transport of CARE articles from sub depots of Assistant Educational Officers to Schools is arranged through contractors wherever possible. In sub districts where transport through contractors could not be arranged before the re-opening of schools in June the heads of schools may be required to take delivery of the articles from the sub depots and arrange for their transport to the schools so that feeding can be started from the due date itself. In such cases immediate steps should be taken for obtaining the sanction of the competent authority for increase over the P.W.D. Scheduled rates wherever necessary.

(ii) The Departmental Officers are delegated with powers to sanction enhancement in transportation charges as detailed below:

Assistant Educational Officers—Up to 15% over and above the P.W.D. scheduled rate for conveyance of cement.

Deputy Directors of Education—Up to 50% over and above the P.W.D. scheduled rate for conveyance of cement.

Director of Public Instruction—Up to 100% over and above the P.W.D. scheduled rate for conveyance of cement.

(iii) Payment of transport charges has to be made promptly and regularly every month. Delayed payments will certainly affect the smooth working of the programme and have to be avoided.

Preparation charges

Heads of schools are paid preparation charges @ 12 paise per pound (26 paise per kg.) subject to a minimum of Rs. 3.50 per day. 20% of the preparation charges calculated at the above rate subject to a minimum of Rs. 3 per day will be paid as allowance to the part time cook.

(ii) Preparation charges should be paid promptly and regularly without giving room for any complaints from the Heads of schools. This also will be verified and reported by the CARE Supervisors regularly.

Sale of empty containers and utilisation of sale proceeds

(i) The minimum sale price fixed for the empties are as shown below:

1. Bulgar wheat cloth bags	..	30 paise each
2. Bulgar wheat polythene bages	..	50 paise each
3. Salad Oil Tin	..	30 paise each
4. Oil tin 38.5 lb. capacity	..	Rs. 1.50 each
5. C. S. M. polythene lining	..	10 paise each

Estt

The rates noted above are the minimum. The heads of schools have to try their best to sell at higher rates.

The C. S. M. outer covers and salad oil outer cartons can be used as fuel, if they cannot be sold.

(ii) The sale proceeds can be utilised for:

- (a) Supplementing the transportation and preparation charges if found necessary.
- (b) For repairing cooking vessel.
- (c) For purchasing ladles, mugs etc., for serving
- (d) For supplying eating vessels to children.
- (e) For purchasing cooking vessels.

(iii) The heads of schools should maintain proper accounts for the receipts and utilisation of the sale proceeds of empties and the inspecting officials have to check them at the time of visit to the schools.

Reimbursement value of CARE food articles

The reimbursement value of CARE food articles in the case of loss, misuse, damage etc., are shown below:—

C. S. M. Rs. 3 per lb. Bulgar wheat Rs. 2/1b. Salad oil Rs. 5/1b.
The register & recoveries should be maintained by all A.E.Os.

Restocking of CARE food articles at the sub depots

The register prescribed for the purpose should be maintained properly.

Head of Account for remittance

The receipt head for crediting to the Treasury amounts realised from Heads of Schools etc., in respect of CARE articles misused, lost etc., is 077 Edn. G. (General) (b) other receipt-3 other items.

Follow-up action in Visit/Inspection Reports

Copies of the visit/inspection report or visit summaries of CARE Supervisors and CARE Field Officers are sent to the A.E.Os. direct by the CARE Supervisors and the CARE Office respectively. Follow-up action on those reports wherever necessary should be taken by the Assistant Educational Officers promptly.

Kanji Feeding in Wynad District

The scheme of supply of Kanji to tribal children in the selected schools in Wynad District was started in the year 1980 and is being continued. 52 schools are covered by the scheme now. According to G. O. MS. 48/81/G. Edn., dated 19-3-1981, the rate of fuel charges and cooks allowance for supply of Kanji to Tribal children are fixed at Rs. 20 each per mensem. Each Tribal student is provided with Kanji at a cost of 50 paise per day which included the cost of rice 60 grams plus green gram 30 grams.

A scheme of noon-day meal programme (Kanji feeding) has been introduced in schools in fishermen villages and in Tribal schools as per G. O. MS. No. 247/84/G. Edn., dated 14-11-1984. The ration allowed per pupil per day is rice—60 grams and green gram—30 grams. Under this scheme there are 581 schools covering 150,000 beneficiaries.

CHAPTER VIII

**DETAILS OF SCHOLARSHIP SCHEMES OPERATED
BY THE GOVERNMENT OF KERALA**

1. Meritorious scholarship to the Scheduled Caste and Scheduled Tribe Students

A scheme under Plan scheme for the award of scholarship to meritorious scheduled caste, scheduled tribe pupils studying in UPS and HS Classes have been started from 1977-78. The scholarship will be given to two Scheduled Caste and Scheduled Tribe boys and two Scheduled Caste and Scheduled Tribe girls in Std. V and VIII in a school both departmental and aided who secure more than 45% of marks in the aggregate in the Annual Examination of Std. IV and VII on merit basis. The scholarship once awarded is tenable for the completion of the particular course of study subject to continued progress.

The value of scholarship is Rs. 40 per annum in U. P. classes and Rs. 60 per annum in High School classes. The District Educational Officers and Assistant Educational Officers are competent to sanction the scholarship as the case may be.

2. Lower Secondary and Upper Secondary Scholarships

The scholarship based on merit and merit-cum-means will be awarded in the High School and U. P. classes. 120 scholarships in Std. V and 150 scholarships in Std. VIII will be awarded every year in each Educational District. Of these 20% will be on merit and 80% will be on merit-cum-means. Half the number of scholarships in the High School and U. P. Sections will be under Plan provision and the other half under Non-Plan.

The value of scholarship is fixed @ Rs. 40 per annum in High School classes and Rs. 30 per annum in U. P. classes.

The scholarships once granted will continue till the termination of the U. P. and High School stage as the case may be subject to continued satisfactory progress of the students.

The scholarships under the rule and other grants under fee concession rules cannot both be held by a student at the same time. The students will have the option to choose between the two.

As per G. O. (MS) 57/81 G. Edn. dated 2-4-1981 students belonging to SC, ST, Christian converts and other eligible communities

can enjoy LSS|USS awarded on merit basis concurrently with the Lump sum grant paid by Harijan Welfare Department.

The examination will be conducted by the Commissioner for Government Examinations to select the students for the award^l of scholarships.

For the award of Merit-cum-means scholarship the income of the family of the students should be Rs. 6000 or less per annum.

3. *Muslim girls sc.olarships and Nadar girls scholarships*

Muslim girls are also given scholarships according to their family income. The income of the family of the students should be Rs. 8,000 per annum or less. Muslim girls are permitted to apply for scholarship in any standard irrespective of the fact whether such girls had applied for the scholarship in any of the Lower Standards namely V or VI or VIII or IX provided they are otherwise eligible. However they will not be eligible for scholarship in the Lower standards for which they had not applied in time.

The value of scholarship is Rs. 30 per annum in U. P. and Rs. 50 per annum in High School Classes.

The benefit of this scholarship has been extended to the Nadar Girls also from the academic year 1979-80 onwards on the same principles.

4. *Scholarships to the students studying in pure Sanskrit Schools*

(a) Two scholarships to the pupils in each standards in High Schools are being paid under Non-plan scheme on the basis of marks scored in the annual examination of the previous standards. The value of the scholarship is Rs. 15 per mensem tenable for 10 months.

(b) Six scholarships in Std. VI to X in U. P. and High School classes of the pure Sanskrit schools are being paid for the development of Sanskrit Education under the Plan scheme. The value of scholarship is Rs. 15 per mensem in High School classes and Rs. 12 per mensem in U. P. classes tenable for 10 months on the basis of marks scored in the Annual Examination of the previous standards.

5. *Anglo Indian School Scholarships*

Twenty-one scholarships are admissible in U. P. classes and High School classes respectively in the State. The best pupil for the

award of the scholarship will be decided on the criterion of the aggregate of marks scored in the previous year taking into account the marks of both the periodical and the terminal examinations including the annual examination and the annual income of the parents of the pupils. The actual income should not exceed Rs. 6000 per annum.

The Upper Primary Scholarship is Rs. 150 per annum in each of the Standard V, VI and VII. The High School Scholarship is Rs. 225 per annum in each Std. VIII, IX and X.

6. *Sainik School Scholarships*

This scholarship is awarded on the basis of merit, merit-cum-means subject to the recommendation of the Principals of the Sainik Schools. The award of scholarship of the boys from Kerala studying in the Sainik schools in India is divided into four categories. The income slab and rate of scholarship are:

	<i>Rate of scholarships</i>	<i>Amount</i>
(A)	Upto Rs. 700 p.m. Full scholarship plus clothing allowance	Rs. 5100 p.a. plus Rs. 600 for clothing allowance in the 1st year and Rs. 300 in subsequent years.
(B)	Rs. 701 to Rs. 1000 3/4 scholarship plus clothing allowance	Rs. 3825 plus Rs. 600 for clothing allowance in the 1st year and Rs. 300 p.a. in subsequent years.
(C)	Rs. 1001 to Rs. 1200 1/2 scholarships p.m. (excluding D.A. and H.R.A.) and including income from other sources	Rs. 2550 p.a. (no clothing allowance)

7. *Scholarship—Rastriya Indian Military College, Dehra Dun*

This scholarship will be given to the boys who have secured admission to the Rastriya Indian Military College, Dehra Dun and

who have been residing in the State of Kerala for a continuous period of not less than 5 years immediately preceding the date of selection to the College.

1. Scholarship on merit basis to the I rank holder.
2. Scholarship according to merit-cum-means as follows:

<i>Income of parent per annum</i>	<i>Amount of scholarship per annum</i>
Above Rs. 15,000	Nil
Rs. 10001-15000	Rs. 1000
Rs. 9001-10000	Rs. 1300
Rs. 8001-9000	Rs. 1500
Rs. 7001-8000	Rs. 2000
Below Rs. 6000	Rs. 3000 (w. e. f. 1-8-1982).

Scholarships will be sanctioned by Government. The guardians have to execute Bond in the prescribed form in stamp paper and it will be approved by Government.

The amount of scholarship will be paid to the Principal, in 2 equal instalments in advance.

8. *Scholarship to the Marine Engineering Trainees*

Scholarship will be given to the Engineering Cadets and Executive Cadets in the Indian Merchant Navy.

Value of scholarship is Rs. 200 per mensem. 4 scholarships to the trainees of Kerala will be given for the Training in the ship "Rajendra", Bombay from 1-8-1976 and 3 scholarship to the Executive cadets of Kerala for Marine Engineering Training, Calcutta according to merit-cum-means. The annual income of the parents should not exceed Rs. 6000.

From 1978-79 one additional scholarship has been sanctioned on Merit to the I Rank holder as in the case of R.I.M.C., Dehra Dun irrespective of the parental income.

9. *Residential School Scholarship*

Two scholarships are awarded to the pupils selected from Kerala for admission to the Residential schools approved by Central Government. The value of scholarship will be determined every year. The selection will be made on the basis of All India Examination from amongst the children in the age group of 11 to 12 years.

Full amount of School Fees which will include tuition fees, residential charges, cost of books and stationery will be paid to all the scholars selected. Scholars in the income group Rs. 250 p. m. or below will be entitled to, in addition uniform at the rates]

ceiling decided by Government. T. A. will also be given to those scholars for their to and fro journeys in accordance with the rates prescribed for the purposes.

10. *National Defence Academy Scholarships*

Scholarship to the value of Rs. 75 per mensem for each term tenable for the whole period of 5 years training at the National Defence Academy, Kharakavala is given to the cadet domiciled in Kerala who have secured admission to the National Defence Academy after passing out from the R.I.N.C., Dehra Dun, provided that they are not eligible for Government of India Scholarship and the income of the parent does not exceed Rs. 500 per mensem. Number of Scholarship—2.

One scholarship will be given to the 1st rank holder on merit irrespective of the parental income.

Government will sanction scholarship to the pupils.

11. *National Scholarship for talented children from rural areas*

The scheme was taken up in Kerala from the year 1971-72 as per G. O. MS. 128/71/G. Edn. dated 20th September 1971.

Government of India have introduced the scholarship scheme for awarding scholarships to rural talented pupils in Community Development Blocks at the secondary stage. The scholarship begins at Standard VIII and ends at Standard X.

Awardees who are studying in schools where tuition fee is levied are eligible for Rs. 460 per annum and those studying in schools where no tuition fee is levied are eligible for Rs. 300 per annum and the pupils residing in hostels recognised by Government are eligible for Rs. 1000 per annum.

The distribution of scholarship in each Block during the year 1984-85 was as follows:—

1. General category—3 scholarship per C. D. Block.
2. Children of landless labourers—2 scholarship per C. D. Block.
3. Scheduled Caste children—1 scholarship per C. D. Block and one additional scholarship per C. D. Block having 20% or more SC population.
4. Scheduled Tribe children—3 scholarship for tribal C. D. Blocks.

The scheme is implemented by State Institute of Education.

CHAPTER IX

FIXATION OF STAFF

Note:—This is not a substitute for the rules in the K. E. R. but only brief hint.

1. Strength of teaching staff and non-teaching staff has to be fixed on the basis of rules in Chapters XXIII and XXIV-A., K.E. R. According to the rules, strength of teaching staff in each school has to be fixed by the Education Officers after finalising the number of divisions based on effective strength in each standard on the 12th working day from the re-opening date in June. In calculating the effective strength fraction of half and above should be rounded off to the next higher integer and fraction of less than half shall be ignored. Pupils who have been continuously absenting for 5 working days from the re-opening day shall be treated as removed from the rolls and hence they shall not be taken into account for calculating effective strength. Fixation has to be finalised not later than 15th July. The staff sanctioned during previous year will continue till the 14th July of the next year.

2. For calculating effective strength, surprise visits are to be made by the controlling officers. Generally there is no need for revisits. When at the time of the verification, the Educational Officers is convinced that there has been undue shortage in attendance due to flood, out break of epidemic etc., and the Educational Officer has certified then itself that revisit is necessary to assess the correct strength of pupils. While arranging visits for verification of strength, local festivals may be taken into consideration so as to avoid the necessity of further visits. Appeals are preferred to the District Educational Officers and Deputy Director (Education) requesting directions to be issued for revisits. Such appeals are not to be entertained since there is no provision for such appeals in this matter.

3. As per Rule 12, Chapter XXIII of K. E. R., the strength shall be verified by the Educational Officer by surprise visits of the schools. There is no need to call for proposals from managements for fixing the staff. If any manager chooses to make any proposal regarding staff fixation, the same may however be considered by the Educational Officer before the order fixing the staff is issued. The Educational Officer shall at the time of his surprise visits to the schools for verification of strength, verify whether the maintenance work has been done properly and a noting on this aspect to be made in the visit notes and staff fixation files.

4. The correctness of the new admissions made should be checked by the Educational Officer with reference to age rules, evaluation of standard for admission etc. The Attention of the Educational Officers is drawn to Rule 12A, Chapter XXIII, K. E. R. regarding the verification of attendance in departmental schools. They shall verify the strength, attendance, etc., and review the staff fixation of departmental schools and issue final staff fixation order before the end of August without fail.

5. The Controlling Officers must note the amendment introduced to Rule 16, Chapter VI K. E. R. as per G. O. (P) 90/79/G. Edn. dated 6th June 1979 under which pupils re-admitted will not be counted at the time of strength verification under Chapter XXIII of K. E. R.

6. Staff fixation order should be issued immediately after the verification visit in respect of each school and should not be delayed till the last date fixed for staff fixation. The staff fixation orders should be sent by registered post to the managers concerned. The fixation orders should be issued not later than the 15th of July and on no account any order of fixation be passed after the date specified herein. The staff fixation files should be closed only in D. Dis., so that the entire file will be available for future reference for 10 years.

7. There have been instances of sudden drop in strength in schools particularly in primary classes after staff fixation. Such situations are created by lack of interest on the part of teachers or managers to retain the pupils. If such instances are noticed, the controlling officers will report them immediately to the Director who will then take steps to reduce the staff in such schools. The managers and teachers may be warned in advance.

8. All appeals received by the Deputy Directors (Edn.) may be acknowledged in a form prescribed for the purpose and they should be entered in a register. The appeals relating to educational districts and sub districts should be sorted out and kept ready for disposal after the date fixed for receipt of appeals. The Deputy Directors (Edn.) shall not call for reports from the Educational Officers on the facts stated in the appeal petition. They may however go through the petitions and understand the implications of existing rules and orders on staff fixation in the light of what is stated in the appeal petitions for their guidance at the time of disposal of petitions.

9. As soon as the date fixed for the receipt of appeals is over, the Deputy Director (Edn.), shall fix the dates for hearing of appeals in the Office of the District Educational Officers concerned.

On the dates so fixed, all appeals relating to fixation of staff in a particular Educational District will be heard and disposed of. Notices of hearing may be issued to the petitioner/managers well in advance and they may be requested to be present for the hearing on the date so fixed and also to produce records if any in support of their case. In the office of the District Educational Officer, the Deputy Director (Edn.) will scrutinise the records relating to staff fixation in all cases appealed against. They will also hear the managers, if they are represented and they may pass appropriate order in each case as soon as the hearing is over. All appeals shall be disposed of, before the end of August.

10. Though there is provision for entertaining belated appeals the appellate authority shall entertain belated appeals only on good and sufficient reasons. The reasons for admitting belated appeals should specifically be recorded in the appellate orders.

11. Orders on appeals should be communicated to the controlling Officer, Manager and the Headmaster of the school. The appellate order should be implemented forthwith. Delay in the implementation of the order, particularly involving retention of excess staff will be violative of the provisions of the Act or the Rules or Orders issued by the Department.

Approval of appointments

1. Three copies of the appointment orders all signed by the Manager and Teacher shall be forwarded by the Managers to the Educational Officer for approval together with such details, particulars and documents as may be prescribed by the Director of Public Instruction within fifteen days from the date of effect of the staff fixation order by which additional posts are sanctioned or within fifteen days from the date of joining duty of the candidates whichever is later.

2. In cases where the Manager commits delay in the submission of the appointment order to the Educational Officer within the time specified, the Director of Public Instruction or the Deputy Director (Edn.) concerned may, in deserving cases condone such delays upto six months and upto two months respectively from the date of effect of staff fixation order or from the date of joining duty of the candidates whichever is later if the Manager satisfied the Director of Public Instruction or Deputy Director (Edn.) that he had sufficient cause beyond his control for not submitting the appointment order within the time.

3. The documents that are to follow the appointment orders are:—

- (a) Certificate in original for proving qualifications and date of birth of the candidate.
- (b) Declaration from the Managers to the effect that none has to be absorbed under the management by virtue of any rule or order issued by Government.
- (c) Conduct certificate as prescribed below:

Certificate of character and antecedents from any one of the following persons can be accepted:—

Any Gazetted Officer who knows the applicant personally for the last 3 years or Headmaster of an aided school or M. P. M. I. A. or President of Panchayat having jurisdiction over the place of residence or Chairman of a Municipal Council Mayor of Corporation having jurisdiction over the place of the applicant's residence.

- (d) Declaration to the effect that he has not been convicted by a Court of Law for any offence involving moral turpitudes and no criminal case is pending against him.
- (e) Declaration to the effect that he has not been debarred from appointment in any public service by P. S. C.
- (f) True copies of the qualification certificates attested by the teacher as true copy in addition to the original certificate.

Provisional certificates issued by the Universities in original can be accepted subject to production of degree later.

4. Rules regarding approval of appointments are given in rule 8, Chapter XIVA, K. E. R. The Controlling Officers are expected to pass orders within one month from the date of receipt of the orders from the Manager. A register should be maintained in the Educational Offices for recording the receipt of the appointment orders from the Manager in the chronological order in which the name of the appointee, name of school, date of receipt of appointment order, duration of appointment, date and nature of disposal in the office under the signature of the Educational Officer, etc., should be recorded.

5. The enclosures referred to need not be insisted in the following cases:—

- (a) For extension of the period of appointment in the case of an appointment which has already been approved by the Educational Officer.

- (b) In the case of a teacher who was retrenched due to termination of vacancy but re-appointed during the same school year if the re-appointment is within 6 months from the date of retrenchment.
- (c) In the case of a teacher who was retrenched on the closing date for want of 8 months service required for payment of vacation salary when re-appointed on the re-opening date.

At the time of second or subsequent appointments in Aided Schools if a service register is opened on behalf of the teachers, if it is duly attested by the Controlling Officer, subsequent appointment can be approved on the basis of the entries in the records.

6. Vacancies, the duration of which exceeds two months (i. e. 60 days) can be filled up. Appointments in the vacancies the duration of which exceeds 2 months can be approved even though actual duration of the appointment is less than two months. However appointments made in such vacancies may be approved only if the vacancies do not terminate within one month from the date of appointment. In the case of teachers appointed in the vacancies the duration of which exceeds 2 months and if the vacancy of the same incumbent is extended further and the same appointee is allowed to continue, there is no objection in approving the appointment even though the second spell of extension is less than two months.

7. *Age*.—The maximum age limit for appointment as H. S. A., U. P. S. A., H. S. A. (Language), U. P. S. A. (Language) is 30 and for specialist teachers 36 and non-teaching staff 35 with usual relaxation for O. B. C., S. C. and S. T.

8. *Qualifications*.—Qualifications prescribed in Chapter XXXI, K. E. R. for various category of posts should be scrupulously followed. The groupings are detailed below:—

Mathematics.—Mathematics or statistics as main subject for graduation.

Physical Science.—Physics or Chemistry or Home Science as main subject for graduation.

Natural Science.—Botany or Zoology or Geology or Home Science as main subject for graduation.

Social Studies.—History or Economics or Geography or Politics or Commerce or English Language and Literature or Philosophy or Music as Main subject for graduation.

