



सत्यमेव जयते

GOVERNMENT OF NAGALAND
EDUCATION DEPARTMENT

EDUCATION MANUAL

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GOVERNMENT OF NAGALAND
EDUCATION DEPARTMENT

Sub. National Systems Unit,
National Institute of Educational
Planning and Administration
A-10, Ansari Road, New Delhi-110016
D.P.C. No.
Date:

EDUCATION MANUAL

1969

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PREFACE

This Manual of the Department of Education, Nagaland was sent to press about three years before. But owing to some practical difficulties it could not come out of the press in time. In the mean time, provisions of the manual have undergone some changes. We have endeavoured to incorporate some of these changes through the correction slip attached to the manual. Even then, if there is any contradiction between any provision of the manual and departmental directives, the departmental directives shall override the provisions of the manual.

We fervently hope that this manual will meet the long felt need of the officers and men employed in the department on one side and parents, students and well wishers on the other.

Dated Kohima, the
30th July, '69.

YAJEN AIR,
Director of Education, Nagaland,
Kohima.

CORRECTION SLIP

(A) Substitute the following for rules 12, 13, 14, 15 and 17 of section-1 (Chapter-1) :—

2. Institutions are classified according to the nature of instructions they impart and their grades are as follows :—

SCHOOLS	{	GENERAL	{	Elementary	:	Primary Schools.
				Secondary	:	Junior High Schools. High Schools.
		SPECIAL	{	Junior Teachers' Training Institutes Technical Schools, Polytechnics, Professional Schools and other Special Schools.		
COLLEGES	{	GENERAL	{	Arts and Science Colleges.		
		SPECIAL	{	Training colleges, State Institute of Education and other professional Colleges.		

13. A Primary School means a school teaching upto class IV through the medium of mother tongue.

14. A Junior High School means a school teaching upto class VIII through the medium of English.

15. A High School means a school teaching upto class X through the medium of English.

17. A Junior Teachers' Training Institute means an institute for the training of teachers of Primary Schools.

(B) Substitute 'Junior High School' for 'Middle School' and 'Junior Teachers' Training Institute, for 'Basic Training Centre' wherever used in this manual

(C) Delete the designation 'Asstt. Sub-Inspector of Schools' wherever used in this manual.

(D) Substitute P.S.L.C.& Sch. Examination for L.P.S.L.C. & Sch. Examination and J.H.S.L.C. & Sch. Examination for M.S.L.C. & Sch. Examination.

(E) Delete rule 9 of section 1 (Chapter-1).

(F) Delete Form 1 from the annexure to this manual.

(G) Read Form 3 in place of Form 1 appearing in rule 1 (b) of section-4.

(H) Substitute the following form for form 3 of the annexure to this manual.

8/11/2012
16/11/2012

FORM 3

(See rule i (b) and 8 of section-4.)

NAGALAND SCHOOL LEAVING/TRANSFER CERTIFICATE

Sl. No.....

Admission No... ..

1. Full Name of Student... ..
2. Name of Father/Guardian... ..
3. Permanent Address of Student... ..
(Parent's Address)... ..
4. Reading in class... ..in the year... ..
5. Date of birth... ..(6) Date of leaving school... ..
7. Passed/Failed/Had not appeared Exam... .. class
8. Promoted to class (in words)
9. Character.
10. Reasons for transfer :
 - (a) Completion of course.
 - (b) Ill health.
 - (c) Unavoidable change of residence.

Head Master

Date.

.....School.

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Nagaland Education Department

CHAPTER - I : PRELIMINARY

Section—1 : Definitions

1. Government means the Government of Nagaland.
2. Department means the Department of Education of the Government of Nagaland.
3. The Constitution means the Constitution of India.
4. District Officer and Sub-divisional Officer means the Civil Officers in charge of a District or a Sub-division as the case may be.
5. Director or Director of Education means the Director of Education of the Govt. of Nagaland.
6. Deputy Director of Education means the Deputy Director of Education of this grade.
7. Inspector of Schools Dy. Inspector of Schools, Sub-Inspector of Schools and Assst. Sub-Inspector of Schools means the Inspecting Officers of the respective grades.
8. Institution means an educational institution of any grade and class as defined in rule 12.
9. A girls institution means an educational institution exclusively meant for girls and a boys institution means an educational institution ordinarily meant for boys. Educational institutions with co-education are included in 'boys' institution.
10. Institutions for the management and maintenance of which the Govt. or any public body such as University, a Board of Education, a Municipal Board or any such body as is constituted by law for the purpose of imparting and managing education of any standards or standards whether exclusively or as a part of its other functions is wholly responsible are called Public institutions under Public management and all other institutions are called private institutions or institutions under private management.
11. Public Institutions for the management and the maintenance of which Govt. is wholly responsible are called Govt. Institutions and private institutions receiving grants-in-aid from Govt. are called Government aided Institutions.

12. Institutions are classified according to the nature of instructions they impart and their grades are as follows:—

Schools	{ General Special	Elementary (^{Schools} Primary and Middle) Secondary ^{High, Higher} and Multi-purpose Schools) <i>(Junior and Senior Basic Training Centres)</i>
		Junior ^{High Schools} and Senior Basic Training Centres, Technical Schools, Polytechnics, Profes- sional Schools, Other Special Schools
Colleges	{ General Special	(Arts and Science- ^{College} Three Year Degree Courses)
		Training Colleges, State Institute of Edu- cation, Other Professional Colleges.

13. A Primary School means a school ^(and) teaching up-to ^{IV class} the Primary stage of education through the medium of mother tongue.

14. A ^{Junior High} Middle English School means a school teaching up-to class ^{VIII} VI of a High School in the curriculum prescribed by Govt. ^{through} the medium of English.

15. A High School means a school teaching up-to class X, ^{through} the medium of English.

16. A Higher Secondary or a Multipurpose school means the school teaching up-to the end of secondary stage.

17. ^{A Junior Teachers' Institute} Basic Training Centre means a school for the training of teachers of Elementary Schools.

18. A Technical school means a school in which such trades as Carpentry, Blacksmithy, Motor mechanics etc. are taught according to prescribed syllabus and certificates awarded at the end of the course.

19. Polytechnic is an institution in which a Diploma in Civil, Mechanical and Electrical Engineering is awarded.

20. A Professional school means a school which imparts education in a professional course such as Type-writing, Shorthand, Business Method and Correspondence, Music, Fine Arts etc.

21. College (General) means a college that teachers up-to the Three-Years Degree course.

22. A Training College means an institution for the training of inspecting officers and teachers of Secondary Schools in the curriculum prescribed by the University.

23. State Institute of Education means an institution for training of undergraduate teachers, extension, research and publication.

24. A professional college means a college which imparts education in a professional course in a standard higher than that of a professional school.
25. Head of an institution means the Officer-in-charge of the categories of the institutions enumerated in items (13) to (24) and may be designated as Headmaster, Principal etc.
26. A school session or a college session means a fixed period commencing and ending on dates prescribed by a competent authority for the purpose of covering a particular course of study in an institution for a period of generally one year. The competent authority under this rule shall be the Director of Education in case of School session, and University in case of college sessions.

A School session of a Primary, Middle and High and Higher Secondary Schools extends over a period of one year commencing on the 1st day of February in one year and ending on the last day of January next year.

27. Public Examination means such examinations held for the purpose of granting certificates, diplomas and scholarships as are recognised by the Government to be public examinations.
28. A recognised institution means an educational institution of any class or grade recognised by or affiliated as such to :-
1. The Government of India, or
 2. The Government of Nagaland or any other States of India, or
 3. An Indian University, or
 4. A Board of Secondary Education of any Indian State.

Section 2- Extent of Application

1. These rules shall apply to all institutions in Nagaland;
2. The words denoting masculine gender in these rules shall mean and include the corresponding words of the feminine gender unless the context otherwise provides.

Chapter II:-GENERAL ADMINISTRATION OF SCHOOLS

Section 3 :-Recognition of Schools

1. The following are the authorities to recognise schools of certain grades :-
 - I. Primary SchoolsDy. Inspector of Schools.
 - II. Middle SchoolsInspector of Schools.
 - III. High, Higher Secondary and Multipurpose Schools teaching up-to the Secondary Leaving standard Director
2. The alteration of the standard of a school requires the sanction of the Director of Education.

3. The privilege of recognition may be withdrawn or withheld for any period from any institution by the authority competent to recognise that institution if it —

(a) has wilfully transgressed or eveded the rules in this chapter regarding admission, withdrawal and transfer of pupils or

(b) does not give reasonable good instruction or

(c) does not maintain good discipline or

(d) fails to abide by -

(i) the rules and regulations prescribed by the Department in case of schools to whom these rules and regulations are applicable, and in other cases

(ii) the rules and regulations prescribed by the respective competent authorities concerned.

4. An appeal against an order refusing, withdrawing or withholding recognition will lie—

(i) in the case of Primary and Upper Primary schools to the Inspector of Schools and (ii) in all other cases to the Director.

5. A school desirous of being recognised shall submit an application on or before 30th June every year praying for recognition showing the following to the authorities enumerated in I. (I) and (II) and (III) and in case classes IX-X to the Board of Secondary Education, Assam through the Director of Education :—

(a) That the school is a real need of the locality, that the school is not likely to suffer by migration of pupils to a neighbouring school nor is it likely to harm a neighbouring school already recognised.

Note ;— For this purpose a map of the area within a radius of 5 miles from the school showing all the schools in that area and the school going age-wise population figure of that area should be furnished.

(b) That the school is under the management of a regularly constituted Committee on which the teaching staff is represented, that proper provision is made for the continuance of the existence of such committee and that rules are such that the committee can exercise necessary amount of control over the working of the school.

(c) That the qualification, character and experience of the Headmaster and the rest of the teaching staff are satisfactory, that due provision is made in respect of the number of teachers, and otherwise for carrying on all the course of instruction including the optional subjects prescribed for the standard in which the school desires to be recognised and the conditions governing the tenure of the office of the Headmaster and the staff are such as to render proper continuity of work possible.

- (d) That the buildings in which the school is carried on are adapted for the purpose of a school and are in proper sanitary condition, that the surroundings are suitable and that arrangement made in the Buildings and in the furnishing of them are not likely to injure in any way the eyesight and general health of the pupils.
- (e) That the accommodation is sufficient for the classes under instruction in the School.
- (f) That the sanitary arrangements in the school are adequate and are kept in good order.
- (g) That arrangements are made for the supply of good drinking water to the pupils and facilities are provided to allow them to partake of mid-day meals.
- (h) That due provision is made for the maintenance of a good library and for lending out appropriate books (not school text books) for the use of pupils.
- (i) That adequate provision is made for equipments and appliances necessary for the study of such subjects as Geography, Science, and other vocational subjects.
- (j) That the school authorities have made provision to ensure discipline and good conduct, among the pupils both within and outside the school premises and that there are suitable arrangements for their recreation.
- (k) That when pupils are not resident with either parents or guardians, the school authorities will insist on such student, living either in an hostel or a mess which is duly inspected and placed under the control of some persons responsible to the Headmaster of the school for the discipline and well being of such pupils.
- (l) That no teacher is allowed to teach—
- (i) in classes IX or X or any section thereof more than 40 pupils at the same time.
 - (ii) in any of classes from V to VIII or any section thereof more than 30 pupils at the same time.
 - (iii) in classes A to IV or any section thereof more than 30 pupils at the same time.
 - (iv) That the school authority has made adequate arrangement for giving a course of physical training to all pupils unless exempted by a competent authority for special reasons. Competent authority for the purpose of this rule is (a) Deputy Inspector of Schools in case of Primary Schools and (b) the Director of Education in all other cases.
- (m) That the financial stability of the school is assured.

6. On receipt of application with all the information required under rule 5 above, the authority competent to recognise a particular school shall arrange for a thorough inspection to decide whether the school should be recognised or not. Ordinarily no school which can not satisfy the conditions laid down in the foregoing rule fully shall be recognised. The Officer competent to recognise a school may however condone certain deficiencies if such condition does not go against the interest of education and in such a case a school may be recognised provisionally.

Provisional recognition will be given ordinarily for a period of 3 years on the condition that this provisional recognition may not be renewed after this period of 3 years if the school can not make up the deficiencies by that time.

The letter of recognition shall state the course of instruction in which the school is recognised. If a recognised school desired to add to the course of instruction in respect of which it is recognised the procedure laid down in the foregoing rules shall be followed mutatis mutandis.

Section : 4—Admission and Withdrawal

Pupils in school :

Part I

Rules for Primary Schools :—

1. (a) When a boy or a girl is admitted for the first time to a Primary school the father or guardian shall accompany him or her and declare that the boy or girl has never before attended any school and shall declared also the age of the boy or girl in years, months and days, calculated according to English method.
- (b) When a boy or a girl is admitted to a Primary school on transfer he or she is required to produce a certificate in Form 3 from the Head Teacher of the school in which he/she was last reading. As a rule, a parent or the guardian shall accompany the pupil. Failing this, the pupil shall produce an application for admission from parent or guardian.
- (c) No admission to class A should be allowed more than 3 months after the beginning of the school year.
2. Applications for leaving certificates must be made by the parent or guardian of the pupil either personally or by letter.
3. The teacher responsible must give or refuse the certificate within (seven) days from the date on which the application is received. Whenever a leaving certificate is refused, a statement of the grounds for refusal, shall be given to the applicant in writing.

4. On admission to a school a pupil shall not be placed in a class higher than that in which he/she was in the school he/she quitted. If however, he/she has passed the annual examination for promotion, he/she may be admitted into the next higher class.
5. Wilful transgression by a school of any of these rules render liable, in extreme cases to forfeit any grant it may be receiving and also the right to send up candidates to scholarship examinations for one or more years.
6. All questions arising out of these rules in their application to Primary schools shall be referred to the Sub-Inspector of Schools of the circle for decision. An appeal against his decision will lie to the Deputy Inspector of Schools.

Part II

Rules for Middle and High and Higher Secondary and Multipurpose Schools :—

7. When a boy or a girl is admitted for the first time in any school the father or guardian shall where possible, accompany him or her and shall declare that the boy or girl has never before attended any school and shall declare the age of the boy or girl in years, months and days according to the English method. Where it is not possible for the parent or the guardian to accompany, the person authorised on that behalf will do so.

In case of pupils coming from a school in another State, the transfer certificate must be sent to the Inspector of Schools concerned of that State for counter-signature and information whether the school is recognised.

Certified from the unrecognised schools shall not be accepted.

8. When a pupil is admitted to any school from another school he or she shall produce a leaving certificate from the school which he last attended in Form 3 with an application from the parent or bonafide guardian in Form 2.
9. Application for a leaving or a transfer certificate shall be made by the parent or guardian of a pupil and shall be accompanied by a fee of Rs. 0.15 paise.
10. The name of a pupil may be removed from the rolls on application from the guardian with effect from the date of receipt of the application.
11. If the guardian wants merely to withdraw a pupil from a school a simple notice to the Headmaster, to the effect will be sufficient. In such case the fee provided in rule 9 must not be charged.

12. Within 7 days of the receipt of an application the Headmaster shall grant a leaving certificate except in case of pupil (i) who has been expelled from the school for misconduct, (ii) whose school fees and other dues have not been fully paid up to the end of the term (iii) whose proposed withdrawal is due to disciplinary action taken by the Headmaster. In the last case the Headmaster shall at once report the matter to the Inspector of schools, and the guardian may appeal to the Inspector.

In any of these cases, the Headmaster while refusing to grant a certificate shall state the reason for his refusal in writing to the applicant. In the second case, if all sums due to the school are subsequently paid, a certificate must be granted.

13. If the Headmaster fails except for the reasons specified in the preceding rules, to grant a leaving certificate within 7 days of the date of application and 3 days of the payment of all dues, the parent or the guardian may refer the matter to the Inspector of Schools, who shall institute enquires. If the Inspector finds the Headmaster at fault he shall instruct the Headmaster to issue a leaving certificate and should the case warrant further action, he will report the matter to the Director of Education submitting at the same time the explanation of the Headmaster together with his own recommendations, for such action Director may consider necessary. Pending the result of the enquiry should the pupils seek admission into another school, the Inspector of Schools may, if there is a prima facie case, order his temporary admission.
- 14.(a) Fees are payable for the term either in a lump-sum or in instalment. A pupil withdrawing from a school at any period during the term is liable to pay fees for the whole term.
14. (b) For the purpose of reckoning the fees payable termly, the first term shall close on 30th June, the second on 31st October and the third on 31st January.
- (c) Instalments are due on the first of each month and must be paid not later than the 15th of each month. If in any month a vacation extends to the 15th day of that month, the fees for that month must be paid at the same time as the fees for the previous months or on any subsequent date prescribed by the Headmaster. If the 15th of any month is a holiday or falls within a series of holidays fees may at the discretion of the Headmaster, be collected on the re-opening day. On school working days fees will be accepted upto such hours as may be prescribed by the Headmaster.
- (d) A fine of 0.05 paise shall be levied for each day that an instalment is outstanding after the prescribed date up-to the end of the month.
- (e) When the application of the foregoing rules would involve parents and guardians in the payment of 3 months fee in a single instalment they may withhold payment of the third months fee until the first date assigned for the receipt of fee after the vacation.

(f) High School Leaving Certificate Examination candidates should pay tuition fees upto and including the month in which the examination is held.

15. (i) Leaving Certificate from unrecognised school cannot be accepted.
15. (ii) Pupils from unrecognised schools may however, be admitted to recognised school under the orders of the Inspector of Schools who shall have power in the case of any particular unrecognised school of status not higher than Middle English School to delegate his authority by specific order to the Dy. Inspector of Schools : -
 - (a) After examination by the Headmaster to determine the class they are fit for.
 - (b) On payment of an examination fee not in excess of Rs. 5/- in addition to the usual admission fee, the amount to be fixed by the Inspector of Schools, when authorising the admission or delegating the authority as above. The examination fees will not however, be charged in the case of the pupils entering the lowest class of the Middle or High School.
16. In addition to the Leaving Certificate a pupil save in the case of the boy coming from Primary school should bring to the school to which he is admitted a school record in the form approved by the Director. This school record will show the career of the pupil and will be made up at the close of each term in the way prescribed on the cover and sent to the parent or guardian who will return it at the commencement of the next term.

Each school will keep a copy in an identical form of the portion of each pupil's record which relates to his career in that school.
17. The period of the year at which a pupil, may be admitted from another school and the amount of the fees which he shall be required to pay on admission shall be regulated by his 'reasons for leaving' the previous school as stated in leaving certificate. The reason for leaving should be entered in accordance with following classifications :—
 - (i) "Unavoidable change of residence"
 - (ii) "Ill health"

These reasons should be given only if it is, in the opinion of the Headmaster, well founded.
 - (iii) "Completion of the school course"
 - (iv) "Minor reasons". The reasons should be specified at length.
18. Admission to a new school in the middle of the term is permitted only in case of (i) "Unavoidable change of residence" and that only if it can be effected without detriment to school work. Admission is also permitted in the case of (ii) "ill-health", In the latter case, the pupil may be admitted within 15 days from the beginning of the any term.

19. Fees in the new school up-to the end of the term must not be charged provided that such fees have been paid in the school which the pupil left. If more than 6 months have elapsed between the date of the leaving certificate and the date of admission to the new school, admission fees will be charged.
20. In case (iii) "Completion of the school course" and (iv) "minor reasons", a pupil may be admitted to a new school only at the beginning of the school year, (within one month of the opening of the school year) fees being payable for the whole term in addition to an admission fee.

Note (4) When a pupil's transfer is necessiated by the abolition of the school in which he has been studying, he may, under special arrangements to be made by the Inspector of Schools, be admitted to another School in the middle of the School year.

(ii) Transfer certificate for which application has been made in the last month of the school year and on or before the last date of that year must be issued free of charge.

The annual examination for class promotion must, therefore, be held in time to permit the promotion being announced before the last working day of the year and the promotion must be so announced.

21. The following rules regulate the re-admission of the boy to the same school after a period of absence, whether on account of rustication or for other reasons :—

(a) Boys who have been rusticated should not at the end of their period of rustication be debarred from continuing their studies and should ordinarily be admitted to the school from which they were rusticated. It is, however, open to the Headmasters to take guarantee for good conduct.

(b) If a boy leaves a school during one term, owing any fees or fines, and applies for re-admission in a subsequent term of the same session, he will be re-admitted without any admission fee on payment of outstanding fees and fines due up-to the end of the term in which he left the school and fees for the month in which he is re-admitted.

(c) If a boy leaves a school during one session, and applies for re-admission in another session he will be treated as though coming from another school and must pay an admission fee in addition to the fees and fines payable under the preceding clause.

Provided that, in case of the boy whose period of rustication ends in the following session and who seeks admission at the end of the period, admission fee will not be charged

22. The prescribed admission fee is a sum equivalent to the monthly fee charged in the class of admission.

23. All applicants for admission to the lowest class except the scholarship holders will be subjected to a regular test in the curriculum prescribed for the class immediately lower than the class for which admission is sought. The Headmaster will be responsible to see that the examination is a conscientious test of the applicants' fitness to enter the lowest class of the school and to cover before the end of the year full course of study prescribed for that class. He will set the standard of the test himself, but may in the case of large schools leave the actual work of examining the applicants to the Asslt. Headmaster.
24. Subject to the foregoing rules a pupil on admission, unless he comes from a school following a different course and curriculum will ordinarily be placed in the same class as that in which he was reading in his former school except in the following cases :
- (i) When his leaving certificate states that he passed the examination for promotion he shall be placed in the next higher class, but if the Headmaster on the result either of an admission test or of the pupils's class work within two months of his admission finds him un-fit for that class the pupil will be placed in the class in which he was reading in his former school, if he is found fit for the class after an admission test. But a pupil who has been absent from any school for more than 6 months, should be subjected to an admission test, admission being given to the class for which he is found fit
 - (ii) If he was granted a leaving or transfer certificate on the ground of unavoidable change of residence, in the middle of any school year and was unable for want of accommodation to obtain admission to his proper class in any recognised school in the neighbourhood of his residence, the Headmaster, on being satisfied that the boy has been regularly instructed in the interval may allow him to appear without fee, at the promotion examination of his proper class and if he is successful, may admit him to the next higher class in the following school year.
 - (iii) If he has been absent from any school for not less than one year, and his parent or guardian can produce reasonable proof that he has received private tuition, the Headmaster can place the pupil in a higher class but not higher than the one which the boy would have reached in the ordinary course had he not been absent from school as aforesaid, subject to the sanction of the Inspector of schools, the name of such boy being indicated in the admission register by a red asterisk and the date on which and the class in which he is admitted will be written in red ink in the same register.
 - (iv) If the school in which the applicant was reading, although recognised, has yet on account of the inferiority of its instructions been excluded temporarily from the benefit of this rules, the applicant will be placed in the class which he is on examination found fit for.

(v) If he has studied in no school previously, but received his education at home his case will be governed by the following :—

Admission may be made at the beginning of the first or second term but not at the beginning of the third term and it is within the power of the Headmaster to refuse admission to a candidate otherwise qualified save at the beginning of the school year. The Headmaster should make careful enquires as to his antecedent and admit him to the class for which he is found fit after an admission test, subject, when the admission is to class V or any higher class of the High or Middle English School, to the Inspector's sanction. Inspecting officers should give special attention to such pupils at the time of inspection and their name should be indicated in the admission register as in case (iii) above.

25. Pupils for whom the Middle school examination is compulsory, no admission to the High School classes will be allowed without a Middle School examination certificate, except under order of the Inspector of Schools in special cases.
26. The foregoing rules 24 and 25 apply only to pupils coming with transfer certificates from schools in this State which are recognised by the Department but do not provide for pupils coming with transfer certificates from outside the State. In the latter case the boys shall be examined before the admission and shall be placed in such class as the results of their examination show them to be fit for
27. Candidates for Govt. scholarship must not have migrated from one institution to another within two school years preceding the examination except with the special permission of the Dy. Inspector of Schools in case of Primary and Middle Schools and Inspector of Schools in case of High Schools.
It is the duty of the Heads of Institutions to bring this rule to the notice of the parents and guardians.
28. The transfer of Govt. Scholarship and fee remissions shall be subject to the previous sanction of the Inspector which will be withheld unless satisfactory reasons are assigned for the transfer.
29. Where scholarships and fee remissions are granted by the schools the parent or guardian should obtain a written declaration that his ward is admitted with such privileges.
30. If a pupil who has failed in the previous High School Leaving Certificate Examination apply for admission in the following session without having joined any other school since the examination, the Admit Card of the Board shall be accepted in lieu of the leaving certificate.

Such pupils can be admitted within a week of the re-opening of the school after Summer Vacation or according to the date fixed by the Board of Secondary Education, Assam. They will pay fees from the beginning of the month in which they are admitted. No admission fee will be charged when they are re admitted to the school from which

they appeared at the examination. If they take admission to a new school an admission fee will be charged.

31. The application of a pupil for an admission to the High School Leaving Certificate Examination shall not be forwarded to the authority concerned until he has paid all sums due to the institution in which he has been reading including fees upto the end of the month in which the first day of the High School Leaving Examination falls.

This is exception to the general rule (14) (b) under which fees are payable to the end of the first term.

32. If a pupil be found producing a false document or making a false statement as to his attendance at any school or regarding any other information required in connection with his admission, he shall be reported to the appropriate authority of the Department and he shall be liable to fine, rustication or expulsion.
33. All questions arising with regard to the interpretation of these rules shall be referred to the Inspector of schools whose decision shall be final.
34. Wilful transgression or attempted evasion of any of these rules will render a school liable to forfeit the right of sending the candidates for scholarship examination and public examination and also to the loss of any grants-in-aid which it may be receiving from any public funds. In the case of the Govt. High School departmental action will be taken.

PART III

35. Issue of duplicate transfer certificate. Fees for duplicate leaving or transfer certificates shall be as follows :—

- (i) L.P. School—0.50 paise
 (ii) Higher Secondary, High and Middle English School - Re. 1.00

SECTION—5

PAYMENT OF FEES AND FINES :

1. Fees payable by pupils include school or tuition fees, games fees and admission fees.
2. In addition to the foregoing special fees may be charged by Managing Committee of aided or unaided High and Middle Schools with the consent of the Inspector of Schools. The charge of such fees shall be made for not more than one year at a time.
3. School fees are payable at the following rates in Govt. Schools :—

Classes IV and V—	Rs. 2'00	Per month
Classes VI, VII and VIII—	Rs. 3'00	” ”
Classes IX and X—	Rs. 4'00	” ”

No fees are charged for classes below class IV. Grant of fee remissions will be regulated by the rules in Section 6. Procedure for payment of fees is prescribed in rule 14 of Section 4.

4. Games fees are levied at the annual rate of Re. 1.00 per pupil. They are payable at the beginning of the school session or at the time of admission.
5. Exemption from payment of game fees is allowed in cases of pupils who are certified by a medical authority to be unfit for taking part in any game or sports.
6. Game fees must not be realised for a second time in a new school in case of transfer from one school to another during the same school year.
7. Admission fees are payable when a pupil first enters a school at rates and according to relevant rules enumerated in Section 4.

SECTION—6

REMISSION OF FEES IN HIGH AND MIDDLE SCHOOLS :

PART I

1. Education of all the pupils belonging to Scheduled Tribes and Scheduled Castes is free up to the end of Secondary stage.

Fee remission belonging to other communities are sanctioned by the school Managing Committee with the approval of Inspector of Schools in case of Govt. High and Middle Schools. Fee remissions should not ordinarily exceed 15 per cent of the number of pupils on the roll of the school who pay regular schooling fees.

3. Applications for fee remission in Govt. Schools should be made to the Headmaster

The Headmaster should call for applications at the beginning of the school session and award fee remissions not later than 30th June of every year.

4. The children of Military and Civil Police below the rank of Jamadar or Sub-Inspector are allowed free education up to and including class VI in Govt. Schools.

All applications for concession under this rule must be countersigned by the Commandant or District Superintendent of Police.

5. The children of Primary School teachers are allowed free education up to class X of all Govt. Schools.

6. (a) The concession of fee-free education for one son and half fee free education for other sons shall be allowed in the case of educational servants of Govt. or public bodies in the following manners :—

(i) Who have been superannuated or invalidated or have died in receipt of pension not exceeding Rs. 50'00 per month.

(ii) Who have died in service in receipt of pay not exceeding Rs 100'00 a month.

The concession will be granted in the Middle or High School under public management which is nearest to the officer's residence or, in the case of orphans, nearest to the residence of their guardian.

7. In case of two or more brothers attending a Govt. High or Middle School the eldest brother may be charged the full fee and the rest at half the prescribed rates.

Note —The intention of this rule being to give monetary relief to the parents having more than one child reading in the same school, the words "brothers" and "brother" in this rule should be taken to include and mean "sister" and "sisters" also.

8. Every fee remission is liable to be cancelled :—

(a) In the event of unsatisfactory progress or conduct, or

(b) For other reasons that may appear to be sufficient ground for such cancellation in the opinion of the authority which granted the remission and (c) if the name of a free or half free pupil be struck off for non-payment of other dues he will lose the privilege of free or half free studentship with effect from the date on which his name is struck off.

PART II :

REMISSION OF FEES IN PRIVATELY MANAGED SCHOOLS

9. It shall be in the discretion of the Managing Committees of privately managed schools to grant any or all of the concessions allowed by the foregoing rules. In the Govt. aided schools, however, no other or larger concessions over those noted in the foregoing rules may be given without the sanction of the Director of Education.

SECTION—7

EXAMINATION AND PROMOTION RULES FOR RECOGNISED SCHOOLS

1. Promotion from class to class shall ordinarily be on the results of the annual examination to be held during last month of the school session and the results of the examination must be announced on or before the last working day of the session except in case of pupils of class VI and class II who appear at the Public Examination at the end of the course.

Every school should maintain a record of progress of each pupil on the basis of marks obtained by him/her in his/her school and home exercises and other test conducted by the school. A merit list should be prepared monthly on the marks obtained and these marks must be taken into consideration in deciding class promotion.

In addition every school may arrange for terminal examination at the end of each term and the marks obtained in the two terminal examinations may be added to the marks obtained at the annual examination and the average found out to prepare the merit list after the annual examination.

2. To secure promotion, the following marks must be obtained in each subject, school records and aggregate.

(a) For Classes VII, VIII & IX of High School.

English	...	40 per cent in each paper.
Mother tongue	...	40 per cent
Aggregate	...	36 per cent
Other subject	...	30 per cent
School Records	...	50 per cent

(b) For Class V

English	...	40 per cent.
Mother tongue	...	40 " "
School records	...	50 " "
Other subjects	...	30 " "
Aggregate	...	38 " "

(c) For classes III and IV

English	...	45 per cent.
Mother tongue	...	40 " "
School Records	...	50 " "
Other subjects	...	30 " "
Aggregate	...	38 " "

(d) Class I and II

English	...	45 per cent
Mother tongue	...	40 " "
School Records	...	50 " "
Other subjects	...	30 " "
Aggregate	...	38 " "

(e) Class A and B

40 per cent in all subjects.

3. The standard of marks set in rule 2 above must be rigidly followed and enforced. The Headmaster with the advice of the Moderation Board will deal with any exceptional cases and dispose them on their merits.

All such promotion cases disposed of by Headmaster should be marked with red ink and shown to the inspecting officers at the time of inspection.

4. The Headmaster must not alter the published list of promotion except under the order of Director of Education.
5. As regards test examination for High School Leaving Certificate Examination these rules need not apply and the Headmaster shall use their own discretion in respect of this examination.
6. The conduct of school promotion examination is regulated by the following subsidiary rules :-

(i) Examiners shall be appointed by the Headmasters.

(ii) Ordinarily a teacher shall not examine a class in a subject which he has been teaching in that class during the session.

(iii) The question set for the promotion examination in the various classes and subjects will be moderated. This work shall be done by a small board consisting of the Headmaster and not more than 3 members of the staff.

(iv) If the Headmaster has any reason to suspect that an examiner has been either too liberal or too severe in his marking of papers as is shown by disproportionate number of passes and failures, he will arrange to revise the work of the examiner in question either himself or with the help of the board mentioned in the last rule.

(v) In case of single teacher Primary school the annual promotion examination will be conducted by the teacher concerned.

(vi) At the time of selection of candidates for Primary school leaving and Scholarship examination the Head teacher will examine the pupils of the top class of Lower Primary schools who are fit for and issue certificate to them accordingly.

(vii) Under no circumstances may any marks be disclosed by anybody before the final announcement of promotion results by the Headmaster.

SECTION—8

ATTENDANCE RULES FOR RECOGNISED SCHOOLS :

PART I.

General Rules.

1. An endeavour must be made to secure annual average attendance of at least 90 per cent.
2. Pupils must not be allowed to absent themselves from school without good reason ; irregular attendance means irregular instruction.
3. (a) Absence with leave of the parent or guardian but without the leave of the Headmaster (granted before or after the event) will be counted as unauthorised absence and will ordinarily be penalised by the imposition of a fine of 0.15 paise per diem.
(b) The daily rate will be doubled after 15 days' unauthorised absence counted from the beginning of the school session.
(c) Truancy, i.e., absence without leave either from the parents or guardian or from the Headmaster, should ordinarily be visited not upon the guardian but upon the pupil, who may be punished by detention or other disciplinary measure in the discretion of the Headmaster.
4. Application for leave in Form 5 must be submitted and should be signed by the parent or guardian. If the parent or guardian is illiterate, the application may be made by him orally or by any respectable person in writing on his behalf.

It must not, however, be written or signed by the pupil. In the case of hostel inmates the application must come from the hostel Superintendent.

5. When circumstances permit, the application must be presented before the leave is taken. Avoidable failure in this respect will not prevent the application being considered on its merits provided that it is presented within 6 days of the pupils' return to school, but in the event of the leave being granted, the Headmaster may impose a fine for the failure to present the application in good time, not in excess of 0.50 paise on the first and one rupee on each subsequent occasion.
6. The application should be presented to the class teacher, who will transmit it to the Headmaster with his recommendation, and, if he advised refusal, with a note of the reason or reasons for refusal. The Headmaster will record his decision on the application, stating the reasons in the event of refusal, and, if a fine is imposed indicating the amount of fine. The application with the Headmaster's order thereon will then be returned to the class teacher who will make the necessary entry in the ordinary attendance register and will also enter up the ordinary

in the special register to be kept for the purpose in Form 6 when the application has been rejected or fine has been charged.

When the application is rejected or a fine is imposed the class teacher, will after recording it as above, transmit it to the school office which will return it in original to the applicant, if possible, on the day of the receipt, and in any case not later than the first school day there after.