Special Fees.—Attention of the District Educational Officers is invited to Chapter XII, K. E. R. and G. O. (P) 46/69 Edn. dated 24th January 1969 and G. O. (P) 46/79/G. Edn. dated 5-3-1979.

The operation of the special fees as per the existing rules is within the competence of the Headmaster of the school in consultation with the committee constituted as per the rules laid down in the G. O. Any action without reference to the committee is irregular. The constitution of the committee is well explained in para 16 of the G. O. The Controlling Officers, while visiting schools should inspect, not only the individual items of expenditure under various heads, but also examine whether necessary sanction of the department has been obtained and minutes of the meeting of the Advisory Committee maintained.

The District Educational Officers are competent to permit transfer of one item of special fees to another item of special fees in the same school without any financial restrictions. It may be noted that they are not competent to sanction spending of any amount from the special fees account or any item other than those mentioned in the rules.

Director of Public Instruction is competent to issue orders on cases not covered by the rules and Director of Public Instruction's order should be obtained by the District Educational Officers before permitting any such expenditure (Para 37 of the said G. O.). The proposals for the utilisation of accumulated balance not covered in the G. Os., cited, should be sent to the D. P. I. in the prescribed pro forma.

Since a large number of representations are being received by the department regarding the improper utilisation of special fees, it is the duty of the controlling officers to be vigilant about this item of work in the school. At the time of inspections detailed checks should be made with regard to these items of work in the Office. Since the purchase of books, laboratory articles, craft materials, etc., are of an academic nature, District Educational Officers are requested to verify personally whether the purchase has been made and brought to book and whether the same are in order.

CHAPTER X

OTHER ACTIVITIES

1. Sports and Games Activities

Under the scheme for Development of Physical Education, the Education Department is organising different programmes. The organiser for sports in schools at the Directorate organises the various sports and games activities.

The main activities are:

- (1) District level and state level competition for games, sports and aquatics.
- (2) Implementation of National Physical Fitness Programme.
- (3) Selection of teams and imparting specialised coaching to the selected pupils prior to their participation in the National school games.
- (4) Selection of best school teams in major games etc.

There is a sports committee headed by the Director of Public Instruction as the chairman and organiser for sports in schools as the Convener to Co-ordinate the activities at the District and State level competitions and it is affiliated to school games federation of India.

The Education Department is organising the following state level meets in association with K.S.G.A:—

- (1) Kerala Schools Aquatic meet
- (2) Kerala Schools Athletic meet
- (3) Kerala Schools games festival

The Department is sending school teams for the participation to the following National School meets:—

- (1) National Schools aquatic meet
- (2) National Schools Autumn meet Part I and Part II
- (3) National Schools winter meet Part I and Part II
- (4) Mini National School games
- (5) Subroto Mukerjee Cup Tournament, New Delhi
- (6) Jawaharlal Nehru Hockey Tournament, New Delhi
- (7) C. K. Naidu Cricket Tournament.

The winners in the National School meet will be given incentive cash awards at the rate of Rs. 500, Rs. 300 and Rs. 250 for the first three places respectively. In addition to the above, grace marks upto 10% are also given in S.S.L.C. Examination to the First Three place winners and 5% to all other participants. Grace marks of 5% are also awarded to the winners of 1st and 2nd places in the state level games and Athletics in S.S.L.C. Examination.

In Kerala, there is a full fledged sports school at Trivandrum viz., G. V. Raja Sports School and sports divisions attached to Government H. S. Cannanore. Sixty boys and sixty girls are admitted in these two schools every year. In addition to 10 boys are admitted in Model School, Trivandrum and 10 girls in Cotton Hill School, Trivandrum for Swimming.

2. Formation of Youth Clubs

In the Budget speech in the Assembly on March 16th 1984 the Honourable Finance Minister announced the introduction of a new scheme viz., "Formation of Youth Clubs in every Panchayat" in the state with a view to co-ordinate and strengthen the Youth Welfare activities.

The main aim and objectives of the clubs are to provide facilities to the youth of each village between 15-35 years of age to organise themselves and to work for the development of social, economical, cultural, employment and educational opportunities, physical, arts and literacy work so as to enable the youth to participate in the reconstruction of the nation.

To implement the scheme Government have accorded sanction for the following as per their order No. (MS) 149/84/Gl. Edn. dated 3-8-1984:—

(1) For the formation of youth welfare wing of the Department with an Officer in the rank of Deputy Director as Director of Youth Welfare.

(2) To redesignate the Adult Education Officers as Adult Education-cum-youth Welfare Officers.

(3) To withdraw all the NDS Instructors working in schools and to attach them in the offices of the Assistant Educational Officers with the designation as Assistant Youth Welfare Officers.

(4) To redesignate the three NDS Supervisors as Deputy Youth Welfare Officers with headquarters at Trivandrum, Ernakulam and Kozhikode.

(5) For the constitution of District Youth Welfare Committees in all the Districts as indicated below:

(1) District Collector	Chairman
(2) R.D.Os. of the District	Member
(3) Assistant Development Commissioner	do.
(4) Deputy Director (Education)	do.
(5) Deputy Director (Social Welfare)	do.
(6) District Planning Officer	do.
(7) District Information Officer	do.
(8) Deputy Youth Welfare Officer having jurisdiction over the District	do.
(9) One representative of the District Sports Council	do.
(10) One representing the Arts and Culture	do.
(11) Co-ordinator, Nehru Yuvak Kendra of the District	do.
(12) One representing Voluntary Youth Organisation	do.
(13) & (14) Two Lady representatives	do.
(15, 16 & 17) Three other nominees	do.
(18) District Adult Education-cum-Youth Welfare Officer	Convener

Now it has been decided to open youth clubs in each village in all the Educational sub-districts. Accordingly the formation of youth clubs and their registration was made under the Travancree-Cochin Literary, Scientific and Charitable Societies Registration Act, 1955 (Act XII of 1955).

3. Scouting and Guiding

Scouting and Guiding is an International Organisation imparting character Training to Children. Lord Baden Powell, the founder of this movement has stated in his book "SCOUTING FOR BOYS" that the "aim of Scouting is character development towards happy citizenship through natural rather than artificial means". Through the International training and relationship in Scouting, the future generation in all countries is being brought up with a new outlook of citizenship. Real citizenship is the outcome of Character and a sense of Service to Country and Humanity. Scouting|Guiding aims to make Children physically fit mentally awake, spiritually aware and morally strong.

The movement gives training to adults, mostly teachers in Schools, who in turn train the children in this way of life. Through games indoor and outdoor, picnics, hikes, camping, woodcraft, etc., the children are taught to be self reliant, kind hearted, healthy and cheerful and helpful to others with a sense of duty to God and Country.

A group is the basic unit which may consist of the three sections namely the Cub Pack (age 6 to 10) the Scout Troop (Age 10 to 18) and the Rover Crew (Age 18 to 35) similarly three sections in the Guide group are the Bulbul Flock, the Guide Company and the Ranger Team.

In the special fees collection in Schools, fee for Scouting and Guiding is one of the items. This clearly shows that every school should have at least one group.

The attention of Heads of Schools are drawn to the D.P.I's. Circular No. M1-76267/73 dated 20-7-1973. All the High Schools and Upper Primary Schools have to pay the Institutional Membership Fee (I.M.F.) every year to the State Headquarters of Bharat Scouts and Guides before the end of July at the rate noted below irrespective of the fact whether there is a Scout|Guide unit in the School.

<i>School</i>	<i>IMP</i>	<i>Registration</i>
High School	Rs. 25	Rs. 10
Upper Primary School	Rs. 10	Rs. 2

In addition to this an amount at the rate of Rs. 2 per Scout|Guide, Scout master|Guide Captain has to be paid to the State Headquarters of Bharat Scouts and Guides, Kerala as Individual Registration fee (I.R.F.). For cubs and Bulbuls IRF is Re. 1 per head.

The Scout fee and Guide fee can be utilised for expenses such as camp fee, travelling allowance to Scout|Guides|Scouters|Guiders for attending meetings, camps, excursions, hikes and rally, cost of parts of uniform such as caps, belts, scarves, badges, haversacks, whistles, whistlecords, knife, campkits etc., and equipments like flags, knotting ropes, staves, compass etc.

Active Scout masters and Guide captains doing Scouting and Guiding activities are eligible for an extra leisure of 5 periods a week (As per D.P.I.'s Circular No. M1-76267 dated 20-7-1973).

As per G. O. Rt. 1234/79|H. Edn. dated 7-7-1979 Government have ordered that an additional 10 marks will be given to the holders of President's badges in Scouting and Guiding for admission to pre-degree classes.

As per G. O. Rt. No. 1314/83|LEB dated 17-11-1983 Government have accorded sanction for the reservation of one seat in each Industrial Training Institute to the holders of the President's Badges in Scouting and Guiding as a supernumerary case.

In G. O. No. 7315|Edn. dated 2-1-1973 Government have accorded sanction to treat the period during vacation as on duty when Scouters|Guiders take part in Training or refresher courses and they will be allowed the benefits of earned leave as contemplated in Rule 81 of Part I, K.S.R.

In G. O. MS. No. 122/75|GL Edn. dated 27-5-1975 Government have ordered that in the matter of appointment of teachers preference will be given to those who are a First Class Scout|Guides.

The State Headquarters is publishing a magazine for the benefit of the Scouts|Guides|Scouters|Guiders and the cost of the magazine is Rs. 12 annually for High Schools and Rs. 6 for U.P.S. Every School must have a copy of this magazine for the improvement of Scouting and Guiding.

4. Education of the Handicapped

The rules for opening of new schools for the handicapped or for additional class divisions and for grant of recognition of schools, qualification of teachers etc., are dealt with in G. O. (P) 412/69|Edn. dated 3-11-1960 as modified/amended from time to time

Applications for opening of schools or for additional classes or forms in the existing schools shall be submitted to the District

Educational Officers on or before 31st December of the year preceding the school year in which new schools or additional divisions are proposed to be opened. The District Educational Officers will submit the applications duly recommended to the Director of Public Instruction, on or before 31st January.

The minimum strength of a class division is 5 and the maximum number is 10.

Director of Public Instruction is the competent authority to fix the staff of Government schools while District Educational Officers are competent to fix the staff of aided schools.

Grants will be paid to the recognised aided schools, subject to the conditions specified in G. O. (P) 412/69/Edn. dated 3-11-1969.

The deaf and dumb and blind pupils studying in the schools for the handicapped are eligible for educational concessions in the form of boarding charges, school requisite allowance, dress allowance etc., on the basis of the annual income of the parents/guardians. Those who do not stay in approved hostels or who attend the schools as day scholars are not eligible for boarding charges.

The pupils will be exempted from all kinds of fees such as games fees, examination fees etc., on the basis of the annual income of the parents/guardians.

The blind, deaf and dumb pupils are eligible for the above concessions if their parental annual income do not exceed Rs. 15,000.

Sevanavaram

Sevanavaram is celebrated in the schools during the 'Gandhi Jayanthi Week' from 2nd October to 8th October in every year. During the week different items of developmental activities are undertaken jointly by the Education and Development Departments with the local participation.

The following programmes are usually undertaken during the week:-

- (1) Construction of compound walls around the schools.
- (2) Cleaning the school premises and outside areas, especially public buildings and public roads near schools.
- (3) Agricultural activities in the school lands and preparation of compost pits.

- (4) Repairing of play ground.
- (5) Constructing of urinals and latrines for schools.
- (6) Polishing articles of furniture and arranging school equipments properly.
- (7) Maintenance of school buildings (including whitewashing of school walls).
- (8) Cleaning school laboratories and libraries.
- (9) Attending development activities in neighbouring Harijan or Tribal colonies.

As a part of the agricultural activities, Youth Farmers' Club will be formed with 50 students. The Headmaster will nominate two teachers to supervise and guide the activities of the Farmers' Club. Incentive awards in the form of tour facility etc., will be given to the member of the best club in each revenue district and the teachers nominated to supervise.

For the purpose of selecting the best Farmers' Club the criteria will be:

- (1) The quality of the garden.
- (2) The enthusiasm taken by the members for the functioning of the club as evidenced by its out-come.

Grants to Libraries

Rules governing the payment of grants to libraries are dealt within G. O. Rt. 843/66/Edu, dated 30th March 1966.

The libraries affiliated to the Kerala Grandhasala Sangom should submit their application for annual grant to the Administrative Assistant, Kerala Grandhasala Sangom in the prescribed form. After inspection, the gradation committee will fix the grade of the libraries and after verification by the Administrative Assistant with reference to the rules the proposal shall be submitted to Government for sanction of grant to libraries and allowance to librarians.

The application for annual grants in respect of the libraries which are not of affiliated to the Kerala Grandhasala Sangom should be submitted to the District Educational Officers concerned. The District Educational Officer with specific recommendation and utilisation certificate will forward the application to the Director of Public Instruction, who in turn will forward the application to Government.

For payment of building and furniture grant, the library buildings are graded into three types. Grant not exceeding one half of the estimated cost of the building and of furniture or Rs. 6,815 in the case of type I, Rs. 4,060 for type II or Rs. 2,340 for type III whichever the lower may be sanctioned. The estimated cost should be certified by an officer in P.W.D. not below the rank of a Junior Engineer.

For the construction of a highest type design building and furniture grants upto a maximum of Rs. 25,000 may be sanctioned as a special case. In special cases grants upto Rs. 1 lakh will be granted by Government.

Government will pay annual grant to the Kerala Grandhasala Sangom for its establishment and organisation expenses.

Local Library Authorities

There are three local library authorities at Kozhikode, Palghat and at Tellicherry (Cannanore District). The District Educational Officers concerned are the secretaries to the Local Library authorities.

Payment of Grant to Local Library Authorities

Advance grant will be paid to the Local Library Authorities on the basis of the latest audited accounts and the balance amount for that year will be paid after the audit of accounts of that year is completed and eligibility certificate from the Local Fund Examiner is obtained. The grant equal to the cess collected by the Local Library Authority is sanctioned by the Government.

5. Programmes of the N.C.E.R.T.

(1) *National Talent Search Examination.*—Identification and nurturing of talent is one of the Important activities of the Council. At the X Class level, the selection of students is done through a two-level screening. At the first level, the test is organised by the State and at the second level by the NCERT. This year the Government of Kerala have recommended 275 students from the State to the NCERT for final selection during May. The selected students are awarded scholarships for pursuing courses in Basic Sciences, Social Sciences including Commerce and Agriculture upto the Ph.D. level. In medicine and Engineering, the scholarships are awarded for pursuing studies upto the second degree level. At the national level 750 students are awarded scholarships including 70 for SC/ST candidates. Summer school enrichment

programme at the under-graduate level and placement programme at the post-graduate level are also organised, for the benefit of the awardees.

(2) *Seminar Readings Programmes for teachers and teacher Educators.*—Every year NCERT invites essays on innovative practices followed by teachers and teacher-educators in the schools. From Kerala a lot of teachers participate in this competition.

(3) *Toy Making Competition.*—As a part of the National Toy Making Competition, NCERT organises State-level Toy Making Competition every year. Teachers of pre-primary and primary schools are eligible to take part in this competition. The teacher winning the first prize at the State-level is invited to participate in the national-level competition. Many teachers from Kerala have received recognition at the State and national levels.

(4) *Programmes of the Field Office, Trivandrum.*—For the effective use of its expertise in the planning and implementation of educational policies, it is necessary for the NCERT to have close links and to establish institutional forms of co-ordination with States/Union Territories, universities, and other organisations in the country. For this Field Advisor's Office at Trivandrum, effectively provide for the mutual sharing of expertise with State personnel and the formulation of the growth plans. The Office of the Field Advisor (NCERT), Trivandrum, is housed in the S.I.E. Building at Poojappura, which takes care of the educational needs of Kerala and the Union Territory of Lakshadweep. The Programme Advisory Committee of the Field Office periodically meets to identify need-based programmes and recommends proposals to the NCERT for financial sanction. Programmes identified by the Programme Advisory Committee are organised in the State by the Field Office, Regional College of Education, Mysore, and various NIE Departments of the NCERT, New Delhi. So far, many teachers from Kerala have benefited by the programmes conducted by the NCERT/RCE Field Office in Kerala.

6. PARENT TEACHERS ASSOCIATION

INSTRUCTIONS TO SCHOOLS FOR THE ORGANISATION OF PARENT TEACHERS ASSOCIATIONS

1. *Why Parent Teacher Association.*—The need for parental co-operation in education has increasingly been felt as a primary condition for facilitating effective instruction by the teacher. The

learning-teaching process is not conceived as a face-to-face confrontation between teachers and pupils any longer but on the other hand it is a triangular process including not only the teacher and the taught but also the parent.

The main objective of setting up Parent Teacher Associations is the creation of an actively interested community around the school, vigilant about and actively participating in all activities of the school. This can help the school in a variety of ways. They provide teachers and parents with the opportunity to get together and discuss the needs of the children and to plan and support programmes for meeting those needs. Each individual child is different from every other child. His assets and limitations are peculiarly personal and he cannot be given proper assistance to plan realistic good except on an individual basis. This can only be done successfully if the school has the co-operation and involvement of the parents in helping them to understand each pupil in his own socio-cultural setting. Parent Teacher co-operation not only helps the parent in understanding his child better, but it also helps the teacher know him better so that he may organise such enriching experiences as are needed for the growth of the child personality.

Parents form an important part of the machinery of Education. Along with the teachers and educational administrators they also form part of the machinery which mould the quality of education. But even today parents have not been sufficiently involved in the process of education. Perhaps that is the reason why parent teacher associations have not made such progress. Parents can and should play a very important and positive role in education. This can be achieved only by the formation of clubs and associations. Parents should come into contact with teachers and teachers should come into contact with the parents. Parents should regard themselves as part of the educational system and teachers should regard parents as part of the educational process. Parents can participate in the work of the school, find solutions for its problems, take part in discussions and serve on school committees. For improving the quality of education, this kind of getting together and establishing a positive link of understanding and appreciation between parents and teachers is essential.

The school and home build up the mental health of our children. The teacher can give suggestion and guidance to organise home environment to suit the growth of children and the background information which the parent alone can give, can help the teacher to understand his ward better. Such a joint effort will be an effective check against the growth of indiscipline and indulgence in acts of lawlessness among students which are always against their own interests and the interest of the Nation.

The parents and teachers can co-operatively take up many programmes for mutual benefit and for the improvement of education in the country. They can set up adult education centres. Some schools may even be able to help to enhance social and cultural standard of community life. They can arrange special lectures and discussions for the benefit of the community.

No other body can function more effectively than the Parent Teacher Association in the task of harnessing community efforts and resources for education. The Government have various schemes of grant-in-aid and matching grants for helping the schools. Parent Teacher Associations can help a lot in this sphere.

The Parent Teacher Associations can form the corner stone of all school improvement programmes. The over increasing admissions in our schools pose a real problem to educators. Parent Teacher Associations can harness community efforts and help to solve these problems. Mid-day meal scheme for poor children in schools can derive a lot of help from Parent Teacher Associations. They can organise special drives during harvest seasons and collect grains. They can also see that each school gets a plot of land for vegetable cultivation. They can try to supply cooking vessels, provide kitchen and store room etc., for each school, the uniforms for poor children can be supplied by these Associations. They can provide easily a number of essential amenities to the schools. Annual repairs of school building like white-washing etc., can be attended to. Black boards can be painted. A small library for each school can be organised. The village farmers can supply vegetable seeds and plants to school gardens.

A number of activities can be taken up by the Parent Teacher Associations which may play a major role in the Nation's endeavour to build up better schools in the country.

II. How to organise Parent Teacher Associations.—Though parents are inherently anxious to contribute their best to their children, in actual experience parental co-operation in education is terribly lacking. This does not necessarily mean that the parents are unwilling to co-operate with the school, but on the other hand they are not conversant with the need of parental co-operation in the educational development of their children. Most of the time people feel that their duty as parents terminate after the children are admitted to school. They remain either indifferent to what happens in the school or are highly critical about what happens in the school. So as a first step towards the organisation of Parent Teacher Associations the teacher has to make a genuine attempt to win the confidence and co-operation of the parents. To do this, he

needs sound human relations, skill and understanding. The parent cannot but offer his co-operation when he realises that the teacher is interested in the growth and well-being of his child. The following tips may help the teacher to win the co-operation of parents.

- (1) Invite and encourage the parents to talk freely on all matters relating to the education of their children.
- (2) Patience to understand the child in the socio-cultural back-ground from which he comes.
- (3) Ability to interpret the functions of the school in relation to home and show how parental co-operation facilitates education and pupil growth.
- (4) Extending understanding to the parent's point of view.
- (5) Making the parent believe that the teacher is really and sincerely interested in the growth and welfare of the child.

Once good relations are established between teachers and parents, it should not be difficult to form Parent Teacher Associations at a conference of parents and teachers.

Wherever organised, it should be an organisation for fostering and developing understanding and co-operation between the parents and teachers in the community around that school. The parents of pupils on the rolls of the school and teachers on the staff of the school shall become members of the Association.

III. *Functions of the Association.*—The following can be the functions of the association:—

- (1) To promote understanding and co-operation between parents and teachers for the welfare of children and youth.
- (2) To work for the social, economic, cultural and educational advancement, for better schools and better homes.
- (3) To organise teaching of arts and crafts and arrange for cultural programmes, conferences, functions and seminars.
- (4) To organise the study, teaching and research in educational, social and cultural matters, with a view to making the life of the community richer and happier.
- (5) To help and develop in children respect and regard for elders and teachers, common institutions, our traditions, and culture etc.

- (6) To help parents assist the teachers in their work by taking a keen interest in the educational progress of their children and by periodical check up at home.
- (7) To help in improving the physical facilities in the school.

The association shall elect from among its members the necessary office-bearers like President, Treasurer etc. But the Headmaster of the school shall always be its convener. It will be good to evolve a convention by which teachers are not elected office bearers of the Association.