7. The decision to grant or refuse the leave applied for shall proceed upon the grounds set forth in the application. It will be for the school authorities to decide whether these grounds are or not reasonable.
8. No appeal to the managing committee against the Headmaster's order in any case will be accepted unless it is presented along with the application in original within seven days from the date of the order endorsed by a member of the managing committee who is not a master in the school.
9. On the pupils' return to school the class teacher will make an entry in the register to indicate whether the leave has or has not been authorised.
10. Reckoning authorised absence and late joining as attendances it shall be open to the committee to order in the case of any pupil who has been absent without leave for more than 10 per cent of the total number of working days of the school year that he shall not be allowed to present himself for the promotion Examination.
11. When pupil is in danger of losing his right to promotion on account of high number of his authorised absence, a warning to this effect will be written on his quarterly report.
12. Before the Promotion examination is held the Headmaster will report to the managing committee the names of boys whose unauthorised absence, have been in excess of 10 per cent of the working days with his recommendation in each case as to whether the boys should not be admitted to promotion examination.
13. A print of these rules will be pasted on the school notice board.
14. Any parent or guardian may have a copy of these rules on application to the Headmaster.

PART II

RULES REGARDING MARKING OF ATTENDANCE REGISTER

15. There shall be two school meetings separately by an interval for recreation in each working day except Saturday. On Saturday there will be only one meeting.

16. The roll shall be called and the attendance marked at the beginning of the morning and the close of the afternoon meeting. The number present in the morning will be entered by the class teacher in a book to be kept by the class captain or monitor corrected and confirmed over his initial by the teacher-in-charge of the class at the beginning of each intervening period and return to the class teacher at the close of the school day.

17. A teacher will be appointed to the charge of each class, whose duty will be, in addition to such duties as are or may be imposed upon him to call the rolls, and to deal with leave applications. The attendance register will remain in his charge and he will be responsible for it.

It is not of course necessary that the routine should be so arranged that the class teacher should be in charge during the first and last hours of the day. He may attend solely for the purpose of calling the rolls.

18. At the roll call an entry of presence or absence must be made in ink for each boy on the roll, those answering their names being marked present by means of a diagonal cross 'X' those not answering their names (whether on leave or not) being marked absent by means of a cipher thus 'O'.

19. Boys arriving after their names have been called may report themselves to the class teacher, at the end of the meeting. In such a case the class teacher may, if the late arrival is excuseable mark the pupil present by crossing the cipher, thus 'X' authenticating with his initial.

20. Boys marked present leaving before the close of the meeting will have their cross of presence cancelled by vertical and horizontal lines thus '+ ' and this mark will be reckoned as 'absent'. Exception will be allowed in the case of boys unavoidably called away in course of the last period of the meeting.

21. Leave will be marked by underling the entries for the meeting to which it refers. Below the line the number (not the date) of the Headmaster's leave order will be written in all cases except those coming under the rule 20 above for which it will be sufficient if the class teacher puts his initial. Leave on account of sickness may, if desired, be distinguished from other cases by entering the letter 'S'.

22. All entries will be made in ink and no erasures will be permissible. Any alteration required may be recorded in a foot note over the dated initials of the class teacher.

23. To allow of the registers being properly kept with due attention to these rules a space of at least half an inch should be allowed for each name, and space should be left at the bottom of each page for foot notes and memoranda.

24. Leave orders should be numbered consecutively from the beginning of the calendar year, the office copies when the leave is granted without penalty being carefully filed and kept for three months after the close of the year; thereafter the year's record should be destroyed. Where the leave application is rejected or penalty imposed it will suffice if the number of the order is recorded in Form 6 as required under the attendance rules in the proceeding part. No office copy need be kept.
25. It will be understood that these rules relate solely to the marking of the registers with the reference to the question of attendance. They must be read as subordinate to the attendance rules in Part I, Headmaster using their own discretion in any case which may arise involving circumstances not contemplated in either part of this section.

SECTION 9

RULES FOR SCHOOL LIBRARIES :

1. Any teacher at the discretion of the Headmaster may be required to undertake the charge of the library as a duty which it is not his option to evade.
2. He will be responsible for any loss or damage due to his negligence. He will have at least one period free from his daily teaching for exclusive work in the library.
3. The school library shall be kept open on all working days to such classes and during such hours as the librarian with the previous approval of the Headmaster may from time to time determine.
4. All library books shall be catalogued, numbered and labelled.
5. The librarian shall maintain the following registers up-to date :—
 - (a) The Library Catalogue (of books, maps and periodicals).
 - (b) The stock Register (showing the addition and loss in the total number under different subjects year by year)
 - (c) Issue and Receipt book.
 - (d) A Fine Register.
6. When books are ordered to be written off by competent authority the librarian shall on receipt of such order, note down the number and date of the order against each of such books in the remarks column.
7. In taking and making over charge of the library the teachers concerned shall carefully and jointly count all the books and report any loss or misappropriation to the Headmaster.

8. There shall be an annual stock taking by the Librarian, a report of which must be submitted to the Director of Education or to the Deputy Inspector of Schools in case of middle schools for boys showing in parallel columns in summary :—
 - (1) The stock at the last stock-taking.
 - (2) Additions:
 - (3) Losses.
 - (4) The stock on the date of report and providing explanations of losses and discrepancies.
9. The Headmaster can recall any library book already issued at any time.
10. The use of the library is confined to the staff and pupils and any extension of this privilege is subject to the express sanction of the Headmaster given in writing.
11. The librarian shall in consultation with the Headmaster (or Asstt. Headmaster in absence of the Headmaster) prepare for each class a list of suitable books, and this shall remain in charge of the classmaster or class captain concerned for ready reference and selection by the boys.
12. Only one book can be issued to a boy at a time and he must return it within a fortnight from the date of issue. Any delay is ordinarily punishable by a fine of 0.05 paise per week. A book may be re-issued for a second time if there is no other requisition for it.
13. Pupils are strictly prohibited from scribbling in any library books. Any damage or loss must be made good to the satisfaction of the librarian as approved by the Headmaster.
14. All library books must be returned at least a week before the commencement of a vacation or the annual or other stock taking during which period there will be no issue of books.
15. The Headmaster shall, on receipt of an application from a pupil for transfer certificate or withdrawal refer to the librarian and the latter shall at once determine the liabilities of the boy, if any, so far as the library is concerned, and report the same to the Headmaster.
16. The date of issues and return shall be entered in the register. The librarian, while issuing a book to a particular boy, shall obtain his signature against the name of the book in the loan book.
17. Text books and books of reference shall not be issued to pupils.
18. Each teacher shall be provided with a set of text books required by him at the beginning of a new session.

19. As soon as a teacher is relieved of his duties while going on leave or deputation or transfer he shall return all library books that may be with him, and librarian shall see that all of them have been returned.
20. Books on theory and method of education shall be returned within a month of the date of issue in order that every teacher may have access to such books as often as possible.
21. All fines and payment for damage or loss of books shall be credited to the treasury.
22. It will be open to the Director of Education to expand the above instructions in any manner which he considers will be of advantage as to the end in view, *viz*, the conservation of Govt. property.

Chapter III

Section 10

CHAPTER III : MANAGING COMMITTEES :

SECTION 10 : MANAGING COMMITTEES OF HIGH AND M. E. SCHOOLS :

1. Every Govt. High or ^{Junior High} Middle School shall be governed by a managing committee save in case where the Director allows an exception under special circumstances.
2. The managing committee of a Government High School shall save in case where the Director sanctions a special committee in special circumstances, consist of the following persons :—
 - (1) **President** :— The District or the Sub-divisional Officer according to the school is located at the headquarters of a District or a Sub-division Ex-Officio
 - (2) **Vice President** :— to be appointed by the Director of Education on the recommendation of the District Officer.
 - (3) **Secretary** :— The Headmaster Ex-officio
 - (4) **Ordinary members** :—
 - (i) A civil officer appointed by the Director on the recommendation of the District officer.
 - (ii) The Inspector of Schools Ex-officio.
 - (iii) The Assistant Headmaster Ex-officio.
 - (iv) Two members to be elected by guardians.
 - (v) Two or if there is a local demand for further representation, three non-official members appointed by the Director. In case of Girls' Schools, attempts should be made to appoint ladies as far as possible.
 - (vi) An Asstt. Master elected by the teaching staff (excluding the Headmaster and the Asstt. Headmaster) of the School from among themselves, annually in the beginning of school session, the election being subject to confirmation by the President of the committee.

3. The Managing Committee of a Govt. Middle School save in case where the Director sanctions a special committee in special circumstances shall consist of the following :—

(1) **President** :— The Dy. Inspector of Schools Ex-officio.

(2) **Vice President** :— A civil officer of the second grade preferably Circle Officer posted in the locality where the school is situated to be appointed by the Director of Education on the recommendation of the District officer Ex-officio.

Note :— If no such officer is available a non-official of high social position may be appointed as Vice President or President. In the latter case the official President may be made the Vice-President.

(3) **Secretary** :— The Headmaster Ex-Officio.

(4) Not less than three and not more than seven ordinary members, representative as far as possible of the various sections of the people of the locality, to be appointed by the Director of Education. In case of girls' schools, attempts should be made to appoint ladies as far as possible.

4. The Director of Education may dissolve and re-constitute any Managing Committee at any time, if circumstances so demand.

5. Subjects to rule 2 (4) above the term of office of a member other than an *ex-officio* member will ordinarily expire after three years from the date of the first sitting of the Managing Committee to which he was appointed with the required quorum but he will be eligible for reappointment. He shall, however, continue to be a member till he is reappointed or till another person is appointed in his place. The date on which the term of such member expires shall be intimated by the Secretary of the committee to the Director of Education at least three months ahead.

6. Any vacancy in a managing committee may be filled up in the way in which it was originally filled up and non-filling up of any vacancy will not make its proceedings void provided there is the required quorum.

7. All matters brought before the managing committee shall be decided by a majority of vote. Each member shall have one vote. The President shall have a casting vote in case of equality of vote.

8. Subject to the rules in this part each managing committee shall frame its own rules of business and submit the same to the Director for confirmation.

9. The managing committee shall exercise general control over only the current business of the school except in matters where the powers to exercise such control are delegated to other authorities either in these rules or by any special order of the Director.

10. The managing committee shall further perform the duties assigned to them by special or general orders which have been issued and may thereafter be issued under the sanction of Government or the Director. In particular, they shall exercise the powers and perform the duties assigned to them under the following rules :--
 - (1) Rules for Government school hostels.
 - (2) Attendance rules.
 - (3) The rules relating to discipline and
 - (4) The rules relating to games fees and remission of fees.

11. Except where it is ordered otherwise by general or special orders of the Director, the managing committee will leave to the Headmaster all routine questions in connection with arrangement of classes, admission and transfer of pupils, settlement of the school routine, periodical examinations, awarding of class promotion, selection of candidates for the H.S.L.C. Examination in case of Govt. High Schools, and all matters of routine relating to instruction, administration and the discipline and control the pupils and the staff. If in the opinion of the managing committee it becomes necessary to make an inquiry into any of these matters the committee shall refer the matter to the Director of Education in case of High Schools and the Dy. Inspector of Schools in case of Middle Schools who will either make the enquiry by himself or authorise the managing committee to depute not more than two members to make a joint enquiry and to submit a report to him. The Asstt. Headmaster or any asstt. master who may be member of the managing committee shall not be deputed in such cases.

12. The Headmaster shall have the power of suspending a pupil of the school in case of grave misconduct. But the authority to rusticate or expel is reserved to managing committee, to whom all cases should be at once reported for orders and who may issue instructions to the Headmaster to conduct an enquiry.

13. An annual report on the school shall be prepared by the Secretary to the Committee for their approval and shall be submitted to the Director in case of High Schools and to the Dy. Inspector of Schools in case of Middle Schools.

14. A visitor's book shall be kept in the school in which members of the committee may record their remarks.

15. Managing Committees will ordinarily meet not less than once a quarter.

16. Two-third of the total strength of the managing committee shall form the quorum.

SECTION II—MANAGING COMMITTEES OF GOVT. AIDED
HIGH AND ^{Middle High} MIDDLE SCHOOLS :

1. Every Govt. aided High and Middle School shall be governed by a representative managing committee the constitution of which has been approved by the Director of Education save in cases where the Director of Education allows an exception under special circumstances.
2. Save in cases where the Director sanctions a special committee under special circumstances each managing committee shall consist of one President and one Secretary both of whom shall be nominated by the Director and ten ordinary members except in case of Middle schools where the number will be nine which shall include :—

- (i) Headmaster.
- (ii) Two members except in case of Middle Schools where this member will be one, to be elected
- (iii) By the teaching staff (excluding the Headmaster) of the school from among themselves.
- (iv) } Two members to be elected by the guardians.
- (v) }
- (vi) One member to be elected by the donors of not less than Rs. 500/- and subscribers of Rs. 25/- or above, annually.
- (vii) } Four members to be nominated by Director.
- (viii) }
- (ix) }
- (x) }

Provided that : —

- (a) In the event of the Headmaster being nominated as the Secretary an ordinary member may be nominated by Director in place of the Headmaster.
- (b) When an outsider and not the Headmaster is nominated as Secretary, either the Headmaster or one of the teachers' representatives may be appointed as the Asstt. Secretary when necessary, and (c) when special circumstances so justify not more than two additional members in excess of the number prescribed in this rule may be nominated by Director.

Note :— In case of item (vi) of this rule the seat shall remain vacant if there is no elector possessing the qualifications prescribed. In the event of the number of such electors being only one he may nominate himself for the seat in question.

3. Appointment of government officers to managing committee of aided schools will be *ex-officio* so far as practicable. For such appointments prior approval of the authority under whose administrative control the officer concerned works is to be obtained. Once the appointment of a certain officer as a member of a particular managing committee is approved under this rule, this approval will be presumed to apply to all his successors in that office unless the authority according to the approval desires otherwise.

For appointment of District and Sub-divisional officers as President of managing committees, approval of Govt. may be presumed to have been obtained.

4. The Director may dissolve and reconstitute a managing committee at any time if circumstances so demand under any general or special orders of the Director.
5. Subject to rule 4 above the term of a managing committee will ordinarily expire after a period of 3 years from the dated of the first sitting of that committee with the required quorum or on its being reconstituted, but the members will be eligible for re-appointment or re-elected as the case may be. Not later than 3 months before the expiry of the term, the Secretary of the committee shall intimate to the Director the actual date on which the term of the existing committee expires and shall forward along with it the names of the newly elected members, the election being held well ahead of time. If the names of the elected members are not received in time, the managing committee shall be re-constituted by the Director with the nominated members and the Headmaster, without any reference from or to the school authority. The quorum for such committee shall be mentioned in the order of reconstitution. The names of the elected members may be subsequently included in the reconstituted committee when received.
6. Subject to rules 4 and 5 above an *ex-officio* member of managing committee shall automatically cease to be a member as soon as he vacates the particular office during the tenure of and by virtue of which he was appointed as such, his successor will be deemed to be appointed as *ex-officio* member of that managing committee in the capacity of his predecessor. Such change should be reported immediately by the Secretary of the committee.
7. An *ex-officio* member shall not resign his membership of managing committee. He may however, be relieved of this office in the exigencies of public service by the President of the committee when the District or the Sub-divisional officer is the President of the committee and in other cases by the Director in consultation with the authority with whose prior approval he was appointed to the committee under rule 3 of this part.

8. No member of a managing committee being an employee of the institution shall attend any meeting at which any matter relating to his pay, promotion or conduct is under discussion. But it will be open to the President to call him for making any statement or representation on the subject but he shall leave the meeting immediately after doing so.
9. No member of a managing committee who is not a member of staff, shall apply for appointment under the managing committee without first resigning his membership.
10. No member of a managing committee shall enter into any contract for work, or supply of materials or for any sale or purchase with the managing committee except with the previous permission of the president of the committee where he is the District or Sub-divisional Officer. If the President be not a District or Sub-divisional officer the previous permission of the Director of Education shall have to be obtained.
11. Any member who absents himself from three consecutive meetings of a managing committee without the consent of the committee shall cease *ipso facto* to be member of that committee and the Secretary shall report the fact immediately to the Director of Education for confirmation. Further, the office of a managing committee other than an *ex-officio* member shall be vacated subject to confirmation by the Director.
 - (i) If he becomes insolvent.
 - (ii) If by reasons of his physical or mental disability he becomes incapable of acting as such.
 - (iii) On death or on resignation.
 - (iv) On his being convicted of a criminal offence which in the opinion of the Director is of a serious nature.
12. Occurrence of any vacancy in a managing committee shall be reported forthwith by the Secretary of the committee to the Director who shall take steps to fill up the vacancy in the manner in which it was originally filled up. The proceedings of a managing committee during the continuance of such vacancy or vacancies shall not be void provided there is the required quorum.
13. Five members shall form a quorum except in case of committees with less than eight members where four shall form a quorum.
14. A meeting of the committee will be called by the Secretary at least once a quarter. Not less than seven days' notice should be given of the meeting. The notice will set forth the business to be transacted at the meeting and no business other than that so stated will be transacted except with consent of three-fourth of members present. When any business of which notice has not been given is considered at a meeting, the decision recorded on resolution adopted in regard to such business at the meeting will be communicated forthwith to all the members and action on it will be held in suspense pending re-consideration at a subsequent meeting which may

be convened on a requisition made by not less than three members of the committee within seven days of the communication of the original resolution. Failing such requisition the resolution or decision will be validated:

15. In the absence of the Chairman one of the members present will be elected to Preside.
16. The Chairman or President of the meeting will have to a casting vote when the votes of the members present are equally divided.
17. Under the direction of the committee the Secretary will carry on correspondence with the proper authority on behalf of the committee provided that no correspondence shall be made direct to the University or the Government who can be addressed only through the Director.
18. Subject to the rules in this section the managing committee may frame further rules of business that may be necessary under intimation to the Director.
19. An annual report of the school will be prepared by the Secretary which shall be submitted to the Director as the case may be in case of High Schools and the Dy. Inspector of Schools in case of Middle Schools after being approved by the managing committee.
20. The managing committee will have the general direction and control of the current business of the school which will be conducted by the Headmaster in accordance with the rules and orders prescribed by Government.
21. The following particular duties are assigned to the managing committee :--
 - (1) To see that the popularity of the school does not suffer from preventable causes,
 - (2) To undertake the financial management of the school, to collect authorised subscriptions, to see that the fees are realised and that exemptions from payment of fees are not granted except in accordance with the rules in force.
 - (3) To arrange for the maintenance of the school house, furniture and equipment in proper repair and in sufficiency for the enrolment, and when their resources are inadequate, to take such steps as are necessary to supplement them by obtaining contributions in money, labour or kind and by applying for grants-in-aid.
 - (4) To grant leave to the teachers subject to the prescribed rule in Appendix 1. The grant of leave other than casual leave and the arrangement made to fill the vacancy being reported

to the Director in case of High Schools and Dy. Inspector of Schools in case of Lower status

- (5) To appoint persons in connection with the affairs of the schools, all such appointments being however, made with the prior approval of the Director. No such approval is necessary in case of appointment of person in the menial staff
- (6) To arrange for half-yearly internal audit of all school fund and verification of stock and furniture. These duties should ordinarily be entrusted to one or two members of the managing committee other than the office bearers and teacher-members. If there is no such member in the committee competent to take up these duties the committee may employ an outsider for the purpose on reasonable payment if funds permit.

22. Except where it is ordered otherwise by general or special orders, the managing committee will leave to the Headmaster all routine questions in connection with arrangement of classes, admission and transfer of pupils, settlement of the class routine, periodical examinations, awarding of class promotion and all matters of routine relating to instruction administration and discipline and control of the pupil and the staff.

It will be opened to the managing committee however, to depute one or more members to make an enquiry into any of these matters and to report thereon to the department.

23. The managing committee will further perform the duties assigned to them by any special or general orders which have been issued and may thereafter be issued under the sanction of the Government or the Director.

Junior Teachers Training

SECTION 1-- MANAGING COMMITTEE OF BASIC TRAINING

Institute CENTRES :

1. The constitution of managing committees of the Basic Training Centres is as follows:--

- (1) The Dy. Commissioner President.
- (2) The Dy. Director of Education Vice President.
- (3) The Principal, *Junior Teachers Training Institute* B. T. C. Secretary.
- (4) D. I. of Schools Member.

- (5) } Two local leading persons to be appointed by the Director
(6) } on the recommendation of the Deputy Commissioner
..... Member.

2. The other rules relating to managing committee of Govt. High School shall apply *mutatis mutandis* to these managing committees.

SECTION 13--MANAGING COMMITTEES OF GOVT.
PRIMARY SCHOOLS :

3

1. Every Govt. Primary School shall have a representative managing committee consisting of 7 members as follows :

- (i) President - Any local leading person to be appointed by the D. I. of Schools.
(ii) Secretary - Head teacher of the School.
(iii) Members :—
(a) Two members to be elected by the guardians.
(b) Three non-official members to be appointed by D. I. of Schools.

Two-third of the members will form a quorum.

2. The term of each committee will be three years.

3. The function of the committee will be :—

- (1) To maintain the school building and compound in proper order through annual repairs.
(2) To make arrangement for pure drinking water to the children.
(3) To raise funds for the maintenance of school building and school compound.
(4) To provide teachers' quarters and hostel buildings where and when necessary.
(5) To forward the leave application of the teachers to D. I. of Schools and to make temporary local arrangement for smooth running of the school subject to the approval of the D. I. of Schools.
(6) To take steps for all-round improvement of the school.

SECTION 14—MANAGING COMMITTEES OF OTHER SCHOOLS :

1. Rules regarding managing committees of Schools outside the classes mentioned in Section 10 to 13 of this Chapter will be prescribed by competent authorities concerned.

SECTION 15—GOVERNING BODY OF COLLEGES

1. Every Government College will have a Governing Body constituted as follow :—

- (1) President — Director of Education Ex-officio.
- (2) Secretary — Principal of the college, Ex-officio,
- (3) Deputy Commissioner, Member.
- (4) Vice-Principal of the College—Member
- (5) One representative from the teaching staff of the college—Member.
- (6) } Three local leading persons to
(7) } be appointed by Government.

2. The term of the members will be three years.
3. The duties and functions of the Governing Body will be those as prescribed by Govt. from time to time.
4. Two thirds of the members will form quorum.

Chapter IV

Section 16

CHAPTER : IV : DISCIPLINE :

SECTION : 16 : GENERAL RULES :

- ✓ 1. Every recognised institution must maintain a 'Conduct Register' in which all cases of breach of discipline by a college student or a school pupil and consequent punishment meted out to him should be recorded by the head of the institution. The entries are to be noted in the Transfer or Leaving certificate issued, and in the Roll list of the candidates for any public examination if and when such steps are considered desirable by the head of the institution in the interest of discipline.
- ✓ 2. The head of an institution shall scrutinise all applications for admission and if he thinks that there is sufficient disciplinary reason to justify his refusal, he may refuse admission to any student or pupil without assigning any reason to the applicant. But he will have to report confidentially the grounds of his refusal to his immediate superior who shall have the power to approve or disapprove of his action.
3. Every scholar on his admission to an institution shall sign his name in a Register incorporating a copy of the rules of discipline enforced in the institution.
- ✓ 4. The head of the institution may, with the previous approval of the governing body or managing committee, order any undesirable and troublesome scholar to leave the institution without assigning any reason if such an action is considered to be necessary for the good of the institution. And in such a case a transfer certificate free of transfer fee shall be issued. Action taken under this rule must be reported in full details through proper channel to the Director.
5. During the period of rustication or when scholar is expelled from an educational institution for any major offence, no recognised educational institution shall admit the rusticated or expelled scholar unless such orders are set aside or modified by any appellate authority competent to do so under these rules.
6. Scholars shall have to pay fee during the period of suspension, For the period of rustication no fees shall be charged.
7. Expulsion or rustication or removal from an institution for disciplinary reasons carries with it, the expulsion or removal from the attached hostels of the institution.

8. No direct complaint shall be allowed to be submitted to any higher authority against the head of an institution or any of its staff by a scholar of the institution or his guardian in regard to disciplinary measures adopted or any punishment inflicted for commission of any offence by the scholar without written permission from the head of the institution concerned. Violation of this rule on the part of a scholar shall be treated as a major offence against discipline and punished as such. This rule does not, however, prejudice or preclude the right of a scholar or his guardian for submission of regular appeal against any order of punishment to the authority competent to hear such appeals under these rules.
9. The following subsidiary measures for improvement of discipline are suggested which the head of all educational institutions shall adopt : -
 - (i) Teachers, scholars and guardians may meet occasionally for the purpose of securing the co-operation of the guardians in the matters of moral, spiritual and disciplinary training of the scholars and also for discussing matters of general interest that go to benefit the scholars. These meetings shall be held periodically at least twice or thrice a year on the occasion of prize distribution, Annual sports, Guardians' meeting etc.
 - (ii) Teachers shall take part in the organisation of the games provided in the institution.
 - (iii) Corporate life and activities of the scholars shall be well organised and properly conducted through scout movements, social service league, debating societies, publication of magazines, historical and scientific excursions and such other means.
 - (iv) Dignity of manual labour shall be well emphasised through actual work in school and college compounds by way of keeping the buildings and the compounds of the school, college and hostels attached thereto neat and tidy by well organised labour of the scholars themselves.
 - (v) All educational institutions shall endeavour to introduce suitable programme of moral instructions and measures for intercommunal harmony.
 - (vi) All teachers shall be made to realise that their responsibility for the conduct of the scholars of their institutions extends beyond the hours in the class rooms and in the educational premises. Each educational institution must have an organisation to see to

the discipline in its charge outside school and college hours in the public places and also at home to supplement the efforts of the guardians.

- (vii) When any breach of discipline by a scholar comes to the notice of any member of the staff he shall at once report the matter to the head of the institution without fail and also recommend suitable punishment appropriate for the offence.

SECTION 17--DETAILED RULES FOR COLLEGES :

1. All colleges shall follow the rules of discipline laid down in the preceding section.
2. For breach of college discipline by a student the Principal is authorised to punish the offender in consultation with the governing body for any of the major offences enumerated in Rule 5 of this section with appropriate punishment of the following form which shall necessarily vary with the gravity and circumstances of each case.

(i) Fine not exceeding Rs. 20/—

(ii) Suspension from the college for a period not exceeding one month.

(iii) Expulsion from the college as well as from the hostel in case of boarders.

(iv) Rustication for a period not exceeding six months.

(v) Suspension, forfeiture or withdrawal of scholarship for a period or for the whole tenure if the offender happens to be scholarship holder.

(vi) Cancellation of all concessions such as remission of tuition fee, fee concessions for a period or on a permanent basis if the offender be a recipient of such concessions.

In inflicting the above punishment the Principal shall submit a report to the Director for confirmation of such orders.

3. All cases of rustication and expulsion shall be reported in a brief statement including the date of rustication or expulsion to the Executive Council of the University. Besides, the Principal of a Govt. or Govt. aided College shall also submit a report to the

Director of Education with a brief statement of the circumstances leading to the rustication or expulsion.

4. If a student who has been rusticated or expelled from a college desires to continue his studies in another college he may apply to the University authority concerned for permission and the Executive Council of the University after reference to the Principal from which the student has been rusticated or expelled and also to the Principal of the college to which admission is sought, and after full consideration of all circumstances of the case, shall pass such order as they think proper. All such cases shall be notified to the Director by the college authorities.
5. Any of the following acts by a student shall be considered as a major offence against discipline.
 - (i) Habitual unpunctuality.
 - (ii) Various forms of immoral acts.
 - (iii) Use of any intoxicating drug in the premises and compound of the college or the attached hostels.
 - (iv) Hartal or hunger strike of any kind.
 - (v) Indulging in any strike or picketing.
 - (vi) Resorting to violence of any kind,
 - (vii) Act, against Public sanitation and injurious to the public or any act calculated to cause public nuisance, disturbance of public tranquility, communal troubles or breach of public peace.
 - (viii) Exhibition or introduction of any political or party emblem into the premises or compounds of college and the attached hostels.
 - (ix) Holding any meeting or party of a political character in the buildings of the college and the hostels and in the compound and Play grounds belonging to the college, without written permission or against order of the Principal.
 - (x) Joining any anti-Government political demonstration.
 - (xi) Any act that is an offence punishable under the Indian Penal Code or punishable under any special or local laws.

6. An appeal against any order of punishment passed against a college student by the Principal shall lie to the Executive Council of the University in case of rustication and expulsion and to the Director in case of other forms of punishment. Such appeal shall have to be submitted within 30 days from the date of receipt of the orders of punishment by the student concerned.
7. Any order of punishment of the Principal and any order passed on an appeal, shall be communicated to the student and guardian by the Principal.
8. Any offence short of any of the major offences enumerated in Rule 5 above, that goes against good administration and good working order of the college, committed by a student shall be minor offence. For any minor offence against college discipline, the Principal may punish a student with a fine not exceeding Rs. 10/- and for repeated minor offences he may punish him with any form of punishment suggested for major offence, according to the procedure laid down for the punishment for such major offences in these rules.
9. Malpractices in examinations shall be severely repressed. The following detailed rules are laid down for observance : -
 - (a) Use of unfair means in periodical college examinations shall be treated as minor offence for the first instance and its repetition shall be treated as major offence and punished as such.
 - (b) A candidate found with a book or notes in the examination room or copying from others or using other unfair means in an annual promotion examination or a test examination held for selection of candidates for any public examination shall be reported on to the Principal who shall debar him from promotion or from appearing at the ensuing public examination concerned, as the case may be except when any other lesser punishment is authorised by the Director in special circumstances on the recommendation of the Principal.
 - (c) A candidate found with book or notes in the examination room or copying or using other unfair means in any scholarship or other public examination shall be expelled from the examination room by the presiding officer of the examination and his name shall be reported to the authority concerned for issue of orders cancelling his examination and for such other action as may be prescribed by that authority.

“The authority” referred to in this rule shall be the University in case of examination held by them.
10. It is left to the discretion of the Principal to consult the District Officer of the District in which the college is situated in dealing

with cases of major offences of serious type or in taking up preventive measures against commission of such offences by college students.

11. Any action taken by the Principal or any advice tendered by the District Officer under rule 10 above shall be reported to the Director and the Principal shall be guided by any advice the Director may prefer to tender in connection with the matter.

SECTION 18—DETAILED RULES FOR SCHOOLS :

1. Any of the following acts by pupils shall be considered as a major offence against discipline :—

- (i) Habitual unpunctuality.
- (ii) Various forms of immoral acts.
- (iii) Smoking or using any intoxicating drug in the premises of the school or of the attached hostels.
- (iv) Hartal or hunger strike of any kind.
- (v) Indulging in any strike or picketing.
- (vi) Resorting to violence of any kind.
- (vii) Acts against public sanitation and injurious to the public or any act calculated to cause public nuisance, disturbance of public tranquility, communal troubles or breach of public peace
- (viii) Exhibition or introduction of any political or party emblem into the premises or compounds of the school and the attached hostels.
- (ix) Joining and anti-Government political demonstration.
- (x) Holding any meeting or party of a political character in the buildings of the school and hostels and in the compound and play grounds belonging to the school, without written permission or against the order of the Headmaster.
- (xi) Any act that is an offence punishable under the Indian Penal Code or punishable under any special or local laws.

2. The following forms of punishment may be inflicted on a pupil for major offence :—

- (i) Fine not exceeding Rs. 10/—

- (ii) Suspension from the school for a period not exceeding 15 days.
- (iii) Rustication for a period not exceeding 2 months.
- (iv) Expulsion from the school as well as from the Hostel attached to the school in case of boarders.
- (v) Suspension, forfeiture or withdrawal of scholarships and other concessions attached to any scholar for a period or for the whole tenure, if the offender happens to be a scholarship holder.
- (vi) Cancellation of all concessions such as fee remission, etc. temporarily or on permanent basis if the offender be a recipient of such concession.

3. The Headmaster is competent to inflict appropriate punishment on a scholar of his institution, short of rustication or expulsion for any major offence. All heads of schools have to take due notice of offence committed by the scholars and mete out appropriate punishment to serve the purpose for which punishments are meant.

4. Following are classed as minor offences against school discipline :-

- (i) Idleness.
- (ii) Inattention to class teaching or class work.
- (iii) Irregular attendance.
- (iv) Indulgence in any noise calculated to disturb his fellow.
- (v) Unhygienic habits such as spitting on the floor or on the walls of a room or verandah.
- (vi) Disfiguring walls, furniture, etc. belonging to the school.
- (vii) Disobedience or defiance of the authority and the teachers.
- (viii) Telling lies.
- (ix) Any other form of offence against minor morality.
- (x) Any act that goes against good order in the school.

5. According to the gravity of the circumstances and the commission of any of the minor offences against discipline suitable punishment may be inflicted upon the offender by the Headmaster of the school who is the sole authority for this purpose.

Following forms of punishment are suggested and the Headmaster is to select any one of them which he thinks appropriate in any particular case :—

- (i) Warning with advice.
- (ii) Corporal punishment.
- (iii) Detention after school hours with or without task.
- (iv) Additional tasks as home-works.
- (v) Fine up to Rs. 5/-

The Headmaster is authorised to inflict one of the punishment on his own authority.

Note :- When punishment prescribed for minor offences fail to produce the desired result and commission of such minor offences is repeated the offender may be treated as committing a major offence and shall be punished as such.

5. Malpractices in examinations shall be severely repressed. The following detailed rules are laid down for observance :--

(a) A pupil using unfair means in periodical school examinations other than annual promotion shall be punished by and under the orders of the Headmaster, the nature of the punishment being left to his discretion. A second repetition of this offence will ordinarily be visited with corporal punishment and its repetition for third time shall be treated as a major offence and punished as such.

(b) A candidate found with book or notes in the examination room or copying from others or using other unfair means in an annual promotion examination or test examination held for selection of candidates for a public examination shall be reported on to the Headmaster who shall debit him from promotion or from appearing at the ensuing public examination concerned as the case may be.

(c) A candidate found with book or notes in the examination room or copying or using other unfair means in a scholarship or other public examinations shall be expelled from the examination room by the the presiding officer of the examination and his name be reported to the authorities under-noted :--

(i) The Deputy Inspector of Schools in case of examinations the scope of which] is limited to a Sub-Division or a district.

(ii) The Director in all other cases.

7. Assistant teachers of a school are also competent to punish scholars for minor offences short of corporal punishment and fine. When offences are such that the appropriate punishment are beyond their competence they shall submit reports to the Headmaster regarding suitable punishment and the Headmaster shall take necessary action to punish the offender accordingly.

8. In an extreme case, when rustication or expulsion is considered to be the appropriate punishment for any of the major offences, the head of the institution shall place the matter before the managing committee. If the managing committee decides to punish the offender with rustication or expulsion the order of rustication or expulsion shall be drawn up in Form 7.
9. The Headmaster shall forward a copy of the order of rustication or expulsion to :—
- (i) The parent or guardian of the scholar concerned.
 - (ii) Inspector of Schools,
 - (iii) Director of Education.
 - (iv) To the Secretary Board of Secondary Education in case of High School pupil of class IX and X.
10. Within 30 days from the date of receipt of the order of rustication or expulsion, the parent or guardian of the scholar so punished may submit an appeal to the Inspector of Schools. If the punishment is substantially upheld by the first appellate authority, a second appeal lies to the Director within 20 days from the date of receipt of the order passed on the first appeal. The decision on the second appeal shall be final.
11. When no appeal is received within the allowed period by the Inspector of Schools he shall confirm the decision of the managing committee.