IV. *Duties of the Convener.*—The following shall be the duties of the Convener:—

- (1) To be the custodian of the records of the Association
- (2) To conduct the official correspondence on behalf of the association.
- (3) To convene meetings of the Associations or sub-committees appointed by the Association.
- (4) To keep the minutes of all the meeting
- (5) To maintain accounts of the association.

V. *The Funds of the Association.*—The funds of the association shall consist of:

- (i) Membership fee from its members and
- (ii) Donations from the members.

In the early stages it may be wise not to insist upon membership fee.

Each individual association shall frame its own bye-laws for its working.

The Inspecting Officers are also expected to take a keen interest in the working of the Parent Teacher Associations of the schools under them. It is left to the Inspecting Officers to decide whether to organise or not Parent Teacher Associations at Sub District or District levels. Sub District or District level Associations can be organised by affiliating the Parent Teacher Associations of the schools in a sub district. It is worthwhile to note that in some States there are State Parent Teacher Association and that there is a National Parent Teacher Association with the Headquarters at New Delhi. In the years to come these Parent Teacher Associations will have a major role to play in the educational process as well as in its planning in this country.

VI. *How to obtain active parent teacher co-operation?*

- (1) Frequent opportunities may be provided for teachers and parents to meet together,
- (2) Parent's meeting may be organised class-wise so that it is possible to establish class-teacher parent rapport.
- (3) Parents' meeting may be organised at least once a month.
- (4) Parents may be invited to the school to see their children at study.
- (5) Home visits may be allotted to all teachers in specified or selected areas.
- (6) Teachers may be given special training in home visits.
- (7) Pupils may be taken on excursions to place of interest in the locality where parent are engaged in work.
- (8) The extension activities of the school may be planned with the help of the parents.
- (9) Parents may be involved in the organisation of school festival, cultural activities etc.
- (10) Schools should be able to organise a few activities for the benefit of the parents, namely, extension of library service, organisation of information corner, first-aid services, sanitation campaigns.

VII. *A few suggested activities for Parent Teacher Associations*

- (1) Parent Teacher Associations may ascertain from their teacher members the particular needs of the schools and try to contribute to meet the needs.
- (2) Parent Teacher Associations may constitute their own funds. They may contribute from their funds for the important needs of their schools.
- (3) Parent Teacher Associations may educate the people of the locality about the various grants that are being made available by the Government if the community resources are harnessed.
- (4) Parent Teacher Association may organise cultural programmes for raising funds to provide the necessary amenities in particular schools.
- (5) They may constitute standing committees for formulating and executing school improvement schemes.

- (6) They may help to procure or donate such useful teaching aids as the radio, lingua-phone records, film-strip projector, tape recorder, library books.
- (7) They may co-operate in organising the cultural activities of the school. Parents who are good at sports and games and physical culture may visit the schools in their leisure hours and improve the physical education programme.
- (8) Parent Teacher Associations may take up schemes to honour teachers who have done good work in the schools.
- (9) They may have schemes to provide scholarship, books and note books and other equipments to the poor children.
- (10) Meetings and discussions on interesting topics can be held from time to time where students and parents can participate.
- (11) Parents may be invited to address the children at the school assembly.
- (12) The Medical Officer members of the Parent Teacher Associations may give free medical aid to the students, the teachers and their family.
- (13) With the co-operation of the local medical officer, medical service and first aid may be organised for the benefit of the school.
- (14) School Library can be thrown open to the public out of the school hours and books can be circulated among the parents.
- (15) Guidance services may be organised in schools through which parents can get expert advice regarding choice of courses in higher education or the careers for their children.

VIII. *Administration*

- (1) The Association will elect from among its members, Office bearers like President, Vice-President, Treasurers etc.
- (2) The Headmaster of the school will be the Convener-cum-Treasurer of the Association.
- (3) An executive committee will be constituted electing members from among the members of the Association.

- (4) The executive committee will plan, execute and evaluate the programmes of the Association.
- (5) The executive committee will meet at least once in two months.
- (6) The term of office of the committee will be the academic year.
- (7) The number of representatives of parents in the executive committee will be atleast one more than the number of representatives of teachers.
- (8) The Senior Assistant of the school and the Secretary of the Staff Association of the school shall be members of the Executive Committee.
- (9) The President, Vice-President and Convener of the Association will be the Chairman, Vice-Chairman and Secretary respectively of the Executive Committee.

IX. *Bye-laws of School Associations.*—The Parent Teacher Associations of a school will frame and accept its own bye-laws consistant with this instrument of instructions. Such Bye-laws must be got approved by the Educational Officer in control of the School.

According to G. O. (P) 16984 G. Edn. dated 20-8-1984 it was ordered that henceforth people other than teachers of schools, who do not have children studying in a particular school will be debarred from being member of the Parent Teacher Association of that school.

7. KERALA AIDED SCHOOL EMPLOYEES PROVIDENT FUND

An Act to amend and consolidate the law relating to Government and other Provident Funds was passed by the Government of India in 1925. This Act is called the Provident Fund Act, 1925.

The idea behind the scheme is to help the employees to save for their old age and to be beneficial to their family. It is designed for the protection of a subscriber's family against his sudden death or if he survives until retirement, to provide him and his family members with additional resources in his old age.

Most other savings are voluntary, but in the case of Provident Fund, there is an element of compulsion and there is an added advantage of earning compound interest for savings.

With the introduction of parity in service conditions from 1st October 1964, between teachers of Government and Aided Schools, Government extended the rules relating to Provident Fund applicable to Government servants, to teachers of Aided Schools also. Accordingly, a new Provident Fund Scheme on the lines of General Provident Fund (Kerala) has been introduced from 1st April 1967 for Aided School Employees as also laid down in Rule 3, Chapter XXVII-B, Kerala Education Rules. The account relating to the Provident Fund of Aided School Employees is maintained on the same lines as those adopted for Government Employees in the Office of the Accountant General.

CONSTITUTION OF PROVIDENT FUND BRANCH

The Provident Fund Branch of the Office of the Director of Public Instruction is solely responsible for the maintenance of the accounts of KASEPF Scheme. The rules relating to the fund are incorporated in the Kerala Education Rules.

This Branch audit the payments and keeps accounts of all the transactions relating to KASEPF. The procedure and practices followed in the Provident Fund Branch of the Office of the Accountant General are followed here also. The functions of the various subordinate offices in the Education Department in the implementation of the KASEPF Scheme other than financial sanction, are as follows:

1. *Application for admission to the Fund.*—The applications have to be forwarded to the Account Officer (P. F.) through the Headmasters and Controlling Officers.

2. *Application for final withdrawal.*—Application for the final withdrawal in the prescribed form duly signed by the subscriber and signed by the Head of Office have to be countersigned by the Controlling Officer.

3. *Withdrawal of amount from the Provident Fund.*—The Assistant Provident Fund Officer issues authorisation for the withdrawal of NRA and final closure of PF to the Assistant Educational Officers for payment to the teachers concerned on proper receipts. In the case of High School Employees, the function of the District Educational Officer is to countersign the Provident Fund Bills and keep watch over encashment and disbursement.

All full time employees either permanent or officiating governed by Ch. XXIV-B or XXVII-B KER should join the fund (KASEPF) compulsorily.

One year of continuous service is not a pre-requisite to join the fund. A teacher, if so desires, can be admitted to the fund soon after his appointment is approved, provided the Controlling Officer certifies that he is likely to continue in service for more than one year.

Those who have insured their life in the State Life Insurance may join the fund at their option.

Teachers who belong to religious orders which vows poverty can be exempted. Exemption is to be obtained from the Account Officer (PF).

In the case of protected teachers, deputed to Government schools, they may continue to contribute to their KASEPF account. Separate schedules may be attached to the bill and also name of their parent aided school may be noted.

In the case of teachers deputed to Government school on protection due to the aided school where the teachers were working have been closed, they should also continue subscription to KASEPF until they are regularly absorbed in Government service.

Subscription to KASEPF

Every subscriber to the fund shall subscribe not less than 6 per cent of his basic pay rounded to the nearest rupee.

A subscriber may at any time during the last one year of service immediately preceding the date of his retirement elect not to subscribe to the fund. During leave period subscription is optional.

Subscription once fixed cannot be refused during the course of the year. He can enhance the subscription only once during the course of the year. Subscription to fund recovered from the pay bill of a particular month is credited to the account for the next month. As such, the subscription for the month of quitting service need not be recovered from the subscriber.

A subscriber who elects to subscribe during leave will have to subscribe at the full rate for the year. He has neither the option to subscribe at a reduced rate during leave on average pay nor to elect to discontinue subscription during a portion only of one spell of leave.

Sanction of withdrawals

I. *Deputy Director.*—To sanction temporary withdrawals from GPF/KASEPF in respect of all employees in the District subject to P. F. Rules concerned. To sanction non-refundable advance from GPF/KASEPF subject to the conditions and limitations in the P. F. Rules concerned.

II. *District Educational Officer.*—To sanction temporary withdrawals from GPF/KASEPF in respect of all employees in the Educational District upto Rs. 5,000 subject to P. F. Rules concerned.

To sanction Non-Refundable advance from GPF/KASEPF upto Rs. 5,000 subject to the conditions and limitations in the PF rules concerned.

III. *Personal Assistant to the District Educational Officer.*—To sanction temporary withdrawals from GPF/KASEPF in respect of all employees in the Educational District upto Rs. 3,000 subject to P. F. rules concerned.

To sanction Non-refundable advance from GPF/KASEPF upto Rs. 3,000 subject to the conditions and limitations in the PF rules concerned.

IV. *Assistant Educational Officer.*—To sanction temporary withdrawals from GPF/KASEPF in respect of all employees in the sub-district upto Rs. 3,000 subject to PF rules concerned.

To sanction non-refundable advance from GPF/KASEPF upto Rs. 3,000 subject to the conditions and limitations in the P. F. rules concerned.

Note:—No relaxation of any provisions in the GPF rules will be empowered under any circumstances.

Temporary advance during the last one year of service preceding the date of retirement to a subscriber who has elected not to subscribe to the fund, shall not be sanctioned.

Recoveries towards temporary advance granted and outstanding will not be made during the last one year of service preceding the date of retirement in the case of such subscribers who have elected not to subscribe to the fund. Period of one year will be reckoned from the month preceding the month of retirement. However, NRA admissible under the rules can be granted during the above period of one year. In all cases of NRA authorisation from the Asst. Provident Fund Officer is required.

NRA shall not be sanctioned after the closure application is forwarded, Application for closure of KASEPF can be forwarded to the Account Officer (PF) three months after the date of option to discontinue to subscribe to the fund.

Closure of KASEPF

Provident Fund amount of a deceased subscriber when there is no nomination and there are no members of the family or dependents the limit for payment of the amount without the production of a succession certificate, to legal heirs is enhanced to Rs. 5,000 but heirship certificate should be insisted.

Application for closure of account in respect of LP and U.F. Schools can be forwarded by the Asst. Educational Officer direct to the Account Officer (PF).

Conditions for sanctioning Advance

(a) Temporary advance

Temporary advances may be sanctioned at the discretion of the appropriate authority prescribed by Government subject to other conditions:

1. To pay expenses in connection with the prolonged illness of the applicant or any person actually dependent on him, or to repay any outstanding loan taken for this purpose.

Note:—Advance is permissible to meet the expenses on account of confinement.

2. To pay for the Overseas passage for reasons of health or education of the subscriber or of any person actually dependent on him etc.

3. To pay obligatory expenses on a scale appropriate to the subscriber's status in connection with marriages, funerals etc.

Note:—Advance may be granted to meet the expenses in connection with the marriage of the subscriber himself.

4. To pay the cost of legal proceedings.

5. To pay for the cost of subscriber's defence where he is prosecuted by Government in any court of law.

6. To pay for the cost of general education of any child of the subscriber in India, beyond the High School stage.

(b) *Non-refundable advance.*

Ordinary case.—50 per cent at credit or 6 months pay whichever is less.

More than 50 per cent at credit has to be sanctioned by Director of Public Instruction.

(1) To meet the cost of Higher Education.

(2) To meet the expenditure in connection with the marriage or repaying any outstanding amount on account of loan expressly taken for the purpose.

(3) Meeting the expenditure in connection with the illness of the subscriber, or any person actually dependent on him, or to repay the outstanding loan taken for the purpose.

(4) Purchasing House-site in the name of the subscriber or his wife etc.

(5) Building a suitable house on a site owned by the subscriber etc.

(6) Making additions or alterations or reconstruction or repair of house etc.

Other Teachers Provident Fund (old)

In addition to KASEPF there are five other Provident Funds to which teachers in Aided Schools are contributing as shown below:—

- (1) T.L.T.P.F. (Travancore Licensed Teachers P. F.).
- (2) C.A.S.P.F. (Cochin Aided School P. F.).
- (3) A.S.S.T.P.F. (Acceded Secondary School Teachers P. F.).
- (4) T.P.F. (Madras).
- (5) K.A.S.T.P.F. (Kerala Aided School Teachers P. F.).

In these funds, Government contribute an amount equal to the subscription.

The funds are maintained by the following Officers:—

T.L.T.P.F.

A.S.S.T.P.F.

C.A.S.P.F. Deputy Director of Education, Kozhikode, Ernakulam and Trivandrum.

T.P.F. (Madras) (Post Office S. B. Account) D. E. O's.

K.A.S.T.P.F. (Treasury S. B. Account) Dist. Edl. Officers.

(c) *Some important Government Orders (Provident Fund)*

(1) *Recovery of Government dues from the balance in C.A.S.P.F.*—There is no legal objection to recover the Government dues by adjustment from the amount of the contribution, provided Government, the rule making authority so orders. Balance amount of contribution is not attachable by a court of law in execution of a decree (Government reference 1693/75/G. Education dated 26th November 1975).

(2) *Procedure for transfer of old P. F. i.e. TLTPF Account etc., from one region to another.*—When an account is transferred from one region to another, the opening balance for the year and extract of ledger entries during the year should be communicated to the transferred region and on receipt of acceptance of the balance communicated, necessary entries made in the ledger and Broad sheet for the year in which the transfer is effected.

(3) *Unclaimed balance.*—All unclaimed balances under the Aided School Employees Provident Funds including ASSTPF, TLTPF, CASPF and TPF (M) etc. will be credited to appropriate head of accounts [G. O. (Rt.) 2619/74/G. Edn. dated 12th August, 1974].

(4) *Closure Forms.*—Forms of revised KASEPF closure applications have been prescribed in G. O. P. 159/77/G. Edn. dated 27th September, 1977.

(5) *Admissibility of interest.*—In the case of subscriber who resigns to take up appointment under the State Government, interest shall be credited to the subscribers account in KASEPF upto the date of his admission to GPF and the balance in the account shall be transferred to his GPF account as provided in the Note under sub-rule (3) of Rule 30.

(6) *Admission to the fund.*—With a view to ensure that all persons who have to subscribe compulsorily to Provident Fund under the rules have actually joined the fund, Government have ordered that a certificate by the Drawing Officer to the effect that all persons who have to subscribe compulsorily to any of the fund, under the rules have actually joined the fund has to be recorded in the pay bills of Private aided schools for the months of April and October every year.

(7) *Staff of Anglo Indian Schools.*—Staff of Anglo Indian Schools except in the case of those who have opted to continue in service upto 60 years of age (vide rule 193 of Chapter VI of the Rules

for Anglo Indian Schools) have to be admitted to KASEPF with effect from the date on which the rules for Anglo Indian Schools Kerala came into force i. e., on 1st November 1974. In the case of those who have opted to continue in service upto 60 years of age, they will not be eligible to subscribe to KASEPF. In the case of those who are admitted to KASEPF, the subscribers portion of their balance in the old PF together with the interest thereon upto the date of transfer of such balance should be credited to KASEPF the Manager's portion with interest thereon will have to be credited to Government.

(8) *Enhancement of Monetary limit.*—Monetary limit of Rs. 500 already fixed in case where there is no family and no valid nomination of the deceased subscribers has been enhanced to Rs. 5,000 without the production of a succession certificate.

8. Kerala Teachers Sanatoria Society

Government have sanctioned the constitution of the Kerala Teachers' Sanatoria Society to operate the Teachers' Sanatoria Fund and to formulate related schemes.

The object of the society are to establish hospitals, health resorts, holiday homes and such other facilities for school teachers including retired teachers and to make arrangements for improving the welfare of school teachers.

The Director of Public Instruction, Kerala will be the ex-officio President of the Society. The administration of the society will be vested in the Governing Council.

The Society has established 10 pay wards each attached to the Medical College Hospitals at Trivandrum, Kottayam and Kozhikode. In addition to that it has also purchased a plot, at Trivandrum and a pucca building for establishing a teachers home is completed.

Copies of the Kerala Teachers' Sanatoria Society payward allotment rules are given below:

The Kerala Teachers' Sanatoria Society Payward Allotment Rules

Short title.—These rules may be called the Kerala Teachers' Sanatoria Society Payward Allotment Rules.

Applicability.—These rules shall be applicable to the following category of staffpersons in the General Education Department.

1. The teachers (including Headmasters) of all aided and departmental schools and those in these categories working on other assignments.

2. The teachers of such unaided recognised schools as are admitted to membership of the Teachers' Sanatoria Society by the Governing Council.

3. The Officers of the General Education Department drawn from the teaching line of the Department.

4. Such of the retired teachers including retired Officers/ headmasters from the teaching line of the department.

5. Dependents of the categories 1, 2 and 3 above, i.e., husband, wife, father, mother, children are eligible. In the case of dependents the benefit will be available only to one person at a time.

*Definition:—*The words 'Teacher, Headmaster etc. mentioned in this rule will mean as defined under the relevant orders, rules of the Department.

RULES

1. The allotment of paywards under the Teachers' Sanatoria Society will be made by the Lay Secretary or any other authorised officer, as in the case attached to the respective hospitals subject to the following:—

1. The rent for a payward will be Rs. 5 per day irrespective of the time utilised. The rates are subject to revision.

2. A register will be maintained for registering applications for admission of payward.

3. Application for payward will be registered in the waiting list strictly according to priority of applications along with the chit from an officer not below the rank of an Assistant Professor. Assistant Surgeon as the case may be. An advance equal to three days rent will be paid along with the application which will be adjusted with the rent. If the room allotted is not utilised the amount paid in advance will be refunded. But if the applicant cancels a registration on any day prior to the date of actual allotment a rent of one day at the prescribed rate will be forfeited from the amount of advance and only the balance will be refunded.

4. Allotment of rooms will be made on the priority of applications. Cancellation of registration and allotment of rooms will be noted in the lists promptly by the allotting officer.

5. A duplicate copy of the priority list of application shall be put up in a prominent and convenient place of the paywards for the information of the applicants.

6. Register of allotment of paywards will be maintained in the form prescribed for the purpose.

7. Application for allotment of paywards shall be in the form prescribed hereto.

8. The Nurse-in-charge of paywards shall intimate to the allotting officer details of paywards that fall vacant immediately on the discharge of the patients noting the date and time of discharge. The office shall notify the details of the vacant payward rooms with the name of applicant eligible to get the payward before 1 p. m. every day on the Notice Board.

9. Intimation will be given to applicants regarding allotment of paywards. However, this cannot be guaranteed and the parties are expected to ascertain information regarding allotment from the Notice Board.

10. Final allotment of rooms to the applicant shall be made only if the rent for 5 days at the prescribed rate less the amount of advance paid at the time of application is paid before 3 p. m. of the date of publication in the Notice Board and the rooms should be actually occupied before 5 p. m. in the case of applicants from Trivandrum City. In the case of applicants from other areas, however, three days grace time will be allowed for the above purpose. In their cases they will be liable to pay rent for these three days also. If they do not accept the allotment of paywards by this time, the amount paid at the time of application will be adjusted towards rent for these periods.

11. When once the registration is cancelled the applicant will have to register his name afresh if he require payward.

12. The advance of rent and the hospital stoppages for five days will be collected from the patients in advance and the receipt will be issued. The Clerk in charge will ensure receipts are issued for all amounts collected and acknowledgement for having received the receipt for the amount obtained from the party who pay the amount on the back of the counterfoil. The number and date of

receipt will be noted in the case sheet and diet sheet on the top right hand side by the Nurse in charge of the paywards at every stage.

13. Patients admitted in the payward will clear all other dues payable to the hospital before getting themselves discharged.

14. The payward patient will have hospital diet as far as possible.

15. Before admission the Nurse-in-charge of paywards verify the receipts and satisfy herself that advance rent and hospital stoppage have been paid by the patients.

16. After 3 days from the date of allotment the patient will be asked to pay in advance the rent and hospital charges for every five days stretch and the payment should be made promptly on such intimation and the receipt shown to the Nurse-in-charge who will make a note on the same in the case sheet and diet sheet. Patients who do not pay the rent as mentioned above will have to vacate the paywards on the expiry of the date upto which they have been paid rent.

II. Rules to be observed

1. Patients and their attendants in the payward will be responsible for the safety of the equipments, electric installations, sanitary installation and furniture, etc., in each room. Damage to properties will be made good from the patients occupying the room. If the patient is dependant of an employee of the department the damage will be made good from the employee concerned.

2. No fullscale cooking will be allowed in the payward. Electric heaters will be permitted to be used on the 3 pin 15 amps., plug provided, but the Teachers' Sanatoria Society or the hospital authorities do not take any responsibility for any accident due to improper use.

3. Only one Attender will be allowed to any person at a time and he will be issued a pass. No one without a pass will be allowed in the paywards except during visiting hours.

4. Visitors shall be allowed only between 5 p. m. and 7 p. m. The R. M. O. will make a round of the ward to see that visitors have left by that time.