In case an appeal is received within the period of 30 days the authority hearing the appeal shall ask for a report from the managing committee in detail as to the commission of the offence and after considering all the facts presented he shall pass such orders as may be deemed appropriate to the occasion. The order passed on the appeal shall be submitted by the appellate authority to the Director or Secretary, Board of Secondary Education where this is necessary and a copy shall also be forwarded to the appellant through the Managing Committee. For any second appeal a notice shall be given to the Inspector of Schools by the aggrieved party, and the second appeal may be submitted to the Director through the Inspector of Schools within the time allowed. The officer on receipt of the second appeal petition shall forward it to the Director with all the records of the case and with a brief note on it. The Director after perusal of the whole records may pass any suitable order that is considered just and equitable in the circumstances of the case. He shall forward the final decision to the Inspector of Schools for communication to the school authority and the party concerned.

12. All orders of confirmation of punishment of rustication or expulsion on any final appeal or without appeal shall be circulated among the

the schools of the state and also published in Nagaland Gazette under the signature of the Director of Education.

SECTION 19 RULES FOR HOSTELS OF BOTH SCHOOLS AND COLLEGES

1. All the rules regarding discipline in the foregoing three sections of this Chapter shall apply *Mutatis Mutandis* to hostels with the modifications that all minor offences committed by a boarder are to be dealt with by the hostel Superintendent who may inflict punishment prescribed for such offences.

The following rules shall apply to hostels in addition. Major and minor offences referred to in these rules shall be dealt with in the manner prescribed in Section 17 and 18 of this Chapter read with the foregoing part of these rules.

2. Ordinarily every boarder in a hostel attached to an educational institution shall have to observe the following routine :—
 - (a) From 5.00 a.m. to 7.00 a.m. answering morning roll call, physical exercise and morning meal.
 - (b) From 7.00 a.m. to 8.00 a.m. — Study hours.
 - (c) From 8.00 a.m. to 2.00 p.m. — attending school and college classes.
 - (d) From 2.00 p.m. to 3.00 p.m. — personal cleanliness.
 - (e) From 3.00 p.m. to 5.00 p.m. — Tea, tiffin and play.
 - (f) From 5.00 p.m. to 7.00 p.m. — Evening meal.
 - (g) From 7.00 p.m. to 9.00 p.m. — Study hours.
 - (h) From 9.00 p.m. to 10.00 p.m. — Assembly discussion and prayer and light reading.
 - (i) From 10.15 p.m. light off

Note :— This routine may be modified by the Head of the institution according to local customs.

3. In sickness a boarder may not be able to observe the routine in full. In such cases the Medical Officer or the Superintendent will guide boarder in respect of his daily observance of rest or work.
4. Every boarder must apply for leave of absence and where practicable such applications must be supported by a letter of request from the parent or guardian of the boarder to the Superintendent of the hostel, and the boarder must obtain written sanction from him. If a boarder

absents himself from the hostel without permission of the Superintendent it will be a major offence against discipline.

5. Without the permission of the Superintendent no boarder shall bring in any stranger to the hostel compound and hostel premises. Violation of this rule shall be counted as major offence.
6. Boarders must receive all postal communications and articles through the hostel Superintendent and not directly from postal peon or a post office.
7. Absence without leave for the night or at evening roll call or after 9.00 p.m. without permission of the hostel Superintendent will constitute a major offence against discipline if circumstances leading to or resulting from such absence are of serious character.
8. Playing cards and gambling within the hostel will be counted as a major offence.
9. Any act by a boarder that goes against good order in the hostel or done in contravention of the Superintendent shall be counted as a major offence or minor offence according to the circumstances of the case.
10. Every hostel superintendent must maintain a conduct register in which all cases of breach of discipline by a boarder and the punishment meted out to him should be recorded. This register should be submitted to the head of the institution concerned from time to time to enable him to make a corresponding entry in the conduct register mentioned in rule of Section 16 of this Chapter.
11. Every boarder on his admission to a hostel shall sign his name in a register incorporating a copy of the rules of discipline enforced in the hostel.

Chapter V

Section 20

CHAPTER - V

SECTION 20—HOLIDAYS IN SCHOOLS AND COLLEGES :

1. The term year used in this section means a calendar year according to the English calendar.
2. The maximum in number of holidays to be observed on one year in the institutions named below shall be as follows :—
 - (i) College 165 full days including Sundays and 6 half days excluding Saturdays.
 - (ii) High and Middle Schools and Training schools and all other recognised Institutions 152 days (full) including Sundays and 6 half days including Saturdays.
 - (iii) Primary Schools 112 full days excluding Sundays and half-days excluding Saturdays.

Provided that —

- (1) Extra holidays must not be granted by any visiting officer. Holidays granted by the Governor, a Minister, a Dy. Minister, a Parliamentary Secretary of the State will be excluded from the limit noted above.
- (2) Local holidays may be granted as full or half holidays up to a maximum of 4 full days, two half holidays being counted as one full holiday, in excess of the limit noted above.
- (3) The Director of Education may allow special holidays in excess of the limit prescribed above for the following reasons :—
 - (a) Natural calamities such as floods, epidemic etc.
 - (b) Utilisation of the school or college buildings for :—
 - (i) Public Examination,
 - (ii) Other Public purposes under authorities of Government.
 - (iii) Teachers' Conference, Students' Conference etc. which are recognised by Government.

Note :—The special holidays shall always be limited to the possible minimum and such holidays in excess of 15 days should be adjusted by re-distribution of holidays in the above approved list.

3. At least a month before the beginning of a year the head of every institution shall prepare the holidays list of his institution for the ensuing and submit the same for approval of competent authority. The following are the authorities to approve of the holiday lists for different classess of institutions subject to rules in this section :—

Colleges , The head of the college concerned. High, Middle Training Schools and all institutions Director of Education. Primary school - The Dy. Inspector of Schools.

4. In preparing or approving of holidays list the following instructions shall be followed :—

- (i) It is not compulsory for the educational institution to observe all the holidays declared under the Negotiable instruments act.
- (ii) The Republic Day, the Independence day, Mahatma Gandhi's Birth Day shall be observed as full Holiday in all institutions.
- (iii) Provision will be made for long vacation in each year for all institutions as below :—

College : Ordinarily 12 weeks and must not exceed 3 calendar months or fall short of 10 weeks.

High, Middle and Training Schools : Ordinarily 30 days and must not be less than 25 days. The time for the long vacation shall be fixed on the following considerations :—

- (a) Extremeness of climate
- (b) Occurrence of flood and or epidemic and
- (c) Utilisation of the services of the school children by the parents in cultivation works.

Chapter VI.

Section 21

CHAPTER VI

SECTION 21--GENERAL RULES

Part I

MANAGEMENT

1. No student is permitted to study in a recognised institution unless he resides :—
 - (i) With his parent or legal guardian or
 - (ii) With a guardian appointed in writing by his parent or legal guardian and approved as such by the head of the institution or
 - (iii) In a recognised hostel or
 - (iv) If hostel accommodation is not available in a mess approved by the head of the institution and regulated in accordance with such rules as may be approved by the head of the institutions.
2. Hostels shall be under the general control of the managing committee or the governing body of the institution to which they are attached. The head of the institutions shall be responsible for their discipline and good order.

In case of Govt. hostel, the head of the institution shall act as the hostel authority except when delegation of power has been made in favour of the managing committee or the governing body as the case may be

In case of non-Govt. hostel, the managing [committee or the governing body shall act the hostel authority.
3. Unattached hostels shall be under the general control of a separate committee of management of which the heads of the institutions in which the inmates of the hostels are studying shall be members and this committee shall act as the hostel authority in respect of these hostels.
4. Every hostel shall be under the immediate supervision of one or more resident superintendents who shall be members of the staff of the institution or of one or other of the institutions to which the boarders belong.

5. (a) Appointment of superintendents of hostels shall be made by :—
- (i) The Director of Education on the recommendation of the hostel authority in case of all Govt. hostels.
- (ii) The hostel authority in case of all classes of non-Govt. hostels.
- (b) No person will ordinarily be appointed as hostel superintendent for more than five years in case of Govt. hostels. This limit may, in special cases be relaxed by the Director of Education in case of college hostels.
6. Any teacher appointed to Govt. service may be required to undertake the work of superintendent or Asst. Superintendent of Govt. hostels as a duty which it is not in his option to evade.

Note :—This rule applies *mutatis-mutandis* to teachers of all recognised institutions.

7. In all hostels, superintendents will be provided with free quarter either in or attached to the hostels. The Principal and Superintendent will be provided with family quarters in touch with the hostels building whenever this is possible and the Asstt. Superintendent will be provided with bachelor quarter within the hostel building.
8. In case of schools, the Headmaster may be superintendent of a school hostel when no other arrangement is practicable and in that case he may occupy the family quarter meant for the Principal Superintendent.
9. In addition to free quarters allowance will be granted in Govt. hostels in accordance with the following scales :—

Allowance Per Mensem

Number of boarders	Supdt.	Asstt. Supdt.	Thrd Supdt.
From 1 to 25	Rs. 15.00
From 26 to 40	Rs. 25.00
From 41 to 55	Rs. 35.00
From 56 to 75	Rs. 45.00	Rs. 15.00
From 76 to 100	Rs. 50.00	Rs. 20.00	Rs. 15.00
Over 100	Rs. 60.00	Rs. 25.00	Rs. 20.00

For other Superintendents :—

Number of boarders	Allowance per month
From 1 to 25	Rs. 10.00
From 26 to 40	Rs. 15.00
Over 40	Rs. 20.00

Note :—Whenever possible, senior officers of high grade will be appointed to the charge of Govt. hostels and the superior scale of allowance brought into force

The hostel allowance allowed under this rule shall be treated as special pay. The rate of allowance in any month shall be determined by the average number of boarders in residence during a vacation will determined by the average number of boarders in the preceding term.

The allowance may be reduced as disciplinary measure.

Part II

MEDICAL SUPERVISION

10. Rule 11 below regarding medical supervision of hostels relates to Govt. hostels only, but where practicable it may apply to hostels of Govt. aided institutions at the option of the authorities of these institutions.
11. The following procedure shall be observed in regard to medical supervision of Govt. hostels and free supply of medicines to the inmates thereof :—
 - (i) A medical officer will be placed in charge of medical attendance and inspection of all Govt. hostels at particular station. Selection of the medical officer in charge of the hostels shall be made with the approval of the Civil Surgeon of the District concerned.
 - (ii) When the number of boarders in hostels in a station exceeds 200 a whole time medical officer may be placed by Govt., if possible, in charge of medical attendance and inspection, of these hostels. The medical officer will be paid a monthly allowance at the rates and scales as may be prescribed by the Govt. from time to time.
 - (iii) The allowance will be based on the total number of boarders in residence at each station on the first day of the month concerned, but for broken periods it will be based on the average number for the period. The number will be certified in each case by the head of the institution concerned and a copy of these certificates will be annexed to the bill for allowance.

The visit should be paid, whenever possible in the morning and on days and between hours to be fixed in consultation with the Superintendents at the beginning of each school or college session as the case may be.

- (iv) In addition to these routine visits, the medical officer will attend whenever the hostel superintendent or the hostel authority reports any case of sickness of such a nature as to require his attendance.

The medical officer will attend the inmates of the hostels and the superintendents and staff of the hostel free of cost.

- (v) In case of infectious or contagious diseases in hostels at district headquarters the medical officer will at once report to the civil surgeon who will make arrangement for isolation and treatment of the case.
- (vi) The medical officer will interest himself and advise the hostel authority in regard to the hostel dietary, as also in regard to the sanitary conditions of the hostel with its compound, and quarters and out-houses thereof, and his recommendations in these respects shall be carried out by the hostel authority. In the event of any difficulty in acting in accordance with the recommendations of the medical officer or any difference of opinion with him the matter must be referred to the Civil Surgeon whose decision must be accepted by the hostel authority, the case being referred, if necessary to the Director of Education for final decision.
- (vii) Free medicines and dressing will be provided for the inmates of the hostels, the medicines etc. being made up and supplied by the Sadar or Sub-Divisional dispensary or the nearest dispensary in-case of an out station hostel.
- (viii) The Medical officer in-charge of the Govt. hostel will annually prepare a list of medical stores necessary for his hostel and submit his indent to the Civil Surgeon.

Part III

DUTIES OF HEAD OF INSTITUTIONS AND SUPERINTENDENTS :

12. In case of attached hostel the following shall be amongst the duties included in the general supervisory charge of heads of institutions when they are not themselves the Superintendents, otherwise i.e. when a head of institution is himself the superintendents these powers shall be exercised by the managing committee or the governing body of the institution. In case of unattached hostels these powers shall vest with the committee of management constituted under rule. of part I of this section.

- (1) To advise and encourage the superintendents in the performance of their duties and in case of fault, omission or neglect to report to the appropriate authority.
 - (2) To satisfy themselves that the social and moral tone of the hostels is sound and that the arrangements made for accommodation, maintenance and guardianship of the boarders are in all respect suitable.
 - (3) To see that subject to good order and health of the hostel, all boarders equally enjoy the right and freely to profess and practise religion.
 - (4) To see that the buildings and grounds are in good order, and that a scrupulous cleanliness prevails with regard both to the premises and clothing and personal belongings of the inmates.
 - (5) To act as intermediary between the managing committees and the medical officers of the hostels.
 - (6) To receive and dispose of the reports of the Superintendent in respect of the hostel.
 - (7) To sanction admission and withdrawal of boarders except in case of college hostels where this power may be delegated to superintendent by general or special orders of the head of the institution.
 - (8) To examine the accounts periodically and to ensure in the interest of parents and guardians that most careful economy is observed. The standard of expenditure being set with reference to the purses of the poor boys
 - (9) To take interest in the games of the hostels.
 - (10) To conduct formal quarterly inspections of the hostels and in the intervals to visit them at least once weekly, the visit being paid on occasion after sunset in order that he may assure himself of the comfort of the boarders and the good order of the institutions in the night time as well as in the day.
13. The general duty of the hostel superintendent is to act as guardian of the boys entrusted to his care, to live with and control them, to supervise their work and their amusements to keep in order their household arrangements and to do all that which are necessary for their happiness and their physical, moral and mental well-being.
14. Without prejudice to the foregoing generality the following particular duties are assigned to hostel superintendents

- (1) To have the buildings and grounds maintained in good order and to insist upon scrupulous cleanliness both in regard to the clothing and personal belongings of the inmates.
 - (2) To act as intermediary between the inmates and the medical officer.
 - (3) To control the messing arrangements and accounts with a view to avoiding waste extravagance, having particularly in mind the necessity of adjusting the general economy of the institution to the means of the poorer boarders.
 - (4) To enforce obedience to the hostel rules and to report without delay any case of moral delinquency or serious indiscipline.
 - (5) To call the rolls daily at the appointment time, to maintain hostel registers, to control the menial-establishment, and to go round the hostel regularly at night after light-out.
 - (6) To see that religion of the inmates is in no way prejudiced and that all boarders can practise and profess religion freely.
15. In hostel which has more than one Superintendent the Asstt. or Asstts. shall live in the hostel and shall help the Superintendent in the performance of the duties assigned to him.

Part IV

ADMISSION AND WITHDRAWAL OF BOARDERS

16. Application for admission to a hostel should be made in writing to the hostel authority by the parent or guardian of the student whose admission is desired. In case of college hostels the application may be made by the student himself to the hostel Superintendent
17. The hostel authority may refuse admission without assigning any reason. In case of college hostels, this power may be exercised by the hostel Superintendent, unless otherwise directed by the Principal of the college.
18. No one may be admitted to a hostel unless he is a student of a recognised institution. Admission of boarders to an attached hostel shall be limited to students of the institution to which the hostel is attached, exception being allowed only under special order of the Director of Education.
19. No boarders shall be allowed to leave a hostel without permission. Such permission will not be given except on written request from the father or guardian of the boarder in case of school hostels. In case of college students application for permission to leave a hostel may be made by the student himself.

Part V

ACCOMMODATION :

20. Hostel should be so designed as to allow at least 60 cft. of floor space and 750 cft. of cubic space per boarder.
21. Open dormitories to accommodate 10 or more boarders are recommended. Smaller rooms may be allowed to accommodate 3 or 4 boarders. In respect of hostels for schools, no room be designed for a single inmate or for two inmates only.

**SECTION 22—DETAILED RULES FOR GOVT.
HIGH AND MIDDLE SCHOOLS :**

Part I

HOSTEL DUES

HOSTEL DUES CONSIST MAINLY OF :--

1. (1) Seat rent.
(2) Medical fee.
(3) Messing charges, and
(4) Fines.

The first two being credited under the appropriate head in the public account and the last two in the mess account.

2. A sum of Re. 0.25 a month as seat rent and an equal amount as medical fee, or such other larger or smaller sums as may be fixed by Govt. from time to time is payable by each boarder monthly and will be realised in the same manner as tuition fees.
3. No remission of seat rent and medical fee will be allowed except under orders of Govt.
4. Monitors are exempted from payment of seat rent.
5. Messing charges payable by a boarder shall consist of
 - (1) Mess dues which is his share of expenditure in food, light and establishment payable in advance every month. Boarders will, however, be allowed to make their own arrangements according to local needs.
 - (2) Mess admission and leaving fees of Re. 1.00 or such larger sums as may be fixed by the hostel authority, the admission fee being chargeable in all cases, the leaving fee only to boarders leaving school without a proper leaving certificate.

6. Fine shall consist of :—

- (1) Fines on breach of hostel discipline.
 - (2) Fines for late payment of messing charges. The latter will be credited to the mess fund and the former will be expended by the superintendent for the benefit of the boarders on games, prizes, entertainments, or many other purposes approved by the managing committee.
7. Boarders shall pay their dues on or before the 10th day of each month after which, if dues remain outstanding, a fine of 0.05 paise a day will be levied, up to the 25th day of the month. If dues including the fine are not then paid, the boarder will be liable to suspension or expulsion.
8. Boarders taking admission to a hostel render themselves liable for their share of the cost of the hostel establishment for the whole term. In the event of their leaving in the middle of a term it shall be in the discretion of the hostel authority, according to the equity of each case, to realise from them, or to exempt them from the payment of fee for establishment not exceeding Re. 1.00 monthly for the rest of the term.
9. Unpaid hostel dues shall be treated as unpaid fees, the same penalties are attached to non-payment.

Part II

MONITORS OR PREFECTS :—

10. It shall be in the power of the Superintendent to appoint a monitor in-charge of each dormitory, or when the hostel consists of small rooms in-charge of each group of 12 or 18 boys.

The monitors will carry out the orders of the Superintendent and will be responsible to him for the good order and discipline of the hostel. They shall report to the Superintendent any case of misconduct or breach of discipline which come to their notice.

Part III

REGISTERS

11. The following registers shall be maintained :—

- (1) Admission register, showing the date of admission and home address of each boarder and the name, caste and occupation of his parent or guardian.
- (2) Attendance register in which each attendance at roll call shall be marked by cross.

- (3) Inspection book in which the orders of the hostel authority and the quarterly inspection notes and orders of the Headmaster will be recorded,
- (4) Punishment book.
- (5) Gate book for entering late returns to hostels.
- (6) Account book of hostel income and expenditure.

Part IV

MESSING ARRANGEMENT

12. The messing arrangement will be managed by a committee of boarders appointed by and working under the orders of the Superintendent. The messing charge for each month will be determined by the Superintendent after examining the month accounts.
13. When this is required and is practicable arrangements will be made for separate messes.
14. Every boarder will be liable for market duty on dates to be fixed by the superintendent.
15. Members of any mess must take their meals in the dining hall at the time fixed by the Superintendent. Such time will be announced by ringing of a bell.
16. Meals must not be taken in the dormitories.
17. In the beginning of each year, the hostel authority will issue a notice to the guardians of the boarders stating the monthly charge for the year which will not be exceeded without intimation being sent to them.

The charges so intimated will ordinary restrict to :—

(1) Compulsory Charges :

- (a) Messing charge for two meals a day, including the cost of extra establishment.
- (b) Lighting charges.
- (c) Admission fee.
- (d) Seat rent and medical fee.

(2) Optional Charges :

- (a) Daily tiffin.
- (b) Dhobi and barber.

Figures should be entered in the notice against each item.

18. The medical officer of the hostel will where necessary, be called for consultation under rule II (vi) of the hostel rules to advice as to the sufficiency of the hostel dietary, as also in regard to the adequacy of the lighting arrangement and proper sanitary arrangements. The use of good lamps and suitable quality oil is a matter of concern to the medical officer and his instruction on this subject must be solicited and carried out by the hostel authority.
19. Changes in the actual cost from month to month as prices vary may be provided for by charging for the first quarter of the year at the rates specified in the notice independent of the actual cost and excess on the saving during that quarter should be adjusted in the two subsequent quarters with due information to the parents or guardians.
20. The notice should make it clear to guardians that it is intended to safeguard them against unreasonable demands but by no means to restrain them from providing for their children or wards reasonable amounts which they may consider necessary. The messing charge should be estimated to cover that is necessary to provide the requirements of rich and poor alike. The poor will not presumably wish to pay for tiffin. Similarly some boys will require the services of a dhobi, others may wash their own garments and cloths etc. These points should be considered in fixing hostel charges.
21. Ordinarily, where the numbers suffice, the hostel authority will find it economical to have an arrangement made with barber and dhobi on uniform and moderate rate per head instead of leaving the boys to the expensive course of making their own arrangements.
22. Tiffin arrangements should be made within the hostels instead of allowing boys to make their own arrangement at the costly and doubtful supplies of sweet meat seller in the bazar.
23. It is found necessary in course of the year to raise the rates or practicable to reduce them a revised notice should be issued with the consent of the managing committee after the Headmaster has carefully examined the accounts and satisfied himself that the increase is unavoidable or the reduction practicable as the case may be.
24. A print of each hostel notice with a copy of the relevent order of the managing committee will be entered in the inspection book.

SECTION 23—DETAILED RULES FOR HOSTELS OF OTHER EDUCATIONAL INSTITUTION :

1. (1) In college hostels, seat rent, electric charges and medical fees are payable termly by each boarder at the following rates :—

Seat Rent	...	Rs. 8.00 per term
Electric charge	...	Rs. 4.00 " "
Medical fees	...	Rs. 1.00 " "

These terms are counted as below :--

First term From June to September.

Second term From October to January.

Third term From February to May.

- (ii) The term fees are payable in advance at the beginning of each term on dates to be fixed by the Principal, in the same manner as tuition fees- the same penalties attaching to non-payment.
- (iii) No remission of these fees are allowed. For any broken period the fees payable for the whole term shall be charged.
- (iv) Monitors are exempted from payment of seat rent.

2. Subject to rule above, detailed rules for hostels other than those for which such rules have been provided in the foregoing section shall be framed by the hostel authorities with the approval of the managing committees or by the governing body concerned as the case may be in cases where such bodies are not themselves the hostel authorities, on the line of the rules for hostels of Govt High and Middle Schools in the foregoing section.

Chapter VII

Section 24

CHAPTER VII—TRAINING OF TEACHERS

SECTION 24—TRAINING FOR THE DEGREE OF BACHELOR OF TEACHING AND OTHER COURSES

1. Arrangements shall be made with Gauhati University and other Universities for the training of the graduate teachers and educational officers deputed by Govt. on the following terms and conditions.

- (i) That the Govt. will decide the number of teachers and educational officers for training in different courses every year and make all arrangements with respective Universities.
- (ii) That the Govt. shall make contributions of such amount for each trainee as prescribed by the different Universities for every course to cover the following fees of the trainees in the Universities :—

1. For the classes :—

- (a) Admission fees
- (b) Tuition fees
- (c) Common room fees
- (d) Library fees
- (e) Examination fees
- (f) Centre fees

2. For Hostel ;—

- (a) Hostel admission fees
- (b) Hostel establishment charges
- (c) Caution money
- (d) Fees for furniture
- (e) Seat rent
- (f) Medical fees
- (g) Utensil fee
- (h) Light charges

2. Such number of officers including female officers as may be sanctioned by Govt. will be deputed by the Director of Education. These officers will include teachers of Govt. Schools, Sub-Inspector of Schools and teachers of Govt. aided schools.

The selection of trainees will be made by the Director in his discretion in as such manner as he may deem fit.

3. The pay and allowances of the deputed teachers during the term of deputation will be governed by the normal terms and conditions as determined by Govt. from time to time.
4. The travelling allowances of the officers will be regularised as below:—
 - (a) Journey performed from the Headquarters to the place of training and back single fare of the class of accommodation entitl by the grade of the officer or single mileage, as the case may be.
 - (b) Journey performed at the instance of the training institute during the training travelling allowance at tour rates.
5. The pay etc. of non-gazetted trainees will be drawn by the respective drawing and disbursing officers and sent to the trainees every month.
6. In case on teachers of Govt. aided schools the pay equivalent to the pay drawn immediately before the deputation with a similar allowance as that of the Govt. officers will be paid by the Govt. The cost of substitute shall be borne by the school authorities concerned.
7. The Gazetted officers will draw their own pay and T. A. bills, the latter being drawn after countersignature by the Director of Education.
8. The cost of books prescribed by the University shall be borne by the respective schools and officers and the books will be school and office property after the completion of the course.
9. Teachers of Govt. aided schools deputed for training shall have to sign an agreement in form prescribed before taking admission into University for the course for which they are deputed.
10. Failure to complete the course with success in due time will make the officers deputed liable to penalties provided for in their conditions of service or in the orders that may have been issued or may hereafter be issued by the competent authority in this respect.

The following rules in this connection shall apply to officers of the Nagaland school service.

- (1) In deciding promotion preference will be given to the officers possessing B. T. Degree.

- (2) Increment on the pay of those who fail to obtain the B.T. Degree when deputed at Govt. expenses will be stopped till they passed the B. T. Examination at their expenses in subsequent years. If they so obtain the degree at their own expenses within two subsequent years they will get their increments with retrospective effect.

Deputation of unsuccessful officers for training for a second time at Govt. Expenses will lie at the discretion of Government.

- (3) Should an officer try to avoid undergoing B. T. Training without valid ground his increments will remain suspended till he obtains the degree.
- (4) Officers while in B. T. Training are debarred from applying for any temporary job during their course of training and from leaving the training classes before completion of the training except on valid grounds.
- (5) For officers entering Nagaland school service in substantive capacity after 1st December, 1963 possessing of a B. T. Degree shall be essential pre-requisite qualification for promotion to class II of this service.

SECTION 25—TRAINING OF TEACHERS FOR PRIMARY SCHOOLS :

1. Arrangement for training of teachers for primary schools are made by the authorities concerned from time to time according to demand for such trained teachers subject to sanction of competent authority in three Junior Basic Training centres in the State.
2. Admission to these classes is given to :—
 - (a) Teachers of Govt. Primary Schools,
 - (b) Intending teachers who must have at least passed the M. E. Examination.
3. The Director of Education will fix annually the number of candidates for training to be deputed from each Sub-division and the Dy. Inspector of Schools will prepare lists of suitable candidates and send for training with the approval of the Director of Education.
4. Intending teachers, before admission to the training class will be required to execute a bond of agreement in Form 9.
5. The pay and allowances of the deputed teachers during the period of their deputation will be governed by normal rules of Government.

The pay and allowances of the deputed teachers will be drawn by the D. I. S. of Schools concerned monthly and remitted to the Principals of B. T. Centres for disbursement.

6. The travelling allowance admissible to teachers on deputation will be governed by normal rules of Govt. regulating travelling allowance.
7. The period of training will be one academic year.

Chapter VIII

Section 26

CHAPTER VIII—PUBLIC EXAMINATION

SECTION 26—GENERAL RULES

Part I

APPOINTMENT OF EXAMINERS

1. Examiners are appointed by the Examination Board concerned except in cases otherwise provided for in the rules relating to various examinations.
2. Definite instructions on the following points should be issued to each examiner :—
 - (a) The curriculum on which the examination is to be held.
 - (b) The rules relating to the examination.
 - (c) Time allowed to candidates for answering the questions and allotments of marks.
 - (d) Distribution of questions over the whole curriculum. If necessary copies of question papers may be provided.
 - (e) Whether or not choice of question is to be allowed.
 - (f) Precautions against the leakage of question.
3. No person directly interested in any of candidate should take part in the conduct of an examination either as a paper setter or an examiner.

Part II

MODERATION AND PRINTING OF QUESTION PAPERS

4. The authority which appoints the examiner will deal with the moderation and printing of the question papers received from the examiners.

In printing question papers all steps should be taken to prevent leakage and to maintain absolute secrecy. The printing presses should accordingly be instructed.

Part III

CONDUCT OF EXAMINATIONS

5. For each centre of examination a Superintendent or Superintendents will be appointed by the Examination Board who will be responsible for the conduct of the Examination in that centre.

6. Question papers. A time table of the examination, and a list of examiners, will be despatched to the Superintendent appointed for each examination centre so as to reach him not less than seven days before the Examination is due to begin.
7. Papers for each separate subject of examination will be placed in separate closed covers and the whole series for each centre sent in strong sealed packages by registered post.

Papers in subjects such as drawing, sewing, handwork etc. where special equipments may be required by candidates, should be sent in separate packages marked "Practical Examination".

8. Arrangements for the buildings necessary for holding the examination are made by the authority who control the examination. The building selected will usually be a school house.
9. The Superintendent to whom examination papers are sent (*vide* rule 6) will be responsible for their safe custody throughout the examination.

Papers for each subject of examination will be opened in the examination hall by the Superintendent (or his responsible assistant) not more than 15 minutes before the beginning of the examination in each subject and given out to the candidates 5 minutes before the examination begins.

Exception :— Papers in practical examination (*vide* rule 7) will be opened by the Superintendent in time to allow him to inform candidates of any equipment they will require at the examination.

10. The Superintendent will see :—
 - (i) That no one, other than the candidates, is present in the examination except those who are appointed to conduct the examination ;
 - (ii) That all arrangements for the conduct of oral and practical examinations are made in time.
11. The centre Superintendents will be required to collect the answer papers of candidates and to arrange these in order of their serial number pack and despatch them each day by registered post immediately after the the examination is over to the examiners concerned, together with one question paper and a list of candidates examined.

Part IV

RULES REGARDING CANDIDATES

12. Special conditions applicable to the various examinations are contained in the separate rules for these examinations.

13. The examination fee which is payable for any Public examination is not refundable even if a candidate fails to pass or present himself at that examination.
14. Candidates must come provided with pens and ink. Writing paper and blotting paper will be supplied by the Superintendent of the examination centre.
15. Candidates must provide themselves with any equipment required for practical examination on due notice from the Superintendent.
16. Candidates must attend the examination Hall at least 5 minutes before the examination is due to begin. Late comers will be admitted only on satisfactory reasons being given.
17. Instructions regarding the method of writing answers etc. are given on the blank answers books provided for candidate.
18. The Superintendent will expel from the examination hall of candidates detected in using any form of unfair means of communicating with other candidates during the examination and will take such further action in the matter as is required by prescribed rules regarding discipline in educational institutions (see rules 7 section 18).

Part V

EXAMINATION RULES.

19. After receipt of the answer scripts of candidates the examiners shall examine the scripts and submit the marks of candidates to the authorities as directed within the prescribed time limit.
20. Answer scripts should be preserved for three months after the submission of the marks, or until such time as may be specially mentioned in the case of particular examination. The answer scripts are the property of Government and must be kept secret and should in no circumstances be made public. They must be burnt after the specified period.
21. It shall be the responsibility of the Secy, of the Examination Board to receive marks from the examiners and to tabulate them.
22. Success and failure of candidates shall be determined by the respective examination Boards, in accordance with the special rules for the various examinations and subject to such limitations as may be prescribed in these rules, unless otherwise provided.
23. Examination results will be declared by the Board controlling the examination.
24. A candidate who fails in a single subject only may have his papers in that subject re-examined on payment of a fee of Rs. 3. 00 if the

Headmaster of the institution from which he was presented certifies that his school work in that subject was satisfactory. The application with the fee and the Headmaster's certificate must reach the authority who controls the examination within six weeks from the date of publication of the results.

25. Marks gained by a candidate will be communicated on application being made to the local, Dy. Inspector of Schools with a fee of Rs. 2. 00.

The Dy. Inspector of Schools will deposit the fees in the local treasury and forward the application for disposal to the authority who controls the examination.

Note: The rate of fee and the procedure for its payment prescribed in this rule shall not apply in case of examination where separate provisions are made in these regards.

Part VI

EXAMINATION BOARDS

26. Examination Board are constituted in connection with certain examinations as detailed in the subsequent rules. The duties of these Boards are as follows : -

- (i) To appoint examiners and to make all arrangements for the conduct of the examination, both theoretical and practically.
- (ii) To moderate question papers.
- (iii) To advise the Director of Education as regards syllabus of examinations, books for study by candidates and other general matters either on reference made to them or on their own initiative.

27. Examination Boards will frame their own rules for conduct of their business, they will meet as a rule twice in the year though it is open to them to meet often if this is necessary.

28. The constitution of Examination Boards for the various examinations are given in the rules in the subsequent section of this chapter for respective examinations.

J.H.S.L.C. P.S.L.C.

SECTION 27—THE NAGALAND M.S.L.C. AND L.P.S.L.C.

AND SCHOLARSHIP EXAMINATIONS

J.H.S.L.C. P.S.L.C.

1. The Nagaland M.S.L.C. and L.P.S.L.C. and Scholarship Examinations shall be conducted by a Board consisting of the following members :—

- (1) Dy. Director of Education - Chairman.
- (2) Secretary ^{J.H.S.L.C. P.S.L.C.} M.S.L.C. and L.P.S.L.C. and Scholarship Examination Board (Secretary).
- (3) Inspector of Schools — Member.
- (4) Dy. Inspector of schools — Kohima/Mokokchung/Tuensang. Members.
- (5) Headmaster of one Govt. High School
- (6) Principal of one of the basic Training centres.

To be nominated by the Director of Education.

Note: The Director of Education will co-opt two or three members according to necessity in addition to the above every year at the time of meeting of the Board to moderate question papers.

J.H.

2. M.S.L.C. and Scholarship Examination —

- (1) The Nagaland ^{J.H.} M.S.L.C. and Scholarship Examination will be held in the subjects according to the syllabus of studies prescribed for the M.F. Schools. The following statement gives a general outline of the examination.

Subject	No. of paper	Full Marks	Pass Marks
(1)	(2)	(3)	(4)
1. Mother tongue Alt. English.	1	100	40%
2. Arithmetic Written	1	100	30%
3. Arithmetic Mental (½)	1	50	15%
4. English I & II	2	200	40%
5. History	1	100	30%
6. Geography	1	100	30%
7. General Knowledge	1	100	30%
8. Geometry (½ P.)	1	50	15%
9. Drawing (½ P.)	1	50	15%
10. Hindi	1	100	30%

Carpentry for boys and sewing for girls will be incorporated in the course.

Note --Candidates securing 60% of the total marks or above in the aggregate will be placed in the First division and those securing 50% or above but less than 60% in the Second division. Other successful candidates will be placed in the Third division. In order to pass the ^{J.H.}M.S.L.C. and Scholarship Examination a candidate must secure 36% of the total marks in the aggregate of all papers.