5. Use of musical instruments, Radio etc., will be prohibited.

6. The room shall not be locked since the Sister or Doctor may have to enter the rooms for treatment or examinations.

7. All lights shall be switched off in the paywards by 10 p. m.

8. Patients in payward will not be allowed to leave the paywards, without the permission of the Medical Officer in charge.

9. Patient with contagious disease will not be admitted in paywards.

10. The patient and the attendant in paywards and their visitors will keep the room and premises clean and tidy and co-operate with the authorities in keeping them clean and tidy.

III. The Governing Council of the Teachers' Sanatoria Society reserves the right to allot payward of one room in exceptional circumstances without observing the rules regarding priority laid down here. The President|Secretary-Treasurer of the Teachers' Sanatoria Society shall exercise this power in unavoidable circumstances when there is delay in meeting the Governing Council of the Teachers' Sanatoria Society. In such cases allotment of room will be made without discharging any of the patients who got admission in the payward in accordance with these rules.

IV. The rules relating to allotment and the use of paywards will be exhibited on the Notice Boards of all Institutions having paywards of the Teachers' Sanatoria Society and also in all the educational institutions of the department.

APPLICATION FOR ALLOTMENT OF PAYWARD
OF THE TEACHERS' SANATORIA SOCIETY

Revenue District:

Education District:

Education Sub District:

Name of School:

1. Name and address of
 - (1) Teacher ..
 - (2) The dependent: ..
2. Date of entry into service and date of birth: ..
3. Date from which payward is required. ..
4. Nature of disease ..
5. Name of the Doctor who treats the patient. .
6. Whether 3 days rent is remitted (if remitted M. O. receipt to be attached with the application) ..

Certified that the particulars furnished above are correct.

(Name and Signature of applicant)

Recommendation of the Head of the Institution in which working|General Secretary of the Recognised Teachers' Association|District Educational Officer|Assistant Educational Officer.

9. The National Foundation for Teachers Welfare

The National Foundation for Teachers' Welfare was set up in 1962 as per the Charitable Endowment Act of 1960 to improve the status of the teachers and to give them a noble position in society. It also aims at giving financial aid to teachers and their dependents in indigent circumstances.

Funds for the above are raised by the sale of Teachers' Day coupons and tickets on 5th September every year and also by voluntary contributions from individuals and organisations.

In Kerala the functioning of the foundation is controlled by a committee consisting of the Honourable Minister for Education as the Chairman and the D. P. I. as the Secretary-cum-Treasurer. Two representatives of Teachers' Associations are also in the Committee.

Every year the committee collects nearly six to seven lakhs rupees which is usually utilised for the benefit of the teachers.

Schemes

1. Financial aid to teachers and their dependents, Assistance is given for the education of teachers Children, for the marriage of their daughters or for the treatment of diseases. Every year a sum of Rs. 3 lakhs is set apart for this.

2. There is another scheme by which special assistance is rushed to a teacher if he is hospitalised, as a result of accident or if he is disabled on account of incurable disease. Special assistance is also granted to the dependents of teachers who die in harness.

3. The committee has built up a corpus of Rs. 12 lakhs out of the collection. The interest accruing from the corpus is utilised for the award of scholarship etc., to teachers' children studying for post-graduate or technical degree courses. Scholarship is awarded to handicapped children even at school level.

4. A sum of Rs. 1400 is set apart for each district to give subsidy to teachers who conduct educational seminars.

5. Subsidy is also granted to teachers who conduct educational tour sponsored by the District Educational Officers. A sum of Rs. 1500 is set apart annually for each district for this purpose.

CHAPTER XI

**KERALA SCHOOL TEACHERS & NON TEACHING STAFF
WELFARE CORPORATION LTD., (Reg. No. 4022/84)**

In 1981 a Society by name "Kerala School Teachers and Non Teaching Staff Welfare Society for housing" was registered under the Charitable Endowment Act with the following objectives:—

(a) To advance loan to all teachers and non-teaching staff of aided schools who are members of the Society for the construction of a house for personal residence.

(b) Purchase of site and Construction of house thereon for personal residence.

(c) Purchase of site with house.

(d) Repairs to own house to make it habitable.

(e) Completion of construction of the house already taken up| extension.

The Society could not implement the above Welfare schemes as none of the financial institutions including L. I. C., HUDCO and nationalised banks volunteered to finance the scheme. Finally Housing and Urban Development Corporation Ltd., New Delhi agreed to finance the housing loan schemes provided that the Society is converted into a limited Corporation and subject to certain other conditions.

Thus the society was converted into a private limited company viz. Kerala School Teachers and Non-Teaching Staff Welfare Corporation Ltd., and registered under the companies Act in August 1984. The Board of Directors of the company are:

- (1) Shri M. Dandapani, Commissioner & Secretary to Government as Chairman.
- (2) Shri Philipose Thomas, Director of Public Instruction as Managing Director.
- (3) Shri K. V. Madanan, Additional D. P. I., as Director.
- (4) Shri T. T. Mathew, Teacher, St. Georges H. S., Thankey as Director.
- (5) Shri Francis Xavier, Junior Superintendent, Office of the Deputy Director of Education, Trivandrum as Director.

The seed capital of the Corporation is Rs. 50 lakhs provided by Government.

The newly formed Corporation succeeded in making HUDCO to accept the following 15 housing schemes of the corporation comprising 1000 houses scattered all over the State:—

<i>Name of Scheme</i>	<i>No. of houses</i>
M. I. G. II Scattered housing scheme at:	
1. Trivandrum	80
2. Neyyattinkara	80
3. Quilon	80
4. Kottarakkara	80
5. Trichur	80
6. Nedumangad	70
7. Kayamkulam	70
8. Alwaye	70
9. Tellicherry	70
10. Cannanore	70
11. Pathanamthitta	50
12. Mavelikkara	50
13. Attingal	50
14. Tirur	50
15. Kozhikode	50
	Total: 1000

Out of the above 15 schemes HUDCO sanctioned the housing schemes at Neyyattinkara and Trichur comprising 80 houses each and released first instalment of loan for 40 houses in Neyyattinkara and 40 houses in Trichur.

The building has to be constructed as per the plan approved by HUDCO. The total construction cost of a house as approved by HUDCO is estimated at about Rs. 37500—80% of the approved estimate will be sanctioned by HUDCO as loan assistance. The loan assistance is being released by HUDCO in 3 instalments at the following rates:—

1st instalment Rs. 13,175

2nd instalment Rs. 7,400

3rd instalment Rs. 8,325

There may be slight upward variations in the loan amount depending on each scheme. The loanee has to invest 20% of the total cost as his share of contribution. The first instalment of loan will be released on production of mortgage deed etc., and on furnishing a stage certificate, showing that the foundation and basement has been laid as per the approved plan, issued, by the competent officer authorised by Government. Subsequent instalments will also be released on production of stage certificates.

HUDCO loan bears an interest of 11.5%, Government subsidy at 2.5% is sanctioned. The loanee has to pay only 9% interest. The maximum period for repayment of loan is 132 monthly instalments.

STATE ADULT EDUCATION PROGRAMME IN KERALA**Brief History:**

Eradication of illiteracy is a National concern of independent India. Elementary Education is universalised. Great importance has been given to Adult Education. The aim of the 7th Five Year Plan is to cover the entire illiterates of the age-group 15-35 by 1990.

Adult Education in Kerala commenced on 2-10-1978. It is implemented through the following agencies.

- (1) Rural Functional Literacy Programme.
- (2) Nehru Yuvak Kendra.
- (3) Universities participating students and teachers.
- (4) Voluntary agencies like KANFED, NSS, Mithra Nikethan etc.
- (5) State Adult Education Department (Co-ordinating Agency).

Functions of the State Adult Education Office:

Framing of policy, giving guidelines, co-ordination of different agencies in the field of adult education and overall supervision are the chief functions of the State Adult Education office.

State Adult Education Board

With Education Minister as Chairman and State Adult Education Officer as convener is a statutory Body controlling the policy of Adult Education in the State.

Steering Committee

Under the chairmanship of chief Secretary, Government of Kerala, ensures co-ordination between development programme and adult education.

District level Committee

With the District Collector as Chairman and District Adult Education Officer as convener gives guidelines to the implementation of adult education in each Revenue District.

Administrative set up:

In the State level office there is one State Adult Education Officer and one Assistant State Adult Education Officer. Besides, necessary staff is provided for the State level office. In each Revenue District there is one District Adult Education Officer except for the Revenue Districts of Wynad, Pathanamthitta and Kasargod.

Post Literacy Centres:

Are provided for providing opportunities for the neoliterates for meeting, exchanging ideas and keeping up their learning activities. There are 156 post literacy centres in the State. The number of centres for Scheduled Caste, Scheduled Tribe and women are 209, 7 and 254 respectively. Moreover there are 246 Centres for all communities and 243 Youth Centres.

Monitoring and Evaluation:

Monitoring system was introduced in 1979. All Adult Education Centres report every month the enrolment, attendance and activities to the District Adult Education Officer, Voluntary Agencies also send their progress report to the District Officer. The District Officer has to send quarterly progress report to the State Officer. The State Officer sends quarterly report to the Central Government and State Government. The Central Government has to consider the progress report and decide whether any change in continuing earlier strategy is necessary.

In the Seventh Five Year Plan, the number of illiterates to be covered during each year is proposed as one lakh. Due importance is given for the education of adult illiterates of Scheduled Tribes and Women. Centres exclusively meant for Scheduled Castes, Scheduled Tribes and women have been opened during the year 1985-86.

The total enrolment under the programme during the year 1985-86 is 33,400, of which 14554 are males and 18846 are females.

CHAPTER XIII

DELEGATION OF ADDITIONAL|NEW POWERS OF THE
VARIOUS OFFICERS OF THE EDUCATION DEPARTMENT

Ref. G. O. MS. 76/84|Gl. Edn. dated 25th April 1984 of the
General Education (C) Department.

APPENDIX I

NEW|ADDITIONAL POWERS DELEGATED

Director of Public Instruction

1. To sanction all kinds of leave except study leave, special disability leave and leave without allowances exceeding 120 days to all officers under him and to make arrangements for additional charge and sanction charge allowance as per K.S.R.

2. To sanction creation of part-time contingent post subject to the standing orders of Government.

3. (a) To sanction journey on duty of all officers whom he is competent to appoint outside State for training if there is no financial commitment on the part of Government.

(b) To depute officers under him to all places including places outside the state for accompanying sports teams, excursion parties etc., under sanctioned schemes.

4. To sanction purchase of books, maps, Laboratory accessories. Educational appliances and other stores required for educational institutions subject to budget provision and Store Purchase Rules, without monetary limit.

5. To sanction disposal of condemned and dismantled buildings under the control of the department by public auction if recommended by competent authority of P.W.D.

6. (a) To sanction without reference to P.W.D. subject to budget provision for maintenance and petty construction and repair works for execution upto Rs. 20,000 in each case on a proper estimate by a qualified engineer in the case of works executed by the P.T.A.

(b) To accord administrative sanction subject to budget provision for maintenance of petty construction and repair works upto Rs. 50,000 in each case on a proper estimate prepared by P.W.D.

11/261|MC.

7. To incur non-recurring contingent expenditure upto Rs. 5,000 in each case subject to budget provision and rules under K.F.C.

8. To sanction advance against Examination Contingent charges upto Rs. 50,000 at one time subject to budget provision.

9. To sanction local purchase of stationery in urgent and unforeseen cases upto a limit of Rs. 1,000 at a time waiving Store Purchase Rules and subject to annual limit of Rs. 5,000.

10. To sanction shifting of office from one building to another and hiring of private buildings the rent of which does not exceed Rs. 1,500 per mensem on rent and non-availability certificate by P.W.D.

11. To sanction printing in private presses in emergent cases when the work cannot be got done by the Kerala Books and Publications Society or Superintendent of Government Presses subject to approval of the rates by the Superintendent of Government Presses.

12. To sanction refunds of all sums received by the Department when it is clear that Government are not entitled to such amounts.

13. To incur expenditure for ceremonial function upto Rs. 1,000 for each function.

14. To incur items of expenditure of a trivial nature not exceeding Rs. 500 at a time for bona fide purpose even if there are no specific rules to regulate such expenditure. To subscribe to the journals, newspapers etc., required for the department.

15. To sanction extensions within the office to existing telephones subject to budget provision.

16. To sanction exemption from the conditions of bonds executed by the pupils of Sports Schools who discontinued the course in the sports school in deserving cases.

17. To sanction repairs of Departmental vehicles involving expenditure of Rs. 15,000 in the case of heavy vehicles and Rs. 5,000 in the case of light vehicles including replacement of spare parts in workshops approved by Government subject to budget provision following the procedure laid down by Government.

18. To sanction local purchase of spare parts and repair of Departmental vehicles in the case of breakdown during the course of journey. Such purchase and repairs should be limited to minimum requirements to render the vehicles fit for journey to headquarters.

Additional Director of Public Instruction

1. To make appointment to all posts in the department upto and including lowest gazetted posts.

2. To sanction shifting of an office or institution from one building to another and hiring of private buildings the rent of which does not exceed Rs. 1,500 per month subject to general rules in the matter.

3. To sanction all cases of Non-refundable withdrawals from the General Provident Fund subject to the conditions and limitations in the General Provident Fund (Kerala) Rules.

4. To award scholarships of a State-wide nature according to rules, approved by Government.

5. To accept endowment and prizes and approve rules thereof in respect of school.

6. To sanction utilisation of accumulated unspent balance of special fee for purpose other than that to which it is collected

7. To sanction vacation duty to officers.

8. To grant duty leave to teachers.

9. To approve the tour programmes and tour diaries of all officers upto the level of Deputy Director in the teaching branch and countersign their T. A. Bills.

Administrative Officer

1. To sanction leave other than study leave, special disability leave, leave without allowances exceeding 120 days to all officers upto the level of Deputy Directors and to sanction surrender of Earned Leave subject to eligibility to all officers upto the level of Joint Directors.

2. To countersign the T. A. Bills of all Officers in the Directorate upto the level of Deputy Directors based on approved tour diary.

3. To sanction reimbursement of Medical expenses in respect of officers upto and including Deputy Directors subject to rules and to exercise the powers of the Director in regular to condonation of delay in preferring the claims.

4. To sanction house Building Advance to all Non-gazetted Officers and Lowest Gazetted Officers and countersign the bills thereof subject to the Principles approved by the Director and K. F. C. Rules.

5. To sanction non-recurring contingent charges upto Rs. 1,000 subject to budget provision.

6. To sanction purchase of furniture required for the Directorate within the standards prescribed by Government, subject to budget provision and Store Purchase Rules.

7. To sanction local purchase of stationery in urgent and unforeseen cases upto Rs. 200 in each case subject to annual limit of Rs. 2,000.

8. To sanction advertisement charges upto Rs. 2,000 in each case subject to budget provision and also subject to the condition that the rates are approved by the Director of Public Relations.

9. To sanction repairs to motor vehicles in the department including purchase of spare parts and arrange for payment of bills upto Rs. 10,000 in the case of heavy duty vehicles and Rs. 3,000 in the case of light duty vehicles in each case subject to rules relating to the maintenance and repairs of departmental vehicles.

10. To write off of unserviceable articles including damaged and worn out articles, books etc., in the Directorate subject to an annual limit of Rs. 10,000 when the book value does not exceed Rs. 1,000 in each case.

11. To sanction refund of all sums received when it is clear that Government is not entitled to such amount.

Finance Officer

(1) To obtain quarterly reports relating to post audit and pre-audit of Aided School Bills conducted by the Accounts Officers attached to Deputy Directors' Office and to review the progress of work periodically and submit review report to the Director of Public Instruction.

(2) To sanction all cases of temporary withdrawals from KASEPF Deposits subject to other conditions and limitations under the rules of the Fund.

(3) To sanction non-refundable withdrawals from KASEPF deposits without monetary limit subject to other conditions and limitations under the rules of the Fund in normal cases.

Finance Officer, Grade II

(1) To assign and reassign Insurance Policies offered as collateral security by Non-Gazetted Officers in the department for House Building Advance taken by them.

(2) To release the mortgage deeds in respect of properties mortgaged to Government by Non-Gazetted Officers in the department as security for House Building Advance taken by them.

(3) To be in charge of safe custody of the documents mortgaged by Non-Gazetted Officers in the department for House Building Advance and conveyance advance.

(4) To sanction non-refundable advance to Non-gazetted Officers from G. P. F. deposit, upto Rs. 5,000 subject to G. P. F. Rules.

Accounts Officer

(1) To sanction and disburse the amount under Family Benefit scheme on behalf of the Director of Public Instruction.

(2) To scrutinise the files relating to scholarships, endowment, bulk purchase of stores, etc., write off, theft and disposal of unserviceable articles.

Administrative Assistant/Additional Administrative Assistant

(1) To open service book of the Non-Gazetted Employees in the Directorate and attest entries therein.

(2) To post Peons, Typists, Clerks, Superintendents to various sections in the Directorate in consultation with the Administrative Officer.

(3) To sanction all kinds of leave including surrender of earned leave except study leave, special disability leave and leave without allowances exceeding 120 days, to all Non-Gazetted Employees in the Directorate.

(4) To sanction all cases of temporary withdrawals from Provident Fund deposits subject to the rules of the fund.

(5) To sanction local purchase of stationery in urgent and unforeseen cases upto a limit of Rs. 100 in each case subject to an annual limit of Rs. 1,000 observing Store Purchase Rules.

(6) To sanction auction sale of usufructs of trees and lease the premises of the Directorate for cultivation. To sanction auction sale of all dead or fallen trees in the premises of the Directorate.

(7) To sanction destruction of old records as per rules.

Joint Director of Public Instruction

(1) To be in overall charge of all State level functions conducted by the Education Department namely Youth Festival, State Games Meet, State Athletic Meet, State Aquatic Meet, Mini Meet, etc.

(2) To review the academic inspection of Aided and Government Schools conducted by the District Educational Officers and Assistant Educational Officers.

(3) To review of appeal petitions regarding approval of appointments, promotion, etc., of Aided School Staff.

(4) To condone delay in submission of appointment orders to the District Educational Officers and Assistant Educational Officers by the Managers of Aided Schools as per the provisions in K. E. R.

(5) To conduct selection of candidates for B. Ed., T.T.C. and L. T. T. subject to rules.

(6) To exercise the powers of the Director in regard to the sanction of conveyance allowance to physically handicapped employees as per rules.

(7) To sanction disposal of unserviceable articles or surplus stores when the book value does not exceed Rs. 1,000 in each case subject to an annual limit of Rs. 10,000.

To sanction disposal of condemned building by auction when the book value does not exceed Rs. 10,000 in each case of certified by Competent Officer of P. W. D.

(8) To sanction write off of the irrecoverable arrears of revenue and other irrecoverable amounts including the value of stores and unserviceable articles upto Rs. 1,000 in each case subject to annual limit of Rs. 5,000 as per rules.

Deputy Director (in the Directorate)

(1) To conduct Academic Inspection of the Government and Aided Special Schools and review their working and submit report thereon to Director.

(2) To fix the staff strength of Government Special Schools in the State as per rules.

(3) To dispose of the appeal petitions regarding the sanction of Higher Grade to all Government Employees and Aided School Staff.

(4) To sanction write off of the value of CARE food articles due to theft.

(5) To sanction LSS, USS, Sainik School Scholarship etc., according to rules.

APPENDIX II

NEW/ADDITIONAL POWERS DELEGATED

Deputy Director (Education)

(1) To make appointment to the sanctioned posts of all categories of teachers excluding Headmasters of High and Training Schools and special schools subject to recruitment rules.

(2) To transfer all personnel in the teaching branch excluding Headmasters of High and Training Schools.

(3) To make all charge arrangements in vacancies within his jurisdiction and to sanction charge allowance as per rules in K. S. R.

(4) To sanction leave other than study leave, special disability leave and leave without allowances exceeding 4 months to all officers (Gazetted and Non-Gazetted) under his control.

(5) To sanction casual leave to all Officers working under him and to himself as provided in Rule 3 of Appendix VIII in K. S. R.

(6) To promote Primary School teachers as High School Assistants and Primary School Headmasters.

(7) To sanction vacation duty to teaching staff under his control.

(8) To prepare and maintain the seniority list of teaching staff recruited or appointed on District-wise basis.

(9) To sanction pension to all Non-Gazetted teaching and non-teaching staff including aided school in the District.

(10) To initiate disciplinary action and to impose minor penalties as specified in rule 11 (1) of C. C. & A. Rules on 1st level (Gazetted Officers of whom Director of Public Instruction is the appointing authority.

(11) To sanction reimbursement of Medical expenses to Gazetted Officers in his office and D. E. Os and A. E. Os in the Revenue District without monetary limit subject to Medical Attendance Rules.

(12) To sanction temporary withdrawals from GPF/KASEPF in respect of all employees in the District subject to P. F. Rules

concerned. To sanction non-refundable advance from GPF/KASEPF subject to the conditions and limitations in the P. F. Rules concerned.

Note:—No relaxation of any provisions in the G.P.F. Rules will be allowed under any circumstances.

(13) To sanction payment under Family Benefit Scheme in respect of all Private Aided Schools and all Officers in his office and Heads of Offices and institutions under him.

(14) To incur non-recurring contingent expenditure upto Rs. 1,000 in each case subject to budget provision and observance of rules.

(15) To sanction purchase of books, laboratory equipments, educational appliances and other items of stores subject to budget provision and stores purchase rules not exceeding Rs. 1,00,000 at a time.

(16) To purchase furniture (including office furniture) according to approved specifications and standards subject to budget provision and Stores Purchase Rules and also subject to General Orders in the matter issued by Government/Director of Public Instruction.

(17) To arrange manufacture and supply of furniture under the scheme of purchase of furniture for Departmental Schools by the Parent Teachers Association as per G. O. Rt. 169381/G. Edn. dated 16-5-1981 and also to fix the local rates as per the scheme.

(18) To sanction advance to the P. T. A. and to make final payment to the P. T. A. as specified in the G. O.

(19) To arrange the distribution and transportation of furniture purchased by the D. P. I. to the schools and to accord administrative sanction for the transportation charge of furniture from the Office of the District Educational Officers to the schools not exceeding Rs. 25,000 at a time.

(20) To sanction repairs of furniture according to rules upto Rs. 15,000 at a time subject to budget provision.

(21) To sanction repairs to Motor Vehicles upto Rs. 1,500 in each case subject to the general rules and procedure in this regard and subject to the budget provision.

(22) To accord administrative sanction for original works the cost of which does not exceed Rs. 2 lakhs subject to budget provision.

(23) To accord administrative sanction for maintenance and repairs works upto Rs. 20,000 on the basis of estimate prepared by the Public Works Department.

(24) To sanction printing of forms, circulars, pamphlets etc., locally upto Rs. 500 at a time in urgent and unforeseen cases subject to annual limit of Rs. 2,000 and subject to schedule of rates prescribed by the Superintendent of Government Presses, Trivandrum if he is unable to meet the printing requirement within one month. (Printing of new forms and Registers should have the approval of the Government).

(25) To sanction write off of the value of stores to the book value of Rs. 500 in each case on account of deficiency, depreciation or similar reason provided that a copy of such order is sent to the Accountant General explaining the circumstances which occasioned or led to loss.

(26) To sanction the disposal of unserviceable articles where the book value of each such item does exceed Rs. 2,000 subject to the limit of Rs. 3,000 at a time as per provision in the Kerala Financial Code.

(27) To sanction disposal of condemned buildings by auction when the book value does not exceed Rs. 20,000 on the basis of the survey report of the Public Works Department.

(28) To execute agreements towards purchase of stores (such as furniture, equipments, books etc.) within their financial powers. To execute agreement with the contractors for the transportation of CARE food materials. To execute agreement with teachers selected for various Training Courses in the Institutions in the State. To execute lease deeds of private buildings taken on rent within their financial competency.

(29) To sanction investigation of arrear claims except time barred claims by the Accountant General in respect of all Government servants within the District and as well as arrear claims relating to contingencies.

(30) To sanction shifting of office and school buildings and hiring of private buildings, the rent of which does not exceed Rs. 1,000 per mensem as per rules.

(31) To inspect the office of the D. E. Os. and Educational Institutions in the District and to review the inspection reports sent

by D. E. Os. Inspection reports of the Deputy Director (Education) will be submitted to the D. P. I.

(32) To convene or direct to convene conferences of Subordinate Officers including Heads of Private Schools within the Revenue District. To depute Staff and Teachers to attend Departmental conferences, seminars, courses etc., convened in the State by the Education Department.

(33) To make original selection of candidates for T.T.C. Course under open quota as per rules and to effect transfer of the first and second year trainees in exceptional cases and for sufficient reason.

(34) To grant stipend and subsistence allowance to trainees undergoing B. Ed., T. T. C., L. T. T. Courses according to rules.

(35) To accept cash contribution as also lands and buildings from public for educational purposes as prescribed. To sanction collection of funds for purposes of providing building, furniture, equipments etc., for Departmental schools as prescribed.

(36) To grant permission under rule 14 of the Government Servants Conduct Rules, 1960, to Teachers and Headmasters and other staff of the school to participate in the collection of funds as sanctioned above.

(37) To forward applications to the District Collector concerned for acquisition of land for schools.

Administrative Assistant in the Deputy Director's Office

(1) To make appointment to the sanctioned Non-gazetted posts up to and including the level of L. D. Clerks/Typist subject to recruitment rules.

(2) To make appointment and to promote part-time contingent employees subject to the general orders of Government.

(3) To transfer all officers in the Ministerial Branch up to and including the level of Junior Superintendent and last grade employees within the Revenue District.

(4) To sanction leave other than study leave, special disability leave and leave without allowances exceeding 120 days to all members of staff below his rank in his office.

(5) To sanction casual leave to all members of staff below his rank in his office.

(6) To authorise increment to all non-gazetted officers in his office.

(7) To sanction higher grade to the staff working in the office.

(8) To sanction higher and senior grades to Teaching and Non-teaching staff of incomplete Departmental High School.

(9) To prepare and maintain the seniority list of employees whom he is competent to appoint on District-wise basis.

(10) To initiate disciplinary action and impose minor penalties as specified in rule 11 (1) of C. C. & A. Rules on U. D. Clerk, Head Clerk, Head Accountant and Junior Superintendent.

(11) To be Drawing Officer in respect of Establishment Pay Bills, T. A. Bills, P. F. Bills, Contingent Bills, etc., relating to the Office.

(12) To sanction reimbursement of medical expenses to the Gazetted Officers below his level and Non-Gazetted Staff in his office subject to Medical Attendance Rules.

(13) To sanction cycle advance to eligible employees in the District subject to rules and budget allotment.

(14) To sanction Mosquito Net Advance to the eligible members of the staff in his office subject to rules and budget allotment.

(15) To sanction temporary withdrawals from G. P. F. in respect of members of his office staff upto Rs. 5,000 subject to General Rules.

(16) To sanction Non-refundable advance from G. P. F. up to Rs. 5,000 subject to the conditions and limitations in the General Provident Fund Rules.

Note.—No relaxation of any provisions in the G. P. F. Rules will be empowered under any circumstances.

(17) To incur non-recurring contingent expenditure upto Rs. 300 in each case subject to budget provision and observance of rules.

(18) To sanction local purchase of stationery in urgent and unforeseen cases up to a limit of Rs. 500 in each case subject to annual limit of Rs. 3,000 and subject to budget provision and Store Purchase Rules.

(19) To sanction repairs of furniture according to rules up to Rs. 15,000 at a time subject to budget provision.

(20) To sanction printing of forms, circulars, pamphlets etc., locally up to Rs. 500 at a time in urgent and unforeseen cases subject to annual limit of Rs. 2,000 and subject to schedule of rates prescribed by the Superintendent of Government Presses, Trivandrum if he is unable to meet the printing requirement within one month. (Printing of new forms and Registers should have the approval of the Government).

(21) To sanction auction sale of living trees when it endangers to life or property and of dead and fallen trees in his office compound.

(22) To sanction auction sale of usufructs of trees and lease of office premises for cultivation.

(23) To give confirmation of auction sales conducted by the Heads of Schools.

(24) To execute agreement with the lessee in connection with the auction sale of usufructs of trees and lease of his office premises for cultivation etc.

(25) To sanction destruction and preservation of records in the Office subject to rules.

(26) To inspect the office of the A. E. Os. in the District and submit the inspection report to the D. P. I. for review.

(27) To attest the entries in Part I and II of the Service Books of the employee in his office.

(28) To organise and control the working of various sections in his office.

(29) To be in-charge of the Office in the absence of Deputy Director.

(30) To correspond with higher authorities on routine matters and to sign "for Deputy Director (Education)" fair copies of the communication approved by Deputy Director (Education).

(31) To approve the draft communications to the Subordinate Officers and public.

Accounts Officer in Deputy Director's Office

(1) To sanction casual leave to all members of staff working under his control.

(2) To conduct periodical verification and test check of grade promotions sanctioned by the Headmasters and Assistant Educational Officers.

(3) To conduct the audit of accounts of all Educational Institutions and offices including Text Book Depots in the District.

(4) To conduct surprise visits and verify the cash balance, cash books and other accounts in the sub offices and Institutions in the District.

(5) To conduct post audit of bills and pre-audit of arrears claims relating to Aided Schools in the District.

(6) To be in-charge of the preparation and submission of annual budget estimate and control of expenditure of all Educational Institutions and Offices in the Revenue District. To sanction and communicate the distribution of budget allotment to the Subordinate Officers.

(7) To watch the progress of expenditure periodically with reference to budget allotment and take timely action to regularise excess expenditure, if any.

(8) To reconcile the Departmental figures of expenditure and receipt with those booked in the Treasury figures.

(9) To correspond with higher authorities on routine matters and to sign, "for Deputy Director (Education)" fair copies of communications approved by the Deputy Director (Education).

(10) To approve the draft communications to the subordinate officers and public.

District Educational Officer

(1) To make provisional appointment to the sanctioned posts of Ministerial Staff and Last Grade Servants in his office through Employment Exchange subject to general rules and orders issued by the Government and Department from time to time.

(2) To make appointment to the sanctioned part-time contingent posts in his office subject to general Orders of Government.

(3) To transfer all teaching staff excluding the Heads of High and Training Schools and non-teaching staff upto and including the level of U. D. Clerks within the jurisdiction under exigencies of service subject to ratification by the Deputy Director (Education).

(4) To sanction leave other than study leave, special disability leave and leave without allowances exceeding 120 days to all officers working in his office.

(5) To sanction leave other than study leave, special disability leave and leave without allowances exceeding 120 days to the Heads of Aided High and Training and Special Schools.

(6) To sanction casual leave to all officers working under him and to himself and provided in Rule 3 of Appendix VII in K. S. R.

(7) To issue permission to Heads of Schools and A. E. Os. to leave jurisdiction headquarters on C. L.

(8) To sanction higher and senior grades to teaching and non-teaching staff of Aided High and Training and Special Schools and higher grade to the staff working in his office.

(9) To sanction vacation duty to teaching staff under his control.

(10) To initiate disciplinary action against all officers working under his jurisdiction and to impose minor punishments in accordance with the provisions in Kerala Civil Services (C. C. & A.) Rules.

(11) To initiate disciplinary action against all teaching and non-teaching staff in Aided Schools under his jurisdiction subject to the provisions in K. E. R.

(12) To countersign the T. A. Bills of Personal Assistant in his office, Educational Extension Officers and Heads of High Schools, Training Schools and Special Schools within the Educational District.

(13) To sanction reimbursement of medical expenses to Personal Assistant in his office, Educational Extension Officers, Heads of Departmental High Schools, Training Schools and special Schools in the Educational District without monetary limit subject to Medical Attendance Rules.

(14) To sanction temporary withdrawals from G. P. F., K.A.S.E.P.F. in respect of all employees in the Educational District upto Rs. 5,000 subject to P. F. Rules concerned.

(15) To sanction Non-refundable Advance from G. P. F. K.A.S.E.P.F. upto Rs. 5000 subject to the conditions and limitations in the P. F. Rules concerned.

Note:—No relaxation of any provisions in G. P. F. Rules will be empowered under any circumstances.

(16) To sanction payment under Family Benefit Scheme in respect of all employees in his office and in Aided High Schools.

(17) To incur non-recurring contingent expenditure upto Rs. 300 in each case subject to budget provision and observance of rules.

(18) To sanction local purchase of stationery in urgent and unforeseen cases upto a limit of Rs. 200 in each case subject to annual limit of Rs. 1000 and subject to budget provision and Store Purchase Rules.

(19) To purchase office furniture according to approved specifications and standards upto Rs. 5000 at a time subject to budget provision and Store Purchase Rules.

(20) To sanction repairs of furniture according to rules subject to annual limit of Rs. 10,000 and subject to budget provision.

(21) To sanction repairs to motor vehicles upto Rs. 500 in each case subject to the general rules and procedure in this regard and subject to the budget provision.

(22) To sanction write off of the stores book value of upto Rs. 500 at a time which are purchased out of special fee account of the school subject to special fee rules.

(23) To sanction write off of the value of unserviceable stores of Aided Schools upto an annual limit of Rs. 5,000 in each case subject to rules.

(24) To sanction the disposal of unserviceable articles in his office when the book value does not exceed Rs. 500 in each case subject to the annual limit of Rs. 1,000 as per code rules.

(25) To execute agreement towards purchase of stores within their financial powers.

(26) To inspect all High and Training and Special Schools including recognised schools and submit inspection report to the

Deputy Director (Education). To review the inspection reports submitted by the Assistant Educational Officers.

(27) To convene conferences of Heads of Schools and A. E. Os in the Education District whenever necessary.

(28) To depute staff and teachers for attending conferences, seminars, courses etc., convened in the State by the Education Department.

(29) To sanction building and equipment grant and maintenance grant to Aided Special Schools in the State according to rules.

(30) To sanction educational concessions to the Handicapped pupils in Special Schools and High and Training Schools as per G. O. (P) 412 69 Edn. dated 3-11-1969.

(31) To sanction payment of recurring grant to Voluntary Educational Organisations and Institutions.

(32) To sanction payment of annual recurring grant to recognised Nursery Schools subject to budget provision and as per rules approved by the Government.

(33) To award Scholarships in cases when the selection is confined to a particular institution (High and Training Schools including U. P. section).

(34) To dispose of questions relating to collection, remission or refund as per rules of fees and fines levied on pupils.

(35) To permit change of language and subject study of pupils upto Std. VII in composite schools.

(36) To decide finally complaints on class promotions in respect of High and Training Schools.

(37) To sanction parallel divisions in English Medium Schools in the next higher Standards progressively when once the school is granted English Medium Standards under intimation to the Director of Public Instruction.

Personal Assistant to the District Educational Officer

(1) To sanction leave other than study leave, special disability leave and leave without allowances exceeding 120 days to all Non-Gazetted employees in his office and Heads of incomplete High Schools (Departmental and Aided).

(2) To sanction leave other than study leave special disability leave and leave without allowances exceeding 120 days of all teaching and Non-Teaching Staff in Aided Schools where the Head of Institution is under qualified and where there is no Headmaster| Teacher-in-charge appointed by the Manager.

(3) To sanction casual leave to all members of staff working under his control.

(4) To authorise increments to all Non-Gazetted Officers in his office, Heads of Aided High & Training and Special Schools and Teaching & Non-Teaching staff of Aided Schools where Head of Institutions is under qualified and where there is no Headmaster| Teacher-in-charge appointed by the Manager. Also to authorise increment to the Assistant-in-charge of incomplete High School (Departmental and Aided).

(5) To be drawing Officer in respect of Establishment Pay Bills, T. A. Bills, P. F. Bills, Contingent Bills etc., of the office. To countersign Establishment pay Bills, Maintenance grant Bills etc. of Aided Schools and to countersign the contingent bills of incomplete Department High School.

(6) To countersign bills relating to Educational grant-in-aid scholarship, stipend, Book allowance etc., in respect of Non-Government Institution. To be Drawing and Disbursing Officer in respect of Aided Schools where there is no Headmaster or Teacher-in-charge appointed by the Manager.

(7) To draw and disburse T. A. claims of all Non-Gazetted Staff in his office.

(8) To countersign T. A. bills of teaching and Non-Teaching staff including Headmasters of Aided Schools.

(9) To countersign T. A. bills of teaching and Non-Teaching staff of Departmental High School, Training Schools and Special Schools within the District.

(10) To sanction reimbursement of medical expenses to the staff in his office and teaching and Non-Teaching staff of Departmental and Aided schools (including Aided School Headmasters) without monetary limit subject to Medical Attendance Rules.

(11) To sanction Mosquito net advance to the eligible members of the staff in his office subject to rules and budget allotment.

(12) To sanction temporary withdrawals from GPF KASEPF in respect of all employees in the Educational District upto Rs. 3,000 subject to P. F. rules concerned.

(13) To sanction Non-refundable advance from GPF KASEPF upto Rs. 3,000 subject to the conditions and limitations in the P. F. Rules concerned.

Note:—No relaxation of any provisions in the G. P. F. Rules will be empowered under any circumstances.

(14) To sanction payment under Family Benefit Scheme in respect of the staff working in incomplete Departmental High Schools.

(15) To incur non-recurring Contingent expenditure upto Rs. 200 in each case subject to budget provision and observance of rules.

(16) To sanction auction sale of living trees when it endangers to life or property and of dead and fallen trees in his Office compound.

(17) To sanction auction sale of usufructs of trees and lease of office premises for cultivation.

(18) To execute agreement with the lessee in connection with the auction sale of usufructs of trees and lease of his office premises for cultivation etc.

(19) To sanction investigation of arrear claims by the Accounts Officer in the Deputy Director's office relating to all employees working in Aided Schools within the Educational District except time barred claims.

(20) To prepare and submit monthly expenditure statement of Aided High and Training and Special Schools and his office to the Deputy Director for reconciliation and monthly plan progress report.

(21) To sanction destruction and preservation of records in the office subject to rules.

(22) To attest the entries in Part I and II of the Service Books of the employees in his office.

(23) To attest the entries in Part I and to make service verification entries in part II of the Service Books in respect of teaching and Non-teaching staff of Aided Schools.

(24) To issue Service Certificates in the prescribed form in respect of teaching and non-teaching staff of Aided Schools.

(25) To organise and control the working of various sections in his office.

(26) To be in charge of the office in the absence of District Educational Officer.

(27) To correspond with higher authorities in routine matters and to sign "for District Educational Officer" fair copies of communications approved by the District Educational Officer. To approve the draft communications to the subordinate officers and public.

Assistant Educational Officer

(1) To make provisional appointment to the sanctioned posts of P. D. teachers, Ministerial staff and Last Grade Servants in schools and in his office through Employment Exchange subject to general rules and orders issued by the Government and Department from time to time.

(2) To make appointment to the sanctioned posts of part-time contingent employees in his office and schools subject to general orders in the matter.

(3) To transfer teaching and non-teaching staff in primary schools within the Sub-district under exigencies of service subject to ratification by the Deputy Director (Education).

(4) To make charge arrangements in vacancies of Heads of Primary Schools and to sanction charge allowances as per rules in K. S. R.

(5) To sanction leave other than study leave and special disability leave and leave without allowances exceeding 120 days to all members of staff in his office and Heads of Departmental and Aided primary Schools and also teaching and non-teaching staff of Primary Schools where the Head of Institution is under qualified and where there is no Headmaster/Teacher-in-charge appointed by the Manager subject to rules in K. E. R.

(6) To sanction casual leave to all officers working under his control and to himself as provided in Rule 3 of Appendix VII in K. S. R.

(7) To issue permission to Heads of Primary Schools to leave jurisdiction|Headquarters on C. L.

(8) To authorise increment to all employees in his office, Heads of Departmental and Aided Primary Schools and Teaching and Non-teaching staff of Primary Schools where Head of Institution is under qualified and where there is no Headmaster/Teacher-in-charge appointed by the Manager.

(9) To sanction higher and senior grades to teaching and non-teaching staff of Departmental and Aided Primary Schools and Higher grades to the staff working in his office.

(10) To sanction vacation duty to teaching staff under his control.

(11) To initiate disciplinary action against the Officers working under his jurisdiction and to impose minor punishments in accordance with the provisions in Kerala Civil Service (C. C. & A.) Rules. To initiate disciplinary action against all teaching and non-teaching staff in Aided Primary Schools under his jurisdiction subject to the provisions in K. E. R.

(12) To be drawing officer in respect of Establishment Pay Bills, T. A. Bills, P. F. Bills, Contingent Bills etc., of the office and incomplete Departmental Primary Schools.

(13) To countersign the Estt. Pay Bills, Maintenance Grant Bills, Scholarship Bills etc., of Aided Primary Schools in the Sub-district.

(14) To draw and disburse T. A. claims of the staff in his office.

(15) To countersign T. A. Bills of teaching and non-teaching staff including Headmasters of Departmental and Aided Primary Schools.

(16) To sanction reimbursement of Medical expenses to the staff in his office and teaching and non-teaching staff including Headmasters of Departmental and Aided Primary Schools in the sub-district without monetary limit subject to Medical Attendance Rules.

(17) To sanction Mosquito net advance to the eligible employees under his control subject to rules and budget allotment.

(18) To sanction temporary withdrawals from General Provident Fund KASEPF in respect of all employees in the sub-district upto Rs. 3,000 subject to P. F. rules concerned.

(19) To sanction Non-refundable advance from G. P. F. KASEPF upto Rs. 3,000 subject to the conditions and limitations in the P. F. Rules concerned.

Note:—No relaxation of any provisions in the G.P.F. Rules will be empowered under any circumstances.

(20) To sanction payment under Family Benefit Scheme in respect of all employees in his office and Departmental Primary Schools and Aided Schools under him.

(21) To incur non-recurring contingent expenditure upto Rs. 200 in each case subject to budget provision and observance of rules.

(22) To sanction purchase of books, Educational appliances and other stores subject to budget provision and Stores Purchase Rules not exceeding Rs. 2,000 at a time.

(23) To sanction local purchase of stationery in urgent and unforeseen cases upto Rs. 100 in each case subject to annual limit of Rs. 500 and subject to budget provision and Stores Purchase Rules.

(24) To purchase office furniture according to approved specifications and standards upto Rs. 2,000 at a time subject to budget provision and stores purchase rules.

(25) To sanction repairs of furniture according to rules upto Rs. 5,000 at a time subject to budget provision.

(26) To accord administrative sanction for maintenance and repairs works upto Rs. 10,000 on the basis of the estimate prepared by the Public Works Department. To carry out maintenance and repairs works of an urgent and unforeseen nature upto Rs. 3,000 on proper sanction from the Departmental Officer concerned.

(27) To sanction Electrification, Water Supply, Drainage and Toilet facilities in Departmental Schools at the expenses of outside agencies in accordance with the guidelines instruction, Rules etc., prescribed under intimation to the Deputy Director.

(28) To sanction write off of the stores book value upto Rs. 300 at a time which are purchased out of special fee account of the school subject to special fee rules. To sanction write off of the value of unserviceable stores in Departmental and Aided Primary Schools subject to annual limit of Rs. 2,000 when the book value does not exceed Rs. 100 in each case subject to rules.

(29) To sanction the disposal of unserviceable articles when the book value does not exceed Rs. 500 in each case as per code rules and also to give confirmation of auction sale conducted by the Heads of Primary Schools.

(30) To sanction disposal by auction of condemned buildings of Primary Schools the book value of which does not exceed Rs. 10,000 on the basis of the survey report of the Public Works Department.