3. The Nagaland ^{J.H.}M.S.L.C. Examination and Scholarship examination is compulsory for the pupils of class VI of all High and Middle Schools for promotion to the next higher class.
4. The examination will be held at the District or the Subdivisional headquarters or at such other centres as the board may decide.
5. Candidate must maintain at least 75% of attendance of the total working days to be eligible to appear at the examination
6. Candidate other than pupils of recognised high and middle school may appear in the examination as private candidates if :—
 - (i) They have not read in any recognised high or middle school for at least one school year before the examination.
 - (ii) Candidates who discontinued their studies while reading in a school would have to wait till the year in which he would have normally appeared at M.S.L.C. and Scholarship examination had he continued in a recognised school.

Such candidates must apply to the local Dy. Inspector of Schools at least two months before the date of the Examination, and the application must be accompanied by a written statement in the subjoined form.

Candidates name and address in full.....

 Age in years, months and days on the
 1st January following year.....
 Name of the School last attended.....
 Date of withdrawal from school.....
 Father's name and address.....

On the receipt of such application the Dy. Inspector of Schools will after satisfying himself as to the eligibility of the candidates to appear at the examination register their names and notify them accordingly.

Every candidate will have to pay examination fee Rs. 1. 50 before he is permitted to appear in the examination.

8. The Heads of institutions Presenting candidates will submit to the local Dy. Inspector of Schools a list of candidates from their respective schools in the prescribed form on or before 31st July of every year.

Each Dy. Inspector of Schools will prepare a detailed list from his sub-division in the prescribed form and will forward in duplicate at least six weeks before the date of the Examination to the Secretary of the Examination Board accompanied by treasury challans showing the deposit of fees realised from the candidates.

9. The Secretary of the Board will award pass certificates in the prescribed form to all the successful candidates.
10. A list showing the success and failures of the candidates will be sent to each Dy. Inspector of Schools for communication in his sub-division.
11. Public Scholarships will be awarded to the successful candidates in order of merit.
12. Subject to the foregoing rules the examination Board will frame supplementary detailed rules for conduct of the Middle School Examination.

SECTION 28—THE I. P. S. L. C. AND SCHOLARSHIP EXAMINATION

1. The Head teacher of a Primary school and the Dy. Inspector of Schools concerned will respectively prepare a list of the candidates of I. P. S. L. C. and Scholarship Examination and forward the same to the Secretary of the Board *vide* rules 8 of preceding section.
2. The Examination will be held in each subject according to the prescribed course from approved books. The subjects in which the examination will be conducted and marks assigned to each are as below :—

Subject	Maximum Marks	Pass Marks
(1) Arithmetic	100	30
(2) Mother Tongue I & II	200	80
(3) Geography	100	30
(4) English	100	40
(5) General Knowledge including Nature Study and Hygiene	100	40

(6)	Drawing and Handwriting	100	40
(7)	Mental Arithmetic	50	15

3. The fees for each candidate is Re. 1.00.
4. The selection of candidates for award of Primary Scholarship is made by the Board in order of merit separately for three districts.
5. The Nagaland ~~P~~ P. S. L. C. and Scholarship Examination is compulsory for promotion to the next higher class.
6. Candidates securing 60% of the total marks or above in the aggregate will be placed in the 1st division and those securing 50% or above but less than 60% in the second division. Other successful candidates will be placed in the Third Division. The pass marks for the aggregate will be 36% of all the subjects.
7. Subject to the foregoing rules the Board will frame supplementary detailed rules for conduct of the ~~P~~ P. S. L. C. and Scholarship examination.
8. Syllabus committees will be set up by the Director of Edn. from time to time with the approval of Govt. to review or modify the syllabus.

SECTION 29- -THE NAGALAND JUNIOR BASIC AND SENIOR BASIC TEACHERS' TRAINING EXAMINATIONS

1. The Nagaland Junior Basic and Senior Basic Training Examination shall be conducted by a Board consisting of the following members: -
 - (1) Director of Education -- Chairman.
 - (2) Secretary of ^{J. H. S. C.} ~~M. S. L. C.~~ & ~~P. S. L. C.~~ Examination Board -- Secretary.
 - (3) Principal, State Institute of Education -- Member.
 - (4) Inspector of Schools -- Member,
 - (5) One Dy. Inspector of Schools
 - (6) One Principal of a B.T. Centre
 - (7) One Headmaster of a Govt. High School

} To be nominated by the Director of Education.

 - (8) and (9) Two experts to be co-opted. by the Director of Education -- Members.
2. The Examination is held on completion of the course of study prescribed for this examination.

3. The candidates who failed in this examination may appear at the subsequent examinations.
4. The examination will be held according to the prescribed syllabus.

The subjects in which the examination will be conducted and marks assigned to each subject are as below :—

- (a) Junior Basic Teachers' Training Examination.
(One academic year)

Examination Subjects :—

(1) Principles of Education.	100	marks	
(2) Principles of teaching method, Organisation and administration.	100	"	
(3) Mother tongue (1)	100	"	
Dictation (2)	25	"	(Half paper)
Objective test on language	25	"	
(4) Social studies and Co-operation.	100	"	
Hygiene and Elementary Science	50	"	
(5) Mathematics			
Arithmetic — 100	} 150		
Geometry & Mensuration— 50			
(6) Craft (Theoretical)	50		
(7) Art	50		

Practical :—

(8) Practice teaching including sessional work			
External —	50		
Internal —	50		
(9) Craft (including teaching aid production) 100			
(to be assessed by the institute)			
(a) Whole year work —	50		
(b) Teaching aid production — 50 (Map, Charts, Models etc)			
(10) Community life 75	} 100		
and Annual Report 25			

Pass Marks :-

Theoretical Subjects,	36%
Community Life,	40%
Practical (Practice teaching & Craft practical,	50%
Aggregate	40%
First Division,	50% and above
Second Division,	50% to 59%
Simple pass,	40% to 49%

The external examination is to be conducted by the Principal, Senior Instructor of the training Centre and the External Examiner to be appointed by the Department.

Community life is a special feature of the Basic Training Institution. The record of each trainee should be periodically checked and the trainee should be asked to make up their deficiency so that a trainee may not secure less than 40% mark in the subject.

A record of the attainments of the trainees or the duties discharged by them may be maintained from the beginning so that each trainee knows where he stands.

Candidates who fail in one or two subjects may be allowed to appear in the subjects as a private candidate in the subsequent year. Candidates who fail in more than two subjects, shall have to appear in all subjects. Candidates who fail either in Practical or in Community life shall have to attend classes for one month in the subsequent session and complete the work assigned by the Principal. Those who pass in the practical subjects need not appear in practical examination.

The following minimum periods on each subject must be held by each training centre during the year. Candidates whose attendance in each subject is less than 75% of this minimum prescribed or 75% of the total number of periods held at their institution will be debarred from appearing in the examination

The shortage of attendance may be relaxed by the Director of Education.

Periods

(I) Principles of Education and

Principles of Teaching method

Organization and Administration

700

(2)	Mother tongue.....	150
3)	Mathematics.....	150
(4)	Social Studies & Co-operation	100
	Hygiene and Elementary Sc.	80
		180
(5)	Craft (Theoretical).....	50

The period in a week for each subject will be as follows :—

	Periods
(1) Principles of Education and Principles of Teaching Method Organisation and Administration.....	6
(2) Mother Tongue.....	6
(3) Mathematics.....	6
(4) Social Studies and Co-operation Hygiene & Elementary Science.....	5
(5) Art.....	2
(6) Craft (Practical).....	2

Each training institute will ensure this minimum. In addition to above period for theoretic work, time to be devoted for craft work is one hour daily. Adequate provision should also be made in the time table for library work.

(b) Senior basic teachers' training Examination.

Examination Subjects

(1)	Principles of Education and Educational Psychology . . .	100
2)	Principles of Teaching Methods with special emphasis on method of correlation . . .	100
(3)	Mother tongue, Library work (Gandhian Literature & Text books . . .	100
(4)	Social Studies . . .	100
(5)	General Science . . .	100
(6)	Mathematics & Mensuration . . .	100
(7)	Craft (Theoretical) . . .	100
(8)	Art . . .	50

(9) Hindi ... 50

Practical

(10)	Practice teaching including achievement and diagnostic tests	
	External	50
	Internal	50
		100
(11)	Main Craft.	
	(a) Whole two years works (to be assessed by the institution:	
	(b) Practical :--	
	External --	25
	Internal --	25
		50
(12)	Subsidiary Craft --	100
	(a) Whole two years work (To be assessed by the institution)	
	(b) Teaching aid production	50
(13)	Community life.	100
(14)	Annual Report.	50
	Total	1250

In written papers, marks should be allotted as follows :--

50% Essay type.

25% School record

25% Objective type-Pass marks to be decide by mederation Board.

Pass Marks 36%

The external examination is to be conducted by a Board of three examiners.

Community life --	Pass marks	50%
Aggregate --		40%
Practical teaching & craft practical	Pass marks	50%
First Division		60% or above
Second Division		50% — 59%
Third Division		40% — 49%

Community life is a special feature of the Basic Training Institution. The record of each trainee should be periodically checked and the trainees should be asked to make up their deficiency so that a trainee may not secure less than 50% in the subject.

A graphical representation of the attendance of the trainees may be maintained from the beginning so that each trainee knows where he stands.

Compartmental Examination :

Candidates who fail in only one subject by securing not less than 25% in that subject may be allowed to appear at a compartmental examination to be held in the subsequent year. Candidates who fail in two or more subjects shall have to appear in all the subjects. Candidates who fail either in Practical or community life shall have to attend class for one month in the subsequent session and complete the work assigned by the Principal.

The following minimum periods on each subject must be held by each training centre during the year. Candidates whose attendance in each subject is less than 75% of this minimum 75% of the total number of periods held at the institution will be debarred from appearing in the Examination. The shortage of attendance may be relaxed by the Director of Education.

Subjects	Minimum Periods
(1) Principles of education & educational psychology	200 periods.
(2) Principles of teaching methods with emphasis on method of correlation	200 "
(3) Mother tongue (Library work)	250
(4) Special studies	300
(5) General Science	200
(6) Mathematics and Mensuration	300
(7) Crafts (Theory)	100
(8) Art	100
(9) Hindi	100

After completion of Teachers' Training course the teacher is to be trained in Scouting and Guiding. Adequate provision must be made in the daily time table for games and library work.

5. Successful candidates will be awarded certificates in the prescribed form.

6. Subject to the foregoing rules the Board will frame a supplementary detailed rules for conduct of this examination.
7. Syllabus committees will be set up by Director of Education from time to time with the approval of Govt. to revise and modify the syllabus of the Training centres.

**SECTION 30—REMUNERATION OF EXAMINERS MEMBERS
OF THE EXAMINATION BOARD AND INVIGILATIONS**

1. Honorarium and remuneration will be paid to the moderators and examiners for conducting public examination at the rates and on the scales prescribed by the Govt. from time to time.

Chapter IX

Section 31

CHAPTER—IX

SECTION 31--NUMBER RATE AND TENURE.

Part I

STIPEND AND SCHOLARSHIPS

1. Scholarships and Stipends may be awarded as noted below both general and technical education.

(a) General

Course	No. of Stipend/ Scholarship	Rate P.M.	Tenure
(1)	(2)	(3)	(4)
(1) L.P. Studies	— 25	Rs. 10.00	up to end of Primary course.
(2) M.E. Studies	— 100	Rs. 15.00	„ „ „ „ M.E. course.
(3) H.E. Studies	— 130	Rs. 20.00	„ „ „ „ H.E. course.
(4) Pre-University Course	— 15	Rs. 60.00	„ „ „ „ P.U. Course.
(5) Degree Studies	— 12	Rs. 75.00	„ „ „ „ Degree Course.
(6) Sainik School Studies	— 50	Rs. 2500.00	per annum up to end of the course.
(7) Post-Graduate Studies	— 15	Rs. 75.00	up to end of P. G. Course.
(8) Competitive Scholarship :			
(a) H.S.L.C. Exam.	— 3	Rs. 100.00	up to end of the course.
(b) P.U. Exam.	— 3	Rs. 125.00	„ „ „ „ „ „
(c) Degree Exam.	— 3	Rs. 150.00	„ „ „ „ „ „
(d) Stipend for Primary Teachers' Training	—	Rs. 60.00	„ „ „ „ „ „

(b) **Special Scholarship/Stipends for the encouragement of Women education in the State.**

Course	Rate P.M.	No. of Scholarship/Stipends	
(1)	(2)	(3)	
(1) L.P.	Rs. 10.00	20	Up to end of L.P. Course.
(2) M.E.	Rs. 15.00	30	„ „ „ „ M.E. Course.
(3) High School outside the State	Rs. 50.00	12	„ „ „ „ H.E. Course.
(4) High Schools within the State	Rs. 20.00	700	„ „ „ „ H.E. Course.
(5) P.U.	Rs. 60.00	20	„ „ „ „ P.U. Course.
(6) Degree	Rs. 75.00	40	„ „ „ „ Degree Course.

(c) **Technical/Vocational and Professional Course.**

Course	No.	Rate P.M.	
(1)	(2)	(3)	
(1) Degree course in engineering such as civil, mechanical & electrical	20	Rs. 75.00	Up to the end of the course.
(2) Diploma course civil, mechanical & electrical engineering.	30	Rs. 60.00	— do —
(3) Other Technical/ Professional etc. Certificate course.	30	Rs. 60.00	— do —

(d) **Other Courses**

Course	No. of Scholarship/Stipend	Rate P.M.	
(1)	(2)	(3)	
(1) Hindi	10	Rs. 60.00	Up to the end of the course.
(2) Education abroad	2	Rs. 600.00	Plus Rs. 5000.00 Annual book grant up to the end of the course.

2 All obligatory college dues including tuition fees and hostel rent shall be directly paid by the Govt. to the Institution concerned.

1. Initial grant including provision for purchase of admissible on the scales indicated below :—

- | | | |
|---|---|--|
| (a) Post graduate degree in Medicine | — | Rs. 300/- only once for entire duration of the course. |
| (b) Graduate degree in subjects mentioned against (a) | — | Rs. 200/- only once for the entire duration of the course. |
| (c) M.A./M.Sc. | — | Rs. 150/- only once for the entire duration of the course. |
| (d) All other courses | — | Rs. 75/* only once for the entire duration of the course. |

4. Scholarships/Stipends are tenable only in recognised institutions.

Part II

GENERAL RULES FOR AWARD OF SCHOLARSHIP/STIPENDS

1. Candidates must be children of permanent residents of Nagaland.
2. Candidates must be regular in attendance.
3. Candidates must not have migrated from one institution to another within one year preceding the examination except under authority duly given in accordance with the transfer rules. It is the duty of the head of the institutions to bring this rule to the notice of the parents and guardians.
4. The award of Scholarships/stipends should be announced within three months from the date of the new school or college session.
5. Scholarship/stipends are payable from the beginning of the school or college session.
6. Scholars must join their institutions within one month from the date of starting the new session. Failure to join within a month entails forfeiture of the amount due to the date of joining. It also entails forfeiture of the Scholarships/Stipends unless satisfactory reasons are given.
7. Absence without leave up to 30 days in the year entails loss of scholarships/stipends for twice the period absence. Absence without leave for over 30 days entails forfeiture of scholarships/stipends and must be reported to the Director of Education.
8. Absence with leave up to seven days entails no loss of Scholarships stipends. Longer absence with leave, other than sick leave entails loss of scholarship/stipend for the whole period of absence. The head of the institution may give leave without loss of scholarship/stipend up to 30 days to a scholar who suffers the loss of a parent.

9. Absence on account of illness up to seven days entails no loss of scholarship/stipend. But if any scholar is absent for short periods more than three times in the course for a year or if the absence is protracted beyond seven days, a medical certificate must be produced.
10. No scholarship/stipend may be paid to the scholar/stipendiary till his return from leave to the institution concerned. In the case of death or withdrawal he will not be entitled to any scholarship/stipend from the commencement of the leave.
11. A scholarship holder/stipendiary may be required by the heads of the institutions to live in the hostel attached to the institution.
12. Scholarship/stipends may be withdrawn at any time by the sanctioning authority if the progress and conduct of the scholar is unsatisfactory or if he or she is found to take part in anti-govt. activities.
13. If a candidate is found to have obtained a scholarship/stipends on false statements, the amount paid will not only be recovered from getting any such concession in future.
14. During the currency of the Scholarship/stipend a quarterly report in prescribed form on the conduct and progress of the scholar to Dy. Inspector of Schools in case of L. P. & M. E. Scholarship/stipend and to Director of Education in all other cases will be submitted by the heads of the institutions.
15. The sanctioning authority may award at his discretion scholarship/stipend which has not been availed by any scholar to other deserving candidates. For this purpose of this rule, a scholarship/stipend which has lapsed without being enjoyed will be regarded as unawarded scholarship/stipend.

SECTION 32—SCHOLARSHIP FOR THE DEAF AND DUMB AND BLIND CHILDREN

General Rules

1. These scholarships are awarded by the Director of Education to whom applications should be addressed through the Dy. Commissioner of the District with evidence of parents' or guardians' inability to meet the cost of educating their children or wards.
2. The tenure of these scholarships is fixed in each case by the Director of Education according to necessity.
3. Continuance of these scholarships will always be subject to the usual conditions of satisfactory progress and conduct.
4. The scholarships will be awarded ordinarily before the session of the particular school begins.

5. The scholarships are set at rates to cover the cost of residence and tuition. Parents and guardians are expected to meet other expenses, i. e. clothes travelling etc.