(31) *To sanction sale in auction of usufructs of trees in the compound of his office and schools premises.

(32) To sanction auction sale of living trees when it endangers to life or property and of dead and fallen trees in his office and primary school premises and lease of office and primary school premises for cultivation.

(33) To give confirmation of auction sales conducted by the Heads of Primary Schools.

(34) To execute agreement towards purchase of stores within their financial powers.

(35) To execute agreement with the lease in connection with the auction sale of usufructs of trees and lease of office and school premises for cultivation etc.

(36) To execute agreement with the contractors for handling of CARE food materials in the Sub Depots.

(37) To prepare and submit monthly expenditure statement of his office and all primary schools in the sub-district to the Deputy Director for reconciliation and monthly plan progress report.

(38) To sanction destruction and preservation of records in the office subject to rules.

(39) To inspect all Primary Schools including Nursery and Recognised Schools under his control and submit inspection report to the District Educational Officer.

(40) To convene conferences of Heads of Primary Schools whenever necessary.

(41) To depute staff and Teachers for attending Conferences, Seminars, courses etc., convened in the State by the Educational Department.

(42) To sanction maintenance grant to Aided Primary Schools at the approved rates.

(43) To submit recommendation for annual recurring grant of Nursery Schools to the District Educational Officers.

(44) To sanction Educational concessions to the handicapped pupils studying in Primary Schools as per G. O. (P) 41269 Edn. dated 3-11-1969.

(45) To award scholarships in cases when the selection is confined to a particular institution (all U. P. and L. P. Schools).

(46) To permit change of language and subject study of pupils upto Standard VII.

(47) To decide finally complaints on class promotions in respect of Primary Schools.

(48) To arrange and supervise Noon feeding in Lower Primary Schools to draw CARE feeding bills to make correspondence with D. P. I. direct on matters relating to CARE feeding programme.

(49) To accept endowments up to Rs. 1,000 subject to the approval of the scheme by Government.

(50) To attest the entries in Part I and II of the Service Books of the employees in his office and teaching and non-teaching staff of Aided Primary Schools. To make service verification entries in Part II of the Service Books in respect of teaching and non-teaching staff of Government Primary Schools. To issue service certificates in the prescribed form in respect of teaching and non-teaching staff of Aided Primary Schools.

Headmasters of High and Training Schools and Special Schools Chief Instructor of R. I. T. C. and H. T. T. I.

(1) To make provisional appointment to the sanctioned posts of teachers, Ministerial staff and last grade employees in the school through Employment Exchange subject to general rules and orders issued by the Government and Department from time to time.

(2) To sanction leave other than study leave special disability leave and leave without allowances exceedings 120 days to all members of staff working under him. (Assistant-in-charge of Incomplete H. S. is authorised to exercise this power).

(3) To sanction casual leave to all members of staff working under him and to himself as provided in Rule 3 of Appendix VII in K.S.R. (Assistant-in-charge of incomplete H. S. is authorised to exercise this power).

(4) To authorise increment to all employees working in the school. (Assistant-in-charge of incomplete H. S. is authorised to exercise this power).

(5) To sanction higher and senior grades to teaching and non-teaching staff working under him.

(6) To initiate disciplinary action against the staff working under him and to impose minor punishments in accordance with the provisions in Kerala Civil Services (C. C. & A.) Rules.

(7) To be Drawing Officer in respect of Establishment Pay bills, T. A. bills, P. F. bills, Contingent bills, Stipend and Subsistence allowance bills, Scholarship bills etc., in respect of the school. Assistant-in-charge of incomplete H. S. is authorised draw and disburse the bill relating to the pay and allowances of their own and their establishment including the pay and allowances of contingent employees without countersignature and P.F. Bills, Scholarship bills etc., in respect of the school. [Assistant-in-charge of incomplete H. S. authorised to draw and disburse the bills relating to the pay and allowances of their own and their establishment including the Pay and allowances of contingent employees without countersignature and P. F. bills, Scholarship bills etc. in respect of the school].

(8) To sanction Mosquito Net advance to the eligible members of the Staff in his school subject to rules and budget allotment.

(9) To sanction temporary withdrawals from G. P. F. in respect of members staff in the school upto Rs. 3,000 subject to General P. F. Rules. To sanction Non-refundable advance from G.P.F. upto Rs. 3,000 subject to the conditions and limitations in the General Provident Fund Rules.

Assistant-in-charge of incomplete H. S. is authorised to sanction temporary withdrawals in normal cases upto Rs. 3,000.

Note:—No relaxation of any provisions in the G. P. F. Rules will be empowered under any circumstances.

(10) To sanction payment under Family Benefit Scheme in respect of all employees working in the school.

(11) To incur non-recurring contingent expenditure upto Rs. 100 in each case subject to budget provision and observance of rules. (Assistant-in-charge of incomplete High School is authorised to exercise this power).

(12) To sanction local purchase of stationery in urgent and unforeseen cases upto Rs. 100 at a time and annual limit of Rs. 500 subject to budget provision and Stores Purchase Rules. To sanction purchase of books, laboratory equipments, Educational appliances and other stores not exceeding Rs. 1,000 at a time subject to budget provision and Stores Purchase Rules. (This will not include expenditure from special fee collection).

(13) To purchase office furniture according to the approved specifications and standards upto Rs. 1,000 at a time subject to budget provision and Stores Purchase Rules.

(14) To sanction repairs of furniture according to rules subject to annual limit of Rs. 2,000 and subject to budget provisions.

(15) To carry out maintenance and repairs works of an urgent and unforeseen nature upto Rs. 1,000 on proper sanction from the Departmental Officer concerned.

(16) To sanction Electrification, Water Supply, Drainage and Toilet facilities in his school at the expenses of outside agencies in accordance with the guidelines instructions, rules etc. prescribed under intimation to the Deputy Director. (Assistant-in-charge of incomplete H. S. is authorised to exercise this power with the approval of the Deputy Director).

(17) To sanction write off of the stores book value upto Rs. 100 which are purchased out of special fee account of the school subject to special fee rules. (Assistant-in-charge of incomplete H. S. is authorised to exercise this power).

(18) To sanction write off of the value of damaged class Text Books subject to the annual limit of Rs. 250.

(19) To sanction the disposal of unserviceable articles when the book value does not exceed Rs. 500 in each case subject to the annual limit of Rs. 1,000 as per code rules. (Assistant-in-charge of incomplete H. S. is authorised to exercise this power with the approval of the Deputy Director).

(20) To sanction auction sale of fallen and dead trees within the school premises subject to confirmation by the Deputy Director (Education).

(21) To permit to cut down the living trees when it endangers to life or property and to dispose of them with the approval of the Deputy Director (Education) as per rules. To sanction auction sale of usufructs of trees and lease of school premises for cultivation subject to confirmation by the Deputy Director (Education) (Assistant-in-charge of incomplete H. S. is authorised to exercise this power).

(22) To execute agreement towards purchase of stores within their financial powers.

(23) To execute agreement with the lessee in connection with the auction sale of usufructs of trees and lease of schools premises for cultivation etc.

(24) To prepare and submit monthly expenditure statement of the school to the Deputy Director for reconciliation and monthly plan progress report.

(25) To sanction destruction and preservation of records in the school subject to rules. (Assistant-in-charge of incomplete H. S. is authorised to exercise this power).

(26) To grant permission for lending of school buildings and premises to outside agencies on rent prescribed in G. O. MS. No. 20/77/G. Edn. dated 29-1-1977 or the revised rate which may be prescribed by Government from time to time under intimation to the Controlling Officer.

(27) To permit the use of school buildings and premises on free of rent to the agencies to whom exemption from payment of rent is granted by Government under intimation to the Controlling Officer. (Assistant-in-charge of incomplete H. S. is authorized to exercise this power).

(28) To sanction provisional admission of pupils coming from schools outside the State pending production of T. C after obtaining written undertaking from the guardian as per rules. (Assistant-in-charge of incomplete H. S. is authorised to exercise this power).

(29) To issue extract of Admission Register in schools on stamped paper as per rules. To issue extract of mark list of annual Examination of Standards upto IX on requisition from the guardian as per instructions issued from time to time. (Assistant-in-charge of incomplete H. S. is authorised to exercise this power).

(30) To accept endowments upto Rs. 1,000 subject to the approval of scheme by Government.

131) To attest the entries in Part I and II of the Service Books of the employees in the school. To make Service verification entries in Part II of the Service Book of employees in the school (Assistant-in-charge of incomplete H.S. is authorised to attest the entries in Part II of Service Books).

Headmasters of Primary Schools who have passed Account Test and Test in K. E. R. or who stand exempted from Passing the test and Graduate Headmaster of U. P. S.

1. (a) To sanction leave other than study leave, special disability leave and leave without allowances exceeding 4 months to all members of staff working under him.

(b) To sanction casual leave to all members of staff working under him and to himself as provided in Rule 3 of Appendix VII in K. S. R.

2. To authorise increment to all employees working in the school.

3. To be Drawing Officer in respect of bills relating to the pay and allowances of their own and their establishment including the pay and allowances of contingent employees without counter signature and P. F. Bills, scholarship Bills etc. in respect of the school.

4. To sanction write off of the value of damaged class Text Books subject to the annual limit of Rs. 100.

5. To conduct auction sale of unserviceable articles in the school upto the book value of Rs. 100 and dispose of them with the approval of the Assistant Educational Officer.

6. To sanction disposal of the fallen and dead trees within the school premises subject to the confirmation by the Assistant Educational Officer.

To permit to cut down the living trees when it endangers to life or property with the approval of the Assistant Educational Officer as per rules.

7. To grant permission for lending school buildings and premises to outside agencies on rent prescribed in G. O. Ms. No. 20/77 G. Edn. dated 29-1-1977 or the revised rate which may be prescribed by Government from time to time under intimation to the Controlling Officer.

To permit the use of school buildings and premises on free of rent to the agencies to whom exemption from payment of rent is granted by Government under intimation to the Controlling Officer.

8. To sanction provisional admission of pupils coming from schools outside the State pending production of T. C. after obtaining written undertaking from the guardian as per rules.

9. To issue extract of admission register in schools of stamped paper as per rules. To issue extract of mark list of annual examination of Standards upto VII on requisition from the guardian as per instructions issued from time to time.

10. To attest the entries in Part II of the Service Books of the employees in the school.

General

1. All appointing authorities are empowered to issue N. L. C. for getting passport to the employees whom he is competent to appoint.
2. All appointing authorities are empowered to impose major punishments as per Kerala Civil Services (C. C. and A.) Rules.
3. District Educational Officers are authorised to conduct annual stock verification of District Text Book Depots.
4. The Deputy Directors (Education) will be responsible for the overall control and supervision of all the offices and institutions under their jurisdiction.
5. The powers delegated to the various officers in the hierarchy will be exercised by the Superior Officers whenever necessary.

Copy of G. O. (Ms.) 166/85/Gl. Edn. dated 27-7-1985 from General Education (N) Department.

Abstract

GENERAL EDUCATION—REVISED PROMOTION POLICY FOR THE SCHOOLS IN THE STATE—APPROVED—ORDERS ISSUED

ORDER

A revised promotion policy for all the schools in the State has been under the consideration of Government for a long time. Government are pleased to issue the revised promotion procedure as appended to this order to be followed by all the schools in the State from the academic year 1985-86 onwards.

By order of the Governor,

P. P. GOPI,

Under Secretary.

APPENDIX

REVISED PROMOTION POLICY FOR SCHOOLS IN KERALA

The Government desire that all the schools of the State follow a uniform policy for promotion of pupils attending standards I to IX in the Governmental, Private Aided and Private Recognised schools of the State. All the schools in the State will be required to follow the same policy for conducting the terminal examinations (including the final examination) and for promoting students from a lower class to the next higher class. The details of the procedures to be followed for the purpose are detailed below.

(i) There will be three terminal examinations in all the schools of the State. The terminal examinations will have to be conducted in the manner prescribed below:—

(a) Each paper will carry 50 marks. Out of the 50 marks, 10 marks will be set apart for questions to test minimum essential skill.

(b) The paper for each of the three terminal examinations should be set following the model paper prepared by the Government. The scheme adopted, distribution of mark, type of questions used etc. should be strictly as given in the model paper supplied by the Department.

(c) Fifty per cent of the questions in each paper (25 out of 50 marks for each paper) will be tested using objective questions. The remaining 50 per cent of the marks (25 marks) for each paper will be tested using 'Short-answer', 'very short-answer' and 'long answer' (essay) questions. Out of the 10 marks set apart for minimum essential part, 8 marks should be set apart for objective items and 2 marks for very short answer questions.

(d) Each school is expected to keep a separate record of the total marks obtained by each student in each paper and also the marks obtained for the minimum essentials part of each test. The minimum essential part of each test need not be made known to the students or separately demarcated in the question paper.

(e) Every paper setter is expected to prepare a score key along with the paper. The key should contain the expected answers, basis of valuation etc.

(f) Each school is expected to keep a confidential record of the minimum essential part included in each test. All schools are expected to send a copy of the paper used by them for each terminal examination, with a score key and details showing the minimum essential part of the question mark, allotted for each question etc. to the concerned District Educational Officer within 10 days of the date of conducting each test.

(g) All the schools are expected to send a progress report (Educational Attainment Record) to the guardian following the model supplied by the Department. The marks obtained by the pupil in each terminal examination should be entered in the record. The total marks in each subject and the minimum essential marks in each paper should be separately reported on it. The report is also expected to record the area in which the pupil, is weak, and offer suggestions for improving the weakness noted in the minimum essential skills. The teachers are also expected to adopt remedial measures as part of regular instruction and see that all the pupils are helped to achieve all the minimum skills prescribed.

(ii) All the schools will follow a uniform promotion policy prescribed by the State for the purpose. The following procedure for promotion (in the order prescribed) will be followed by all the schools of the State (Government Schools, Private Aided Schools and Private Recognised Schools) from the academic year 1985-86.

Basis 1.—All students who secure 35% or more of the aggregate marks in all subjects and 20% or more for each subject in the third terminal (final) examination will be eligible for promotion to the next higher class.

Basis 2.—Those who do not get promoted under 'Basis I' will be eligible for promotion if they satisfy the condition that they secure an average of 35% or more of the aggregate marks in all the three terminal examinations taken together and also if they obtain an average of 20% or more of the marks for each subject in the three terminal examinations of the year taken together.

Basis 3.—Those who do not get promoted under Basis I and Basis II will be eligible for promotion if they satisfy the condition that they obtain 80% of the marks set apart for the minimum essential part in each of the papers in the third terminal (final) examination of the year. The above order will have to be strictly followed in deciding promotions.

(iii) There will not be any detention in Standard I. But the marks obtained by each pupil should be communicated to the parents through the reports.

(iv) All pupils in Lower Primary classes are expected to show 60% attendance to be considered for promotion to the next higher classes. The existing attendance regulations in respect of the students in the Upper Primary and Secondary Schools will continue.

(v) Each school will have to submit the promotion list to the District Educational Officer giving details about the basis under which each pupil has earned his promotion. The list so prepared will have to receive the approval of the District Educational Officer before they are published.

GOVERNMENT OF KERALA

Abstract

GENERAL EDUCATION - SCHOLARSHIPS ENJOYMENT OF LESS USE
CONCURRENTLY WITH MUSLIM NADAR GIRLS SCHOLARSHIP--
RULES AMENDED - ORDERS ISSUED

GENERAL EDUCATION (N) DEPARTMENT

G. O. MS. No. 32,85,Gl. Edn. Dated, Trivandrum, 16th February, 1985.

Read:—1. G. O. (P) 75'71 S. Edn. dated 11-6-1971.

2. G. O. (MS) 57'81, G. Edn. dated 2-4-1981.

ORDER

Rule 6 of the Revised Unified rules for Scholarships in schools issued in Annexure I to the Government Order read as 1st paper above laid down that the scholarship under these rules and other grants under fee concession rules cannot both be held by a student concurrently and that the students will have the option to choose between the two.

In the Government Order read as 2nd paper above necessary provisions were incorporated to Rule 6 of the Rules for scholarship to the effect that "students belonging to Scheduled Caste|Scheduled Tribes|Christian converts and other eligible communities will be allowed to enjoy Lower Secondary Scholarship|Upper Secondary Scholarships awarded on merit basis, concurrently with the lumpsum grant paid by Harijan Welfare Department".

The Director of Public Instruction has now proposed to Government that the pupils who are awarded Lower Secondary Scholarship|Upper Secondary Scholarship may be permitted to enjoy the same concurrently with Nadar Muslim Girls scholarships now allowed to them.

Government have examined the matter in detail and are pleased to incorporate the following provision to Rule 6 of Rules for Scholarships issued in Annexure I to G. O. (P) 75'71 S. Edn. dated 11-6-1971:—

"However Nadar and Muslim students will also be allowed to enjoy the Lower Secondary Scholarship|Upper Secondary Scholarships awarded on merit basis concurrently with the Muslim|Nadar Girls Scholarships now allowed them".

The rules issued in Government Orders read above stand modified to the above extent.

By order of the Governor,
K. J. ALPHONS,
Deputy Secretary to Government.

GOVERNMENT OF KERALA

Abstract

GENERAL EDUCATION—PROMOTION OF PRIMARY TEACHERS TO THE
CATEGORY OF H. S. A. (LANGUAGE)—LAST DATE FOR
INCLUSION IN THE LIST OF ELIGIBLES—
FURTHER ORDERS ISSUED

GENERAL EDUCATION (J) DEPARTMENT

G. O. (MS) 49,85/G. Edn. Dated, Trivandrum, 18th March, 1985.

Read:—(1) G. O. (MS) 170,84/G. Edn. dated 20-8-1984.
(2) Letter No. A5-85562,84 dated 6-11-1984 from the
Director of Public Instruction, Trivandrum.

ORDER

In G. O. (MS) 170,84/G. Edn. dated 20-8-1984 it was ordered that 1st September will be the crucial date for inclusion in the list of eligibles for promotion as H. S. A. (Languages). Government also ordered that 30th November will be the last date for submission of details of qualified teachers as on 1st September, to the Deputy Director (Education) concerned. The Deputy Director (Education) should make the list of eligibles upto date during vacation and promotion will be ordered immediately after the staff fixation and at any rate before the closing of schools for Onam Holidays.

In the letter read as 2nd paper above the Director of Public Instruction has reported that he has already directed the Deputy Director (Education) to prepare the list of eligibles for 1984-85 as in the previous year and to effect promotion immediately as it is practically difficult to prepare the list of eligibles for promotion as H. S. As. (Language) this year (1984-85) as ordered in the Government Order read as first paper above. He has requested to ratify his action and has also requested Government to allow him to implement the above Government Order from 1985-86 onwards.

Government have examined the matter and are pleased to ratify the action taken by the Director of Public Instruction to prepare the list of eligibles for promotion as H. S. A. (Languages) this year (1984-85) as in the previous year and to effect promotion immediately. Government also order that the G. O. (MS) 170,84/G. Edn. dated 20-8-1984 may be implemented from 1985-86 onwards.

By order of the Governor,
K. J. ALPHONS,
Deputy Secretary to Government.

GOVERNMENT OF KERALA

Abstract

PUBLIC SERVICES—EMPLOYMENT ASSISTANCE UNDER DYING IN
HARNESS SCHEME—GUIDELINES—REVISED ORDERS—ISSUED

GENERAL ADMINISTRATION (SERVICES-D) DEPARTMENT

*** G. O. (P) No. 2483/GAD. Dated, Trivandrum, 27th January, 1983.**

- Read:—*
1. G. O. MS. No. 20/70|PD dated 21-1-1970.
 2. G. O. (MS) No. 280/71|PD dated 30-8-1971.
 3. G. O. (P) No. 158/72|Home dated 20-10-1972.
 4. G. O. (P) No. 130/73|PD dated 9-5-1973.
 5. Circular No. 59064|SD6/73|PD dated 4-7-1973.
 6. G. O. (P) No. 116/74|PD dated 9-5-1974.
 7. Circular No. 99843|SD6/74|PD dated 2-11-1974.
 8. G. O. MS. No. 291/74|PD dated 27-11-1974.
 9. G. O. (P) No. 191/75|PD dated 13-9-1975.
 10. G. O. MS. No. 223/75|PD dated 15-10-1975.
 11. G. O. (P) No. 72/76|PD dated 3-3-1976.
 12. G. O. (MS) 75/76|LA&SWD dated 17-3-1976.
 13. G. O. (MS) No. 201/76|PD dated 29-6-1976.
 14. U. O. Note No. 56014|D2/76|G. Edn. dated 12-11-1976.
 15. U. O. Note No. 1451|SD2/79|GAD dated 11-3-1977.
 16. Circular No. 48100|SD2/78|GAD dated 22-4-1978.
 17. U. O. Note No. 108537|SD2/78|GAD dated 1-9-1978.
 18. G. O. (MS) No. 46/79|GAD dated 18-1-1979.
 19. G. O. (MS) 620/79|GAD dated 24-11-1979.
 20. G. O. (MS) 67/81|GAD dated 3-3-1981.
 21. Circular No. 128300|SD2/80|GAD dated 8-6-1981.
 22. G. O. (MS) 239/81|GAD dated 25-7-1981.
 23. Circular No. 31349|SD2/82|GAD dated 6-4-1982.

ORDER

In G. Os. and Circulars read above, Government have issued general instructions for considering requests for appointment in Government service from relatives|dependents of Government Servants dying in harness. Government have now reviewed the whole scheme and decided to continue the scheme with certain

modifications. Therefore, in supersession of all orders regarding eligibility of dependents for appointment under the scheme, Government are now pleased to issue the following guidelines to regulate the appointments in future.

AIMS AND OBJECTIVES

1. The scheme of giving employment assistance to the dependents of Government Servants who die in harness will continue to be implemented to give relief to the families of such Government servants as are in distress and in need of such employment assistance. In other words, 'Family Income' shall be the criterion for determining the eligibility of dependents under the scheme.

2. Government servants shall include contingent and work establishment personnel, part-time employees, N. M. R. Workers and seasonal employees under various Government Departments.

3. Family income to be reckoned is the actual income available to all the members of the family excluding adult sons/daughters, from all sources, other than family pension, on the date of application for employment assistance. Income from properties of the members of the family should invariably be reckoned. Any reduction of income as a result of subsequent disposal/transfer of properties shall not be taken into account in calculating the total income. In case of dispute regarding the actual income available to a family, the income reported by the District Collector, after due enquiries, shall be accepted as the actual income.

The maximum income of the family of a Government servant who died in harness after 1-1-1982 should not exceed Rs. 9,000 per annum to make a dependent eligible for the employment assistance under the scheme. The enhanced limit of income shall apply only in cases where the Government servant died on or after 1-1-1982. Past cases will be disposed of as per the rules governing 'family income' as hitherto prevalent.

DEPENDENTS

4. The following relatives of the deceased Government servants will be considered as the dependents who are eligible for the assistance under the scheme in the order of priority as indicated below:-

- (i) Widow/widower
- (ii) Son

-) Daughter
-) Brother
- (v) Sister
- (vi) Father
- (vii) Mother

Note:—(1) Only one dependent of a Government servant who dies in harness shall be given employment assistance under the scheme.

(2) Brother, sister, father or mother of a Government servant shall be considered for employment assistance only if the widow/widower is not in a position to avail of the benefit and if the children are minor. In case the applicant for employment assistance is one other than the widow/widower and children of the deceased Government servant, the income of the applicant and his/her spouse, if he/she is married, shall also be reckoned in calculating the family income.

(3) Sons and daughters will not include adopted sons and adopted daughters.

(4) Brothers and sisters will not include step-brothers and step-sisters, half-brothers half-sisters.

(5) An unemployed married son or an unemployed married daughter of the deceased Government Servant, whose spouse is also unemployed can also be considered for the assistance, provided the other dependents of the deceased Government servant are being looked after by him or her and in that case, his or her income will also be reckoned in calculating the family income.

5. Dependents of part-time contingent employee will be eligible for the concession, only if the death of the Government servant takes place before his attaining the age of sixty.

6. Dependents of all Government servants who die in harness, irrespective of the circumstances of the death, will be eligible for employment assistance under the scheme.

7. The employment assistance shall not be available to a dependent of the Government servant who is allowed to continue in service beyond superannuation either by extension of service or by re-employment and in whose case the death takes place after the normal date of retirement on superannuation.

8. Dependents of Government servants who have retired voluntarily and of those who have availed themselves of invalid pension and in whose case death takes place before the normal date of superannuation shall not be eligible for the employment assistance under the scheme.

9. The appointment should be given to a dependent other than widow/widower only with the consent of the widow/widower.

MINIMUM SERVICE

10. Only dependents of Government servants who died in harness after having put in a minimum service of five years shall be eligible for the employment assistance under the scheme. But, in very deserving cases, the Minister concerned may grant the assistance in cases where the service is short of the period upto three months. No further relaxation need be granted as a line has to be drawn somewhere.

11. The qualifying service for the purpose of counting minimum service shall only be the service under Government. Service in the aided schools, Defence service, etc., will not be reckoned for the purpose.

CATEGORY OF APPOINTMENT

12. The appointment under the scheme shall be extended only to a post in the Subordinate Service and in the lowest grade of the particular category in respect of which the normal method of appointment involves direct recruitment. For example, if appointment is offered as Clerk, it should be only to the Lower Division.

QUALIFICATION

13. The appointment should be consistent with the qualifications. No relaxation for the qualifications fixed for a post to which the appointment is proposed will be resorted to.

AGE LIMIT

14. In the case of widow/widower, the upper age limit, subject to age of superannuation, need not be insisted upon but in the case of other dependents, the age limit applicable to the recruitment in service in respect of the particular post will be applicable.

SANCTIONING AUTHORITY AND TIME-LIMIT FOR
PREFERRING APPLICATIONS

15. The applications for appointment under the scheme should invariably be submitted to the Government within a period of one year from the date of the death of the Government servant. In the case of minor children the period may extend upto three years of attaining the age of majority.

PROCEDURE FOR APPOINTMENT

16. The existing procedure already prescribed for applying for assistance under the scheme, issue of Government orders offering employment and the formal appointment after verification etc., will continue to be in force.

17. Verification of character and other formalities to be followed in the case of direct recruitments should be followed in the case of appointments under the scheme also.

18. Candidates appointed under the scheme should produce an attested copy of photograph at the time of joining duty.

19. The appointment offered and once accepted should, in no case, be allowed to change.

20. Candidates appointed under the scheme will have option to choose and district for appointment; and, in case they are appointed in a district other than the opted district, they will be transferred to the opted district at the earliest opportunity.

21. Proposal for appointment under the scheme including those pending now before Government will be disposed of strictly in accordance with the guidelines given above and will be dealt with in accordance with the Rules of Business. In respect of appointments to be made in the Administrative Secretariat under the scheme, the proposals shall be processed by the General Administration Department and orders of Chief Minister obtained.

By order of the Governor,

M. MOHAN KUMAR,
Special Secretary to Government

GOVERNMENT OF KERALA

Abstract

PUBLIC SERVICES—EMPLOYMENT ASSISTANCE TO THE DEPENDENTS|
RELATIVES OF GOVERNMENT SERVANTS—DYING IN HARNESS—
GUIDELINES—GENERAL CONDITIONS—AMENDMENTS—
ORDERS ISSUED

GENERAL ADMINISTRATION (SERVICES-D) DEPARTMENT

* G. O. (P) No. 39/85|GAD. Dated, Trivandrum, 21st January, 1985.

- Read:—*
1. G. O. (P) No. 24/83|GAD dated 27-1-1983.
 2. Government Circular No. 40001|SD2|83|GAD dated 12-4-1983.
 3. G. O. (P) No. 310|83|GAD dated 1-10-1983.
 4. Government Circular No. 42841|SD2|83|GAD dated 10-10-1983.
 5. G. O. (MS) No. 379|83|GAD dated 24-11-1983.
 6. G. O. (P) No. 424|83|GAD dated 22-12-1983.
 7. G. O. (P) No. 74|84|GAD dated 1-3-1984.

ORDER

In the Government Order 1st read above as subsequently amended Government have prescribed the guidelines for dealing with requests for employment assistance from the dependents|relatives of Government Servants dying in harness. In continuation of the G. O. and Circulars read above the Government are pleased to order as follows:—

- (i) The maximum income limit of the family of the applicant for eligibility for appointment under the scheme will be increased from Rs. 9,000 to Rs. 12,000 per annum in the case of families of employees dying in harness on or after 1-1-1985.
- (ii) The existing time limit for making application for employment assistance in the case of dependents of Government employees dying in harness on or after 1-1-1985 will also be increased to two years.

- (iii) Eligible cases arising prior to 1-1-1985 in which applications are being preferred within the earlier prescribed period of one year specified in para 15 of the G. O. first read above will also be covered by this order in the matter of increased time limit for making the application.
- (iv) Cases earlier rejected in accordance with the orders then in force will not be reconsidered.
- (v) There will be no relaxation on any account except to the extent provided for in the guidelines laid down in the G. O. first read above.

By order of the Governor,

M. DANDAPANJ

*Commissioner and Secretary
to Government.*

CHAPTER XIV

STATISTICAL TABLES

<i>Table No.</i>	<i>Title heads</i>	<i>Page</i>
1	Area, Population and Density of Population in Kerala ..	154
2	Kerala State District wise Literacy rate ..	155
3	Revenue District wise distribution of pupils as on 12th working day. ..	156
4	Standard wise distribution of pupils ..	157
5	Progress of enrolment in the different stages of School Education. ..	158
6	Strength of pupils in Kerala by age group on 12th working day 1984-85. ..	159
7	Distribution of Schools in Kerala 1982-83 ..	160
8	Distribution of Schools in Kerala 1983-84 ..	161
9	Cost per pupil per year in different stages of School Education ..	162
10	Progress of expenditure on General School Education in Kerala. ..	163
11	Revenue district wise distribution of Teachers as on 15th July. ..	164
12	Number of Schools in relation to population of Kerala ..	165
13	Number of Schools in relation to the area of Kerala State ..	166
14	District wise number of High Schools based on the strength of students. ..	167
15	District wise number of Upper Primary Schools based on the strength of students. ..	168
16	District wise number of Lower Primary Schools based on the strength of students. ..	169
17	District wise number of Schools in Urban and Rural area 1983-84. ..	170
18	Number of Schools in Kerala 1984-85. ..	171
19	District wise and sex wise strength of pupils in Kerala 1984-85 (as on 12th working day) ..	172
20	Standard-wise and sex wise strength of pupils in Kerala 1984-85 (as on 12th working day) ..	173
21	Standard wise and Sex wise strength of Scheduled Caste/Scheduled Tribe pupils in Kerala 1984-85. ..	174
22	District wise and Sex wise strength of Scheduled Caste and Scheduled Tribe pupils. ..	175
23	Standard wise and Sex wise enrolment of pupils in Kerala as on 12th working day 1985-86. ..	176
24	Number of Schools in Kerala 1985-86. ..	177
25	Distribution of Schools according to sections and standards 1983-84. ..	178

TABLE No. 1

Area, Population and Density of Population in Kerala

State/District	Area in Sq. K.M.	1981 Population			Density of population per Sq. K.M.
		Persons	Male	Female	
Trivandrum	2192.0	2596112	1279150	1316962	1184
Quilon	4620.0	2813650	1388678	1424972	609
Alleppey	1883.0	2350145	1146407	1203738	1248
Kottayam	2204.0	1697442	848462	848980	770
Idukki	5061.0	971636	494999	476637	192
Ernakulam	2408.0	2535294	1269174	1266120	1053
Trichur	3032.0	2439543	1161675	1277868	805
Palghat	4480.0	2044399	994196	1050203	456
Malappuram	3548.0	2402701	1170778	1231923	677
Kozhikode	2345.0	2245265	1111409	1133856	957
Wynad	2132.0	554026	284261	269765	260
Cannanore	4958.0	2803467	1378578	1424889	565
Kerala State	38863.0	25453680	12527767	12925913	655

Source: 1981 census*

TABLE No. 2

Kerala State District-wise Literacy Rate

State/District	Total Population (in lakhs)			Literate Population (in lakhs)			Percentage of Literate Population		
	Male	Female	Persons	Male	Female	Persons	Male	Female	Persons
1. Trivandrum	12.79	13.17	25.96	9.63	8.67	18.30	75.29	65.85	70.50
2. Quilon	13.89	14.25	28.14	10.85	10.00	20.85	78.10	70.21	74.11
3. Alleppey	11.46	12.04	23.50	9.41	9.04	18.45	82.12	75.10	78.52
4. Kottayam	8.48	8.49	16.97	7.12	6.74	13.86	83.96	79.35	81.66
5. Idukki	4.95	4.77	9.72	3.57	2.98	6.55	72.15	62.55	67.44
6. Ernakulam	12.69	12.66	25.35	10.25	9.23	19.48	80.75	72.88	76.82
7. Trichur	11.62	12.78	24.40	8.98	8.97	17.95	77.31	70.21	73.59
8. Palghat	9.94	10.50	20.44	6.44	5.42	11.86	64.81	51.55	58.00
9. Malappuram	11.71	12.32	24.03	7.72	6.82	14.54	65.93	55.34	60.50
10. Kozhikode	11.11	11.34	22.45	8.51	7.23	15.74	76.56	63.82	70.12
11. Wynad	2.84	2.70	5.54	1.84	1.39	3.23	64.81	51.51	58.33
12. Cannanore	13.79	14.25	28.04	9.95	8.48	18.43	72.20	59.48	65.74
Total	125.28	129.26	254.54	94.28	84.97	179.25	75.26	65.73	70.42

TABLE No. 3

Revenue District-wise distribution of pupils as on 12th working day

In lakhs,

Name of Revenue District	1982-83			1983-84			1984-85		
	Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total
Trivandrum	2.72	2.62	5.34	2.67	2.59	5.26	2.72	2.62	5.34
Quilon	3.20	3.05	6.25	3.17	3.03	6.20	2.45	2.35	4.80
Pathanamthitta	1.25	1.21	2.46
Alleppey	2.66	2.52	5.18	2.56	2.16	5.02	2.01	1.93	3.94
Kottayam	1.89	1.93	3.82	1.88	1.86	3.74	1.85	1.83	3.68
Idukki	0.98	0.94	1.92	1.01	0.97	1.98	1.01	0.97	1.98
Ernakulam	2.81	2.72	5.53	2.74	2.69	5.43	2.72	2.61	5.36
Trichur	2.91	2.80	5.71	2.84	2.74	5.58	2.79	2.69	5.48
Palghat	2.18	1.98	4.16	2.24	2.04	4.28	2.29	2.09	4.38
Malappuram	2.98	2.74	5.72	3.06	2.83	5.89	3.17	2.95	6.12
Kozhikode	2.69	2.50	5.19	2.73	2.57	5.30	2.70	2.57	5.27
Wynad	0.62	0.57	1.19	0.63	0.58	1.21	0.66	0.61	1.27
Canaraore	3.38	3.07	6.45	3.45	3.14	6.59	3.51	3.22	6.73
Total	29.02	27.44	56.46	28.98	27.50	56.48	29.13	27.68	56.81

TABLE No. 4

Standard-wise distribution of Pupils

(in lakhs)

Standard	1982-83			1983-84			1984-85		
	Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total
Total I	3.20	3.06	6.26	3.09	2.94	6.03	3.16	3.02	6.18
II	3.36	3.21	6.57	3.27	3.13	6.40	3.32	3.15	6.47
III	3.23	3.07	6.30	3.26	3.10	6.36	3.24	3.08	6.32
IV	3.26	3.09	6.35	3.19	3.03	6.22	3.24	3.07	6.31
Total IV	13.05	12.43	25.48	12.81	12.20	25.01	12.96	12.32	25.28
V	3.10	2.95	6.14	3.17	2.97	6.14	3.17	2.97	6.14
VI	3.08	2.88	5.96	3.08	2.88	5.96	3.07	2.87	5.94
VII	2.98	2.75	5.73	3.08	2.88	5.96	2.98	2.82	5.80
Total VII	9.25	8.58	17.83	9.33	8.73	18.06	9.22	8.66	17.88
VIII	2.60	2.40	5.00	2.72	2.51	5.23	2.82	2.64	5.46
IX	2.33	2.23	4.56	2.35	2.26	4.61	2.43	2.33	4.76
X	1.79	1.80	3.59	1.77	1.80	3.57	1.69	1.73	3.42
Total VIII to X	6.72	6.43	13.15	6.84	6.57	13.41	6.94	6.70	13.64
Grand Total I to X	29.02	27.44	56.46	28.98	27.50	56.48	29.12	27.68	56.80

TABLE No. 5

Progress of Enrolment in the different stages of School Education

<i>Years</i>	<i>No. of students in primary stage (in lakhs)</i>	<i>Index of growth</i>	<i>No. of students in secondary stage (in lakhs)</i>	<i>Index of growth</i>	<i>Total No. of students in school education.</i>	<i>Index of growth</i>
1970-71	40.75	100.00	7.25	100.00	48.00	100.00
1971-72	41.91	102.8	7.45	102.8	49.36	102.8
1972-73	43.75	107.4	7.81	107.7	51.56	107.4
1973-74	44.05	108.1	8.66	119.4	52.71	109.8
1974-75	44.23	108.5	9.36	129.1	53.59	111.6
1975-76	43.77	107.4	9.08	125.2	52.85	110.1
1976-77	43.50	106.8	10.04	138.5	53.54	111.5
1977-78	44.06	108.1	10.88	150.1	54.94	114.5
1978-79	43.41	106.5	11.97	165.1	55.38	115.4
1979-80	43.16	105.9	12.65	174.5	55.81	116.3
1980-81	42.89	105.3	13.14	181.2	56.03	118.7
1981-82	43.33	106.3	13.18	181.8	56.51	117.2
1982-83	43.31	106.3	13.15	181.4	56.46	117.6
1983-84	43.06	105.7	13.42	185.1	56.48	117.7
1984-85	43.16	105.9	13.64	188.1	56.80	118.3
1985-86*	42.75	104.9	13.32	183.7	56.07	116.8

*Provisional

TABLE No. 6

Strength of pupils in Kerala by age group on 12th Working day 1984-85

Age-group	Standards	All communities			Scheduled Castes			Scheduled Tribe		
		Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total
5-8	I to IV	1296349	1231960	2528309	154461	145357	299818	15319	13869	29188
9-11	V to VII	922396	865597	1787993	104775	98257	203032	1415	6362	13777
12-14	VIII to X	693851	670923	1364774	71079	72928	144007	3400	3078	6478
Total		2912596	2768480	5681076	330315	316542	646857	26134	23309	49443

TABLE No. 7

Distribution of Schools in Kerala 1982-83

	High Schools				U. P. Schools				L. P. Schools				Total Schools			
	Govt.	Private aided	Private unaided	Total	Govt.	Private aided	Private unaided	Total	Govt.	Private aided	Private unaided	Total	Govt.	Private aided	Private unaided	Total
Trivandrum	110	91	9	210	93	102	3	198	317	183	7	507	520	376	19	915
Quilon	101	165	5	271	77	199	1	277	385	286	6	677	563	650	12	1225
Alleppey	67	168	1	236	88	116	2	206	274	344	9	627	429	628	12	1069
Kottayam	57	158	6	221	64	131	1	196	180	284	8	472	301	573	15	889
Idukki	52	56	5	113	38	55	..	93	75	132	3	210	165	243	8	446
Ernakulam	79	157	17	253	83	102	4	189	207	281	5	493	369	540	26	935
Trichur	72	140	8	220	53	170	2	225	126	409	1	536	251	719	11	981
Palghat	55	69	5	129	54	157	1	212	198	356	2	556	307	582	8	897
Malappuram	77	66	3	146	104	215	..	319	346	480	..	826	527	761	3	1291
Kozhikode	62	84	5	151	75	238	3	316	191	548	..	739	328	870	8	1206
Wynad	30	18	..	48	28	38	..	66	72	50	4	126	130	106	4	240
Cannanore	140	98	..	238	127	346	1	474	280	739	..	1019	547	1183	1	1731
Kerala	902	1270	64	2236	884	1869	18	2771	2651	4092	45	6788	4437	7231	127	11795

TABLE No. 8

Distribution of Schools in Kerala 1983-84

11/261/MC

Revenue District	High Schools				U.P. Schools				L.P. Schools				Total Schools			
	Govt.	Private aided	Private unaided	Total	Govt.	Private aided	Private unaided	Total	Govt.	Private aided	Private unaided	Total	Govt.	Private aided	Private unaided	Total
Trivandrum	111	92	10	213	94	107	4	205	316	184	14	514	521	383	28	932
Quilon	101	168	6	275	78	204	3	285	386	286	9	681	565	658	18	1241
Alleppey	68	176	1	245	86	110	5	201	275	346	18	639	429	632	24	1085
Kottayam	57	166	6	229	64	130	6	200	181	280	16	477	302	576	28	906
Idukki	52	68	5	125	42	63	1	106	75	141	5	221	169	272	11	452
Ernakulam	80	170	18	268	83	101	10	194	208	284	15	507	371	555	43	969
Trichur	73	146	11	230	53	167	2	222	126	404	3	533	252	717	16	985
Palghat	55	73	6	134	54	159	1	214	198	353	2	553	307	585	9	901
Malappuram	78	69	3	150	105	222	1	328	345	480	1	826	528	771	5	1304
Kozhikode	64	94	5	163	75	240	3	318	191	544	..	735	330	878	8	1216
Wynad	33	21	..	54	27	39	2	68	71	54	4	129	131	114	6	251
Cannanore	140	104	1	245	129	351	1	481	280	745	2	1027	549	1200	4	1753
Kerala	912	1347	72	2331	890	1893	39	2822	2652	4101	89	6842	4454	7341	200	11995

TABLE No. 9

Cost per pupil per year in Different stages of school Education

(Amount in Rupees)

Year	Primary Stage		Secondary Stage	
	Cost per pupil	Index of increase	Cost per pupil	Index of increase
1965-66	49.30	100.0	90.37	100.0
1966-67	54.17	109.9	103.81	114.9
1967-68	65.07	132.0	130.07	143.9
1968-69	73.23	148.5	139.71	154.6
1969-70	82.38	167.1	164.08	181.6
1970-71	85.91	174.3	176.23	195.0
1971-72	89.26	181.0	187.29	207.2
1972-73	94.51	191.7	194.15	214.8
1973-74	102.24	207.4	211.70	234.5
1974-75	117.52	238.4	217.90	241.1
1975-76	170.02	344.9	361.32	399.8
1976-77	186.16	377.6	356.40	394.4
1977-78	193.61	392.7	363.02	401.1
1978-79	206.21	418.3	356.43	394.4
1979-80	238.27	483.3	369.34	408.7
1980-81	265.24	538.0	454.25	502.7
1981-82	298.18	629.4	536.37	593.5
1982-83	326.13	661.52	589.41	652.22
1983-84 (R.E.)	385.44	781.83	581.21	643.14

R.E.—Revised Estimate

Source: Economic Review 1984.