SCHOLARSHIPS FOR THE DEAF AND DUMB

6. The number of scholarships to be awarded of the value of Rs. 75.00 a month for the training of the Deaf and Dumb children of the recommendation of the Director of Education.
7. Scholarships for the deaf and dumb are tenable in the Calcutta Deaf and Dumb School or in such other schools where seats are available for such period in each case as may be necessary. The Session of these schools begins annually in the month of July, Applications should be sent in during the months of April and May.
8. As these scholarships are awarded in consultation with the Principal, Deaf and Dumb School Calcutta and such other Schools, applications should contain the following particulars in respect of the candidates :—

(i) Report of medical examination as regards :—

- (a) General Health.
- (b) Eye Sight. #
- (c) Degree of deafness.
- (d) Teeth and tongue.
- (e) Any malformation of abnormality.
- (f) General mentality.

(ii) A detailed history of the cause mentioning of possible the case to which the parents or guardians may contribute the deafness.

9. The number of scholarships to be awarded to the value of Rs. 75.00 a month for the training of the blind children of the State will be decided annually by Govt. on the recommendation of the Director of Education.

SCHOLARSHIPS FOR BLIND CHILDREN

10. Scholarships for blind children are tenable in Calcutta Blind School or in such other schools where seats are available. The session of the schools generally begins annually in the month of January. Applications should ordinarily be sent in during the months of October and November.

Applications for these scholarships should be accompanied by certificates of (I) health (II) vision whether there is any disease in the eyes and (III) age.

11. Boys above the age of sixteen and girls above the age of ten are not awarded scholarships as such candidates are not admitted to the blind schools.

Chapter X

Section 33

CHAPTER X—GRANTS-IN-AID TO NON-OFFICIAL ORGANISATION.

SECTION 33—PRINCIPLES AND CONDITIONS OF GRANTS-IN-AID TO SECONDARY SCHOOLS.

Principles of Grants-In-Aid.

1. In calculating grants-in-aid deficit system should be followed, that is to say, that grants-in-aid will be calculated on the basis of difference between the approved income and approved expenditure. The amount of grants-in-aid to be given to a school will not exceed 50% of the deficit.

Approved income will consist of the total fee income of the school obtained by multiplying the number of students by the rate of fee less 25% set apart for fee remissions, contingencies furniture, equipment and minor repair to buildings,

Approved expenditure will include salaries to teachers, office assistants and Govt. share of provident fund contribution.

2. Conditions of Grants-In-Aid.

Twenty five percent of the monthly fee income will have to be set apart for fee remission, contingencies, furniture, equipment and minor repair to buildings.

3. In order to be eligible for consideration of grant-in-aid, a high school should have a minimum enrolment of (160) of which 40% must be in the upper classes from VII—X and an M. E. School a minimum enrolment of (100). Each school must maintain the minimum number of teachers with qualifications as shown below :—
4. Grants-in-aid up to the extent indicated in rule (1) of the section will be sanctioned only if the Govt. is satisfied that the school authorities will be able to raise enough funds through public subscriptions donations etc. to meet the remaining 50% of the deficit.

A. High School

(a) The Headmaster must be graduate preferably trained with at least 3 years experience.

(b) Assistant Headmaster with at least 2 years experience.

- (c) The number of graduate teachers excluding the Headmaster should be equal to the number of sections in the upper four classes and at least one of them should be graduate in science.

This condition may be relaxed by the Director of Education, Nagaland, during the period of first five years, with effect from the date of publication of the Manual, if he is convinced that those requirements cannot be fulfilled for non-availability of teachers.

- (d) For every section from class III to VI one Intermediate passed or a Matriculate should be maintained.
- (e) One teacher for National fitness corps.
- (f) One Hindi teacher.
- (g) One office assistant

B. M.E. School

The minimum qualification for the Headmaster of an M.E. School shall be Intermediate passed or equivalent qualification and Assistant teacher Matriculate. There shall be a minimum of one teacher for each section including the Headmaster. In addition there should be one Hindi and one craft teacher.

Director of Education is empowered to relax the conditions as in 4 (c) above with the prior approval of the Govt.

5. (a) No teacher of aided schools shall take private tuitions without prior approval of Deputy Inspector of Schools in case of M.E. Schools. Not more than two tuitions should be allowed to a teacher.
- (b) No employee of aided institutions shall accept another office without prior approval of Deputy Inspector of Schools in case of M.E. Schools irrespective of such office being honorary or paid.
6. The rate of tuition fee in all aided schools will be as prescribed under rule 3, sec. 5 of this manual. The managing committee may, however, increase the rate by 50% over the prescribed rate.
7. Increments of the members of the staff of aided schools may be stopped on reasonable grounds by the Managing Committee with the approval of the Director of Education in case of High Schools. The Director may, however, direct stoppage of increments on his own initiative when he considers such an action is necessary.
8. The grants will be liable to be withdrawn if :—

- (a) The percentage of students having a public examination from a particular school falls below the average for the entire examination for three consecutive years.
 - (b) Discipline is not properly maintained in the school.
9. (a) Appointment of the Headmaster and Asstt. Headmaster of Aided High schools shall be made on the recommendation of a selection board consisting of the following :—
- (1) Director of Education — Chairman.
 - (2) Asstt. Director of Education — Secretary.
 - (3) One Senior and Experienced Headmaster and one Senior Dy. Inspector of schools to be nominated by the Director of Education.
 - (4) One non-official member to be nominated by the Director of Education.
 - (5) and (6) Two representatives of Managing Committee of the School concerned to be elected by the Managing Committee (to be co-opted as and when necessary with the power to vote).
10. Appointment of Assistant teacher of Aided High Schools and Headmaster and teacher of the Aided M.E. Schools should be made on the recommendations by a District Selection Board consisting of the following :—
- (1) Deputy Commissioner of the District concerned — Chairman.
 - (2) One senior Headmaster of the local Govt. School.
 - (3) Deputy Inspector of Schools, of the District concerned — Secretary.
 - (4) One Headmaster of aided high School to be nominated by the Director of Education.
 - (5) One non-official member to be nominated by the Director of Education.
 - (6) & (7) (In case of High Schools) Headmaster and one member of the managing committee of the school concerned to be elected by the managing committee and (in case of M.E. Schools) two members of the managing committee (to be co-opted) as and when necessary with power to vote.
11. The pay scales of teachers of Aided High and M.E. Schools will be as same as those of Govt. High and M.E. Schools respectively.

12. Every teacher who is confirmed shall have to contribute to the contributory provident fund according to rules framed for the purpose.
13. Subject to the provision in the budget each School which receives grants-in-aid under the deficit system may be given non-recurring grants-in-aid for buildings etc. according to the scale noted below. In the case of building grant the School authority shall have to raise 50% of the cost of the building through local subscriptions, donations or manual labour.

A. High School

- | | |
|--------------------------------------|---------------|
| (a) For building. | Rs. 10,000.00 |
| (b) Science and equipments. | Rs 3,000.00 |

B. M. E. School

- | | |
|--|--------------|
| (a) For building. | Rs. 7,000.00 |
| (b) For Science and craft equipments. | Rs. 3,000.00 |

SECTION 34 -GRANTS-IN-AID ON AD-HOC BASIS

1. High and M.E. Schools which are not eligible to receive grants-in-aid on deficit system, kindergarten and Mentessori schools professional Schools imparting training in type-writing, short-hand etc. and other similar educational institutions may be given grants-in-aid on the recommendation of the Education committee according to the rates proposed by the Board taking the financial resources of the institutions into consideration.

SECTION 35 -GENERAL RULES FOR GRANTS-IN-AID.

1. Applications for grants-in-aid must be submitted to Director of Education with full informations regarding the conditions governing sanction of grants-in-aid through the Deputy Inspector of Schools or Addl. Dy. Inspector of Schools so as to reach the office of the Director of Education on or before 30th April of every year. The Director of Education will cause necessary enquiry and obtain the views of the Dy. Commissioner concerned and put up the applications for the consideration of the committee with his own recommendation, on or before 30th June and the Director will issue sanctioning orders on the decision of the Committee on or before 30th July every year to every institution receiving grants-in-aid.
2. All institutions receiving grants-in-aid will submit to the Director of Education a detailed statement of accounts in the form prescribed within three months of the closing of the financial year.
3. It will be on obligatory duty of the managing committee to arrange the regular audit of the accounts of the institution by the audit staff of the Director of Education.

Chapter XI

Section 36

SECTION 36—TEXT BOOK COMMITTEE

1. At the State level, a Text Book Committee should be constituted with the following members :—

- | | |
|--|--------------|
| (1) Director of Education | — Chairman. |
| (2) Dy. Director of Education | — Member. |
| (3), (4) and (5) Three M.L. As. one from each district | — Member. |
| (6) to (22) 17 Educationist from the 17 dialects | — Member. |
| (23), (24) Two noted Educationist of the State | — Member. |
| (25) Special Officer Text Book Production Branch,
Education Directorate Kohima | — Secretary. |

Three or four will be nominated by the Govt.

2. For each dialect there should be one Text Book Committee consisting of following members :—

- | | |
|---|--------------|
| (1) One noted educationist of the dialect | — Chairman. |
| (2) D.I. of Schools | — Secretary. |
| (3) Senior Sub- Inspector of Schools | — Member. |
| (4), (5) and (6) Writers and noted Educationists of
the dialect to be recommended by the respec-
tive Tribal Councils | — Member. |
| (7) Language officer concerned | — Member. |
| (8) Language translator concerned | — Member. |

All the members will be nominated by the Govt.

3. The term of all the above committees will be 5 years.

4. The dialect text book committee will meet at least once in a quarterly and scrutinise and review the books submitted to the Text Book Committee, call for new books on different subjects, advise and give guidance in production of books. They will be responsible to the State Text Book Committee in all matters and work according to its direction. The text books reviewed and finally recommended by them will be submitted to the State Text Book Committee for approval.

All the non- official members will be treated as first grade officers in respect of D. A. and T.A.

ANNEXURE

FORM I

(See rule 1 (b) Section 4)

Transfer/Leaving Certificate

Certified that son/daughter of
 an inhabitant of village
 in tlfana and in the Sub-division
 was in class of School up to
 and left with a character .. His/her age on
 that day is believed to be years months days.
 The date of his/her promotion to the class was
 and he/she *passed the examination for promotion at the
 time of leaving.

No deviation from the age as stated in the Leaving Certificate should
 be allowed without reference to the Deputy Inspector of Schools.

Date 19 ..

Head Teacher

..... School

..... District.

* Enter here 'had or had not' as the case may be.

FORM 2

(See rule 8, Section 4)

Application for Admisslon

Session 19 School

To The Headmaster/Headmistress School

Dated the 19

Sir,

I have the honour to request you to admit my son/daughter/ward to class of your School. I certify that the subjoined account is true.

My son/daughter/ward will be subject to all the disciplinary rules and orders of the school authorities and the Education Department of Government.

Yours faithfully,

Parent or Guardian of the boy/girl.

Enclosure to Form 2

(The following certificate is to be signed in the case of first admission of a boy/girl who never read in any school before)

I do hereby solemnly declare that has never before attended any school, but received his/her education entirely at home, and that he/she was born on His/Her age to-day 19 is years months days.

A horoscope or an extract from the birth register is herewith submitted in proof of his/her age.

Date

The 19

Parent or Guardian.

When admission refused the ground of refusal should be stated here.

The 19 Headmaster
Headmistress

Class Teacher

Please admit into class to pay

Rs. P.

Fee for current month.....

Arrears for

Admission fee

Games fee

Total

Headmaster/Headmistress

Received. Name entered in the Register.

Class Teacher

Entered in the admission Register No.

Assistant

Headmaster

Headmistress

The 19

*Enclosure to Form 2 :***Particulars to be filled in by the parent or guardian of the Boy/Girl**

Name of the boy/girl

Home

- | | |
|---|-----------------------|
| { | (a) Village or town |
| | (b) Thana |
| | (c) District |

Cast or creed

Father's name

Father's occupation and address

(if the boy/girl does not live with his/her father)

Guardian's name

Guardian's occupation and address—

(Other Descriptions of residence);—

(a) Hostel, its address.

(b) Mess, its address

Date of leaving the school in which the boy/girl studies last.

Age on the date of leaving the last School ; Year

Monthsdays

School from which he comes.

Class in which admission is sought.

Number and date of the transfer certificate enclosed

No date

Reason for leaving the last school :

Name of brother/sister (son/daughters of the same parents) who may be reading in this school and the classes in which they are reading.

Signature of parent or guardian

(To be filled in by the Headmaster/Headmistress)

Date of admission

Age on the date of admission years . . ; . . months days.

FORM 4

(See rule 12, Section 6)

Progress Report of Free or Half Fee Pupils of School for the year ending

Name	Class	Percentage of attendance	Progress and conduct	Remarks of reporting authority	Orders renewing or cancelling concessions
1	2	3	4	5	6

N. B. The report will be returned unless some action is required.

- G = Good
- F = Fair
- M = Middling
- B = Bad.

Date Headmaster

Submitted to the

FORM 5

(See rule 4, Section 8)

Leave Application

To The Headmaster School

Headmistress

Superintendent

Through the Class Teacher of Class

Dated

Dear Sir/Madam,

I beg to apply for the grant to my son/daughter/ ward
Pupil of class of your school, to days leave
of absence from to 19 inclusive. ■

The leave is required for the following reasons :—

Yours faithfully,

Parent or Guardian.

Date 19

Class Teacher's recommendation

I advise that the leave may be granted/refused on the following
grounds

Date 19 Class teacher.

Orders of the Head of the School.

Granted/refused

A fine of is imposed

Headmaster
Headmistress
Superintendent

Date 19

Place

Date.

Memo No.....dated.....

Returned to the applicant whose attention is invited to the Attendance Rule below :—

Office Assistant of the School.

(Extract from Attendance Rules)

3. (a) Absence with leave of the parent or guardian but without the leave of the Headmaster (granted before or after the event) will be counted as unauthorised absence and will ordinarily be penalised by the imposition of a fine 12 paise per diem.

(b) The daily rate will be doubled after fifteen day's unauthorised absence from the beginning of the year

(c) Truancy, i. e. absence without leave either from the parent or guardian or from the Headmaster, should ordinarily be visited not upon the guardian but upon the pupil, who may be punished by detention or other disciplinary measure in the discretion of the Headmaster.

4. Application for leave is Form 5 must be submitted and should be signed by the parent or guardian.

If the parent or guardian is illiterate, the application may be made by him orally or by any respectable person in writing on his behalf. It must not however, be written or signed by the pupil. In the case of hostel inmates, the application must come through the Hostel Superintendent.

5. When circumstances permit, the application must be presented before the leave is taken. Avoidable failure in this respect will not prevent the application being considered on its merits provided that it is presented within 6 days of the pupil's return to school, but in the event of the leave being granted the headmaster may impose a fine for the failure to present the application in good time, not in excess of 50 paise on the first and one rupee on each subsequent occasion.

8. No appeal to the Managing Committee against the Headmaster's order in any case will be accepted unless it is presented along with the application in original within seven days from the date of the order endorsed by a member of the Managing Committee who is not a master in the school.

10. Reckoning authorised absence and late joining as attendances is shall be open to the committee to order in case of any pupil who has been absent without leave for more than 10 percent, of the total number of working days for the school year that he shall not be allowed, to present himself for the promotion examination.

FORM 6

(See rule 6 and 24, Section 8)

Register of Leave Applications rejected or penalised

Number of applicant	Name of the body	Date of application	Leave asked for with reasons	Orders of the Head of the School with reason	Orders on appeal if any
1	2	3	4	5	6

FORM 7

(See rule, 9, Section 16)

Order of Rustriation/Expulsion

Order of the Managing Committee of the
District A pupil named aged years
months days son/daughter of belonging
to Village Thana
. Post Office District, reading in class/
standard of school, is rustriated with
effect from for a period of
or expelled for reasons given below :—

(a) Particulars of the offence,

Signature of the
Headmaster

Secretary to the
Managing Ccmittee.

FORM 8

(See Rule 9, Section 24)

Agreement

In consideration of being selected for deputation for training in the B. T. Classes of the Gauhati University in the session..... and the pay and allowances that will be paid to me during the period of the training, I do hereby bind myself:--

- (a) To join the training classes by the date prescribed by the Gauhati University.
- (b) To make endeavours to the best of my ability to complete the B. T. Course and to pass the B. T. Examination held on completion of the course successfully.
- (c) To abide by the rules prescribed from time to time for conduct of the students of the University.
- (d) To serve as a teacher in a recognised school or as an inspecting officer under the Government in any part of the State for a period of 2 years at least, after completion of B T Training, if and when such posts are offered to me and
- (e) To refund to Government on demand the amount of money spent by them for my training in the event of my failure to fulfil any or all of the terms of this agreement.

Signature and address of the teacher.

Dated.

Signature and address of witness.

The offer of post is to be made by the Director of Education, It is however, not binding on a teacher who has obtained the B. T. Degree to serve in a post with pay less than Rs. 90.00 per mensem under the Agreement.

FORM 9

(See Rule 4, Section 25)

Agreement.

I, having been admitted as a stipendiary student into Training School
....., do hereby bind myself in consideration of such admission and at least..... years and whilst under training therein to abide by the rules from time to time prescribed for the conduct of its students and also to serve as a teacher in any district of the State of Nagaland for a period of at least two years after the completion of my training in the above institution.

2. I also bind myself, in the event of my failing to fulfil any of the above conditions, to refund to Government such amount as may have been drawn by me in the shape of a stipend during the period of my training.

Date.19.....

Signature and address of the Student.

Sub. National Systems Unit,
National Institute of Educational
Planning and Administration
17 B, Sri Aurobindo Marg, New Delhi-110016
DOC. No.....
Date.....