TABLE No. 10

Progress of Expenditure on General School Education in Kerala

<i>Year</i>	<i>Expenditure (Rs. in Crores)</i>	<i>Index of increase</i>
1961-62	16.83	100
1962-63	17.11	102
1963-64	18.46	110
1964-65	19.88	118
1965-66	25.23	150
1966-67	29.33	174
1967-68	36.66	218
1968-69	42.21	251
1969-70	49.07	292
1970-71	52.53	312
1971-72	57.64	342
1972-73	59.71	355
1973-74	67.39	400
1974-75	86.17	512
1975-76	105.69	628
1976-77	116.73	694
1977-78	124.80	742
1978-79	134.14	797
1979-80	157.11	934
1980-81	179.66	1082
1981-82	199.87	1187
1982-83	223.96	1331
1983-84 (R.E.)	250.68	1489

Source: Economic Review 1983

R. E.—Revised Estimate

TABLE No. 11

Revenue District-wise distribution of Teachers as on 15th July

<i>District</i>	1982-83			1983-84			1984-85		
	<i>Men</i>	<i>Women</i>	<i>Total</i>	<i>Men</i>	<i>Women</i>	<i>Total</i>	<i>Men</i>	<i>Women</i>	<i>Total</i>
1. Trivandrum	7614	9455	17069	7388	9808	17196	7081	10228	17309
2. Quilon	9551	11465	21016	9319	11654	20973	6983	8811	15794
3. Pathanamthitta	3242	5469	8711
4. Alleppey	6146	10924	17070	5793	11021	16814	4208	8407	12615
5. Kottayam	5711	7305	13016	5801	7691	13492	5617	8305	13922
6. Idukki	2345	3248	5593	2515	3546	6061	2587	3818	6405
7. Ernakulam	5851	12333	18184	5633	12407	18040	5481	12752	18233
8. Trichur	5371	13538	18909	5125	13688	18813	5018	13872	18890
9. Palghat	5938	7163	13101	5837	7534	13371	6003	7608	13611
10. Malappuram	8745	8159	16904	8765	8471	17236	8861	8816	17677
11. Kozhikode	9895	7404	17299	10033	7484	17517	9872	7746	17618
12. Wynad	1615	1472	3087	1704	1532	3236	1739	1667	3406
13. Cannanore	11656	8620	20276	12155	8734	20889	11823	9437	21260
Total	80438	101086	181524	80068	103570	183638	78515	106936	185451

TABLE No. 12

Number of Schools in Relation to Population of Kerala

<i>District</i>	<i>Total estimated population 1983 (Lakhs)</i>	<i>Number of H.S. 1983-84</i>	<i>Population served by one H. S. (in thousand)</i>	<i>Number of U.P.S 1983-84</i>	<i>Population served by one U. P. S. (in thousand)</i>	<i>Number of L. P. S. 1983-84</i>	<i>Population served by one L. P. S. (in thousand)</i>
Trivandrum	26.85	213	12.61	205	13.10	514	5.22
Quilon	28.99	275	10.54	285	10.17	681	4.26
Alleppey	23.97	245	9.78	201	11.93	639	3.75
Kottayam	17.31	229	7.56	200	8.66	477	3.63
Idukki	10.19	125	8.15	106	9.61	221	4.61
Ernakulam	26.12	268	9.75	194	13.46	507	5.15
Trichur	25.09	230	10.91	222	11.30	533	4.71
Palghat	21.27	134	15.87	214	9.93	553	3.85
Malappuram	25.30	150	16.87	328	7.71	826	2.53
Kozhikode	23.40	163	14.36	318	7.36	735	3.18
Wynad	5.88	54	10.89	68	8.65	129	4.56
Cannanore	29.33	245	11.97	481	6.10	1027	2.86
Total	263.70	2331	11.31	2822	9.34	6842	3.85

TABLE No. 13

Number of Schools in Relation to the Area of Kerala State 1983-84

<i>District</i>	<i>Area in Sq. Km.</i>	<i>No. of H.S. 1983-84</i>	<i>Area served by one H. S. in Sq. Km.</i>	<i>No. of UPS 1983-84</i>	<i>Area served by one UPS (Sq. Km.)</i>	<i>No. of LPS 1983-84</i>	<i>Area served by one LPS in Sq. Km.)</i>
Trivandrum	2192.0	213	10.29	205	10.69	514	4.26
Quilon	4620.0	275	16.80	285	16.21	681	6.78
Alleppey	1883.0	245	7.69	201	9.37	639	2.95
Kottayam	2204.0	229	9.62	200	11.02	477	4.62
Idukki	5061.0	125	40.49	106	47.75	221	22.90
Ernakulam	2408.0	268	8.99	194	12.41	507	4.75
Trichur	3032.0	230	13.18	222	13.65	533	5.69
Palghat	4480.0	134	33.43	214	20.92	553	8.10
Malappuram	3548.0	150	23.65	328	10.82	826	4.30
Kozhikode	2345.0	163	14.39	318	73.74	735	3.19
Wynad	2132.0	54	39.48	68	31.26	129	16.53
Cannanore	4958.0	245	20.24	481	10.31	1027	4.83
Kerala	38863.0	2331	16.67	2822	13.77	6842	5.68

TABLE No. 14

District-wise number of High Schools based on the strength of students

Revenue District	Number of High Schools during 1983-84															
	Roll strength of students upto 1000			Roll strength of students in between 1000-1500			Roll strength of students in between 1500-2000			Roll strength of students above 2000			Total			
	Govt.	Pvt. aided	Pvt. un-aided	Govt.	Pvt. aided	Pvt. un-aided	Govt.	Pvt. aided	Pvt. un-aided	Govt.	Pvt. aided	Pvt. un-aided	Govt.	Pvt. aided	Pvt. un-aided	Total
Trivandrum	40	41	3	27	32	6	27	14	..	17	5	1	111	92	10	213
Quilon	44	89	2	27	45	3	18	26	..	12	8	1	101	168	6	275
Alleppey	29	90	1	24	46	..	11	29	..	4	11	..	68	176	1	245
Kottayam	38	114	6	17	38	..	1	13	..	1	1	..	57	166	6	229
Idukki	34	46	5	13	15	..	3	6	..	2	1	..	52	68	5	125
Ernakulam	32	79	11	31	46	5	14	34	2	3	11	..	80	170	18	268
Trichur	20	55	10	32	52	1	15	31	..	6	8	..	73	146	11	230
Palghat	15	38	2	26	15	3	8	17	1	6	3	..	55	73	6	134
Malappuram	44	44	3	15	14	..	10	10	..	9	1	..	78	69	3	150
Kozhikode	26	42	4	19	32	1	13	13	..	6	7	..	64	94	5	163
Wynad	18	16	..	9	4	..	5	1	..	1	33	21	0	54
Cannanore	82	64	1	39	23	..	15	6	..	4	11	..	140	104	1	245
Total	422	718	48	279	362	19	140	200	3	71	67	2	912	1347	72	2331

TABLE No. 15

District-wise number of Upper Primary Schools based on the strength of students

Revenue District	Number of U.P. Schools during 1983-84															
	Roll strength of students upto 500			Roll strength of students between 500-750			Roll strength of students between 750-1000			Roll strength of students above 1000			Total			
	Govt.	Pvt. aided	Pvt. unaided	Govt.	Pvt. aided	Pvt. unaided	Govt.	Pvt. aided	Pvt. unaided	Govt.	Pvt. aided	Pvt. unaided	Govt.	Pvt. aided	Pvt. unaided	Total
Trivandrum	29	79	2	30	19	1	18	6	1	17	3	..	94	107	4	205
Quilon	32	138	3	21	42	..	16	12	..	9	12	..	78	204	3	285
Alleppey	46	78	5	28	23	..	9	6	..	3	3	..	86	110	5	201
Kottayam	49	99	6	11	24	..	3	6	..	1	1	..	64	130	6	200
Idukki	28	44	1	8	13	..	3	3	..	3	3	..	42	63	1	106
Ernakulam	45	44	8	21	28	2	10	17	..	7	12	..	83	101	10	194
Trichur	27	83	2	15	44	..	8	24	..	3	16	..	53	167	2	222
Palghat	27	72	1	13	42	..	9	31	..	5	14	..	54	159	1	214
Malappuram	41	103	1	26	58	..	17	32	..	21	29	..	105	222	1	328
Kozhikode	18	99	3	28	85	..	14	35	..	15	21	..	75	240	3	318
Wynad	18	9	2	2	14	..	6	8	..	1	8	..	27	39	2	68
Cannanore	65	192	1	47	102	..	10	36	..	7	21	..	129	351	1	481
Total	425	1040	35	250	494	3	123	216	1	92	143	..	890	1893	39	2822

TABLE No. 16

District-wise number of Lower Primary Schools based on the strength of students

Revenue District	NUMBER OF L. P. SCHOOLS DURING 1983-84															
	Roll strength of students upto 500			Roll strength of students between 500 to 750			Roll strength of students between 750-1000			Roll strength of students above 1000			Total			
	Govt.	Pvt. aided	Pvt. unaided	Govt.	Pvt. aided	Pvt. unaided	Govt.	Pvt. aided	Pvt. unaided	Govt.	Pvt. aided	Pvt. unaided	Govt.	Pvt. aided	Pvt. unaided	Total
Trivandrum	274	174	12	27	8	2	13	2	..	2	316	184	14	514
Quilon	340	265	8	39	17	1	4	3	..	3	1	..	386	286	9	681
Alleppey	260	326	16	11	18	2	4	1	1	..	275	346	18	639
Kottayam	177	261	16	3	19	..	1	181	280	16	477
Idukki	73	131	5	11	6	4	..	1	75	141	5	221
Ernakulam	173	227	13	33	46	2	2	8	3	..	208	284	15	507
Trichur	110	364	3	15	30	..	1	9	1	..	126	404	3	533
Palghat	182	337	2	14	13	..	2	2	1	..	198	353	2	553
Malappuram	327	465	1	18	13	2	345	480	1	826
Kozhikode	184	533	..	6	7	..	1	3	1	..	191	544	..	735
Wynad	68	51	4	2	1	3	71	54	4	129
Cannanore	276	735	2	4	8	1	1	..	280	745	2	1027
Total	2444	3869	82	173	185	7	29	38	..	6	9	..	2652	4101	89	6842

TABLE No. 17

District-wise number of Schools in Urban and Rural area 1983-84

Revenue District	No. of High Schools			Number of U.P. Schools			No. of L.P. Schools			Total		
	Urban	Rural	Total	Urban	Rural	Total	Urban	Rural	Total	Urban	Rural	Total
Trivandrum	56	157	213	37	168	205	77	437	514	170	762	932
Quilon	21	254	275	12	273	285	38	643	681	71	1170	1241
Alleppey	46	199	245	17	184	201	69	570	639	132	953	1085
Kottayam	29	200	229	9	191	200	30	447	477	68	838	906
Idukki	6	119	125	3	103	106	5	216	221	14	438	452
Ernakulam	79	189	268	34	160	194	106	401	507	219	750	969
Trichur	40	190	230	14	208	222	43	490	533	97	888	985
Palghat	16	118	134	21	193	214	35	518	553	72	829	901
Malappuram	13	137	150	16	312	328	41	785	826	70	1234	1304
Kozhikode	41	122	163	48	270	318	80	655	735	169	1047	1216
Wynad	..	54	54	..	68	68	..	129	129	..	251	251
Cannanore	20	225	245	25	456	481	48	979	1027	93	1660	1753
Total	367	1964	2331	236	2586	2822	572	6270	6842	1175	10820	11995

TABLE No. 18

Number of Schools in Kerala 1984-85

Sl. No.	Name of Revenue District	HIGH SCHOOLS				U.P. SCHOOLS				L.P. SCHOOLS				GRAND TOTAL		
		Govt.	Pvt. aided	Pvt. unaided	Total	Govt.	Pvt. aided	Pvt. unaided	Total	Govt.	Pvt. aided	Pvt. unaided	Total	Govt.	Pvt. aided	Pvt. unaided
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)
1.	Trivandrum	115	93	10	218	99	107	8	214	308	183	18	509	522	383	36
2.	Quilon	73	117	4	194	57	145	4	206	283	191	8	482	413	453	16
3.	Pathanamthitta	47	113	5	165	42	84	7	133	172	245	16	433	261	442	28
4.	Alleppey	55	126	3	184	65	78	2	145	204	199	15	418	324	403	20
5.	Kottayam	57	166	9	232	66	130	4	200	178	281	23	482	301	577	36
6.	Idukki	53	68	5	126	41	62	2	105	76	143	5	224	170	273	12
7.	Ernakulam	83	172	25	280	87	100	14	201	201	282	16	499	371	554	55
8.	Trichur	74	149	12	235	53	167	4	224	125	402	5	532	252	718	21
9.	Palghat	56	74	6	136	54	160	5	219	197	352	9	558	307	586	20
10.	Malappuram	81	72	3	156	108	223	3	334	343	480	3	826	532	775	9
11.	Kozhikode	64	94	7	165	75	240	7	322	190	545	1	736	329	879	15
12.	Wynad	33	22	2	57	29	40	1	70	70	52	5	127	132	114	8
13.	Cannanore	143	104	2	249	130	353	..	483	277	739	7	1023	550	1196	9
Grand Total Kerala		1934	1370	93	2397	906	1889	61	2856	2624	4094	131	6849	4464	7353	285

Besides there are 7 Anglo Indian High Schools and 1 Anglo Indian U. P. School

TABLE No. 19
District-wise and Sex-wise strength of Pupils in Kerala 1984-85
 (as on 12th working days)

<i>District</i>	<i>Boys</i>	<i>Girls</i>	<i>Total</i>
Trivandrum	272287	262474	534761
Quilon	245336	235275	480611
Pathanamthitta	124823	120961	245784
Alleppey	200603	192747	393350
Kottayam	184559	182584	367143
Idukki	101070	96897	197967
Ernakulam	271762	264195	535957
Trichur	279571	268865	548436
Palghat	228770	209698	438468
Malappuram	316591	294847	611438
Kozhikode	270169	256566	526735
Wynad	65570	60988	126558
Cannanore	351485	322383	673868
Total	2912596	2768480	5681076

TABLE No. 20

Standard wise and Sex-wise strength of Pupils in Kerala 1984-85 (as on 12th working day)

<i>Standard</i>	<i>Boys</i>	<i>Girls</i>	<i>Total</i>
I	315945	301736	617681
II	332097	314712	646809
III	323909	308490	632399
IV	324398	307022	631420
V	317240	296774	614014
VI	307427	287202	594629
VII	297729	281621	579350
VIII	281903	264301	546204
IX	242984	233205	476189
X	168964	173417	342381
Total	2912596	2768480	5681076

TABLE No. 21

**Standard wise and Sex wise strength of Scheduled Caste/Scheduled Tribe Pupils
in Kerala 1984-85**

<i>Standard</i>	<i>SCHEDULED CASTE</i>			<i>SCHEDULED TRIBE</i>			<i>Grand Total</i>
	<i>Boys</i>	<i>Girls</i>	<i>Total</i>	<i>Boys</i>	<i>Girls</i>	<i>Total</i>	
I	35584	34429	69913	4142	3612	7754	77667
II	39661	36714	76375	4032	3695	7727	84102
III	39795	37557	77352	3624	3247	6871	84223
IV	39421	36757	76178	3521	3315	6836	83014
Sub Total	154461	145357	299818	15319	13869	29188	329006
V	37080	34380	71460	2966	2567	5533	76993
VI	34785	32263	67048	2424	2034	4458	71506
VII	32910	31614	64524	2025	1761	3786	68310
Sub Total	104775	98257	203032	7415	6362	13777	216809
VIII	29914	29431	59145	1531	1317	2848	61993
IX	25982	26402	52484	1173	1054	2227	54691
X	15383	17015	32398	696	707	1403	33801
Sub Total	71079	72928	144007	3400	3078	6478	150485
Grand Total	330315	316542	646857	26134	23309	49443	696300

TABLE No. 22

**District-wise and Sex-wise strength of Scheduled Caste and Scheduled Tribe
Pupils in Kerala 1984-85**

<i>District</i>	<i>Scheduled Caste</i>			<i>Scheduled Tribe</i>			<i>Grand Total</i>
	<i>Boys</i>	<i>Girls</i>	<i>Total</i>	<i>Boys</i>	<i>Girls</i>	<i>Total</i>	
Trivandrum	39423	39503	78926	1656	1752	3408	82334
Quilon	40035	38915	78950	326	297	623	79573
Pathanamthitta	21368	20794	42162	492	446	938	43100
Alleppey	24701	23137	47838	331	315	646	48484
Kottayam	21160	21495	42655	2435	2400	4835	47490
Idukky	19543	18314	37857	4136	3764	7900	45757
Ernakulam	28798	28290	57088	457	424	881	57969
Trichur	35192	35311	70503	451	370	821	71324
Palghat	32369	27389	59758	1794	1426	3220	62978
Malappuram	25427	23595	49022	580	477	1057	50079
Kozhikode	20995	20377	41372	181	185	366	41738
Wynad	3467	3223	6690	9489	8299	17788	24478
Cannanore	17837	16199	34036	3806	3154	6960	40996
Grand Total	330315	316542	646857	26134	23309	49443	696300

TABLE No. 23

Standard wise and Sex wise enrolment of Pupils in Kerala as on 12th working day 1985-86
(Quick Estimate)

(Provisional)

<i>Standard</i>	<i>Boys</i>	<i>Girls</i>	<i>Total</i>
I	3,11,726	2,99,999	6,11,725
II	3,36,213	3,20,048	6,56,261
III	3,20,136	2,98,261	6,18,397
IV	3,16,771	3,00,641	6,17,412
V	3,17,858	2,97,573	6,15,431
VI	3,03,876	2,85,268	5,89,144
VII	2,90,569	2,75,739	5,66,308
VIII	2,70,035	2,58,075	5,28,110
IX	2,44,923	2,37,291	4,82,214
X	1,57,330	1,64,310	3,21,640
Total	28,69,437	27,37,205	56,06,642

Number of Schools as on 1-7-1985 (1985-86) (Provisional)

Name of Revenue District	High School				U. P. School				L. P. School				Grand Total
	Govt.	Private aided	Private unaided	Total	Govt.	Private aided	Private unaided	Total	Govt.	Private aided	Private unaided	Total	
1. Trivandrum	115	95	12	222	99	107	7	213	307	182	18	507	942
2. Quilon	73	110	5	188	53	145	4	202	283	191	8	482	872
3. Pathanamthitta	47	113	5	165	46	86	9	141	172	243	17	432	738
4. Alleppey	55	126	2	183	66	78	..	144	203	200	14	417	744
5. Kottayam	57	166	11	234	67	130	4	201	178	281	22	481	916
6. Idukki	54	68	5	127	43	62	2	107	74	143	6	223	457
7. Ernakulam	84	172	23	279	88	100	14	202	199	283	17	499	980
8. Trichur	74	149	12	235	53	167	4	224	125	401	6	532	991
9. Palghat	56	74	7	137	54	160	5	219	197	351	6	554	910
10. Malappuram	80	72	3	155	108	225	3	336	343	480	3	826	1317
11. Kozhikode	63	95	7	165	76	248	7	331	189	536	1	726	1222
12. Wynad	33	22	2	57	30	40	1	71	72	49	5	126	254
13. Cannanore	140	104	2	246	133	353	2	488	279	740	7	1026	1760
Total	931	1366	96	2393	916	1901	62	2879	2621	4080	130	6831	12103

TABLE No. 25

Distribution of Schools According to sections and Standards 1983-84

District	Distribution of schools according to availability of standards								
	Government H.S.			Aided H.S.			Unaided H.S.		
	I to X	V to X	VIII to X	I to X	V to X	VIII to X	I to X	V to X	VIII to X
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
1. Trivandrum	40	62	9	13	63	16	6	3	1
2. Quilon	51	40	10	12	109	47	2	4	..
3. Alleppey	35	31	2	21	130	25	..	1	..
4. Kottayam	29	25	3	31	115	20	1	5	..
5. Idukki	28	18	6	19	30	19	1	2	2
6. Ernakulam	38	33	9	30	122	18	5	6	7
7. Trichur	25	42	6	18	106	22	6	5	..
8. Palghat	14	32	9	6	45	22	4	2	..
9. Malappuram	17	34	27	5	27	37	2	1	..
10. Kozhikode	20	28	16	11	44	39	1	2	2
11. Wynaad	18	8	7	4	5	12
12. Cannanore	73	38	29	10	46	48	1
Grand Total	388	391	133	180	842	325	29	31	12

TABLE No. 25—*Contd.*

<i>District</i>		<i>Distribution of schools according to availability of standards</i>											
		<i>Government U.P.</i>		<i>Aided U.P.</i>		<i>Unaided U.P.</i>		<i>Government L.P.</i>		<i>Aided L.P.</i>		<i>Unaided L.P.</i>	
		<i>I to VII</i>	<i>V to VII</i>	<i>I to VII</i>	<i>V to VII</i>	<i>I to VII</i>	<i>V to VII</i>	<i>I to V</i>	<i>I to IV</i>	<i>I to V</i>	<i>I to IV</i>	<i>I to V</i>	<i>I to IV</i>
(1)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	
1.	Trivandrum	90	4	28	79	1	3	54	262	20	164	..	14
2.	Quilon	74	4	67	137	2	1	41	345	47	239	..	9
3.	Alleppey	84	2	44	66	5	..	38	237	22	324	..	18
4.	Kottayam	63	1	79	51	3	3	22	159	13	267	..	16
5.	Idukki	34	8	33	30	1	..	5	70	9	132	..	5
	Ernakulam	75	8	66	35	9	1	21	187	12	272	..	15
	Trichur	49	4	127	40	1	1	9	117	16	388	..	3
	Palghat	53	1	133	26	1	..	5	193	20	333	..	2
	Malappuram	88	17	148	74	..	1	28	317	37	443	..	1
	Kozhikode	70	5	205	35	2	1	15	176	66	478
	Wynad	25	2	37	2	2	71	3	51	..	4
	Cannanore	123	6	321	30	1	..	18	262	262	483	..	2
	Grand Total	828	62	1188	605	28	11	256	2396	527	3574	..	89

